



SMITHFIELD TOWN COUNCIL AGENDA

February 4, 2025 at 6:30 PM

220 North Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

A. Performance of the National Anthem by Students from Hampton Roads Classical

C. INFORMATIONAL SECTION

1. Manager's Report

2. Committee Summary Reports

D. UPCOMING MEETINGS AND ACTIVITIES

February 4 - 6:30 p.m. Town Council Meeting

February 11 - 6:30 p.m. Planning Commission Meeting

February 17 - Town Offices Closed in Observance of President's Day

February 18 - 6:30 Board of Historic and Architectural Review

February 18 - 7:30 Board of Zoning Appeals

February 24 - 3:00 p.m. Town Council Committees

February 25 - 6:30 p.m. Joint Town Council and Planning Commission Meeting

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

E. Presentations

A. Public Comments

B. 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.

CONSENT AGENDA ITEMS

C 1. Motion to Approve the Entrance Corridor Overlay and Historic District Guidelines
Valerie Butler, Chairwoman of Public Buildings and Welfare Committee

C 2. Motion to Approve the Official Zoning Map
Valerie Butler, Chairwoman of Public Buildings and Welfare Committee

C 3. Invoices Over \$20,000 Requiring Council Authorization

- a. East Coast Emergency Vehicles LLC - Outfitting 4 Police Vehicles \$55,279.64**
- b. Core & Main - Procoder Water Meters \$30,500.00**
- c. Athens Building Corporation - Windsor Castle Boardwalk Restoration Project \$87,058.95**

ACTION SECTION

- 1. Approval of Town Council Summary Minutes from January 7, 2025**
- 2. New Business**
- 3. Old Business**
- 4. Adjournment**

TOWN COUNCIL REPORT

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Manager's Report January 2025	Cover Memo	1/31/2025
Tourism - January 2025 Activity Report	Cover Memo	1/31/2025
Parks and Recreation Activity Report January 2025	Cover Memo	1/31/2025
Zoning Permits Report January 2025	Cover Memo	1/31/2025

January 31, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT – JANUARY 2025

TOWN MANAGER:

- Met with BSV Branch Manager and Treasurer 1/8/25
- Met with P&R Director Re: LSC Research 1/10/25
- Met with PW Director and Superintendent Re: Weather Prep 1/10/25
- Attended VML Finance Policy Committee meeting 1/10/25
- Attended ECC Board of Directors Meeting 1/14/25
- Met with consultant Re: SS4A Grant 1/15/25
- Attended HRPDC Meeting 1/16/25
- Attended Staff Meeting 1/21/25
- Met with consultant Re: Grace Street streetscape 1/22/25
- Participated in Financial Software Demo 1/24/25
- Attended Ribbon Cutting for Sweet Beans Coffee 1/27/25
- Attended Committee Meetings 1/27/25
- Attended PW Staff Meeting 1/28/25
- Attended ODU MPA Advisory Board Meeting 1/28/25
- Attended Intergovernmental Committee Meeting 1/28/25
- Met with Consultant and Historic Smithfield Re: Grace Street streetscape 1/29/25
- Attended VML Legislative Day in Richmond 1/30/25

DIRECTOR OF HUMAN RESOURCES:

- Processed property/liability claims with VRSA as appropriate.
- Processed Workers Compensation claims as appropriate.
- Conduct recruiting efforts for the following positions:
 - Patrol Officer (Certified) (3) – Police Department
 - Transportation & Storm Water Manager - (Public Works & Utilities)

- Utilities Marker – (Public Works & Utilities)
- Utilities & Grounds Helper (Public Works & Utilities)
- Utilities Mechanic – (Public Works & Utilities)
- Utilities Maintenance Technician (Public Works & Utilities)
- Conducted interviews for Police Officer on January 16th
- Participated in New Town Council Member Orientation on January 2nd
- Led the Town's Safety Committee Meeting on January 8th
- Began work on Property & Liability insurance renewal
- Began work on Risk Management Guidelines
- Began work on Health Insurance Renewal process
- Deployed Cybersecurity training for all Town employees
- Developed and Delivered Cold Stress Safety Training to the Public Works & Utilities Staff on January 15th
- Work on 1095-C Data for Health Insurance Reporting
- Participated in a webinar hosted by Virginia Risk Sharing Association regarding upcoming Property & Liability coverage renewals on January 22nd
- Participated in a lunch and learn meeting with the EEOC regarding compliance on January 27th
- Began work on FY2026 budget
- Managed any personnel-related & benefits questions/issues as appropriate.
- Participated in all scheduled staff and Council meetings.

TOWN CLERK:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission the Board of Historic and Architectural Review AND THE Board of Zoning Appeals
- Prepared January Town Council Committee Agenda and February Town Council Agenda.
- Ordered business cards for new Town Council Members.
- Attended Council Orientation on January 2nd, 2025
- Worked on Project Files located at 310 Institute Street.
- Sent out Annual Economic Interest Statements to all Town Council Members to be completed and returned no later than January 31st.
- Sent out the Annual Disclosure of Real Estate Holdings forms to all Planning Commission and Board of Zoning Appeals member to be completed and returned to my office no later than January 31st.
- Attended Department Head staff meeting.
- Prepared summary reports from Town Council Committee meetings on January 27th.
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

TREASURERS DEPARTMENT:

- Office Closed for New Year's Day January 1st
- Presentation to new Town Council members on January 2nd, this was most of the day
- Worked on outstanding issues for the month end close
- Worked on ARPA spreadsheet
- Followed up with auditor regarding any outstanding issues
- Registered for TAV Delinquent Course
- Transferred \$1M to VIP for Utilities
- Dept began update of W-9s for vendors
- Dept began testing for 1099s that will go out in a week.
- Moved water and sewer revenues and expenses for FY 25 to Utilities Fund (Only ones charged to Sewer 004 and Water 005 were changed.
- TC Public Meeting on the 6th at 6:30
- Munis discussion meeting on Monday the 6th. Developed an outline for a document to share with Town Council
- Worked on munis/ERP document
- Meeting with Michael and Davenport to touch base about upcoming needs.
- Met with Michael and Councilman Harris on Monday at 2:00
- Met with Isle of Wight Commissioner of the Revenue, and staff and IT to discuss file transfers
- Discussed potential ERP candidates with Lawson Headley
- Met with Isle of Wight Treasurer and Deputy
- Met with BSV Rep Lauren Harper, sent her information about signature cards
- Worked on Treasurer's office goals document
- Worked on improvements document
- Direct reports meeting on Friday
- Worked on the footnotes to the financial statements for the Town Council Committee Meeting
- Mission Square plan review on Monday
- Worked on the VDOT annual Survey
- Met with Riley about RDC's proposal
- Met with Old Point Bank to discuss integrated payables
- Personnel discussion
- Worked on Asset Forfeiture documents and potentially redoing the accounting treatment
- Munis discussion document – worked on the pricing and the discussion parts
- Reviewed invoices for payables – matched to budget line items
- Holiday on Monday the 20th
- Finished the footnotes for the TC Meeting
- Finalized the investment benchmark and debt reports
- Lockbox overview meeting
- Snow day on the 22nd, but I came in at noon to finish the footnotes
- Discussed the RDA presentation with Riley.
- Tried to pin down a better rate for the BSV CD. They are offering .1 while Towne is paying 4.32.

- RDA ERP presentation on Friday afternoon.
- Researched DMV removing stickers, discussed with Barbara
- TM staff meeting
- Compiled talking points for the TC/Committee Meeting
- Worked on Financial Statements and presentation for Town Council Committee meeting on the 27th
- Lockbox Demo Tuesday

COMMUNITY DEVELOPMENT AND PLANNING:

- Planning Commission – JANUARY 14th, 2025
 - Entrance Corridor Overlay Review – Jersey Park Apartments Rehab Project – Chase Powell, applicant. APPROVED
 - *Public Hearing* Chesapeake Bay Preservation Exception – Lot 99 Smithfield Blvd. – John & Sendy Doyle, applicants. APPROVED
 - *Public Hearing* Text Amendment Article 3.D.C – JVC Holdings, LLC C/O Vincent Carollo, applicant. FAVORABLE RECOMMENDATION
 - *Public Hearing* Text Amendment Article 10.E.12. – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION
 - *Public Hearing* Text Amendment Article 2.W.2.a. – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION
 - *Public Hearing* Text Amendment Article 2.K. – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION
 - Corrected Zoning Map – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION
 - Entrance Corridor Overlay Review & Site Plan - Smithfield Sidewalk Project - IOW County, applicant. APPROVED with Staff Comments
 - *Discussion Item* - Development on Turner Drive and Benn's Church Blvd. - IOW County, for comments.
 - *Discussion Item* - Mallory Pointe Elevations.
- Special Use Permit Applications under review
 - 13458 Benns Church Blvd – Miller Oil Co., Inc., applicant
 - 1810 S Church St – Natale & Josephine Carollo, applicants
 - 895 W Main St – Brown's Enterprises, LLC, applicant
 - TPIN: 32-01-005 – L & L Land Development, LLC, applicant (The Promontory)
 - TPIN: 21A-01-511 – Development Logistics and Consulting (DLAC, LLC) (The Cottages at Battery)
 - TPIN: 22-01-006C5 - Smithfield Retail Management LLC c/o Steven Barrett, applicant
 - TPIN: 22J-01-013 – Feeman and Associates c/o Steven Gaskins
 - TPIN: 32-01- 096A2 – Randy Royal, applicant
- Subdivision and Site Plans under review

- TPIN:22-01-006C5 – Steven Barrett, applicant (restaurant w/drive-in)
 - 18403 Cypress Crossing – John Lombardo, applicant (Mod Wash)
 - Phase B, Mallory Pointe
 - Phase C, Mallory Pointe
- Subdivision and Commercial Sites Under Construction and Inspection
 - Church Square, Phase II
 - Cypress Creek Phase VI
 - Washington & James – James & Washington Square
 - 16" Water Main – Ken Turner (Mallory Point)
 - 1305 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (Retail & Restaurant)
 - 201 Battery Park Road – Trey Gwaltney (Self Storage)
 - Phase A Erosion & Sediment Controls – Mallory Point
 - Phase A1, Mallory Pointe
 - Phase A2, Mallory Pointe
 - 204 Wimbledon Lane – Jack Bloom, applicant (Liberty Live Church)
- Board of Historic & Architectural Review – JANUARY 21ST, 2025
 - Rooftop Solar Installation – 313 Grace Street – Contributing – John and Kelly Payne, applicants. TABLED
 - Window Replacement – 310 Institute Street (Fire Department) – Contributing – Town of Smithfield Public Works c/o Jessie Snead, applicant. APPROVED
 - Handrails (After-the-Fact) – 116 South Mason Street - Contributing – Lisa and Emery Jones, applicants. DENIED
 - BHAR Bylaws Amendment, Town of Smithfield, applicant. APPROVED
 - *DISCUSSION ITEM* Smithfield (Main Street) Sidewalk Project Update.
- Board of Zoning Appeals – DECEMBER 17TH, 2025
 - *Public Hearing* SPECIAL YARD EXCEPTION (SYE) Application – Lot 99 Smithfield Boulevard (TPIN: 22E-01-099), John and Sendy Doyle, applicants. APPROVED
- Erosion & Sediment Control Program
 - Erosion and sediment control inspections were performed at 23 active residential construction sites throughout the Town and the required reports were submitted to Isle of Wight County for submission to the Department of Environmental Quality.
- Certificate of Occupancies issued in January 2025
 - 5 Issued
- Code Enforcement Updates Across Town January 2025
 - Notices were sent/issued for the following violations:
 - Inoperable Vehicle, 1 location
 - Nuisance, 1 location

- 7 Door hangers issued (4 Inoperable Vehicle, 2 Nuisance, 1 RV in front yard)

PUBLIC WORKS & UTILITES:

- **Directors Report**

Utility Staff performs the following duties monthly:

- Miss Utility marking
- Read meters for billing and to transfer property owners.
- Water cut-offs and cut-on
- Check sewer pump stations daily.
- Install and repair street signs.
- Replace and repair broken water meters.
- Perform maintenance on town-owned buildings such as Atlantic Contractors installing new HVAC units at town hall.

- **Sewer Line Repairs and Maintenance**

- Maintenance crew assisted Lewis Construction on 328 Grace St. replacement of broken sewer lateral in various spots 60 to 80 ft of pipe has been replaced.
- Lewis Construction repaired sewer lateral at 611 Hillcrest.

- **Sewer Pump Station Repairs and Maintenance**

- Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump stations.
 - Cleaning of wet-well
 - Alarm testing
 - Sump pump cleaning
 - Check Valve cleaning and repair.
 - Generator check / Godwin pump check
 - Control Panel / Flow monitor check
 - Fence and Grounds inspection
 - Inspected Structure
 - Inspect and clean pumps.
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge cleaning
 - Head pressure reading at 7 pump stations.

- **Well Repairs and Maintenance**

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

- **Water Treatment Plant**

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Performed monthly routine tasks including but not limited to:
 - Daily Inspection of RO Plant and grounds.
 - Monthly Tank inspections.
 - Inspect and exercise plant generator monthly.
 - Fill antiscalant day tank.
 - Truck Inspections.
 - Routine service of lime system.
 - Service online fluoride and chlorine analyzers.
 - Calibrate online turbidimeter and pH meter.
 - Check and replace air filters.
 - Test Alarms.
 - VCES replaced blend flow valve and sump pump.
 - Cleaned lime feeder.
 - Changed cartridge filters.
 - Collected composite sample for HRSD.
 - Winterized plant.

- **FOG/ Backflow/ Septic Pump Out Program**

- Implementing the FOG Program to ensure compliance by:
 - Scheduling and meeting with FSE's for routine inspections.
 - Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
 - Inspections to include proper record keeping of pump outs.
 - Inspections include proper record keeping of rendered grease clean out and pick up/throw out.
 - Working with FSE's to get more employees, specifically dishwashers certified by HRFOG.
 - Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.

- Sending emails/letters to schedule more inspections.
- Working with select FSE's to schedule inspection during pump out to monitor clean out and pumping is done to compliance.
- Attendance of the HRFOG meeting via Zoom.
- Implementing the Cross Connection and Backflow Program to ensure compliance by:
 - Entering reports and filing reports.
 - Conducted backflow inspections for new irrigation installations.
 - Conducted backflow inspections for CO requests.
 - Following up with residents with disconnected systems and/or placed on irrigation well, making letters to inform well drillers of new ordinance change.
 - January mailers' final non-compliance notices sent.
 - Sending out failed device notices as received.
 - July mailers' non-compliance notices sent.
 - Studying to become backflow certified.
 - Providing education to residents installing frost free yard hydrants.
 - Starting 2024 January mailers.
- Maintaining of the Septic Pump Out Program
 - Sending 2023 non-compliance notices out for the invoices that were not provided by the due date.
 - Sending pump out reminders for 2024 were sent.
 - Sending pump out letters for 2023.
 - Working with the water department to get a complete town sewer list from the water dept to fill in gaps on non-town sewer residents.

- **Miscellaneous or Construction**

- Public Works provided traffic control on Grace St. for Goodrich to trim trees.
- Public Works provided 4 staff members to work at the BOB fest.
- Public Works prepared for snow, cleaned and salted town buildings.

ENGINEERING

- Blair Brother's Contracting: The contractor performed no work during this period due to the holidays and weather conditions.
- Smithfield Lake Dam: Field inspections continue to be held this month involving the Dam. No structural deficiencies were noted this month on the dam site. The Town's engineer and TRC Companies have recently completed a full structural inspection of the dam and have submitted a 2-year recertification application for the dam to DCR. The Town has now purchased a level sensor which is currently being scheduled for installation. It will be installed in the emergency outfall area.
- The following projects are currently under design and review:

- Battery Park Road storm pipe replacement near the Villas Subdivision. Plans have been developed to replace the existing 18" storm pipe with twin 48" x 68" elliptical pipes.
 - Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane. The site plans are complete and approved.
 - Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired.
 - East Street ditch relocation and improvement. Site drainage easement has been obtained, site plans have been developed and approved.
 - Sykes Court curb & gutter and sidewalk replacement project.
- South Church Street to Nike Park Bike Trail Project:
Site plans are being completed and various sources of funding involving the construction of the project are now being examined.
- Meetings with VDOT representatives have been held to discuss the reconstruction of Grace Street. VDOT has now determined the corrective measures required involving the drainage concerns at the intersection of Grace & James Streets. Reconstruction of this intersection is scheduled to restart by the middle of February.
- The developer has requested an inspection of Cypress Creek Phase VI for the acceptance of the streets into the Towns Maintenance system. A second inspection of storm water structures, curb & gutter sections and the installed roadway surface has been completed, and a punch list has been developed. The contractor is currently making corrections to all items noted on this punch list.
- A review of the proposed engineering site plans continues regarding the Mallory Farms subdivision Phase B, comments are being compiled.
- With respect to Mallory Farms subdivision Phase A, Section (1) field inspections regarding stormwater structures and storm pipe installation, sanitary sewer pipe, manholes and the sanitary sewer pump station; along with the water main and laterals, are being performed. The contractor has now installed the base asphalt as per the site plan requirements on the following streets, Wharf Hill Drive, Wentworth Crossing, Purdie Lane & St. Luke's Lane. With respect to Battery Park Road the contractor has started and continued the installation of the right turn lanes Sta. 103 + 00 to Sta. 109 + 00 right of C/L, and Sta. 111 + 00 to Sta. 113 + 00 left of C/L. There has been a proof roll of the subgrade within the above referenced right turn areas, of which the contractor has now installed the subbase aggregate stone material. The contractor has also started installation of the thru lane extension right of C/L Sta. 111 + 00 to Sta. 115 + 00.
- Phase A Section (2), the contractor has begun clearing and grubbing of this subdivision sect

Smithfield/Isle of Wight Tourism Activity Report –JANUARY 2025

- New Council Orientation 1/2/25.
- County Agenda Review meeting 1/2/25.
- Continued to contract with Stephanie Kensicki (formerly of Smithfield Foods) for part-time marketing services during the interim until full time replacement can be hired and onboarded.
- VRLTA (Virginia Restaurant, Lodging and Travel Association) Government Affairs Update Call 1/3/25; 1/10/25; 1/17/25; 1/24/25; 1/31/25.
- Tourism Full Time Staff meeting 1/6/25; 1/13/25..
- Tourism ALL Staff meeting 1/7/25.
- Director attended Town Council 1/7/25.
- NEW OFFERING from Smithfield & IOW Tourism featuring 8 historic district restaurants and a historic walking tour continues! Tours will be on FRIDAYS (1st an 3rd) at a cost of \$75/per person. GIFT CERTIFICATES are available. One tour held in January 1/17/25.
- County Pre-Application meeting 1/8/25.
- Director attended VADMO (Virginia Association of DMO's) VTLI (Virginia Tourism Leadership Institute) update meeting AND Executive Committee meeting 1/8/25. Additional meeting on 1/15/25. Director serves on VADMO board of directors.
- Tourism Restaurant Week logistics meeting 1/8/25.
- CVTA Marketing Committee meeting 1/8/25. Regular CVTA board meeting 1/23/25.
- Main Street grant application webinar 1/9/25.
- Sports Virginia call regarding \$5 million sport incentive program 1/13/25.

- Meeting w/ Hank Mosley SAIL VA 1/13/25. Smithfield will be hosting a tall ship in June 2026, as part of the SAIL VA event. Entire planning group meeting held in Norfolk 1/30/25.
- Juneteenth Committee organizational meeting 1/13/25. Director is on committee.
- Christmas in Smithfield event hotwash 1/15/25. Tourism provides support for this 1750 Courthouse fundraising event.
- Regional Restaurant Week group meeting 1/16/25.
- BOB FEST set up, management, support and clean-up 1/16-19/25. BOB FEST sold out for the 10th consecutive time. Excellent event!
- Director met with CGI representative 1/21/25. They do the town videos and banners gratis.
- Filming testimonial for Wesley Brown, Citizen of the Year 1/21/25.
- Town Staff meeting 1/21/25.
- County Staff meeting 1/21/25.
- VA250 Commission meeting cancelled due to snow 1/22/25.
- Department continues to put together 2024 Tourism Annual Report. Will be complete in February.
- Director attended VRLTA Day on the Hill 1/27-28/25.
- Director attended Historic St. Luke's Executive Committee board meeting via zoom 1/27/25.
- Staff attended GMODS meeting 1/28/25.
- Director and Office Manager attended new budget software training session 1/29/25.
- Salty Southern Route (regional trail featuring pork and peanuts with participating localities: Smithfield/IOW; Surry; Suffolk; Franklin/Southampton; Sussex.) Group continues to work with Visit Widget to create a new website and online trail app. Meeting held 1/29/25.

- Smithfield VA Events EC meeting held 1/29/25 to prep for annual retreat to be held in February.
- Staff attended Council Committees 1/27/25.
- Internal work continues on the VA250th efforts locally. Isle of Wight has appointed a local VA250 Committee that includes many of the historical organizations in the area. Director and Museum Director are heading up this committee and meet quarterly. VA250 Trail being created by Tourism & Museum. Next Quarterly meeting held 1/25.
- Bridge Campaign marketing grant received from VTC (Virginia Tourism Corporation) for additional marketing opportunities to combat loss of visitation and revenue due to prolonged bridge construction. Grant approved and appropriated in July. Contracts placed in August. BILLBOARD has been installed by the JRB in December!
- VISITOR CENTER open throughout Month. Tourism, County and Town Facebook postings throughout month. Update website events and ***Where the Locals Go*** event promotion newsletter weekly.

Parks and Recreation Activity Report for January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			New Year's Day	9:00 AM - 4:00 PM SC AB New Town Council Orientation 9:00 AM	4:00 PM - 9:00 PM SC MHSu Shelton Wedding Set 4:00 PM	12:00 PM - 11:00 PM SC MHSu Shelton Wedding 4:00 PM	
5	6	7	8	9	10	11	
		6:30 PM - 8:00 PM SC AB Town Council 6:30 PM		8:00 AM - 3:00 PM SC MH Gifted Winter Stem Day 9:30 AM	1:00 PM - 11:00 PM SC MH SPYS Banquet 7:00 PM		
12	13	14	15	16	17	18	
		6:30 PM - 8:00 PM SC AB Planning Commission 6:30 PM		8:30 AM - 1:00 PM SC MH Smfd Women's Club 10:00 AM		11:00 AM - 4:00 PM WC Grounds BOB Fest 11:00 AM 11:00 AM - 5:00 PM OTS Officer Request -Smithfield Station 11:00 AM 2:00 PM - 12:00 AM SC MHSu Westminster Church Banquet 5:00 PM	
19	20	21	22	23	24	25	
		MLK Day	7:00 AM - 5:15 PM SC CD Smfd Foods Leading the Business 8:00 AM 10:00 AM - 5:00 PM WC MHouse Interviews for Citizen of the Year 10:00 AM 11:00 AM - 12:00 PM SC AB Crime Line Meeting 11:00 AM 2:00 PM - 3:00 PM SC AB Town Mgrs Mtg 2:00 PM 6:30 PM - 8:00 PM SC AB BHAR/BZA Meeting 6:30 PM	8:30 AM - 9:30 AM SC AB Parks Staff Meeting 8:30 AM			
26	27	28	29	30	31		
			11:30 AM - 1:00 PM WC MHouse WCFB Meeting 11:30 AM 3:00 PM - 6:00 PM SC AB Committee Meetings 3:00 PM 6:00 PM - 7:00 PM SC AB Schoolhouse Mtg 6:00 PM	4:00 PM - 6:00 PM SC AB Intergovernment Meeting 4:00 PM	2:00 PM - 12:00 AM SC MH Gabrielle Scott Birthday Party 6:00 PM	12:00 PM - 8:00 PM WC MHouse IOW Retirement Party 4:00 PM 12:00 PM - 10:00 PM SC MHSu School Dance 5:30 PM	6:00 PM - 8:00 PM SC MHSu Goodman-Alston Wedding and Reception 6:00 PM

Parks and Recreation Activity Report for January 2025



SMITHFIELD CENTER EVENTS			
STATISTICS & REVENUES			
Number of Events for month	18	Discounted Events for Month (town meetings, events)	11
Sales Totals for Month	\$ 12,050	Total Event Attendance for	1030

WINDSOR CASTLE EVENTS			
STATISTICS & REVENUES			
Number of Events for Month	4	Discounted Events for Month (town meetings, events)	3
Sales Totals for Month	\$ 6,000	Total Event Attendance for month	2100



Parks and Recreation Activity Report for January 2025



LUTER SPORTS COMPLEX	
January	
Totals	
	\$ 400



WINDSOR CASTLE PARK		
Kayak Kiosk 2024 Revenue Share		
Month	No of Rentals	Town's Share of Revenue
Mar 2024	5	\$ 62
Apr 2024	26	\$ 310
May 2024	69	\$ 885
June 2024	115	\$ 1557
July 2024	99	\$ 1375
August 2024	105	\$ 1407
September 2024	45	\$ 620
October 2024	31	\$ 382
November 2024	7	\$ 82
2024 TOTAL to date		\$ 6,680
2023 TOTAL (started Jul 2023)		\$ 3088

WINDSOR CASTLE PARK	
Patron Counter	
January	
Total for Month	2529
Daily Average	170
Peak Day-Wed, Jan 1, 2025	345

Parks and Recreation Activity Report for January 2025

Special Events

January 2025

Saturday, January 18,

11 A-4 P

WC Riverfront

Festival

2000 p

BOB Festival

Smithfield VA Events-
Gina Ippolito

UPCOMING in February 2025

**Tue, Feb 11; Tue, Feb 18;
Tue, Feb 25, 2025**

6 P-8 P

Smithfield Center

**Black History
Month Lecture**

Ariane Williams

NAACP

757-408-7305

ZONING PERMITS JANUARY 2025

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Public Safety Committee Summary Report	Cover Memo	1/30/2025
Water and Sewer Committee Summary Report	Cover Memo	1/30/2025
Finance Informational Report	Cover Memo	1/30/2025
Parks and Recreation Committee Summary Report	Cover Memo	1/30/2025
Public Works Committee Summary Report	Cover Memo	1/30/2025
Public Buildings and Welfare Committee Summary Report	Cover Memo	1/30/2025

January 28, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: LESLEY G. KING
TOWN CLERK
SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE
MEETING HELD ON MONDAY, JANUARY 27TH, 2025

The Public Safety Committee met Monday, January 27th, 2025 at 3:18 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Chair Mr. Steve Bowman, Vice Mayor Bill Harris, and Mrs. Mary Ellen Bebermeyer. Other Council members present were Mayor Michael Smith, Ms. Valerie Butler and Mr. Jeff Brooks, and Mr. Darren Cutler. Staff members present were Mr. Michael R. Stallings, Town Manager; Mr. William H. Riddick, III, Town Attorney; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Nadya Jaudzimas, Administrative Assistant; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mrs. Virginia "Gigi" Smith, Vice Chair of the Planning Commission; Mrs. Leigh Abbott-Leaman, Board of Historic and Architectural Review (BHAR) Member; Mr. Charles Bryan, Planning Commission Member. There was no media present.

Public Safety Committee Chair, Mr. Steve Bowman, called the meeting to order.

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

1. Operational Update for the Smithfield Police Department – December Activity Report – Chief Howell stated their December Activity Report was included the agenda packet and he would be glad to answer any questions. He updated that they had identified a person of interest in relation to the last shooting incident in December 2024 that occurred at Jersey Park Apartments. He continued that there were outstanding arrest warrants for the person, however the Police Department had not yet been able to locate them. He clarified that the person in question was not charged with the actual shooting, but they believed with continued investigation they would be able to identify them as the person responsible for the shooting.

He gave an update on the Police Department's staffing, noting that there were currently two vacancies, with another vacancy scheduled for the first part of February as an officer wanted to return to his previous employer. He said that he currently had five applications on his desk of people to be interviewed for some of the vacancies.

Mr. Bowman observed that the retirement system for police officers allowed them to move to different departments without difficulty. He added that Chief Howell did his best to keep officers in Smithfield, and a couple of vacancies did not reflect poorly on what a wonderful Town and Police Department Smithfield was.

Mr. Cutler asked if the company that was completing the renovation of the Jersey Park Apartments had consulted with him on additional security measures at the complex.

Chief Howell reported that the Department had heard of some of the planned security increases that were planned for the apartments, but the company had not specifically reached out to the Police Department for consultation.

Mr. Stallings reported that the Town had completed a security assessment for the facility with the current owner, and that information had been provided to the new owners as well. He added that the Town had conversations with the previous owner that the new owner had also been a part of with regard to security. He related that the new owner knew what some of the deficiencies were and had a plan to address them.

Ms. Butler added that the new measures that the new owners would like to institute were above the existing security measures at Jersey Park.

Mr. Cutler said that he had been pleased with what the renovation company had discussed but had been curious if they reached out to the Police Department directly as they likely best understood the deficiencies.

Ms. Butler stated that it was true, and she knew that the Police Department had been in regular contact with current owners.

Mayor Smith recognized that staffing had been back and forth in the Department, but he felt that Chief Howell had stepped up to stay ahead of those issues. He added that staffing difficulties in Police Departments was a nationwide issue, and was not specific to Smithfield.

The meeting was adjourned at 3:25 p.m.

January 28, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: LESLEY G. KING
TOWN CLERK
SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON TUESDAY, JANUARY 27TH, 2025

The Water & Sewer Committee held a meeting on Tuesday, January 27th, 2025 at 3:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Chair Mr. Darren Cutler, Mrs. Mary Ellen Bebermeyer, and Mr. Steve Bowman. Other Council members present were Mayor Michael Smith, Ms. Valerie Butler, Mr. Jeff Brooks, and Vice Mayor Bill Harris. Staff members present were Mr. Michael R. Stallings, Town Manager; Mr. William H. Riddick, III; Town Attorney; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Nadya Jaudzimas, Administrative Assistant; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mrs. Virginia "Gigi" Smith, Vice Chair of the Planning Commission; Mrs. Leigh Abbott-Leaman, Board of Historic and Architectural Review (BHAR) Member; Mr. Charles Bryan, Planning Commission Member. There was no media present.

Water and Sewer Committee Chair, Darren Cutler, called the meeting to order.

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

1. Water and Sewer Rate Study Presentation by Sheryl Stephens –

Mr. Stallings reported that the Town had been working with TRC (formerly Draper Aden and Associates) for well over a year on the water and sewer rate study. He detailed that the report included evaluation of the current rates, infrastructure, budget, and capital needs. He continued that they also considered use fees, connection fees, availability fees, and everything that was part of the current rate structure.

Sheryl Stephens reported that they had done the study with the ultimate goal of suggesting rates and fees that would make the Water and Sewer Funds operate as an enterprise fund. She explained that enterprise funds were used to recover the cost of providing a service through user fees. She continued that the water rates were comprised of the current charge of \$7.00 per 1,000 gallons and a debt service fee of \$11.47 per bi-monthly billing period. She noted that after looking at customer usage information for

about a year they concluded that the average customer in this locality used 6,000 to 10,000 gallons of water in a bi-monthly period. Mrs. Stephens detailed that they did a 5 year projection of expenses and completed an analysis of the debt fee. She said that based on the information gathered they were recommending that the rate be increased from \$7.00 to \$8.50 for fiscal year 2026. She noted that the numbers used came from a study available on the Hampton Roads Sanitation District (HRSD) website and they generally adopted rates one year at a time.

Mr. Stallings added that HRSD had been routinely adopting what was projected in that study she was referring to.

Mr. Brooks confirmed that HRSD established their rate once per year.

Mr. Stallings continued that all of the discharge from the Town's Reverse Osmosis (RO) Plant had to be treated by HRSD. He related that Staff was looking at alternative ways that the Town could complete their own treatment and then possibly discharge into the creek, but that would then need to be tested and approved environmentally in order to happen. He reported that the Town was spending \$250,000 per year in fees from HRSD.

Mr. Bowman asked if Mrs. Stephens was familiar with any upgrades in technology that would allow for discharge into the creek.

Mrs. Stephens stated that she was not and she primarily work in finance.

Mr. Stallings stated that they had another one of the Town's consultants completing that research, namely a process that was being used in an area in the Netherlands. He said that nowhere in the United States was the process being used, but they were looking at if it would be financially viable.

Mrs. Stephens updated that the different alternatives that were referenced by Mr. Stallings were not included in the projections she was reviewing. She showed slides of comparison of Smithfield's rates to surrounding localities and noted that Smithfield's rate compared favorably to theirs. She continued the presentation by explaining that the Sewer Rates were composed of \$3.99 per 1,000 gallons of water usage, a compliance fee of \$18.62 bi-monthly, and an HRSD charge of \$11.07 per 1,000 gallons. She explained that the 5 year projection of sewer expenses were calculated by assuming 73 new connections per year, and recommended reevaluation of the Capital Improvements Plan (CIP) every few years to update those expenses.

Mrs. Bebermeyer asked Mr. Stallings what was on the CIP currently.

Mr. Stallings stated that the biggest projects that were related to the current discussion were manhole rehabs and pipe linings that would prevent leaks in the system. He note that they could take on larger rehab funds now that they knew there was more solvency.

Mrs. Stephens displayed the recommended Sewer Rates as going from \$3.99 to \$6.00 per 1,000 gallons, with their projections showing that they may not need to increase the Town's rate again for several years. She noted that increases after fiscal year 2026 would not be due to the Town but due to projected HRSD rate increases.

Mr. Bowman asked Mrs. Stephens if she knew what the surplus HRSD was maintaining currently.

Mrs. Stephens stated that she did not and stated that their budget studies, though complex, would be worth perusing. She displayed a slide that showed comparisons of Smithfield's sewer rates compared to surrounding localities. She noted that Smithfield's rates were more than the average rate. She stated that some of the localities shown were not HRSD customers, and in comparison to just HRSD customers they were very closely below their rates. She concluded that Smithfield was in-keeping with their neighbors. Mrs. Stephens continued by discussing the connection, prorate, and availability fees for Smithfield. She stated that the water and sewage connection fees were not recommended to change.

Mr. Cutler confirmed that the 73 additional homes were factored into the information reviewed.

Mrs. Stephens defined that availability fees were contributions to capital that funded system capacity. She stated that they were recommending that the pro rata fee and the availability fee be combined, adding that those fees were charged to the developer of a property prior to the time service is received. She continued that the current water availability fee was \$4,215 and with the addition of a CIP to improve the system over five years would make that fee \$4,900. She calculated that the recommended water connection and availability fee for a 5/8 inch connection would total \$5,560. She then offered a comparison to the water connection and availability fees of other localities. She explained that when the availability fees were collected, they were placed in a water and sewer reserve funds with CIP projects paid for by that money. She observed that currently in that water fund there was \$1.2 million, but with the increase in funds used for CIP projects through fiscal year 2029 the balance would dwindle down to \$574, 624.

Mr. Cutler confirmed that there was not a minimum value required by the State.

Mrs. Stephens recommended looking at the balances as a rolling projections due to possible variables of dates of projects moving, more residents moving into Town, less residents moving into Town, etc. She stated that the that they came to the conclusion that the sewer availability fees did not need to be changed currently and again showed the comparison with other localities. She calculated what would happen with the sewer reserve fund over time and with the completion of CIP projects and other expenses the fund was expected to grow to \$3.3 million. She stated that the next step in the process would be to draft a report of the information she had covered for their review to have staff and management review, then finalize the report, hold a public hearing, and then adopt the rates.

Mr. Stallings updated to the Council members that any changes made would be added into the budget adoption and would not take effect until July 1st.

Ms. Butler observed that Mrs. Stephens stated that the Town's rates were in line with the neighboring localities, but really they were in line with places like Suffolk that were much larger in size. She noted that Smithfield's rates were much larger than IOW County as well.

Mr. Stallings asked Ms. Butler if she was referring to the rates or connection fees.

Ms. Butler stated that she was referring to connection fees.

Mr. Cutler agreed with Mr. Stallings that the sewer fees were of a higher deviation than the water fees than other localities.

Mr. Stallings pointed out that the Town had not historically done routine rate increases which made them fairly sizeable when completed in order to keep up with cost to provide services. He noted that the bills were sent bi-monthly.

Mrs. Stephens added that connection fee increases would not affect existing customers.

Mr. Stallings stated that connections to water and sewer were still cheaper than if a well or septic tank needed to be installed.

Meeting adjourned at 4:12 p.m.

January 28, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: LESLEY G. KING
TOWN CLERK
SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 27TH, 2025.

The Finance Committee held a meeting on Tuesday, January 27th, 2025 at 4:12 pm. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Chair Mr. Jeff Brooks, Ms. Valerie Butler, and Mr. Bill Harris. Other Council members present were Mayor Michael Smith, Mr. Darren Cutler, Mr. Steve Bowman, and Mr. Darren Cutler. Staff members present were Mr. Michael R. Stallings, Town Manager; Mr. William H. Riddick, III; Town Attorney; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Nadya Jaudzimas, Administrative Assistant; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mrs. Virginia "Gigi" Smith, Vice Chair of the Planning Commission; Mrs. Leigh Abbott-Leaman, Board of Historic and Architectural Review (BHAR) Member; Mr. Charles Bryan, Planning Commission Member. There was no media present.

Finance Committee Member Mr. Michael Smith, called the meeting to order.

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

1. Invoices Over \$20,000 Requiring Council Authorization –
 - a. Athens Building Corp \$87,058.95
Windsor Castle Restoration Project - Committee recommended sending this invoice to Town Council for consideration at their meeting on February 4th, 2025.
 - b. East Coast Emergency Vehicles LLC \$55,279.64

Outfitting of 4 Police Vehicles - Committee recommended sending this invoice to Town Council for consideration at their meeting on February 4th, 2025.

c. Core & Main \$30,500.00
Procoder Water Meters - Committee recommends sending this invoice to Town Council for consideration at their meeting on February 4th, 2025.

Mr. Cutler asked if there had been any fluctuations in price of water meters.

Mr. Stallings stated that the price of water meters had increased, however the connection fee collected was still sufficient to cover the cost.

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

1. Audit Presentation by Robinson, Farmer, and Cox Associates, PLLC – Zach Hypes from RFC Associates passed out copies of the Financial Report for Year Ending June 30th, 2024, to the Council members. He covered topics from the attached Governance Letter beginning with the definition of management and auditor responsibilities. He stated that there were no significant difficulties in dealing with management during the audit, there were no uncorrected misstatements, nor were there any disagreements with management. He summarized that there were no audit findings as a result of the FY24 audit. Mr. Hypes directed the members to page 6 of the report and noted that they would find the first of three reports contained in the document. He continued that that had issued an unmodified or “clean” opinion on the financial statements with the report dated 12/20/2024. He then discussed the balance sheet contained on page 17, and reported that the total fund balance for the general fund was \$43.9 million with the unassigned fund balance of \$14.8 million. He said that in terms of equity the Town reported an increase in the fund balance of \$2.9 million. He directed the Council to page 109 and noted that for FY24 there were no significant deficiencies or material weaknesses disclosed by internal auditing.

Mr. Bowman asked for confirmation that the audit in total was clean for the Town.

Mr. Hypes stated that was correct.

Mr. Stallings reported that a copy of the information from the audit was available on the Town’s website.

2. December Financial Statements – Ms. Ross reported that the second page in the financial statements will show the Town’s overall revenues to expenses. She stated that revenue collected through December was \$4,253,586 with total expenses at \$5,679,181, and the revenue was at 28.63%. She gave the reminder that there would be additional revenue in June when real estate taxes were due. She noted that they had accepted personal property taxes on December 5th, with a total collection of \$1,058,439 to date and had billed \$1,683,260. She notified them that there adjustments to make due to

automobiles being moved in and out of the Town, with that being taken care of in the following two weeks. Ms. Ross stated that Meals Tax was higher during this period at \$970,000. She directed them to look under the Sales Tax section at the heading "Other Local Taxes." She explained that IOW County collected sales tax which they remitted that to the Town and they had fallen behind in that regard. She continued that they had received a check on 01/24/2025 for \$237,459.00 to encompass October, November, December, and January. Expenses to date were 36.77% of budget with the footnotes detailing all the expenditures or revenues. Ms. Ross reported that there was a debt breakdown in the information, with the total outstanding debt at \$4,014,671. She stated that the next payment on April of 2025 with the next payment of the Vac truck in August with the outstanding on that at \$782,000.

3. December Cash Balances/VIP Investment Update – Ms. Ross reported that as of now, the Town has a total of \$18,455,000 available. She stated that the investment benchmark sheet showed the current rate of returns July through December were \$576,863. She added that last year the Town set some benchmarks for compliance and they were at 100%.

Mr. Cutler referenced the cash balances and asked if that amount included the designated funds.

Ms. Ross stated that it was correct and that those were usable balances.

Mr. Bowman complimented the professionalism of the Treasurer and her staff on the completion of the audit and the work that they had done.

Mr. Brooks stated he was in agreement.

Meeting adjourned @ 4:12 p.m.

January 28, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: LESLEY G. KING
TOWN CLERK
SUBJECT: PARKS AND RECREATION COMMITTEE MEETING - **CANCELLED**

The Parks and Recreation Committee scheduled for Monday, January 27th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

January 28, 2025

TO: SMITHFIELD TOWN COUNCIL
FROM: LESLEY G. KING
TOWN CLERK
SUBJECT: PUBLIC WORKS COMMITTEE MEETING - **CANCELLED**

The Public Works Committee scheduled for Monday, January 27th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

January 29, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE COMMITTEE MEETING HELD ON MONDAY, JANUARY 27TH, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, January 27th, 2025 at 4:30 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Valerie Butler, Mr. Bill Harris, and Mr. Darren Cutler. Other Council members present were Mayor Michael Smith, Mr. Jeff Brooks, Mr. Steve Bowman, and Mrs. Mary Ellen Bebermeyer. Staff members present were Mr. Michael R. Stallings, Town Manager; Mr. William H. Riddick, III; Town Attorney; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Nadya Jaudzimas, Administrative Assistant; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mrs. Virginia "Gigi" Smith, Vice Chair of the Planning Commission; Mrs. Leigh Abbott-Leaman, Board of Historic and Architectural Review (BHAR) Member; Mr. Charles Bryan, Planning Commission Member. There was no media present.

Public Buildings and Welfare Committee Chair, Mrs. Valerie Butler, called the meeting to order.

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

1. Discussion regarding Public Comments – Ms. Butler referenced the earlier statements made by Mrs. Abbott-Leaman and related that she had never looked at asset limits before. She stated that as it was covered in the Comprehensive Plan, she had concerns about the poverty level within Smithfield. She inferred that may be the reason why the existing citizens could not purchase homes was due to limitations in the type of housing that was offered. She observed that African-Americans made up 19% of the population of Smithfield, yet 31% were at the poverty level. She said that a lot of the time when speaking about the Comprehensive Plan it was in regard to land use and it was much more than just that. Ms. Butler added that she hoped that Mr. Leaman would have more answers about the Grange after the next presentation.

2. Presentation on the Grange by Mr. Joe Luter, IV— Mr. Luter began by congratulating the new Council members on their election. He related that he had reached out to Mayor Smith to let him know that there had been a highly contentious process in getting the Grange approved, and he was aware that many of the members on this Council were opposed to that project. He emphasized that his development team had zero interest in moving forward without the support of the Town Council. He said that nothing that he or his father had done in the Town was done at the objection of the citizens or leadership. He said that he appreciated the opportunity he had to sit down with them to show the previously approved plan and then the new revised plan. He reiterated that it was important to the team that they have the Town Council's support.

Mr. Luter displayed a slide showing the previous plan that had been approved in June of 2024. He summarized that the approved plan had 282 units that included 3-story apartments, a permanent Farmer's Market, a hotel, and a number of home sites. He then displayed a slide of the revised plan that they felt still accomplished their main objectives: the beautification of the western entrance into downtown; a variety of housing, a hotel, and additional restaurants. He noted that in consideration of feedback received, they had removed the apartment complexes due to the controversy and current economics, making the number of dwellings in the revised plan 93. He detailed that the dwellings were a mixture of single-family lots and townhouses that would be for rent or sale. Mr. Luter specified that the townhomes would consist of two and three bedrooms units. He reported that a traffic study completed with the revised plan had reported a 41% reduction in the traffic counts versus the original plan. He said that the Farmers Market remained important to the overall project and the revised plan maintained a permanent home for it. He stated that after consulting with Judy Winslow with Tourism and various vendors at the Farmer's Market they believed they needed a place where regardless of adverse weather, they could remain open. He observed that the Farmer's Market had been kept in the same location on the plan, but it had been modified to have the restaurant in a central position with stalls located on either side. He gave the reminder that the market was a partnership between the Town and the County and it was the development team's goal to give them what they wanted. Mr. Luter pointed out that the hotel fronting Main Street had received interest from a national brand within the last 90 days. He added that Smithfield Foods was adamant that the Town needed another hotel and their research supported that. He detailed that the hotel had about 100 rooms. He continued that there was also a 5000 square foot retail building, but the team would also love to see two restaurants within the development. He said that importantly the Schoolhouse Museum would stay where it was currently, and could either be within or outside of the brick wall surrounding the development. He added that the development team could build the brick wall for them or the Town could build it themselves; however, the development team would like a say in its appearance. Mr. Luter reported that there were many areas of open space included in the revised plan, and noted that there were areas of green space in close proximity to the Farmer's Market which would allow for additional vendors to participate. He stated that Mr. Luter III was prepared to give the large open area at the back of the project to the Town of Smithfield and they may do what they want with it. He summarized that they were asking for the Town Council's support, the commitment of \$1.4 million that was previously made for the Farmer's Market, and for the Town to

build a brick wall. He said that the development team would take care of the rest that was needed for the project.

Ms. Butler asked if the entrances to the development had been relocated.

Mr. Luter stated that one change had been made in that previously there had been a right-in, right-out access point by the hotel, but because of the reduced density it was no longer needed. He said the remaining accesses were an entrance off of Main Street, the access at Grace Street remained the same, the access across from the YMCA remained the same, and the right-in off of Route 10 was the same.

Ms. Butler recapped that Mr. Luter had said that there was retail space for an additional restaurant, and asked if the original plan for a restaurant in the Farmer's Market still applied.

Mr. Luter reported that the proposed redesign had the restaurant in the middle of the Farmer's Market building as opposed to having it book-ended. He displayed on the slide where the parking was in the revised plan.

Ms. Butler confirmed that there would be 265 parking spaces. She asked if there would be conference space within the hotel if that was something that Smithfield Foods indicated they needed.

Mr. Luter stated that he had put Smithfield Foods in contact with the interested hotel developer to talk further, but he did not have those details currently.

Mr. Brooks asked what the acreage was for the large green space on left of the development.

Mr. Luter reported that it was between 20-25 acres.

Mr. Cutler asked what the projected rent cost would be for the 2 and 3 bedroom townhomes.

Mr. Luter stated that they had not gotten a finite cost on the townhomes, but they knew the concept worked based on their experience with other apartment projects. He estimated that a two bedroom townhouse would rent for \$2,000 - \$2,400 and a three bedroom townhouse would rent for \$2,500 - \$2,900, depending on the market at the time.

Mr. Cutler asked if the rental properties would be managed or would it be sold and rented out by individuals.

Mr. Luter said that those condos would be for sale or for rent. He reported that they had a group of people interested in taking at least half of the condos and holding them to rent. He reported that the sale cost for the townhomes would be about \$400 per foot, and with a square footage range between 1500-2600 feet, the price would be around \$450,000 which again would depend on the market. He notified them that in regard to the single family homes, he had a verbal agreement with a home builder who would buy the lots and his team would not have involvement with them. He added that the homes would be comparable in size with what was presently in the downtown area, and that all of the information regarding size, etc. would need to be approved by BHAR.

Mr. Cutler asked if the homes were all single-family or were there any duplexes.

Mr. Luter reported that the lots were all single-family, with the townhomes replacing the duplexes that had been present in the previous iteration of the project.

Mr. Cutler recalled that previously the home prices were slated to be around the \$685,000 range. He asked if that was still the case.

Mr. Luter said that was likely the ballpark that they would be in, but he did not want to speak for the other builder.

Mrs. Bebermeyer asked if he was prepared to disclose who the builder he was referencing was.

Mr. Luter stated that it was Greenwood Homes out of Charlottesville.

Mr. Cutler asked if there follow-on reimbursement for public works installations expected as there was with the previous project.

Mr. Luter explained that the only reimbursement actually requested with the previous proposal was \$1.4 million to the Farmer's Market. He acknowledged that in the beginning they had sought public reimbursement. He stated that they did want to have discussion about funding for burying the powerlines in the community rather than having them above ground. He noted that it had been done before on Church Street 20+ years ago as part of the downtown restoration efforts and had been a public private venture between the citizens raising funds and Smithfield Foods contributions. He emphasized that he did not have any information on the cost of that work, but it was something that they wanted to discuss should they move forward. Mr. Luter noted that the land contribution that his family would make with this current plan was worth over \$6 million.

Mr. Cutler asked for clarification of the set up of the updated plan for the Farmer's Market building.

Mr. Luter repeated that the restaurant was in the middle of the "L" shape with market stalls on either side. He gave the reminder that they would like to condominiumize the building, with the restaurant becoming the responsibility of its private owner/operator, which the Pack family had expressed interest in. He explained that the Town would own all of the land, the Farmer's Market, and the land surrounding the market with the parking being a shared responsibility.

Mr. Cutler confirmed that parking would be deeded to the Town or the entity chosen to supervise the shared responsibility, namely the Economic Development Authority (EDA).

Mrs. Bebermeyer confirmed that essentially the Town was landlord of the property, outside of the restaurant.

Mr. Stallings stated that the intention had always been that there would be a maintenance agreement over the common area that all parties would pay into. He noted that this was his first time reviewing this updated plan, but that had been the initial conversation surrounding maintenance of the previous shared spaces.

Mrs. Bebermeyer asked about the stalls for the Farmer's Market.

Mr. Luter stated that Mrs. Winslow had requested 24 stalls for the market, plus the ability to have additional non-covered stalls and space for overflow. The team confirmed that the size of the stalls had originally been 10 x 10, which was chosen in collaboration with the Tourism Department and the existing market vendors. He stated that the current site of the market did not provide for growth, did not address adverse weather conditions, did not have bathroom facilities, and had a lack of parking. He noted that the vendor community was strongly behind a move to the Grange. He said that the greenspace surrounding the proposed market building would allow for flexible use and growth.

Mr. Cutler noted that the powerline easement was also currently in that greenspace area. He asked if the market building was planned to be enclosed and climate controlled.

Mr. Luter said that it was currently programmed to be open air to keep building costs lower, but that was able to be changed based on what the Town wanted. He added that the smaller office retail building could also be used based on whatever demand was at the time.

Mrs. Bebermeyer confirmed that the retail space would be sold privately.

Mr. Cutler asked if a Farmer's Market was the only option to be used for that building in the proposed plan or had they considered using it for retail space.

Mr. Luter maintained that they had never strongly considered the project without the Farmer's Market. He confirmed that IOW County had not seen this update version of the plan.

Mr. Brooks questioned whether the number of parking spots shown would be able to accommodate the market, the hotel, and a restaurant on a busy day.

Mr. Luter stated that team thought that the parking was sufficient with the overflow areas that had been provided. He said that he would make himself available for more discussion at a later date if necessary.

Mr. Bowman noted that the current market location at the Bank of Southside Virginia (BSV) was not on a long-term lease agreement and there was no guarantee that they could continue to hold the market there. He stated that Mr. Luter had made significant effort to accommodate the concerns of the citizens in the updates made to the plan. He said that this property was in the ECO, and questioned if not this project then what else would be seen at the gateway into Town. He stated he felt much better about the presented updated project then what had been approved originally and he was in support of it.

Ms. Butler asked what the comparison between the two versions of the Farmer's Market was in regard to the number of stalls.

Mr. Luter said that there were the same number of stalls, at 24. He added that another difference was the amount of greenspace allowed for overflow was higher in the updated version. He acknowledged that in the original version, there had been 20 trellises that were planned to be in the greenspace directly behind the market for overflow, but added that there was enough greenspace in the update to have that amount and likely more. He suggested that the Council confer with Judy Winslow on whether the updated plan was sufficient.

Mrs. Bebermeyer recalled that in the previous plan there had been discussion about having alley/rear entry parking, and confirmed that the updated plan had just standard driveway parking.

Mr. Cutler asked if there would be a Homeowner's Association (HOA) that maintained the ponds and landscaping.

Mr. Luter explained that there would need to be more discussion about the maintenance of the ponds, etc.

Mr. Cutler confirmed with Mr. Stallings and Mrs. Clary that this update was a significant deviation from the original plan and it would need to go back before the Planning Commission for review.

Mr. Riddick stated that was correct, explaining that the original plan was approved with certain proffered conditions and all of those would need to be changed. He said that they would also need to apply for amendment to their conditional zoning.

Mr. Cutler confirmed that the Planned Mixed Use Development (PMUD) designation would still be necessary.

Mr. Riddick explained that the setbacks shown would not work without the use of the PMUD designation.

Mr. Stallings added that having a PMUD allowed for the mix of different types of zoning in one project.

Mr. Luter reported that they would ask the Town to work with them to move through the zoning process expeditiously in light of what had already been approved, keeping in mind that it was a significant reduction in density. He said that they wanted to be good partners with the Town, had heard the concerns of citizens, and hoped they supported the updated plan.

Mr. Harris asked why the Grace Street cut through was still necessary.

Mr. Luter answered that it was the natural flow of the existing road system.

Mr. Harris said that it was a natural flow through the middle of the Historic District.

Mr. Luter acknowledged that was correct, adding there was 41% reduction in the traffic count as a result of the reduction in density.

Mr. Harris asked if they had given any additional consideration to covering the collection pond at the corner.

Mr. Luter reported that they had not as their plan addressed any concerns. He added that they wanted it to look like a landscaped pond rather than a construction BMP.

Mr. Bowman related the recent local issue with a covered BMP in Williamsburg that was on fire and collapsed.

Mr. Harris asked if the second collection pond would still be under the townhomes, to which Mr. Luter answered that it would now be above ground and also landscaped as a pond.

Mr. Cutler said he had reservations on the steep cost and places where citizens children could live.

Ms. Butler stated that she did not think that there had ever been, in either version, discussion of the inclusion of affordable housing in regard to the Grange. She stated that the only housing that would have included affordable rates was the apartment complexes if they had been through Virginia Housing lending. She recalled that she had been chastised for being one of the Council members that had also voted for approval of the Mallory Scott development, but reasoned she had done so as they had discussed including affordable housing as part of their original presentation. She noted that the real estate market had changed drastically since that time, and she was unsure what costs would be when the time came for the homes to be ready to be sold.

Mr. Cutler said he had general concern about affordable housing and not just government mandated but lower cost or workforce housing.

Mr. Luter related that he had built affordable housing previously, but they needed to ask themselves if that was what they wanted to build on that particular property because he did not think that is what they wanted to do.

Mrs. Bebermeyer asked Mr. Stallings to forward all of the information to them so that they may review it.

Mr. Luter noted that the slide was for discussion purposes and he was happy to answer additional questions. He gave the reminder that there were easements for Dominion power and the water and sewer easements that must be designed around.

Mr. Harris asked how tall the hotel was.

Mr. Luter answered it was 42 feet tall or 3 stories.

Mrs. Bebermeyer said she had never been convinced that they must move the Farmer's Market, and if they wanted to build a market at the other end of town that was fine.

Mr. Luter advised that they should consult those that were actively involved in the day-to-day running of the Farmer's Market as his team had done since the beginning.

Mr. Stallings asked the Council members to provide Mr. Luter with any comments that they had before he went back before the Planning Commission.

Mayor Smith stated that he felt 30 days was more than enough time to get comments on the project together.

Ms. Butler pointed out that the Town Council Meeting was next week and asked if it would then be at the next Committee meeting.

Mr. Stallings suggested getting comments to him by February 10th which would give Mr. Luter and his team 2 weeks to prepare additional information.

Mr. Luter said that they would work with the Council's schedule, but asked them to please not drag the process out or if they felt they were not in support to please not drag them along.

Mr. Cutler clarified that Mr. Luter was asking for \$1.4 million and the brick wall from the Town and that was it.

Mr. Luter said that was correct, and he would like to have a discussion about putting the powerlines underground.

Mr. Cutler asked again if Mr. Luter would consider adding additional retail instead of asking for funding from the Town for the market building.

Mr. Luter countered that when the Council comes back with their information on support they be specific on that they did not want the Farmers Market included.

Ms. Butler summarized that the Council share comments and questions with Mr. Stallings by February 10th, who will then send them to Mr. Luter, and his team will return for Committees in February.

Mr. Bowman asked that Mr. Stallings share questions given to him with the entire Council to coordinate further.

Mr. Luter pointed out the Farmer's Market was a joint venture between the Town and the County, and the County was in support of the project. He referenced Mrs. Bebermeyer's suggestion that there could be two markets and he stated that was not his team's intent and they did not have interest in that.

Ms. Butler also questioned if the County wanted there to be an additional market at the other end of Town considering the Farmer's Market was a joint venture. She added that the County had already set their portion of the funding aside. She stated that the question would be one they might submit to Mr. Stallings.

Mr. Bowman emphasized that the property the market was current on belonged to the BSV and did not belong to the Town. He noted that the bank could be gone at any point.

Mr. Stallings clarified that the Farmer's Market lease with BSV was on a year-to-year basis currently.

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

1. Entrance Corridor Overlay (ECO) and Historic District Guidelines – Mrs. Clary asked if the Town Council had any additional questions after have time to review the information.

Mayor Smith confirmed that the changes since they last discussed the guidelines were only to verbiage.

Ms. Butler confirmed that the Committee recommended forwarding the matter to the Town Council for approval at their meeting on February 4th, 2025.

2. Official Zoning Map - Mrs. Clary explained that the previous version of the Zoning Map had not included the annexed parcels. She stated that updated version now included the newly acquired Molly Turner area and Mallory Scott Farm.

Ms. Butler confirmed that those were the only two added areas.

Mr. Riddick reported that the updated version was recommended for approval by the Planning Commission.

Ms. Butler confirmed that the Committee recommended forwarding the matter to the Town Council for approval at their meeting on February 4th, 2025.

Meeting adjourned at 5:42 p.m.

TOWN COUNCIL REPORT

SUBJECT:

February 4 - 6:30 p.m. Town Council Meeting

February 11 - 6:30 p.m. Planning Commission Meeting

February 17 - Town Offices Closed in Observance of President's Day

February 18 - 6:30 Board of Historic and Architectural Review

February 18 - 7:30 Board of Zoning Appeals

February 24 - 3:00 p.m. Town Council Committees

February 25 - 6:30 p.m. Joint Town Council and Planning Commission Meeting

TOWN COUNCIL REPORT

ITEM: Motion to Approve the Entrance Corridor Overlay and Historic District Guidelines

FROM: Valerie Butler, Chairwoman of Public Buildings and Welfare Committee

TOWN COUNCIL REPORT

ITEM: Motion to Approve the Official Zoning Map

FROM: Valerie Butler, Chairwoman of Public Buildings and Welfare Committee

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Official Zoning Map	Cover Memo	1/24/2025
Staff Report - Official Zoning Map	Cover Memo	1/24/2025
Official Zoning Map	Backup Material	1/24/2025

TOWN COUNCIL STAFF REPORT: OFFICIAL ZONING MAP

TUESDAY, FEBRUARY 4th, 2025, 6:30 PM

Our Official Zoning Map has been updated to include annexed parcels, along with changes in zoning classifications (rezonings). These changes in classification have gone through the Public Hearing process; however, we are now presenting an updated Map for reference.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL STAFF REPORT: OFFICIAL ZONING MAP

TUESDAY, FEBRUARY 4th, 2025, 6:30 PM

Our Official Zoning Map has been updated to include annexed parcels, along with changes in zoning classifications (rezonings). These changes in classification have gone through the Public Hearing process; however, we are now presenting an updated Map for reference.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

Town of Smithfield Official Zoning Map



Zoning Districts

Residential Districts

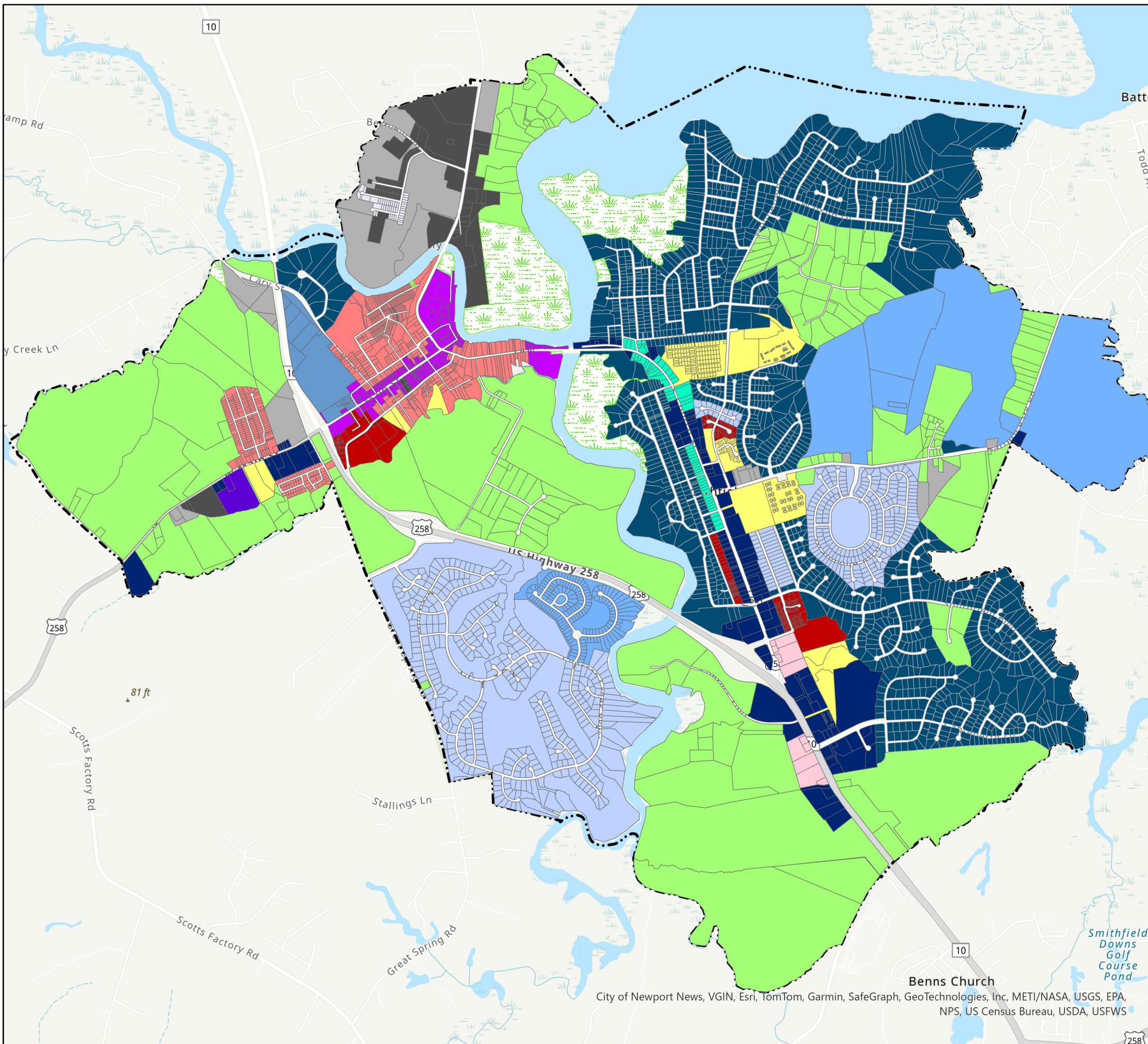
- Community Conservation (C-C)
- Neighborhood Residential (N-R)
- Suburban Residential (S-R)
- Suburban Residential - Cluster (SR-C)
- Downtown Neighborhood Residential (DN-R)
- Attached Residential (A-R)
- Multi-Family Residential (MF-R)

Office, Commercial and Industrial Districts

- Residential Office (R-O)
- Downtown (D)
- Highway Retail Commercial (HR-C)
- Planned Shopping Center (PS-C)
- Planned Mixed-Used Development (PMUD)
- Light Industrial (I-1)
- Commercial/Industrial (C-I)
- Heavy Industrial (I-2)

Overlay and Special Districts

- Mobile Home Park (MH-P)
- Environmental Conservation (E-C)



City of Newport News, VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Updated January 7th, 2025

TOWN COUNCIL REPORT

SUBJECT:

\$55,279.64

ATTACHMENTS:

Description	Type	Upload Date
East Coast Emergency Vehicles LLC - Outfitting 2 Patrol Vehicles	Invoice	1/24/2025
East Coast Emergency Vehicles LLC - Outfitting 2 Sergeants Vehicles	Invoice	1/24/2025



Remit To:
East Coast Emergency Vehicles, LLC
200 Meco Drive
Millstone Township, NJ 08535

Invoice

East Coast Emergency Vehicles, LLC

**To Pay by CC, Call
Julia @
732-940-2211**

Date	Invoice #
12/12/2024	40733

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
	Net 30	1/11/2025	22256	UPS		BH	Chester-WH	
Part #	Description			Quantity	B/O	List	Price	Price Ext.
	2) 2025 Ford Utility - Patrol Build - Rooftop Lightbar with Partition Tab 1 - Jake Hall's Excel Spreadsheet							
EB2DEDE	Whelen, 54" Legacy EB WeCanX™ DUO+ Color Series Super-LED Lightbar - See Drawing for Specifications -- All light heads to be DUO, DS corners Red/White, PS corners Blue/White, DS front Red/White, PS front Blue/White, Dedicated TD's center, DS rear half Red/Amber, PS rear half Blue/Amber, Alley Lights, MKAJ105 mounting kit			2	0	6,742.00	2,750.00	5,500.00
BS50Z	Whelen, Inner Edge RST WeCanX Series, Rear Facing Super-LED Lightbars with Proclera Silicone Optics, Ford Police Interceptor Utility, 2020, SOLO or DUO, Upper Rear Housing for Ten Lamp -- All light heads to be DUO, Driver Side Red/Amber and Passenger Side Blue/Amber			2	0	1,495.00	717.60	1,435.20
ISDM	Whelen, Duo Lighthead for FST/RST Inner Edge Blue/Amber			10	0	61.00	29.28	292.80
ISDD	Whelen, Duo Lighthead for FST/RST Inner Edge Red/White			10	0	61.00	29.28	292.80
I3SMJC	Whelen, Trio ION R/B/W Surface Mount -- 4) To be mounted in the side cargo windows, 2 per side -- 2) To be mounted on the sides of the push bumper, 1 per side -- 2) To be mounted on each side of the push bumper, 1 per side			16	0	238.00	114.24	1,827.84
TLI2J	Whelen, ION T-Series DUO Linear Super-LED, Red/Blue -- 2) To be mounted under rear hatch			4	0	195.00	93.60	374.40
LINSV2R	Whelen, V-Series, Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting - Red -- To be mounted under driver side exterior mirror			2	0	302.00	144.96	289.92
LINSV2B	Whelen, V-Series, Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting - Blue -- To be mounted under passenger side exterior mirror			2	0	302.00	144.96	289.92
LSVBKT50	Whelen, Ford Police Interceptor Utility 2020, Under-the-Side View Mirror Mount for Two LINSV2™ Series Sold Separately, Pair (For use with Ford's Factory Side Marker LED Side View Mirror Option) -- To be used to mount the exterior under mirror lights			2	0	34.00	16.32	32.64
VTX9J	Whelen, Vertex Super LED, DUO Red/Blue -- 2) To be mounted in the clear section of the tail lights			4	0	147.00	70.56	282.24

Thank you for your business - Brandon Holland - Cell (757) 871-7979

Total

Virginia Warehouse #	New Jersey Fax #	Web Site	Payments/Credits
804-658-4261	609-490-9801	www.ecevehicles.com	Balance Due



Remit To:
East Coast Emergency Vehicles, LLC
200 Meco Drive
Millstone Township, NJ 08535

Invoice

East Coast Emergency Vehicles, LLC

**To Pay by CC, Call
Julia @
732-940-2211**

Date	Invoice #
12/12/2024	40733

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
Smithfield Police Department 913 S. Church Street Smithfield, VA 23430	Net 30	1/11/2025	22256	UPS		BH	Chester-WH	
Part #	Description			Quantity	B/O	List	Price	Price Ext.
VTX609C	Whelen, Vertex Super LED Light - White -- 2) To be mounted in the side of the headlights			4	0	141.00	67.68	270.72
VTXADAPT	Whelen, Vertex Twist-In Adapter for use with Ford Factory Prep Option -- 2) To be used to mount the above 2 vertex line items			4	0	15.00	7.20	28.80
3SRCCDCR	Whelen, 3" R/W Split Compartment LED -- 2) To be mounted in the prisoner transport -- 4) To be mounted in the cargo/hatch area			12	0	101.00	48.48	581.76
3FLANGEC	Whelen, 3" Chrome Flange -- 6) To be used with the above lights			12	0	19.00	9.12	109.44
60CREGCS	Whelen, 6" R/W Led Dome Light -- 1) To be mounted in the headliner between driver and passenger seat			2	0	252.00	120.96	241.92
SA315P	Whelen, 100 Watt Speaker			2	0	403.00	193.44	386.88
SAK75P	Whelen, 2025 PI Utility, Passenger side speaker mounting bracket			2	0	51.00	24.48	48.96
C399	Whelen, Cencom Core powered by Wecan X			2	0	1,383.00	663.84	1,327.68
C399SP	Whelen, SCANPort Installation Kit for C399, See Vehicle Outfitter for available vehicle Make/Model/Year (Not for use with Core-R and Core-S)			2	0	185.00	88.00	176.00
CCTL6	Whelen, Cencom Core Wecan X Control Head with 4 position slide switch,13 push buttons, 7 position rotary knob & Microphone			2	0	463.00	222.24	444.48
CEM16	Whelen, Cencom Core 16 Position Expansion Module			4	0	286.00	137.28	549.12
MMSU-1	Magnetic Mic Holder			4	0	N/A	39.95	159.80
CG-X	Havis, Charge Guard			2	0	107.00	69.55	139.10
DS-PAN-435	Havis, Docking Station with Power Supply for Panasonic's Toughbook 54 Rugged Laptop -- Does Not have HDMI Capability -SHIPPED DIRECT FROM HAVIS ON 9/13/24			2	0	1,209.00	785.85	1,571.70
C-SBX-101-KIT-5	Havis, 2020 Ford Interceptor Utility Mount for Havis Universal Storage Box			2	0	471.00	306.15	612.30
C-SBX-101	Havis Universal Storage Box			2	0	930.00	604.50	1,209.00
PROKIT-2	Havis, Adapter Kit for Pro-Gard Partition to Havis TTP or Storage Drawer Mount in 2020 Ford Interceptor Utility			2	0	33.00	21.45	42.90

Thank you for your business - Brandon Holland - Cell (757) 871-7979

Total

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Millstone Township, NJ 08535

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Date	Invoice #
12/12/2024	40733

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via	Rep	Location		
Smithfield Police Department 913 S. Church Street Smithfield, VA 23430	Net 30	1/11/2025	22256	UPS	BH	Chester-WH		
Part #	Description			Quantity	B/O	List	Price	Price Ext.
PB4720HDL003	Pro-gard, HD Push Bumper, 2 Whelen ION's with smoked lens, Blue/White ION, Red/White ION, Includes wire covers			2	0	1,230.00	922.50	1,845.00
PRPSP4700UINT20A	Progard, Prisoner Transport Partition with Recessed Panel, Split Lower Ext Panel & Passenger 1/2 Sliding Polycarbonate Window for 2020 PI Utility			2	0	1,131.00	848.25	1,696.50
S4702UINT20OSB	Pro-gard, Rear Standard Transport Seat w/ Poly Window Cargo Barrier, and Outboard Seat Belts for 2020 Ford PI Utility			2	0	2,177.00	1,632.75	3,265.50
GVPMS-K	Progard, Vertical Partition Mount, Single Weapon Tri-Lock Gun Rack with Straight Key -- ***INCLUDES 1 UNIVERSAL GUN LOCK***			2	0	641.00	480.75	961.50
FP47UINT20	Progard, 2020 PI Utility, Charcoal Grey ABS, Floor Pan			2	0	279.00	209.25	418.50
WB47NPUINT20	Pro-Gard, 2020 PI Utility, Window bars to be used with OEM Door Panels			2	0	320.00	240.00	480.00
DP47UINT20	Pro-Gard, Pair, Black Formed ABS, Rear Door Panels (for use with WB47NPUINT20 only)			2	0	316.00	237.00	474.00
CC-UV-20-L-18	Troy, 18" Vehicle Specifit Console for 2020 Ford PI Utility			2	0	601.00	480.80	961.60
AC-TB-ARMMNT-58	Troy, Console mounted height adjustable arm rest. (Formerly part number AC-ARMMNT-58)			2	0	213.00	170.40	340.80
CM-UV20-SL-LED	Troy, 2020 PI Utility passenger seat mount w/slide arm dock.			2	0	769.00	615.20	1,230.40
AC-MIC-Z-FPI	Troy, Height adjustable, no-holes-drilled L-slot microphone clip plate assembly			4	0	33.00	26.40	105.60
FP-SGTRAY	Open Top Drop In 4" Sloped Tray			2	0	50.00	40.00	80.00
AC-INBHG	4" Internal Dual Beverage Holder w/ Rubber Fingers			2	0	64.00	51.20	102.40
L3-AP1SET	DC Outler Plug w/ Black Captured Cap			6	0	15.00	12.00	72.00
FP-AP12-3	2" Plate w/ 3 DC Outlet Holes			2	0	32.00	25.60	51.20
FP-BLNK1	Troy, Faceplate			4	0	13.00	10.40	41.60
FP-MXTL5000	Troy Radio Faceplate			2	0	50.00	40.00	80.00
FP-WCENCOM-JD	Troy, Cencom Equipment Bracket			2	0	50.00	40.00	80.00
Shipping	Shipping and Freight			1			350.00	350.00
	Contract Info: City of Chesapeake - 21-191-9239 Whelen - 52% off list Havis - 35% off list Progard - 25% off list Troy - 20% off list							

Thank you for your business - Brandon Holland - Cell (757) 871-7979

Total

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Date	Invoice #
12/12/2024	40733

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
Part #	Description			Quantity	B/O	List	Price	Price Ext.
	8/5/24 - Quote requested by Jake Hall via email 8/5/24 8/26/24 - BH updated the quote using updated Whelen part numbers for 2025 Utilities SAK66P changed to SAK75P C399K4 changed to C399SP 9/9/24 - Quote approved by Alan Lester via email 9/5/24 10/01/24 - Email from Jake Hall 10/01/24 advises the Troy equipment has been received. 11/19/24 - Email from Jake 11/19/24 advises the Progard direct ship equipment was received 11/18/24 12/12/24 - BH pulled 2) 60CREGCS & 2) SAK75P's from the Warehouse and will deliver to Motorola 12/13/24							
Thank you for your business - Brandon Holland - Cell (757) 871-7979				Total	\$31,154.92			
Virginia Warehouse #	New Jersey Fax #	Web Site	Payments/Credits			\$0.00		
804-658-4261	609-490-9801	www.ecevehicles.com	Balance Due			\$31,154.92		



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Millstone Township, NJ 08535

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Date	Invoice #
12/12/2024	40734

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
	Net 30	1/11/2025	22257	Best Way		BH	Chester-WH	
Part #	Description			Quantity	B/O	List	Price	Price Ext.
	2) 2025 Ford Utility - Slicktop No Partition Tab 2 - Jake Hall's Excel Spreadsheet							
BSFW50Z	Whelen, FST Inner Edge Wecan X, Ford Police Interceptor Utility, 2020, Ten Lamps, SOLO™ or DUOTM, Upper Front Two Piece Unit, Individual Driver and Passenger Side Units (No Take-Downs) (Ten Lights Total) (Works with Factory Option 76P) -- All light heads to be DUO, Driver Side Red/White and Passenger Side Blue/White			2	0	1,355.00	650.40	1,300.80
ISDE	Whelen, Duo Lighthead for FST/RST Inner Edge Blue/White -- To be mounted in above inner edge			10	0	61.00	29.28	292.80
ISDD	Whelen, Duo Lighthead for FST/RST Inner Edge Red/White -- To be mounted in above inner edge			10	0	61.00	29.28	292.80
BS50Z	Whelen, Inner Edge RST WeCanX Series, Rear Facing Super-LED Lightbars with Proclera Silicone Optics, Ford Police Interceptor Utility, 2020, SOLO or DUO, Upper Rear Housing for Ten Lamp -- All light heads to be DUO, Driver Side Red/Amber and Passenger Side Blue/Amber			2	0	1,495.00	717.60	1,435.20
ISDM	Whelen, Duo Lighthead for FST/RST Inner Edge Blue/Amber			10	0	61.00	29.28	292.80
ISDD	Whelen, Duo Lighthead for FST/RST Inner Edge Red/White			10	0	61.00	29.28	292.80
TCRWX5	Whelen, 5 Light Head Tracer, WeCanX -- See Drawing for Spec -- All light heads to be DUO, B/W, R/W, B/W, R/W, B/W			4	0	1,150.00	552.00	2,208.00
TCRB50	Whelen, 2020 Ford Police Interceptor Utility Running Board Mounting Kit, for 5 or 6 Lamp Tracer, Each			4	0	50.00	24.00	96.00
TCRWXPE	Whelen, WeCanX Tracer Light Head, DUO Blue/White, Primary Light Head -- To be mounted in the above tracer assembly			4	0	57.00	27.36	109.44
TCRWXSE	Whelen, WeCanX Tracer Light Head, DUO Blue/White -- To be mounted in the above tracer assembly			8	0	57.00	27.36	218.88
TCRWXSD	Whelen, WeCanX Tracer Light Head, DUO Red/White -- To be mounted in the above tracer assembly			8	0	57.00	27.36	218.88
I3SMJC	Whelen, Trio ION R/B/W Surface Mount -- 4) To be mounted in the side cargo windows, 2 per side -- 2) To be mounted on the sides of the push bumper, 1 per side -- 2) To be mounted to the sides of the push bumper, 1 per side			16	0	238.00	114.24	1,827.84
TLI2J	Whelen, ION T-Series DUO Linear Super-LED, Red/Blue -- 2) To be mounted under rear hatch			4	0	195.00	93.60	374.40

Thank you for your business - Brandon Holland - Cell (757) 871-7979

Total

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Date	Invoice #
12/12/2024	40734

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
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Part #	Description			Quantity	B/O	List	Price	Price Ext.
LINSV2R	Whelen, V-Series, Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting - Red -- To be mounted under driver side exterior mirror			2	0	302.00	144.96	289.92
LINSV2B	Whelen, V-Series, Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting - Blue -- To be mounted under passenger side exterior mirror			2	0	302.00	144.96	289.92
LSVBKT50	Whelen, Ford Police Interceptor Utility 2020, Under-the-Side View Mirror Mount for Two LINSV2™ Series Sold Separately, Pair (For use with Ford's Factory Side Marker LED Side View Mirror Option) -- To be used to mount the exterior under mirror lights			2	0	34.00	16.32	32.64
VTX9J	Whelen, Vertex Super LED, DUO Red/Blue -- 2) To be mounted in the clear section of the tail lights			4	0	147.00	70.56	282.24
VTX609C	Whelen, Vertex Super LED Light - White -- 2) To be mounted in the side of the headlights			4	0	141.00	67.68	270.72
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3SRCCDCR	Whelen, 3" R/W Split Compartment LED -- 2) To be mounted in the prisoner transport -- 4) To be mounted in the cargo/hatch area			12	0	101.00	48.48	581.76
3FLANGEC	Whelen, 3" Chrome Flange -- 6) To be used with the above lights			12	0	19.00	9.12	109.44
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SAK75P	Whelen, 2025 PI Utility, Passenger side speaker mounting bracket			2	0	51.00	24.48	48.96
C399	Whelen, Cencom Core powered by Wecan X			2	0	1,383.00	663.84	1,327.68
C399SP	Whelen, SCANPort Installation Kit for C399, See Vehicle Outfitter for available vehicle Make/Model/Year (Not for use with Core-R and Core-S)			2	0	185.00	88.80	177.60
CCTL6	Whelen, Cencom Core Wecan X Control Head with 4 position slide switch,13 push buttons, 7 position rotary knob & Microphone			2	0	463.00	222.24	444.48
CEM16	Whelen, Cencom Core 16 Position Expansion Module			4	0	286.00	137.28	549.12

Thank you for your business - Brandon Holland - Cell (757) 871-7979

Total

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804-658-4261	609-490-9801	www.ecevehicles.com	Balance Due



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Invoice

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Date	Invoice #
12/12/2024	40734

Bill To			Ship To				
P.O. Number	Terms	Due Date	S.O. No.	Ship Via	Rep	Location	
Smithfield Police Department 913 S. Church Street Smithfield, VA 23430	Net 30	1/11/2025	22257	Best Way	BH	Chester-WH	
Part #	Description			Quantity	B/O	List	Price
MMSU-1	Magnetic Mic Holder			4	0	N/A	39.95
CG-X	Havis, Charge Guard			2	0	107.00	69.55
DS-PAN-435	Havis, Docking Station with Power Supply for Panasonic's Toughbook 54 Rugged Laptop -- Does Not have HDMI Capability -SHIPPED DIRECT FROM HAVIS ON 9/13/24			2	0	1,209.00	785.85
C-SBX-101-KIT-5	Havis, 2020 Ford Interceptor Utility Mount for Havis Universal Storage Box			2	0	471.00	306.15
C-SBX-101	Havis Universal Storage Box			2	0	930.00	604.50
PB4720HDL003	Pro-gard, HD Push Bumper, 2 Whelen ION's with smoked lens, Blue/White ION, Red/White ION, Includes wire covers			2	0	1,230.00	922.50
GVM4720S-K	Progard, 2020-Current Ford Utility, Tri-Lock Self Supporting Gun Rack with Straight Key Override -- ***INCLUDES 1 UNIVERSAL GUN LOCK***			2	0	713.00	534.75
CC-UV-20-L-18	Troy, 18" Vehicle Specific Console for 2020 Ford PI Utility			2	0	601.00	480.80
AC-TB-ARMMNT-58	Troy, Console mounted height adjustable arm rest. (Formerly part number AC-ARMMNT-58)			2	0	213.00	170.40
CM-UV20-SL-LED	Troy, 2020 PI Utility passenger seat mount w/slide arm dock.			2	0	769.00	615.20
AC-MIC-Z-FPI	Troy, Height adjustable, no-holes-drilled L-slot microphone clip plate assembly			4	0	33.00	26.40
FP-SGTRAY	Open Top Drop In 4" Sloped Tray			2	0	50.00	40.00
AC-INBHG	4" Internal Dual Beverage Holder w/ Rubber Fingers			2	0	64.00	51.20
L3-AP1SET	DC Outler Plug w/ Black Captured Cap			6	0	15.00	12.00
FP-AP12-3	2" Plate w/ 3 DC Outlet Holes			2	0	32.00	25.60
FP-BLNK1	Troy, Faceplate			4	0	13.00	10.40
FP-MXTL5000	Troy Radio Faceplate			2	0	50.00	40.00
FP-WCENCOM-JD	Troy, Cencom Equipment Bracket			2	0	50.00	40.00
Shipping	Shipping and Freight			1			350.00
Thank you for your business - Brandon Holland - Cell (757) 871-7979				Total			

Virginia Warehouse #	New Jersey Fax #	Web Site	Payments/Credits
804-658-4261	609-490-9801	www.ecevehicles.com	Balance Due



Remit To:
East Coast Emergency Vehicles, LLC
200 Meco Drive
Millstone Township, NJ 08535

Invoice

East Coast Emergency Vehicles, LLC

**To Pay by CC, Call
Julia @
732-940-2211**

Date	Invoice #
12/12/2024	40734

Bill To			Ship To					
P.O. Number	Terms	Due Date	S.O. No.	Ship Via		Rep	Location	
Part #	Description			Quantity	B/O	List	Price	Price Ext.
	Contract Info: City of Chesapeake - 21-191-9239 Whelen - 52% off list Havis - 35% off list Progard - 25% off list							
	8/5/24 - Quote requested by Jake Hall via email 8/5/24 8/26/24 - BH updated the quote using updated Whelen part numbers for 2025 Utilities SAK66P changed to SAK75P C399K4 changed to C399SP 9/9/24 - Quote approved by Alan Lester via email 9/5/24 10/01/24 - Email from Jake Hall 10/01/24 advises the Troy equipment has been received. 11/19/24 - Email from Jake 11/19/24 advises the Progard direct ship equipment was received 11/18/24 12/12/24 - BH pulled 1) 60CREGCS & 2) SAK75P's from the Warehouse and will deliver to Motorola 12/13/24							
Thank you for your business - Brandon Holland - Cell (757) 871-7979			Total		\$24,124.72			
Virginia Warehouse #	New Jersey Fax #	Web Site	Payments/Credits			\$0.00		
804-658-4261	609-490-9801	www.ecevehicles.com	Balance Due			\$24,124.72		

TOWN COUNCIL REPORT

SUBJECT:

\$30,500.00

ATTACHMENTS:

Description	Type	Upload Date
Core & Main - Procoder Water Meters	Cover Memo	1/27/2025



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #

W171196

Invoice Date

12/30/24

Account #

095205

Sales Rep

MARTINSBURG HOUSE

Phone #

304-263-6986

Branch # 514

Martinsburg, WV

Total Amount Due

\$30,767.00

Remit To:

CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

1955 1 AB 0.593 E0108X I0129 D13804383629 S2 P10626553 0001:0001



TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD VA 23431-0246

Shipped to:

STOCK #209 CHESAPEAKE
293 Cary Street
PO BOX 246
SMITHFIELD, VA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
12/13/24	12/27/24	CIP-25-02				BW	W171196

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
43ED2A31RPWG1SG89	T10 5/8X5/8 R900I PROCODER MTR USG PLS BTM W/6' ANT ED2A31RPWG11SG89 BID SEQ# 30	100	100		305.00000	EA	30,500.00

VENDOR # 10759

ACCOUNT # 04-006-442060-0000-45400

DEPT HEAD

TOWN MANAGER

Online
ADVANTAGE™

- Manage billing online
- Reprint invoices
- Retrieve proof of deliveries

Be suspicious of emails requesting wire transfers or payments to Core & Main using updated remittance information. For tips about how to identify bad actors, visit coreandmain.com/identifying-fraud.

Freight
\$267.00

Delivery

Handling

Restock

Misc.

Subtotal: 30,500.00

Other: 267.00

Tax: 0.00

Invoice Total: \$30,767.00

Terms: NET 30

Ordered By: JAY LATCHUM

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <https://coreandmain.com/terms-of-sale/>.

Town of Smithfield

PURCHASE ORDER

310 Institute St., PO Box 246
Smithfield, VA 23430
Phone: (757) 365-4200
Fax: (757) 357-4253
Website: www.smithfieldva.gov

DATE	12/12/2024
PO #	CIP-25-02



VENDOR

Core & Main
117 Industrial Circle
Martinsburg, WV. 25403
(304) -263-6986

SHIP TO

Town of Smithfield
Jessie Snead
293 Cary Street
Smithfield, Va. 23431
(757) 634-2869

Comments or Special Instructions

Ed Heide
partment Head
Laura Ross
own Treasurer
ichael Stallings
own Manager

TOWN COUNCIL REPORT

SUBJECT:

\$87,058.95

ATTACHMENTS:

Description	Type	Upload Date
Windsor Castle Park Boardwalk Restoration Project	Invoice	1/23/2025

I. APPLICATION FOR PAYMENT

PROJECT SUMMARY

Date: **January 21, 2025** Contractor's Name: **Athens Building Corp.**
Project Name: **Windsor Castle Park Boardwalks** Project Number: **IFB #23-003**

Original Contract Amount:	\$310,486.09
Original Contract Time:	365 Days
Adjusted Contract Amount (by approved Change Orders):	\$881,661.18
Adjusted Contract Time (by approved Change Orders):	460 Days
Adjusted Contract Completion Date:	2/28/2025

STATUS OF WORK PERFORMED

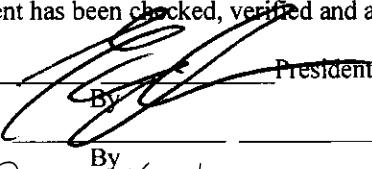
Total Value of Original Work Performed to Date:	\$792,133.76
Total Value of Change Order Work Performed to Date (with attachment):	\$3,593.00
Total Value of All Work Performed to Date:	\$795,726.76
Value of Materials Stored (Attach Statement):	\$22,800.00
Less 5% Retained by Owner:	\$(40,926.34)
Net Amount Earned on Contract to Date:	\$777,600.42
Fewer Amounts of Previous Payments Approved:	\$690,541.47
BALANCE DUE THIS PAYMENT:	\$87,058.95
Value of Work Remaining to be Completed:	\$104,060.76
Percentage Complete to Date (Value/Time):	<u>88%</u> <u>94%</u>

CERTIFICATION OF CONTRACTOR

I certify to the best of my knowledge and belief that all items and amounts on the face of the attached estimate and invoice and this Application for Payment are correct; that all Work has been performed and/or material supplied in full accordance with the terms and conditions of the Contract Documents, including all duly authorized deviations, substitutions, alterations, additions and/or deletions; that the foregoing is a true and correct statement of the Contract Price up to and including the last day of the period covered by this estimate and Application for Payment; that no part of the "BALANCE DUE THIS PAYMENT" has been received; that all previous Progress Payments received on this Agreement have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with the Work covered by prior applications for payment under this Agreement; and that all materials and equipment incorporated in said payment or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interest and encumbrances.

APPROVALS

This Application for Payment has been checked, verified and approved for payment by:

Athens Building Corp	By 	President	Date <u>1-21-25</u>
Contractor	By	Title	Date
Resident Project Rep.	By	Title	Date
Kimley-Horn	<u>James H. Weist</u>	PM	<u>1-21-25</u>
Engineer	By	Title	Date
Owner	By	Title	Date

AFFIDAVIT OF PAYMENT OF CLAIMS

BY: Athens Building Corp (Contractor)
1700 Broad Rock Blvd. Richmond, VA 23224
FEIN - 27-2282386

THIS DAY January 21st, 2025 personally appeared before me,
Christos Augerios, a Notary Public in and for the City/County/State of
Virginia, and being by me first duly sworn states that all Subcontractors and suppliers of labor and materials
have been paid all sums due them to date for Work performed or materials furnished in the performance of the
Agreement between:
The Town of Smithfield, Virginia (Owner)

And Athens Building Corp. (Contractor)

dated September 6, 2023, for the construction of **IFB #23-003 Windsor Castle Park Boardwalk Restoration**
or arrangements have been made by the Contractor satisfactory to such Subcontractors and suppliers with
respect to the payments of such sums as may be due them by the Contractor.



SEAL OF CONTRACTOR



NOTARY SEAL

Athens Building Corporation
CONTRACTOR

BY: 

TITLE: President

DATE: 1-21-25

Subscribed and sworn to before me this
21st day of January, 2025.

My commission expires on the
29th day of February, 2028.

Christos Augerios
NOTARY PUBLIC

Bid Item No.12 – Ravine Bridge 174 LF Completed to Date

Item for Size per bo Total Actua: Unit Price Total Price

Replacement Length (linear Foot)

Decking	2"x6"	2909.28	13.25	\$38,547.96	\$0.00
Handrail	2"x8"	348	14.25	\$4,959.00	\$0.00
Toe Rail	2"x6"	348	16.85	\$5,863.80	\$0.00
Spacer	2"x6"	70	11.43	\$800.10	\$0.00
Pickets	Standard	789.2784	13.98	\$11,034.11	\$0.00
Sub-Total Bid					
Item No.12					\$61,204.97

Bid Item No.13 – Mason Street Bridge

Item for Size per bo Total Estin Unit Price Total Price

Replacement Length (linear Foot)

Decking	2"x6"	10734.24	13.25	\$142,228.68	10000	\$132,500.00
Handrail	2"x8"	1162.5	14.25	\$16,565.63	1000	\$14,250.00
Toe Rail	2"x6"	1162.5	16.85	\$19,588.13	1000	\$16,850.00
Spacer	2"x6"	232.5	11.43	\$2,657.48	230	\$2,628.90
Pickets	Standard	2692.105	13.98	\$37,635.63	2000	\$27,960.00
Sub-Total Bid						
Item No.13						\$194,188.90

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Town Council Meeting Summary Minutes from January 7, 2025	Cover Memo	1/30/2025

The Smithfield Town Council held its regular meeting on Tuesday, January 7th, 2025. The meeting was called to order at 6:30 p.m.

Members present:

Michael Smith – Mayor

Bill Harris – Vice Mayor

Valerie Butler

Jeff Brooks

Steven G. Bowman

Mary Ellen Bebermeyer

Darren Cutler

Staff present:

Michael Stallings – Town Manager

William H. Riddick, III – Town Attorney

Lesley King – Town Clerk

Tammie Clary – Community Development & Planning Director

Ed Heide – Director of Public Works

Mark Kluck - Planner

Judy Winslow – Director of Tourism

Laura Ross – Treasurer

Alonzo Howell – Chief, Smithfield Police Department

Chris Meier – Deputy Chief, Smithfield Police Department

Ashley Rogers – Director of Human Resources

Amy Novak – Director of Parks and Recreation

Dr. Thomas Pope – Board Member, Planning Commission

Charles Bryan – Board Member, Planning Commission

Virginia “Gigi” Smith – Board Member, Planning Commission

Leigh Abbott-Leaman – Board Member, Board of Historic and Architectural Review (BHAR)

Press:

Stephen Faleski – “The Smithfield Times”

Citizens: 40

Mayor Bowman welcomed all attendees to the meeting and asked all present to stand for the Pledge of Allegiance.

New Council Member Swearing-In

Laura K. Smith, Clerk of the Isle of Wight County Circuit Court, was present to complete the swearing in process.

Mrs. Smith requested for all of the newly elected and re-elected Councilmembers to please come forward, which comprised of Councilman Cutler, Councilwoman Bebermeyer, and Councilman Smith, swearing all of the members in separately. All new and returning Council members agreed to the oath and signed the appropriate documentation.

Election of Mayor and Vice Mayor

The Town Attorney opened the floor for nominations for the office of Mayor.

Mayor Bowman nominated Councilman Smith for Mayor. Councilman Harris seconded the nomination.

The Town Attorney asked for any further nominations, and hearing none called for the vote. Seven members were on call for the vote. Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Councilman Harris voted aye, Vice Mayor Butler voted aye, Councilman Smith voted aye, Councilman Brooks voted aye, and Mayor Bowman voted aye. The motion passed unanimously.

The Town Attorney announced that Councilman Smith was elected as Mayor of the Town of Smithfield. He opened the floor for nominations for the office of Vice Mayor.

Councilman Brooks nominated Councilman Harris for the office of Vice Mayor. Councilman Cutler seconded the nomination.

The Town Attorney asked for any further nominations, and hearing none called for the vote. Seven members were on call for the vote. Councilman Brooks voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Councilman Harris voted aye, Vice Mayor Butler voted aye, Councilman Bowman voted aye, and Mayor Smith voted aye. The motion passed.

The Town Attorney announced that Councilman Harris was elected as Vice Mayor of the Town of Smithfield. He reported that the election portion of the meeting had concluded and passed the meeting over to Mayor Smith.

Mayor Smith thanked all the attendees for coming to the meeting as it was a special night. He thanked the organization Citizens for Responsible Leadership (CRL) for their work during the election. He stated that their work had shown that there would be a new direction in the Town for citizen involvement.

Closed Session:

The Town Attorney reported that a closed session was needed for the purpose of consultation with legal counsel concerning potential litigation pursuant to 2.2-3711 A7 of the Code of Virginia.

Vice Mayor Harris made a motion to go into closed session pursuant to 2.2-3711 A7. Councilman Cutler seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Bebermeyer voted aye, Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Bowman voted aye, Councilman Cutler voted aye, Councilman Brooks voted aye, and Mayor Smith voted aye. The motion passed unanimously.

The Town Council went into closed session at 6:38 p.m.

The Town Council returned to open session at 6:56 p.m.

The Town Attorney reported that a motion was needed to certify that only consultation with legal counsel concerning potential litigation pursuant to 2.2-3711 A7 of the Code of Virginia had been discussed.

Councilman Brooks made a motion to certify the discussion was pursuant to 2.2-3711 A7 of the Code of Virginia. Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Bebermeyer voted aye, Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Bowman voted aye, Councilman Cutler voted aye, Councilman Brooks voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Manager's Report:

The Town Manager reported that the previous month's activity and summary reports were contained in the information packet provided and he would answer any questions the Town Council had.

Presentations:

Public Comments:

Jessie Linyear of 101 Prestwick in Smithfield reported that she was the current President of the Board for the Schoolhouse Museum. She asked the Board members for the museum that were present to raise their hands to be acknowledged. She stated that the Schoolhouse Museum's Board wanted to take a moment to thank the former Town Council for their support of the museum. She said that it was her hope that the new Council and the museum's Board would have the same close working relationship. Mrs. Linyear recognized that some of the Town Council may not be aware of the Schoolhouse Museum's programs that were offered, adding that she would share that information with them. She reported that the Town of Smithfield owned the museum's building and its grounds, with the Town being very cooperative in maintaining both. She continued that the work of the Schoolhouse Museum extended beyond its mission which was to preserve and interpret history of African American education in Isle of Wight County during the first half of the 20th century. She stated that in order to continue the legacy of Booker T. Washington and Julius Rosenwald, the museum worked with other entities in the County and community, such as the Isle of Wight County Museum and Main Street Baptist Church. She related that last year they brought over 80 Junior Reserve Officer Training Corps (ROTC) cadets from Surry and Smithfield High Schools to have lunch with five retired Generals for their "Lunch and Learn" series. Mrs. Linyear reported that they had worked together with the Isle of Wight County National Association for the Advancement of Colored People (NAACP) to organize a very successful Juneteenth. She stated that the Smithfield Times and the Schoolhouse Museum worked together annually to sponsor a Black History Essay Contest, and they continued to work with Historic Smithfield on worthy projects. She updated that they had also restarted the afterschool tutoring program at Main Street Baptist Church which had been inactive since the Covid shut-downs, as well as offering enrichment classes to students needing or wanting assistance in Geography, Reading Comprehension, Math, and Cursive Writing. Mrs. Linyear reported that a Dominion Energy Grant

had allowed them to provide 13 different classes to adults in the community. She notified the Council that the Museum offered a \$1,000 scholarship to a worthy African-American student. She added that they had collaborated with Sentara to bring the 3-D Mammogram Van to Smithfield. She related that these were just a few examples of what the Museum participated in. She updated that in June the Museum would be bringing the Tuskegee Airman's "Rise Above" Exhibit to Smithfield, and had organized a "Lunch and Learn" with the Hampton University's ROTC and Naval ROTC cadets. She thanked the Council again for what they had done in the past and stated that she was hopeful for continued cooperation with the new Board. She welcomed the new members to the Smithfield Town Council.

Mayor Smith complimented the work that Mrs. Linyear had done to keep education accessible for all the children and community members that needed it.

Leigh Abbott-Leaman of Smithfield congratulated all of the new Council members who had been sworn in. She reported that she wanted to comment on an issue that had been brought up by some Council members at the Candidate Forum in the fall. She acknowledged that she did not the exact phrasing of the question but it had been in relation to the Grange's previous approval and whether the Council would seek to repeal or withdraw the approval. She noted that there had been communication from Mr. Luter that he would only want to move forward with the plans if there was support from the Town Council. Mrs. Abbott-Leaman related that she understood the contentious nature of the project as she was a resident of the Historic District. She stated that the truth of the matter was that the Grace Street traffic was going to stink whether the Grange was built or not. She explained that the problem was the traffic, not necessarily the Grange. She asked the Council to work on seeing what could be done about the larger problem of traffic regardless of what development went on that property. She continued that there was a much pushback regarding high-density housing being constructed at that location, and gave the reminder that there had been a proposal of low-density housing for that property which had been shot-down. Mrs. Abbott-Leaman stated that currently in Smithfield over 30% of the population was 25 years old and under. She noted that residents of the community did everything they could for the children of the Town, took pride in the organizations the children were in, and expressed concern about the school system. She questioned where these young adults were going to live after the age of 18 when they joined the workforce, were out of the military, or back from college. Mrs. Abbott-Leaman observed that they could not return back to the Town if there was no access to affordable housing options, adding that offering that type of housing would come with higher density. She stated that any of the Council members that lived Downtown were considered as living in a high-density area. She asked that the Council consider the project as a whole and its benefit to the current population. She said that there was a flaw in the logic that there would be an influx of outside people who would flood the new development while ignoring the current population of people currently in the Town that could use it. Mrs. Abbott-Leaman referenced previous negative tones used to speak about the Grange project in relation to the Smithfield Foods plant, and pointed out that the reality was that they were a major employer in the Town. She stated that with the Keurig plant closing, it was a major employer in the County. She related that she thought that they had a right, maybe not to insist on a vote, but to have a fairly large say in the discussion especially considering everything that they have contributed to the Town. She recalled that transparency was a recurring theme of

conversation during the election, and stated that in the interest of being transparent they would need to be open with the citizens on their decision and what they would do to mitigate the effects of possibly having Smithfield Foods leave the Town. She speculated that the people of Norfolk probably never thought that Norfolk/Southern would never leave their city. She pointed out that the company helped the community with 200,000 servings of food out 50,000 lbs. of food donated to the Food Banks, support to scout troops, to the local bands, Western Tidewater Community Services, assistance for Veterans, etc. She concluded that they owed it to the Town as a collective to consider all of those things when they thought about how they treated the Town's corporate neighbor.

Mayor Smith reported that there was no other members of the public signed up to speak and asked if there was anyone who wished to do so. Seeing and hearing none, he closed the public comment section.

Council Comments:

Councilwoman Bebermeyer congratulated Mayor Smith and Vice Mayor Harris for their election, and thanked Councilman Bowman and Councilwoman Butler for their service to the Town. She reported that she looked forward to working all of the members of the Town Council. She related that she wanted to ensure that the citizens of Smithfield were the Council's highest priority. She stated that she understood that not all citizens could come to Town Council meetings and wanted to continue the meet-and-greets that they had held in the past. She acknowledged that due to their own schedules not all Council members could attend all in-person events, but she wanted the citizens of Smithfield to know that the Council wanted their feedback. She thanked everyone for their support and said that she was ready to serve the people of Smithfield.

Councilman Cutler also congratulated Mayor Smith and Vice Mayor Harris, and thanked Councilman Bowman and Councilwoman Butler for their service. He said that they had met with many citizens and groups, adding that it was wonderful to see such a turnout at the meeting. He stated that he looked forward to the citizen's continued comments as the Council looked for guidance from them on moving the Town forward. He encouraged the citizens to continue their civic engagement.

Councilwoman Butler officially congratulated Councilwoman Bebermeyer and Councilman Butler on their election to the Town Council. She extended her congratulations to Mayor Smith and Vice Mayor Harris on their elections. She recognized that Mayor Smith was now the most seasoned member of the Town Council, adding that as this was his fourth term she was sure that there was much experience that he could share with the other members. She thanked that previous Council for allowing her to serve in the office of Vice Mayor for the Town of Smithfield. She reported that she looked forward to her last two years on the Town Council, and to making the Town a more vibrant and inclusive community.

Consent Agenda:

C1. Subdivision Agreement – Mallory Point Phase A, Section 2

Councilwoman Butler recommended a motion to approve the subdivision agreement as it dealt with the sewer and water for Phase A, Section 2 and was in compliance with the design work by the Town of Smithfield.

C2. Invoices Over \$20,000 Requiring Council Authorization:

- | | |
|---|--------------|
| a. Athens Building Corp – Windsor Castle Park Boardwalk Restoration Project | \$ 56,965.02 |
|---|--------------|

Councilman Bowman made a motion to approve the Consent Agenda as presented. Councilman Brooks seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilman Cutler voted aye, Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Bowman voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Action Section:

Public Hearing and Discussion: Special Use Permit - 201 Gumwood Drive

Tammie Clary, Community Development and Planning Director, reported that the applicant was seeking a Special Use Permit (SUP) under Article 3.I.C.30 for a waiver of parking and loading for relief from Article 8.E.35 which requires 1 space per 200 square feet of gross floor area. She explained that with the 30.8' by 32.3' addition, the applicant was required to have a minimum of 36 parking spaces, and currently had 27 existing spaces. She stated that at the November Planning Commission meeting, this application was favorably recommended to Town Council. She reported that Town Staff recommended approval contingent on the application obtaining a zoning permit and payment of associated fees. Mrs. Clary noted that the decision made during the Planning Commission was unanimous and the applicant did have a parking agreement with the adjacent CVS Pharmacy.

Mayor Smith opened the public hearing and asked if there was anyone who wished to comment. Hearing and seeing none, he closed the public hearing.

Councilman Bowman made a motion to approve the application as presented. Vice Mayor Harris seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilman Brooks voted aye, Vice Mayor Harris voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Councilwoman Butler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Public Hearing and Discussion: Entrance Corridor Overlay and Historic District Guidelines

Mrs. Clary reported that Town Staff recommended approval for both sets of guidelines, contingent on any remaining Staff member comments be addressed. She stated that the Town's Consultant was present with a brief presentation on the guideline updates.

Caleb Gasparic introduced himself as a Historian and Historic Preservation Planner with Chronicle Heritage, a consulting firm that specializes in cultural resource management hired by

the Town of Smithfield to update the Historic District Design Guidelines and the Entrance Corridor Overlay (ECO) Guidelines. He began by discussing his work on the Historic District Guidelines by relaying that historic districts were not defined by individual buildings but were defined by interaction between individual buildings and landscapes helping to create a sense of place and identity. He said that a historic district's feel could be preserved by avoiding alteration that were out of character or that would disrupt the overall sense of the district. He reviewed that Article 3.M of the Smithfield Zoning Ordinance (SZO) gave the Town the responsibility to establish guidelines and it created the Board of Historic and Architectural Review (BHAR) to review and approve work based on the guidelines made. He added that design guidelines covered alterations to existing buildings and sites, new construction, demolitions, and building moves within the district. Mr. Gasparic reported that the local historic district boundaries mirrored the national historic district boundaries, properties within the district were subject to underlying zoning regulations, and any said changes must be reviewed and given a Certificate of Appropriateness (COA). He noted that the current guidelines were completed in 2006, and discussed the value of updating the guidelines. He showed examples of the changes and updates that could be found in the 2025 updated design guidelines that included new look and organization, new graphics to aid the reader, and a more interactive format. He related that there was information not included in the previous version of the guidelines that were now covered in the 2025 update including installation of solar panels, practices for treating and restoring historic materials, and appropriate replacement of historic materials with appropriate new synthetic counterparts.

Councilman Cutler asked how many of the Staff's comments were left to be resolved.

Mrs. Clary reported that there were only a few minor changes that included some photos to be swapped out that had better lighting, and also the inclusion of the updated Town Council members as well as the appointed Planning Commission Liaison.

Mayor Smith opened the public hearing and asked if there was anyone present who wished to comment. Hearing and seeing none, he closed the public hearing.

Councilman Cutler stated that the presentation was well-done and the work completed was excellent. He noted that the interactive nature of the document was wonderful, but felt that more time was needed to review the information and for the outstanding changes to be made. He made a motion to table the issue for 30 days.

Councilman Bowman seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Vice Mayor Harris voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Mr. Gasparic reported that the Smithfield Entrance Corridor Overlay Design Guidelines had been completed by a sub-consultant, Meredith Johnson with Johnson Planning and Preservation. He said that Mrs. Johnson was unable to attend the meeting, and he would review her presentation to the best of his ability and pass along any questions that he could not answer to her. He reported that the update was made to the guidelines that were produced in 2006. He explained that there were six Entrance Corridor Overlays within Smithfield:

- North Church Street/Business Route 10

- West Main Street/US Route 258
- Upper South Church Street
- Lower South Church Street
- Benn's Church Boulevard/Route 10 Bypass
- Battery Park Road

Mr. Gasparic continued with discussion about the purpose of having an Entrance Corridor Overlay, including encouraging positive visual experiences, protecting natural vegetation and wildlife habitats, and discouraging indiscriminate clearing. He detailed that the changes to the 2025 ECO Design Guidelines included adjusted organization, updating the images incorporated, and the addition of environmental considerations.

Mayor Smith asked if Mrs. Clary had any additional comments regarding the update.

Mrs. Clary reported that there were minor Staff comments regarding fixing some spacing issues and some wording choices. She reiterated that Staff recommended approval contingent on the execution of the comments made.

Mayor Smith opened the public hearing and asked if there was anyone present who wished to comment.

Virginia "Gigi" Smith of 207 James Street in Smithfield reported that she was a member of the Planning Commission, and the guidelines had been reviewed by the Board in much greater detail. She recognized that the guidelines were extensive and as such they relied on assistance from Town Staff during the process. She echoed that the changes were primarily to pictures included and language used. She reiterated that the Planning Commission had spent much time working on the issue.

Mayor Smith asked if she knew exactly what comments were left out that needed to be addressed.

Mrs. Smith recalled that it just involved wording used and were minor changes. She commended the Staff on their assistance. She observed that the purpose of the guidelines were to make it look as good as possible when arriving in the Town and as such the guidelines were very detailed. She noted that there were some areas of the Town that had a dated appearance, and as they began to be updated they would be required to adhere to the guidelines.

Mayor Smith thanked Mrs. Smith for speaking to the Council.

Mrs. Smith stated that she could have also spoken during the HPO public hearing. She acknowledged that both sets of guidelines were very lengthy and included a lot of detailed information. She stated that part of the purpose of having the different Boards was so that they may do much of the leg-work for the Town Council.

Councilman Harris agreed with what Councilman Cutler had said previously and stated that he would like an additional 30 days to review the information.

Mrs. Bebermeyer stated that it was a well done presentation, but agreed that there was much information to review.

Mayor Smith asked if there was anyone else present who wished to speak.

Leah Walker of 303 Red Point Road in Smithfield asked if there had been any areas identified as higher priority than others in the updated ECO guidelines. She related that when she worked on the County-wide bike plan they had identified high priority areas.

Mrs. Clary explained that the identified corridors had been broken down by using a SWOT analysis to identify Strengths, Weaknesses, Opportunities, and Threats to each of the areas. She added that they had also incorporated images from the Comprehensive Plan for the South Church Street corridor that had included increased walkability. She related that the areas were not necessarily “prioritized,” but Staff did identify that the corridors were different.

Councilwoman Bebermeyer asked if that information was included in the guidelines.

Mrs. Clary stated that it was included towards the end of the ECO guidelines when the different corridors were addressed.

Mayor Smith confirmed that there were no more comments from the public and closed the public hearing.

Councilman Harris made a motion to table the issue for 30 days. Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Bebermeyer voted aye, Councilwoman Butler voted aye, Vice Mayor Harris voted aye, Councilman Cutler voted aye, Councilman Brooks voted aye, Councilman Bowman voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Approval of Town Council Summary Minutes from December 3rd, 2024

The Town Attorney reported recommended that the minutes be approved as presented.

Councilman Bowman made the motion to approve the summary minutes as presented. Vice Mayor Harris seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Bowman voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Councilman Brooks voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Invoice – Athens Building Corporation – Luter Sports Complex Football Concession Building

The Town Manager reported that since the Committee Meetings had been held the Town had received the final invoice for the work done on the new concession building at the Luter Sports Complex from Athens Building. He stated that payment of the invoice would complete the project.

Councilwoman Butler inquired if Tech Staff had inspected the new building to ensure that everything had been completed.

The Town Manager stated that was correct, adding that a punch-list had been created the month prior with all issues having been addressed.

Vice Mayor Harris made a motion to approve payment of the final invoice. Councilman Culter seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilman Bowman voted aye, Councilwoman Bebermeyer voted aye, Vice Mayor Harris voted aye,

Councilman Cutler voted aye, Councilman Brooks voted aye, Councilwoman Butler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

New Business:

Motion to Award Contract for Mechanical, Electrical, and Utility Services

Ed Heide, Director of Public Works, reported that the Town had posted a Request for Proposal (RFP) to provide mechanical, electrical, and utility services under a three year contract. He reported that two proposals had been received, and Town Staff recommended awarding the contract to Virginia Control and Electrical Services as they had proposed a significantly lower cost, were the current contract holders, and had done a good job as a service provider.

Councilman Cutler asked if there were any changes made to the amount on the contract. He noted that he assumed it was budgeted but there was no value included.

Mr. Heide explained that it was not based on a total value, but there was a unit cost on the pricing. He stated that he believed that their prices had increased since the last time the contract was negotiated.

The Town Manager added that it was not based on a total dollar amount but was bid-out based on pricing so that as work came in they already knew how much the total would be. He said that the total cost for the year would be based off of what had been completed during that time.

Councilman Cutler confirmed that they budgeted for that work and asked specifically how much was budgeted for the work.

The Town Manager reported that he would compile the information for him as the company provided work across different departments.

Councilman Brooks made a motion to approve the award of the contract. Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Vice Mayor Harris voted aye, Councilman Brooks voted aye, Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Appointment of Town Council Representative to Planning Commission

Mayor Smith reported that he would like to appoint Councilman Cutler to the Planning Commission.

Councilman Cutler thanked the Mayor for his confidence in placing him that role.

Discussion Item: Bridger's Quarter

Mrs. Clary reported that Town Staff had received a Rezoning Request from Isle of Wight County for approximately 17.5 acres of TPIN 3201009. She noted that the parcel in question would abut the parcel that was proposed for the WaWa at the corner of Turner Drive and Benn's Church Boulevard. She stated that the proposed rezoning would be to Commercial in order to facilitate storage facilities, medical offices, retail sales, general office, and restaurant uses. She stated that according to the conceptual plan there would be six parcels to include a two-story medical office

building, a three-story climate controlled storage center, and would be accessed from the connector road coming off of the proposed Roundabout in the area with a full access intersection off of Benn's Church Boulevard. Mrs. Clary continued that according to the project's information the request was in alignment with the Newport Development Service District (DSD) future land use map which had identified the property as Business and Employment. She stated that the application had been provided to the Town to garner any additional comments, which would be due by January 20th. She said that Town Staff suggested that the Town Council hold discussion and reach consensus on their comments provided.

Vice Mayor Harris confirmed that all of the property in question was inside the County and not part of the Town of Smithfield.

The Town Manager reported that there was a general agreement between the two entities that when applications that were adjacent to the respective boundaries were received, they would be shared for the purpose of gathering additional comments. He stated that this facilitated the exchange of information between the two parties.

Mrs. Clary stated that she had reviewed the application package and had six or seven comments on the environmental site assessment. She noted that the information indicated that the property would be serviced by the Smithfield Fire Department, whom she had reached out to for their additional comments.

Councilwoman Bebermeyer said that she had read through the entirety of the application. She stated that much of the information contained within related to the property at the site, but there were many additional traffic studies that had been included that were conducted in related areas such as Sweetgrass and different intersections off of Church Street. She asked if the information, though helpful, was considered background information and why it had been included.

Mrs. Clary reported that the project was considered unique in that there were multiple developments surrounding it in the Town and the County that were happening at the same time. She continued that the County had required that a Master Traffic Impact Assessment (TIA) be completed to ensure that one development was not left having the responsibility of installing of the traffic improvements.

Councilwoman Bebermeyer said she had noticed that the TIA had been completed in 2017 or 2018. She acknowledged that there were many dates listed which made it hard to determine the completion date.

Mrs. Clary stated that the Master TIA had been under development for many years but was not completed until more recently.

Councilwoman Bebermeyer asked how long a Traffic Study was valid, adding that many of the developments involved had been in the works for many years.

Mrs. Clary reported that in this particular instance they were relying on the Virginia Department of Transportation (VDOT) because the roads included were VDOT-owned.

The Town Manager explained that the completion of the Master TIA is how the idea for the Roundabout at Turner Drive came to fruition, adding that was part of the reason the study is so complex. He observed that if conditions changed, then it would be required to be updated.

Councilwoman Bebermeyer stated that on page 84 there was reference to the water being provided by the City of Smithfield. She noted that there were many issues with that statement.

The Town Manager reported that Isle of Wight County would be providing the location with water and sewer.

Mrs. Clary clarified that a majority of the comments she had regarding the application addressed what services would be provided by Isle of Wight County and the Town of Smithfield.

Councilwoman Butler asked for confirmation that in addition to the light currently at Turner Drive that there was a plan to have a light for this development that would be opposite of the proposed Sweetgrass Development.

Mrs. Clary stated that it was her understanding that the light was part of the Sweetgrass Development's application. She said that the application that they were reviewing was for full access off of Benn's Church Boulevard.

Councilman Harris asked if there were any costs associated with the application to the Town.

Mrs. Clary reiterated that the item was only for courtesy review, and there were no proposed costs to the Town.

Councilwoman Bebermeyer asked if there were any plans for pedestrian crossing in that area or from Turner Drive.

Mrs. Clary said that she was not aware of any.

Councilwoman Bebermeyer reported that she had asked about pedestrian areas due to the proximity to Smithfield High School.

The Town Manager reiterated that the Council and Staff had until January 20th to submit comments.

Old Business:

Request for Additional Research on the Luter Sports Complex

Councilman Bowman recalled that at the last meeting during the discussion of the budget process he had brought up relieving Smithfield Recreation Association (SRA) of their debt for use of the fields. He recognized that at that meeting, some of the current Council members had not been formally part of the discussion. He asked for Town Council to direct the Town Manager and Staff to gather information on the Luter Sports Complex that included cost estimates from the different user groups. He said that he wanted the Town's citizens to know that for many years the Town Council has provided philanthropic assistance to different organizations. He continued that if they voted to approve relieving them of the debt that a thorough comparative analysis be completed to ensure that any questions of equity between organizations be addressed. Councilman Bowman referenced a Smithfield Times article that had been completed about the issue and pointed out that he had advocated for the utilization of the interest, which would be at no cost whatsoever to the Town of Smithfield, on the donated amount of money that Mr. Luter had given to the Town that they had ultimately decided not to take. He stated that he wanted detailed information regarding all of the organizations to keep all of the new members informed of what had transpired prior, so that when he included it as a line item during discussion of the budget it

was in full view. He asserted that he would not have advocated for the debt relief if he had not believed that it was the right thing to do.

Mayor Smith reported that after the issue had been raised by Councilman Bowman at the last meeting, he had asked the Town Manager for a quick synopsis of the information involved. He agreed that it would be very helpful if Town Staff could compile more information regarding contracts that had been completed and the dollar amounts associated, then bring that data back to the Council for review.

Councilwoman Butler asked Mayor Smith for clarification on what figures he was asking the Town Manager for.

Mayor Smith stated that he wanted to know how much was owed, how much the contract was for, how much the organization paid in, what exactly was promised and what exactly was received or not received. He noted that Amy Novak, Director of Parks and Recreation, would likely have to provide that information.

Councilwoman Butler asked what the difference between a Memorandum of Understanding (MOU) and a Lease Agreement, and why they were used for different groups.

The Town Manager reported that much of that was dependent on the timing of the different agreements. He explained that MOU with the Smithfield Recreation Association (SRA) was put in place while the facility was being constructed. He stated that the Lease Agreement with the Smithfield Packers Youth Sports organization was after the facility had already been constructed and a portion of the facility was being leased.

Councilwoman Butler stated that she thought that the order was actually the reverse of what the Town Manager had explained, meaning there was a Lease Agreement with the SRA and a MOU with the Smithfield Packers.

The Town Manager acknowledged that may be the case.

The Town Attorney stated that he would review all of the information and then report back.

Councilwoman Bebermeyer said that with her being new to the Council she would like more information on the history of the situation.

Councilman Cutler stated it would be beneficial to have the research done so that the Parks and Recreation department could see where more funds could make a difference across the spectrum of all of the youth organizations.

Councilman Bowman stated the purpose of the request was to ensure that the Town was providing a quality recreation program that served the citizens over a variety of different programs.

Request for the Formation of a Farmer's Market Subcommittee

Councilman Brooks made a motion that a subcommittee be formed to fully vet the Farmer's Market. He said that it was an extremely valuable asset to the Town and it deserved the proper attention as such to ensure a quality product for the vendors as well as the citizens. He noted that location and funding would be a major focus for the Market and a group of people could collectively produce the best solution. He recommended Councilwoman Bebermeyer, Councilman Cutler, and Vice Mayor Harris to be appointed to that subcommittee.

The Town Attorney reported that a motion was not needed to create a subcommittee. He informed Mayor Smith that he would also have to appoint Council members to the six Committees,

and he could return with all of the information collectively if he did not want to make the appointments to the subcommittee at that time.

Request for Proposal (RFP) Withdrawal – Sale of the “Smithfield Times” Building

Vice Mayor Harris stated that occasionally the Town Council would postpone or table items due to their needing further investigation. He noted that within the last year there had been several of these situations arise, and he had hoped to revisit the issues. He stated that he wanted to begin with the sale of the Town-owned property generally referred to as the Times Building at 228 Main Street. He reviewed that the Town had put the property up for sale as part of a RFP that required the submission of closed bids by a specific deadline. He continued that there had then been a public hearing during which the majority of speakers had recommended that the Council delay the sale, re-evaluate the RFP process, and consider the effect of selling that property on the downtown area. He said that the response from the Council at that time had not given any answers as to how the sale would affect the use of the stage and property might continue to the satisfaction of the citizens. Vice Mayor Harris said that the Council then agreed to delay finalization of the sale to consider citizen concerns. He observed that the most concerning issue to him about was that the Council was positioning itself to accept a bid well below-market value of the property. He said that the Town Council were stewards of the citizen’s money, and he did not see the justification of selling the property, or any other Town-owned property, below market value. He said that the proper course of action would be to withdraw the original RFP thereby allowing Town Council to revisit the possibility of selling the property, re-evaluate its pricing, and get more exact information on its public use.

Vice Mayor Harris made a motion to withdraw the original RFP for the sale of the Smithfield Times Building. Councilman Cutler seconded the motion.

Councilwoman Butler stated that she was in agreement with the suggestion. She reported that after the original discussion she had misunderstood what exactly was part of the sale and what would be retained by the Town. She clarified that the Council at that time had also gone with the highest bid on the property as well as the best use offered. She said that she had even stated to one of her peers on the Town Council that had she had the correct information, she did not know if she would have voted the way she did on the transaction.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilman Brooks voted aye, Councilwoman Bebermeyer voted aye, Councilman Cutler voted aye, Vice Mayor Harris voted aye, Councilwoman Butler voted aye, Councilman Bowman voted aye, and Mayor Smith voted aye. The motion passed unanimously.

Additional Discussion: Rejection of Public/Private Partnerships

Councilman Culter recalled that Mayor Smith had made a motion several months prior for No Public Private Partnerships that resulted in Councilman Bowman, Mayor at the time, creating a committee to come up with guidance regarding the issue. He stated that Mayor Smith and two other Council members who had since vacated their seats were appointed to that committee, and he would like to see it reinstated in order to prevent the occurrence of Public Private Partnerships

in the Town of Smithfield. He stated that he would recommend that the committee be comprised of members from the Finance Committee, Public Building and Welfare Committee, and Planning.

Councilwoman Butler asked for clarification of whether Councilman Cutler was completely against Public Private Partnerships or if he was interested in creating a guideline to be able entertain consideration of situations deemed appropriate.

Councilman Cutler stated that when it had been discussed previously he felt that there had been a lack of clarity that had led to the formation of the committee. He stated that discussions had of the Town investing in property or use of property with a private entity, adding that he would never say never, but generally he did not support the use of Public Private Partnerships.

Councilwoman Butler said that she did not think that the Council had made a stance on Public Private Partnerships as they had not been involved in a transaction of that nature.

The Town Attorney confirmed that was correct.

Councilman Cutler stated that the issue had been discussed at length during the Grange consideration.

Councilwoman Butler reported that the Town had not entered into a Public Private Partnership with the Grange project Developer.

Councilman Cutler acknowledge that.

Councilwoman Butler continued that the only commitment that the Council had made initially as \$1.4 million to the Farmer's Market, which was now an issue that Mayor Smith would be appointing a committee to further vet.

Councilman Cutler stated that he was in agreement with Councilwoman Butler, adding that the creation of some guidelines would assist with the issue. He said regardless of whether they did or did not want to entertain use of Public Private Partnerships, there was now an empty committee that had been created.

Councilwoman Butler reported that the use of Public Private Partnerships by Localities had also been a subject discussed at the Virginia Municipal League (VML) Conference in October 2024. She suggested that it might be advantageous for the Council to hear from a non-biased party to discuss the advantages and disadvantages about the subject.

Councilman Cutler stated that he was interested in that, and speculated that the other Council members were open to that as well.

Vice Mayor Harris reported that he had attended the meeting as a citizen when the subject had originally come up. He reviewed that former Councilman Collins had made the good point to ensure that in those discussions there was a clear delineation between incentive and entering into a transaction that involved spending of the citizens money to benefit a private development. He stated bringing in experts from the outside was an excellent idea. He stated that he was in favor of Councilman Cutler's suggestion that they revisit the issue and clean it up.

Mayor Smith asked for confirmation that consensus was to reform the committee.

Councilman Bowman stated that he was in agreement with Councilwoman Butler, and he felt that they needed to be very careful with what they were trying to achieve. He said that as they entered into the assignment, he wanted to ensure that the Council members did not have a predetermined direction or mindset as that would not be fair and likely was not lawful. He agreed with Councilman Cutler's point that it should be viewed from a larger perspective and not in direct

relation to just the Grange. He continued that he would like to get to the point where the citizens could rest assured that the Council was spending their money in a fair manner. Councilman Bowman recalled that during the recent situation of Mr. Luter donating money to the Town, it had been spun in a way that made it look like it would actually cost the taxpayers money. He said that there was no specific directive tied to that donation that required the Town to spend a certain amount of money in a certain amount of time. He recommended that the Council members look at the bigger picture. He said that he thought that the committee formation was a good thing that would hopefully get everyone on the same page.

Mayor Smith agreed that now they were heading in the right direction.

Councilman Harris stated that once a global policy was developed to address that type of situation, then it would eliminate such issues in the future.

Councilman Bowman congratulated Mayor Smith on holding his first meeting in the office of Mayor.

The meeting adjourned at 8:32 pm.

Michael Smith - Mayor

Lesley King – Town Clerk