

The Smithfield Town Council held its regular meeting on Tuesday, June 5<sup>th</sup>, 2018. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Ms. Florine Moore, Vice Mayor; Mr. Michael Smith, Mrs. Denise Tynes, Dr. Milton Cook, and Mr. Randy Pack. Staff members present were Mr. Peter Stephenson, Town Manager; Mrs. Lesley King, Town Clerk; Mr. William G. Saunders IV, Director of Planning, Engineering and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. Alonzo Howell, Smithfield Police Chief, Ms. Judy Winslow, Director of Tourism; Mrs. Ashley Rogers, Human Resource Director; Mrs. Amy Novak, Director of Parks and Recreation; Mr. Bill Davidson, Planning Commission member, Mr. Matt Rogers, Smithfield Deputy Police Chief; Mr. Chris Meier, Smithfield Police Department Patrol Lieutenant; and Mr. William H. Riddick, III, Town Attorney. The newly elected Town Council members were also in attendance: Ms. Valerie Butler, Mr. Wayne Hall, and Ms. Beth Haywood. There were approximately fourteen (14) citizens present. The media was represented by Elizabeth Pattman of the Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of June 5<sup>th</sup>, 2018. It is now 7:30 p.m. Thank you all for coming out tonight. We will start our meeting with the Pledge please.

*All present stood and recited the Pledge of Allegiance to the Flag.*

Mayor Williams – We will start off tonight with the Informational Section with the Manager's Report.

Town Manager – Thank you, your Honor. Good evening everyone. The May Activity Report was included with the Council agenda posting. As far as the month of June, we do not have a Board of Zoning Appeals meeting or a Planning Commission meeting this month. We will have a Board of Historic and Architectural Review meeting on June 19<sup>th</sup>. Town Council Committee meetings will be held on June 25<sup>th</sup> and 26<sup>th</sup> at 4:00 p.m. each afternoon at the Smithfield Center. This meeting is anticipated to be continued until June 25<sup>th</sup> at 6:00 p.m. for the purpose of adopting the budget at that time after the public hearing comments are received and considered. We have a long agenda. I would just like to say thank you. This is my final regular Town Council meeting. It is kind of special having both the Mayor and Vice Mayor between me because they were both on Council when I was hired twenty-two and a half years ago. For everyone, I have really enjoyed it and look forward to being a continued part of the

community. We are not moving. I will be taking a break and seeing where life goes from here. Thank you all very much.

Mayor Williams – Thank you, Peter. We will now move to Public Comments. The public is invited to speak to Council on any matter except for scheduled public hearings. We have three public hearings tonight. Comments are limited to five minutes per person. Any required response from the town will be provided in writing following the meeting if you so desire. Please state your name and address as you come forward. We have one person signed up, Mr. Albert Burckard.

Mr. Burckard – Members of the Town Council, I live at 12303 Titus Point Lane in Carrollton. Of course, as of right now, that is not within the town limits; but your neighboring communities to the north are always a bit wary of your encroaching annexations. That was supposed to get a chuckle. In any case, that is not at all what I want to talk to you about tonight. I want to suggest something that is near, maybe not dear, to our hearts for the so called Park to Park Trail. It concerns all of us because much of it is well within the town boundaries. It is also outside of the town limits in the county so to speak. Since all of us pay county taxes and some pay town taxes as well, we all have a real vested, financial interest in the success of this wonderful project. The decision to build two thirds of this trail has been made and funded. The construction, as you all are aware, is well underway. I wrote in one of my recent letters to the Smithfield Times on the subject; ‘damn the beautiful oak trees and full speed straight ahead.’ Anyway, that is in the past. Notice I am wearing my tree-hugging Lorax outfit tonight. If you do not know who Lorax is, go ahead and google it. The path is basically a done deal now. The huge oaks, maples, and pines are gone or will be shortly so let’s look at the future. I implore you to pay for the final one-third of this trail to make it a real park to park trail to connect Windsor Castle with Nike Park. As it apparently stands now, since many of the recent newly elected Town Council members seem to be opposed to it maybe, it may be a world-class, ten million dollar bicycle path from Nike Park only to Ringo’s Donut Shop. This may not be a complete loss, however, since many of you know that Mr. Ring has established one of the more successful food enterprises in this area and that is good; but the trail can be much better. I ask you to look again at the rest of the trail concept through town and perhaps consider a much less expensive alternative. Please look at Norfolk’s experience in marking a bike trail through their

downtown area. Notice I said marking not building. I encourage you to look at this. The website clearly states that they spent about \$475,000.00, mostly on paint and signage as far as I can tell, on several miles of their path by marking off bike lanes on already existing streets and thoroughfares. The cost of Norfolk's is even more extensive than what we imagine here and is far less than the most recent estimate of two million dollars or so that I have seen to build our own trail extension that will connect the Cypress Creek Bridge which already has a marked lane with the segment now being constructed from Nike Park to South Church Street. So, please, please ladies and gentlemen despite all the doubts that many of us have about the usefulness of this bike path, let's at least give it a chance for success by finishing up the last segment. Hopefully, it will be at a much lower cost than is now projected. I ask you to look anew at the possibilities of simply designated parts of community streets as bike lanes and perhaps putting some bicycle speed limits through neighborhoods; but let's complete the trail so Isle of Wight County will not go down in history as spending millions on a bike path that may well be known as the bike path to nowhere except for to Ringo's. Please, let's fund the path but look at alternatives to the two million dollars. Thank you very much.

Mayor Williams – Is there anyone else who would like to speak for public comments? Hearing none, we will move to a Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.

Supervisor Grice – Good evening. After this morning's State of the County Breakfast, there really is not much more to share. I would like to take a few moments to clarify a couple of recent Board of Supervisors decisions and actions. The first is that we now have an assembly ordinance for the county that includes demonstrations. This was achieved by amending the language in our code for Chapter 11.1 which is Music and Festival Entertainment. The ordinance only applies to activities that are to occur on county public lands. It has no impact on events occurring on private lands or events that take place in county parks which would still be handled by the county's Parks and Recreation Department. The fee for holding a demonstration will be in the one hundred dollar range for fifty people. The registration provides time for the Sheriff's Department and EMS to adequately prepare and plan. Events occurring on county roads will require VDOT approval. The town has their own policies. The second item is the extension of Nike Park Road. It is in the advanced stages of engineering. The two lane extension will

connect Nike Park Road to Route 17. Construction is scheduled to start in 2021.

Another project is the turn lane expansion project at the intersection of Route 10/258 and Turner Drive. It will take place this summer. It will greatly improve traffic flow exiting the Smithfield High School area. The third area, as mentioned this morning, is that the county has begun an inspection and correction action for fire hydrants in county communities. This inspection program is overdue and needed for the safety of all residents. I would encourage the town to follow suit. A single hydrant services all of the homes within a thousand feet of the hydrant. If it cannot be readily accessed because of plants, shrubs, bushes etc. or is not fully functional, it jeopardizes not only the home where the hydrant is located but the surrounding neighbors. Having a hydrant accessible and functional will allow residents to retain the benefit they enjoy with lower property insurance rates. Next, this is the first year that the county budget was created using the budgeting tool available via the MUNIS system. The town is on the same system though I am uncertain what version. I strongly recommend that the town follow the county's lead of using this tool. It makes an incredible difference when the Board began review for this fiscal year. It streamlines, highlights, and simplifies this most challenging governmental task. It also provides total transparency. Perhaps next year, you might be able to take advantage of that budgeting system. Since this is the last time I will be presenting my monthly presentation to this Town Council, I wanted to thank those that are departing for their guidance and assistance in improving cooperative relationships between the county and the town governments. It is only through win/win cooperative efforts that we can affect positive outcomes for our citizens. I look forward to continuing with the new and old Town Council members in this coming year. Thank you. Does anyone have any questions?

Mayor Williams – Thank you, Mr. Grice. We will now move to Council Comments. I would like to start off with saying, again, to Peter since it is his last Council meeting that we have certainly enjoyed his leadership. It has been a pleasure to work with him. I am sorry to see him go. It is kind of a sad time tonight when you say that this is his last Town Council meeting. Peter, we really wish you well.

Town Manager – Thank you.

Mayor Williams – I would also like to say thank you to Dr. Milton Cook. He has been here for quite a while. He reminds me of Henry Hearn. He was on Council and

would stop things right before the vote because he had questions. He would go in another direction. Milton does that a lot. It is good. I am not saying that in a bad way. It is a good way because we really do have to look at all the aspects of whatever we are talking about. Sometimes, we just run it on through and you do not think about other parts of it. Milton has been very, very good at looking at both sides, upside down, backwards, and forwards. He has done an excellent job with that. It has been a pleasure for me to work with him. He does not mind calling me up in a heartbeat with what is going to go on and what is happening. He has kept me straight up here at the podium many, many, many times. I will certainly miss that. I do not know who is going to fill his shoes but we are going to have to find somebody. Milton, we will certainly miss you. Thank you.

Councilwoman Tynes – Peter, I am happy you are leaving. The reason I say that is because you are having an opportunity to leave and be with your family while you are still healthy. A lot of people do not get that opportunity. Sometimes they have to leave their job because their doctors have told them they have to go. In your case, you chose your time and that is why I am happy for you. I know you are going to go out and do some great things. I am looking forward to hearing your name again with another organization very soon. Milton, you have made my life on this Council challenging. Just as the Mayor said, we learned from all. I have learned from you. I am happy you are getting an opportunity too. You have been here for eight years. You have an opportunity to leave while you are still healthy. You can continue on with your business. You will have more time to get involved with family activities and travel now that your children are older. You do not have to worry about all of these meetings and that is a good thing. You are going to be there spending time with them before they go off to college. Milton, good luck and Godspeed.

Councilman Dr. Cook – Thank you.

Councilwoman Tynes – I would also like to thank Vice Mayor Moore for the time she came back to share with us. I thanked you many years ago when you stepped down with your regular tenure on Town Council. It was about when I came on. I thanked you then and thank you now for the few months you have been here filling in and contributing to Town Council. You are going to get an opportunity to go back and

continue to be the wife to Judge Moore and Grandma to your grandchildren. I know they have missed you the last few months; Godspeed to you also.

Vice Mayor Moore – Thank you.

Mayor Williams – Are there any other Council comments?

Councilman Dr. Cook – I have a whole list; hence, why we separated things into two different meetings. This past Saturday was Clean the Bay Day. I am happy to report that it was a huge success. There were one hundred and seven people that showed up to work on cleaning the bay. They centered on Windsor Castle Park but they hit all of the marshes around Windsor Castle Park, at the Station, and up to Clontz Park. They were in kayaks and on foot. They were getting muddy up to their knees and waist. It has grown every year. Last year, we had sixty to seventy involved. This year we had one hundred and seven. There was great public involvement. What is extremely surprising is that they collected seventeen hundred pounds of trash which is more than double what they did in years past. They literally pulled a kitchen sink out of the marsh. It was a hugely successful event since they pulled seventeen hundred pounds of trash out of the marsh and on the grounds of Windsor Castle Park. The reason I say it was successful is because eighty to ninety percent of the trash collected was “old” trash; trash that has been there for a while and is finally getting dug up out of mud. It means we are doing a really, really good job of keeping the park clean. Our locality is doing a decent job of keeping things straight. Also, importantly, all of the events that happen there from the races, Smithfield VA Events, the bike races, the high school cross country races, you name it, they do a decent job of cleaning up behind themselves. We also have our volunteers that walk the trails and keep them clean. I think there needs to be a pat on the back to the general public for helping to keep the park and our marsh clean. It is the second success we get out of it. There are three thousand people at a Smithfield VA events event and they do a good job cleaning up. I think Clean the Bay Day was a success all around.

Mayor Williams – On that note, we found a transmission down by the fishing pier. If we can get the tractor back we can get that out of there. We could not budge it.

Councilman Dr. Cook – A transmission was in the marsh.

Mayor Williams – It is still there.

Councilman Dr. Cook – You have to wonder how this stuff gets there. As everybody can see on the agenda, later this evening, we are going to be voting on a new Town Manager. During the process of selecting a Town Manager, we worked closely with our Human Resource Director. I can probably speak for everybody sitting up here that it was an amazing experience for how it was run, how it was organized, how we were kept on track, and how she kept a timeline going. I think that is why you were hired. I was kind of questioning when we were looking at hiring a Human Resource position and wondered if we needed it really. This process kind of proved that, yes, we do. One of my outgoing requests is that you all use her to the best of your ability and her ability. She should be involved in all hiring for this town based on the experience that we had. She is highly knowledgeable and will bring a more seamless flow in the process. Kudos to you; Ashley. I am going to leave the bike trail alone. Peter, it has been a pleasure working with you for the past eight years. We are both leaving. You worked well with Town Council and I thank you for that. You were here much longer than my years but I can speak on my years. You made our job easier. Thank you very much. I hope the next Town Manager will stay for another twenty-two years. Thank you for your service. To the rest of the Council, I really appreciate everybody's efforts towards this job. It takes one of you to understand what it takes to do this job with the ups and downs, accolades, and the insults. So, just remember for every person that tells you that you are corrupt and that you are on the take, there are a hundred people out there that think you are doing a good job. If you put your ear to the ground, you can hear them. I think this town is much better off than it was ten years ago. I think ten years from now it will be much better off than it is today. We are headed in the right direction on all accounts. It might be contrary to what some people say and what you might be hearing from others; but the majority of people are happy to live here. It is why everybody moves here. I think everybody is doing a good job. I can say that I am friends with all of you and I will miss our times together. It is a small town so we will see each other. I plan on joining the public during meetings. I think it will be interesting to see things from the public side. I think that is about all I have to say. Thank you everybody for your friendship, guidance, and comradery. Thank you.

Mayor Williams – Thank you, Milton. We appreciate you. Are there any other Council comments?

Vice Mayor Moore – I wanted to say something about the bike path. There is a much better bike path than what was first laid out. There is the one we take almost every Saturday from our house to Ringo's and back. It is a wonderful ride. If it would just be marked, we will have it made. Also, thank you very much for the opportunity to join you all for just a few months. It has meant a lot. It has made me find out really up close who is working with the town to make it the best place we can possibly live. I knew each of you but I had not been to this many meetings in a row. Thank you for this opportunity to come back and serve.

Mayor Williams – Thank you, Mrs. Moore. Dr. Cook will not be here for the committee meetings this month but Mrs. Moore will. We can give her another sendoff then. Are there any other Council comments? Hearing none, we will move to our Consent Agenda Summary. We have eleven items on the agenda. Would any Council member like to pull any item for further discussion?

Councilwoman Tynes – Yes. I would like to pull C7 for discussion.

Mayor Williams – We will start with the Water and Sewer Chair, Mrs. Florine Moore. She has five items.

Vice Mayor Moore – Water and Sewer Committee Summary. Two of them are just renewing contracts. The first is for Lewis Construction to renew their contract for underground utility services with them for one additional year. The next is to Tri-State Utilities for sanitary sewer rehabilitation services for one additional year. These are services that we have had and they have done well for us so I think we should continue with them. The utility agreement between the Town of Smithfield and Isle of Wight County will be talked about later. We also have the HRSD amendment to the consent order. We are part of fourteen localities with agreements with HRSD. There have been some changes; mostly small things that include their responsibility for reporting and taking care of capacity overflows. As part of that, they will be injecting treated water into the aquifer and that is one of the biggest things that they are working on. They asked us to help them by changing their consent order. Item 4 and 5 are sort of connected. We have a manhole rehabilitation program with Draper Aden. They will determine the work needed to rehabilitate manholes. They are identified. They will work on those as far as they can on the list that we are giving to them. The work will be done on the much

needed ones first. Also, there is a section in the Moonefield sewer basin that will be video inspected, mapped, and improved.

Mayor Williams – We will now move to the Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. Thank you, Mr. Mayor. We have several invoices in excess of \$10,000.00 requiring Council authorization. The first is to Windsor Castle Restoration, LLC for \$100,000.00. It is a draw on the line of credit that we have for these guys to continue the improvements upon Windsor Castle Park. The next is to REW Corporation for the Crescent Pump Station upgrades for \$10,250.00. Atlantic Communications is for \$14,625.94 for outfitting our police vehicles. Every time we outfit a vehicle it cost us roughly \$7,000.00 for radios, antennas and whatnot. The next invoice is a general obligation bond to Isle of Wight County for \$39,593.60. We did some intersection analysis. One of the Kimley Horn engineers worked on this. The amount is for \$20,990.14. We had an additional invoice since committee for a security system with Siemens Industry, Inc. for our sports complex for \$12,400.00. It is for a camera system that we wanted to have installed so we can help prevent any bad occurrences out there.

Mayor Williams – We have pulled Item C7. We will now move to C8 with our Parks and Recreation Committee Chair, Mrs. Denise Tynes.

Councilwoman Tynes – Parks and Recreation Committee Summary. We have a motion to approve the request to use Clontz Park for the annual fireworks display on July 3<sup>rd</sup>, 2018. This is the town's annual event where I think we get the third highest number of people behind the Christmas parade and the Wine and Brew Fest.

Mayor Williams – We will now move to our Public Buildings and Welfare Committee Chairman, Dr. Milton Cook. He has the last three items.

Councilman Dr. Cook – Public Buildings and Welfare Committee Summary. Item C9 is a motion to renew the contract for demolition services with WACO, Inc. for one additional year. They are our contractor for demolishing Pinewood Heights; mainly. Item C10 is a motion to approve the new Isle of Wight County Museum Partnership Agreement between the town and Isle of Wight County. This is a new agreement which lays out a co-funding of the operational cost of the museum. It lays out what the town is responsible for and what they are sharing and what the county Board is responsible for

specifically. The Board of Supervisors will basically be responsible for structural issues with the building itself and maintenance for the building. We will share the operational costs to run the museum. Lastly, we have a motion to accept the deed for 26 Jamestown Avenue as part of the Pinewood Heights Relocation Project in Phase III. We are slowly chipping away at properties in Pinewood Heights.

Mayor Williams – We have item C1 – C11 but pulling C7 on the consent agenda.

Do I hear a motion?

Councilman Pack – I would like to make the motion that we approve the consent agenda as amended with C7 becoming an action item.

C1. Motion to Renew Contract for Underground Utility Services with Lewis Construction of Virginia for One Additional Year.

C2. Motion to Renew Contract for Sanitary Sewer Rehabilitation Services with Tri-State Utilities for One Additional Year.

C3. Motion to Approve Hampton Roads Sanitation District (HRSD) Amendment to Consent Order.

C4. Motion to Accept Proposal from Draper Aden Associates for Manhole Rehabilitation.

C5. Motion to Accept Proposal from Draper Aden Associates for Sewer Assessment Program.

C6. Invoices Over \$10,000.00 Requiring Council Authorization:

a. Windsor Castle Restoration, LLC	\$100,000.00
b. REW Corporation	\$ 10,250.00
c. Atlantic Communications	\$ 14,625.94
d. Isle of Wight General Obligation Bond	\$ 39,593.00
e. Kimley Horn Associates	\$ 20,990.14
f. Siemens Industry, Inc. (additional invoice)	\$ 12,400.00

C7. Pulled from Consent Agenda.

C8. Motion to Approve the Request to Use Clontz Park for the Annual Fireworks Display on July 3<sup>rd</sup>, 2018.

C9. Motion to Renew Contract for Demolition Services with WACO, Inc. for One Additional Year.

C10. Motion to Approve New Isle of Wight County Museum Partnership Agreement Between the Town of Smithfield and Isle of Wight County.

C11. Motion to Accept the Deed for 26 Jamestown Avenue as Part of the Pinewood Heights Relocation Project – Phase III.

Councilman Dr. Cook – Second.

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

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

Mayor Williams – We will now move back to item C7 since it was pulled from the consent agenda.

Councilwoman Tynes – Mayor Williams, we have a further update for this item which is a Motion to Approve Park Project Application to Install QR Code Signs in Windsor Castle Park for the Visually Impaired. Mrs. Novak is going to come forward to discuss it.

Mrs. Amy Novak – Matt Lemon presented a park project at our committee meeting. He was going to install QR coded signs to identify plant and animal life. After the Walk in the Park project was completed, we decided that would be a duplication of efforts. His QR coded signs are going to be added to the map posts. There will be QR audible directions for our maps now for the visually impaired. This is his new direction and we wanted to update you before you approved it as is.

Councilman Dr. Cook – As far as duplication of projects, do we already have QR signs out there?

Mrs. Novak – Yes. Walk in the Park used QR coded signs to identify plant and animal life. Their posts are already installed. We did not know that they went as far as to add the QR codes. There are twenty-two of them.

Councilwoman Tynes – So, Mr. Lemon is now going to do the codes for the maps.

Mrs. Novak – Yes.

Councilwoman Tynes – Mr. Matt Lemon is a Junior at Smithfield High School. This is an Eagle Scout project for him through Troop #36. We love it when the students,

as well as Boy Scouts, come and get involved in our community. If you think about it, this community consists of about 40% of senior citizens. You have young people who want to get involved with their community and come back and do projects like these. They use their own funding for. This is not town funding. We appreciate everything they do for us. Thank you. I would like to make a motion to approve the park project application to install QR codes for mapping in Windsor Castle Park.

Councilman Smith – Second.

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

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

Mayor Williams – Now, we will move to the Action Section of the agenda. We have a Public Hearing: Special Use Permit – T. L. Chapman Photography – 758D John Rolfe Drive. Could we have a staff report please?

Director of Planning, Engineering and Public Works – Good evening Mr. Mayor and members of Council. We have a special use permit application before you tonight for a public hearing. The applicants name is Takeya Chapman of T. L. Chapman Photography at 758D John Rolfe Drive. The owner's name is Morris Creek Landing Apartments out of Fort Worth, Texas. It is in a Multi-Family Residential zoning district. The proposed use, other than a residence, is the home occupation of a photography business within the multi-family residence. Parking requirements are met in this application. The applicant proposes to establish a photography business within the multi-family residence and all home occupations in any multi-family residential district require special use permits. It is why this application is before you tonight. She is seeking that specifically as a home occupation. The photography business is an appropriate home occupation use for consideration by you tonight. Home occupations should not increase traffic, parking, noise, use intensity, exterior appearance, light, or hazardous material use beyond that of a typical residence. The applicant does not intend to make use of the residence for photo shoots; but to primarily conduct office and bookkeeping duties there. All photo shoots will be conducted off premises in public or

private places. Enclosed in your packet is the applicant's business plan and site plan. Town staff has deemed the application to be complete. At their May 8<sup>th</sup>, 2018 Planning Commission meeting, they recommended approval of this application with no conditions. As this is a special use permit application, reasonable conditions may be recommended by Town Council as deemed necessary to protect the public health, safety and welfare. Thank you.

Councilman Pack – I have one question. Mr. Saunders, in your presentation you said that the applicant does not 'intend' to use this for photo shoots.

Director of Planning, Engineering and Public Works – Correct.

Councilman Pack – Their intentions may change so is it a 'we do not intend to but we might later' or 'they will not use it for photo shoots.'

Director of Planning, Engineering and Public Works – My language may have suggested that but she will not be holding photo shoots on the premises.

Councilman Pack – My recollection from the Planning Commission meeting was that there was a recommendation put on this that if it was approved that this special use permit went with the applicant as opposed to with the property.

Director of Planning, Engineering and Public Works – That is correct and thank you for correcting that. This is a multi-family property. The Planning Commission did put the condition on this that it run with the applicant rather than running with the land.

Mayor Williams – Everyone has heard the presentation. I will now declare the public hearing open. Would anyone like to come forward and speak for or against this application? Hearing none, the public hearing is now closed. We will have consideration by Public Buildings and Welfare Committee, Dr. Milton Cook.

Councilman Dr. Cook – The applicant is not here tonight. I would like to say as I did in committees that I would like to shake her hand. How many people do we know that run a business out of their house like this and do not even bother to get a business license or go through the town for the special use permit? I would like to congratulate her for doing that. It is the proper way to run a business and not many people do it. It is an example of coming to Council with a reasonable idea and a reasonable presentation. Council is a reasonable body. There is absolutely no problem with running a photo editing business out of your home so kudos to her. We talked about this at committees.

I would like to go ahead and make the motion to approve the special use permit with the condition that it follows the applicant and not the property.

Councilwoman Tynes – Second.

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

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

Mayor Williams – Our next item is a Public Hearing: Amended Budget for FY 2017/2018. We will have a staff presentation by our Town Treasurer, Ms. Ellen Minga.

Town Treasurer – Good evening. I dream of the day when we will not have to do amended budgets. Perhaps, when we get on the MUNIS Budget System, that will happen but we are not that far along yet. Unfortunately, even though we are growing and we have had a lot of wonderful new things going on in the town for the last year or two, we still have a relatively small budget. Some of these large projects that we have such as the Windsor Castle restoration, Pinewood Heights redevelopment, the sports complex, etc., they are very difficult to budget as far as what is going to be completed within the fiscal year. If that does not happen, we roll things forward into the next fiscal year but it is not really part of the budget until we amend that budget. We do not want it to look like we spent monies that had not been approved. So, even though those things have been rolled; they have not been formally approved. A lot of people ask why we wait until the end of the year to do it. Those projects do progress in spurts. Even doing it now, I still have two more months where the books will be open and we will still receive invoices for June. It is still a projection as to where we think we will end up with some of these large projects just so you know. We had some formatting issues so I am hoping my presentation will be readable. I checked it this afternoon; but there are some copies over on the table if anyone would like to see them. First of all, there were actually two changes since the budget was advertised. The first was from Reserve Funds just because there was an error on my part transitioning an Excel cell for the interest portion of the \$5,000,000.00 loan that transitioned from interest only to principal and interest at the end of the year. The other adjustment was under Public Buildings. We increased it

by \$6,400.00 but we decreased the capital outlay by \$6,400.00. It was for some door repairs to the town hall building. They ended up coming in below \$6,400.00 so they actually did several different repairs out at the public works facility. It is really more of an operating expense than a capital expense so it did not change the bottom line at all. The other area was the debt service to increase the interest for the interest only portion of the debt for the \$5,000,000.00 loan that was converted. Looking at this, you can see the adopted budget for 2018 and the proposed budget revisions. This will show a little bit of the revenue section. I will show the whole thing and then kind of go through each section. The grand total of the General Fund Revenues is \$2,028,939.00 increase which is almost 20%. It will equal on the expense side as well since it is balanced. Road Maintenance also had some increases as well because there is carryforward from prior years and I will talk about that separately. Under General Property Taxes, you will see an increase of \$31,553.00. Truly, this is relatively small. If we were not doing amendments for some of these large projects, I would not make this adjustment because it does not impact the budget for the bottom line either way since you will see it again on the expense side. It resulted from our audit from FY 2017. Basically, every year, the amount of tax relief for the elderly and the veterans is calculated when we do our real estate file. It has now reached a threshold where it has to be recognized as an expense to the town. Normally, we do not bill those because they are waived. However, the amount has become such that we have to show it as a billing so it has to show as revenue. It also shows as a non-departmental expense. It is a net zero affect to the bottom line; but it has to be shown as part of the budget. Under Other Local Taxes, we had about a \$64,000.00 increase in that. Growth and Sales Tax was about \$16,000.00. Meals tax was about \$28,160.00. Business Licenses were \$11,625.00 and Vehicle Licenses were \$8,500.00. These are all good indicators of economic development in the town. Permits, Fees, and Licenses have a minimal increase in permits and review fees based on construction activity. We have a \$9,000.00 increase in Administrative Fees for DMV stops on delinquent personal property. They were not budgeted in previous years. Under Fines, Use of Money & Property, Other & Governmental, the revenue from Use of Money & Property shows a \$44,000.00 increase which was interest which came from cash balances that we had on hand related to loan financing and contributions for large projects. These will be expended down by the end of the fiscal year. With Revenue from

the Federal Government, it shows a huge increase of \$1,191,013.00. The majority of that was for the three Urban Fund VDOT projects that we have going on. The largest one is the turn lane at the sports complex. We also have the intersection analysis at Bennis Church/Route 258/Route 10 and the Nike Park Trail Alternatives Analysis. There was an additional \$153,218.00 for the Pinewood Heights Phase III funding which was originally expected to be completed in FY 2017. This is one of those roll forward things. Under Other Financing Sources, you will see that the total is an increase of about \$682,588.00. Contributions increased by \$61,279.00. The Windsor Castle Park Foundation gave us \$35,040.00 that we did not have budgeted to reimburse us for the remaining portion of the playscape expense at Windsor Castle Park. They gave us a partial reimbursement last fiscal year. The public ballfields at the Joseph W. Luter, Jr. Sports Complex increased by \$51,239.00. We received \$100,000.00 instead of \$50,000.00 from Isle of County for this year. We received an additional \$1,239.00 from the Luter Family Foundation to close out the balance in that fund. For Smithfield VA Events there was a reduction as contributions from the events transitioned to rent. Under Insurance Recoveries, we do not normally budget for these because we hope that we will not be having insurance recoveries during the year; but, typically we do. This year so far we have had vehicle damages of about \$3,987.00, light pole damages of \$2,756.00, damage to a pump at Crescent for \$6,834.00 which will be moved to the sewer fund, and a new vehicle damage claim that was just filed. We have not gotten the numbers on that yet. The Line of Credit reduced from \$250,000.00 to \$0. It has been determined that a draw will not be needed in this fiscal year. That is the line of credit that is used specifically for the Pinewood Heights project. We are almost at year end and we have not used it this year and I do not anticipate that we will need it. The Capital Lease Acquisition increased \$48,630.00. The town fire alarm system was \$27,450.00 and the ballfield Sand Pro Spreader was \$21,180.00. Essentially, the spreader was budgeted as a capital item and so was the fire alarm system as a three year phase-in. However, once I actually saw the paperwork on it, I realized it is really a capital lease acquisition because they are basically installing all of the equipment this year and just giving us three years to pay for it with no interest. It has to be recognized in full and the same thing with the spreader because that is being financed too. It will show under the Capital Lease Acquisition, under Capital Expense, and also under Debt Service. Loan

Proceeds decreased by \$10,000.00. This was from drawdowns that were done last fiscal year that were to be used for the Windsor Castle Park Restoration this fiscal year. When I did the final draw last fiscal year, the bank put \$10,000.00 more than I requested so there was just that change there. Escrow Reserves from the ballfield project are at \$961,833.00. It was rolled forward from FY2017. It was originally budgeted at \$1,079,303.00 but we did not receive \$50,000.00 from Isle of Wight in 2017 as expected. Instead, we received \$100,000.00 this year which caught them up on their \$250,000.00 obligation. We also spent more in FY2017 based on the project progress than we projected. We used the numbers that the Project Manager had given us on that. Loan Reserves are \$434,250.00. We used \$350,000.00 of previously drawn loan funds for additional work done at Windsor Castle Park for the tenant house and associated buildings as well as \$84,250.00 towards the MUNIS software conversion in the Treasurer's office. We pulled \$576,926.00 from the Operating Reserves from prior year reserves for the Pinewood Redevelopment project and to complete the Luter Sports complex. The Pinewood expenses were fully budgeted in FY2017 but were rolled forward as progress slowed in the last month and was not completed. I do not want anyone to take from this that we were \$567,000.00 in the hole that we had to pull forward. It was completely a timing issue. The expenses were budgeted last year; but they did not actually occur until this year. To be perfectly honest, it has slowed down again. I fully expect that we may have to roll some of Phase III again in FY2019. It is just a very difficult project to budget. We cannot put it in at full value because it takes a couple of years for our Meal's Tax funds to catch up with the project. We have twenty-four months; generally, from the time the project begins on each phase to complete it. We try not to budget more than what we accumulate in Meal's Tax money and what is allowed by the state for the funding of the project. It is constantly a budget headache. The sports complex project is on budget; but the town will recover expenses to be reimbursed by Isle of Wight County. They have \$150,000.00 remaining. We also have the Smithfield Recreation Association which is estimated to be approximately \$300,000.00 depending on whether they sell the property or raise the money a different way. Under Proposed Budget Revisions on the expense side, Operating Expenses are reflected to go down \$462,860.00. Non-Departmental is \$31,553.00 for that waiver for the elderly and the veterans that shows as an expense. Other Financing Uses transfers

to restricted reserves of \$1,000,000.00. With Capital Outlay, there is an increase of \$1,460,246.00. Under the Operating Expenses, the most significant changes you will see will be with Community Development, Parks, Cultural, and Debt Service. Community Development is an increase of \$484,313.00 for the Pinewood Heights project that we had budgeted for last fiscal year but it is getting pulled into this fiscal year. They will also begin some preliminary work for Phase IV. With Parks, Recreation and Cultural, there was a decrease of \$673,400.00. Of this, \$660,000.00 is attributable to Windsor Castle Park. We budgeted \$1,490,000.00 to the restoration project for this fiscal year out of the \$2,000,000.00. We are only going to end up at \$480,000.00. There was the \$10,000.00 last fiscal year that the bank gave us in advance. There is \$1,000,000.00 left which will be rolled forward to next fiscal year. \$350,000.00 was also added from the restoration of the tenant house and associated buildings. Debt Service was reduced by \$255,621.00. The bulk of that was removing the line of credit, principal and interest and was \$254,065.00 since we did not use any. We reduced that to \$0. The principal was reduced by \$22,473.00 on the line of credit conversion to fixed loan status but interest was increased by \$8,000.00 to fixed loan status. There was added principal for the three year phase-in of the fire alarm system at no interest at \$9,150.00. Added principal and interest for the capital lease of the ballfield equipment was \$3,767.00. Under Non-Departmental, we talked about the Real Estate Waiver and the Restricted Reserves. It was an increase of \$1,000,000.00 for the financing drawn in FY2017 that was supposed to be used this fiscal year towards the project but it will be rolled till next fiscal year. You can see what these challenges are with these large projects. Capital Outlay has an increase of \$1,460,246.00. Planning, Engineering and Public Works increased \$1,041,867.00. This represents the grant portion of the three Urban Fund projects that I mentioned on the revenue side. We had originally budgeted what the town's portion would be; but I did not have the paperwork on what the grant portion was. So, this is basically a net effect of \$0 because the \$1,041,867.00 was also added to the revenue side. Public Buildings had an increase of \$8,550.00 which was an increase from \$12,500.00 to \$27,450.00 for the three year phase-in of the fire alarm monitoring system. It was all installed this fiscal year. We had a decrease of \$6,400.00. As I explained earlier, we had repairs to the garage doors which were moved to Repairs and Maintenance for public buildings under Operating Expenses. Parks, Recreation and

Cultural had an increase of \$373,829.00 which included \$30,000.00 for Clontz Park engineering on the boat ramp that will be in next year's budget. We also had a \$7,329.00 increase for the bathroom floor replacement at the Smithfield Center. We had \$20,780.00 for equipment for the sports complex. Expenditures for the construction of the Luter Sports Complex were \$315,720.00. Some of it was rollover from last year and some of it was change orders of \$129,432.00. Community Development had an increase of \$36,000.00 for the land portion of three parcels that were purchased for Phase III of the Pinewood Heights project. Again, they were budgeted in last fiscal year. Looking at Highway, highway funds are granted by the state and generally increase each year. We do not get any notification of the increase so we always budget based on the previous year's grant. Based on 2018 quarterly receipts, with one quarter remaining, it will be \$19,617.00 higher than the prior year. Last year, we rolled forward \$145,135.00. We still have some time left to get in all the invoices for the end of June. There will probably be some rolled forward this year as well. I do not know the amount yet. Looking quickly at Water and Sewer, we did have some revisions there. You will see that their Net Income Loss changed. It actually increased to \$152,432.00. There were no changes in the Debt Service. The capital went down in Water by \$23,925.00 and up in Sewer by \$110,000.00. There is a budgeted net income increase of \$152,432.00. Water Operating Expenses decreased by \$137,798.00 which is what contributed towards that net increase. The decrease for water tank maintenance was \$75,000.00. We had originally budgeted \$100,000.00 but we determined we would not be doing maintenance this year. There was \$25,000.00 left in the budget for a survey of the tanks in order to develop a maintenance plan. Materials and Supplies were reduced by \$25,000.00 based on current year expenditures. HRSD was reduced by \$37,798.00 for the budget for 2018. It was originally based on a 9% increase from FY2017. The rates have increased by 9% each year but the consumption is down. 2018 is tracking very closely to 2017. Under Non-Operating Revenues, the pro-rata share fees for both water and sewer are \$2,400.00 each. Those are voluntary contributions by developers and they are not budgeted until we actually receive those funds. Insurance Recoveries will be transferred from the General Fund for damage to the pump at Crescent. Interest Revenue is actually up \$20,000.00 for Water and Water Debt Service as interest rates and collections increased. Water Capital expenses decreased by \$23,925.00. We

actually had an increase of \$101,075.00 for removal repair and reinstallation as a result of a potential crack in the casing or screen of Well 8. This was rolled from FY2017. We offset that by a decrease of \$125,000.00 for an RO bypass pump, stainless steel valve, and new membranes that were rolled into FY 2019. Sewer Capital expenses increased by \$110,000.00. This was mainly from a bypass pump of \$100,000.00 that was rolled over from FY2017. The Shelter Fund, \$10,000.00, is being funded from the sale of scrap metal from the Public Works Department. This was carried forward into FY2018 as well. I know this was a lot of numbers; but, like I said, because our budget is relatively small those projects really do make a big impact so we have to amend it.

Mayor Williams – Are there any questions for the Town Treasurer? Hearing none, I now declare the public hearing open for the amended budget for FY2017/2018. Is there anyone who would like to come forward and speak about this? Seeing none, I now declare the public hearing closed. We will have consideration by the Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Thank you, Mr. Mayor. We do this every year. Do we pass the amended budget at this meeting?

Town Attorney – You vote on this tonight.

Councilman Pack – If there is no further discussion on the amended budget, I would like to make a motion to approve the amended budget for FY2017/2018 as presented.

Councilman Smith – Second.

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

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

Mayor Williams – Our next item is a Public Hearing: Proposed Budget for FY 2018/2019. We will have a staff presentation by our Town Treasurer, Ms. Ellen Minga.

Town Treasurer – This budget is the proposal for FY2019 and there were no changes from the advertised budget. Again, I am just showing you the entire budget here. The grand total for General Fund Revenue is actually a decrease from the prior

year of \$906,546.00. It is a 7.33% decrease. The Road Maintenance shows basically the same amount from last year to this year. Last year, we did have the roll forward and I know we will have some this year after speaking with our Town Engineer; but I do not know how much that will be yet. We will take a look at General Property Taxes next. We are showing an increase of \$26,789.00 which is pretty minimal but 2019 is a reassessment year. The Commissioner of the Revenue for Isle of Wight shared some of his forecasting with me. He is expecting a 2% increase in real estate assessments. We did not include that projected increase in this budget. Once the actual numbers are determined, we will calculate the town's revenue neutral rate for Council consideration. We are showing an increase of \$23,500.00 in personal property based on collections in FY2018 of both current and delinquent taxes. The assessments did go up just a little bit in personal property this year. It is very minimal. The real estate does include that adjustment for the elderly and veterans for next year. Other Local Taxes shows an increase of \$123,680.00. You can see that the biggest one is vehicle licenses. There is a slight increase projected for Bank Franchise, Cigarette, and Meals Taxes. The Bank Franchise Tax is based upon the Virginia tax schedules reported by the five banking institutions located within the town. It is distributed, percentage wise, based on their deposit in all localities in the state. The Meals Tax is trending higher than we expected this year. We have had a couple of new dining establishments open. The good thing about that is that we have found that when new establishments open it does not cause the existing establishments to suffer very much. It just continues to grow the Meals Tax base. The Cigarette Tax tends to fluctuate because it is based on the sale of the tax stamps to the cigarette wholesalers not at the point of sale to consumers. It can fluctuate from year to year. It is an educated guess based on the trends. This budget does include an increase in the Vehicle License Tax from \$20.00 to \$33.00 per vehicle. There is a decrease for motorcycles from \$20.00 to \$18.00 to put the town at the same rates at Isle of Wight County. They also have a National Guard rate of \$10.00 as well as the Farm Truck license plates with an "F." This change is expected to increase Vehicle License Tax by \$92,000.00. Permits, Fees, and Licenses have a very slight change of a decrease of \$2,000.00. Inspections Fees are looking like they could go down a little but it could change. It depends on where projects are in the process of development. It could increase and swing the other way. Dog Park Fees are going down since we have

now opened one side for public access without registration. Fines, Use of Money and Property, Other, and Governmental shows no change in Fines. Revenue from use of money and property is expected to increase by almost \$70,000.00 which is because we have new rents. Smithfield VA Events will be paying \$27,000.00. We are expecting approximately \$25,000.00 from Smithfield Recreation Association. We also expect sports complex rentals of \$10,000.00, Windsor Castle rentals of \$10,000.00 and Park Impact Fees of approximately \$20,000.00. There is a decrease in Interest Income of approximately \$30,000.00 as those contributions and loan funds from last year have been drawn and applied to the projects so those balances are gone. Revenue from the Commonwealth of Virginia reflects an increase of \$599,778.00. There are three different state grants for the boat ramp which total \$626,000.00. This is the ramp that we are hopefully going to build at Clontz Park. There is an increase in 599 Funds of \$6,167.00. For those of you that do not know what they are, those are grant funds that are provided for the police department. They are supposed to help supplement funding of police department salaries. We have a decrease in VDEM funding of \$28,500.00 which is the Waterworks Dam. We had some VDEM and FEMA funding for dam remediation work that we had done in FY2018. We had a decrease in Communications Tax of \$4,000.00. This is just sent to us from the state and it fluctuates based on how much they take out for different administrative fees. Revenue from the Federal Government is projected to increase by \$405,707.00 which is a combination of increases and decreases. We are going to have an increase of \$876,638.00 for the Pinewood Heights Redevelopment grant. It is basically based on the \$1,000,000.00 that the state is going to give us. It is really federal money but it comes through the Virginia Department of Housing and Community Development and some carryforward; less some of what we had last year which is why it is not the full \$1,000,000.00. We also have a carryforward \$731,864.00 for the turn lane at the sports complex. This is a \$103,880.00 decrease from the full value of the turn lane that was budgeted in FY2018 and it will be carried forward. We have a decrease of \$205,551.00 for those remaining two Urban Fund projects. We also have a reduction in the FEMA grant for the federal part of the Waterworks Dam project of \$161,500.00. I know that these probably really get your head spinning. Under Other Financing Sources, we have a decrease of \$2,130,989.00. Contributions are expected to increase by \$93,221.00. CHIPS will be about the same. Smithfield VA Events will

drop off and become rental money. The Museum shows a large increase because we have a new agreement with Isle of Wight County. They will cover half of the museum expenses in FY2019. In FY2018, the Windsor Castle Park Foundation paid \$35,040.00 to reimburse the town for the remainder of the cost for the playscape area. Obviously, that was not carried forward in FY2019. The Joseph W. Luter, Jr. Sports Complex has received numerous deposits in the last two years for both public and private funding. In the next fiscal year, we are only projecting funding of \$50,000.00 from Isle of Wight County as part of their \$250,000.00 commitment to the project. They contributed \$100,000.00 this fiscal year. The Historic Windsor Castle Restoration, LLC is eligible for Phase I tax credits for the Windsor Castle Restoration Project during FY2019. Those credits equate to approximately \$104,000.00. They will be contributed back to the town. We have the Capital Lease Acquisition of \$241,129.00. This is for the radio system from Isle of Wight County that will impact the police department. They have offered to fund that for us over a period of five years. Under Loan Proceeds, they have reduced from \$1,969,553.00 to \$0 which was the remainder of the \$5,000,000.00 line of credit that was converted to a fixed loan in FY2018. None of that will be available in FY2019 other than reserves that were rolled forward. There are no new loan proceeds at this time. We assume that all the reserves for the sports complex will be exhausted in FY2018. The reserves I am talking about are, basically, contributions which decreased from \$961,833.00 to \$0. Loan reserves totaling \$1,539,553.00 for FY 2019 represent the \$1,000,000.00 held in escrow for the remainder of that \$2,000,000.00 commitment for Windsor Castle Park. We have a balloon payment of \$489,553.00 that will be due to Isle of Wight County for the Town Manager and Police Department office buildings. If you remember, we borrowed money based on their General Obligation Bond. We just took over a percentage of their loan. We also show \$50,000.00 for the MUNIS conversion that is continuing in the Treasurer's office. FY2019 does not require prior year reserves to balance the budget unlike FY2018 which required \$576,926.00. Next, we will move to the 2019 Proposed Expenses. I just want to talk about salaries first. The total increases per our Compensation Study were \$273,154.00 of which \$73,563.00 was the General Fund. This includes overtime. The total base increase was \$189,129.00. We budget for a 1% COLA and a merit for up to 1%. The Museum Curator was transitioned from part time to full time and half of that will be funded by Isle of Wight County. There is one new

position for Parks and Recreation; although, they asked for two. Under Benefits, we changed our medical plan offering from Anthem to Optima. It gave us a total savings of \$102,734.00 of which \$95,641.00 is General Fund. The town's required percentage of the VRS pension contribution decreased from 5.67% to 5.14%. The group life insurance remained the same. The employee contributions of 5% remained the same. The savings to the town was \$5,878.00. The General Fund portion was actually \$13,098.00 but there was an increase for Water, Sewer, and Highway because we reallocated some of the Public Works employees amongst the funds based on how their jobs have changed. The impact to the budget has a total increase for all funds of salaries and benefit changes was \$186,968.00 with the General Fund reflecting a savings of \$28,717.00 and Water, Sewer, and Highway reflecting an increase of \$215,685.00. Some of that reallocation was Windsor Castle Park. Those duties have been absorbed by Parks and Recreation. Under Operating Expenses, we have a total increase of \$1,807,934.00. The Treasurer's office increased \$50,218.00 which includes the service contract for MUNIS for \$37,500.00 that was removed in FY2018. Public Safety had a decrease of \$78,175.00 mainly because of the E911 shared cost was reduced from \$210,000.00 to \$134,000.00 for one year only with the new radio system implementation. In 2020, it will go back up I guess. Community Development had an increase of \$1,045,515.00. This represents \$1,000,000.00 in federal funding to be spent on the Pinewood Redevelopment Project, filling a part time position with a full time one for Tourism (cost shared), and some small increases for some of the community services organizations the town supports such as the Western Tidewater Free Clinic and Christian Outreach etc. We have an increase in Parks, Recreation, and Cultural of \$197,896.00 which includes the town's contribution of \$1,000,000.00 for the remainder of the Windsor Castle rehabilitation project. This is an increase of \$170,000.00 over the prior year which included \$480,000.00 for the original project and \$350,000.00 to renovate the tenant house and associated storage buildings. We also added one Parks Maintenance Specialist position to Parks and Recreation. The Debt Service will increase from \$394,415.00 to \$986,862.00 because of the conversion of the \$5,000,000.00 line of credit to a fixed loan. We have \$489,553.00 for the remainder of the loan to finance the Town Manager and Police Department offices. It will be paid off in full once that balloon payment is made. The new debt for the Public Radio System

will be approximately \$50,000.00 repayment to Isle of Wight County. I do like to point out that service. This is not completely accurate because it shows what our debt service will be as of the end of June of this year. The total debt is \$7,913,244.00. I added in, just to show, the 2019 debt for the radio system which brings the total debt to \$8,154,373.00. It does not take into account debt service payments that will be made during the year next year. I just wanted to show again what our legal debt margin was. The total assessed value of taxed real property which is based on last fiscal year is 10% of that value. The amount of debt that we have applicable, if we add in the radio system for next year, is \$8,154,000.00. Our legal debt margin is still a remaining \$102,615,007.00. We are at 7.36% of our legal debt limit. It will actually be less than that because we will have debt service payments next fiscal year; but this is kind of where we start. Under Non-Departmental, again, is the amount for the elderly and veterans. It will not change for next year. The transfer to Restricted Reserves will drop off. It was for monies for the Pinewood project and, as I mentioned earlier, could change again if monies are rolled forward again. We are projecting \$11,828.00 to go into Operating Reserves instead of borrowing from Operating Reserves. Capital Outlay is going to decrease \$1,236,755.00. This is just a list of all the capital projects for next fiscal year. You can see that the large ones are the Urban Fund project, the right turn lane at the sports complex, the radio project, and the boat ramp. Under Highway, it will be based on what we expect the grant monies to be. The Water and Sewer proposed 2019 budget is showing a net income of \$148,851.00; however, it is a decrease over the prior net income of \$88,383.00. I think the net income is a little misleading because operating income for sewer is projected to be \$232,185.00; however, operating income for water is projected of a loss of \$83,334.00. I even think the sewer operating income is a little misleading because it does include the Sewer Compliance Fee which is an escrow fund that is set aside. It is only used for projects for the consent order and 'find and fix' issues. It is not actually used for every day operations; but that is how they are shown for the audit report so they are budgeted as operating expenses. The water Operating Expenses are projected to increase by \$154,601.00. It is for water tank maintenance which has a \$55,000.00 increase up from \$25,000.00 this year to \$75,000.00 next year. HRSD fees at the RO Plant have an increase \$20,300.00. Labor and Benefits has a \$91,336.00 increase with the reallocation of personnel and

compensation increases. This may decrease a little bit because we still have a part time operator at the RO Plant. He is actually working for James City County I believe; but he is still on the schedule until we have our trainee up to speed. Availability Fees were reduced from twenty-five to twenty new builds for each fund. Pro-rata Share Fees are not budgeted unless we collect them. They are voluntary contributions from developers. Debt Service does not have a huge change for water and sewer. Capital will actually go down for water and increase by \$41,000.00 for sewer. You can see that is a significant amount of capital at \$780,500.00. Some of those projects include a Bypass Pump rollover for water. Under Sewer, we have a Bypass Pump rollover of \$150,000.00. We also have Find and Fix repairs of \$100,000.00. There are a lot of different projects that are involved with our engineers too. Looking at all of that, we thought that these escrow funds are starting to get low with all of these capital projects that need to be addressed. We looked at our water and sewer rates and determined that we needed to make a few changes. We are actually increasing the Debt Service Fee from \$8.95 to \$11.47. We are decreasing the Sewer Compliance Fee from \$24.14 to \$18.62. We are increasing the cost per thousand gallons of water from \$5.68 to \$6.14. Our average usage is generally around 12,000 gallons which is where most residents fall in to place. You can see the total billing outlined on the proposed rate worksheet. I did a comparison to show you what the net impact would be. With the reduction in the Sewer Compliance Fee, basically, the change will be \$2.52 for 12,000 gallons. If you are in the low end of 5,000 gallons you will actually have a little bit of a savings. Even when you start looking at 15,000, 20,000 or 30,000 gallons of usage, it is not huge. It is about a \$10.80 increase bi-monthly for 30,000 gallons. I compared those to some of our surrounding localities. The reason that the Town of Windsor and Isle of Wight are highlighted under sewer is because I used the same rates as Isle of Wight for the Town of Windsor since I think they provide sewer services for the Town of Windsor. We did not want to make any big impacts as far as the rate change at this point until we really review the CIP Plan and decide what projects we really need to budget going forward and how they will be phased in. It is very difficult to anticipate what your rates need to be to cover those projects until you really have a good bottom line. We did think it was necessary to start inching in that direction so there is a slight increase for next fiscal year. Thank you.

Mayor Williams – Are there any questions for our Treasurer?

Councilwoman Tynes – I just want to thank her for the hard work that she has done. She does this every year. Ellen, we would like to thank you for all of the work that you do for this town. A lot of the citizens do not know that. She stays back on weekends to do a lot of these projects and we certainly appreciate that.

Mayor Williams – The public hearing is now open for the proposed budget for FY2018/2019. Is there anyone who would like to come forward and speak for or against the proposed budget?

Mr. Bob Hines – I live at 216 Washington Street. I am glad someone knows what they are doing. At the end of the fiscal year, are we in the hole or do we have a surplus?

Town Treasurer – Yes, sir. We are in good shape. We have a fund balance policy. Our fund balance is very strong. We actually try to never be in the hole in any fiscal year. Managing these large projects across the years is why we have to pull from reserves. It is really money that was available last year that did not get spent; but it was projected to be spent. If they had taken place when they should have, we would have been fine. It is not that we are eating up our reserves. That is not the case at all.

Mr. Hines – So, none of it is borrowed money from the bank.

Town Treasurer – No; other than the \$5,000,000.00 loan; but it is not borrowed. We took that loan out specifically for those projects as you can see in our Debt Service. Debt Service is actually very low from what we are allowed. We try to keep it that way.

Mr. Hines – Thank you.

Mayor Williams – Is there anybody else who would like to come forward? Hearing none, I will declare the public hearing closed. We will have consideration by the Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Thank you, Mr. Mayor. There are three highlights that I would like to point out in our budget this year. Our Facebook Warriors and Computer Cowboys and whatnot always say ‘oh my God, the town has borrowed so much money and are in debt up to their ears.’ Well, the numbers just showed you that we are at 7% of our legal debt limit which means we can borrow \$100,000,000.00 next year if anybody has any crazy ideas. As the Treasurer just mentioned, we are in great, great financial shape. This year’s budget also does something that is very important for the future of this town. You have heard a lot in the press recently that our country has like 3.8% unemployment rate which is fantastic for the citizens and those looking for jobs. It is lousy for people

that have jobs because there are no employees available. When you do get them, you have to pay them more to keep them. When you have them then the next guy wants them and will pay them more. One of the things we are doing in our Compensation Plan is hoping to cut down on some of that attrition. We are doing some Compensation Plan adjustments to all employees salaries to bring them in line to what the market is and bringing them in line with other localities are paying. We have spent two years looking at this plan adjustment to bring our employees into a pay scale that allows them to stay and live comfortably. We are pretty proud that we are able to do that. We are able to do all of this without increasing our taxes for twenty three years. We are pretty proud of those three things. The budget that the Treasurer just presented to you, which this Council has worked on probably since March, was put together by all of the departments working together. Some get everything they want and some get most of what they want; but it is a collaborative effort and they all work toward the greater good. It is always a pleasure when we get to this point. With that being said, is there any further discussion from Council? Hearing none, this cannot be voted on this evening. We will postpone action until the continued meeting on June 25<sup>th</sup> at 6:00 p.m. at the Smithfield Center where our intention is to vote on the FY2018/2019 budget.

Mayor Williams – Our next item is our Parks and Recreation Committee Chair, Mrs. Denise Tynes.

Councilwoman Tynes – We have a Motion to Approve Disbursement of Funds Donated by Smithfield VA Events to Complete Ground Work in the Conservation Easement of Windsor Castle Park in an Amount not to Exceed \$10,000.00. I want to explain that. It is not saying they will spend \$10,000.00 but if they do not exceed it then it can be taken care of with the Town Manager and staff and not come back to Council. They might not have to use but \$2,000.00 or \$3,000.00 but we do not know yet. They will not exceed \$10,000.00. I want to go back earlier to what Dr. Cook discussed about the Clean the Bay project in the park last week. He mentioned the cleanup out there and the debris that was in the park. This was a project that Smithfield VA Events started. They thought they would just clear up the underbrush under the trees to make it pretty. Once the contractor got out there and started, it became a task of removing appliances, car parts etc. It pretty much used up the funds that they had in their bank account at the time to take care of their project. This is why we need to transfer some of

these funds that they have already given to the town. It is in a special account. We cannot just go into that account and pull out funds if we want to. It needs to be taken care of in a special way. This is what we are doing tonight so they can finish the project out there. I went out there with the Mayor to view it myself. It needs to be completed. I am in favor of doing this. This motion is to approve the disbursement of funds donated by Smithfield VA Events to complete ground work in the conservation easement of Windsor Castle Park in amount not to exceed \$10,000.00.

Vice Mayor Moore – Second.

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

On call for the vote, six members were present. Councilman Pack abstained, Vice Mayor Moore voted aye, Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There was one abstention. The motion passed.

We have a Motion to Approve the Town Council Meeting Minutes of May 1<sup>st</sup>, 2018.

Town Attorney – Mr. Mayor and members of Council, I have reviewed the minutes and recommend they be approved as presented.

Councilwoman Tynes – So moved.

Councilman Pack – Second.

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

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

Mayor Williams – Item #6 is a Motion to Appoint a Nominating Committee to Fill the Expiring Term of Christopher Gwaltney (6-30-2018) to the Board of Zoning Appeals. I would like to appoint Denise Tynes and Mike Smith to take care of this at the next Council meeting. We will now move to New Business. We have a Motion to Authorize the Town Manager to Execute the Right of Way Agreement with Dominion Energy and to Approve the Invoice in the Amount of \$15,924.17 for New Electrical Service at the Joseph W. Luter, Jr. Sports Complex.

Councilman Pack – So moved.

Councilman Smith – Second.

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

Councilman Dr. Cook – Back to the fact that I look at things from every angle, is this is the electrical right-of-way from Route 258 back to the panel?

Director of Parks and Recreation – This is actually for the maintenance building at the sports complex. They said it would be to establish its own panel for future growth.

Councilman Dr. Cook – It is not a sub off of our main panel.

Director of Parks and Recreation – No. They said that would not be advisable.

Councilman Dr. Cook – So, is this a second line coming in from the road?

Director of Parks and Recreation – Yes it is.

Town Manager – It will also be able to service additional buildings in the future if we do the indoor facility.

Councilman Dr. Cook – That was my follow-up question. Where that shed is located, theoretically, the future plans show an indoor facility kind of in that corner. The indoor facility could feed off of this panel.

Director of Parks and Recreation – Yes. It is the purpose of going big and having it on its own power.

Councilman Dr. Cook – Thank you.

Mayor Williams – We have a motion and a second on the floor to accept and execute a right-of-way agreement with Dominion Energy and to approve the invoice for \$15,924.17. Roll call vote.

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

Mayor Williams – The next item under new business is a Motion to Accept the Minor Subdivision Agreement.

Town Attorney – Mr. Saunders and I will address this if we can. The policy of the town for a new subdivision is to establish a written agreement with the owner of the property to require them to do the improvements that are necessary to make utilities

available to a lot. The town has a lot of lots throughout the town in subdivisions which have not yet been completely built out. Many of them are quite old. From time to time, they are built on. The problem is that the utility lines are not always easily convenient to those lots. The town has been incurring a lot of expense in making the utilities available to those lots. We have not been attributing those expenses to the property owner as we should which is required by our ordinance. Mr. Saunders and I have had a long conversation over this. We are recommending to you that the town does not need to be bearing this expense. Tap fees are for the purpose of setting the meter and they do not cover the extraordinary cost of providing the utility connections to the proposed dwelling. So, I have prepared a subdivision agreement. It is very similar to the one you use for very large subdivisions except we removed all the terms that do not apply to those. It requires that they pay the cost of connecting their dwelling to the water and sewer lines that are already in existence. It states what the Tap Fees, Availability Fees, and HRSD Fees are and those are to be paid as well. All of this has to be done by permitting and approval through Mr. Saunders's office. We would recommend that this agreement be adopted by the Council and that we would continue to use this with other infill lots. It is something that has become quite an expensive burden to the town. The ordinance requires it. It is just something that has kind of been overlooked since it is just a lot here and there. In particular, this has to do with a lot on South Church Street adjacent to Mr. Moody and between the Fortier house if you all are familiar with that. It is a small narrow lot but the sewer is at the bottom of the hill and the water is at the top of the hill. It is going to be expensive to get both to a proposed dwelling. The town should not bear that expense.

Mayor Williams – This agreement will be standard and will be on file and be used on every lot; particularly individual lots. What we will be approving here is an amendment.

Town Attorney – No. It is not an amendment. It is an agreement. It is the old adage that someone's crisis should not be our emergency. Well, it is because they have a buyer for the lot and they are anxious to get moving. They dropped this in Mr. Saunders lap the other day. We made it happen for the agenda tonight. Even if you do not want to vote on it today, you do not have to; but it is available. Their crisis does not

have to be your emergency; but we have reviewed this and feel very comfortable with the terms. You can hear from Mr. Saunders if you like.

Mayor Williams – Yes, please. Come on up Mr. Saunders.

Director of Planning, Engineering and Public Works – What we have really been facing in recent years; particularly as housing development has picked up after the down turn, is really two separate issues. All of our ordinances and codes that relate to the developer bearing the cost of making connections to adjacent water and sewer lines relate to him being required to do this before you let the final plat go to record. You are kind of holding that final plat recordation over their head until they get the utility connections done or bond those improvements. With a lot of these old subdivisions that were built, the developers did not put in the sewer cleanouts, water meters, service lines, and laterals. There is really nothing in our ordinance that is retroactive to say that if it went to record that we can hold you now to make these connections. It is something that the Town Attorney and I are going to work on to change the ordinance in the future for these retroactive lots. The other issue is on new lots that are minor subdivisions where you just basically make one lot into two. There are a lot of exceptions in the ordinance when you are doing that for a minor subdivision. It does not require the submittal of a full on utility plan. It does not require a lot of the things that a larger subdivision requires. What has happened over the years, I believe, is because the utility plan is waived nothing has been required of them other than making sure that the plat meets the ordinance requirements. But what is happening is we are, effectively, letting lots go to record and letting the developer be down the road by the time somebody gets a lot and builds on it. Basically, what we are doing is making a very simplified version of the subdivision agreement. It is not burdensome to the applicant on these minor subdivisions where they are just cutting out one new lot that they probably would not have to bond under my recommendation. It is just that then we would hold the Certificate of Occupancy over their head. They would be required to make utility connections before they get a CO on newly constructed homes. This is what we are doing tonight. This is one where they are just doing one cut on a lot. It is the first of these simplified ones. We have always been able to do this before; but it just has never really been done on these simplified lots.

Councilman Pack – I am assuming that this lot to be subdivided meets the minimum requirements for a lot subdivision in this district?

Director of Planning, Engineering and Public Works – Yes, sir.

Councilman Pack – The Availability Fees that are proposed in this, are these to be paid with the subdivision?

Director of Planning, Engineering and Public Works – They are paid at the time of receiving the zoning permit to build the home. If we were doing a big subdivision where they had to put in streets and street lights, we make them bond that within a certain amount of time. If they do not do the improvements within a year, we pull the bond and we do them. In the case of these single family homes, I would recommend that we do not put a limit on it or require a bond. We just put language in there that says that the owner will make the connections at their expense before they can receive the Certificate of Occupancy.

Councilman Pack – There are \$10,975.00 worth of fees in this contract. Where do the Availability Fees go?

Director of Planning, Engineering and Public Works – The Availability Fees for water go to the debt service on the RO Plant.

Councilman Pack – I meant when do these fees get paid to the town? Is it before construction?

Director of Planning, Engineering and Public Works – They pay at the time that they pull the zoning permit.

Town Attorney – Those are applicable to every new home built on any lot in town.

Councilman Pack – The town issues the zoning permit that you have to have before you can get a building permit. Are these fees due with the zoning permit?

Director of Planning, Engineering and Public Works – Yes.

Town Attorney – We are not treating them any differently than anyone else. It is a level playing field.

Councilman Pack – So, the Availability Fees are the number that you guys have established. Is it going to be the same for all?

Town Attorney – Yes; until the Town Council changes those numbers.

Councilman Pack – Had this been a subdivision without Availability Fees, as we have done previously, would this have even come before Council? Is this before us because of the change?

Town Attorney – I do not think we have any more subdivisions without Availability Fees.

Councilman Pack – I am saying if we did not or had not done it. I am wondering if the new Availability Fees that are on here if that is why it is before Council or would it have come before us anyhow.

Director of Planning, Engineering and Public Works – All subdivision agreements need to come before Council.

Town Attorney – The economy has not been such, Mr. Pack, that over the last years we have had any subdivisions. If you notice in your budget, there are precious few fees attributable to new development in the town. I would suggest that with the turn in the economy maybe that will change a little bit. You have not seen it because it has not happened because the economy has not dictated it.

Councilman Pack – Thank you.

Director of Planning, Engineering and Public Works – But we will probably have three more before you in the next two months. You will see a bit more of them in the future.

Town Attorney – We are not reinventing the wheel. I prepared this agreement around 2006 and maybe prior to that. We are not treating anyone any differently than we have. Actually, I took the old Cypress Creek agreement and made it work for this lot. We treat everyone the same; but it is on a different scale. We are talking about one lot versus hundreds of lots. Some terms did not apply.

Councilman Dr. Cook – I have a money question. With the amounts in here for the Availability Fees, Connection Fees or whatever are they the same in this subdivision contract as they are for a lot that is already subdivided that someone is trying to build on and connect to? Are those numbers the same?

Town Attorney – Unless there are any lots that were developed under an agreement where the fees were less perhaps. The Town Council has adopted agreements through the years where the numbers may have been less. If they were

specified in there then they are fixed. Over the years, all of the new phases in Cypress Creek for example may have already been determined.

Councilman Dr. Cook – There is a lot in Moonefield that is empty. If someone wants to build on it, what are the fees?

Town Attorney – There are no agreement on those.

Councilman Dr. Cook – So, it would be these fees in this document.

Town Attorney – Correct.

Vice Mayor Moore – Would that be the same if there was a lot that had never been built on?

Town Attorney – Yes. It would apply to all lots unless there was a specific agreement with the developer at a time long ago for a lesser amount such as Scots Landing. We annexed that and their agreement set a number that we were bound by.

Councilman Dr. Cook - So, these fees essentially cover the cost to the town to install the taps for sewer and water.

Town Attorney – That is the Tap Fee. The Availability Fee is for debt service.

Mayor Williams – I will entertain a motion to accept the minor subdivision agreement.

Councilman Smith – So moved.

Councilman Pack – Second.

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

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

Mayor Williams – Our next item is Old Business. We have an Update on the Windsor Castle Restoration Project by Dr. Milton Cook.

Councilman Dr. Cook – Since this is probably one of our longest meetings ever, I am going to make this really quick. We are essentially done with Phase 1. The farm office needs a roof and that is it. Phase 1 will be 100% complete. What that means is that we have put together the tax credit applications and are getting the CPA to work on it to send out for the syndication of tax credits for Phase 1. So, we are moving right

along. All the storage buildings and maintenance buildings are complete. I think just the new storage barns need to be painted. We are still waiting on Dominion Energy to connect to the new outbuildings. The last date I heard for connection was June 16<sup>th</sup>. We are still waiting on power. Our next step is moving on to the Manor house. The exterior of the Manor house is the next project. We are working on shoring it up and dealing with the stucco and doing what we can on the outside. Are there any questions?

Mayor Williams – Thank you.

Councilwoman Tynes – Before we go into closed session, I would like to make an announcement. This is something that came to my attention yesterday and I just wanted to make an announcement to the public while you all are here this evening. One of the non-profit organizations in the community that you all are familiar with is Christian Outreach. They do so much for the citizens in this community. I found out yesterday that they are in great need of food. Their pantry, as of yesterday, was empty. If you are out and about or need to clean out your pantry at home, please think of Christian Outreach. Whatever you have, take it to them. They especially need canned meats. The children will be out of school in another week or so and they could use peanut butter and jelly. If not, a lot of kids in our community will be going hungry during the summer days. If you can donate those items, they would appreciate it and any other non-perishable food items. Thank you.

Mayor Williams – Thank you, Mrs. Tynes. Our next item is a closed session.

Town Attorney – Mr. Mayor, we need a motion to go into a closed session for the purpose of discussing the disposition of publicly held real property, personnel matters in particular consideration of the Town Manager's contract, and consultation with legal counsel as to actual matters requiring legal advice pursuant to 2.2-3711A, 1, 3 & 7 of the Code of Virginia.

Councilman Pack – So moved.

Councilwoman Tynes – Second

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, six members were present. Councilman Dr. Cook voted aye, Councilwoman Tynes voted aye, Councilman Smith voted aye, Councilman Pack voted

aye, Vice Mayor Moore voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Ladies and gentlemen, thank you very much for coming out tonight. If you want to stick around you can; but, right now, we are going into closed session.

*Town Council went into closed session at 9:25 p.m.*

*Town Council went back into open session at 10:27 p.m.*

Mayor Williams – We need a motion to go back into open session.

Councilwoman Tynes – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

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

Town Attorney – Mr. Mayor, we need a motion that during the closed session there was only a discussion of the disposition of publicly held real property, personnel matters in particular consideration of the Town Manager's contract, and consultation with legal counsel as to actual matters requiring legal advice pursuant to 2.2-3711A,1,3& 7 of the Code of Virginia.

Councilwoman Tynes – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

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

Mayor Williams – Our next item is a Motion to Approve the Utility Agreement Addendum Between the Town of Smithfield and Isle of Wight County.

Vice Mayor – I would like to make a motion that we approve this utility agreement addendum because we feel, confidently, that it is financially beneficial to the town.

Councilwoman Tynes – Second.

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

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

Mayor Williams – The final item is a Motion to Approve the Employment Contract for the New Town Manager. You have all seen it, read it, and know what it says. The town has employed Mr. Brian S. Thrower as Town Manager for the Town of Smithfield effective July 1<sup>st</sup>, 2018. For the record, Mr. Thrower is from Emporia and has been the City Manager there. He will be moving from there to here with my signature on this contract.

Councilman Pack – Mr. Mayor, I would like to make a motion that we approve the employment contract for the new Town Manager, Mr. Brian Thrower, as presented.

Councilman Smith – Second.

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

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

Mayor Williams – This meeting will be continued until June 25<sup>th</sup>, 2018. We will not adjourn until that time. Thank you all for coming out tonight.

The meeting was continued until June 25<sup>th</sup> at 6:00 p.m.



Mr. T. Carter Williams  
Mayor



Mr. Peter Stephenson, AICP, ICMA-CM  
Town Manager