

SMITHFIELD TOWN COUNCIL AGENDA

March 3, 2020 at 6:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INFORMATIONAL SECTION:

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

D. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|----------|---|---|
| March 3 | - | 6:30 p.m. – Town Council Meeting |
| March 10 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| March 10 | - | 6:30 p.m. – Planning Commission Meeting |
| March 17 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| March 17 | - | 7:30 p.m. - Board of Zoning Appeals |
| March 23 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| March 23 | - | Immediately Following Committees – Davenport & Company Financial
Presentation and Budget Retreat |
| March 24 | - | 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.

E. 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

F. 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.

G. Summary of Consent Agenda Items

- a. Finance Committee Chair, Mr. Randy Pack
- b. Parks and Recreation Committee Chair, Mr. Wayne Hall
- c. Public Works Committee Chair, Ms. Beth Haywood
- d. Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

CONSENT AGENDA ITEMS

C1. Invoices Over \$10,000 Requiring Council Authorization:

Finance Committee Chair, Mr. Randy Pack

- a. Kimley Horn and Associates - Right Turn Lane Project \$ 47,960.77
- b. Waco, Inc. Asbestos Removal 37 & 38 Jamestown Avenue \$ 19,280.00
- c. Xylem – Budgeted portable bypass sewer pump \$ 50,008.62
- d. Isle of Wight County – IT Services May & June 2019 \$ 13,500.00
- e. Isle of Wight County – IT Services July – Dec. 2019 \$ 47,250.00
- f. Isle of Wight County – E911 ½ year contribution \$ 33,299.50
- g. Isle of Wight county – Tourism ½ year contribution \$136,861.00
- Additional Invoice Received after Finance Committee: TAB # 1**
- h. ALLFIRST, LLC – Storm Damage Repairs to Crescent Pump Station \$ 20,153.38

C2. Motion to Amend the Town’s Personnel Manual to Add Sections 4.15 - Special Event Pay
Finance Committee Chair, Mr. Randy Pack

C3. Motion to Amend the Town’s Personnel Manual to Amend Section 5.2 Holiday Schedule and Holiday Pay for Part-time Employees
Finance Committee Chair, Mr. Randy Pack

C4. Motion to Approve Extension of the Interim Town Manager’s, Contract TAB # 2
Finance Committee Chair, Mr. Randy Pack

C5. Motion to Approve Signage for Rules and Regulations at Clontz Park TAB # 3
Parks and Recreation Committee Chair, Mr. Wayne Hall

C6. Adopt Resolution for the Virginia Department of Transportation Endorsing the Benn’s Church Blvd at South Church Street Intersection Improvement Project TAB # 4
Public Works Committee Chair, Ms. Beth Haywood

C7. Resolution of Support for Projects to be Submitted for Smart Scale Evaluation and Funding Through the Virginia Department of Transportation TAB # 5
Public Works Committee Chair, Ms. Beth Haywood

C8. Motion to Accept Deed for 228 Main Street
Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

C9. Motion to Approve Lease of Town Property Located at 228 Main Street TAB # 6
Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

- C10. **Motion to Adopt a Resolution to Donate Books to the Local Library and High School as the Town's Fair Housing Act for the Pinewood Heights Relocation Project** **TAB # 7**
Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

ACTION SECTION

1. **PUBLIC HEARING: Special Use Permit – 865 West Main Street** **TAB # 8**
 - a. Staff Presentation, John Settle, Director of Community Development and Planning
 - b. Applicant – SB Cox Ready Mix, Inc
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Consideration by Town Council

2. **Discuss/Approve Proposal from Blair Brothers for Two Entrances/Exits to the Smithfield Center Parking Lot** **(forthcoming)**
Public Works Committee Chair, Ms. Beth Haywood

2. **Motion to Approve the Town Council Summary Minutes of February 4th, 2020**
William H. Riddick, III, Town Attorney

3. **New Business:**
 - a. **Motion to Approve Employment Contract for New Town Manager**

4. **Old Business:**

5. **Adjournment**

ACTIVITY REPORTS

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: SANFORD B. WANNER
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – FEBRUARY 2020

DIRECTOR OF HUMAN RESOURCES

- Conducted Interview for Chief Deputy Treasurer on February 7th
- Worked with various property claims with VRSA
- Worked with Workers Comp claims as appropriate
- Continued recruiting efforts for the following positions:
 - Director, Public Works & Utilities
 - Chief Deputy Treasurer
 - Town Manager
 - Grounds Maintenance Specialist
- Led monthly Safety meeting on February 12th
- Provided administrative support for Town Manager Interview Process on February 12th, 17th & 18th
- Conducted Interviews for Grounds Maintenance Specialist on February 19th & 20th
- Completed Virginia Risk Sharing Association (VRSA) Risk Management Guidelines with a score of 100% making the Town eligible for insurance discounts.
- Created Q2 Employee Safety Newsletter for distribution in late March
- Worked on VRSA insurance renewal
- Attended Committee meetings on February 24th & 25th
- Managed any personnel-related & benefits questions/issues as appropriate
- Continued planning for Employee Appreciation Banquet
- Participated in Tidewater Risk Manager Lunch Meeting on February 25th in Chesapeake
- Worked on Council Priorities
- Conducted New Hire Orientation for Tammie Clary (Planner) on February 24th – 26th

- Developed draft revision of Personnel Policy 5.2 (Holidays) to reflect General Assembly changes as well as provide clarifications in current policy administration. This revision also provided partial holiday pay for part-time employees under certain circumstances.

TOWN CLERK'S OFFICE:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review
- Submitted matching grant to the Virginia Commission for the Arts on February 10th.
- Prepared February Town Council Committee Agenda, and the March Town Council Agenda
- Attended Town Council Committee meetings on February 24th and 25th and prepared summary reports from all.
- Met with Isle of Wight Purchasing Agenda, Michael Coburn, along with other town staff to discuss several upcoming procurement issues.
- Participated in new Town Manager interview process on February 12th, 17th, and 18th.
- Prepared for Compliance Review with Elizabeth Boehringer of DHCD and Michael Dodson of Summit Design for Phase 4 of the Pinewood Heights Relocation Project on February 25th.

TREASURER'S OFFICE:

- Interviewed candidate for Chief Deputy Treasurer position on February 7 with a second interview on February 14.
- Met with Roland Kooch and David Rose of Davenport and Sandy Wanner on February 14 to discuss financial analysis.
- Completed bank reconciliations through January 31 and financial statements through December 31.
- Continued weekly conference calls with Ryne Brown of Bank of America to prepare and test the Town's P-Card system that will go live the first of April.
- Hosted Kenneth Hoeflick of MUNIS on February 18 through 20 to begin conversion setup for the utilities system. Barbara Hunter, Sandy Luter, and Lawson Headley also participated in these meetings.
- Submitted the 2019 Weldon Cooper Highway Survey on February 22.
- Attended meeting with Town staff and Michael Coburn of Isle of Wight County on February 24 to discuss procurement policies for the Town.
- Prepared for Pinewood Phase IV progress audit on February 25 with Michael Dodson of Summit and Elizabeth Boehringer of VDHCD.
- Began work on 2020 budget revenue projections.

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. 877 Maple Ct. schedule for sewer lateral repair.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump station
 - 1. Cleaning of wet-wells
 - 2. Alarms testing
 - 3. Sump pump cleaning
 - 4. Check Valve cleaning and repair
 - 5. Generator checks / Godwin pump checks
 - 6. Control Panel / Flow monitor checks
 - 7. Fence and Grounds inspections
 - 8. Inspected Structure
 - 9. Inspect and clean pumps
 - 10. Level system check
 - 11. Test limit switches
 - 12. Bar screen cleaning
 - 13. Rain gauge cleaning
 - 14. Head pressure reading at 7 pump stations
- B. All First completed work at Golf Course pump station replaced control panel.
- C. Carter Cat replaced transfer switch on generator at Golf Course pump station.
- D. Installed new pump at Drummonds Ln pump station.
- E. All First replaced flow meter at Crescent pump station.

4. Water Line Repairs and Maintenance

- A. Repaired water leak at 120 Wellington Circle
940 Moonefield Dr

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.
- B. 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. Flushed and greased bearings on Well 8.
- E. Replaced Cartridge Filters on the RO skid.
- F. Dropped Avista 152 feed from 22 ml/min to 19 ml/min.
- G. Rebuilt CI 17.

7. FOG/ Backflow/ Septic Pump Out Program

- A. FOG related visits to FSE's to ensure compliance
 - 1. Checking FSE's for HRFOG Certifications and Grease Maintenance Logs to ensure compliance of our ordinances.
 - 2. Returning of normal pump out schedules, with some adjustment as needed.

- B. Implementing the Backflow and Cross Connection Program to ensure compliance by:
 - 1. Annual reminders for Backflow Testing sent out with expectation of compliance by July 1, 2020.
 - 2. (1) Failed device notification sent out for the 2020 year thus far with expectation of repair/replacement within 30 days.

- C. Maintaining of the Septic Pump Out Program
 - 1. Preparing Septic Tank Pump-Out letters to be sent out in March for those due in the 2020 year, with expectation of Compliance within 90 days of the dated letter.
 - 2. Preparation of reminder letters to be sent out in March as well for those due in 2021.

8. Miscellaneous

- A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
- B. Minor repairs at Town Hall and other town buildings.
- C. Public Works all so work some of the Town's events, trash and traffic control.

COMMUNITY DEVELOPMENT & PLANNING

- 1. Planning Commission – February 11th, 2020
 - A. ECO Design Review – 1402B S Church St
 - B. Site Plan Amend. & ECO Design Review – 401, 451 & Lot 10, N Church St
 - C. Public Hearing: SUP (After-the-Fact) – 865 W Main St

- D. Discussion Item: SUP, Comp. Plan Amend. & Rezoning – 803 S Church St
- E. Discussion Item: Text Amend. – 903 S Church St

2. Special Use Permit Applications under review

- A. 865 W Main St – SB Cox Ready Mix, Inc., Applicant
- B. 13458 Benns Church Blvd – Miller Oil Co., Inc., Applicant
- C. 235 Main St – Frosting Artistry, LLC, Applicant
- D. 803 S Church St – Nicholas Hess & Derek Joyner, Applicants
- E. 1402B S Church St – Grafik Trenz, LLC, Applicant

3. Subdivision and Site Plans under review

- A. Lot 0A, Huntington Way – Stephen Romeo, Applicant

4. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I
- B. Cypress Creek Phase VII B&C
- C. Dollar Tree, 1291 Benns Church Blvd

6. Board of Historic & Architectural Review – February 18th, 2020

- A. 231 Cary St – Joseph Reish, Applicant
- B. 110 N Mason St – Wigwam Properties, LLC, Applicants
- C. 111 N Mason St – Rhonda Endrusick, Applicant
- D. 206 Cary St – R&S Renovations, Applicant
- E. Lot 244 Drummonds Ln – Willkris Services, LLC, Applicant
- F. Discussion Item: Lot 3, Clay St, Willkris Services, LLC, Applicant

7. Board of Zoning Appeals – February 18th, 2020

- Meeting cancelled (no business).

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 met on site to coordinate removal of existing storm pipe and installation of new elliptical storm pipe at 508 Pagan Road. Contractor installed asphalt patches around manholes on the following streets, Cokes Lane, Spring Drive, Quail Street, Talbot Drive, "B" Street and Greenbrier

Lane. Contractor also installed asphalt patching on Canteberry Lane, Buckingham Way, Cedar Street and Great Springs Road.

3. Prism Contractors & Engineers, Inc. videoed and cleaned 12-inch storm drain pipe at 101 Beale Ave. Contractor also videoed and cleaned 30-inch pipe in preparation for lining installation.
4. Erosion & Sedimentation control field inspections for single family dwellings were performed at 22 locations throughout the Town and required reports were filed.
5. Smithfield Lake Dam; field inspections continue to be held this month involving the Smithfield Lake Dam. No structural deficiencies were noted this month on the Dam site. A meeting with Draper Aden Assoc. was held this month and our annual drill was performed regarding the Emergency Action Plan requirements and the Department of Conservation and Recreation. We have now submitted to DCR our application for Certificate of O & M certification renewal.
6. 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. Blair Brothers Contr. has completed installation of sanitary sewer laterals as noted on approved site plans. All required testing of the sanitary sewer system has been performed and approved. Contractor has installed concrete sidewalk and curb and gutter as required for the project. The milling and installation of the 2-inch asphalt overlay of existing West Main Street along with the right turn lane has now been completed. A walk thru of the project was completed and a punch list compiled which was forwarded to the contractor.
 - b. UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After further review and discussion, it has been determined that the best utilization of the remaining funds allocated to this project would be to improve the existing left turn lanes and the existing right turn lane, followed by a mill and overlay of the intersection. Documents are being completed, signed and forwarded to VDOT in reference to this project.
 - c. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held, and several options were discussed and were under review. It has been decided that the John Rolfe Drive / Lumar Road route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn is now continuing their engineering study along with details of the exact location that the trail will encompass.

7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
FEBRUARY 2020**

Committees and Projects:

02/04 Town Council – Center
02/05 Department Head – Town Hall
02/12 Monthly Safety meeting – Town Hall
02/12 Department Head – Town Hall
02/19 ECC meeting – IOW Courthouse
02/19 Department Head – Town Hall
02/24 Special Events Review Committee meeting - Center
02/24 Police Committee meeting – Center
02/25 Crime Line meeting - Center
02/26 Department Head – Town Hall

Training

02/03 – 07 SWAT Team Leader Development – Newport News PD – Sgt. Adams (40 hrs.)
02/03 – 06 Train the Trainer – HRCJTA – Sgt. Phillips, Officer Wooley (32 hrs.)
02/03 – 04 Grant Writing – Washington DC – Lt. Meier (16 hrs.)
02/05 – 07 Intox Initial Class – Richmond – Officer Owens (16 hrs.)
02/12 – 14 Intox Initial Class – Richmond – Officer Hughes (16 hrs.)
02/19 – 21 Intox Initial Class – Richmond – Officer Dedmon (16 hrs.)
02/23 Narcan Nasal Spray – PD – Officer Dedmon, Officer Printz (30 mins).
02/24 – 28 Speed Measurement Instructor School – Crater Criminal Justice Training Academy,
Petersburg – Officer McGough (40 hrs.)
02/24 – 28 Crisis Interview Training – Suffolk PD – Officer Hughes, Officer Jones (40 hrs.)

Community Relations

02/01 Alzheimer's/Dementia Class – Trinity UMC
02/03 Funeral of Katie Thyne – Newport News
02/03 – 28 Traffic Control School Zone – Westside Elementary
02/04 American Legion Officer of the Year – Officer Polk
02/05 Homework Station – Jersey Park/Woods Edge Apts.
02/07 Smithfield Volunteer Fire Department dinner - Center
02/12 Greeting kids as they got off the bus and visiting some classes – Westside
Elementary
02/13 Isle of Wight County Senior Citizens Valentine's Day Dance - Center
02/19 Visiting students especially the Special Ed class – Westside Elementary
02/22 Tour of PD
02/22 CASA Gala – Center
02/25 Homework Station – Jersey Park/Woods Edge Apts.

Criminal Investigations Division

IBR#: 2020-00076
Offense: Fraud
Location: Nottingham Place
Date: 01/30/2020

A Town resident reported he had been scammed of thousands of dollars. He had met a “woman” on an online dating site in July 2019. Within three weeks of starting their digital correspondence he had made two wire transfers to her over \$12K to pay for her personal expenses overseas. For the next three months they stayed in contact by email. He continued to send her wire transfers totaling \$47700 and amassed over “one-thousand” emails between one another. None of the emails could be provided. A check of internet sites revealed a similar scam perpetrated by the same person, victimizing people for the past four years. Case transferred to Federal Authorities. INACTIVE.

IBR# 2020-00098
Offense: Commercial armed robbery
Location: Food Lion
Date: 02/07/2020

Police received a silent hold-up alarm from the Food Lion about 10 minutes prior to their store closing. An armed, hooded and masked suspect entered the store and quickly robbed the store of \$1250. The suspect displayed a firearm to a clerk and the cash office manager. The suspect took the money from the cash office and left on foot. No injuries were reported. The robbery took 47 seconds. Video footage was captured but provided no leads. A canvass and K9 track of the immediate area and apartment complex provided no suspect/witness information. A social media and Crime-Line campaign was started to assist in gathering information to resolve this crime. Case ACTIVE.

IBR#: Motor vehicle theft and multiple vehicle tampering and larcenies
Offense:
Location: Moonefield, Redpoint neighborhoods and historic district
Date: 12/2019 – 01/2020

Police investigated nine reports of crimes involving larcenies from motor vehicles to include a thwarted motor vehicle theft. All the larcenies were from unlocked vehicles, some of which were captured on the victim’s home CCTV system. One juvenile suspect was identified. Some of the victim’s property was recovered from his residence. He was subsequently taken into custody and charged with a total of 19 felonies and misdemeanors. Closed by ARREST.

Smithfield Center – February 2020 - Monthly Report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						9:00 AM - 1:00 PM SC MH 9:00 AM SRA Registration & Annual Meeting 9:00 AM - 8:00 PM WC Manor House 2:00 PM Manor House Donors Event
2	3	4	5	6	7	8
	8:00 AM - 11:00 AM SC C&D 8:00 AM Tourism Stakeholders Conference 3:00 PM - 10:00 PM SC MH 7:00 PM FBI Community Outreach Program	5:30 PM - 6:30 PM SC C&D 5:30 PM WCFB Meeting 6:30 PM - 9:30 PM SC A&B 6:30 PM Town Council	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020 10:00 AM - 12:00 AM SC MHSu 10:00 AM Ducks Unlimited	10:00 AM - 12:00 AM SC MHSu 10:00 AM Ducks Unlimited	2:00 PM - 12:00 AM SC MHSu 6:00 PM Smithfield Fire Banquet	10:00 AM - 12:00 AM SC MHSu 7:00 PM 25th Birthday Masquerade Ball 1:00 PM - 5:00 PM WC Manor House 1:00 PM Manor House Tours
9	10	11	12	13	14	15
10:00 AM - 8:00 PM SC MHSu 3:00 PM Sweetheart Banquet	8:30 AM - 3:00 PM SC C&D 10:00 AM VA Coalition Farmers Market Workshop	10:00 AM - 5:00 PM WC Manor House 10:00 AM Smithfield Tourism Retreat 6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission	1:00 PM - 5:00 PM SC MHSu 1:00 PM Senior Sweetheart Ball Set 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews	7:00 AM - 3:00 PM SC MHSu 10:00 AM Senior Sweetheart Ball	Valentine's Day 12:00 PM - 8:00 PM SC MHSu 12:00 PM Winston-Pugh Wedding & Reception	3:00 PM - 12:00 AM SC MHSu 5:30 PM Winston-Pugh Wedding & Reception
16	17	18	19	20	21	22
	President's Day 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews	9:00 AM - 10:00 AM SC C&D 9:00 AM Schoolhouse Museum 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews 4:30 PM - 8:00 PM SC C&D 4:30 PM Edward Jones Seminars 6:00 PM - 7:00 PM SC A&B 6:00 PM BHAR	12:00 PM - 9:00 PM SC MHSu 5:30 PM Bob Fest Check Presentation	10:00 AM - 2:00 PM SC Suites 10:00 AM Smithfield Women's Club 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	10:00 AM - 11:00 PM SC MHSu 10:00 AM CASA Ball 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	10:00 AM - 11:00 PM SC MHSu 10:00 AM CASA Ball 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show
23	24	25	26	27	28	29
9:00 AM - 5:00 PM SC MHSu 9:00 AM CASA Ball Clean Up 3:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	2:00 PM - 3:00 PM SC C&D 2:00 PM Special Events Review Committee 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings 5:30 PM - 6:30 PM SC C&D 5:30 PM Smithfield Green Team	7:00 AM - 5:00 PM SC A&B, SC MH 8:00 AM Smithfield SOLE Training 11:30 AM - 1:00 PM SC C&D 11:30 AM Crimeline Meeting 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	7:00 AM - 5:00 PM SC Suites 8:00 AM Smithfield SOLE Training	11:00 AM - 10:00 PM SC MHSu 5:30 PM Flavors of Isle of Wight 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	12:00 PM - 11:00 PM SC MH 12:00 PM Rushmere Fire Department 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	11:00 AM - 12:00 AM SC MHSu 3:30 PM Williams-Taylor Reception 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show

Events for February 2020	
Total Events	27 Events
Events discounted 100%	15 events
Events discounted 50%	5 events
Deposit Totals for February 2020	
Smithfield Center Deposits	\$8,575.42
Town Services Deposits (police and public works)	\$4,817.00
Windsor Castle Park (rentals and park impact fees)	\$2,000.00
Luter Sports Complex	\$00.00

Smithfield/Isle of Wight Tourism Activity Report –February 2020

- Windsor Castle Donor Reception 2/1/20.
- Restaurant Week planning meeting 1/31/20-2/8/20.
- First Annual Tourism Year Kick-Off Meeting for Stakeholders 2/3/20. Annual Review of event dates, marketing plans and budgeting.
- Monthly Tourism Staff Meeting 2/3/20.
- Chamber Student Leadership class trip to Richmond and the General Assembly 2/4/20. Met with Delegate Brewer; toured the Governor's Mansion and met the Governor; toured the Capital Building; toured the Library of Virginia . This year's class is working on creating 4 new locally owned business and putting together a business plan for them.
- VTC What's New Media Briefing 2/4/20. Attended by Lois Tokarz.
- Town Council 2/4/20.
- Town Staff Meeting 2/5/20; 2/19/20; 2/26/20.
- Smithfield VA Events Board meeting 2/5/20. SVAE Board Retreat 2/26/20.
- County Agenda Review meeting 2/7/20.
- Blackwater Carriage 2/8/20 and Windsor Castle Grounds Tour 2/8/20.
- Farmer's Market Workshop 2/10/20.
- Blackwater Advisory Board meeting 2/10/20.
- Tourism Department All-Day Retreat at Windsor Castle Manor House 2/11/20. Facilitated by Renee Rountree. Review of Annual Report; Marketing and Special Event Plans; networking and brainstorming for future.
- VRLTA chapter meeting 2/12/20. Government Affairs Conference Call 2/7/20; 2/14/20; 2/21/20; 2/28/20. Director is on the board for VRLTA (Virginia Restaurant, Lodging and Travel Association).
- Smithfield Town Manager Candidate interviews and tour 2/12 and 2/17/20.

- County Budget meeting – Tourism and Market budgets 2/13/20.
- Green Team Marketing Committee meeting 2/14/20. Full Committee meeting 2/24/20.
- Historic St. Luke’s Church Board meeting 2/19/20.
- SVAE (Smithfield VA Events) BOB FEST Check Presentation 2/19/20. BOB FEST was another major success!
- GMODS meeting (Genuine Merchants of Downtown Smithfield) 2/20/20.
- Coastal Virginia Tourism Alliance Meeting 2/20/20. Director is President for 2019/2020 Year.
- County E.D. meeting with Franklin Airport 2/25/20.
- Farmer’s Market Board meeting 2/25/20.
- Council Committees 1/24-25/20. Presented Special Event Calendar for 2020.
- IOW County Fair Committee 2/24/20.
- County Board of Supervisors meeting 2/27/20. Presented Tourism Annual Report.
- Chamber Flavors of Isle of Wight event 2/27/20.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter features all events of interest to tourists.

ZONING PERMITS JANUARY 2020

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7200	FENCE		204 SMITHFIELD BOULEVARD	ROSENBAUM FENCE/STRODE
7201	SINGLE FAMILY RESIDENCE		1306 CYPRESS CREEK PARKWAY	EAGLE CONSTRUCTION
7202	SINGLE FAMILY RESIDENCE		100 ROYAL BIRKDALE	EAGLE CONSTRUCTION
7203	PORCH		107 TROON	KENT FORTNER
7204	SINGLE FAMILY RESIDENCE		101 THE FIRTH	EAGLE CONSTRUCTION
7505	SIGN-PHOENIX PHYSICAL THERAPY		1250 SMITHFIELD PLAZA	DECHIELE HUNTSBERRY
7206	POOL		100C CARNOUSTIE	AEGEAN POOLS/LINDA UNDERWOOD
7207	FENCE		206 TRUMPET ROAD	ERIC JAUDZIMAS
7208	FENCE		1202 LAKEVIEW COVE	MARY TAYLOR
7209	SINGLE FAMILY RESIDENCE		110 ST ANDREWS	EAGLE CONSTRUCTION
7210	RETAIL STORE – DOLLAR TREE		1291 BENNS CHURCH BOULEVARD	DG RETAIL PROPERTIES
7211	SIGN – MODISTE MOLLE CUSTOM SEWING		302 MAIN STREET	MOSES LLEVA
7212	ADDITION		206 WAINWRIGHT DRIVE	MESA CONSTRUCTION/JOE CARSON
7213	FENCE		1619 COLONIAL AVENUE	LUKE HINES
7214	SINGLE FAMILY RESIDENCE		101 DEERFIELD	EAGLE CONSTRUCTION
7215	SIGN-PEARL'S BOUTIQUE		221 MAIN STREET	HOLLY HOBBS
7216	DEMOLISH DUPLEX		15 & 16 PINWOOD HEIGHTS	TOWN OF SMITHFIELD
7217	DEMOLISH DUPLEX		27-A & 27-B JAMESTOWN AVENUE	TOWN OF SMITHFIELD
7218	BASEBALL COURT		WEST STREET LOTS 1, 2, 3	TOWN OF SMITHFIELD
7219	SHED		325 JORDAN DRIVE	ELIZABETH WOODARD

**COMMITTEE
SUMMARY REPORTS**

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 24, 2020

The Public Safety Committee met on Monday, February 24th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mr. Wayne Hall. Other Council members present were Mr. Randy Pack, Mr. Michael Smith, Vice Mayor; and T. Carter Williams, Mayor. Staff members present were Mr. Sanford B. Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Alonzo Howell, Police Chief; Mr. Matt Rogers, Deputy Police Chief; Mr. Wayne Griffin, Town Engineer; Ms. Ashley Rogers, Director of Human Resources; and Ms. Amy Novak, Director of Parks and Recreation. Also, in attendance were Mr. Jeffrey Smith, Assistant Chief of Operation and Captain Will Drew of the Smithfield Volunteer Fire Department; Mr. Brian Carroll, Chief of the Isle of Wight Volunteer Rescue Squad; and Mr. Christopher Gwaltney. Council Candidate Renee Rountree was present. There was one additional citizen. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Operational Updates: Smithfield Police Department – Chief Howell mentioned that on the evening of March 9th the Police Department will be having an accreditation dinner in which all of Council has been invited to attend. Coming up on March 18th Officer Jarrett Stanley will be graduating from the Hampton Roads Criminal Justice Training Academy. Chief Howell stated that in regard to the recent vehicle break-ins he is happy to report that they have made an arrest in a vehicle tampering on Main Street where a cell phone was stolen. Warrants were obtained and sent to the City of Portsmouth to have this subject arrested. He also stated that one juvenile has been arrested for other vehicle break-ins around town and faces 19 charges including 17 misdemeanors and 2 felonies. Chief Howell stated that he is pleased with the efforts of the

Smithfield Police Department in these investigations and encourages everyone to continue to lock their vehicles and secure any valuables to help with deterring these types of crimes. Chief Howell also stated that the Police Department continues to investigate the Food Lion robbery and follow up on leads as they come in. Mr. Hall stated that he would like to thank Chief Howell for his quick response to informing the Council members of this incident and for the updates.

2. Operational Updates: Smithfield Volunteer Fire Department – Assistant Chief Smith was present along with Captain Will Drew to give Committee an update. Assistant Chief Smith stated that he would like to invite Town Council to come to the fire station during their upcoming truck class training March 6th and 7th. On March 6th the training will be at the Smithfield Center and on March 7th the training will be at the fire station. There will be instructors and fire fighters from all around the area. Captain Will Drew reported that for the month of January the members logged over 4,000 volunteer hours, which averages to approximately six members on duty at all times. In regard to calls for service, the Department responded to 54 calls for service during the month of January with an average of six members responding to each call. Captain Drew also mentioned that six members attended a three-day Journeymen conference on vehicle extrication in West Point, VA and two members attended training at FEMA’s Center for Domestic Preparedness in Anniston, Alabama on Healthcare Leadership for Mass Casualty Incidents. Captain Drew stated that he is happy to report that the only major incident that the Department responded to was on January 23rd for a three-vehicle accident at the intersection of Route 10 and Main Street. Four individuals were transported to area hospitals for non-life threatening injuries. Committee thanked the Fire Department for the update and their service to the community.

3. Operational Updates: Isle of Wight Volunteer Rescue Squad – Chief Carroll of the Isle of Wight Volunteer Rescue Squad had 926 volunteer hours last month. Training continues with a full EMT Class. They have an EVOC class that will begin the first weekend of April along with some other training classes. Call volume remains about the same. Committee thanked Chief Carroll for the update and his service to the community.

The meeting adjourned at 3:08 p.m.

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, FEBRUARY 24TH, 2020.

The Water & Sewer Committee held a meeting on Monday, February 24th, 2020 at 3:08 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Mr. Michael Smith, Vice Mayor; and Mr. Randy Pack. Council members also in attendance were Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members in attendance were Mr. Sandford B. Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; and Ms. Ashley Rogers, Director of Human Resources. Council candidate, Renee Rountree was in attendance. Also, in attendance was Mr. Christopher Gwaltney. There was one additional citizen present. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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. There were no items to come before the Water and Sewer Committee at this time.

Meeting adjourned at 3:09 p.m.

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 24TH, 2020

The Finance Committee met on Monday, January 24th, 2020 at 3:09 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Mr. Randy Pack, Chair; and Mr. Michael Smith, Vice Mayor. Other Council members present were Mr. Wayne Hall, Ms. Beth Haywood and T. Carter Williams, Mayor. Staff members present were Mr. Sanford Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; 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. Council candidate, Renee Rountree, was in attendance. Also, in attendance was Mr. Christopher Gwaltney and one additional citizen. The media was represented by Mr. Frederic Lee, of The Smithfield Times.

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

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

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

a. Kimley Horn & Associates \$ 47,960.77

This invoice from Kimley Horn & Associates is for the right turn lane project at the Joseph W. Luter, Jr. Sports Complex. The invoice is for services from October 2019 to December 2019. Committee recommends approval of invoice.

b. Waco, Inc. \$ 19,280.00

This invoice from Waco, Inc. is for the removal and disposal of asbestos located at 37 and 38 Jamestown Avenue. These two units were acquired by the Town as part of the

Pinewood Heights Relocation Project. Once the asbestos has been removed the units will be demolished. Committee recommends approval of invoice.

c. Xylem \$ 50,008.62

This invoice is for a budgeted portable bypass sewer pump. Committee recommends approval of invoice.

d. Isle of Wight County \$ 13,500.00

e. Isle of Wight County \$ 47,250.00

The County provided full-time IT services to the Town of Smithfield during the months of May 2019 – December 2019. Billing rates match the Memorandum of Understanding (MOU) monthly charges agreed upon by the County Board of Supervisors and Town Council. Committee recommends approval of invoice.

f. Isle of Wight County - Tourism \$136,861.00

g. Isle of Wight County - E911 \$ 83,299.50

These two invoices from Isle of Wight County are for half of the 2019/2020 fiscal year budget for E911 in the amount of \$83,299.50 and tourism for \$136,861.00. Tourism's contribution covers the Town's portion of operational expenses such as salaries, supplies, benefits, marketing, and travel and training. E911 covers the Town's portion of emergency communication expenses. The Town used to pay the full amount in June at the end of the fiscal year; however June is not the town's heaviest revenue time of the year so it is better, cash flow wise, to pay half now and the other half paid at the end of the fiscal year. Committee recommends approval of budgeted contributions.

2. Personnel Manual Policy Updates – Ms. Rogers mentioned that there are two recommended changes to the personal manual. One is an addition and the other is an amendment.

a. Special Events Policy - Section 4.15 – Ms. Rogers stated that staff is requesting that this policy be added to the personnel manual effective March 4th, 2020. This policy explains when employees receive special event pay and how it is calculated. This is how things are currently done; however, the Town did not have a formal policy in place to make sure it is consistent. Committee recommends approval of policy.

b. Holiday Schedule & Pay – Section 5.2 – Ms. Rogers stated that the Holiday Schedule is an amendment that was initiated because there was a change in the State holiday schedule. Lee/Jackson Day in January was removed and replaced by Election Day in November. The only other change to this policy would impact the budget. The change adds some holiday pay for part-time employees, up to four hours if they are scheduled to work. This change would be an estimated impact to the budget in the amount of \$6,300 annually. The town has eight part-time employees that are dedicated,

loyal and most have a long tenure with the Town. Mr. Pack stated for clarification purposes the change would be the Town providing an additional benefit to our part-time employees. He asked Ms. Rogers to explain why. Ms. Rogers stated that we have wonderful part-time employees, and this would only happen if they are scheduled to work on the day of the holiday. It is an effort to help keep part-time employees pay checks whole. She explained that she has checked, and other surrounding localities already provide this benefit. Committee recommended sending this to Town Council's March agenda for consideration.

3. Contract Extension for Interim Town Manager, Sanford B. Wanner – Committee recommends approval of extending Mr. Wanner's contract for an additional 30 days as Council wraps up the process of hiring a new Town Manager.

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

1. Public Comment – Mr. Christopher Gwaltney, Chair of the Board of Zoning Appeals for Smithfield, was present to voice his concerns on an issue that has been going on since March 16th of last year. He is hoping to be able to come to some sort of resolution. He handed out a packet of information from Thomas H. Roberts & Associates, P.C. law firm. It was addressed to Town Council regarding a request for payment of attorney fees and costs. The letter stated that the firm represented Mr. Gwaltney in connection with the recent, aborted petition filed at the behest of Town Council seeking to remove him from the Board of Zoning Appeals. The petition was nonsuited on the Town's behalf prior to the trial of this matter. Despite the termination of the case, Mr. Gwaltney was compelled by the petition to obtain legal counsel at substantial personal expense. After being retained, a request was made to the Town to report this item to their insurance company. Per an e-mail by the former Town Manager dated April 5th 2019, "VML Insurance will not provide coverage for Mr. Gwaltney in this matter." The letter continued to explain that this debt was incurred by Mr. Gwaltney in good faith in furtherance of his official duties to the Town as Chairman of the Board of Zoning Appeals and formally requested the Town reimburse him for the current fees as well as any future ancillary costs associated with this action. The Town Attorney stated that this bill has already been presented to Town Council in December and at that time Town Council declined to pay the bill. There is no obligation by the Town to pay this bill. Mr. Pack agreed that this bill has already been reviewed and discussed and the Town is not responsible for payment.

2. December Financial Statements – Ms. Minga reported that December Financial reports were posted over the weekend. Regarding the General Fund, the Town had very strong collections for real estate and personal property. They are still working on supplements for personal property and delinquent notices for real estate. The

appropriated fund balance for budget is showing as a minus of \$152,596 which is good. Our revenues exceeded our expenses for the month of December. Ms. Haywood asked how MUNIS was coming along. Ms. Minga explained that it continues to be a very slow process. They hope to do their first tax billing on MUNIS this fall.

3. January Cash Balances / VML Investment Pool Update – Ms. Minga reported that the Town ended the month of January at \$14,689,783.63, excluding the VIP Investment Pool. This is \$374,360 less than the prior month. One of the areas that went down is Water due to intercompany transfers and payment to Smithfield Foods for the Town's portion of the Well Nest Project. Sewer went up by \$29,329. Highway went up \$234,344 which is the receipt of the quarterly highway funds from the state. The General Fund went down \$423,850. Part of this decrease in the General Fund will be recovered through a draw request on the Pinewood Heights Project of over \$200,000 and a draw request for the right turn lane at the Sports complex. The VIP Investment Pool had an increase of \$3,051.37 over prior month. Cash values are still very strong. – Water = \$911,359.35; Water Debt Service = \$779,380.17; Water Capital Escrow Availability Fees = \$678,349.36; Water Treatment Plant Escrow = \$11,647.31; Water Deposit Account = \$96,109.00; Water Development Escrow = \$162,034.34; **Subtotal Water = \$2,638,879.53**. Sewer = \$187,326.91; Sewer Development Escrow = \$427,229.26; Sewer Capital Escrow Availability Fees = \$1,114,906.18; Sewer Compliance = \$2,341,586.84; **Subtotal Sewer = \$4,071,049.19** Highway = **\$434,600.82** General Fund = \$5,760,159.31; Payroll = \$192,732.84; Money Market General Fund Towne Bank = 38,807.74; Business Super NOW-General Fund = \$35,040.47; General Fund Capital Escrow = \$217,771.19; Certificate of Deposit Police Dept (24 months) = \$37,164.55; Special Project Account = \$957,609.20; Pinewood Heights Escrow = \$47,635.40; SNAP Program = \$2,218.75; Museum Account = \$215,702.47; Windsor Castle Acct = \$40,412.17; **Subtotal General Fund = \$7,545,254.09. TOTAL ALL FUNDS = \$14,689,783.63**
VIP Investment Pool = \$540,155.40.

4. Date for Budget Retreat/Davenport & Company Presentation – Comprehensive (Fiscal) Review – The Interim Town Manager explained that when he and the Town Treasurer put before Town Council the budget calendar there was a Budget Retreat planned with a to be determined date. The calendar also included meeting with our new financial advisor, Davenport & Company, to give Council a financial overview. Over the last couple of months, the Town Treasurer and myself have met with Davenport's advisors and they are now ready to present the fiscal shape the Town is in. It is now time to set a date for that presentation. The consensus from Committee was March 23rd immediately following the Finance Committee would work best for the majority of Council.

Meeting Adjourned @ 3:39 p.m.

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 25TH, 2020

The Parks and Recreation Committee held a meeting on Tuesday, February 25th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; Ms. Beth Haywood and Ms. Valerie Butler. Other Council members present were Mr. Michael Smith, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Sanford Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also, in attendance were Connie Chapman of Tourism; and Ms. Jackman. Council candidate, Ms. Renee Rountree was in attendance. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Clontz Park Regulations - Ms. Novak handed out flyers with examples of the signage that she recommends placing at Clontz Park. It is a nice way to thank all the Town's grant contributors that helped the boat ramp to move forward and be built. The signage would also include the rules and regulations for the park. Ms. Novak stated that she plans to put signage like this at all Town's parks. Ms. Novak stated that the one thing on the sign that has been debated is the hours the park is open. She explained that she has spoken with the Mr. Smith, the Parks and Recreation Director of Isle of Wight County. He stated while the boat ramp at the park remains open for use at night the fishing pier opens at dawn and closes at dusk. Mr. Pack asked what the reason was for closing the pier to fishing at night. Ms. Novak mentioned that Mr. Smith had stated that it was park standard to allow boat traffic to move in and out; however, for safety reasons fishing is not allowed after dusk. Mr. Pack stated that he did not think that was a strong enough reason. He stated that dawn to dusk makes perfect sense at Windsor Castle Park; however, he would like to see nighttime fishing allowed at Clontz Park. It is a lighted pier that does not get a lot of traffic. If having it open 24 hours a day becomes an issue, then Council will address it at that time. The consensus from Committee was to have Clontz Park open 24 hours.

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

1. Public Comment – Mrs. Tynes stated that Mr. Adams, who was here last month about the fishing at Clontz Park, had contacted her and apologized for not being able to attend today's committee meeting. He stated that he is still interested in being able to fish at night at Clontz Park.

2. Operational Update – Committee Report – Ms. Novak stated that the Manor House has received a lot of interest in booking the venue. They have booked an average of one booking a week since they started taking reservations. They have a great social media presence established for the house as an event venue. The Smithfield Center has been busy with events. Next month they will be very busy beginning with their Special Occasion Show on March 1st, Election Day on March 3rd, Manor House Tours on March 7th, the St. Patty's Day Parade on March 14th, The Women's Club Flea market on March 28th, and Vietnam Veterans Recognition Banquet on March 29th. Committee thanked Ms. Novak for the update.

3. 2020 Tourism Special Event Calendar – Ms. Connie Chapman stated that the Tourism staff held an annual meeting to talk about Tourism sponsored and supported events. This schedule will allow people to know in advance when and what events are coming up. Ms. Butler asked if there were any new events on the schedule for this year. Ms. Chapman replied that on May 14th – 17 is the first ever Smithfield Arts Festival. It is a four day celebration of visual, performing and culinary arts. Ms. Chapman spent a little bit of time explaining the different types of activities that are being planned for the Arts Festival. It will be a family friendly event for all to enjoy. Mrs. Tynes stated that in the next year and a half the Pinewood Heights project should be wrapping up and she would like to have some kind of event for all the individuals that have been involved in the project over the years. She would like Ms. Chapman to think about what kind of event could be done to celebrate the completion of this multi-year project. Committee thanked Ms. Chapman for the update on Tourism events.

4. Smithfield Green Team – Ms. Novak stated that the Smithfield Green Team met last night, and they have scheduled a cleanup event between the dates of March 27th and April 26th. Interested parties should contact Diana of the Isle of Wight Public Works Department or Amy Novak to sign up. Everyone can sign up to pick up litter on whatever date, time, and area they would like to do. The program is County wide. Isle of Wight Public Works Department has the kits to pick up the litter. Arrangements will be made to have all trash collected picked up. Mayor Williams stated that they would really like to encourage groups to participate to help with keeping the community clean. Committee thanked Ms. Novak for the update.

5. Park Benches on Hayden's Lane – Mr. Hall stated that he recently went to Hayden's Lane after this topic was brought up in another meeting. The paint is peeling off the benches and they look horrible. Ms. Jessica Jackman was present to talk about the benches on Hayden's Lane. She explained that when the benches were painted a few years ago she was the art teacher at Smithfield High School. Ms. Jackman explained the reason the paint did not last on the benches. She would like the opportunity to fully fund the repainting of the benches. She would like to see this project through by encouraging groups such as the Girl Scouts and Boy Scouts to assist with

preparing and repainting of the benches. Ms. Butler asked how soon the project could be started and could it tie into the upcoming Arts Festival weekend. Ms. Jackman stated that the only thing that she has not figured out is the space to work on the benches. It needs to be an inside area that is protected from the weather during the painting. Without that space she can not say that the benches would be ready in time for the Arts Festival in May. Ms. Butler asked who would be responsible for the maintenance of the benches if they are repainted. Mr. Hall stated that he has been discussing the maintenance with Ms. Novak and is looking for a permanent solution. Repainting the benches would not be a permanent solution. Repainting would require them to be repainted every three to five years. Ms. Novak stated that the benches are beautiful, but the continuity of the project is a concern when it comes to the maintenance. Ms. Novak stated that she has an idea of temporary art panels that would go down Hayden's Lane. Artist could prepare art that could stay there for a year before it is replaced with new art, possible during the Arts Festival each year. The Town would replace the existing benches with metal benches. Ms. Novak suggested allowing Ms. Jackman, representatives of Tourism, and herself to talk and come up with a solution. The town could have art along Hayden's Lane; but it would be in a different form than painted benches. Mr. Hall agreed but expressed concern that the decision needs to be made soon so that we can get the existing benches on Hayden's Lane taken care of.

The meeting adjourned at 3:49 p.m.

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 25TH, 2020

The Public Works Committee held a meeting on Tuesday, February 25th, 2020 at 3:44 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mrs. Denise Tynes, and Mr. Michael Smith, Vice Mayor. Other Council members present were Mr. Wayne Hall, Mr. Randy Pack, Ms. Valerie Butler, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Sanford Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. Wayne Griffin, town Engineer; and Ms. Judy Winslow, Director of Tourism. Council candidate, Renee Rountree, was also in attendance. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. VDOT Resolution – Endorsement of the Benn's Church Boulevard at South Church Street Intersection Improvement Project – The Town Engineer stated that this is a resolution that the Virginia Department of Transportation (VDOT) has requested as part of their documentation to move the project along. There is also an agreement that the Town is in the process of completing that will go with this resolution. The resolution authorizes the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for the approved project. Mr. Pack asked what improvements are planned for this intersection. Mr. Griffin explained that the Town was allotted "x" amount of funding to do a project that originally included improvements at the intersection of Gumwood Drive and Cypress Crossing. These improvements identified were higher than the allotted funds from VDOT. The original improvements were reduced to include extending the left turn lane coming eastbound from the bypass and turning on South Church as well as extending the right turn lane coming westbound into town to South Church Street. Once the turn lanes have been extended, they will do a complete mill and overlay of the entire intersection. The Town Attorney stated that for the record

the improvements are in the existing right-of-way. Mr. Pack asked why this intersection was chosen over other intersection improvements that may have been in greater need for improvements. Mr. Griffin explained that this intersection was identified a few years ago and once the funds have been designated for a project they cannot be moved to another project. Committee recommends approval of resolution required by VDOT.

2. Additional Item: Resolution of Support for Proposed Smart Scale Projects – The Town Manager mentioned that the Isle of Wight Board of Supervisors will take action, Thursday, February 27th, to adopt a resolution for application of three Smart Scale projects through the Virginia Department of Transportation (VDOT). Two of their projects are located within the Town. The first one being Main Street (US Route 258) at Route 10 Bypass Intersection Improvements and the second being State Route 10 (Benn’s Church Boulevard) at State Route 644 (Turner Drive) turn lane improvements. If the Isle of Wight Board of Supervisors adopt this resolution, then a resolution will need to be adopted at Council’s March 3rd meeting supporting the projects.

Meeting adjourned at 3:53 p.m.

February 28, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 25TH, 2020

The Public Buildings and Welfare Committee held a meeting on Tuesday, February 25th, 2020 at 3:53 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Ms. Valerie Butler, Chair; Mr. Randy Pack, and Mr. Wayne Hall. Other Council members present were Mr. Michael Smith, Vice Mayor; Ms. Beth Haywood, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Sanford Wanner, Interim Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Council candidate, Renee Rountree was also in attendance. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Deed & Lease – 228 Main Street – The Town Attorney stated that on Council's Agenda on March 3rd the deed for 228 Main Street will need to be accepted by the Town. At this time, the closing on this property will take place on Wednesday, March 4th. Also, on the agenda will be a lease between Mr. Stewart (new owner of the Smithfield Times) and the Town of Smithfield for use of a portion of the building. The proposed rental is \$1,250 a month. Mr. Stuart will be responsible for paying all the utilities. The initial term of the lease will be ninety days with a thirty-day notice to vacate. It is not intended for them to stay there for a very long time. The Town has uses for this property; however, we will be in a transitional stage for a little while. The tenants will be able to stay there longer pending the Town developing its plan to use the property. Included in the agenda packet will be a very simple lease covering the details.
2. Additional Item: Smithfield Center Entrance: The Interim Town Manager stated that he, the Mayor and Mr. Griffin had met on site at the two entrances/exits of the Smithfield Center parking lot. Staff has received a proposal to address this concern and a copy has been provided to Committee. Mayor Williams stated that this item has been brought up in the past; however, to date it has not been addressed and fixed. The proposal for \$49,165.00 includes taking out the

brick entrance approximately seventeen feet back and then prepping and pouring concrete at a more gradual grade to eliminate the drop at the end of the entrance/exit. Mr. Pack stated that he does not disagree with the need at all; however, he would like to see the bricks put back. Staff mentioned that in order to get bricks put back there it will cost an additional \$30,000. The consensus from committee was to get a price to include having brick put back rather than concrete. This item will be on Council's agenda for consideration. This work would not take place until next fiscal year to allow staff time to determine what account the funds will come from. Committee took a fifteen-minute recess before closed session.

3. Closed Session: Town Manager Position – The Town Attorney stated that Council needs to make a motion to go into closed session pursuant to 2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussing personnel matters, more specifically the position of Town Manager. Motion was made by Mr. Hall and seconded by Mrs. Tynes.

In Closed Session: 4:20 p.m.

Out of Closed Session: 5:29 p.m.

Motion was made to come back into open session. The Town Attorney stated that a motion was needed that during closed session there was only a discussion of personnel matters pursuant to 2.2-3711 (A)(1) of the Code of Virginia. Motion was made by Vice Mayor Smith and seconded by Mr. Hall. Motion passed unanimously.

The meeting adjourned at 5:29 p.m.

**INVOICES OVER \$10,000
REQUEST TO APPROVE**



ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Phone: (757) 934-3951
Fax: (757) 934-7963

February 17, 2020

Invoice Number AFE1056

Town of Smithfield
PO Box 246
Smithfield, VA 23431
Phone: (757) 365-4234
Fax: (757) 365-4286

Please Remit To: ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Payment Terms: 1% NET 10
Net 30

Purchase Order Number: PW-20-08
Job Number: TOS1002
Scope of Work: Allfirst Proposal E-01004
Storm damage repairs to Cresesnt Pump Station.

CONTRACT

20,153.38

TOTAL AMOUNT

20,153.38

We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.
Any payment beyond 60 days will be turned over collections; customer will be liable for all costs incurred.

We impose a surcharge of 3.55% on the transaction amount for credit card payments, which is not greater than our cost of acceptance. We do not surcharge debit cards.

Town of Smithfield

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

PURCHASE ORDER

DATE 10/24/2019
 PO # PW-20-08



VENDOR

AllFirst LLC
 Darrell Northrop
 1990 Northgate Commerce Pkwy.
 Suffolk, Va. 23435
 Phone: (757) 934-3951
 Fax: (757) 934-7963

SHIP TO

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

REQUESTED BY	PAYMENT TERMS	SHIP VIA	FISCAL YEAR	SHIPPING TERMS
Jessie	NET 30		19-20	

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Replace storm damaged equipment			\$20,153.38
	2 Square D Soft Starters			-
	1 Allen Bradley PLC			-
	1 Allen Bradley Analog Card			-
	1 Allen Bradley Power Supply			-
	1 Phase Monitor			-
	3 125 amp 600 volt fuses			-
	2 70 amp 250 volt fuses			-
	1 radio modem			-
	1 6" flow meter			-
	1 Pressure Transmitter			-
	Programming and start up included			-

SUBTOTAL	\$20,153.38
TAX	-
SHIPPING	-
OTHER	-
TOTAL	\$20,153.38

Comments or Special Instructions
 This is for the Crescent pump station. Insurance claim.

Jessie Snead
 Department Head

Ellen D. M...
 Town Treasurer

Sanford B. Walker
 Town Manager

This SECOND AMENDMENT to that certain Agreement between the Berkley Group and the Town of Smithfield for Non-professional services dated October 9, 2019 and as amended.

This Second Amendment to that certain Agreement dated October 9, 2019 by and between The Berkley Group, LLC, (“The Berkley Group”) and the Town of Smithfield (“Client”).

WITNESSETH:

WHEREAS, the parties entered into an agreement for non-professional services on October 9, 2019 (“the Agreement”); and,

WHEREAS, the initial term of the Agreement was thee (3) months beginning October 9, 2019 and ending January 9, 2020; and,

WHEREAS, the parties by prior amendment extended the contract for an additional two (2) months until March 9, 2020; and,

WHEREAS, the parties desire to extend the term for an additional period of time, ending April 17, 2020.

NOW THEREFORE, in consideration of these premises and the consideration set forth in the Agreement, the parties agree as follows:

1. The term of the Agreement shall be extended for an additional period of time, commencing March 9, 2020 and continuing until April 17, 2020.
2. The parties further agree that the Agreement as extended may be further extended on a month to month basis by mutual agreement of the parties pursuant to Section 6 of the Agreement.
3. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this First Amendment to the Agreement to be executed this ____ day of March, 2020.

TOWN OF SMITHFIELD
a Virginia municipal corporation

By: _____
T. Carter Williams, Mayor

Approved as to form:

Town Attorney

The Berkley Group, LLC

By: _____
Darren K. Coffey, Chief Executive Officer

By: _____
Andrew D. Williams, Chief Operating Officer

February 28th, 2020

Memorandum for Town Council: Clontz Park Hours and Rules

Clontz Park Hours:

- Staff Recommendation: Fishing Pier Dawn to Dusk, Boat Ramp 24 Hours
- Town Council Recommendation: Entire Park is open 24 hours for fishing and use of boat ramp

Items Not Allowed in Park:

- Alcohol
- Gambling
- Open Fires
- Loitering
- Littering
- Vending/Peddling
- Dogs Off Leash
- Loud Music
- Swimming

Items Not Allowed on Pier:

- Bicycles and Skateboards

(I removed the following items as they are not needed for this property -motorized vehicles on trails, drones, model airplanes, hitting golf balls.)

Policies:

- 1.) Only park in designated areas. Parking on grass areas and medians not allowed at any time.
- 2.) Children under the age of 12 must be supervised by an adult while in the park.
- 3.) All dog waste must be picked up and placed in trash receptacles.
- 4.) Fishing requires state license.
- 5.) Keep waterways clean by properly disposing of all trash, including cigarette butts and fishing line.

Amy M. Novak

Director, Smithfield Parks & Recreation

RESOLUTION # 2020-1

A RESOLUTION FOR THE SMITHFIELD TOWN COUNCIL OF THE
TOWN OF SMITHFIELD, VIRGINIA
AS AN ENDORSEMENT OF THE BENN'S CHURCH BOULEVARD AT SOUTH CHURCH
STREET INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Smithfield.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Smithfield requests the Commonwealth Transportation Board to establish a project for the construction of the Benn's Church Boulevard at South Church Street Intersection Improvements project.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents subject to appropriation.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Smithfield subsequently elects to cancel the project, the Town of Smithfield hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Smithfield also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Smithfield Town Council of the Town of Smithfield hereby grants authority for the Town/Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted: Town Council Adopted March 3rd, 2020

Attest: _____
Clerk

Mayor of the Town of Smithfield

In my capacity as the duly appointed Clerk of the Town of Smithfield, I hereby certify that Resolution # 2020-1 which is hereto attached, was adopted at a duly called and constituted meeting of the Smithfield Town Council held at 220 North Church Street, Smithfield VA on March 3rd, 2020. Said meeting was called to order by T. Carter Williams, Mayor of the Town of Smithfield at 6:30 p.m. with the following members present who remained in attendance throughout and constituted a quorum:

Mr. Michael G. Smith, Vice Mayor

Mr. Randy Pack

Mrs. Denise N. Tynes

Ms. Beth Haywood

Ms. Valerie C. Butler

Mr. Wayne Hall

Mr. T. Carter Williams, Mayor

The Smithfield Town Council of the Town of Smithfield, voted unanimously to adopt attached Resolution # 2020-1.

Given under my hand this 3rd day of March 2020.

Clerk

**RESOLUTION OF SUPPORT FOR PROJECTS TO BE
SUBMITTED FOR SMARTSCALE EVALUATION AND FUNDING
THROUGH THE VIRGINIA DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the SMART SCALE program directs the Commonwealth Transportation Board (CTB) to develop and implement a statewide process to identify, score and select projects for Round 4 funding by July 1, 2021 and,

WHEREAS, the SMART SCALE prioritization process requires that all project submissions by Local Governments must be consistent with the regionally adopted fiscally constrained Long-Range Transportation Plan (LRTP); and,

WHEREAS, the SMART SCALE prioritization process requires that all project submissions must be consistent with the needs identified in the Statewide transportation plan, VTRANS 2040, and,

WHEREAS, the SMART SCALE prioritization process requires that all project submissions must be consistent with the goals and priorities of the local community as identified in local long-range community plans, local ordinances and/or by local public input processes.

NOW THEREFORE BE IT RESOLVED, that the Smithfield Town Council hereby supports the application, evaluation, and funding of the following projects under the SMART SCALE Prioritization Process:

- Main Street (US Route 258) at Route 10 Bypass Intersection Improvements
- State Route 10 (Benns Church Boulevard) at State Route 644 (Turner Drive) Turn Lane Improvements

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Smithfield, and/or his designee, is authorized to execute all required project applications, agreements, and/or addendums, and make all accounting adjustments, revisions, and amendments necessary to give this resolution effect.

Adopted this 3rd day of March 2020.

T. Carter Williams, Mayor

Lesley G. King, Town Clerk

Approved as to Form:

William H. Riddick, III, Town Attorney

Main Street (U.S. Route 258) at Route 10 Bypass

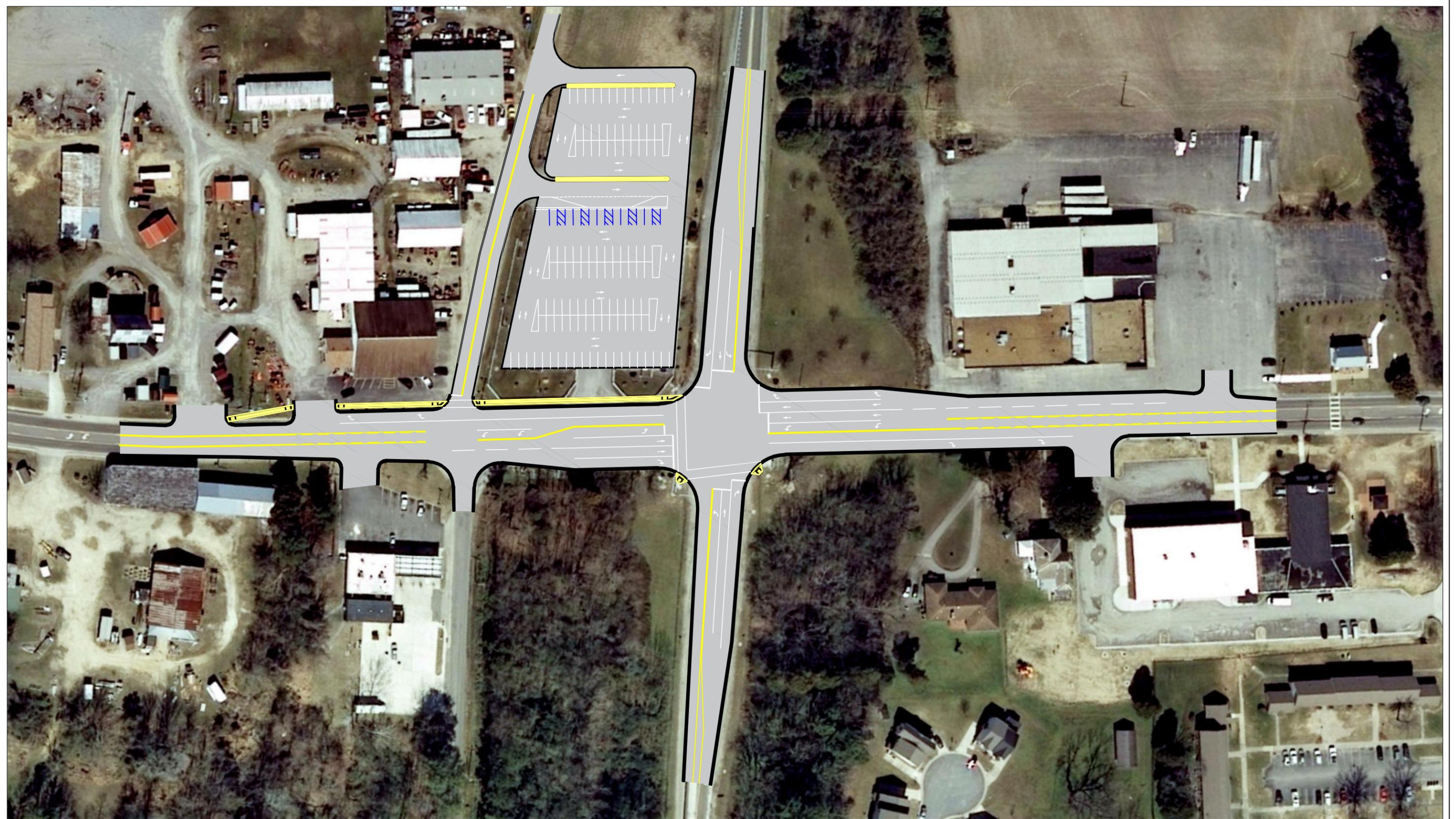
This project involves three components of improvement within and adjacent to the Main Street/U.S. Route 258 at Route 10 Bypass intersection, located in the Town of Smithfield. The first component includes the construction of a second through lane along the eastbound and westbound approaches and improvements to existing left-turn lanes to meet minimum full width storage and taper length design requirements. The proposed through lanes will be achieved by converting the existing eastbound and westbound right-turn lanes into through lanes. To replace the converted right-turn lanes, coordination with adjacent property owners will be performed to secure enough right-of-way to accommodate the new exclusive right-turn lanes consisting of 150 feet of storage length and 100 feet of taper length.

Receiving lanes for the proposed eastbound and westbound through lanes will be delineated within the existing shoulders along Main Street and terminate as right-turn only lanes at downstream driveways to align back into the existing 2-lane cross-section. The eastbound lane drop will occur at the existing Main Street Baptist Church driveway, while the westbound lane drop will occur at the first commercial driveway west of Pole Road (F-661). For the exclusive left-turn lanes at the intersection, the following modifications are being proposed with project:

- Westbound left-turn storage length will be increased from 130 feet to 200 feet through pavement marking modifications/delineation only. The resulting left-turn lane will align as a lane drop from the upstream two-way center left-turn lane.
- Northbound left-turn storage length will be increased from 220 feet to 355 feet through pavement marking modifications/delineation only. The proposed turn-lane will be contained within the existing pavement that currently serves as a striped center median.
- Southbound left-turn full-width storage will be increased from 115 feet to 130 feet through pavement marking modifications/delineation only. The proposed turn-lane will be contained within the existing pavement that currently serves as a striped center median.

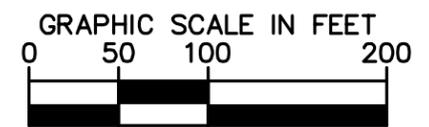
The second component of this project consists of closing the existing Park-and-Ride site access driveway located along the north side of W. Main Street (U.S. Route 258) between the Route 10 Bypass and Pole Road (F-661) intersections. Access to/from the Park-and-Ride facility will be provided via Pole Road. With the closure of the identified access point, new curb and gutter will be constructed along W. Main Street, with proposed sidewalk around the intersection where needed.

The third component of this project consists of reconfiguring the existing Park-and-Ride lot to include improved ingress/egress via Pole Road, internal site circulation, and additional parking capacity. With the proposed closure of the W. Main Street driveway, ingress and egress will occur solely to/from Pole Road. The remainder of the parking lot will be fully contained with proposed parking drive aisles that will result in being able to provide ?? parking spaces, representing an 20% increase of parking spaces from existing conditions.



W. MAIN STREET AT U.S. ROUTE 258 INTERSECTION IMPROVEMENTS

Isle of Wight County / Town of Smithfield
SMARTSCALE APPLICATION 2020



SHEET

State Route 644 (Turner Drive) at State Route 10 (Benns Church Boulevard)

This project consists of improvements to the existing westbound exclusive left-turn lane at the Turner Drive/Benns Church Boulevard intersection in Smithfield, VA. The existing westbound Benns Church Boulevard left-turn lane provides approximately 75 feet of full-width storage with approximately 100 feet of taper. The project improvements will consist of extending the existing left-turn lane a total of 225-feet (i.e., 175 feet of additional full-width storage and an additional 50 feet of taper). It is noted that the referenced left-turn lane serves the westbound Benns Church Boulevard to southbound Turner Drive movement which is comprised of a large amount of traffic destined to Smithfield High School, located to the south. The proposed improvements will result in a modified left-turn lane consisting of 250 feet of storage and 150 feet of taper, capable of accommodating existing and projected vehicular queuing during the AM and PM peak hours.

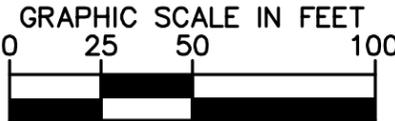
-170 AM LT (44 7-730 jug handle movement); permissive NBL from turner 104

-160 PM LT



ROUTE 258 (BENNS CHURCH ROAD) AND TURNER DRIVE

Isle of Wight County / Town of Smithfield
SMARTSCALE APPLICATION 2020



SHEET

THIS LEASE, made and entered into this _____ day of March, 2020 by and between the TOWN OF SMITHFIELD, a Virginia municipal corporation, "Lessor", and SMITHFIELD NEWSMEDIA, LLC dba THE SMITHFIELD TIMES, "Lessee":

WITNESSETH:

WHEREAS, the Landlord is the owner of property at 228 Main Street, Smithfield, Virginia; and,

WHEREAS, the Tenant is in possession of the property and desires to enter into a lease agreement for a portion of the property

NOW THEREFORE, Lessor, in consideration of rents, conditions and covenants set forth below, hereby leases and rents to Lessee, the following described property ("the Property"), upon the terms and conditions set forth below:

THE FRONT ONE-THIRD OF THE PREMISES AT 228 MAIN STREET INCLUDING THE LOBBY, TWO OFFICE AND ACCESS TO THE RESTROOMS.

1. The term of this lease shall be for the period of ninety (90) days beginning the 1st day of March, 2020, and expiring at midnight on the 31st day of May, 2020 unless renewed as hereinafter provided.
2. The rent for the term of this lease is reserved at \$1,200.00 per month, and shall be payable in advance. Rent shall be payable to the Treasurer of the Town of Smithfield at P.O. Box 246, Smithfield, VA 23431 or at such other address as it may direct in writing, with the first monthly installment due upon execution of this lease and all future installments payable on or before the 1st day of each month during the term of this lease.
3. Lessee, at the end of the initial term, may continue to lease the premises on a month to month basis upon the same terms and conditions set forth herein. Each party shall have the right to terminate this lease after the expiration of the initial term upon thirty (30) days' written notice to the other party of their intent.
4. Lessee shall use the Property as office space for its continued operation of The Smithfield Times newspaper business. Lessee shall maintain a valid Town of Smithfield business license.

5. Lessor shall keep the Property, including the exterior of the building, in good condition and repair and in particular it shall be responsible for mowing and tending to the landscaping on the premises. This duty of the Lessor shall include, but shall not be limited to, the repair and maintenance of any major structural defects and alterations thereon.

6. Lessee Covenants to a) keep the interior of the Property in good order, condition and repair, including heating and air conditioning units, any suspended ceiling, painting wallpapering, shelving, carpeting and electrical wiring; b) to repair all damages to the premises caused by acts of the Lessee and Lessee's agents, employees, licensees and invitees; and c) to keep the exterior of the building in good order and appearance.

7. Lessee shall maintain insurance upon Lessee's personal property. Lessor shall maintain such insurance on the Property through its policy with the Virginia Municipal League with coverage limits as it deems advisable in its sole discretion.

9. Lessee shall make no structural alterations, modifications or additions without the prior written consent of the President of Lessor.

10 Lessee shall be responsible for the payment of all personal property taxes on her furniture, fixtures and equipment if any.

11. Lessee shall indemnify, save, protect and hold Lessor harmless from any and all cost, losses, expenses and liability damages done to any person or property in or about the Property, including the person and property of Lessee, Lessee's employees, and all other persons in or about said premises at Lessee's invitation, which arise from or are consequent to the use or occupancy of the Property by Lessee and Lessee's agents, employees, invitees and licensees. To this end, Lessee covenants to obtain and keep in force such adequate liability insurance as shall be required by the President of Lessor. In the case of any action on or proceeding brought against Lessor by reason of any such claim, Lessee, upon notice by Lessor shall resist and defend such action or proceeding at Lessee's expense by counsel reasonably satisfactory to Lessor.

12. Lessee shall not assign without leave of Lessor.

13. Lessee shall pay all utility and incidental bills and charges in connection with Lessee's use of the Property. Lessee shall further pay all license fees and taxes imposed by law.

14. Upon vacating the premises at the expiration of the term of the lease, all

improvements made and fixtures attached to the premises by Lessee shall be and remain the property of Lessor.

15. Lessor covenants for the Lessee's quiet enjoyment of the term.

16. Lessee covenants to leave the premises in good repair, usual wear and tear excepted.

17. Lessor may re-enter upon default of ten (10) days in the payment of rent, or for the breach of the terms and covenants of this lease.

18. The effective date of this lease is March 1, 2020.

Witness the following signatures and seals, Town of Smithfield having caused this instrument to be executed by its Town Manager pursuant to a resolution adopted by the Town Council at its meeting on March 3, 2020.

TOWN OF SMITHFIELD

By _____
Sanford B. Wanner, Interim, Town Manager

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

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Sanford B. Wanner, Interim Town Manager of the Town of Smithfield, Lessor.

My commission expires: _____.

NOTARY PUBLIC

Smithfield Newsmedia, LLC

By: _____

Name: _____

Title: _____

STATE OF _____

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____ as _____ of Smithfield Newsmedia, LLC.

My commission expires: _____.

NOTARY PUBLIC

RESOLUTION CONCERNING THE
AVAILABILITY OF THE BOOK *THE COLOR OF LAW*
AT THE BLACKWATER REGIONAL LIBRARY

WHEREAS, it is the policy of the Commonwealth of Virginia to provide for fair housing throughout the Commonwealth, to all its citizens, regardless of race, color, religion, national origin, sex, elderliness, familial status, or handicap, and to that end to prohibit discriminatory practices with respect to residential housing by any person or group of persons, in order that the peace, health, safety, prosperity, and general welfare of all the inhabitants of the Commonwealth may be protected and insured; and,

WHEREAS, the Town of Smithfield has been actively relocating residents of the Pinewood Heights neighborhood using Virginia Small Cities Community Development Block Grant funds for several years having successfully relocated dozens of residents; and,

WHEREAS, the Town of Smithfield has been awarded by the Governor of Virginia the funding for the final phase to complete the relocation of the residents of Pinewood Heights.

NOW, THEREFORE, BE IT RESOLVED that in order for the Town, its staff, and its elected leadership to continue their support of Virginia's Fair Housing Law, the Town has purchased three (3) copies of the book entitled *The Color of Law* by Richard Rothstein that explains the history of how America's segregated neighborhoods were not created by chance or by the choice of minority populations, but were the direct result of discriminatory housing laws and subsidies, and has placed two (2) copies of the book in the Blackwater Regional Library for public review and one (1) copy of the book has been placed in the Smithfield High School Library for the students.

WHEREBY, BE IT RESOLVED FURTHER that the citizens of Smithfield are encouraged to read this book as a means of understanding the history of housing discrimination in America and as personal and community impetus for continuing to promote fair housing in the Town of Smithfield.

Adopted this ____ day of _____, 2020.

Town Council of the
Town of Smithfield

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

**TOWN COUNCIL STAFF REPORT:
PUBLIC HEARING SPECIAL USE PERMIT (AFTER-THE-FACT)**

TUESDAY, MARCH 3rd, 2020, 6:30 PM

Applicant	SB Cox Ready Mix, Inc. C/O Gordon Holloway 865 W Main St Smithfield, VA 23430
Owner	Ibid.
Property	865 W Main St TPIN 21-01-071 8.48 ac SE W Main St 150' SW W Main St & Hearn Dr
Zoning	Heavy Industrial (I2) & Entrance Corridor Overlay (ECO)
Adjacent Zoning	Community Conservation (CC), Highway Retail Commercial (HRC), Light Industrial (I1), Mobile Home Park (MHP), ECO & I2
Project Description	<p>On or before Monday, August 12th, 2019, the applicants installed a private well on the premises. Because the property is located within the Heavy Industrial (I2) zoning district and is occupied by non-residential uses, this action conflicted with Smithfield Town Code (STC) Section 82-45, which reads:</p> <p style="text-align:center"><i>Where a public water supply is available in the Town, it shall be unlawful to connect a . . . commercial structure to a private well or other water supply, except as may be approved by the Town Manager on a temporary basis, or by approval of a Special Use Permit (SUP) in accordance with the provisions of the . . . [Smithfield] Zoning Ordinance (SZO).</i></p> <p>At no point had the Town Manager approved the use of the well on a temporary basis, nor were private wells permissible in the I2 zoning district, pursuant to SZO Article 3.L. Consequently, the applicants applied for a text amendment to allow for the addition of Section 3.L.C.34 to the SZO, which was to read:</p> <p style="text-align:center"><i>Private wells for the purpose of batching and mixing concrete.</i></p> <p>At its Tuesday, January 7th, 2020 meeting, the Town Council approved the applicants' after-the-fact text amendment. The applicants are now applying for an SUP pursuant to SZO Section 3.L.C.34 in order to retain, connect to, and utilize their well for the purpose of batching and mixing concrete.</p> <p>At its Tuesday, February 11th, 2020 meeting, the Planning Commission favorably recommended this application to the Town Council, with staff's recommended conditions.</p>
Recommendation	<p>The applicants have indicated that they intend to leave the cement plant connected to the Town's water system, but admit that continued use of Town water at the cement plant will be minimal. They have also indicated that two water connections exist at the property in question.</p> <p>Town staff recommends that this application be approved under the condition that the applicants maintain both of their connections to the Town's water system.</p>

Please direct inquiries to John Settle at 1-(757)-365-4200 or jsettle@smithfieldva.gov.

ENCLOSURE 1



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431
(757) 365-4200 Fax (757)357-9933

APPLICATION FOR:

- Special Use Permit
- Variance
- Special Yard Exception
- Special Sign Exception
- Other

Applicant(s) Name: R. Gordon Holloway
 Address: 205 S. Church St
 City, State, Zip: Smithfield VA 23430
 Phone Number(s): 757-955-0137

Property Owner(s) Name: S.B. Cox Ready Mix DBA Farmers Service
 Address: P.O. Box 5363
 City, State, Zip: Glen Allen, VA 23058
 Phone Number(s): 804-364-0500

Property Address: 865 W. Main St
 Tax Map Number(s): 21-01-071
 Property Description: ADS Hearn EST on Rt 258
Farmers Service Co

Zoning: I-2 Acreage: 8.48 Application Fee: 400.00
 Legal Reference: Adj. Harris Grant Deed Book#: 197 Page#: 672
I 74. # 130002960

Proposed Use/Exception: S20 Section 3.L.C. 34

"Private wells for the purpose of batching and mixing concrete."

R.G.H. Holloway
 Applicant(s) Signature

1-10-20
 Date

Applicant(s) Signature

Date

