

SMITHFIELD TOWN COUNCIL AGENDA



March 5th, 2013 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|----------|---|--|
| March 5 | - | 7:30 p.m. – Town Council Meeting |
| March 7 | - | 2:00 p.m. – Windsor Castle Park Foundation Board |
| March 11 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| March 11 | - | 7:30 p.m. – Smithfield Planning Commission |
| March 19 | - | 6:30 p.m.- Board of Zoning Appeals |
| March 19 | - | 7:30 p.m. - Board of Historic and Architectural Review |
| March 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| March 26 | - | 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.

E. Summary of Consent Agenda items

- a. Police Committee Chair, Connie Chapman
- b. Water and Sewer Committee Chair, Andrew C. Gregory
- c. Finance Committee Chair, Randy Pack
- d. Public Works Committee Chair, Michael G. Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution for Traffic Control Assistance for the YMCA Sprint Triathlon on Saturday, April 6th, 2013**
Police Committee Chair, Connie Chapman **TAB # 1**
- C2. Motion for Partial Street Closure for the Wine and Brew Festival, April 13, 2013**
Police Committee Chair, Connie Chapman
- C3. Resolution for Street Closure for Mustang Car Show, Saturday May 18th from 9:00 a.m. to 3:00 p.m.**
Police Committee Chair, Connie Chapman **TAB # 2**
- C4. Motion to Accept Donation of Opticom LED Emitter to the Smithfield Police Department from Smithfield Foods**
Police Committee Chair, Connie Chapman
- C5. Motion to Authorization Donation of 2006 Ford Crown Victoria to the Isle of Wight Sheriff's Office –**
Police Committee Chair, Connie Chapman
- C6. Motion to Accept and Appropriate the \$24,000 Donation from Farmers Bank to The Smithfield Police Department –**
Police Committee Chair, Connie Chapman
- C7. Motion to Accept Main Street Manhole Installation Proposal from Lewis Construction of Virginia in an Amount Not to Exceed \$17,560.00**
Water and Sewer Committee Chair, Andrew C. Gregory
- C8. Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack
- | | |
|----------------------------------|---------------------|
| a. Draper Aden Associates | \$ 20,484.50 |
| b. Blair Brothers, Inc. | \$ 17,372.39 |
- C9. Motion to Approve the Friends of the Smithfield Library's Request for Funding of Surveillance Cameras and a Onetime Sponsorship of a Dome Theater for a Total Amount of \$4,803.00.**
Finance Committee Chair, Randy Pack
- C10. Motion to Approve the Purchase of Budgeted Public Works Truck in the Amount of \$28,244.00.**
Public Works Committee Chair, Michael G. Smith
- C11. Motion to Renew FY 2013/2014 Mowing Contract with Brown Brother's Lawn and Care Service**
Public Works Committee Chair, Michael G. Smith
- C12. Motion to Approve Partial Closure of Trails at Windsor Castle Park for the Wine and Brew Festival April 2013**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

- C13. **Motion to Accept Deeds for 41 Carver Avenue, 42 Carver Avenue and 43 Carver Avenue as Part of the Pinewood Heights Relocation Project**
Public Works and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Virginia Tourism Corporation Grant – “LOVE” Artwork**
Public Buildings and Welfare Committee Chair, Dr. Milson Cook
2. **Additional Invoice Over \$10,000 Requiring Council’s Authorization of Payment:**
Ellen Minga, Town Treasurer
 - a. Smithfield Volunteer Fire Department (Heavy Rescue Truck) \$10,000.00 **TAB # 3**
3. **Motion to Approve the Town Council Minutes for the Meeting of February 5th, 2013**
Town Attorney, William H. Riddick, III
4. **New Business:**
5. **Old Business:**
6. **Closed Session:**
7. **Adjournment**

March 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – February 2013

TOWN MANAGER'S OFFICE:

- a. Attended: SVFD Annual Banquet, Smithfield 2020, Town Safety Committee, Windsor Castle Park Foundation Board, Leadership IOW trip to Richmond, IOW Emergency Communications Center Board, Southside Mayors and Chairs Luncheon in Virginia Beach with Mayor Williams, VLGMA Winter Conference in Staunton, VML Insurance Board in Richmond, Farmers Bank Training Session in Suffolk, Smithfield on the Move Advisory Team, Meeting with IOW Schools re: Potential Grant Funding, and Hampton Roads Criminal Justice Training Academy Executive Committee meeting in Newport News
- b. Joined Mayor Williams for business ribbon cuttings at 113-A and C North Church Street. It was heartening to see the redevelopment of the town's former property come to fruition.
- c. Participated in Annual Audit Services Interviews along with Town Treasurer, Vice Mayor Gregory and Councilman Pack.
- d. Substitute taught Virginia Tech public administration advanced topics course from VT Center in Virginia Beach.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council and Planning Commission
- b. Staff attended Windsor Castle Foundation Board Meeting on February 7th.
- c. Prepared February Town Council Committee Agenda, and March Town Council Agenda
- d. Attended Town Council Committee meetings on February 25th and 26th and prepared summary reports of the committees.
- e. Continue to work on sorting and labeling Treasurer and Public Works Files

TREASURER'S OFFICE:

- a. Prepared January 2013 financial statements and bank reconciliations.

- b. Water/Sewer clerk, Carmen Phifer, gave her resignation on February 1 to be effective as of February 15. We immediately advertised and began interviews for the position. We were lucky to find several qualified candidates early in the interview process. The position was offered to Sandra Luter who began work on February 19.
- c. Met with Bill Riddick, Barbara Hunter, and Chief Bowman on February 1 to discuss several ongoing issues with business license and meals tax accounts.
- d. Mailed out the banking RFPs on February 4. The deadline for responses from interested banks is March 8. Upon review of the submissions, we will schedule interviews to discuss the proposals in detail.
- e. Met with Finance Committee members Andrew Gregory and Randy Pack on February 4 to discuss drafting of an investment policy for the Town. At this time it is still a work in progress but should be ready for review in March.
- f. Took vacation days on February 7 and February 22.
- g. Met with Steven Brich of Kimley Horn and Bill Hopkins on February 12 to discuss allowable expenses for the South Church Street Streetscape project and prepare for final draw requests.
- h. Prepared for financial compliance review with VDHCD on February 21 with Elizabeth Boehringer. The review went well, and there were no findings at this time.
- i. Conducted interviews of potential audit firms on February 25 and 26 with Andrew Gregory, Randy Pack, and Peter Stephenson. Their assistance with the selection of a qualified firm has been most appreciated.

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 and repair broken water meters, 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. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. 309 Middle St. - unclogged sewer lateral using the sewer machine clog was due to grease and paper build up.
 - c. 817 Smithfield Blvd. - had a sewer backup due to grease build up in sewer lateral, used the sewer machine to unblock the line.
 - d. Vactor truck crew cleaned out the sewer main lines on N. Mason St

- e. 200 Chalmers Row - had a sewer backup used sewer machine to unclog sewer lateral.
- f. Repaired sewer lateral at 277 Grandville Arch.

2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge checks.
- c. Did preventive maintenance at various pump station and generator sets.
- d. St. Andrews pump station - replaced the motor saver on pump #1, reason for the change was the station was not able to run on normal power because the other motor saver went bad.
- e. We had two pumps (one at Canterbury and one at Riverside) go bad and need replaced. Both stations are operating on 1 pump until bad pumps are replaced.

3. Water Line Repairs and Maintenance

- a. Staff repaired water leaks (6) on 8" main under the Cypress Creek Bridge. Had to cut out a 6' piece of pipe and replace.
- b. Had an inspection done on the water line under the Cypress Creek bridge.
- c. Repaired water line at 315 and 318 Main St.
- d. Replaced damaged fire hydrant at the corner of Jordan Drive and Red Point.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Preventative maintenance was performed on lime feeder.
- c. Operators installed repaired fluoride analyzer.
- d. Nitrification samples were taken to J.R. Reid for HRSD nitrification study.
- e. Repairs began on distribution valve on South Church St. tank.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended VDOT Right of Way Training/Certification.

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- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- c. Minor repairs at Town Hall and Town Buildings.
- d. Working very hard on the new shelves and the inventory.
- e. Did brush removal at Water Works Dam still have a few places to clean up.

PLANNING AND ZONING:

1. Planning Commission – 02/12/13

- A. Capital Improvement Plan Review – Town of Smithfield.

2. Rezoning Applications under review

- A. None
- 3. Special Use Permit Applications under review
 - B. None
- 4. Subdivision and Site Plans under review
 - C. 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 (98% complete)
 - E. Smithfield Foods Test Kitchen (98% complete)
 - F. True Value (98% complete)
 - G. Main Street Baptist Church (85% complete)
- 6. Board of Zoning Appeals 02/19/13
 - D. No Meeting Held
- 7. Board of Historic & Architectural Review 02/19/13
 - E. No Meeting Held

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. 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. Condominiums are under construction at this time.
- D. South Church Street Streetscape Project, a walk through inspection was performed with the contractor. Several minor issues were found and a punch list

formed noting this work. Weather permitting the work should be completed the month of February.

- E. Blair Bro.'s Contr. started and completed storm drain pipe and drop inlet repair on Royal Dornoch, Cypress Creek, and Keswick Place, New Castle Way and Manchester Court, Waterford Oaks subdivisions.

March 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 25TH, 2013

The Police Committee met Monday, February 25th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; Ms. Comarth Saunders, Financial Analyst; Ms. Amy Musick, Director of the Smithfield Center; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Terry Rhiner, Smithfield/IOW Tourism. Also in attendance were Ms. Gina Ippolito and Mr. Jim Phillips. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

Committee Chair, Ms. Chapman called the meeting to order.

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

1. Request for Traffic Control Assistance for YMCA Sprint Triathlon on Saturday April 6th, 2013 – Ms. Musick stated that there was a map of the route included in the e-packet that was posted. The YMCA has requested four officers for this event. The streets will not be closed but traffic assistance will be needed at the intersections. Ms. Chapman asked if the YMCA will be billed for the cost of the four officers. Ms. Musick replied that was correct. Committee recommends approval of the request for traffic control assistance for the YMCA Sprint Triathlon on Saturday April 6th.

2. Partial Street Closure for Wine and Brew Festival, April 13, 2013 – Ms. Musick stated that Jericho Road will be restricted to one way traffic once the Wine and Brew Festival opens. Jericho will lead out to South Church Street but you will not be able to

turn into Jericho from South Church Street. Ms. Ippolito stated that this would be the same route that they used for last year's Wine and Brew Festival. Directional signage will be placed along South Church Street directing people to enter thru Cedar Street. The Wine and Brew Festival has budgeted for the cost of police officers and public works staff. Ms. Ippolito stated that other than a increase in attendance and parking adjustments everything will be the same as last year. Committee recommends approval of the partial road closure for the Wine and Brew Festival.

3. Street Closure Request for Mustang Car Show, Saturday May 18th, 2013 from 9:00 a.m. to 3:00 p.m. – Ms. Musick stated that this request will require Main Street to be closed. She stated that she has billed them for two officers for this event. Ms. Rhiner stated that the closure is for the 100, 200 and 300 block of Main street; however if the 300 block is not filled by 10:00 a.m. it will be reopened to the public. Ms. Musick stated that this is the new process for special events. The applications come in through the Smithfield Center and she sends the application out to the special events committee made up of staff members to determine what town services are needed such as police, public works or equipment. This bill is sent to the organization as soon as the event has been approved to make sure they are comfortable with these charges and would like to proceed with the event. Committee recommends approval of Mustang Car Show street closure.

4. Accept Donation of Opticom LED Emitter to the Smithfield Police Department from Smithfield Foods – Chief Bowman stated that shortly after he became Chief of Police he met with Senior Management at Smithfield Foods. At the close of the meeting they asked for the Smithfield Police Department to provide any specific items that the department was in need of. So staff started looking at what we could request that would benefit highway safety for Smithfield Foods trucks, the police department and the public. He explained what they came up with after going to a traffic accident was the Opticom LED equipment that is used by the rescue squad. This equipment changes the stoplights in all directions other than the direction the rescue squad is coming through. The Virginia Department of Transportation has done a great job installing and designing the system so that every light in town with the exception of Main Street and Church Street coming up from Wharf Hill has a receiver already in place. Chief Bowman continued to explain that the light at the intersection of South Church Street and the bypass has been configured to the point that it has an extension on it that shoots back down South Church Street so that when the rescue squad starts coming out it is already receiving the signal to begin changing the stoplight. Chief Bowman stated that the department approached Smithfield Foods with the request and they have agreed to fund the purchase and installation of twenty-two Opticom LED Emitters to go into all twenty-two patrol vehicles. The total cost is \$20,900.00. Staff would like for council to authorize acceptance of this generous grant on behalf of Smithfield Foods. This equipment will enhance highway safety and the safety of the officers when responding to calls as well the safety of the public. Ms. Chapman commended the Police Department for coming up with something that could be beneficial to everyone. Mayor Williams asked that a thank you letter be sent to Smithfield Foods on behalf of the town. Committee recommends acceptance of donation.

5. Request to Donate 2006 Ford Crown Victoria to the Isle of Wight Sheriff's Office – Chief Bowman stated that the Isle of Wight Sheriff's Office is suffering through some budget issues and due to a couple of incidents the Sheriff's Office is short a couple of patrol vehicles. The Smithfield Police Department has a 2006 Ford Crown Victoria that has been inventoried as surplus. The vehicle is worth around \$1,100. Chief Bowman suggested that in the spirit of cooperative working relationships from one law enforcement agency to another that the town provide them this vehicle. This is a specific request directly from Sheriff Marshall. Chief Bowman stated that he does know the situation that they are in as far as vehicles are concerned and would like to recommend that this vehicle be donated to the Isle of Wight Sheriff's Office. Committee agreed with Chief Bowman's recommendation.

6. ADDITIONAL ITEM DISCUSSED: Donation from Farmers Bank - Chief Bowman also stated that the Smithfield Police Department was fortunate enough recently to receive a donation of \$24,000 from Farmers Bank. This donation needs to be accepted and appropriated by Town Council to the Smithfield Police Department. Deputy Chief Howell explained that on February 18th the Smithfield Police Department was requested to do a presentation for Farmers Bank as part of a training exercise. The training was done on what to do in a bank robbery. At the conclusion their presentation the Smithfield Police Department was presented with a check in the amount of \$24,000. Photos have been taken with the President of the bank and the check was turned over to the Town Manager. We thanked them publicly at that time and a letter will be sent to them thanking them as well. Chief Bowman stated that he personally has made a trip to Windsor and spoke to the President of the bank and thanked him since he was out of town at the time the presentation was given. Chief Bowman stated that the department has not decided as of yet what those funds will be used for but will be using the same mind set as they did with the Opticom System that they did through Smithfield Foods. They will try to come up with something that will benefit businesses and financial institutions as well as officer's safety. The Town Manager stated that the Police Department and he had signed a media authorization form today so that Farmers Bank has permission to release their information and photographs in this regard. Chief Bowman stated that for the record the letter that went to Farmers Bank was sent on behalf of the Smithfield Town Council, Town Manager and Smithfield Police Department. A copy of the letter went to the Vice President of the Smithfield Branch, Mr. Carr.

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

1. Operational Updates – Chief Bowman reported that as Committee may be aware the department did lose an officer. Officer Ryan Wood decided to depart and go back to the Portsmouth Police Department. His last day was around the fifteenth of February. The department has completed the application process and tested forty three persons for this one opening. Chief Bowman also mentioned that the “No Thru Traffic” sign that prohibits transit through the John Rolfe Drive and Battery Park Road intersection into the parking lot of Royal Farms is directly in line with the stop sign. Chief Bowman stated that he has talked to the Town Engineer and the ‘No Thru Traffic’ sign will be placed

below the stop sign so not block the stop sign. Chief also reported that the department continues to work the recent homicide. The department is waiting on the state lab at this time and continues to work leads as they come in. Chief Bowman stated that the department had asked Delegate Morris to put in a legislative proposal for the town to allow the chief law enforcement officer in towns to report to the Virginia Department of Game and Inland Fisheries damage caused by deer involving motor vehicle accidents. This would justify the authorization of a deer kill permit. In the past cities and counties were allowed to do it but towns were not. This proposal passed unanimously through the Legislature. Chief Bowman mentioned just as a FYI that the Police Department received a request from Mr. Donald Watkins of Soloman's Temple Church as they have in the past. The men's ministries of Soloman's Temple Church would like permission again this year to carry the cross down South Church Street on Saturday, March 22nd beginning at 9:00 a.m. They will assemble behind Hardees Restaurant and march down the sidewalk to Royal Farms and then cross over South Church Street and march back to Hardees Restaurant. The request does not require a street closure but it will require a little bit of police assistance from a public safety standpoint. Chief Bowman stated that included in the packet was a copy of the overtime matrix. At this time the department remains on schedule and budget.

2. ADDITIONAL ITEMS DISCUSSED: Community Help In Progress Reorganization – Ms. Chapman reported that Mrs. Tynes had requested her to let committee know that CHIP had their first meeting since they have reorganized. Deputy Chief Howell stated that he was a part of the meeting and we have now set regular scheduled meetings each month. They have come up with some ideas and the new organization is ready to get CHIP back up and running.

The meeting adjourned at 4:18 p.m.

March 1, 2013

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, FEBRUARY 25th, 2013

The Water & Sewer Committee held a meeting on Monday, February 25th, 2013 at 4:19 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Comarth Saunders, Financial Analyst. Also in attendance was Mr. Jim Phillips. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

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

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

Main Street Manhole Find and Fix Proposal by Lewis Construction of Virginia - Vice Mayor Gregory stated that he had met with Mr. Hopkins and Mr. Snead on site this morning. Basically, there is a sewer line where the new restrooms are going to be installed with no access to that sewer line from up above. There is no way to inspect the line as the town is required to do. Mr. Hopkins explained that the sewer line goes from Main Street underground at the new public restroom facility and through the back yards of the residents on Mason Street. It may continue under Grace Street but without being able to put a camera in there to inspect we do not know so a manhole needs to be installed. Unfortunately there are a lot of utilities in this area and the reason the price is this high is because of the unknowns. Mr. Snead stated that he has tried to run a camera through it but it appears to be broken. Lewis Construction has included in their quote a price to fix this and tie in two laterals that were found while running the waterline for the new public restroom facility. Mr. Hopkins stated that this is a find and fix item and would fall under the SSO consent order. Mayor Williams asked if any of this work could be done by town staff. Mr. Snead stated that staff would probably supply some of the road stone and a place for them to dump the spoils. Mr. Snead stated that he will do what he

can to shave off what he can but he wanted committee to see the total job so that he does not have to come back and ask for more. Staff expects it to be under the proposed amount. The contract will be written as a not to exceed amount. Asphalt patching work will be done by Blair Brothers as they have the street maintenance contract with the town. Mr. Hopkins mentioned that the asphalt patching in front of the new restroom facility will be patched this week. Mr. Snead stated that town staff did an excellent job on the water line but feels sewer may be more involved. Committee recommends approval of proposal to install manhole on Main Street.

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

1. Cypress Creek Bridge Waterline Inspection Results - Mr. Snead was present to give an update on the this matter. Mr. Snead stated that recently the town has had a few leaks under the Cypress Creek Bridge that staff has been able to fix in house. However, he explained that the company, King Electric, Inc., that the town rented the truck from to do the repairs performed an inspection of the entire waterline that runs under the bridge. It was determined that the expansion joints in the pipe have quit working with the cold and warm weather. This is why the town keeps having leaks. The pipe is in very bad shape and the town might get five or ten more years out of it but could not guarantee that. King Electric has given town staff a price quote to have the pipe replaced in the amount of \$330,000. This is for an approximately 1600 feet of pipe replacement. Mr. Snead stated that the good news is that when we cut the water off to replace the pipe no one loses water because of the loop system and there are valves on each end. Mr. Hopkins stated that staff would like to include these repairs in the CIP. At this time staff has set aside \$110,000 for FY 2013/2014, \$110,000 for FY 2014/2015, and \$110,000 for FY 2015\2016. The work will not be done until FY 2015/2016. Mr. Snead also mentioned that when salt is put on the bridge and with the expansion joints gone that causes a lot of this deterioration. Vice Mayor Gregory asked if Highway Funds could be used for the expansion joints on the bridge. Mr. Hopkins stated that the expansion joints on the bridge are VDOT's responsibility. Staff will contact VDOT in regards to expansion joints. Mr. Snead suggested that if nothing else the town could place stainless steel plates over the pipe where the expansion joints are on the bridge to help with the corrosion of the lines. Mr. Pack asked what they plan on replacing the line with. Mr. Snead stated that would be up to the town. A Request for Proposals (RFP) would need to be issued for this work. Committee acknowledged that the quote to replace the pipe is good now but in three years could be much higher. This item was for informational purposes only at this time.

2. ADDITIONAL ITEM DISCUSSED: Manhole at Talbot and South Church Street - Dr. Milton Cook asked if the sewer manhole at this intersection was sealed because every time it rains it floods at this location. Mr. Snead stated that the manhole should be sealed. He does not want to say that they all are but any manholes that are in areas that are prone to flooding should be sealed. He stated that public works staff would check to be sure that this sewer manhole is sealed from water.

The meeting adjourned at 4:34 p.m.

March 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 25TH, 2013

The Finance Committee held a meeting on Monday, February 25th, 2013 at 4:34 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Comarth Saunders, Financial Analyst. Also in attendance was Mr. Jim Phillips. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

Committee Member Mr. Randy Pack 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. Draper Aden Associates \$ 20,484.50
This invoice is for the continued cost of consent order related charges. Committee recommends payment of this invoice.
 - b. Blair Brothers, Inc. \$ 17,372.39
This invoice is for final payment on the Rolfe Rolfe Drive turn-lane project. VDOT has completed their audit and has signed off that it has been completed. Committee recommends approval on invoice.

2. Smithfield Library Request for Funding – Mr. Phillips was present on behalf of the Friends of the Library. He stated that he had submitted to the town a request for funds for two specific projects for the Smithfield Library. The first one being the surveillance cameras to be installed at the Library. This would cover security for areas that staff cannot view from the circulation desk. The reason for the cameras

unfortunately is to deter stealing and inappropriate behavior from the Library. One of the critical areas that should be important to the town is the Genealogy Library. There are documents in that room that date back to the 1600's. The library has had pages that people have torn out of these historical documents. The other areas are the new computers that the Friends of the Library funded themselves. This area again cannot be seen by the ladies at the circulation desk. There is also a hallway that goes between Paul D. Camp Community College. The most critical area other than the genealogical area would be the children's center. The last camera would cover the circulation desk and the front door. Mr. Phillips stated that public facilities can be a dangerous environment. There are individuals that come to the library that are defined as homeless.

The second area of funding would be a bonus to the library and the town. It is called a Dome Theater. It is sponsored by NASA as a mobile planetarium. They bring the planetarium to you and it has up to seventeen programs. The Town Manager has received a DVD of the Dome Theater if anyone is interested in seeing more. The Friends of the Library was interested in this program because the cost was reasonable, mobile and encourages children to become more involved in math and science. Mr. Phillips stated that if this project is successful in being funded then he would like to go out and partner with the local churches to encourage families to bring their children out. This could get them involved in the library system. Mr. Edwards of the Smithfield Times has agreed to help maximize publicity. Ms. Winslow and Ms. Rhinier of Tourism are on board with marketing. Mr. Phillips mentioned that if we time this correctly it could be in conjunction with the Farmers Market or Olden Days to help bring people downtown from surrounding communities. Mayor Williams asked if there was a charge to go to the Dome Theater. Mr. Phillips stated that it was free to the public. The \$1,675.00 would cover the cost of the seven hour day for the consultant, the computer and the software. Within ten minutes they can change the entire program from bringing up the titanic to landing on the moon. The cost of the surveillance cameras is also firm. Dr. Cook asked if the Dome Theater would be put up in the library. Mr. Phillips stated that there is not enough room in the library so the thought is to talk to the YMCA about their gym or if the town wanted to do it in conjunction with the Farmers Market there is a possibility that it could be put up inside of Trinity United Methodist Church. Or even put it inside the Smithfield Center for a day. Dr. Cook stated that he thinks that Trinity would be a great place as it is right next to the Farmers Market. Mr. Phillips stated that the school systems are looking into this type of education as well. Ms. Chapman expressed concern over and support for the need to have surveillance cameras in the library for public safety and theft. Committee thanked Mr. Phillips for his presentation. Mr. Pack stated that committee has had considerable conversation about how to help the Smithfield Library directly. Mr. Phillips explained that if the town or anyone else makes out a grant to the Friends of the Smithfield Library we have an audit trail. He stated that he as President once any funding has been approved has an obligation to direct those funds to be used for exactly what they were approved for. Mayor Williams asked how much the total cost would be for both items requested. Mr. Pack stated that the total is \$4,803.00. Mayor Williams stated that at one time there was a request on new signage at the library. The Town Manager stated that request was withdrawn as Mr. Phillips is proceeding to repair the old sign. Mr. Pack stated that he would like to send this item to Town Council for approval of these two requests from the Friends of the Library.

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

1. January Financial Statements and Graphs – Ms. Minga reported that she only had a few areas of concern that she would like to point out. She mentioned that she was disappointed at the collections that have come in for real estate tax. The town has one large business account that the town had issues with last year and had to get the Town Attorney involved and the same thing is happening this year. Ms. Minga also stated that this year there are a number of property owners that have not paid their real estate tax. She explained that she ran a delinquent list at the end of last week and there are still quite a few and some are large ones from homes in Cypress Creek. Second notices are not normally sent out but we are looking at sending them out to hopefully get some more taxes collected. Ms. Minga stated that at this time the town has gotten under way with Phase II of the Pinewood Heights Project. The town has now purchased three properties. One was an owner occupied unit which the owner has been completely relocated. The other two were renter occupied units. These tenants have been relocated as well. At this time we are slightly above spending what our meals tax collections were. Next month that should level back off as the next two properties to be purchased have some credit issues that have to be worked out before the town can move forward. Ms. Minga reported that Ms. Elizabeth Boehringer from Virginia Department of Housing and Community Development was here last week to complete a financial audit of what the town has done to date on Phase II. That audit went very well. Ms. Minga also stated that she is monitoring the water and sewer revenues. Consumption is down but truthfully when you look at the statements you are seeing the billing. This is not necessarily what has been collected. Collections were down this past month so that reflects on this month cash flow. Cut-offs were done last week for one side and we had about seventy people on the cutoff list. That is pretty significant. At some point the town may want to look at ways to address delinquencies. The town's billings may be adequate to meet what our budget obligations are but if our collections are not coming in then the revenue is not there. There are a lot of tenants that move out without paying their bills. The Town Attorney stated that you cannot hold landlords responsible for these debts. Ms. Minga stated that the town could if we changed some of the language in our ordinance. This maybe something that the town should start looking at in the future. Dr. Cook thinks you should follow the person that owes the money not the landlord that provided them a place to live. Ms. Minga stated that another option in the future would be the requirement of a deposit to connect. Mayor Williams asked what the percentage is that walk away and leave a debt owned. Ms. Minga stated that in the past it has been as high as ten percent. Write-offs are done every year on really old accounts. This money is still collectable if someone that has been written off tries connecting to HRSD. They are required by HRSD to pay the entire back debt before they can be added back to the system.

2. January Cash Balances – Ms. Minga stated that she overlooked adding the new account balance which is for the Water Treatment Plant Escrow. That has now been added and the balance is \$111,026.00. The total cash balance for all accounts is \$7,398,084.00. Ms. Minga stated that as you can see the balance under Sewer

Compliance is getting low. The town has gotten further into the compliance system of find and fix. Staff needs to keep in mind what is available when we find items that need to be fixed. The town does have some money in Capital Escrow to fund some of this. At this time there is not a lot of escrow money built up on the water side. Ms. Minga reported that the money under Pinewood Special Project Account for \$124,526.00 is for the money that the town received back from CDBG for the acquisition cost on the Pinewood project. At this time the General Fund money looks pretty healthy compared to what it has been for the last few months. Until the town can make some banking decisions and update our investment policy some of these funds will go into our Money Market Accounts. The hope is to make some investment changes that will provide a higher return. Vice Mayor Gregory stated that the town has a full year of data for the Reverse Osmosis Treatment facility operations. Has staff done everything thing that the town is going to do to get reduce percentage of wastewater that goes to HRSD. The Town Manager replied yes. Vice Mayor Gregory stated that the town at this time can count on spending approximately \$225,000 to HRSD every year for them to treat what comes out of the reverse osmosis plant. Over a ten year period with no increase to that the town is still looking at spending two and a quarter million dollars. Does the town need to look at the cost of a small treatment facility that could possibly fit it on that property next to the reverse osmosis plant. Dr. Cook asked if we were able to treat our own water where could the water be dumped back into. It is not allowed to be put back in Cypress Creek without a discharge permit and the town has been unsuccessful at that. The Town Manager stated that the town still has Buchart Horn on retainer if needed but our new secondary engineering firm, Kimley-Horn, also has experience with reverse osmosis plants. We may be able to get a fresh look at our options through them. Vice Mayor Gregory stated that he thought we could not get a discharge permit because the water was not treated. The Town Manager stated that does not make a difference. Staff will continue to look for alternatives to cut cost to HRSD. Water = \$89,388.73; Water Debt Service = \$1,379,233.75; Water Capital Escrow Availability Fees = \$250,612.66; Water Development Escrow = \$74,220.31; **Subtotal Water = \$1,793,455.45.** Sewer = \$(41,045.22); Sewer Development Escrow = \$326,140.59; Sewer Capital Escrow Availability Fees = \$769,018.47; Sewer Compliance = \$166,130.88; **Subtotal Sewer = \$1,220,244.72.** Highway = **\$104,654.53** General Fund = \$2,713,349.95; Payroll = \$66,867.20; Money Market General Fund Town Bank = \$2,172.32; Business Super NOW-General Fund = \$32,949.98; Money Market General Fund Farmers Bank = \$287,389.67; General Fund Capital Escrow = \$213,293.09; Certificate of Deposit = \$525,489.72; Certificate of Deposit Police Dept = \$36,451.32; Special Project Account (Pinewood) = \$144,412.82; Pinewood Heights Escrow = \$34,875.79; South Church Street Account = \$42,570.95; **Subtotal General Fund = \$4,099,822.81.** Beautification = \$7,816.44; Money Market Beautification = \$61,063.90; **Subtotal Beautification = \$68,880.34; TOTAL ALL FUNDS = \$7,287,057.85.**

3. Capital Improvement Plan (CIP) Review and Update – Mr. Hopkins handed out the latest updated copy of the Capital Improvement Plan (CIP). He stated that the public hearing at Planning Commission has been submitted to the paper to be advertised for Monday, March 11th. Mr. Hopkins explained that this item went before Planning Commission last month as a topic of discussion. He mentioned that one change that was

brought up was the public buildings and improvements which is 1G on the handout. Mr. Pack stated that in talking to Chief Bowman he thinks he can do it in less than \$150,000 if they are given access to half of the current Isle of Wight Rescue Squad building once it has been vacated. At this time Chief Bowman is willing to defer that item to FY 2014\2015 since the current rescue squad building will not be available until then. The evidence building must be completed in the next three years as a requirement for the Police Department's accreditation certification. There were no other changes to the General Fund from what was discussed at last month's committee meeting. Mr. Pack stated that staff continues to work on getting numbers to complete Windsor Castle Park's portion of the CIP. Mr. Hopkins reported that there were no changes made to the Highway Fund. Mayor Williams stated that Main Street is in bad shape and wanted to know if it was on the list in the near future for repaving. The Town Engineer replied that it was not. Dr. Cook asked about the intersection Talbot and South Church Street. The Town Manager stated that may be an area that the town can apply for funding through VDOT's Revenue Sharing Fund next year. Mr. Hopkins stated that nothing had changed on the Water Fund from what was discussed previously with the exception of adding the waterline replacement at the Cypress Creek Bridge for \$110,000 for the next three years. Dr. Cook asked if the CIP could be amended at any time. Ms. Minga stated that typically we would just do a budget amendment and the CIP would be corrected the next time the CIP is being updated. The CIP is simply for planning purposes and items that are listed may or may not get done. Mr. Hopkins reported that there were no changes to the Sewer Fund. Also attached to the hand out is a project explanation charge that gives a little more details. Ms. Minga stated for council to keep in mind the numbers that are going across for sewer. They are pretty significant. At some point the town may need to re adjust the Sewer Compliance Fee. Mr. Hopkins stated that this will come back to committee after the public hearing has been held at Planning Commission level.

The meeting adjourned at 5:25 p.m.

March 1, 2013

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, FEBRUARY 26TH, 2013

The Fire and Rescue Committee held a meeting on Tuesday, February 26th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending was: Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, Town Attorney; and Ms. Sonja Eubank, Office Manager of Public Works. Also in attendance were Mr. Tony Wilson of Isle of Wight County, and Ms. Gina Ippolito. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member, Randy Pack called the meeting to order. Mayor Williams was asked to sit in on committee for a quorum.

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

1. Operational Updates – The Town Manager stated that included in the e-packet was information in regards to the 4:00 p.m. Burning Laws that went in effect February 15th. It will remain in effect until April 30th. This burn ban is active statewide.

2. ADDITIONAL ITEM DISCUSSED: Waterline to the New Isle of Wight County Rescue Squad Facility - Mr. Hopkins introduced Mr. Tony Wilson of Isle of Wight County. A pre-construction meeting was held on site of the new rescue squad facility this morning. Discussion was held on how and where the waterline is going to cross the road. It was decided that the best option would be to do a casing under the road and then the pipe would be slipped through the casing. In order to install a casing under the road the road will need to be open cut. An open cut across the road would require road closure while work is being done. Mr. Wilson stated that the contractor would come in the day before and saw cut the pavement. The day of the operation he will put in a 16 and 8 inch steel casing. It will then be backfilled and compacted. It will be left unpaved with a stone base at this time so that more compacting can be done by traffic flow. Signs will be put up to alert the public of the rough road surface. The public will be notified a couple

of weeks prior to the start of the work that Great Springs Road will be closed while work is being done. Traffic will be routed through Fairway Drive and a detour sign will be placed at Scotts Factory Road. The work should take six to eight hours. Mr. Hopkins stated that more details need to be worked out on appropriate signage. Dr. Cook asked how wide the cut would be. Mr. Wilson stated that the cut would be approximately 10 foot. There will need to be a five foot separation between the two pipes. One pipe is a force main and the other is a water main. So it should be ten foot max land disturbance. Mr. Hopkins stated the final paving will be twenty-five feet. Dr. Cook asked how long before the road is repaved after work is completed. Mr. Wilson stated that he will get with the Town Engineer to schedule the repaving. He stated that the public will be running on stone for three to four weeks. If this is not satisfactory other arrangements will be made. Dr. Cook expressed concern over complaints on the rough road until it is repaved. Mr. Wilson stated the road would be maintained daily until repaved. Discussion was also held on temporary patching until the conclusion of the project. This item was brought to committee for notification only and no Council action is required.

The meeting adjourned at 4:07 p.m.

March 1, 2013

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, FEBRUARY 26TH, 2013

The Public Works Committee held a meeting on Tuesday, February 26th, 2013 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack; Mr. Andrew Gregory, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Office Manager of Public Works; Ms. Amy Musick, Director of Smithfield Center; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Gina Ippolito. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair Michael G. Smith called the meeting to order.

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

1. Purchase of Budgeted Public works Truck –The Town Manager reported that the Public Works Department has been budgeting one truck a year to replace their older trucks. Mr. Smith asked if Wilbar Truck Bodies is the company that typically does all the build outs on the public works trucks. Mr. Hopkins replied that they had received quotes from two different companies. Mr. Hopkins stated that this truck is with state contract pricing and within budgeted amount. At this time the Public Works Department has six trucks that have over 140,000 miles on them. This would replace one. Mayor Williams asked how staff would get rid of the one they are replacing. It would be sold as surplus property on GovDeals. Committee recommended approval of budgeted public works truck.

2. Mowing Contract Renewal – Mr. Smith asked if the current mowing contractor had resigned. Mr. Hopkins explained that Mr. Slabinski with Country Landscaping has decided he does not wish to renew his contract for the 2013/2014 fiscal year. Country

Landscaping's current contract is for mowing service of the town's public right of ways such as Route 258, Route 10 and Battery Park Road. Brown Brother's Lawn and Care was the second lowest bidder two years ago when mowing RFP's were received. Brown Brother's Lawn and Care currently has a contract with the town for mowing services at Windsor Castle Park. Town Staff would like to recommend adding the town's public right of ways contract to Mr. Brown for the remaining two years before it will need to be re advertised. Mr. Brown has agreed to a cost of \$1700 per cut. The cost for Windsor Castle Park will remain at \$900 per cut. Mr. Hopkins stated that staff has been pleased with Brown Brothers Lawn and Care service. Committee recommends approval of mowing contract renewal to Town Council.

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

1. Closed Session: Refuse and Recycling Contract Renewal Negotiations with AVES - The Town Attorney stated that there are three items between this committee and the Public Buildings and Welfare committee that need to be discussed in closed session. It is his recommendation that we carry this item over to be discussed in closed session at the end of the Public Buildings and Welfare Committee. Committee agreed and the Public Works Committee was closed.

The meeting adjourned at 4:15 p.m.

March 1, 2013

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, FEBRUARY 26TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, February 26th, 2013 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mr. Randy Pack, Mr. Andrew Gregory, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; Ms. Sonja Eubank, Office Manager of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Ms. Gina Ippolito. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

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

1. Partial Park Closure for 2013 Wine and Brew Festival – Ms. Ippolito stated that this is a request to have part of the trails at Windsor Castle Park closed for the Wine and Brew Festival on April 13th. She explained the portion of the trails that would be closed. Staff/volunteers will be located along trail entrances letting the public that is not there for the Wine and Brew Festival know that a portion of the trails are closed. Committee recommends approval of supporting the partial trail closure.

2. VTC Grant – Love Artwork by Director of Tourism, Judy Winslow – Ms. Winslow explained that the Virginia Tourism Corporation is highly encouraging localities around the state to design LOVE artworks. A grant application has been completed and if Town Council approves the concept then she will submit the application for funding. Ms. Winslow passed around examples of LOVE artworks that are currently around the state. She also passed around an example of what the Town of Smithfield's LOVE artwork would look like designed out of bacon. Ms. Winslow stated that the

proposed location of the LOVE artwork would be where the pig statuary is at the intersection of Main Street and Route 258. That pig would be relocated at another spot in town. She stated that Tourism would have to get VDOT's approval for placing the artwork at this location. Approval was granted for the pig in the past so they feel that will not be an issue. Vice Mayor Gregory asked what the bacon was made out of. Ms. Winslow replied that it would be made out of corrugated metal. It would be painted to look like bacon. Dr. Cook asked how long this artwork would be up? Ms. Winslow stated that it would be permanently displayed. She explained that there are certain requirements it must have. It must have the Virginia Tourism logo "Virginia is for Lovers" on it and it has to be a permanent structure for them to pay for it. The Virginia Tourism Corporation would do a ton of promotions on their website. They are requesting all localities around the state to select something that represents your town and make "LOVE" artwork out of it. Mr. Hopkins asked who would be responsible for it after it goes up. Ms. Winslow replied that would be town staff. Committee expressed concern over the size of the permanent structure at this location. Dr. Cook stated that this request will be taken under consideration and will be put on Town Council's agenda under the Action Section for further discussion since two members of Council are not present.

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

1. Public Comments – Ms. Ippolito was present and stated that she had read an article recently in regards to Habitat for Humanity moving forward with their plan to construct two houses on the Washington/James Street property. She mentioned that this has not been mentioned for a long time so she was wondering what the status was from the town. The Town Manager explained that in 2008 Town Council had approved a special use permit for two duplexes for a total of four units to be placed on the corner of Washington Street and James Street. The units at that time were to face Washington Street. With the recent economy issues Habitat for Humanity was not able to move forward so they fell off the radar for a while. Habitat for Humanity is back and they are proposing to do one duplex which will have two units. It is still planned to face Washington Street and will be near the corner of Washington and James Street. Conceptually the driveway for the units would enter from James Street. The Town Manager stated that the majority of the paved parking lot that is around the VFW building would stay. Ms. Ippolito asked if there was a site plan that had been done. The Town Manager stated that the special use permit was approved however it will need to go before Planning Commission for approval of the subdivision plat.

2. Pinewood Heights Relocation Project – Phase II Update – The Town Manager stated that the town at this time has purchased three units. The next two properties have some credit issues that are being worked out so the town is taking a breather while we let our meals tax funding catch up. Properties at 41 Carver, 42 Carver and 43 Carver have been completed and will be placed on Town Council's consent agenda as a motion to accept the deeds. Properties 44 Carver and 45 Carver have accepted offers but credit

issues are being worked out. The next Management Team Meeting is scheduled for Monday, March 11th, 2013 at 4:00 p.m.

3. ADDITIONAL ITEM DISCUSSED: Damaged Pig Statuary - Mr. Smith asked what the status was on the damaged pig that was in front of the Isle of Wight County Museum. Ms. Winslow stated that pig is currently in the museum being repaired. The hope is to have the pig repaired and back out on the sidewalk by the end of March. Mr. Smith asked if the damage was weather related or vandalism. Ms. Winslow stated that they do not think that it was either. They think it might have been a zipper accident from the individuals climbing on the pig. Ms. Winslow stated that this is the most climbed upon pig and a lot more coats will need to be added to her for protection from further damage.

4. ADDITIONAL ITEM DISCUSSED: Fire Hydrant on Washington Street - Mayor Williams asked that town staff look into painting the curb in front of the fire hydrant located in front of the VFW Building on Washington Street. Mr. Hopkins stated that staff would take care of this.

5. Closed Session Items: The Town Attorney stated that committee needs a motion to go into closed session for the purpose of consultation with legal counsel as to legal matters 1) AVES Contract Negotiations; 2) Boundary Line Adjustment; and 3) Bank of Southside Virginia MOU. Dr. Cook made the motion and it was seconded by Mr. Pack. The Town Manager stated that for the first item he would request that AVES staff and Ms. Sonja Eubanks of Public Works stay for the closed session discussion. Then when we get to the Bank of Southside Virginia MOU he would like to request Ms. Winslow to be present.

Closed Session In: 4:33 p.m.

Closed Session Out: 5:47 p.m.

The Town Attorney stated that during the closed session that there was only discussion of consultation with legal counsel as to legal matters for 1) AES contract negotiations, 2) Boundary Line Adjustment; and 3) Bank of Southside Virginia MOU. The motion was made by Mr. Smith and seconded by Dr. Cook. Motion passed.

Meeting Adjourned at 5:48 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
February 2013**

Committees and Projects:

02/06 Safety Committee meeting – Town Hall – Sgt. Meier and Kurt Beach
02/04 – 06 Accreditation – Farmville Police Department – Kristi Jenkins
02/05 Training meeting – Hampton Roads Criminal Justice Training Academy (HRCJTA) – Lt. Rogers and Annette Crocker
02/05 Town Council meeting – Chief Bowman
02/06 Department Head meeting – Chief Bowman and Deputy Chief Howell
02/11 ECC meeting – Deputy Chief Howell
02/12 TRIAD meeting – Isle of Wight Courthouse – Lt. Rogers and Kurt Beach
02/19 Crime Line meeting – Sgt. Meier, Kurt Beach and Annette Crocker
02/19 School Board Joint Committee meeting – Deputy Chief Howell and Kurt Beach
02/20 Department Head meeting – Deputy Chief Howell
02/20 Teaching Incident Command System – HRCJTA – Lt. Rogers
02/21 Virginia Law Enforcement Professional Standards Commission meeting (VLEPSC) – Chief Bowman, Lt. Rogers and Kristi Jenkins
02/21 Community Help in Progress meeting (C.H.I.P.) Steering Committee – Deputy Chief Howell
02/23 Police Officer Testing – Smithfield Center – Lt. Rogers, Sgt. Jones and Annette Crocker
02/25 Police Committee meeting – Chief Bowman and Deputy Chief Howell
02/26 Police Officer Testing – PD – Annette Crocker
02/27 Hampton Roads Crime Prevention Association meeting (HRCPA) – Hampton – Kurt Beach

Training

02/04 – 06 Basic Intox School – Richmond, VA – Officer Hill, Officer (24 hrs.)
02/08 Leadership School – Richmond, VA – Kristi Jenkins (8 hrs.)
02/12 – 13 Virginia Fusion Center Training – Smithfield Center – Sgt. Meier, Officer J. Adams, Officer E. Cook, and Kurt Beach (16 hrs.)
02/13 Intox Recert – Virginia Beach – Sgt. Brady (4 hrs.)
02/26 Surry Exercise After-Action Training – Virginia Dominion Power – Deputy Chief Howell (5 hrs.)
02/27 Performance Driven Thinking in Public Safety – HRCJTA – Deputy Chief Howell (8 hrs.)

In-House Training:

02/06 Ham Radio Operation Training – Windsor Volunteer Rescue Squad – Sgt. Araujo and Officer Hill (2 hrs.)
02/07 VCIN Recert – PD – Sgt. Jones and Officer Johnson (4 hrs.)
02/11 – 15 Tactical Operator Training – Sbfd PD SWAT, i.e., Lt. Rogers, Sgt. Araujo, Sgt. Brady, Officer Seamster and Officer Powell, and SWAT team for Isle of Wight County (40 hrs.)

- 02/13 Ham Radio Training – Windsor Volunteer Rescue Squad – Sgt. Araojo and Officer Hill (2 hrs.)
- 02/18 Robbery Awareness Training for Farmers Bank – Ebenezer Church Family Life Center , Eclipse – Deputy Chief Howell, Lt. Valdez, Sgt. Meier (4 hrs.)
- 02/20 VCIN Recert – PD – Officer Anderson (4 hrs.)
- 02/20 Stair case training – uniformed patrol (2 hrs.)
- 02/20 Next of Kin Notification – uniformed patrol (1 hr.)
- 02/26 ERT Training – (6 hrs.)
- 02/27 Ham Radio Operation Training – Windsor Volunteer Rescue Squad - Sgt. Araojo and Officer Hill (2 hrs.)

Community Relations

- 01/22 Isle of Wight Citizens Association – School Safety Forum – Smithfield Center – Chief Bowman
- 02/01 – 28 School Safety Check – Westside Elementary – Twice daily - Officers
- 02/01 Smithfield Volunteer Fire Department Banquet – Smithfield Center – Chief Bowman
- 02/09 Youth Basketball – Westside Elementary – Sgt. Jones
- 02/10 Hampton American Legion - escorted to Smithfield American Legion Post 49 – Sgt. Jones
- 02/13 Homework Station – Jersey Park Apartments – Officer Anderson and Officer Wright
- 02/22 Ride A long – Officer Seamster
- 02/23 National High School Oratorical Contest – American Legion – Chief Bowman
- 02/27 Homework Station – Jersey Park Apartments – Officer Cook

Investigations:

Case#: 2013-00089
Location: Riverside Drive
Offense: Aggravated Domestic Assault
Disposition: Cleared by arrest

On 01/30/2013 officers responded to Riverside Drive in reference to a domestic assault. Upon entering the residence officers identified the victim of the assault sitting on the floor of the living room, with apparent injuries to his right forearm and chest areas. The victim stated he had been involved in a verbal argument with his 19 year old son over possible drug use. He stated his son became violent and started throwing items throughout the residence and breaking items. When the victim tried to stop his son from causing more damage, his son started to strike him. As the victim attempted to defend himself his son bit down on his right forearm/wrist area, causing a serious laceration the suspect had also attacked his sister as she attempted to break up the fight, she suffered injuries to her left arm as well from being bitten by the suspect. The father of the suspect was also struck several times in the chest causing minor abrasions. The suspect was located within the residence and was taken into custody. Medical staff was called to provide care to the victims and the suspect was subsequently arrested for aggravated domestic assault and battery.

Case#: 2013-00100
Location: Wrenn Road
Offense: Child Neglect
Disposition: Arrest Made

On 2/03/2013 officers responded to the 700 block of Wrenn Road in reference to a possible child neglect case. Upon arrival officers were advised that one of the tenants had left her residence and possibly left behind two (2) small children. Officers attempted to make contact at the residence and had to eventually have the apartment manager open the residence in order to conduct a welfare check of its occupants. Once inside the apartment officers located and identified the four year old son of the suspect. The juvenile was in good health and no injuries were noted. Officers contacted the Child Protective Services (CPS) and advised them of the situation. While on scene and awaiting CPS's arrival the mother of the child arrived. She stated to officers that she needed to go to the store to get diapers for her second child who is 18 months old. Officers observed a half empty package of diapers within the residence and again asked the mother where she had been for approximately 20 minutes. The mother stated that she had gone to "lacy's". When the officers asked who Lacy was or what she was doing at "Lacey's", she was unable or unwilling to provide the information. CPS arrived shortly after the mother arrived on scene and made the decision to have both children temporarily taken from the residence until further investigation by their Department can be conducted. Warrants for child neglect were obtained and served on the suspect. Case is cleared by arrest

Case#: 2013-00141
Location: 200 Block East Street
Offense: Possession of Cocaine
Disposition: Cleared by Arrest

On 2/17/2013 officers responded to the 200 block of East Street in reference to suspicious vehicle. Upon arrival officers observed a 1996 gold Mazda four-door, occupied by two individuals, parked in the roadway. The responding officers also noted the interior light to the vehicle was on. Officers illuminated the vehicle with their patrol car spotlights and began to approach it on foot. As they got near the vehicle it started up and began to pull away. Officers reentered their patrol cars and chased the vehicle as it continued down East Street onto West Virginia Street back onto Middle Street, where the vehicle came to a stop. During this short pursuit, officers observed the passenger in the vehicle throwing items out the window. After detaining and identifying both parties in the vehicle officers recovered the items thrown out by the passenger. They were identified as a smoking device used to smoke narcotics and a small bottle of vodka. The smoking device will be sent to the state lab for narcotics testing. Case is cleared by arrest.

Reporting Period: 2/1/2013 thru 2/28/2013

Total Deposits for February 2013 - \$7,564.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	2/4/2013	1632			Kennedy and Perkins Wedding and Reception	Kennedy and Perkins Wedding and Reception	1819		0.00
Invoice	2/4/2013	1633			Alford-Solmonoff Wedding & Reception	Alford-Solmonoff Wedding & Reception	1899		0.00
Invoice	2/4/2013	1634			Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Invoice	2/4/2013	1635			Kaitlyn Pait	Baby Shower	2155		0.00
Invoice	2/22/2013	1636			Wells and Gray Wedding and Reception	Wells and Gray Wedding and Reception	2199		-350.00
Total									-194.00
Payment	2/22/2013	1636	Check	Refund	Wells and Gray Wedding and Reception	Wells and Gray Wedding and Reception	2199		-350.00
Total									-350.00
Deposit	2/1/2013		Visa	Visa	Heal and Wood Wedding and Reception	Heal and Wood Wedding and Reception	2183		600.00
Deposit	2/1/2013		Check	1047	Morse and DePrinzio Reception	Morse and DePrinzio Reception	2187		800.00
Deposit	2/4/2013		Visa	Visa	Klein and O'Hara Wedding and Reception	Klein and O'Hara Wedding and Reception	2188		700.00
Deposit	2/5/2013		Visa	Visa	McMannen-Ellis Wedding & Reception	McMannen-Ellis Wedding & Reception	2029		600.00
Deposit	2/8/2013		Check	1165	Raiford and Warnick Wedding and Reception	Raiford and Warnick Wedding and Reception	1954		200.00
Deposit	2/8/2013		Money Order	644363854	Bentley and Fordham Reception	Bentley and Fordham Reception	2191		240.00
Deposit	2/8/2013		Check	295	Ducks Unlimited	Ducks Unlimited	1638		880.00
Deposit	2/12/2013		Master Card	Master Card	Dominion Virginia Power	Dominion Power Safety Meeting	2117		600.00
Deposit	2/13/2013		Check	3747	Judith Smith-Stokes 70th Birthday Party	Judith Smith-Stokes 70th Birthday Party	1955		500.00
Deposit	2/15/2013		Check	1332	Smithfield Lions Club	Lions District Meeting	2046		245.00
Deposit	2/20/2013		Check	127536	Lifeline Screenings	Lifeline Screening	2122		199.00
Deposit	2/20/2013		Check	1062	Peninsula Mustang Enthusiasts	Mustang Show	2171		266.00
Deposit	2/20/2013	1636	Visa	Visa	Wells and Gray Wedding and Reception	Wells and Gray Wedding and Reception	2199		700.00
Deposit	2/26/2013		Visa	Visa	McMannen-Ellis Wedding & Reception	McMannen-Ellis Wedding & Reception	2029		550.00
Total									7,080.00
Grand Total									-6,924.00

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Smithfield Fire Department Banquet MH 150	Hebert and Cofield Reception MH plus Suites 200
3	4	5	6	7	8	9
	Fire and Hood Inspections	Kitchen Inventory Kitchen 2 Town Council A&B 20	Ducks Unlimited Setup MH 200	Ducks Unlimited MH plus Suites 200		German Club MH 100
10	11	12	13	14	15	16
Sweetheart Banquet MH plus Suites 250	Surry Power Station Management Retreat C&D 25	Planning Commission A&B 20 Virginia State Police Fusion Liaison Training C&D 50	Quarterly Update MH 200 Virginia State Police Fusion Liaison Training C&D 50	Valentine's Day Traven Off	Traven Off	Traven Off
17	18	19	20	21	22	23
	Closed-President's Day	Amy in at 1 PM Dominion Power Safety Meeting MH plus Suites 176	Staff Meeting MH 12	Police Accreditation Training MH 50 Smithfield Women's Club Suites 80		Judith Smith-Stokes 70th Birthday Party MH 80 Smithfield PD Testing Suites 40
24	25	26	27	28		
Black History Month Program MH 100	Committee Meetings A&B 12	Committee Meetings A&B 20	VDOT Right of Way Training C&D 18	Live Laugh and Love Show MH 150		

Smithfield Center Discounts - February 2013

Booking Date	Event Name	Room Code	Discount Percent
2/1/2013	Smithfield Fire Department Banquet	MH	100.00%
2/2/2013	Hebert and Cofield Reception	MH plus Suites	0.00%
2/5/2013	Town Council	A&B	100.00%
2/6/2013	Staff Meeting	C&D	100.00%
2/6/2013	Ducks Unlimited Setup	MH	0.00%
2/7/2013	Ducks Unlimited	MH plus Suites	20.00%
2/8/2013	Ducks Unlimited Takedown	MH	0.00%
2/9/2013	German Club	MH	0.00%
2/10/2013	Sweetheart Banquet	MH plus Suites	0.00%
2/11/2013	Surry Power Station Management Retreat	C&D	0.00%
2/12/2013	Planning Commission	A&B	100.00%
2/12/2013	Virginia State Police Fusion Liaison Training	C&D	100.00%
2/13/2013	Virginia State Police Fusion Liaison Training	C&D	100.00%
2/13/2013	Quarterly Update	MH	0.00%
2/19/2013	Dominion Power Safety Meeting	MH plus Suites	0.00%
2/20/2013	Staff Meeting	MH	100.00%
2/21/2013	Police Accreditation Training	MH	100.00%
2/21/2013	Smithfield Women's Club	Suites	50.00%
2/23/2013	Judith Smith-Stokes 70th Birthday Party	MH	0.00%
2/23/2013	Smithfield PD Testing	Suites	100.00%
2/24/2013	Black History Month Program	MH	100.00%
2/25/2013	Committee Meetings	A&B	100.00%
2/26/2013	Committee Meetings	A&B	100.00%
2/27/2013	VDOT Right of Way Training	C&D	100.00%
2/28/2013	Live Laugh and Love Show	MH	0.00%
	100% discount		13
	50% discount		1
	20% discount		0

Smithfield/Isle of Wight Tourism Activity Report – February 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 2/21/13.
- Director attended Smithfield Town Council Meeting 2/5/13.
- Held monthly Tourism Staff Meeting 2/5/13. All FT staff in attendance.
- Smithfield 2020 Meeting 2/6/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- First ever annual RESTAURANT WEEK held for Smithfield and Isle of Wight County February 1-8. Huge success!! All restaurants reported record sales and lots of first time visits!
- Branding Brain Trust met 2/1/13 to complete focus group and “Inside the Merchants Studio” plans.
- Held Williamsburg Timeshare Docent Tour 2/8/13.
- Met with Stephe Broadwater (Chair) regarding 2013 Historic Garden Week Tour coming 4/20/13.
- Met with BSV regarding formalizing a MOU between the Farmers Market and the bank 2/6/13. Verbal agreement made.
- IOW County BOS Budget Planning Session held 2/6/13.
- Smithfield Wine and Brew Fest planning meeting 2/6/13.
- Olden Days Car Show planning meeting held 2/7/13. Olden Days Music planning meeting held 2/14/13.
- Met with Kevin O’Connor with O’Connor Brewing about bringing a Micro-Brewery to Smithfield 2/8/13. Progress made.
- Worked Virginia Beach Boat Show 2/9/13.
- Conference Call with TV Producers for “Communities of Distinction” 2/12/13 and 2/14/13. Decision made to not pursue due to “pay to play” option.

- Attended Evaluation Training with HR Director for upcoming staff evaluations 2/13/13.
- Met with ABC Special Agent Perry regarding Micro-Brewery, Smithfield Wine & Brew Fest, Farmer's Market 2/13/13.
- Attended Saint Lukes Board meeting 2/13/13.
- Met with Amy Musick regarding Smithfield Center/Tourism joint marketing efforts for next budget year 2/14/13.
- Met with Saint Lukes staff regarding marketing for next fiscal year 2/14/13.
- Wrote articles for new Smithfield Times lifestyle magazine "SLICE" about the Smithfield Wine & Brew Fest and Olden Days.
- Schoolhouse Museum Board Meeting 2/19/13.
- Met with DCR 2/19/13 about upcoming Water Trails Workshop to be held at the Smithfield Center 9/11/13.
- Attended Smithfield on the Move Advisory Board meeting 2/19/13.
- Attended Coastal Virginia Tourism Alliance meeting 2/20/13.
- IOW County Wellness Committee 2/21/13.
- Attended VACVB Quarterly Meeting 2/21-22/13.
- Attended Council Committee meetings 2/25 and 26/13.
- Filmed THE COUNTY BEAT 2/27/13.
- Met with Danny Hughes regarding Country-Que event for Town & Country Day 2/28/13.
- Tourism Facebook postings throughout month.
- Attended Smithfield Staff Meeting 2/6/13, 2/23/13.
- Staff attended IOW Staff Meeting 2/25/13.
- 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!

RESOLUTION
CLOSURE OF STREETS FOR YMCA SPRINT TRIATHLON RACE

WHEREAS, the Luter Family YMCA is again organizing its annual Sprint Triathlon race; and,

WHEREAS, the Luter Family YMCA has requested that a portion of Cary Street be closed on Saturday, April 6, 2013 from 9:30 a.m. to 1:30 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 10 mile bike race over a race course, part of which is located within the Town; and,

WHEREAS, the Luter Family YMCA has requested that portions of James Street, Grace Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed on Saturday, April 6, 2013 from 9:30 a.m. to 1:30 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a footrace over a race course within the Town; and,

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

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

NOW, THEREFORE, be it resolved that on Saturday, April 6, 2013, that portions of James Street, Grace Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed from 9:30 a.m. to 1:30 p.m., or until the conclusion of the races, to permit a safe environment for conducting a foot race and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 5th day of February, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley King, Clerk

RESOLUTION

STREET CLOSURE FOR SPRING MUSTANG CAR SHOW

WHEREAS, organizers have proposed to hold a mustang car show in the Town; and,
WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, May 18, 2013 the following portion of Main Street shall be closed from 9:00 a.m. until 3:00 p.m.: The 100, 200 and 300 block of Main Street from its intersection with Underwood Lane to its intersection with Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 5th day of March, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

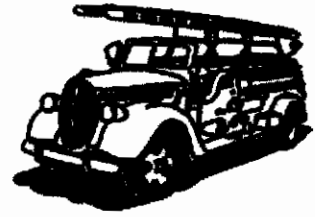
By _____
T. Carter Williams, Mayor

ATTEST:

Lesley King, Clerk

Smithfield Volunteer Fire Department, Inc.

1804 S. Church Street • Smithfield, VA 23430-1853 • Phone 757-357-3231



28 February, 2013

W. Douglas Caskey, County Administrator/Isle of Wight County

Ms. Ellen Minga, Treasurer / Town of Smithfield

C. Larry Pope, President / CEO Smithfield Foods

All,

On February 15th, 2013, the third installment on the payment on the lease for the Smithfield VFD's Heavy rescue Unit was due. Due to a failure to recall on my part, I did not remind you of your installment portion that was due. At present, we are behind on this payment. However, I have spoken with Wells Fargo and they are allowing a two week window for us to get this in as of this date. We are requesting that your installment portion be sent to the SVFD as soon as possible so that we can make this payment. I apologize for my error and any problems this untimely request creates. The individual obligations for each entity are as follows:

Smithfield Foods	\$50,000.00
Town of Smithfield	\$10,000.00
Isle of Wight Co.	\$56,744.21

We again graciously thank you for your continued support. Should you have any questions, please contact me at 757.416.2840.

Respectfully,

A handwritten signature in cursive script that reads "Jerry".

H. Jerry Hackney

Deputy Chief



TOWN OF SMITHFIELD

"The Ham Capital of the World"

March 29, 2010

Chief Jason Stallings
Smithfield Volunteer Fire Department
P.O. Box 117
Smithfield, VA 23431

Re: Leased Rescue Truck

Dear Chief Stallings:

The Town of Smithfield has agreed to support the Smithfield Volunteer Fire Department in the amount of \$70,000 over a period of seven years for the purpose of lease/purchase of a heavy rescue unit.

If you need additional confirmation, please contact my office at (757) 365-4287.

Sincerely,

Ellen D. Minga
Treasurer

TREASURER'S OFFICE & UTILITY BILLING

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-4286
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