

The Smithfield Town Council held its regular meeting on Tuesday, February 4<sup>th</sup>, 2020. The meeting was called to order at 6:30 p.m.

**Members present:**

T. Carter Williams – Mayor

Michael Smith – Vice Mayor

Denise Tynes

Randy Pack

Beth Haywood

Wayne Hall

**Members absent:**

Valerie Butler

**Staff members present:**

Sanford B. Wanner – Interim Town Manager

Lesley King – Town Clerk

Alonzo Howell – Chief of Police

John Settle – Community Development & Planning Director

Ashley Rogers – Human Resource Director

Amy Novak – Director of Parks and Recreation

There were approximately fifteen (15) citizens present. The media was represented by Mr. Frederic Lee of the Smithfield Times.

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

**Manager's Report:**

The Interim Town Manager, Sanford Wanner, stated that the Town Treasurer's office sent out W-2's and 1099 forms. The Public Works Department has been maintaining the town's water and wastewater systems through vigorous maintenance efforts. The BOB Festival was a rousing success. We would like to thank tourism and all of the volunteers who help make the event a success. The Police Department is planning for their re-accreditation. The accreditation process will start in March. Council has been exceptionally busy in the search for the next permanent Town Manager.

**Public Comments:**

The public is invited to speak to Council on any matter, except scheduled public hearings. There will be a separate signup 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.

**Resolution of Appreciation for Bill Davidson:**

Mr. Davidson came forward and was given the resolution by Mayor Williams. Mr. Davidson served on the Planning Commission for eleven years. He also served as the Chairman of the Planning Commission for three years. Mayor Williams thanked Mr. Davidson for his service to the Town of Smithfield.

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

Supervisor Grice reported that Tom Deurig was appointed to the county's Planning Commission representing the Smithfield District. He stated that after two years of public meetings including four public forums, participation of 1,625 residents (online or in person), citizen advisory groups, and county staff contributed to the creation of a new Isle of Wight County Comprehensive Plan. The new plan follows the collective desires of the county's residents. No outside contractors were involved. Additional sections will be enhanced and improved. Some of the enhancements will include color coded maps to make zoning and density distinctions clearer, adjusting additional references and details to soil issues, and using native foliage in landscaping practices. The #1 desire for the community was for the continuation of our agricultural, rural character. More than 75% of the county's land mass remains zoned as agricultural, forest, wetlands, and natural reserve. The final draft is located on the county's website. Supervisor Grice reported that a new task force had been formed to look into the needs of adults with special needs and their caregivers. This program has long been needed. He reported that there will be 330 homes built for seniors behind Bojangles on Route 17. Traffic impacts were a concern. During the study, it was discovered that 65% or more of the morning and afternoon commuter traffic comes from Suffolk. The developer is working to meet all VDOT required improvements. There will be no need for another traffic light on Route 17 for the project. Supervisor Grice reported that the county received a grant for an ATV Trail at the fairground site.

**Presentation by Smithfield Students from the Governor's School for the Arts:**

Students presented the Mayor with gifts from Japan. The students travelled there recently.

**Windsor Castle Restoration Project Update:**

Amy Novak, Director of Parks and Recreation, reported to Council that the Windsor Castle Restoration project is complete. A slideshow presented before and after photos. She reported that in May of 2010 that Joseph W. Luter III made a generous donation of Windsor Castle Park. With the park property came a historic easement which included two houses and ten outbuildings in need of immediate attention and mandated by the Department of Historic Resources for rehabilitation. In 2014, Smithfield Foods embarked on subsidizing the feasibility

study which provided the needed repairs and the cost of those repairs. The town had a project estimate of \$5,000,000.00 to complete the project based on two separate studies done by two separate groups. The town had the estimate and the DHR mandate to rehab the property. Smithfield Foods pledged \$1,000,000.00 towards the project and the town pledged \$2,000,000.00. The Windsor Castle Foundation Board needed to raise \$2,000,000.00. The town had enough money to begin but had no idea how far the \$3,000,000.00 go towards repairs. Rick Bodson, the project manager, and our construction manager, Carter Williams worked approximately 10,000 volunteer hours in three years. Their idea was to do this project for time and materials which saved millions. There were hardworking volunteers, skilled tradesman, long hours and a ton of dedication by all involved. In 2017, the Windsor Castle Restoration, LLC was formed to manage the project, review bids, select contractors and vendors and construction began. Along the way, additional donations were received from the Luter Family Foundation which completely furnished the manor house. There was a donation from Mr. William Darden, in honor of his beloved wife, which provided landscaping and hardscaping. As a bonus to the project, Smithfield VA Events leases the old caretaker's house and two reconstructed buildings for their offices and event equipment. They have three festivals a year and will continue to take place at the park. There was a \$5,000,000.00 budget and three years of construction to complete the two houses and all outbuildings. There were 80 contractors engaged for the job and 90% were from the Hampton Roads area. The project was reviewed three times by CPA's. The total actual project total was \$2,900,000.00. The project came in \$2,100,000.00 below the project estimate. The town of Smithfield citizens pledged \$2,000,000.00 and \$1,750,000.00 was used from that pledge. The total amount of tax credits returned to the town were \$416,000.00 for the project. The total investment by the Town of Smithfield is \$1,300,000.00 after tax credits. Mrs. Novak stated that we have a beautiful venue for events and festivals that will generate revenue for the money invested into this project. Revenue will be generated through rental fees, park impact fees and economic impacts with visitors spending money at the town restaurants, hotels, and shops. It is a great example of a job well done by a municipal government. She is very proud to have been a part of it.

Mayor Williams stated that it was a labor of love. Everyone put their hearts in it.

**Council Comments:**

Councilman Pack extended his sincere thanks to the Mayor and Rick Bodson for their work on the restoration project. Volunteer hours, expertise, and sincerity were put into the project and it is greatly appreciated.

Councilwoman Tynes stated that February is Black History Month. She wanted to recognize the history of her people. Valerie Butler as President of the NAACP for Isle of Wight County posted some information on their website in honor of Black History Month. She is not here this evening so she wanted to recognize several local people. Chief Alonzo Howell was the first appointed African American police chief for the town. Sheriff James Clarke, Jr. was elected as the first African American sheriff in Isle of Wight County. James B. Chapman became the first African American Vice Mayor for the town. It took him ten years to become the first African American Mayor of the town. He held this position for nineteen years. It is the longest,

continuous Mayoral term in Smithfield's history. During his tenure, he was responsible for water upgrades, street improvements in Lakeside Heights and the Riverview communities. The town ran water to Gatling Pointe and water and sewer to the Rising Star community. Mr. Chapman was instrumental in the annexation of that community. The Smithfield Center was constructed during his tenure and the Town Council chambers bear his name.

Mayor Williams stated that Miss Anika Eng has been at the U.S. Capitol as a Page since September. She was glad to go and hated to leave but is back home now. She has been coming to the Town Council meetings to report the happenings at the Smithfield High School.

Miss Eng reported that she had a wonderful experience as a Page. She is glad to be back home. She stated that the Smithfield High School Debate Team was successful in their recent meet as well as the basketball team. Spring sports teams are conditioning and preparing for tryouts later this month. The chorus is fundraising for their spring trip to the Baltimore inner harbor. Both BETA and DECA clubs have been preparing for their annual conventions. Our principal has resigned. The school has an interim principal for the remainder of the year.

**Consent Agenda:**

Mayor Williams asked if any Council member would like to pull any item from the consent agenda. There were none.

1.) Motion to Award Mechanical, Electrical, and Utility Contracts to All First, LLC for a Term of Three Years.

Vice Mayor Smith stated that staff has looked at their qualifications to handle our mechanical, electrical, and utility needs. They have done excellent work in the past. He recommends this item for approval.

2.) Motion to Adopt Updated Procurement Policy for the Town of Smithfield.

Councilman Pack stated that the Interim Town Manager found some minor adjustments and brought up to date. This was done in cooperation with Isle of Wight County's Procurement Officer who lent his services to the town. He did a thorough review. The updated policy is much stronger than it was previously.

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

a. Blair Brothers, Inc.	\$ 33,096.03
b. Blair Brothers, Inc.	\$ 74,179.80
c. Prism Contractors	\$ 31,942.25
d. REW Corporation	\$ 48,500.00
e. Robinson Farmer Cox	\$ 26,500.00
f. YMCA	\$ 50,000.00
g. Berkley Group	\$ 11,000.00

Councilman Pack stated that both Blair Brothers invoices are for the right turn lane project at the Joseph W. Luter, Jr. Sports Complex. These complete this project. The next invoice is to Prism Contractors for electrical work for our bypass pumps. REW Corporation installed a bypass pump in the town RO Plant and associated piping for \$48,500.00. The next invoice is for the town's annual audit. The last item is a budgeted contribution for the YMCA. An additional invoice came in this week for the Berkley Group for our Interim Town Manager for one more

month for Mr. Wanner in an amount of \$11,000.00. The Finance Committee recommends approval of these invoices.

4.) Motion to Adopt Amended Fixed Asset Policy.

Councilman Pack stated that the auditors made a few minor changes to bring the town into compliance. It is recommended for approval this evening.

5.) Motion to Approve Relay for Life “Paint the Town Purple” Initiative from April 4<sup>th</sup> until May 2<sup>nd</sup>, 2020.

Councilman Hall stated that volunteers want to tie ribbons on light poles on Main Street and South Church Street.

6.) Motion to Approve Windsor Castle Park Living Shoreline Restoration Project and Landowner Agreement.

Councilman Hall stated that there is a grant from the National Fish & Wildlife Foundation to build a living shoreline along the bank of Windsor Castle Park near the kayak launch. They will put in concrete blocks for oysters to attach to and eventually become self-sustaining reef which reduces erosion in that area. He recommends this item for approval.

7.) Motion to Accept the Deed for 2 Pinewood Drive as Part of the Pinewood Heights Relocation Project.

Councilman Hall stated this deed needs to be formally accepted as a housekeeping item for the project.

Councilman Pack made a motion to approve the consent agenda items as presented. Vice Mayor Smith seconded the motion. Mayor Williams called for the vote.

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

**Motion to Approve the Town Council Summary Minutes of January 7<sup>th</sup>, 2019:**

Councilman Pack made a motion to approve the minutes as presented. Vice Mayor Smith 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 Tynes 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.

**New Business:**

There was no new business presented.

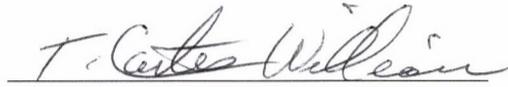
**Old Business:**

There was no old business presented.

**Adjournment:**

The meeting recessed until February 12<sup>th</sup> at 6:00 p.m. for dinner with potential new Town Manager.

The meeting recessed until February 12<sup>th</sup> at 6:00 p.m.



A handwritten signature in cursive script, reading "T. Carter Williams", written over a horizontal line.

T. Carter Williams - Mayor



A handwritten signature in cursive script, reading "Lesley H. King", written over a horizontal line.

Lesley King – Town Clerk

