

The Smithfield Town Council held its regular meeting on Tuesday, May 5th, 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:

Michael Stallings – Town Manager

Lesley King – Town Clerk

Ellen Minga – Town Treasurer

William H. Riddick, III – Town Attorney

Wayne Griffin – Town Engineer

There were no (0) citizens present. The media was not represented. Meeting attendance was limited due to COVID-19.

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

Manager's Report:

Mr. Stallings reported that the monthly April Activity Report was included in the packets. The Town is still providing services to the community and reacting to the changes due to COVID-19.

Public Comments:

In accordance with Governor Northam's Executive Order Number Fifty-Three (2020), issued to address the spread of the COVID-19 pandemic, which prohibits public gatherings of 10 or more individuals, the May 5th, 2020 Town Council Meeting will be closed to in-person public comments. 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.

The Town Clerk stated that no emails or mail had been received to provide public comments to the Council.

Council Comments:

Mayor Williams welcomed the new Town Manager, Michael Stallings, to his first Town Council meeting.

Consent Agenda:

Mayor Williams asked if anyone would like to pull any item from the agenda for further discussion. He pulled the item C1.e and C4.

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

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| a. IOW County – IT Services | \$ 33,750.00 |
| b. Berkley Group – Interim TM | \$ 17,710.00 |
| c. Lewis Construction | \$ 12,000.00 |
| d. Lewis Construction | \$ 15,162.50 |
| e. Pulled from Consent Agenda | |

Councilman Pack explained the invoices and recommended them for approval.

C2. Motion to Award Vehicle Maintenance Contract to Smithfield Truck & Auto Center.

Mayor Williams explained that the Town had received two bids. Smithfield Truck & Auto were the lowest bidder. The Police Department and the Public Works Department are happy with their work. They are recommended for this contract.

C3. Motion to Accept Capital Improvements at Windsor Castle Park.

Mayor Williams explained that the renovations are done. He thanked everyone involved. Vice Mayor Smith stated there were talented people handling the renovations.

C4. Pulled from Consent Agenda.

Vice Mayor Smith made a motion to approve the consent agenda items except for C1.e and C4. Councilman Pack 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.

Item C1.e - Invoice – Blair Brothers, Inc. for \$ 27,662.24:

The Town Manager stated that he requested to pull the invoice. Town staff has additional review to do prior to paying this invoice. It is for the right turn lane at the Joseph W. Luter, Jr. Sports Complex.

Councilman Pack suggested that the Council approve the payment at the discretion of the Town Manager.

The Town Manager stated that he would approve payment when staff is satisfied with the project.

Councilman Pack made a motion to allow the Town Manager to pay Blair Brothers, Inc. for their work when the Town is satisfied with the project. Councilman Hall seconded the motion. Mayor Williams called for the vote.

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

Item C4. – Motion to Approve Task Order #1 on both Route Alternatives from Kimley Horn and Associates for the Multi-Use Path:

The Town Manager stated that further clarifications are needed from the engineers and revisions in their proposal to ensure that the survey work includes everything needed. VDOT will also need to move some money around for the project.

The Town Engineer, Wayne Griffin, explained to Council that a question was brought up about how long the Town has to utilize the funds. VDOT said that they do not know when they can pull it. Mr. Griffin's impression is that as long as VDOT sees activity going on with the project Richmond would probably let the Town continue on with the work. The way the funds have been allocated for the project are in three basic categories: preliminary engineering, right-of-way, and construction. It is a total of \$237,000.00 roughly allocated for the project. Preliminary engineering and design are in the range of \$20,000.00 to spend. There is \$56,000.00 for right-of-way acquisition and \$160,000.00 roughly for construction. Mr. Griffin would like to contact Kimley Horn and VDOT and re-allocate the funds so that the bulk of the money is for preliminary engineering/plans. He would like to have Kimley Horn send a revised proposal for the alternative for John Rolfe Drive/Lumar Road alternative and the one for South Church Street. He plans to try and have both ready for the Town Council Committees this month. He stated that he would present everything then. He has to submit the revised allocation back to VDOT. They must then approve it. If Council has already approved the Kimley Horn task letters, then he can give them authorization to go ahead and do the surveys. The Town would get reimbursed for the expenditure.

The Town Manager stated that the Town would probably not spend any money until July. It puts the project into next fiscal year.

Councilman Pack stated that he believes it is redundant to do 30% design submittals for both routes. The Town was trying to decide which route originally; but designing both routes seems wasteful at this point.

The Town Engineer stated that the plans would determine what effect the sixteen-foot bike trail would have for each property. Once the determination is made about the route then the Town can go ahead and ask Kimley Horn to continue with the design for the selected route. The route would be for the east side (7-Eleven side) of South Church Street.

Councilman Pack stated that the west side is a pretty clear shot and would help with shifting the lanes on the Cypress Creek bridge.

Councilwoman Tynes stated that it was discussed briefly. Once the path joins Battery Park Road at Ringo's then pedestrians/cyclists must cross the intersection.

Mayor Williams stated that he would like to look at the west side of South Church Street. He stated that many citizens have commented on the path and all have different opinions.

Councilwoman Tynes stated that a diagonal crossover might work so that no one has to cross two streets.

Mayor Williams asked the Town Engineer what needed to happen to look at the west side of South Church Street.

Councilman Hall recalled that the west side might be needed for VDOT in the future.

The Town Engineer stated that if VDOT were to do the three-lane project there would need to be a sidewalk on the west side which would tie into the bridge at Cypress Creek.

Councilman Pack stated that a citizen had an idea as the bridge is remodeled. They suggested that the Town shift the lanes of traffic closer to the Smithfield Station side of the bridge where the walkway is now. The walkway would be moved to the other side.

The Town Engineer stated that it had never been brought up to him by VDOT. He believes they might consider it. He will discuss it with them in the bridge repair meetings. The crossing at Battery Park Road is signalized. It is best to have pedestrians cross at a signal. He explained that the sidewalk would not be needed on the west side if the trail was there. If VDOT adds the third lane to South Church Street from the west side toward the east side, he believes VDOT would add a sidewalk on the east side.

Mayor Williams asked what the cost would be.

The Town Engineer stated that the cost would probably double to look at both sides of South Church Street.

Mayor Williams suggested that the Council not include the John Rolfe Drive/Lumar Road study and concentrate on the South Church Street study only.

Councilwoman Tynes stated that citizens already feel safe riding in their neighborhoods. Concentrating on South Church Street would make a safe multi-use path along South Church Street and enhance it as well. Citizens have wanted a walkway on South Church Street for years. Since there is not a lot of funding, she suggested that Council only look at both sides of South Church Street.

Councilman Hall believes South Church Street is the better option after considering all other options. He stated that a multi-use path on one side and a sidewalk on the other would be an asset to all involved.

Councilwoman Haywood stated that South Church Street would serve the community best.

Councilman Hall made the motion to direct Kimley Horn to study the route alternatives on both sides of South Church Street for the multi-use path. The John Rolfe/Lumar Road alternative is no longer an option. Vice Mayor Smith seconded the motion. Mayor Williams asked if there was any further discussion.

The Town Engineer added that if the multi-use path is on the west side of South Church Street there would be a concern with how to cross to the east side of the bridge. He wanted Council to understand that if nothing changes at the bridge then pedestrians still have to travel from the west side to the east side.

Councilman Pack stated that VDOT could solve that issue by shifting the lanes over.

Mayor Williams stated that coordination was needed with the bridge project by VDOT and the Town multi-use path project.

The Town Manager stated that VDOT may make the decision for the Town by not changing the bridge plan. The multi-use path would be on the east side in that case.

The Town Attorney believes there is an inherent safety problem with a multi-use path through the east side commercial driveway. Farmers Bank, Q-Daddy's, 7-Eleven and Supreme Petroleum as businesses with a lot of traffic. The west side would be safer.

A motion has been made and property seconded. The motion eliminates a study of John Rolfe/Lumar Road and includes studying the west and east sides of South Church Street including a discussion with VDOT about the Cypress Creek Bridge. 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 Tynes 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.

Motion to Approve the Town Council Summary Minutes of April 7th, 2020:

The Town Attorney recommended approval of the minutes as presented.

Councilman Pack made a motion to approve the minutes. Councilman Hall seconded the motion. Mayor Williams 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, Councilman Pack 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.

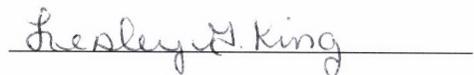
New Business: There was no new business.

Old Business: There was no old business.

The meeting was adjourned at 7:00 p.m.



T. Carter Williams - Mayor



Lesley King – Town Clerk