

The Smithfield Town Council held its regular meeting on Tuesday, January 5th, 2021. The meeting was called to order at 6:30 p.m.

Members present:

T. Carter Williams – Mayor
Michael Smith – Vice Mayor
Valerie Butler
Randy Pack
Beth Haywood
Wayne Hall
Renee Rountree

Staff present:

Michael Stallings - Town Manager
Lesley King – Town Clerk
Ellen Minga – Town Treasurer
William H. Riddick, III – Town Attorney
John Settle – Community Development & Planning Director
Alonzo Howell, Chief of Police
Ashley Rogers – Human Resource Director
Amy Novak – Director of Parks and Recreation
Judy Winslow – Director of Tourism
Jack Reed – Director of Public Works & Utilities
Charles Bryan – Planning Commission
Chris Meier – Deputy Chief of Police

Press: Nate Delesline, III – The Smithfield Times

Citizens: 3

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

Manager’s Report:

The Town Manager introduced Jack Reed; the Town of Smithfield’s new Director of Public Works & Utilities. The December Activity Report was included in the packet.

Upcoming Meetings and Activities:

January 5 th	-	6:30 p.m. – Town Council Meeting
January 12 th	-	4:00 p.m. – Pinewood Heights Management Team Meeting
January 12 th	-	6:30 p.m. – Planning Commission
January 18 th	-	Town Offices Closed in Observance of Martin Luther King Holiday
January 19 th	-	6:30 p.m. – Board of Historic and Architectural Review
January 25 th	-	3:00 p.m. - Town Council Committee Meetings (Consecutive) Public Safety Committee Water and Sewer Committee Finance Committee
January 26 th	-	3:00 p.m. – Town Council Committee Meetings (Consecutive) Parks and Recreation Committee Public Works Committee Public Buildings and Welfare Committee

Public Comments:

Mayor Williams explained that 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.

There were no public comments.

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

Supervisor Grice reported that the Isle of Wight County Board of Supervisors received a comprehensive outline of possible improvements that can be made to support the growing senior population in the county. The 60+ portion of the county citizens is the fastest growing segment of the total population. As of today, they represent 34% of the county's total population. In nine years, they will represent 38% of the population in the county. The county website has the report for the public to view. The county Commission on Aging will take the lead on the review. They will set priorities and make recommendations for funding programs included in the report. He stated that the county hopes to partner with the Town of Windsor and the Town of Smithfield on some of the programs. The county is intent on including additional funding for the upcoming FY 2021/2022 budget for senior citizens. The county also received an update from VDOT on road construction including the northbound exit from Route 17 to Brewers Neck will incorporate a second left turn lane. A complete report of road construction is on the county's website. The county received a clean audit report. There were no revenue shortfalls as some communities have experienced. Expenditures were reduced and adjusted with CARES Act funding. The county was able to add four million dollars to the reserve fund balance. The Isle of Wight County Board of Supervisors recognized two citizens who provided extensive service to the community. The first was Mr. Ron Pack who served with the Economic Development Authority from 1986 until 2020. The second was Mr. John Edwards who started as a reporter in 1971 and was the owner and editor of the Smithfield Times for over fifty years. The county also reviewed capital projects and took final steps to assist in the Isle of Wight/Smithfield/Windsor second small business gift card program. The county tabled final approval of a county ordinance due to the need for additional discussion on the term and definition of the word "junk."

Council Comments:

Councilman Pack stated that, as a small business owner, the gift card program made a huge difference to local businesses. Round 1 was for a total of \$200,000.00 and Round 2 was for \$600,000.00. The money that was given to the community was tremendous. He thanked the Smithfield Town Council and the county for supporting the program.

The Director of Tourism, Judy Winslow, stated that the program was very successful. The total sales for Round 2 of the Isle Shop Small Gift Card Program was \$303,800.00. After public participation the total was \$607,600.00. The number of vouchers purchased were 15,190. The number of businesses out of 109 that sold gift vouchers was 105. Only four businesses did not receive a single gift certificate. The range of checks was anywhere from \$40.00 to \$52,640.00. The percentages are as follows:

\$40.00 to 5,000.00 vouchers - 66% of businesses

- \$5,000.00 to \$10,000.00 vouchers - 15% of businesses
- \$10,000.00 to \$20,000.00 vouchers - 14% of businesses
- \$20,000.00 to \$30,000.00 vouchers - 1% of businesses
- \$30,000.00 to \$52,000.00 vouchers - 4% of businesses

Combining the two programs together resulted in total sales of \$813,480.00 and the number of vouchers purchased were 20,337 in total.

Consent Agenda:

Mayor Williams asked if any Council member would like to pull any item for further discussion. No items were pulled.

C1. Motion to Authorize the Purchase of a New Vac Truck for Use by the Public Works Department.

Vice Mayor Smith explained that the current vehicle is aged and needs replacement. Repairs would be too costly.

C2. Ordinance to Increase Water and Sewer Rates by 3.6% per FY 2020/2021 Adopted Budget.

Vice Mayor Smith explained that a water and sewer rate increase of 3.6% was needed. The Town water rates within corporate limits are currently \$11.47 + \$6.55 per thousand gallons. For someone living outside of Town corporate limits with Town supplied water, the water rates are \$11.47 + \$8.19 per thousand gallons. With the sewer rates within corporate limits, the rates are \$18.62 + \$3.74 per thousand gallons. If someone lives outside the corporate limits, the rates are \$18.62 + \$4.67 per thousand gallons.

C3. Invoices Over \$10,000.00 Requiring Council Authorization:

a. SHI International Corp	\$ 18,779.63
b. DELL Marketing LP	\$ 26,200.00
c. A.C. Schultes of Maryland, Inc.	\$ 18,958.50
d. IOW Christian Outreach	\$ 12,650.00
e. Isle of Wight Tourism	\$136,771.50
f. Isle of Wight E911	\$126,175.00
g. Kimley Horn and Associates	\$ 13,087.83
h. ALLFIRST	\$ 49,958.23

Additional Invoices Received since Finance Committee Requiring Council Authorization:

i. Applied Concepts, Inc.	\$ 31,667.70
j. Firewalls.com, Inc.	\$ 13,124.15
k. YMCA	\$ 50,000.00

Councilman Pack explained that the SHI International invoice is for licensing for computers that run Microsoft Office 365. DELL Marketing is for laptops and computers for teleworking. A. C. Schultes of Maryland is a final invoice for the relining of Well #8A. The invoice to IOW Christian Outreach is a budgeted contribution for FY 2019-2020. There are two invoices to Isle of Wight County for one half of the tourism budget and one half of the E911 budget. The Kimley Horn invoice is for the South Church Street

intersection improvements project. The ALLFIRST invoice is for budgeted backup control system for the R.O. Plant. Additional invoices received since the Finance Committee include Applied Concepts for two message trailers, Firewalls Inc. for software for the Town, and the annual contribution to the YMCA. Councilman Pack recommended approval of all invoices.

C4. Motion to Renew Audit Services Contract with Robinson, Farmer, Cox Associates for Two Additional Years.

Councilman Pack recommended the renewal of the audit services with Robinson, Farmer, Cox Associates for two additional years. The Town has been pleased with their services.

C5. Motion to Award the Debris Removal Services Contract to Goodrich and Son's Tree Service for a Term of Three Years.

Councilwoman Haywood explained that staff has been happy with their service. She recommended renewal of the contract.

Vice Mayor Smith made a motion to approve the consent agenda items as presented. Councilman Hall seconded the motion.

Mayor Williams asked about the tourism budgeted amount which would total about \$273,000.00 for the year. He asked Judy Winslow if the amount was correct.

Mrs. Winslow stated that it sounded right for the Town's portion.

Mayor Williams asked if she was still having meetings between the Town and Isle of Wight County.

Mrs. Winslow explained that meetings usually only happen during the budget cycle.

Mayor Williams asked the Town Treasurer if the YMCA payment would be the last one.

The Town Treasurer stated that it was the last payment.

With no further discussion, Mayor Williams called for the vote.

On call for the vote, seven members were present. Councilwoman Rountree voted aye, Councilman Hall voted aye, Councilman Pack 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.

Appoint/Reappoint the Nominating Committee's Recommendation to Fill Two (2) Expiring Terms on the Board of Historic and Architectural Review:

Vice Mayor Smith and Councilwoman Rountree were selected as the nomination committee at the last Town Council meeting.

Vice Mayor Smith explained that they met with Julia Hillegass and Justin Hornback whose terms are expiring. Both expressed a desire to continue their service on the BHAR. He recommended reappointment of Julia Hillegass and Justin Hornback.

Councilman Hall made a motion to reappoint Julia Hillegass and Justin Hornback to the BHAR for another term. Councilman Pack 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, Councilwoman Rountree voted aye, Councilman Hall voted

aye, Vice Mayor Smith voted aye, Councilwoman Haywood voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Appoint the Nominating Committee's Recommendation to Fill the Unexpired Term of Planning Commission Member Rev. Dr. Lilton J. Marks:

Councilwoman Butler and Councilwoman Haywood represent the nominating committee. Councilwoman Butler explained that they reviewed the Talent Bank forms that are on file with Town. They met and discussed the candidates. They recommended Raynard Gibbs to fill the unexpired term of Dr. Marks.

Councilman Hall made a motion to approve Mr. Raynard Gibbs to serve on the Planning Commission. Councilman Pack seconded the motion. Mayor Williams called for the vote.

On call for the vote, seven members were present. Councilwoman Butler voted aye, Councilwoman Rountree voted aye, Councilman Hall voted aye, Vice Mayor Smith voted aye, Councilwoman Haywood voted aye, Councilman Pack 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 December 1st, 2020:

The Town Attorney stated that he found some minor errors. He recommended the minutes be approved as corrected.

Councilman Pack made a motion to approve the minutes as corrected and Vice Mayor Smith seconded the motion. Mayor Williams called for the vote.

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

New Business:

Purchase of Four In-Car Cameras for Use by the Police Department from Axon Enterprise, Inc:

Deputy Chief Meier explained that the proposal would add four new cameras to the current contract with Axon. The Town has a five-year contract with them. In the first year, two cameras were purchased. In year two, an additional two cameras were added. This year the Smithfield Police Department would like to add four more cameras for the four vehicles contracted through Enterprise. Axon requires a true-up. The invoice for the cameras is \$19,000.00 which includes the current year payment and year one and two true-up payments.

Councilman Pack asked for an explanation of the true-up.

Deputy Chief Meier explained that Axon takes the total cost of the four cameras over the five-year contract. The Town would be paying three years now.

The Town Manager explained that normally the cameras would be paid for over five years. The Town has been doing that for the ones the police department already has. Since the four new ones are in addition, the Town is paying the higher price up front to get caught up as if the cameras were on the contract for all five years. At the end of the five years, the police department gets new equipment. The payment will add the four as if they have been under contract the entire time.

Councilwoman Butler asked what the purpose was to have just one contract instead of two separate contracts.

Deputy Chief Meier explained that it is much simpler for the Town Treasurer. He stated that the cameras are part of a TAP Program. At the end of the contract, Axon Enterprise Inc. gives the police department all new cameras that will cover them for the next five years. It is a five-year contract, but the Town is getting ten years' worth of cameras.

Councilman Hall asked if they worked in conjunction with the body cameras.

Deputy Chief Meier explained that they do. It is the same camera company. When turned on the blue lights, it activates both the body and in-car cameras.

Vice Mayor Smith asked if the police department was satisfied with the program.

Deputy Chief Meier stated that he had looked at another company new to the area. They gave a presentation, but the ease of use is better with Axon. The price is lower also. Isle of Wight County uses them as well.

Councilman Pack stated that the Town officers and the Town need to be protected in today's climate. The cameras are important.

Councilman Pack made a motion to approve the purchase of four in-car cameras. 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. Councilwoman Butler voted aye, Vice Mayor Smith voted aye, Councilwoman Haywood voted aye, Councilman Pack 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.

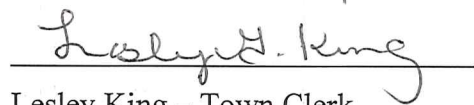
Old Business:

There was no old business.

With no further business, the meeting was adjourned at 7:00 p.m.



T. Carter Williams - Mayor



Lesley King - Town Clerk