

# SMITHFIELD TOWN COUNCIL AGENDA

April 2, 2019 at 6:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

### 1. Manager's Report

- a. March Activity Report
- b. Introduction of new Parks Maintenance Specialist, Stephen Clark

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |       |    |   |   |
|-------|----|---|---|
| April | 2  | - | 6:30 p.m. – Town Council Meeting                          |
| April | 9  | - | 6:30 p.m. – Planning Commission Meeting                   |
| April | 16 | - | 6:30 p.m. – Board of Historic and Architectural Review    |
| April | 22 | - | 2:30 p.m. – Special Meeting of the Town Council           |
| April | 22 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive) |
|       |    |   | Public Safety Committee                                   |
|       |    |   | Water and Sewer Committee                                 |
|       |    |   | Finance Committee   |
| April | 23 | - | 2:30 p.m. - Special Meeting of the Town Council           |
| April | 23 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive) |
|       |    |   | Parks and Recreation Committee                            |
|       |    |   | Public Works Committee                                    |
|       |    |   | Public Buildings and Welfare Committee                    |

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

## C. Public Comments:

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

- a. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

## D. Council Comments

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Mrs. Denise Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Smith
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Mr. Wayne Hall
- e. Public Works Committee Chair, Ms. Beth Haywood

**CONSENT AGENDA ITEMS**

- C1. Motion to Approve Installation of Two (2) Streetlights at Windsor Castle Park along Jericho Road **TAB # 1**  
Police Committee Chair, Mrs. Denise Tynes**
- C2. Motion to Approve Proposal from Tri-State Utilities to Reline Sewer Mains as Part of the Town's Mandated Consent Order **TAB # 2**  
Water and Sewer Committee Chair, Vice Mayor Smith**
- C3. Invoices Over \$10,000 Requiring Council Authorization:  
Finance Committee Chair, Mr. Randy Pack**
- a. Lewis Construction of Virginia \$25,182.00
  - b. Blair Brothers, Inc. (Crosswalk Work) \$73,464.00
- C4. Resolution to Approve Street Closure Request of Jericho Road at South Church Street Saturday April 13<sup>th</sup>, as well as the Fishing Pier beginning April 10<sup>th</sup> thru April 13<sup>th</sup> and a portion of the Trail on Saturday, April 13<sup>th</sup> at Windsor Castle Park for the 8<sup>th</sup> Annual Wine and Brew Festival. **TAB # 3**  
Parks and Recreation Committee Chair, Mr. Wayne Hall**
- C5. Motion to Permanently Approve the Smithfield Center's Rental Fee Structure for the Months of January and February **TAB # 4**  
Parks and Recreation Committee Chair, Mr. Wayne Hall**
- C6. Motion to Renew Landscaping and Mowing Contracts with Southern Shores Lawn and Landscaping, LLC through June 30, 2020 **TAB # 5**  
Public Works Committee Chair, Ms. Beth Haywood**
- C7. Motion to Accept Deed of Easement for 384 Pagan Road **TAB # 6**  
Public Works Committee Chair, Ms. Beth Haywood**

**ACTION SECTION**

- 1. PUBLIC HEARING: Lease Agreement with Odd Elks, Inc. **TAB # 7****
- a. Presentation by Mr. Brian S. Thrower, Town Manager
  - b. Open Public Hearing
  - c. Close Public Hearing

2. **New Business:**

- a. **Motion to Enter into an License Agreement Between Odd Elks, Inc. and the Town of Smithfield for Wharf Hill Brewing Company's Dumpster Location on Town Property** **TAB # 8**

Brian S. Thrower, Town Manager

3. **Old Business:**

4. **Motion to Approve the Town Council Meeting Minutes of March 5<sup>th</sup>, 2019**

William H. Riddick, III, Town Attorney

5. **Closed Session Pursuant to Virginia State Code Section 2.2-3711 (A) (8) Consultation with Counsel regarding specific legal matters requiring legal advice.**

6. **Adjournment**

**COMMITTEE  
SUMMARY REPORTS**

March 29, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE MEETING  
HELD ON MONDAY, MARCH 25<sup>TH</sup>, 2019

The Public Safety Committee met Monday, March 25<sup>th</sup>, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Ms. Beth Haywood and Mr. Wayne Hall. Other Council members present were Mr. Michael G. Smith, Vice Mayor; Mr. Randy Pack, Ms. Valerie C. Butler and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Mr. Matt Rogers, Deputy Chief of Police; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Mr. Brian Carroll, Chief of the Volunteer Rescue Squad; Mr. Ryan Gray, Assistant Chief of the Smithfield Volunteer Fire Department; Kathy Peterson, Luter Family YMCA; Lieutenant Kim Davenport and Captain Julian Evans of the Isle of Wight Sheriff's Office; Ms. Steffy Broadwater of Western Tidewater Free Clinic; Mr. Lanny Hinson of the 1750 Courthouse; Mr. Shagan Gatewood of the Smithfield High School Interact Club; and Mr. Ian Brim of the Smithfield Rotary Club. There were approximately five (5) additional citizens present. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Safety Committee Member, Mr. Wayne Hall called the meeting to order.

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

1. Streetlight Request – Historic Windsor Castle Restoration, LLC – The Town Manager reported that Mr. Rick Bodson, Project Manager of the Historic Windsor Castle Restoration, LLC, has requested the Town install two streetlights on Jericho Road in order to increase lighting in the Manor House area. The first streetlight is requested to be installed on the last utility pole east of Mr. John Graham's house. The second streetlight is requested to be installed on the first utility pole south of the Caretaker's house/north of Kayak Lane. There is an attached map that shows the proposed locations of the streetlights. Both Police and Public Works staff have conducted a study of the requested streetlight locations and recommend approval of the new

streetlights. The Town Manager stated that he recommends Town Council authorize staff to proceed with the installation of both streetlights. Committee agreed to send this item to Town Council for consideration.

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

1. Operational Updates: Smithfield Police Department – Deputy Chief Rogers reported that last week he had the opportunity, along with the Town Manager, to meet with the downtown merchants in regards to panhandling. There has been an ongoing issue with a couple of individuals going around asking for money. Mr. Pack asked if there was anything that could be done about panhandlers. Deputy Chief Rogers stated that unfortunately panhandling is not illegal. It has been deemed freedom of speech; however the aggressive acts that sometimes goes along with panhandling can be addressed by the Police Department. Deputy Chief Rogers also reported that a vehicle check point was conducted on March 16<sup>th</sup> in conjunction with the Isle of Wight Sheriff's Office. There were a total of four (4) DUI's and a couple drug arrest. No major incidents occurred during this joint effort. In regards to personnel, Lieutenant Araojo will start the FBI National Academy in Quantico, VA on April 1<sup>st</sup>. Background investigations for three (3) candidates are wrapping up this week so they can move to the next stage of the hiring process. Unfortunately, all three will need to go to the academy if hired. Currently, Officer Donna Hughes is in the academy and is progressing well. She is expected to graduate on May 15<sup>th</sup>. Deputy Chief Rogers introduced Officer McGough as the department's new certified Crime Prevention Specialist. Deputy Chief Rogers also mentioned that the Police Department has signed a Memorandum of Understanding (MOU) with The Genieve Shelter to participate in the Lethality Assessment Program. The Lethality Assessment Program allows the shelter's staff and the local police officers to work together to assist victims of abuse with receiving shelter services immediately. Committee thanked Deputy Chief Rogers for the update.

2. Operational Updates: Isle of Wight Volunteer Rescue Squad – Chief Carroll reported that last Thursday night the Isle of Wight Rescue Squad sponsored an active threat seminar. There were three (3) top notch speakers in attendance with participants from approximately sixteen (16) municipalities from here to Washington DC. He reported that last year the department ran 2,099 EMS calls and that is up approximately 10% from the previous year. Average response time continues to be around nine minutes. This average is County wide so that is a pretty good response time from the time the call is dispatched to having a medic on scene. Chief Carroll reported that the department did a lot of big projects last year. The radio project was the biggest overall; however power stretchers were installed in all the medics. Loading and unloading patients from the ambulance is a push button operation now. A UTV was purchased and put in service. This has been very helpful during special events, at Windsor Castle, and the Isle of Wight County Fair. Chief Carroll also mentioned that an informal public safety committee was formed between the fire department, emergency management services (EMS), tourism, and town staff to meet prior to any major event in town so that all organization are better prepared should their services be needed during an event. The Isle of Wight Volunteer Rescue Squad also celebrated 50 years of service this past year. Committee thanked the Isle of Wight Volunteer Rescue Squad for their service to the community.

3. Operational Updates: Smithfield Volunteer Fire Department – Assistant Chief Ryan Gray reported that their biggest operational update is that they finally have their tower ladder truck back in service. It has been out of service for a while having some major repair work done. He also mentioned that the department is actively trying to sell the department's bendy truck and one of the department's older engines. At this time they have been moved to the downtown station. These trucks are still operational; however they are trying to down size their fleet to be a little more effective with their apparatus. Assistant Chief Gray stated that they just opened up their membership again after a pretty lengthy freeze. They had some administrative issues that they were trying to work out to make sure their membership process was effective. He mentioned that the Fire Department just celebrated their anniversary of 80 years. Committee thanked the Smithfield Volunteer Fire Department for their service to the community.

4. Streetlight Request – Brown's AME Church – The Town Manager reported that members of Brown's AME Church recently requested that the Town look into installing an additional streetlight(s) in front of the church due to the increased foot traffic in the areas since the Dollar General opened. As a result, the Police Department conducted a light survey and found an existing streetlight in front of the church and Dollar General (across the street) to be out of order. Staff has contacted Dominion Power to have the existing light repaired. Town staff does not recommend installing additional lighting at this time and no action is required by Town Council. Staff will take another look at the area once the existing streetlight has been repaired.

5. Additional Item from Councilman Wayne Hall – Mr. Hall stated that he wanted to congratulate and thank the members of the Smithfield Police Department, Isle of Wight Rescue Squad, Smithfield Fire Department and the Isle of Wight Sheriff's Office. Representatives of each one of these organizations along with members of the Smithfield Union 18 Masonic Lodge attended a flag pole dedication at the Masonic Lodge. He appreciates the support from the community and these agencies. Mr. Hall also stated that he had several bags of teddy bears that he would like to donate to each of the organizations to distribute as they see fit. He explained that when he was in law enforcement he kept teddy bears in the trunk of his car to provide comfort to a child that may be traumatized during a traffic accident or other incident where emergency services are needed.

The meeting adjourned at 3:18 p.m.

March 29, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, MARCH 25<sup>TH</sup>, 2019.

The Water & Sewer Committee held a meeting on Monday, March 25<sup>th</sup>, 2019 at 3:18 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Vice Mayor Michael G. Smith, Chair; and Mr. Randy Pack. Council members also in attendance were Ms. Beth Haywood, Ms. Valerie C. Butler, Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members in attendance were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Kathy Peterson, Luter Family YMCA; Ms. Steffy Broadwater of Western Tidewater Free Clinic; Mr. Lanny Hinson of the 1750 Courthouse and two (2) representatives of the Rotary Club. There were approximately five (5) additional citizens present. The media was represented by Mr. Frederic Lee of The Smithfield Times. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Proposal from Tri-State for Relining Sewer Mains as part of the Town's Mandated Consent Order – The Town Manager reported that the attached proposal from Tri-State Utilities is to reline sewer mains in a couple of areas of Town. The James and North Mason Easement project is estimated to cost \$46,520. The Riverview project is estimated to cost \$17,725. Both projects total \$64,245. This expense was previously approved during the FY19 budget development process. The Town Manager recommends Town Council authorize staff to proceed with this project.

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

1. Operational Updates – Mr. Saunders reported that they had two Maintenance Technician Helper positions open; however one of those positions has been filled from within our Public Works Department. Mr. Jeff Miller was a crew leader with our grounds maintenance side of Public Works and has moved to the utilities side. He will continue to help out on the grounds maintenance side until we can get that position filled. Manhole rehabilitation work continues in several areas of the town. A new extension to a water main was installed on Drummonds Lane in the last couple of weeks by Lewis Construction.

Meeting adjourned at 3:21 p.m.

March 29, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, MARCH 25<sup>TH</sup>, 2019

The Finance Committee met on Monday, March 25<sup>th</sup>, 2019 at 3:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Ms. Valerie Butler and Mr. Michael G. Smith, Vice Mayor. Other Council members present were Ms. Beth Haywood; Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Kathy Peterson, Luter Family YMCA; Ms. Steffy Broadwater of Western Tidewater Free Clinic; Mr. Lanny Hinson of the 1750 Courthouse and two (2) representatives of the Rotary Club. There were approximately five (5) additional citizens present. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

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

a. Lewis Construction of Virginia \$25,182.00

This invoice is for the work done on Drummonds Lane. Mr. Saunders explained that a water main was installed on Drummonds Lane because the town did not currently have one in this area. Service lines for existing customers were rerouted during this work as well as the vacant lot that is currently there. Staff is satisfied with the work that Lewis Construction has done and would recommend payment of invoice.

b. Blair Brothers, Inc. \$73,464.00

This invoice is for the crosswalks along Main Street that have now been completed. Mr. Pack asked staff if they were satisfied with the completed work. Staff replied that they were. Committee recommends these invoices go to Town Council for consideration.

2. Deed of Easement – 384 Pagan Road – The Town Attorney stated that back in 2015 the Town started negotiating with Mr. and Mrs. Brown for a drainage easement on Pagan Road. A

plat was prepared at that time and then revised in 2017. The Town Attorney stated that he had prepared a Deed at the time the plat was revised. Since that time Mr. Gregory has met with the Town Engineer and they agree on the language within the deed of easement. The Deed will need to be accepted by Town Council at their April 2<sup>nd</sup> meeting.

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

1. Contribution Request for Fiscal Year 2019/2020

a. Western Tidewater Free Clinic - Ms. Steffy Broadwater mentioned that she was there as a Board member for the Western Tidewater Free Clinic. She thanked the Town for all the support they have given in the past. They could not do what they do for the citizens here and more broadly across western tidewater without the financial investment the Town makes in the clinic. Since they opened in 2008 they have provided care for more than 5,500 unduplicated patients. These patients have received medication with a retail value of \$47.2 million dollars. In 2018 the clinic experienced extremely high patient volume serving 1,600 patients with almost 19,500 visits. Of this patient volume, 124 patients live in the town limits of Smithfield and made almost 1,330 visits to the clinic. Ms. Broadwater stated that transportation continues to be a challenge for our service area. Approximately a year and half ago, the Clinic partnered with the Isle of Wight Health Department to provide eligibility and re-eligibility appointments one day each month locally. During 2018, they scheduled 103 patient appointments. She explained that their no show rate has been a little high, so they are looking at that to see why. Ms. Broadwater thanked the Finance Committee for considering their funding request for this year in the amount of \$40,560. This amount will provide approximately 425 medical and dental visits for 33 Smithfield residents. For every dollar donated the clinic provides in excess of \$7 of medical services. From a business perspective that is a good return on our investment. Committee thanked Ms. Broadwater for the update.

b. Smithfield Volunteer Fire Department – There was some miscommunication with the representative for the Fire Department and he left after the Public Safety Committee closed. Mr. Pack stated that the Fire Department's request is for their annual run money. Run money is money that the Fire Department divides up to its volunteer members that actively respond to calls in their personal vehicles. Mr. Pack also explained that approximately five years ago Isle of Wight County took over all the funding of the Fire Department so this is not something that the town is required to do. It is more like a donation to the Fire Department. Ms. Minga mentioned that she and the Town Manager met with a representative of the Fire Department and they are actually requesting \$25,000 this year as an honorarium contribution that includes their annual request of \$13,000 for run money. They would like it to be an honorarium donation so that it is not restricted to only be used for run money. Mr. Pack stated that the town has been pretty consistent with supporting the Fire Department with the \$13,000; however this year's request is for an additional \$12,000 that will be considered through the budget process.

c. Historic Smithfield – 1750 Isle of Wight Courthouse – Mr. Lanny Hinson and Ms. Caroline Hurt were present on behalf of the Board of Directors of the 1750 Isle of Wight Courthouse. Mr. Hinson stated that they would like to thank the Town for their past financial support of the historic courthouse. These funds go toward meeting the needs of their expenses and

programs because visitors are not charged to visit the courthouse. Mr. Hinson mentioned that the Courthouse tries to be part of the town by participating in all the special events that happen downtown. Community events sponsored by the Courthouse include the popular, free Court Day Trail reenactments, a highly anticipated Ghost Walk event, special lectures, group tours and presentations. The Courthouse's signature fundraising event is the annual Christmas in Smithfield Homes Tour and Antiques show. All the events are well attended and the Christmas in Smithfield event typically fills the downtown restaurants and businesses. Ms. Hurt stated the Town is very fortunate to have this iconic historic building in the town. Over the last few years they have averaged 8,000 visitors a year. One of their main goals at the courthouse is to focus on the early court system as it relates to today's court system. It is a belief from the historians that our courts really took root in these small county courthouses. They are expanding their educational outreach and interpretative programming to more fully underscore the importance of this building and the people who built our form of self-government. Committee thanked Mr. Hinson and Ms. Hurt for the update.

d. The Genieve Shelter – Ms. Montgomery was present on behalf of The Genieve Shelter. She mentioned that the shelter just celebrated their 30 year anniversary in 2018. She explained that they have finalized the Lethality Assessment Program that allows the shelter's staff and local police officers to work together to assist victims of abuse. The Smithfield Police Department has signed a Memorandum of Understanding (MOU) with the shelter for the Lethality Assessment Program with the implementation of the program beginning this spring. Ms. Montgomery stated that during 2018 the shelter did not serve as many families as in past years; however the families they did serve were larger. There were 816 nights of shelter provided to the Smithfield area. There were 92 crisis calls from residents of Smithfield needing help from the agency. Ms. Montgomery stated that The Genieve Shelter is in the process of starting a capital campaign to pay off their existing emergency shelter so they can expand and purchase a new home on the complex. Funding from localities will help in this process. The funding we receive from localities such as the Town of Smithfield also allows them to continue to write larger grants and use the funding as a match. Ms. Montgomery thanked the town for their continued support over the years. Committee thanked Ms. Montgomery for the update.

e. YMCA - Ms. Kathy Peterson, Executive Director at the YMCA, stated that the Luter Family YMCA is one part of a huge association known as the Peninsula Metropolitan YMCA. She mentioned that recently their CEO for the past 32 years retired and they now have a new CEO. The new CEO, Adam Klutts, is very involved in what is going on with and around our service area. Over the past eight months that he has been onboard they have done some facility enhancements. Ms. Peterson stated that she would like to share the impact of the town's support for 2018 and show a short video of one of their programs that they offer. Over the past year the YMCA has had 248 volunteers that served 5,705 hours. These volunteer hours include participating in child watch, checking people in at the front desk, assisting with special events, etc. There are a wide range of volunteer opportunities at the YMCA. There were 65 children that received back to school clothes and supplies through Bright Beginnings. Over 23,837 youth had the opportunity to learn how to fight childhood obesity through the 5210 programs. There were 293 children that participated in Summer Learning Loss through the Y summer camp. They did STEM projects and partnered with the library to close the summer learning loss gap. At this time they have already registered 250 kids into this year's summer camp program. This past year there were 176 youth, 72 adults and 24 volunteers that participated in Healthy Kids Day. This

year Healthy Kids Day will be at Nike Park and the YMCA will partner with Isle of Wight Parks and Recreation. On opening day of soccer season they will be there celebrating healthy kids through their 5210 programs and other healthy initiatives. Ms. Peterson reported that the YMCA has 4,401 members. Of these 4,401 members 66% are families, 1,591 are members under the age of 18, and 25% receive financial assistance. A total of 788 individuals/families received scholarship dollars valuing \$174,409. Ms. Peterson stated that what she would like to focus on this afternoon is the YMCA's partnership with Isle of Wight County schools. 385 2<sup>nd</sup> graders received free swim lessons and are able to be safer around water after learning valuable skills allowing them to become more confident around the water. She shared a video with committee in regards to swimming lessons at the YMCA. The YMCA started the water safety program approximately two and a half years ago. One of the things that they struggled with was transportation. With the help of the Superintendent of Schools the children were allowed to be bused to and from the YMCA for swimming lessons while schools were in session, in most cases during the 2<sup>nd</sup> graders PE class. Ms. Peterson stated that because of the town's continued support they are able to provide these types of programs at the YMCA. Ms. Butler asked if the YMCA partners with other organization for STEM projects. Ms. Peterson replied that they do partner with other organization such as NASA/Langley and the Air and Space Museum. Committee thanked Ms. Peterson for the update. Mr. Pack asked Ms. Minga if she knew what the town has left on our annual commitment to the YMCA. Ms. Minga replied that she thinks it is three years but would need to verify that. Committee thanked Ms. Peterson for the update.

f. Rotary Club – Shagan Gatewood was present on behalf of the Smithfield High School Interact Club (high school Rotary Club) to request funding for a community improvement project located on town property. The Smithfield Rotary Club is their sponsor through the school. The proposed project would be to replace the old playground on West Main Street (across from the Jersey Park apartments) and to repair the basketball court. He began his presentation with a slide presentation of the current condition of the playground. He explained during each slide what he plans to do to improve the playground. The total cost of the new playground set will be \$12,400. The cost to purchase two new basketball goals in \$585 each. The estimated cost to pave the basketball court whether it is concrete or asphalt is \$5,000. This is the worst case scenario because they may actually have some materials donated to them. Local businesses have agreed to offer discounts for materials for the basketball court. He stated that the Interact Club and the Rotary Club would like to request \$15,000 to \$18,000 to assist with purchasing the necessary equipment and materials. They will assume responsibility of taking out the existing structures and install the new equipment. Smithfield High School students and other community groups have already agreed to help with construction once we begin working. Fixing the playground would provide a safe place for children to play and improve the overall spirit of the community for the surrounding people. Mr. Pack asked if the playground would meet safety requirements. Mr. Gatewood replied that it would; however the town would need to inspect it once completed since the project is on town property. Committee thanked Mr. Gatewood for the presentation.

2. February Financial Statements and Graphs – Ms. Minga stated that she did not have anything real concerning to point out. Under Real Estate you will notice the remaining uncollected balance is \$40,000. This number is a little misleading. They have approximately \$31,000 that is currently outstanding under current Real Estate. The reason the number is \$40,000 is because the town has reached the level where we offer credits for housing for the elderly in certain income levels. That amount is enough that the town has to book it as an

expense as well. At the very bottom of the financials right before you get to the debt service there is a line item that is non departmental for the income credits for the elderly. The offset to this is Real Estate. Personal Property exceeded expectations for the year because the values of vehicles have gone up and a lot of new cars came into the system. Cigarette Tax sales are down compared to last year this time. This is most likely a timing issue based on when businesses buy their cigarette stamps. Meals Tax was lagging behind last month; however this month the town rebounded and we are currently \$7,600 higher than we were for the same period last year. Ms. Minga stated that the only area that she feels like there may be a valid concern is business licenses. Business Licenses are coming in very very slow this year. Last year at this time the town had already collected \$173,000 and this year we have only collected approximately \$89,000. Ms. Minga stated that they are not actually due until April 15<sup>th</sup> so they will be watching that as we move closer to the due date. Water and Sewer consumption is still down; however development is definitely up. The Town is exceeding budget in connection fees, availability fees and pro rata share fees. Vehicle maintenance and fuel continue to run high across all funds.

3. February Cash Balances / VML Investment Pool Update – Ms. Minga reported that cash balances are down by \$142,438 from prior month; however they still remain very strong. Ms. Minga reported that the VML/ VACo Invest Pool had an unrealized net loss this month for the first time in a while. The ending market value is still well above our initial investment. - Water = \$851,277.19; Water Debt Service = \$783,557.10; Water Capital Escrow Availability Fees = \$633,836.90; Water Treatment Plant Escrow = \$11,623.34; Water Deposit Account = \$88,069.97; Water Development Escrow = \$152,906.64; **Subtotal Water = \$2,521,271.14.** Sewer = **\$(23,542.71)**; Sewer Development Escrow = \$417,555.82; Sewer Capital Escrow Availability Fees = \$1,005,573.46; Sewer Compliance = \$2,450,905.21; **Subtotal Sewer = \$3,850,491.78.** **Highway = \$124,638.52.** General Fund = \$6,172,340.03; Payroll = \$28,802.54; Money Market General Fund Towne Bank = \$38,727.88; Business Super NOW-General Fund = \$34,417.23; Money Market General Fund Farmers Bank = \$295,728.15; General Fund Capital Escrow = \$217,323.04; Certificate of Deposit = \$527,159.03; Certificate of Deposit Police Dept = \$37,095.40; Special Project Account = \$31,892.54; Pinewood Heights Escrow = \$53,918.86; SNAP Program = \$2,218.75; Museum Account = \$194,489.61; Windsor Castle Acct \$92,903.00; **Subtotal General Fund = \$7,727,016.06. TOTAL ALL FUNDS = \$14,223,417.50.**

Meeting Adjourned at 4:21 p.m.

March 29, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE  
MEETING HELD ON TUESDAY, MARCH 26<sup>TH</sup>, 2019

The Parks and Recreation Committee held a meeting on Tuesday, March 26<sup>th</sup>, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; Ms. Beth Haywood and Ms. Valerie C. Butler. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Vice Mayor; Mrs. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning, Engineering, and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, and Ms. Gina Ippolito. Mr. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Parks and Recreation Committee Chair, Mr. Wayne Hall called the meeting to order.

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

1. 8<sup>th</sup> Annual Wine and Brew Festival, Saturday, April 13<sup>th</sup> - The Town Manager explained Smithfield VA Events has requested the Town's approval to close Jericho Road at South Church Street on April 13<sup>th</sup> 2019 from 8:30 a.m. to 5:30 p.m. for the 8<sup>th</sup> Annual Wine and Brew Festival being held that day in Windsor Castle Park. Smithfield VA Events has also requested the fishing pier to be closed beginning Wednesday, April 10<sup>th</sup>, 2019 through Saturday April 13<sup>th</sup>, 2019 in preparation for the festival. A portion of the trail at the event site will be closed from 9:30 a.m. to 5:00 p.m. on April 13<sup>th</sup>, 2019. Staff is requesting Town Council approve the aforementioned closure of Jericho Road at South Church Street, the fishing pier, and trail, per the request of Smithfield VA Events for the Wine and Brew Festival. The Town Attorney asked if the closure was the same as the previous year. Ms. Novak explained that it is the same closure as the Bacon

and Bourbon Festival that was held this fall. Jericho Road at South Church Street will be closed to the public traffic and event traffic controlled by the event staff. Committee recommends sending this item to Town Council for consideration.

2. Proposed Smithfield Center Fee Structure Adjustments for January and February 2020 - The Town Manager reported that staff is requesting Town Council approve the attached Smithfield Center rental fee structure for the months of January and February. The proposed structure reduces the rental fee for the Smithfield Center by 50% on Fridays, Saturdays, and Sundays in the months of January and February. Adjusting these fees helps market the Smithfield Center in these slower winter months. Per the Town's Parks and Recreation Director, Ms. Amy Novak, Town Council has approved this adjustment on a year to year basis. Staff is requesting you make the adjustment permanent in order to facilitate marketing and bookings at the Smithfield Center. The Town Manager stated that he is recommending Town Council approve the attached rental fee structure on a permanent basis for the months of January and February. Mr. Pack asked if reducing the fee has increased booking during these months. Ms. Novak replied that the Smithfield Center has had a 75% occupancy for these slower months once the reduced rental fees have been implemented each year. Having the rental fee structure reduced permanently for these slower months would give her more time to market the rate to get 100% occupancy during these months. Committee recommends sending this item to Town Council for consideration.

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

1. Operational Update – Parks and Recreation Committee Report/Park Project Updates – Ms. Novak reported that they had a busy month here at the Smithfield Center, the Luter Sports Complex and downtown with the St Patrick's Day Parade. Luter Sports Complex was opened this past weekend with a day of games on Saturday, as well a pitch, hit, run, event done by Isle of Wight County's Parks and Recreation. Everything ran very smoothly at the sports complex. Ms. Novak mentioned that coming up in April is the YMCA Triathlon on Saturday April 6<sup>th</sup>. This event stages at the YMCA; however it then moves through town with a foot and bike race. The second weekend in April is the 8th Annual Wine and Brew Festival. She explained that included in the electronic posting are photos of some of the things that they have done over the last month. The picture of the goats is from their last visit to the park. The goats are coming back and the hope is that they are hungry for the invasive species the town needs them to munch on and that they stay inside of the enclosure this time. Ms. Novak also mentioned that an old oak tree had to be cut down along Jericho Road. It was hollow all the way through and susceptible to falling with any storm or strong winds. The tree was safely removed by Goodrich and Sons. The Manor House restoration project continues to move forward. The installation of the HVAC system is about 50% complete. At this time they are in the process of determining the kitchen appliances

and figuration as well as electrical over the entire house. The Manor House interior design committee has met on site several times to discuss what type furnishings the house should have, that will fit well with having events there, as well as decorate the space in a historic setting. Committee thanked Ms. Novak for the update.

2. Additional Item Discussed: Cancellation of Events - Vice Mayor Smith asked if the town has a time period prior to special events where an organization can cancel with no penalties. Ms. Novak explained that because organizations are billed for town services after an event there is penalties if event is cancelled because no services were used. Vice Mayor Smith clarified there is no time period that requires a special event to notify the town should an event get cancelled. Ms. Novak stated that was correct; however they do not have a huge problem with people cancelling an event at the last minute. Weather would be the main reason an event would get cancelled at the last minute. The Town Manager explained that a cancellation of an event does not really impact the town with the exception of staff time and planning which is very minimal. Ms. Novak stated that if the cancellation was at the Smithfield Center that changes things a little bit because the center could have been renter to someone else and a last minute cancellation does not allow time to re-rent the venue.

The meeting adjourned at 3:12 p.m.

March 29, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, MARCH 26<sup>TH</sup>, 2019

The Public Works Committee held a meeting on Tuesday, March 26<sup>th</sup>, 2019 at 3:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mrs. Denise Tynes and Mr. Michael G. Smith, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Wayne Hall, Ms. Valerie C. Butler and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. William Saunders, IV, Director of Planning Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson and Ms. Gina Ippolito. The media was represented by Mr. Frederic Lee of [The Smithfield Times](#).

Public Works Committee Chair, Ms. Beth Haywood, called the meeting to order.

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

1. Operational Updates - Mr. Saunders reported that Blair Brothers has accepted the town's offer to do the right turn lane project at the Luter Sports Complex; however they will not mobilize on site until after Verizon demobilizes. This has been a slow process with getting Verizon to complete their portion of the project. Mr. Saunders reported that in regards to the Clontz Park Boat Ramp project it did get off to a slow start after discovering the debris underneath the ground surface; however all of that debris has been removed. The contractor is confident that they will complete the project by their contractual due date of June 15<sup>th</sup>. He mentioned that they have also found out there will be no issues with the time of year restrictions to remove the coffer dam. In regards to stormwater projects, staff is working with Mr. Gehring on scheduling the stormwater /drainage issues on Cary Street. Blair Brothers is set to move forward; however Mr. Gehring is out of town for a couple of weeks and would like to be present when the work is being done. Blair Brothers will be starting the stormwater repairs along Smithfield Boulevard that was recently approved by Town Council soon. Mr. Saunders also reported there is a drainage issue on Sykes Court that is being addressed at this time. Staff met with Blair Brothers on Monday and they are planning to come and work on some of the manholes on Main Street this Thursday. In

regards to staff they continue to work to back fill a position on their grounds crew due to a lateral move to the utility side. Ms. Butler asked how the debris that was found at the Clontz Park Boat Ramp site was disposed of. Mr. Saunders stated that the debris became property of the contractor and they had it removed to several different sites. She asked if this was a cost to the town. Mr. Saunders explained that a lot of the material was able to be disposed of for free; however the transportation of the debris to the different sites was part of the change order Town Council approved. Committee thanked Mr. Saunders for the updates.

2. Landscaping and Mowing Contracts – Request to Renew – The Town Manager reported that the Town’s contracts with Southern Shores Lawn and Landscaping, LLC for mowing and landscaping will expire on March 31<sup>st</sup>, 2019. Southern Shores has agreed to renew both contracts for another year through June 30<sup>th</sup>, 2020 under the same current terms and condition. Staff is recommending Town Council approve renewing both the landscaping and mowing contracts with Southern Shores Lawn and Landscaping, LLC for another year through June 30<sup>th</sup>, 2020 under the same current terms and conditions. Committee recommends sending this item to Town Council for consideration. Mrs. Tynes asked when this contract will go back out for bid. The Town Manager replied that he believes it can be bid out next year. Extending the contract for another year will give staff a little more time to review what the town should keep in-house and what needs to be out sourced. Vice Mayor Smith asked if picking up litter in the right-of-ways during the offseason could be included in the contract when it is put back out to bid. Discussion was also held on reaching out and encouraging civic organizations to adopt a road to help with picking up litter to keep our community clean. This was an item that was discussed at Council’s retreat recently so staff will be looking into different options to assist with keeping our community clean.

3. Deed of Easement Located at 384 Pagan Road – This item was discussed at yesterday’s Finance Committee.

Meeting adjourned at 3:22 p.m.

March 25, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, MARCH 26<sup>TH</sup>, 2019

The Public Buildings and Welfare Committee held a meeting on Tuesday, March 26<sup>th</sup>, 2019 at 3:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Ms. Valerie Butler, Chair; Mr. Randy Pack and Mr. Wayne Hall. Other Council members present were Ms. Beth Haywood, Mrs. Denise Tynes, Mr. Michael G. Smith, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. William Saunders, Director of Planning Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Mrs. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson and Ms. Gina Ippolito. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Council Comments – Mayor Williams stated that the old Tastee Freeze building along South Church Street was auctioned off a couple of weeks ago and the new owners of the building also own the building next to it. He is hopeful that the new owners will take action soon on fixing up the structure.

The meeting adjourned at 3:23 p.m.

# ACTIVITY REPORTS

March 29, 2019

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: BRIAN S. THROWER  
TOWN MANAGER**

**SUBJECT: MONTHLY ACTIVITY REPORT – MARCH 2019**

**DIRECTOR OF HUMAN RESOURCES**

- a. Conducted interviews for:
  - Parks Maintenance Specialist on March 1<sup>st</sup>
  - Maintenance Helper on March 15<sup>th</sup>
- b. Worked with various workers compensation claims with VML Insurance
- c. Prepared and submitted VML insurance renewal questionnaire
- d. Prepared & Conducted the following Safety Related Training
  - Slips, Trips & Falls (Parks & Rec – March 19<sup>th</sup>)
  - Lifting & Back Safety (Parks & Rec – March 19<sup>th</sup>)
- e. Coordinated CPR/First-Aid/AED Training that was delivered on March 12<sup>th</sup> and 13<sup>th</sup>
- f. Transitioned Random Drug Screen program from Sentara Occupational Health to NowCare (Sentara is no longer offering this service)
- g. Led March Monthly Safety Committee Meeting on March 13<sup>th</sup>
- h. Organized participation for Town employees in the Virginia Statewide Tornado Drill that occurred on March 19<sup>th</sup>
- i. Worked with The Hughes Agency, Delta Dental and Optima Health on our FY2020 Health and Dental Insurance Renewal
- j. Conducted New Hire Orientation for new Parks Maintenance Specialist (Stephen Clark) the week of March 25<sup>th</sup>.
- k. Filled one Maintenance Helper position with an internal candidate (Jeff Miller)
- l. Recruited for the following positions:
  - Grounds Maintenance Specialist
  - Parks & Recreation Assistant
  - Maintenance Technician Helper

### **TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Board of Historic and Architectural Review, AND THE Board of Zoning Appeals.
- b. Met with State Representative, Elizabeth Boehringer, to go over file set up for Phase IV of the Pinewood Heights Relocation Project
- c. Attended Pinewood Heights Management Team Meeting on March 12<sup>th</sup> at the Smithfield Center
- d. Attended Town Council Retreat March 15<sup>th</sup> – 17<sup>th</sup> in Williamsburg.
- e. Prepared March Town Council Committee Agenda and the April Town Council Agenda
- f. Attended Town Council Committee meetings on March 25<sup>th</sup> and 26<sup>th</sup> and prepared summary reports from all.

### **TREASURER'S OFFICE:**

- a. Reconciled February cash balances and prepared February financial statements.
- b. Worked with department heads and the town manager to begin 2020 budget projections.
- c. Participated in Pinewood Review for Phase IV on April 4 and the Management Team meeting on March 12.
- d. Attended First Aid and CPR/AED training on March 13.
- e. Met with Bill Riddick, Brian Thrower, and Barbara Hunter on March 20 to discuss town utilities policy and ordinances.
- f. Participated in online training with MUNIS technician on March 21 and March 28 regarding budget and year-end preparations.
- g. Took vacation on March 29.

### **PUBLIC WORKS:**

- Jeff Miller, previously a Grounds Maintenance Crew Leader, has accepted a position as a Utility Maintenance Technician Helper.
1. Staff performs the following duties on a monthly basis
    - A. Miss Utility marking
    - B. Read meters for billing and to transfer property owners
    - C. Water cut-offs and cut-ons
    - D. Check sewer pump stations daily
    - E. Install and repair street signs
    - F. Replace and repair broken water meters
    - G. Perform maintenance on town-owned buildings

2. Sewer Line Repairs and Maintenance

- A. Located and repaired sewer line laterals in various locations.
- B. Cleaned sewer main line in various areas of the town.
- C. 879 Maple Ct. schedule for sewer lateral repair.
- D. D and S finished manhole repairs.
- E. Lewis Construction repaired sewer laterals at 7 Riverside Dr. and 52 Riverside Dr.
- F. Lewis Construction raised a manhole in Pinewood Heights.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.  
Performed the following scheduled maintenance at all pump station
  - 1. Cleaning of wet-wells
  - 2. Alarms testing
  - 3. Sump pump cleaning
  - 4. Check Valve cleaning and repair
  - 5. Generator checks / Godwin pump checks
  - 6. Control Panel / Flow monitor checks
  - 7. Fence and Grounds inspections
  - 8. Inspected Structure
  - 9. Inspect and clean pumps
  - 10. Level system check
  - 11. Test limit switches
  - 12. Bar screen cleaning
  - 13. Rain gauge cleaning
  - 14. Head pressure reading at 7 pump stations
- B. REW replaced base 90 at Bradford Mews Pump station.
- C. Installed new pump at Smithfield Blvd pump station.
- D. REW installing piping for bypass pump at Morris Creek pump station.

4. Water line Repairs and Maintenance

- A. Lewis Construction completed work on water main and service lines 100 Block of Drummonds Ln.
- B. Repaired water leak at 204 Grace St. 3/4in service line on Town side.

5. Well Repairs and Maintenance

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

## 6. Water Treatment Plant

- Tim Richards passed the examination earning a Class IV Waterworks Operator License.
  - A. Operate RO Plant and monitor distribution system.
  - B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
  - C. Performed monthly routine tasks including but not limited to:
    1. Daily Inspection of RO Plant and grounds.
    2. Monthly Tank inspections.
    3. Inspect and exercise plant generator monthly.
    4. Fill antiscalant day tank.
    5. Truck Inspections.
    6. Routine service of lime system.
    7. Service online fluoride and chlorine analyzers.
    8. Calibrate online turbidimeter and pH meter.
    9. Check and replace air filters
    10. Test Alarms.
  - D. Yearly Generator Maintenance done by CAT technician.
  - E. Pulled Chloride, sent VDH and HRSD reports.
  - F. Installed 20 mesh into the chlorine pump Y-strainer.
  - G. Power washed all around plant.
  - H. Installed pit sump pump float.
  - I. Annual Lime tank clean accomplished.

## 7. FOG/ Backflow/ Septic Pump Out Program

- A. FOG related visits to FSE's to ensure compliance thus far into the program restart.
  1. Answering questions of the owners and issuance of new program related materials.
  2. Attendance of the HRPDC FOG Meeting on March 19, 2019.
- B. Implementing the Backflow and Cross Connection Program by sending out notices for backflow inspections to all users with the expectation of having them completed by July 1, 2019.
  1. Attendance of the VB Annual Testers and HRCCC Inspector Meeting on March 21, 2019.
- C. Maintaining of the Septic Pump Out Program
  1. Septic Tank Pump-Out Letters sent for the 2019 year with the expectation of completion by May 13, 2019.
  2. Septic Tank Pump-Out Reminder Letters sent to those due in the 2020 year.

## 8. Miscellaneous

- A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
- B. Minor repairs at Town Hall and other town buildings.

## **PLANNING AND ZONING**

1. Planning Commission – March 12<sup>th</sup>, 2019
  - No meeting.
2. Rezoning Applications under review
  - A. Lot 511 S Church St (TPIN 21A-01-511) – Conceptual Plans – JTM Development Corp., Inc., applicants.
3. Special Use Permit Applications under review
  - None.
4. Subdivision and Site Plans under review
  - A. Cypress Creek Ph. VI – Subdivision Plan – Cypress Investment Holdings, LLC applicants.
  - B. Dollar Tree, Lot 17, Benns Church Blvd, Dollar Tree Stores, Inc., applicants.
  - C. Cypress Creek Swim Club, 602 Cypress Creek Pkwy, Cypress Creek Owners’ Association, applicants.
5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Lakeview Cove Condos (85% complete)
6. Board of Historic & Architectural Review – March 19<sup>th</sup>, 2019
  - No meeting.
7. Board of Zoning Appeals – March 19<sup>th</sup>, 2019
  - A. Special Yard Exception – 108 Tigers Eye – Jon & Linda Lubecki, applicants - Granted.

## **ENGINEERING**

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother’s Contr., Contractor repaired a minor sinkhole area around drop inlet at the intersection of Troon and Murifield in the Cypress Creek Subdivision. Contractor also back filled, top soiled and seeded outfall area at the end of Sykes Court. Contractor regraded ditch area to

entrance pipe on Hunters Way. Contractor has completed the re-installation of the brick crosswalks on the Main Street Paving project.

3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 18 locations throughout the Town and required reports were filed.
4. Waterworks Dam
  - a. Field inspections continue to be held this month involving the Smithfield Lake Dam.
  - b. Hazard Classification and Inundation Reports have been finalized and reimbursement documents have been forwarded to DEQ and FEMA.
  - c. Emergency Action Plan draft has been completed and forwarded to DCR for review/approval.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
  - A. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Bid approval has now been received with Blair Brothers Contr. as the accepted contractor for the project. A meeting with Verizon has been completed on the project site and they are scheduling the removal and relocation of their utility.
  - B. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been completed by Kimley Horn and all information has been submitted to VDOT for their review and comments.
  - C. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A meeting was held and several options were discussed and are now currently under review. Staff has requested a proposal for additional analysis to be undertaken in order to ascertain the potential impacts and costs relative to a sidewalk, rather than a multi-use path for connectivity.
6. Attended progress meeting on the Smithfield to Nike Park Trail – Segments 1 & 2 – Contractor has begun installation of bike trail at intersection of Battery Park Rd. and Nike Park Rd. down to the intersection of Kendall Haven and Battery Park Road. Contractor has completed the installation of segment 1 of the bike trail, official opening of this segment of the bike trail occurred on February 28<sup>th</sup>.
7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
MARCH 2019**

**Committees and Projects:**

02/28 Property and Evidence audit – PD Annex  
03/05 Town Council mtg – Center  
03/06 Department Head mtg – Town Hall  
03/13 Surry County Sheriff's Office – Accreditation – PD  
03/13 Safety Committee mtg – Town Hall  
03/14 Legislative Breakfast – Center  
03/18 Genieve Shelter mtg – Suffolk  
03/18 – 19 Accreditation – New Kent County Sheriff's Office  
03/19 Crime Line mtg – Center  
03/19 Tourism mtg - Center  
03/20 Department Head – Town Hall  
03/21 General Merchants' of Downtown Smithfield mtg – Taste of Smithfield  
03/23 Flagpole Dedication – Smithfield Union  
03/25 Police Committee mtg - Center  
03/26 SART mtg – IOW Courthouse  
03/31 Hampton Roads Vietnam-Era Veterans dinner and recognition - Center

**Training**

03/05 – 06 Pro-Active Patrol Tactics – NNPD – Officer Wooley (16 hrs)  
03/11 - 15 Teaching Defensive tactics – HRCJTA – Sgt. Brady (40 hrs.)  
03/12 – 13 ALLERT Active Shooter Training – NNPD – Officer Norton (16 hrs.)  
03/21 Driver Training classroom – HRCJTA – Sgt. Phillips (8 hrs).  
03/21 General Instructor Apprenticeship – HRCJTA – Officer McGough (8 hrs.)

**Community Relations**

02/15 Ride Along – Adam Martin – Officer Cooper  
02/22 Ride Along – Myles Ware – Officer Polk  
02/28 Ribbon cutting – Bike Trail  
03/01 – 31 Traffic Control School Zone – Westside Elementary  
03/01 – 31 Traffic Control – Kids Come First  
03/04 Selective Enforcement - Town  
03/08 Selective Enforcement - Town  
03/13 Homework Station – Jersey Park/Woods Edge Apts.  
03/16 St. Patrick's Day Parade – Town  
03/18 Ag in the Classroom - Reading to students – Hardy Elementary  
03/19 Ag in the Classroom - Reading to students – Hardy Elementary  
03/20 Homework Station – Jersey Park/Wood Edge Apts.

03/22 Ag in the Classroom - Reading to students – Hardy Elementary  
03/23 Traffic Control – Luter Sports Complex  
03/27 Ag in the Classroom – Reading to students – Hardy Elementary  
03/27 Homework Station – Jersey Park/Woods Edge Apts.

### **Criminal Investigations**

**IBR#** 2019-00142  
**OFFENSE:** SUICIDE  
**LOCATION:** KESWICK PLACE  
**DATE:** 3/3/19

Officers responded to a call for a possible deceased person. Officers arrived on scene and made contact with a juvenile who found her mother unresponsive. Due to previous call history at the residence for domestic issues, officers cleared the house to check for other individuals. Investigations responded to process the scene. Further investigation has been forwarded to the state medical examiner for a full autopsy. Investigation determined the probable cause of death to be suicide.

**IBR#** 2019-0143  
**OFFENSE:** BURGLARY/RESIDENTIAL  
**LOCATION:** LUMAR ROAD  
**DATE:** 3/7/19

Officers responded to a call for service where a homeowner reported their garage had been broken into. Residents left their home at 0700 hours in the morning. The daughter came home at 1500 hours and discovered the garage door broken. Officers processed the scene and found pry marks on the broken garage door. Numerous tools were taken from the garage. The house was never entered. No viable latent prints were discovered during processing. Inactive pending further leads.

**IBR#** 2019-00173  
**OFFENSE:** ABDUCTION/DESTRUCTION OF PROPERTY  
**LOCATION:** 900 BLOCK SOUTH CHURCH STREET  
**DATE:** 3/18/19

Officers responded to a call for service where a male subject was blocked in his vehicle by a female subject. The male subject was with a female subject when his ex-girlfriend approached them at a restaurant. There was a verbal altercation and the staff called 911. Before police arrived the parties left. In the parking lot the male was attempting to leave in his vehicle when his ex-girlfriend blocked him in with her vehicle causing damage to his vehicle. Officers arrived on scene and arrested the female. Closed by arrest.

## Smithfield Center – March 2019 Monthly Report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Fire Truck Class SC MHSu 8:00 AM 200 Theater Shows Parking Lot 7:00 PM 1	Theater Shows Parking Lot 7:00 PM 1
3	4	5	6	7	8	9
Special Occasion Show SC MHSu 2:00 PM 200 Theater Shows Parking Lot 7:00 PM 1		Town Council SC A&B 6:30 PM 15 WCFB Meeting SC C&D 5:30 PM 12	Pesticide Recertification Class SC C&D 8:45 AM 80 VA Farm Bureau Producers Meeting SC MH 9:30 AM 50	Grant Writing Essentials SC C&D 10:00 AM 10 Theater Shows Parking Lot 7:00 PM 1 Tourism SSR Meeting SC A&B 10:00 AM 20	IOW Academy Gala Set SC MHSu 10:00 AM 10 Theater Shows Parking Lot 7:00 PM 1	IOW Academy Gala SC MHSu 5:30 PM 350 Theater Shows Parking Lot 7:00 PM 1
10	11	12	13	14	15	16
Spring Ahead IOW Academy Gala SC MHSu 9:00 AM 1 Theater Shows Parking Lot 7:00 PM 1	W&M MBA Sprint Meeting SC MHSu 10:00 AM 100	Pinewood Heights Team Management Meeting SC A&B 4:00 PM 10 Town CPR Training SC C&D 8:00 AM 14 TRIAD Meeting SC A&B 9:00 AM 12	Student Leadership Meeting SC A&B 8:30 AM 20 Town CPR Training SC C&D 8:00 AM 14	Chamber Post Legislative Breakfast SC MH 8:00 AM 80	Spoonhoward and Pettis Set-Up SC MHSu 10:00 AM 150	Spoonhoward and Pettis Wedding and Reception SC MHSu 4:30 PM 120 St Patrick's Day Parade Town Streets 8:00 AM 500
17	18	19	20	21	22	23
		BHAR / BZA SC A&B 6:30 PM 15 Crimelime Meeting SC A&B 12:00 PM 16 Schoolhouse Museum SC A&B 9:00 AM 16 Smithfield Foods Supply Chain SC C&D 8:00 AM 20 Tourism Meeting SC MH 1:00 PM 12	Active Shooter Training SC MH 7:00 PM 100 Tourism Meeting SC C&D 9:00 AM 16	Smithfield Women's Club SC Suites 12:00 PM 80	Women's Club Flea Market SC MHSu 8:00 AM 1000	Pitch, Hit, Run Tournament LSC Baseball Fields 1:00 PM 1000 SRA Field Use LSC Baseball Fields 8:00 AM 1000 Women's Club Flea Market SC MHSu 8:00 AM 1000
24	25	26	27	28	29	30
SRA Field Use LSC Baseball Fields 8:00 AM 1000	Committee Meetings SC C&D 3:00 PM 16	Committee Meetings SC C&D 3:00 PM 16	Carpet Cleaning SC Suites 8:00 AM 1			JROTC Ball SC MH 5:30 PM 120 Officer Request-Skating Rink Event OTS 8:30 PM 1 SRA Field Use LSC Baseball Fields 8:00 AM 1000 WC Manor Grounds Tour WC Manor House 1:00 PM 10
31						
Vietnam Veterans Recognition Event SC MH 2:00 PM 150						

Events for March 2019	
Total Events	29 Events
Events discounted 100%	16 events
Events discounted 50%	0 events
Deposit Totals for March 2019	
Smithfield Center Deposits	\$17,790.90
Town Services Deposits (police, public works and park impact fees)	\$00.00

## **Smithfield/Isle of Wight Tourism Activity Report –MARCH 2019**

- 3/1/19 Official launch of the Salty Southern Route, a thematic driving tour featuring Smithfield/IOW County, Suffolk, Surry, Franklin-Southampton County and Sussex. The launch was held at the IOW Museum with the Secretary of Agriculture as well as 10 officials from the Virginia Tourism Corporation attending. Guests included the media, venues on the route, and government staff and officials. Excellent launch! Well attended! Check out [www.SaltySouthernRoute.com](http://www.SaltySouthernRoute.com) for more information.
- 3/1/19 Cake House Ribbon Cutting
- Sunday, 3/3/19 Special Event Show at the Smithfield Center-exhibitor.
- Monthly Tourism staff meeting 3/4/19.
- Director-Smithfield Town Council meeting 3/5/19.
- Director-Smithfield 2020 meeting 3/6/19.-cancelled.
- Ribbon Cutting Ceremony at Smithfield High School for Maker's Space and new culinary "Turner & 10". 3/6/19. Excellent school programs. Restaurant will tentatively be open to visitors soon.
- PDCCC Fundraising Event meetings 3/6/19, 3/14/19, 3/21/19. Event held 3/23/19.
- Meeting with IOW County Fair staff and leadership 3/6/19.
- Town staff meeting 3/6/19.
- County Agenda Review meeting 3/7/19.
- SSR (Salty Southern Route) regional meeting 3/7/19 and meeting with County Budget & Finance 3/12/19..
- County Blackwater Property Task Force meeting 3/7/19.
- CSLI (Chamber Student Leadership Institute) session 3/13/19. This month's session was a work session to complete the group's project work on the Park to Park Trail. Director of Tourism is coordinating the program again this year.

Sessions held monthly. 16 students from SHS, WHS, IWA and NSA. All High School juniors who are competitively chosen.

- SVAE board meeting 3/13/19.
- Chamber Ladies of Leadership meeting 3/13/19.
- Chamber Post Legislative Breakfast 3/14/19.
- Coastal Virginia Tourism Alliance Meeting 3/14/18 at the Workforce Incubator Facility in Franklin. CVTA RFP for advocacy marketing services was reviewed as well as a research project to work with the Hampton Roads Chamber on Branding Hampton Roads/Coastal Virginia. Director is President this year.
- Toast of the Coast Grant conference call 3/14/19. Tourism is participating with Newport News and Hampton on a beer, wine and shine trail!
- Second annual St. Patrick's Day parade held 3/16/19. Excellent participation and attendance! Good reviews by all stakeholders in after survey.
- Special Event Coordinator attended County Leadership Training 3/19/19.
- Director hosted VTC sponsored group 3/19-21/19 from Dinwiddie County, South Hill, Lawrenceville and Mecklenburg Counties for Tourism and Economic Development Field Trip. Group of 9 stayed at the Hampton Inn & Suites, met at the Smithfield Center and dined at Smithfield Station, Wharf Hill Brewing Company, Capt. Chuck-a-Mucks.
- Director attended Board of Supervisors meeting 3/21/19. DJJ facility public comment and Blackwater Task Force presentation to the Board.
- Informational Table set up for Safety for Seniors Seminar in Smithfield 3/23/19.
- County Staff meeting 3/25/19.
- Isle of Wight County Fair Committee 3/25/19.
- Council Committees 3/26/19.
- Farmer's Market Board Meeting 3/26/19.
- Chamber Business After Hours 3/26/19.
- Historic Saint Luke's Executive Board meeting 3/27/19.

- Tourism Facebook postings and tweets throughout month. Update website events and ***Where the Locals Go*** event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See [www.VisitSmithfieldVa.com](http://www.VisitSmithfieldVa.com) for more details!

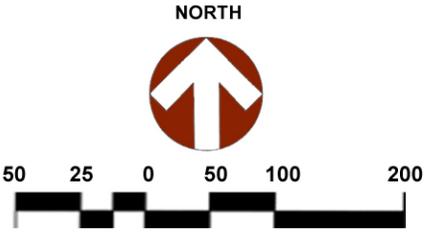
# PROJECT STATUS MAP

## Pinewood Heights Phase III Redevelopment Project

### Town of Smithfield, Virginia

**LEGEND**

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

SUMMIT DESIGN AND ENGINEERING SERVICES  
RICHMOND, VIRGINIA

March 2019

TRUCK MAINTENANCE  
& FUELING FACILITY

# Pinewood Heights Phase IV Redevelopment Project Town of Smithfield, Virginia

## PROJECT STATUS MAP

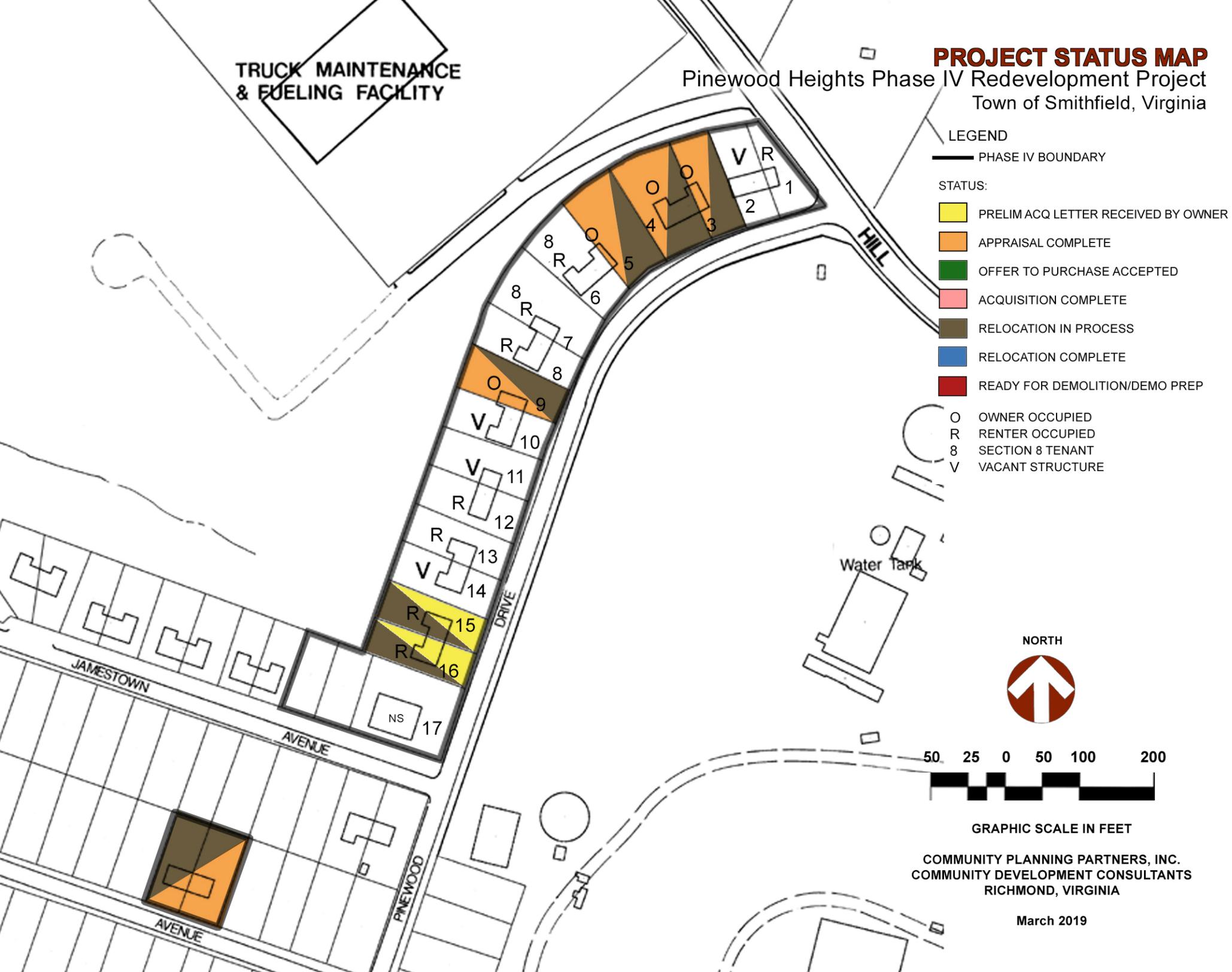
### LEGEND

— PHASE IV BOUNDARY

#### STATUS:

-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP

-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.  
COMMUNITY DEVELOPMENT CONSULTANTS  
RICHMOND, VIRGINIA

March 2019



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 25, 2019

**TO:** Public Safety Committee

**FROM:** Brian S. Thrower, Town Manager

BST

**SUBJECT:** Streetlight Request – Historic Windsor Castle Restoration, LLC

Rick Bodson, Project Manager of the Historic Windsor Castle Restoration, LLC, has requested the Town install two streetlights on Jericho Road in order to increase lighting in the Manor House area. The first streetlight is requested on the last utility pole east of Mr. John Graham's house. The second streetlight is requested on the first utility pole south of the Caretaker's house/north of Kayak Lane. Please see the attached map for the locations of the requested streetlights.

### Recommendation

Both Police and Public Works staff have conducted a study of the requested streetlight locations and recommend approval of the new streetlights. As such, I recommend Town Council authorize staff to proceed with the installation of both streetlights.

### Attachment

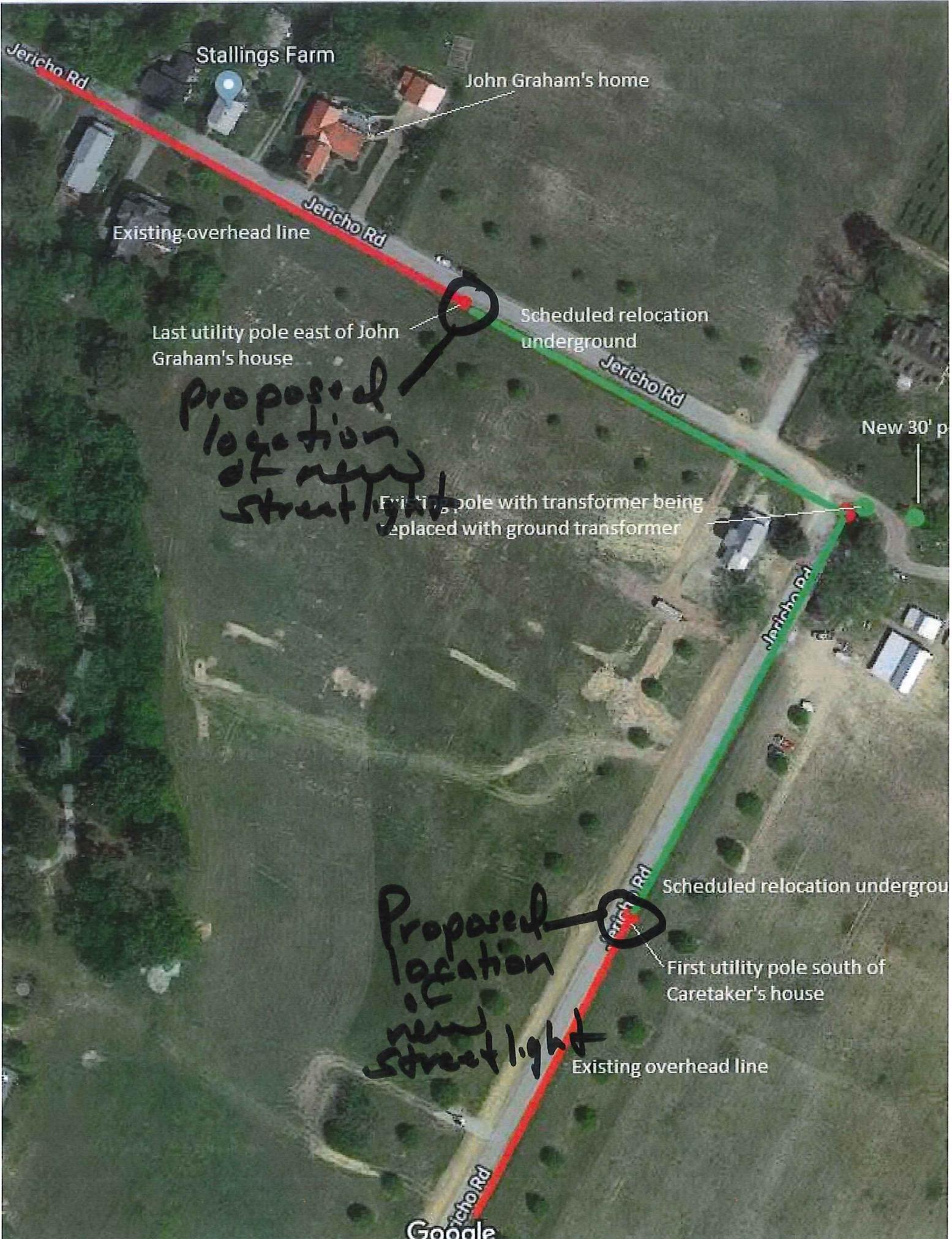
Map of Requested Streetlight Locations  
Light Survey Report from Police Department

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Jericho Rd

Stallings Farm

John Graham's home

Existing overhead line

Jericho Rd

Last utility pole east of John Graham's house

Scheduled relocation underground

Jericho Rd

Proposed location of new street light

Existing pole with transformer being replaced with ground transformer

New 30' p

Jericho Rd

Scheduled relocation underground

Proposed location of new street light

First utility pole south of Caretaker's house

Existing overhead line

Jericho Rd

Google

# Memorandum

**To:** Brian Thrower  
**From:** Deputy Chief Matthew Rogers  
**Date:** March 22, 2019  
**Re:** Windsor Castle Light Survey

---

Sir,

Attached is a lighting survey that was conducted in the 300 block of Jericho Road (Windsor Castle). The following are the findings of the survey:

- There is one light source in the corner near the Manor and Servant House.
- This light source is a high-pressure sodium single head light.

The following are recommendations based on the survey:

- Adding two light sources on Jericho Road (see diagram for proposed locations).
- Consider changing light source to white-light LED.
- Consider using lighting sources that are equal with existing light sources in the park.

Attached is the Crime Prevention Specialist Report.

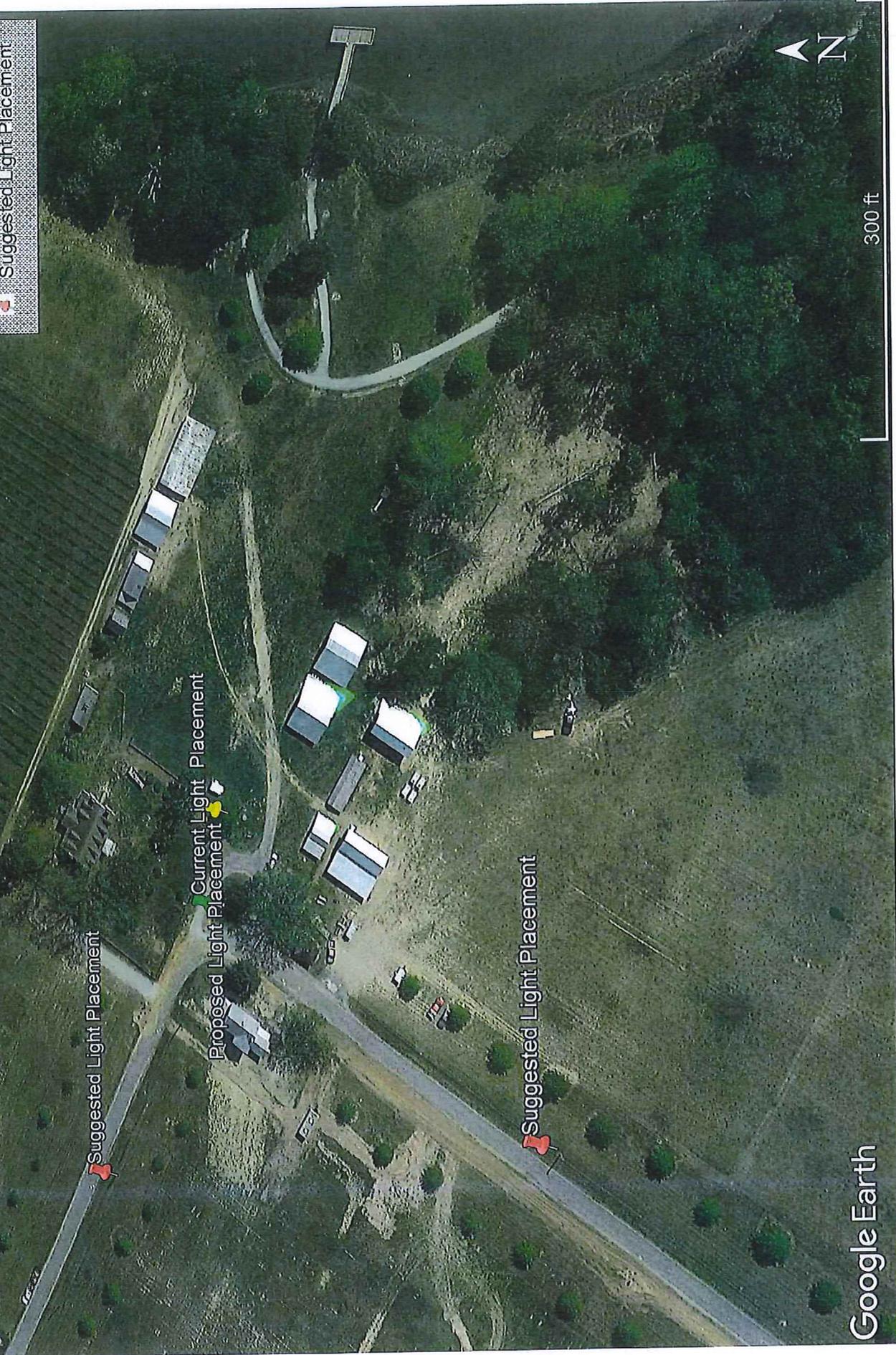


Matthew Rogers  
Deputy Chief

# Windsor Castle Park

**Legend**

- Current Light Placement
- Proposed Light Placement
- Suggested Light Placement





# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 25, 2019

**TO:** Water and Sewer Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Tri-State Utilities – Request to Proceed

Attached is a proposal from Tri-State Utilities to reline sewer mains in a couple of areas of Town. The James and North Mason Easement Project is estimated to cost \$46,520. The Riverview Project is estimated to cost \$17,725. Both projects total \$64,245. This expense was previously approved during the FY19 budget development process.

### Recommendation

I recommend Town Council authorize staff to proceed with this project.

### Attachment

Proposal from Tri-State Utilities

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 Utility Rehabilitation Specialists™  
 2111 Smith Avenue, Chesapeake, VA 23320  
 Phone 757-366-9505 Fax 757-366-5150

PROPOSAL

03/18/2019

To : Jessie Snead  
 Town of Smithfield

SWAM Certification # 681054

Re. James and N. Mason and Riverview Sewers Location: Smithfield, VA

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
James and North Mason Easement Project					
3	Mob of Main Line Lining Crew	1	LS	\$ 2,800.00	\$ 2,800.00
7	Clean TV 8"	1200	LF	\$ 1.95	\$ 2,340.00
8	Hvy Clean 8"	1200	LF	\$ 0.90	\$ 1,080.00
20	Install 8" x 4.5 mm Liner		LF	\$ 25.50	\$ -
21	Install 8" x 6.0 mm Liner	1200	LF	\$ 27.00	\$ 32,400.00
31	Easement CIPP Installations per set up	4	EA	\$ 400.00	\$ 1,600.00
33	Internal Reinstatement of lats	8	EA	\$ 175.00	\$ 1,400.00
48	Bypass pumping under 89000 gal	3	DY	\$ 350.00	\$ 1,050.00
32	Internally Remove Protruding	5	EA	\$ 450.00	\$ 2,250.00
NP1	Flaggers x 2	4	DY	\$ 400.00	\$ 1,600.00
Total					\$ 46,520.00
Riverview Project					
1	Mob of CCTV Crew	1	LS	\$ 2,450.00	\$ 2,450.00
3	Mob of Main Line Lining Crew	1	LS	\$ 2,800.00	\$ 2,800.00
7	Clean TV 8"	250	LF	\$ 1.95	\$ 487.50
8	Hvy Clean 8"	250	LF	\$ 0.90	\$ 225.00
20	Install 8" x 4.5 mm Liner		LF	\$ 25.50	\$ -
21	Install 8" x 6.0 mm Liner	250	LF	\$ 27.00	\$ 6,750.00
31	Easement CIPP Installations per set up	1	EA	\$ 400.00	\$ 400.00
33	Internal Reinstatement of lats	0	EA	\$ 175.00	\$ -
48	Bypass pumping under 89000 gal	1	DY	\$ 350.00	\$ 350.00
32	Internally Remove Protruding	0	EA	\$ 450.00	\$ -
NP1	Flaggers x 2	2	DY	\$ 400.00	\$ 800.00
NP1	Pre Liner	250	LF	\$ 2.45	\$ 612.50
NP1	Added Installation Cost for CIPP Lining	1	LS	\$ 2,850.00	\$ 2,850.00
Total					\$ 17,725.00
Grand Total					\$ 64,245.00

- Both projects must be let at the same time in order for this pricing to be valid.
- TSU will not be held responsible for excavation or point repairs if necessary for whatever reason per this agreement.
- Ingress / Egress to be provided by Owner/Contractor for safe positioning of our equipment to include permissions & brushcutting.
- Restoration or installation of E&S, Landscaping, Hardscaping, that are needed or disturbed during normal ingress or egress of our equipment is not included.
- Traffic Control is included for TSU work.
- Bypassing / Dewatering is included.
- Dump site must be established for all materials being removed from the site and provided at no cost to TSU.
- NP = non prepriced items
- TSU will provide Post TV on DVD by PACP Trained Technicians per NAASCO standards.

This quote is valid for 30 days.

For Tri-State Utilities

  
 Craig R. Welsh, Project Management / Estimating

Date 3/18/19



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Parks and Recreation Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Wine and Brew Fest – Request to Close Street, Fishing Pier, and Trail

Smithfield VA Events has requested the Town's approval to close Jericho Road at S. Church Street on April 12, 2019 from 8:30 a.m. to 5:30 p.m. for the Wine and Brew Festival being held that day in Windsor Castle Park. It has also requested the fishing pier be closed April 10, 2019 through April 13, 2019 and the trail at the event site be closed from 9:30 a.m. to 5:00 p.m. on April 13, 2019.

### Recommendation

I recommend Town Council approve the aforementioned closure of Jericho Road at S. Church Street, the fishing pier, and trail, per the request of the Smithfield VA Events for the Wine and Brew Festival.

### Attachment

Special Event Application

### TOWN MANAGER'S OFFICE

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RESOLUTION FOR THE CLOSURE OF PORTIONS OF CERTAIN STREETS FOR  
SMITHFIELD WINE & BREW FEST

WHEREAS, Smithfield VA Events is holding the 8<sup>th</sup> annual Smithfield Wine & Brew Fest on Saturday, April 13, 2019 at Windsor Castle Park; and,

WHEREAS, it is anticipated and hoped that large numbers of the Town's citizens and visitors will attend and participate; and,

WHEREAS, the Town Council deems it to be important and in the best interest of the Town to provide a safe environment for the event; and,

WHEREAS, the event organizers have requested that Jericho Road be closed to public traffic and event traffic controlled on the day of the festival; and,

WHEREAS, the event organizers have further requested that the trails immediately adjacent to the festival area be closed to the public from 9:30 a.m. to 5:00 p.m. on Saturday, April 13, 2019 and that the fishing pier be closed to the public from Wednesday, April 10, 2019 through Saturday, April 13, 2019 until the conclusion of the festival.

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

NOW, THEREFORE, BE IT RESOLVED that on Saturday, April 13, 2019 Jericho Road shall be closed to public traffic and event traffic controlled from 8:30 a.m. to 5:30 p.m.; and,

BE IT FURTHER RESOLVED that on Saturday, April 13, 2019 the trails immediately adjacent to the festival area be closed to the public from 9:30 a.m. to 5:00 p.m.; and,

BE IT FURTHER RESOLVED that the fishing pier shall be closed to the public from Wednesday, April 10, 2019 through Saturday, April 13, 2019 until the conclusion of the festival; and,

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

Adopted this 2<sup>ND</sup> day of April, 2019.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

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



**Town of Smithfield  
Special Event Application for Permit**

<b>Event Date</b> (don't include setup dates here)		<b>Times</b> (don't include setup or street closure times here)		<b>Proposed Location</b>	
Saturday, April 13, 2019		10 AM-5 PM		WC Riverfront	
<b>Event Name</b>		Wine and Brew Fest			
<b>Event Organizer (Group Name)</b>		Smithfield VA Events			
<b>Tax Exemption ID Number</b>					
<b>Website</b>		www.smithfieldvaevents.com			
<b>Event Contacts</b>					
<b>Name</b>	Gina Ippolito	<b>Cell Phone</b>	757-869-0664	<b>Email</b>	gina@smithfieldvaevents.com
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	8 years
<b>Event Category</b> <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
<b>Description of Event</b>			
Over 100 different types of wine & brew tastings, live music on three stages, fantastic food & retail vendors.			
<b>Average Ticket Price</b>	\$ 50	<b>Participants will be</b>	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
<b>Expected Attendance</b>	3850	<b>Largest Attendance Number and Year</b>	2018- 3300p
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	
<b>Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures</b>			<input type="checkbox"/> Closure
<b>Street Name or Park Area</b>	<b>Closure or Traffic Assist</b>	<b>Date Needed</b>	<b>Times Needed</b>
Jericho Road @ S. Church Street	Road Closed, event traffic controlled	4/13/19	8:30 AM to 5:30 PM
Fishing pier	Closed. Will post signs and adjust based on final tent set up closer to the event.	4/10/19-4/13/19	All Day
Trail Closure (at event site)	Closed at Riverfront	10/6/18	9:30 AM -5 PM
<b>Alcohol Service and/or Sales?</b> <input checked="" type="checkbox"/> Alcohol		<b>Having music- live bands or DJ?</b> <input checked="" type="checkbox"/> Music	
<b>Date</b>	<b>Times</b>	<b>Date</b>	<b>Times</b>
4/13/2019	10 AM-4:30 PM	4/13/19	10 AM-5 PM
<b>List benefits of your event to the community</b>		<b>List Recipients of Proceeds</b>	
Proceeds benefit 45+ Smithfield/Isle of Wight based organizations.		Anticipated donations to community for this event this year are +/- \$80,000.	

<b>Check any of the following that your event will include.</b>			
<b>Item</b>	<b>Number</b>	<b>Item</b>	<b>Number</b>
<input checked="" type="checkbox"/> Food, Caterer	2	<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	10
<input checked="" type="checkbox"/> Port-a-Potties	20 plus	<input checked="" type="checkbox"/> Fencing/Barricades	Several feet
<input checked="" type="checkbox"/> Trash Cans	40	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
<b>Item</b>	<b>Number</b>	<b>Sizes</b>	
Tents	48 +/-	Various sizes ranging 10x10's to stage bandshells	
Staging	2	Large covered stages for musical performances	



**Town of Smithfield  
Special Event Application for Permit**

<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service
<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>		
<b>Policy Number</b>	<b>To be provided closer to the event.</b>	
<b>Name of Insurance Liability Carrier</b>		
<b>Insurance Company Address</b>		
<b>Insurance Company Phone Number</b>		

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>	<i>Gina Ippolito</i>	<b>Date</b>	3/12/19
<b>Print Name</b>	Gina Ippolito		

**Attach the following documents:**

Site Map/Layout of Event



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Parks and Recreation Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Smithfield Center Rental Fee Structure – Request to Approve

Staff is requesting you approve the attached Smithfield Center rental fee structure for the months of January and February. The proposed structure reduces the rental fee for the Smithfield Center by 50% on Fridays, Saturdays, and Sundays in the months of January and February. Adjusting these fees helps market the Smithfield Center in these slower winter months.

Per the Town's Parks and Recreation Director, Amy Novak, Town Council has approved this adjustment on a year to year basis. Staff is requesting you make the adjustment permanent in order to facilitate marketing and bookings at the Smithfield Center.

### Recommendation

I recommend Town Council approve the attached rental fee structure on a permanent basis for the months of January and February.

### Attachment

Proposed Smithfield Center Rental Fee Structure

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*Proposed -Price Adjustment -Smithfield Center in January & February*

<b>Proposed price adjustment of 50% off for bookings on a Friday, Saturday or Sunday in the months of January and February</b>		
Reason for price adjustment request is that January and February are historically slow booking months.		
<b>Standard Rate</b>		
Day of Week	Current Fee Structure	Proposed Fee Structure
Saturday	\$ 2800	\$ 1400
Friday, Sunday	\$ 1800	\$ 900
<b>Isle of Wight County Resident Rate</b>		
Day of Week	Current Fee Structure	Suggested Price
Saturday	\$ 2000	\$ 1000
Friday, Sunday	\$ 1400	\$ 700
Reason for price adjustment request is that at the previous rates, Fridays and Sundays booked more often.		



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Public Works Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Landscaping and Mowing Contracts – Request to Renew

The Town's contracts with Southern Shores Lawn and Landscaping, LLC for mowing and landscaping expire March 31, 2019. Southern Shores has agreed to renew both contracts for another year through June 30, 2020 under the same current terms and conditions.

### Recommendation

I recommend Town Council approve renewing both the landscaping and mowing contracts with Southern Shores Lawn and Landscaping, LLC for another year through June 30, 2020 under the same current terms and conditions.

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CONSIDERATION: § -0-

GRANTEE'S ADDRESS: P.O. Box 246  
Smithfield, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III (VSB#24217)  
BARLOW & RIDDICK, P.C.  
P. O. BOX 190

TAX MAP PARCEL NO. 22B-17-001 SMITHFIELD, VA 23431

THIS DEED OF EASEMENT, made and entered into this \_\_\_\_ day of March, 2019, by and between GREGORY K. BROWN and LAURA M. KVECH-BROWN, husband and wife, parties of the first part, Grantors, and the TOWN OF SMITHFIELD, a Virginia Municipal Corporation, party of the second part, Grantee.

WITNESSETH:

WHEREAS, the parties of the first part are the owners of property shown and identified as Lot 1, Tax Map Parcel 22B-17-001 on the plat entitled "EASEMENT PLAT FOR TOWN OF SMITHFIELD LOCATED ON PAGAN ROAD, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA SCALE: 1" = 40', AUGUST 23, 2017", made by Canada Land & Marine Surveying, which plat is attached hereto as Exhibit "A" and incorporated herein by reference; and,

WHEREAS, it is the desire and intent of the Grantors to grant and convey unto the Grantee an easement located in the Town of Smithfield, County of Isle of Wight, Commonwealth of Virginia, as shown on Exhibit "A" and as hereinafter provided.

NOW, THEREFORE, for and in consideration of the premises and the sum of one dollar (\$1.00) cash in hand paid, receipt of which is hereby acknowledged, the Grantors do hereby grant and convey unto the Town of Smithfield, its successors and assigns (the "Town") the storm drainage easement shown and identified as "Proposed 20' Drainage Easement" lying within the bounds or their property as shown on the plat entitled "EASEMENT PLAT FOR TOWN OF SMITHFIELD LOCATED ON PAGAN ROAD, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA SCALE: 1" = 40', AUGUST 23, 2017", made by Canada Land & Marine Surveying, which plat is attached hereto and incorporated herein as said Exhibit "A".

Said easement shall be for the purpose of constructing, operating, maintaining, adding to, or replacing present or future storm drainage ditches, pipes, necessary structures, and appurtenances necessary for the collection of storm water and for its transmission through and across the property of the Grantor. Said easement is subject to the following conditions:

1. All pipes, manholes, inlet structures, and appurtenant facilities which are installed in the easement shall be and remain the property of the Town, its successors and assigns.

construction or maintenance, and further, this right shall not be construed to allow the Town to erect any building or structure of a permanent nature on such adjoining land.

3. The Town shall have the right to trim, cut, and remove trees, shrubbery, fences, structures, or other obstructions or facilities in or near the easements being conveyed, deemed by it to interfere with the proper and efficient construction, operation, and maintenance of said easement; provided, however, that the Town shall at its own expense restore, as nearly as possible, the premises to their original condition, such restoration including the backfilling of trenches, the replacement of fences, and the reseeded or resodding of lawn areas, but not the replacement of structures, trees, or other facilities located within the easements.

4. The Grantors reserve the right to make any use of the easement herein granted which may not be inconsistent with the rights herein conveyed or interfere with the use of said easements by the Town for the purposes named; provided, however, that the Grantors shall not erect any roadway, building, or other structure, excepting a fence, on the easement without obtaining prior written approval of the Town.

5. The aforementioned storm drainage easement shall be twenty feet (20') in width and shall run from a point on Pagan Road to a point on the common boundary line between the said Lot 1 and Lot 6, all as shown on the attached Exhibit "A", and shall be used for the purpose of free discharge of storm waters.

6. Except in the event of an emergency, the Town shall give Grantors 24 hours notice prior to entry upon the property for the purpose of exercising the rights herein granted.

WITNESS the following signatures and seals:

GRANTORS:

\_\_\_\_\_(SEAL)  
GREGORY K. BROWN

\_\_\_\_\_(SEAL)  
LAURA M. KVECH-BROWN

STATE OF VIRGINIA  
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by GREGORY K. BROWN and LAURA M. KVECH-BROWN.

GRANTEE:

TOWN OF SMITHFIELD

By \_\_\_\_\_ (SEAL)  
T. Carter Williams, Mayor

Approved as to form:

\_\_\_\_\_  
William H. Riddick, III  
Town Attorney

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by T. Carter Williams, Mayor of the Town of Smithfield.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_.

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
LICENSE AGREEMENT AFFECTING PUBLIC PROPERTY LOCATED ON MAIN  
STREET

Notice is hereby given as required by Section 15.2-1800 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 2, 2019 at 6:30 p.m. to consider the granting of a license agreement for a dumpster site on the Town's real property, being a public parking lot identified as Tax Map Parcel No. 21A.-01-399B and lying adjacent to and to the East of 13 Main Street.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the proposed granting of this license agreement may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley Greer, Town Clerk

Publish: March 27, 2019



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 29, 2019

**TO:** The Honorable Mayor and Town Council

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Wharf Hill Brewing Company Dumpster – Request to Enter Into a License Agreement with Odd Elks, Inc.

At your February 26, 2019 Public Buildings and Welfare Committee meeting, I recommended you authorize me to execute a new license agreement with Odd Elks, Inc. pertaining to use of the Town's property for the purposes of maintaining and locating a dumpster for Wharf Hill Brewery's business use. Pursuant to State Code, the Town is required to conduct a public hearing prior to entering into this agreement with Odd Elks, Inc.

The terms of the agreement are generally the same as those previously offered to WHBC, LLC. As far as the design and maintenance of the dumpster enclosure itself, Odd Elks, LLC will be required to remove the star embellishment from the top front of the enclosure to reflect a level design/flat surface, remove the wing looking overhang structures from the top sides and back of the enclosure, paint and keep the entire enclosure white during the duration of the lease agreement, and clean/repaint the enclosure on a routine basis due to the accumulation of dust and dirt. These requirements were discussed and agreed upon at your February 26, 2019 Public Buildings and Welfare Committee meeting.

### Recommendation

I recommend you authorize me to execute the new license agreement with Odd Elks, Inc. pertaining to use of the Town's property for the purposes of maintaining and locating a dumpster for Wharf Hill Brewery's business use.

### TOWN MANAGER'S OFFICE

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