



February 21, 2020

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: SANFORD B. WANNER  
INTERIM TOWN MANAGER**

**SUBJECT: FEBRUARY 2020 COMMITTEE MEETINGS WILL BE HELD AT THE  
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,  
SMITHFIELD, VA**

**MONDAY, FEBRUARY 24<sup>TH</sup>, 2020 @ 3:00 p.m.**

**Public Safety**

**Members: Tynes (CH), Hall, Haywood**

1. Public Comment
2. Operational Updates:
  - a. Smithfield Police Department
  - b. Smithfield Volunteer Fire Department
  - c. Isle of Wight Volunteer Rescue Squad
3. Committee Request and Directives

**Immediately following the conclusion of the above meeting:**

**Water and Sewer**

**Members: Smith (CH), Pack, Tynes**

1. Public Comment
2. Committee Request and Directives

**Immediately following the conclusion of the above meeting:**

**Finance**

**Members: Pack (CH), Smith, Butler**

- |                |                                                                                                      |              |
|----------------|------------------------------------------------------------------------------------------------------|--------------|
| <b>TAB # 1</b> | 1. Public Comment                                                                                    |              |
|                | 2. January Cash Balances / VML Investment Pool Update<br><a href="#">Ellen Minga, Town Treasurer</a> |              |
| <b>TAB # 2</b> | 3. Invoices Over \$10,000 Requiring Council Authorization:                                           |              |
|                | a. Kimley Horn & 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. IOW County - IT Services May and June 2019                                               | \$ 13,500.00 |
|                | e. IOW County – IT Services July – December 2019                                            | \$ 47,250.00 |
| <b>TAB # 3</b> | 4. Personnel Manual Policy Updates                                                          |              |
|                | a. Special Events Policy                                                                    |              |
|                | b. Holiday Schedule                                                                         |              |
|                | <i>Ashley Rogers, Director of Human Resource</i>                                            |              |
|                | 5. Contract Extension for Interim Town Manager, Sanford B. Wanner.                          |              |
|                | 6. Date for Budget Retreat/Davenport & Company Presentation – Comprehensive (Fiscal) Review |              |
|                | <i>Sanford Wanner, Interim Town Manager</i>                                                 |              |
|                | 7. Committee Request and Directives                                                         |              |

**TUESDAY, FEBRUARY 25<sup>TH</sup>, 2020 @ 3:00 p.m.**

**Parks and Recreation**

**Members: Hall (CH), Butler, Haywood**

- |                |                                                    |  |
|----------------|----------------------------------------------------|--|
| <b>TAB # 4</b> | 1. Public Comment                                  |  |
|                | 2. Operational Update – Committee Report           |  |
|                | <i>Amy Novak, Director of Parks and Recreation</i> |  |
|                | 3. 2020 Tourism Special Event Calendar             |  |
|                | <i>Judy Winslow, Director of Tourism</i>           |  |
|                | 4. Clontz Park Regulations                         |  |
|                | <i>Amy Novak, Director of Parks and Recreation</i> |  |
|                | 5. Committee Request and Directives                |  |

**Immediately following the conclusion of the above meeting:**

**Public Works**

**Members: Haywood (CH), Smith, Tynes**

- |                |                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------|
| <b>TAB # 5</b> | 1. Public Comment                                                                                                  |
|                | 2. VDOT Resolution – Endorsement of the Benn’s Church Blvd at South Church Street Intersection Improvement Project |
|                | 3. Committee Request and Directives                                                                                |

**Immediately following the conclusion of the above meeting:**

**Public Buildings & Welfare**

**Members: Butler (CH), Hall, Pack**

- |  |                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1. Public Comment                                                                                                                         |
|  | 2. Lease – 228 Main Street                                                                                                                |
|  | 3. Committee Request and Directives                                                                                                       |
|  | 4. Closed Session: Personnel Matters, Pursuant to 2.2-3711(A)(1) of the Code of Virginia, more specifically the position of Town Manager. |

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**\*\*\* Additional Items Not Listed on Committee but will be on Council’s March 3rd, Agenda\*\*\***

- Town Council Meeting Minutes from February 4<sup>th</sup>, 2020
  - PUBLIC HEARING: Special Use Permit – 865 West Main Street, SB Cox Ready Mix, Inc.
-

**FINANCE  
COMMITTEE**

CASH BALANCES AS OF JANUARY 31, 2020					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	CURRENT YR INTERCO BALANCES	PRIOR YR INTERCO BALANCES	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	1,315,314.45	(403,955.10)	-	911,359.35
<b>Water-Debt Service</b>	Farmers Bank	768,076.70	11,303.47	-	779,380.17
<b>Water Capital Escrow (availability fees)</b>	TowneBank	657,089.36	21,260.00	-	678,349.36
<b>Water Treatment Plant Escrow</b>	TowneBank	11,647.31			11,647.31
<b>Water Deposit Account</b>	TowneBank	98,825.00	(2,716.00)	-	96,109.00
<b>Water Development Escrow</b>	TowneBank	162,034.34	-	-	162,034.34
<b>Subtotal Water</b>		<b>3,012,987.16</b>	<b>(374,107.63)</b>	<b>-</b>	<b>2,638,879.53</b>
<b>Sewer</b>	Farmers Bank	317,717.29	(130,390.38)	-	187,326.91
<b>Sewer Development Escrow</b>	TowneBank	427,229.26	-	-	427,229.26
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	1,083,586.18	31,320.00	-	1,114,906.18
<b>Sewer Compliance</b>	Farmers Bank	2,323,978.62	17,608.22		2,341,586.84
<b>Subtotal Sewer</b>		<b>4,152,511.35</b>	<b>(81,462.16)</b>	<b>-</b>	<b>4,071,049.19</b>
<b>Highway</b>	Farmers Bank	79,969.04	354,631.78	-	434,600.82
<b>General Fund</b>	Farmers Bank	5,659,221.30	100,938.01		5,760,159.31
<b>Payroll</b>	Farmers Bank	192,732.84			192,732.84
<b>Money Market-General Fund</b>	TowneBank	38,807.74			38,807.74
<b>Business Super Now-General Fund</b>	Farmers Bank	35,040.47			35,040.47
<b>General Fund Capital Escrow Account</b>	TowneBank	217,771.19			217,771.19
<b>Certificate of Deposit-Police Dept-24 month</b>	Farmers Bank	37,164.55			37,164.55
<b>Special Project Account</b>	Farmers Bank	957,609.20	-		957,609.20
<b>Pinewood Heights Escrow</b>	Farmers Bank	47,635.40			47,635.40
<b>SNAP Account</b>	Farmers Bank	2,218.75			2,218.75
<b>Museum Account</b>	Farmers Bank	215,702.47			215,702.47
<b>Windsor Castle Acct</b>	TowneBank	40,412.17			40,412.17
<b>Subtotal General Fund</b>		<b>7,444,316.08</b>	<b>100,938.01</b>	<b>-</b>	<b>7,545,254.09</b>
<b>TOTAL ALL FUNDS</b>		<b>14,689,783.63</b>	<b>-</b>	<b>-</b>	<b>14,689,783.63</b>

VIP Investment Pool	VML VACO Finance	Ending Market Value	\$ 540,155.40
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# Account Statement

January 2020

## Town of Smithfield

P.O. Box 246  
Smithfield, VA 23431

## VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

### Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
537,104.03	0.00	50.11	1,023.54	2,077.94	540,155.40

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
01/01/2020	Income Earned	32.64			10.071696	3.241	
01/15/2020	Withdrawal		50.11		10.074806	4.974	0.00
01/15/2020	Income Earned	468.35			10.074806	46.487	
01/31/2020	Income Earned	522.55			10.110631	51.683	
01/31/2020	Ending Balance			540,155.40	10.110631	53,424.499	



# Account Statement

January 2020

## Town of Smithfield

P.O. Box 246  
 Smithfield, VA 23431

## VIP Stable NAV Liquidity Pool VA-01-0009-5001

### Summary

Average Monthly Yield: 1.77%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/31/2020	Ending Balance			0.000	



## Daily Rates

January 2020

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jan-20	0.000048633	1.78%
02-Jan-20	0.000048773	1.79%
03-Jan-20	0.000049046	1.80%
04-Jan-20	0.000049046	1.80%
05-Jan-20	0.000049046	1.80%
06-Jan-20	0.000048773	1.79%
07-Jan-20	0.000049046	1.80%
08-Jan-20	0.000048773	1.79%
09-Jan-20	0.000048773	1.79%
10-Jan-20	0.000049046	1.80%
11-Jan-20	0.000049046	1.80%
12-Jan-20	0.000049046	1.80%
13-Jan-20	0.000049046	1.80%
14-Jan-20	0.000049320	1.81%
15-Jan-20	0.000049046	1.80%
16-Jan-20	0.000048773	1.79%
17-Jan-20	0.000048773	1.79%
18-Jan-20	0.000048773	1.79%
19-Jan-20	0.000048773	1.79%
20-Jan-20	0.000048773	1.79%
21-Jan-20	0.000048500	1.78%
22-Jan-20	0.000048500	1.78%
23-Jan-20	0.000047680	1.75%
24-Jan-20	0.000047954	1.76%
25-Jan-20	0.000047954	1.76%
26-Jan-20	0.000047954	1.76%
27-Jan-20	0.000047954	1.76%
28-Jan-20	0.000047680	1.75%
29-Jan-20	0.000047680	1.75%
30-Jan-20	0.000047954	1.76%
31-Jan-20	0.000047680	1.75%

**Invoices over \$10,000  
Request to Approve**



January 24, 2020

Wayne Griffin  
Town of Smithfield  
310 Institute Street  
Smithfield, VA 23397

**RE: *US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex  
Progress Report and Invoice, No. 116499012-1219***

Dear Mr. Griffin,

The following is a list of items completed through December, 2019 by Kimley-Horn with regards to the US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex

- Attended Progress Meeting on 10/7/2019
- Attended Progress Meeting on 11/4/2019
- Attended Progress Meeting on 12/2/2019
- Attended Site Meeting 12/19/2019 for waterline issue
- Plan revisions for waterline issue
- CEI Services provided by MBP, Inc.

The invoice for services provided through September, 2019 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.

Project Manager

TOWN OF SMITHFIELD  
 ATTN: WAYNE GRIFFIN  
 310 INSTITUTE STREET  
 SMITHFIELD, VA 23430

Invoice No: 116499016-1219  
 Invoice Date: Dec 31, 2019  
 Invoice Amount: \$47,960.77  
 Project No: 116499016  
 Project Name: US 258 RIGHT TURN LANE  
 Project Manager: FARTHING, ANDREW

Please send payments to:  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 P.O. BOX 75557  
 BALTIMORE, MD 21275-5557

Client Reference:  
 TASK ORDER 3

Federal Tax Id: 56-0885615

For Services Rendered through Dec 31, 2019

**COST PLUS MAX**

KHA Ref # 116499016.3-15713375

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
MBP	131,820.14	64,081.87	19,760.75	44,321.12
PROJECT MANAGEMENT	4,093.60	3,896.63	256.98	3,639.65
<b>Subtotal</b>	<b>135,913.74</b>	<b>67,978.50</b>	<b>20,017.73</b>	<b>47,960.77</b>
<b>Total COST PLUS MAX</b>				<b>47,960.77</b>

**Total Invoice: \$47,960.77**



November 15, 2019  
 Invoice No: 514464

**Remit To:**  
**MBP**  
**Williams Plaza 1**  
**3040 Williams Drive, Suite 300**  
**Fairfax, VA 22031-2215**

Kimley-Horn and Associates  
 Attn: Andrew Farthing  
 Kimley-Horn and Associates, Inc.  
 4525 Main Street  
 Suite 1000  
 Virginia Beach, VA 23462  
 Contract #:  
 Subcontract #:  
 Purchase Order #: MBP499-19-001VAB

<b>Invoice Total</b>	<b>\$18,651.85</b>
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Project Manager: Matthew Martin  
 Project: J19041.001 Smithfield Right Turn Lane CEI

**Professional Services through October 31, 2019**

Phase: 001 On-site Management and Inspection

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Inspector				
Garrett, Edward	144.00	77.02	11,090.88	
Johnson, Michael	16.00	77.02	1,232.32	
Martin, Matthew	21.00	77.02	1,617.42	
Treakle, Joshua	27.00	77.02	2,079.54	
Construction Manager				
Martin, Matthew	17.50	103.86	1,817.55	
Totals	225.50		17,837.71	
<b>Total Labor</b>				<b>17,837.71</b>

**Reimbursable Expenses**

Reimbursable - Telephone			51.66	
Reimbursable - Vehicle Leases			666.48	
<b>Total Reimbursables</b>				<b>718.14</b>

**Unit Billing**

Fleet Billable Mileage @ \$0.320				
POV Billable Mileage @ \$0.380				
				<b>96.00</b>

**Total this Phase \$18,651.85**

<b>Contract</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	18,651.85	35,660.89	54,312.74	
Contract Value			132,820.14	
Remaining			78,507.40	
				<b>Total this Invoice <u>\$18,651.85</u></b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
512965	6/18/2019	496.98
513202	7/12/2019	51.93
513572	8/29/2019	1,745.44
513794	9/16/2019	17,466.40



December 16, 2019  
 Invoice No: 514817

Kimley-Horn and Associates  
 Attn: Andrew Farthing  
 Kimley-Horn and Associates, Inc.  
 4525 Main Street  
 Suite 1000  
 Virginia Beach, VA 23462  
 Contract #:  
 Subcontract #:  
 Purchase Order #: MBP499-19-001VAB

**Remit To:**  
**MBP**  
**Williams Plaza 1**  
**3040 Williams Drive, Suite 300**  
**Fairfax, VA 22031-2215**

<b>Invoice Total</b>	<b>\$9,769.13</b>
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Project Manager: Matthew Martin  
 Project: J19041.001 Smithfield Right Turn Lane CEI

**Professional Services through November 30, 2019**

Phase: 001 On-site Management and Inspection

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Inspector				
Garrett, Edward	80.00	77.02	6,161.60	
Martin, Matthew	39.50	77.02	3,042.29	
Totals	119.50		9,203.89	
<b>Total Labor</b>				<b>9,203.89</b>

**Reimbursable Expenses**

Reimbursable - Telephone			36.70	
Reimbursable - Vehicle Leases			510.94	
<b>Total Reimbursables</b>				<b>547.64</b>

**Unit Billing**

Fleet Billable Mileage @ \$0.320				17.60
		<b>Total this Phase</b>		<b>\$9,769.13</b>

**Contract**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	9,769.13	54,312.74	64,081.87	
Contract Value			132,820.14	
Remaining			68,738.27	
		<b>Total this Invoice</b>		<b>\$9,769.13</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
514071	10/9/2019	15,900.14
514464	11/15/2019	18,651.85
<b>Total</b>		<b>34,551.99</b>



January 10, 2020  
 Invoice No: 514921

**Remit To:**  
**MBP**  
**Williams Plaza 1**  
**3040 Williams Drive, Suite 300**  
**Fairfax, VA 22031-2215**

Kimley-Horn and Associates  
 Attn: Andrew Farthing  
 Kimley-Horn and Associates, Inc.  
 4525 Main Street  
 Suite 1000  
 Virginia Beach, VA 23462  
 Contract #:  
 Subcontract #:  
 Purchase Order #: MBP499-19-001VAB

<b>Invoice Total</b>	<b>\$10,064.20</b>
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Project Manager: Matthew Martin  
 Project: J19041.001 Smithfield Right Turn Lane CEI

**Professional Services through December 31, 2019**

Phase: 001 On-site Management and Inspection

**Professional Personnel**

	Hours	Rate	Amount	
Senior Inspector				
Garrett, Edward	14.00	77.02	1,078.28	
Martin, Matthew	66.00	77.02	5,083.32	
Totals	80.00		6,161.60	
<b>Total Labor</b>				<b>6,161.60</b>

**Reimbursable Expenses**

Reimbursable - Telephone			33.72	
Reimbursable - Vehicle Leases			769.46	
<b>Total Reimbursables</b>				<b>803.18</b>

**Unit Billing**

2019 Fleet Billable Mileage @ \$0.320				109.44
			<b>Total this Phase</b>	<b>\$7,074.22</b>

Phase: 004 Quality Assurance Testing

**Consultants**

GET Solutions, Inc			2,989.98	
<b>Total Consultants</b>				<b>2,989.98</b>
			<b>Total this Phase</b>	<b>\$2,989.98</b>

**Contract**

	Current	Prior	To-Date	
Total Billings	10,064.20	64,081.87	74,146.07	
Contract Value			132,820.14	
Remaining			58,674.07	
			<b>Total this Invoice</b>	<b>\$10,064.20</b>

**Outstanding Invoices**

Number	Date	Balance
514071	10/9/2019	15,900.14
514464	11/15/2019	18,651.85

**G E T Solutions, Inc.**  
 5465 Greenwich Road  
 Virginia Beach, VA 23462

Phone: 757-518-1703  
 Fax: 757-518-1704



**Invoice**

Invoice Number: 0032420-IN

Invoice Date: 10/31/2019

Invoice Due Date: November 30, 2019

Customer P.O.:

Customer Contract

**Client:**

McDonough Boylard Peck, Inc.  
 csubs@mbpce.com  
 jmodica@mbpce.com  
 sdoane@mbpce.com  
 Chesapeake, VA

**Project:**

VB19-288T  
 Main Street Sanitary Sewer  
 Smithfield, Virginia

Quantity	Unit	Description	Unit Price	Extension
1.000	LS	CMT Services For Services Performed Between the Dates of October 1 and October 31, 2019. Please See Attached Sheet for an Itemized Breakdown of Services.	685.23	685.23

Invoice Total: **685.23**

**It has been our pleasure working with you on this project.**

**Itemized Breakdown**  
**Invoice Date: October 31, 2019**  
**For Services Between October 1 and October 31, 2019**  
**Smithfield Main Street Sewer**  
**Smithfield, Virginia**  
**Client: MBP (Attn: Mr. Edward Garrett)**  
**GET Project No. VB19-288T**  
**Page 1 of 1**

**Site Visits**

<b>Date</b>	<b>Purpose</b>	<b>Total Hrs.</b>	<b>Reg. Hrs.</b>	<b>OT Hrs.</b>	<b>Billable Rate</b>	<b>Total</b>
10/2/2019	Compaction Tests	4	4	0	\$46.35	\$185.40
10/18/2019	Compaction Tests	4	4	0	\$46.35	\$185.40
<b>Sub-Total</b>						<b>\$370.80</b>

**Laboratory/Other Services**

<b>Staff</b>	<b>Service</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>	
Senior Engineer, P.E.	Project Management & Report Review	1	hour	\$194.29	\$194.29	
Clerical	Typing/Reporting	1	hour	\$43.84	\$43.84	
Trip Charge	2 Trips @ 60 Miles/Trip	2	trip	\$38.15	\$76.30	
Lab	VTM-1 Proctor	0	each	\$110.00	\$0.00	
<b>Sub-Total</b>						<b>\$314.43</b>
<b>TOTAL</b>						<b>\$685.23</b>

**G E T Solutions, Inc.**  
 5465 Greenwich Road  
 Virginia Beach, VA 23462

Phone: 757-518-1703  
 Fax: 757-518-1704

**Invoice**

Invoice Number: 0032597-IN

Invoice Date: 10/31/2019

Invoice Due Date: November 30, 2019

Customer P.O.:

Customer Contract

**Client:**

McDonough Boylard Peck, Inc.  
 csubs@mbpce.com  
 jmodica@mbpce.com  
 sdoane@mbpce.com  
 Chesapeake, VA

**Project:**

VB19-288T  
 Main Street Sanitary Sewer  
 Smithfield, Virginia

Quantity	Unit	Description	Unit Price	Extension
1.000	LS	CMT Services For Services Performed Between the Dates of August 1 and August 31, 2019. Please See Attached Sheet for an Itemized Breakdown of Services.	1,596.34	1,596.34

Invoice Total: 1,596.34

It has been our pleasure working with you on this project.

**Itemized Breakdown**  
**Invoice Date: August 31, 2019**  
**For Services Between August 1 and August 31, 2019**  
**Smithfield Main Street Sewer**  
**Smithfield, Virginia**  
**Client: MBP (Attn: Mr. Edward Garrett)**  
**GET Project No. VB19-288T**  
**Page 1 of 1**

**Site Visits**

Date	Purpose	Total Hrs.	Reg. Hrs.	OT Hrs.	Billable Rate	Total
8/16/2019	Pick Up Proctor	3	3	0	\$46.35	\$139.05
8/22/2019	Compaction Tests	4	4	0	\$46.35	\$185.40
8/27/2019	Compaction Tests	5.5	5.5	0	\$46.35	\$254.93
8/29/2019	Compaction Tests	6	6	0	\$46.35	\$278.10
<b>Sub-Total</b>						<b>\$857.48</b>

**Laboratory/Other Services**

Staff	Service	Quantity	Unit	Rate	Total
Senior Engineer, P.E.	Project Management & Report Review	2	hour	\$194.29	\$388.58
Clerical	Typing/Reporting	2	hour	\$43.84	\$87.68
Trip Charge	4 Trips @ 60 Miles/Trip	4	trip	\$38.15	\$152.60
Lab	VTM-1 Proctor	1	each	\$110.00	\$110.00
<b>Sub-Total</b>					<b>\$738.86</b>
<b>TOTAL</b>					<b>\$1,596.34</b>

**G E T Solutions, Inc.**  
5465 Greenwich Road  
Virginia Beach, VA 23462

Phone: 757-518-1703  
Fax: 757-518-1704

**Invoice**

Invoice Number: 0032598-IN

Invoice Date: 10/31/2019

Invoice Due Date: November 30, 2019

Customer P.O.:

Customer Contract

**Client:**

McDonough Boylard Peck, Inc.  
csubs@mbpce.com  
jmodica@mbpce.com  
sdoane@mbpce.com  
Chesapeake, VA

**Project:**

VB19-288T  
Main Street Sanitary Sewer  
  
Smithfield, Virginia

Quantity	Unit	Description	Unit Price	Extension
1.000	LS	CMT Services For Services Performed Between the Dates of September 1 and September 30, 2019. Please See Attached Sheet for an Itemized Breakdown of Services.	708.41	708.41

Invoice Total: 708.41

**It has been our pleasure working with you on this project.**

**Itemized Breakdown**  
**Invoice Date: September 30, 2019**  
**For Services Between September 1 and September 30, 2019**  
**Smithfield Main Street Sewer**  
**Smithfield, Virginia**  
**Client: MBP (Attn: Mr. Edward Garrett)**  
**GET Project No. VB19-288T**  
**Page 1 of 1**

**Site Visits**

Date	Purpose	Total Hrs.	Reg. Hrs.	OT Hrs.	Billable Rate	Total
9/9/2019	Compaction Tests	4.5	4.5	0	\$46.35	\$208.58
9/25/2019	Compaction Tests	4	4	0	\$46.35	\$185.40
<b>Sub-Total</b>						<b>\$393.98</b>

**Laboratory/Other Services**

Staff	Service	Quantity	Unit	Rate	Total
Senior Engineer, P.E.	Project Management & Report Review	1	hour	\$194.29	\$194.29
Clerical	Typing/Reporting	1	hour	\$43.84	\$43.84
Trip Charge	2 Trips @ 60 Miles/Trip	2	trip	\$38.15	\$76.30
Lab	VTM-1 Proctor	0	each	\$110.00	\$0.00
<b>Sub-Total</b>					<b>\$314.43</b>
<b>TOTAL</b>					<b>\$708.41</b>



February 5, 2020

Waco, Inc.  
1326 Cavalier Blvd.  
Chesapeake, Virginia 23323

Attn: Harry Judy

Re: Asbestos Removal  
37 & 38 Jamestown Ave  
Smithfield, VA 23430

Dear Mr. Judy,

We are pleased to provide a quotation for the above referenced project.

The scope of work shall be limited to the following:

1. 37 Jamestown Ave. - Removal and disposal of drywall with asbestos surfacing material from the walls throughout. In addition we include the removal and disposal of the asbestos linoleum in the Bathroom.
2. 38 Jamestown Ave. - Removal and disposal of drywall with asbestos surfacing material from the walls in the Kitchen. In addition we include the removal and disposal of the asbestos linoleum in the Kitchen.

Quotation: \$19,280.00

All work shall be done in accordance with VOSH 1926.1101 and NESHAP 40CFR61 dated 11/20/90. We do not include the services of a project monitor.

Should you have any questions or need additional information, please feel free to contact me.

Sincerely,  
WACO, INC.



Michael E. Carraway  
Project Manager

Sandston, VA  
(804) 222-8440

Newport News, VA  
(757) 873-2205

Mt. Crawford, VA  
(540) 434-7390

Mechanicsville, MD  
(301) 290-1333

Radford, VA  
(540) 633-6311

Fincastle, VA  
(540) 473-2891

Chesapeake, VA  
(757) 558-3100

Bladenboro, NC  
(910) 648-5488

Covington, VA  
(540) 962-5161

Mt. Storm, WV  
(304) 259-5115



# Invoice

Sold by:

Branch 009  
1190 Harmony Road  
Norfolk, VA 23502  
Tel: 757-490-1300  
Fax: 757-459-4856

Remit to:

26717 Network Place  
Chicago, IL 60673-1267  
Phone: 1.855.278.2248 (opt 1)



VENDOR # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

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DEPT HEAD  
Town of Smithfield  
PO Box 246  
Smithfield, VA 23431-0246

TOWN MANAGER

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Town of Smithfield  
Public Works  
293 Cary Street  
Smithfield, VA 23430

Cust. No.	Invoice Date	Invoice No.
00013106	01-24-2020	400982615

Page 1 of 2

Customer PO	Ordered By	Contract Date	Date Shipped	Sale Contract #	Sales Representative	Order Taken By	Payment Terms
PW-20-06	Mr. Jessie Snead	10-28-2019	01-24-2020	209021988	Sam Bagnall	Sam Bagnall	Net 30
ITEM	DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY B/O'd	SELL PRICE	EXTENDED SELL	
PMHL030DCN146	Dri-Prime HL80M Critically Silenced <ul style="list-style-type: none"> <li>• Sound Attenuated Enclosure</li> <li>• 4" x 3" 150# Flange Suction &amp; Discharge</li> <li>• John Deere 4045T290SP2 IT4 Diesel</li> <li>• Skid-mounted</li> <li>• <b>Engine/Motor Options</b> <ul style="list-style-type: none"> <li>• PrimeGuard Controller</li> <li>• PrimeGuard Auto Throttle</li> <li>• Battery Charger - 12 Volt Trickle</li> <li>• Block Heater - 110 Volt</li> <li>• Single Gang (1) GFCI Duplex Receptacle</li> <li>• Emergency Standby Diesel Engine</li> </ul> </li> <li>• <b>Base Options</b> <ul style="list-style-type: none"> <li>• (2) 12/24V Halogen Work Lights w/Switch               <ul style="list-style-type: none"> <li>• Mounted on rear top right and left corners of CS Enclosure</li> </ul> </li> <li>• Paint               <ul style="list-style-type: none"> <li>• Enclosure to be painted Sherwin Williams Quiver Tan (SW6151)</li> </ul> </li> <li>• (1)12/24V Light Mounted Over PG w/Switch               <ul style="list-style-type: none"> <li>• Mounted in the Center of CS Enclosure</li> </ul> </li> </ul> </li> </ul>	1	1	0	44,929.77	44,929.77	
		1	1	0	1,527.37	1,527.37	
		1	1	0	1,171.92	1,171.92	
		1	1	0	365.12	365.12	
		1	1	0	139.44	139.44	
		1	1	0	330.46	330.46	
		1	1	0	0.00	0.00	
		1	1	0	573.07	573.07	
		1	1	0	0.00	0.00	

ALL PAST DUE INVOICES ARE SUBJECT TO  
1 1/2% PER MONTH SERVICE CHARGE

**Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.**



Sold by:

**Invoice**

Branch 009  
 1190 Harmony Road  
 Norfolk, VA 23502  
 Tel: 757-490-1300  
 Fax: 757-459-4856

Remit to: Xylem Dewatering Solutions, Inc. ✓  
 26717 Network Place  
 Chicago, IL 60673-1267  
 Phone: 1.855.278.2248 (opt 1)

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

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Town of Smithfield  
 PO Box 246  
 Smithfield, VA 23431-0246

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Town of Smithfield  
 Public Works  
 293 Cary Street  
 Smithfield, VA 23430

Cust. No.	Invoice Date	Invoice No.
00013106	01-24-2020	400982615

Page 2 of 2

Customer PO	Ordered By	Contract Date	Date Shipped	Sale Contract #	Sales Representative	Order Taken By	Payment Terms	
PW-20-06	Mr. Jessie Snead	10-28-2019	01-24-2020	209021988	Sam Bagnall	Sam Bagnall	Net 30	
ITEM	DESCRIPTION			QTY ORDERED	QTY SHIPPED	QTY B/O'd	SELL PRICE	EXTENDED SELL
CAPGMA005	Pumpend S/N: 19088472-5 Engine S/N: PE4045R132115 Base S/N: T49148 FST IMEI: E-Code: 169931 PrimeGuard Float Set • w/ 65' Mechanical Floats			1	1	0	346.58	346.58
PDELIVERYFRT009	DELIVERY MOTOR FRT BR 009 PARTIAL LOAD			1	1	0	425.00	425.00
DZONE02PICKUP	Delivery Zone 2 - Pickup Truck			1	1	0	0.00	0.00

ALL PAST DUE INVOICES ARE SUBJECT TO  
 1 1/2% PER MONTH SERVICE CHARGE

Merchandise	Labor	Shipping	Misc. Charges	Taxes
\$ 49,583.62	\$ 0.00	\$ 425.00	\$ 0.00	\$ 0.00

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.

Total Invoice

\$ 50,008.62



**Isle of Wight County**

PO Box 80  
Isle of Wight, VA 23397  
757-365-6273

Original

**INVOICE**

Local Roots,  
Global Reach

SHARED IT SERVICES

Invoice Date	Invoice No.
02/07/2020	2382
Customer Number	
117699	
Invoice Total Due	
\$13,500.00	
Amount Paid	

**Due upon receipt**

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TOWN OF SMITHFIELD  
P O BOX 246  
SMITHFIELD, VA 23430

ATTN: *Treasurer Ellen Mingo*

09350182020600002382000013500004

**Isle of Wight County**, Isle of Wight, VA 23397

Invoice Date 02/07/2020 Customer Number 117699

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
COUNTY PROVIDED FULL TIME IT SERVICES FOR THE MONTHS OF MAY AND JUNE 2019	1.00	\$13,500.00	EACH	\$13,500.00	\$0.00	\$0.00	\$13,500.00

Please make checks payable to Isle of Wight County

**Invoice Total:**

**\$13,500.00**

**ISLE OF WIGHT COUNTY  
DEPARTMENT OF BUDGET AND FINANCE**

**REQUEST FOR BILLING**

**Please Bill:**

Organization Name: Town of Smithfield

Contact Person: Treasurer - Ellen Minga

Address: PO Box 246

City / State: Smithfield, VA

Zip: 23431

Phone Number: 757-365-4287

Fax Number: 757-365-4286

Administrative Fee: \_\_\_\_\_

**In the amount of:** 13,500.00

**Total Amount DUE:** \$13,500.00

**For the following:** (please provide specifics)

County provided full-time IT Services for Town of Smithfield during months of May and June of 2019  
Billing rate matches agreed MOU monthly charges agreed upon by County BOS and Town Council.

Charge Code: <u>IT SERV</u>	Invoice# <u>2382</u>
Customer# <u>117699</u>	Batch# <u>445</u>

Credit to Org - Object: ORG: 65015000 OBJ: 511000 6500006 - 417818

*IT Serv*

Requested By: Jason Gray Date: 2/4/2020

Entered by: K. McKee Date: 2.7.2020



**Isle of Wight County**

PO Box 80  
Isle of Wight, VA 23397  
757-365-6273

Local Roots,  
Global Reach

SHARED IT SERVICES

Original

**INVOICE**

Invoice Date	Invoice No.
02/07/2020	2383
Customer Number	
117699	
Invoice Total Due	
\$47,250.00	
Amount Paid	

**VENDOR #** \_\_\_\_\_

**ACCOUNT #** 04-100-443200-0000 <sup>46005</sup>

**DEPT HEAD** \_\_\_\_\_

**TOWN MANAGER** B. Warner

TOWN OF SMITHFIELD  
P O BOX 246  
SMITHFIELD, VA 23430

ATTN: Ellen Minga - Treasurer

**Due upon receipt**

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09350182020600002383800047250006

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 02/07/2020 Customer Number 117699

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
COUNTY PROVIDED FULL TIME IT SERVICES FOR THE MONTHS OF JULY 2019 - JANUARY 2020	1.00	\$47,250.00	EACH	\$47,250.00	\$0.00	\$0.00	\$47,250.00

Please make checks payable to Isle of Wight County

**Invoice Total:**

**\$47,250.00**

**ISLE OF WIGHT COUNTY  
DEPARTMENT OF BUDGET AND FINANCE**

**REQUEST FOR BILLING**

**Please Bill:**

Organization Name: Town of Smithfield

Contact Person: Ellen Minga - Treasurer

Address: P. O. Box 246

City / State: Smithfield, VA Zip: 23431

Phone Number: 757-365-4287

Fax Number: 757-365-4286

**In the amount of:** \_\_\_\_\_

**For the following:** (please provide specifics)

IT services provided by the County for the Town of Smithfield for the period	\$	-
July 2019- January 2020 [\$6,750/month x 7= \$47,250]	\$	47,250.00
	\$	-
BALANCE REMAINING	\$	47,250.00

Charge Code: <u>IT SERV</u>	Invoice# <u>2383</u>
Customer# <u>117699</u>	Batch# <u>445</u>

Credit to Org - Object: 6500006-417818

Requested By: N. Mayo *Mayo* Date: 02.07.20

Approved By: Stephanie Humphries, Director of Budget and Finance Date: 2-7-2020  
*EW* *Humphries*

## 4.15 Special Event Pay

(Effective: 03/04/2020)

**OVERVIEW:** This policy identifies when “Special Event Pay” should be utilized by Town employees and how the Special Event rate of pay is calculated.

**SCOPE:** This policy applies to all Town employees that are assigned to work Special Events within the Town.

The Town of Smithfield is the location of numerous Special Events throughout the year. In order to help maintain the success of these events, Town staff may be assigned to work for a special rate of pay that may exceed their overtime rate of pay.

### **Special Event Pay Qualification:**

In order to qualify for Special Event Pay, the Town must have an agreement to bill the Special Event applicant for the Special Event Pay. In other words, the Town should be reimbursed the Special Event Rate paid to the employee by the applicant.

Special Event Pay may also be paid to employees when specified and covered in a Grant.

Work performed for the Town that is not billable to an applicant or an event that is “Town Sponsored” (i.e. St. Patrick’s Day Parade, May Arts Festival, Independence Day Fireworks, Hog Jog, Christmas Parade, etc.) is not eligible for Special Event Pay and will be paid at the employee’s regular rate of pay. Any hours worked over 40 in a work week will be paid at the employee’s overtime rate.

Any extenuating circumstances require approval from the Town Manager in writing.

### **Special Event Rate Calculation:**

The Special Event Rate is determined annually by department. Each fiscal year, the pay rate of all individuals performing similar work in each department is averaged to determine the Special Event Rate for that department. When an employee works an event that qualifies for Special Event Pay, the individual receives the Special Event Rate for their work or their actual overtime rate, whichever is greater. This rate is paid to the employee regardless of the number of hours worked in the workweek. In other words, the employee does not have to work at least 40 hours in the work week to receive the Special Event Rate of pay.

## 5.2 Holidays

(Effective: 07/01/1997; Revised 02/06/2001, 07/01/2008, 07/01/2017, 07/01/2020)

**Overview:** As a benefit to the employees, the Town provides compensated leave in the recognition of designated holidays.

**Scope:** This policy applies to all regular, full-time and part-time employees.

The Town of Smithfield shall observe the following holidays and other such holidays as may be prescribed by the Town Council or by the Governor of the Commonwealth of Virginia:

- New Year's Day First day of January
- Martin Luther King, Jr. Day Third Monday in January
- President's Day Third Monday in February
- Memorial Day Last Monday in May
- Independence Day Fourth day of July
- Labor Day First Monday in September
- Columbus Day Second Monday in October
- Election Day Tuesday following the first Monday in November
- Veteran's Day Eleventh day of November
- Thanksgiving (2 days) Fourth Thursday & Friday in November
- Christmas Twenty Fifth of December

If the holiday falls on a Saturday, it shall be observed on the preceding Friday. If the holiday falls on a Sunday, it shall be observed on the following Monday. The Town Council may adjust the schedule to accommodate special circumstances.

All regular full-time employees shall receive holiday pay equal to the employee's regularly scheduled hours of work. All regular, part-time employees shall receive holiday pay equal to four (4) hours for days in which they were scheduled to work. To receive holiday pay, an employee must work their full scheduled day before and after the holiday unless leave time was approved in advance or a doctor's note justifying the absence is provided.

Non-exempt employees who are required to work a holiday, will receive the appropriate hours of holiday pay and be paid for the actual hours worked on the holiday. Any hours worked above 40 in one work week are compensated at one and a half times the employee's hourly rate. Holiday pay is counted as hours worked for the purpose of determining overtime.

Exempt employees who are required to work on a holiday shall receive compensatory time off equal to the hours worked. Assignments for work on a holiday to receive compensatory time must be approved in advance by the Town Manager in writing.

An employee who is on approved leave with pay during a period in which a holiday falls, shall not be charged leave for the observed holiday day. An employee on Workers' Compensation Leave will not receive holiday pay. An employee who is on leave without pay during a period in which a holiday falls, shall not receive holiday pay.

**PARKS AND RECREATION  
COMMITTEE**

## Parks and Recreation Operation Update February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						9:00 AM - 1:00 PM SC MH 9:00 AM SRA Registration & Annual Meeting 9:00 AM - 8:00 PM WC Manor House 2:00 PM Manor House Donors Event
2	3	4	5	6	7	8
	8:00 AM - 11:00 AM SC C&D 8:00 AM Tourism Stakeholders Conference 3:00 PM - 10:00 PM SC MH 7:00 PM FBI Community Outreach Program	5:30 PM - 6:30 PM SC C&D 5:30 PM WCFB Meeting 6:30 PM - 9:30 PM SC A&B 6:30 PM Town Council	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020 10:00 AM - 12:00 AM SC MHSu 10:00 AM Ducks Unlimited	10:00 AM - 12:00 AM SC MHSu 10:00 AM Ducks Unlimited	2:00 PM - 12:00 AM SC MHSu 6:00 PM Smithfield Fire Banquet	10:00 AM - 12:00 AM SC MHSu 7:00 PM 25th Birthday Masquerade Ball 1:00 PM - 5:00 PM WC Manor House 1:00 PM Manor House Tours
9	10	11	12	13	14	15
10:00 AM - 8:00 PM SC MHSu 3:00 PM Sweetheart Banquet	8:30 AM - 3:00 PM SC C&D 10:00 AM VA Coalition Farmers Market Workshop	10:00 AM - 5:00 PM WC Manor House 10:00 AM Smithfield Tourism Retreat 6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission	1:00 PM - 5:00 PM SC MHSu 1:00 PM Senior Sweetheart Ball Set 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews	7:00 AM - 3:00 PM SC MHSu 10:00 AM Senior Sweetheart Ball	Valentine's Day 12:00 PM - 8:00 PM SC MHSu 12:00 PM Winston-Pugh Wedding & Reception	3:00 PM - 12:00 AM SC MHSu 5:30 PM Winston-Pugh Wedding & Reception
16	17	18	19	20	21	22
	President's Day 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews	9:00 AM - 10:00 AM SC C&D 9:00 AM Schoolhouse Museum 3:00 PM - 4:30 PM WC Manor House 3:00 PM Town Manager Interviews 4:30 PM - 8:00 PM SC C&D 4:30 PM Edward Jones Seminars 6:00 PM - 7:00 PM SC A&B 6:00 PM BHAR	12:00 PM - 9:00 PM SC MHSu 5:30 PM Bob Fest Check Presentation	10:00 AM - 2:00 PM SC Suites 10:00 AM Smithfield Women's Club 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	10:00 AM - 11:00 PM SC MHSu 10:00 AM CASA Ball 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	10:00 AM - 11:00 PM SC MHSu 10:00 AM CASA Ball 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show
23	24	25	26	27	28	29
9:00 AM - 5:00 PM SC MHSu 9:00 AM CASA Ball Clean Up 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	2:00 PM - 3:00 PM SC C&D 2:00 PM Special Events Review Committee 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings 5:30 PM - 6:30 PM SC C&D 5:30 PM Smithfield Green Team	7:00 AM - 5:00 PM SC A&B, SC MH 8:00 AM Smithfield SOLE Training 11:30 AM - 1:00 PM SC C&D 11:30 AM Crimline Meeting 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	7:00 AM - 5:00 PM SC Suites 8:00 AM Smithfield SOLE Training	11:00 AM - 10:00 PM SC MHSu 5:30 PM Flavors of Isle of Wight 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	12:00 PM - 11:00 PM SC MH 12:00 PM Rushmere Fire Department 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show	11:00 AM - 12:00 AM SC MHSu 3:30 PM Williams-Taylor Reception 8:00 PM - 10:00 PM Parking Lot 8:00 PM Theater Show

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Sun	Mar 1	Special Occasion Show	Smithfield Center
Tue	Mar 3	Election Day	Smithfield Center
Sat	Mar 7	Manor House Tours	Windsor Castle
Sat	Mar 14	St Patty's Day Parade	Downtown Smithfield
Sat	Mar 28	Women's Club Flea Market	Smithfield Center
Sun	Mar 29	Vietnam Veterans Recognition Banquet	Smithfield Center

**PUBLIC WORKS  
COMMITTEE**

## **RESOLUTION # 2020-1**

A RESOLUTION FOR THE SMITHFIELD TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD, VIRGINIA  
AS AN ENDORSEMENT OF THE BENN'S CHURCH BOULEVARD AT SOUTH CHURCH  
STREET INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Smithfield.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Smithfield requests the Commonwealth Transportation Board to establish a project for the construction of the Benn's Church Boulevard at South Church Street Intersection Improvements project.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents subject to appropriation.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Smithfield will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Smithfield subsequently elects to cancel the project, the Town of Smithfield hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Smithfield also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Smithfield Town Council of the Town of Smithfield hereby grants authority for the Town/Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted: Town Council Adopted March 3<sup>rd</sup>, 2020

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor of the Town of Smithfield

In my capacity as the duly appointed Clerk of the Town of Smithfield, I hereby certify that Resolution # 2020-1 which is hereto attached, was adopted at a duly called and constituted meeting of the Smithfield Town Council held at 220 North Church Street, Smithfield VA on March 3<sup>rd</sup>, 2020. Said meeting was called to order by T. Carter Williams, Mayor of the Town of Smithfield at 6:30 p.m. with the following members present who remained in attendance throughout and constituted a quorum:

Mr. Michael G. Smith, Vice Mayor

Mr. Randy Pack

Mrs. Denise N. Tynes

Ms. Beth Haywood

Ms. Valerie C. Butler

Mr. Wayne Hall

Mr. T. Carter Williams, Mayor

The Smithfield Town Council of the Town of Smithfield, voted unanimously to adopt attached Resolution # 2020-1.

Given under my hand this 3rd day of March 2020.

\_\_\_\_\_  
Clerk