



SMITHFIELD TOWN COUNCIL AGENDA
October 6, 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. September Activity Report

D. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------|---|---|
| October 6 | - | 6:30 p.m. – Town Council Meeting |
| October 12 | - | Town Office will be Closed in Observance of Columbus Day |
| October 13 | - | 6:30 p.m. – Planning Commission |
| October 20 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| October 26 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| October 27 | - | 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:

In accordance with Governor Northam's Executive Orders issued to address the spread of the COVID-19 pandemic, the October 6th, 2020 Town Council Meeting, citizens are encouraged to submit any public comments to the Town Clerk at lking@smithfieldva.gov prior to the meeting so that it may be read into the record. 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
- b. Resolution of Appreciation for Main Street Baptist Church **TAB # 1**
- c. Presentation: Gift Card Program through CARES Act Funding by Judy Winslow and Chris Morello

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.

CONSENT AGENDA ITEMS

- C1. Motion to Partner with Enterprise Fleet Management for Vehicle Lease Program**
Public Safety Committee Chair, Mrs. Renee Rountree
- C2. Invoices Over \$10,000 Requiring Council Authorization:**
Finance Committee Chair, Mr. Randy Pack
- | | |
|---|--------------|
| a. Draper Aden Associates (Smithfield Lake Dam Alternatives Analysis) | \$ 23,320.00 |
| b. Draper Aden Associates (2020 Manhole Inspections & Rehab) | \$ 10,204.25 |
| c. Western Tidewater Free Clinic (Annual Contribution) | \$ 40,560.00 |
| d. A. C. Schultes of Maryland, Inc. ((relining of Well # 8 Rehab) | \$ 48,583.00 |
- Additional Invoices Received Since Finance Committee** **TAB # 2**
- | | |
|---|--------------|
| e. Tyler Technologies | \$ 10,162.59 |
| f. Smfd Volunteer Fire Dept (pass thru Fire Funds & budgeted contribution) | \$ 45,827.00 |
| g. Lewis Construction of VA (W & S materials for the Grace Street Project) | \$150,000.00 |
| h. WACO Inc. (Asbestos Removal - 25 Jamestown Ave – PWH Relocation Project) | \$ 10,554.00 |
- C3. Appropriation Resolution for FY 2019/2020 and FY 2020/2021 for CARES Act Funding Reimbursement** **TAB # 3**
Finance Committee Chair, Mr. Randy Pack
- C4. Motion to Move the November 3rd Town Council Meeting to Monday, November 2nd, due to the Election Day Holiday**
Finance Committee Chair, Mr. Randy Pack
- C5. Motion to Amend Sections 1.32.4, 1.33.1, and 1.36.1 of the Town’s Procurement Policy Manual to match State Code**
Finance Committee Chair, Mr. Randy Pack
- C6. Motion to Approve the Demonstration Area Conceptual Site Plan for the Longleaf Pine Project in Windsor Castle Park**
Parks and Recreation Committee Chair, Mr. Wayne Hall
- C7. Motion to Approve Proposal from Blair Brothers, Inc for Street Maintenance on Lane Crescent and Installation of ADA Ramp and Sidewalk at the Intersection of South Church Street and Battery Park Road**
Public Works Committee Chair, Ms. Beth Haywood

ACTION SECTION

1. **PUBLIC HEARING: Refinance 2017 Note to a General Obligation Bond for Various Capital Projects**
- a. Staff Presentation, Ellen Minga, Town Treasurer
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. Consideration by Town Council

2. **Motion to Approve the Town Council Summary Minutes of September 1st and September 11th 2020** **TAB # 4**

William H. Riddick, III, Town Attorney

3. **New Business:**

4. **Old Business:**

5. **Closed Session: Contract Negotiations Pursuant to 2.2-3711 A (29) of the Code of Virginia**

6. **Adjournment:**

FYI ITEMS



September 23, 2020

Mr. Michael Stallings, Town Manager
Town of Smithfield
PO Box 246
Smithfield, VA 23431-0246

Dear Mr. Stallings,

Thank **you**, thank **you**, and thank **you!** **You** have made a world of difference for Western Tidewater Free Clinic (WTFC) patients by making your donation of \$5,231.00 on 9/18/2020. **You** are the reason WTFC was able to see over 1,400 patients in 2019 and provide patients with helping hands, health, and hope.

Your gift allows us to provide compassionate comprehensive healthcare to patients in need, but your impact does not stop at the Clinic. By helping our patients live healthier lives, **you** are helping them find jobs, take care of their families and become thriving citizens in the community.

So if we haven't said it enough, thank **you** Michael! Thank **you** for your gift, your kindness, and your love of the Clinic. Community support, from donors like **you**, is crucial to helping WTFC reach more patients who need our services.

Warm regards,

CH
Chet Hart
Executive Director

Thanks so much to the Smithfield Town Council for the most generous gift that will enable us to improve the health of many Smithfield residents!

P.S. We'd love to thank you in person! Please contact Director of Development Ashley Greene at (757) 923-1060 x7025 or agreene@wtfreeclinic.org for a Clinic tour.

Chet

Western Tidewater Free Clinic is a not-for-profit, tax-exempt 501(c)3 organization – donations to which are tax deductible to the fullest extent allowed by law on all solicitations. No goods or services were received in exchange for this contribution. Please keep this written acknowledgement of your donation for your personal records.

ACTIVITY REPORTS

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2020

TOWN MANAGER

- Attended virtual Hampton Roads Chief Administrative Official's meeting September 2nd.
- Attended Pinewood Heights Management Team meeting on September 8th.
- Attended Long Leaf Pine project wrap up meeting September 11th.
- Participated in the Chamber of Commerce's student leadership class September 16th.
- Attended virtual International City/County Management Association Conference at various times the week of September 21st-25th.
- Participated with staff in giving a tour of Windsor Castle Park to staff from the City of Franklin September 22nd.
- Attended virtual Chamber of Commerce Board meeting on September 24th.
- Participated in virtual Virginia Local Government Management Association Executive Board meeting September 30th.
- Met with the owner of the Smithfield Times September 30th.
- Continued and ongoing work on the community video series.
- Attended other various regional and local meetings.

DIRECTOR OF HUMAN RESOURCES

- Worked with various property claims with VRSA
- Worked with Workers Comp claims as appropriate
- Conduct recruiting efforts for the following positions:
 - Patrol Officer
 - Maintenance Technician Helper

- Conducted Interviews for Maintenance Technician Helper on September 22nd
- Filled Maintenance Technician Helper – Successful candidate to start on October 13th
- Conducted Interviews for Patrol Officer on September 1st and September 9th
- Submitted information for our annual Workers Compensation Audit
- Partnered with Reliance Staffing to assist with Grounds Maintenance Specialist Position
- Led the Town's Monthly Safety Meeting on September 15th
- Participated in a webinar conducted by a VRSA regarding Change Management in a Time of COVID on September 16th
- Participated in numerous conference calls regarding COVID-19 throughout the month.
- Continued work on intranet for employees utilizing SharePoint.
- Managed any personnel-related & benefits questions/issues as appropriate
- Participated in all weekly staff meetings

TOWN CLERK'S OFFICE:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review.
- Prepared September Town Council Committee Agenda, and October Town Council Agenda
- Attended Pinewood Heights Management Team meeting at the Smithfield Center on September 8th.
- Prepared Agenda for Special Town Council Meeting on, September 11th.
- Attended Town Council Special Meeting on Friday, September 11th.
- Attended Town Council Committee meeting on September 28th and 29th and prepared summary reports.
- Continue to work on organizing Town records and deposing of documents according to General Schedules of the Library of Virginia.

TEASURER'S OFFICE

- Participated in MUNIS status calls on September 1, September 11, September 18, and September 25.
- Participated in portal demo with Nathaniel Diggins of Park Place Technology on September 4 regarding service requests for AS400 server maintenance.
- Attended Pinewood Heights Management Team meeting at the Smithfield Center on September 8.
- Attended Town Council Special Meeting on Friday, September 11.
- Participated in MUNIS Tax Conversion training via webex with Lester Garris and Lawson Headley on September 14 and 15.

- Attended VRSA webinar on September 16 discussing Change Management in a Time of COVID.
- Participated in conference call set up by Davenport on September 18 for an introduction to Tasnim Segal who is the Town's contact person for the new loans with Chase Bank.
- Worked with auditors on site from September 21 through September 24. Still working on audit items remotely.
- Attended Zoom board meeting for the VLGFC on September 28 prior to the Town Council committee meetings.
- Prepared cash reconciliations for September 2020 and continued close out on fiscal year ended 6/30/2020. Also continued work on financial statement set up for FY2021 (July and August).

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.

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. Lakeside pump station flooded from storm.
- C. Barcooft pump station pump 1 is not working.
- D. Jersey Park pump station pump 2 not working.
- E. Crescent pump station pump 2 has a seal fail.
- F. Pinewood pump station pump 1 not working.

4. Water Line Repairs and Maintenance

Water leak repaired by Lewis Construction at 1609 Colonial Ave.

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 is off line for repairs.

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. Rebuilt CI17, replaced Colorimeter and the Motherboard.
- E. Replaced membranes in Stage 3, cleaned RO Skid with high and low pH Stage 1 and Stage 2.
- F. Well 8 Flush Valve installed.

G. 3 year Lead and Copper samples taken.

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

- A. Contacting FSE's for the re-schedule of their inspections due to the cancellations caused by COVID19
 - 1. Checking FSE's for compliance in record keeping and HRFOG Certifications
 - 2. New Grease Trap placed and inspected with informational teaching of the trap, cleaning, and the Town's requirements per the FOG Program.
 - 3. Virtual Attendance of the HRPDC's FOG Committee meeting.
 - 4. Virtual Attendance of the HRPDC's FOG UPDATE Meeting with Ken Loucks

- B. Implementing the Backflow and Cross Connection Program to ensure compliance by:
 - 1. Sent out first set of non compliance notices from January mailers (backflow reports that were due in the first half of the year.)
 - 2. Sent out the July Mailers with expectation of compliance by November 1st.
 - 3. Sent out non compliance notice for (1) failed device with the expectation of replacement/repair within 60 days.
 - 4. Conducted backflow inspections for (10) ten new irrigation installations.

- C. Maintaining of the Septic Pump Out Program
 - 1. Non Compliance notices sent out with the expectation of compliance within 60 days.

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. Prep and prepared for hurricane.

COMMUNITY DEVELOPMENT & PLANNING

1. Planning Commission – September 8th, 2020

- A. *Discussion Item* Official Zoning Map Amendment, Comprehensive Plan Amendment, Zoning Ordinance Text Amendment, Special Use Permit & Planning Commission Waiver Applications – 19474 & 19502 Battery Park Rd
 - B. *Discussion Item* SZO Articles 3.M Text Amendment
2. Special Use Permit Applications under review
- A. 13458 Benns Church Blvd – Miller Oil Co., Inc., Applicant
 - B. 348-354 Main St – WEB 3715, LLC, Applicant
3. Subdivision and Site Plans under review
- A. Cypress Creek Phase VI (Amendment)
4. Subdivision and Commercial Sites Under Construction and Inspection
- A. Church Square, Phase I
 - B. Cypress Creek Phase VI
 - C. Cypress Creek Phase VII B&C
 - D. 600 Cypress Creek Pkwy
 - E. 803 S Church St
5. Board of Historic & Architectural Review – September 15th, 2020
- A. Color & Material Change – 117 S Mason St – Landmark
 - B. Addition (After-the-Fact) – 340 S Church St – Landmark
5. Board of Zoning Appeals – September 15th, 2020 (Canceled)

ENGINEERING

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor repaired storm water outfall near the cul-de-sac area on Barclay Crescent. Contractor cleaned and repaired storm drainpipe in front of 107 Barclay Crescent. Contractor also cleaned and repaired storm drainpipe at the back of the property of 208 Winchester Place.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 29 locations throughout the Town and required reports were filed.

4. 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. We have now submitted to DCR our application for Certificate of O & M renewal and have received approval for another two years.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - a. 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 have been completed, signed and forwarded to VDOT in reference to this project. The engineer Kimley – Horn has begun the design of the project and now has submitted 60% plans and drainage documents to VDOT and the Town for our review and comment.
 - b. 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 South Church Street alternative 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.
6. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at beginning the relocation / replacement of the sanitary sewer and water systems in this roadway area approximately the middle of October.

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

Committees and Projects:

09/01	Interviews of applicants - PD
09/01	Town Council – Center
09/02	Department Head – Town Hall
09/03	Body Camera Policy meeting – PD
09/04	Body Camera Policy meeting – PD
09/05	Use of Force Policy meeting – PD
09/06	Policy meeting - PD
09/09	Use of Force Policy meeting - PD
09/09	Interview of applicant – PD
09/09	Department Head – Teleconference
09/09	Pinning of Deputy Chief Meier - PD
09/11	Policy meeting - PD
09/14	Use of Force Policy meeting – PD
09/15	Crime Line meeting – Center
09/16	Westmoreland Mock Assessment – Sheriff's Office
09/16	Department Head – Teleconference
09/17	Policy Committee meeting - PD
09/22	Crime Prevention meeting – PD
09/22	Policy Committee meeting - PD
09/23	Department Head – Teleconference
09/28	Public Safety Committee meeting – Center
09/29	Crime Prevention meeting - PD
09/30	Department Head – Teleconference

Training

09/13	Search and Seizure – online – Sgt. Miller (3 hrs.)
09/15	IBR training – NNPD – Stephanie Pack (8 hrs.)
09/22	ERT Training - Annex - Sgt. Adams, Officer Johnson, Officer Norton, Officer Polk, Sgt. Powell (4 hrs.)
09/24	Weapons Qualification – Franklin Range – Sgt. Adams, Officer Dedmon, Chief Howell, Officer Johnson, Officer Jones, Officer McGough, Deputy Chief Meier, Officer Hughes, Officer Norton, Officer Owens, Sgt. Phillips, Officer Polk, Sgt. Powell
09/26	Training (Policy Review) – Inhouse – Officer Cooper
09/29	Teaching radar/lidar – Waverly PD – Sgt. Miller (

Community Relations

09/06 Selective Enforcement - Town
09/07 Selective Enforcement – Town
09/11 Selective Enforcement – Town
09/12 Selective Enforcement - Town
09/12 Iron Chariots Car Show – Ivor
09/13 Selective Enforcement – Town
09/18 Community Parade – Villas of Smithfield
09/25 Selective Enforcement – Town
09/26 Selective Enforcement – Town
09/28 Selective Enforcement – Town

Criminal Division

September 2020
Lt. P E Araujo 240
Det. Sgt. D Brady 227

Sexual Assault of a minor, occurred approximately 3-5 years ago – Active 9/18/20

Sexual Assault of a minor, occurred approximately 1-2 years ago – no venue, transferred to IOWSO 9/21/20

Elder Abuse Financial, occurred approximately a year ago – no venue, transferred to IOWSO 9/21/20

Background investigation for applicant Paul Bancroft – Active 9/21/20

Background investigation for applicant Gregory Howlett – Active 9/23/20

Shooting investigation at Cattail Lane - 2020-00537 9/15/20

Narcotics complaint in Woods Edge Apartments – Active 9/24/20

Narcotics complaint in Waterford Oaks neighborhood – Active

SART meeting at IoW Courthouse 9/29/30

Firearms qualifications – completed 9/24/20

Death investigation – Pending toxicology

Execution of Search Warrant 9/18/20

Smithfield Police Department Activity Report

8/15/2020-9/14/20

	8/15-9/14	7/15-8/14	YTD as of 9/14/20	This Month Last Year	YTD as of 9/14/19	YTD % Change
Incidents Reported						
Calls for Police Svce	549	589	4,580	699	5233	-12.48%
Traffic						
Traffic Stops	134	134	1,139	256	1588	-28.27%
Traffic Summons	96	99	612	170	952	-35.71%
Accidents	24	22	128	17	153	-16.34%
Criminal Process						
Misdemeanor Arrests	3	14	64	20	99	-35.35%
Felony Arrests	0	2	19	5	36	-47.22%

*Calls for service include all calls for SPD minus patrol checks and traffic stops

Parks and Recreation Operation Update

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation 7:45 AM - 4:00 PM SC A&B 7:45 AM Public Works Training 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council 7:00 PM - 10:00 PM Wcb Man House 7:00 PM WCFB Meeting	8:30 AM - 10:00 AM Wcb Man House 8:30 AM Smithfield 2020	1:00 PM - 9:00 PM SC MHSu 1:00 PM Morris and Buhls Wedding and Reception	11:00 AM - 12:00 AM SC MHSu 5:30 PM Morris and Buhls Wedding and Reception	8:00 AM - 5:00 PM LSC Field 1 8:00 AM Nations 9:00 AM - 10:30 AM WC Kayak Launch 9:00 AM Yoga
6	7	8	9	10	11	12
8:00 AM - 5:00 PM LSC Field 1 8:00 AM Nations 10:00 AM - 10:00 PM SC MHSu 3:00 PM Dodson and Phelps Reception	Labor Day	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation 4:00 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Management Team Meeting 6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission	8:00 AM - 10:00 AM SC MH 8:00 AM Town of Smithfield Flu Clinic	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation		12:00 PM - 12:00 AM SC MHSu 5:00 PM Franklin and Blunt Wedding and Reception
13	14	15	16	17	18	19
6:00 PM - 9:00 PM LSC Field 1 6:00 PM Richmond Braves Practices	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation	8:00 AM - 5:00 PM SC MH 8:00 AM Smithfield Food Legal Update 12:00 PM - 1:00 PM SC A&B 12:00 PM Crimeline Meeting 6:00 PM - 7:30 PM SC A&B 6:00 PM BHAR	8:00 AM - 4:00 PM SC C&D 8:00 AM IOW Chamber Student Leadership	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation		IOW Fair 8:00 AM - 5:00 PM LSC Field 2, LSC Field 3, LSC Field 4 8:00 AM Top Gun Softball Tournament 12:00 PM - 5:00 PM LSC Field 1 12:00 PM Virginia Baseball Games
20	21	22	23	24	25	26
8:00 AM - 5:00 PM LSC Field 2, LSC Field 3, LSC Field 4 8:00 AM Top Gun Softball Tournament 12:00 PM - 5:00 PM LSC Field 1 12:00 PM Virginia Baseball Games 12:00 PM - 10:00 PM SC MHSu 3:00 PM Hemmis and Bozora Reception	12:30 PM - 4:30 PM SC C&D 12:30 PM Smithfield Foods Meeting	7:00 AM - 1:00 PM SC MH 9:00 AM Smithfield Foods - Ethics Training	1:00 PM - 9:00 PM SC MHSu 1:00 PM Wright and Quesinberry Wedding and Ceremony	1:00 PM - 11:00 PM SC MHSu 5:00 PM Wright and Quesinberry Wedding and Ceremony	12:00 PM - 6:00 PM Wc Manor Grounds 12:00 PM Grudenich and Cross Wedding and Reception 2:00 PM - 12:00 AM SC MHSu 6:30 PM Grudenich and Cross Wedding and Reception	10:00 AM - 12:00 AM SC MHSu 5:15 PM McGinn-Haywood Wedding & Reception
27	28	29	30			
6:00 PM - 9:00 PM LSC Field 1 6:00 PM Richmond Braves Practices	9:00 AM - 4:00 PM SC MH 10:00 AM DMV Connect 10:00 AM - 11:30 AM SC C&D 10:00 AM Smithfield Dam Project 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	9:00 AM - 4:00 PM SC MH 10:00 AM DMV Connect			

Parks and Recreation Operation Update September 2020

SMITHFIELD CENTER EVENTS STATISTICS & REVENUES							
Number of Events for month	27	Discounted Events for Month	12	Sales Totals for Month	\$16,750	Total Event Attendance for month	1700
Revenue Totals for month based on <u>15</u> Events (includes deposits & final payments)				\$ 12,060			



WINDSOR CASTLE EVENTS STATISTICS & REVENUES							
Number of Events for Month	2	Discounted Events for Month	2	Sales Totals for Month	\$0	Total Event Attendance	20
Revenue Totals for month based on <u>3</u> Events (includes deposits & final payments)				\$ 4012			



Parks and Recreation Operation Update September 2020

LUTER SPORTS COMPLEX STATISTICS & REVENUES	
Sales Totals for Month	\$ 1900
Attendance for Month	5000



WINDSOR CASTLE KAYAK RENTALS	
Total Sales for Season	\$ 17,710
Most popular rental time of day	9 AM
2019 Season Sales	\$ 11,687
<i>Best sales of any season since we opened in 2013 and</i>	

Windsor Castle Trail Doctor Hours for this Month	33 volunteer hours	Types of Projects	<ul style="list-style-type: none"> Trail Repair Stiltgrass Eradication City of Franklin Tour
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**Trail by Kayak Launch
with Storm Washout**



**Trail by Kayak Launch
after Repair**

Smithfield/Isle of Wight Tourism Activity Report –SEPTEMBER 2020

- Town Council 9/1/20
- Smithfield 2020 9/2/20.
- Town Staff Meeting by Conf. Call 9/2,9,16,23,30/20
- County Staff Meeting 9/3/20, 9/21/20.
- Grant meeting for new MLP grant from Virginia Tourism 9/3/20. Grant application completed and submitted. Grant scheduled to be awarded October 30, 2020.
- Tourism staff meeting held 9/8/20.
- VTC Destination Development Specialist ZOOM meeting 9/8/20.
- VRLTA Member Webinar: How to comply with the new COVID-19 Emergency Temporary Standards 9/9/20.
- VADMO Zoom Webinar: Drive Tourism 2.0 9/9/20.
- Video Shoot with Mayor at WCP Manor House 9/10/20. CGI Video series “video press release.” Met via phone with CGI about FREE local videos for Town website. Ongoing project. Filming to take place in October 8-10/20.
- Determination made to not hold Smithfield Christmas Parade and Mistletoe Market (Christmas Evening Market) this year due to inability to control crowds.
- Director Vacation 9/14-18/20
- 1st Chamber Student Leadership Institute class 9/16/20. 16 students from 4 different high schools + one home schooler. Classes are being held at the Smithfield Center for social distancing.
- REBUILD Virginia Grant webinar 9/22/20.
- Budget & Finance grant meeting 9/24/20.
- Gift Card Program Pre-meetings 9/24 and 9/28/20.

- SVAE Board meeting 9/28/20.
- CAO/PIO Covid-19 Regional COVID Messaging Campaign Meeting 9/29/20.
- Historic St. Luke's Church & Museum Executive Board meeting 9/30/20. Full Board meeting (ZOOM) 9/30/20.
- VRLTA Virtual Ordinary Awards 9/30/20.
- Council Committee meetings 9/28-29/20.
- Farmer's Markets downtown at BSV Bank location 9/5,12,19,26/20 with all social distancing and VDACS regulations in place. Port-a-potties still on site until the end of June. Hand washing and hand sanitizing stations set up. Lots of signage with COVID-19 reminders. Popular vendors had X's for line spacing. No consumption of food on-site. Limit of 36 vendors with preference given to Farm Product vendors for adequate spacing during Phase 3. Facemasks highly encouraged. All staff and vendors must wear facemasks on site. Mid-Week Carrollton Market began 7/8/20 and will continue through September.
- VISITOR CENTER open throughout Month with abbreviated hours (10-4 Monday – Saturday and noon – 4 on Sunday) with many new protocols in place. Sneeze Guard installed at front desk, new brochure distribution system in place, elimination of touch points for both front desk and restrooms, increased sanitation and hygiene, masks worn by all staff when public in the building, increased public restroom cleaning. Paper towels added to restroom (instead of blower fan). Touchless faucets and soap dispensers installed.
- Continuation throughout month dealing with the affects of COVID-19 on tourism stakeholders and promotion on social media. Please see www.GenuineSmithfieldVa.com for further info or Visit Smithfield Va on Facebook.
- Tourism, County and Town 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.



Town of Smithfield

Isle of Wight County Museum



September 2020 Report

J.L. England, Museum Director

Notable

- **COVID-19 PANDEMIC.** The museum reopened to the public on July 6. These protocols remain in place:
 - All staff wear masks. The public is encouraged to wear masks.
 - A hand sanitizer station was installed at the museum's entrance. A service company refills it each month.
 - Most of the museum's high-touch objects – to include our archaeological sandbox – have been removed or restricted.
 - Staff regularly cleans and documents sanitizing of high-touch surfaces.
- Volunteer hours: 53
- Sept. 7. The museum was closed for Labor Day.

Museum Stats and Updates

- Visitation: 441
- Special Events
 - **Sept. 10. Pan Ham Photo Contest.** We announced the winners of our annual photo contest. See all our entries here: <https://www.historicisleofwight.com/pan-ham-photo-contest-2020.html>.



First Place
David Smith
Smithfield, Va.



Second Place
Kieran Thomson
London, England



Third Place
Kathryn Gosciowski
Vicenza, Italy

- **Sept. 26. Battle of Smithfield Walking Tour.** 2 p.m. Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 7 guests.
- Behind These Walls
 - People, objects and places all tell stories, and it is the history of a community that shows its unique character. This new video series allows some of the county's most interesting structures to share their stories. This project will launch on October 2 and will be viewable here: www.historicisleofwight.com/behind-these-walls.html



- Livestreaming Events. We continue to connect to visitors, supporters, fans and the community via social media. Our livestreaming tours and programs on Facebook are driving traffic and enhancing interaction on our sites. Events this month, still viewable in the videos section of our Facebook page, include:

- **Sept. 1. LIVE at 12:05: Into the Basement.** Museums have far more items in their collection than they can display. But rest assured that all items in a museum's collection are catalogued and stored safely. Director Jennifer England takes you into one of our storage spaces.



- **Sept. 2. Stories in Stone: Tombstone Cleaning and Maintenance.** Join us for this virtual walking tour at Ivy Hill Cemetery with Kathy Mountjoy. She will detail the proper cleaning methods for tombstones.

- Sept. 3: **LIVE at 12:05: Tour of the Museum.** Curator Mike Holtzclaw takes you on a virtual guided tour of the museum.

- Sept. 8. **LIVE at 12:05: Send in Your Pan Ham Photo Contest Entries.** Director Jennifer England reminds you to send in your entries

for our annual Pan Ham Photo Contest. Winners will be announced on Thursday.

- Sept. 9. **Stories in Stone: Roy Conklin, Persimmon Trees and Self-Filling Fountain Pens.** Join us for this virtual walking tour at Ivy Hill Cemetery with Kathy Mountjoy to learn more about Roy Conklin and the persimmon orchard that once graced the shores of Morgart's Beach.

- **Sept. 10. Tell Me A Story: Apples.** This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight County and features books, songs and games. Director Jennifer England, presenting this program virtually, will share information about apples, offer up a suggestion for a craft and read *Apple Cake* by Dawn Casey.

- **Sept. 10. LIVE at 12:05 p.m. Pan Ham Photo Contest Winners.** Curator Mike Holtzclaw announces the winners of our annual Pan Ham photo contest. Tune in to see where the World's Oldest Ham adventured this year.



- **Sept. 15. LIVE at 12:05: World War II Ration Books.** Curator Mike Holtzclaw shares some of the museum's ration books in the museum's collection.
- **Sept. 17. LIVE at 12:05: 1930s Wooden Abacus.** Director Jennifer England shares this item – the world's oldest calculator - from the museum's collection.



- **Sept. 22. LIVE at 12:05: Parole Documents, Oaths, Letters, Etc. from the Civil War.** Curator Mike Holtzclaw highlights Items in the museum's collection pertaining to the aftermath of the Civil War.
- **Sept. 23. Stories in Stone: Rural Cemetery Movement.** Join us for this virtual walking tour with Kathy Mountjoy as she discusses the Rural Cemetery Movement and highlights some of the typical features of that movement at Ivy Hill Cemetery.
- **Sept. 24: LIVE at 12:05: Dairy Barn at Four Square Plantation.** Director Jennifer England discusses dairy production and dairy barns while at Four Square Plantation. (Please remember that this is a privately owned site and is not accessible to visitors.)
- **Sept. 29: LIVE at 12:05: The Holtzclaw Company.** Curator Mike Holtzclaw discusses the history of the Bank of Smithfield's construction by the Holtzclaw Company of Hampton.
- **Sept. 30: Stories in Stone: Four Square, the Woodleys and the Thomases.** Join us for this virtual walking tour with Kathy Mountjoy and current owner of Four Square Roger Healy as they both discuss some of the former owners of Four Square Plantation.

- Groups/Tours/Programs

- Sept. 30. Preschool Group, Smithfield. Program on spiders. 5 guests.

- Gift Shop

- This book is now available: *Arrival of the First Africans in Virginia* by Ric Murphy.

- Exhibit/Project Update

- **English Telephone Box.** The phone box in front of the Bank of Southside Virginia belongs to the Isle of Wight County Museum. It is in need of repairs, media blasting and paint. Dishman Fabrications LLC of Yorktown has taken delivery of the phone box to their shop for the work.
- **Dr. Purdie's Papers.** This book will be published in conjunction with the Isle of Wight County Museum Foundation. Museum staff has proofed the piece and sent corrections back to the designer.
- **Civil War Trails.** Three new signs for Main Street, Fort Boykin and Fort Huger have been submitted. Awaiting approval, design and installation.
- **Steamboats & Life on the Water.** In progress.
- **Theatre.** Several lighting elements will be installed in September when we also anticipate the exhibit's installation.



Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications to include calendars and events.
- **Sept. 30. *Smithfield Times*. Article: Church celebrates renovations.**
- Sept. 20. *Smithfield Times*. Cutline: DAR rocks.

Outreach Lectures & Events

- Sept. 11. Lunch & Learn session for Windsor Town Center. Canceled due to COVID-19.
- Sept. 17-20. Participation in the Isle of Wight County Fair. Canceled due to COVID.

Windsor Castle

- **September 5. Walking Tour of Windsor Castle.** 2 p.m. From the site's pre-colonial existence to the present day, Windsor Castle tells the fascinating history of the development of Smithfield. Join us for this free walking tour through history. Meet on the grounds near the manor house. 45 guests.
- The above tour received this review on Google by Becky Stewart: *"Aha! An area historic home I hadn't yet visited! There aren't that many of them left. Jennifer led a great tour of the grounds, on a gorgeous day, for free. What's not to like? She also threw in a spontaneous house tour. All properly socially distanced. Top off your tour with a beer at Wharf Hill Brewery and you will be good to go."*
- Exhibits inside the outbuildings are in progress.



Fort Boykin

- No updates.

Fort Huger

- **September 26. Walking Tour of Fort Huger.** 10 a.m. Visit this Civil War fort and learn the significance of this gateway to the Confederate capital. Tour meets at Fort Huger. 5 guests.

Nike Park

- No updates.

Boykin's Tavern

- Visitors:

Meetings

- Sept. 2, 9, 16, 23 and 30. Town of Smithfield staff meetings.

Safety

- The museum wrote its departmental contingency plan. Staff completed their training on it, and it was added to the departmental disaster plan.
- Sept. 15. Town of Smithfield Safety Committee meeting.
- Sept. 24. Our newest staff members completed fire extinguisher training which was hosted by the Town of Smithfield's Public Works department.

Selections from Our Website and Social Media



September 21

It's the last official day of summer.
Our awesome staff is always celebrating something!



September 23

Today is National Checkers Day. King me!



World's Oldest Ham @Worldsoldestham · Sep 9
Are you snuggled into your ham case for the night?
I am.
Sleep well, my friends.
[#goodnight](#)



ZONING PERMITS AUGUST 2020

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7320	SINGLE FAMILY RESIDENCE		216 ROYAL BIRKDALE	EAGLE CONSTRUCTION OF VA
7321	COMMERCIAL RENOVATIONS		865 W. MAIN STREET	FARMERS SERVICE
7322	SIGN/MARTIAL ARTS		930 A CHURCH STREET	SCOTTY SIGNS/VERNON MASON
7323	FENCE		911 SMITHFIELD BOULEVARD	ROSENBAUM FENCE COMPANY/POLHEMUS
7324	FENCE		920 WILSON ROAD	ROSENBAUM FENCE COMPANY/MEREDITH BARRETT
7325	FENCE		101 THE FIRTH	ROSENBAUM FENCE COMPANY/EAGLE
7326	MOBILE HOME		207 MIDDLE STREET	JAMEES EASLEY
7327	FENCE		1208 SOUTH CHURCH STREET	DANIELLE LECOMPTE
7328	SUNROOM/DECK		121 MINTON WAY	ECCO REMODELING INC/TRUDIE MATTHEWS
7329	PATIO COVERING		232 GRANDVILLE	IAN BRIM
7330	POOL AND FENCE		509 KING COURT	RICHARD QUINN
7331	SHED AND DECK		261 GRANDVILLE ARCH	ANISSA HAYES
7332	FENCE		333 SMITHFIELD BOULEVARD	JEFFREY EELMAN
7333	DEMOLISH DUPLEX RESIDENTIAL STRUCTURE		21 & 22 JAMESTOWN AVENUE	TOWN OF SMITHFIELD
7334	SHED		333 GRANDVILLE ARCH	BETH LEWIS
7156 Amended	DETACHED GARAGE		1500 WILSON ROAD	BERNARD JONES

**COMMITTEE
SUMMARY REPORTS**

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 28TH, 2020

The Public Safety Committee met Monday, September 28th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Renee Rountree, Chair; Ms. Beth Haywood and Mr. Wayne Hall. Other Council members present were Ms. Valerie C. Butler, Mr. Randy Pack, Mr. Michael Smith, Vice Mayor; and T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., Town Manager; Mrs. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Alonzo Howell, Police Chief; Mr. Chris Meier, Deputy Chief of Police; Mr. Wayne Griffin, Director of Engineering and Public Works; and Mrs. Amy Novak, Director of Parks and Recreation. Also, in attendance was Mr. Eddie Simon of Enterprise Fleet Management. There were approximately eleven (11) citizens present representing the Greats Springs Road flood area. There was no media represented.

Public Safety Committee Chair, Mrs. Renee Rountree called the meeting to order.

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

1. Synopsis on Fleet Management for the Town of Smithfield by Eddy Simon of Enterprise
– Deputy Chief Meier stated that back in July the department started looking at their budget to increase their fleet. They quickly realized that they could not afford to increase their fleet by more than two vehicles. After talking with other localities, the Police Chief from Franklin shared the information they received when they signed up for leasing vehicles through Enterprise. Mr. Simon stated that he has been working for Enterprise for 10 years in the Fleet Management Division. He works with organizations and government entities to assist with cycling of vehicles and providing a flexible budget. Mr. Simon went over the material that was included in the agenda packet. Mr. Simon explained that Enterprise has put together a plan to stay within the Police Department's budget while still increasing their fleet. The current fleet age is negatively impacting the overall budget and fleet operations. 52% of the light to medium duty fleet is currently 9 years or older and have over 90K miles. The current average age of the fleet is 6.6

years old. It would take 11 years to cycle the entire fleet at current acquisition rates. Also, older vehicles have higher fuel cost, maintenance cost and tend to be unreliable. They cause downtime and loss of productivity. The objective of the plan is to identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$307,687 in ten years. This would be accomplished by the following: Shortening the current vehicle life cycle from 10.8 years to 5 years; provide a lower sustainable fleet cost that is predictable year over year; Frees up more than \$51,000 in capital from the salvage of 10 vehicles in the first year; significantly reducing maintenance to an average monthly cost of \$69.04 verses current cost of \$137.70 per vehicle; reduces the overall fuel spent through more fuel efficient vehicles; and leverages an open ended lease to maximize cash flow opportunities and recognize equity. The plan also includes increasing employee safety with newer vehicles. Currently, one vehicle predates anti-lock brake standardization, six vehicles predate electronic stability control standardization, and twenty-three vehicles predate standardization of back-up-cameras. By partnering with Enterprise Fleet Management, the Town of Smithfield will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimizes operational spending. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, the Town of Smithfield will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 100% above black book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases the Town of Smithfield will be able to replace all of its vehicles over the course of 5 years while creating an annual saving of \$6,468. Mr. Pack clarified that the Police Department is proposing this lease program for all of their police vehicles. Deputy Chief Meier replied that was correct. Committee asked what type vehicles would be leased? Mr. Simon stated that the vehicles that the police department has chosen would be a mix between the Chevy Tahoe, and Ford Explorers. All the pursuit vehicles would come with the police package. Mrs. Rountree asked if there would be an additional cost above the lease cost for the lights. Deputy Chief Meier explained that in the first year it is included in the lease cost because the Town had only budgeted for outfitting two vehicles. The cost to outfit a patrol vehicle is approximately \$9,000 and approximately \$4,000 for unmarked police vehicles. He explained that replacing vehicles every 5 years opposed to 10 years they may be able to reuse some of the equipment before it becomes outdated. Chief Howell stated that he spoke with several localities that use this lease program and they all had very positive feedback on the program. He mentioned that they have spoken with the Town Treasurer and the Town Manager and feel that this is a very viable option to move forward with. This item will be placed on Council's agenda for consideration at their October 6th meeting.

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

1. Operational Update – Chief Howell reported that earlier this month they had two incidents of home invasions in the Smithfield area. A juvenile as been charged in one of the home invasions. The second incident was another invasion that ended in an aggravated shooting. This suspect has also been arrested and has been charged in the jurisdiction of Suffolk. Chief Howell reported that in the form of operational updates they are in the process of completing two background investigations for employment and hope to offer employment very soon to fill the vacancies the department currently has. Mrs. Rountree asked if there was overtime with the officers since they currently have vacancies. Chief Howell replied that they do have some

overtime and the officers have been willing to fill the vacancies. Ms. Butler stated that she has reached out to the Town Manager regarding the signs at Royal Farms for “No Loitering” and was wondering if there has been any follow-up on these signs. Chief Howell stated that the signs were placed there by the property owner in an attempt to deter people from hanging out there. The Police Department has suggested that they remove the sign; however Royal Farms feels more comfortable with the signs up. Ms. Butler stated that it is her understanding that the signs are not working and asked what they need to do. Chief Howell stated that first a representative from Royal Farms must ask them to leave the property. If they refuse to leave, then they are considered trespassing and the Police Department can then assist. Ms. Butler stated that she also received a complaint regarding golf carts speeding. Chief Howell stated that the information has been passed out to all the officers and have advised the officers if they encounter a golf cart with any violation on the streets to take the necessary actions to enforce golf cart rules and regulations. Committee thanked Chief Howell for the update.

2. Public Comments from the residents of Great Springs Road

- Rebeca Holloway, 206 Greats Springs Road. Mrs. Holloway explained that her family has lived in their home for 19 years. They have been rescued by boat on three different occasions and experienced countless other minor floods resulting in loss of vehicles and property. The question they are always asked is why do you still live there? She feels the real question is why these homes were built there in the first place. When they bought their home, they did not have any knowledge of the flooding in this area nor did they get flood insurance because they are not in a flood zone. They were not aware that they were buying a home that was a risk, every time it rains, for flooding. They were blindsided in October of 2006 when they experienced close to fifteen feet of water. It destroyed almost all of their house and most of their belongings. They were forced to get a SPA loan to repair the estimated \$90,000 in damages to their home. The SPA Loan requires them to stay in the property for the duration of the loan or to pay in full once they sell or move. At this time, they have two mortgages on a sinking house and not wanting to sell it to any other unsuspecting family to live out this nightmare that they feel like they are stuck in. VDOT did a study last year and it was estimated that it would cost approximately \$7 to \$10 million to reduce the probability of flooding in this area. The reality is the cost is so high that nothing will be done to alleviate the flooding that occurs where their home is located. Mrs. Holloway stated that Smithfield is their home and where they want to stay. They are petitioning the town today to consider condemning these homes and buying back these properties allowing them to relocate. Mr. Pack confirmed that there are five properties that they are petitioning for the Town to purchase and demolish. The houses in the Lakeside Heights neighborhood above this entrance from Great Springs Road are high enough they have not experienced any flood damage. Their only issue is it is the only entrance and exit to the neighborhood when Great Springs Road is flooded, they are trapped. Mr. Pack asked if all the homeowners effected were asking for their house to be condemned. Mrs. Holloway said that was correct.

- Ruby Holloway, 206 Greats Springs Road. Mr. Holloway stated that he is Rebeca Holloway’s husband. Mr. Holloway stated that two years ago he came before Town Council asking for help with the flooding that occurs there. At that time, he talked about the many floods that they had experienced and the loss of vehicles and personal property, including 20 years of memories. I am here today to ask for help again after experiencing another major flood of over seven feet of water.

- Betty Ricks, 600 Quail Street. Ms. Ricks stated that flooding has been an issue in that area since 1999. She stated that she has lost two houses in the same spot. She stated that they cannot continue to do the same thing repeatedly. She asked what the Town can do to help the residents continue to deal with flooding due to poor drainage. Mayor Williams asked Mrs. Rick if the Town has ever offered to purchase her property to help her relocate somewhere else. Mrs. Ricks replied that the Town has not offered to buy her house. Mayor Williams asked Mrs. Ricks how long she has lived at 600 Quail Street. She replied that she has been there since 1984. Mrs. Ricks asked how soon the Town would have an answer as to whether they will be able to help them. Mayor Williams stated that the Town continues to work on trying to figure out what can be done.

- Mr. and Mrs. Myers, 210 Great Springs Road. Mr. Myers stated that they have only lived in their home for 15 months. They were sold this house a little over a year ago and was told at that time that they would need flood insurance simply because you are supposed to be 8 feet above sea level and their house is 7.9. The flood insurance that they got only covered the dwelling. None of their personal belongs were covered. This was their first time experiencing the flooding, so they lost two vehicles. They have made Smithfield their home to raise their kids because they like the area and the small-town atmosphere. Mr. and Mrs. Myers are asking for help from the Town. Mr. Pack asked if the Town were to consider condemning all five houses do, they know a price range the town would be looking at? The residents in attendance stated that the total value of all five houses could most likely be purchased for under \$750,000. Ms. Myers stated that the only stipulation is that the current house will be leveled so no one else is put in those homes.

- Joseph Baillargeon, 208 Great Springs Road. Mr. Baillargeon stated that his house is the only house that is not raised. Every time we have an accumulation of rain my entire first floor is destroyed. He stated that he does have flood insurance but does not have the money it would take to raise his house. He has just completed repairing the house from the flooding from two years ago because he unsuccessfully spent time trying to get a government grant through the town to help with raising it before he started making the necessary repairs rather abandoning the house. He stated that he is the same situation that he was in a year ago with not having the money to raise it or fix the damage. He may have no choice but to abandon the house and he does not know the legal aspects of doing that. He stated that he is willing to assist any way he can with searching for grants that the Town can apply for.

- Cheryl Lentz, Four Square Road. Ms. Lentz stated that she is good friends with Mr. and Mrs. Holloway and asked if there was any kind of device that could be installed that would notify the residents when the water starts to rise to give them time to prepare.

Mayor Williams thanked everyone for coming today and stated that Town staff is diligently working to find a solution that works for everyone. The residents asked who there point of contact would be with the Town so they can keep a check on where we are with the process. The residents were encouraged to leave their contact information.

The meeting adjourned at 3:55 p.m.

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE WATER AND SEWER COMMITTEE MEETING - CANCELLED

The Water and Sewer Committee scheduled for Monday, September 28th, 2020 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of agenda items.

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 28TH, 2020

The Finance Committee met on Monday, September 28th, 2020 at 3:55 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Mr. Randy Pack, Chair; Ms. Valerie Butler, and Mr. Michael Smith, Vice Mayor. Other Council members present were Ms. Beth Haywood, Mrs. Renee Rountree, Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., Town Manager; Mrs. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Director of Engineering and Public Works; Mrs. Amy Novak, and Director of Parks and Recreation. There was no media represented.

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

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

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

a. Draper Aden Associates - \$ 23,320.00

This invoice from Draper Aden Associates is for Smithfield Lake Dam Alternatives Analysis. Committee recommends sending invoice to Town Council for consideration at their October 6th, meeting.

b. Draper Aden and Associates \$ 10,204.25

This invoice from Draper Aden Associates is for budgeted 2020 manhole inspections and rehabilitation activities. Committee recommends sending invoice to Town Council for consideration at their October 6th, meeting.

c. Western Tidewater Free Clinic \$ 40,560.00

This invoice from Western Tidewater Free Clinic is to request their annual contribution from the Town for FY 2020-2021. This amount does not include the additional contribution of \$5,240 from the CARES Act Funding. Committee recommends sending invoice to Town Council for consideration at their October 6th, meeting.

d. A. C. Schultes of Maryland \$ 48,583.00

This invoice from A. C. Schultes of Maryland is for the relining of well #8A project. Committee recommends sending invoice to Town Council for consideration at their October 6th, meeting.

2. Appropriation Resolution for FY 2019/2020 and FY 2020/2021 for Cares Act Funding Reimbursement – The Town Manager stated that the Town continues to work with Isle of Wight County to utilize our CARES Act allotment. To date the Town has received reimbursement in the amount of \$47,872.64. Of these funds \$20,170.16 was appropriated at the August Town Council meeting, leaving the remaining \$27,702.48 to be appropriated this month. Since a portion of these funds were spent in last fiscal year, the sum of \$1,598.13 will be appropriated into the FY 2019/2020 General Fund Operating Budget, and the sum of \$26,104.35 will be appropriated into FY 2020/2021 General Fund Operating Budget. The Town Manager stated that the next reimbursement will be sizable in the range of \$400,000 if we are able to submit for some of the public safety payroll expenses for last fiscal year. Committee recommends sending this item to Town Council for consideration at their October 6th, meeting.

3. November Town Council – Meeting Date Change – The Town Manager explained that the November Town Council meeting falls on the State newly established Election Day Holiday. Staff is asking what day Council would like to move it to. The consensus from Town Council was to move the November Town Council meeting to Monday, November 2nd. This change will be included on Council's Consent Agenda for approval.

4. Procurement Policy Amendment – The Town Manager stated that currently the Town contracts with Isle of Wight County for assistance, from Mr. Michael Coburn, for procurement services. Mr. Coburn recently met with staff and informed us of several changes in State Code that requires us to update our procurement policy. Sections that require change to match State Code are Section 1.32.4, 1.33.1, and 1.36.1. Section 1.32.4 reflects the change in State Code that changes the threshold for when construction management may be used from \$10 million to \$26 million. It does allow for Council to authorize the use of construction management below the \$26 million threshold in certain circumstances. Section 1.36.1 adds required language about using E-verify and ensuring that our contractors and their subcontractors adhere to these State Code requirements. Section 1.33.1 allows the Town of procure goods and services up to \$200,000 without the need to do a formal bid process. Currently, the Town must complete a formal bid process for anything over \$50,000. This is an optional change, so it is up to Council on what they

feel comfortable with. We would still be required to solicit a minimum of 4 bids for any goods or services that exceed \$5,000. This change would speed up the procurement process and reduce the overall cost of procurement due to the elimination of the requirement for advertisements below the \$200,000 cap. Nothing in this change would prevent the Town from conducting a formal bid process for purchases under \$200,000 if Council wishes to proceed in that manor. The Council would still be required to authorize town staff to spend this kind of money. Ms. Haywood asked if you have to get four bids in the informal process. The Town Manager stated that the policy requires the Town to solicit for four bids; however, you may not get responses from all. The consensus from Council was to recommend all the changes as presented for consideration at their October 6th, meeting.

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

1. August Cash Balances/ VML Investment Pool Update – Ms. Minga stated that Cash Balances remain very strong. Water and Sewer increased. Highway decreased; however, that is a good thing. It means we are utilizing grant money that the Town gets from the State. General Fund did decrease from use of funds. The VIP Investment Pool went up another \$546.00. Ms. Minga stated that it has been a very busy couple of weeks with preparing for the auditors and then with them here last week. She is still working on a few things to finish up. The auditors will be back to do a single federal audit due to the very large reimbursement of CARES Act funds for the public safety payroll. Ms. Minga stated that she was very surprised that in some areas even with the pandemic fall off the Town exceeded budget for the year. Ms. Minga stated that they continue to work with the MUNIS conversion; however, taxes will be done on the old system again this year. They are hopefully that they have worked through some of the issues that we had last year so they do not have the same problem as last year. Water = \$884,982.45; Water Debt Service = \$713,633.94; Water Capital Escrow Availability Fees = \$626,804.18; Water Treatment Plant Escrow = \$11,649.28; Water Deposit Account = \$98,288.72; Water Development Escrow = \$166,929.26; **Subtotal Water = \$2,497,309.65**. Sewer = \$226,645.59; Sewer Development Escrow = \$432,278.58 Sewer Capital Escrow Availability Fees = \$1,202,081.02; Sewer Compliance = \$2,407,791.31; **Subtotal Sewer = \$4,268,795.50; Highway = \$233,559.65** General Fund = \$5,321,955.47; Payroll = \$73,184.82; Money Market General Fund Towne Bank = \$38,830.33; Business Super NOW-General Fund = \$35,144.47; General Fund Capital Escrow = \$217,897.96; Certificate of Deposit Police Dept (24 months) = \$37,234.34; Special Project Account = \$578,613.17; Pinewood Heights Escrow = \$50,362.75; SNAP Program = \$2,218.75; Museum Account = \$216,764.78; Windsor Castle Acct = \$12,537.17; **Subtotal General Fund = \$6,584,744.01. TOTAL ALL FUNDS = \$13,584,409.81**
VIP Investment Pool = \$553,167.23

2. Closed Session: For the Purpose of discussing Contract Negotiations more specifically Bay Disposal Recycling Contract and Acquisition of Real Property, Pursuant

to 2.2-3711 A(29) and A(3) of the Code of Virginia. The Town Attorney stated that we need a closed session for the purpose of discussing Contract negotiations more specifically Bay Disposal Recycling Contract and Acquisition of Real Property. Mr. Pack so moved the motion and Mr. Hall seconded the motion.

Open session	4:07 p.m.
Closed Session	4:42 p.m.

Motion was made to come back into open session. A motion was made by Mr. Pack and properly seconded by Vice Mayor Smith that the only items discussed during closed session were for section 2.2-3711 A(29) and Section 2.2-3711 A(3) of the Code of Virginia.

Meeting Adjourned @ 4:48 p.m.

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 29TH, 2020

The Parks and Recreation Committee held a meeting on Tuesday, September 29th, 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. Renee Rountree, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., 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, Director of Engineering and Public Works; and Mr. Christopher McGough, Smithfield Police Officer. Also, in attendance were Ms. Caitlyn Leavens of the Smithfield YMCA and Mr. Henry McBurney. There was no media represented.

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. Update on the Longleaf Pine Project – Ms. Novak stated that at your place today is the design book on the Longleaf Pine project that Virginia Tech provided services for. It talks about the different amenities that can be built around the project to showcase it and educate people about what it is. Mr. Henry McBurney has been spearheading this effort. It has been an incredible undertaking and a lot of work has already gone into the project. Mr. McBurney stated that he is a retired citizen of the Town of Smithfield and a volunteer with the Virginia Master Naturalist. He explained that he got involved in this project several years ago. In December of last year, he put together this Windsor Castle Park (WCP) Longleaf Pine Synopsis. The Master Naturalist proposed to the Town Council that we plant nine (9) longleaf pine trees within the park near the dog park to showcase the trees. At that time, they were unaware that the Town had approved a few

years earlier to set aside three and a half acres in Windsor Castle Park to plant longleaf pines at some point in the future. A meeting was held on September 18th of last year between Smithfield Parks and Recreation, the Virginia Department of Conservation and Recreation (DCR), the Virginia Department of Forestry (DOF) and The Nature Conservancy (TNC) to discuss if they wanted to plant the trees and if so what kind of configuration would it be. Discussion continued at both the Smithfield Center and on location in WCP. As it turned out in September of last year the DOF had some longleaf pines available that they were willing to gift to the Town. A volunteer planting day was scheduled, and the longleaf pines were planted. Some seedlings were also planted with planting irons by town staff. A couple of local residents have volunteered to be the caretakers for the plantings in accordance of the reintroduction of these native trees and return it to its native grasslands that it once was. In December of this year when this synopsis was put together, they were looking for way to create a plan to present to the Town Council, an estimated cost, and a way to fund the project. The Windsor Castle Foundation Board entered into a contract with Community Design Assistance Center at Virginia Tech to develop a plan. Community Design Assistance Center helps local communities design urban projects of various sizes that does not have very deep pockets. The Virginia Department of Forestry gave the Master Naturalist \$2,600, and the Windsor Castle Park Foundation Board paid \$900 and Mr. McBurney gave them approximately 60 hours of service to put this presentation together. Due to COVID-19 it was done in a series of Zoom meetings. Included in the Design book was a conceptual site master plan for the demonstration area the way it should look approximately forty years into the future. The master site plan includes the following: main entrance, welcome sign, parking with permeable paving (31 total spaces), information sign with trash and recycling receptacles, walking trail with benches and fitness stations, longleaf pine demonstration area, pedestrian bridge over drainage ditch, material laydown yard, maintenance building, maintenance building access road, and picnic shelter. As the trees planted parallel to Jericho Road grow up and develop the thought is to plant American Dogwoods and Eastern Red Buds under them because they are native to the area as well. The trees that are planted in a more natural arrangement will need to be managed by an annual or as needed burn to improve the overall health of the longleaf pines. Mr. McBurney stated that he would be happy to answer any questions. Mr. McBurney stated that it is his understanding that the Windsor Castle Foundation Board is willing to take this on as a fundraising project once the conceptual plan has been approved by Town Council. The estimated cost for the entire project is just north of \$600,000. The project itself would be a nice addition to a portion of the park that is not currently being used. Mr. Hall asked if the \$600,000 would be due over a period of time or immediate. Ms. Novak explained that the Windsor Castle Park Foundation Board may choose to do in phases depending on how successful their fundraising campaign is. Phase I would most likely include the parking lot and the looped trail as they should be done hand and hand. The cost for the parking lot and the looped trail is estimated to be approximately \$200,000. There is a lot of grading that would need to be done for the parking lot. Phase II would include the maintenance facility for park staff. Mr. Hall thanked Mr. McBurney

and Ms. Novak for all their hard work that they have put into this project to date. Mr. Hall mentioned that some people may not know about the slow growth of the longleaf pine and asked MR. McBurney if he would explain how long it will take for these trees to grow. McBurney explained that the longleaf pines have a unique survival strategy. It takes many years for the root system to develop so therefore; as long as the root system is developing the trees will stay in a grass state. It typically takes anywhere from 3 years to 10 years for a large root system to develop. Once the root system is developed the tree will start to grow in height. It can grow as much as 6 feet or 7 feet in one year once that occurs. The average life of a longleaf pine is approximately 400 years. This item will be placed on Council's agenda for approval of the conceptual site plan for the longleaf pine demonstration area in Windsor Castle Park.

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

1. YMCA Youth Activities – Ms. Rountree stated that she asked the Town Manager to put this item on the agenda because at our last Town Council meeting there was some concerns about the lack of activities for the kids during the COVID-19 pandemic. Ms. Caitlyn Leavens, Senior Program Director at the Luter Family YMCA was present to give a brief summary of activities that the YMCA offers. Ms. Leavens stated that 2020 has been a bit of a challenge with the current pandemic. She explained that they closed their doors on March 15th and then reopened them on March 17th for essential childcare. Once the Governor release who was deemed essential workers, they had approximately 30 parents that were already in their childcare program that had to go to work and did not have an option to stay home. They continued to serve more and more families as the YMCA remained closed as Phases started reopening businesses. They evolved from emergency childcare to childcare for working families. They were still able to offer a summer camp this year; however, it was not in the traditional sense. They served approximately 165 kids for 11 weeks. Their biggest challenge yet is how they engage with members through the closure. They took their workout classes virtually as quickly as they could. They were made available to all members as well as the general public. Ms. Leavens stated that they made every effort to reach out to their senior members to check on them with wellness calls. These wellness calls sparked them to do some food drives to deliver items to members that were isolated at home. When they opened in June, they had to work through how to keep everyone safe. Mask are required when you enter the building; however, not on the wellness floor. They conduct temperature checks, wipe down high touch areas consistently and offer hand sanitizer. She stated that with their last survey they have about 70% of their membership back at the YMCA. She explained that they are still down on their family memberships; however, their youth memberships are up. They provide childcare within the schools from 6:30 am to 6 pm. They assist with facilitating virtual learning. For those students that are 100% virtual they are in the youth wing at the YMCA so they are kept separate from individuals coming to

workout. They are making sure that there are open times that individuals can come in and utilize the pool, the wellness floor, and the gymnasium. As they move into the last quarter of the year, she is excited to say that they will be offering swim lessons, karate, and home school PE. Mrs. Rountree asked about the cost for membership. Ms. Leavens stated that their rates that are on the website are based on an annual income level of \$60,000 or more; however, if you fall below that there is a sliding scale that is used based on your income. They will not turn anyone away for the inability to pay. Ms. Leavens stated that basketball has been one of the most missed activities at the YMCA. Due to the restrictions surrounding contact sports they are able to offer gym time for families anytime from 6 pm to closing nightly. Mrs. Rountree asked about the Women's Club assisting with tutoring students with virtual learning. Ms. Leavens stated that the Women's Club is in the process of getting their backgrounds checked due to the fact that the YMCA is a licensed childcare and then they will be able to assist students with virtual learning. Committee thanked Ms. Leavens for the update.

Meeting adjourned at 3:37 p.m.

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 29TH, 2020

The Public Works Committee held a meeting on Tuesday, September 29th, 2020 at 3:37 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mrs. Renee Rountree and Mr. Michael Smith, Vice Mayor. Other Council members present were Mr. Wayne Hall, Mr. Randy Pack, Ms. Valerie Butler, and T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Director of Engineering and Public Works; and Ms. Amy Novak, Director of Parks and Recreation. There was no media represented.

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. Proposals from The Blair Brothers. Inc. for Street Maintenance on Lane Crescent and Installation of ADA Ramp and Sidewalk at the Intersection of South Church Street and Battery Park Road – Mr. Griffin stated that the street maintenance proposal is for a mill and overlay of a portion Lane Crescent. The mill and overlay will be from the Crescent pump station to Andrews Crossing. Town Council previously approved Carl Point, a sub street in this area, last April. The street maintenance work on Carl Point was deferred last spring for funding reasons; however, he would like to move forward the that work when Blair Brothers does Lane Crescent. Mr. Griffin stated that this street maintenance work should be done by the end of October. Mr. Griffin also stated that it has been brought to the Town's attention that a ADA handicap ramp is missing from the intersection of South Church Street and Battery Park Road. The corner that is missing is at Royal Farms. He stated that he had a discussion with VDOT and they have indicated

that they would like to help with the cost of installing this ADA ramp since South Church Street is their roadway. The total estimated cost for installing this ADA ramp and restriping is \$12,000.00. The installation of the ADA ramp will eventually be needed for the multi-use path that is planned to go down South Church Street.

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

1. Closed Session: For the Purpose of discussing Contract Negotiations more specifically Bay Disposal Recycling Contract, Pursuant to 2.2-3711 A(29) of the Code of Virginia. The Town Attorney stated that we need a closed session for the purpose of discussing Contract negotiations more specifically Bay Disposal Recycling Contract. Vice Mayor Smith so moved the motion and Mr. Hall seconded the motion.

Open session	3:43 p.m.
Closed Session	3.48 p.m.

Motion was made to come back into open session. A motion was made by Vice mayor Smith and properly seconded by Mr. Pack that the only items discussed during closed session were for section 2.2-3711 A(29) of the Code of Virginia.

Meeting adjourned at 3:48 p.m.

October 1, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PUBLIC BUILDINGS AND WELFARE COMMITTEE MEETING -
CANCELLED

The Public Buildings and Welfare Committee scheduled for Tuesday, September 29th, 2020 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of agenda items.

**RESOLUTION TO COMMEND AND APPRECIATE
MAIN STREET BAPTIST CHURCH**

WHEREAS, Main Street Baptist Church has been serving the spiritual, educational, and housing needs of the Smithfield community since 1881; and,

WHEREAS, Main Street Baptist Church has been an outstanding community partner by serving as an on-going COVID-19 test site and the Church's hospitality and facilities have been invaluable resources to local and State agency personnel during the pandemic; and,

WHEREAS, Reverend Dr. James M. Harrison and the members of Main Street Baptist Church quickly opened its doors to serve as a temporary emergency shelter for citizens displaced by the recent flash flooding in the Smithfield area; and,

WHEREAS, the Smithfield Town Council desires to express its profound appreciation and gratitude for the dedication to community shown by the Main Street Baptist Church family.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Town Council of the Town of Smithfield, Virginia commends and appreciates Pastor James M. Harrison and the Main Street Baptist Church for its continued support of the Smithfield community and the positive impact it has on the quality of life of the citizens of Smithfield and the surrounding area.

Adopted this 6th day of October, 2020.

T. Carter Williams, Mayor

Attest:

Lesley King, Clerk

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



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-316673	10/01/2020	2 of 2

VENDOR # 13596

Questions:
 Tyler Technologies - ERP & Schools
 Phone: 1-800-772-2260 Press 2, then 1
 Email: ar@tylertech.com

ACCOUNT # 04-100-412410-000-48100

DEPT HEAD _____

Bill To: Town of Smithfield
 Attn: Accounts Payable
 P.O. Box 246
 Smithfield, VA 23431

TOWN MANAGER _____
 Ship To: Town of Smithfield
 Attn: Accounts Payable
 P.O. Box 246
 Smithfield, VA 23431

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49572 - MAIN - MAIN	145039		USD	NET45	11/15/2020

Date	Description	Units	Rate	Extended Price
	APPLICATION SERVICES - VA TAX Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021	1	1,443.75	1,443.75
	CONCURRENT USERS Subscription Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021	5	262.50	1,312.50
	APPLICATIONS SERVICES - TYLER CONTENT MANAGER SE Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021	1	312.50	312.50

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	10,162.59
Sales Tax	0.00
Invoice Total	10,162.59



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
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 Phone: 1-800-772-2260 Press 2, then 1
 Email: ar@tylertech.com



Bill To: Town of Smithfield
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 P.O. Box 246
 Smithfield, VA 23431

Ship To: Town of Smithfield
 Attn: Accounts Payable
 P.O. Box 246
 Smithfield, VA 23431

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
49572 - MAIN - MAIN	145039		USD	NET45	11/15/2020

Date	Description	Units	Rate	Extended Price
Contract No.: Smithfield, VA				
	APPLICATION SERVICES - ACCTG/GL/BG/AP	1	1,086.75	1,086.75
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - FIXED ASSETS	1	415.80	415.80
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - HUMAN RESOURCES MANAGEMENT	1	363.83	363.83
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - PAYROLL W/ESS	1	760.73	760.73
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - TYLER REPORTING SERVICES	1	590.63	590.63
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - ACCOUNTS RECEIVABLE	1	363.83	363.83
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - BUSINESS LICENSES	1	311.85	311.85
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - CENTRAL PROPERTY FILE	1	0.00	0.00
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - CITIZEN SELF SERVICE	1	363.83	363.83
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - GENERAL BILLING	1	155.93	155.93
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - MUNIS OFFICE	1	259.88	259.88
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - PERMITS & CODE ENFORCEMENT	1	693.00	693.00
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - ROLE TAILORED DASHBOARD	1	0.00	0.00
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - TYLER FORMS PROCESSING	1	787.50	787.50
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - UTILITY BILLING METER READER INTERFACE	1	259.88	259.88
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - UTILITY BILLING CIS	1	680.40	680.40
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - VA INCOME TAX	1	0.00	0.00
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			
	APPLICATION SERVICES - VA MOTOR VEHICLE TAX	1	0.00	0.00
	Maintenance: Start: 01/Nov/2020, End: 31/Jan/2021			

TOWN OF SMITHFIELD

REQUISITION

001 Gen

SUGGESTED VENDOR <u>Smithfield Volunteer Fire Dept</u>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <u>9-30-20</u>		DATE WANTED		ORDER NO.
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>Annual fire funds pass thru</u>			<u>30827.00</u>
	<u>04-100-432900-0000-45623</u>			
	<u>Annual budgeted honorarium</u>			<u>15000.00</u>
	<u>04-100-433300-0000-46008</u>			
				<u>45827.00</u>

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

Suzanne@lcovinc.com

INVOICE

Invoice Number: 0920-1072.2014

Invoice Date: Sep 30, 2020

Page: 1

Bill To:
Town of Smithfield P O BOx 246 Smithfield, VA 23431

Ship to:
Grace Stree Water & Sewer PO# PW2102 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/15/20

Quantity	Item	Description	Unit Price	Amount
1.00		Partial Stored water material	87,000.00	87,000.00
1.00		Partial stored sewer material	63,000.00	63,000.00
Subtotal				150,000.00
Sales Tax				
Total Invoice Amount				150,000.00
Payment/Credit Applied				
TOTAL				150,000.00

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.



Town of Smithfield

Memorandum

September 24, 2020

TO: Finance Committee

FROM: Michael Stallings, Town Manager

SUBJECT: Appropriation of CARES Act Funds

As you know we are working with Isle of Wight County to utilize our CARES Act allotment. To date we have received reimbursements in the amount of \$47,872.64 from IOW County for Cares Act Reimbursement. Of these funds, \$20,170.16 were appropriated at the August Council meeting, leaving the remaining \$27,702.48 to be appropriated this month.

Due to the fact that a portion of these funds were spent in last fiscal year, the sum of \$1,598.13 will be appropriated into the FY20 General Fund Operating Budget, and the sum of \$26,104.35 will be appropriated into the FY21 General Fund Operating Budget.

Attached you will find a resolution appropriating these funds into our operating budget.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of
\$27,702.48 In CARES Act Funding
Into The General Fund Operating
Budget

Resolution

A Resolution Appropriating The Sum Of
\$27,702.48 In CARES Act Funding Into
The General Fund Operating Budget

WHEREAS, Isle of Wight County has received an allocation of CARES Act funding that includes an allocation to be passed along to the Town of Smithfield, and;

WHEREAS, The Town Council of the Town of Smithfield must appropriate these funds as they are received from Isle of Wight County to be used for the purposes allowed by the CARES Act.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Smithfield, Virginia as follows:

Section 1. That the sum of \$1,598.13 be appropriated into the FY20 General Fund Operating Budget, and that the sum of \$26,104.35 be appropriated into the FY21 General Fund Operating Budget.

Section 2. This resolution shall be in effect on and after its adoption.

Adopted: October 6, 2020

T. Carter Williams, Mayor

Attest:

Lesley King, Clerk

The Smithfield Town Council held its regular meeting on Tuesday, September 1st, 2020.
The meeting was called to order at 6:30 p.m.

Members present:

T. Carter Williams – Mayor

Michael Smith – Vice Mayor

Valerie Butler

Beth Haywood

Wayne Hall

Renee Rountree

Members absent:

Randy Pack

Staff members present:

Michael Stallings - Town Manager

Ellen Minga – Town Treasurer

Lesley King – Town Clerk

William H. Riddick, III – Town Attorney

Alonzo Howell – Chief of Police

Ashley Rogers – Human Resource Director

Judy Winslow – Director of Tourism

Chris Meier – Patrol Lieutenant

John Settle – Community Development & Planning Director

Tammie Clary – Planner

Charles Bryan – Planning Commission Vice Chairman

There were approximately ten (10) citizens present. The media was represented by of the Smithfield Times.

Mayor Williams welcomed everyone to the meeting and everyone stood to recite the Pledge of Allegiance.

Manager's Report:

The Town Manager reported that the Department of Criminal Justice Services asked to present the award next month. It was not quite ready yet. He explained that the August Activity Report was included in the packets and he was available if anyone had any questions.

Upcoming Meetings and Activities:

September 8th - 4:00 p.m. – Pinewood Heights Management Team

September 8th - 6:30 p.m. – Planning Commission

September 15th - 6:30 p.m. – Board of Historic and Architectural Review

September 28th - 3:00 p.m. – Town Council Committee Meetings (Consecutive)

Public Safety Committee

Water and Sewer Committee

Finance Committee

September 29th - 3:00 p.m. – Town Council Committee Meetings (Consecutive)

Parks and Recreation Committee

Public Works Committee

Public Buildings and Welfare Committee

Public Comments:

The public is invited to speak to Council on any matter, except scheduled public hearings. 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 from the Town will be provided in writing following the meeting.

Mr. Derek Boone stated that he was not speaking for the Smithfield Packers. He stated that the sports complex was a beautiful facility. He explained that it brings a lot to the Town; but he would like to see more fields there. There is one football field that can also be used for soccer or field hockey. If there were more fields, there could be more teams, more access, and more for youth to participate in. He is hoping the Town can fix the parking issue. He would like more accessibility for different organizations to play. With the new schools coming along, there will be limited field space for practice and play. He explained that statistic show that the NFL and the NBA are 80% African Americans. He loves baseball; but only 10% are playing baseball. If the Town only has baseball fields and no football, soccer, lacrosse, or field hockey fields then a major percentage of other players have nothing to do. It would also bring more revenue. He asked if the Town was looking into the indoor facility. The YMCA has basketball courts; but two people doing yoga will cancel an opportunity for youth to play basketball there. He stated that the Town needs more indoor facilities for the kids to play basketball so they can be great. It

builds leadership skills and confidence. He wants to give kids the chance and the opportunity to grow into something. Mr. Boone asked if there was a plan for the old Jersey Park basketball goal. He explained that it looks bad out there. The kids have nothing to do. He stated that it is probably privately owned and the Town has nothing to do with it. He asked if the Town knows anything about a project for that. If kids have nothing to do, things can get bad and the police have to handle situations. He would like to see more things done for the youth.

Mr. Herb DeGroft stated that he was speaking for the Isle of Wight Citizens Association. He wanted to make everyone aware that there will be a public forum on September 14th, 2020 at the Windsor Town Center. Representatives from health organizations will be there to explain the current status of the pandemic and what it looks like moving forward. They will also discuss the upcoming flu season. It is at 7:00 p.m. on September 14th, 2020 at the Windsor Town Center. Mr. DeGroft also stated that on November 11th, 2020 there will be a veteran's program at the Veteran's Memorial on North Church Street at 11:00 a.m. He hopes the Mayor and Town Council members can attend.

Ms. Julia Novak stated that she is one of the organizers for Smithfield Animal Save. She explained that they hold a vigil at the Smithfield Packing Plant, typically, every Sunday and/or Monday nights. They bear witness to the pigs lives that come through on the transport trucks before they are killed. They bring light to the public about the conditions that they come in on. The public is not aware of the conditions that the pigs arrive in and what they go through to get here. She wanted to discuss the proposal for the assembly permits and what the changes would do to their organization. She explained that they have always had a good, civil, and peaceful relationship with the Town for their vigils. The Town has always granted them multiple weeks and months on one permit. Their permit never changes. They do the same thing every night that they are out there with the peaceful vigil. The new proposal states that a new permit would be needed for every single night they are out there five days in advance. There would also be a permit fee of \$25.00 for each permit. Money is not made from the vigils. It is non-profit and everyone is a volunteer. Ms. Novak was asking that if the new proposal is passed that Smithfield Animal Save be exempt from the new proposal.

Mr. Ken Penn asked the Town Council to consider if the new proposal for Assembly Permits would infringe on certain civil rights. He explained that small groups for any cause would have a difficult time with the new proposal. He opposes the changes to the Assembly Permit process.

Ms. Julie Coffey stated that she is an organizer with Smithfield Animal Save. She opposes the changes to the permitting process. She asked the Council to reconsider the fees and choose not to limit the number of permits per year.

Mr. Albert Burckard stated that he was not speaking for the Historical Society or the Carrollton Civic League. He asked each Town Council member to attend the county public hearing at 6:00 p.m. on September 3rd, 2020 at Smithfield High School. The subject is the fate of the war memorial at Monument Circle in front of the 1801 Courthouse building. He asked each Town Council member to publicly support the retention of the monument/memorial as a historical edifice of Isle of Wight County. It is no less important or worthy as the 1750

Courthouse building or the dozens of other pre-1865 historic homes in the Town of Smithfield or throughout the county. He explained that each of these buildings would have been built in part or entirely by slave labor. It was the existing labor force at the time as it was generally throughout most of the original thirteen colonies. It is a historic fact. Slave labor was also used to build the White House and the U.S. Capitol buildings in Washington, D.C. Should all these buildings be demolished because slaved African Americans helped build them; of course not. Several peaceful protests walked through Smithfield recently as well as at the courthouse in Isle of Wight County. Their theme was the demolition and removal of the county war memorial. He explained that he witnessed both events and it was the only purpose which was well reported in the local media. A speaker at a recent Board of Supervisors meeting at the County stated that this was just the beginning. Another speaker at the rally in Smithfield shouted “let the revolution begin.” Mr. Burckard heard it because he was there. He asked what was next for our communities; vegan protestors smelling blood in the water. Recently, there were harassed customers at the Taste of Smithfield. Another small PETA mob of protestors were recently in front of Smithfield Foods. Does the Town name need to be changed since the founding family owned slaves for several generations? Will all the Town Council members decide to remove the beautiful life-size bronze statues of Jefferson and Washington since they were slave owners? He explained that the Council needed to decide if they honor and believe in the local history. He asked if the Town keeps its symbols or destroys them because a shouting mob of mostly outsiders demands it. He asked that each Town Council member take a public stand on these issues. He asked if the Schoolhouse Museum would become a future target of other mobs that would demand its removal. He wants everyone to search their own conscience and decide if erasing some history is worth the risk of having all the County history erased on the whims and passions of the moment. Mr. Burckard ask the Town Council members to help preserve all the history; both the glorious and the odious. Even the most offensive symbols can be a constant reminder to everyone of things that never should be repeated.

There were no other public comments.

Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District:

Supervisor Grice reported that during COVID emergency restrictions the Board of Supervisors can now vote on issues of concern during work sessions. Action was taken on four issues at the August 6th, 2020 Board of Supervisors work session. The first item was authorization of a public hearing on the issuance of a bond to finance the replacement of Hardy Elementary School and other planned capital improvement projects. It will necessitate a tax rate increase of five cents or less depending on the interest rates. There will be a public hearing on September 9th, 2020. The second issue was a second matching allocation of CARES Act Funds for the County and both Towns. A portion of the monies will be allocated for a second round of 2,000.00 grants for all small for-profit businesses operating in the County that have been affected by COVID 19. He urged everyone to support the local businesses. The second choice would be to order online. Both options keep the sales tax money in the County. The third item was that the Board directed staff to move forward on the application for the Virginia Technology Initiative Grant funds. These funds would be used to expand broadband services within the County. The

fourth item is to forgo a referendum and move to a public meeting on the disposition of the confederate monument located in the front of the old courthouse since 1907. The public hearing will be held on September 3rd, 2020 at Smithfield High School. He urged citizens to attend or send an email to the County. The website address is comments@iwus.net. Supervisor Grice also reported that the Board of Supervisors accepted an Obici Healthcare Grant and a certification for achievement of excellence for financial reporting. They authorized a temporary reduction in water tap fees to encourage new users since the pipeline on Route 10 is now operational. He was available for questions from the Town Council members.

Council Comments:

Councilwoman Rountree explained that she was in contact with multiple citizens over the last month and explained their comments and concerns. She received two emails following the Smithfield Times report on golf cart access downtown. They are both in support of golf carts downtown from the neighborhoods. She also spoke to the HOA president for Cypress Creek. He asked about street cleaning. He stated that it is supposed to be done twice a year and he would like to know the schedule for the Cypress Creek neighborhood. Councilwoman Rountree followed up with the leader for the Broadband Task Force. He was very knowledgeable and supportive. He supports the golf cart initiative and would like to see the plan for making sure that businesses plan to come back to closed shops.

Councilwoman Butler stated that she hopes the school year will be successful for all students. The pandemic is unprecedented. Years from now, she hopes the students will have a story to tell about school during a pandemic.

Consent Agenda:

Mayor Williams asked if any Council member would like to pull any item for further discussion. Councilwoman Haywood pulled item C1.

C1. Pulled from Consent Agenda.

C2. Motion to Authorize Purchase of Perpetual Drainage Easement Behind Reverse Osmosis Water Treatment Plant:

Vice Mayor Smith explained that other families own this property. The Town is making an offer to purchase.

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

- | | |
|---|--------------|
| a. Core & Main
(water meter registers) | \$ 15,400.00 |
| b. Draper Aden Associates
(2020 manhole inspections & rehab) | \$ 45,165.25 |
| c. Lewis Construction of Virginia
(install sewer manhole & 2 new laterals) | \$ 14,000.00 |
| d. Kimley Horn & Associates
(intersection improvement project) | \$ 29,769.10 |
| e. Central Square Technologies
(annual software & maintenance fee) | \$ 26,697.87 |

Additional Invoices Received Since Finance Committee:

f. Acme Equipment (budgeted scissor lift)	\$ 11,694.00
g. Beach Ford (budgeted Public Works truck)	\$ 34,903.00
h. Axon Enterprise, Inc. (budgeted Police equipment)	\$ 10,320.02

C4. Authorization to Make Contribution of CARES Act Funds to the Western Tidewater Free Clinic and Isle of Wight Christian Outreach:

Vice Mayor Smith explained that this contribution is eligible under the CARES guidelines.

C5. Motion to Approve Contribution of 20% from Second Round of CARES Act Funding to be Used for Isle Rebound Grant Program with the Adoption of Certification Resolution:

Vice Mayor Smith explained that the Town of Smithfield, Town of Windsor, and Isle of Wight County are partnering on Isle Rebound.

C6. Motion to Reallocate Remaining Funds from VDOT's Urban Fund for Segment 3 of the Nike Park Trail to Preliminary Engineering Phase and Rename Project as a Study:

Councilwoman Haywood stated that the study will help determine the route of the Nike Park Trail through the Town of Smithfield.

Vice Mayor Smith made a motion to approve consent agenda items C2 – C6 as presented. Councilman Hall seconded the motion. With no further discussion, Mayor Williams called for the vote.

On call for the vote, six members were present. Councilwoman Rountree voted aye, Councilman Hall voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Ordinance to Amend Town Code as it Pertains to Assembly Permits (Item C1):

Councilwoman Haywood asked if there were options to work with the people that spoke against the amendments to the ordinance for Assembly Permits.

Mayor Williams asked the Chief of Police if there had been any incidences with the Smithfield Animal Save group. Chief Howell reported that there had been no incidents with their organization. He explained that in light of the current climate, the Town has to try to maintain order as far as knowing what is going on.

Councilwoman Rountree clarified that the red-lined changes to the ordinance did not include a limitation on the number of permits. The Town Manager explained that the limit on the number of permits was removed. Concern about the fee can be discussed.

Councilwoman Butler stated that the group is non-profit and they are concerned about the fee. There have not been any issues with them. They have been doing this for quite a while. She asked what other municipalities do regarding a fee. The Town Manager explained that many localities do not have Assembly Permits whatsoever. He stated that any changes needed to be for all and not just for one organization.

Councilwoman Rountree agreed that there is some administrative burden in reviewing the applications and the Chief of Police having a police presence at the location. If the applicants could apply for multiple days on the same permit then that would lessen the burden on Town staff. The Town Manager stated that the code allows them to apply up to sixty days in advance. It would be the maximum amount of time without amending the existing code.

Mayor Williams asked how many people usually attend. Julia Novak stated that, on average, there are about ten people present. The permit is usually written for thirty people in case more attend to support animal rights.

Mayor Williams asked if all were adults. Julia Novak stated that her son usually attends and he is five years old. They usually have the vigil on Sunday nights; but occasionally, they meet on Monday nights as a back up day or a rain day.

Mayor Williams asked how far the participants are driving to come to Smithfield. Ms. Novak stated that she lives in Virginia Beach. The other attendees are mostly from Virginia Beach as well.

Councilwoman Rountree asked if this group was the only group that submits for permits. The Town Manager explained that it is the only frequent one since he has been with the Town.

Councilwoman Butler asked Ms. Novak if \$150.00 for the year would be a hardship for her organization? Ms. Novak stated that if it was their only option then they would make it work. If they paid the \$25 fee every sixty days then they could be onboard with that. The Town Manager stated that the wording could be changed to allow for more than one date on a permit.

Mayor Williams stated that this is only one organization. He does not mind the group coming at all since they are peaceful and are passionate about their cause. His concern is that others may not be that way.

The Town Manager explained that even deleting the section about one permit per event the Town is still tightening the regulations from the current ordinance. An applicant can currently apply for as many events as they want and there is no fee. The fee would help to cover some of the administrative time and costs. If no changes are made, an applicant can apply for as many events as they want. The requirement is that they file an application no less than five days before the event and no more than sixty days before the event. It gives the applicant as much as fifty-five days for an assembly permit. The application is reviewed but the Town would probably not grant someone a permit that wanted to assemble seven days a week. The Town Attorney reminded the Council that it was discussed at length at committees. The Council did not want to limit freedom of speech or how many times someone could assemble. He stated that what the Town Manger has suggested is a reasonable compromise. It removes the provision that prohibits someone from applying for more than one date during a sixty day period. Ms. Novak has said that it would not be burdensome to her group.

The Town Manager explained that the changes to the Assembly Permit process would be to add in the \$25.00 fee and to clarify the five days to five business days. It would remove the restriction of how many someone could apply for on one application.

Councilwoman Rountree made a motion to remove the section about one date per application; but included the fee and clarification for five business days. Councilman Hall seconded the motion. With no further discussion, Mayor Williams called for the vote.

On call for the vote, six members were present. Vice Mayor Smith voted aye, Councilman Hall voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Councilwoman Rountree voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Public Hearing: Zoning Ordinance Amendment – Ground Source Well:

The Community Development and Planning Director reported that due to the Smithfield Town Code (STC) Section 82-45, as well as the nature of ground source heating, ventilation, and air conditioning (HVAC) systems that require wells for operation, Town residents, prospective residents, and contractors are encountering situations where they cannot replace or install their ground source HVAC systems without first obtaining a Special Use Permit (SUP) from the Town Council. STC Section 82-45 reads: *Where a public water supply is available in the town it shall be unlawful to connect a residential or 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 in accordance with the provisions of the town's zoning ordinance.* In order to ease the burdens and frustrations of prospective applicants, Town staff have generated a text amendment to Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.F, 3.G, and 3.H of the SZO, which would allow residents in all residential zoning districts to utilize wells for ground source HVAC systems, by right, without having to obtain an SUP from the Town Council. The language proposed in this text amendment would appear in tandem with the irrigation well use that appears in Section B, "Permitted Uses", in Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.F, and 3.G of the SZO. Additional language proposed in this text amendment would add wells for ground source HVAC systems to Section I, "Additional Regulations", in Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.F, and 3.G. Lastly, for reasons unclear to Town staff, irrigation wells were not included as a permitted use in the Downtown zoning district. This is a mixed-use district with a high concentration of residential properties. This text amendment would add irrigation wells and wells for ground source HVAC systems to Article 3.H, Section B, "Permitted Uses", in addition to Section I, "Additional Regulations". A red lined version of this text amendment is included in the pages immediately following this staff report. At its Tuesday, August 11th, 2020 meeting, the Planning Commission favorably recommended this application to the Town Council. Town staff recommended a favorable report to the Town Council.

Vice Mayor Smith asked what happens to the water after it is used. Mayor Williams stated that it goes back into the ground. It is a loop. Vice Mayor Smith wanted to know if the ordinance addresses that the water must go back into the ground for a geo-thermal system. Many people run it over a hill or into a pond. He is familiar with the system and has seen people abuse it. It is a concern environmentally. The system is supposed to have a shallow well to distribute the used water back into the ground. The Community Development & Planning Director stated that it is not addressed. It only adds ground source HVAC systems to the list of permitted uses.

The Town Attorney suggested a condition that any such HVAC system would be a closed loop or a return system. The other option would be to prohibit any type of discharge system.

The Community Development & Planning Director explained that it could be satisfied by the definition of ground source HVAC systems. The Town Attorney suggested it state “for the purpose of this ordinance, wells shall not be permitted for the installation of an above ground HVAC system.” It is hard to define all of the different kinds of systems; but the Town can prohibit the discharge system.

Mayor Williams declared the public hearing open. He asked if anyone would like to speak for or against the application.

Mr. Charles Bryan, Vice Chairman for the Planning Commission, explained that the Planning Commission had concerns about the discharge system as well. When they recommended the amendments to the Town Council, the Planning Commission understood it to be a closed loop system. He explained that they would not have approved discharge above ground.

With no further comments, Mayor Williams closed the public hearing.

Vice Mayor Smith made a motion to approve the changes with the addition of no discharge above ground. Councilwoman Butler seconded the motion. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilwoman Rountree voted aye, Vice Mayor Smith voted aye, Councilwoman Haywood voted aye, Councilwoman Butler voted aye, Councilman Hall voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Public Hearing: Zoning Ordinance Amendment – Short Term Rentals:

The Community Development & Planning Director explained that, currently, there is nothing to address short-term rentals in any Town Ordinance. With current trends and the influx of Internet-based short-term rental housing markets, homeowners/occupants have the ability to rent their entire house or portions (rooms), for a short period of time. These short-term rentals are usually for a week or weekend. We are aware that there are some short-term rentals currently being operated in Town. This text amendment will function as an avenue for these short-term rentals to legitimize their businesses. Additionally, by requiring a business license for all short-term rentals, residents will be allowed to openly report income for taxation purposes. To better serve and protect Town residents, Town staff propose the following text amendment to Article 2, creating Section Z. This text amendment to the SZO is intended to achieve the following:

- (1) The assurance of compliance with existing public and private legal infrastructure by requiring the operator to obtain a Town business license, assure service by a Virginia-licensed waste management facilities operator, and continued compliance with any

- other section of the Town Code and any private restrictions and covenants (i.e. owners' associations, etc.).
- (2) The creation of development standards by limiting the total number of rentable nights per calendar year to 104 nights, the total length of stay to no more than thirty days, and the prohibition of short-term rentals in accessory buildings and structures, among other standards.
 - (3) The provision of an avenue for legitimization for those currently operating short-term rentals in the Town by requiring them to obtain a business license, and pay occupancy tax, enabling those operators to report their earnings as taxable income, which consequently expands the Town's tax base.
 - (4) The empowerment of decision-making bodies (i.e. the Planning Commission and Town Council) by establishing them as stakeholders in the decision-making process- this is done through the proposed language in which short-term rentals not classified as "homestays" are required to apply for a Special Use Permit. This also ensures that there is necessary oversight above the administrative level in this permitting process.
 - (5) The creation of necessary avenues for recourse if violations are discovered.
 - (6) Language was incorporated into the proposed text amendment in which existing short-term rentals operating prior to the date of adoption of the proposed SZO Section 2.Z and which conflict with the standards contained therein may be approved administratively by Town staff following the operators' submittal of satisfactory evidence to the Town that they were operating prior to the date of adoption of the proposed Section 2.Z.

In order to reach this end, this text amendment imposes provisions that are consistent with other localities, as well as best planning practices suggested by the Virginia State Bar. In order to ensure that these provisions are met, prospective operators will be required to complete, sign, and notarize an affidavit assuring all applicable provisions are adhered to. To remove ambiguity, the terms "short-term rental" and "homestay" will be added to the definitions in Article 13, Section B. A red lined version of the proposed language of this text amendment, as well as a draft version of the proposed short-term rental affidavit, accompany this staff report. At its Tuesday, August 11th, 2020 meeting, the Planning Commission favorably recommended this application to the Town Council. Town staff recommended a favorable report to the Town Council.

Councilwoman Haywood asked the Town Attorney if item #6 is okay to do. The Town Attorney explained that non-conforming uses can be grandfathered. If someone is doing something that has never been regulated and a new regulation is put into place then the Town Council can exempt them. Some provisions would still be required. Government changes the laws all the time. It is generally seen as unfair to make the rules after someone has already started doing something.

Councilwoman Rountree asked how taxes work. In other towns, people travel to stay for short-term rentals. They have specific rules about the person that owns the property paying the

taxes back to the locality. People are renting homes instead of hotel rooms. Mr. Settle explained that the text amendment keeps the transient occupancy tax in place. The Town Manager explained that the Town would start collecting it on the grandfathered ones because they would then be legitimized. Currently, they are under the radar. The grandfathered ones would have to pay the tax. The Town Attorney explained that the current ones will have to comply with the licensing requirements. Mr. Settle explained that they would need a business license and would be monitored by the Town.

Councilwoman Butler asked what would happen if ownership were to change. Mr. Settle explained that non-conforming conditions run with the land. If a non-conforming use is discontinued for a period in excess of two years then it expires.

Mayor Williams opened the public hearing. He asked if anyone would like to come forward to speak for or against the amendment. Hearing none, he closed the public hearing.

Vice Mayor Smith made a motion to approve the amendment as presented for short-term rentals. Councilman Hall seconded the motion. With no further discussion, Mayor Williams called for the vote.

On call for the vote, six members were present. Councilman Hall voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Butler voted aye, Councilwoman Rountree voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Public Hearing: Refinance 2017 Note to a General Obligation Bond for Various Capital Projects in an Amount not to Exceed \$4,205,000.00:

The Town Treasurer reported that this is a taxable bond that will replace the existing note that was obtained through Farmers Bank for 5,000,000.00 that was subject to an interest rate reset. The purpose of the financing is for various capital projects including phased rehab in Windsor Castle Park, acquisition and construction of the public sports complex, renovations to the Smithfield Police Evidence building, Clontz Park Boat Ramp, as well as various utility system improvements. The actual payoff of the Farmers Bank loan is \$4,168,652.00. The net interest cost if the new loan is 1.526% and the net present value savings is calculated to be 68,303.62. This is the third and last of the loans the Town worked on with Davenport.

Mayor Williams opened the public hearing. He asked if anyone would like to speak for or against the refinancing. Hearing none, he closed the public hearing.

Vice Mayor Smith made a motion to approve the refinancing of the note as presented and authorize Town staff as may be necessary to execute all documents. Councilman Hall seconded the motion. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilwoman Butler voted aye, Vice Mayor Smith voted aye, Councilwoman Haywood voted aye, Councilman Hall voted aye, Councilwoman Rountree voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Motion to Approve the Town Council Summary Minutes of August 4th, 2020:

The Town Attorney reviewed the minutes and recommended they be adopted as presented.

Vice Mayor Smith made a motion to approve the minutes. Councilwoman Butler seconded the motion. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilman Hall voted aye, Vice Mayor Smith voted aye, Councilwoman Rountree voted aye, Councilwoman Haywood voted aye, Councilwoman Butler voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

New Business:

There was no new business.

Old Business:

There was no old business.

Closed Session:

The Town Attorney stated that the Council needed a motion to go into closed session for the purpose of discussing the acquisition of real property for public purposes pursuant to 2.2-3711.A-3 of the Code of Virginia.

Vice Mayor Smith made a motion to go into closed session. Councilman Hall seconded the motion. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilman Hall voted aye, Councilwoman Haywood voted aye, Councilwoman Rountree voted aye, Councilwoman Butler voted aye, Vice Mayor Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

The Town Council went into closed session at 7:38 p.m.

The Town Council returned to open session at 7:50 p.m.

The Town Attorney stated that a motion was needed to go back into open session.

Vice Mayor Smith made the motion and Councilman Hall seconded. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilman Hall voted aye, Councilwoman Haywood voted aye, Councilwoman Rountree voted aye, Councilwoman Butler voted aye, Vice Mayor Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

The Town Attorney stated that a motion was needed that during the closed session there was only a discussion of acquisition and disposition of real property for public purposes pursuant to 2.2-3711.A-3 of the Code of Virginia.

Vice Mayor Smith made the motion and Councilman Hall seconded. Mayor Williams called for the vote.

On call for the vote, six members were present. Councilwoman Haywood voted aye, Councilwoman Butler voted aye, Councilwoman Rountree voted aye, Councilman Hall voted aye, Vice Mayor Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

The meeting was adjourned at 7:50 p.m.

T. Carter Williams - Mayor

Lesley King – Town Clerk

The Smithfield Town Council held a special meeting on Tuesday, September 11th, 2020. The meeting was called to order at 4:00 p.m.

Members present:

T. Carter Williams – Mayor

Michael Smith – Vice Mayor

Valerie Butler

Randy Pack

Beth Haywood

Wayne Hall

Renee Rountree

Staff members present:

Michael Stallings - Town Manager

Lesley King – Town Clerk

Ellen Minga – Town Treasurer

William H. Riddick, III – Town Attorney

There were no citizens (0) citizens present. The media was not present.

Upcoming Meetings and Activities:

September 15 - 6:30 p.m. – Board of Historic and Architectural Review

September 28 - 3:00 p.m. – Town Council Committee Meetings (Consecutive)

Public Safety Committee

Water and Sewer Committee

Finance Committee

September 29 - 3:00 p.m. – Town Council Committee Meetings (Consecutive)

Parks and Recreation Committee

Public Works Committee

Public Buildings and Welfare Committee

Motion to Authorize the Execution of Contract Documents for the Refinancing of a 2017

Note to a General Obligation Bond for Various Capital Projects:

The Town Attorney stated that a motion was needed to adopt the resolution for the issuance of General Obligation Refunding Bond in an aggregate principal sum not to exceed \$4,205,000.00. The lender is Chase. There is a resolution included to be executed by the Town

Clerk. There is a bond purchase loan agreement included. The motion is to adopt the resolution and authorize staff to execute the bond documents.

Councilman Pack made a motion to approve and Vice Mayor Smith seconded the motion. With no further discussion, Mayor Williams called for the vote.

On call for the vote, seven members were present. Councilman Pack voted aye, Councilwoman Butler voted aye, Vice Mayor Smith voted aye, Councilwoman Rountree voted aye, Councilwoman Haywood voted aye, Councilman Hall voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams thanked the Town Treasurer for her work on the bond. With no other items to come before Council, Mayor Williams adjourned the meeting.

The meeting was adjourned at 4:05 p.m.

T. Carter Williams - Mayor

Lesley King – Town Clerk