



September 21, 2018

TO: SMITHFIELD TOWN COUNCIL

**FROM: BRIAN S. THROWER
TOWN MANAGER**

**SUBJECT: SEPTEMBER 2018 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, SEPTEMBER 24TH, 2018 @ 3:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

- 1. Public Comment
- 2. Operational Updates
- TAB # 1** 3. Street Closure Request for Horsepower on Main Street Car Show
Saturday October 27th, 2017 from 2:00 p.m. to 9:30 p.m.
- TAB # 2** 4. Street Closure Request for Downtown Streets for Hamoween on
Wednesday, October 31st, 2018 from 5 p.m. to 8 p.m.

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

- 1. Public Comment
- TAB # 3** 2. Renewal of Mechanical, Electrical and Utility Services Contract

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- 1. Public Comment
- 2. August Financial Statements and Graphs
- TAB # 4** 3. August Cash Balances / VML Investment Pool Update

- TAB # 5**
4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Draper Aden Associates (Progress Billing) \$ 19,239.45
 - b. REW Corporation (Crescent PS Fans - TC Approved 1-3-18) \$ 12,075.00
 - c. REW Corporation (Crescent PS – Installation of Bypass Pump) \$ 33,650.00
 - d. Windsor Castle Restoration, LLC \$200,000.00

TUESDAY, SEPTEMBER 25th, 2018 @ 3:00 p.m.

4:00 p.m. Parks and Recreation Members: Hall (CH), Butler, Haywood

- TAB # 6**
- TAB # 7**
1. Public Comment
 2. Operational Update – Committee Report / Park Project Update
 3. Park Project Application –Interpretative Signage by Master Naturalist

Immediately following the conclusion of the above meeting:

Public Works Members: Haywood (CH), Smith, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Butler (CH), Hall, Pack

- TAB # 8**
1. Public Comment
 2. Pinewood Heights Relocation Project Update – Phase IV
 3. Closed Session Pursuant to State Code 2.2-3711 A(3) - Disposition of Publicly Held Real Property and A(8) Consultation with Legal Counsel Regarding Specific Legal Matters

***** Additional Item Not Listed on Committee but will be on Council’s October 9th, Agenda*****

- Approval of September 4th, 2018 Town Council Meeting Minutes
 - Presentation by Isle of Wight County on Isle of Wight County’s Comp Plan
-

**POLICE
COMMITTEE**



**Town of Smithfield
Special Event Application for Permit**

Event Date	Sat, Oct 27, 2018				
Event Name	Horsepower on Main Street				
Event Location	Main Street				
Event Times (don't include setup times)	5 PM-8 PM				
Event Organizer (Group Name)	Team Shelby				
Contacts					
Name	Justin Emanuel	Cell Phone	876-9160	Email	teamshelbyva@gmail.com
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event	Tourism Submission		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Come out for a ghoulishly good time at Horsepower on Main Street Car Show. This will be an all makes & models event. We will have candy for the trick or treaters. Don't worry about food as the shops on Main Street offer an array of different food and snacks. Registration is \$20 the day of the event and a portion of proceeds go to the Carroll Shelby Foundation.					
Contact name and phone number for more information on event					
Name: Justin Emanuel			Phone: 876-9160		
Expected Attendance	500	Website	www.facebook.com/events/363097197455579		
Average Ticket/Entry Price	\$ 20	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	DJ	Alcohol Sales or Service?	None		
What is your plan in the event of bad weather-cancel, reschedule?				cancel	
Requesting? <input type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
			Carroll Shelby Foundation		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input checked="" type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input type="checkbox"/> Providing Shuttle Service	<input checked="" type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Justin Emanuel	Date	11/2/17
Print Name	Justin Emanuel		



**Town of Smithfield
Special Event Application for Permit**

Event Date	Wednesday, October 31, 2018				
Event Name	Hamoween				
Event Location	Downtown Smithfield				
Event Times (don't include setup times)	5 PM-8 PM				
Event Organizer (Group Name)	Smithfield Times				
Contacts					
Name	John Edwards	Cell Phone	357-3288	Email	editor@smithfieldtimes.com
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				Trick or Treating
Description of Event	Tourism Submission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Thousands of families come to Downtown Smithfield for the best trick or treating in the Hampton Roads area.					
Contact name and phone number for more information on event					
Name: Smithfield Times	Phone: 357-3288				
Expected Attendance	3000	Website	www.smithfieldtimes.com		
Average Ticket/Entry Price	\$ 0	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	none	Alcohol Sales or Service?	none		
What is your plan in the event of bad weather-cancel, reschedule?					Rain or shine
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
Showcases the Downtown Smithfield businesses.					

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature		Date	
Print Name	John Edwards		

**WATER AND SEWER
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 21, 2018

TO: Town of Smithfield Water and Sewer Committee

FROM: Brian S. Thrower, Town Manager

BST

SUBJECT: Renewal of Mechanical, Electrical, and Utility Services Contract

The Town of Smithfield has a contract with R.E.W. Corporation to perform mechanical, electrical, and utility services with the right to renew for one (1) additional year. The current contract will expire on October 8, 2018.

The contract includes the following types of work:

- Replacing check valves, valves, and piping, as well as repairing or replacing force mains;
- Replacing or repairing any electrical components in pump stations, as well as troubleshooting any control problems at pump stations.

There will be no changes to the current contract. Town staff is pleased with the level of service provided by R.E.W. Corporation.

Recommendation

I recommend you approve extending this contract for another year.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

**FINANCE
COMMITTEE**

CASH BALANCES AS OF AUGUST 31, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,650,579.66	(347,601.52)	(819,299.74)	483,678.40
Water-Debt Service	Farmers Bank	628,767.65	33,926.35	-	662,694.00
Water Capital Escrow (availability fees)	TowneBank	505,962.02	9,800.00	-	515,762.02
Water Treatment Plant Escrow	TowneBank	11,606.16			11,606.16
Water Deposit Account	TowneBank	91,543.10			91,543.10
Water Development Escrow	TowneBank	121,514.87	-	-	121,514.87
Subtotal Water		3,009,973.46	(303,875.17)	(819,299.74)	1,886,798.55
Sewer	Farmers Bank	494,879.91	85,801.14	(281,576.96)	299,104.09
Sewer Development Escrow	TowneBank	383,373.72	-	-	383,373.72
Sewer Capital Escrow (availability fees)	TowneBank	804,769.08	14,560.00	-	819,329.08
Sewer Compliance	Farmers Bank	2,293,753.99	83,565.09	-	2,377,319.08
Subtotal Sewer		3,976,776.70	183,926.23	(281,576.96)	3,879,125.97
Highway	Farmers Bank	184,352.71	(49,270.28)	402,036.34	537,118.77
General Fund	Farmers Bank	3,447,043.84	804,690.80	698,840.36	4,950,575.00
Payroll	Farmers Bank	98,572.86			98,572.86
Money Market-General Fund	TowneBank	2,210.08			2,210.08
Business Super Now-General Fund	Farmers Bank	34,066.35			34,066.35
Money Market-General Fund	Farmers Bank	295,274.02			295,274.02
General Fund Capital Escrow Account	TowneBank	216,999.97	489,553.00		706,552.97
Certificate of Deposit	Farmers Bank	527,026.18			527,026.18
Certificate of Deposit-Police Dept	Farmers Bank	37,048.69			37,048.69
Special Project Account	Farmers Bank	1,119,338.17	(1,088,556.48)		30,781.69
Pinewood Heights Escrow	Farmers Bank	68,419.68	-		68,419.68
SNAP Account	Farmers Bank	2,218.75	-		2,218.75
Museum Account	Farmers Bank	184,352.71			184,352.71
Windsor Castle Acct	TowneBank	89,478.00	-		89,478.00
S. Church Street Account	TowneBank	36,468.10	(36,468.10)	-	-
Subtotal General Fund		6,158,517.40	169,219.22	698,840.36	7,026,576.98
TOTAL ALL FUNDS		13,329,620.27	-	-	13,329,620.27



Account Statement

August 2018

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 Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
517,258.38	511,935.41	0.00	46.13	883.75	513,503.53	518,096.00	730.50

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
08/15/2018	Withdrawal		46.13		9.918967	4.651	0.00
08/15/2018	Income Earned	433.66			9.918967	43.720	
08/31/2018	Income Earned	450.09			9.919518	45.374	
08/31/2018	Ending Balance			513,503.53	9.919518	51,766.984	



Account Statement

August 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.16%

	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
08/31/2018	Ending Balance			0.000	



Daily Rates

August 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Aug-18	0.000058496	2.14%
02-Aug-18	0.000058496	2.14%
03-Aug-18	0.000059044	2.16%
04-Aug-18	0.000059044	2.16%
05-Aug-18	0.000059044	2.16%
06-Aug-18	0.000058770	2.15%
07-Aug-18	0.000058770	2.15%
08-Aug-18	0.000059044	2.16%
09-Aug-18	0.000059044	2.16%
10-Aug-18	0.000059145	2.16%
11-Aug-18	0.000059145	2.16%
12-Aug-18	0.000059145	2.16%
13-Aug-18	0.000059044	2.16%
14-Aug-18	0.000059131	2.16%
15-Aug-18	0.000059044	2.16%
16-Aug-18	0.000059044	2.16%
17-Aug-18	0.000059592	2.18%
18-Aug-18	0.000059592	2.18%
19-Aug-18	0.000059592	2.18%
20-Aug-18	0.000059044	2.16%
21-Aug-18	0.000059044	2.16%
22-Aug-18	0.000059044	2.16%
23-Aug-18	0.000059044	2.16%
24-Aug-18	0.000059318	2.17%
25-Aug-18	0.000059318	2.17%
26-Aug-18	0.000059318	2.17%
27-Aug-18	0.000059318	2.17%
28-Aug-18	0.000059318	2.17%
29-Aug-18	0.000059592	2.18%
30-Aug-18	0.000059592	2.18%
31-Aug-18	0.000059592	2.18%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

Invoice

Mail Remittance to:
 2206 South Main Street
 Blacksburg, Virginia 24060

Peter Stephenson
 Town of Smithfield, VA
 Ellen Minga or Town Treasurer
 P. O. Box 246
 Smithfield, VA 23431

August 31, 2018
 Project No: HR04103-79G
 Invoice No: 2018090018
 P.O. #:

Invoice Total	\$19,239.45
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Project HR04103-79G Town of Smithfield - Inundation Study, Hazard Classification, & EAP
Professional Services through August 31, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Hazard Classification	23,980.00	94.00	22,541.20	14,388.00	8,153.20
Inundation Mapping	12,250.00	94.00	11,515.00	428.75	11,086.25
Emergency Action Plan	10,580.00	3.50	370.30	370.30	0.00
Total Fee	46,810.00		34,426.50	15,187.05	19,239.45
		Total Fee			19,239.45
				Total this Invoice	\$19,239.45

Billings to Date

	Current	Prior	Total
Fee	19,239.45	15,187.05	34,426.50
Totals	19,239.45	15,187.05	34,426.50

Progress Report

To: Peter Stephenson
Organization: Town of Smithfield, VA
Project Name: Town of Smithfield - Inundation Study, Hazard Classification, & EAP
Project Number: HR04103-79G
Date: 08/31/2018
Invoice Period: Invoice No. 2018090018, Period Ending 8/31/2018
PO#:

Recent Activities:

1. Task A - Hazard Classification, Task B – Inundation Mapping, and, Task C – Emergency Action Plan
2. 94% completion of Hazard Classification
3. 94% completion of Hazard Classification;
4. 3. Overall Project Coordination

Upcoming Tasks:

1. Continue Quarterly Reporting; and
2. Completion of the three (3) grant funded design projects.

Scope Changes:

N/A

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Contract Invoice

Invoice#: 978178-1
Date: 06/13/2018

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Crescent PS - Fan
Crescent PS
Smithfield VA 23431

Due Date: 07/13/2018

Terms: Net 30 Days

Order#

Description	Amount
Invoice	12,075.00

Notes:

This invoice is for labor and materials to install motor room fan and explosion proof blast fan per our quote dated 11-6-2017. If you have any questions please let me know.

Thank you
Tammy Gregory

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	12,075.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	12,075.00

7

AFFIDAVIT AND WAIVER OF LIENS

The undersigned, **Jon Gregory Dickson, President**, a **Virginia Electrical Contractor** ("Affiant"), is a general contractor, subcontractor, material provider or other entity or person furnishing services, labor and/or materials in the construction or repair of improvements to real estate located at **Smithfield, VA** owned by Town of Smithfield. ("Owner").

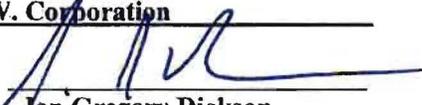
Affiant has requested payment in the amount of **\$ 12,075.00** (the "Payment"), as set forth in the invoice to which this Affidavit and Waiver of Liens is attached (the "Invoice"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiant, pursuant to due authority, does hereby:

(1) Warrant to Owner and any lienholder or bond claimant that (a) as of the date of the Invoice, Affiant has paid (or shall, promptly upon Affiant's receipt of the Payment, pay) all amounts then due from Affiant to all persons, firms, associations, corporations, or other entities furnishing labor, materials, equipment or supplies with respect to the construction or repair of improvements upon the real estate identified above pursuant to that contract for the **Provided labor and materials for install motor room fan and explosion proof blast fan** Project between Owner and **R.E.W. Corporation** (the "Agreement"), (b) upon receipt of the Payment, none of such laborers, sub-subcontractors, suppliers, material men, or claimants has any claim, demand or lien against Owner's property (real or personal), facilities or any part thereof and (c) all applicable taxes, fees and benefits relating directly or indirectly to the amounts invoiced in the Invoice have been (or shall, promptly upon Affiant's receipt of the Payment, be) paid in full.

(2) Certify to Owner that Affiant (a) upon receipt of the Payment, has no outstanding claims against Owner, or anyone for whom Owner is responsible, in connection with the services, labor or work performed or materials and equipment supplied by the Affiant or anyone claiming through Affiant, (b) has not and will not exercise or assign any right to perfect a lien against Owner's property, facilities or any part thereof based upon materials or equipment delivered and/or services performed in connection with the amounts invoiced in the Invoice and (c) has the right, power and authority to execute this Affidavit and Waiver of Liens; and

(3) Remise, release, waive, relinquish and forever quitclaim unto Owner, its successors and assigns, all rights that presently exist or hereafter may accrue to Affiant to file any lien or claim of any kind whatsoever against the above stated real estate based on the delivery of materials or equipment and/or the performance of services in connection with the Invoice.

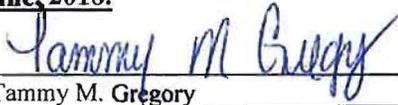
IN WITNESS WHEREOF, this Affidavit and Waiver of Liens is executed this **13th** day of **June, 2018** pursuant to due authority.

R.E.W. Corporation
By: 
Name: **Jon Gregory Dickson**
Its: **President**

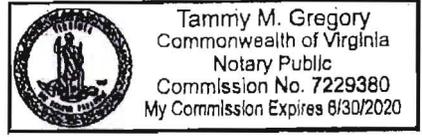
STATE OF **Virginia**,
CITY/COUNTY OF **Portsmouth** :

Subscribed and sworn before me this **13th** day of **June, 2018**.

My Commission expires: **06/30/2020**
#7229380



Tammy M. Gregory
(Notary Public)



REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Contract Invoice

Invoice#: 9781719-1

Date: 09/13/2018

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Crescent PS Bypass Pump
Crescent Dr
Smithfield VA 23431

Due Date: 10/13/2018

Terms: Net 30 Days

Order# Jessie Snead

Description	Amount
Invoice	33,650.00

Notes:

This invoice is for labor and materials to install a new concrete pad, piping, and electrical for the owner furnished skid mounted bypass pumps. If you have any questions please let me know.

Thank you,
Tammy Gregory

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	33,650.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	33,650.00

A

AFFIDAVIT AND WAIVER OF LIENS

The undersigned, **Jon Gregory Dickson, President**, a **Virginia Electrical Contractor** ("Affiant"), is a general contractor, subcontractor, material provider or other entity or person furnishing services, labor and/or materials in the construction or repair of improvements to real estate located at **Smithfield, VA** owned by Town of Smithfield. ("Owner").

Affiant has requested payment in the amount of **\$ 33,650.00** (the "Payment"), as set forth in the invoice to which this Affidavit and Waiver of Liens is attached (the "Invoice"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiant, pursuant to due authority, does hereby:

(1) Warrant to Owner and any lienholder or bond claimant that (a) as of the date of the Invoice, Affiant has paid (or shall, promptly upon Affiant's receipt of the Payment, pay) all amounts then due from Affiant to all persons, firms, associations, corporations, or other entities furnishing labor, materials, equipment or supplies with respect to the construction or repair of improvements upon the real estate identified above pursuant to that contract for the **Provided labor and materials to install of new concrete pad, piping, and electrical for New Bypass Pump at Crescent PS** Project between Owner and **R.E.W. Corporation** (the "Agreement"), (b) upon receipt of the Payment, none of such laborers, sub-subcontractors, suppliers, material men, or claimants has any claim, demand or lien against Owner's property (real or personal), facilities or any part thereof and (c) all applicable taxes, fees and benefits relating directly or indirectly to the amounts invoiced in the Invoice have been (or shall, promptly upon Affiant's receipt of the Payment, be) paid in full.

(2) Certify to Owner that Affiant (a) upon receipt of the Payment, has no outstanding claims against Owner, or anyone for whom Owner is responsible, in connection with the services, labor or work performed or materials and equipment supplied by the Affiant or anyone claiming through Affiant, (b) has not and will not exercise or assign any right to perfect a lien against Owner's property, facilities or any part thereof based upon materials or equipment delivered and/or services performed in connection with the amounts invoiced in the Invoice and (c) has the right, power and authority to execute this Affidavit and Waiver of Liens; and

(3) Remise, release, waive, relinquish and forever quitclaim unto Owner, its successors and assigns, all rights that presently exist or hereafter may accrue to Affiant to file any lien or claim of any kind whatsoever against the above stated real estate based on the delivery of materials or equipment and/or the performance of services in connection with the Invoice.

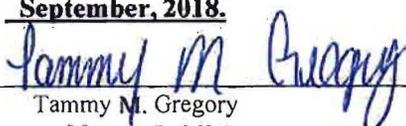
IN WITNESS WHEREOF, this Affidavit and Waiver of Liens is executed this **13th** day of **September, 2018** pursuant to due authority.

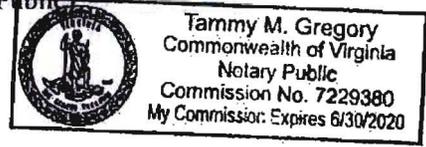
R.E.W. Corporation
By: 
Name: **Jon Gregory Dickson**
Its: **President**

STATE OF **Virginia**,
CITY/COUNTY OF **Portsmouth** :

Subscribed and sworn before me this **13th** day of **September, 2018.**

My Commission expires: **06/30/2020**
#7229380


Tammy M. Gregory
(Notary Public)



**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Courtney Off 8:00 AM - 6:00 PM WC Riverfront 9:00 AM Jowers-Davis Wedding 12:00 PM - 12:00 AM SC MHSu 5:00 PM Whitley-Corp Reception
2	3	4	5	6	7	8
Courtney Off 10:00 AM - 12:00 AM SC MHSu 6:00 PM Luttrell and Hamner Reception 11:00 AM - 9:00 PM WC Riverfront 12:00 PM Luttrell and Hamner Wedding	Labor Day - Sat Rate Courtney Off	5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 5:00 PM - 7:00 PM SC C&D 5:30 PM WCFB Meeting 7:00 PM - 9:00 PM SC A&B 7:30 PM Town Council	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020	7:00 AM - 4:00 PM SC C&D 7:00 AM Smithfield Foods Quintiq Training		6:00 AM - 12:00 PM WC Riverfront 6:00 AM Safe House Half Marathon & 5K 7:00 AM - 3:00 PM SC MHSu 9:00 AM Victory Over Diabetes Smithfield Health and Wellness Expo 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Roaming Yoga
9	10	11	12	13	14	15
10:00 AM - 5:00 PM WC Picnic 11:00 AM Trinity Church	8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning	9:00 AM - 10:15 AM SC C&D 9:00 AM TRIAD Salt Council 9:00 AM - 5:00 PM SC MH 9:00 AM Smithfield Foods Town Hall Meeting 4:00 PM - 5:00 PM SC C&D 4:00 PM Pinewood Heights Team Management Meeting	7:00 AM - 3:00 PM SC MHSu 10:00 AM Smithfield Foods Town Hall Meeting 5:30 PM - 6:45 PM SC Deck 5:30 PM WC Restoration Committee	IOW Fair	IOW Fair	IOW Fair
16	17	18	19	20	21	22
IOW Fair	7:00 AM - 4:00 PM SC C&D, SC MH 8:30 AM Tyler Virginia User Group	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Committee 11:30 AM - 2:00 PM SC C&D 11:30 AM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:00 PM BHAR	8:00 AM - 5:00 PM SC A&B, SC C&D 8:30 AM Smithfield IT Meeting 9:00 AM - 5:00 PM SC MH 10:00 AM Department of Veteran Services Event	8:00 AM - 3:00 PM SC Suites 10:00 AM Smithfield Women's Club 11:00 AM - 7:00 PM Town Streets 11:00 AM Smithfield Foods Event-Officer Request 2:00 PM - 10:00 PM SC MH 6:00 PM Officer of Elections Appreciation Party	10:00 AM - 6:00 PM SC MHSu 10:00 AM Hackenberg and Hayes Wedding and Reception	8:00 AM - 3:00 PM Town Main Street 9:00 AM Ruritan Car Show 12:00 PM - 11:00 PM SC MHSu 2:30 PM Hackenberg and Hayes Wedding and Reception 6:00 PM - 11:00 PM WC Canoe/Kayak 6:00 PM Moonlight Paddle
23	24	25	26	27	28	29
10:00 AM - 10:00 PM SC MHSu 2:00 PM Branson and Pierce Wedding and Reception 1:00 PM - 11:00 PM WC Riverfront 2:00 PM SVAE Event at Barns	4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	8:00 AM - 5:00 PM SC MHSu 8:00 AM HVAC Duct Detector Installation	12:00 PM - 10:00 PM SC C&D 12:00 PM Envisioning the Isle Update 7:00 PM - 9:00 PM SC MH 7:00 PM SRA Membership Meeting	2:00 PM - 5:00 PM SC MHSu 2:00 PM Edwards and Berryman Set-Up 4:00 PM - 5:30 PM Town Streets 4:00 PM Smithfield Homecoming Parade	6:00 AM - 6:30 PM Town Main Street 9:00 AM Autumn Vintage Market 10:00 AM - 12:00 AM SC MHSu 4:30 PM Edwards and Berryman Reception
30						
10:00 AM - 9:00 PM SC MHSu 3:00 PM Hill and Adou Wedding and Reception						

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Sat	Oct 6	Bacon Fest	Windsor Castle Park
Sat	Oct 13	Hog Jog and Souper Saturday	Downtown Streets
Thu	Oct 18	Smithfield Center Bridal Show Express	Smithfield Center
Sat	Oct 20	Isle of Wight Schools Education Foundation Gala	Smithfield Center
Thu	Oct 25	Isle of Wight Academy Cross Country Meet	Windsor Castle Trails
Sat	Oct 27	Horepower on Main Street Car Show	Main Street
Wed	Oct 31	Hamoween	Downtown Streets

Parks and Recreation Operation Update

September 2018

Windsor Castle Park Updates
The Manor House Grounds has new fencing and landscaping that is functional in that it protects the septic systems on the property and it is aesthetically pleasing.

Kayak Rentals		Trail Doctor Projects and Hours	
Total Sales as of 7/19/18	\$ 9594	Volunteer Hours Earned since January 2018- 369 Hours	
Averaging Per Weekend	\$ 479	Projects completed	
Staffing Hours	\$ 3420	Trail Repair and Maintenance	
Net after Staffing Hours	\$ 6174	Dry wells and Drainage Ditches Cleaned	
		Tree of Heaven Inspection	
		Stilt Grass Eradication	
		Painting Signs	
		Pruning and Weeding	
People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)			
Daily Average: 295		Busiest Day of the Week: Sunday	
Busiest Days	Thursday, August 23 (573)	Monday, September 03 (499)	Sunday, August 26 (474)

Trail Doc Pictures of Completed Projects	
Repair of erosion	New Berm built to divert water flow



Luter Sports Complex Updates
We had our first game day on Saturday, September 8 th . Smithfield Recreation used all 4 baseball fields for games throughout the day and Smithfield Pop Warner Football used the football field for 4 games. The threat of Hurricane Florence cancelled all games for the weekend of September 15 th .

Parks and Recreation Operation Update

September 2018

Clontz Park Boat Ramp Updates

Proposed Progress Schedule

- Stake out of parking lot boundaries for parking lot: September 24-28, 2018
- Mobilization of equipment for installation of parking lot: October 1-5, 2018
- Strip top soil, grade subsurface in order to install gravel for parking lot area: October 8-31, 2018
- Marine construction equipment mobilization: January 7-11, 2019
- Demo boardwalk for access: January 14-18, 2019
- Install jetties and cofferdam: January 21-25, 2019
- Grade to elevation and pour concrete ramp: January 28-February 8, 2019
- Drive pilings and install gangway down to floating docks: February 11-22, 2019
- Removal of cofferdam and demobilization: February 25-March 1, 2019

Park Projects

Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class

Parks and Recreation Operation Update

September 2018

2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process. This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	Windsor Castle Park Support
Proposed Park and Location in Park	Windsor Castle Park
Individual/Group Name	Virginia Master Naturalist Historic Southside Chapter
Website	https://www.vmnhistoricsouthside.org
Mailing Address	17100 Monument Circle, Suite B, Isle of Wight, VA 23397

Contacts

Name	Henry McBurney	Cell Phone 757 897-9681	Email popsmcburney@gmail.com
Name	Beverley Ruegsegger	Cell Phone 757 242-9642	Email bevrugegsegger@gmail.com

Project Description

The Virginia Master Naturalist Program (VMN) through the Historic Southside Chapter, located in Isle of Wight County, VA offers to provide assistance to the Town Council Parks and Recreation Committee on issues related to the flora, fauna and the natural environment found in Windsor Castle Park. This offer includes:

- 1. Assistance in developing outreach educational materials touting nature and some of the natural features of Windsor Castle Park. Examples would be creating advertising materials such as brochures and developing a section of the Windsor Castle Park website dedicated to nature.**
- 2. As the cornerstone of this educational outreach effort, the VMN recommends the addition of interpretative signs for placement in strategic locations within Windsor Castle Park. These interpretative signs would describe the park's natural history, features, attributes and occurrences that may be of interest to the park's visitors. We suggest these interpretative signs be of a similar size (18" wide x 12" high) and quality of the currently installed bluebird sign in Windsor Castle Park. VMN would provide assistance in developing the layout of the signs and assist with the installation within the park. The broad scope of these proposed interpretative signs will complement the current effort underway by Westside Middle School students to identify and provide descriptive information on various organisms within Windsor Castle Park. A list of suggested interpretative signs is attached for your consideration. Some of these signs are site specific to natural occurrences within the park while the location of the remaining signs is discretionary.**
- 3. Assistance with the development of and conducting nature tours within WCP. Nature tours may be general in scope or specific to birding, photography, the park's botany or other topics.**

Proposed date of installation	Number of estimated hours to complete project
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**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

To be determined.		1. Open ended assistance, as needed. 2. To assist with the development and installation of signs within WCP we estimate 10 hours to install each sign.
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
None anticipated.	We will provide support for an indefinite period.	As required.

List Benefits of your project to the park and community (add lines if necessary):

1. This project provides the Town Council Parks and Recreation Committee with a reliable convenient source, Virginia Master Naturalists, for help with questions related to nature and natural occurrences within the park.
2. This educational outreach program will not only inform the park's visitors but help foster an abiding interest in and appreciation for the park's natural features and occurrences.
3. Interpretative signs within the park are simply brief "teachable moments" and will be good stopping points for nature tours or for visitors for discussions of the described occurrence.
4. Visitors, having an enriched park experience, will more likely schedule return visits and spread positive opinions concerning Windsor Castle Park.
5. A more enlightened public regarding the park's natural attributes will result in increased public involvement and participation in the park's future.

Material Item	Estimated Cost	Estimated future Maintenance Cost for this item
11 interpretative signs 11 mounting posts and hardware For budgetary purposes we obtained a quote from VA Displays LLC. Copy of VA Displays estimate #1060 attached.	\$2,519.00 for the suggested 11 installed signs \$229.00 per interpretative sign (\$209 per sign from VA Designs quote). Add to this an estimated \$20.00 per sign for mounting post and hardware.	None anticipated
Please note that this cost estimate provided is not a commitment to purchase these signs by the VMN.	\$	
	\$	
	\$	

Maintenance of Project:
 The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

We anticipate that the installed interpretative signs will be maintenance free.

Does the group hold a certificate of insurance?

Policy Number	All VT students, employees and VMN volunteers participating in this WCP project have liability insurance from 09//01/2018 ending on 09/01/2019. See attached cover letter from VT office of risk management dated 08/17/ 2018 and Certificate of Liability Insurance attached.
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Lynn Wehner, president Virginia Master Naturalist Historic Southside Chapter
Date Application Completed	08/30/2018

Attach the following documents:

Promotional materials about organization or project	Virginia Master Naturalist brochure attached
Project site map that shows a sketch of project and desired location in park	Locations of interpretative signs to be determined later.

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 21, 2018

TO: Town of Smithfield Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: Pinewood Heights Relocation Project Update – Phase IV

As you are aware, the Town of Smithfield was recently awarded \$1,000,000 for our Pinewood Heights Phase IV Project. A neighborhood meeting to discuss Phase IV has been set for Tuesday, October 30th at 6:30 p.m. at the Smithfield Center.

Recommendation

This item is for your information. No action is requested at this time.

Attachment

Press Release

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Find us on 



For Immediate Release: September 11, 2018

Contacts: Office of the Governor: Ofirah Yheskel,

Ofirah.Yheskel@governor.virginia.gov | Virginia Department of Housing and Community

Development: Amanda Love, Amanda.Love@dhcd.virginia.gov, (804) 371-7006

Governor Northam Announces Over \$10.9 Million in Community Development Block Grant Funding

14 localities to receive funding for housing rehabilitation, downtown revitalization, and water and sewer projects

RICHMOND—Governor Ralph Northam announced today more than \$10.9 million in Community Development Block Grants (CDBG) for the counties of Buchanan, Dickenson, Halifax, Lee, Northumberland, and Washington, and the city of Salem and the towns of Blackstone, Chase City, Lebanon, Luray, Marion, Pocahontas, and Smithfield. The 14 localities will receive funding for water and sewer, downtown revitalization and housing rehabilitation projects.

“Community Development Block Grants are a key resource to help communities fund economic and community development projects that address their local needs and help build the Virginia economy,” **said Governor Northam**. “With these grants, we can assist localities to make improvements to create vibrant spaces for all Virginia citizens to live and do business.”

Since 1982, the federally-funded CDBG program has been administered by the Virginia Department of Housing and Community Development (DHCD), and Virginia receives approximately \$18.5 million annually for this grant program. CDBG grants are awarded through a competitive process. During this year’s competitive cycle for CDBG funding, 21 proposals were submitted, and 12 projects received the initial funding. Most projects benefit low- and moderate-income persons, and many projects are targeted for the prevention or elimination of slums and blighting conditions.

Three projects will be funded through the CDBG Construction-Ready Water and Sewer Fund, which provides assistance to projects providing public water or sewer service to communities made up of at least 60 percent low- to moderate-income households. Funds are distributed on a first-come, first-served basis from January 1 through the end of September.

“These grants are funding 15 different projects in 14 localities targeted to improve the quality of life for all who live, work and play there,” **said Secretary of Commerce and Trade Brian Ball**. “CDBG is a flexible tool we can use to help address blight, improve housing, provide facilities for a variety of needed services, including health clinics, and increase access to water and sewer in communities throughout the Commonwealth.”

2018 CDBG Competitive Awards:

Locality	Project Name	Award
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Town of Blackstone	<i>East End Neighborhood Improvement Project</i>	\$1,250,000
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Buchanan County	<i>Paw Paw Waterline Extension</i>	\$787,500
Town of Chase City	<i>Endly Street Community Project</i>	\$1,187,294
Dickenson County	<i>Trammel Community Revitalization</i>	\$1,000,000
Halifax County	<i>Meadville Road Housing Rehabilitation</i>	\$803,745
Town of Lebanon	<i>Town of Lebanon Downtown Revitalization</i>	\$1,000,000
Lee County	<i>Giles Hollow Water Project – Phase I</i>	\$375,000
Town of Luray	<i>Luray Meadows</i>	\$700,000
Town of Marion	<i>Sheffey Street Housing Rehabilitation</i>	\$637,400
Northumberland County	<i>Callao Business District Revitalization</i>	\$700,000
City of Salem	<i>Downtown Salem</i>	\$535,000
Town of Smithfield	<i>Pinewood Heights Relocation Project – Phase IV</i>	\$1,000,000
TOTAL:		\$9,975,939

2018 CDBG Construction Ready Water and Sewer Fund Awards:

Locality	Project Name	Award
Lee County	<i>The Fields Waterline Replacement Project</i>	\$256,308
Town of Pocahontas	<i>Town of Pocahontas – Greater Tazewell to Pocahontas Water Supply Project – Phase IV</i>	\$500,000

Washington County	<i>Rattle Creek Water System</i>	\$175,000
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TOTAL:		\$931,308
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