

The Smithfield Town Council held its regular meeting on Wednesday, January 2nd, 2013. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor, Dr. Milton Cook, Mrs. Denise N. Tynes, Ms. Connie Chapman, Mr. Randolph Pack, Mr. Michael Smith and Mr. Andrew Gregory. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning and Public Works; Mr. William H. Riddick, III, Town Attorney; Mr. Steve Bowman, Police Chief; Ms. Lesley Greer, Town Clerk; Ms. Judy Winslow, Director of Tourism; and Ms. Ellen Minga; Town Treasurer, and Ms. Amy Musick; Smithfield Center Director. Others in attendance were Mr. Al Casteen; Isle of Wight County Board of Supervisors, Smithfield District. There were two (2) citizens present. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Mayor Williams – I would like to call the January 2nd, 2013 meeting of the Smithfield Town Council to order. We welcome all of you for coming out tonight. We thank you very much as we start the second day of a brand new year 2013. We have with us tonight Mr. Brendon Deller of Boy Scouts Troop 3. Welcome and thank you for being here. If everyone will stand, he will lead us in the Pledge of Allegiance.

All present stood and recited the Pledge of Allegiance to the flag.

Mayor Williams – Thank you, Brendon. He is working on one of his badges to make Eagle Scout. One of these days he will get there since it is a long hard process. It will stay with you for the rest of your life. It looks great on your resume. Thank you for being here. At this time we will move to the Informational Section. The Town Manager will give us a Manager's Report.

Town Manager – Thank you, Your Honor. We were able to get the Council agenda and January Activity Report posted on Friday. The Police Department report was added today since Annette was out of the office. If there are any questions in that regard I will be glad to answer them. As far as the meeting schedule for January, we have a Windsor Castle Park Foundation Board meeting tomorrow at 2:00 p.m. at Town Hall on the second floor. We also have a Pinewood Heights Management Team meeting next Tuesday at 4:00 p.m. at the Smithfield Center. Planning Commission will be at 7:30 p.m. next Tuesday. Please note that on January 7th thru 9th that the Smithfield Center is closed during normal business hours, other than those meetings,

due to deep cleaning. The Board of Historic and Architectural Review is scheduled for the 15th. We have another holiday in January which is the state Lee/Jackson holiday on the 18th and the federal Martin Luther King, Jr. holiday on the 21st. Town offices will be closed for those. Committee meetings will be here at the Smithfield Center on the 28th and 29th at the end of the month. I found out today that this will be Ms. Kelly Barlow's last meeting with us. I forwarded everyone the email. It has been nice working with you and thank you. We are glad to know that you will still be a Smithfield resident. Stop by any time. Your Honor, that is all I have. Thank you.

Mayor Williams – Thank you, Mr. Stephenson. We move to Public Comments at this time. We do not have any one signed up but if anyone would like to come to the podium and speak, you are certainly welcome to. Seeing none, we will move on to Council Comments. Would any Council member like to share anything?

Councilwoman Tynes – Happy New Year! Ms. Kelly Barlow, I am going to miss you also. Thank you for your expertise.

Mayor Williams – At this time, we have with us the distinguished Mr. Al Casteen for one more day. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District.

Supervisor Casteen – Good evening, Mr. Mayor and members of Council. It is good to be with you again. I managed to get the report typed and to you even though it was close to the wire. Thanks again to the Town Clerk this month for reminding me. The County staff will be bringing a recommendation to the Board in the next several months regarding funding for the Stormwater Management Program. This is going to be an opportunity. This is going to cost us some money. I do not know how much it is going to cost us but it is going to be a challenge. I am just giving you all a heads up. It is something that we are going to have to deal with county wide. The young lady that we have hired as our new Director of Human Resources, Ms. Brandy Day, is going to be a good employee for the county. Mr. John Carlock, the Deputy Executive Director of Hampton Roads Planning District Commission provided a briefing regarding SPSA after 2018 when it expires. He advised that non-binding resolutions indicating that the eight localities will continue working together to pursue a cooperative solution in 2018. It needs to be made during the first quarter of 2013. This will be a big ticket item that we are going to have to deal with. At the county level, the SPSA may end up being an

eastern group and a western group. The western group would be us, Franklin, and Southampton. We will have to see. I am just sharing with you that we are looking at a number of angles. I just want you to be aware of it. The next item is the final alignment of Segment 2 of the Park to Park Trail has been delayed at the request of Supervisor Hall until such time as staff can present another alternative. We have some issues about how best to get down to the park. We planned to run it right along the highway like the rest of it. Then we had an alternative to run behind a bunch of houses and through the woods but we were not too keen on it. The reason we postponed it is that we have a resident whose home is close to where the path would be. So we are trying to see if we can find an alternative that might be a little more conducive to the resident. It will delay the trail for a little bit while we look for a better solution. The Board voted to award the contract to build the new Rescue Squad Building on Great Springs Road to the lowest responsible bidder for the Base Bid plus Alternate #1. Alternate #1 is the big training room that will be on the back. It is the same size room that was supposed to be on the Smithfield Fire Station on the back but my fellow Board members overrode me because that too was under budget. This is still under budget by about half a million dollars. We are quite comfortable going ahead and getting this training room in. It will help the Rescue Squad and be an asset for training for any number of other organizations. We are pleased that we were able to do that. The Board voted to award the exclusive franchise agreement for residential solid waste collection and disposal in Isle of Wight County to AVES, Inc. The Board voted to sell a portion of the public property located on Great Springs Road to the HOPE Presbyterian Church. They bought eight acres at \$8,000.00 an acre. The Board voted to lease the old Health Department Building at 402 Grace Street to the Christian Outreach Program for use as a storage/office facility for the outstanding large sum of a little less than \$1,400.00 per year. We are doing a lot to help them. We removed at least a \$400,000.00 value from our listing of real estate to sell this year. We are going to defer that sale for a while. We thought it was a good move. Are there any questions?

Councilwoman Tynes – Is the Rescue Squad Building going to be similar to the Fire Department Building? Are they planning to house a full time staff such as the fire department with living space for them?

Supervisor Casteen – We voted to build the building. How they run the inside is up to them.

Councilwoman Tynes – I understand but I did not know if you had seen the designs. I have not seen any designs.

Supervisor Casteen – We are building the same building. We took off the clock tower. We are building it out of block instead of brick. Mr. Bailey helped us, as well as a very supportive attitude from the Rescue Squad we probably saved a half to three quarters of a million dollars in the construction of that building by some tweaks of the design. We will be using pretty block instead of brick. Since they are way out in the county and not in the historic area we were able to do those things. We made a couple of design changes that will save us a lot of money. I am not sure how they will work it out but I think that front part is going to have the same rooms so they have that option. Chief Brian Carroll tells me that they have an obligation and a duty to respond that might not work out as well for them in house as far as actually being housed there. I do not know but we will just have to see how it works. I know that they get a lot of recruits from the college from across the river. They might be able to utilize that. I am hoping that they will. Anytime that we can get volunteers and are able to house them then that just raises the odds that we will be able to put off adding anymore paid staff. If you have a bigger base of volunteers to draw from right in the building. It saves us a lot of money in the long run.

Councilwoman Tynes – Thank you. I asked you because someone asked me this week. I told them that we really did not have anything to do with that so that is why I asked you. Thank you.

Supervisor Casteen – One issue came up at the Board meeting that I will share with you since it is between your deal and our deal. We had a citizen come to us that was from a church that has been posting a sign about their meetings twice a week. They wanted our permission to let them keep doing it. The Board took the position that they could keep doing it. Then someone realized that it actually sits on town property. We did not have anything to do with that but it all work out just fine. Are there any more questions?

Mayor Williams – Thank you, Supervisor Casteen for your briefing. Next is the Consent Agenda Items. These are the items that were discussed and approved in

Committee meetings before tonight. We will have a summary of these consent agenda items. We will start with the Police Committee Chair, Councilwoman Chapman.

Councilwoman Chapman – Police Committee Summary. Good evening. Thank you, Mayor. The item that we have under C1 is to authorize and implement a Special Events Policy. Basically any group wishing to hold a special event on town property within town limits would be required to submit an application to the town for review. The town is trying to recoup some of our expenses that are additional above what our budget is. So if a special event that is not town based requires street closures, extra police officers, and public works staff then we are asking the special event to actually help with the expense of that. The events that are considered town events are Olden Days, July 4th Fireworks, Town and Country Day, Halloween Trick or Treat, Smithfield Homecoming Parade, and the Christmas Parade. Those will be exempt from the special event permit requirements. Are there any questions? We are going to make a motion to implement and authorize that policy.

Mayor Williams – Next is Water and Sewer Committee Chair, Councilman Gregory.

Vice Mayor Gregory – Water and Sewer Summary. Thank you, Mr. Mayor. The only item for Water and Sewer is item C2. It is a motion to approve the primary annual engineering service contract with Draper Aden Associates. After interviewing three applicants out of many applicants that applied for this contract, we decided to continue with Draper Aden Associates. We felt that they have provided good service to us. They also have very good knowledge of our current situations with our water and sewer.

Mayor Williams – Next is the Finance Committee Chair, Councilman Pack.

Councilman Pack – Finance Committee Summary. Thank you, Mr. Mayor. We have several items from the Finance Committee this evening starting with several invoices in excess of \$10,000.00 that require Council's consideration. The first item is for Draper Aden Associates for \$48,846.00 for work that they continue to do with the Consent Order. The second item is for the YMCA for \$50,000.00 for a pledge that we made to them. Next is Isle of Wight General Obligation Bond for \$16,995.35. This is part of our payments to Isle of Wight County. Next is Isle of Wight Tourism which is half of their annual budget. The town's responsibility is \$104,988.00. Item E is Isle of Wight – E911 Communication Dispatch which is also a partial payment of \$49,287.50. Next is

Blair Brothers, Inc., for a majority of completion on the John Rolfe Drive Project for \$69,489.58 for the left hand turn lane that we installed at John Rolfe Drive. We had two police vehicles budgeted that we have finally taken delivery of for \$52,807.50. That is all of the invoices over \$10,000.00 this month.

Mayor Williams – Councilwoman Tynes, did you have a question on one of these?

Councilwoman Tynes – The one that I had a question about was the YMCA. The Town Manager and the Town Clerk verified that for me because they could not find anywhere in the records where we were not donating \$50,000.00 a year. I know that previously when they went into construction with the YMCA, the previous Council at that time decided to give them the \$50,000.00 a year for ten years. I was sitting on Council when those ten years ran out. They came back to us. Maybe I misunderstood but I thought we agreed to give them the \$50,000.00 like a onetime thing to assist them. I never recall the town giving them \$50,000.00 to roll over for another ten years. That is why I wanted them to check the records because that is a whole lot of money. I can understand the first time because they were getting it started but with us having some financial difficulties ourselves especially with the police department and public safety. We had to cut back on some things this year until we could reorganize some things. Maybe we need to revisit that. This payment let it go because it is there. In the future, I have a concern with us continuing to give the \$50,000.00 for ten years.

Councilman Pack – Would you like me to pull this from the Consent Agenda tonight?

Mayor Williams – Do we want to go ahead and approve this payment for tonight?

Councilwoman Tynes – We can approve it for tonight. This one we already discussed at committee. I had a concern with it after that because I never would have approved it for another ten years. This one is fine but not future payments.

Mayor Williams – Okay. We will just bring this back up at the Finance Committee at the end of this month.

Town Manager – We will be discussing the Capital Improvement Program and this is in the CIP so that would be the perfect time to discuss it.

Mayor Williams – That way we will have enough time to revisit the language that we used when we approved this for the next fiscal year.

Councilman Pack – Very good. Item C4 is a motion to authorize issuance of Request for Proposal for banking and audit services. Our Town Treasurer is asked to send out our services that we are required throughout the year for an RFP. Item C5 is a motion to initiate an update of the Town's Capital Improvement Program and to authorize required Public Hearings. We are agreeing to basically begin discussing our Capital Improvement Program at Committee level and bringing it to the public with a new revised CIP.

Mayor Williams – Are there any questions? Thank you. We will move on to Public Works Committee Chair, Councilman Smith.

Councilman Smith – Public Works Committee Summary. Thank you, Mayor Williams. Tonight we have C6 on the consent agenda which is a motion to accept the bicycle rack donation from the Tidewater Bicycle Association. There has been some discussion about the location. We definitely want to accept that but the location was discussed. We decided to place it behind Taste of Smithfield instead of in front of the new bathrooms. Item C7 is a motion to accept Draper Aden Associates' proposal for the scope of work and fees in regards to the Waterworks Dam Grant Agreement. This has been discussed. The money has been budgeted for this year. We would like to move forward on that.

Mayor Williams – Are there any questions? We need a motion.

Vice Mayor Gregory – Mr. Mayor, I make a motion that we approve the consent agenda as presented.

C1. Motion to Authorize and Implement a Special Event Policy

C2. Motion to Approve the Primary Annual Engineering Service Contract with Draper Aden Associates.

C3. Invoices Over \$10,000 Requiring Council's Consideration:

a. Draper Aden Associates	\$48,846.00
b. YMCA	\$50,000.00
c. IOW – General Obligation Bond	\$16,995.35
d. IOW – Tourism	\$104,988.00
e. IOW – E911 Communication Dispatch	\$49,287.50
f. Blair Brothers Inc. (John Rolfe Drive Project)	\$69,489.58
g. Sheehy Ford (2 Budgeted Police Vehicles)	\$52,807.50

C4. Motion to Authorize Issuance of RFP for Banking and Audit Services

C5. Motion to Initiate Update of the Town's Capital Improvement Program and to Authorize Required Public Hearing.

C6. Motion to Accept Bicycle Rack Donation from Tidewater Bicycle Association.

C7. Motion to Accept Draper Aden Associates' Proposal for the Scope of Work and Fees in Regards to the Waterworks Dam Grant Agreement.

Councilwoman Chapman – Second

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

On call for the vote, seven members were present. Councilman Smith voted aye, Councilman Dr. Cook voted aye, Councilman Pack voted aye, Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilwoman Tynes voted aye and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The motion passed. Next is our Action Section.

Vice Mayor Gregory – Mr. Mayor the first item on our action section is a Motion to Approve Secondary Annual Engineering Service Contract with Kimley-Horn and Associates. Included in your packet is a copy of the agreement. My only question before I make a motion is to make sure that the Town Attorney has had time to review it as well.

Town Attorney – Yes sir, I did. It is consistent with the terms of the other agreement. They are very similar to each other.

Vice Mayor Gregory – Are there any questions about the agreement? I will make a motion that we approve this contract with Kimley-Horn to be our secondary annual engineering service contract.

Councilwoman Tynes – Second.

Mayor Williams - A motion has been made and properly seconded. Roll call vote.

On call for the vote, seven members were present. Councilman Pack voted aye, Councilwoman Tynes voted aye, Vice Mayor Gregory voted aye, Councilman Smith voted aye, Councilwoman Chapman voted aye, Councilman Dr. Cook voted aye and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The motion passed. Next is a Motion to Approve the Town Council Minutes for the Meeting of December 4th, 2012.

Town Attorney – There were minor revisions and corrections that I have made and I would recommend that the minutes be approved as revised and corrected.

Vice Mayor Gregory – I make a motion to approve the minutes for December 4th, 2012.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

On call for the vote, seven members were present. Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilwoman Tynes voted aye, Councilman Pack voted aye and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – The motion passed. Next is Appoint a Nominating Committee for the Expiring Board of Historic and Architectural Review Members Laurie Coyne and Russell Parrish (1-31-2013). I would like for Councilman Smith and Councilman Pack to handle that please to find a replacement and/or a renewal for either one of them. I would like for you to have a very brief meeting with Mr. Hopkins before you leave tonight about this subject. It will only take a second. Thank you. Next is New Business. Is there any new business? Next is Old Business. Is there any old business?

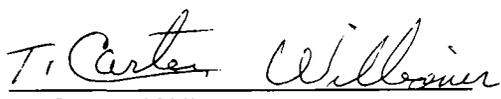
Councilman Dr. Cook – Mr. Mayor, would you like me to bring up under old business or at Committee level the need to discuss tenant house at Windsor Castle?

Mayor Williams – That is old business. I think we should probably bring it back up at Committee level. What do you think Mr. Stephenson?

Town Manager – The two story tenant farm house?

Mayor Williams – Councilman Dr. Cook, Mr. Bill Hopkins, and I went over there to take a look at the tenant house at Windsor Castle. It is getting in bad shape. I think we need to take that to the committee. Is there any other old business? Happy New Year to everyone! We stand adjourned.

The meeting adjourned at 7:55 p.m.


T. Carter Williams
Mayor


Peter Stephenson, AICP, ICMA-CM
Town Manager