

SMITHFIELD TOWN COUNCIL AGENDA

August 7th, 2018 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 7 | - | 7:30 p.m. – Town Council Meeting |
| August 14 | - | 6:30 p.m. – Planning Commission |
| August 21 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| August 27 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| August 28 | - | 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.

- C9. **Motion to Authorize Amendment for Additional Services with Kimley-Horn Associates for the Clontz Park Boat Ramp Project**
Parks and Recreation Committee Chair, Mr. Wayne Hall
- C10. **Motion to Authorize Materials Testing and Inspection Services from GET Solutions, Inc for the Clontz Park Boat Ramp Project**
Parks and Recreation Committee Chair, Mr. Wayne Hall
- C11. **Motion to Renew Debris Removal Contract with Goodrich and Son's and Smithfield Services for One Additional Year**
Public Works Committee Member, Mr. Michael Smith
- C12. **Motion to Approve Proposal to Pave the 100 and 200 Blocks of Main Street from Blair Brothers, Inc.**
Public Works Committee Chair, Mr. Michael Smith
- C13. **Motion to Appoint Town Manager, Brian S. Thrower to Serve as the Town of Smithfield's Representative on the Hampton Roads Planning District Commission**
T. Carter Williams, Mayor

ACTION SECTION

1. **Motion to Approve the Town Council Meeting Minutes of July 10th, 2018**
William H. Riddick, III, Town Attorney
2. **New Business:**
- a. **Motion to Accept QuitClaim Deed for the Construction of the Public Boat Ramp at Clontz Park** **TAB # 5**
- b. **Emergency Communications Center Memorandum of Understanding (MOU) and Payment Agreement – Request to Approve** **TAB # 6**
3. **Old Business:**
- a. **Further Discussion on Approved Dumpster by Vice Mayor Smith** **TAB # 7**
4. **Closed Session: Matters Requiring Advice by Legal Counsel**
5. **Adjournment**

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JULY 2018

DIRECTOR OF HUMAN RESOURCES:

- a. Conducted New Hire Orientation for:
 - a. Parks Maintenance Specialist
 - b. Grounds Maintenance Specialist
 - c. Town Manager
- b. Utilized accrued vacation July 6th – 13th
- c. Participated in panel interview for Sergeant Promotional Process in the Police Department
- d. Participated in IMPA-HR Fellowship Committee Conference Call to select scholarship recipients on July 26th
- e. Worked on renewal of Debris Removal and Vehicle Maintenance Contracts

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review
- b. Attended Pinewood Management Team Meeting at the Smithfield Center on July 10
- c. Prepared July Town Council Committee Agenda and the August Town Council Agenda
- d. Attended Town Council Committee meetings on July 23rd and 24th and prepared summary reports from all.

- e. Continue to work on records management projects.
- f. Registered and made lodging reservation for Council members attending the 2018 Annual VML Conference in Hampton.

TREASURER'S OFFICE:

- a. Attended Pinewood Management Team Meeting at the Smithfield Center on July 10.
- b. Participated in all day conference call meeting with Jim Rasmussen and Lawson Headley on July 18 to kick off tax and receivables conversion to MUNIS software. Introduced Brian Thrower to the implementation team via phone.
- c. Met with Brian Thrower and David Rose of Davenport & Company on July 19 to review the Town's financial goals and objectives and to discuss the benefits of future services.
- d. Completed Annual Virginia Water and Wastewater Survey as requested by Draper Aden.
- e. Completed June bank reconciliations and May financial statements. Started preparing June 30, 2018 year end statements and audit workpapers.
- f. Attended Debt Management Workshop at VT Hampton Roads Center-Newport News on July 30.

PUBLIC WORKS:

- 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. Located sewer lateral for 206 Riverview.
- 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 station
- B. Installed new pump at Watson pump station.
- C. Installed new pump at Bradford Mews pump station.
- D. Installed 2 new pumps at Canteberry pump station.
- E. Pump #2 is bad at Minton Way pump station.
- F. VFD is bad at James St. pump station.

4. Water line Repairs and Maintenance

- A. Completed water connection at 630 West Main St.
- B. 119 Gleneagles repaired water blow off valve.
- C. 501 Williamsburg Ave repaired water leak.
- D. 607 S. Church St replaced leak at water valve and water line.

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 10 received a minor repair by A.C. Shultes Co.
 2. Well 8A remains in stand-by mode.

6. 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. Staff performed maintenance work and replaced 3rd Stage Membranes in RO unit.
- E. DEQ Quarterly Nitrification, Quarterly Well samples performed.
- F. Greased High Service and Well Pump, and changed Cartridge filters.

7. Miscellaneous

- A. Grounds crews cut right-of-ways on water and sewer lines and emptied trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.

PLANNING AND ZONING

1. Planning Commission – July 10, 2018

- A. *Public Hearing* – Special Use Permit – 318 Main Street – Wayne Stallings, Imagine Art, applicants – Recommended for approval to Town Council.
- B. 305 Smithfield Boulevard Subdivision Utility Plan and Final Subdivision Plat Review, Dale Steffensmeier, Anchor Contracting, applicants - Approved.

2. Rezoning Applications under review

- None.
3. Special Use Permit Applications under review
 - A. 318 Main Street – Commercial Use in a Non-Commercial Structure - Wayne Stallings, Imagine Art, applicants.
 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. Cypress Creek Ph. VI – Cypress Investment Holdings applicant.
 - D. Lakeview Cove Condos – Phase II – KJR, LLC, applicants.
 5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Lakeview Cove Condos (75% complete)
 6. Board of Historic & Architectural Review – July 17, 2018
 - A. Siding/Color Change - 226 South Church Street - Contributing - Brian and Judith Lally, applicants - Approved
 - B. Color Change - 107 Thomas Street - Contributing - Vicky Adams, applicant - Denied
 - C. Back Porch Decking and Railings Change - 121 South Church Street - Landmark - Timothy Mitchem, applicant - Approved
 - D. Add Front Porch Railings - 318 Main Street - Landmark - H. Wayne Stallings, applicant - Approved
 - E. Public Parking Signs Change - Various Downtown Locations - No Designation - Smithfield 2020, Rick Bodson, applicant - Approved in concept.
 7. Board of Zoning Appeals – July 17, 2018
 - No Meeting Held

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 started and completed milling and overlay of the following streets, Beale Avenue, Edgewood Drive, Bellwood Avenue and Wilderness Lane.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 25 locations throughout the Town and required reports were filed.
4. 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 has coordinated the repair with FEMA representatives. Reimbursement documents have been forwarded to FEMA.
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. Site plan review has continued with 100% site plan submittal and required attachments between VDOT, the County and the Town. The plat involving the right of way dedication for the turn lane has been finalized and the additional documents are being processed by the Town Attorney for submittal to the Isle of Wight County School Board and VDOT for approval.
 - B. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been under taken and is under review. A meeting with the engineer has been held where a discussion of several interchange options were reviewed. Comments and concerns were expressed and the engineer is now revising the options accordingly.
 - 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.
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 driven piles for the pedestrian bridge at Sta. 118 + 50 Right

of C/L. Contractor has also started installation of asphalt surface from Sta. 121 + 00 to Sta. 169 + 72 along with top soiling and seeding the respected shoulder areas of the bike path..

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.

**COMMITTEE
SUMMARY REPORTS**

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JULY 23RD, 2018

The Police Committee met Monday, July 23rd, 2018 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Mrs. Denise N. Tynes, Chair; Mr. Wayne Hall, and Beth Haywood. Other Council members present were Mr. Michael 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; Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Lieutenant Smithfield Police; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration and Mr. Bill Davidson. There was no media present.

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

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

1. Appointment of Smithfield Certified Crime Prevention Team – Chief Howell reported that included in the agenda posting was a memo that listed eight individuals that have agreed to serve on Smithfield's Certified Crime Prevention Team for the next year. If approved their terms will expire on August 31st, 2019. The individuals are as follows: Councilman Wayne Hall, Officer Seamster, Joseph Reish, Marian Aiden, Joyce Bowser, Jody Meier, Francis (Beth) Jewell, and Kimberly Hasty. Mayor Williams asked Chief Howell who was taking Mr. Beach's position as the town's Crime Prevention Specialist once he retires at the end of July. Chief Howell replied that Officer Seamster is also certified as a Crime Prevention Specialist so in order for the town to maintain its designation he will fill that spot until he leaves later this year. The Department has a couple of other officers in training to become certified at this time.

2. Authorization to Purchase Two (2) New Budgeted Police Vehicles – Chief Howell reported that in the Police Department’s capital budget this year they requested to purchase two (2) new police vehicles. The vehicles that they are looking at purchasing are two (2) Ford Explorers in the amount of approximately \$92,500.00. This amount includes the vehicle and all of the equipment to outfit these vehicles. Mr. Pack stated that the town does typically purchase two (2) new vehicles each year but wanted to know why the request is for Ford Explorers rather than Dodge Chargers. Chief Howell explained that the Ford Explorers are four wheel drive and during inclement weather events they handle better. Committee will forward to Council for consideration.

3. Request to Donate Retired 2011 Dodge Charge to the Isle of Wight Rescue Squad – Chief Howell stated that the department has received a verbal request from the Isle of Wight Rescue Squad for the donation of any vehicle that we may be decommissioning. At this time the town has a 2011 Dodge Charger that was removed from our fleet due to the maintenance cost associated with this vehicle. This vehicle has a steering issue that will cost approximately \$1,600 to repair. With the age and mileage of this vehicle they thought it would be best to take it out of commission. If the Town Council agrees to donate this vehicle to the Isle of Wight Rescue Squad they are willing to accept this vehicle with the necessary repairs to be made at their expense. Mrs. Tynes stated that this is something that we have done in the past with the Fire Department. This item will go to Town Council for consideration.

4. Street Closure Request for Ruritan Car Show on Saturday, September 22nd, 2018 - Ms. Novak stated that due to the upcoming street paving of the 100 and 200 blocks of Main Street this event will be moved to the 300 block of Main Street. The street closure would be from Cary Street to Institute Street from 8 a.m. to 3:00 p.m. Mrs. Tynes stated that if there are no concerns in regards to this annual car show this item will go to Town Council for consideration.

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

1. Operational Updates – Chief Howell reported that in the form of operational updates he had previously mentioned some vehicle break-ins in the Grimesland area; however since that time they have been investigating these cases and their probable cause, of one suspect, has dissipated. The break-ins have also subsided for now. The Department is currently working on an old case involving an armed robbery that took place at the BP gas station on Benns Church Boulevard. They have received some DNA evidence back from investigations and linked it with a possible suspect. This case is pending further investigation. Chief Howell also reported that in regards to the fifteen complaints of fraudulent activity when Import Car Services was in business this case has been closed. The suspect in this case has pleaded guilty to one felony, a couple of

misdemeanors and will make restitution in addition to spending some time in jail. Mayor Williams asked where we are with the “No Through Truck” traffic on Jericho Road. Chief Howell stated that this matter was assigned to Major Rogers; however he had looked at it as well and in his travels he has not seen any big trucks coming and going from Jericho Road. He did notice that there is already a sign at this location that says “No Through Trucks”. Mayor Williams stated that since this complaint was brought to his attention he has noticed that the brick portion of Jericho Road is getting in really bad shape. Mayor Williams would like to take a look at the three (3) large festivals that are held at Windsor Castle to be sure that they are not using this portion of Jericho Road when they are going in and out for these festivals. Ms. Novak stated that the trucks that come for these three (3) large festivals know that they are to use Cedar Street when coming and going. She feels that it may not be the festivals as much as other special events that are held at the park. Chief Howell stated that this item will come back to committee next month with a recommendation. Committee thanked Chief Howell for the update.

2. Street Closure Request for the “Safe House Project Half Marathon and 5K” on Saturday September 8th, 2018 - Committee deferred this item to the August Police Committee so that staff could receive additional information.

The meeting adjourned at 4:20 p.m.

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, JULY 23RD, 2018.

The Water & Sewer Committee held a meeting on Monday, July 23rd, 2018 at 4:20 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Michael Smith, Chair; Mr. Randy Pack and Mrs. Denise Tynes. Council members also in attendance were Mr. Wayne Hall, Ms. Valerie Butler, Ms. Beth Haywood 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; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration and Mr. Bill Davidson. There was no media present.

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

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

1. Operational Updates – Staff had nothing to report at this time.

Meeting adjourned at 4:21 p.m.

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JULY 23RD, 2018

The Finance Committee met on Monday, July 23rd, 2018 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Michael Smith and Ms. Valerie Butler. Other Council members present were Mr. Wayne Hall, Ms. Beth Haywood, Mrs. Denise Tynes 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; Ms. Ashley Rogers, Director of Human Resources; Mr. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson and Mr. Bill Davidson. There was no media present.

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. Windsor Castle Restoration LLC \$200,000.00

This request for payment is for the ongoing improvement project at Windsor Castle. A large purchase is expected soon for material to do the cedar shingle roof on the Manor House.

b. Tidewater Stalls \$ 12,859.33

This invoice is for stalls that were installed in the restrooms at the Smithfield Center. The work has been completed and Committee recommends approval of this invoice.

c. Bryant's Excavation Inc. \$ 10,000.00

This invoice is for the site work that was done at Windsor Castle Park behind the new barns. The rest of the clearing in this area will be done by rented goats. Mrs. Tynes expressed concern that the invoice was for exactly \$10,000 when Town Council had

previously authorized an amount not to exceed of \$10,000. Mayor Williams explained that the cost was higher; however they contractor could not bill the town because they could not go over the \$10,000. Vice Mayor Smith stated that he had been to the park and Bryant's Excavation did a great job with erosion control as well as seeding the area. Mrs. Tynes asked if there is any additional work that is needed the town's debris removal contractors be notified do the work. Mr. Pack explained that they were not used for this job because the town was looking to have the area graded and seeded so that it can be mowed with the rest of the park.

d.	<u>PNC Bank</u>	\$127,199.78
e.	<u>PNC Bank</u>	\$220,403.85

These invoices are for the two loans that were refinanced through VML/VACo. The loan payment for \$127,199.78 is for the obsolete sewer treatment plant. The loan payment for \$220,403.85 is for the construction of the Reverse Osmosis water treatment facility. Committee recommended sending this two invoices on to Town Council for consideration.

2. Renew Vehicle Maintenance Contract with Smithfield Truck and Auto, LLC for One Additional Year – The current contract with Smithfield Auto and Truck expires on August 31, 2018; however the town has the right to renew this contract for three additional years. Staff has been please with their performance and would recommend that this contract be renewed for one additional year. Ms. Rogers pointed out that Smithfield Truck and Auto, LLC has requested a \$5.00 increase in the price charged for an oil change (from \$30.00 to \$35.00 per oil change). This increase is still lower than the average price quoted by other businesses in 2016. Committee recommends approval of renewal.

3. Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project – Ms. Minga stated this line of credit in the amount of \$500,000.00, exclusively dedicated to the Pinewood Heights Project, expired at the end of March 2018. Staff had delayed the renewal process because the town was going through our Banking RFP. Ms. Minga stated that since the Banking RFP's were rejected staff would like to move forward with renewing this line of credit with TowneBank. The town has not had to use it for the last few years but as we continue to move forward with the relocation project it is a good thing to have in place if the need should arise. Committee recommends approval of renewing the line of credit with TowneBank.

4. Resolution to Renew the Line of Credit with Farmers Bank – Committee reported that the town has an established line of credit with Farmers Bank that has not been utilized in the last few years; however we would like to have the line of credit renewed so that the Town has access to operating funds if necessary. This line of credit is for \$1,000,000.00. Committee recommends approval of renewing the Town's line of credit with Farmers Bank.

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

1. Operational Update on Financial Statements – Ms. Minga stated that the May financial statements were posted over the weekend. Typically, the May financial statements would be included in the June Committee posting; however she took some vacation in June and the auditors were here in June as well. Ms. Minga stated that they are also working off two different systems as we transition our Accounts Payable to the MUNIS system. Next month you will have a June statement; however it will still be preliminary. This is pretty typically for the end of the fiscal year and the beginning of a new fiscal year. There are a lot of adjustments that have to be made at year end. During the year the financial statements are done on a cash basis. When we get to the end of the fiscal year we have to catch everything up and the financials are done on an accrual basis. Some of our final collections are not received until August.

2. June Cash Balances / VML Investment Pool Update – Cash Balances remain very strong. The VML/VACo Investment Pool is also up this month with an unrealized gain. Mayor Williams asked about the South Church Street Account. Ms. Minga stated that this account is ready to be closed out once we receive a resolution from the Town Attorney to do so. Closure was approved by Town Council January 3rd, 2018.— Water = \$655,659.91; Water Debt Service = \$846,743.06; Water Capital Escrow Availability Fees = \$505,706.00; Water Treatment Plant Escrow = \$11,600.15; Water Deposit Account = \$86,995.96; Water Development Escrow = \$121,451.96; **Subtotal Water = \$2,228,157.04.** Sewer = \$180,065.30; Sewer Development Escrow = \$383,175.26; Sewer Capital Escrow Availability Fees = \$804,362.53; Sewer Compliance = \$2,297,238.96; **Subtotal Sewer = \$3,664,842.05.** Highway = **\$520,703.32.** General Fund = \$5,889,295.22; Payroll = \$52,290.92; Money Market General Fund Towne Bank = \$2,208.94; Business Super NOW-General Fund = \$33,958.54; Money Market General Fund Farmers Bank = \$295,130.89; General Fund Capital Escrow = \$706,440.64; Certificate of Deposit = \$526,959.77; Certificate of Deposit Police Dept = \$37,025.36; Special Project Account = \$30,401.44; Pinewood Heights Escrow = \$73,249.52; SNAP Program = \$2,218.75; Museum Account = \$180,235.08; Windsor Castle Acct \$99,500.00; **Subtotal General Fund = \$7,928,915.07. TOTAL ALL FUNDS = \$14,342,617.48.**

3. ADDITIONAL ITEM DISCUSSED: Banking RFP – Ms. Minga stated that at the June 25th Continued Town Council meeting the Banking RFP's were rejected due to the scoring criteria that was used. She stated that she would assume that the town is required to reissue the RFP with a different scoring criteria. Ms. Minga stated that she has not received any feedback from Town Council on where we go from here. Ms. Minga stated that we have always done the Banking RFP every five years and she feels that it is part of her due diligence, as the Treasurer, to make sure we are getting the best service and pricing. She does not know if we can just discontinue it. Mr. Pack stated that it was his understanding that the Banking RFP's were rejected with the intent to come back with a different scoring criteria. The Town Attorney stated that he has spoken to a consultant for procurement who would get more information on other scoring criteria's. This item will come back to committee at a later time.

Meeting Adjourned at 4:41 p.m.

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, JULY 24TH, 2018

The Parks and Recreation Committee held a meeting on Tuesday, July 24th, 2018 at 4:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; and Ms. Valerie Butler. Other Council members present were Mr. Michael Smith, Mr. Randy Pack, 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; Ms. Ashley Rogers, Director of Human Resources, Ms. Amy Novak, Director of Parks and Recreation; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Mr. Brian Camden of Alpha Corporation; Mr. Lee Rogers and Mr. Aaron Ketchum of Blair Brothers, Inc. and Mr. Mark Gay, Ms. Betty Clarke, and Ms. Torre of Preserve Smithfield. There was one (1) additional citizen present. There was no media present.

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. Clontz Park Boat Ramp – Additional Services Amendment – The Town Manager stated that included in the packet was a memo from staff in regards to some additional services for this project. The first amendment is for project inspections and administration services from Kimley-Horn Associates. The original contract with Kimley-Horn Associates included only the project design, bid document creation, and bid advertisement process; the amended scope would add inspection and administrative services from contract support on the front end, to final notice of acceptability of work. The cost for this additional scope of work will be \$22,000. In addition to this scope of work, the town needs to add material testing and inspection services from GET Solutions,

Inc. These services include geotechnical engineering and construction materials testing for the test pilings, production pilings, and fill soil and concrete materials. Staff did note this is not the same geotechnical testing services of soils that was eliminated from the project, at Town Council's July 10th meeting, as part of the value engineering to reduce the overall cost of the project. The cost of services from GET Solutions is \$16,345 for a total increase to the project in the amount of \$38,345. This was not originally budgeted so these funds would need to come from reserves. The Town Manager mentioned that in regards to references from Docks of the Bay Mr. Weist did follow-up and get some feedback. One of the references stated that Docks of the Bay was highly recommended. Another reference stated that Docks of the Bay is the go to company with the resources and expertise to complete any type of marine project. Mr. Pack stated that he has also seen one of their projects and was very impressed with the quality of their work. Mayor Williams asked if we have a start date for the project. The Town Manager stated that once the additional services has been approved they will get to work on the notice to proceed. Committee expressed concern that this project needs to start as soon as possible due to the water restrictions as it pertains to construction in the water. Mayor Williams asked where we are on receiving the money from the grants. The Town Manager stated that he and the Town Treasurer are working on getting the information they need to follow-up on the awarded funds.

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

1. Operational Update – Parks and Recreation Committee Report/ 2018 Event List – Ms. Novak reported that included in the operational report are the following upcoming events: Boardwalk Art Show is coming up, Friday and Saturday, August 3rd and 4th. This is an initiative by tourism. National Night Out, is scheduled for Tuesday, August 7th here at the Smithfield Center. This is a good event for folks to meet the town's police officers. Ongoing park programs at Windsor Castle are dog obedience classes and Roaming Yoga. Ms. Novak reported that the bathroom renovations here at the Smithfield Center continue. New stalls have been installed and coming up in a few weeks will be new counter tops. Phase 1 of the Windsor Castle restoration project is now completed. Kayak rentals continue to be strong. At this time there has been a net income of \$3,191 after the staff has been paid. The Trail Doctor hours have dramatically increased. They have been doing a lot of trail repairs from all of the rain that we have recently got and continue to get. Smithfield Recreation Association is excited about being able to hold

fall ball at the new Joseph W. Luter, Jr. Sports Complex this year. At this time they have already setup dates to start moving over equipment and will likely start practice the fourth week of August. In regards to the Clontz Park Boat Ramp, Docks of the Bay has submitted references and photos of some of their completed projects for the towns review.

2. Joseph W. Luter, Jr. Sports Complex – Update from Project Manager, Brian Camden – Mr. Camden reported the engineer for the project has certified the sports complex as substantially complete after their July 9th inspection. A full final inspection was done of the facility and although there were numerous items noted these were not above what they call typical for a project of this size and complexity. A Certificate of Substantial Completion was issued to RAD Sports effective July 9th. Most of the items on the punch list were related to landscape areas lacking sufficient grass cover and a few dead plantings. Mr. Camden reported that there is a requirement to come back and re-video the storm and sewer drain system one last time just to verify that everything is working as it should Mr. Camden stated that as noted in the report the sewer line has not been connected at this time. The engineers have estimated that the existing system, including the sewer lines and manholes, will hold approximately 3,000 gallons of sewage. HRSD had estimated that when the complex was fully functional it would use 1,500 gallons per day. There appears to be sufficient capacity within the underground system to allow the facility to function properly. Mr. Camden stated that permitting and installation of a temporary pump-and-haul system is recommended to ensure the start of fall baseball in September. Mr. Camden stated that RAD Sports was supposed to be here this week to finish up; however the continuous rain this week has not allowed work to be completed at the sports complex. Mr. Camden stated that VDOT did approve on July 18th the permit for the temporary entrance. All in all the project is substantially complete and ready for use. Committee thanked Mr. Camden for the update.

3. ADDITIONAL ITEM DISCUSSED: Goats at Windsor Castle Park – Vice Mayor Smith stated that he meant the gentleman at Windsor Castle in regards to the rental of goats, at Council's July 10th meeting, to clear an area of overgrowth. The gentleman plans to come this Friday, Saturday and Sunday to start putting in some temporary fence post. Vice Mayor Smith stated that miss utility has already been called in and the area should be marked by end of day tomorrow. The fencing will be an electric fence so some signage from staff will need to be placed on the fence so that everyone knows that. We will also need to place signage on the fence telling park users not to feed the goats. A small temporary shelter will be constructed so the goats will have shelter when it rains. Vice Mayor stated that they will start with approximately ten goats

and a few sheep. The goats will be checked on once week; however they would like to ask town staff to check on their water supply each day. Vice Mayor Smith stated that he has received a phone call from an anonymous individual that would like to pay for the rented goats. Staff was very thankful for the donation of funds. Mr. Pack asked why we were adding sheep to the goats. Vice Mayor Smith explained that the sheep will tear up the roots a well. There may also be a Great Pyrenees placed inside the fencing as well to help protect the goat and sheep. Committee thanked Vice Mayor Smith for the update.

The meeting adjourned at 4:20 p.m.

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, JULY 24TH, 2018

The Public Works Committee held a meeting on Tuesday, July 24th, 2018 at 4:20 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Michael Smith and Mrs. Denise Tynes. Other Council members present were Mr. Randy Pack, Mr. Wayne Hall, Ms. Valerie 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; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, and Mr. Lee Rogers and Aaron Ketchum of Blair Brothers, Inc.; Mr. Mark Gay, Ms. Betty Clarke, and Ms. Torre of Preserve Smithfield. There was one (1) additional citizen present. There was no media present.

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

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

1. Renew Debris Removal Contract with Goodrich and Son's and Smithfield Services for One Additional Year – Vice Mayor Smith stated that staff has been pleased with the work of both companies, Goodrich and Son's and Smithfield Service, and would recommend that their contracts with the town be renewed for one additional year. Contract terms for both companies will remain the same. Committee recommends approval.
2. Street Paving for the 100 and 200 Blocks for Main Street – Mr. Griffin stated that staff and committee have been talking about the paving of the 100 and 200 blocks of Main Street for the last several months. Included in the packet today is a proposal from Blair Brothers for this paving project. Mr. Lee Rogers and Mr. Aaron Ketchum of Blair Brothers was also present to answer any questions. The project will include milling

approximately two inches of the existing asphalt surface and then reinstalling a two inch surface. Included in the proposal for Council's consideration is to have the split pea gravel surface placed over the asphalt surface. Mr. Griffin stated that while looking at the necessary improvements to Main Street he also looked at a few additional areas along Main Street that staff would like Council to consider making improvements to. The first add alternate includes the area between the crosswalk near the Christmas Store to the intersection of South Church Street. There has been a lot of patching done in this area from the gas company and the installation of the town's water mains. The additional cost for this area for just milling and paving would be \$6,885. Alternates 2 and 3 includes the area from the crosswalk at Institute Street, in front of the post office, going 65 linear feet southwest towards the 300 block. Mr. Griffin explained that he added this area because it would get us through the intersection. The cost of this addition that includes the split pea gravel would be \$11,200. Alternate 4, involves installing three additional crosswalks. He explained that on Main Street there are four (4) primary crosswalks; however they would like council to consider replacing three (3) crosswalks; two on Mason Street and one on Institute Street. The cost for alternate 4 is \$21,000. The total for the entire project including the pea gravel surface is \$205,560.00. Vice Mayor Smith asked if everything, with the exception of the pea gravel surface, would be covered through Highway Funds. Mr. Griffin stated that was correct because he has received the official notification that Main Street has been accepted in VDOT's Maintenance system. Staff has scheduled this work to be done mid-September. Mr. Griffin stated that included in this proposal is the cost to get a stock pile, approximately 5 tons, of the pea gravel that can be used if any repairs need to be made to the road once it has been resurfaced. Mayor Williams mentioned that he would like to see some signage along Main Street that explains the different bricks found in the crosswalks. Staff will look into the signage and proper placement of signs.

Meeting adjourned at 4:35 p.m.

August 3, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: BRIAN S. THROWER
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, JULY 24TH, 2018

The Public Buildings and Welfare Committee held a meeting on Tuesday, July 24th, 2018 at 4:35 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 Mr. Michael Smith, 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; Ms. Ashley Rogers, Director of Human Resources; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, and Mr. Mark Gay, Ms. Betty Clarke, and Ms. Torre of Preserve Smithfield. There was approximately one (1) additional citizen present. There was no media present.

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

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

1. Public Comment / Wombwell House – Mr. Mark Gay was present on behalf of Preserve Smithfield and mentioned the members of Preserve Smithfield attended the July 10th Town Council meeting to let Council know that they had visited and inspected the Wombwell house adjacent to the Joseph W. Luter, Jr. Sports Complex. He stated they appreciate the responsiveness of the Town Manager and Mr. Saunders in making the property available to them on such short notice. They also appreciate the draft agreement prepared by the Town Attorney that would allow them to move forward if their ducks were in order. At this time they are not in order. Their initial assessment identified that the house itself is now in such disrepair the efforts to stabilize and transport to reestablish it at another location could prove to be too expensive. The

Smithfield Volunteer Fire Department's recent actions which left all of the upstairs windows broken and a gapping hole in the roof does not help matters. The new location that was discussed at Council's June committees is also problematic. The property owner's generosity and commitment are genuine; however extensive site preparation would be needed. The location would be less than ideal for historic preservation purposes. On the positive side, they observed that the pine floor boards and mantels in the house are in usable condition and a sizable amount of old bricks appear to be salvageable for preservation efforts. There are also several items of furniture inside the house that have value. Mr. Gay stated that Preserve Smithfield's recommendation to the town is that if they are not able to secure the resources in time to relocate the house then the Wombwell house needs to be demolished with selective preservation. I should not be raised in its entirety. The members of Preserve Smithfield are prepared to meet these efforts to salvage whatever remains useful. Mr. Gay stated that they understand the town's reasons for not allowing the house to remain in place for preservation efforts. Mr. Gay stated that they were late to the game for the preservation of the Wombwell house and property discussions. Going forward Preserve Smithfield would like to ask the Committee, the Board of Historic and Architectural Review (BHAR) and the Planning Commission to work with them so that they can get out in front of the reoccurring problems that we have with the dilapidation of historic properties throughout the town. Mr. Gay stated that Preserve Smithfield is not ready to execute the agreement drafted by the Town Attorney until they have had the opportunity to secure legal and financial counsel. Mr. Gay thanked Committee for their time and opportunity to express their concerns. Mr. Pack stated that he was not sure where this leaves us. If Preserve Smithfield is not prepared to enter into this agreement at this time, what are you looking for from Council. Mr. Gay stated that the Town Attorney had given him the name of a contractor last month; however he has not had a chance to contact him at this time. He would also like to know from their Counsel what legal obligations Preserve Smithfield takes on once they sign the agreement. Mr. Pack stated that the town has kids starting fall ball adjacent to this property in August and the town's motivated factor is to keep kids from getting into the house. The Town Attorney stated that he just wanted to point out that he appreciates the fact that Mr. Gay wants to seek legal counsel; however the whole point of the agreement was not to commit them to do this. The idea of the agreement was to suspend demolition to give Preserve Smithfield the opportunity in a specified amount of time to make the relocation of the house happen. It is not the town's intent to hold them to absolute obligation that you have to relocate the house; however if you want to move the house you have to do these things and you have this long to do it. The location of the house at this time has the potential to be a liability to the town. Mr.

Hall asked if the only items that they want to take out of the house are the floor boards. Ms. Clarke stated they would like to take everything that is movable with the exception of the aluminum siding; however they would take that down to get the boards behind the siding. They would like to dismantle the house taking all the doors, windows and chimney. The Town Attorney explained that Mr. Russell Hill is a local contractor and he has already looked at the house for the purpose of disassembling the house. His suggestion is for Preserve Smithfield to contract Mr. Hill in regards to dismantling the house. The Town Attorney stated that the town would be reluctant to give permission to just anyone to go in the house and start taking it apart. Mr. Gay stated that they understand that a professional contractor would need to do the disassembling. Mr. Pack stated that it make sense if Preserve Smithfield is interested in preserving materials from the house the town is just looking for a timeline to get it done. Mr. Gay stated that he would contact Mr. Hill in regards to disassembling the house. Ms. Butler asked Mr. Gay if Preserve Smithfield would be ready to present their plan at the next Public Buildings and welfare Committee on August 28th. Mr. Gay replied that they would.

2. Pinewood Heights Relocation Project Phase III Update - The Town Manager stated that Mr. Dodson's monthly report was included in the packet. There is not a whole lot to report at this time. He mentioned that the town continues to wait to hear from the Virginia Department of Community Housing and Redevelopment on the grant award for Phase IV. The next management team meeting will be on September 11th at 4:00 p.m.

The meeting adjourned at 4:48 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
JULY 2018**

Committees and Projects:

06/28 C.H.I.P. mtg – PD – Sgt. Powell, Kurt Beach
07/09 VASAP Board mtg – Portsmouth - Sgt. Powell
07/10 Town Council mtg – Center – Chief Howell
07/12 Mock Assessment – Chesterfield County Sheriff's Department – Kristi Kincaid
07/17 Sergeant Test – PD – Officer Adams, Officer Johnson, Officer Wooley
07/17 Crime Line mtg – Center – Sgt. Brady, Annette Crocker
07/18 Department Head – Center – Chief Howell
07/20 DCJS Training mtg – Hampton Roads Criminal Justice Training Academy – Lt. Meier, Annette Crocker
07/23 Police Committee – Center – Chief Howell
07/24 Mock Assessment – Colonial Heights – Kristi Kincaid
07/25 Sergeant Promotional Panel Interview – Officer Adams, Officer Johnson, Officer Wooley
07/25 Maritime Incident Response Team (MIRT) mtg – Norfolk – Sgt. Powell
07/25 Hampton Roads Regional Crime Prevention Association mtg – Smithfield – Officer Seamster
07/31 Last Day - Retirement – PD – Kurt Beach

Training

07/10 VCIN Recert – Smfd VFD – Chief Howell, Officer Adams, Sgt. Brady, Sgt. Miller, Sgt. Phillips, Officer Wright (3.5 hrs.)
07/17 – 11/20 Basic Law Enforcement – HRCJTA – Paul Jones

Community Relations

07/03 Motor Unit – Fireworks – Sgt. Miller
07/03 Marine Unit – Fireworks – Officer Wooley, Officer Norton
07/03 Traffic control – Fireworks – Officer Johnson, Officer McGough, Officer Cooper, Lt. Meier, Sgt. Brady, Officer Cook, Deputy Chief Rogers, Sgt. Powell, Officer Seamster
07/04 Neighborhood Watch - Smithfield Forest Community Cookout – Officer Seamster
07/11 Citizen Ride Along – Jonathan Horst - Officer Johnson
07/17 Passing Out NNO flyers – Jersey Park Apts. – Officer Wright
07/21 Neighborhood Watch mtg – Smithfield Manor – Kurt Beach

Investigative Report

IBR#: 2018-00563 & 2018-00539
Offense: Fraud, Counterfeit bills
Location: West Street and West Main Street
Date: July 25 and 31, 2018

Domino's Pizza located in Town reported that a male attempted to pass a \$100 bill that was marked "Use for Motion Pictures" on two occasions. The two delivery orders were for the same area in Town and the male who approached the delivery driver appeared to be similar. The driver refused to complete the transactions and left. Isle of Wight Sheriff's Office is investigating a similar incident that occurred on Smith's Neck Road on July 25. Case is currently ACTIVE.

IBR#: 2018-00538
Offense: Motor Vehicle Theft
Location: Smithfield Boulevard
Date: July 25, 2018

A resident reported that his 2006 red JEEP Laredo had been stolen overnight from his residence. No evidence, witness or suspect information was obtained at the time of the report. On 7/29 Isle of Wight Sheriff's Office encountered the stolen vehicle in Carrollton. Four subjects (two juveniles) in the immediate area were questioned by Deputies. They detained them and obtained an admission from one of the subjects that he had occupied the JEEP. The JEEP was recovered and will be processed for evidence. Charges are PENDING.

IBR#: 2017-01074 (Update)
Offense: Armed Robbery
Location: Miller Mart, Benn's Church Blvd.
Date: December 11, 2017

Evidence recovered at the scene was submitted to VA Department of Forensic Science. The examination developed a DNA profile from the evidence. The DNA profile is consistent with a profile from a subject currently incarcerated. The suspect was interviewed and admitted to ownership of the recovered evidence. Case is ACTIVE.

Parks and Recreation Operation Update July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Fireworks Display - Sat Rate 1:00 PM - 11:00 PM SC MH 6:30 PM July 3rd Party 5:00 PM - 10:00 PM OTS 5:00 PM Smithfield Station-Officer Request	July 4th- Sat Rate		10:00 AM - 12:00 AM SC MHSu 6:00 PM Hetrich and Marshall Wedding and Reception	2:00 PM - 12:00 AM SC MH 6:00 PM Eley Retirement Party
8	9	10	11	12	13	14
	8:00 AM - 5:00 PM SC C&D 8:00 AM Police Department Training 10:00 AM - 3:00 PM SC MH 11:30 AM Smithfield Next 11:30 AM - 5:00 PM SC A&B 11:30 AM Smithfield Training 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	8:00 AM - 5:00 PM SC C&D 8:00 AM Police Department Training 12:00 PM - 10:00 PM SC MH 12:00 PM PSWCD Summer Event 3:30 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Team Management Meeting 6:00 PM - 7:30 PM SC A&B 6:30 PM Planning Commission 7:30 PM - 8:30 PM SC A&B 7:30 PM Town Council	6:30 AM - 5:00 PM SC C&D 7:30 AM Talent Acquisition Summit 12:00 PM - 10:00 PM SC MH 6:30 PM Candidates Forum - Sheriff 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	6:30 AM - 1:00 PM SC C&D 7:30 AM Talent Acquisition Summit 9:00 AM - 4:00 PM SC A&B 9:00 AM Tourism SSR Meeting 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	10:00 AM - 6:00 PM SC MHSu 10:00 AM Ciancio and Bukowsky Setup 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Roaming Yoga 1:30 PM - 11:30 PM SC MHSu 4:30 PM Ciancio and Bukowsky Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
15	16	17	18	19	20	21
7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning 9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Committee 9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 11:30 AM - 2:00 PM SC C&D 11:30 AM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:30 PM BHAR	9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 2:00 PM - 4:00 PM SC C&D 2:00 PM Staff Meeting 2:00 PM - 4:00 PM SC MH 2:00 PM Smithfield Intern Rehearsal 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
22	23	24	25	26	27	28
11:00 AM - 12:00 AM SC MHSu 5:00 PM McCombs and Snyder Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	3:30 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	5:00 AM - 8:00 PM SC MH 6:00 AM Elections 3:30 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	11:00 AM - 3:00 PM SC C&D 12:00 PM Isle of Wight Listening Session 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	4:00 PM - 12:00 AM SC MHSu 4:00 PM Hicks and Highsmith Wedding and Reception 6:00 PM - 11:00 PM WC Courtyard 8:00 PM Moonlight Paddle 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	2:00 PM - 12:00 AM SC MHSu 5:30 PM Hicks and Highsmith Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
29	30	31				
10:00 AM - 8:00 PM SC MH 2:00 PM Celebration of Life 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	8:00 AM - 5:00 PM SC MHSu 8:00 AM Bathroom Countertop Installation 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	8:00 AM - 5:00 PM SC MHSu 8:00 AM Bathroom Countertop Installation				

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Fri, Sat	Aug 3,4	Boardwalk Art Show	Smithfield Station
Tue	Aug 7	National Night Out	Smithfield Center
Mon, Wed	Aug-Sep	Dog Obedience Classes	Windsor Castle Park
Sat	Aug 11	Roaming Yoga	Windsor Castle Park

Parks and Recreation Operation Update

July 2018

Smithfield Center	
Events for July 2018	
Total Events	27 events
Events discounted 100%	13 events
Events discounted 50%	0 events
Deposit Totals for July 2018	
Smithfield Center Deposits	\$13,656.46
Town Services Deposits (police, public works and park impact fees)	\$900.00

Kayak Rentals	Trail Doctor Projects and Hours															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Total Sales as of 7/19/18</td> <td style="text-align: right; padding: 2px;">\$ 5171</td> </tr> <tr> <td style="padding: 2px;">Averaging Per Weekend</td> <td style="text-align: right; padding: 2px;">\$ 470</td> </tr> <tr> <td style="padding: 2px;">Staffing Hours</td> <td style="text-align: right; padding: 2px;">\$ 1980</td> </tr> <tr style="background-color: #d9ead3;"> <td style="padding: 2px;">Net after Staffing Hours</td> <td style="text-align: right; padding: 2px;">\$ 3191</td> </tr> </table>	Total Sales as of 7/19/18	\$ 5171	Averaging Per Weekend	\$ 470	Staffing Hours	\$ 1980	Net after Staffing Hours	\$ 3191	<p style="padding: 2px;">Volunteer Hours Earned since January 2018- 180 Hours</p> <tr style="background-color: #d9ead3;"> <th style="text-align: center; padding: 2px;">Projects completed</th> </tr> <tr> <td style="padding: 2px;">Trail Repair and Maintenance</td> </tr> <tr> <td style="padding: 2px;">Dry wells and Drainage Ditches Cleaned</td> </tr> <tr> <td style="padding: 2px;">Tree of Heaven Inspection</td> </tr> <tr> <td style="padding: 2px;">Stilt Grass Eradication</td> </tr> <tr> <td style="padding: 2px;">Painting Signs</td> </tr> <tr> <td style="padding: 2px;">Pruning and Weeding</td> </tr>	Projects completed	Trail Repair and Maintenance	Dry wells and Drainage Ditches Cleaned	Tree of Heaven Inspection	Stilt Grass Eradication	Painting Signs	Pruning and Weeding
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Projects completed																
Trail Repair and Maintenance																
Dry wells and Drainage Ditches Cleaned																
Tree of Heaven Inspection																
Stilt Grass Eradication																
Painting Signs																
Pruning and Weeding																

People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)			
Daily Average: 342		Busiest Day of the Week: Sunday	
Busiest Days	Sunday, July 08 777	Saturday, July 14 529	Tuesday, June 26 478

Trail Doc Pictures of Completed Projects	
Cleared Culvert so Trail can properly drain	Log Weir constructed to stop run off of debris



Parks and Recreation Operation Update

July 2018

Park Projects		
Project Name	Location	Applicant Name
Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36

Parks and Recreation Operation Update

July 2018

Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
Tree Identification	Windsor Castle	Girl Scout Troop 622

Smithfield/Isle of Wight Tourism Activity Report –JULY 2018

- Monthly Tourism Staff Meeting 7/2/18.
- Visitor Center Manager interviews 7/3/18. Hired Debra Frank full time starting 8/1/18.
- Farewell Party for Peter Stephenson 7/3/18.
- County Agenda Review Meeting 7/5/18.
- County meeting with Cox Media regarding potential E.D. show 7/6/18.
- VRLTA monthly government affairs conference call 7/6/18.
- Salty Southern Route meetings 7/9/18 and 7/12/18. SSR will be launched at IOW County Fair on September 13th. This is a thematic driving tour featuring pork and peanuts throughout Suffolk, Smithfield & IOW, Surry, Franklin-Southampton, and Sussex.
- IOW County Fair meeting with Fair Chairman and Fair Coordinator 7/10/18. Tourism will be running the Welcome Tent at the County Fair and putting together the 25th Anniversary Display.
- Town Council 7/10/18.
- Smithfield 2020 Meeting 7/11/18.
- County Shelter Training 7/11/18.
- Sheriff's Forum 7/11/18.
- Work throughout month on departmental evaluations and performance plans for this fiscal year.
- Met with Louder Design regarding new mobile responsive website 7/16/18. Landing page design is complete and project is moving ahead rapidly.
- Special Event Disaster Evacuation Training at ODU 7/17-18/18. Excellent training program!

- County Comp Plan staff meeting 7/17/18.
- Chamber Student Leadership Institute planning meeting 7/18/18. Students selected for upcoming year's program. Director of Tourism will co-ordinate.
- Director of Tourism was speaker for Kiwanis meeting 7/19/18.
- Board of Supervisors meeting 7/19/18.
- Historic Saint Luke's Board field trip to Historic Christ Church in the Northern Neck to share best practices and building ideas 7/20/18.
- IOW County Fair Tab advertising planning meeting 7/23/18.
- VADMO Summer Conference in St. Paul, Va. 7/24-26/18. Director is in charge of professional development content for VADMO (Virginia Association of DMO's)
- Meeting with Brian Thrower re: Tourism 7/27/18.
- IOW Fair Committee meeting 7/30/18.
- PDCCC Foundation Board meeting 7/31/18.
- Smithfield Farmer's Market held every Saturday in July. Excellent attendance!
- County Staff Meeting 7/23/18.
- Town of Smithfield Staff Meeting 7/18/18.
- Council Committees 7/23 and 24/18.
- 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 for more details!



Town of Smithfield
Isle of Wight County Museum



July 2018 Report

J.L. England, Museum Director

Notable

- Volunteer hours: 96
- The museum was closed on July 4.
- On July 14, we began video production on several projects which will be incorporated into our website and our collection – the building of a webpage for Ivy Hill Cemetery, the technical specs on the firing of a Nike-Ajax missile and the process of making a Smithfield ham.
- Many thanks to IT for replacing a bad monitor at the museum's front desk and thanks to Public Works for replacing the batteries in our HVAC remote controls.

Museum Stats and Updates

- Visitation: 788
 - For the month of July, we were asked by Tourism to extend our Sunday hours until 5 p.m. We experienced no change in our visitation.
- Special Events
 - July 7. The Pet Ham's 116th Birthday. The world's oldest ham turns 116. 116 is the atomic number of livermorium, the number of years that the Hundred Years' War between France and England actually lasted and the record for number of wins in a single Major League Baseball season achieved by the Chicago Cubs in 1906 and the Seattle Mariners in 2001. More importantly, 116 is a good excuse for cake. Join us in this annual tribute to the birthday boy, and help us launch our annual Pan Ham contest. Also here to help us celebrate will be the Blackwater Regional Library.



- July 21. Battle of Smithfield Walking Tour. Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 2 guests.

- Groups/tours
 - July 10. Captain Kidds Child Care Center, Hampton. 18 students.
 - July 11. Damascus Road Worship Center, Eure, N.C. 30 students.
 - July 18. Norfolk Collegiate Summer Camp, Norfolk. 12 students.
 - July 20. Gwaltney Reunion. 13 guests.



Captain Kidds



Damascus Road Worship



Norfolk Collegiate

- Gift Shop
 - Our annual inventory was completed and submitted to Budget & Finance.
 - Restocking of socks, circular HAM stickers and *Isle of Wight County, 1608-2007*.
- Exhibit Update
 - Between Two Rivers. Under research and development.
 - Online Exhibit: African-Americans in Isle of Wight County. Under development.
 - 1750 Courthouse. Ongoing.
- Artifact Donations
 - July 13. Periodicals, photographs, books, archeological materials from David Sawyer's estate.
 - July 25. Archaeological materials from a private landowner near Fort Huger.
- Staff Training/Requirements
 - None.

Financials

- | | |
|------------------------------------|--------------------|
| • Gift Shop Sales (including tax): | \$ 1,241.03 |
| • Donations: | \$ 1,039.00 |
| • Program/Lecture Fees: | \$ 300.00 |
| Total Monthly Deposit: | \$ 2,580.03 |

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our

collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: www.hamcamva.com. **If you miss these broadcasts, they are available for viewing on our Facebook page.**

- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,919 likes. Daily posts.
- **Facebook:** World's Oldest Ham: 114 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 336 followers.
- **Instagram.** @Isleofwightcountymuseum. 210 followers.
- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- **TripAdvisor Review.** July 26 by JohnBCowgill. *A Place To See. If you enjoy your typical county museums, then this place will disappoint you. If you want a county museum that is far above exceptional, this is your museum. Much more to see than those average local museums. Admission is only \$2.00 unlike \$10.00 that have lower than average stuff.*
- **#MuseumMascotPostcardParty.** On Twitter, the World's Oldest Ham has organized a postcard party amongst fellow museum mascots across the U.S. and in England. For a month beginning July 16, museum mascots are encouraged to mail postcards to the tagged mascots of the week. Because mail is awesome.



Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events.
- June 29: *Daily Press*. Article: Is closure of smokehouse the end of Genuine Smithfield Ham? - <http://www.dailypress.com/news/weather/dp-nws-smithfield-ham-20180626-story.html>.
- July: *Wine Enthusiast Magazine*. Article: Travel Off the Beaten Path in Virginia Wine Country - <https://www.winemag.com/2018/07/12/virginia-wine-country>.
- July 2. *Daily Press*. Article: For 116th birthday, Smithfield ham gets 3D printed - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-smithfield-ham-3d-printing-birthday-20180627-story.html>.
- July 2: *Suffolk News-Herald*. Interview at Nike Park about the site and Cold War.
- July 3: 13 News Now. Article: VCU scans 'world's oldest ham' in Smithfield - <https://www.13newsnow.com/article/news/weird/vcu-scans-worlds-oldest-ham-in-smithfield/291-570204900>.
- July 3. *Suffolk News-Herald*. Article: Record-old pork another year older - <https://www.suffolknewsherald.com/2018/07/03/record-old-pork-another-year-older> plus comments in Feedback.

- July 5: *Daily Press*. Article: Top 10 | Paint like Bob Ross, celebrate Hilton Village's centennial and more this weekend - Pet Ham's birthday was listed #2.
- July 11. *Smithfield Times*. Article: Isle of Wight, Smithfield to share museum costs.
- July 11 and 22: *Virginian-Pilot*. Article: A birthday party for a hunk of ham? Yes, that's what happened in Smithfield - https://pilotonline.com/news/local/article_45bede20-8493-11e8-9897-27193849aa81.html.
- July 18: *Washington Post*. Reporter visited the museum to discuss ham history and the Smithfield Foods decision to shut down the smokehouse that makes Smithfield hams
- July 20: *Daily Press*. Article: Weekend Top 10: Fort Huger tour listed as #2 - <http://enewspaper.dailypress.com/html5/desktop/production/default.aspx?&pubid=f5d212d2-1993-47fc-8d61-7dad92f77671>.
- July 20: *Washington Post*. Article: A sad day in Hamtown: Smithfield Foods closes the only smokehouse making genuine Smithfield ham - https://www.washingtonpost.com/local/virginia-politics/a-sad-day-in-hamtown-smithfield-foods-closes-the-only-smokehouse-making-genuine-smithfield-ham/2018/07/21/dafd57f2-8b7b-11e8-8aea-86e88ae760d8_story.html?noredirect=on&utm_term=.ad08125f880b. Article shared and republished via AP in *The Virginian-Pilot*, *U.S. News and World Report*, etc.
- July 23: WVEC/13 News Now. Package and Online Piece: Smithfield Foods closing last smokehouse for Smithfield ham - <https://www.13newsnow.com/article/news/local/smithfield-foods-closing-last-smokehouse-for-smithfield-ham/291-576591070>.
- Summer/Fall Slice Magazine, *Smithfield Times*. Page 37: Full page ad promoting the museum. Page 38: Museum director noted as one of the faces in shops along Main Street.

Outreach Lectures & Events

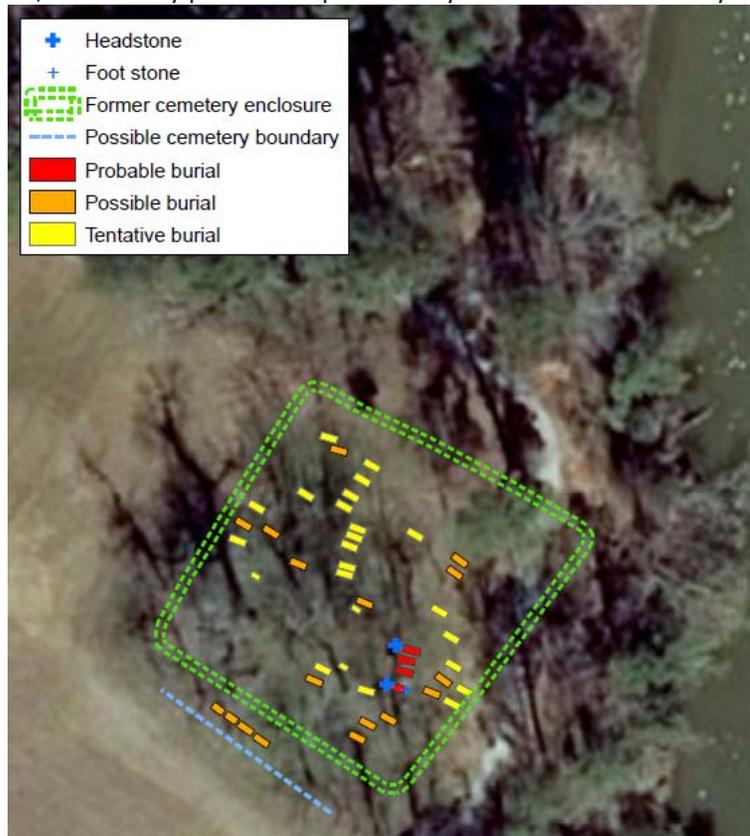
- July 7. Hilton Centennial Grand Celebration. This day in Newport News recognized Hilton Village's 100th anniversary. Activities included trolley tours, architectural tours, 1918 games and exhibits, live music, antique cars, food and more. Staff and volunteers dressed in period appropriate farmerette apparel to educate visitors about victory gardens and the Woman's Land Army of America. Estimated attendance 3,000+.



- July 10. Smithfield Baptist Church. 78 students.

Windsor Castle

- July 9. In October 2017, Dr. Timothy Horsley of Horsley Archaeological Prospection used remote sensing to find individual, unmarked graves in the cemetery. While the final report and analysis are still in progress, Dr. Horsley provided a preliminary overview of his survey.



- July 31. Site visit during the restoration work of Windsor Castle. While removing paint from the front doors of Windsor Castle, carved artwork was discovered on the bottom and side panels. It was most likely created by a child. The drawings show two people - possibly women - as well as a large and small sailing ship and a design that includes a cross.



Fort Boykin

- New signage – one main sign and five smaller signs – is being proofed and edited. We expect that installation will take place in August.

Fort Huger

- July 21. Walking Tour. Visit this Civil War fort and learn the significance of this gateway to the Confederate capital. Tour meets at Fort Huger, 15080 Talcott Terrace. 2 guests.

Nike Park

- No updates.

Boykin's Tavern

- No updates.

Meetings

- July 19. Genuine Merchants of Downtown Smithfield.

Trainings/Safety

- None.

Selections from Our Website and Social Media



July 2 and 3. Volunteers Colby Cook and Alexandra Neikirk were hard at work with our gift shop inventory.

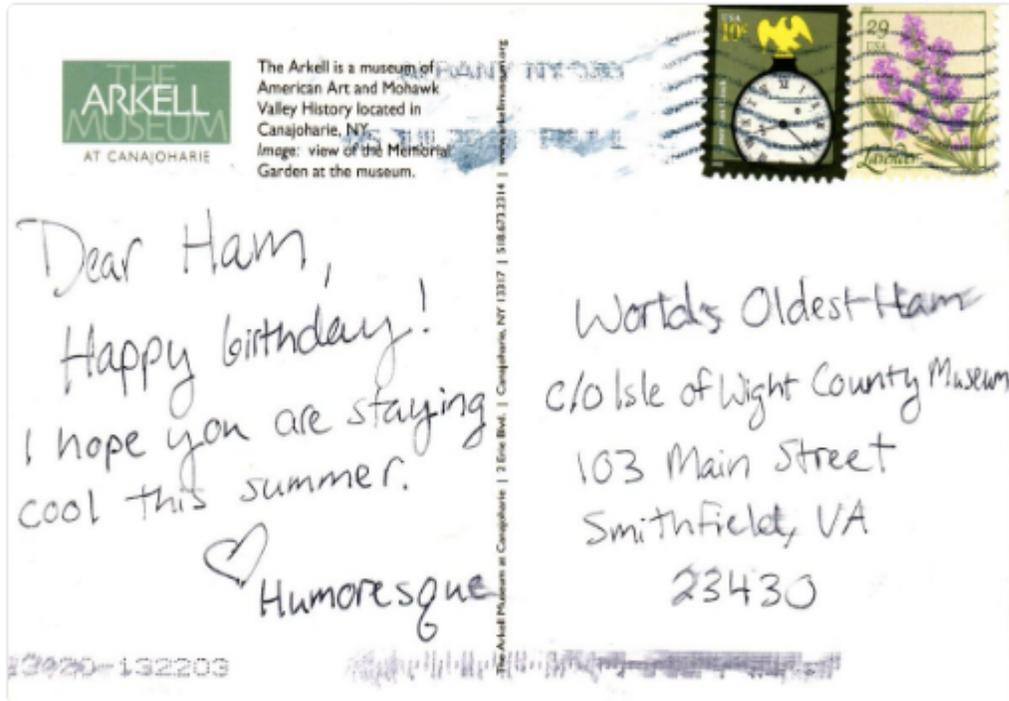


World's Oldest Ham @Worldsoldestham · Jul 10

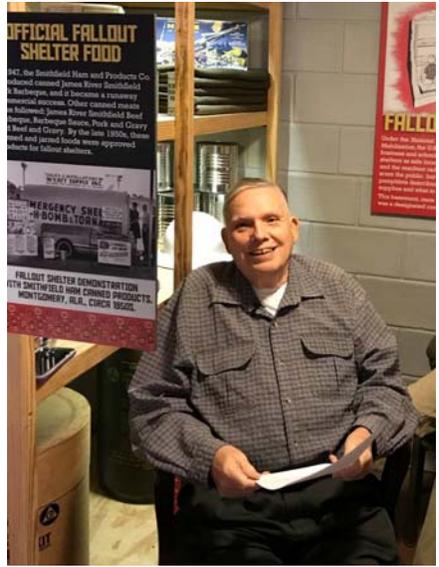


Lookie! #BirthdayLove continues.

My dear friend "Humoresque" at @Arkeilmuseum sent me a postcard!
#museummascot



2 2 10



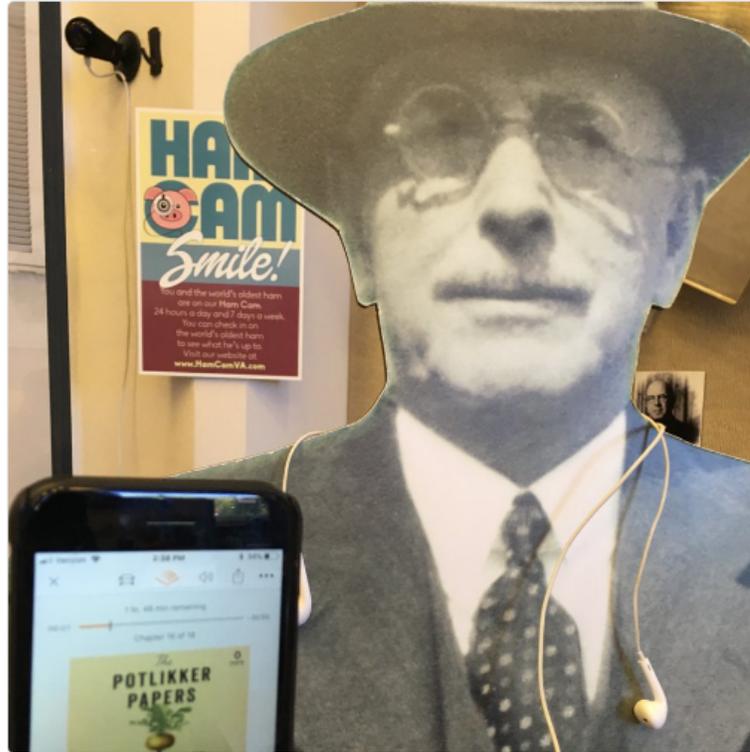
July 16. Our volunteer Ira Abbott assisted us in the making of a video on Saturday to detail the firing sequence of a Nike missile. Look for that completed video soon.



World's Oldest Ham @Worldsoldestham · Jul 16

Been listening to @Johntedge's book "The Potlikker Papers: A Food History of the Modern South" via #Audible. It's a thoughtful and provoking history of Southern foodways. #SummerReading

(And you thought I just sat in my case at the museum all day!)



World's Oldest Ham @Worldsoldestham · Jul 23

Check out this mention in @WineEnthusiast about offbeat adventures along your tour of Virginia wineries.

Plus, I love the artwork. Looks just like me! #cheers

bit.ly/2zIwIRx



Illustration by Alyssa Nassner

BIG NEWS
FOR WAR
APPETITES!

Chef BOY-AR-DEE SPAGHETTI DINNER
 serves 3 or 4 liberally . . . for
 only a few pennies per portion

Hungry Families and Hungry Budgets—Chef Boy-Ar-Dee Spaghetti Dinner satisfies both. A heaping platter of plump durum wheat spaghetti, cooked by you a *la express** in just 12 minutes, then blended with ready-to-heat sauce and crowned with zesty Parmesan style cheese—imagine getting all this nourishing food from just one handy, inexpensive carton! No wonder it's a favorite everywhere!

Save Time, Money and Points! Enjoy a delicious Chef Boy-Ar-Dee Spaghetti Dinner tonight and often. HIGH food value—LOW point value. At all food stores.

* **SPAGHETTI EXPRESS** is how consumers order spaghetti—specially cooked, especially to the individual taste. Try it with a Chef Boy-Ar-Dee Spaghetti Dinner and you'll never be satisfied with anything less!

ARMY **NAVY**

FOOD
FIGHTS
 for freedom

Chef BOY-AR-DEE Spaghetti Dinner

Over the spotless kitchens of Chef Boy-Ar-Dee Quality Foods, Inc., Milton, Pa., floats the Army Navy "E" . . . awarded for excellence in the preparation of fighting foods for America's fighting men.

July 26. Throwback Thursday.

Chef BOY-AR-Dee Spaghetti Dinner advertisement, 1943.

Box includes spaghetti, sauce and cheese.

It's the 1943 equivalent of [Blue Apron!](#)

ZONING PERMITS JULY 2018

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6959	INTERIOR RENOVATIONS	KROGER	1282 SMITHFIELD PLAZA	CAPSTONE PROJECT SERVICES KROGER LTD PARTNERSHIP
6960	SELF STORAGE FACILITY	SMITHFEILD SELF STORAGE	201 BATTERY PARK RD.	AZIS GLOBAL ENTERPRISES SMITHFIELD SELF STORAGE
6961	SIGN PERMIT	IMAGINE ART GALLERY	318 MAIN ST.	WAYNE STALLINGS
6962	DEMOLISH FUEL CENTER	KROGER	1282 SMITHFIELD PLAZA	HEPACO, LLC KROGER
6963	COVERED PORCH	ASPEN WOODS	213 BISHOPS CIRCLE	ELCHIN INC. BOOTHE
6964	SINGLE FAMILY DWELLING	CYPRESS CREEK	104 LOCHVIEW	K. T. HOMES, LLC
6965	TEMP. CONSTRUCTION TRAILER	SMITHFIELD PLAZA KROGER	1282 SMITHFIELD PLAZA	COLLINS/ARNOLD KROGER
6966	DEMOLISH 480 SQ. FT. STRUCTURE	JERSEY PARK	300 EAST ST.	J & J CLEARING AND DEMOLITION, INC. BEIZER

RESOLUTION TO APPOINT SMITHFIELD COMMUNITY CRIME PREVENTION TEAM

WHEREAS, the Town Council created the Smithfield Community Crime Prevention Team (SCCP) in order to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community program; and,

WHEREAS, the Town Council of the Town of Smithfield is of the opinion that the SCCP team has had a positive impact on the community and should be continued.

NOW, THEREFORE BE IT RESOLVED, that the Town Council hereby appoints the following persons to serve on the SCCP team for a one year term ending August 31, 2019:

Wayne Hall
Clarence Seamster
Joseph Reish
Marian Aiden
Joyce Bowser
Jody Meier
Francis Jewell
Kimberly Hasty

Adopted this 7th day of August, 2018.

TOWN OF SMITHFIELD,
a Virginia municipal corporation

T. Carter Williams, Mayor

Attest:

Clerk

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 22, 2018 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 Cary 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 7th day of August, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

RESOLUTION

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

WHEREAS, the Town Council has established a credit line facility with TowneBank in connection with the Pinewood Height redevelopment project; and,

WHEREAS, the Town Council has established a line of credit to provide operating funds to pay the Town's expenses from time to time; and,

WHEREAS, the Town's Treasurer has recommended that the Town renew the credit line with Farmers Bank in an amount not to exceed One Million Dollars (\$1,000,000.00).

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Town's mayor, Town's Treasurer, Town Manager and Town Attorney are authorized and directed to execute such documents as may be necessary to renew and secure a credit line with Farmers Bank, Windsor, Virginia in an amount not to exceed One Million Dollars (\$1,000,000.00).

Adopted this 7th day of August, 2018.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Attest:

Lesley Greer, Clerk

RESOLUTION
TO RENEW CREDIT LINE WITH TOWNEBANK

WHEREAS, the Town Council has previously authorized the opening of a line of credit with TowneBank to further its efforts in the redevelopment of the Pinewood Heights area of the town; and,

WHEREAS, said credit line is up for renewal; and,

WHEREAS the Town Council and it's finance committee deems it to be in the best interest of the citizens of the Town to reauthorize and renew the credit line with TowneBank in the amount of \$500,000.00.

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer and Town Manager are authorized to renew the current line of credit with TowneBank in the amount of \$500,000 and are hereby authorized to execute any and all documents as may be required to affect said renewal.

Adopted this 7TH day of August, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

TOWN/TowneBank.BANKING.RESOLUTION

QUITCLAIM DEED WITH RIGHTS OF REVERSION

This deed is exempt from recordation taxes pursuant to Virginia Code Section 58.1-811.D.

CONSIDERATION: \$ -0-

GRANTEE'S ADDRESS: P. O. BOX 246
SMITHFIELD, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III (VSB #24217)
BARLOW & RIDDICK, PC
P. O. BOX 190
SMITHFIELD, VA 23431

Tax Map # 21-01-099

THE EXISTENCE OF TITLE INSURANCE IS UNKNOWN TO THE PREPARER.

THIS QUITCLAIM DEED, made and entered into this 3rd day of August, 2018, by and between **SMITHFIELD FOODS, INC.**, a Virginia corporation, Grantor, party of the first part, and **TOWN OF SMITHFIELD**, a Virginia Municipal Corporation, Grantee, party of the second part.

WITNESSETH:

WHEREAS, by Quitclaim Deed dated February 28, 2018 recorded as Instrument No. 180000934 in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia, Smithfield Foods, Inc. conveyed certain real property situate within the Town of Smithfield to the Town of Smithfield for the purpose of constructing a public boat ramp; and,

WHEREAS, the provisions of said Quitclaim Deed provided that in the event that construction of a public boat ramp was not commenced on the property thereby conveyed by April 30, 2018 and completed within twelve (12) months thereafter, the property reverted back to Smithfield Foods, Inc. without any further action being required of either party to said Quitclaim Deed; and,

WHEREAS, the Town of Smithfield experienced unforeseen and unavoidable delays with the construction of the public boat ramp but has remained committed to its construction; and,

WHEREAS, construction of the public boat ramp has not commenced thereby causing title to the property to revert back to Smithfield Foods, Inc.; and,

WHEREAS, Smithfield Foods, Inc. continues to support the construction of said public boat ramp upon the subject property and desires to confirm its original conveyance.

NOW THEREFORE, in consideration of these premises and for and in consideration of the sum of ONE DOLLAR (\$1.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged by the party of the first part, the said party of the first part does hereby quitclaim unto the Grantee, all of its right, title and interest in and to the following described real estate, to-wit:

All that certain tract, piece or parcel of land known as the Gwaltney Plant Number Two property located in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, which property is shown and identified as T.P. 21-01-099, containing 5.70 acres by survey as shown on that certain plat of survey entitled, "BOUNDARY SURVEY FOR TOWN OF SMITHFIELD, LOCATED ON CLONTZ WAY, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA, SCALE: 1" = 100', SEPTEMBER 21, 2015" made by Edward C. (Mo) Canada, III, Canada Land & Marine Surveying, a copy of which plat is recorded as Plat Instrument No.2015-104-1 in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia, reference to which plat is here made for a complete metes and bounds description of the property hereby conveyed.

Together with all and singular the buildings and improvements, thereon, the rights and privileges, tenements, hereditaments, easements and appurtenances unto the said land belonging or in anywise appertaining.

Being the same property conveyed to Grantor by deed of O. A. Spady, dated March 16, 1992, and recorded in the aforesaid Clerk's Office in Deed Book 395, page 630.

Rights of Reversion and Limitations on Use:

In the event that construction of a public boat ramp is not completed within twelve (12) months from the date of this Quitclaim Deed, the property shall revert back to the Grantor without any further action being required of either party to this deed.

The Grantee covenants to the Grantor that the property hereby conveyed will forevermore be used as a public park, fishing dock and boat ramp, and for no other purpose, commercial or otherwise. In the event the property hereby conveyed is at any time in the future used for any such other purpose, the property shall revert back to the Grantor without any further action being required of either party to this deed.

Notwithstanding the automatic reversion of the property under the circumstances set forth in the two immediately preceding paragraphs, the Grantee or any other future owner or other party with an interest in the property will sign and record any supplemental deed or other instrument reasonably requested by Grantor in connection with a reversion; provided, however, that no such further action will be required to effectuate the reversion.

The covenants set forth in this section (Rights of Reversion and Limitations on Use) run with the land.

No warranty whatsoever is made as to the physical condition of the property or its fitness for a particular use.

This conveyance is made expressly subject to the restrictions, conditions, rights-of-way, and easements, if any, contained in the instruments constituting the chain of title to the property conveyed herein, and to matters visible upon inspection.

WITNESS the following signature of Michael D. Flemming as Vice President and Corporate General Counsel of Smithfield Foods, Inc. with due corporate authority:

SMITHFIELD FOODS, INC.

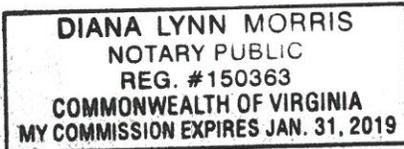
By: Michael D. Flemming
Michael D. Flemming
Vice President and Corporate General Counsel

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

The foregoing instrument was acknowledged before me this 3rd day of August 2018, by Michael D. Flemming as Vice President and Corporate General Counsel for Smithfield Foods, Inc.

My commission expires: 1/31/2019.

Diana Lynn Morris
Notary Public



ACCEPTANCE:

The signature of William H. Riddick, III, Town Attorney for the Town of Smithfield, is affixed hereto on behalf of the Town Council of the Town of Smithfield, Virginia, solely to evidence the acceptance of this deed by the Town Council at its meeting on _____, 2018, in accordance with Section 15.2-1803 of the Code of Virginia (1950), as amended.

Town Council of the Town of Smithfield

By: _____

William H. Riddick, III

Its: Town Attorney

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

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by William H. Riddick, III.

My commission expires: _____.

Notary Public



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

August 3, 2018

TO: The Honorable Mayor and Town Council

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

SUBJECT: Emergency Communications Center Memorandum of Understanding and Payment Agreement – Request to Approve

As you are aware, the Town of Smithfield, the Town of Windsor, and Isle of Wight County established a centralized Emergency Communications Center to serve area law enforcement, fire, rescue, and emergency services under a consolidated Emergency Communications Department in 2002.

Attached is a revised agreement updating the terms of the previous agreements to include operations of the newly constructed radio system, as well as the percentage of capital and operational costs apportioned to each locality over and above the revenues collected via telephone surcharges and communication taxes.

Also attached is a payment agreement between the Town of Smithfield and Isle of Wight County outlining the terms of repayment for the new radios purchased by the County on behalf of the Town. The cost of the radios totals \$245,000. The Town will repay this amount over five years (see attached amortization schedule).

Recommendation

I recommend you approve both the revised Emergency Communications Center Agreement, as well as the Payment Agreement so that we may pay Isle of Wight the amount currently due (\$50,000).

Attachments

Revised Emergency Communications Center Agreement
Payment Agreement
Amortization Schedule

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

ISLE OF WIGHT COUNTY

AND

the ISLE OF WIGHT COUNTY SHERIFF'S OFFICE, the TOWN OF SMITHFIELD, and the TOWN OF WINDSOR

THIS AGREEMENT, revised this ____ day of _____, 2018, by and between the COUNTY OF ISLE OF WIGHT ("County"), the ISLE OF WIGHT COUNTY SHERIFF'S OFFICE, the TOWN OF SMITHFIELD, and the TOWN OF WINDSOR.

WITNESSETH:

1. BACKGROUND:

The County and the Towns of Smithfield and Windsor established a centralized emergency communications center to serve area law enforcement, fire, rescue, and emergency services under a consolidated Emergency Communications Department in 2002. The County and Towns wish to update the terms of the previous agreements to include operations of a newly constructed radio system to provide service to The County and Towns. In consideration of the mutual benefits and obligations contained herein, the aforementioned parties therefore do agree to the following terms:

2. EMERGENCY COMMUNICATIONS CENTER ESTABLISHED:

The County, the Town of Smithfield, and the Town of Windsor established an Emergency Communications Center in the dispatch center of the Sheriff's Office located at the Isle of Wight County Courthouse Complex. The Center became effective on July 1, 2002, and became operational later in the calendar year, to perform dispatching functions for County and Town law enforcement, and fire and rescue personnel.

The County will establish an updated Radio System to become operational in 2018 to provide communication services to County and Town law enforcement and fire and rescue personnel.

The Emergency Communications Center and Radio System (the terms “center” or “communications center” shall be construed to include the Communications Center and Radio System anywhere it is used in this document) shall be governed by a Board of Directors composed of the following members: the County Administrator, the Smithfield Town Manager, the Windsor Town Manager, the Sheriff, the Smithfield Police Chief, the Windsor Police Chief, the Chief of Emergency Services, and an appointed member of the Volunteer Fire and Rescue Association. The members of the Board of Directors shall incur no individual or personal liability for actions taken in good faith by them as members of the Board. The Board of Directors shall elect from among its members a Chairman and a Vice-Chairman who shall serve for one-year terms with eligibility for re-election.

The Board of Directors shall operate the Center and Radio System in accordance with the Bylaws adopted by the County and the Towns and shall establish operating procedures and policies for the Center and Radio System. The Board shall adopt and submit annually to the County and the Towns an operating budget and report of activities. The operating budget shall be submitted to the Towns no later than February 15th of each year. The Board shall annually review the cost allocation schedule for the Center and Radio System and make pertinent recommendations for changes to the governing bodies.

The Board of Directors shall select a Communications Manager who shall be responsible for overall Management of the Emergency Communications Center and Radio System. Qualified employees of any of the parties hereto shall be given preferred consideration for employment in categories with rate of pay and benefits equivalent to their present categories rate of pay and benefits. The determination of employment of such employees shall be made by the Communications Manager. Wages for employees accepting employment shall be determined by the Board of Directors and the fringe benefits for such employees shall be the same as those enjoyed by new employees of the Communications Center. Persons employed by the Center and/or Radio System shall be considered County employees; however, the County hereby delegates to the Board of

Directors the power to hire, discipline and remove the Center Manager (within the limits of the County's established personnel policies), to establish his/her duties, and to recommend his/her compensation. The employees shall be eligible to receive all rights and benefits of County employees.

By this MOU, the Sheriff hereby delegates authority to the County to provide dispatching services for the Sheriff's Office. The Sheriff also agrees to assign five Sheriff's Office employees classified by the Compensation Board as COMOPS/COMOP SUPV to the Emergency Communications Center. The Sheriff authorizes the Communications Manager to manage the day to day activities of those persons (within the limits of the County's established personnel policies) classified by the Compensation Board; however, the Sheriff shall retain the authority to hire, evaluate, and terminate said appointees and these appointees shall remain employees of the Sheriff. The Sheriff agrees that he will process the appropriate paperwork for the Compensation Board, as necessary to receive funding for the positions reimbursed by them.

If funding of the five (5) State Compensation Board positions is eliminated the Board of Supervisors may continue those positions as recommended by the Board of Directors of the Emergency Communications Center with funding from the 911 tax revenues.

3. ALLOCATION OF COSTS:

The local 911 surcharge was eliminated by House Bill 568 effective January 1, 2007 and replaced with a uniform statewide tax of \$.75 per line, collected by the Commonwealth and allocated to the localities in aggregate with the proceeds of the Communications Tax, also created in HB 568, commonly referred to as the Virginia Tax Reform Act of 2006. Beginning January 1, 2019, a portion of the Communications Tax distributed to the County and localities equivalent to the E-911 Wireline surcharge multiplied by a factor of four(4) shall also be applied toward the operations, capital, and maintenance costs of the ECC to replace the loss of revenue from the elimination of the local E-911 surcharge tax. This is in keeping with the General Assembly's statements at the time of creation of the Communications Tax that no locality should go without funding due to the loss of the local surcharges but should be made whole by the

imposition of the Statewide Communications Tax. The County and Town allocations of the E911 fee shall continue to be applied toward the operational, capital and maintenance costs of the system. In addition, the \$.75 per line Wireless E-911 fee and the \$.50 prepaid wireless surcharge established by House Bill 754 and Senate Bill 441, effective January 1, 2011, distributed to the County and the Towns, shall be applied to offset the operational, capital and maintenance costs of the Emergency Communications Center.

Any capital and operational costs incurred over and above the revenues collected via the telephone surcharges and communications taxes listed above will be apportioned between the County and the Towns as follows:

Isle of Wight County	<u>72%</u>
Town of Smithfield	<u>21.2%</u>
Town of Windsor	<u>6.8%</u>

The apportionment of costs will be based on the following factors:

Population: the ratio of each jurisdiction's population to the total population of the three (3) jurisdictions, using the most recently published population data from the University of Virginia's Weldon Cooper Center or the U. S. Census Bureau, whichever is most current.

Calls Received: the number of calls received at the Center originating in each jurisdiction compared as a ratio to the total calls received at the Center, based on actual logs of calls to be provided by the Communications Manager.

The Board of Directors shall review the allocation criteria on a fiscal year annual basis. The Board shall make recommendations to the County and the Towns for any changes to the initial allocation percentages.

Notwithstanding anything to the contrary in this MOU, the County and the Towns shall be obligated for any operational cost or the cost of an outside attorney provided for this MOU only to the extent such funds are budgeted and appropriated by the respective governing body of each jurisdiction.

4. FISCAL AND ADMINISTRATIVE AGENT:

The County of Isle of Wight is hereby designated as fiscal agent for the Emergency Communications Center and Radio System. The County shall be responsible for furnishing accounting, purchasing, personnel, and payroll functions for the Center, as well as legal counsel. If, in the opinion of the County Attorney, outside counsel is necessary for the provision of legal services to the Center, the costs will be apportioned between the County and the Towns as follows:

Isle of Wight County	<u>72%</u>
Town of Smithfield	<u>21.2%</u>
Town of Windsor	<u>6.8%</u>

5. LIABILITY

The County and the Towns acknowledge that the Board of Directors will act as agents for them in carrying out the dispatching functions of the law enforcement, and fire and rescue activities. The Board of Directors shall obtain liability insurance adequate to protect the interests of the County and the Towns and itself for claims arising out of its performance of these functions. The purchase of such insurance shall in no way constitute a waiver of any defenses, including but not limited to the defense of sovereign immunity that may be available to the Board of Directors, the County, or the Towns, with respect to any claim against any or all of them.

6. EXECUTION: DURATION, JOINT EXERCISE OF POWERS

The County, Towns, and the Sheriff intend this agreement as a joint exercise of their respective powers, as authorized by Section 15.1-21 of the Code of Virginia. The Board of Supervisors, Town Councils, and the Sheriff have therefore caused the MOU to be executed for them by the County Board Chairman and the Mayors, respectively, as of the respective dates indicated below. The MOU will take effect on the date signed by the last necessary party and will continue in effect as adopted through June 30, 2028, and thereafter until modified or dissolved by mutual agreement; provided that any may discontinue its participation at the end of any fiscal

year subsequent to that ending on June 30, 2028, by providing one (1) year's written notice to the others parties hereto.

7. SEVERABILITY OF PARTS OF AGREEMENT

It is hereby declared to be the intention that the sections, paragraphs, sentences, and clauses of this MOU are severable. If any section, paragraph, sentence, or clause shall be found to be invalid for any reason, such invalidity shall not affect any of the remaining portions of the MOU.

8. SIGNATURES OF AUTHORIZED AGENTS

Town of Smithfield:

Clerk, Town Council

Mayor, Town Council

Approved as to Form:

Town Attorney

Town of Windsor:

Clerk, Town Council

Mayor, Town Council

Approved as to Form:

Town Attorney

Sheriff, Isle of Wight County:

Sheriff

Isle of Wight County:

Clerk, Board of Supervisors

Chairman, Board of Supervisors

Approved as to Form:

County Attorney

PAYMENT AGREEMENT

THIS PAYMENT AGREEMENT (hereinafter the "Agreement") is made and entered into this ___ day of August, 2018, by and between Isle of Wight County, Virginia, a political subdivision of the Commonwealth of Virginia (hereinafter the "County"), and the Town of Smithfield, Virginia, a political subdivision of the Commonwealth of Virginia (hereinafter the "Town"). The County and Town may hereinafter be referred to individually as a "Party" or jointly as the "Parties.

WITNESSETH:

WHEREAS, the County is in the process of upgrading its emergency management communications system; and

WHEREAS, in order to ensure proper communications by and between members of the Town and County's respective law enforcement agencies the County will be acquiring a designated number of radios for use by Town law enforcement authorities for which the Town has agreed to repay the County in five (5) installment payments.

NOW, THEREFORE, the Parties agree as follows:

1. The County shall purchase, on behalf of the Town, a designated number of radios in an amount not to exceed \$245,000.
2. The Town shall repay the County in accordance with the payment schedule attached hereto as Exhibit A. Payment shall be due within thirty (30) days of the due dates as set forth on the payment schedule.
3. This Agreement shall be governed by the laws of the Commonwealth of Virginia.

ISLE OF WIGHT COUNTY, VIRGINIA

TOWN OF SMITHFIELD, VIRGINIA

Chairman, Board of Supervisors

Mayor, Town Council

Approved as to Form:

County Attorney

Town Attorney

E911 NEW RADIO EQUIPMENT LOAN AMORTIZATION SCHEDULE

Total Radio Costs	\$245,000
1st Installment Payment (7/15/18)	
Remaining Loan Amount	\$245,000
Loan amount	\$245,000
Annual interest rate	1.65%
Loan period in years	5
Number of payments per year	1
Start date of loan	7/15/2018
Optional extra payments	\$0.00

LOAN SUMMARY

Scheduled payment	\$51,453.46
Scheduled number of payments	5
Actual number of payments	1
Total early payments	\$0.00
Total interest	\$8,046.93

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
1	7/15/2018	\$245,000.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$195,000.00	\$0.00
2	7/15/2019	\$195,000.00	\$51,453.46	\$0.00	\$51,453.46	\$48,234.01	\$3,219.45	\$146,765.99	\$3,219.45
3	7/15/2020	\$146,765.99	\$51,453.46	\$0.00	\$51,453.46	\$49,030.36	\$2,423.11	\$97,735.63	\$5,642.56
4	7/15/2021	\$97,735.63	\$51,453.46	\$0.00	\$51,453.46	\$49,839.85	\$1,613.62	\$47,895.79	\$7,256.17
5	7/15/2022	\$47,895.79	\$51,453.46	\$0.00	\$47,895.79	\$47,105.03	\$790.76	\$0.00	\$8,046.93

BOND SUMMARY STATISTICS

Isle of Wight County, VA - US Bancorp
 2016A Bank Loan
 US Bancorp Rate: 1.651%

Dated Date	07/29/2016
Delivery Date	07/29/2016
Last Maturity	07/01/2026
Arbitrage Yield	1.651085%
True Interest Cost (TIC)	1.651085%
Net Interest Cost (NIC)	1.651000%
All-In TIC	1.651085%
Average Coupon	1.651000%
Average Life (years)	5.558
Duration of Issue (years)	5.271

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
			Par Amount		8,000,000.00				
			Bond Proceeds		8,000,000.00				
			Total Interest		734,149.61				
			Net Interest		734,149.61				
			Total Debt Service		8,734,149.61				
			Maximum Annual Debt Service		867,838.71				
			Average Annual Debt Service		880,261.44				
			Underwriter's Fees (per \$1000)						
			Average Takedown						
			Other Fee						

From: Pamela Turner <pamamajor@aol.com>

Date: August 1, 2018 at 2:31:01 PM EDT

To: Pamela Turner <pamamajor@aol.com>

Subject: Dumpster

Good evening Mr. Mayor and the Town Council of Smithfield,

The PaganRiver Townhouse Community Association, located at 100-108 Commerce Street, Smithfield, would like to voice their complete opposition to any trash receptacle being located in the public parking lot next to Boothe Cleaners. The proposed dumpster would remove 2 of the 7 LEGAL parking spaces in said lot. Parking is already at a premium!

The dumpster would attract flies, raccoons, rats, feral cats, and possible illegal dumping. The Town would also be responsible for any injuries due to oil or grease on the sidewalk from the hauling of trash from the restaurant.

It would also lower the property values of those home located in the vicinity as well as the waterfront lots for sale.

If the dumpster becomes a reality, we believe that Wharf Hill should purchase the parking spots, building a historically correct brick wall to enclose it, and be responsible for all maintenance and security. Smithfield should not use tax dollars for a private business.

The Pagan River Townhouse Community Association and the adjoining property owners on Commerce Street will be enforcing a ZERO tolerance of illegal parking. Any vehicle not parked in one of the (5) 7 legal parking spots will be towed at the owner's expenses. We would also like the Smithfield Police Department to enforce the compact car signs on Main Street.

Please ask yourself as a home owner if you would want a dumpster in your front yard.

Thank you,

Debbie Green, President

Pamela Turner, Secretary, Treasurer

Richard Turner

Robert and Cynthia Kelly

Mike Smith

Carolyn Kraemer

Gerald and Maria McCullen

Sent from my iPad

-402A
021

APPROXIMATE LOCATION
OF UNDERGROUND
SANITARY SEWER

NEW
PROPERTY
LINE

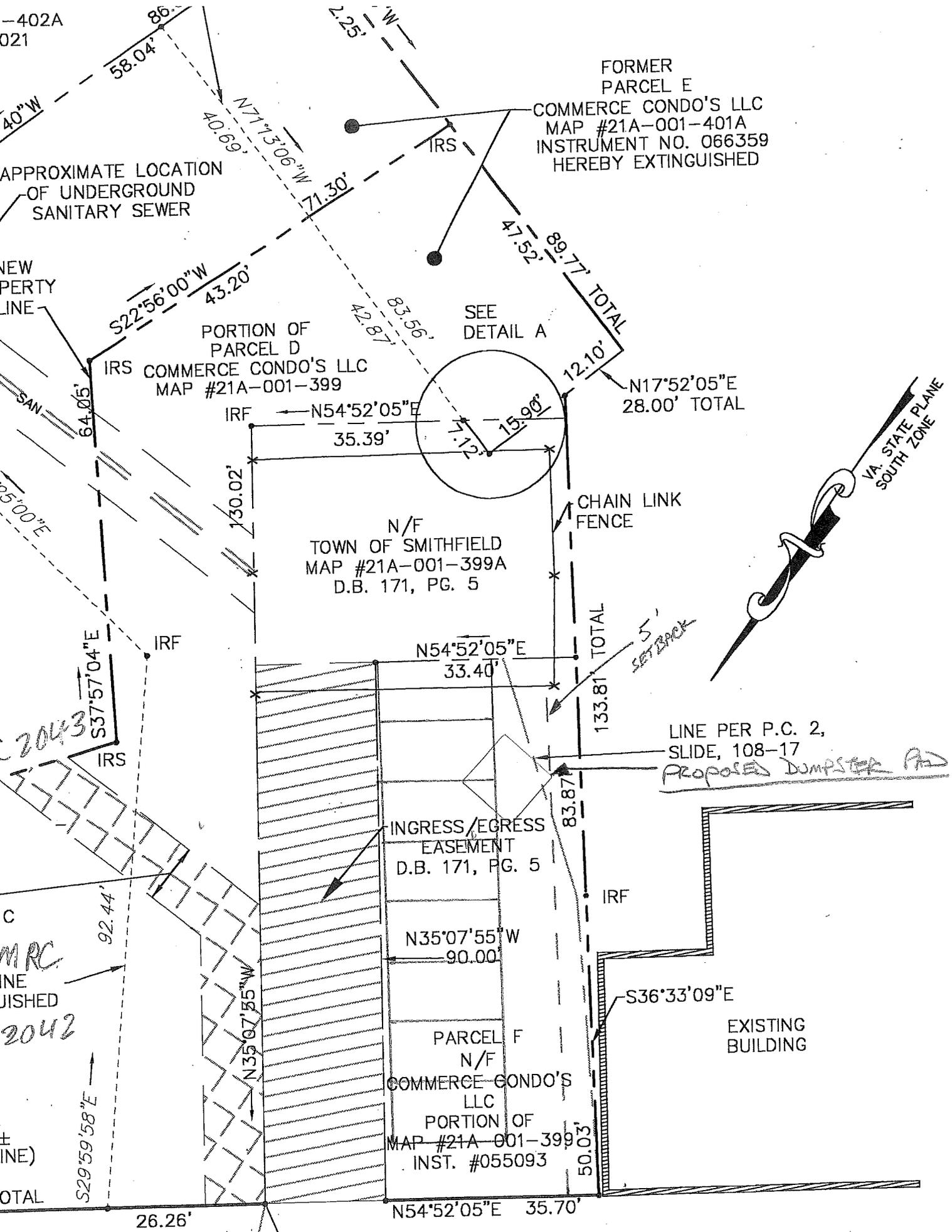
FORMER
PARCEL E
COMMERCE CONDO'S LLC
MAP #21A-001-401A
INSTRUMENT NO. 066359
HEREBY EXTINGUISHED

PORTION OF
PARCEL D
IRS COMMERCE CONDO'S LLC
MAP #21A-001-399

N/F
TOWN OF SMITHFIELD
MAP #21A-001-399A
D.B. 171, PG. 5

PARCEL F
N/F
COMMERCE CONDO'S
LLC
PORTION OF
MAP #21A-001-399
INST. #055093

EXISTING
BUILDING



N=3,522,742.75
E=12,029,158.47