

SMITHFIELD TOWN COUNCIL AGENDA
January 3, 2012 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------|---|--|
| January 2 | - | Town Offices will be closed in Observance of New Year's Day |
| January 3 | - | 7:30 p.m. – Town Council Meeting |
| January 10 | - | 7:30 p.m. – Planning Commission |
| January 13 | - | Town Offices will be closed in Observance of Lee/Jackson Holiday |
| January 15 | - | Town Offices will be closed in Observance of Martin Luther King, Jr. Day |
| January 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee |
| January 24 | - | 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

D. Council Comments

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. Motion to Authorize Find and Fix Repairs located at 117 North Church Street
Water and Sewer Committee Chair, Andrew C. Gregory
- C2. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|--------------------------------|--------------|
| a. YMCA (Annual Contribution) | \$ 50,000.00 |
| b. Clarke Nexsen | \$ 15,583.13 |
| c. J.R. Wills & Sons | \$ 11,745.19 |
| d. Draper Aden Associates | \$ 59,660.60 |
| e. Excel Paving Corporation | \$138,841.42 |
| f. IOW General Obligation Bond | \$ 17,360.44 |
- ADDITIONAL INVOICE TAB # 1
- | | |
|---------------------------------|--------------|
| g. English Construction Company | \$ 71,312.26 |
| h. US Bank (debt service) | \$ 84,150.83 |
- C3. Motion to Renew Leases for 315 Main Street and 224 Main Street
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C4. Resolution to Commemorate and Support the Bicentennial of the American War of 1812 in Virginia
Public Buildings and Welfare Committee Chair, Dr. Milton Cook TAB # 2

ACTION SECTION

1. PUBLIC HEARING: Amend Chapter 82, Section 82-92 of the Code of the Town of Smithfield to Revise and Establish Service Charges for Water and Sewer Utilities within the Town TAB # 3
- a. Staff Presentation by Ms. Ellen Minga, Town Treasurer
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Water and Sewer Committee Chair, Andrew C. Gregory
2. Motion to Approve the Town Council Minutes for the Meeting of December 6th, 2011
Town Attorney, William H. Riddick, III
3. Old Business:
- a. Recommendation from Nominating Committee to appoint/reappoint the expiring term (1/31/2012) for Planning Commission member Mr. Bill Davidson
Nominating Committee Chair, Vice Mayor Williams
 - b. Recommendation from Nominating Committee to appoint/reappoint the expiring term (1/31/2012) for Board of Historical and Architectural Review Board member Mr. Ronny Prevatte
Nominating Committee Chair, Denise N. Tynes

4. **New Business:**
5. **Closed Session: Personnel Matters & Disposition of Real Property**
6. **Adjournment -**

December 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – December 2011

TOWN MANAGER'S OFFICE:

- a. Attended VML Finance forum in Richmond, along with Town Treasurer
- b. Chaired VML Insurance Programs quarterly board meeting in Williamsburg
- c. Town Attorney and I met with County Attorney and Administrator regarding fire and rescue funding. Another Intergovernmental Relations Committee meeting with the newly constituted IOW Board of Supervisors is recommended.
- d. Packed, sorted and moved office location to 911 South Church Street
- e. Attended Hampton Roads Criminal Justice Training Academy annual Board of Directors meeting
- f. Coordinated annual holiday brunch and staff awards program
- g. Tabulated Police Chief Selection survey and received a total of 41 applications by the deadline this month. Spent time addressing many transition issues due to staff departures to the IOW Sheriff's Office

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, BHAR and BZA.
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on December 1st.
- c. Packed and unpacked for office move to 911 South Church Street
- d. Prepared December Town Council Committee Agenda and January Town Council Agenda.
- e. Utilized six sick days for surgical procedure.
- f. Ms. Bennett attended Town Council Committee meetings on December 19th and 20th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Assisted Treasurer's office clerks with tax and MUNIS questions.
- b. Met with local restaurant owner on December 6 regarding ongoing meals tax audit. Still working on finalizing the audit report.
- c. Worked with new FEMA representative, Larry Solis, who replaced Harold Weikle, to wrap up the project worksheets for Hurricane Irene.
- d. Processed bank reconciliations for November and prepared October financial statements.
- e. Attended the employee breakfast on December 23. A nice way to start the holidays!
- f. Swore in a new police officer, Daniel Fordham, on December 29.
- g. Began work on year end 1099 reporting.

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. 22 Main St - Repaired broken sewer line and installed a new tap
 - b. 913 S Church St. - installed a new sewer clean out
 - c. Raised the broken manhole at the intersection of S. Church St & Smithfield
 - d. Unclogged storm drain at Smithfield Fast Lube
 - e. Completed sewer repairs at 311 Main St and 201 Washington St
 2. **Sewer Pump Station Repairs and Maintenance:**
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Began pump downs of pump stations – 50% complete.
 - c. Completed pump inspections of all pumps at pump stations.
 - d. Had to pull and clean pump #1 at Minton Way pump station - was clogged with rags.
 3. **Water Line Repairs and Maintenance:**
 - a. Replaced a broken meter box at 112 Main St. Box keeps getting broken due to weight of delivery trucks.
 - b. Poured concrete and replaced bricks from water service replacement job at 311 Main St.

- c. Repaired water leak on 4" cast iron water main on Hill St. The lead joint of the main began to leak and was repaired with a lead joint repaired clamp.
- d. Installed new meter box at 100 Joshua Rd.
- e. Replaced solenoid control valve at the Wilson Rd. water tank.

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.

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD and ITT.
- b. Installed hose bib on permeate line for filling vitec 4000 chemical tank.
- c. Rebuilt chlorinators. Chlorine pumps began to air lock and not pump. Each pump was disassembled, cleaned and put back together. Tests were then performed to insure pumps were pumping properly.
- d. Composite sampling done on weekly basis for HRSD.
- e. Tested cleaning system for RO skid. First cleaning of membranes is scheduled first of January 2012.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Cold Stress 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 have started 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. Re-established stone at wash out areas to the concrete boat ramp.
- e. Staff worked Christmas Parade.

PLANNING AND ZONING:

- Joseph Reish received his Certified Zoning Official certification from VAZO.

1. Planning Commission – 12/13/11
 - A. ECO Design Review – 18477 Canteberry Ln – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 - B. Special Sign Exception – Second Wall Sign – 18477 Canteberry Lane – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 - C. Preliminary and Final Site Plan Review – Parking Addition – 259 James Street – Danny Carroll, Luter Family YMCA, applicants - Approved.

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 12/20/11
 - Special Yard Exception – 494 Moonefield Drive – Jill Gwaltney, applicant – Granted.

7. Board of Historic & Architectural Review 12/20/11
 - A. Reapproval of Single Family New Construction – Lot 9, Clay Street – No Designation – James Carter, applicant – Approved.

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. 108 + 50 to Sta. 111 + 50 and accompanying structures 3 -1 & 3 - 2. Contractor also installed all connecting and related storm drain pipes. Contractor continued installation of curb & gutter on east side of project from Sta. 115 + 00 to St. 119 + 00.

- D. Blair Bro.'s Contr. repaired damaged storm pipe off of Royal Aberdeen in Cypress Creek. Contractor also repaired six patches in roadway on Mason Street.



SMITHFIELD POLICE DEPARTMENT

1613 SOUTH CHURCH STREET • SMITHFIELD, VA 23430
(757) 357-3247 • FAX (757) 357-6551



March 2000

Mark A. Marshall
Chief of Police

December 30, 2011

Mr. Peter M. Stephenson, Town Manager
Town of Smithfield
911 South Church Street
Smithfield, Virginia 23430

Dear Peter:

As previously discussed, please accept my letter of resignation from the Smithfield Police Department effective December 31, 2011.

I appreciate all that you have done during my time at Smithfield PD. My 25 years here has been extremely rewarding. I consider it an absolute honor to have been a part of such a professional team.

I also want to recognize your leadership over the past 16 years. You have been the third town manager I have worked for as police chief and hands down you have been the best. Your sense of commitment to this community is to be admired. Your approach with the many challenges we have faced over the years has always been done with professionalism and tact. I have learned much from you over the years.

Most importantly, I value the friendship that we established early on. That means more than you will ever know and will continue well after I have left the Town of Smithfield.

I look forward to working with you as we build a stronger partnership with all law enforcement entities in Isle of Wight. It will be an exciting chapter.

Thanks for all that you have done and will do.

Fondly,

A handwritten signature in black ink, appearing to read "Mark A. Marshall".

Mark A. Marshall
Chief of Police

MAM:ktc

December 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY December 19th, 2011

The Police Committee met Monday, December 19th, 2011 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. Debbie Bennett, Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; Mr. William H. Riddick, Town Attorney; Mr. Mark A. Marshall, Smithfield Police Chief; Mr. James Clark, Smithfield Police Lieutenant; Mr. Ronald Bryan, Criminal Analyst; Ms. Jimmie Minton, Office Manager Smithfield Police Department; Ms. Sonja Pruitt, Office Manager of Public Works, and Mr. Gary Gandee. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

1. Operational Updates – Chief Marshall reported that Officer Robert Hadfield spent a short period of time with the Smithfield Police Department but has now left. Mr. Hadfield decided shift work was not for him so he left the department. Chief Marshall reported that a Deputy Sheriff at the County has been asked to leave because both father and son are deputies. Obviously they had to make a decision which one was going to leave the County. The son has gone through our process at the Smithfield Police Department and we are finishing up the background check to possible offer him employment here. Since there are a couple of officers leaving the Smithfield Police Department filling one position might alleviate a little bit of the burden. He reported that last week just as a FYI we had another attempted breaking and entering at Rowland Equipment Company. It is unfortunate we do not have any suspects at this time. Lastly, we have moved into our new building and it is amazing how much stuff you accumulate.

2. Special Outgoing Employee Recognitions – Mrs. Tynes reported that we have some employees from the police department that are leaving. We would like to recognize

the following employees Chief Mark Marshall, Office Manager Jimmie Minton, Lieutenant James Clarke and Criminal Analyst Sergeant Ronald Bryan with a Certificate of Appreciation. Chief Marshall stated that he would like to extend an invitation to all the Council members to attend his swearing in Tuesday at the Old Courthouse on Main Street at 11:00 a.m. Mayor Hare stated that he would like to say that he appreciates the years of service to the ones that received a Certificate of Appreciation. He stated that we are proud of the police department that we have and we will miss all of you.

3. ADDITIONAL ITEM DISCUSSED: Street Light at Smith Drive – Mrs. Tynes reported that she has one issue that Vice Mayor Williams brought up to her. She stated that he had received a letter from a resident asking for a streetlight on Smith Drive. She stated that this request has come before us in the past and was addressed at that time. A survey was done and at that time the need for a streetlight on Smith Drive was not necessary. The Town Manager reminded committee that the request last year came from just one of the property owners. Obviously, now she is coming back with her neighbors signature on a petition as well. He stated that was one of the things council discussed in the past in regards to it being requested by just one person verses a whole neighborhood. The Police Department will be glad to take another look at it and bring it back to committee next month.

The meeting adjourned at 4:22 p.m.

December 30, 2011

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, December 19TH, 2011

The Water & Sewer Committee held a meeting on Monday, December 19th, 2011 at 4:23 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; Ms. Debbie Bennett; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Sonja Pruitt; Office Manager of Public Works; 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. Pre-Public Hearing Discussion on Sewer Rates – Mr. Gregory reported that the first item is a pre public hearing discussion for our sewer rate study. The Town Manager mentioned that Ms. Minga did the presentation at the last Council meeting; however the advertisement just covered the water rates not the sewer rates. Obviously we needed to cover both. He stated that Mr. Riddick will re-advertise the sewer portion of it because technically we have to have a sewer rate public hearing. Mr. Riddick stated that even though the next Town Council meeting is January 3rd it will go into effect January 1st. The Town Treasurer stated that she has sent a notice to Isle of Wight County notifying them that Council adopted the new rate affected January 1st and their new blended rate would be \$5.99. She also mentioned that she sent Isle of Wight County a copy of the calculations for any discussion or feedback. Committee agreed with holding the public hearing.

2. Find and Fix – Combined Sewer at 117 North Church Street – Mr. Gregory reported that he and Vice Mayor Williams had met with Mr. Hopkins and Mr. Griffin in regards to the old sewer line that exist under the old laundry mat located at 117 North Church Street. Currently it is tied in with a storm water drain which is not legal anymore. He stated that he would let Mr. Griffin give an update on the course of action. The Town Manager also mentioned that Mr. Graham had also looked at the sewer lines and he

appreciates all three committee members coming out on site to take a look. Mr. Griffin reported that he went to the old fire station to see if there was a solution to this particular issue. He stated that there are two existing drop inlets that need to be upgraded. Both of those drop inlets are dumping into the sanitary sewer main which runs underneath the building. What we are proposing to do is install two new drop inlets. Those two inlets go out to the egress/ingress driveway area between Smithfield Foods Engineering building and the old fire station. We propose to install a manhole from there and go out towards North Church Street and install another manhole there. That manhole will tie into what will become the new storm water system for North Church Street under the streetscape project. This will eliminate the water situation that is currently in the back. Staff feels that the maintenance on it will be minimal for whoever owns the building from that point. The funds for this as stated in Mr. Hopkins letter can come from the consent order find and fix aspect of the budget. Mr. Griffin stated that Clark Nexsen did the formal review and plans. He stated that they had also met with Draper Aden Associates and asked them their opinion of our method and they concurred that in their opinion it was the best way to solve the issue. Mr. Gregory stated that this will not be a cheap fix. It will be around \$30,000 but the town does have budgeted money to take care of it. He stated that the town has been fortunate up to this point that we have not had as much find and fix as we first anticipated when we budgeted for the Sanitary Sewer Overflow (SSO). He stated that he heard that there may have been some other options but they were not very good long term solutions. Ultimately, this will address it not only for now but for the future. Dr. Cook asked if this included repaving. The Town Attorney stated that it is important to get this done because it is holding up lots of things, in particular Mr. Mark Hall wants to close, but we have been putting the Smithfield Foods drainage easement sort of on the back burner until we could resolve this issue. Staff did not know which way they were going to go. This will expedite a lot of things that have been on hold. The Town Manager stated that he made Mark Hall aware that we were going to talk about this at the committee meeting. He asked Mark Hall if he has any issues. Mr. Hall emailed Mr. Stephenson that he is willing to work on anything as long as it does not cost him any money or encumber the property too much. Of course you see there is a proposed fifteen foot drainage easement. Mr. Hall said he is more worried about getting the final agreement with Smithfield Foods on the perpetual access. The Town Attorney has been working on that and stated that we are good to go on that. Mr. Griffin stated that staff hopes to get this done during the detour period of time which starts the first of January. Exactly when it will take place we will have to see what their schedule as far as the installation of the storm drain system on Church Street. He stated that they would most likely start on Luter Drive or Thomas Street area and work their way toward Main Street. Vice Mayor Williams asked if it is holding up our closing on it. The Town Attorney stated that all we have to do is make the decision and get it finalized. Mr. Gregory asked once that is done can we close with Mr. Hall? The Town Attorney stated that Mr. Hall is ready to close. Committee agreed to authorize the proposed find and fix work.

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

1. ADDITIONAL ITEM DISCUSSED: Water and Smell and Taste - Mr. Gregory reported that he has received emails and phone calls about the water smell and taste. He stated that he was asked if we have had an updated water quality report done. The Town Manager stated that we have done thousands of dollars worth of testing. Mr. Gregory asked if the Virginia Department of Health (VHD) have the test results and are we authorized to give that out directly. The Town Manager stated that he will find out what he could do to distribute water quality information. Mayor Hare stated that we are required to distribute the water quality information. The Town Manager stated that we send out a consumer confidence report every April. He stated that obviously it will change quite a bit from what we had previously in terms of sodium and total dissolved solids. These are things that are no longer in the system with the new Reverse Osmosis Plant so it will be a whole different report. Mr. Gregory stated that you do get a slight hint of chlorine when you first turn the water on. Mrs. Tynes stated that when we turned on the water tower on Battery park Road you are going to get that chlorine smell because they have to put excessive chlorine for awhile to take care of the bacteria. Mr. Gregory asked the Town Manager if he has heard back on the recovery rate. The Town Manager stated he had a conference call last week and the third stage is scaling so they have to modify the chemical feed. Basically, all the six units will be completely cleaned and then they are going to adjust the content to keep that from happening. Obviously you do not want scaling and fouling of the membranes to occur. He stated that staff will probably be at 82% recovery for another few months then we are going to bump it up. It looks like October was approximately \$14,500 and November was \$13,206. So for those two months \$27,757 was the total for HRSD charges. Dr. Cook asked what the town's estimate was. The Town Manager stated that our estimate was about a quarter of a million per year. So the town is under right now.

The meeting adjourned at 4:36 p.m.

December 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, December 19TH, 2011

The Finance Committee held a meeting on Monday, December 19th, 2011 at 4:36 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; Ms. Debbie Bennett, Ms. Ellen D. Minga, Town Treasurer; Mr. Wayne A. Griffin, Town Engineer; 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.	YMCA (Annual Contribution)	\$ 50,000.00
b.	Clarke Nexsen	\$ 15,583.13
c.	J. R. Wills & Sons	\$ 11,745.19
d.	Draper Aden Associates	\$ 59,660.60
e.	Excel Paving Corporation	\$138,841.42
f.	IOW General Obligation Bond	\$ 17,360.44

Mr. Graham asked about the Isle of Wight General Obligation Bond. The Town Treasurer stated that it is the interest portion we owe on the new Smithfield Police Station. The Town Manager reported that with the committee meetings a week earlier I am expecting one invoice to be certified on English Construction which will be kind of the final payment except for a \$20,000.00 retainage. We still have about \$60,000.00 owed to ITT. Since we have been having these membrane issues we have been holding money back from ITT. But I do expect one more from English Construction that will come in between now and January 3rd that Mr. Dan Cargnel has certified. Vice Mayor

Williams questioned the Draper Aden invoice because I do not know what I am looking at because this does not tell me anything. He asked if Mr. Hopkins and the Town Manager reviewed the invoice. The Town Manager stated that Mr. Hopkins reviews the invoices in detail and always asks Mr. Andy Snyder of Draper Aden if he has any questions or concerns. Vice Mayor Williams stated that adds up to \$60,000. Mr. Gregory stated that it is mostly the SSO. The Town Treasurer stated that a Charter Communication bill came in about \$2,500 higher than it normally is. There were three pages of charges to a foreign city. She stated that Mr. Flores said that someone had hacked into our soft phone and he has put some precautions into place so that it will not happen again. She stated that she spoke to the police department and they are going to file a police report on it as fraud and will notify Charter Communications that we have identified this as fraud so it should preclude us from having to pay this amount.

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

1. October Financial Statements – Mr. Graham reported that the financial statements were included in the e-packet. He stated that one thing the Town Treasurer might want to mention is the application to the State on how much we will get because of our match. The Town Treasurer reported that she has spoken with two different people but she does not have a final answer on it yet. She stated that her main concern is to know exactly how this match is being done. Because I do not want us to end up paying more than what we think because what we think can be used as a match cannot be which will be more out of pocket for us. So there is no answer yet. I am working on it. The Town Treasurer stated that hopefully I can send her something else that she can use as a match. Mr. Graham asked how much money we received from the fundraiser that was done for South Church Street Streetscape Project. The Town Manager stated he would find out how much we received from the fundraiser. Mr. Graham stated that under engineering we have Clark Nexsen \$5,000 cost on 117 North Church Street and I am not sure if it is a drainage issue. The Town Manager stated that it was all related. The Town Treasurer stated that it is paid through the General Fund which I thought was appropriate but now you are talking about find and fix under sewer so I am wondering if I should move the adhering cost to sewer as well. Mr. Gregory asked that even the environmental stuff that had to be done did Clark Nexsen sub that out or did we pay Bay Environmental directly. The Town Manager stated that we paid Bay Environmental directly. The Town Treasurer stated that is a professional service under the General Fund but we are suppose to get \$4,000 of that back. Mr. Graham asked if that was what we spent. The Town Treasurer stated that it was a little over that amount. Mr. Graham stated that when we look at something that is going to cost \$30,000 it is really \$35,000 with the engineering so I would like to know the whole number. Dr. Cook stated that the town and county are the few localities that actually have a boat tax. He mentioned that we are losing boats at the Smithfield Station to other localities that do not have a boat tax. He stated that at least in gross numbers we should look into it. Mayor Hare stated that our portion compared to

the County's is not going to make any difference to the boaters unless the County comes on board. The Town Treasurer stated that in terms of equity you have personal property tax on recreational vehicles as well.

2. November Cash Balances –The Town Treasurer reported that our huge cash inflow is in December because of the collection of personal property and real estate money. She reported that she compared the cash balances from last year to the same time last year. She stated that some of the cash balances are low mainly in the Escrow Fund because of usage such as for South Church Street. She stated that she may need to tap into the South Church Street account pending reimbursement from the Federal Government for the money that was needed. Because I did not want to draw any out of the General Fund account. They are already getting low because of trying to pay payroll and those types of things before the tax money came in. So when those enhancement monies come in we will reimburse South Church Street until we get to the parts that we have to pay for that are not covered by grants. Mrs. Tynes asked if we could split the YMCA contribution and pay some now and some in January. The Town Treasurer stated that this is the best time of the year to pay YMCA because this is when we have the best cash flow. Water = \$420,898.30; Water Debt Service = \$1,345,113.74; Water Capital Escrow Availability Fees = \$563,477.61; Water Development Escrow = \$177,752.60; **Subtotal Water = \$2,507,242.25.** Sewer = \$59,159.96; Sewer Development Escrow = \$316,272.88; Sewer Capital Escrow Availability Fees = \$651,198.31; Sewer Compliance = \$465,013.04; **Subtotal Sewer = \$1,491,644.19.** Highway = **\$180,405.69.** General Fund = \$1,041,194.91; Payroll = \$31,070.82; Money Market General Fund Town Bank = \$124,124.71; Business Super NOW-General Fund = \$32,855.04; Money Market General Fund Farmers Bank = \$285,638.72; General Fund Capital Escrow = \$50,572.85; Certificate of Deposit = \$24,723.34; Certificate of Deposit Police Dept = \$36,159.81; Special Project Account (Pinewood) = \$40,215.10; Pinewood Heights Escrow = \$51,853.14; South Church Street Account = \$565,842.04; **Subtotal General Fund = \$2,284,251.48.** Beautification = \$7,798.13; Money Market Beautification = \$297,261.71; **Subtotal Beautification = \$305,059.84; Rising Star = \$71,063.49. TOTAL ALL FUNDS = \$6,839,666.94.**

The meeting adjourned at 4:55 p.m.

December 30, 2011

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, DECEMBER 20th, 2011

The Fire and Rescue Committee held a meeting on Tuesday December 20th, 2011 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. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Debbie Bennett, and Mr. William H. Riddick, III, Town Attorney; and Mr. Jerry Hackney, Assistant Chief for the Smithfield Volunteer Fire Department; and Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad. 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 NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Assistant Chief Hackney reported that the fire department has had a busy month. Although their call volume was not extremely high for the month of November the department did respond to a couple of structure fires a few days apart. There was a structure fire on Mill Swamp Road close to Mr. John Edwards's house. The fire Department was called out at 5:30 p.m. and the house was fully engulfed. There were no injuries but the house was almost a total loss. Assistant Chief Hackney stated that just a few days later there was a fire at Hallwood Enterprises. The call came in at 7:00 a.m. He stated we had some issues there. Once the fire department got inside the building we discovered fire in the attic which was supplied by the large industrial meter base which was inside the building. He stated that we deemed it unsafe to continue an interior fire operation because of the electricity coming out of the box. The department called Dominion Virginia Power. Assistant Chief Hackney stated that if you read the paper he made a statement that there was a delay getting Virginia Power there. It was true but it was not necessarily Virginia Power's fault. He stated that for whatever reason the dispatcher in the County called the Virginia Power help line which rings in some office in Martinsville, Virginia. The dispatcher said we had a structural fire at this location and we needed the power off as soon as possible. Virginia Power realized this was not a residential structure so they transferred the call to

another department. The dispatcher indicated that the fire was out and we need Virginia Power to come out to cut off the electricity. Meanwhile the department was literally watching the fire continue to burn. Assistant Chief Hackney stated that he called dispatch three times and stated the urgency in which we need Virginia Power on the scene. He stated that it was thirty minutes of wait time. We did hold the fire in check on the exterior position but it was entirely unsafe to continue operations inside. Basically, the fire got into the room very effectively and it was maybe five minutes away from collapsing in the center structure, but that did not occur. Assistant Chief Hackney stated that they had a meeting with Mr. Jon Flores, Mr. Jason Gray, and the Town Manager. The meeting went well. He stated that he knows that Mr. Flores is busy with the new police station and the Town Manager's Office but hopefully once that settles down he will be able to finish at the fire department. He submitted a work order to the town to repaint the bay doors a red color at the fire station on Grace Street. Mr. Graham asked if you call Dominion Virginia Power on a fire next week do they have a different procedure or a direct line to get to someone. Assistant Chief Hackney stated that Virginia Power gave him another number to call. As it turns out dispatch had that number. The dispatcher selected the wrong number off the computer.

Mr. Brian Carroll stated that he sits on the Emergency Communication Board at the County which oversees the dispatch and that issue is being addressed. He stated that the Board has requested an IT position to do solely public safety IT. He stated that we just finished an EMT class and we picked up fifteen new members. He stated that he does not have an update on the Isle of Wight Rescue facility. Mr. Graham stated that he heard they closed on the purchase of the land December 1st. The Town Attorney stated that a Board member told him the County closed on the purchase of the property but he has not looked at the records. Mr. Carroll stated that we elect officers at the Rescue Squad so he will be introducing some new faces after the first of the year. Mrs. Tynes asked what the average response time to a traffic accident is. Mr. Carroll stated that out the door is ninety seconds and to the call is eight minutes. Mrs. Tynes asked if he recalled the response time to the accident on Route 258 and Four Square Road. Mr. Carroll stated that the response time was eight minutes. Ms. Chapman stated that she received her fire department calendar and she hopes that will generate some money for the fire department.

The meeting adjourned at 4:17 p.m.

December 30, 2011

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, December 20th, 2011

The Public Works Committee held a meeting on December 20th, 2011 at 4:08 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. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Debbie Bennett, 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. Hampton Roads Planning District Commission Great American Cleanup – Ms. Chapman reported that the Town Manager received a letter on December 7, 2011 from Hampton Roads Planning District Commission Great American Clean up. Mayor Hare asked if we could dove tail with the America in Bloom project because it sounds like it would fit right in with what their mission is. He asked if staff could coordinate that. Mrs. Tynes stated that America in Bloom would probably do the cleanup in the historic district and the Great American Cleanup will probably do the entire Smithfield. Mayor Hare stated that instead of having a separate project we should try to do it as one even if we have to expand the America in Bloom. Ms. Chapman asked about the litter signs. Mr. Hopkins stated that we are still waiting on Virginia Department of Transportation (VDOT) but he would check into it.

The meeting adjourned at 4:22 p.m.

December 30, 2011

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, DECEMBER 20TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, December 20th, 2011 at 4:22 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, Mrs. Denise N. Tynes, and Mr. David M. Hare, Mayor. Staff members present were Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Debbie Bennett; Mr. William H. Riddick, III, Town Attorney; 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. Lease of Property at 315 Main Street – The Town Attorney reported that Smithfield Foods is not going to be in their new building until Memorial Day so it will at least be five or six months. He stated that the Town Manager has vacated the property but Tourism uses it for parking. He stated that it does not cost anything because it is awash with the Smithfield Ham Shop. He mentioned that Mr. Stephenson had suggested that maybe Tourism and the Chamber of Commerce could look for somebody to use the building. He stated that if Smithfield Foods does not have a need or use for parking lot and land back there it would be nice for the town to have it for the purpose of being able to do the events and use the parking lot. Vice Mayor Williams stated that Tourism could use the building because they are packed in there. Somebody in that facility can occupy the building. He stated that our goal is to keep parking and the use of that piece of property. Smithfield Foods will be moving out of our building at the ham shop. He stated that his recommendation is to sign the lease for another year. Mayor Hare stated that the lease includes the parking, building and the land. Mr. Graham stated that we need to talk to someone at Smithfield Foods about the property. Mayor Hare stated that it certainly has the value what we are paying now to do it for another year and that gives us plenty of time to talk to Smithfield Foods. Mr. Graham stated that he does not disagree with anything we are saying but the situation is going to change in six months. The Town Attorney stated that the easiest thing to do is to have the agreement where no

money exchanges hands for another year. Vice Mayor Williams stated that we do know within the next year Smithfield Foods will move out of the ham shop. We will have another year so that way we can start talking to Smithfield Foods what they plan to do with the piece of property they rent from the town. Mayor Hare stated that we should lease it for another year and then talk to Smithfield Foods about it. Committee agreed.

2. Resolution to Commemorate and Support the Bicentennial of the American War of 1812 in Virginia – Mayor Hare stated that he would refer this to Tourism to see if there is any opportunities to dove tail on some of these events that are going to be held in commemoration. Committee Agreed.

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

1. ADDITIONAL ITEM DISCUSSED: Update on Property located on Wharf Hill - Mayor Hare stated that the old shoe shop on Wharf Hill they have started cleaning that up. The town attorney stated that there was a letter sent out that he had to clean behind the building. Mayor Hare stated that they had completely cleaned it out, gutted it and the plan on fixing the roof.

2. ADDITIONAL ITEM DISCUSSED: John Rolfe Drive Update - Vice Mayor Williams asked Mr. Hopkins if he heard anything on John Rolfe Drive. Mr. Hopkins stated that he has not heard anything. The Town attorney stated that he had talked to the bank. He stated that he had showed him the drawings and his only concern was that he would have the capability to use the rest of the property. He stated that it is in the setback so he is satisfied about that. Town Attorney stated that Mr. Griffin has talked to the gas company about finding a new location for the gas tank. Mr. Hopkins stated that they said it was no problem but then changed their mind.

Meeting Adjourned at 4:34 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
December 2011**

Committees and Projects:

12/02 Panel Interview – Daniel Fordham - Chief Marshall, Lt. Clarke, Sgt. Evans, Sgt. Rogers
12/05 Meeting with new 4-H Director Terry Patterson – Chief Marshall
12/06 Town Council – Chief Marshall
12/13 Smithfield PD moving to new building
12/15 Hampton Roads Criminal Justice Training Academy Board of Directors meeting – Captain Howell
12/20 Chief Marshall sworn in as Sheriff-Elect; Lt. Clarke and Sgt. Bryan sworn in
12/23 Town Brunch – Smithfield Center – PD
12/31 Last day of service for Chief Marshall, Lt. Clarke, Sgt. Bryan and Jimmie Minton

Training

In-House Training:

11/30 ERT Firearms Training – Franklin PD Range – Lt. Clarke, Sgt. Evans, Sgt. Rogers, Sgt. Valdez, Officers Araojo, Jones, Seamster, Powell, Finelli, Adams, Meier
12/01 Weapons Recert – Franklin Range – PD

Community Policing

11/30 Pilot Club Tree Lighting – Officer Epps
12/10 Smithfield's Christmas parade – PD

Investigations:

Case#: 2011-01234
Location: 105 Acacia Circle
Offense: Missing Child
Disposition: Child Found/ Case Inactive

On 12/12/2011 officers responded to 105 Acacia Circle in reference to an 11 year old male missing. Upon arrival officers made contact with the child's mother and it was established that the child had returned from school and had returned to his residence, where he placed his book bag next to the residence, however did not enter the residence nor make contact with his mother. Officers obtained names and addresses of friends and family that the child may be with and began to make contact with them. Officers began canvassing the neighborhood as well. During the canvass, all neighboring areas were checked as well as the Smithfield Library, YMCA and

grocery stores. Approximately two hours after the initial call the child was located at a friend's house. This case is cleared inactive/child found.

Case#: 2011-01235
Location: 300 Block Main Street
Offense: Residential Burglary
Disposition: Cleared by Arrest

On 12/12/2011 officers responded to the 300 block of Main Street in reference to a residential burglary. Upon arrival officers made contact with the homeowner who stated her nephew's play station III (PS3) had been stolen. The victim stated the PS3 was located in her nephew's bedroom and was there prior to him leaving for school. The victim also stated that the only other person in the residence was her other nephew, who had come by the residence just after 11am on the same day. A report was taken and the reporting officer began making efforts to locate the other nephew. During this time it was brought to the officer's attention that three male subjects, one of which was the nephew, was involved in a residential burglary later the same day and had been taken into custody. The officers then went to the suspect's residence and were given permission to look for the stolen items. The PS3 was located and returned to the rightful owner. The suspect was charged with the theft. Case is cleared by arrest.

Case#: 2011-01246
Location: 900 Block South Church Street
Offense: Embezzlement
Disposition: Pending Warrants

On 12/15/2011 officers responded to the Smithfield Police Department to speak with Mr. Ritter, owner/operator of Smithfield Lawn in reference to an employee embezzling money. Mr. Ritter explained that after receiving the company's credit card statement he noticed multiple charges that had been made after the business had closed. Mr. Ritter was able to identify which credit card was used to make the charges and brought this information to the police department. He continued to explain that credit cards are issued to employees strictly to put fuel in the work trucks and yard equipment. Contact was made with the employee and he agreed to come to the police station for an interview. Upon arriving at the police station the employee was read his Miranda Rights and then the reason for the interview was explained to him. The employee, when shown the evidence of the credit card use, admitted to fraudulently using the card to put gas in his personal vehicle. He admitted to conducting over 20 transactions, totaling over \$1,000. The employee will be charged with felony embezzling. Case is pending warrants.

Reporting Period: 12/1/2011 thru 12/31/2011

Total deposits for December 2011 - \$8,051.70

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	12/7/2011	1424			Edwards and Smith Reception	Edwards and Smith Reception	1227		0.00
Invoice	12/7/2011	1425			Matthews-Wingo Wedding & Reception	Matthews-Wingo Wedding & Reception	1356		0.00
Invoice	12/7/2011	1426			Sentara Princess Anne	Diabetes Symposium	1414		636.75
Invoice	12/7/2011	1427			Luter Family YMCA	Festival of Trees	1435		0.00
Invoice	12/7/2011	1428			Vineyard-Easter Reception	Vineyard-Easter Reception	1501		0.00
Invoice	12/7/2011	1429			Kaoudis-Belcher Wedding & Reception	Kaoudis-Belcher Wedding & Reception	1513		0.00
Invoice	12/7/2011	1430			Whitehurst-Short Wedding & Reception	Whitehurst-Short Wedding & Reception	1563		0.00
Invoice	12/7/2011	1431			Smithfield Packing	Pork University	1589		515.50
Invoice	12/7/2011	1432			Smithfield Women's Club	Smithfield Women's Club	1632		160.00
Invoice	12/7/2011	1433			Jordan and Sosnowski Wedding and Reception	Jordan and Sosnowski Wedding and Reception	1693		0.00
Invoice	12/7/2011	1434			Smithfield Packing	Quarterly Update	1739		400.00
Invoice	12/7/2011	1435			Riverside Health Systems	Riverside Educational Lecture Series	1780		0.00
Invoice	12/7/2011	1436			Betty Caldwell	Caldwell Visitation	1795		0.00
Invoice	12/7/2011	1437			Isle of Wight Schools	School Board Retreat	1804		150.00
Invoice	12/15/2011	1438			Langford-Purchas Wedding & Reception	Langford-Purchas Wedding & Reception	1797		-300.00
Invoice	12/19/2011	1439			VDOT	VDOT Service Awards	1799		400.00
								Total	1,962.25
Payment	12/9/2011	1324	Check	28861	Smithfield High School	Smithfield Prom	950		900.00
Payment	12/15/2011	1438	Check	Refund	Langford-Purchas Wedding & Reception	Langford-Purchas Wedding & Reception	1797		-300.00
Payment	12/19/2011	1323	Visa	Visa	VDOT	VDOT Awards Ceremony	1518		400.00
Payment	12/19/2011	1439	Visa	Visa	VDOT	VDOT Service Awards	1799		400.00
Payment	12/20/2011	1437	Check	00321578	Isle of Wight Schools	School Board Retreat	1804		150.00
Payment	12/28/2011	1426	Check	1275373	Sentara Princess Anne	Diabetes Symposium	1414		635.00
Payment	12/28/2011	1432	Check	7729	Smithfield Women's Club	Smithfield Women's Club	1632		160.00
								Total	2,345.00
Deposit	12/1/2011		Visa	Visa	Marian Beale	Allen Baby Shower	1808		200.00
Deposit	12/3/2011		Check	1214	Roberts and Powell Wedding and Reception	Roberts and Powell Wedding and Reception	1425		584.00
Deposit	12/6/2011		Check	1224	Whitney Jackson	Jennifer's Baby Shower	1762		100.00

Reporting Period: 12/1/2011 thru 12/31/2011

Total deposits for December 2011 - \$8,051.70

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	12/7/2011		Check	7693	Cuff-Mitchell Wedding & Reception	Cuff-Mitchell Wedding & Reception	1753		585.20
Deposit	12/8/2011		Check	1346	Browns AME Church	Browns AME Banquet	1814		500.00
Deposit	12/14/2011		Check	243	Willie Mae Ruffin's 70th Birthday	Willie Mae Ruffin's 70th Birthday	1765		150.00
Deposit	12/15/2011		Visa	Visa	Kennedy and Perkins Wedding and Reception	Kennedy and Perkins Wedding and Reception	1819		700.00
Deposit	12/16/2011		Check	8691	Strickland-Harvey Wedding & Reception	Strickland-Harvey Wedding & Reception	1490		700.00
Deposit	12/16/2011		Check	1915	Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		150.00
Deposit	12/19/2011		Visa	Visa	Hodges and Stallings Reception	Hodges and Stallings Reception	1822		687.50
Deposit	12/28/2011		American Express	American Express	Langhorn and Ricks Reception	Langhorn and Ricks Reception	1824		600.00
Deposit	12/28/2011		Check	730	Hendrickson and Mummert Wedding and Reception	Hendrickson and Mummert Wedding and Reception	1699		200.00
Deposit	12/29/2011		Visa	Visa	Howard-Vanpeeren Wedding & Reception	Howard-Vanpeeren Wedding & Reception	1825		600.00
								Total	5,756.70
Adjustment	12/28/2011	1426			Sentara Princess Anne	Diabetes Symposium	1414		-1.75
			Tax exempt					Total	-1.75
								Grand Total	-6,141.20

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				HVAC Heat Exchanger Installation Windsor Castle Foundation Board A&B 15	HVAC Heat Exchanger Installation Jerusalem Baptist Church MH 125	Calvin Off McCarthy-Reel Reception MH 130
4	5	6	7	8	9	10
Melissa Off Jennifer's Baby Shower A&B 50	Kiwanis Toy Program MH 1	Kitchen Inventory Kitchen 2 Kiwanis Toy Program MH 1 Town Council A&B 50	Cabinet Installation	Navy Band Concert MH plus Suites 400 Public Works Meeting C&D 15	Breakfast with Santa Prep MH plus Suites 20	Setup Time Breakfast with Santa MH plus Suites 400
11	12	13	14	15	16	17
Jones and Burton Wedding and Reception MH plus Suites 150	Amy Off	Planning Commission A&B 30	Roberts and Powell Rehearsal C&D 20 Senior Citizens Christmas Party MH plus Suites 250	Harker and Smith Reception Set-up MH plus Suites 150	Harker and Smith Reception MH plus Suites 100	Farmers Market-in case of snow of ice Roberts and Powell Wedding and Reception MH plus Suites 125
18	19	20	21	22	23	24
Smithfield Children's Party MH 200	Committee Meetings C&D 25 Smithfield Cares A&B 5 VDOT Service Awards MH 100	11 AM AV Training BHA&R A&B 20 BZA A&B 15 Committee Meetings C&D 25 Schoolhouse Board of Directors Meeting C&D 10	Shopping-Friday Brunch		Holiday Party Brunch Electrical Outlet Installation PD Meeting C&D 25 Town Holiday Party MH 60	Christmas Eve
25	26	27	28	29	30	31
Christmas	Christmas Holiday -Closed		Staff Meeting C&D 15	Cuff-Mitchell Setup MH plus Suites 20	Cuff-Mitchell Wedding & Reception MH plus Suites 165	New Year's Eve New Year's Eve Gala MH plus Suites 150

Smithfield Center Discounts December 2011

Booking Date	Event Name	Room Code	Discount Percent
12/1/2011	Windsor Castle Foundation Board	A&B	100.00%
12/2/2011	Jerusalem Baptist Church	MH	0.00%
12/3/2011	McCarthy-Reel Reception	MH	0.00%
12/4/2011	Jennifer's Baby Shower	A&B	0.00%
12/5/2011	Kiwanis Toy Program	MH	100.00%
12/6/2011	Town Council	A&B	100.00%
12/6/2011	Kiwanis Toy Program	MH	100.00%
12/7/2011	Kiwanis Toy Program	MH	100.00%
12/8/2011	Public Works Meeting	C&D	100.00%
12/8/2011	Navy Band Concert	MH plus Suites	100.00%
12/9/2011	Breakfast with Santa Prep	MH plus Suites	100.00%
12/10/2011	Breakfast with Santa	MH plus Suites	0.00%
12/11/2011	Jones and Burton Wedding and Reception	MH plus Suites	0.00%
12/13/2011	Planning Commission	A&B	100.00%
12/14/2011	Senior Citizens Christmas Party	MH plus Suites	100.00%
12/15/2011	Harker and Smith Reception Set-up	MH plus Suites	20.00%
12/16/2011	Harker and Smith Reception	MH plus Suites	20.00%
12/17/2011	Roberts and Powell Wedding and Reception	MH plus Suites	0.00%
12/18/2011	Smithfield Children's Party	MH	100.00%
12/19/2011	Smithfield Cares	A&B	100.00%
12/19/2011	Committee Meetings	C&D	100.00%
12/19/2011	VDOT Service Awards	MH	0.00%
12/20/2011	BZA	A&B	100.00%
12/20/2011	BHA&R	A&B	100.00%
12/20/2011	Schoolhouse Board of Directors Meeting	C&D	100.00%
12/20/2011	Committee Meetings	C&D	100.00%
12/23/2011	Town Holiday Party	MH	100.00%
12/28/2011	Staff Meeting	C&D	100.00%
12/29/2011	Cuff-Mitchell Setup	MH plus Suites	20.00%
12/30/2011	Cuff-Mitchell Wedding & Reception	MH plus Suites	20.00%
12/31/2011	New Year's Eve Gala	MH plus Suites	0.00%
		100%	19
		50%	0
		20%	2

Smithfield/Isle of Wight Tourism Activity Report – December 2011

- Director attended Isle of Wight Board of Supervisors Meeting 12/1/11.
- Director attended Smithfield Town Council Meeting 12/6/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 12/5, 12/12, 12/19 . 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.
- Encore Bride Grant staff planning meeting held 12/2/11 to assign duties, review ad deadlines and create our booth space for upcoming bridal shows.
- Detour signage for S. Church Street Beautification project designed, revised and ordered throughout the month of December. 12/2; 12/11;
- Historic District Holiday Homes Tour held 12/2-3/11. The event was sponsored by the Boykin's Tavern Advisory Committee. Excellent attendance. Tourism and Historic Resources assisted with logistics, advertising, public relations and budgeting. The BTAC raised approximately \$7,000+ for Boykin's Tavern.
- Created and distributed e-mail Christmas card 12/6/11.
- Smithfield 2020 Meeting 12/7/11. Façade improvement project, demolition by neglect and porcine statuary initiatives moving forward. Porcine Statuary project team meeting held 11/9/11. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Met with House of Delegates Representative Rick Morris 12/7/11 to talk about tourism and the arts.
- Met with Landmarks Books 12/7/11 regarding full page advertising in their hardcover book. The book is in every hotel room from Williamsburg to Virginia Beach.
- Staff Meeting to review and complete Christmas Parade logistics 12/7/11. The Smithfield Christmas Parade was held on Saturday, 12/10/11. Many thousands attended the event. Very successful!

- Attended Coastal Virginia Tourism Alliance Value of Tourism committee meeting 12/7/11 and the Coastal Virginia Tourism Alliance full meeting on 12/21/11. 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.
- Attended SHDBA (Smithfield Historic District Business Association) meeting 12/8/11.
- Attended Round Table Discussion Meeting in Williamsburg regarding the upcoming General Assembly tourism issues with representatives from the Virginia Tourism Corporation and the Virginia Hospitality and Travel Association 12/8/11.
- Hosted Smithfield Times Fruitcake contest 12/8-9/11 at the Visitor Center.
- Hosted FAM tour for Williamsburg Timeshare employees 12/9/11.
- Worked on Saint Lukes strategic planning initiative 12/9/11 and 12/13/11. Attended Saint Lukes Board meeting 12/14/11.
- Held Tourism Monthly Staff Meeting 12/12/11.
- Met with Smithfield Foods 12/12/11. Obtained their financial commitment to purchase the Porcine Statuary for the Town of Smithfield Historic District. 8 statues have been ordered and will be unveiled this upcoming Spring. Artists are currently being selected from submitted renderings.
- Attended Historic Resources Sesquicentennial Meeting 12/15/11.
- Farmers Market Manager position advertised. Applications received. Will be reviewed first week in January.
- No Schoolhouse Museum Board meeting held 12/13/11 due to holiday.
- Smithfield Farmer's Market Holiday markets held Saturday...12/3 and 12/17. Excellent turn-out!
- Director vacation days 12/19-20 and 12/27.
- Attended Smithfield Wine & Brew Fest meeting 12/21/11. The event is progressing on schedule and should be a wonderful occasion April 14th 2012!
- Met with Paul Brannock with HR Magazine for 2012 pricing, Visitor Guide and rack brochure quotes 12/28/11.

- Met with Bill Davidson, future Project Manager for Smithfield 2020 12/29/11 with Smithfield 2020 Executive Committee.
- Did not attend Council Committee Meetings 12/19-20/11.
- Attended Smithfield Staff Meeting 12/14/11 and 12/28/11.
- Attended IOW Staff Meeting 12/5/11.
- 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!

Additional Invoices

REQUEST FOR PAYMENT

From: ENGLISH CONSTRUCTION COMPANY, INC.
 P. O. BOX P-7000
 LYNCHBURG, VIRGINIA 24505

To: TOWN OF SMITHFIELD, VA
 P.O. BOX 246
 SMITHFIELD, VA 23431

Invoice: 14701111
 Draw: #00015
 Invoice date: 12/15/2011
 Period ending date: 11/30/2011

Contract For:

Request for payment:

Original contract amount	\$4,119,800.00	
Approved changes	-\$1,332,248.00	
Revised contract amount		\$2,787,552.00
Contract completed to date		\$2,787,552.00
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$20,000.00	
Total completed less retainage		\$2,767,552.00
Less previous requests	\$2,696,239.74	
Current request for payment		\$71,312.26
Current billing		\$22,178.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	-\$49,134.26	
Current amount due		\$71,312.26
Remaining contract to bill	\$20,000.00	

Project: 1470
 South Church Street WTF

Contract date: 7/22/2010

Engineer/Architect: By: <u><i>[Signature]</i></u>	
Date: _____	<u>7/22/10</u>
Owner: By: _____	
Date: _____	_____

CHANGE ORDER SUMMARY	
Changes approved in previous months by Owner	-1,323,826.00
Total approved this Month	-8,822.00
NET CHANGES by Change Order	-1,332,248.00

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the TOWN OF SMITHFIELD, VA relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR:

State Of Virginia

City/County Of Lynchburg

By: *[Signature]*
 Date: 12/10/11

Subscribed and sworn to before me this 16th day of December, 2011

VENDOR # _____

Notary Public

Carolyn S. Shelton
 My commission expires: July 31, 2013

my commission expires: _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER *FMS*

CAROLYN S. SHELTON NOTARY PUBLIC REGISTRATION # 110814 COMMONWEALTH OF VIRGINIA MY COMMISSION EXPIRES JULY 31, 2013
--

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701111

Draw: #00015

Period Ending Date: 11/30/2011 Detail Page 2 of 6 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10	Mobilization	201,000.00	201,000.00			201,000.00	100.00		5,025.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		750.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		375.00
40	General Conditions	300,000.00	294,000.00	6,000.00		300,000.00	100.00		7,350.00
50	Temporary Work	30,000.00	30,000.00			30,000.00	100.00		750.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		500.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		125.00
80	Site Cut/Fill	15,000.00	15,000.00			15,000.00	100.00		375.00
90	Strip/Replace Topsoil	10,000.00	10,000.00			10,000.00	100.00		250.00
100	Gravel Drive	40,000.00	40,000.00			40,000.00	100.00		1,000.00
110	Bioretention	25,000.00	25,000.00			25,000.00	100.00		625.00
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		187.50
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		187.50
140	Asphalt Base Stone	40,000.00	40,000.00			40,000.00	100.00		1,000.00
150	Restoration	10,000.00	10,000.00			10,000.00	100.00		250.00
170	Retaining Wall	15,000.00	15,000.00			15,000.00	100.00		375.00
180	Fence	10,000.00	10,000.00			10,000.00	100.00		250.00
190	Paving	50,000.00	50,000.00			50,000.00	100.00		625.00
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		
210	Concentrate Top	10,000.00	10,000.00			10,000.00	100.00		
215	Clearwell Slabs	20,000.00	20,000.00			20,000.00	100.00		
220	Clearwell Walls	50,000.00	50,000.00			50,000.00	100.00		
225	Clearwell Top	20,000.00	20,000.00			20,000.00	100.00		
230	Tunnel Footing	10,000.00	10,000.00			10,000.00	100.00		
235	Tunnel Walls	20,000.00	20,000.00			20,000.00	100.00		
240	Tunnel Top	20,000.00	20,000.00			20,000.00	100.00		
245	Lime Pit	10,000.00	10,000.00			10,000.00	100.00		
250	Building Footings	15,000.00	15,000.00			15,000.00	100.00		
255	Pads and Pipes Supports	15,000.00	15,000.00			15,000.00	100.00		
260	Generator Pad	5,000.00	5,000.00			5,000.00	100.00		
265	Concrete Rake per Detail D/S5	5,000.00	5,000.00			5,000.00	100.00		
270	Building Slab	25,000.00	25,000.00			25,000.00	100.00		

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701111

Draw: #00015

Period Ending Date: 11/30/2011 Detail Page 3 of 6 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
310	Bldg.-Split Face	5,000.00	5,000.00			5,000.00	100.00		
315	Bldg.-Brick & Precast	35,000.00	35,000.00			35,000.00	100.00		
320	Bldg.-CMU	80,000.00	80,000.00			80,000.00	100.00		
325	Pump Sta.-Split Face	5,000.00	5,000.00			5,000.00	100.00		
330	Pump Sta.-Brick	7,500.00	7,500.00			7,500.00	100.00		
335	Pump Sta.-CMU	7,500.00	7,500.00			7,500.00	100.00		
420	Miscellaneous Metals	40,000.00	40,000.00			40,000.00	100.00		
430	Rough Carpentry	5,000.00	5,000.00			5,000.00	100.00		
440	Trusses	20,000.00	20,000.00			20,000.00	100.00		
450	FRP Fabrications	10,000.00	10,000.00			10,000.00	100.00		
460	Fluid Air Barrier	20,000.00	20,000.00			20,000.00	100.00		
470	Caulking	5,000.00	5,000.00			5,000.00	100.00		
480	Doors/Frames/Hardware	30,000.00	30,000.00			30,000.00	100.00		
490	Overhead Door	15,000.00	15,000.00			15,000.00	100.00		
500	Windows/Glazing	5,000.00	5,000.00			5,000.00	100.00		
510	Drywall	8,000.00	8,000.00			8,000.00	100.00		
515	Metal Framing	4,000.00	4,000.00			4,000.00	100.00		
520	Tile/Flooring	5,000.00	5,000.00			5,000.00	100.00		
530	Painting-Treatment Bldg.	18,000.00	18,000.00			18,000.00	100.00		
535	Painting-Concentrate Pump Sta.	2,000.00	2,000.00			2,000.00	100.00		
540	Louvers/Vents	5,000.00	5,000.00			5,000.00	100.00		
550	Canopy	12,000.00	12,000.00			12,000.00	100.00		
560	Yard Pipe	80,000.00	80,000.00			80,000.00	100.00		
570	Interior Pipe	70,000.00	70,000.00			70,000.00	100.00		
580	Furnish Pipe/Valves	150,000.00	150,000.00			150,000.00	100.00		
590	Gates	60,000.00	60,000.00			60,000.00	100.00		
600	Well Pumps	170,000.00	170,000.00			170,000.00	100.00		
601	Extend Well #10 Casing	3,000.00	3,000.00			3,000.00	100.00		
602	Install Well #10 Pump	12,000.00	12,000.00			12,000.00	100.00		
603	Install Well #8 Pump	15,000.00	15,000.00			15,000.00	100.00		
610	Vertical Pumps	55,000.00	55,000.00			55,000.00	100.00		
620	SST Pumps	150,000.00	150,000.00			150,000.00	100.00		
630	Horz. Split Pumps	15,000.00	15,000.00			15,000.00	100.00		

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701111

Draw: #00015

Period Ending Date: 11/30/2011 Detail Page 4 of 8 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
640	Concentrate Pumps	55,000.00	55,000.00			55,000.00	100.00		
650	Chemical Feed System	45,000.00	45,000.00			45,000.00	100.00		
660	Lime Feed System	60,000.00	60,000.00			60,000.00	100.00		
670	Laboratory Equipment	10,000.00	10,000.00			10,000.00	100.00		
680	Casework	10,000.00	10,000.00			10,000.00	100.00		
690	RO System-Submittals	75,000.00	75,000.00			75,000.00	100.00		
695	RO System-Filters	45,000.00	45,000.00			45,000.00	100.00		
700	RO System-CIP	60,000.00	60,000.00			60,000.00	100.00		
705	RO System-Skld	380,000.00	380,000.00			380,000.00	100.00		
710	RO System-I&C	115,000.00	115,000.00			115,000.00	100.00		
715	RO System-Mech Services	20,000.00	20,000.00			20,000.00	100.00		
720	RO System-I&C Services	35,000.00	35,000.00			35,000.00	100.00		
790									
800	U.G. Plumbing	40,000.00	40,000.00			40,000.00	100.00		
810	A.G. Plumbing	10,000.00	10,000.00			10,000.00	100.00		
820	Fixtures	15,000.00	15,000.00			15,000.00	100.00		
950									
960	DMC Unit	25,000.00	25,000.00			25,000.00	100.00		
970	Electric Heaters	25,000.00	25,000.00			25,000.00	100.00		
980	Mini Split System	10,000.00	10,000.00			10,000.00	100.00		
990	Aeon Unit	50,000.00	50,000.00			50,000.00	100.00		
1000	Fans	30,000.00	30,000.00			30,000.00	100.00		
1010	Duct	35,000.00	35,000.00			35,000.00	100.00		
1020	Controls	10,000.00	10,000.00			10,000.00	100.00		
1030	TABS	5,000.00		6,000.00		5,000.00	100.00		
1120									
1125	Demo Temporary Electrical	1,000.00	1,000.00			1,000.00	100.00		
1130	Install Site Lighting	4,000.00	4,000.00			4,000.00	100.00		
1135	Install New Generator	4,000.00	4,000.00			4,000.00	100.00		
1140									
1145	Install Temporary Power	7,000.00	7,000.00			7,000.00	100.00		
1150	Install Temp.Pwr.to Shed/Pmp#8	3,000.00	3,000.00			3,000.00	100.00		
1155	Tie-in Temp.Power to Pump	2,000.00	2,000.00			2,000.00	100.00		

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701111

Draw: #00015

Period Ending Date: 11/30/2011 Detail Page 5 of 6 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1160	Generator Relocate & Start Up	1,000.00	1,000.00			1,000.00	100.00		
1165									
1170	Install VFD's	140,000.00	140,000.00			140,000.00	100.00		
1175	Install Switchboard	57,000.00	57,000.00			57,000.00	100.00		
1180	Install Panelboards	9,000.00	9,000.00			9,000.00	100.00		
1185	Install Transformers	6,000.00	6,000.00			6,000.00	100.00		
1190	Install MCC	51,000.00	51,000.00			51,000.00	100.00		
1195	Coordin. Study Safety Switches	22,000.00	22,000.00			22,000.00	100.00		
1200	Electrical Rough In/Slab	21,000.00	21,000.00			21,000.00	100.00		
1205	Duct Bank	14,000.00	14,000.00			14,000.00	100.00		
1210	Rough In Interior Electrical	82,000.00	82,000.00			82,000.00	100.00		
1215	Elec. Terminations/Trim Out	20,000.00	20,000.00			20,000.00	100.00		
1220	Start Up Facility	5,000.00	5,000.00			5,000.00	100.00		
1225	Install Branch Wire	10,000.00	10,000.00			10,000.00	100.00		
1230	Install Feeder Wire	48,000.00	48,000.00			48,000.00	100.00		
1235	Install Lighting	18,000.00	18,000.00			18,000.00	100.00		
1240									
1245	Install Electrical	2,000.00	2,000.00			2,000.00	100.00		
1250	Start Up Pump Station	1,000.00	1,000.00			1,000.00	100.00		
1255									
1260	Electrical	1,000.00	1,000.00			1,000.00	100.00		
1265	Start Up Well Pump	1,000.00	1,000.00			1,000.00	100.00		
1330	Generator	200,000.00	200,000.00			200,000.00	100.00		
1340	Unit-Overexcavation	18,000.00		18,000.00		18,000.00	100.00		
1350	Unit-Conduit/Wire	1,800.00		1,800.00		1,800.00	100.00		
1400									
1405	Lintel Change	2,233.00	2,233.00			2,233.00	100.00		
1410	Owner Direct Purchase	-1,337,673.00	-1,337,673.00			-1,337,673.00	100.00		
1415	Form Liner Deletion	-1,360.00	-1,360.00			-1,360.00	100.00		
1420	Addn. Drinking Fountrn./Mop Sink	5,342.00	5,342.00			5,342.00	100.00		
1425	Understrength Conc. Test. Credit	-1,147.00	-1,147.00			-1,147.00	100.00		
1430	New Clearwell Ladders	6,929.00	6,929.00			6,929.00	100.00		
1435	Addnl. Pipe 16" DI Connection	2,050.00	2,050.00			2,050.00	100.00		

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701111

Draw: #00015

Period Ending Date: 11/30/2011 Detail Page 6 of 8 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1440	CHANGE ORDER NO. 2								
1445	Retaining Wall Changes	2,381.00		2,381.00		2,381.00	100.00		
1450	Curb & Drainage Improvements	9,072.00		9,072.00		9,072.00	100.00		
1455	Delete Painting Trusses	-6,150.00		-6,150.00		-6,150.00	100.00		
1460	Wiring Change for AC Unit	2,366.00		2,366.00		2,366.00	100.00		
1465	Carbon Filter Piping	944.00		944.00		944.00	100.00		
1470	Bac-T Testing Paid by Town	-1,855.00		-1,855.00		-1,855.00	100.00		
1475	Butterfly Valve	848.00		848.00		848.00	100.00		
1480	Add'l.Curb & Gutter	3,572.00		3,572.00		3,572.00	100.00		
1485	Cont.Bid Item Unused-Overexcav	-18,000.00		-18,000.00		-18,000.00	100.00		
1490	Cont.Bid Item Unused-Cond./Wir	-1,800.00		-1,800.00		-1,800.00	100.00		

Totals	2,787,552.00	2,765,374.00	22,178.00		2,787,552.00	100.00		20,000.00
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GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, STE 107
MARSHALL, MN 56258



INVOICE NUMBER 192854644

DATE DUE

2/1/2012

TOTAL DUE

\$84,150.83

CHECK HERE IF ADDRESS CORRECTION IS NEEDED
COMPLETE INFORMATION ON REVERSE SIDE



000009786 1 MB 0.390 106481384424179 P
TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD, VA 23431-0246

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:



GOVERNMENT LEASING AND FINANCE, INC.
PO BOX 790413
ST LOUIS, MO 63179-0413

790413 192854644 008415083



GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, STE 107
MARSHALL, MN 56258
800-328-5371
EFCUSTOMERSUPPORT@USBANK.COM

DATE OF INVOICE 12/18/2011

INVOICE NUMBER 192854644

Customer Credit Account Number 1177029

DATE DUE

2/1/2012

TOTAL DUE

\$84,150.83

PAGE 1 OF 1

FOR INVOICE INQUIRIES, PLEASE CONTACT US AT 800-328-5371

CONTRACT NUMBER	DESCRIPTION	CONTRACT PAYMENT	MISC/LATE CHARGES	SALES/USE TAX	TOTAL DUE
077-0018806-001	WATER PLANT CONST CONTRACT PAYMENT 2/1/2012	84,150.83	0.00	0.00	84,150.83

A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE

RESOLUTION

To commemorate and support the Bicentennial of the American War of 1812 in Virginia

WHEREAS, the American War of 1812 was fought between the United States and Britain from June 18, 1812, through February 18, 1815, in Virginia and Maryland, along the Canadian border, along the western frontier, along the Gulf Coast, and through naval engagements in the Great Lakes and the Atlantic and Pacific Oceans; and

WHEREAS, the strategic location of the Chesapeake Bay near the nation's capital made it a prime target for the British, and the coast of Virginia figured prominently in the Atlantic theatre of operations; and

WHEREAS, there were some 73 armed encounters with the British that took place in Virginia during the war, and Virginians actively fought in Maryland, Virginia and Ohio and in naval engagements; and

WHEREAS, an estimated 70,000 Virginians served during the American War of 1812; and

WHEREAS, the American War of 1812 helped forge a national identity among the American states and laid the groundwork for a national system of homeland defense and a professional military within the United States; and

WHEREAS, the bicentennial of the American War of 1812 provides an opportunity for all Americans to commemorate the independence for which our forefathers so bravely fought; and

WHEREAS, the 2009 Virginia General Assembly established the Virginia Bicentennial of the American War of 1812 Commission to lead the Commonwealth's commemoration of the bicentennial of America's Forgotten War, the Second War of Independence, and localities throughout the State have been requested to commemorate the bicentennial locally with appropriate activities and to participate in the several signature events and other numerous programs and activities have been planned for the Commonwealth;

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council of the Town of Smithfield THAT;

The Town Council of the Town of Smithfield commemorates the bicentennial of the American War of 1812 in Virginia, and will endeavor to support the commemoration through locally developed activities and participation in statewide bicentennial events and programs;

BE IT RESOLVED FURTHER THAT the Town Council of the Town of Smithfield hereby notifies the Virginia Bicentennial of the American War of 1812 Commission of its agreement to execute local activities and to participate in statewide events and programs to commemorate the bicentennial of the American War of 1812 in Virginia.

ADOPTED this 3rd day of January 2012.

A COPY ATTEST

David M. Hare, Mayor

**AN ORDINANCE TO AMEND AND REVISE CHAPTER 82, SECTION 82-92 OF THE CODE
OF THE TOWN OF SMITHFIELD, VIRGINIA**

WHEREAS, the Town Council of the Town of Smithfield deemed it to be necessary and important to make a study of its water and sewer rates so as to ensure the long-term viability of the Town's public utilities; and,

WHEREAS, the Town Council caused such a study to be made by its staff; and,

WHEREAS, after careful evaluation of the sewer rate study by its finance committee and water and sewer committee, the Town Council finds it to be in the best interest of public health, safety and welfare of the citizens of the Town of Smithfield to amend certain provisions of the Code of the Town of Smithfield to change or provide for usage fees for the Town's sewer system:

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Chapter 82, Section 82-92 of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:

Sec. 82-92. - User charges—Generally.

(a) The following user charges for wastewater collection shall be charged by the town:

(1) Wastewater user charges shall be based on the metered water consumption on the premises. The bimonthly sanitary sewer service charge within the corporate limits of the town, shall be \$24.14, plus \$3.50 per 1,000 gallons.

(2) The bimonthly sanitary sewer service charge outside the corporate limits of the town, shall be \$24.14, plus \$4.38 per 1,000 gallons.

(b) In addition to the charges levied by the town as specified above in subsection (a) of this section, the Hampton Roads Sanitation District (HRSD) levies a monthly charge to each customer for the treatment and disposal of the sewage.

(c) For those users who have basements that, in the opinion of the town manager, it is impractical to connect to the public sewer, and that remain connected to existing septic tanks, the charges shall be calculated on the number of gallons of water consumed during any bimonthly period.

(d) In addition to the above, any discharger whose wastewater has a BOD exceeding 300 ppm, or has a suspended solids count (SS) exceeding 300 ppm, shall pay a surcharge of two percent of the base rates given above, for each ten ppm of BOD and/or SS above 300 ppm.

(e) Customers shall pay the charge prescribed by this section, in advance, for the period from the time of beginning of service until the end of the billing period. Customers shall be billed at the bimonthly rate when sewer service is provided on or before 30 days prior to the next bimonthly rate and half the bimonthly rate when sewer service is provided within 29 days prior to the next bimonthly billing date.

(f) Customers shall be billed on the first day of every other month for bimonthly sewer service, at the bimonthly rate. All bills shall be payable, in full, on the tenth of the month following the month in which the customer was billed.

(g) If any water meter fails to register properly, the user charge shall be estimated, using the average of the readings for the two previous billing periods.

(h) Users using private water supplies may be required to install, at their own expense, a flow meter or other device for determining the volume of wastewater discharged to the town's sewerage system. Where no such device exists, and installation of such device is not required by the town manager, the user shall pay a wastewater user charge based on the average water consumption rates for this type of user.

(i) In the event that a utility customer should qualify for a credit to their water billing pursuant to the provisions of section 82-41 of this chapter, then the town treasurer shall have the authority, in their sole discretion, to adjust a bimonthly billing for sewer user charges when in the treasurer's determination such bimonthly billing is excessive due to a water leak. In such instances, the treasurer may reduce the bimonthly billing in question to an amount not less than the average user charges for the three bimonthly billings immediately preceding the bimonthly billing in question.

2. This ordinance shall become effective January 1, 2012.

ADOPTED this 3rd day of January, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk