

The Smithfield Planning Commission held its regular meeting on Tuesday, February 12th, 2013. The meeting was called to order at 7:30 p.m. Members present were Ms. Virginia Smith, Chair, Mr. Michael Swecker, Ms. Julia Hillegass, Mr. Larry Odom, Mr. Randy Pack, and Mr. Charles Bryan. Member Mr. Bill Davidson was absent. Staff members present were Mr. William G. Saunders, IV, Planner/GIS Coordinator; Mr. William T. Hopkins, Director of Planning, Engineering, and Public Works and Mr. William Riddick, Town Attorney. There were zero (0) citizens present.

Chair Smith – I would like to call the February 12th, 2013 Smithfield Planning Commission meeting to order. If you will all rise with me, we will stand and pledge allegiance to the flag.

Everyone present stood and recited the Pledge of Allegiance.

Chair Smith – For those of you that would like to remain standing, Mr. Odom will offer a word of prayer.

Mr. Odom – Lord, we thank you for this opportunity to meet, discuss, and plan for our community. We pray for your wisdom and your guidance for each one of us and the decisions that we make. For your son, our Lord Jesus Christ, we ask this prayer. Amen.

Chair Smith – Thank you. Item one on the agenda is the Director of Planning, Engineering and Public Works Activity Report.

Director of Planning, Engineering and Public Works – Thank you. We have taken one of these items off the list by the way. They are minor things. First is the Smithfield Foods test kitchen I have already discussed the matter with them. We know exactly what they are going to do. It will be about another month before it is complete. It involves some additional landscaping and mulch bed to help filter the nutrients, nitrogen and everything from going into the Chesapeake Bay. There is a little bit of work at True Value that needs to be done in the rear that we need to look into ourselves. The YMCA leveled out some dirt in the grass area near the new parking lot. Once all of that dirt is stabilized with some new grass then we will be able to release that.

Chair Smith – Thank you. Item two is Upcoming Meetings and Activities. On February 18th the Town offices will be closed for Presidents Day. On the 19th the Board of Zoning Appeals has been cancelled. At 7:30 p.m. on the 19th the Board of Historic and Architectural Review will meet. On February 25th and 26th at 4:00 p.m., the Town

Council Committee meetings will be held. On March 5th at 7:30 p.m. is the Town Council meeting. On Monday March 11th at 7:30 p.m., the Planning Commission will meet again.

Director of Planning, Engineering and Public Works – I would like to re-emphasize that the Planning Commission meeting is on a Monday. It will not be on Tuesday. I know Mr. Riddick heard that because it will be advertised as a public hearing on a Monday not Tuesday. We will remind you again.

Chair Smith – Next is Public Comments. There is no one signed up so that section is closed. Item four is Planning Commission Comments. Are there any comments?

Mr. Pack – The only thing that I have to add is that at the Town Council meeting we had two appointments come up for the Board of Historic and Architectural Review. We appointed Mr. Trey Gwaltney as a new member and reappointed Russell Parrish for another term.

Chair Smith – Thank you. Item five is the Capital Improvement Plan Review – Town of Smithfield. Mr. Hopkins is going to talk to us about that.

Director of Planning, Engineering and Public Works – Yes Ma'am. If you do not mind Mr. Saunders would like to speak.

Planner/GIS Coordinator – Forgive me. I was thinking about the election of officers. Did that occur at this Board last month?

Chair Smith – It did.

Planner/GIS Coordinator – The Board of Historic and Architectural Review did not meet last month. I stand corrected.

Chair Smith – That is fine. We did do it. Thank you.

Italicized items have been added to the minutes for clarification

Director of Planning, Engineering and Public Works – That is the teamwork relationship that we have. We are speaking about the Capital Improvement Plan. It is really the only thing on the agenda tonight. I think several of you all have dealt with this before. It is something that comes up every four to five years. You will see it state in here that it was put together from the staff report as far as the schedule in front of us. For instance, the review of a preliminary update of the CIP at Council Committee levels was done in January. Also, staff has had several meetings before we even brought it to

them. Now we are having a preliminary update of the CIP coming to you. Please do not hesitate to contact us if you have any questions, comments or concerns on this. This is a preliminary draft copy. We are going to go through every item tonight. Next month will be the actual public hearing. Some changes will occur during that time period. Once it goes to the Planning Commission and recommendations are made in March then it will go to Town Council in April for a public hearing and hopefully for adoption. This is not something that is set in concrete. This is not an item that is like the annual budget where every item does occur. I would not necessarily call this a wish list but some items are looked at that way. It gives us a little further forecast of what is expected to be done in the near future. It is broken down basically into five different funds. We have the General Fund that includes Windsor Castle. That is pretty much a separate one as far as I am concerned. It is a piece of the General Fund but is a fairly large item. We have the Highway Fund, Water Fund, and Sewer Fund. One thing that we added this year to the CIP which we have never done before is a brief project explanation on the second page for some of the items. After you adopt this after two or three years go by and sometimes you forget exactly what that money was set up for. I expect to add more to that explanation chart. Please do not hesitate to ask any questions whatsoever. Item 1-A in the General Fund is the Pinewood Heights Subdivision Relocation (Grant Project). This has been going on for the past seven or eight years. These are the grant funds that are expected in the next three years. They will be put towards the project along with the meal tax which will be used for that. Item 1-B is the YMCA Expansion. This is something that the Town Council has agreed to with them. We have donated \$50,000.00 each year for the past ten years. We renewed again so it will continue on even further. Item 1-C is Police Vehicles and Equipment. This is the amount set up each year to cover the cost of three new police vehicles. Item 1-D is Public Works Vehicles and Equipment. This is a little different. You will see that each year shows it a little different. That particular item is broken down into four and sometimes five different sections. You will see for this FY 2013-2014 that \$5,000.00 comes out of the General Fund, Highway Fund *item 3-A* is \$10,000.00, Water Fund *item 4-H* is \$10,000.00, and Sewer Fund *item 5-E* has \$10,000.00. That covers the cost of one vehicle which is approximately \$35,000.00. For the next *FY 2014-2015* the amounts are different because that includes a new backhoe.

We do not own a backhoe at all. The approximate cost is around \$85,000.00 for a new backhoe. These amounts for FY 2014-2015 are for a new truck and backhoe. In the General Fund *item 1-D* is \$25,000.00, Windsor Castle General Fund *item 2-F* is \$5,000.00, Highway *item 3-A* is \$30,000.00, Water Fund *item 4-H* is \$30,000.00, and Sewer Fund *item 5-E* is \$30,000.00 which is a total of \$120,000.00. The next item is Public Works Work Order System item 1-E. This is a new work order system that we are discussing in great detail with several staff members. We started one about two years ago but this is a newer one. It is a little more efficient. It is part of our consent order which we have to follow through with. It is broken down with \$6,250.00 in item 1-E General Fund, Highway Fund *item 3-E* for \$6,250.00, Water Fund *item 4-G* for \$6,250.00, and Sewer Fund *item 5-B* for \$6,250.00. Ms. Ellen Minga and town staff have been heavily involved on that. That is our goal. That is the cost we have come up with. Draper Aden & Associates came and met with us to go over this program in great detail. It seems to be a really great program to work with.

Mr. Pack – If this is a consent order item can we put this with the Water and Sewer Fund or possibly use some of our Highway Fund?

Director of Planning, Engineering and Public Works – Which one?

Mr. Pack – For the Public Works work order system as part of the consent order item.

Director of Planning, Engineering and Public Works – It is. We have \$6,250.00 in the General Fund, \$6,250.00 in Highway Fund, \$6,250.00 in Water Fund and \$6,250.00 in Sewer Fund. Is that what you are speaking of?

Mr. Pack – Well, kind of. I was going to put it all in Highway, Water, and Sewer Funds as opposed to the General Fund. I do not know if it really makes a difference at all.

Director of Planning, Engineering and Public Works – Well, part of it is used for the General Fund as far as the structures when they are doing work inside of Windsor Castle or Town Hall. For the past month, they have replaced the higher fence on Hayden's Lane. That would not really be a Water or Sewer Fund item.

Mr. Pack – That makes sense.

Director of Planning, Engineering and Public Works – The next item is Public Works Security Gate item 1-F. That is something that is also shown in several categories. It is an electric gate. The gates really need to be shut and locked for security purposes. We have a lot of things going on these days in 2013 especially when you have a new Reverse Osmosis Plant. We do not need any vandalism or anything occurring in those areas. This is for a gate at the Reverse Osmosis Plant and the public works shop off of Cary Street. The cost is broken down again under each fund. There is \$2,625.00 under General Fund *item 1-F*, \$2,625.00 under the Highway Fund *item 3-B*, \$11,625.00 under Water Fund *item 4-C*, and \$2,625.00 under Sewer Fund. Water is a bit higher because the Reverse Osmosis Plant is only water so that gate has to be paid for one hundred percent out of the Water Fund. Plus another \$2,625.00 out of the Water Fund for the public works shop because they have a lot of equipment and stuff stored out there.

Chair Smith - So the \$2,625.00 that is in the other categories is just for Cary Street. The amount under the Water Fund is for the water treatment plant and one quarter of the public works shop.

Director of Planning, Engineering and Public Works – Exactly. Next is Public Buildings Improvements item 1-G. I am trying to remember what this involves.

Mr. Pack – That was \$150,000.00 for the evidence room.

Director of Planning, Engineering and Public Works – Yes, \$150,000.00 is for the Smithfield Police Department Evidence Room, \$5,500.00 for town hall windows, and \$1,500.00 for the Treasurer's office. That is all the windows on the parking lot side. You had a recommendation on this, Mr. Pack?

Mr. Pack – I spoke with Chief Bowman about this. We are recommending that we move the \$150,000.00 into the FY 2014-2015. The idea behind it is that Chief Bowman has to build this evidence building to maintain our certifications but he feels that he can do it for less than \$150,000.00 if we allowed access to the rescue squad building. It will not be available in FY 2013-2014 for us. Unless the Mr. Stephenson has a reason to keep it in FY 2013-2014 Chief Bowman was amenable to moving it to FY 2014-2015 with plans to use the rescue squad building as his evidence room. He thinks he can do

it a whole lot cheaper there than he can do it behind the shop now. I am recommending moving that to the following fiscal year. Chief Bowman is okay with it.

Director of Planning, Engineering and Public Works – I do not have an objection to that. I will make sure that I discuss it with the Mr. Stephenson and others further on that one item.

Chair Smith – Was it originally planned to be behind the police station?

Mr. Pack – There is a building there that does not have air conditioning or heat. All of these things are required for accreditation. He has two and a half almost three years until it has to be done. He said if he can have the rescue squad building then he can get it done for much less. It is already air conditioned. He would only have to put up a couple of walls.

Director of Planning, Engineering and Public Works – Next is Geographic Information System and Mapping Program item 1-H for \$12,000.00. What that involves is basically a scanning machine. This machine will scan the 24" x 36" sheets of plans to put on our DocStar program. If necessary we can print these plans out again and use it on our GIS. It is a very valuable item. If you saw how many sets of plans are in our little file room it is well worth it. We have been talking about that one for years. Next is the Computer Equipment Technology Plan and Upgrades item 1-I for \$507,650.00. It is for the new system in the Treasurer's office and making it more compatible with Isle of Wight County's system. The Town Attorney may know more about that than I do. It is kind of up in the air. We are not one hundred percent sure that it is going to occur but it has been discussed for the last couple of years. Is there any more you would like to add to that, Mr. Riddick?

Town Attorney – No, that is a recurring and ridiculously large expense. We have been fighting about it for years. For the longest time there was really only one technology it is called the Bright System. It does not work well. We have to spend a lot of money to support it. We are trying to find something else that might work better. Whatever it is will cost a lot of money.

Mr. Bryan - Is it fair to say that it is a replacement instead of a conversion?

Town Attorney – It will be a replacement. It is the same function but with different software. They really have not made a decision yet. They have to do something. They just do not know what they will do.

Mr. Bryan - Is it software or hardware as well?

Town Attorney – It is software mostly.

Mr. Pack – It is different servers and infrastructure but the majority is software.

Town Attorney – It is called the Bright System. They are trying to get away from that because it has not been kept up to date like it should be.

Director of Planning, Engineering and Public Works – The computers in the Treasurer's office are the same as you saw fifteen years ago basically. They do not have Windows or any of that stuff.

Chair Smith – So they are not going to support a new software package any way.

Director of Planning, Engineering and Public Works – Right. Item 1-J is the Smithfield Center upgrades. There was a change that needs to be made to that. Right now \$10,000.00 for FY 2014 – 2015. That is a fairly large item too. But then in FY 2015-2016 it is \$75,000.00. What that money was going to be used for is basically replacement of the deck in the back. It is approximately twelve years old. After meeting with one of our local contractors he felt that it could be taken care of as it is with special treatment and power washing. He thinks the whole thing can get done for approximately \$18,000.00. Each year if we spend about \$2,000 to \$3,000 then it will last for a long time. If you would mark through the \$75,000 and move \$18,000.00 over to FY 2013-2014. Next is item 1-K James Street/Washington Street Property Improvements. That involves two duplexes that are expected to be built facing Washington Street. Right now we are only possibly scheduling one duplex. This does not cover the cost of the duplex. Hopefully it will cover the cost of the curb cut that will be done in the rear which is the little alley way to the left of the Children's Center. That is where the rear access of the duplex will be. Water and sewer connections will be done by staff. A plat will be drawn up to subdivide that property.

Chair Smith – Are you going to cut through Clay Street?

Director of Planning, Engineering and Public Works – No Ma'am. We looked into that but it was extremely expensive. You would get maybe two or three more lots but they would have to be filled by about four or five feet.

Chair Smith – So it did not make sense.

Director of Planning, Engineering and Public Works – Item 1-L is the Smithfield Volunteer Fire Department Rescue Truck. We have \$10,000.00 for FY 2013-2014 and \$10,000.00 for FY 2014-2015. You will have to ask Mr. Pack about what happens after that.

Mr. Pack – I talked with the President of the Fire Department. He may be the Vice President now. He told him that we did not have anything budgeted after the rescue truck. If they had anything that they were looking for that they would like for the town to consider then they needed to come visit us at one of our meetings and make their request. The ball is in their court.

Director of Planning, Engineering and Public Works – We will move on to the General Fund: Public Park Improvements (Clontz Park, Tot Lots, and Waterworks Lake). We have under item 2-A, \$25,000.00 for FY 2013-2014 and \$50,000.00 for FY 2014-2015. You will see on the explanation chart on page two that it includes \$8,000.00 for playground repairs, \$17,000.00 per year for the Dam Grant, and \$25,000 for FY 2014-2015 to replace the deck at Clontz Park.

Chair Smith – Is that one not repairable?

Director of Planning, Engineering and Public Works – Well that one has been there a lot longer than the Smithfield Center deck and it is over water. We have been doing a lot of repairs ourselves for the past several years. Age has really set in. I think if we go the same direction on the Clontz Park pier as we are doing at the Smithfield Center we would get a lot more life out of it. Once we do the work over there then I would like to continue preventive maintenance each year. The next is item 2-C Playground Area at Windsor Castle. We are not sure what the cost of that will be. They are proposing a playground area at Windsor Castle.

Mr. Pack - No, playground is the wrong term. They told us we cannot call it that. It is a natural play area.

Director of Planning, Engineering and Public Works – We are not sure what the cost of that is. I have heard numbers but have not seen them so I really do not want to say.

Town Attorney - It is a lot.

Chair Smith – Well if you are going to wish for something then you might as well wish big and then start scaling back.

Director of Planning, Engineering and Public Works – That is right. That is one section of the CIP and is one of the wish list items. Next is item 2-D Maintenance – Outbuildings at Windsor Castle Park. I hope when we have the public hearing that I will have it broken down. The estimate that I received last time was close to \$200,000.00 just for the barns. That is not replacing everything it is just the roofs and siding.

Town Attorney – Town Council has talked about perhaps taking one building per year and not doing it all at one time.

Director of Planning, Engineering and Public Works – I will have something further on that. Next is item 2-E is Public Restrooms at Windsor Castle for \$200,000.00 for FY 2014-2015. That is a ball park figure. They are hoping to have public restrooms instead of the portable toilets that we have now. It seems a little high. I got a price just for bringing power out there was \$41,000.00. Item 2-F is Public Works Vehicles and Equipment for \$5,000.00 in FY 2014-2015 and \$5,000.00 in FY 2016-2017. This is the same as we discussed before which is \$5,000.00 for a backhoe. The next one is for a portion for a dump truck. That would be a very small dump truck. Item 2-G is a Community Garden at Windsor Castle Park. We do not have a cost on that. We are supposed to get that from Mr. Lawrence Pitt, I believe. Next is the Highway Fund and item 3-A which is Public Works Vehicles and Equipment. One thing that I did not say before, fiscal year 2016-2017 is for the dump truck. I did mention that FY 2014-2015 was for the backhoe. The reason we set it up like that is because if we had the dump truck first then we really do not have anything to load the dump truck. Next is item 3-B Public Works Security Gate at \$2,625.00. This is the same as discussed earlier. That is a portion of the cost. Item 3-C is the Entrance Corridor Beautification Program – Sign Replacement at \$5,000.00 per year. As you know, there are five Welcome to Smithfield signs. This is what we have set up to address those signs.

Chair Smith – Is that for one per year?

Director of Planning, Engineering and Public Works – Yes Ma'am. Hopefully we will not have to replace them as much as fix them up. Item 3-D is the Battery Park Road Widening – Proffers in FY 2017-2018 at \$4,000,000.00. I really cannot tell you the exact cost of that today. The main purpose of having it in the CIP if somebody else comes into the town applying for rezoning then that could be one of the proffers to help pay for the widening of Battery Park Road just like Mallory Point. I think it was \$1,100.00 per lot. They had a proffer to help pay for future road improvements. Item 3-E is Public Works Work Order System for \$6,250.00. This is the same as mentioned on the other ones. Next is item 3-F Great Springs Road – Sidewalk (Main Street to Quail Street) at \$100,000.00 for FY 2014-2015. Mr. Saunders will talk about that for a bit.

Planner/GIS Coordinator – It is already on a thirty percent set of plans that was drawn up by Isle of Wight County for the Safe Route to School Project. It would improve the sidewalks from Westside Elementary all the way down near the car wash on Main Street where our town sidewalk stops. They have also put a sidewalk at the 7-Eleven on Main Street down the hill to the Lakeside neighborhood at Quail Street. It would connect that neighborhood to the Main Street improved sidewalks as well. Because the School Board did not support the Safe Routes to School Project at the county maybe we can use part of the engineering work that was done if we want to make that side section of sidewalk a town project rather than taking on all of the expansion of the quality and size of the sidewalks on Main Street. It will also improve some of the drainage issues along that road because they put curb and gutter along that side of Great Springs Road.

Chair Smith – If that is accomplished, would we be putting up a pedestrian crosswalk sign? I go that way every day. It scares me to death to see people standing there waiting to come across.

Director of Planning, Engineering and Public Works – On Route 258?

Chair Smith – Crossing Route 10 where the pig is towards the 7-Eleven.

Town Attorney – They have one. There is a crosswalk there.

Director of Planning, Engineering and Public Works – There have a light too. You just push the button.

Chair Smith – They have a light? Can the man in the wheelchair hit that button?

Planner/GIS Coordinator – It has not been there a year yet. It is pretty new.

Chair Smith - Okay. I was not aware of that.

Director of Planning, Engineering and Public Works – I think that would be done basically just as we did on John Rolfe Drive.

Mr. Bryan – I had a question about that. I knew we were talking a couple of years back about sidewalks on John Rolfe and I do not see it in the CIP.

Planner/GIS Coordinator – No. There are no plans for sidewalk on John Rolfe Drive to the degree that they are in the CIP yet. The county and town are both exploring options on either independent projects or maybe a joint project to get some either multi-use path or sidewalks on parts of John Rolfe Drive. Nothing is concrete enough to be in a plan yet.

Director of Planning, Engineering and Public Works – Do you want to talk about the next item, Mr. Saunders?

Planner/GIS Coordinator – Yes. I am sure that most of you all are familiar with the Park to Park Trail project. This is *item 3-G South Church Street Sidewalk/Trail Linkage (Bridge to Battery Park Road) for \$1,200,000.00.* The Battery Park Road leg of that multi use path project is Phase 1. It is pretty much funded due mostly to grants from the state. Phase II would connect that and run down Nike Park Road to the park itself. Phase III has been planned to go and connect at Battery Park Road to bring that trail to the bridge at the Smithfield Station to connect to the sidewalk network in town. This is 1.2 million dollars in Urban Highway Fund money that could potentially be a surplus in the South Church Street Beautification Project. That money can be moved out of that project into another project that is deemed to be appropriate. From what we understand from VDOT the third phase of this project in order to bring pedestrian and bike accessibility down South Church Street from Battery Park Road to the bridge is a viable project that we could possibly go into a joint effort with the county on their project on getting that third phase done. Right now there is no funding in place from the county or the state for that phase of it. This would also potentially be a match situation if there are grants available. We could put the money up and get eighty percent reimburse from the grant if there are grant funds available. This is really just set up for a place holder for

this money and a potential to do something in concert with the county on that leg of the bike trail.

Director of Planning, Engineering and Public Works – The next section is the Water Fund. Item 4-A is Municipal Water Storage Tank and Supply – Reverse Osmosis Treatment Plant with \$50,200.00 for FY 2015-2016. That will replace the filtering system that is inside the Reverse Osmosis Plant. Item 4-B is Water System Improvements - Hydrants and Tie ins at \$50,000.00 per year. How many fire hydrants are in the Town of Smithfield?

Planner/GIS Coordinator – We are up to four hundred and six or so.

Director of Planning, Engineering and Public Works – There are a lot of fire hydrants in the Town of Smithfield. There are a lot of them that have been there longer than a lot of us have lived here that need to be replaced. We have to go out there every so often just to exercise the valves and fire hydrants just to make sure they work properly. That is the problem with the fire hydrants. The tie ins are in several places throughout the Town of Smithfield where the water lines come to a dead end. They are not looped which creates several types of different problems that we want to try and prevent by tie in so that the water is circulating well. There is not a specific location right now but that is what it involves. Item 4-C is the Security Gate (Water Treatment Plant and ¼ of the shop). We spoke of this earlier. The Water Treatment Plant is one hundred percent with one quarter of that going to the public works shop. Item 4-D is the Water and Sewer Master Plan for \$56,500.00 in FY 2013-2014. Back in 1999, after Mr. Stephenson started working for the Town of Smithfield there were a lot of questions and concerns about the utilities in the Town of Smithfield. We did not have a map that showed the utilities in the town. So we came to the conclusion to have a master plan drawn up. A lot more utilities have been added since then so we would like to do the Water and Sewer Master Plan. It shows a variety of maps and information. It is very helpful. Item 4-E is Utility Meters & Miscellaneous Utility Equipment for \$25,000.00 for FY 2013-2014 and then \$10,000.00 for the remaining years. This is for upgrading handhelds which are used to read the meters. We have had those for a lot of years. It is time for an upgrade. When I first started working for the Town of Smithfield every meter was read by getting down on their knees and someone else wrote the numbers down. It

is not like that now. It only takes two people to do them all. Next is item 4-F which is Water Line Replacement (Cypress Creek Bridge) for \$110,000.00 for FY 2013-2014.

About two weeks ago we had some of our men out there in an orange colored truck. It is a specially equipped truck to do work off the side of bridges. We were fortunate that the company was in town so we could use their truck. We had to pay them for it but it enabled us to go to the side and do some repairs. A lot of you probably do not know that there is a water line hanging from that bridge that crosses the road. It is about 1,600 feet long. The pipe has been there since the bridge was installed back in 1973. It is deteriorated and corroded quite a bit. We should get five or seven more years out of it but it is a gamble. That is not a water line that we want to gamble with which is why it is in the CIP. Mr. Pack and I talked about it prior to this meeting. Right now the line is a ductile iron water line and it has two expansion joints. All of that will have to be replaced not repaired. We may use a different type of pipe. We will look into that further. You can see that the cost is \$110,000.00 for the next three years. The work would not be done until FY 2015-2016 so it will cost approximately \$330,000.00 to do that water line. That seems extremely high to me but the few people that I have talked to say that doing work from a boat or a barge is more expensive than doing it from land. It is two to three times more which would include insurance and everything which is a big difference. Item 4-G is Public Works Work Order System for \$6,250.00 for FY 2013-2014. This is the same as mentioned above. Item 4-H is Public Works Vehicles and Equipment for \$10,000.00 for FY 2013-2014. This is the same as the other items above also. Are there any questions? The next category is the Sewer Fund. Item 5-A is Sanitary Sewer Overflow Consent Order which is \$325,000.00 for FY 2013-2014. This is our CIP cost it is really not the total of what we are expected to spend each year. It is much more than this. These are ball park figures. It all depends on what we find in the sewer line. The Consent Order requires us to put a camera through ten percent of all of the sewer lines in the Town of Smithfield every year. It is a special robot that goes through the sewer lines to see the conditions of it. If there are problems they have to be fixed immediately. It is not if you have the money available. It is a find and fix type of thing. If you find it then you have to fix it. It mostly deals with the inflow. We have been fortunate so far that the budget amount we had each year we have not spent. But we are waiting for that

day. Item 5-B is Public Works Work Order System for \$6,250.00 for FY 2013-2014 as previously discussed. Item 5-C Public Works Security Gate for \$2,625.00 for FY 2013-2014 as previously discussed above. Item 5-D is Water and Sewer Master Plan for \$56,250.00 as discussed under the Water Fund. Item 5-E is Public Works Vehicles and Equipment for \$10,000.00 for FY 2013-2014. Please keep in mind that in FY 2014-2015 and FY 2016-2017 the amount \$30,000.00 involves a backhoe and one involves a dump truck. Item 5-F is Pump Station Upgrades – (Crescent, Cypress Creek, and Main Street) for \$100,000.00 for FY 2013-2014. These are upgrades for the bypass pumps. They are really needed at these particular locations. It is great to have generators at these locations but if the pumps do not work then the generators are no good. You are really better off with a bypass pump. We do have several of those that are portable. When we have a Nor'easter or a hurricane expected we normally get in touch with the company and lease four to eight of them immediately. They are brought over to have as back up. You have to do that really quick, if not, other cities grab them thirty or forty at the time. Item 5-G Pump Station Upgrades – SE Quadrant (Cost Share with Developer) for \$370,000.00 for FY 2014-2015. It involves the area on Route 10 between Farm Fresh and Food Lion. When the Hampton Inn was built there were upgrades that needed to be done. It involves the pump stations to the back left of Farm Fresh. That is why it says cost share with developer. We are negotiating with the developer on that. It is a cost estimate of \$370,000.00. Pump stations are not cheap. If you built a brand new wet well/dry well pump station it would cost \$500,000.00 and up. That is all we have on the CIP. If you have any questions email or call me. If I do not know or have an answer for you then I will find out.

Chair Smith – You gave us a very thorough explanation. Thank you. Item six on the agenda is Approval of the January 8th, 2013 Meeting Minutes.

Town Attorney – There are no corrections, Madam Chair. I recommend that they be approved as presented.

Ms. Hillegass – I will make a motion to approve the minutes as presented.

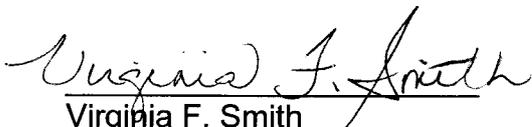
Mr. Odom – Second

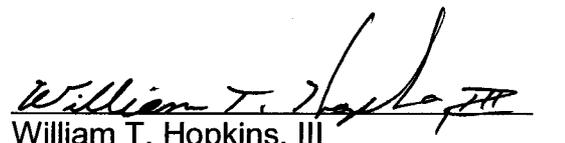
Chair Smith – A motion has been made and properly seconded that we approve the minutes as presented. All in favor signify by saying aye, opposed say nay.

On call for the vote, six members were present. Mr. Bryan voted aye, Ms. Hillegass voted aye, Mr. Odom voted aye, Mr. Pack voted aye, Chair Smith voted aye and Mr. Swecker voted aye. There were no votes against the motion. The motion passed.

Chair Smith – The motion passes. Is there any further business that we need to discuss? There being no further business this meeting is adjourned.

The meeting adjourned at 8:18 p.m.


Virginia F. Smith
Chair


William T. Hopkins, III
Director of Planning, Engineering, and
Public Works