

The Smithfield Town Council held its regular meeting on Tuesday, December 5<sup>th</sup>, 2017. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Michael Smith, Mrs. Denise Tynes, Mr. Randy Pack, and Dr. Milton Cook. Mr. Andrew Gregory, Vice Mayor, and Mr. Steve Bowman were absent. Staff members present were Mr. Peter Stephenson, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mrs. Ashley Rogers, Human Resource Director; Mr. Alonzo Howell, Smithfield Police Chief; Mr. William Saunders, Director of Planning, Engineering and Public Works; Ms. Judy Winslow, Director of Tourism; Mr. Jon Flores, IT Network Administrator; and Mr. Bill Davidson, Planning Commissioner. There were approximately seven (7) citizens present. The media was represented by Ms. Diana McFarland of the Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of December 5<sup>th</sup>, 2017. It is now 7:30 p.m. Thank you all for coming out tonight. We will open our meeting with the Pledge of Allegiance. Please stand.

*All present stood and recited the Pledge of Allegiance to the Flag.*

Mayor Williams – Thank you. We will start off tonight with the Informational Section with the Manager's Report.

Town Manager – Thank you, Your Honor. Welcome everyone. I hope everyone had a very pleasant Thanksgiving. It is hard to believe we are into December with the rest of the holiday season upon us. Speaking of that, coming up this weekend, we have scheduled street closures authorized by Council for the Christmas Market this Friday evening. I have just one announcement to make. The rain date, if needed, will be December 15<sup>th</sup>. The Director of Tourism has a few remarks.

Director of Tourism – Obviously, the weather is looking a little iffy. We never try to cancel anything until the last minute because, quite frankly, we do not want to move it. It is a hassle. We did take time today to survey all of the merchants on Main Street including the restaurants and got some really good feedback. They were very supportive of moving it to the night of the December 15<sup>th</sup>. We kind of floated some various scenarios out there. One was doing it the night of the Christmas Parade but that

was not well received. December 15<sup>th</sup> is what the merchants selected. It is our rain date if we have to cancel this Friday night. It looks like Saturday is going to be okay.

Town Manager – It might be a little chilly Saturday morning. It will be perfect for the Christmas Parade. We are having the Kiwanis Breakfast with Santa prior to the parade. We have a lot of other activities also. It was a busy weekend last weekend as we rolled into December. In terms of meeting schedules, it is a little abbreviated because of the Christmas holiday. The Planning Commission may or may not meet this month. We will know on Wednesday whether they will meet or not. The Board of Historic and Architectural Review will meet on December 19<sup>th</sup>. Town Council Committee meetings are moved up and will start at 4:00 p.m. on December 18<sup>th</sup> and 19<sup>th</sup>. Town offices will be closed at noon on December 22<sup>nd</sup>. Offices will remain closed on December 25<sup>th</sup> and 26<sup>th</sup>. The only other new business item we have is that we are anticipating closing on two properties in Pinewood Heights by the end of December. The Town Attorney would like to go ahead and have you authorize accepting those deeds. We will be able to get the reimbursement request in to the state. Thank you.

Mayor Williams – We will now move to Public Comments. The public is invited to speak on any matter except for scheduled public hearings. We have one tonight. Comments are limited to five minutes. Any required response from the town will be provided in writing if you so desire. Please state your name and address for the record as you come up. Do we have any signups for public comments? Is there anyone who would like to speak that did not sign up? Hearing none, we will move to a Briefing by Mr. Dick Grice, Isle of Wight county Board of Supervisors, Smithfield District.

Supervisor Grice – Good evening Town Council, town staff, and the audience here this evening. The Isle of Wight County Board of Supervisors held its last work session on November 1<sup>st</sup> and our regular monthly meeting on November 16<sup>th</sup>. Subjects addressed during the work session included the county's new Safe Haven provision for county citizen's EMS service. Fees beyond those covered by the insurance company's reimbursement for EMS transport will be forgiven. A Smithfield resident called me this past week to thank the county for passing this program. Her husband had received transportation service some three years ago and as a conscientious citizen of exemplary character she was finally in the financial position to make the payment. When she went to pay the bill, she was told it was forgiven. She called to say thank you.

She is a Smithfield resident. The county's mandatory water hookup policy was discussed and we turned to staff for additional comments. The final item for the work session was to establish a rewards program to encourage outstanding customer service by county staff when involved with county residents. It is all part of a program we call 'A Community of Choice that Cares.' At the regular meeting, Mr. Gary Terwilliger was reappointed to the county's Board of Building Code Appeals. We spoke and he was willing to serve again. The new E911 Public Safety Radio System continues to roll forward on schedule and on budget. The switch over remains scheduled for late spring 2018. I believe town and county staff have scheduled a meeting for this Friday to come to a mutual understanding and agreement on a way that the town and county will be managing the museum going forward. The county's new sign ordinance, sent forward from the Planning Commission, was sent back to staff for additional work related to the signage classifications and an additional review of automatic methods for enforcement. If we have the technology already in place to achieve this, which we do, then why not use it. They are looking at it and it will come about. The county will be sending the town \$100,000.00 for the ballfields rather than starting with this year's \$50,000.00 payment. It was agreed to and since participation was approved last year the county will be making both last year's and this year's payment now that the MOU is complete. The next \$50,000.00 payment will be made on July 1<sup>st</sup>, 2018. The boundary line agreement for the Scott farm seems to be moving forward but seemingly at a snail's pace or should I say the government pace. We need an agreement outlined for consideration by year end. It is now December. If we need another Intergovernmental meeting to ensure timely progress, let's schedule one. Let's keep this moving forward. We still have to go in front of a judge panel in order to get this through. You are more familiar with the legal aspect of it. It is tedious; so we need to get an agreement in place, work it out, and move forward on this thing expeditiously. Lastly, I had the privilege of touring the schools with the School Board. Mr. Elder, with Economic Development, is very interested in the young people who are going through the CTE program because he needs to find and bring businesses here to find jobs for them. We toured six different programs including culinary, farms, and greenhouses. I saw a greenhouse with not only a hydroponics system but actually an agroponics system that supports the hydroponics which is fish tanks that provide the nutrients to the plants. It is absolutely incredible.

Typically, I am very penurious. I can rub two nickels together for a long time. I also tend to see fault with programs before I see positive outcomes; but I will say that I was surprisingly pleased and proud of what our schools have accomplished in less than one semester with the money we awarded to them for the CTE programs. They are doing a great job. I hope it continues. Are there any questions?

Mayor Williams – Thank you, Mr. Grice. We appreciate you coming forward. We will now move to Council Comments. Do any Council members have any comments?

Councilwoman Tynes – I have something that has been on my mind. I would like to read it so I will not miss anything. May we all remember that there are people and organizations in our town, neighborhoods, schools, and churches that work for the greater good of our community. I would like to spread a little kindness and add to the good. This holiday each of us can make a choice to reach out to a neighbor who may be alone and spread a little kindness. So, this holiday season, remember a quote from the Reverend Ed Bacon “There are more good people out there than any of us realize. May we all look for the good in people this holiday season and celebrate those who are doing what they can to move humanity forward.” In the 2018 new year, may we as a Council continue to move the Town of Smithfield forward in a positive way. A wise person once told me that ‘we rise by lifting others.’ I hope you will rise up with us. This afternoon I heard something that happened in our community. We lost three members of our community and their names are Gizmo, Mr. Jake, and Princess. They have been in our community at least five years or longer. They live in the neighborhood off of Grace Street. They are cats. If there was a problem with the cats, all they had to do was call animal control. They chose not to. They chose a negative way of taking care of their situation. I thought about what I had planned to say tonight to the Council and to the public. Please just have a heart and be kind to people this season. We all are creatures here on this earth. There is room here for all of us. As you go out during the holiday, just remember that the poor little critters on the earth have rights too. Thank you, Mayor Williams, for allowing me this time. I wish everyone a safe and happy holiday season. Thank you.

Mayor Williams – Are there any other Council comments? Hearing none, we will move to our summary of the consent agenda items. We have ten items tonight. Would any Council member like to pull any items from the agenda for further discussion?

Hearing none, we will start with Councilwoman Tynes who is our Police Committee Chair.

Councilwoman Tynes – Police Committee Summary. Thank you, Mayor Williams. Our first item is a resolution to approve the street closure/traffic assistance request for the BOB Festival for Saturday, January 13<sup>th</sup>, 2018. This is one of our annual festivals. Nothing has changed. The next item is a resolution to approve traffic assistance for the Mardi Gras Run, Saturday, February 3<sup>rd</sup>, 2018. This is also one of our annual events. Next, we have a resolution to approve the street closure request for Columbia Gas Company to perform survey work along Main Street. This activity should take about a week. We did not get the new closure that we asked for; did we?

Town Manager – Not yet. Since you mentioned that, we will have a public meeting here at the Smithfield Center on Thursday morning at 8:45 a.m. We will remind the Columbia Gas representatives that we need that request in writing.

Councilwoman Tynes – Thank you. The only thing that the committee asks is that the staff gets information out to the residents who will be involved with some of these closures.

Mayor Williams – We will now move to our Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. This evening we have several invoices in excess of \$10,000.00 which require Council authorization. The first is to Draper Aden Associates for \$10,706.50. It is for updates to our Construction and Design Standards. The next item is to A. C. Schultes of Maryland for Well 8A repairs. It is for \$87,325.00. This is our backup town water well. We did some realigning to get this back on line. It is our backup well but we have a backup for a reason. Item C is to Sydnor Hydro for \$16,900.00 for a new sewage pump. Item D is for REW Corporation for \$16,700.00. One of these is for the insulation and one is for the pump. I may have those backwards. I believe REW provided the bypass pump. Items E and F we will do in conjunction. The first is to Windsor Castle Park Foundation for a \$100,000.00 draw for the work going on in the park. The next is for Historic Windsor Castle Restoration for \$100,000.00 for the work that was approved on the site there that the restoration is overseeing. Item G is to Isle of Wight county E911 True-Up for \$55,896.52 for the town's agreement to help fund E911 to the county. It follows our budget amount. The

next item is to Haley South Inc. for two budgeted police vehicles which we have and are in service. The amount is \$58,406.00. Those are all of our invoices. We recommend them for approval this evening. Finally, the next item is C5 which is a motion to approve a Fund Balance Policy. The gist of this, for public information, is we balanced our budget last year. We did so out of reserves. It set a little trigger for some of us. There were really no rules or regulations as to what Council can do and fund out of reserves which leads to the possibility of being abused. So, we put a policy in place that will not allow future Councils to balance their budget out of reserves without maintaining a minimum level of reserves. The minimum level of reserves is 25% of the year's expenses. We are always going to require 25% of the year's annual expenses to be held in reserve. You can see more information in the packet; but that is the gist of it. Thank you.

Mayor Williams – We will now move to our Parks and Recreation Committee Chairman, Mr. Steve Bowman. He is out of town tonight and Councilwoman Tynes will take his place on that.

Councilwoman Tynes – Parks and Recreation Committee Summary. Item C6 is a motion to approve change order #9 for RAD Sports for additional bleachers at the Joseph W. Luter Jr. Sports Complex. We discussed this in committee. It will be a better situation. The bleachers will be larger than the ones we had anticipated to have out there. Hopefully, it will help with the accessible area for the individuals who would need it. Item C7 is a motion to approve the Hayden's Lane bench project by the Smithfield High School Art class. This is an activity where the students want to go in and put a little artwork on some of the benches out there to improve our community and brighten it up some. Thank you.

Mayor Williams – We will now move to the Public Works Committee Chairman, Mr. Michael Smith.

Councilman Smith – Public Works Committee Summary. We have two items this evening. Item C8 is a resolution to accept Main Street in the Town of Smithfield's maintenance system. This goes from Church Street to Grace Street. It helps out with funding projects that are acceptable by VDOT standards. Item C9 is the award of professional engineering and consulting services contracts to Draper Aden Associates and Kimley Horn and Associates. This was put out for an RFP this time because it was

due for that. They seem to be on top of knowing how to take care of things. They have done great work for us in the past. I commend both of them and am glad they are back onboard at this time.

Mayor Williams – We will now move to item C10. It is a motion to approve the 2018 meeting schedule. No one has complained about the meeting dates so I guess we are going to go with that. I do want to bring attention to the very first one of the new year. The Town Council meeting is on the 3<sup>rd</sup> instead of the 2<sup>nd</sup> which is a Wednesday at 7:30 p.m. because our offices will be closed. We usually follow suit with the state and county schedules. We will not be open on the 2<sup>nd</sup>. We will convene on January 3<sup>rd</sup> instead. We have heard about C1 – C10. Is there any further discussion?

Councilman Pack – Mr. Mayor, can we pull C7 for discussion please?

Mayor Williams – We can.

Councilman Pack – Mr. Mayor, I would like to make the motion that we approve the consent agenda as presented with the exception of item C7 which is pulled for discussion.

C1. Resolution to Approve the Street Closure/Traffic Assistance Request for the BOB Festival on Saturday, January 13<sup>th</sup>, 2018.

C2. Resolution to Approve Traffic Assistance for the Mardi Gras Run on Saturday, February 3<sup>rd</sup>, 2018.

C3. Resolution to Approve the Street Closure Request from Columbia Gas Company to Perform Survey Work along Main Street.

C4. Invoices Over \$10,000.00 Requiring Council Authorization:

a. Draper Aden Associates	\$ 10,706.50
b. A. C. Schultes of Maryland	\$ 87,325.00
c. Sydnor Hydro Inc.	\$ 16,900.00
d. REW Corporation	\$ 16,700.00
e. WCP Foundation	\$100,000.00
f. Historic WC Restoration	\$100,000.00
g. IOW County E911 True-Up	\$ 55,896.52
h. Haley South Inc.	\$ 58,406.00

C5. Motion to Approve Fund Balance Policy.

C6. Motion to Approve Change Order #9 from RAD Sports for Additional Bleachers at the Joseph W. Luter Jr. Sports Complex.

C7. Pulled from Consent Agenda.

C8. Resolution to Accept Main Street in the Town of Smithfield's Maintenance System.

C9. Award of Professional Engineering and Consulting Services Contracts to Draper Aden Associates and Kimley Horn and Associates, Inc.

C10. Motion to Approve the 2018 Meeting Schedule.

Councilman Smith – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilman Smith voted aye, Councilman Dr. Cook voted aye, Councilman Pack voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We will go back to C7 which is a Motion to Approve the Hayden's Lane Bench Project by the Smithfield High School Art Class. I think everybody saw the renditions for it. I thought they looked pretty good.

Councilman Pack – I have given this some thought. There is a place for murals in our community and there is always a place for our high school art students to express themselves and there is a place for things to be left alone. I think Hayden's Lane is a really beautiful park. It is very classy and very upscale. I am afraid that painting the benches along the park would change the nature of what Hayden's Lane is. We are a historic community. The benches there kind of mimic what is downtown. It is my opinion that painting those benches with murals would change the park. The designs are very representative of what we have in town and similar to the porcine statues we have here. I do not think it would change it in a way that I would like to see it changed. I am recommending that we do not approve this one. I am open for discussion. It was not a motion.

Councilman Smith – I think we should take it back to committee to discuss further.

Mayor Williams – I do not know that we need to do that. It would make it another month.

Councilman Smith – Will they be painting them in January?

Mayor Williams – They will be inside. They will take them up and take them to school and work on them there.

Councilwoman Tynes – As I recall in committee, we discussed that they were going to be taking some historical activities that have happened in the community and paint those on the benches. They are some of the same things we have on the porcine statues. Also, we were doing that to make Hayden's Lane a little more attractive. We discussed a couple of years ago when we had activities there that people were going in and sleeping on the benches. Maybe if you decorate them, they will not look like someone's bed. I do not have a problem with the students doing the artwork because this is something they are doing all over. I have seen some of the activities by attending some of the VML Conferences. Different communities are doing some of the older items in their community to bring it into the 21<sup>st</sup> century. This is how we can integrate all of the individuals in the community having some ownership part. The students will go by and their family and friends will go by to look at them. It is important that we involve them.

Councilman Pack – Mrs. Tynes, I agree with what you said. I think everything you said makes perfect sense. I just do not feel that Hayden's Lane is the appropriate place for that. Some things, I would like to see remain the way they are. I agree with everything you said. I love that the students are in this and interested in making changes in town. I just would not like to see it on Hayden's Lane. I am all in favor of this project in another location. I would like to see Hayden's Lane stay how it is. The porcine statues that we did around town are really cool. Norfolk did the mermaids; that stuff is cool and I am all for it. Personally, I would just like to see Hayden's Lane stay the way it is. If we can help the students with this project in another location, I would be all about doing that. I do not have any great suggestions where that project should be.

Councilwoman Tynes – Do you want them to relocate the benches in Hayden's Lane to another location or should the town purchase some more benches so they can relocate somewhere else in town? There will be a need to buy benches.

Councilman Pack – Sure. I do not have a problem with doing these benches in a different location. We cannot take the benches out of Hayden's Lane. People use them. There is a picture that tourism has from a supper with sunflowers all the way down Hayden's Lane. Everyone was sitting at a table. It was super classy. It was fantastic. It

is one of my favorite pictures of downtown that we see. I think that painting the benches with murals takes away from that a little bit. To put one in front of the ice cream parlor or on Main Street, in my opinion, would be okay and would look good. Again, this is just my opinion. I have not been crazy about this project. I probably should have brought my concerns up earlier. It took me until now to do so. I have no problem having the town purchase five benches.

Mayor Williams – I like the idea on Hayden’s Lane. The Smithfield Women’s Club built and took care of it for several years. They were contacted about this and have no problem with it. I like it which is my opinion. I like the project and I like it on Hayden’s Lane. I do not know that we could get by with doing something like that on Main Street. I know of two benches on Main Street close to the ice cream parlor.

Councilman Dr. Cook – I understand where you are coming from Mr. Pack. I actually think it would lighten it up. I am really in favor of the collaboration with the schools. I understand where you are coming from. If it ends up not working out, they can be relocated. It is not a permanent thing. I think it would be good to get them involved. It is a great project for students. To Mr. Smith’s point about delaying, we cannot. The semester is over in January. The art class will be over which is why they want to do it now. It is not something we can really delay and expect it to happen. With that being said, I am going to make a motion that we approve item C7 for the bench project for the Smithfield High School.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilman Pack voted nay, Councilman Smith voted aye, Councilman Dr. Cook voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There was one vote against the motion. The motion passed.

Mayor Williams – The motion passes 4 – 1. Thank you, Mr. Pack, for your input. We will now move to the Action Section of our agenda. We have a Public Hearing: Special Use Permit – 322 Main Street. We will have a presentation by our Director of Planning, Engineering and Public Works, Mr. William Saunders.

Director of Planning, Engineering and Public Works – Good evening, Mr. Mayor and members of Council. There is a special use permit application before you tonight. This is a public hearing. The applicant's name and address is Brian and Mary Oszust at 103 Buckingham Way in Smithfield. The property owner is Mrs. Robin Wiatt of Miami, Florida. The location is for 322 Main Street. Currently, it is zoned Downtown. The proposed use is for a retail or antique store. The parking required for this application is zero spaces due to the fact that the parcel is less than ten thousand square feet. The parking proposed is none. The applicant is seeking approval for a special use permit to operate a retail outlet and antique store at 322 Main Street. Specifically, it is for the conversion of a residential structure for a non-residential principal use in the Downtown zoning district. Previous applicants, in 2001, operated a retail business there. However, that special use permit was issued to the applicants rather than running with the land. Therefore, later applicants in 2007 applied for a special use permit for commercial use there. It was granted. However, it was only granted for the ground floor as the upstairs remained for residential use. The current applicant is before you for special use permit approval in order to expand the retail use to include both the ground floor and the upstairs floor of the residential structure. The hours of operation are proposed to be from 10:00 a.m. until 5:00 p.m.; however, they could be altered once the customer demand is evaluated. The number of employees will be two which are the proprietors themselves. At the November 14<sup>th</sup> Planning Commission meeting, they recommended approval of this application with no conditions. Town staff has deemed the application to be complete. The proposal seems to be within the parameters required by the town's zoning ordinance. As this is a special use permit application, reasonable conditions may be attached to the permit as deemed necessary to protect the public interest and welfare. I will be glad to answer any questions you may have.

Mayor Williams – Thank you. Would the applicant like to come forward and speak?

Mr. Oszust – No, thank you.

Mayor Williams – I now declare the public hearing open. Is there anybody who would like to speak for or against this application? Seeing none, I will close the public hearing. We will have consideration by Public Buildings and Welfare Committee Chairman, Dr. Milton Cook.

Councilman Dr. Cook – Thank you, Mr. Mayor. We were presented this application at the committee level. We discussed it. Notably, this is not the only structure to have retail on both floors. It is up and down the 300 block. We have multiple examples of stores like that. I have no further questions. Do any Council members have any questions?

Councilman Pack – As the Town Council representative for the Planning Commission, the Planning Commission had very little issue with this. We felt it was in compliance with the third block on Main Street. We did recommend it without any contingencies to Town Council unanimously.

Councilman Dr. Cook – I will go ahead and make a motion to approve the special use permit for 322 Main Street.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilman Pack voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The next item is a Motion to Approve the Town Council Meeting Minutes of November 7<sup>th</sup>, 2017.

Town Attorney – Mr. Mayor and members of Council, I recommend approval of the minutes as presented.

Councilman Pack – So moved.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

On call for the vote, five members were present. Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilwoman Tynes voted aye, Councilman Pack voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The next item is to Appoint a Nominating Committee to Fill the Three Expiring Terms on the Smithfield Planning Commission. The expiring terms are

Randy Pack, Charles Bryan, and Michael Swecker. I would like for Councilman Bowman and Councilman Smith to handle this please.

Councilman Smith – Thank you, Mr. Mayor.

Mayor Williams – You are welcome. The next item is to Appoint a Nominating Committee to Fill the Two Expiring Terms on the Board of Historic and Architectural Review. The two expiring terms are for Trey Gwaltney and David Goodrich. I would like for Councilman Dr. Cook and Councilman Pack to handle that please.

Councilman Dr. Cook – Do we have term limits for BHAR?

Mayor Williams – Yes.

Councilman Dr. Cook – Are either of those two up on their term limits?

Councilman Pack – There are no term limits.

Town Attorney – Mr. Goodrich is in his first term and Mr. Gwaltney as well. The length of terms is four years for the Planning Commission and five years on the BHAR and five on BZA. There are no limits as to how many terms you may serve.

Councilman Dr. Cook – Thank you.

Mayor Williams – The next item is New Business. Is there any new business to discuss?

Councilwoman Tynes – I wanted to say something about Mr. William Saunders. He has been around for a while but he is now our Director of Planning, Engineering and Public Works. Welcome, William, to your new position although you have been doing work in it for a while. It is official now. Congratulations.

Town Manager – He will be officially receiving his ten year service award on Friday.

Mayor Williams – Under new business, we have an Additional Invoice Received Requiring Council Authorization for A. R. Chesson Construction for \$19,030.97.

Councilman Pack – This is work done out at the ballpark on the concession stand for A. R. Chesson Construction. Our project manager, Brian Camden, is recommending approval of \$19,030.97. It leaves a balance on the contract of \$58,734.32 still to be paid. I will make a motion to approve this invoice this month.

Councilman Dr. Cook – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilman Dr. Cook voted aye, Councilwoman Tynes voted aye, Councilman Smith voted aye, Councilman Pack voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The next item is a Motion to Accept the Donation of Two Ford Crown Victorias previously donated to the Smithfield Volunteer Fire Department back into the Town's Inventory.

Town Manager – In order to keep our auditors happy and account for town property, two former Crown Victorias were used by the Police Department then donated to the Smithfield Volunteer Fire Department. They are donating them back into our inventory so that we can properly dispose of them. It is a housekeeping item. We will put them out on GovDeals. We usually have great success with that.

Councilman Dr. Cook – I will make a motion to approve.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilman Dr. Cook voted aye, Councilwoman Tynes voted aye, Councilman Smith voted aye, Councilman Pack voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We will now move to a Motion to Accept the Deeds for 24 and 25 Jamestown Avenue as part of the Pinewood Heights Relocation Project.

Councilman Dr. Cook – I will make a motion to accept the deeds to lots 23 and 24 in Pinewood Heights. The Town Manager spoke about this earlier.

Town Manager – The addresses are one digit off from the lot numbers. It is lots 23 and 24 Jamestown but the addresses are 24 and 25 Jamestown Avenue.

Councilman Smith – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, five members were present. Councilwoman Tynes voted aye, Councilman Dr. Cook voted aye, Councilman Pack voted aye, Councilman Smith voted

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

Mayor Williams – Our next item is Old Business. Is there any old business?

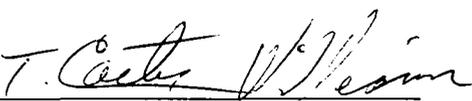
Councilman Dr. Cook – I have a monthly update for the Windsor Castle restoration project. The rehabilitation work on eight of the nine outbuildings is complete except for replacement of a few doors and windows. The farm office across from the tenant house has not begun yet. The repainting of the outbuildings is most likely going to be on hold until the spring. Two of the nine have been completed. The caretaker's house exterior is 99% complete. The new doors are going to be finished when the interior work is complete which is most likely by the end of this month. As far as our accelerated projects, the interior of the caretaker's house is now 75% complete. The trim, painting, and rehab of floors are our major open items. This is forecast to be completed by the end of this year which is in three weeks. The foundation for the maintenance and storage buildings is now 60% complete. We have spent 14% of our total forecasted project estimate for a total of \$730,000.00 so far. Phase 1 on the manor house is complete. Our project forecasting is still tracking at \$184,000.00 below our base line estimates. We are currently working well under budget. We hope for that to continue.

Councilman Pack – I have a quick question. What is the estimated time for the former manager's office?

Councilman Dr. Cook – I will defer that question to our project manager.

Mayor Williams – I think it will begin around January 14<sup>th</sup>. It will be after the New Year. We do not want to take on anything else in 2017. We think the whole roof including framing will have to come off of the manager's office. It is mortise construction. We have a lot of work to do there. Is there any other old business? Hearing none, there is no closed session tonight. I would like to wish everybody a happy holiday and a very prosperous and wonderful 2018. Thank you. We stand adjourned.

The meeting was adjourned at 8:17p.m.



Mr. T. Carter Williams  
Mayor



Mr. Peter Stephenson, AICP, ICMA-CM  
Town Manager