

The Smithfield Town Council held its regular meeting on Tuesday, January 7th, 2014. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Andrew Gregory, Vice Mayor, Mrs. Denise N. Tynes, Ms. Connie Chapman, Mr. Michael Smith, Dr. Milton Cook, and Mr. Randolph Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley King, Town Clerk; Mr. Steven G. Bowman, Police Chief; Ms. Ellen Minga, Town Treasurer; Ms. Judy Winslow, Director of Tourism; and Mr. William H. Riddick III, Town Attorney. There were fifteen (15) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of January 7th, 2014. At this time, I would like to welcome Mr. Andrew Frix with Troop 3. He will come forward and lead us in the pledge.

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

Mayor Williams – We will move into the Informational Section. Our Town Manager will give us the Manager's Report.

Town Manager – Thank you, Your Honor. Welcome everyone. We posted the packet electronically on Friday which included the December Activity Report. I will be happy to answer any questions. I will keep my time very brief since we have a couple of special presentations this evening. Regarding the meeting schedule for the month of January we do not have a Planning Commission meeting on January 14th. We do have a Parks and Recreation Committee Work Session on January 14th at 1:00 p.m. to talk further about Windsor Castle Park. Also on January 14th we have a Pinewood Heights Management Team meeting at 4:00 p.m. We have a couple of holidays on January 17th and 20th which town offices will be closed. We have a Board of Zoning Appeals meeting at 6:30 p.m. and a Board of Historic and Architectural Review at 7:30 p.m. on January 21st. Our committee meetings will be on January 27th and 28th at 4:00 p.m. at the Smithfield Center. I received notice today that the Isle of Wight County's Economic Development Department is doing a round table series called Building Relationships for Business Success in 2014. The existing Business Program 101 is a free program on January 29th from 8:30 a.m. to 10:00 a.m. at Sentara St. Luke's in Carrollton. I forwarded the information to the Chamber of Commerce and Tourism to get the word

out on that as well. In case your trash did not get picked up today AVES had some difficulty starting trucks because of the cold temperatures. If it did not get picked up today then they will pick it up tomorrow.

Mayor Williams – Next we will move to Public Comments. Does anyone have anything that they wish to speak about at this time? Seeing none, we will move to a Briefing by Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District. I would also like to recognize our newest Board of Supervisors member, Mr. Rudolph Jefferson. We appreciate you being here. Thank you for coming so that we could all meet you.

Supervisor Casteen – Hopefully you received my report since I was a little tardy getting it to you. The taxpayers will be billed for the stormwater fees on their June Real Estate tax bills. Commercial property owners will be getting letters advising them of their stormwater fees soon. Ms. Krista Edott of Cherry Bekaert advised that the County has received an unqualified opinion on its financial audit for the year ending June 30th, 2013. For those of you that are not accountants it means that we received a good grade on the audit. We were very pleased. Mr. William C. Smith, Superintendent of Western Tidewater Regional Jail advised the Board of the potential budgetary impact to the County as a result of federal inmates being transferred from the Western Tidewater Regional Jail facility to the Virginia Beach City Jail facility. We do not know exactly what those numbers will be but it is looking better than it was. It is not as positive as we would like for it to be. County Attorney Popovich reported that the SPSA has received an unqualified opinion on its financial audit. He further reported that as a result of revisions to DEQ regulations it appears that there will be a \$5 million reduction in the amount needed in the Post Closure Fund which can be reallocated for other purposes. The Board voted to authorize the County Administrator to transfer Capital Funds in the amount of \$1,454,900.00 and authorize the chairman to execute the financing contract with the Benn's Grant developers to allow the Benn's Church Intersection Improvement Project to go forward as proposed. This should ultimately result in the intersection improvements not costing the County any money. At our organizational meeting last Thursday, we welcomed Mr. Rudolph Jefferson to the Board of Supervisors. The Board of Supervisors elected Mr. Buzz Bailey as Chairman and Mr. Rex Alphin as Vice

Chairman. The Board has ordered the new fire truck for the Smithfield Volunteer Fire Department. Are there any questions?

Mayor Williams – Mr. Rudolph Jefferson we appreciate you coming out tonight. We will move to a Proclamation Honoring Vincent and Josephine Carollo. Please come forward. As most of you know, these two people have done a lot for the Town of Smithfield. This proclamation is honoring the Carolos' for their fine work throughout Smithfield but particularly on the Todd House.

WHEREAS, Vincent and Josephine Carollo longtime residents of the Town of Smithfield shall be recognized by the Town of Smithfield for preserving one of Smithfield's oldest historic homes, the Todd House. It is important to recognize the role of history in our lives and the contributions made by dedicated individuals; and

WHEREAS, the west wing of the house was built by Nicholas Parker in 1753, the year Smithfield was officially designated a town; and

WHEREAS, Mallory Todd who emigrated to Virginia from his native home in Bermuda, purchased the house and by 1779 was shipping hams from here to the Caribbean. Mallory Todd greatly expanded the Todd House, built a packing plant between it and the creek and thus forever linked his home with the industry that has made Smithfield world-famous; and

WHEREAS, the Todd House has been owned by numerous people since the last Todd's lived there in the early 20th century and slowly deteriorated, despite the efforts of some owners to restore it; and

WHEREAS, Vincent and Josephine Carollo have spent five to six years meticulously restoring the Todd house to its appearance when Mallory Todd was its wealthy and highly respected occupant; and

NOW, THEREFORE BE IT PROCLAIMED that I, T. Carter Williams, Mayor of the Town of Smithfield do hereby recognize and extend my sincere appreciation to Vincent and Josephine Carollo for their commitment to preserving the Todd House in Historic Smithfield this 7th day of January 2014.

Mayor Williams – At this time, we have a Presentation by Leadership Isle of Wight Class of 2013.

Town Manager – We have Ms. Adina LaFrance who is the spokesperson this evening. After the presentation, we will ask the other class members to be recognized as well.

Ms. LaFrance – I am Adina LaFrance with the Leadership Isle of Wight Class 2013. We are doing a presentation on our class project. The class wanted to continue with the America in Bloom initiative for the town. Our focus was to look at the score card from the previous grading. We looked at the areas that the town could improve on and where the biggest bang for the buck would be in our improvement. On the 2012 score card, we focused on environmental and general beautification improvements. What was really amazing about the score card was the suggestions were already provided. The original plan was to document the school environmental programs suggestions on any green programs, plastic bag recycling, and a write up from any of the schools that itemizes the green programs to summarize the number of students involved and the hours completed. The trail doctors program had some information on it but did not really know what was going on with the project. There were a lot of suggestions involving Windsor Castle Park such as environmental signage. We looked into additional recycling bins downtown. We looked into how much leaf waste was allowed to be put into the trash. The first item that we are showing you with our PowerPoint presentation is the signage for Windsor Castle Park. The environmental recommendation was to consider a kiosk or signage explaining the life cycle and nesting habits of herons and ospreys on one of the observation decks at Windsor Castle Park. Educational signage was developed for the park which includes a picture and basic information of the migratory bird in question to help visitors identify the bird if they see one. I believe the Foundation is looking at the requirements to get the signs approved. Mr. Michael Jones is actually studying these birds for the military. We did an Isle of Wight County Library clean up. We looked around town to see if there was something that we could do as a group project together. There was a lot of bushes overgrowing the walkways and covering the windows so we trimmed back a lot of the bushes and moved a lot of the bushes to make the walkways more accessible. We removed yard debris and trash behind the bushes. We removed several wasp nests and no one was stung. Ms. Sherri Gill had a very significant amount of input on this item. There were numerous other people that were involved but Ms. Gill did a great job of coordinating this particular

aspect. We focused on the community garden because we wanted to provide schools with a resource on establishing a school garden and what the benefits would be. The community garden would show improvements on the America in Bloom score and an educational opportunity to teach the youth the benefits of gardening and its impact on their lifelong health, education, and well being. The community gardens can bring a community together for the purpose of helping provide nutritional fresh food for those that are less fortunate. When children take part in growing food their understanding of food and its relationship to their health increases. There is a school garden reference notebook for the school coordinators to include. It was presented to Smithfield High School. There is a binder with resources on websites and grants so that these projects can be done using programs that are already in place. It has a quick reference on how to set up a school garden, manage it, and how to get funding whether it is local or federal grants. Mr. Ross Younger agreed to donate some vegetable plants and serve as a resource to help set up the raised beds. He gave some approximate cost estimates on some of the different beds. There is a possibility of some financial assistance from TowneBank. The Browder's are willing to donate vegetables and help serve as a resource on gardening. The Pruden Center students would be able to help with the construction of the beds. Ms. Amy Chapman with Agricultural Club at Windsor High School has four community garden beds. The students had a problem over the summer with insects and mold in the school garden. The garden beds are sixteen feet long by four feet wide. They had about one hundred and ninety pounds of vegetables harvested from the garden. The Special Education teacher at Smithfield High School Ms. Jill Gwaltney received the basket. The Windsor Castle Trail Doctor's program was started in 2012 but it sounds like they still need some help. We suggested that they have a sign up online for people to volunteer to work on the weekends. We suggested asking groups like the BETA Club and LEO Club to see if it would be a good opportunity for students who have a minimum required number of community service hours to help. Some other projects that we were working on are recycling bins signage. We noticed there were a lot of recycling bins but half of them were turned so that you could not see the recycle sign. Our suggestion is to have signs so if the bin is rotated you would be able to tell it is a recycle bin. Ms. Terry Gerard received four recycle signs approved by the town. We have a binder of green initiatives from the Isle of Wight County Schools

that show the projects, the number of students involved, and the number of hours that they have performed. It also has some resources like the Environmental Coordinator from Paul D. Camp Community College. The Adopt a Yard portion of the project we decided towards the Yard of the Month concept. There is a list of potential judges and businesses that have volunteered to give a prize to the winner of the Yard of the Month. A number of the garden clubs were interested in being involved in those projects. The Leadership Isle of Wight Class of 2013 gift to Mr. Stephenson and the town for having us take this wonderful class is a lovely banner that Ms. Robbie Younger helped us design. We suggest putting the banner on a light post next to the Mansion on Main. I would like to introduce to you everyone Robbie Younger, Michael Jones, Al Bergeron, Sherri Gill, Terry Girard, and Judson Little.

Mayor Williams – Congratulations to everyone. We thank you for all you do for the Town of Smithfield. Next is Council Comments. Does any Council member have any comments? Next is the Summary of the Consent Agenda Items. We have seven items on the consent agenda. Would any Council member like to pull any of these items for further discussion? Seeing none, we will hear from the Police Committee Chair, Ms. Denise Tynes.

Councilwoman Tynes – Police Committee Summary. Thank you, Mayor Williams. The first item is C-1 a resolution to approve a street closure request for the BOB Fest 8K Race on January 18th, 2014. This is the first time that they have had this race in town which is part of a festival that will be going on that day. The committee would like to bring it to Council for approval.

Mayor Williams – Next we have the Finance Committee Chair, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. Thank you, Mayor. We have four invoices this evening that are in excess of \$10,000.00 requiring Council's consideration. The first two invoices are from Blair Brothers, Inc. for repaving roads on Sherwood Lane and Barclay Crescent in the amount of \$34,102.00 and \$42,118.00. Public Works has confirmed that these roads were repaved satisfactory which is part of our budgeted Street Maintenance projects. The next item is Atlantic Communications in the amount of \$21,316.14 for three budgeted police vehicles. Next is the Isle of Wight County General Obligation Bond which our portion due is \$16,597.07. We submit these for approval this evening. We have a motion to approve a request to disburse a portion

of budgeted funds to the "Friends of the Smithfield Library". They proposed \$5,315.90 for approval for various projects. One of those was for unplanned programming which we asked them to come back for \$2,000.00 when they have planned programming. We are requesting approval this evening for \$3,315.90 for various projects for the "Friends of the Smithfield Library".

Mayor Williams – Next we have the Fire and Rescue Committee Chair, Ms. Denise Tynes.

Councilwoman Tynes – Fire and Rescue Committee Summary. We have a motion to support the Smithfield Volunteer Fire Department for the purchase of a fire boat through a grant. The committee felt that there was a great need for this. Isle of Wight County has a lot of water. The majority of water is in town or the Newport District. We have some large homes as well as businesses along the Pagan River and the only way they can get to these properties would be to use Church Street or Main Street. Committee felt that there was a need to have a water boat because by the time Newport News Fire Department got here the structure would be gone. If the grant is not approved then it will not cost the town anything. We are just giving them permission to apply for the grant. Committee feels we need a fire road at Windsor Castle Park. The fire department would be able to get to the woods at the park if there was a fire. Council will have to get permission from the adjacent property owner to use it. It will not cost a lot of money.

Mayor Williams – Next is the Public Works Committee Chair, Mr. Mike Smith.

Councilman Smith – Public Works Committee Summary. We have a motion to authorize the purchase of a new budgeted Public Works truck in the amount of \$23,683.00 for consideration tonight.

Mayor Williams – Next we have Public Buildings and Welfare Committee Chair, Dr. Milton Cook.

Councilman Dr. Cook – Public Buildings and Welfare Committee Summary. We are in receipt of a recorded deed for 46 Carver Avenue. We need a motion to accept the deed for the Pinewood Heights Relocation Project.

Mayor Williams – Is there any further discussion on any of these consent agenda items? Do I hear a motion?

Councilman Dr. Cook – I will make a motion to approve the consent agenda items.

C1. Resolution to Approve Street Closure Request for BOB Fest 8K, January 18th, 2013.

C2. Invoices Over \$10,000 Requiring Council's Consideration:

a. Blair Brothers Inc.	\$34,102.00
b. Blair Brothers Inc.	\$42,118.00
c. Atlantic Communications	\$21,316.14
d. IOW – GO Bond	\$16,597.07

C3. Motion to Approve Request to Disburse a Portion of Budgeted Funds to Friends of the Smithfield Library less the \$2,000 for Unplanned Programming.

C4. Motion to Support the Smithfield Volunteer Fire Department with the Purchase of a Fire Boat through a Grant.

C5. Motion to Request Ingress/Egress Easement for Emergency Access Only to Portions of Windsor Castle Park.

C6. Motion to Authorize the Purchase of a New Budgeted Public Works Truck in the Amount of \$23,683.00.

C7. Motion to Accept Recorded Deed for 46 Carver Avenue of the Pinewood Heights Relocation Project.

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 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 – Now we will move to the Action Section. We have an Ordinance to Amend Fees Associated with Water and Sewer Connections.

Vice Mayor Gregory – Thank you, Mr. Mayor. In your packets there is an amendment to the ordinance for water and sewer charges. This ordinance mainly gives the town the ability to collect a deposit when customers initially sign up. The deposit will be based on a four month average for that particular type of user whether it is a residential or commercial user. The deposit will be held for a period of twelve months. The ordinance shows an effective date of January 1st and the Town Treasurer has

asked that we change it to February 1st. I will make a motion that we approve the amendment to the ordinance for water and sewer charges with the change of the date from January 1st to February 1st.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Roll call vote.

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

Mayor Williams – Next is a Motion to Approve the Minutes for the Town Council Meeting of December 3rd, 2013 and the Continued Town Council Meeting of December 10th, 2013.

Town Attorney – I have read the minutes thoroughly and would recommend that both sets of minutes be approved as presented.

Vice Mayor Gregory – So moved.

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, Councilman Dr. Cook voted aye, Councilwoman Tynes voted aye, Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilman Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Next is a Motion to Accept the Nominating Committee's Recommendation to Appoint/Reappoint the Expiring Terms of Charles F. Bryan, Randolph Pack and Michael Swecker of the Planning Commission.

Councilman Dr. Cook – I will make a motion to reappoint Mr. Bryan, Mr. Pack, and Mr. Swecker to the Board of Planning Commission.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Roll call vote.

On call for the vote, seven members were present. Vice Mayor Gregory voted aye, Councilman Pack abstained, Councilman Dr. Cook voted aye, Councilwoman

Tynes voted aye, Councilwoman Chapman voted aye, Councilman Smith voted aye, and Mayor Williams voted aye. There were no votes against the motion. There was one abstention. The motion passed.

Mayor Williams – Next we have a Motion to Accept the Nominating Committee's Recommendation to Appoint/Reappoint the Expiring Terms of Nancy Fortier and Cecil W. Gwaltney Jr. (1-31-2014) of the Board of Historic and Architectural Review.

Councilwoman Chapman – Vice Mayor Gregory and I would like to recommend to the Board of Historic and Architectural Review Mr. Gary Hess and Mr. Jeff Yeaw. I will make a motion that both of these gentlemen be appointed to the Board of Historic and Architectural Review.

Councilman Smith – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Roll call vote.

On call for the vote, seven members were present. Councilwoman Tynes voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilman Pack 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 next item is a Motion to Accept the Recommendation of the Nominating Committee to Fill the Unexpired Term of Joseph Campbell (6-30-2014) to the Board of Zoning Appeals.

Councilwoman Tynes – Councilman Pack and I would like to submit the name of Mr. Joseph Howell. Mr. Howell has previously been on one of the committees for the town but due to his job had to step down. He has retired and is moving back into the community. He was hoping to be appointed to a committee. We thought that this would be a good opportunity for him to come back in. I will make a motion to appoint Mr. Joseph Howell to the Board of Zoning Appeals.

Town Attorney – For the record, let me point out that this is a recommendation to the Isle of Wight Circuit Court. The court appoints the Board of Zoning Appeals members.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

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

Mayor Williams – I would like to thank all of the Council members for taking the time to appoint these new members and for reappointing the ones who continue to serve. Thank you very much for serving the town. Next we have New Business. Do we have any new business? Next is Old Business. Does anyone have any old business? Next is a Closed Session.

Town Attorney – We need a motion to go into closed session for the purpose of discussing the disposition of publicly held real property.

Councilman Dr. Cook – I will make a motion to go into closed session.

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. Councilwoman Tynes voted aye, Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, Councilman Pack voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Town Council went into Closed Session at 8:07 p.m.

Town Council went back into regular session at 8:28 p.m.

Town Attorney – Mr. Mayor and members of Council, we need a motion that during the closed session there was only a discussion of the disposition of publicly held real property pursuant to 2.2-3711.A.3 of the Code of Virginia.

Councilwoman Chapman – So moved.

Vice Mayor Gregory – Second.

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

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

Mayor Williams – Is there anything else to be brought before Council tonight? We are adjourned.

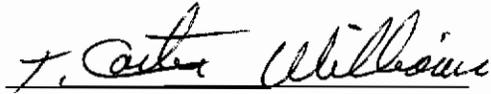
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Mayor Williams – Is there anything else to be brought before Council tonight? We are adjourned.

The meeting adjourned at 8:28 p.m.



T. Carter Williams
Mayor



Peter Stephenson, AICP, ICMA-CM
Town Manager