



SMITHFIELD TOWN COUNCIL AGENDA
May 3, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|--------|---|--|
| May 3 | - | 7:30 p.m. – Town Council Meeting |
| May 5 | - | 12:00 p.m. – Chamber Business Appreciation Luncheon |
| May 10 | - | 3:00 p.m. – Special Finance Committee Meeting |
| May 16 | - | 6:00 p.m. – Meeting/ Social with Windsor Town Council in Windsor |
| May 17 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| May 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| May 24 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |
| May 26 | - | 11:00 a.m. – VML Town Section Meeting |

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

- A. Proclamation in Recognition of the Smithfield Packing Company's 75th Anniversary

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

CONSENT AGENDA ITEMS

- C1. Motion to Authorize the Town Manager to Advertise for New Waterworks Operator Position
Water and Sewer Committee Chair, Andrew C. Gregory
- C2. Motion to Accept the Proposal for SCADA System Upgrade from REW Corporation in the amount of \$48,571.67
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|---|--------------|
| a. Clark Nexsen | \$ 10,730.08 |
| b. English Construction Company | \$258,984.25 |
| c. Buchart Horn, Inc. | \$ 12,217.40 |
| d. Community Planning Partners | \$ 10,220.54 |
| e. Excel Paving Corporation (Streetscape – Phase V) | \$ 76,741.63 |
| f. Excel Paving Corporation (Waterline Replacement) | \$ 78,733.81 |
| g. Draper Aden Associates | \$ 55,801.66 |
- C4. Resolution to Authorize the Town Treasurer to Renew Line of Credit with TowneBank for Pinewood Heights Project **TAB # 1**
Finance Committee Chair, John L. Graham
- C5. Resolution to Amend ICMA Optional Benefit for ROTH IRA Accounts **TAB # 2**
Finance Committee Chair, John L. Graham
- C6. Motion to Accept Proposals for Street Maintenance Work for Balance of Fiscal Year from Blair Brothers
Public Works Committee Member Denise N. Tynes for Committee Chair Constance Chapman
- C7. Motion to Renew Mowing Contract with Brown's Lawn & Tractor Service at Windsor Castle Park
Public Works Committee Member Denise N. Tynes for Committee Chair Constance Chapman
- C8. Motion to Renew Landscaping Contract with Clean Cut Image (CCI) at Windsor Castle Park
Public Works Committee Member Denise N. Tynes for Committee Chair Constance Chapman
- C9. Resolution to Initiate Rezoning Process for Phase I of the Pinewood Heights Neighborhood **TAB # 3**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C10. Motion to Approve Request to Have Sculpture Donated to Windsor Castle Park by Mr. Joseph Luter
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. Motion to Authorize the Town Manager to Prepare a Request for Proposals for Use of Windsor Castle Park Historic Structures / Conservation Easement Area
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C12. Motion to Authorize the Town Manager to Execute a Contract (forthcoming) with J. R. Wills & Sins, Inc. for the Remodeling and Renovations of 913 South Church Street and 913-D South Church Street
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C13. **Motion to Accept the Recorded Deed for 73 Pagan Avenue, Pinewood Heights Neighborhood**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C14. **Motion to Adopt the Amendments to the Town Personnel Policies Manual**
Town Manager, Peter M. Stephenson

TAB # 4

ACTION SECTION

1. **PUBLIC HEARING: Disposition of 113 North Church Street**
 - a. Staff Presentation by Peter M. Stephenson, Town Manager
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. **Motion Authorize the Town Attorney to Proceed with Drafting a Golf Cart Ordinance**
3. **Motion to Appoint a Nominating Committee of the Expiring Term of Board of Zoning Member Virginia Walker (Term Expires 6/30/2011)**
Mayor, David M. Hare
4. **Motion to Approve the Town Council Minutes for the Meetings of April 5th, 2011**
Town Attorney, William H. Riddick
5. **Old Business:**
6. **New Business:**
 - a. **Motion to Accept Deed for 80 Pagan Avenue, Pinewood Heights Neighborhood**
Town Attorney, William H. Riddick
7. **Closed Session: Disposition of Real Property and Personnel Matter Requiring Advice of Legal Counsel**
8. **Adjournment**

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – April 2011

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: IOW Emergency Communications Center Board, Smithfield 2020, Monday Morning Moan, VML Insurance Programs Investment Committee (via conference call), Joint Tourism Committee, Leadership IOW Planning Committee, and American Diabetes Association breakfast.
- b. Attended American Planning Association conference in Boston. Completed AICP continuing education requirements through 12/31/2011.
- c. Completed update of town personnel policies manual
- d. Worked with Treasurer on budget and with J.R. Wills & Sons, Inc to provide building renovation cost estimates
- e. Participated in Relay for Life Womanless Pageant fundraiser
- f. Met with Windsor Town Manager to discuss items of mutual interest
- g. Attended Client and Business Appreciation event at The Smithfield Center

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, and BHAR and BZA
- b. Prepared April Town Council Committee Agenda and May Town Council Agenda.
- c. Attended Town Council Committee meetings on April 25th and 26th and prepared summary reports of the committees.
- d. Completed bulk mailing of the Town's Spring Newsletter.
- e. Utilized 5 days of vacation and 2 sick days

TREASURER'S OFFICE:

- a. Conducted second round of interviews for the part time clerk's position in the Treasurer's office. Final interview conducted on April 28.

- b. Met with Stacy Viles and Zachary Wittkamp of TFA Benefits and Peter Stephenson on April 13 to discuss health plan renewal options.
- c. Prepared February 2011 financial statements.
- d. Continued work on budget projections for 2012 and budget revisions for 2011.
- e. Submitted the 2nd draw request to the state for Pinewood Heights Phase I MY2 in the amount of \$171,658. This leaves a balance remaining in CDBG funds of \$71,000.
- f. Took a vacation day on April 29.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings and Police Department building.
1. Sewer Line Repairs and Maintenance:
 - a. Lewis Construction repaired gate valve on a 2" sewer force main at the corner of Buckingham Way and Canterbury Lane on the 18th of May 2011. The valve was broken and had no way of closing the valve.
 - b. 810 Canterbury Lane - repaired 2" sewer line, cut out and replaced 7 foot section of pipe with shc 40 2 " pipe and 2 dresser couplings.
 - c. SSO due to plug on bypass pump had come loose and alarms at the station was not working at the time to indicate high wet well. 500 gallons was reported to be released into the Pagan River. Leak was stopped when plug on bypass pump was reset, clean up of release on the road took place following the over flow from the manhole at the corner of Luter Dr. and Commerce St. Pump.
 - d. 112 Mason St. sewer backup was called in - had crews go out to site - used sewer machine to clean main line. Blockage was not found on Town side, TV'd the line - nothing found - home owner had plumber replace old line.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly checks on all 27 pump stations.
 - b. Canterbury Lane pump station - replaced seals on pump #2.
 - c. Plaza pump station - replaced power cord on 3hp 230v 3 phase pump.
 - d. Moonfield pump station - pulled and cleaned pump #2 and check valve. Placed pump back online

- e. Main St. pump station installed water separator and REW replaced Murphy switch in control panel on May 22, 2011
- f. Minton Way pump station had to rebuild pump #1. Placed pump back online

3. Water Line Repairs and Maintenance:

- a. Disconnected water service and removed meters from 101 and 102 Pinewood Dr.
- b. Repaired broken waterline on irrigation system for the old school house. Line had broken in the winter time.
- c. 2" Galvanize line on Peterson Ave began to leak. Leak was repaired and planning has begun to abandon old 2" galvanized line.
- d. Replace water main valve box at 309 Red Point Dr. Trash truck kept breaking box lid. A bigger stronger box was installed to prevent this from happening.
- e. Repaired a water leak at 220 South Church St. Line was broken by Excel Paving during sidewalk removal. Line was marked but due to depth of line only being 6" deep Town staff assisted in repair.
- f. Installed new fire hydrant at 210 N Church St. This hydrant was requested by and materials will be paid for by Smithfield Foods.

4. Well Repairs and Maintenance

- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.
- b. Prepared all well houses for summertime. Installed fan and removed insulation from winter time.

5. Water Treatment Plant

- a. Finished block and brick work on treatment plant and concentration pump station.
- b. Installed piping inside pipe trench inside treatment plant.
- c. Poured pad for gen-set

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Lawn Mower Safety training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Serviced Vector Truck.
- b. Cleaned off walking trails at the Windsor Castle Park once 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.
- c. Grounds crew has begun grass cutting through out the Town.
- d. Repaired all lights on Clontz Park pier.
- e. Removed fallen tree out of road way on Lane Crescent.
- f. Backflow letters sent to high priority letters and residents with irrigation systems.

PLANNING AND ZONING:

- Bill Hopkins attended the APA Conference in Boston, Mass.

1. Planning Commission – 04/12/11

- A. Entrance Corridor Overlay District Review –Carport & Equine Statue - 1408 South Church Street – Carol & Vince Jordan, Sesroh Tack Shop, applicants - Approved.
- B. Preliminary and Final Subdivision Plan Review – Lakeview Cove – Jeff Huentelman, Land Planning Solutions, applicants - Approved.
- C. Final Site Plan Review - 401 N. Church Street – Smithfield Foods Test Kitchen – Smithfield Foods, Barry Moss, applicants -Approved.

- D. Preliminary and Final Site Plan Review – 259 James Street – Contributing – Danny Carroll, Luter Family YMCA, applicants - Approved.
2. Rezoning Applications under review
- A. Pinewood Heights – Phase 1
3. Special Use Permit Applications under review
- None
4. Subdivision and Site Plans under review
- A. Lakeview Cove Subdivision revision
 - B. Luter Family YMCA Expansion
 - C. Smithfield Foods Test Kitchen
 - D. Harvest Fellowship Baptist Mission
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 (65% complete)
 - D. Fire Station Building – 1802 South Church Street (65% complete)
 - E. R O Plant – (65% complete)
6. Board of Zoning Appeals 04/19/11
- A. Special Yard Exception - 1603 Colonial Avenue – Josh Nelms, applicant/property owner - Approved
7. Board of Historic & Architectural Review 04/19/11
- A. Proposed Window Replacement – 112 North Mason Street – Contributing – James Goyet, applicant – Approved.
 - B. Proposed Balcony Railing – 351 South Church Street – Landmark – Ron Prevatte, applicant – Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans.
- C. Smithfield Manor, contractor has installed E & S controls as required by the Town and the approved site plans. Builder continues construction of town homes within project. Project is now under the one-year warranty period.
- D. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- D. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor has erected exterior and interior CMU walls for treatment building. Contractor completed installation of exterior brick veneer on treatment building. Contractor continues installation of plumbing and electrical systems for building area. Contractor installed CMU on exterior of pump building.
- F. Fire Station S. Church St., contractor A. R. Chesson, has erected and is maintaining all E. & S. controls as per the approved site plans and required by the Town. Contractor continues installation of plumbing and electrical facilities within building. Contractor has also started pulling electrical cable and communications cable. Contractor has completed installation of building ventilation system. Contractor has completed installation of brick facade of exterior of building. Contractor completed interior painting of building. Contractor has completed installation of ceramic tile walls and floors. Contractor has installed water main tie-in and is now testing same.
- F. South Church Street Streetscape Project, Contractor has continues installation of water main service laterals. Contractor began removal of existing sidewalk on south bound lane. Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 120 + 00 to Sta. 122 + 00. Contractor has installed storm water system from Sta. 122 + 00 to Sta. 123 +00 and accompanying structures 5-1, 5-2, 5-2A, 5-3 & 5-4.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, APRIL 25TH, 2011

The Police Committee held a meeting on Monday, April 25th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, Mr. John L. Graham and Mr. David Hare, 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 Greer, Town Clerk; Mr. Alonzo Howell, Smithfield Police Captain; and Ms. Ellen D. Minga, Town Treasurer; Mr. Mark A. Marshall, Chief of Police; Mr. Jon Flores, IT Administrator; Mr. Wayne A. Griffin, Town Engineer; Mr. William H. Riddick, III, Town Attorney; Mr. Jesse Snead, Superintendent of Public Works; and Ms. Jimmie Minton, Police Department Office Manager; Others in attendance were Ms. Judy Winslow, Director of Tourism; Mr. Randy Pack and Mr. Rick Bodson of Smithfield 2020; and Mr. Dan Cargnel of Buchart Horn, Inc. The media was represented by Kelly Barlow of The Smithfield Times.

Committee Chair, Ms. Denise N. Tynes, called the meeting to order

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCILS AGENDA.

1. Golf Cart Ordinance – Mr. Randy Pack, Smithfield 2020 – The Town Manager explained that Committee had requested more public input. A survey was conducted on the Smithfield 2020 website. He stated that also included in the committee packet are resolutions of support from the Tourism office and the Chamber of Commerce. Also included in the packet were staff's comments along with a street map showing speed limits. Chief Marshall noted one correction on the map. Ms. Tynes continued to explain what was discussed at a meeting that was held the week before with Mr. Pack, Captain Howell, and the Town Manager. Mr. Gregory stated that he agrees with Ms. Tynes that based on the survey that was conducted and the letters of support there is an interest in golf cart usage. Vice Mayor Williams stated his concerns on golf cart usage. Discussion was held on what was being recommended for approval at this time. Mayor Hare asked if

any of the communities that have golf cart usage was similar to Smithfield on the fact of having a large business headquartered down the street with large plants that have that kind of traffic mixed in and secondly communities that would be separated by a highway. Chief Marshall stated that other communities that have golf cart usage on public streets have heavy emphasis on tourism. Mayor Hare voiced his concerns over public safety. A lengthy discussion was held on whether to allow or not allow golf cart usage. It was decided that the committee will send it on to Town Council for consideration of golf cart usage in residential neighborhoods where the speed limit is 25mph or less.

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

1. Reappointment of Ms. Kelly Sauber to VASAP Board – The Town Manager explained that staff had received a letter that stated that Ms. Sauber's term on the VASAP Board was about to expire. Committee recommended approval to reappoint Ms. Sauber. However, following the committee meeting, it was discovered that this reappointment letter was sent to the town in error. Sgt. Matt Rogers of the Smithfield Police Department remains the town's official representative on the VASAP Board.

2. Operational Updates – Chief Marshall stated he only had a couple of operational updates to report on. Fortunately it has been relatively quiet. Chief Marshall did report that on April 30th from 9:00 a.m. to 1:00 p.m. Relay for Life is doing a bike ride. It will start in town and go out in the county. There will be approximately 100-150 participants. Chief Marshall stated that it would not require any closure of streets however the Smithfield Police Department would be available to assist with public safety. Chief Marshall also reported that on April 30th the Drug Enforcement Administration will be holding an event to educate people on what to do with prescription drugs that are not being used. The Police Department will be participating in the program from 9:00 a.m. to 1:00 p.m. at the Smithfield Police Department. Chief Marshall stated that Sergeant Ron Bryan has been selected as officer of the year and will be recognized at the American Legion on May 3rd at 7:00 p.m. Lastly, on June 10th at 11:00 a.m. Chief Marshall explained that he will be hosting a IACP Board meeting here in Smithfield. It will consist of just the Elected Board officers. There will be approximately 25-30 folks. The Governor may be in attendance as well. It will be a two day event so they will be staying at the Smithfield Station. Chief Marshall stated he would like to extend an invitation to Town Council to attend the dinner Saturday, June 11th.

3. Remodeling & Renovation of 913 South Church Street for Police Department – Chief Marshall explained that staff continues to move forward with the plans for renovations of the new police station as well as the town administrative office next door. Town Staff has been working with general contractor J. R. Wills and Sons. Chief Marshall stated that as part of the renovations the goal is to consolidate all of the police departments operations on one site. The Town Manager explained that remodeling and renovation plan maps were posted on Council's site for review. Budget estimates were

also provided. Not included in estimate was the outbuilding behind the police station. The Town Manager stated this item covers several committees. He explained that the roof on both buildings would need to be replaced. The Police Department building had some renovations done to it in 2005 when it became a physical therapy center. The Town Manager stated the last attachment is the plat of three parcels of land that the town now owns. Ms. Tynes stated that Committee has received a report from Chief Marshall and the Town Manager and at this time will not take any action on this item. It will be sent on to Finance Committee and Public Buildings to Welfare Committee for additional discussion.

4. Request to Have “No Parking” Signs Removed Adjacent to Beale Park – Ms. Tynes stated that she went out to observe the site on Saturday. She explained that the parking signs are on the site of the road adjacent to the nursing home property. Ms. Tynes stated that after observing traffic coming in and out of the nursing home if signs were removed it would be a safety hazard. The Town Manager stated this item was brought to us as a request as staff was working on putting the committee packet together on Friday. The Police Department at this time has not conducted a safety survey. Mr. Gregory stated that at this time with the signs up you are trading one safety hazard for another. Without having that side of the street to park you have people parking along the grass of Moonefield Drive which is the main thoroughfare for traffic in that area. Parking along Moonefield Drive creates a bigger safety issue than parking on a curbed road with relatively little traffic. Committee discussed and asked for the Police Department to conduct safety survey and bring back to committee next month.

The meeting adjourned at 4:39 p.m.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, APRIL 25TH, 2011

The Water & Sewer Committee held a meeting on Monday, April 25th, 2011 at 4:39 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Ms. Constance Chapman, Mrs. Denise N. Tynes, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Mark A. Marshall, Smithfield Chief of Police; Mr. Alonzo Howell, Police Captain; and Ms. Jimmie Minton, Office Manager Smithfield Police Department; Mr. Wayne A. Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works; and Mr. Jon Flores, IT Administrator. Others in Attendance were Mr. Dan Cargnel of Buchart Horn; Mr. Greg Dickson of R.E.W. Corporation; and The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Authorize Advertisement of New Waterworks Operator Position – The Town Manager explained that we already have waterworks operator in the town's Pay and Classification Plan. It is very consistent with what other operations and localities are paying for waterworks operators. He stated that he wanted the job description to mirror what James City County has because they have a Reverse Osmosis Plant that has been fully operational for years. The position is a grade 15 salary range with the beginning salary of \$38,000. The position would not become funded until July 1st. Staff needs time to advertise and interview for the position. Committee recommended approval to advertise for a waterworks operator.

2. SCADA System Upgrade Proposal – Water and Sewer – The Town Manager reported that we have a team present to talk about SCADA. The team includes Mr. Dan

Cargnel of Buchart Horn, Inc., Mr. Greg Dickson of R.E.W. Corporation, and Mr. Jon Flores, Town of Smithfield's IT Administrator. He explained that in the past when SCADA was discussed it was in reference to the Sewer System. Due to updated technology the system needs to be upgraded in order to meet the needs of the Reverse Osmosis Plant as well as the Regional Sanitary Sewer Consent Order. Mr. Flores explained that the radio's the town currently has installed at the four water tanks are now obsolete and must be changed out in order to communicate and be compatible with the Reverse Osmosis Plant. The town has a contract with R.E.W. Corporation and they have submitted a proposal in the amount of \$48,571.67 to install new radios that can be upgraded in the future as needed. The proposal also included transitioning all pump stations over to the new system. Mr. Hopkins stated that R.E.W is very familiar with the SCADA system. He continued to explain that R.E.W. Corporation will be reusing most of the equipment currently installed with the exception of the obsolete radios. The installation of new radios will affect the entire SCADA system and in the next two fiscal years staff will need to request Council's approval to upgrade equipment at all pump stations so they can communicate with each other. A temporary antenna will be installed until the transition is complete. Committee discussed and feels that it is necessary to upgrade system to prevent undetected overflows and problems due to the system not being capable of communicating to each other. Committee recommended approval of proposal.

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

1. Reverse Osmosis Water Treatment Facility:

a. Construction Update – The Town Manager reported that Mr. Cargnel has been coming regularly for construction meetings with the contractor, subs, and staff but was present today to give an overall update to committee on the project. Mr. Cargnel stated the construction of the Reverse Osmosis Plant is approximately 75% complete. He explained the invoicing is probably lagging behind because they are just getting to the point where they are installing all the equipment. However, from this point forward invoices are going to be pretty big as they do come in due to installation of equipment. Committee asked if project was on schedule. Mr. Cargnel replied that they are a little ahead of schedule. Mr. Cargnel reported that all the yard piping has been installed. All the below grade concrete work is done. The masonry work is complete. The roof trusses will be installed in the next couple of weeks. Once the roof has been completed the building will be dried in and the electrical equipment can be installed. Currently they are working on interior piping and beginning to install equipment such as pumps. Mr. Cargnel stated the potential start up of the plant is scheduled for August. Mr. Cargnel stated that he feels that English Construction and R.E.W Corporation have done a nice job with very few problems. Training for the plant will begin in July.

b. Evaluation of Options for Concentrate Discharge – Mr. Cargnel explained that in 2007 the plan in the early designs was to discharge the concentrate generated by the Reverse Osmosis Treatment facility into Cypress Creek. He continued to explain that the town applied for a VPDS Permit to allow us to do this when we found out the State passed a new law which does not allow us to discharge in Cypress Creek due to nutrient limits imposed on the discharge concentrate by DEQ. Mr. Cargnel explained that any discharge into the Chesapeake Bay Watershed is subject to the nutrient regulations if more than 300lb per year of total phosphorus or 2,300lb per year of total nitrogen will be discharged. Mr. Cargnel explained that based on the raw well water quality data available for phosphorus the concentrate produced by the Reverse Osmosis Treatment facility will exceed the 300lb per year limit. A cost evaluation was performed in 2008 of five options for handling the concentrate as the treatment plant was designed at that time. A description of the options and the associated capital cost, operation and maintenance cost, and total present worth cost were summarized in the table that was provided in committee's packet. Mr. Cargnel discussed the options. It was determined that the cheapest option #4 which was to increase the reverse osmosis plant recovery using a 3 stage R. O. and discharge the reduced volume of concentrate to HRSD. That is essentially how the plant is designed currently. Mr. Gregory asked if capital cost included cost of what was already being constructed. Mr. Cargnel replied yes. A second table was also provided with cost per 1,000 gallons of water produced for each of the five options. The costs presented in these tables have not been updated and are based on 2007 cost. Mr. Cargnel stated that since 2007 the cost of discharge to Hampton Roads Sanitation District (HRSD) has increased significantly. A lengthy discussion was held on how to get rid of the concentrate without sending it to HRSD. Mr. Cargnel stated discharge would have to be treated to get it below the discharge regulations. It would essentially be like operating a small treatment plant. The Town Manager stated that Mr. Cargnel will be requesting a meeting with HRSD to see if they are our only option or if they are willing to charge us at a more favorable rate than your standard customer based on the content of the discharge. He stated that they recommend re-evaluating the disposal method for the concentrate after the plant is operational.

The meeting adjourned at 5:19 p.m.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, APRIL 25TH, 2011

The Finance Committee held a meeting on Monday, April 25th, 2011 at 5:19 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Ms. Constance Chapman, Mrs. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Mr. Mark A. Marshall, Smithfield Chief of Police; Mr. Alonzo Howell, Smithfield Police Captain; and Ms. Jimmie Minton, Office Manager for the Smithfield Police Department; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, Town Attorney; The media was represented by Kelly Barlow of The Smithfield Times.

Councilman Andrew Gregory 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. Clark Nexsen \$ 10,730.08
 - b. English Construction Company \$358,984.25
 - c. Buchart Horn, Inc. \$ 12,217.40
 - d. Community Planning Partners (2 Invoices) \$ 10,220.54
 - e. Excel Paving Corporation (Streetscape – Phase V) \$ 76,741.63
 - f. Excel Paving Corporation (Waterline Replacement) \$ 78,733.81
 - g. Draper Aden Associates \$ 55,801.66

Mr. Graham reported that all the invoices had been approved by staff and committee would recommend payment of all invoices.

2. Renewal of Line of Credit for Pinewood Heights Project – Ms. Minga reported that this item is for housekeeping purposes only. She explained that the town has a \$500,000 line of credit with TowneBank. This line of credit is used to fund the Pinewood

Heights project and should be renewed annually so it remains in place as needed. Committee recommended approval to renew line of credit.

3. Amendment to ICMA Optional Benefit for ROTH IRA Accounts – The Town Manager explained that the town has a deferred compensation plan with ICMA Retirement Corporation. It is an optional benefit for employees to save some additional money out of their pay checks for retirement. The Town Manager continued to explain that Council had adopted the plan that we have in place. An amendment is needed to offer ROTH provisions to participants. There is no charge to the town for this plan. This change must be approved by Council. Committee recommended approval of ROTH amendment.

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

1. February Financial Statements – Ms. Minga reported that unless committee had specific questions about the February statements most everything will probably be addressed during the FY 2012 budget discussion.

2. Cash Balances – Ms. Minga asked for committee to keep in mind that the balances for the Water General Obligation Bond under USBank will be declining rapidly based on equipment that is now being purchased for the Reverse Osmosis Treatment Plant. This is the money that is being used to fund that project until the town makes a decision on additional loan funding. Also for Special Project – Pinewood Heights under General Fund you will see \$303,250.68. This is where money was received from the State and the town is using those funds to do some additional closings. Ms. Minga stated that the Sewer Fund is caught up on its past due and is trying to keep up with paying the General Fund allocations for this year. Ms. Minga reported that she had opened a new money market account instead of converting one of the CD's because the interest rates were so low. This will show up on the Cash Balance report next month. – Water = \$514,805.58; Water Debt Service = \$1,079,317.93; Water Capital Escrow Availability Fees = \$1,335,892.30; Water Development Escrow = \$223,637.74; Water General Obligation Funds = \$2,238,745.13; **Subtotal Water = \$5,392,398.68.** Sewer = \$87,804.86; Sewer Bond Escrow = \$38.59; Sewer Development Escrow = \$315,217.52; Sewer Capital Escrow Availability Fees = \$664,240.89; Sewer Compliance = \$536,273.85; **Subtotal Sewer = \$1,603,675.71. Highway = \$127,782.02.** General Fund = \$1,917,879.01; Payroll = \$42,870.63; Money Market General Fund Town Bank = \$223,410.61; Money Market General Fund Farmers Bank = \$32,801.03; General Fund Capital Escrow = \$50,404.19; Certificate of Deposit = \$655,696.84; Certificate of Deposit Police Dept = \$35,624.25; Special Project Account (Pinewood) = \$303,250.68; Pinewood Heights Escrow = \$24,974.90; South Church Street Account = \$1,125,136.35; **Subtotal General Fund = \$4,412,048.49.** Beautification = \$7,787.73; Money Market Beautification = \$298,115.15; **Subtotal Beautification = \$305,902.88; Rising Star = \$63.49. TOTAL ALL FUNDS = \$11,841,871.27.**

3. FY12 Budget General Fund Expense Forecasting – Ms. Minga stated that a draft copy of the FY 2011-2012 General Fund Budget was included in the Supplemental Town Council Committee packet. Ms. Minga reported that the items that really needed to be discussed were highlighted in blue. The ones that are highlighted in green are for her to

go back to later. Ms. Minga stated that as you look in the revenue section you will see a few that are highlighted in blue. Almost all of them have to do with South Church Street. Ms. Minga explained that the South Church Street is supposed to be fully funded. The only contribution that will come from the town directly is \$144,000.00 from Highway Funds. Ms. Minga referenced the projection summary of the project. The summary was laid out with revenue sources compared to the expenses. This project has a net zero effect on the budget. Ms. Minga stated that the draft has more columns than the regular financial statements because she has listed the actual adopted budget for this year, the proposed budget revisions for this year, the proposed budget for next year, and a column for requested budget. The requested budget column is a request for something that has not typically been in the budget or something that had changed significantly. Ms. Minga reported that on page 9 there is a Capital Lease Acquisition of \$50,000.00. When we get to the capital expenses you will see \$50,000.00. This line item is for the purchase of a new generator for the Police Department when they move. Ms. Minga stated the only other changed to revenue was for \$25,000 for the Pinewood Heights Planning Grant – Phase II. Ms. Minga reported that total General Fund Operating Revenue minus the large projects is \$6,412,012 for Fiscal Year 2011/2012 opposed to \$6,124,387.23 for Fiscal Year 2010/2011.

Expenses:

Town Council:

- Advertising - Ms. Minga reported advertising increased a little from \$18,000 for Fiscal Year 2010/2011 to \$20,000 for Fiscal Year 2011/2012. This item depends on what kinds of advertisements are placed in the paper each year.
- Council approved items – This item will increase \$6,000 for Fiscal Year 2010/2011 amended budget due to the purchase of the iPads and then it will be reduced back down for Fiscal Year 2011/2012.
- Smithfield CHIPS Program – Ms. Minga stated this is an area that needs to be discussed. Ms. Minga reported that she did get a request for \$4,500.00 for Fiscal Year 2011/2012. She explained for Fiscal Year 2010/2011 there was \$9,660.00. Looking at the expenses to date for the current year we really have not spent a lot. Ms. Minga explained how this item is budgeted between the County and the town. Chief Marshall stated he was surprised to find out money had not been spent and would like the opportunity and time to research why. Ms. Tynes stated the money will be spent so we should leave contribution as is.

Town Manager:

- Salaries – Ms. Minga reported that the next item pertains to all departments as far as salaries and benefits go. The town has initially budgeted a 1.5 percent cost of living increase which roughly translates to approximately \$38,000.
- Insurance Benefits - Ms. Minga stated that looking at the town's health insurance plan staff met with TFA and they did a great job putting together some options for us. She reported that she and the Town Manager had narrowed it down to two options. The first one is an Anthem plan like we currently have but taking it down another level with co-pays going from \$25.00 to 30.00 dollars. This would be a 1.6 percent increase in the budget. The second option we are looking at is an Optima plan which is very similar to what the town currently has. This option would be a 6.5 percent decrease in the budget based on the current participation.

Staff is looking at physicians to see if the doctors that town employees have are included in Optima Plan network. At this time the 1.6 percent has been added to the budget as worst case scenario. Discussion was held on insurance options. Committee asked if town decides to go with Optima which is a 6.5 percent decrease would staff look at possibly increasing cost of living to 2.0 percent. Staff stated that would be an option.

- Computers & Technology – Ms. Minga stated that she does not have a good handle on this item. This line item has really grown. She explained that before Mr. Flores was hired the town did not have an IT staff. When he was hired a \$10,000 budget was added for computers & technology. At this time funds spent are being allocated through different departments. The Town Manager stated that he would work with Mr. Flores to get a better handle on computer & technology expenses.

Treasurer's Office:

- Audit – Ms. Minga reported that the town was right on the money with audit. Audit is based on contracts. The money in Fiscal Year 2011/2012 budget is based on contracts as well.

Contribution – Public Safety:

- E911 Dispatch Center – Ms. Minga reported that she had received this figure from the county. The county did not include the money that we send out there for the communication tax that we get for E911. Ms. Minga added that in.
- Fire Department Rescue Truck – Ms. Minga explained that originally she had not put anything in the budget for next year. She stated that she looked at the CIP and we had given them a \$10,000 contribution for this year towards a new truck and it was included in the CIP for the next several years.

Smithfield Center:

- Repairs and Maintenance – Ms. Minga explained that she increased repairs and maintenance from \$40,000 to \$78,000. She stated that does not mean Ms. Musick went \$38,000 over budget. Mr. Musick had a Capital Budget for all the repairs and renovations that she did however some of the improvements were not capitalizable. Ms. Minga reallocated from the capital side of the budget to the expense side of the budget. Ms. Minga reported that she did increase Fiscal Year 2011/2012 budget from \$40,000 to \$50,000.

Contributions:

- School House Museum – Ms. Minga reported that a request was made for a \$6,250 contribution. Apparently they also requested funds from Isle of Wight County as well and the county wants to know what the town is going to do. Committee discussed and decided that at this time the town already pays for the utilities insurance, telephone, internet access, and port-a-potties so no additional contribution will be made.

Parks and Recreation:

- Windsor Castle – Ms. Minga explained that the town had originally budgeted \$60,000 in operating expenses and that does not include the \$50,000 on the

capital side for the repairs to the house. Fiscal Year 2011/2012 budget was increased to \$80,000.00.

- Waterworks Dam – Ms. Minga reported that the Town Engineer said the town would need approximately \$4,000 for maintenance upkeep on the dam next year. She also stated that a few years down the road the pipes will need to be relined at a cost of approximately \$200,000 and \$250,000. Discussion was held on when relining of the pipes would be necessary. It was decided that it would be 10 years before relining would need to be done.

Pinewood Heights: Ms. Minga stated that she took what was left for the budget in MY1 and MY2. She stated she does not show anything at this time for next year.

Contributions:

- Genieve Shelter – Ms. Minga reported that the Genieve Shelter requested \$10,000 for Fiscal Year 2011/2012. Mr. Graham stated that he would like to see all the contributions together to compare and get a better handle on who the town makes contributions to. Committee requested charitable contributions be discussed at next month Committee meeting.

Public Works:

- Recycling and Trash – Ms. Minga stated that she based her figures on where the town stands now. It is a little bit higher than what was budgeted for Fiscal Year 2010/2011.

Insurance:

- Public Building – This item is highlighted because it is based on the current projection from VML. She stated it will probably change when the new police station and Town Managers office is added. The building renovation cost estimates were included in this draft budget.

Committee scheduled a Special Finance Committee meeting to be held May 10th at 3:00 at the Smithfield Center to wrap up draft budget discussion, prior to advertising a public hearing for the June Council meeting.

The meeting adjourned at 6:56 p.m.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, APRIL 26TH, 2011

The Fire and Rescue Committee held a meeting on Tuesday, April 26th, 2011 at 4:04 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; and Mrs. Denise N. Tynes, Other Council members present were: Mr. John L. Graham, Dr. Milton Cook, Mr. Andrew Gregory, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Wayne A. Griffin, Town Engineer; and Mr. William G. Saunders, Planner/GIS Coordinator Others in Attendance were Mr. Jason Stallings, Smithfield Volunteer Fire Department Chief; Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad; Mr. Lawrence Pitt, and Mr. Trey Gwaltney. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

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

1. Operational Updates – Chief Stallings reported that operationally they have been pretty steady with the exception of the recent weather event last Tuesday involving tornado activity. He reported that during that event there were twelve calls for service which most of them were out in the county. There were significant structural damage but no injuries reported. Chief Stallings stated that 25 members responded along with assistance from Carrollton, Chuckatuck, and Surry. The department also responded to a structure fire at Red Oaks Mobile Home Park. The trailer was destroyed however there were no injuries. The new rescue truck is here. The department is in the process of outfitting the truck now. It is scheduled to go online about the same timeframe we move to the new facility. Hopefully this will be around the 1st of June. Chief Stallings explained that the last time they spoke to the project manager he reported that he is hoping to get the substantial completion permit for the facility the first week or two of May. The keys would be turned over to the department the first of June. Once the substantial completion permit is received the department can begin moving furniture in the facility. Mr. Flores the town's IT Administrator continues working with the department to get IT stuff right. The Town Manager asked how the

furnishings for the facility were being paid for. Chief Stallings stated that money was built into the project for furniture, fixtures and equipment. The Town Manager also asked if the training tower was still cut out of the project. Chief Stallings stated that at this point it is but they are actively searching for a grant to have that added to the facility. Assistant Deputy Chief Stallings continues to work with VDOT to get access to adjacent property for use as a parking lot.

Mr. Brian Carroll stated that the Isle of Wight Volunteer Rescue Squad had an exceptionally busy month. He stated that they had 19-20 calls within a 30 hour timeframe. Mr. Carroll also reported they just finished their EMT class. There were 27 participants that started and a total of 20 are being tested. A driving class was also taught last weekend and we certified fourteen out of that class. Mr. Carroll reported that the department has applied for a grant to get two more automatic CPR devices. The second item they applied for through a grant is a utility vehicle. Recently, we have had three incidents that required the assistance of a utility vehicle. Mr. Carroll reported that he has not heard anything as far as acquisition of property to construct a new facility to house the Isle of Wight Volunteer Rescue Squad. Several locations have been identified however the county has not acted on any at this time. Mr. Carroll stated that he knows the money is there in the capital budget for land acquisition and building.

The meeting adjourned at 4:15 p.m.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, APRIL 26TH, 2011

The Public Works Committee held a meeting on Tuesday, April 26th, 2011 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, Mr. Andrew C. Gregory, Mr. T. Carter Williams, Vice Mayor; and Mr. David M. Hare, Mayor; Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; Mr. William G. Saunders, Planner/GIS Coordinator; Others in Attendance were Mr. Lawrence Pitt and Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Trey Gwaltney, Mr. Mark Hall and Mr. Rick Bodson. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

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

1. Proposed Street Maintenance Work for Balance of Fiscal Year – Mr. Griffin reported that staff did a yearly street review of the roads here in the town. At this time there is approximately \$225,000.00 left in the Highway Fund to work with for the remainder of this fiscal year. Mr. Griffin explained that he usually retains a certain amount during the winter months in case something unexpected comes up. Mr. Griffin explained that included in the committee packet was several proposals on the street identified as the worst streets needing an overlay. The total of these proposals are \$89,822.00. There are also two proposals that were previously approved for Moon Drive and Talbot Drive totaling \$85,000.00. The total for all would be \$175,000.00 of paving that can be scheduled. He stated that the remainder \$50,000 will come back next month with a couple more streets so all funds are used in this fiscal year budget. Committee recommended approval of proposals.

2. Renewal of Mowing and Landscaping Contracts –Windsor Castle Park – Mr. Hopkins reported that this contract is for mowing services at Windsor Castle Park only. The current contract is with Brown's Lawn & Tractor Service and it is scheduled to expire on June 24th, 2011 unless renewed. The contract would renew at the same price as last year. Mr. Hopkins stated that there have been a few issues along the way but they have been addressed. Staff has been pleased overall with their service and would recommend renewal of contract. The Town Manager explained that staff had looked at the potential cost savings to do in house versus contracting it out. It was decided that at this time it was still advantageous to contract work out versus hiring another staff person. Committee recommends approval.

3. Renewal of Landscaping Contract at Windsor Castle Park – Mr. Hopkins reported that this contract is for landscaping services at Windsor Castle Park only. The current contract is with Clean Cut Image (CCI). The contract price for landscaping service would remain the same as last year. Committee recommends approval of contract renewal.

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

1. Littering Enforcement and Signage Follow Up Discussion - Mr. Griffin reported the town is allowed to post signs but needs to know where Council would like to have signs located. The Town Attorney suggested adopting a town No Litter ordinance and make it part of the Town Code. Mr. Gregory stated that he is not on this committee however he was the one that requested it be placed on committee for discussion so he would be glad to work with staff and the Town Attorney on sign location and creation of No Littering ordinance. This item will come back to Committee next month for approval of draft ordinance and location of signage.

2. FYI – Excel Paving Corporation –South Church Street – The Town Manager stated this is an updated schedule of the work to be done by Excel Paving Corporation through June. He explained that at the last meeting of the month for the Monday Morning Moan Excel Paving was present and went through the work to be done. They will remain for the most part from now until the end of June on the Cedar Street side of the road. No more water cut offs are anticipated. Mr. Hopkins stated the waterline is complete all the way to Hill Street and all the lateral lines have been installed up to Jericho Road. The Town Attorney stated that the water pressure at his residence went from 40 to 60. Committee asked if line on poles could be elevated higher to reduce sight of lines. Staff will contact Dominion Power about above ground lines.

The meeting adjourned at 4:31 p.m.

April 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, APRIL 26TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 26th, 2011 at 4:32 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chairman; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were: Mrs. Denise N. Tynes, Mr. Andrew C. Gregory and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Mark A. Marshall, Smithfield Chief of Police; Mr. William G. Saunders, Planner/GIS Coordinator; Ms. Jimmie Minton, Office Manager of the Smithfield Police Department; and Ms. Judy Winslow, Director of Isle of Wight Tourism; Also in attendance were Dr. Lanny Hinson, Mr. Lawrence Pitt and Ms. Gina Ippolito of the Windsor Castle Foundation Board; Mr. Mark Hall, and Mr. Rick Bodson and Mr. Trey Gwaltney of Smithfield 2020; and Mr. Gess Wills, J.R. Wills & Sons, Inc. The media was represented by Ms. Allison Williams of the Daily Press.

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

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

1. Initiate Rezoning Process for Pinewood Heights Neighborhood – The Town Attorney reported that Mr. Saunders had prepared a staff report to get ready and advertise for a public hearing at Planning Commission level when staff realized that when you advertise a change in this many parcels it requires a resolution from Town Council to initiate the process. The town is the owner on most of the parcels however we do not own all the parcels. At this time staff needs a resolution from Town Council directing the Planning Commission to hold a public hearing to rezone the property. Mr. Saunders stated that the rezoning would only be for Phase I of the Pinewood Heights

neighborhood. The Town Manager stated the rezoning would change the zoning to an industrial classification to make it more usable for the redevelopment of the property verses what we rezoned it to a couple of years ago. Committee agreed that this has always been the plan as the Pinewood Heights neighborhood is relocated to other locations. The Town Manager explained it is zoned industrial now but would be rezoned to a different type of industrial classification. The point of the resolution is to initiate the public hearing process. Mr. Hopkins explained the difference between the two industrial zonings. Committee recommended approval of resolution.

2. Pre-Public Hearing Discussion: Disposition of 113 North Church Street – The Town Manager reported that a public hearing has been advertised for next Tuesday for the disposition of 113 North Church Street. The Town Attorney stated that Council had directed him to negotiate a contract with Mr. Hall. The contract has been structured much like the contract for 117 North Church Street where if certain improvements are done he will receive credits towards the purchase price of the appraised value. Mr. Hall stated he is in total agreement of the contract terms. Committee asked Mr. Hall if the intent was to leave the siren on the top of the building. Mr. Hall replied yes. Dr. Cook stated that the Fire Department has made a request that if you decide to get rid of the siren they would like to have it. This item will be placed on the Town Council agenda as a public hearing.

3. Windsor Castle Park:

a. Sculpture Donation Request - Mr. Pitt reported that Mr. Luter is interested in donating a sculpture of George Washington to the town and having it placed in Windsor Castle Park. The location he is interested in is along the trail that runs parallel to Jericho Road and then turns in towards the woods near Cedar Street. Committee asked if this item has been taken to the Windsor Castle Park Foundation Board for approval. Mr. Pitt stated that it has been taken to the Board with a unanimous vote to approve the request. However the property belongs to the town so permission to allow sculpture to be placed there must come from Town Council. Committee recommends approval of placing sculpture in park.

b. William & Mary Study – Review of Partial Draft Report - Dr. Cook asked if everyone had reviewed the William & Mary partial study. The Town Manager explained that the partial study was a synopsis of the online survey in an attempt to categorize the 78 responses that were received. He explained that there were four themes identified as suggested uses for the property. At this time the scope of work and proposed plan has not been completed. The Town Manager stated that he had received an email from the professor of William & Mary indicating that they remain committed to the study and they have every intention of completing what was outlined in the scope of work. Committee discussed their concerns and disappointments of the study and requested the Town Manager to move forward with drafting a request for proposals for the Windsor Castle Park historic structures / conservation easement area to determine what kind of interest is out there.

4. Proposed Scope of Services by J. R. Wills & sons, Inc. for Remodeling and Renovation of 913 and 913D South Church Street for Smithfield Police Department and

Town Manager's Office – The Town Manager began with stating this item had been discussed the day before at the Police Committee and Finance Committee. He stated that Mr. Wills was unable to attend yesterday's meetings but was present today to answer any questions. The Town Manager explained that in just a very short time staff requested Mr. Wills to review a scope of work so that an estimated cost of remodeling and renovations could be placed in the budget. The scope of work also needs to be boiled into a contract so the town can get things rolling. Budget estimates were provided for both buildings. The estimates did not include the building located behind the new police station. Vice Mayor Williams questioned where bullet proof glass would be placed at the new police station. Mr. Wills stated that instead of the store front windows they are going to be closed in and replaced with regular size bullet proof windows to match the other existing windows. All windows in the police station will be replaced with bullet proof glass. Discussion was held on sound proofing the interview room during the renovations. Mr. Wills stated that he did include that in his estimate. The Town Manager stated that the only items being moved from the existing Police Department would be the generator, flag pole and furniture. The jail cell door at town hall will also be used at the new police station. Mayor Hare asked why the generator that is located at the current police station could not be used at the new police station since the Town Manager's Office does not currently have one. It was explained that the new police station would require a larger generator to operate everything during power outages. Mayor Hare mentioned that he would like for everyone to be mindful of unnecessary expenses. Discussion was held on what the total budget amount for the project was. Ms. Tynes stated the Town Manager's office is functioning right now but at what level. They are in need of a larger office and a permanent home as well. The Town Manager explained that all these estimates have been included in the budget and at this point we are still to the good. The Town Manager asked committee if it would be prudent at this time to have Mr. Wills work with the Town Attorney and himself to execute a contract based on time and material or cost plus payment method. Committee recommended approval.

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

1. Additional Item Discussed: FYI Pinewood Heights Project - Mayor Hare stated that based on the last discussion where Council voted to pursue funding for Phase II committee expressed concern over the funding from the town side. Mayor Hare reported that he had spoken to a person that works with him about this project that serves as one of the commissioners on the Virginia Housing Department Authority (VHDA) in Richmond. This person suggested that the town call the VHDA in Richmond. Since the town does not have our own housing and redevelopment authority we do not have the expertise to know other places to go or resources to bring in to help with funding. He explained that after talking to them there is a VHDA Reach Team that will come down to take a look at the sight and then offer advice or suggestions of other ways we may make this project happen at a faster pace. The Town Manager will contact VHDA. This information was for informational purpose only at this time.

2. Request to Update Historic District Architectural Survey Forms – Mr. Gwaltney was present and explained that recently there has been some discussion that raised awareness in the Smithfield 2020 group about the buildings in the Historic District and the classification there of. There are three different classifications to rank buildings in the town's inventory. The process has stirred up some interest in some review of the ordinances and policies concerning how the town manages its inventory of historic buildings and properties. The main thing Smithfield 2020 is interested in at this point is to ask for the town's assistance or approval to revisit and review the current status of the inventory that the town has. There are drastic inconsistencies with the classifications of these properties. Some properties that are almost identical to design and layout are in totally different classifications. The desire is to have this reviewed more frequently so that the town does not lose some of these properties by them being classified inappropriately. Inappropriate classification may allow structures to be either altered to a point beyond their current historic state or actually demolished and lost. Mr. Graham asked what process is necessary to accomplish this. The Town Attorney it would be necessary for Planning Commission to look at it, evaluate it, and recommend changes to the zoning ordinance. Mr. Saunders gave committee background on the existing forms and surveys that were done and when they were done. Mr. Saunders stated the Historic District was formed in the 1970's. The town went out on their own and created landmark status for structures located in the historic district. The town's landmark status should not be confused with the States landmark status. The town's landmark status is unique to the Town of Smithfield. Consultant Fraizer Associates was brought in to do an inventory of the historic district and classify structures at that time. They added the two classifications that the National Park Service's uses which is contributing and non-contributing. The landmark status was retained because it was part of the town's zoning ordinance. Landmark status is structures from the 18th century to pre-civil war or structures with architectural significance after the pre-civil war. According to the National Park Service contributing is over 50 years old and possessing valuable architectural features and non-contributing is over 50 years with no value to architectural features. Mr. Saunders asked if Town Council was agreeable to allowing Planning Commission to amend our ordinance to review every so many years and then if we do determine that an update is appropriate we can search for a grant to maintain currency in these classifications. This process is necessary to protect the structures that are there as they get older and become more valuable to the core of historic downtown. Typically the only thing that would change is going from contributing to non-contributing because the standards to be a landmark status is so high that anything this is going to be landmark is already landmark. Committee directed staff to do some analysis on their own to get the ball rolling and then if we can apply for a grant the town will know what we have. This item will come back to committee at a later date when more information has been received.

Meeting Adjourned at 5:37 p.m.

ZONING PERMITS MARCH 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
5860 AMEND	HOME ADDITION	MOONFIELD ESTATES	314 WATSON DRIVE	DONALD SIMONE WM. S. WIRT CONSTRUCTION INC
5888	PRIVACY FENCE	RED POINT HEIGHTS	208 IRVIN DRIVE	THOMAS ADAMS
5889	SIGN PERMIT – POLLY BOOTHE		803 SOUTH CHURCH STREET	IMAGES IN ART
5890	STRUCTURE ADDITION		226 CARY STREET	MIKE MORRIS PAUL PIERCE ACCESS 1 ST
5891	ERECT BREEZEWAY AND REPLACE FRONT PORCH		215 CARY STREET	THOMAS AND MELODY GEHRING
5892	CARPORT / GARAGE		803 BURTON DRIVE	PAUL AND KETURAH EPPS
5893	PRIVACY FENCE	WATERFORD OAKS	203 KESWICK PLACE	DONALD MUSHRUSH FRED HOLLMAN HOLLMAN HOME REPAIR
5894	SINGLE FAMILY DWELLING		353 PAGAN RIDGE	GREG FULCHER SANDRA FIGEAC SASSER CONSTRUCTION
5895	ABOVE GROUND POOL	PAGAN POINT	514 PAGAN ROAD	STEPHANIE EDWARDS
5896	DEMOLISH BUILDING, ASPHALT, AND CONCRETE SLAB CLEAR AREA FOR BUILDING EXPANSION		1409 SOUTH CHURCH STREET	BOBBY LITTLE TODD BRYANT BRYANT EXCAVATION
5897	STRUCTURE ADDITION	PAGAN POINT	502 PAGAN ROAD	JANICE SCOTT
5898	FENCE	GRIMESLAND	1703 MAGRUDER ROAD	PEYTON BARLOW
5899	FENCE	GRIMESLAND	902 MAGRUDER ROAD	MARGARET HARRIS
5900	SINGLE FAMILY DWELLING	CYPRESS CREEK	115 ST ANDREWS	MEADE AND SUSAN FOWLKES CHRISTALLENE JONES CUSTOM HOMES BY C.J. JONES
5901	PIER	MOONEFIELD ESTATES	205 MOONEFIELD DRIVE	KATHERINE GWALTNEY ROBERT LIVENGOOD L & L MAINE INC
5902	INGROUND POOL	WELLINGTON ESTATES	124 DOVER COURT	FITZGERALD TAYLOR
5903	SHED OR GREENHOUSE	WELLINGTON	618 WESTMINSTER REACH	GEORGE KERASTAS
5904	FENCE	PAGAN POINT	400 PAGAN ROAD	WILLIAM DUNBAR
5905	ADDITION AND DECK		348 SOUTH CHURCH STREET	KATHLEEN SWEDISH
5906	POOL	WELLINGTON PARK	256 GRANDVILLE ARCH	PATRICIA MAGNER ASHLEY WELTY THE POOL GUYZ, INC
5907	DEMOLISH METAL BUILDING AND WATER TANK		401 NORTH CHURCH STREET	SMITHFIELD HAM & PRODUCT WILLIAM BRITT MEB GENERAL CONTRACTORS

Smithfield Police Department Activity Report

March 2011

	This Month March 2011	Last Month February 2011	YTD 2011	March 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,143	993	3,245	987	2,723	19.17%
Traffic						
Traffic Stops	280	239	753	366	1,074	-29.89%
Traffic Summons	144	97	335	166	502	-33.27%
Accidents	18	13	44	26	58	-24.14%
Criminal Process						
Misdemeanor Arrests	18	11	47	23	65	-27.69%
Felony Arrests	4	28	43	6	18	138.89%
Court Cases						
Juvenile Court	56	17	94	54	106	-11.32%
General District Court	238	242	568	279	680	-16.47%
Circuit Court	3	9	15	0	1	NC
Fines Collected	\$6,201.27	\$6,731.41	\$16,782.20	\$8,053.62	\$17,681.77	-5.09%
Property Report						
Stolen Property Reported	\$8,448.00	\$14,510.00	\$56,356.00	\$49,920.00	\$264,693.00	-78.71%
Stolen Property Recovered	\$808.00	\$15,349.00	\$37,748.00	\$303.00	\$202,901.00	-81.40%
Property Damage Reported	\$4,161.00	\$1,356.00	\$10,817.00	\$1,820.00	\$4,185.00	158.47%
Other						
Total Mileage Police Units	25,810	24,617	74,680			
False Alarms-Police	18	10	38	17	54	-29.63%
Police Escorts	3	10	23	6	21	9.52%

NOTES:

Property totals are rounded to the nearest whole dollar.

Totals may vary between reporting periods due to ongoing investigations, case updates, and late reporting.

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

Committees and Projects:

04/03-09	Narcotics and Dangerous Drugs meeting - Chief Marshall
04/04	Emergency Communication Center – Captain Howell
04/05	Town Council – Captain Howell
04/14	C.H.I.P. meeting – Annette Crocker
04/15	Promotion Interview Panel – Poquoson PD – Lt. Clarke
04/19	Crime Line meeting – Annette Crocker
04/25	Police Committee meeting – Chief Marshall and Captain Howell
04/25	Finance Committee meeting - Chief Marshall and Jimmie Minton

Training

04/5 – 7	Federal Law Enforcement Training Center (FLETC) Drug Program – Smithfield Center – Captain Howell, Lt. Clarke, Sgt. Evans, Sgt. Rogers, Sgt. Valdez, Officer Adams, Officer Powell (18 hrs.)
04/12	Incident Base Reporting Submission – Norfolk PD Academy – Sgt. Bryan (8 hrs.)
04/18 – 19	Internet for Investigators – Mechanicsville, VA – Sgt. Evans, Sgt. Valdez (3 hrs.)

In-House Training:

04/20	ERT Training – Franklin PD Range – Lt. Clarke, Sgt. Evans, Sgt. Rogers, Officer Jones, Officer Seamster – Officer Powell, Officer Araojo (5 hrs.)
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Community Policing

04/02	Sprint Triathlon – Town – Sgt. Evans, Sgt. Fox, Sgt. Bryan, Officer Epps, Officer Davenport Officer Meier
04/06	Homework Station – Jersey Park Apts. – Officer Epps
04/07	John Yeates Middle School Skate Party – Smithfield Skate – Officer Meier, Officer Epps
04/12	Smithfield Area Rental Property Alliance (SARPA) – Smithfield PD – Sgt. Fox, Officer Epps
04/13	Homework Station – Jersey Park Apartments – Officer Cook
04/14	Womanless Pageant – Smithfield Center – Officer Epps, Officer Meier
04/16	Healthy Kids Day – Nike Park – Sgt. Evans, Sgt. Rogers, Officer Jones, Officer Powell, Officer Meier
04/19	Lighting Survey – Bradford Mews – Sgt. Fox

Investigations:

Case#: 2011-00336
Location: Battery Park Rd. /Greenbriar Lane
Offense: Possession of cocaine, Possession of a stolen firearm by convicted felon
Disposition: Cleared by arrest

On 04/10/2011 officers observed a vehicle traveling at a high rate of speed on Nike Park Road approaching Battery Park Road. The suspect vehicle entered the intersection at Battery Park Road and made a left hand turn. The suspect vehicle continued to move in a reckless manner and upon noticing law enforcement, slowed, just before accelerating quickly making a right hand turn onto Greenbriar Lane. Officers moved into position behind the suspect vehicle on Greenbriar Lane and affected a traffic stop. As the officer approached the suspect vehicle he observed a strong odor of marijuana coming from the driver side window. The driver was identified and removed from the vehicle. Upon searching the vehicle officers recovered a GLOCK pistol, four (4) grams of cocaine, along with a digital scale (commonly used in drug trafficking) and a small amount of marijuana. The suspect was arrested and subsequently charged. This case is cleared by arrest.

Case#: 2011-00365
Location: Smithfield Station Bridge
Offense: Possession with Intent to distribute Marijuana
Disposition: Cleared by Arrest

On 04/21/2011 officers responded to the Smithfield Station Bridge on South Church Street in reference to a disabled vehicle on the bridge, within the traffic lane. Upon arrival officers observed the vehicle to be empty. Upon further investigation and while attempting to identify the registered owners of the vehicle, officers observed a strong odor of marijuana coming from the vehicle. During the initial observations officers observed a female walking quickly towards the vehicle with a gas can. The suspect stated the vehicle was hers and that she had run out of gas. Officers advised the suspect of the odor of marijuana from the vehicle and that they intended to search the vehicle. Upon a search of the vehicle officers recovered a smoking pipe with residue, two paper bags of suspected marijuana, along with several individually wrapped baggies of marijuana. The owner of the vehicle was subsequently taken into custody and charged. This case is cleared by arrest.

Case#: 2011-0373
Location: 900 Block John Rolfe Drive
Offense: Stolen Vehicle
Disposition: Active Case

On 04/25/2011 officers responded to the Morris Creek Landing apartments in reference to a possible stolen vehicle. Upon arrival officers observed a Chevrolet Tahoe within the apartment's parking lot with all four tires and rims removed. Officers also noted the trunk area of the vehicle as well as the windows was all opened. The vehicles license information was run through central dispatch and officers were advised that the vehicle was stolen out of Hampton. The vehicle was transported to the Smithfield Police Department impound lot, where officers began processing it for evidence. Officers were able to recover multiple fingerprints from the vehicle, along with the tools used to remove the vehicle's tires. This evidence will be submitted to the state lab for processing. This case is pending further investigation.

Case#: 2011-00290
Location: Great Spring Road and Quail Street
Offense: Graffiti (possible gang activity)
Disposition: Active

On 03/27/2011 officers were notified of graffiti on the backside of a stop sign at the intersection of Great Springs Road at Quail Street. The graffiti was of three numbers "187" drawn with a black marker. Seemingly insignificant the numbers "187", however, do have connections with gangs and gang activity. The "187" numbers is a part of the law Enforcement 10 codes used in the western part of the United States, mainly Lost Angeles and surrounding counties. The code is used to identify a homicide. These numbers have been used numerous times in gangster rap when referencing the killing of rival gang members and commonly known within the gang community. Officers canvassed the area, but were unable to identify any witnesses to the graffiti. Increased patrol, as well as "field interviews", of suspicious people in the area is being conducted. Case is pending.

Reporting Period: 4/1/2011 thru 4/30/2011

Total Deposits for April 2011 - \$7,752.40

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	4/7/2011	1278			Smithfield Lions Club	Lions District Meeting	1245		-16.00
Invoice	4/7/2011	1279			Ducks Unlimited	Ducks Unlimited	939		0.00
Invoice	4/7/2011	1280			Janice Butler	Sweetheart Banquet	940		0.00
Invoice	4/7/2011	1281			Isle of Wight Academy	IOW Academy Fundraiser	942		150.40
Invoice	4/7/2011	1282			Isle of Wight Chamber of Commerce	Chamber Trade Show	943		315.00
Invoice	4/7/2011	1283			Vaughan and Fulgham Wedding and Reception	Vaughan and Fulgham Wedding and Reception	1146		0.00
Invoice	4/7/2011	1284			Jones and Savage Reception	Jones and Savage Reception	1247		0.00
Invoice	4/7/2011	1285			Smithfield Women's Club	Smithfield Women's Club	1248		410.00
Invoice	4/7/2011	1287			Little Zion Church	Kingdom Living Conference, Pastor's Luncheon	1320		0.00
Invoice	4/7/2011	1288			Delta Sigma Theta Sorority	Delta Sigma Theta Honors Banquet	1351		200.00
Invoice	4/7/2011	1289			Marian Beale	Surprise Birthday Party	1358		0.00
Invoice	4/7/2011	1290			William Wells	William & Theda Wells 50th Anniversary Party (Surprise)	1378		0.00
Invoice	4/7/2011	1291			Smithfield Rotary Club	Smithfield Rotary Club	1383		500.00
Invoice	4/7/2011	1292			Thomas and Johnson Wedding and Reception	Thomas and Johnson Wedding and Reception	1394		0.00
Invoice	4/7/2011	1294			Smithfield Packing	3rd Quarter Plant Review	1427		505.00
Invoice	4/7/2011	1295			Smithfield Foods Executive Offices	Smithfield Foods Board of Directors Meeting	1437		400.00
Invoice	4/7/2011	1296			Jackie Clark	Sweet Sixteen Birthday Party	1448		0.00
Invoice	4/7/2011	1297			Dwayne Wilson	Birthday Bash	1475		0.00
Invoice	4/7/2011	1298			Smithfield Foods	Smithfield Finance Meeting	1478		200.00
Invoice	4/7/2011	1299			Isle of Wight Commission on Aging	Senior Educational Program	1486		0.00
Invoice	4/7/2011	1300			Smithfield Packing	Delta Fact Based Solution Selling I	1488		494.50
Invoice	4/7/2011	1301			Carl Davis	Davis 50th Anniversary Party	1509		0.00
Invoice	4/7/2011	1302			Smithfield Youth Wrestling Club	SYWC End of Year Banquet	1523		0.00
Invoice	4/7/2011	1303			Laine & Overman Wedding & Reception	Laine-Overman Wedding & Reception	1308		0.00
Invoice	4/7/2011	1304			Smithfield Packing	Pork 101	1408		526.00
Invoice	4/12/2011	1305			Pilot Club	Virginia District Pilot Club Conference	1119		1,295.00
Invoice	4/25/2011	1306			Odom-Barbeau Wedding & Reception	Odom-Barbeau Wedding & Reception	1458		-250.00
								Total	4,729.90

Reporting Period: 4/1/2011 thru 4/30/2011

Total Deposits for April 2011 - \$7,752.40

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Payment	4/25/2011	1285	Check	7617	Smithfield Women's Club	Smithfield Women's Club	1248		410.00
Payment	4/25/2011	1306	Check	Refund	Odom-Barbeau Wedding & Reception	Odom-Barbeau Wedding & Reception	1458		-250.00
Payment	4/26/2011	1288	Check	1351	Delta Sigma Theta Sorority	Delta Sigma Theta Honors Banquet	1351		200.00
Payment	4/26/2011	1294	Check	2067501	Smithfield Packing	3rd Quarter Plant Review	1427		505.00
Payment	4/26/2011	1300	Check	2067501	Smithfield Packing	Delta Fact Based Solution Selling I	1488		494.50
Payment	4/26/2011	1304	Check	2067501	Smithfield Packing	Pork 101	1408		526.00
								Total	1,885.50
Deposit	4/4/2011		Master Card	MC	Kirkby and Lotts Wedding and Reception	Kirkby and Lotts Wedding and Reception	1420		300.00
		5538 7900 0052 0177 exp 11/13 2029 Centerville tpk south Chesapeake 23322							
Deposit	4/4/2011		Master Card		Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1470		150.00
Deposit	4/6/2011		Visa	Visa	Floyd and Charles Wedding and Reception	Floyd and Charles Wedding and Reception	1551		960.00
		VI 4368 0240 2434 1560 exp. 02/12 - \$960.00 Destiny Floyd 4128 Queenswood Drive Portsmouth, VA 23703							
Deposit	4/8/2011		Check		Wrenn-Brown Reception	Wrenn-Brown Reception	1139		500.00
Deposit	4/11/2011		Visa	Visa	Chris Holloman	Holloman Anniversary Celebration	1497		150.00
Deposit	4/11/2011		Master Card	MC	Chris Holloman	Holloman Anniversary Celebration	1497		150.00
Deposit	4/12/2011		Check	530	Wrenn-Brown Reception	Wrenn-Brown Reception	1139		31.50
Deposit	4/18/2011		Visa	Visa	Armstrong-Hall Wedding and Reception	Armstrong-Hall Wedding and Reception	1163		505.00
		4238 2767 2564 0066 exp 03-13 2170 Alice Ave Apt 204 Oxon Hill, MD 20745							
Deposit	4/19/2011		Check	4462	Hoult-Walker Wedding & Reception	Hoult-Walker Wedding & Reception	1557		600.00
Deposit	4/20/2011		American Express	Amex	Newman and Caldwell Wedding and Reception	Newman and Caldwell Wedding and Reception	1536		200.00
Deposit	4/22/2011		Check	10186	Brock-Barbie Wedding & Reception	Brock-Barbie Wedding & Reception	1562		500.00
Deposit	4/22/2011		Check	1986	Curtis-Diggs Wedding & Reception	Curtis-Diggs Wedding & Reception	1456		500.00

Reporting Period: 4/1/2011 thru 4/30/2011

Total Deposits for April 2011 - \$7,752.40

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	4/22/2011		Visa	Visa	Whitehurst-Short Wedding & Reception	Whitehurst-Short Wedding & Reception	1563		300.00
		MC 5312 5500 0042 9023 exp Feb 2014 303 Effingham St Apt 2fn Portsmouth, VA 23704							
Deposit	4/25/2011		Master Card	MC	Minga-Blackwell Wedding & Reception	Minga-Blackwell Wedding & Reception	1564		500.00
Deposit	4/26/2011		Check	1352	Delta Sigma Theta Sorority	Delta Sigma Theta Ball	1504		500.00
Deposit	4/26/2011		Check	Money Order	Dave Lyons	Smithfield High Reunion 1992-93	1566		200.00
								Total	6,046.50
Adjustment	4/7/2011	1278		Adjustment	Smithfield Lions Club	Lions District Meeting	1245		-16.00
								Total	-16.00
								Grand Total	-3,218.10

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					10:00 AM Connell and Merlic Wedding and Reception	Marian Off 8:00 AM Go Green Day 3:00 PM Connell and Merlic Wedding and Reception
3	4	5	6	7	8	9
Marian Off 3:30 PM Laine-Overman Wedding & Reception	9:00 AM Sonja - Van 2:00 PM Windsor Castle Foundation Work Session 6:00 PM Fire Department Training	8:00 AM Drug Law Enforcement Training 9:00 AM Sonja - Van 5:00 PM Center AV Training 7:00 PM Town Council	8:00 AM Drug Law Enforcement Training 8:00 AM Pork 101 9:00 AM Sonja - Van 10:00 AM Staff Meeting 6:00 PM Fire Department Training	8:00 AM Drug Law Enforcement Training 8:00 AM Pork 101	11:30 AM Ramp Installation by Van House 4:00 PM Virginia District Pilot Club Conference	Calvin Off 9:00 AM Virginia District Pilot Club Conference 6:00 PM Virginia District Pilot Club Conference
10	11	12	13	14	15	16
9:00 AM Virginia District Pilot Club Conference	Herbert Off 12:00 PM Smithfield Top Gun Training 6:00 PM Fire Department Training	8:00 AM Smithfield Top Gun Training 9:00 AM VOPEX Training 7:30 PM Planning Commission	8:00 AM Smithfield Top Gun Training 9:00 AM VOPEX Training 6:00 PM Fire Department Training 7:00 PM Rehearsal for Relay for Life Womanless Pageant	8:00 AM Smithfield Top Gun Training 11:30 AM Public Works Meeting 6:00 PM Relay for Life Womanless Pageant	7:00 PM Hobbs-Hamilton Reception	Marian Off at 5 PM Melissa Off 5:30 PM Bradshaw and Rountree Reception
17	18	19	20	21	22	23
Melissa Off 9:00 AM Client Appreciation Night Setup	Marian -Light Schedule to Apr 24th Bowman Electric - electric for new cabinets 5:30 PM Client Appreciation Night	9:00 AM Board of Director's Schoolhouse Committee 11:30 AM Crime Line Meeting 6:30 PM BZA 6:30 PM Fire Department Meeting 7:30 PM BHA&R	8:30 AM Ethics Training 10:00 AM Staff Meeting 6:30 PM Fire Department Training	12:00 PM Smithfield Women's Club	Melissa Off Russ Off 6:00 PM Holloman Anniversary Celebration	Marian Off Melissa Off Russ Off 2:00 PM Wrenn-Brown Reception

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
Easter 5:00 AM Trinity Sunrise Service	11:00 AM United Way Campaign Meeting 4:00 PM Committee Meetings 4:00 PM Joseph Reish 6:30 PM Fire Department Training	12 PM Lunch in a Limo 4:00 PM Committee Meetings	3:00 PM Hokies Banquet		John Off 4:00 PM Windsor Prom Setup	Courtney Off John Off 6:00 AM Beacons of Hope ACS Relay for Life Team 9:00 AM Windsor Prom Setup 8:00 PM Windsor Prom

Booking Date	Event Name	Room Code	Discount Percent
4/1/2011	Connell and Merilic Wedding and Reception	MH plus Suites	20.00%
4/3/2011	Laine-Overman Wedding & Reception	MH plus Suites	0.00%
4/4/2011	Windsor Castle Foundation Work Session	C&D	100.00%
4/4/2011	Fire Department Training	C&D	100.00%
4/5/2011	Town Council	A&B	100.00%
4/5/2011	Center AV Training	A&B	100.00%
4/5/2011	Drug Law Enforcement Training	MH	100.00%
4/6/2011	Pork 101	A&B	0.00%
4/6/2011	Staff Meeting	C&D	100.00%
4/6/2011	Fire Department Training	C&D	100.00%
4/6/2011	Drug Law Enforcement Training	MH	100.00%
4/7/2011	Pork 101	A&B	0.00%
4/7/2011	Drug Law Enforcement Training	MH	100.00%
4/8/2011	Virginia District Pilot Club Conference	MH	100.00%
4/9/2011	Virginia District Pilot Club Conference	C&D	50.00%
4/10/2011	Virginia District Pilot Club Conference	MH	100.00%
4/11/2011	Fire Department Training	A&B	100.00%
4/11/2011	Smithfield Top Gun Training	C&D	100.00%
4/12/2011	Planning Commission	A&B	100.00%
4/12/2011	VOPEX Training	MH	50.00%
4/12/2011	Smithfield Top Gun Training	Suites	0.00%
4/13/2011	Fire Department Training	A&B	100.00%
4/13/2011	Smithfield Top Gun Training	C&D	0.00%
4/13/2011	Smithfield Top Gun Training	C&D	0.00%
4/13/2011	VOPEX Training	MH	50.00%
4/13/2011	Rehearsal for Relay for Life Womanless Pageant	MH	100.00%
4/14/2011	Public Works Meeting	A&B	100.00%
4/14/2011	Smithfield Top Gun Training	C&D	20.00%
4/14/2011	Relay for Life Womanless Pageant	MH plus Suites	50.00%
4/15/2011	Hobbs-Hamilton Reception	MH plus Suites	0.00%
4/16/2011	German Club	MH	0.00%
4/16/2011	Bradshaw and Rountree Reception	MH plus Suites	0.00%
4/17/2011	Client Appreciation Night Setup	MH plus Suites	100.00%
4/19/2011	BZA	A&B	100.00%
4/19/2011	BHA&R	A&B	100.00%
4/19/2011	Board of Director's Schoolhouse Committee	MH	100.00%
4/19/2011	Fire Department Meeting	MH	100.00%
4/19/2011	Crime Line Meeting	MH	100.00%
4/20/2011	Ethics Training	C&D	0.00%
4/20/2011	Staff Meeting	MH	100.00%
4/20/2011	Fire Department Training	MH	100.00%
4/21/2011	Smithfield Women's Club	B	50.00%
4/21/2011	Smithfield Women's Club	C&D	50.00%
4/22/2011	Independent Living Training	C&D	50.00%
4/22/2011	Holloman Anniversary Celebration	MH	0.00%

4/23/2011	Wrenn-Brown Reception	MH plus Suites	0.00%
4/24/2011	Trinity Sunrise Service	Riverfront	100.00%
4/25/2011	Committee Meetings	C&D	100.00%
4/25/2011	Fire Department Training	C&D	100.00%
4/25/2011	United Way Campaign Meeting	C&D	100.00%
4/26/2011	Committee Meetings	C&D	100.00%
4/27/2011	Hokies Banquet	MH plus Suites	0.00%
4/29/2011	Windsor Prom Setup	MH	0.00%
4/30/2011	Windsor Prom Setup	MH	0.00%
4/30/2011	Windsor Prom	MH	50.00%
		100%	30
		50%	6
		20%	2

Smithfield/Isle of Wight Tourism Activity Report – April 2011

- Director attended Isle of Wight Board of Supervisors Meeting 4/07/11 and continued meeting on 4/21/11.
- Director attended Smithfield Town Council Meeting 4/05/11.
- Held meeting to discuss the addition of TripAdvisor page and advertising as part of the Tourism marketing plan for FY2012 4/1/11.
- Held staff meeting to discuss Tidewater Touring servicing logistics and staff assignments 4/1/11.
- Filmed the COUNTY BEAT 4/1/11.
- Monthly Staff Meeting held 4/4/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 4/4/11, 4/11/11, 4/18/11 and 4/25/11. Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Held Virginia Tourism Summit planning sessions 4/4/11, 4/6/11, 4/15/11.
- Pilot Club Tour training session held 4/5/11.
- Webinar: Advocacy 101 4/5/11.
- Olden Day Planning Meeting held 4/5/11 and 4/26/11 and 4/28/11.
- Smithfield 2020 Meeting 4/6/11. The project's initiatives range from attracting new businesses to developing activities that celebrate Smithfield's cultural heritage. Check out the website at www.smithfield2020.org . All 2010 initiatives and accomplishments have been listed on the website. Director of Tourism took for action-promoting a Smithfield license plate and public porcine statuary.
- Met with Studio Center re: Mobile website 4/6/11. Conference call 4/21/11.
- Tornado Drill held for Tourism/Visitor Center and the Art Center @319 4/7/11.

- Held Homeschool Field Trip Event to County Owned Historical sites, St. Lukes and the Schoolhouse Museum 4/8/11. Several hundred attendees.
- smARTs event held 4/8/11
- Welcome Speaker at the Pilot Club of Isle of Wight hosted State Conference held in Smithfield, Saturday and Sunday 4/9-10/11.
- Attended Smithfield Little Theater stakeholders meeting 4/11/11 to talk about non-theater use of the building.
- Tidewater Tours Dry Run held 4/11/11.
- Held Aiken & Friends Music Festival planning meeting 4/12/11 and 4/27/11. Festival to be held first weekend in October.
- Attended meeting at Windsor Town Hall to discuss forming a Tourism District and future master planning 4/13/11.
- Attended SHDBA Meeting 4/14/11.
- Homeschool Day Debriefing held 4/14/11.
- Joint Tourism Committee Meeting held 4/14/11 to discuss FY2012 contributions to the Schoolhouse Museum and the Old Courthouse of 1750 as well as FY2012 budget.
- Farmers Market held 4/16/11. Very successful Easter market!
- Ran the Virginia Tourism Summit in Chesapeake, 4/18-20/11. Excellent professional development sessions, networking and membership meeting for VACVB. 165 attendees. **Won Virginia VIRGO Tourism Award for our Encore Wedding campaign!**
- Unable to attend Schoolhouse Museum Board meeting 4/19/11.
- Sent out Virgo Award press release and Hospitality Hero/Community Ambassador/Pork-a-razzi Event press release 4/22/11.
- New Coloring and Activity Book created for visiting children used for incentive to visit all shops and attractions. Completed 4/25/11.
- Attended IOW County Fair Meeting 4/25/11.

- Logistics and organizational meeting held for National Tourism Week event (to be held May 13) 4/26/11.
- Encore Wedding grant meeting held with Budget & Finance 4/26/11.
- Attended CVTA (Coastal Virginia Tourism Alliance) Regional Meeting in Suffolk 4/28/11.
- Attended Wine Festival planning meeting 4/28/11.
- IOW County Fair ads produced 4/29/11.
- Hope, Hams, History, Hospitality & Heart Bike Tour Saturday, 4/30/11. Over 100 participants.
- Packer Cars Tour Saturday, 4/30/11...over 40 Packers visited Smithfield for a tour.
- FAM tour for AAA Agents Sunday, 5/1/11.
- Attended Council Committee meetings 4/25/11 and 4/26/11.
- Attended IOW Staff Meeting 4/11/11.
- Attended Smithfield Staff Meeting 4/6/11 and 4/20/11 (Staff).
- 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
TO RENEW CREDIT LINE WITH TOWNEBANK

WHEREAS, the Town Council has previously authorized the opening of a line of credit with TowneBank to further its efforts in the redevelopment of the Pinewood Heights area of the town; and,

WHEREAS, said credit line is up for renewal on May 20th, 2011; and,

WHEREAS the Town Council and it's finance committee deems it to be in the best interest of the citizens of the Town to reauthorize and renew the credit line with TowneBank in the amount of \$500,000.00.

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer and Town Manager are authorized to renew the current line of credit with TowneBank in the amount of \$500,000 and are hereby authorized to execute any and all documents as may be required to affect said renewal.

Adopted this 3rd day of May, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
DAVID M. HARE, Mayor

ATTEST:

Clerk

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT TO DEFERRED COMPENSATION PLAN**

WHEREAS, the Town of Smithfield (hereinafter "Employer") has employees rendering valuable services; and

WHEREAS, the Employer has established a deferred compensation plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the deferred compensation plan will serve these objectives.

NOW THEREFORE BE IT RESOLVED that the Employer hereby amends and restates the deferred compensation plan (the "Plan") in the form of (select one)

The ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust, to include the associated Roth amendment

OR

The Plan and trust and any associated amendments provided by the Employer (executed copies attached hereto)

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in VantageTrust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED that the employer hereby agrees to serve as Trustee under the Plan.

Adopted this 3rd day of May, 2011

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

I, Lesley Greer, Clerk of the Town Council of the Town of Smithfield, do hereby certify that the foregoing resolution, was duly passed and adopted by the Town Council of the Town of Smithfield at a regular meeting thereof assembled this _____ day of May, 2011 by the following vote:

AYES:

NAYS:

ABSENT:

Lesley Greer, Clerk

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD
TO INITIATE CHANGE OF ZONING CLASSIFICATION FOR PROPERTIES
LOCATED IN PHASE I OF THE TOWN'S PINWOOD HEIGHTS
REDEVELOPMENT PROJECT**

WHEREAS, in 2006 the Town of Smithfield received a Community Development Block Grant for the redevelopment of Pinewood Heights, which remains an ongoing project; and,

WHEREAS, in 2007, the Pinewood Heights Subcommittee determined that the best course of action for the introduction of commercial and industrial uses in the Pinewood Heights neighborhood would be to create a new zoning ordinance and a conceptual plan for the area to regulate the redevelopment area and to provide the possibility of setbacks, minimum lot sizes, etc. that can be supported with a minimum of interruption to the basic layout of the existing neighborhood and which can be done in concert with a conceptual plan for commercial and/or industrial lots that work within the framework of existing right-of-ways in the subdivision; and,

WHEREAS, on June 1, 2010 the Town Council of the Town of Smithfield adopted a new Commercial/Industrial C-I zoning district designation, but did not actually rezone any portions of the Pinewood Height neighborhood at that time; and,

WHEREAS, the Town Council deems it important to explore the possibility of changing the zoning classification for a portion of the Pinewood Heights subdivision.

NOW THEREFORE BE IT RSOLVED by the Town Council that the town's staff should initiate an application for the change in zoning classification from I-2, Heavy Industrial to C-I, Commercial/Industrial for a portion of the Pinewood Heights subdivision described as Phase I which includes all of Pagan Avenue (excluding the large AVES, Inc. parcel at the end of Pagan Ave.), the southern half of Carver Avenue, and the extreme southern half of Pinewood Drive (including properties having the addresses of 95-102 Pinewood Drive), as shown on the Pinewood Heights Phases Map, reference to which is here made.

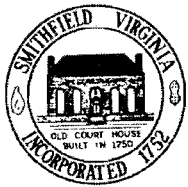
Adopted this 3rd day of May, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk



TOWN OF SMITHFIELD

"The Ham Capital of the World"

April 29, 2011

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT AMENDMENTS TO PERSONNEL POLICIES MANUAL

The revised document was posted on council's site as a separate item last week and it was noted on the committee agenda this would be on your regular May council agenda for adoption. There are only two attachments that were not included in the electronic posting – the organizational chart and the employee pay & classification plan. No changes are proposed to either one.

I have worked on this document for several months off and on as time has permitted. In the past updates have been performed by outside consultants but that is not the case here. The VML model policy document has been a guide for me and I thank our HR specialist Tina Stevens at VML Insurance Programs for her assistance when I have had questions about specific items.

Town department heads were asked to provide input and all employees have had access to these proposed revisions and have been advised of their proposed adoption. Some of the key revisions or updates are noted below:

Equal Opportunity Statement

Added model language regarding Accommodating Individuals with Disabilities.

New Employee Orientation

Revised to reflect our current practices versus old methods. Employees now receive critical information from Tracy James in the Treasurer's Office with other orientation and training being performed at the departmental level, and our annual in service training day with all employees which is held each fall.

Performance Planning and Evaluation

Revised to reflect current practice – annual calendar year evaluations are completed by the end of the fiscal year and not in January.

Standards of Conduct

Replaced A.7. language regarding Political Activity with model language. Added language under B.3. and 11. Unacceptable Behavior to state that employees cannot perform official duties in a rude or discourteous manner and spelling out what is considered insubordination. Added language under section D. Disciplinary Action to state that an employee may be removed from the workplace if their behavior and continued presence poses a safety danger or is disruptive.

TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

AMENDMENTS TO PERSONNEL POLICIES MANUAL
PAGE 2

Computer, Email and Internet Usage

Updated language to reflect current technology and use of both wired and wireless devices, digital transmissions, texting, social media, etc. – all forms of electronic and voice communication.

Sexual and other Unlawful Harassment

Revised definition of Sexual Harassment to match model language. Added further model language to include discrimination and intimidation prohibitions based on a person's sex, race, ethnicity, national origin, marital status, military/veteran status, age, religion, disability or any other legally protected characteristic. Harassment includes but is not limited to remarks, jokes, written materials, symbols, paraphernalia, clothing or other physical or verbal conduct which may intimidate, ridicule, demean or belittle a person. Replaced Complaint Process language with expanded model language. All employees are responsible for helping assure we avoid harassment and discrimination in the workplace and reporting complaints is no longer optional but mandatory.

Drug and Alcohol Use

Added drug and alcohol testing requirements for employees with Commercial Drivers Licenses (CDL) and Safety Sensitive positions, consistent with USDOT regulations.

Hours of Work and Attendance

Revised Meals and Breaks to reflect model language and compliance with FLSA and addressed issue of employees who wish to volunteer for community service organizations during normal work hours.

Safety Program

Revised to reflect that the town's Workplace Safety Program is a separately adopted program which must be followed and reflect the role of the official Safety Committee.

Compensatory Time

Added sentence to reflect that compensatory time off in lieu of payment for overtime worked cannot be a mandatory requirement; it must be agreed to by the non-exempt employee. Also current policy states that the employee must use all compensatory time or take it as overtime pay (when earned – same pay period) before July 1st of each year or forfeit it. We will ensure this policy is applied consistently by each department.

Health Insurance

Added language to reflect new Employee Assistance Program and to reflect that employees have the option of voluntarily participating in supplemental insurance programs such as AFLAC through payroll deduction.

AMENDMENTS TO PERSONNEL POLICIES MANUAL
PAGE 3

Sick Leave

Added new section on Sick Leave Sharing to formally create a policy to be applied consistently. This leave sharing is allowed by State Code. We have handled on a case by case basis in the past but on a "personal" basis. Donations must go into a bank of time versus toward a specific employee. Further employees must exhaust all available and accrued paid leave, including sick, annual and compensatory leave before requesting and receiving leave sharing.

Family and Medical Leave

Added model language to clearly define a Serious Health Condition under FMLA. Added model language regarding Military Family Leave Entitlements and Return to Work Job Restoration.

Military Leave

Added model language regarding the Uniformed Services Employment and Re-Employment Rights Act of 1994.

Civil Leave

Added language to reflect State Code provisions to include service as an Officer of Election at a polling place for any election.

Grievance Procedure

Replaced entire policy/procedure with new model language and attachments.

ADDITIONAL
INFORMATION
ITEMS



COUNTY of ISLE OF WIGHT

THE COURTHOUSE

April 26, 2011

Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

RE: Field Activities Notice-Smithfield to Nike Park Multi-use Path; Isle of Wight Co. Project No. 20110324-000

Dear Property Owner:

Isle of Wight County has contracted with the engineering firm of Kimley-Horn and Associates to design and develop construction plans for the Smithfield to Nike Park multi-use path project. In general, the project consists of developing a 10' wide multi-use trail in three segments that will ultimately connect the Historic District of the Town of Smithfield to Carrollton Nike District Park. General limits of the three segments are as follows:

- Trail Segment 1 - Battery Park Road, between South Church Street and Nike Park Road
- Trail Segment 2 - Nike Park Road, between Battery Park Road and Nike District Park
- Trail Segment 3 - S. Church Street, from the Cypress Creek Bridge to Battery Park Road

As part of the preliminary engineering process, the design team will be performing field work throughout the project limits consisting of topographic survey, environmental reconnaissance studies, geotechnical sampling, and utility mapping. We anticipate this work to begin on May 2, 2011 and continue intermittently throughout the year. The following sub-consultants will be working along with Kimley-Horn to obtain this information.

- NXL Construction Services Inc., (NXL) - ground surveys and mapping
- Coastal Carolina Research, Inc. – environmental reconnaissance
- GET Solutions, Inc. – geotechnical sampling
- The Spectra Group – utility mapping
- KDR Real Estate – right of way acquisition services

Representatives of the above mentioned firms will be working within the project limits and may utilize various personnel, small vehicles and other equipment necessary to complete their tasks. Your understanding and cooperation with the field personnel is very much appreciated. If at any time you feel that your property or belongings are being disturbed or violated, please do not hesitate to call.

All field personnel representing Kimley-Horn and their sub-consultants have been instructed to have a generic copy of this letter in their possession at all times during field activities.

Should you have any questions concerning this project or these associated field activities, please feel free to contact me at 757-608-8719, or by email at: gippolito@isleofwightus.net.

Sincerely,

Gina Ippolito

Gina Ippolito
Project Manager, Smithfield Nike Park Trail
Isle of Wight County