

SMITHFIELD TOWN COUNCIL AGENDA

August 1, 2017 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|-----------|---|---|
| August 1 | - | 7:30 p.m. – Town Council Meeting |
| August 3 | - | 2:00 p.m. - Intergovernmental Relations Committee Meeting |
| August 8 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| August 15 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| August 15 | - | 7:30 p.m. - Board of Zoning Appeals |
| August 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| August 29 | - | 4:00 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 Andrew Gregory
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Mr. Michael G. Smith
- f. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution to Approve Street Closure Request for Ruritan Car Show, Saturday, September 23, 2017 from 7:00 a.m. to 3:00 p.m.** **TAB # 1**

Police Committee Chair, Mrs. Denise Tynes

- C2. Motion to Authorize the Town Manager to Purchase Budgeted Replacement Pumps for James Street and Main Street Pump Stations as Sole Source Purchase**

Water and Sewer Committee Chair, Vice Mayor Andrew Gregory

- C3. Invoices Over \$10,000 Requiring Council Authorization**

Finance Committee Chair, Mr. Randy Pack

- | | | |
|----|---|--------------|
| a. | RAD Sports (July progress billing) | \$298,357.95 |
| b. | A. R. Chesson Construction (Concession building – Sports Complex) | \$ 64,717.60 |
| c. | Draper Aden Associates (Waterworks Lake Dam Repairs) | \$ 11,515.00 |
| d. | Windsor Castle Park Foundation (Restoration Project) | \$100,000.00 |

Additional Invoice Received Requiring Council Authorization

TAB # 2

- | | | |
|----|---|--------------|
| e. | Smithfield Volunteer Fire Department (State Fire Funds) | \$ 26,250.00 |
|----|---|--------------|

- C4. Motion to Renew Vehicle Maintenance Contract with Smithfield Truck and Auto, LLC for One Additional Year**

Finance Committee Chair, Mr. Randy Pack

- C5. Motion to Approve Eagle Scout Park Project Application – Benches for Windsor Castle**

Parks and Recreation Committee Chair, Ms. Connie Chapman

- C6. Motion to Renew Debris Removal Contract with Goodrich and Son's and Smithfield Services for One Additional Year**

Public Works Committee Chair, Mr. Michael G. Smith

- C7. Motion to Approve the VFW's Proposed Building Addition Located at 223 Washington Street and Amend Lease with the Town of Smithfield**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve the Town Council Meeting Minutes of July 11th, 2017**
Mr. William H. Riddick, III, Town Attorney
2. **New Business:**
3. **Old Business:**
4. **Closed Session:**
5. **Adjournment**

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JULY 2017

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and activities: Smithfield 2020, Kiwanis board of directors, Pinewood Heights Management Team, Chamber leadership program planning committee, sports complex monthly progress meeting, and VML Insurance Programs Investment Committee via conference call.
- b. Wrapped up Chief of Police interviews and selection process for confirmation by Town Council
- c. Utilized some vacation leave to spend time with family as work schedule allowed.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review.
- b. Attended Pinewood Heights Management Team Meeting
- c. Prepared July Town Council Committee Agenda and August Town Council Agenda.
- d. Attended Town Council Committee meetings on July 24th and 25th.
- e. Continue to work on records management projects.

TREASURER'S OFFICE:

- a. Took sick days on July 3 and July 10 for family matters.
- b. Attended Pinewood Management Team Meeting at the Smithfield Center on July 11.
- c. Completed bank reconciliations for June 2017 and began work on the fiscal year end close out.
- d. Worked on draft fund balance policy.
- e. Completed Annual Virginia Water and Wastewater Survey as requested by Draper Aden.

PUBLIC WORKS:

- A. Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters and perform maintenance on town owned buildings.

1. Sewer Line Repairs and Maintenance:

- A. Locate and repaired sewer line laterals in various locations.
- B. Cleaned sewer main line in various areas of the town.

2. Sewer Pump Station Repairs and Maintenance:

- A. Weekly and daily checks on all 27 pump stations.
- B. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet-wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds inspections
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge cleaning
- C. Pump inspections completed at various pump stations.
- D. Lakeside pump station down to one pump. Godwin bypass pump is in place.
- E. Canterbury pump station down to 1 pump - set up bypass pump.
- F. Main St pump station down to 1 pump.
- G. Minor repair work on number 2 pump at Minton Way - replaced worn out side coupling.

3. Water line Repairs and Maintenance

- A. Repaired water leak 312 Grandville Arch.
- B. Repaired water leak 5 Faye Dr.

4. 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.
- B. Well 8A off line. Had A.C. Schulte's pull pump and run camera down to see if the casing was broke. Waiting on the report.

5. Water Treatment Plant

- 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. Well 8a has been pulled for maintenance and videoing.
- E. New A/C unit has been installed in the chemical room.
- F. Staff has been working exceptionally well and plant maintenance is being performed on time and to a high degree of efficiency.

6. Miscellaneous

- A. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings
- C. Brick work on Main St complete.
- D. Staff prepared for and worked Olden Days Festival.

PLANNING AND ZONING:

- William Saunders attended the Virginia Chapter of the American Planning Association's Training Conference July 16th-19th in Roanoke, VA.

1. Planning Commission – July 11, 2017
 - A. Entrance Corridor Overlay District Review – Joseph W. Luter, Jr. Sports Complex Landscape Plan – 900 W. Main St. - Town of Smithfield, applicant – Approved.
 - B. Preliminary and Final Site Plan Review – Joseph W. Luter, Jr. Sports Complex Landscape Plan – 900 W. Main St. - Town of Smithfield, applicant - Approved.
2. Rezoning Applications under review
 - A. Cypress Creek Subdivision – Proffer amendments.
3. Special Use Permit Applications under review
 - A. Cypress Creek Phase VI – Cluster provision in S-R, Suburban Residential.
 - B. 338 Main St. – Conversion of a residential structure to commercial (Ground floor) and outdoor business, sales or display.
4. Subdivision and Site Plans under review
 - A. 305 Smithfield Boulevard Subdivision – Dale Steffensmeier, applicant.
 - B. KLS Battery Park Subdivision – S. Church St. – KLS Battery Park Development Group, LLC, applicant.
 - C. Smithfield Self Storage Site Plan– 201 Battery Park Road – Smithfield Self Storage, LLC applicant.
 - D. Cypress Creek Ph. VII B&C – Revision to Subdivision Plan – Cypress Investment Holdings applicant.
5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (95% complete)
 - C. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – July 18, 2017
 - A. Fence – 229 South Mason Street – Contributing – Kevin & Kimberly Norman, applicants – Approved.
 - B. Addition – 223 Washington Street – Non - Contributing – Chris Torre, applicant – Approved.
 - C. Application Determination of Completeness for Demolition as a Matter of Right – 502 Grace Street – Landmark – Mary Emma Delk Crocker, applicant – Tabled.
 - D. Window Signs – 103 Main Street – Landmark – Jennifer England, applicant – Approved.

- E. Roof and Window Change – 206 Cary Street – Contributing – Ryan Smith, applicant – Approved.
- F. Roof Change – 231 Cary Street – Non – Contributing – Joseph Reish, applicant- Approved.
- G. Shed – 231 Cary Street – Non – Contributing – Joseph Reish, applicant – Approved.

7. Board of Zoning Appeals – July 18, 2017

- No meeting held.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- B. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- C. Blair Brother's Contr., Contractor started and completed clearing of clogged storm drain pipe near sanitary sewer pump station on Watson Drive. Contractor repaired damaged storm pipe joint sections (2) off of New Castle Way. On North Mason Street contractor reestablished rip rap in outfall ditch entering low area of street. Contractor also regraded ditch area and installed rip rap on Lumar Road near entrance to Smithfield Baptist Church.
- D. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 19 locations throughout the Town and required reports were filed.
- E. Field inspections continued to be held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew. The Town is coordinating the repair with FEMA representatives. Contract bid documents are being developed by Draper Aden Associates involving the required repair.
- F. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.

- G. Smithfield Center Parking Lot Extension; Contractor completed installation of final asphalt layer over project site. Parking stripping has been completed. All landscaping has been completed. Dominion Energy has to install 4 streetlights as per approved site plans.
- H. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.

UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Site plan review has begun between VDOT, the County and the Town.

UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been under taken and is under review. The review has been forwarded to VDOT who had several additional informational comment request.

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.

**COMMITTEE
SUMMARY REPORTS**

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JULY 24TH, 2017

The Police Committee met Monday, July 24th, 2017 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Mrs. Denise Tynes, Chair; and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, Mr. Michael Smith and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Alonzo Howell, Police Chief; Mr. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. Jessie Snead, Public Works Superintendent; and Ms. Sonja Eubank, Contract Officer. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC; Mr. Eric LaSalle of Smithfield Foods; Mr. Scott Bruce, Virginia Department of Environmental Quality; and Ms. Shelia Gwaltney, Isle of Wight Arts Center. The media was represented by Ms. Diana McFarland of The Smithfield Times.

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

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

1. Street Closure Request for Ruritan Car Show, Saturday, September 23, 2017 – Ms. Novak stated that this event use to be held during Town and Country Days in October; however this year the Ruritan Club has decided to change the date so that it is a standalone event. The request is to have the 100 and 200 block of Main Street closed from 7:00 a.m. to 3:00 p.m. If the 200 block is not filled it will be reopened earlier. Committee recommends approval of this annual event.

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

1. Public Comment – Ms. Shelia Gwaltney, Director of the Arts Center located at 319 Main Street, was present to express her concerns about the Vintage Market that was held along Main Street last year. She stated that her business has been open 362 days a year for the last eight years. The requested number of tents to be at the upcoming Vintage Market is 80. This number will directly affect her business because in the past there are always a lot more tents than requested. Ms. Gwaltney passed around a couple of pictures where a vehicle was parked in front of her business along with tents and made it very hard for people to come into her business. Ms. Gwaltney expressed concern that in 2015 the Christmas Market was organized by the same individual and the event created gridlock in the downtown area. She explained that during the planning stage she was made three promises. All vendors would park their vehicles at another location during the event; merchants would not be blocked and anyone found violating these items would be asked to leave the event. Ms. Gwaltney stated that when it was brought to the market manager's attention that a vendor still had their vehicle on site blocking the arts centers entrance it was deemed too difficult for him to move. This had a huge impact on their business. Ms. Gwaltney stated that she feels the market manager is a strong advocate for the vendors and less of an advocate for the downtown businesses. Ms. Tynes stated that staff will work with the Special Events Committee to address these issues. Mr. Pack stated that he has asked several times to poll our merchants on events being held downtown. This is a good example of what we do not want to happen during these events. He would like to continue to have events but wants everyone to abide by the rules. Dr. Cook asked Ms. Gwaltney if she would like to see the Vintage Market continue. Ms. Gwaltney stated that she is not saying that she does not want the markets to continue. She is asking that the management and execution of the market be improved.

2. Operational Updates – Chief Howell reported that recently the pig statue located at the South Mason Street entrance to Windsor Castle Park was vandalized. At this time they do not have any suspects; however they are still investigating. The vandalized pig has been removed and it is in the town's possession. Chief Howell also reported that on July 14th there was a lot of emergency crew activity in the Moonefield area. A call was received that a 39 year old woman with special needs left home on foot in this area. The search was expanded to include the Isle of Wight K9 unit, the Smithfield Volunteer Fire Department, and a Med Flight helicopter. Shortly after several units were deployed to search the area, the subject was returned home by a friend of the family safely. Ms. Tynes stated that she had spoken to the family of the missing individual and they were very appreciative of everyone's efforts in the search. Chief mentioned that they continue to work on filling the vacancies within the Police Department. He also reported that they had received complaints in regards to parking on North Church Street. The complaint is that employees of Smithfield Foods are parking there and they are there all day. Chief Howell stated that he and Mr. Griffin have met on site and their recommendation is to have two hour parking signs installed in this area of North Church Street so that it is consistent with the opposite side of the road.

3. Update on Crosswalk on Jericho Road in Windsor Castle Park – Chief Howell handed out pictures that were taken to address the line of sight for the crosswalk where the park trail crosses Jericho Road. At this time he and the Town Engineer recommend having the vegetation cut back to increase visibility of patrons approaching the crosswalk and also the visibility of vehicular traffic. Committee thanked Chief Howell for the update. Staff will schedule work to have the vegetation cut back at this location.

4. Street Closure Request for Autumn Vintage Market Along Main Street on Saturday, September 30, 2017 from 6:00 am to 4:30 pm - Ms. Novak stated that in light of the comments and concerns made by Ms. Gwaltney during public comment she would like to pull this item to be discussed at next week's events committee meeting. This item will come back to August committees for consideration after Ms. Gwaltney's concerns have been addressed. Mr. Pack asked that when the Special Events Committee meets to please look at the number of vendors that are being requested and require the organizer to stick to that number.

The meeting adjourned at 4:22 p.m.

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, JULY 24TH, 2017.

The Water & Sewer Committee held a meeting on Monday, July 24th, 2017 at 4:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Andrew Gregory, Vice Mayor; Mrs. Denise Tynes, and Mr. Michael Smith. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Ashley Rogers, Director of Human Resources; Mr. Jessie Snead, Public Works Superintendent; and Ms. Sonja Eubank, Contract Officer; Also in attendance was Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC; Mr. Eric LaSalle of Smithfield Foods; Mr. Scott Bruce, Virginia Department of Environmental Quality; and Ms. Shelia Gwaltney, Isle of Wight Arts Center. The media was represented by Ms. Diana McFarland of The Smithfield Times.

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

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

1. Purchase Budgeted Replacement Pumps for James Street and Main Street Pump Stations – Mr. Snead stated that included in the packet are cost estimates to replace pumps at the James Street Pump Station and Main Street Pump Station. The pump at James Street has been there since 2002. Staff compared the cost of replacing the pump verses rebuilding the pump. It was approximately \$3,000 more to have the existing pump rebuilt. The pump at Main Street was last rebuilt in 2008. The proposed cost of the two pumps is \$40,300.00 and is included in this years budget. Once they have been ordered it

will take approximately 10 to 12 weeks to get them in. Committee recommends approval of purchasing budgeted replacement pumps for the James Street and Main Street Pump Stations. These will be sole source purchases.

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

1. Operational Updates – Mr. Snead reported that they have filled one of the vacancies in the Public Works Department. Mr. Smith asked if the town has received any applications for the RO Treatment Plant position. Mr. Snead stated that we have received one; however we are hopefully that we will get more. There are several of the surrounding localities that are hiring for this position as well. Mayor Williams mentioned that the areas at Windsor Castle Park that are no longer being farmed are in need of the grass being cut. At this time, Mr. Stallings is mowing these areas. Dr. Cook stated that he does not think that the entire park needs to be manicured. It is nice to have some areas remain more natural. Mr. Snead stated that he continues to work on getting numbers to repair Well # 8 at the RO Plant. The Town Manager stated that are also working on getting some numbers for the waterline improvements at Bailey Avenue.

2. Update on Water Observation Well Nest Project at 911 South Church Street – The Town Manager mentioned with us today for an update is Mr. Scott Bruce. Mr. Bruce is a Groundwater Geologist with the Virginia Department of Environmental Quality (DEQ). He is also the project manager on site for the state. Also here today is Mr. Eric LaSalle who is the Engineer for Smithfield Foods. This project is being lead and coordinated by Smithfield Foods; however it is on town property as our portion of the project. These observations wells are a condition of our individual groundwater permit renewals. It was required by DEQ that one be installed here in Smithfield and one in Southampton County. The Observation Well Nest in Southampton County has been completed. The Town Engineer stated that the project here in the town started several weeks ago. They have drilled one geophysical bore hole that went down approximately 1,040 feet. This gives them an idea of the various earths stratum down into the water aquifer. A lot of the samples are still next to the building at various depths if anyone is interested in seeing them. Toano Well and Pump Service, Inc. drilled the first observation well to approximately 950 feet. The drilling of this first observation well was completed last Friday. There will be six more observation wells drilled that will get shallower as they move closer to South Church Street. The staff at DEQ will be responsible for monitor these wells as they will be updated every fifteen minutes and displayed on the United States Geological Survey website so that anybody can pull up the information. Observation wells are at various depths to check the water levels at the different aquifers. Each well will be dedicated to a single aquifer. Mr. Bruce stated that they will also be taking periodic water quality samples. The three deepest wells will be in parts of the Potomac Aquifer. The deepest screening being in the lower part of the Middle Potomac Aquifer at 940 feet to 950 feet; the next screening is in the upper part of the Middle

Potomac Aquifer at 510 feet to 520 feet; the next screening is in the upper part of the Upper Potomac Aquifer at 370 feet to 380 feet; the next screening is in the Aquia Aquifer at 330 feet to 350 feet; the next screening will be in the Piney Point Aquifer at 260 feet to 280 feet; the next screening is in the Yorktown Eastover Aquifer at 75 feet to 85 feet; and the final screening is in the Columbia Undefined Water Table Aquifer at 40 feet to 60 feet. Committee asked what level the town draws its water from. Mr. Bruce stated that the RO Plant most likely draws its water from the Lower Potomac which is 800 feet to 1000 feet. Smithfield Foods screens their water from the Upper Potomac of 330 feet to 370 feet. Committee asked when the town and Smithfield Foods groundwater withdrawal permit will be renewed. Staff stated that they both had ten year permits and will renew at the same time. Monitoring the wells will put data that is collected into a model to determine if we are taking too much groundwater out. Mr. Pack asked when the project is expected to be complete. Mr. Bruce stated that he does not have a definite date; but would anticipate that it would be completed in September of this year. Mr. Bruce explained what the site will look like once it has been completed. DEQ will operate these wells and perform maintenance at their expense. Committee thanked the Town Engineer, Mr. Bruce and Mr. LaSalle for the update.

The meeting adjourned at 4:45 p.m.

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JULY 24TH, 2017

The Finance Committee met on Monday, July 24th, 2017 at 4:45 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were Mrs. Denise Tynes, Mr. Michael Smith and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Ashley Rogers, Director of Human Resources; Mr. Jessie Snead, Public Works Superintendent; and Ms. Sonja Eubank, Contract Officer. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC; and Ms. Shelia Gwaltney. The media was represented by Ms. Diana McFarland of The Smithfield Times.

Finance Committee Chair, 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. RAD Sports \$298,357.95

This invoice is the July progress billing for the site work at the Joseph W. Luter, Jr. Sports Complex. This invoice has been reviewed by our project manager and he recommends payment of invoice. Committee recommends approval of invoice.

b. A. R. Chesson Construction \$ 64,717.60

This invoice is for the continued work on the concession building at the Joseph W. Luter, Jr. Sports Complex. It has been reviewed by our project manager and he recommends approval of invoice. Committee recommends approval of invoice.

c. Draper Aden Associates \$ 11,515.00

This invoice is for cost associated with repairing the damages to the Waterworks Lake Dam during Hurricane Matthew. These fees are for plans and specs to get this repair work ready to go out to bid. These funds will be reimbursed to the town under the VDEM and FEMA grant. Committee recommends approval of invoices.

d. Windsor Castle Park Foundation \$100,000.00

Mr. Bodson of Historic Windsor Castle Restoration, LLC has requested another draw request for the Windsor Castle restoration project. Committee recommends approval of request.

2. Renew Vehicle Maintenance Contract with Smithfield Truck and Auto, LLC for One Additional Year – Ms. Eubank explained that since this was the first year under a new contract with Smithfield Truck and Auto, LLC she included previous year's cost under this contract, from the town's former contractor, realizing that each year changes based on what our fleet maintenance needs are. As you can see Smithfield Truck and Auto, LLC has saved the town money on vehicle maintenance services. She stated that she has talked with the Police Department and Public Works and everyone has been satisfied with their work; therefore staff is recommending that the contract with Smithfield Truck and Auto, LLC be renewed for one additional year. The Town Manager stated that staff has also talked with the owner of Smithfield Truck and Auto, LLC and he is willing to continue his vehicle maintenance contract with the town under the same terms for another year. There were no comments or concerns and Committee recommends renewal of the town's vehicle maintenance services contract with Smithfield Truck and Auto, LLC for one additional year.

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

1. June Cash Balances – Ms. Minga reported that cash balances ended the fiscal year very strong. The VML Investment Pool summary shows that overall we have had a very flat year. Water = \$489,694.22; Water Debt Service = \$881,465.75; Water Capital Escrow Availability Fees = \$436,871.73; Water Treatment Plant Escrow = \$112,491.83; Water Deposit Account = \$85,497.72; Water Development Escrow = \$121,090.64; **Subtotal Water = \$2,127,111.89.** Sewer = \$168,382.05; Sewer Development Escrow = \$379,638.78; Sewer Capital Escrow Availability Fees = \$847,861.60; Sewer Compliance = \$1,927,150.77; **Subtotal Sewer = \$3,323,033.20.** Highway = \$411,490.34. General Fund = \$3,318,805.32; Payroll = \$245,410.22; Money Market General Fund Towne Bank

= \$2,202.34; Business Super NOW-General Fund = \$33,495.15; Money Market General Fund Farmers Bank = \$291,736.12; General Fund Capital Escrow = \$216,239.74; Certificate of Deposit = \$526,695.66; Certificate of Deposit Police Dept = \$36,932.69; Special Project Account = \$2,306,492.68; Pinewood Heights Escrow = \$65,825.03; SNAP Program = \$2,2018.75; Museum Account = \$157,218.79; Windsor Castle Acct \$84,500.00; **Subtotal General Fund = \$7,287,772.49. TOTAL ALL FUNDS = \$13,149,407.92.**

2. Draft Reserve Policy – Mr. Pack explained that as we went through our budget cycle this year discussion was held on establishing a fund balance reserve policy. A portion of this year's budget was approved to be funded out of reserves. We do not want to make this a habit without a fund balance policy in place. Committee asked for the Town Treasurer to establish a policy. Ms. Minga stated that included in the packet today in draft format is a reserve policy. She explained that she mostly looked at towns that had reserve policies that were close to the same size as us. She also looked at it locally as well. Ms. Minga also stated that she discussed it with our auditors to see what their recommendations might be. A policy with the percentage based on budgeted expenses was the majority. Ms. Minga explained that in 2012 categories in the General Fund became more defined. The categories are listed as follows: Nonspendable, Restricted, Committed, Assigned, and Unassigned. Unassigned is what we are looking at for this fund balance policy. This is the funds that would be available to utilize for shortfalls. Ms. Minga stated that some example were included in the packet. She explained that when she spoke to our auditor he stated that generally for our size he would recommend 10% to 15% of budgeted revenues as a good starting point. Ms. Minga stated that she thinks 10% is too low and would be comfortable with 15% to 20%. This policy would be reviewed annually during audit to see how the funds fall out once the accruals are in. We want to make sure that we a meeting all the obligations of the policy. If it is determined that we are not meeting our obligations then it does become an audit finding. Once the policy is in place we must adhere to it. This policy can be discussed and changed at any time. Vice Mayor Gregory asked for clarification based on 10% Town Council would not want the percentage to be too high so that it is easy to dip into these funds on a regular basis. He stated that pulling funds from reserve should be a very hard decision every year. He also stated at the same time you do not want to put us in the spot where we give ourselves an audit finding. Vice Mayor Gregory mentioned that he would like to have a couple of Finance Committee representatives sit down with Ms. Minga to look at the policy and hammer out any details before bringing it back to committee with a recommendation. Mr. Park agreed that having the Finance Committee representative work with Ms. Minga on establishing a fund balance policy is a good idea. This item will come back to committee once a recommended policy has been established.

Meeting Adjourned at 5:02 p.m.

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, JULY 25TH, 2017

The Parks and Recreation Committee held a meeting on Tuesday, July 25th, 2017 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Randy Pack. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith, Mr. Andrew Gregory and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Contract Officer; Mr. Jessie Snead, Public Works Superintendent; Mr. Wayne Griffin, Town Engineer; and Ms. Amy Novak, Director of Parks and Recreation. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC; Mr. Brian Camden of Alpha Corporation; and Mr. Andy Snyder of Draper Aden Associates. The media was represented by Diana McFarland of The Smithfield Times.

Parks and Recreation Committee Member, Mr. Randy Pack called the meeting to order.

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

1. Park Project Application – Benches for Windsor Castle – Ms. Novak stated that Cooper Boley of Boy Scout Troop 36 would like to build two (2) benches for Windsor Castle Park as his Eagle Scout Project. The benches would be located in the playscape area for additional sitting for adults and kids. The benches will match the existing benches that are already there. Pressure treated wood will be used along with a finish that will be added once the benches are installed. Committee asked if the town would be responsible for the maintenance of the benches once installed. Ms. Novak explained that additional benches are needed in the park and the thought is that the town would not mind

taking on the maintenance of the benches because this is a project that is needed in the park. Committee recommends approval of park project application.

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

1. Operational Update – Parks and Recreation Committee Report/ 2017 Event List – Ms. Novak reported that there was a 5K held at Windsor Castle Park on July 15th, and there have been lots of weddings and receptions being held at the Smithfield Center during the month of July. Weddings are being booked on every day of the week not just weekends. Upcoming events here at the Smithfield Center include National Night Out on August 1st prior to the Town Council meeting and two Intergovernmental Relation Committee meetings on August 3rd. The first Intergovernmental meeting will be at 2:00 p.m. It includes the Isle of Wight Board of Supervisors and the Town of Smithfield. The second Intergovernmental meeting will be at 6:00 p.m. This meeting will include Isle of Wight Board of Supervisors, Isle of Wight Planning Commission, Isle of Wight School Board, Town of Smithfield and the Town of Windsor. The 1st Annual BBQ Classic Competition will be held on August 4th and 5th at Windsor Castle Park. The first part of the event is a closed event for the competitors only. The event will open to the public beginning at 1:00 p.m. on Saturday, August 5th. Ms. Novak mentioned that there will be one more historical tour of the Manor House property on Saturday, September 9th at 2:00 p.m. An update on the restoration project will be given at the Public Buildings and Welfare Committee later this afternoon. Ms. Novak reported that the Trail Doctors have logged 215 hours since January. Their volunteer hours include leaf blowing, Ivy removal, playscape maintenance, trail repairs, Tree of Heaven eradication, and erosion ditch construction. Kayak rentals are going well. To date the town has a net income after staffing of \$2,522. Ms. Novak stated that an update on the Clontz Park Boat Ramp will be given later on the Parks and Recreation Committee agenda. Updated photos of the Joseph W. Luter, Jr. Sports Complex were included in the packet. Also, an update copy of the 2017 Event List was also included in your packet for review.

2. Joseph W. Luter, Jr. Sports Complex

a. Update from Project Manager Brian Camden – Mr. Camden reported that the monthly report was included in the agenda posting. Overall the project remains on schedule with no significant change orders expected. Blair Brothers was out there yesterday to asphalt the running track around the multi-purpose field. The shingles are being installed on the concession building. Mr. Camden mentioned that next month, August 26th will be RAD Sports completion date. They were given a contract on October 26th, 2016 with 300 days to complete the project. Mr. Camden stated that he met yesterday with Jamie Weist of Kimley Horn Associates and town staff to discuss moving the masonry monumental entrance walls back onto the site about ten feet to allow the turn lane to be installed along with some landscaping. Kimley Horn will be issuing a sketch to that effect and we do not anticipate much of a cost associated with this change. The

main entrance drive will need to be examined after it is dried out. At this time the swale that runs along Courthouse Highway has not been installed. It is their opinion that once it is installed it will allow positive drainage at the entrance site. Mr. Camden stated that the only change order for A. R. Chesson is a design omission of plywood sheathing to be installed behind the hardi-plank on the second floor of the concession building. This change order was administratively approved so they could continue to move forward with the project. A. R. Chesson's completion date is September 8th which is two weeks after RAD Sports completion date. Also, additional statues, of a girl playing soccer and a boy playing football, have been ordered for the multi-purpose field. A. R. Chesson is on schedule. Mr. Camden stated that one of the bigger issues that they have going on right now is getting power to the irrigation control panel which is located in the concession building. They are fortunate that the Isle of Wight County Building Inspector is working with the contractors to energize this panel before the entire building is inspected. Vice Mayor Gregory asked if the sod on the Championship infield has been installed. Mr. Camden stated that it is not been installed at this time. Vice Mayor Gregory stated that it was his understanding that this would be the only field with a grass infield. Mr. Camden stated that he would check the contract to verify what is supposed to be their according to the contract.

b. Memorandum of Understanding Between the Town of Smithfield and Isle of Wight County - The Town Attorney stated that Ms. Novak has been the point of contact with this Memorandum of Understanding (MOU) between the Town and Isle of Wight County. He stated that the last e-mail that he received said that everyone was happy with the revised MOU. The Town Attorney stated that the biggest issue with the original version was the usage language. The MOU now defers the usage of the sports complex to the Joseph W. Luter, Jr Sports Complex Use Policy. He stated that the only thing that he would add is that the Use Policy may be changed from time to time. Vice Mayor Gregory stated that he had met with Ms. Novak and the Isle of Wight Parks and Rec Director. Initially were trying to blend two documents, the MOU and the Use Policy, together and they were overlapping with a lot of the same language. The only thing the town needed to do was put one sentence in the MOU that referenced the Use Policy, which is what we have done at this time. Vice Mayor Gregory stated that he agrees with the revised MOU as long as we have some flexibility to making changes to the Use Policy. He did suggest that we sit down one last time with Isle of Wight County, possible at the upcoming Intergovernmental meeting, and SRA so that the MOU, Use Policy, and Lease with SRA can be reviewed for any further comments. Isle of Wight Board of Supervisor would then be able to adopt the MOU at their August Board meeting and the Town Council could adopt the MOU, Use Policy and Lease with SRA at their September 5th Town Council meeting. Vice Mayor Gregory did ask if Item 6 in the MOU would be eligible for VDOT Urban Funds. The Town Manager stated that was correct. At this time the 90 percent plans for the right turn lane will be ready to go back to VDOT by the end of the week. Mr. Weist of Kimley Horn Associates has requested waiting approximately two weeks to see if VDOT has a reaction or comments on the 90 percent

plans. Then we will be able to get Canada Land Surveying to do the survey. The town would like to only have to go before the Isle of Wight School Board once when it comes to the land needed to but in a sidewalk from Westside Elementary to the sports complex. Dr. Thornton was notified in the beginning of the year about the sidewalk that will be included in the right turn-lane project. Vice Mayor Gregory asked if it is reasonable to believe that, without any unexpected issues, the turn lane will be ready by next spring. The Town Manager stated that at this time that is the goal, but we do need to keep things rolling.

c. Lease Between the Town of Smithfield and Smithfield Recreation Association – Town staff and SRA will meet one last time to review the Lease prior to it being on the September 5th Town Council agenda for adoption.

3. Update on Clontz Park Boat Ramp – The Town Manager stated that he was not in attendance but the public hearing for the project was held at VMRC a couple of weeks ago in Newport News. The town has until September to prioritize our wants for the project due to limited funding from RFAB this year. Currently, we are competing with York County for project funding. The town must determine which part of the project we want done first. Mr. Pack stated that RFAB is saying that they may or may not fund all of the project so they want us to decide what is most important to us should we get some funding. Dr. Cook asked if we could just do a portion of the project. Mayor Williams replied that we could not do a portion of the project and not the rest. The Town Manager stated that it is clear that, in addition to the value of the property, the Town needs to have a little more skin in the game. The money that the town has spent to date on the design, engineering, survey and stormwater credits will now be the part of the town's portion of the project. The initial thought is that the entire project would be reimbursed but that is not the case now. In order to move forward the town will have to put in a certain amount as our share. At this time the town needs to get a breakdown on cost estimates to help with prioritizing the overall project. The town is also looking for additional funding sources as well. Mr. Pack stated that the good news is that RFAB is excited about this project.

4. Additional Items Discussed: Mayor Williams mentioned that the grave site at Windsor Castle Park needs some attention. Ms. Novak stated that she would ask the Trail Doctors if they would look at what needs to be done at the grave site. Mayor Williams also mentioned that the "NO WAKE" sign in the creek needs to be straightened up. He also mentioned that the well house at Windsor Castle needs a new roof. It is in really bad shape.

The meeting adjourned at 4:30 p.m.

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, JULY 25TH, 2017

The Public Works Committee held a meeting on Tuesday, July 25th, 2017 at 4:30 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael Smith, Chair; and Dr. Milton Cook. Other Council members present were: Mr. Andrew Gregory, Mr. Randy Pack, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Contract Officer; and Mr. Wayne Griffin, Town Engineer; Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC, and Mr. Andy Snyder of Draper Aden Associates. The media was represented by Diana McFarland of The Smithfield Times.

Public Works 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. Debris Removal Contract Renewal – Ms. Sonja Eubank reported that each year the town engages the services of Goodrich and Son's and Smithfield Services as our debris removal contractors. Goodrich and Son's current pricing will remain the same; however Smithfield Services is requesting an hourly rate increase of \$5.00 for equipment used. Staff stated that most of the town's work is contracted through Goodrich and Son's and does not feel that this increase from Smithfield Services will impact the budget. Staff has been pleased with the work of both companies and recommends that both contracts be renewed for an additional year with the requested increase for Smithfield Services.

The Public Works Committee temporarily closed at 4:32 p.m. to hold Public Buildings and Welfare Committee prior to the listed Closed Session. The Public Works Committee reconvened at 4:50 p.m.

2. Closed Session – Disposition of Real Property – The Town Attorney stated that we need a motion to go into closed session for the discussion as to disposition of publicly held real property pursuant to Section 2.2-3711.A.3 of the Code of Virginia. The motion was made by Mr. Pack and seconded by Mayor Williams.

In Closed Session: 4:50

Out of Closed Session: 5:28

The Town Attorney stated that we need a motion to come back into open session. A motion was made to come back into open session by Dr. Cook and seconded by Mr. Pack.

Meeting adjourned at 5:29 p.m.

July 28, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, JULY 25TH, 2017

The Public Buildings and Welfare Committee held a meeting on Tuesday, July 25th, 2017 at 4:32 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members in attendance were: Mr. Randy Pack, Mr. Andrew Gregory, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Contract Officer; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC; Mr. Andy Snyder of Draper Aden Associates. The media was represented by Diana McFarland of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

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

1. 223 Washington Street – Proposed Building Addition by VFW (Lease amendment) – The Town Manager reported that included in the packet was everything that went before the Board of Historic and Architectural Review (BHAR) regarding the proposed building addition. As you are aware the town has a lease with the VFW at this location. Originally the lease was just for the shell of the building with no exterior space included. The parking lot there is used by many. Technically, there are two things that need to be done to add on to this town facility. One the Town Council and BHAR must approve of the addition and two, the lease with the VFW needs to be amended to include square footage of this new addition in the lease. The addition will be constructed using thinner bricks to match the existing bricks as closely as possible. Mr. Pack asked what the purpose of the addition is. Mayor Williams stated that the VFW is growing and they need more storage space. The town Manager stated that BHAR has already approved the

proposed addition. Dr. Cook questioned why the roof on the current building is shingle and the roof on this proposed addition will be tin. The Town Attorney stated that was brought up at the BHAR meeting also. The pitch on the new roof is too low and it is suggested that doing shingles could allow water to run back up under the shingles where as a tin roof would perform better to keep water out during rain events. Committee recommends approval of the proposed addition.

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

1. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for Phase III. Mr. Saunders wanted committee to know that 31 and 32 Jamestown Avenue are ready for demolition. All utilities have been disconnected. There was a small amount of asbestos that was detected which needs to be remediated by our demolition contractor and we expect that to be done soon. The next Management Team meeting will be held on September 12th, 2017 at 4:00 p.m. at the Smithfield Center. We are also working on scheduling a Pinewood Heights Neighborhood meeting for the residents of Phase IV. The Town Manager stated that town staff has deemed that the playground equipment in the Pinewood Heights neighborhood is unsafe. Residents will be notified on September 12th that it will be removed. Still working on acquiring the remaining properties.

2. LOVE Works RFP Results – Ms. Winslow was unable to attend the Committee meeting so this was tabled until August Committees.

3. Windsor Castle Restoration Project – Monthly Update – Mr. Bodson reported that the project is tracking under budget and on schedule. To date \$406,108 has been disbursed, 98.6 % of which is eligible for tax-credits. A summary financial report was including in the Committee's information packet. The Caretaker's house has been the focus for the last couple of months. Approximately 75% of the siding has been repaired or replaced, and painted. Major repairs have been made to the northwest corner foundation and most of the seventeen windows have been repaired and re-glazed. By mid-September, the rehabilitation of the Caretaker's house will wrap up when the roof over the kitchen wing is installed and the front and rear porches are re-built. At that point, Phase I on the Caretaker's house will be complete. Phase 1 on the Manor House will be complete by end of August. Beginning the week of August 21st the brick foundation of the two wings will be excavated out, bushes planted near the house will be

removed and soil will be sloped away from the foundation as a last step in moisture mitigation. The archaeological survey behind the north outbuildings is complete and a berm to direct water away from the foundations of the outbuildings will be excavated by the end of August. Repairs to the roofs of several outbuildings remain; the buildings will then be ready for repainting. On the accelerated project work, the plans for the interior of the Caretaker's house are being finalized. A site survey for the reconstructed barns has been done; scoping of the archaeological survey is the next step. Soil has been tested for a septic system as part of the archaeological survey. Committee thanked Mr. Bodson for the update.

Meeting adjourned at 4:50 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
July 2017**

Committees and Projects:

06/30 Interim Chief named by Town Manager – PD – Lt. Araojo
06/30 Retirement Party for Chief Bowman – PD - PD
07/05 Department Head mtg – Center – Interim Chief Araojo, Deputy Chief Howell
07/10 Interviews – PD – Interim Chief Araojo, Deputy Chief Howell, Lt. Rogers,
Ashley Rogers
07/11 Crime Line mtg – Center – Deputy Chief Howell, Kurt Beach, Annette Crocker
07/11 Town Council mtg – Swearing in of new Chief - Center - Deputy Chief Howell,
Lt. Rogers, Lt. Araojo, Sgt. Meier, Sgt. Brady, Sgt. Jones, Sgt. Phillips, Sgt.
Miller, Officer Powell, Officer McGough, Kristi Jenkins, Lorrie Porter, Stephanie
Pack, Kurt Beach, Annette Crocker
07/19 Department Head – Center – Chief Howell
07/21 Isle of Wight Bar Association mtg – Smithfield Station – Chief Howell
07/24 Police Committee mtg – Center – Chief Howell
07/27 The Leadership Institute Graduation – CNU – Chief Howell

Training

07/11 3Si training – Norfolk FBI – Lt. Araojo (8 hrs.)
07/13 Warrior Expo – VA Beach Convention Center – Lt. Araojo (8 hrs.)
07/24 – 27 The Leadership Institute continued – CNU – Sgt. Phillips (32 hrs.)

Motor Cycle Utilization

07/03 4th of July fireworks – Town – Sgt. Miller, Sgt. Phillips

Boat Utilization

07/01 Boat Patrol – Pagan River – Sgt. Miller, Officer Powell
07/02 Boat Patrol – Pagan River – Sgt. Miller, Officer Powell
07/03 4th of July fireworks – Pagan River – St. Meier, Officer Adams
07/22 Boat Patrol – Pagan River – Sgt. Miller, Officer Adams

Community Relations

07/03 Fireworks – Town – PD
07/05 Handing out 7-11 slurpee coupons – Jersey Park/Woods Edge Apts. – Sgt. Miller
07/10 VBS – Smithfield Baptist – Kurt Beach
07/11 VBS – Smithfield Baptist – Officer Wright, Officer McGough
07/12 Neighborhood Watch mtg – Covenant Place – Sgt. Miller

07/13 VBS – Smithfield Baptist – Sgt. Phillips, Kurt Beach
 07/18 Talking to kids – Jersey Park Apts. – Officer Wright
 07/19 Neighborhood Watch mtg – Jersey Park/Woods Edge – Officer Wright
 07/19 National Night meeting – PD – Sgt. Miller, Sgt. Phillips, Kurt Beach
 07/25 Kiwanis Fishing – Buckroe Beach Pier – Sgt. Miller, Officer Seamster, Kristi Jenkins, Stephanie Pack, Kurt Beach
 07/25 Handing out 7-11 slurpee coupons, played basketball with kids – Smithfield Assembly of God – Officer Powell
 07/26 C.H.I.P. meeting regarding 4-H camp in August – Extension office – Kurt Beach
 07/27 C.H.I.P. meeting – PD – Sgt. Miller, Kurt Beach

Investigations:

Case#: 2017-00629
Location: July 24, 2017
Offense: Child abduction/missing juvenile
Disposition: Cleared unfounded

On 7/24/2017 at about 1720hrs, Investigations responded to the YMCA located at 259 James St. in reference to a report of child abduction. The child was picked up by an ex-girlfriend of the father. The father had court ordered custody of his child but shares custody with his in-laws. It was an in-law who reported the child missing. The investigation revealed the ex-girlfriend had permission from the father to pick-up his child although she was not on the authorized release list. No criminal offense took place and this report was closed unfounded.

Case#: 2017-00630
Location: 600 block of Quail St
Offense: Malicious wounding, Use of a firearm in commission of a felony
Disposition: Clear by arrest

On 7/24/2017 at about 1855hrs, Investigations responded to the 600 block of Quail St in reference to an assault. A victim had been pistol whipped and assaulted by two males. Prior to leaving the scene, the suspects fired 11 shots and struck a residence five times. One suspect was identified. He was arrested and a search warrant was executed on his residence in the County. This incident is still being investigated with additional suspects and charges pending.

Case#: 2017-00600
Location: 200 block of South Mason St.
Offense: Larceny
Disposition: Inactive

On 07/16/2017 at about 0615hrs, Officers responded to the 200 block of South Mason St in reference to stolen Town property. A resident walking at Windsor Castle Park observed that the pig statute at the Mason St entrance of the park was missing. The statue had been mounted to several paver bricks and was lifted out of the ground. The statue was located in the immediate

area. A check of residential CCTV footage near the scene revealed an unidentified subject skating in the area after hours. No additional suspect information has been obtained. This report has been closed inactive with no additional leads.

Case#: 201700585
Location: 13500 Benns Church Blvd.
Offense: Shoplifting
Disposition: Pending

On 07/13/2017 at about 1655hrs, an Officer responded to Tractor Supply Co in reference to a larceny. An employee found a locked case that had been broken open and 58 items removed. The total value of the stolen items was \$3009. They were insect repellent collars and treatments. They have a CCTV system but no recordings of that particular area. Their Suffolk store also had similar theft the same day. No suspect information has been developed from either theft yet. Case still under investigation.

July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Amy Off Walker and White Wedding and Reception MHSu 165
2	3	4	5	6	7	8
Amy Off	July 3rd-Weekend Rate	July 4th-Weekend Rate	Herbert Off Staff Meeting C&D 20	Christenson-Dever Wedding & Reception MHSu 90	Banks and Harris Set-Up MHSu 200	Banks and Harris Wedding and Reception MHSu 200
9	10	11	12	13	14	15
	Herbert Off Still and Zanders Wedding and Reception MHSu 82	Crimeline Meeting A&B 15 Pinewood Heights Management Team Meeting C&D 15 Planning Commission A&B 15 Tourism Meeting C&D 8 Town Council A&B 15	Change Projector Bulbs WC Restoration Committee Deck 8	IOW County Comprehensive Plan Public Forum A&B 50 WCP Foundation Board C&D 16	Amy Off Heath and Golliver Wedding and Reception MHSu 120	Banks and Bias Wedding and Reception MHSu 220
16	17	18	19	20	21	22
Williams-Parker Wedding & Reception MHSu 168	Carpet Cleaning Suites 1	BHA&R Meeting A&B 15 One Smithfield - T&E Policy / Ovation / Concur C&D 50 Schoolhouse Committee MH 15	Staff Meeting MH 20 VNLA Workshop Suites 40	Dunningham and Miller Wedding and Reception MHSu 50		Scott and Francis Reception MHSu 195
23	24	25	26	27	28	29
	Committee Meetings A&B 15	Committee Meetings A&B 15 Peanut SWCD Summer Event MH 110	Amy Off VDOT Applicant Workshop C&D 50	Amy Off Marion Graduation Celebration MH 120	Amy Off Courtney Off Russell-Connell Set-Up MHSu 150	Amy Off Courtney Off Russell-Connell Wedding & Reception MHSu 110

July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31					
Amy Off Courtney Off	Backflow Work					

Smithfield Center - July 2017
Monthly Report

Booking Date	Building Code	Room Code	Group	Booking Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
7/1/2017	Center	MHSu	Walker and White Wedding and Reception	Walker and White Wedding and Reception	Suffolk	Word of Mouth	A.) Standard-Sat	0.00%	\$3,039.90	
7/3/2017	Town Sites	OTS	Smithfield Station	Smithfield Station-Officer Request	Smithfield	Recurring Event	B.) Residen-Sat	0.00%		\$225.00
7/5/2017	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/6/2017	Center	MHSu	Christenson-Dever	Christenson-Dever Wedding & Reception	Norfolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$800.00	
7/7/2017	Center	MHSu	Banks and Harris Wedding and Reception	Banks and Harris Set-Up	Hampton	Word of Mouth	A.) Standard-Sat	0.00%		
7/8/2017	Center	MHSu	Banks and Harris Wedding and Reception	Banks and Harris Wedding and Reception	Hampton	Word of Mouth	A.) Standard-Sat	0.00%	\$3,214.12	
7/10/2017	Center	MHSu	Still and Zanders Reception	Still and Zanders Wedding and Reception	Newport News	Word of Mouth	C.) Standard-Weekday	0.00%	\$1,004.60	
7/11/2017	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
7/11/2017	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
7/11/2017	Center	C&D	Town of Smithfield	Pinewood Heights Management Team Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/13/2017	Center	A&B	Isle of Wight County	IOW County Comprehensive Plan Public Forum	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$100.00	
7/14/2017	Center	MHSu	Heath and Golliver Wedding and Reception	Heath and Golliver Wedding and Reception	Suffolk	Word of Mouth	Aa) Standard-Friday/Sunday	0.00%	\$1,920.00	
7/15/2017	Center	MHSu	Banks and Bias Wedding and Reception	Banks and Bias Wedding and Reception	Carrollton	Word of Mouth	B.) Residen-Sat	0.00%	\$153.60	
7/15/2017	WCP	Trails	1 Body Fitness	5K Into the Woods Series	Virginia Beach	Recurring Event	A.) Standard-Sat	0.00%		\$100.00
7/16/2017	Center	MHSu	Williams-Parker	Williams-Parker Wedding & Reception	Chesapeake	Word of Mouth	Aa) Standard-Friday/Sunday	0.00%	\$1,983.38	
7/17/2017	Center	Suites	The Smithfield Center	Carpet Cleaning	Smithfield	Town Event	h.) Town	100.00%		
7/18/2017	Center	A&B	Town of Smithfield	BHA&R Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/18/2017	Center	C&D	Smithfield Foods Corporate a	One Smithfield - T&E Policy / Ovation / Concur	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$200.00	
7/19/2017	Center	Suites	Virginia Nursery and Landscape Association	VNLA Workshop	Christiansburg	Word of Mouth	A.) Standard-Sat	0.00%	\$426.50	
7/20/2017	Center	MHSu	Dunningham and Miller Wedding and Reception	Dunningham and Miller Wedding and Reception	Smithfield	Word of Mouth	Half Off (50% off)	0.00%	\$350.00	
7/22/2017	Center	MHSu	Scott and Francis Reception	Scott and Francis Reception	Windsor	Word of Mouth	B.) Residen-Sat	0.00%	\$1,655.64	
7/25/2017	Center	MH	Peanut, Soil and Water Conservation	Peanut SWCD Summer Event	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
7/26/2017	Center	C&D	VDOT-Construction Management	VDOT Applicant Workshop		Recurring Event	C.) Standard-Weekday	0.00%	\$242.40	
7/27/2017	Center	MH	Lahoma Williams	Marion Graduation Celebration	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$400.00	
7/28/2017	Center	MHSu	Russell-Connell Wedding & Reception	Russell-Connell Set-Up	Hampton	Word of Mouth	A.) Standard-Sat	0.00%		
7/29/2017	Center	MHSu	Russell-Connell Wedding & Reception	Russell-Connell Wedding & Reception	Hampton	Word of Mouth	A.) Standard-Sat	0.00%	\$2,500.00	

Smithfield Center Venue Deposits - \$13,425.58

Town Services Deposits - \$823.00

\$18,390.14 \$325.00

ZONING PERMITS JUNE 2017

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6778	SIGN PERMIT	DOMINO'S PIZZA	1933 S. CHURCH STREET	TALLEY ANCHOR SIGN CO. DOMINO'S PIZZA
6779	FENCE	MOONEFIELD	3 RIVERSIDE DRIVE	AMOS
6780	ATTACHED SINGLE FAMILY DWELLING	CHURCH SQUARE	105 RICHMOND AVENUE	ATLANTIC HOMES LLC CHURCH SQUARE
6781	ATTACHED SINGLE FAMILY DWELLING	CHURCH SQUARE	107 RICHMOND AVENUE	ATLANTIC HOMES LLC CHURCH SQUARE
6782	FENCE	WILLOW OAKS	103 WILLOW WOOD AVENUE	WHITE
6783	PIER, FLOATING DOCK, AND BOATHOUSE	GRIMESLAND	1400 MAGRUDER ROAD	LAINÉ L AND L MARINE INC.
6784	ADDITION TO DETACHED GARAGE	PINEHURST	106 HARRISON DRIVE	MARINELLE ATLANTIC CUSTOM SERVICES
6785	DECK, POOL, AND CARPORT	MOONEFIELD	24 DASHIELL DRIVE	BROOKS
6786	SHED	RIVERVIEW	201 WASHINGTON STREET	FELTS
6787	SIGN PERMIT	CYPRESS CREEK OF SMITHFIELD	FAIRWAY DRIVE	IDF PEN SIGN CYPRESS CREEK GOLF COURSE
6788	ENTRY WALL FEATURE FOR SIGN	CYPRESS CREEK OF SMITHFIELD	FAIRWAY DRIVE	IDF PEN SIGN CYPRESS CREEK GOLF COURSE
6789	SINGLE FAMILY DWELLING	HISTORIC DISTRICT	116 COCKES LANE	RESOR RESOR ARCHITECT & INTERIORS
6790	FENCE	MOONE PLANTATION	161 LANE CRESCENT	ROSENBAUM FENCE CO. REYNOLDS
6791	SIGN PERMIT	HARMONY NAIL SPA	1254 BENNS CHURCH BLVD.	SIGN WORLD MU LEE

RESOLUTION

STREET CLOSURE FOR ANTIQUE & CLASSIC CAR SHOW

WHEREAS, the Smithfield Ruritan Club has proposed to hold a antique and classic car show in the Town; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, September 23, 2017 the following portion of Main Street shall be closed from 7:00 a.m. until 3:00 p.m.: Main Street from its intersection with Institute Street to its intersection with S. Church Street.

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

Adopted this 1st day of August, 2017.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

SUGGESTED VENDOR <u>Smithfield Volunteer Fire Dept</u>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <u>7-27-17</u>		DATE WANTED		ORDER NO.
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>2017 State Pass thru - Fire Funds</u>			<u>26250.00</u>
	<u>4-100-32100-9000</u>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD