

The Smithfield Town Council held its regular meeting on Tuesday, March 3rd, 2020. The meeting was called to order at 6:30 p.m.

Members present:

T. Carter Williams – Mayor

Michael Smith – Vice Mayor

Denise Tynes

Valerie Butler

Randy Pack

Beth Haywood

Wayne Hall

Staff members present:

Sanford B. Wanner – Interim Town Manager

Lesley King – Town Clerk

William H. Riddick, III – Town Attorney

Alonzo Howell – Chief of Police

John Settle – Community Development & Planning Director

Ashley Rogers – Human Resource Director

Amy Novak – Director of Parks and Recreation

Judy Winslow – Director of Tourism

Mr. Charles Bryan – Vice Chairman Planning Commission

There was one citizen present. The media was represented by Mr. Frederic Lee of the Smithfield Times.

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

Manager's Report:

The Interim Town Manager stated that February was a busy month for the Town utility department. They performed maintenance on the Town wells and cleaned sewers. Town staff is focused on being prepared for whatever the coronavirus might bring. Measures are being taken to look out for the safety of staff and citizens.

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.

There were no public comments.

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

Supervisor Grice reported that a timeline was presented for Hardy Elementary. The Isle of Wight County School Board has selected five prototype schools to visit by the end of March. Prices range from \$16,000,000.00 to \$23,000,000.00. Once decided on a prototype, plans will be adjusted to address the local, specific needs. The Board is looking at an approximately 100,000 square foot replacement school to be built on the rear section of the existing Hardy Elementary site. Schedules show that it may be ready in December of 2022. The old school will be taken down after the new school is finished. A decision on Westside Elementary School, to replace or remodel it, remains open. Numerous questions remain open and unanswered and need resolution before moving forward with the decision. The February work session included an update from VDOT and the County's quarterly financials. There was a request from HRSD for a water crossover at Turner Lane. There was also an update on current legislative items being proposed by this year's State session. It is believed that the State is, once again, being very benevolent with local versus State tax dollars through unfunded mandated programs. Tourism gave an annual report to the Board of Supervisors. Supervisor Grice praised the incredible job done by the joint Tourism organization. As part of the VDOT Smart Scale Program, the County has made three applications. Main Street, Route 258 and the Route 10 Bypass intersection improvements are being submitted. If approved, the project would be fully funded in the State's six year plan.

Councilman Pack asked Supervisor Grice to elaborate on the Main Street and Route 10 intersection at the old Little's Supermarket. Supervisor Grice stated that if it receives approval the sidewalk improvements the County had planned would need to be held off until the intersection is dealt with.

Councilman Hall asked about the status of the Nike Park Road extension to Route 17. Supervisor Grice stated that it would be a two-lane road. He thinks it is scheduled to start in 2021 or early 2022. It is a VDOT project and has been approved.

Councilwoman Tynes stated that she is on the committee to visit the schools. She reported that they visited Thoroughgood Elementary in Virginia Beach. They will travel to Pennsylvania next week to visit two schools. On March 18th, they will visit schools in Norfolk, Virginia Beach, and Suffolk. They are looking at the schools to get an idea of what the County schools need. The architects interviewed built all of these schools. The plan would be to use one of their prototypes which would make it much cheaper for the County.

Council Comments:

Councilwoman Tynes stated that at the February School Board meeting, there is a student who is now an author. He is the son of one of the Town's staff members; Amy Novak. She asked Amy Novak to bring copies so that all of the Town Council members could purchase one. She highly recommended it. Hunter Novak is ten years old. He did an amazing job.

Mayor Williams congratulated Judy Winslow on her recent marriage.

Consent Agenda:

Mayor Williams asked if any Council member would like to pull a consent agenda item for further discussion. Councilman Hall pulled item C5 for discussion.

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

a. Kimley Horn and Associates – Right Turn Lane Project	\$ 47,960.77
b. Waco, Inc. Asbestos Removal 37 & 38 Jamestown Ave.	\$ 19,280.00
c. Xylem – Budgeted portable bypass Sewer Pump	\$ 50,008.62
d. Isle of Wight County – IT Services May & June 2019	\$ 13,500.00
e. Isle of Wight County – IT Services July-Dec. 2019	\$ 47,250.00
f. Isle of Wight County – E911 ½ year contribution	\$ 33,299.50
g. Isle of Wight County – Tourism ½ year contribution	\$136,861.00
h. ALLFIRST, LLC – Storm damage repairs to Crescent Pump Station – additional invoice after Feb. Committee	\$ 20,153.38
i. The Berkley Group – Interim Town Manager – additional invoice received after Feb. Committee.	\$ 11,000.00

Councilman Pack, Finance Committee Chairman, reviewed the list of invoices with Council. He recommends approval of all invoices.

C2. Motion to Amend the Town’s Personnel Manual to Add Sections 4.15 – Special Event Pay.

C3. Motion to Amend the Town’s Personnel Manual to Amend Section 5.2 Holiday Schedule and Holiday Pay for Part-Time Employees.

Councilman Pack stated that based on the recommendation of the Human Resource Director he recommended approval of both amendments to the Personnel Manual.

C4. Motion to Approve Extension of the Interim Town Manager’s Contract.

Councilman Pack recommended approval of this extension for one additional month.

C5. Pulled for discussion by Councilman Hall.

C6. Adopt Resolution for the Virginia Department of Transportation Endorsing the Benn’s Church Blvd. at South Church Street Intersection Improvement Project.

Councilwoman Haywood explained that the plan is to improve the intersection by making the turn lanes longer. She recommends approval of this item.

C7. Resolution of Support for Projects to be Submitted for Smart Scale Evaluation and Funding through the Virginia Department of Transportation.

Councilwoman Haywood stated that this is the new way to fund transportation projects.

C8. Motion to Accept Deed for 228 Main Street.

Councilwoman Butler stated that the Town Council had approved the purchase of 228 Main Street. The deed must be accepted by Town Council.

C9. Motion to Approve Lease of Town Property Located at 228 Main Street.

Councilwoman Butler explained that the property currently has a tenant. She recommends approval of the lease.

C10. Motion to Adopt a Resolution to Donate Books to the Local Library and High School as the Town’s Fair Housing Act for the Pinewood Heights Relocation Project.

Councilwoman Butler explained that the Town has purchased three copies of a book called “The Color of Law.” The resolution donates books to the local library and the high school as the Town’s Fair Housing Act guidelines for the Pinewood Heights Relocation Project.

Councilman Pack made a motion to approve the consent agenda items as presented with the exception of C5. Councilwoman Tynes seconded the motion. Mayor Williams called for the vote.

On call for the vote, seven members were present. Councilwoman Tynes 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.

Motion to Approve Signage for Rules and Regulations at Clontz Park:

This item was pulled from the consent agenda for further discussion by Councilman Hall. He stated that more discussion was needed. Mrs. Novak recommended closing the fishing pier at dusk. The boat ramp would stay open twenty-four hours. Council would like to see twenty-four hour use of the park for the boat ramp and fishing pier. The signage will reflect twenty-four hour use as opposed to what was originally discussed.

Mayor Williams asked if Chief Howell had any comments on this. Chief Howell stated that he had discussed the issue with Mrs. Novak. In the previous three years, there have not been any issues within the park. He also stated that, if approved, the Smithfield Police Department would monitor the park. If problems become an issue then they can make the Town Council aware. Changes to hours can be revisited at that time.

Councilman Hall made a motion to approve the signage for Rules and Regulations at Clontz Park keeping the boat ramp and the fishing pier open twenty-four hours a day as well as the other rules listed on the signage. He added that if the Town starts having issues then the Town Council can revisit the hours of operation. Vice Mayor Smith seconded the motion. Mayor Williams asked if there was any further discussion. Hearing none, he called for the vote.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilwoman Haywood voted aye, Councilwoman Tynes voted aye, Vice Mayor Smith 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.

Public Hearing: Special Use Permit – 865 West Main Street:

The Community Development & Planning Director, John Settle, reminded Council that the January Council meeting had an after-the-fact text amendment application approved for 865 West Main Street. This was specifically to allow private wells for the purposes of mixing and batching concrete. This is allowed by a special use permit and the property owners are asking for approval. The applicants have indicated to Town staff that they have two connections to the Town’s water system. Staff recommends this application be approved under the condition that they maintain both connections to the Town water system.

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

Councilman Pack made a motion to approve the special use permit at 865 West Main Street as presented with the recommended conditions by staff. Councilwoman Butler seconded the motion. Mayor Williams asked if there was any further discussion. Hearing none, he called for the vote.

On call for the vote, seven members were present. Vice Mayor Smith voted aye, Councilman Hall voted nay, Councilman Pack voted aye, Councilwoman Tynes voted aye, Councilwoman Haywood voted aye, Councilwoman Butler voted aye, and Mayor Williams voted aye. There was one vote against the motion. The motion passed 6 – 1.

Discuss/Approve the Proposal from Blair Brothers for Two entrances/Exits to the Smithfield Center Parking Lot.

Councilwoman Haywood stated that a proposal was received to fix the entrances/exits at the Smithfield Center to level them out. Councilman Pack recommended postponing this until the next budget cycle. He believes the Town may want to shop around by putting out an RFP. Mayor Williams stated that the price came in at \$46,000.00 with concrete or to put the bricks back was \$72,000.00. The Town Council agreed to not take action on this item until the next budget cycle.

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

The Town Attorney reviewed the minutes and made minor corrections. Councilman Hall made a motion to approve the minutes as revised and corrected. Councilman Pack seconded the motion. 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, Councilwoman Tynes voted aye, Councilman Pack voted aye, Councilman Hall voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Motion to Approve the Employment Contract for the New Town Manager:

At the direction of the Town Council, the Human Resource Director and the Town Attorney met with the selected candidate. They prepared an employment agreement. The Town Attorney shared a copy with the Town Council members. Councilman Pack explained that the one year term is determined by the Town Charter. The Charter would have to be changed to do a longer term. It allows for an indefinite contract which means the Town Manager serves at the pleasure of the Town Council and can be terminated at any time. A three year term had been discussed but cannot be done due to the Town Charter requirements. The Town Manager can also resign at any time with proper notice. It will include deferred compensation, retirement, vehicle allowance, medical insurance, and reimbursement for disability and life insurance premiums. Travel and training expenses will be budgeted. The contract will be reviewed annually by the Town Council. Adjustments can be made at that time. The Town Attorney stated that there is a residency requirement for the Town Manager. The Town Council agreed that the new Town Manager's current residence would be in compliance with the residency requirement defined by the Town Charter.

Mayor Williams thanked the Human Resource Director, Mrs. Ashley Rogers, for her input. There were approximately thirty-nine applications which were narrowed down to ten. He thanked her for all the work she put into the process.

Councilman Pack made a motion to approve the employment contract for the new Town Manager; Mr. Michael R. Stallings, Jr. Councilman Hall seconded the motion. With no further discussion, Mayor Williams called for the vote.

On call for the vote, seven members were present. Councilwoman Tynes voted aye, Councilwoman Butler voted aye, Vice Mayor Smith voted aye, Councilman Pack 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 stated that Mr. Stallings would be starting on April 20th, 2020. He thanked the Interim Town Manager, Mr. Sanford Wanner, for filling in for the last few months. He has done an outstanding job. The Town appreciates his input during the selection process for the new Town Manager.

Old Business:

There was no old business.

The meeting was adjourned at 7:11 p.m.



T. Carter Williams - Mayor



Lesley King – Town Clerk