

SMITHFIELD TOWN COUNCIL AGENDA

February 7th, 2012 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. January Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- February 7 - 7:30 p.m. – Town Council Meeting
February 20 - Town Office will be closed in Observance of President's Day
February 27 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
February 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Presentation by Mr. Peter Andrew, Isle of Wight County Public Schools

D. Council Comments

- A. Proclamation Black History Month
- B. Proclamation Declaring February "Love Our Park Month"

TAB # 1
TAB # 2

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

CONSENT AGENDA ITEMS

- C1. Resolution to Approve Street Closure and/or Traffic Assistance for Smithfield Sprint Triathlon to be held March 31st, 2012 **TAB # 3**
Police Committee Chair, Denise N. Tynes
- C2. Motion to Authorize Award of Water Tank Field Coating and Field Weld Inspections Contract to Quinn Consulting Services, Inc.
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|---|--------------|
| a. Sheehy (budgeted police vehicles) | \$ 77,645.54 |
| b. Clarke Nexsen | \$ 14,684.65 |
| c. Draper Aden Associates | \$ 25,845.55 |
| d. Excel Paving Corporation | \$ 64,979.46 |
| e. Smithfield Volunteer Fire Department | \$ 10,000.00 |
| f. US Bank (debt service) | \$ 55,868.75 |
- ADDITIONAL INVOICE RECEIVED SINCE COMMITTEES** **TAB # 4**
- | | |
|--------------------------------|--------------|
| g. J.R. Wills & Sons | \$ 26,446.28 |
| h. ITT (Water Treatment Plant) | \$ 35,925.00 |
| i. Clark Nexsen | \$ 11,557.28 |
- C4. Motion to Approve the Town of Smithfield to Host a Earth Day Saturday, April 28th at Windsor Castle Park as our "Great American Cleanup Event" as Requested by Hampton Roads Planning District Commission.
Public Works Committee Chair, Constance Chapman

ACTION SECTION

1. PUBLIC HEARING: Disposition of Real Property at 220 Main Street **TAB # 5**
- a. Staff Presentation by William H. Riddick, III, Town Attorney
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. Motion to Approve the Town Council Minutes for the Meeting of January 3rd, 2012
Town Attorney, William H. Riddick, III
3. Old Business:
- a. Fire and Rescue Budgeted Expenses
4. New Business:

- a. **Motion to Accept Deed for 92 Pagan Avenue as part of the Pinewood Heights Relocation Project**
- b. **Motion to Accept Windsor Castle Park Foundation Board / Nominating Committees Recommendation to Fill Vacancy on the Windsor Castle Park Foundation Board**
- c. **Appoint a Nominating Committee to fill the Unexpired Term (1-15-2015) of Planning Commission Member Norma Odom Leonard**

5. **Closed Session:**

6. **Adjournment** -

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – January 2012

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Smithfield 2020, Chamber Pre-Legislative Breakfast, Windsor Castle Park Foundation Board, IOW Emergency Communications Center Board, Smithfield on the Move, HRPDC Chief Administrative Officers luncheon, America in Bloom kick off meeting at the Chamber, etc.
- b. Conducted the first three Police Chief one on one interviews, and scheduled the remaining twelve interviews in February. Panel interviews will be held with selected top candidates in the February 29th – March 2nd time frame.
- c. Utilized two and a half days of vacation leave and a half day of sick leave this month

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on January 5th.
- c. Prepared January Town Council Committee Agenda and February Town Council Agenda.
- d. Attended Town Council Committee meetings on January 23rd and 24th and prepared summary reports of the committees.
- e. Completed bulk mailing in regards to water rates and water quality to all residents and businesses.
- f. Created a excel data base for registered dog park users so that notices could be mailed to them in reference to renewing their registration

TREASURER'S OFFICE:

- a. Contacted VML/VACO, VRA, Farmers Bank, and TowneBank regarding possible financing for several of the Town's outstanding projects. Met with Steve Mulroy of VML/VACO on January 13 to discuss their available financing options. Farmers Bank and TowneBank expressed an interest as well and are preparing proposals.
- b. Prepared and mailed 1099's for the Town's qualifying service vendors.
- c. Prepared November and December 2010 financial statements. December statements were completed early in order to provide lending institutions with current interim data.
- d. Completed final review of 2010 draft audit report. The report is currently being reviewed by Goodman & Company's quality control department.
- e. Posted advertisement for Tax Clerk position. Applications have started coming in, so we expect to start interviews in February.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. **Sewer Line Repairs and Maintenance:**
 - a. 879 Maple Ct. had a sewer back up - used the sewer machine to clean about 50ft of the sewer lateral.
 - b. 613 Westminster Reach - sewer back up on the Town side - used sewer machine to unclog the line.
 2. **Sewer Pump Station Repairs and Maintenance:**
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Began pump downs of pump stations – 80% complete.
 - c. Main St. Pump Station had a problem and caused an over flow. Overflow report completed and bypass pump set up.
 - d. Cleaned pumps and check valves at Morris Creek, Main St and Cypress pump station.
 3. **Water Line Repairs and Maintenance:**
 - a. Replaced line setter at 310 Ridgeland Dr. A leak had formed on service line to line setter. Leak was repaired and updated line setter installed.
 - b. Inspected and performed pressure tests and sampling on new tapping sleeve and valve and water main for new True Value.

- c. Installed new 2" CTS water main at Wilson Rd and Evans St. Old main did not have enough cover and was exposed to weather. New main was installed and connected by town staff.

4. Well Repairs and Maintenance

- a. All wells are off now that plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency.
- b. All pump houses have been winterized for the season.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Staff along with reps. from ITT performed the task of cleaning of the membranes on the third stage of the RO skid. This was due to the scaling of the membranes caused by silica.
- c. Well 10 has been taken off line due to mechanical failure. Sydnor Hydro is in the process of ordering new parts and hopes to have well back on line by the end of Jan.
- d. Staff performed final walk through with Dan Cargnel from Buchart Horn. A final punch list has been generated and submitted to English Construction.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Health Awareness and Stress Management training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew began trash pick up to keep the Town clean Great Springs Rd, Battery Park Rd., Rte 10 Bypass , John Rolf Dr
- c. Minor repairs at Town Hall and Town Buildings.
- d. Grounds crew began repair work on Jersey Park Playground.

PLANNING AND ZONING:

1. Planning Commission – 01/10/12

- No meeting held.

2. Rezoning Applications under review
 - A. None
3. Special Use Permit Applications under review
 - B. None
4. Subdivision and Site Plans under review
 1. None
5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. YMCA (85% complete)
 - E. Smithfield Foods Test Kitchen (95% complete)
 - F. True Value (85% complete)
 - G. Main Street Baptist Church (15% complete)
6. Board of Zoning Appeals 01/17/12
 - No meeting held.
7. Board of Historic & Architectural Review 01/17/12
 - No meeting held.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. No homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.

- C. South Church Street Streetscape Project, Contractor continued installation of Verizon & Charter Cable conduit system from Sta. 107 + 00 to Sta. 111 + 00. Contractor has installed storm water system from Sta. 106 + 25 to Sta. 108 + 50 and accompanying structures 2 -3, 2 - 4, 2 - 5 & 2 - 6. Contractor also installed all connecting and related storm drain pipes. Contractor continued and completed installation of 8" watermain from Cedar Street to Luter Drive Sta. 100 + 00 to Sta. 107 + 00. Contractor continued installation of curb & gutter on the east & west sides of project from Sta. 107 + 00 to St. 115 + 00.

- D. Blair Bro.'s Contr. started and completed regrading access road ditches to James Street pump station. Contractor also repaired several potholes within the Wellington Estates subdivision

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY January 23, 2012

The Police Committee met Monday, January 23rd, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, Mr. John L. Graham, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of planning Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Alonzo Howell, Smithfield Interim Police Chief; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Request for Street Closure and/or Traffic Assistance for YMCA – Smithfield Sprint Triathlon for Saturday, March 31st, 2012 - Mrs. Tynes suggested that staff create a form that can be filled out by any organization that is requesting street closure/traffic assistance. The form should include the organizations name, date of event, contact person and streets that will be effected. Mrs. Tynes stated that the route for the current street closure/traffic control assistance request is the same as past years. Streets along the route include James Street, Grace Street, Cary Street, Main Street, Underwood Lane, and Cedar Street. Ms. Chapman stated that last year this particular event involved more traffic assistance than actual street closure. Committee recommends approval of this event.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Interim Chief Howell reported that they have had an interesting start to the New Year. On January 3rd there was a house fire at 913 Canteberry Lane. The house was a total loss. On that same day there was a second fire at 910 Wilson

Road. Apparently some ashes had been dumped out in front of the porch and that caught fire. This fire did not cause a lot of damage to the structure. On January 11th they had the infamous drug raid by the Drug Enforcement Administration (DEA). This raid caught everyone by surprise. The Smithfield Police Department had no knowledge that the investigation was being conducted or that the DEA was about to serve a search warrant. The only reason the Police Department had knowledge was that citizens began to call about suspicious activity and officers were sent to the area. Interim Chief Howell stated that as a result he has contacted the resident agent in Norfolk and expressed our dissatisfaction of not allowing us to have a courtesy phone call that they were going to be in the area. He stated that he was fine with not knowing that they were doing surveillance but a call the day of the raid should have been made. He stated that they were very apologetic. Their protocol is to let the local agency know but could not give any explanation as to how this oversight happened. Interim Chief Howell stated that he spoke to the Isle of Wight Sheriff in regards to the same thing and he did not have knowledge as well. Isle of Wight Sheriff went several layers higher and contacted the top person at DEA to express our concerns. Committee asked if someone was still living in the house. Interim Chief Howell stated that he was not sure if the house was vacant now or not. The Smithfield Police Department has entered into an agreement with the Isle of Wight Sheriff's Department where the town can respond out in the county to offer assistance if necessary. At this time we have had three instances where town officers have responded as first responders to answer calls of service until the Isle of Wight Sheriff's Department could arrive. He also stated that the department is advertising for the position of a police officer. Thus far we have received sixty applications. A test date has been scheduled for February 11th. After that date the interview process will begin. The department is also advertising for a receptionist/data entry clerk. We have received forty-two applications for that position. Upcoming events scheduled for the month of March is department's reaccreditation. A tentative date has been scheduled for the 1st and 2nd week of February for a mock assessment. At this time we have approximately 75 folders that remain incomplete. He stated that he has requested 100% completion by Friday, January 27th. The Chamber of Commerce has contacted the police department in regards to scheduling a ribbon cutting the first part of February for the new police department location. He stated that before he agreed he wanted to get a consensus from Council to have Council attend as well as extend the invitation to the Board of Supervisor's. Mrs. Tynes stated that she has asked the School Superintendent to contact Interim Chief Howell as well as the Windsor Police Chief, and Isle of Wight Sheriff to work together with all three bodies in our public schools. Mrs. Tynes stated that she had also extended the Town of Smithfield's assistance to the public schools if it is ever needed.

2. Follow-up to Streetlight Request – Smith Drive – Interim Chief Howell stated that Sergeant Rogers conducted a streetlight survey for the requested area based on the concern of the residents in that area. As a result there are three streetlights on Smith Drive which is approximately .2 miles long. Each streetlight provided approximately forty-two feet of lighting. In the cul-de-sac at the very end of Smith Drive it does appear to be dark on one side. Some of the residents have installed their own lights on their property which makes one side of the street to be more illuminated than the opposite side. The recommendation from the officer conducting the lighting survey is there is not a need

at this time to install any additional streetlight on Smith Drive. Interim Chief Howell also reported that a survey was conducted back in November 2010 for this area and at that time it was the same recommendation. Mrs. Tynes stated that she had the opportunity to visit that area after dark and did not see where this area was any darker than other areas in Smithfield. She stated that she agrees with the officer that conducted the survey. Vice Mayor Williams stated that he too had the opportunity to visit the area and agrees it is dark in that area. Interim Chief Howell stated that he did pull the stats for the past year and the department has had some calls for service in that particular area, however they seemed to be more of a neighborly rivalry in nature than criminal mischief. Committee discussed the cost to install and the reoccurring monthly cost to maintain the streetlight. Mrs. Tynes suggested that if it is a safety issue maybe a streetlight should be installed. Dr. Cook expressed concern this would potentially open the door for the town to be responsible for illuminating all dark streets in town. The responsibility should be on residents to place lights as needed on their property. The Town Manager mentioned that throughout the town, as the subdivisions have been built, they have been built under different design and construction standards and there is quite a bit of illumination or non illumination in neighborhoods throughout the town. Mr. Gregory expressed concern that we need to be very careful when committee asks for a report from the Police Department for any reason and then we start picking and choosing when we listen to that report and when we ignore that report. He stated that he is not in favor of getting a cost estimate for the streetlight based on the professional opinion the officer conducting the survey. There is no liability to the town as the survey indicated that there is adequate lighting. Committee recommends staff to write resident a letter letting them know a survey was conducted and at this time there is adequate lighting in that area and no additional streetlight is needed.

3. Additional Item Discussed: Smithfield Wine and Brew Festival – Mr. Gregory mentioned that we have the Smithfield Wine and Brew Festival coming up on April 14th. He stated that he was on that Committee and has been asked to inform the Police Department that we are expecting approximately 2,000 people. In the near future we will need to make a formal request to coordinate how many officers we will need to have and what that cost will be so that we know how to prepare from a budgetary standpoint. Mr. Gregory asked Interim Chief Howell to have his staff contact him or Ms. Ippolito to give the department the information they need on the event.

The meeting adjourned at 4:21 p.m.

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, JANUARY 23RD, 2012

The Water & Sewer Committee held a meeting on Monday, January 23rd, 2012 at 4:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Mrs. Denise N. Tynes, Dr. Milton Cook, Ms. Constance Chapman and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Andrew C. Gregory called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Award of Water Tank Field Coating and Field Weld Inspections Contract to Quinn Consulting Services, Inc. – Mr. Hopkins reported that staff members along with Draper Aden Associates assistance interviewed all four companies that submitted a proposal. All companies were evaluated based on experience of key personnel, management approach, experience of firm and staff assigned to town, availability of key staff, work plan response and schedule, as well as experience of firm providing similar services. Quinn Consulting Services received the highest scores. They have also done work for the town in the past and staff at that time was highly satisfied with their work. Due to evaluation results, past work experience for the town and excellent references staff is recommending this contract be awarded to Quinn Consulting Services. Committee asked if this company was replacing the existing company that the town has for water tank maintenance. The Town Manager explained that there are two parts to this work and this award of contract is for part B. He continued to explain that Caldwell Tank is the company that will be replacing the expired tank maintenance contract with Utility Service Company. The town has a drafted contract but in reviewing it Friday found some issues that need to be changed to match the work done each year with the Town Treasurer's assumptions in the water and sewer rate study. They were proposing to do a lot more work in the first year and it was not part of the Town Treasurer's assumptions. The town had only budgeted a flat \$100,000 so the scope of work needs to be revised to match the

reality of money th town has available based on the new rates. Staff explained to Committee that Quinn's Consulting Services will be used to inspect the tank maintenance work that will be done by Caldwell Tank once their contract is approved. Committee recommends approval of contract award to Quinn Consulting Services.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Additional Item Discussed: Water Complaints – Mrs. Tynes stated that she is still receiving complaints in regards to the taste of the water. The largest number of complaints seem to be coming from the residents closest to the Reverse Osmosis Plant. Mr. Gregory stated that he has received a few calls as well. One of the calls he received was from the Moonefield area so that is further away from the Reverse Osmosis Plant. Mr. Gregory continued to explain that the town did send out notices that included a water quality update. It stated what's different and what changed with our water now that the Reverse Osmosis Plant is operational. The level of chlorine being used to treat the water is not nearly as high as what is allowed. The amount used is adequate to keep bacteria from building up in the lines and causing problems down the road. The result is changing a sulfur smell to a slight chlorine smell.

2. Additional Item Discussed: Water Shut off on Main Street – Mr. Hopkins reported that Wednesday, January 25th at approximately 6:00 p.m. the main waterline on Main Street will be cut off from the intersection of Institute Street to the intersection of Mason Street to put in a water tap for the Taste of Smithfield site. The road is expected to be closed from 6:00 p.m. to 12:00 a.m. The businesses in that area have been notified by town staff.

3. Additional Item Discussed: Reverse Osmosis Plant – Mr. Hopkins reported that one of the wells at the Reverse Osmosis Plant is down awaiting some parts to come in. The repairs are expected to be completed by the end of next week. Committee asked if this was installation error or equipment failure problem. Mr. Hopkins reported that at this point it is unknown, but it should be covered under warranty.

4. Additional Item Discussed: DEQ Comments on Withdrawal Permit – The Town Manager mentioned that after six years the town received review comments from the Department of Environmental Quality (DEQ) on the town's withdrawal permit. They are requesting the town to provide a response within thirty days. The Town Manager stated that Dan Cargnel with Bucharth Horn is helping to get the requested information. That information will be submitted back to DEQ prior to February 8th as requested. The response from the town will keep the process moving.

5. Additional Item Discussed: Water Leak at 213 Moonefield Drive – Mr. Hopkins mentioned that emergency water leak repairs were being conducted as we speak at 213 Moonefield Drive.

6. Additional Item Discussed: Extension of Sanitary Sewer Lines – Dr. Cook stated that he had been approached by a business if there were any plans in the near future to extend the town's sanitary sewer system down Route 258 past Westside Elementary School. The Town Manager stated that he has asked staff to look into this. Mr. Hopkins stated that he did not know of any but would check to be sure.

The meeting adjourned at 4:34 p.m.

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 23RD, 2012

The Finance Committee held a meeting on Monday, January 23rd, 2012 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Mrs. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor; Ms. Constance Chapman and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, Town Attorney. The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Invoices Over \$10,000 Requiring Council Consideration:

a.	Sheehy (budgeted Police vehicles)	\$ 77,645.54
b.	Clarke Nexsen	\$ 14,684.65
c.	Draper Aden Associates	\$ 25,845.55
d.	Excel Paving Corporation	\$ 64,979.46
e.	Smithfield Volunteer Fire Department	\$ 10,000.00
f.	US Bank (Debt Service Pymt)	\$ 55,868.75

Mayor Hare mentioned the only question he had was in regards to change orders listed on the invoices from Excel Paving Corporation for the South Church Street Project noted as not approved. Mr. Hopkins explained that these were line item change orders which are permitted. Mayor Hare asked if these are legitimate change orders. Staff stated that they were and would be coming back for approval at a later date. Mr. Hopkins stated that they do not have to get approval every time a line item is changed. That would delay

the whole project. Mayor Hare stated that he does not want to get in all the engineering but he is looking at these things like additional tree removal; install larger junction box, AT & T conflict structure and pipe revision and conflict with sewer at Hill Street. Committee expressed concern over the fact that the town has not made any significant changes to the design of the project yet there are change orders being submitted for the town to pay. Mr. Hopkins stated that there had not been any large changes to the project. Dr. Cook stated that committee is looking for confirmation that staff is watching the town's money and not allowing change orders to be made and billed to the town without the town's approval. Committee expressed concern that at the end of the day they want this project to come in within the town's budget. The Town Attorney explained to committee that a streetscape project is entirely different from a project like building the Smithfield Center. The Smithfield Center project came in on time and under budget but with this building you are starting from a blank slate. With a streetscape project every time you dig a hole you do not know what you are going to find. There are many unforeseen contingencies when working with a lot of old infrastructures. The Town Manager stated the overall project budget included a line item for contingencies and that staff was watching change orders closely. All invoices were recommended for approval by committee.

2. Additional Item Discussed: Additional Invoice from J. R. Wills and Sons – The Town Manager mentioned that the town is still reviewing the final invoice for the evidence building from J. R. Wills and Sons.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. November Financial Statements – Mr. Graham asked if the Real Estate taxes were on track. The Town Treasurer stated that they were doing well. The Town Treasurer explained the process for consultant fees for projects like Tractor Supply, YMCA, Lakeview Cove, etc. They are pass through accounts and are reimbursed by those projects. Vehicle License tax was mailed as part of the personal property tax bills on November 1st. The Town Treasurer explained that not all bills for personal property has an associated vehicle license tax. They are all on the same bill now so the percentage is going to track likewise for personal property. The biggest collection for that will be in December. Mr. Gregory asked if it was possible that people are paying their personal property tax but not their vehicle license tax. The Town Treasurer explained that you have certain items like equipment that do not have an associated vehicle license tax. The percentage is not going to be exactly the same. Mr. Graham asked the Town Treasurer to explain the Urban Fund Partial Use Allocation. The Town Treasurer explained that Mr. Hopkins and she went to VDOT in Suffolk last week to meet with the town's representative, Mr. Bryant Porter. They met to discuss the drawdown request the town had made because there are so many pots of money that the town is pulling from for the South Church Street Streetscape Project. There is Federal money and some state money along with our matching funds. The Town Treasurer explained that she had submitted a draw down request for over \$600,000 and when the town got the approval letter back it

was only for \$500,000 and some. They did not allow the matching that the town had submitted. The Town Treasurer contacted VDOT and there was confusion on their part as well as to what was allowable. The items that the town had submitted as matching were some of the light work on South Church Street. These fees were on the bills from Excel Paving but it was just town funds not funds that were enhancement eligible. Mr. Bryant Porter is checking to see if it can be used as matching funds. The lights are in the right of way however the town does not have a specific right of way portion of the project. Mr. Porter was also going to check on the town using some of our Highway Funds as matching for some of the town funds. The Town Treasurer stated that her biggest concern is what is available out there and what the town thinks is matching needs to be correct otherwise we will end up with more out of pocket cost than what we thought. Mr. Graham asked if she could provide more confirmed numbers next month. The Town Treasurer stated that she was sure she could. The Town Treasurer continued to explain that we are still in the Enhancement Funding based on what she had expected with the matching funds. Mr. Graham asked if the town has received funds from Historic Smithfield and Mr. Luter. At this time the town has not received those funds but staff is working on requesting funds. Capital Lease Acquisition – Mr. Graham stated that he thought the generator for the new police station was below \$50,000. The Town Treasurer reported that at this time we have only spent \$21,190. She explained that the \$50,000 was what she had originally budgeted because the town was unsure of what the cost would be when we did the budget. It was also budgeted as a capital lease acquisition which you have to account for differently. You have to show the money coming in and the money going out and the interest and principal that you pay on it. The town out right purchased it so it only hit the capital acquisition and expense. The capital lease acquisition will be written out of the budget when the town does its budget amendment. The final cost for the generator will be well below \$50,000. Professional Services – Mr. Graham asked about the status of the refund from Bay Environmental. The Town Treasurer stated that the town has been notified that we will be receiving a refund however at this time the town has not received it. Police Department – Mr. Graham pointed out that the department has spent a large portion of their vehicle maintenance budget. Is this expected to be over at the end of the fiscal year? The Town Treasurer stated that vehicle maintenance was running very high. This line item is always difficult to project. She explained that they just received three new vehicles that were budgeted so hopefully that will cut down on the cost of the older vehicles that they have been using. The Town Treasurer stated that it is very possible that it will be over for the year. Fire Department – The Town Treasurer explained that the invoice listed on the agenda was for the purchase of equipment for the Fire Department through our Capital Improvement Plan (CIP). This is not a regular departmental invoice. Mr. Graham asked what the status for the fire and rescue was in general. The Town Treasurer explained that if the County does not reimburse the town for the two large invoices that the town paid for insurance and protective equipment we have exceeded our \$60,000 limit. At this time the town has only given the rescue squad one quarter of payment. The Town Treasurer stated that per Mr. Casteen this request was on the agenda for Isle of Wight Board meeting on January 5th; however no action was taken at that time. The Town Treasurer sent Mr. Casteen as requested what the town's departmental budget was for fire and rescue so they know how much they are looking at to fund. Vice Mayor Williams mentioned that the town still has

this money in our budget and we may need to pay more invoices until we take out of next year's budget. Mr. Gregory stated that he watched the meeting and they did not brush it aside however what was essentially said was that MOU was done by a different group of people and we do not necessarily feel like we have to live up to the MOU. They also stated that if they were going to do something we are not going to do it in the middle of the budget cycle. They will wait until the current budget cycle is over and then we will readdress it. Their message was we are not going to reimburse the town for anything. The Town Treasurer expressed her concerns that the rescue squad was just a quarterly contribution for them to use towards their operating cost. Committee agreed that the Fire and Rescue Departments and the taxpayers of Smithfield are all in the middle. The Town Attorney stated that they can say what they want but they are bound by the agreement until a new agreement is negotiated. Mayor Hare stated that in talking with Mr. Casteen the new Board of Supervisor's do not have a current financial statement. Their most current financial is back in September of last year. At this point all they know is they are in a big hole and are unable to get their arms around these additional costs. Dr. Cook stated that he does not feel like they will get their arms around it this budget cycle. Mayor Hare stated that he feels our point has been made and as Vice Mayor Williams pointed out we have it budgeted this year and we have to keep these agencies going with what the town included in our budget. The Town Treasurer agreed. Mr. Graham stated that he agrees that we cannot abandon fire and rescue but we cannot lose site that this is Smithfield taxpayer's money. The Town Attorney stated that an Intergovernmental meeting needs to be scheduled to discuss with the new group of people. The Town Treasurer explained that the feedback that she has gotten is that they have an issue with the fact that the town has done this mid budget cycle. The town did not reiterate this to them when we were working on our budget. We included it in our budget and there was no discussion on it even at the Intergovernmental level that they were going to need to pick up these costs this budget year. She explained that next fiscal year it will not be an issue because we will not include it in our budget process. Mrs. Tynes stated that as a safety issue the town needs to pay invoices as long as they stay within their budget until something is worked out with the County. The Town Treasurer stated that the town has never exceeded our budget with these agencies. Smithfield Center: Maintenance & Repairs – Mr. Graham expressed concern over this item being high and possibly over budget. The Town Treasurer stated that she and the Town Manager had sat down with the center director after it was discussed last month about the issues with last year's overage and the possibility of this year being over as well. She is a lot more aware of how the overages happened last year, however did say that she would most likely be over this year due to situation with the heat and air. Committee questioned the amount spent on pictures and telephones. Neither the Town Manager nor the Town Treasurer was aware of these purchases until after the fact. Since that time we have discussed with staff that we will be very diligent about looking at her expenses with her. She knows that she is on notice that we need to buckle down.

2. December Cash Balances – The Town Treasurer mentioned that some of the balances are going downward. The town is using a lot of money lately to pay all of our different contractors. As usual the town continues to pay for sewer compliance. She also reported that the town has been using the South Church Street account and the

Beautification money to fund some of the South Church Street Project until we get reimbursement from the Enhancement Funding. The Town Treasurer mentioned the balance in the Rising Star CDBG account. It is money from the CDBG that was put in the wrong account by the State. That money has now been moved in the General Fund. It will be used very soon for a MY2 closing. Mayor Hare asked if the town is up to date on our reimbursements for the Pinewood Heights Project. The Town Treasurer stated that the \$71,000 was the last amount the town had available. She stated that she needs to do one last draw request from the County for the remainder of the \$750,000 that they allowed us. That will be everything that the town was allowed for Phase I. Water = \$412,458.14; Water Debt Service = \$1,383,001.64; Water Capital Escrow Availability Fees = \$365,010.57; Water Development Escrow = \$177,825.66; **Subtotal Water = \$2,338,296.01.** Sewer = \$75,802.98; Sewer Development Escrow = \$316,402.88; Sewer Capital Escrow Availability Fees = \$666,365.98; Sewer Compliance = \$458,357.07; **Subtotal Sewer = \$1,516,928.91.** Highway = **\$467,703.69.** General Fund = \$1,750,861.89; Payroll = \$35,270.50; Money Market General Fund Town Bank = \$124,176.73; Business Super NOW-General Fund = \$32,861.91; Money Market General Fund Farmers Bank = \$285,779.58; General Fund Capital Escrow = \$50,593.64; Certificate of Deposit = \$24,723.34; Certificate of Deposit Police Dept = \$36,159.81; Special Project Account (Pinewood) = \$19,842.61; Pinewood Heights Escrow = \$50,643.88; South Church Street Account = \$568,542.04; **Subtotal General Fund = \$2,979,455.93.** Beautification = \$7,799.45; Money Market Beautification = \$297,324.72; **Subtotal Beautification = \$305,124.17; Rising Star = \$71,063.49. TOTAL ALL FUNDS = \$7,678,572.20.**

3. Additional Item Discussed: Operational Update from the Treasurer's Department
Ms. Minga reported that the town's accounts payable clerk resigned to go to the Isle of Wight's Sherriff's Office. This has been very challenging with only two weeks' notice. Fortunately, at this time one of our part-time employees has been willing to step in and help out in that position. The office manager has received between sixty and eighty applications for the accounts payable position. Ms. Minga was amazed at the number of applications received. Ms. Minga also mentioned that she and the Town Manager had advertised through VML and Virginia Local Government Finance Officers Association for the Financial Analyst position. She stated that she has received four to five that she is interesting in. Ms. Minga stated the most interesting application is from a gentleman in Ohio. There may be some travel cost associated with interviewing.

4. Additional Item Discussed: Meals Tax Audit – The Town Attorney stated that since our last meeting the town has taken legal action on our meals tax audit. At this time the town has received one check.

The meeting adjourned at 5:17 p.m.

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, JANUARY 24TH, 2012

The Fire and Rescue Committee held a meeting on Tuesday, January 24th, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; Ms. Constance Chapman and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Dr. Milton Cook Mr. Andrew Gregory and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; and Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, town Engineer; Ms. Sonja Pruitt, Office Manager for Public Works; Mr. Gary Gandee, Public Works; Mr. Jerry Hackney, Assistant Chief for the Smithfield Volunteer Fire Department; Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad. Others in attendance were Ms. Amy Henry, Smithfield on the Move; Mr. Al Casteen and Ms. JoAnn Hall, IOW Board of Supervisors; Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Richard Hoeflaak, Excel Paving Corporation; and Mr. Dick Grice and Mr. Randy Pack. The media were represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. ADDITIONAL ITEM DISCUSSED: Fire and Rescue Funding – Mrs. Tynes stated that she had invited Mr. Casteen here today. She explained that the town had some issues in regards to fire and rescue funding. Mr. Casteen stated that he wants the town to be aware that the new Board of Supervisors are really new to the financial aspects of it. The new Board would like to know where they are starting before they start disbursing money for the reimbursement requested from the town. He explained that the County's Financial Analysts has said the Board will be up to date by February 16th. Mr. Casteen stated that the County did not anticipate picking up these costs this year; however the MOU stated we would so they are working on reaching some resolution. Ms. Hall stated that she thinks everyone on the Board is in agreement that we need to do it; however we need to get a picture of it. This is the amount we knew we were going to have to pay and this is what is not in the budget that we are going to have to come up with. Mr. Casteen stated that the biggest problem is

getting through this year. Once we get through June we are in the new fiscal year with a budget that includes these costs. Mr. Carroll mentioned that he wanted to clear up one thing that he has heard in the last month. He stated that they were asked by the county last year to submit a 100% funding budget. The rescue squad knew that money was coming from the town because it had already been approved. The \$75,000 that we are short from the town and the money the county is short from the town is not in excess to what we submitted to the county at 100% funding. What we consider 100% funding is the two numbers together. There has been some confusion at the county level on 100% funding budget for both organizations. Assistant Chief Hackney stated that the biggest issue for them is being transitioned in a new building. The fire department tried to submit to the county a budget that we anticipated it would be inclusive of the additional expenses for utilities that we did not incur with being in a town building. They used numbers from the Carrollton Fire Department Building for utilities. These costs were added to the budget that was submitted; however it was not approved. The department is now functioning with all these utility bills that we have never had before with even less money. Assistant Chief Hackney stated that the budget request this year to the county will be significantly higher to reflect what we have lost. He stated that they do appreciate what everyone is doing for them and the effort they are making to get this funding issue resolved. Mr. Casteen stated that the Board appreciates the town's patience. Mr. Graham thanked the board members for coming and is very optimistic in moving forward with the Board of Supervisors. Mr. Graham stated that the Town Council does bare some of the burden because the light did not go on for us until we were in the budget cycle; however on the other side we all contributed to the problem and the solution cannot be totally on the backs of the Smithfield tax payers. Ms. Hall stated that the county appreciates the compromise but on the other hand the town needs to understand the Board's position too. These costs were not in our budget so they were not approved by the Board but now the Board is being asked to pay something they did not approve. Ms. Hall stated that moving forward she hopes that the town and county can have a more harmonious relationship and work together. When there is a problem we will work together to resolve it. Mayor Hare asked who the Intergovernmental Relations Committee representatives were from the County. Mr. Casteen stated the representatives would be he, Ms. Hall and Ms. Darden. They included Ms. Darden because her district comes within the town limits.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Mr. Brian Carroll recapped calls for 2011. There were a total of 2,276 calls for the year. There were approximately 200 accidents; 227 chest pain calls; 209 difficulty breathing calls; 204 falls; 120 pain calls and 360 sick calls. The volunteers had approximately 25,000 main hours from the station. Mr. Carroll also reported that they will be starting a new EMT class the first of February. It will be a Saturday only class. EMT classes have been extended another thirty hours. All trucks are in service with no

problems. Station continues with standard operations. Mr. Carroll stated that he would like an answer on the funding situation between the town and county. Overall it was a good year. Awards were given out at their annual banquet to the three providers that gave the most hours. They were John Treier, Darius Brown, and Jonathan Haigh. John Trier has been with the department for 35 years.

Assistant Chief Hackney stated that he would love to give committee the figures like Mr. Carroll but unfortunately he does not have the numbers to report. They had approximately 600 calls and approximately one third of those calls were in the town and the remaining two thirds were in the county. Assistant Chief Hackney reported that apparatus wise they are still down a pumper engine. That is the engine with the front end issues. It is scheduled to go to Wisconsin at anytime for repairs. This process will take a couple of months. He reported that the fire department has responded to one significant fire so far this month at 913 Canterbury Lane. The fire department put a stop on the fire and did really well with salvage and overhaul. A lot of the resident's belongings were saved and they were extremely appreciative. It looks like they are going to be able to rebuild the half of their house that burned up. The cause of the fire was accidental. It was electrical in nature and started in the garage. Vice Mayor Williams asked about the status of the IT work at the new fire station. The Town Manager reported that Mr. Flores was at the fire station as we speak. At this time Mr. Gray at the county has not yet stepped up to take over Smithfield Volunteer Fire Department IT functions. The Town Manager stated that Mr. Flores continues to work on the wireless application and some phone programming. Assistant Chief Hackney stated that we still have two rip and run printers on the apparatus that are functioning. However he does not know if that is something that Mr. Flores can fix. It may need to come from the county. Assistant Chief Hackney explained that Mr. Gray is difficult to get in touch with and difficult to get anything out of because of his work load at the county. He stated that we have moved forward but it is not complete yet.

The meeting adjourned at 4:27 p.m.

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, JANUARY 24TH, 2012

The Public Works Committee held a meeting on Tuesday, January 24th, 2012 at 4:28 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Constance Chapman, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. John L. Graham, Mr. Andrew Gregory and Mr. T. Carter Williams, Vice Mayor, and David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Sonja Pruitt, Office Manager for Public Works; and Mr. Gary Gandee, Public Works; Mr. Richard Hoeflaak, Excel Paving Corporation; Ms. Amy Henry, Smithfield on the Move; Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Dick Grice and Mr. Randy Pack. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Earth Day / Recycling Update - Ms. Pruitt stated that Mayor Hare had asked staff to contact the schools to help promote recycling. She stated that staff had met with Mr. Peter Andrews of Isle of Wight Schools and his first suggestion was to start with Smithfield High School. Mr. Pruitt stated that she asked Mr. Gandee as Recycling Committee Chair to take the lead on this. Mr. Gandee stated that so far he has met with Mr. Tenney representative of the Green Club along with the students. He explained to them what the town was proposing and if they wanted to get involved. At this time the town has 100% cooperation and they are very excited about the program. Mr. Gandee stated that he also met with Ms. Julie Eng and the students of the Beta Club. They were all for the program as well. Mr. Grandee explained that at this time a recycling event is being scheduled for April 28th at Windsor Castle Park. At the same time HR Green is doing a Keep Virginia Beautiful event so the town plans to incorporate the two events.

It will be a recycle day for the town and a Keep Virginia Beautiful Day all into one. There will be plenty of volunteers from the Green Club and Beta Club. Staff in the meantime will meet with other clubs at the school to see if they want to get involved as well. Ms. Pruitt stated that the town was requested by HRPDC to host a recycling collection day as part of the "Great American Clean up Event". Vice Mayor Williams asked if the town had anything to do with the recycling event that took place at the Smithfield Square shopping center a few years ago. Staff did not know of any event held by the town. Vice Mayor Williams stated that it was very well attended. His concern was that this past event was out in the open and this event will be in Windsor Castle Park where it will not be visible to get a large attendance. Mr. Gandee stated that it will be advertised in the paper and flyers will be posted. Ms. Chapman mentioned that April 28th is "Healthy Kids Day" at Nike Park. It is a collaboration of Isle of Wight County Parks and Rec and the YMCA. It is open to the community and it is all about education, literacy, exercise, and nutrition for kids. Ms. Chapman offered for town staff to come to the park where there will already be an audience to help promote recycling. Staff was excited about this. After Committee it was brought to staffs attention that the town must host the event in Smithfield. Ms. Pruitt has contacted Ms. Chapman and even though Healthy Kids Day is at Nike Park they will work together to incorporate the two events. Booths may be set up at both events. The Recycling Committee will meet again on February 8th to discuss. Committee recommended approval of proposed Earth Day. Committee also thanked staff for their efforts in promoting recycling.

2. South Church Street Streetscape Project Update by Richard Hoeflaak – Mr. Richard Hoeflaak of Excel Paving was present to give an update on the South Church Street Streetscape Project. Mr. Hoeflaak stated that as you can see we had a couple weeks delay in getting the detour out. It was in the town's best interest to get that waterline and storm drain out of the main road before we put traffic on top of it along Cedar Street. If it had not been delayed there would have been road closure on Cedar Street as well not to mention we needed to catch up on our asphalt patching. Mr. Hoeflaak stated that he pulled the plug on the patching last Friday because he did not want to delay the detour anymore. The patch and concrete crew have been working as quickly as possible with the traffic that they are dealing with. He stated that there is about two days left of patching. We have already worked it into the schedule to do a variable overlay. This is basically to prep for the final overlay. It will give citizens something smoother to ride on. It will also give the road more stability. Mr. Hoeflaak explained that the problem with the bumps is you have concrete paving under there and that is an issue. When we go and mill the road you only have four inches to begin with then once we scratch it to try and level it there are some spots that are peeling off the concrete pavement. Also when you get the cold freezes at night and then you get a 60° day in January is not helping with these pavement problems. Mr. Hoeflaak stated that he wants traffic to get used to the detour first then they will come back and finish the patching that needs to be done to prep for that variable overlay. He stated the project is on schedule. He has a crew that will be coming in on Saturday. The waterline will be done tomorrow. It was a three week job under the live road; however the guys have done it in three days. He explained that it is an example of how the road being closed will speed the project up. Surveyors will be in tomorrow to lay out the sewer lines. They will get the deep stuff out the way first. Then they we will drop

back and do storm drains and get the duct banks done 100%. At that time we will be able to bring Verizon and Charter in to install the junction boxes. Once the junction boxes get set that is when we will fine grade for the town's mud slab. At this time things will start to look like things are coming together. Mr. Hoeflaak stated that they have a lot still to do between Cedar Street and Luter Drive but with this detour in place it will move along quickly. Mr. Hoeflaak stated that the HamCam was relocated yesterday. It is now sitting at the corner of Main Street and Church Street. Mr. Hoeflaak asked the Committee not to hold him to it but some of the estimates that were given may be over and some may be under and as a result at this time it looks like the town will save approximately \$138,000 in items that we are not going to spend. He stated that as we get a little closer to the completion date he will be able to present committee with an exact number. Mr. Hoeflaak stated that Excel Paving's number one priority is to get this variable overlay done. This will require the remaining two days of patching. The variable overlay is a speedy process. Once the asphalt is down and rolled about forty-five minutes we can let traffic on that side and we can flop traffic to do the other side of the street. Discussion was held on the continued truck traffic that is coming thorough. Mr. Hoeflaak stated that he is hoping the detour will eliminate some of this truck traffic. Committee asked what the estimated date of completion was. Mr. Hoeflaak stated that at this time they are looking at the second week of May. Mr. Graham commented on the relief of having both lanes open during the detour. Mr. Hoeflaak stated that Excel Paving's portion would require a total of four days for the street to be alternating traffic once again. It will take two days to complete patching work and two days to do variable overlay. This does not include what closures will be necessary for Dominion Virginia Power to move poles and lines. Mr. Hoeflaak explained that reason for the two week delay for the detour. During the winter holidays asphalt plants take turns shutting down. With Excel Paving being a buyer of asphalt because we do not have our own plant at this time we have to get it from plants that are open. He continued to explain that Virginia Paving where they had been purchasing their asphalt had a part break at eleven in the morning and we could not get asphalt for two or three days. Unfortunately this was when our other supplier was shut down for the holidays. These asphalt suppliers have to be approved by VDOT's standards. Ms. Chapman stated that Committee is aware that things happen but we would like to be kept more informed so that when citizens ask us we know what to tell them. Committee asked staff to look at placing no parking signs along South Mason Street to help with traffic flow during detour. Mr. Hopkins stated that the Town Engineer would take a look at all the signs within the detour to see if more signage is needed. Mayor Hare asked when the Dominion Virginia Power lines would be coming down. Mr. Hoeflaak stated that the lines would come down when the duct bank work is 100% . Verizon and Charter will be called to pull their lines. Still working on issues with vault that is filled with water down near the Smithfield Station. Once this has been taken care of and the vault is at 100% by the Verizon building Verizon and Charter can do their thing to remove their lines from the poles. Dominion Virginia Power can officially take their lines and put them on the new poles. Dominion will be able to come out and set the proposed poles so that will already be done but they will have to come back after Verizon and Charter to transfer their service over. Dominion will also be running their service lines from the houses to get to the new poles because they will know where the location is. This will not require lane closures because they will be working within the owner's property to the right-of-

way line. Mr. Hopkins asked Mr. Hoeflaak when he was scheduled to do the storm drain near 113 North Church Street. Mr. Hoeflaak stated that will happen real soon. Mr. Hopkins stated that the town has a gentleman that is purchasing the old Fire Station and is scheduling to start some construction there and would like Excel Paving to coordinate their work for access to that property. Mr. Hoeflaak stated that would not be a problem. He did state that with a project this size it is certain that you will run into hidden things that are not expected. The residents that are already on the new waterline should have noticed that their water pressure has increased significantly. Mr. Hoeflaak stated that his team is doing everything in their power to keep this project on schedule. Committee thanked Mr. Hoeflaak for coming and updating them on the status of the project.

3. Additional Item Discussed: John Rolfe Update – Mr. Gregory asked for an update on John Rolfe Drive. Mr. Griffin reported that Draper Aden Associates is working on getting the plats and draft together to forward to the gas company. Once we get the deed and it is has been reviewed by the Town Attorney it will be recorded. Staff will then put it back out to bid.

The meeting adjourned at 5:02 p.m.

February 3, 2012

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, JANUARY 24TH, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 24th, 2012 at 5:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council member present was: Mr. Andrew C. Gregory, Ms. Constance Chapman, and Mrs. Denise N. Tynes. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer; Others in attendance were Ms. Amy Henry, Smithfield on the Move; Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Dick Grice, and Mr. Randy Pack The media was represented by Ms. Kelly Barlow, The Smithfield Times.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Additional Item Discussed: Windsor Castle Park Foundation Board – Ms. Ippolito mentioned that the Windsor Castle Park Foundation Board had a subcommittee meeting since their last meeting. At their next meeting scheduled for February 3rd we will be presenting and voting on asking Town Council to declare February as Love Your Park Month. Ms. Ippolito also mentioned that Mr. John Payne has been a wonderful asset but is leaving the Windsor Castle Park Foundation Board after the February meeting. The reason he is leaving is because his job responsibilities have changed and being able to get away to make meetings will be difficult. Ms. Ippolito explained that Mr. Payne's basic love is taking care of the park and spending hours interacting in the park on a daily basis. He has started a program in the park that will help with the maintenance of the park called "Trail Doctors". He has a handful of people that are already working on widening the trails back out to eight feet. As time goes he plans on developing a storm response team. So Mr. Payne is still very engaged in the park just not on the Board. Ms. Ippolito stated that they will need another board member to fill his vacancy. She asked committee if they knew of anyone interested to contact the Foundation Board. The Foundation will then make a recommendation to the Nominating Committee for appointment.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Smithfield on the Move Update by Amy Henry – Ms. Amy Henry thanked committee for allowing her to give an update on the Smithfield on the Move program. She stated that she turned in the six month grant report in December. Ms. Henry has a copy on hand if anyone is interested in reviewing it. At this time they continue to work on their community needs assessment. This is ongoing and presently they are in the school systems and hope to work with local communities. She stated that she has been in touch with Woods Edge and Jersey Park. They are looking for a needs assessment focus group in that area to get some input from the communities. They have also been in touch with Smithfield Foods for a couple different focus groups as well as survey groups within that business. They have been in touch with the Chamber of Commerce to hear back from some more local businesses. Ms. Henry reported that Riverside donated space on South Church Street in the Smithfield Commons Shopping Center through November 2012. Currently meetings are being held at this location. They hope to find ways to utilize this space. The Advisory Board is currently meeting on a monthly basis. Our next meeting is scheduled for February 14th. The Advisory Board is focusing on the walking program, seeking additional funds, and establishing structure, and moving forward. Ms. Henry mentioned that they recently received a small \$500 grant from the Virginia Foundation for Healthy Youth's to hold an event on January 19th which was last Thursday. They worked with the YMCA after school program. This was an event that needed to happen in the school system. They held Zumba classes and healthy cooking activities and the kids really enjoyed it. This event will be held again this coming Thursday. Ms. Henry stated that they hope the Virginia Foundation for Healthy Youth's will be another opportunity for grant funding. They participated in the YMCA open house this past weekend to promote Smithfield on the Move. Ms. Henry stated that is all she has for what they have accomplished so far. She mentioned the objectives for the remainder of current grant cycle which ends May 31st. They continue to work on implementing the adult and youth walking incentive program. Looking to launch that program in March. Continue to meet with the Advisory Board on a monthly basis. Continue to develop tactical teams to carry out strategic plan objectives. One of the main objectives of the tactical team would be to formalize a structure on whether they need to go with a 501c3 or if they can operate throughout collaborations. The last objectives are addressing a timeline in our future funding through the Obici Foundation and continue to seek additional funding through other sources. Ms. Henry stated that their funding for this year through the Obici Foundation ends May 31st, 2012. In May they will have the opportunity to submit a new concept paper but because of the timeline this one year planning grant needs to be completed before we could go back and submit to Obici for future funding. Ms. Henry explained that there will be a short lapse of time within the funding where one amount will end and a potential new one begins. In that same process Obici Foundation is not the only place we can go to seek additional funds. We have already received the announcement from the Virginia Foundation of Healthy Youth and we will submit an application for funding by March 7th. This program is specifically for youth obesity prevention program. This funding program would run for two years. Ms. Ippolito explained that it would be submitted in March. They would be notified in June if they are

awarded and the grant cycle would start July 1st. Application can be for up to \$40,000 a year for up to a two year grant. This grant will pay for some administrative staffing cost to keep an initiative going. Ms. Ippolito continued to explain that the strategic team including herself, Ms. Henry, Mr. Peter Kovalcik of the YMCA, and Ms. Renee Rountree of Riverside are sitting down next week to try to put together what happens next. We hope to be back at February's Committee with some kind of budgetary projections for the next year. The idea is to keep the program going through grant funding, but until you get established and get in the grant cycles more than a planning grant there maybe some holes along the way that we need to budgetary plan for to keep the initiative going. Mrs. Tynes expressed concern over budgeting for both the YMCA and Smithfield on the Move. She stated that she does not have a problem with Smithfield on the Move working on some projects with the YMCA but if they are going to be part of your group then we need to know that as a Council. Then we as a Council will know how to budget. Ms. Ippolito stated that they were still in the process of figuring out how the structure of Smithfield on the Move will operate and where it can be housed. Some of the initiative may happen at the YMCA because they have some things there; however a huge part of what Smithfield on the Move is about is servicing people and providing an opportunity to people that do not go to the YMCA. Ms Henry stated that they are still working it out and the YMCA is willing to have these discussions with us to see how we can work together for the whole community wide initiative and reach the most people. She continued to explain that their goals are the same to provide our community health and wellness opportunities. Ms. Ippolito suggested that committee could see an example of what Smithfield on the Move could look like ten years from now by checking out Suffolk's Healthy Partnership coalition. She stated that she would forward the link to them to visit. Many people are excited that the town took the initiative to start this program. At this time the program remains very conceptual. Committee agreed that when the idea first came to them it was understood that most of the funding would come from grants however in the beginning stages the town may be asked to fund a portion to help cover cost until it gets in more cycles of grant funding. Ms. Ippolito stated that some things such as supplies will carry over but if necessary some additional funding may be needed so the initiative does not lose momentum while we wait for additional grant funding. Mrs. Tynes mentioned that the town has an established group of youth with the Police Department through C.H.I.P. If you would like to work with that organization contact Ms. Annette Crocker at the Police Department. More information on this item will be forthcoming at February's Committee meeting.

2. Additional Item Discussed: 117 North Church Street – Dr. Cook asked if staff could give an update on 117 North Church Street. The Town Manager stated that Mr. Blair has not been back in touch with him yet. The Town Manager stated that he sent him another email today. He stated that if he does not hear back from him I will be calling him. The Town Manager stated the he hopes to have an answer for Town Council at their February 7th meeting.

Meeting Adjourned at 5:23 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
January 2012**

Committees and Projects:

01/03	Town Council meeting – Chief Howell
01/06	Swearing in of Chief Howell as Deputy of Isle of Wight County Sheriff's Office
01/09	Emergency Communications Center Board meeting – Chief Howell
01/10	TRIAD meeting – Sgt. Rogers
	USCG Committee meeting – Sgt. Fox and Officer Epps
01/11 01/25	Department Head meetings – Chief Howell
01/17	Crime Line meeting – Sgt. Valdez and Annette Crocker
01/23	Police Committee meeting – Chief Howell
01/31	Interviews – Clerical Position – Chief Howell, Sgt. Valdez

Training

01/04 – 06	John Reid Interview and Interrogation – Hampton PD – Officer Epps (21 hrs.)
01/19	Breath Alcohol Operator Recert – Officer Seamster (4 hrs.)

In-House Training:

01/04	ASP Training – Officer Phillips (4 hrs.)
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Community Policing

01/06	Food Bank – Little's Supermarket – Officer Miller
01/10	Cub Scout tour – Smithfield PD – Sgt. Rogers
01/21	YMCA Grand Opening – Officer Jones and Officer Epps
01/25	Ident-A-Kid – Washington Street – Sgt. Evans
01/25	Homework Station – Jersey Park – Officer Cook

Investigations:

Case#: 2011-01277
Location: 700 Block West Main Street
Offense: Possession of Cocaine
Disposition: Pending Warrants

On 12/28/2011 officers responded to the 700 block of West Main Street in reference to a possible breaking and entering of a residence. The residence was vacant at the time of the call. Upon arriving on scene the officers observed a male moving around in the front part of the residence. As the officers approached the front door, they were able to observe the subject fumbling with something in his hands, and putting something in his pocket. The subject walked out of the view of the officers down a hallway in the residence. The officers knocked on the front door and observed the same male subject approach the front door. The subject was identified and he claimed to be a maintenance worker for the home's owner and was or had been working on

retiling the bathroom floor. During this initial contact the officers conducted a protective sweep through the residence and observed a socket on the ground where the subject was initially standing. Lying on the floor next to the socket was what appeared to be “chore boy” mesh material. Both of these items can be and are commonly used for smoking “crack” cocaine. The officers also noted that the socket appeared to have burn marks on it and was still warm to the touch. Officers detained the suspect and asked him if the items found were his. The suspect stated that they were not his items and that he only comes in the residence from the rear and never comes into the front living room where the items were found. The officers explained to the suspect, that upon initially arriving on scene they observed him walking around in the living room of the residence where he claims not to have been, and also noted that they saw him fumbling with some items in the same spot just prior to their entry and contact. The suspect was released and charges will be filed once verification from the state lab of what type of narcotic was used in the smoking device is determined. This case is pending.

Case#: 2011-01288
Location: Smithfield Shopping Plaza
Offense: Robbery
Disposition: Active Investigation

On 12/30/2011 an officer while on routine patrol within the Smithfield Shopping Plaza, observed a black male quickly and forcefully exiting the Radio Shack store. Upon further observation the officer also noted the subject appeared to have a laptop computer in his hands. As the officer headed toward the subject exiting the store he also heard screaming from one of the stores clerks as the suspect exited the store. The suspect then began running from the store down the sidewalk. The officer quickly exited his vehicle and yelled for the suspect to stop as he gave pursuit. The suspect acknowledged the officers commands, however he kept running down the sidewalk towards the end of the building. As the officer followed the suspect ran around the corner of the building and out of the officer’s sight. As the officer rounded the corner of the building, he observed the suspect entering a waiting/running vehicle. The officer approached the vehicle and had to move out of the vehicles path as it sped toward where the officer was approaching from. The suspect fled in the vehicle and the officer immediately relayed the vehicle description and license plate information to all responding units. The area around the plaza as well as the main ingress and egress routes were canvassed by the officers, however they were unable to locate the suspect vehicle. Several minutes later it was reported over the police radio that Windsor Police Chief Reynolds had located the suspect vehicle travelling across the James River Bridge. Almost immediately it was also broadcast that the Virginia State Police had also spotted the vehicle and were in pursuit. The suspect led the State Police on a pursuit into Newport News, where he quickly turned onto a side street and fled the vehicle on foot. The suspect fled through the railroad yard located just off of Warwick Boulevard, at which time the Trooper discontinued the pursuit. The responding Smithfield Officer was able to make a positive identification of the suspect and warrants for robbery, and felony evade/elude were obtained. This case is pending arrest.

Case#: 2012-00030
Location: Cypress Creek Neighborhood
Offense: Larceny from Vehicles
Disposition: Active Investigation

On 01/15/2012 officers responded to the Cypress Creek Neighborhood in reference to multiple larcenies from vehicles. The initial call for service was in the 100 block of Prestwick Lane. Officers were advised that unknown subjects had entered the victim's unlocked vehicle and taken a GPS device. After taking the initial report the responding officers canvassed the neighborhood for similar incidents. Three other victims were identified. Once again on Prestwick Lane, and the other two on Royal Dornoch. In all four of these incidents, the victims stated their vehicle were left unlocked overnight and that no damage was done to the vehicles, only items were taken from them. A total of two GP devices were stolen as well as two IPODs. This case is under active investigation.

Reporting Period: 1/1/2012 thru 1/31/2012

Total deposits for January 2012 - \$8,433.38

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	1/3/2012	1440			Kiwanis Club of Smithfield	Breakfast with Santa	965		50.00
Invoice	1/3/2012	1441			Isle of Wight Commission on Aging	Senior Citizens Christmas Party	968		0.00
Invoice	1/3/2012	1442			Roberts and Powell Wedding and Reception	Roberts and Powell Wedding and Reception	1425		0.00
Invoice	1/3/2012	1443			Jerusalem Baptist Church	Jerusalem Baptist Church	1449		0.00
Invoice	1/3/2012	1444			Smithfield Women's Club	New Year's Eve Gala	1459		400.00
Invoice	1/3/2012	1445			McCarthy-Reel Reception	McCarthy-Reel Reception	1496		0.00
Invoice	1/3/2012	1446			Cuff-Mitchell Wedding & Reception	Cuff-Mitchell Wedding & Reception	1753		0.00
Invoice	1/3/2012	1447			Jones and Burton Wedding and Reception	Jones and Burton Wedding and Reception	1758		0.00
Invoice	1/3/2012	1448			Whitney Jackson	Jennifer's Baby Shower	1762		0.00
Invoice	1/17/2012	1449			Marian Beale	Gines and Johns Reception	1531		-360.00
Invoice	1/25/2012	1450			Boykin's Tavern Advisory Committee	Garden Shed Creations - A Flower Symposium	1843		1,000.00
Invoice	1/30/2012	1451			Janice Butler	Lucreita Mason Birthday Celebration	1706		-50.00
Total									1,040.00
Payment	1/10/2012	1440	Check	658	Kiwanis Club of Smithfield	Breakfast with Santa	965		50.00
Payment	1/19/2012	1444	Check	7742	Smithfield Women's Club	New Year's Eve Gala	1459		400.00
Payment	1/30/2012	1451	Check	Refund	Janice Butler	Lucreita Mason Birthday Celebration	1706		50.00
Refund for dirty glasses									
Total									500.00
Deposit	1/3/2012		Check	8167	King's Fork High School	Kings Fork High School Prom	1764		1,000.00
Deposit	1/4/2012		Master Card	Master Card	McGavran and Scott Wedding and Reception	McGavran and Scott Wedding and Reception	1736		100.00
Deposit	1/5/2012		Check	1659	LoPresti and Martin Wedding	LoPresti and Martin Wedding	1831		187.50
Deposit	1/5/2012		Master Card	Master Card	Boursiquot and Tarpley Wedding and Reception	Boursiquot and Tarpley Wedding and Reception	1830		600.00
Deposit	1/6/2012		Visa	Visa	Sherrill and O'Malley Wedding and Reception	Sherrill and O'Malley Wedding and Reception	1832		720.00
Deposit	1/10/2012		Check	1954	Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		150.00
Deposit	1/17/2012		Money Order	MO	Delk Family Banquet	Delk Family Banquet	1707		231.50
Deposit	1/17/2012		Check	Refund	Marian Beale	Gines and Johns Reception	1531		360.00
Deposit	1/18/2012		Check	367	OA Spady	Hokie Banquet	1834		200.00

Reporting Period: 1/1/2012 thru 1/31/2012

Total deposits for January 2012 - \$8,433.38

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	1/19/2012		Visa	Visa	Mays-Deemer Reception	Mays-Deemer Reception	1705		300.00
Deposit	1/19/2012		Check	142952	Isle of Wight County	Isle of Wight County Holiday Party	1815		400.00
Deposit	1/20/2012		Master Card	MC	Janice Butler	Sweetheart Banquet	1271		900.00
Deposit	1/23/2012		Visa	Visa	Leigh and Davis Wedding and Reception	Leigh and Davis Wedding and Reception	1841		500.00
Deposit	1/25/2012	1451	Master Card	MC	Janice Butler	Lucreita Mason Birthday Celebration	1706		250.00
		5454 4800 1427 2615 exp 3/2014 3917 breezeport way suffolk 23435							
Deposit	1/30/2012		Check	1980	Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		134.00
Deposit	1/30/2012		Check	Check	Foshee-Carroll Wedding & Reception	Foshee-Carroll Wedding & Reception	1849		600.00
								Total	6,633.00
								Grand Total	-6,093.00

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
New Year's Day-Closed Strickland-Harvey Wedding & Reception MH plus Suites 160	Closed-Saturday Rate	Phone Coverage Kitchen Inventory Kitchen 2 Town Council A&B 20		Phone Coverage Chamber Legislative Breakfast MH 150	Phone Coverage	50% Off Roach and Mason Reception MH 135
8	9	10	11	12	13	14
Willie Mae Ruffin's 70th Birthday MH 75	Phone Coverage Deep Cleaning	Deep Cleaning	Amy in at 11 AM Deep Cleaning Caterer Interview Panel A&B 6 Staff Meeting A&B 12	Deep Cleaning Public Works Meetings C&D 20	Lee-Jackson Day-Saturday Rate	50% Off MacCorkle and Sweatman Wedding and Reception MH plus Suites 95
15	16	17	18	19	20	21
	MLK Day -Town Closed MLK Banquet MH plus Suites 200	Crime Line Meeting A&B 15 Farmers Market Meeting C&D 40 Schoolhouse Committee A&B 15		Smithfield Women's Club B 20 Smithfield Women's Club C&D 80	Russ Off IOW Rescue Squad Banquet MH plus Suites 160	Russ Off 50% Off Delk Family Banquet MH 100
22	23	24	25	26	27	28
Buss-Brock Reception MH plus Suites 125	Committee Meetings MH 20	Amy-in at 12 PM Committee Meetings MH 20	Staff Meeting C&D 12		Isle of Wight County Holiday Party MH 150	50% Off Clark and Turner Reception MH plus Suites 150
29	30	31				
Helen Off Lucreita Mason Birthday Celebration MH plus Suites 200	Phone Coverage	Teacher Writing Workshop MH plus Suites 100				

Smithfield Center Discounts - January 2012

Booking Date	Event Name	Room Code	Discount Percent
1/1/2012	Strickland-Harvey Wedding & Reception	MH plus Suites	0.00%
1/3/2012	Town Council	A&B	100.00%
1/5/2012	Chamber Legislative Breakfast	MH	100.00%
1/7/2012	Roach and Mason Reception	MH	50.00%
1/8/2012	Willie Mae Ruffin's 70th Birthday	MH	50.00%
1/10/2012	Planning Commission	A&B	100.00%
1/11/2012	Staff Meeting	A&B	100.00%
1/11/2012	Caterer Interview Panel	A&B	100.00%
1/12/2012	Public Works Meetings	C&D	100.00%
1/14/2012	MacCorkle and Sweatman Wedding and Reception	MH plus Suites	50.00%
1/16/2012	MLK Banquet	MH plus Suites	100.00%
1/17/2012	Schoolhouse Committee	A&B	100.00%
1/17/2012	Crime Line Meeting	A&B	100.00%
1/17/2012	Farmers Market Meeting	C&D	100.00%
1/19/2012	Smithfield Women's Club	B	50.00%
1/19/2012	Smithfield Women's Club	C&D	50.00%
1/20/2012	IOW Rescue Squad Banquet	MH plus Suites	100.00%
1/21/2012	Delk Family Banquet	MH	50.00%
1/22/2012	Buss-Brock Reception	MH plus Suites	50.00%
1/23/2012	Committee Meetings	MH	100.00%
1/24/2012	Committee Meetings	MH	100.00%
1/25/2012	Staff Meeting	C&D	100.00%
1/27/2012	Isle of Wight County Holiday Party	MH	0.00%
1/28/2012	Clark and Turner Reception	MH plus Suites	50.00%
1/29/2012	Lucreita Mason Birthday Celebration	MH plus Suites	50.00%
1/31/2012	Teacher Writing Workshop	MH plus Suites	50.00%
	Discounted 100%	14	
	Discounted 50%	8	
	Discounted 20%	0	

Smithfield/Isle of Wight Tourism Activity Report – January 2012

- Director attended Isle of Wight Board of Supervisors Meeting 1/5/12 and 1/19/12.
- Director attended Smithfield Town Council Meeting 1/3/12.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 1/9, 1/16, 1/23, 1/30 . Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Attended VTC VA-1 Planning Meeting held in Richmond at Virginia Tourism 1/3/12.
- Attended Smithfield Wine & Brew Fest meeting 1/4/12, 1/12/12, 1/18/12,. The event is progressing on schedule and should be a wonderful occasion April 14th 2012! Tourism is advising on advertising and logistics.
- Smithfield 2020 Meeting 1/4/12. Façade improvement project, demolition by neglect and porcine statuary initiatives moving forward. Porcine Statuary has arrived and will be painted throughout the next several months. The “herd” will be unveiled during the Grand Re-Opening of the Historic District in June 2012. Project team meeting held 1/9/12. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Interviewed for Farmer’s Market Manager positions 1/6/12. Hired Cheryl Ketcham who is now on-board. Farmer’s Market Annual Meeting held 1/17/12.
- Christmas Parade follow-up Debrief with town managers and staff volunteers 1/6/12.
- Hampton Roads Bridal Show set-up Saturday, 1/7/12.
- Exhibited at Hampton Roads Bridal Show Sunday 1/8/12.
- Exhibited at Richmond Bridal Show Sunday, 1/8/12.
- Attended Coastal Virginia Tourism Alliance Value of Tourism committee meeting 1/10/12 and the Coastal Virginia Tourism Alliance full meeting on 1/18/12. This organization is applying for its 501c6. Director is the current

Secretary of the organization which encompasses Coastal Virginia CVB's from the Eastern Shore to Williamsburg.

- Hosted Porcine Statuary Art Judging Committee 1/10/12, 1/17/12. Porcine Statuary Committee met 1/26/12 to determine pig placement.
- Attended Smithfield on the Move planning session 1/10/12.
- Attended Smithfield 2020 Economic Restructuring Brainstorming Session 1/10/12.
- Held Tourism Monthly Staff Meeting 1/10/12.
- Held Grand Re-Opening Event meeting for Smithfield 2020 Committee 1/11/12. Lots of ideas generated for June event.
- Met with Ron & Randy Pack regarding retail marketing 1/11/12.
- Attended Buildings & Grounds/Historic Resources Meeting 1/11/12. CIP projects discussed.
- Director poke before the Tourism Caucus of the General Assembly in Richmond 1/12/12.
- Staff attended SHDBA (Smithfield Historic District Business Association) meeting 1/12/12.
- Filmed County Beat 1/12/12.
- Attended Historic Smithfield Board meeting 1/12/12. Operating budget of \$1,000 bequest for Smithfield 2020.
- Holiday 1/13-16/12.
- Schoolhouse Museum Board Meeting 1/17/12.
- Attended Bike & Ped Committee Meeting 1/18/12.
- Met with Paul Brannock with HR Magazine for 2012 final proposal for Visitor Guide and rack brochure quotes 1/19/12.
- Attended America In Bloom inaugural meeting at Chamber 1/19/12.
- Held Special Event budget meeting and Marketing budget meeting 1/20/12.

- VHTA Legislative Conference Call 1/20/12.
- Did not attend Council Committee Meetings 1/23-24/12.
- Worked on FY 2013 budget throughout month.
- Attended Saint Lukes Strategic Plan meeting 1/25/12.
- Attended Virginia Tourism VA-1 Meeting to review RFP's for 2012 annual conference in Richmond 1/26/12.
- Completed Tourism 2011 Activity Report 1/27/12.
- Exhibited at MYTIME Women's Show in Hampton, Saturday 1/28/12.
- Attended VHTA Legislative Days 1/30-31/12 in Richmond.
- Attended Isle of Wight County Years of Service Reception 1/31/12.
- Attended VOW Magazine Launch Party 1/31/12.
- Attended Smithfield Staff Meeting 1/11/12 and 1/25/12.
- Attended IOW Staff Meeting 1/9/12 and 1/23/12.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!

PROCLAMATION BLACK HISTORY MONTH

WHEREAS, Black History Month was initiated by Carter G. Woodson, a noted scholar, historian and son of former slaves in February 1926; and,

WHEREAS, during the nation's Bicentennial in 1976, this was expanded and became established as Black History Month; and,

WHEREAS, the accomplishments and heritage of African-Americans contribute in large measure to the cultural and ethnic diversity which is a hallmark of American Society and of the Town of Smithfield, as well; and,

WHEREAS, the month of February 2012 has been officially designated as Black History Month throughout the United States; and,

NOW THEREFORE, I, David M. Hare, Mayor of the Town of Smithfield, hereby proclaim the month of February 2012 to be Black History Month in the Town of Smithfield, and I commend to each citizen the diversity and richness of African-American culture as something to be appreciated and celebrated by all people.

Given under my hand this 7th day of February 2012.

David M. Hare, Mayor
Town of Smithfield

PROCLAMATION

Designation of February as "Love Our Park" Month

WHEREAS, Windsor Castle Park is an integral part of our community; and

WHEREAS, Windsor Castle Park helps build a healthy and active community and contributes in the prevention of chronic diseases and improves the mental and emotional health of all citizens, including those that work and play in Smithfield, Virginia; and

WHEREAS, Windsor Castle Park's natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, Windsor Castle Park's preservation of historical resources are of cultural and aesthetic benefit to the community; and

WHEREAS, Smithfield, Virginia recognizes the benefits derived from Windsor Castle Park, and encourages the community to give back their time, talent or treasure to support the mission and efforts of the Windsor Castle Park Foundation.

NOW THEREFORE, BE IT RESOLVED BY, The Smithfield Town Council, that February 2012 be recognized as "LOVE OUR PARK MONTH" in Smithfield, Virginia.

Proclaimed this 7th day of February 2012.

Town Council of the
Town of Smithfield

By: _____
David M. Hare, Mayor

Attest

By: _____
Town Clerk

RESOLUTION
CLOSURE OF STREETS FOR YMCA SPRINT TRIATHLON RACE

WHEREAS, the Luter Family YMCA is organizing a Youth Triathlon, a race which includes a 5 kilometer run and a 10 mile bike race; and,

WHEREAS, the Luter Family YMCA has requested that a portion of Cary Street be closed on Saturday, March 31, 2012 from 9:30 a.m. to 1:30 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 10 mile bike race over a race course, part of which is located within the Town; and,

WHEREAS, the Luter Family YMCA has requested that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed on Saturday, March 31, 2012 from 9:30 a.m. to 1:30 p.m. or until the conclusion of the races, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 5 kilometer race over a race course within the Town; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners and bikers to cover the different sections of the race courses; and,

WHEREAS, it appears to the Town Council that this race is well organized, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on Saturday, March 31, 2012, that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed from 9:30 a.m. to 1:30 p.m., or until the conclusion of the races, to permit a safe environment for conducting a 5 kilometer run and a 10 mile bike race and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 7th day of February, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

ATTEST:

Clerk

By _____
David M. Hare, Mayor

Additional Invoices



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 1, 2012

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT ADDITIONAL INVOICE – J.R. WILLS & SONS, INC.

Please find attached two final invoices from J.R. Wills & Sons, Inc. for retainage due and work performed at the renovated SPD Evidence Building. A final walk through inspection was performed this morning by Town Engineer Wayne Griffin, Interim Chief Alonzo Howell and Vice Mayor Carter Williams along with our contractor Gess Wills. Thus payment is now recommended at this time.

As promised we kept the total project cost (\$47,885.52) for this work under \$50,000 including contractor overhead and profit. Town staff will perform the exterior painting of the building this spring as we discussed at committee level a while back.

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 6

J.R. Wills & Sons, Inc.

1236 Kings Fork Rd.
Suffolk, Virginia 23434
757-539-3252 fax 757-539-8862

Invoice No. 230-03E

INVOICE

Customer

Name Town of Smithfield
Address 315 Main Street, P.O. Box 246
City Smithfield State VA ZIP 23431

Date 1/18/2012
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
	Evidence Building 913D South Church Street Smithfield, VA		
1	Retainage - Pay Request #1		\$943.45
1	Retainage - Pay Request #2		\$1,275.14

VENDOR # _____
ACCOUNT # _____
DEPT HEAD W.S.
TOWN MANAGER D.W.

Payment Details

- Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

Taxes _____

\$2,218.59

PAYMENT DUE UPON RECEIPT

J.R. Wills & Sons, Inc.

1236 Kings Fork Rd.
Suffolk, Virginia 23434
757-539-3252 fax 757-539-8862

Invoice No. 230-02E

INVOICE

Customer

Name Town of Smithfield
Address 315 Main Street, P.O. Box 246
City Smithfield State VA ZIP 23431

Date 1/18/2012
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	Evidence Building 913D South Church Street Smithfield, VA Pay Request # 2		\$24,227.69

VENDOR # _____
ACCOUNT # _____
DEPT HEAD M. J. 21
TOWN MANAGER T. Wills

Payment Details

- Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

Taxes _____

\$24,227.69

PAYMENT DUE UPON RECEIPT

Town of Smithfield	Pay	Request # 2				
Evidence Building		1/18/2012				
913 S. Church St. Smithfield, Va						
CATEGORY	Budget Values	Previous	This Period	To Date	Balance	
PROJECT MANAGER	\$ 4,500.00	\$ 2,250.00	\$ 2,250.00	\$ 4,500.00	\$ -	
SITE SUPERINTENT	\$ 1,700.00	\$ 560.00	\$ 1,140.00	\$ 1,700.00	\$ -	
MISC LABOR	\$ 1,200.00	\$ -	\$ 720.00	\$ 720.00	\$ 480.00	
PORTABLE TOILETS	\$ 125.00	\$ 80.77	\$ -	\$ 80.77	\$ 44.23	
TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -	
DUMPSTER	\$ -	\$ -	\$ -	\$ -	\$ -	
FINAL CLEANING	\$ -	\$ -	\$ -	\$ -	\$ -	
UNIT MASONRY	\$ 6,100.00	\$ 5,142.00	\$ -	\$ 5,142.00	\$ 958.00	
Reuse Gate & Drop Box, New Partition, Move Drying Rack	\$ 11,650.00	\$ -	\$ 11,000.00	\$ 11,000.00	\$ 650.00	
Demolition, Carpentry, Doors, Hardware	\$ 10,067.00	\$ 4,408.50	\$ 5,429.50	\$ 9,838.00	\$ 229.00	
MISC. BUILDING MATERIALS	\$ 300.00	\$ -	\$ 54.95	\$ 54.95	\$ 245.05	
MISC CARPENTRY	\$ 500.00	\$ -	\$ 425.00	\$ 425.00	\$ 75.00	
FINISH CARPENTRY	\$ -	\$ -	\$ -	\$ -	\$ -	
MILLWORK	\$ -	\$ -	\$ -	\$ -	\$ -	
JOINT SEALANTS	\$ -	\$ -	\$ -	\$ -	\$ -	
PAINTING	\$ 1,080.00	\$ -	\$ 1,080.00	\$ 1,080.00	\$ -	
PLUMBING	\$ 1,800.00	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	
ELECTRICAL	\$ 3,100.00	\$ 2,500.00	\$ 600.00	\$ 3,100.00	\$ -	
BUILDING PERMIT	\$ 500.00	\$ 53.50	\$ -	\$ 53.50	\$ 446.50	
SUBTOTAL:	\$ 42,622.00	\$ 16,794.77	\$ 22,699.45		\$ 3,127.78	
OVERHEAD	\$ 2,983.54		\$ 1,588.96			
SUBTOTAL:	\$ 45,605.54		\$ 24,288.41			
PROFIT	\$ 2,280.28		\$ 1,214.42			
TOTAL:	\$ 47,885.82		\$ 25,502.83			
LESS RETAINAGE			\$ 1,275.14			
TOTAL DUE THIS REQUEST			\$ 24,227.69			

PAYMENT APPLICATION

TO: J.R. Wills & Sons, Inc.
 1236 Kings Fork Road
 Suffolk, VA 23434
 Attn: Gess Wills

FROM: R. T. Atkison Building Corp.
 701 Court Street, Suite 100
 Portsmouth, VA 23704

FOR: Demo & New Misc Construction

PROJECT RTA 390
 NAME AND LOCATION: [Redacted] Smithfield Police
 913 South Church Street
 Smithfield, VA

ARCHITECT:

APPLICATION # 2
 PERIOD THRU: 12/07/2011
 PROJECT #s: RTA390
 DATE OF CONTRACT: 10/24/2011

PAID
 DEC 27 2011

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 7545
 #4937
 CK# 1236

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. CONTRACT AMOUNT	\$8,817.00		
2. SUM OF ALL CHANGE ORDERS	\$1,021.00		
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$9,838.00		
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$9,838.00		
5. RETAINAGE:			
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$491.90		
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00		
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$491.90		
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$9,346.10		
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$4,408.50		
8. PAYMENT DUE	\$4,937.60		
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$491.90		

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$1,021.00	\$0.00
TOTALS	\$1,021.00	\$0.00
NET CHANGES	\$1,021.00	

Contractor's signature below is this assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: *[Signature]* Atkison Building Corp.

By: *[Signature]* Richard T. Atkison, President Date: 12/07/2011

Sate of: Virginia

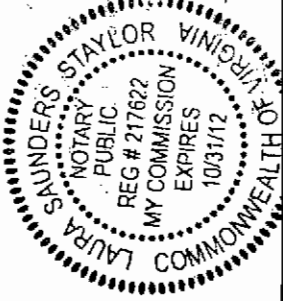
County of: Portsmouth

Subscribed and sworn to before

me this 2nd day of December 2011

Notary Public: *[Signature]* Laura Saunders Staylor

My Commission Expires: 10-31-2012



ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT:

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: RTA 390
 Evidence Building Smithfield Police
 APPLICATION #: 2
 DATE OF APPLICATION: 12/07/2011
 PERIOD THRU: 12/07/2011
 PROJECT #s: RTA390

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
1	Demo & New Construction	\$8,817.00	\$4,408.50	\$4,408.50	\$0.00	\$8,817.00	\$0.00	
2	Change Order #001	\$1,021.00	\$0.00	\$1,021.00	\$0.00	\$1,021.00	\$0.00	
	TOTALS	\$9,838.00	\$4,408.50	\$5,429.50		\$9,838.00	\$0.00	

True Value

2

SMITHFIELD TRUE VALUE HOME CENTER
1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3785

PAGE NO 1

J R WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 581
TERMS: 0000X STATEMENT
P.O. # EVIDENCE
REF. # PO # EVIDENCE
DUE DATE: 1/31/12

INV # 002155
DATE: 12/09/11
CLERK: RM
TERM # 553

TIME :11:58

INVOICE #

QUANTITY	UOM	ITEM	DESCRIPTION	UNIT PRICE	PRICE/FE	EXTENSION
10	EA	434483	2"x10' SCH40 PVC Pipe		.55 /EA	5.50
2	EA	357268	2" WHT SxS Coupling		1.29 /EA	2.58

** AMOUNT CHARGED TO ACCOUNT **

8.48 TAXABLE 8.08

NON-TAXABLE 0.00

SUB-TOTAL 8.08

TAX AMOUNT / 0.40

TOTAL INVOICE 8.48

Russ Will (GETSS WILLS)

RECEIVED BY

REMITTANCE COUPON



RECEIVED
DEC 30 2011

ACCOUNT NO	PLAN	OFFICE CODE
010987	R	M
AMOUNT	DUE DATE	AMOUNT
64.82	01/25/12	64.82

BY:

SOLD TO:

MAIL CHECK TO:



J R Wills & Son Inc
1236 Kings Fork Rd
Suffolk VA 23434-7212

48635
2

FARMERS SERVICE CO. INC.
865 MAIN STREET
SMITHFIELD VA 23430-1037

258 1 AP 0.365

RETURN THIS PORTION OF STATEMENT WITH YOUR REMITTANCE TO INSURE CREDIT TO YOUR ACCOUNT.
IF YOUR ADDRESS AS SHOWN IS INCORRECT, PLEASE INDICATE CHANGE ABOVE.

DATE	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	TOTAL
REGULAR ACCOUNT					
12/05/11	3098	070-85115 50#BG HORNGROUT NON-SHRINK N/METLIC	2.00 EA	20.00	21.00
		SALES TAX		1.00	
12/15/11	4548	070-82696 99S 16 X 4 FINISH TROWEL	1.00 EA	13.99	43.82
		070-82713 5460456/95 POINTING TROWEL 5 1/2	1.00 EA	3.49	
		070-01603 QUIKRETE SAND/TOPPING MIX 80LB	2.00 BG	10.38	
		095-81865 6870042/WS2300LW-24 JOINT TAPE	1.00 EA	6.59	
		095-81903 DAP WALLBOARD JOINT COMPOUND2320992	1.00 EA	7.28	
		SALES TAX		2.09	
TOTAL FINANCE CHARGES 2011			\$7.09		
<i>Smithfield Evidence</i>					

AMOUNT PAID	64.82	AMOUNT PAID	.00	AMOUNT PAID	64.82	AMOUNT PAID	64.82
AMOUNT PAID	.00	AMOUNT PAID	.00	AMOUNT PAID	10,000	AMOUNT PAID	9,935.18
AMOUNT PAID	18.0	AMOUNT PAID	1.5	AMOUNT PAID	1.00 MIN FC	AMOUNT PAID	010987/R
							12/25/11

FOR INQUIRIES ABOUT YOUR ACCOUNT:

NOTICE:

Call 1-(757) 357-4367, or write to:
FARMERS SERVICE CO. INC.
865 MAIN STREET
SMITHFIELD VA 23430-1037

See reverse side for important information.

Coggin Electrical Specialists, Inc.

**1210 New Design Road
Dendron, VA 23839**

RECEIVED
DEC 27 2011

Invoice

Date	Invoice #
12/22/2011	C-11-080-B

BY:

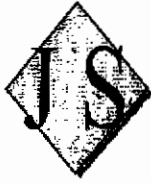
Bill To
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

P.O. No.	Terms	Due Date	Project	Project
11-080	Net 30	1/21/2012	Smithfield Police Ev...	Smithfield Evidence Buildi...

Item	Description	Curr %	Est Amt	Amount
Contract	<p>Smithfield Police Department - Evidence Building</p> <p>Job Price - For Labor and Material with mark up for renovations for the Evidence Building: Price includes reusing existing fixtures wire new fan, and rewiring Front Office per latest changes: also adding (2) receptacles in Front Office Area, new HVAC unit, and adding additional lighting and (2) receptacles in garage area.</p> <p>Balance of Contract - Job complete</p>	19.36%	3,100.00	600.00

Thank you!	Total	\$600.00
<p>A 1.5% service charge will be added to past due invoices. If collection action is required, collection cost and reasonable attorney fees will be added to the account balance.</p>	Payments/Credits	\$0.00
	Balance Due	\$600.00

Phone #
757-267-2619



PO Box 204
Windsor, VA 23487

Cell Phone: 757-377-8282
Fax: 757-242-4207

Email: jssteelconstruction@gmail.com

Invoice: JR Wills 12/15/11

Remove and, reinstall, or make new, evidence drying rack and surround.

Remove and, reinstall, or make new, steel barricade with door and lock box drop.

Total due \$11,000.00



E. CALIGARI & SON, INC.
PAINTING CONTRACTORS

1333 Ingleside Road
Norfolk, Virginia 23502-1914
Phone: (757) 853-4511
Fax: (757) 855-9424

PROPOSAL

DATE: December 27, 2011

TO: J.R. WILLS & SON, INC.

ATTN: GESS WILLS

**JOB: CITY OF SMITHFIELD
EVIDENCE BUILDING**

Provide all necessary labor, materials, equipment, tools and insurance required to perform the following work:

PAINT INTERIOR OF EVIDENCE ROOM AND TWO EXTERIOR DOORS

PROPOSAL

\$ 1,080.00

E. CALIGARI & SON, INC.
SWaM CERTIFIED
SBE CERTIFIED

BY: _____

RICHARD G. GERLOFF, CEO

PROPOSAL BASED ON PLANS & SPECS
WE ACKNOWLEDGE RECEIPT OF ADDENDA

ACCEPTED BY: _____

PRINT NAME: _____

DATE: _____

DATE: December 27, 2011
RGG:TG:rc

PAYMENT DUE UPON COMPLETION ON CONTRACT UNDER \$3,000.00; ANY CONTRACT OVER \$3,000.00 WILL BE BILLED ON A PERCENTAGE BASIS MONTHLY. A charge of 1 1/2% per month or 18% per year will be applied to all accounts over 30 days. Any account turned over to an attorney for collection will be charged reasonable attorney fees. All applicable sales and use taxes are included. If your company issues separate contract or purchase order, this proposal will become a part of same. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.
THIS PROPOSAL SUBJECT TO CHANGE IF NOT ACCEPTED IN THIRTY DAYS.



Tax ID: 75-2689750

INVOICE NO. G003379
 PAGE 1
 DATE 1/23/2012
 INVOICE TYPE Manual

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T
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160227
 TOWN OF SMITHFIELD
 PO BOX 246
 SMITHFIELD VA 23431

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1
 Town of Smithfield WTP
 C/O English Construction Compa
 1802-D South Church Street
 Smithfield VA 23430
 USA

ORDER #	P.O. NUMBER	PKGS	PPD	WEIGHT	SHIP VIA	TERMS
G158	Water Treatment Plant				Bestway	Net 30 Days
LINE/REL	QTY ORDERED	QTY SHIPPED	QTY BK ORDERED		UNIT PRICE	EXTENDED PRICE
1	1.00	1.00	0.00		\$35,925.00	\$35,925.00

Item: FG-RO System - ETO
 Description: Reverse Osmosis System - ETO
 Ext Price: \$71,850.00

50% Net 30 days of balance due

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD *W.T.H.*
 TOWN MANAGER *Phls*

Remit To: Xylem Inc.
 PO Box 223724
 Pittsburg, PA 15251-2724
 Xylem files lien notices based on State laws.
 Invoice questions - call 315-568-7708

Sales Amount	35,925.00
Misc. Chg.	-
S&H	-
Sales Tax	-
Total	35,925.00

CLARK • NEXSEN

Architecture & Engineering

Invoice

January 31, 2012
Invoice No: 47334

Sonja Pruitt
Town of Smithfield
310 Institute Street
P.O. Box 246
Smithfield, VA 23431

Project Manager Michael Tippin
Principal David Bradshaw
Project 3683 South Church Street Construction Inspection Services (IDQ 3152)
Professional Services for the Period through January 31, 2012

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	74%	143,476.18	133,978.90	9,497.28
Total Fee	194,034.00		143,476.18	133,978.90	9,497.28
	Subtotal				9,497.28
			Invoice Total:		\$9,497.28

Outstanding Invoices

Number	Date	Balance
46981	11/30/2011	11,925.13
Total		11,925.13

Clark Nexsen - Deborah A. Gill

dagill

VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD *W.T. 76*
TOWN MANAGER *PUS*

CLARK • NEXSEN

Architecture & Engineering

Invoice

January 31, 2012

Invoice No: 47336

Sonja Pruitt
Town of Smithfield
310 Institute Street
P.O. Box 246
Smithfield, VA 23431

Project Manager Michael Tippin
Principal David Bradshaw

Project 4028 South Church Street Additional CA Services, Smithfield, VA (IDQ 3152)

NTE \$20,120.00

Professional Services for the Period through January 31, 2012

Fee	20,120.00		
Percent Complete	48.62%	Total Earned	9,782.00
		Previous Fee Billing	7,722.00
		Current Fee Billing	2,060.00
		Fee	2,060.00
		Invoice Total:	\$2,060.00

Clark Nexsen - Deborah A. Gill



VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD M.T.
TOWN MANAGER PLS

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
DISPOSITION OF PUBLIC PROPERTY LOCATED AT 220 MAIN STREET

Notice is hereby given as required by Section 15.2-1800 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, February 7, 2012 at 7:30 p.m. to consider the sale of a portion of the Town's real property located at 220 Main Street to the adjacent property owner.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the proposed disposition of the real property located at 220 Main Street may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley Greer, Town Clerk

Publish: February 1, 2012