

# SMITHFIELD TOWN COUNCIL AGENDA

May 6<sup>th</sup>, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

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

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |        |   |   |
|--------|---|---|
| May 6  | - | 7:30 p.m. – Town Council Meeting  |
| May 13 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting  |
| May 13 | - | 7:30 p.m. – Smithfield Planning Commission Meeting  |
| May 14 | - | 1:00 p.m. – Meeting with Congressman Forbes   |
| May 19 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                                 |
| May 20 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Parks and Recreation Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |
| May 20 | - | 7:30 p.m. Board of Historic and Architectural Review  |
| May 26 | - | Town Administrative Offices Closed in Observance of Memorial Day  |
| May 28 | - | 2:30 p.m. Intergovernmental Relations Committee   |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

## C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Proclamation – Honoring Eagle Scout Kirk Ring **TAB # 1**

## D. Council Comments

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Denise N. Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Michael G. Smith

**CONSENT AGENDA ITEMS**

- C1. Resolution to Amend Olden Days Festival Street Closure Request** **TAB # 2**  
Police Committee Chair, Denise N. Tynes
- C2. Resolution Street Closure Request for Toys for Tots Car Show, Saturday, October 11<sup>th</sup>, 2014** **(Forthcoming)**  
Police Committee Chair, Denise N. Tynes
- C3. Resolution for Street Closure Request for Smithfield Evening Christmas Market, Friday, December 12<sup>th</sup>, 2014** **TAB # 3**  
Police Committee Chair, Denise N. Tynes
- C4. Resolution for Street Closure and Traffic Assistance Request for Genuine Smithfield Christmas Parade, Saturday, December 13<sup>th</sup>, 2014** **TAB # 4**  
Police Committee Chair, Denise N. Tynes
- C5. Motion to Approve Budgeted Sewer Projects**  
Water and Sewer Committee Chair, Vice Mayor Gregory
- C6. Resolution to Adopt a Charter Agreement for Membership in the Hampton Roads Planning District Commission** **TAB # 5**  
Water and Sewer Committee Chair, Vice Mayor Gregory
- C7. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair Randy Pack
- a. Caldwell Tanks \$25,823.29
- C8. Resolution to Continue to Phase In at 1% to the Virginia Retirement System Member Contribution for a Total of Five** **TAB # 6**  
Finance Committee Chair, Randy Pack
- C9. Motion to Support the Smithfield Volunteer Fire Department Request to Install Blue Reflectors in Town Streets Adjacent to Fire Hydrants**  
Fire and Rescue Committee Chair, Mrs. Denise Tynes
- C10. Motion to Support Windsor Castle Park Patch for Girl Scout Troop 662**  
Parks and Recreation Committee Chair, Connie Chapman
- C11. Motion to Authorize Removal of Invasive Tree Species at Windsor Castle Park**

Parks and Recreation Committee Chair, Connie Chapman

- C12. **Motion to Accept Proposals from Blair Brothers, Inc for Various Pavement Overlays**  
Public Works Committee Chair, Michael G. Smith

## **ACTION SECTION**

1. **Kimley-Horn Proposal for Bioassay Testing to Discharge Concentrate from Water Treatment Facility in Cypress Creek**  
Water and Sewer Committee Chair, Vice Mayor Gregory
2. **Discussion on Isle of Wight Museum Funding**  
Finance Committee Chair, Randy Pack
3. **Proposed Shed for Kayak Storage and Rental Office**  
Parks and Recreation Committee Chair, Connie Chapman
4. **Stormwater Memorandum of Agreement (MOA) with Isle of Wight County**  
Public Works Committee Chair, Michael G. Smith (Forthcoming)
5. **Subordination Agreement – 117 North Church Street** TAB # 7  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook  
William H. Riddick, III, Town Attorney
6. **Motion to Approve the Town Council Meeting Minutes of April 1<sup>st</sup>, 2014**  
Mr. William H. Riddick, III, Town Attorney
7. **New Business:**
  - a. **Appoint a Nominating Committee to Fill the Unexpired Term of Virginia Smith on the Planning Commission**  
T. Carter Williams, Mayor
  - b. **Amend Public Notice for Future Town Council Committee Meetings**  
William H. Riddick, Town Attorney
  - c. **Riverview Campus – Rick Bodson Smithfield 2020**
8. **Old Business:**
9. **Closed Session:**
10. **Adjournment**

May 2, 2014

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2014**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings and activities: Smithfield Center Client Appreciation event, eVa user training for staff, Smithfield 2020, staff supervisor training from Terrie Glass of Leadership Solutions, HRPDC Board meeting, HRCJTA Executive Committee meeting, staff budget meetings, VML Insurance Programs conference call, and Chamber post legislative breakfast.
- b. Utilized one and a half days of accrued vacation leave
- c. Submitted my annual ICMA Credentialed Manager report online, summarizing my continuing education achievements this past year

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Attended supervisor training from the Virginia Institute of Government, April 8<sup>th</sup>
- c. Met with Planning Department staff to Discuss files and records management.
- d. Prepared April Town Council Committee Agenda and May Town Council Agenda
- e. Attended Town Council Committee meetings on April 28<sup>th</sup> and 29<sup>th</sup> and prepared summary reports of the committee

**TREASURER'S OFFICE:**

- a. Attended eVA User Training on April 3 at Town Hall.
- b. Participated in conference call with Phil Sharp from Tyler Technologies (MUNIS) and Maria Ward from Roanoke County on April 7 to discuss how the town/county

relationship works with the MUNIS software. Followed up with a call to Barry Thompson, Treasurer for the Town of Vinton, to get his perspective as well.

- c. Participated in supervisor training through the VA Institute of Government at the Smithfield Center on April 8. This was an AWESOME training session.
- d. Met with Judy Winslow and Anne Edwards on April 9 to discuss funding for the Museum.
- e. Attended VRS Hybrid presentation at the Smithfield Center on April 9. Representatives from VRS held this session for potential hybrid employees to explain how the program works. Employees from nearby localities and VDOT were invited as well. Tracy James (Payroll Clerk) and Meghan Bockelman (new Receptionist/Secretary) also attended from the Town.
- f. Met with Peter Stephenson, Tracy James, and Stacy Viles of TFA Benefits on April 17 to discuss health and dental renewals for 2014/2015.
- g. Prepared March 2014 financial statements and cash balances for finance committee meeting on April 28.
- h. Worked closely with the Town Manager on budget throughout the month.
- i. Attended VML VACO Investment Pool Board Meeting in Richmond on April 25.

#### **PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
    - a. Continued work on manhole inspections and air release valves - both 51% complete.
    - b. Grounds crew has started work on clearing brush and tree's along the sewer force main on the Main St. pump basin.
    - c. Cleaned sewer lines on the Minton Way pump basin (40%) complete.
    - d. Repaired sewer line for 223 N. Church St.
    - e. Cleaned sewer line at 232 Cary St. due to sewer back up.
    - f. Cleaned sewer line at 114 Barclay Crescent.

- g. Repaired sewer line at 301 Canterbury Lane.
- h. Cleaned and camera sewer line at 341 Main St. due to sewer back up.
- i. Cleaned sewer line at 220 Main St. due to back up.
- j. Had to do more repair work on the sewer main line on South Mason St.
- k. Cleaned 2365ft of sewer main line areas including Minton Way pump basin and Lakeside basin as part of the consent order.
- l. Inspected 25 manholes as part of the consent order.

2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed the following scheduled maintenance at all pump station
  - Cleaning of wet -wells
  - Alarms testing
  - Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks
  - Control Panel / Flow monitor checks
  - Fence and Grounds
  - Inspected Structure
  - Inspect and clean pumps
  - Level system check
  - Test limit switches
  - Bar screen cleaning
  - Rain gauge
- c. Removed pump 1 at Cresent pump station - due to seal fail.
- d. Pulled and cleaned pump 2 at Minton Way pump station and also replaced cutting radial and cutter axes.
- e. Pulled and cleaned pump 2 at Plaza pump station.
- f. Pulled and cleaned pump 2 at Jersey Park pump station.
- g. Pulled and clean both pumps and check valves at Morris Creek pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
  - A. Morris Creek pump station
  - B. 5 Riverside Dr.
  - C. 1507 Wilson rd.
  - D. 240 N. Church St.

4. Well Repairs and Maintenance

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

#### 5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Plant staff changed oil in Well pumps 8A and 10; also high service pumps 610 and 620.
- c. Operators replaced cartridge filters on RO skid.
- d. HRSD inspected RO Plant, concentrate pump station, and plant files and found everything to be in order.
- e. RO Plant staff met with John Alexander from VDH to discuss the Towns Consumer Confidence Report.

#### 6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Fire Extinguisher training.

#### 7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Installed gates at Dog Park for Town use only.
- d. Installed to sections of fence at Windsor Castle house.
- e. Pressure washed the fishing pier at Windsor Castle Park.

#### 8. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crew has been working on clearing brush from sewer main line right of ways.
- d. Grounds crew has started grass cutting for the season.

### **PLANNING AND ZONING:**

- Bill Hopkins attended the APA Annual Conference in Atlanta, GA.

#### 1. Planning Commission – April 8, 2014

- A. Preliminary Site Plan Review – Livengood Project, Carver Avenue – Mr. Bob Kellam, Mr. Bob Livengood, applicants. Livengood Project, Carver Avenue – Approved.
- B. Preliminary & Final Site Plan Review – Dollar General, West Main Street – Chris Parrish, Par 3 Development, applicants - Approved.
- C. ECO Exterior Design Review – Dollar General, West Main Street – Chris Parrish, Par 3 Development, applicants - Approved.

#### 2. Rezoning Applications under review

- A. None

#### 3. Special Use Permit Applications under review

- B. None

#### 4. Subdivision and Site Plans under review

- A. Livengood Project, Carver Avenue

#### 5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
- C. Lakeview Cove Condos (75% complete)
- D. True Value (99% complete)



6. Board of Zoning Appeals – April 15, 2014

C. No meeting held.

7. Board of Historic & Architectural Review – April 15, 2014

- A. Proposed Deck / Pool – 221 Cary Street – Contributing – Linda S. Spady, applicant - Approved.
- B. Proposed Shed and Fence – 400 Main Street (Valentine House) – Landmark – Bonnie N. Pryor, applicant - Approved.

**ENGINEERING**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
- D. Blair Bro.'s Contr. started and completed asphalt road repair Battery Park Road, Troon, Kendall Haven and Smithfield Blvd. Contractor also repaired potholed areas at various locations on Jericho Road.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties & Isle of Wight Christian Outreach Center.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.

# PROCLAMATION

## Honoring Eagle Scout Kirk Ring

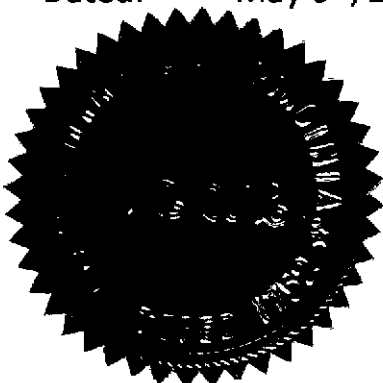
**WHEREAS**, Kirk Ring, a Freshman at Smithfield High School and a member of Boy Scout Troop # 1 has earned his rank as Eagle Scout and one Bronze Palm. Kirk has completed the Boy Scouts of America National Youth Leadership Training Course and is currently serving as a Troop Guide and Order of the Arrow Representative for Troop # 1; and

**WHEREAS**, while Kirk Ring along with fellow Boy Scout Tyler Robinson and adult Scout Leader David Robinson were traveling home from an Order of the Arrow work weekend in Jamaica, VA they came across a vehicle that had crashed head on into a tree. Their quick response in calling for emergency assistance and removing the unconscious driver from the burning vehicle was an act of heroism and contributed to saving the life of that individual; and

**WHEREAS**, the vision of the Boy Scouts of America is to prepare every eligible youth in America to become responsible, participating citizens and leaders, who are guided by the Scout oath and law. Kirk's persistent progress through the ranks demonstrates his determination to prepare himself for a meaningful, productive role in society.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, T. Carter Williams, Mayor of the Town of Smithfield do hereby recognize Kirk Ring's heroic efforts in helping to save a life. Best wishes for a bright future.

Dated: May 6<sup>th</sup>, 2014



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T. Carter Williams, Mayor

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, APRIL 28<sup>TH</sup>, 2014

The Police Committee met Monday, April 28<sup>th</sup>, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Mr. Andrew Gregory and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; Ms. Judy Winslow, Director of Tourism; Mr. Alonzo Howell, Deputy Chief of Police; Mr. Jessie Snead, Superintendent of Public Works; Mr. Jeffrey Smith, Maintenance Supervisor; Ms. Terry Rhinier, Smithfield/IOW Tourism Event Coordinator; and Ms. Sonja Eubank, Public works Office Manager; Also in attendance were Ms. Vivian Evans, Council Candidate; Mr. Jamie Weist of Kimley-Horn Associates; Mr. Rick Bodson, Smithfield 2020; and Ms. Stephie Broadwater. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Committee Setup Format – The Town Attorney reported that the setup of the meeting is different from how it has been done in the past. This setup is in response to a Freedom of Information Act Advisory Council opinion that we received solicited by Abby Proch of the Smithfield Times. Ms. Proch made an inquiry of the advisory council as to whether the town was acting legal or illegally in conducting committee meetings. The concern that has been expressed is that all of Town Council normally attends committees and engages in the discussion. In the past there was been no limitation to the participation of the rest of Town Council that is not appointed to a specific committee. The Town Attorney stated that he is happy to advise that Town Council has not been acting illegally. If anything there is a technicality in compliance with the law. The law requires Town Council to give notice to the public to give citizens every opportunity to

witness government in action. This government body has always been very transparent when it comes to topics of discussion. The Advisory Council's opinion commends the Smithfield Town Council on the extra time you take to make yourself aware of town business. The Town Attorney stated in order to correct this technicality they give two options. The first option would be to continue the setup that we have today. The three committee member's seat at a table together and the three of you would be restricted to the discussion. Other Town Council members that are present cannot participate. The second option would be to return to the way Town Council has been doing committees; however this requires an amendment to the meeting notice that is posted to advertise the meetings. The notice would say that the Town Council will meet in its committee format and all Town Council members may be present and participate. The Town Attorney stated that for the record in the twenty years that he has been the Town Attorney no item has ever been voted on at committee level so therefore you have not engaged in any illegal conduct. It has always been the policy of the Town Council not to vote on anything at committee level it must go to Town Council. The Town Attorney stated that Town Council could vote at next week's Town Council meeting on which committee format they wish to see moving forward. If you choose to do nothing today's format is what you will see moving forward with no participation from council members that are not on the committee. If council wishes to return to the way that you have been doing business then town staff along with the Town Attorney needs to establish a policy that brings us in more complete compliance with the Freedom of Information Act.

2. Amendment to Olden Days Festival Special Event Application - Ms. Musick stated that this revision is to close South Mason Street from Cedar Street to Main, Friday, June 27<sup>th</sup> at 7:00 p.m. rather than North Mason Street as previously approved at the April 1<sup>st</sup> Town Council Meeting. Committee recommended approval of revision.

3. Street Closure Request for Toys for Tots Car Show, Saturday, October 11<sup>th</sup>, 2014 – Ms. Musick reported that this event will replace the Ruritan Car Show that in the past has always been on the weekend of Town and Country Days. Vice Mayor Gregory asked if the Ruritan Car Show has decided not to do their car show anymore. Ms. Musick stated that they have decided not to at this time. They are looking at other ways to do some fundraising. Committee recommended approval of street closure.

4. Street Closure Request for Smithfield Evening Christmas Market, Friday, December 12<sup>th</sup> 2014 – Mrs. Tynes stated that this is the town's second annual Christmas Farmers Market held in the evening. Last year's special market was a huge success. The street closure will include the 100, 200, and 300 hundred block of Main Street. This event is in the evening after hours. Ms. Winslow stated that all the shops are invited to stay open during this time. Committee recommended approval of street closure.

5. Street Closure and Traffic Assistance Request for Genuine Smithfield Christmas Parade, Saturday, December 13<sup>th</sup> 2014 – Mrs. Tynes stated that there are a lot of street closures for this event. Last year there was a new parade route and this year's parade route will use that same new route because of the number of participants in the parade. Mrs. Tynes stated that if anyone would like to see which street will be affected to please

go to the town's website or stop by the Town Manager's Office or Tourism Office to get a copy. Committee recommended approval of street closure / traffic assistance request.

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

1. Public Comments – Mr. Rick Bodson on behalf of Smithfield 2020 commented that he would like to encourage Town Council to follow through with the Town Attorney's second option which would allow committees to continue to conduct business the way they have been in the past.

Mrs. Tynes stated that she had a comment for staff and Town Council. She stated that it came to her attention by one of the Town Council Candidates that there were some campaign signs that were removed once they had been put out. Mrs. Tynes stated that she has been involved in four elections and this is the first time there has been an issue with placement of signs. She continued to explain that for this current campaign signs were removed because they were placed on public property. Mrs. Tynes stated that as a Town Council member she feels that if staff saw this they should have contacted the individual to let them know they are placed in the wrong place and need to be moved to another location. She continued to explain that if there is a Town Code in regards to placement of signs it should have been given to the candidates when they became certified to run for Town Council. Mrs. Tynes stated that she would like to see staff write an apology letter to each Council Candidate in regards to how signage was handled during this election process.

Chief Bowman stated in regards to Mr. Bodson's public comment on committee meeting format he would like to comment from staff's perspective. He explained that as Chief of Police it makes it a lot easier for him and his staff when they come into a committee meeting that he can have the benefit of addressing all of Town Council. This format insures an open flow of communication of what needs to occur and from a personal perspective nothing is misconstrued as to what is said to a member of council. Mrs. Tynes encouraged anyone wishing to comment on this to please do so.

2. Operational Updates – Chief Bowman reported that as of today it has been two years since the department received their re-accreditation for the fourth time by the Virginia Law Enforcement Professional Standards Committee. The department has reached their mid-way check point and had a number of assessors in from around the state to check and see if their files and records were in place. It was to check to see if the department's accreditation process was continuing as it should and going smoothly with the anticipation of re-accreditation two years from now. He was pleased to announce that they passed with flying colors with no significant findings.

The meeting adjourned at 4:21 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, APRIL 28<sup>TH</sup>, 2014

The Water & Sewer Committee held a meeting on Monday, April 28<sup>th</sup>, 2014 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Andrew Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Ms. Judy Winslow, Director of Tourism; Chief Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Mr. Jessie Snead, Superintendent of Public Works; Mr. Jeffrey Smith, Maintenance Supervisor; and Ms. Sonja Eubank, Public Works Office Manager; Also in attendance were Ms. Vivian Evans, Council Candidate; Mr. Jamie Weist of Kimley-Horn Associates; Mr. Dwight Farmer, Randy Keaton and Julia Hillegass of Hampton Roads Planning District Commission; Mr. Rick Bodson, Smithfield 2020; and Ms. Stephie Broadwater of Western Tidewater Free Clinic; Mr. Andrew Cripp, President of the Chamber of Commerce; Mr. Charles Seitz of IOW Christian Outreach. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair Andrew Gregory called the meeting to order.

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

1. Budgeted Sewer Projects – Vice Mayor Gregory stated that he had the privilege of meeting with town staff to discuss these items prior to today's committee meeting. He stated that he was going to briefly summarize and then open it up for questions or comments. Vice Mayor Gregory stated that all these items are budgeted items. Staff is not making any request to replace, repair or maintain anything that has not been accounted for on the budget side. The first item is the installation of skid mounted bypass pump at the Main Street Pump Station. This is a stationary bypass pump and is not the only one that staff feels like needs to be replaced; however this is the one that is in the most dire need of replacement. He stated that it was explained to him if this pump goes down the town could have a huge mess in a very short period of time with sewage

going where we do not want it to go. The second is a submersible run-dry pump from Sydnor Hydro. The third item is from Tri-State Utilities for Main Street and Mason Street CCTV and CIPP Lining. There is about 1500 linear feet of sewer line that needs to be looked at to see if there are any issues as far as possible cracks. The last item is SCADA antennae towers for some of our sewer stations. This would be in areas where the height of the current antennae is not quite meeting the need to communicate from one place to another. The pump stations that they are looking at would be Lakeside Heights, Jordan Drive, Drummonds Lane, Jersey Park, Riverside Drive, and Washington Street. Mr. Snead stated that the submersible pump at Crescent Pump Station should have been taken away from the Main Street CCTV lining. Mr. Smith stated that he had met with town staff today to discuss the submersible run-dry pump for \$14,500.00. He asked if he was correct that they had discussed a cost for approximately nine thousand. Mr. Snead stated that was for just the motor not the pump. They can get a complete unit for \$14,500.00. Staff stated that if the pump and motor can be fixed they will have as a backup if necessary. Vice Mayor Gregory explained that there are similar bypass pumps that the town needs to take a look at in the next few years and they need to be addressed through the CIP. Mr. Snead stated that the antennae's will go from thirty foot to one hundred and twenty foot depending on what they need to get good communication. Vice Mayor Gregory asked committee if it would be appropriate to reach out to the home owners in close proximity of the larger antennas to let them know what is going on. It is not required but feels it is the right thing to do. The Town Manager stated that he agreed with notifying home owners that live in close proximity. Mr. Smith stated that telephone poles could also be used rather than towers to be a little less invasive in some areas. Mr. Snead stated the height of the tower depends on the location of the pump station. Vice Mayor Gregory stated that a couple of these pump stations are in the middle of a cul-de-sac. Committee authorized the Town Manager to notify the residents in these areas. The Town Attorney asked if any of these pump stations are located in the historic district. Mr. Snead replied that one of them is. The Town Attorney suggested sending it to the Board of Historic and Architectural Review for their input on the antennas.

2. Kimley-Horn Proposal for Bioassay Testing to Discharge Concentrate from Water Treatment Facility in Cypress Creek by Jamie Weist – Mr. Weist stated that Kimley-Horn Associates has contacted the Department of Environmental Quality (DEQ) and they have told us that in order to go after the Virginia General Permit which is what we are trying to go after for the concentrate discharge we will have to do an acute toxicity testing of the concentrate stream. Kimley-Horn Associates has found a certified lab in Maryland that provides these services. Included in the agenda packet was a proposal for the laboratory testing. The Virginia General Permit requires four tests and each test has to be thirty days apart. They require a sampling of microscopic shrimp as well as minnows. After the first test if the samples do not survive there is no need to pay to continue testing. At that point the town will know that it will need to go through the individual permit process. The Town Manager will be notified after the first sample has been completed with the results. Vice Mayor Gregory expressed concern that the shipping was close to

fifteen percent of the overall cost of the testing. Mr. Weist stated that it is because the samples must be placed in cooler and shipped overnight to the laboratory. Mr. Weist stated that delivery method can be changed if town wishes to delivery it themselves. Mr. Weist stated that once they have results on the first testing they will report back to committee with a recommendation after that. Vice Mayor Gregory thanked Mr. Weist for his assistance with this process.

3. Membership – Hampton Roads Planning District Commission by Dwight Farmer  
– Vice Mayor Gregory stated that it has come to the town’s attention that the town has exceeded a population threshold that will allow us to have voting membership at the Hampton Roads Planning District Commission (HRPDC). Mr. Dwight Farmer introduced Mr. Randy Keaton and Julia Hilligass. Mr. Keaton will be serving as the interim HRPDC Executive Director Starting July 1<sup>st</sup> until his successor has been selected. Mr. Farmer briefly explained what Hampton Roads Planning District Commission (HRPDC) is. He stated the HRPDC, one of twenty-one Planning Districts in the Commonwealth of Virginia, is a regional organization representing this area’s sixteen local governments. It was formed under the Virginia Area Development Act to allow Regional Planning District Commissions to come together to plan and strategize what each may individually do or collectively do on a variety of issues. The HRPDC is the largest PDC in the state on the products and services they offer. Meetings for the HRPDC are normally held the third Thursday of every month. Currently one of the topics on the top of everyone’s agenda is what do we do strategically about sea level rise and recurrent flooding. Solutions that have been discussed are multi billion dollars. Mr. Farmer stated another item that they are collectively working on what is called Total Maximum Daily Load (TMDL) for cleaning up the bay because of what we discharge in our streams and rivers and ultimately the Chesapeake Bay. HRPDC has a group that are lead technical advisors for all of the localities on how best to meet the federal and state mandates for cleaning up the bay. HRPDC also has a number of environmental programs. They do a number of population, socio-economic and demographic forecasting for the region by locality once a year. They also do bench marking reports that shows how all the localities are doing individually and collectively compared to everyone else in the state. Mr. Farmer continued to list some of the functions of the HRPDC. He explained that there are two boards as a local elected official. The HRPDC of 45 members and the Transportation Planning Organization (TPO) Board. Many of the members are the same on both. Under the Hampton Roads Transportation Planning Organization they also do their regional business of planning and programming expenditure of dollars for transportation of infrastructure. This is separate from the HRPDC. The TPO does take in all of Isle of Wight County; however the urbanized portion of Isle of Wight County comes up through Smithfield. Mr. Farmer stated that the HRPDC does some hurricane preparedness work, storm water regulations, water supply, and wastewater. They have a number of advisory committees that come together to strategize on how to meet federal and state code requirements. Mr. Farmer stated that he and the Town Manager had discussed that it would cost approximately \$8,100 to participate as a voting member of the HRPDC. The



Town Manager stated that the Town Council would need to adopt and execute a charter agreement for us to join effective July 1<sup>st</sup>, 2014. Mr. Farmer stated that typically the town's chief elected official and chief executive officer would be the ones sitting in on the meeting with voting rights. Mr. Farmer stated that they rarely have contentious voting issues. It is just which way the town wants to go on certain topics of discussion. At this time the citizens of Smithfield do have a voice through Isle of Wight County because the county does participate. Vice Mayor Gregory asked are there other localities that have exceeded the population and have chosen not to participate. Mr. Farmer stated that the Town of Smithfield is the only one at this time. Mrs. Tynes stated that because the Town of Smithfield has their own water supply she feels that we should have a voting right at the HRPDC meetings. Mr. Farmer stated that he has been with the HRPDC for 35 years and would say just the information alone that you receive when you attend the meetings and participate in the discussion is worth every nickel of the membership fee.

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

1. FYI – Private Sewage Disposal System – The Town Manager stated that staff is monitoring and working with the Health Department regarding a single family residence that is on a private sewage disposal system that has failed. Notice was given to the owner by Mr. Art Berkley the end of November. The owner had thirty days from receipt to initiate repairs. He stated that he does not think anything has been done and the problem continues. On April 9<sup>th</sup> the Health Department took the next step of legal action to remedy the situation. This has been a persistent problem with this resident on North Church Street.

The meeting adjourned at 4:57 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, APRIL 28<sup>TH</sup>, 2014

The Finance Committee held a meeting on Monday, April 28<sup>th</sup>, 2014 at 4:58 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Chief Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Mr. Jessie Snead, Superintendent of Public Works; Also in attendance were Ms. Vivian Evans, Council Candidate; Mr. Rick Bodson, Smithfield 2020; and Ms. Stephe Broadwater of Western Tidewater Free Clinic; Mr. Andrew Cripps, President of the Chamber of Commerce; Mr. Charles Seitz of IOW Christian Outreach; and Mr. Lanny Hinson of Historic Smithfield/Old Courthouse. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council's Authorization:

a. Caldwell Tanks \$25,823.29

This invoice is for budgeted quarterly tank maintenance for the Battery Park Road, Church Street, Wilson Road and Cary Street water tanks. Ms. Minga stated that there was a CPIU Index that was added this year that she was not aware of so this contract will be slightly over the \$100,000 budgeted amount. Ms. Minga stated that there will also be one added next year as it is in their contract. Committee recommended approval of invoice.

2. Resolution for the Virginia Retirement System ‘Phase In’ for Fiscal Year 2014/2015 – The Town Manager stated that this is the town’s third year of the five year “Phase In”. Every year as housekeeping the town must adopt a resolution stating that the town will continue its annual 1% VRS Phase In. Committee recommends approval.

3. Discussion on Isle of Wight Museum Funding - The Town Manager stated that town staff has met with county staff, Anne Seward, and a representative of the Museum Foundation. Discussion was held on options but realizing that keeping the museum open is going to be an expense. Basically, in the County’s budget Ms. Seward is proposing that the museum remain a county asset. The county would insure it, maintain it, and provide utilities. The question remains on how to staff it to keep it open. What role can the town and Museum Foundation play in this regard? The Town Manager explained that as you can see, at the top of what Ms. Winslow just handed out, what the county has estimated the cost to be to keep the museum open. It would include fewer staff than what is currently there. Essentially, what the town is looking at is the operational side. The town would be elevating our funding level with the museum remaining under Ms. Winslow’s supervision. It is proposed that it would be handled much like we do with Ms. Winslow currently. Ms. Winslow is a county employee; however the town sends a check to the county to contribute to a portion of her salary. This scenario keeps the county with a vested interest and we elevate our interest in the overall tourism picture. Hopefully the Museum Foundation can address some of the annual expenditures. Ms. Winslow stated that the county has offered to primarily pay for all of the building cost that is estimated to be approximately \$30,000 in the county budget. Ms. Winslow stated included in this proposal was what she thinks they need as far as staffing. Staffing will be reduced to half what they currently have. She stated that she is hopeful that we can figure out how to operate this entity as a partnership between Isle of Wight County, the Town and the Museum Foundation. Ms. Winslow stated that she has not been able to meet with the entire Museum Foundation as of yet, but is hopeful she will be able to meet with them after Thursday. Ms. Winslow stated that the gift shop is self-supporting at this time. She stated that starting July 1<sup>st</sup> she will be making a recommendation to start charging for adult entry to the museum. Based on last year’s data that could possibly bring in about \$30,000 in revenue to offset the operational expense that they are asking the Museum Foundation to provide. Ms. Winslow stated that she does not like to talk about this but if we have to we could possibly revamp some of the museums hours. Currently they are open seven days a week which is incredibly helpful to tourism. The Town Manager stated that in the draft budget that Ms. Minga sent out, based on this one possible scenario, she has included an expenditure place holder for \$100,000 to cover the staffing. The Town has also placed an offsetting \$100,000 in additional revenue from existing funding sources. The Town Manager stated that we would get into this a little further when we talk more about the town’s budget. Mr. Pack clarified that looking at this budget for the museum the county is estimating \$30,000 to provide insurance, utilities and IT support to the building. Ms. Winslow stated that was correct. Mr. Pack stated all these things have to be done regardless whether the building stays open or not. Ms.

Winslow stated that was correct; however power and HVAC cost would be significantly lower. As far as budgeted expenditures of \$26,000 the money from the gift shop would offset that and any additional money going into that will go to the Museum Foundation. Mr. Pack stated that out of the three partners it looks like the town is the one paying to keep the museum open. Mr. Pack asked where the County is in their budget process. Ms. Winslow stated that they should vote on that budget on Thursday. Mr. Pack asked where Historic Resources falls within the county budget. Ms. Winslow stated that they are completely eliminated. The county expenses that are included on the handout are covered by other departments. Mr. Pack asked if the town does nothing would the museum close. Ms. Winslow replied yes. She did state that there were other places they could go for funding but this route made the most sense. Mr. Pack asked if these employees would remain county employees. Ms. Winslow stated that would be up to the town. If the town wanted to make a contribution to Tourism like we already do for the additional \$100,000 they would not have a problem with keeping the staff as county employees. Dr. Cook stated that he would be more in favor of the county giving us the building and paying us \$30,000 a year to maintain it. He stated that he is not in favor of paying the county \$100,000 dollars a year in something that the town would have no say in. Dr. Cook explained that if the town is going to be paying for this amenity for the town it needs to fall under the town so we can control what is there and what is being displayed. It will be the town's museum. Mr. Pack asked that the information handed out today be shared with the rest of Town Council so that it can be discussed further at the May 6<sup>th</sup> Town Council Meeting. Vice Mayor Gregory asked if the museum is available for rent as it stands. Ms. Winslow replied that it was. Vice Mayor Gregory asked the Town Attorney if the town took over running the museum was there anything that would protect the town from the county selling the building and everything in it. The Town Attorney stated that the county would not need the town's permission to sell the building at any time.

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

1. Public Comments – Mr. Rick Bodson represented Smithfield 2020 was present to discuss suggestions for the Riverview Campus area. For the last year Smithfield 2020 has been facilitating a dialog between the five organizations in that area. They are working together to develop some good cross organizational programs. One of the issues that has been brought up is more parking capacity. When there are a lot of classes at Paul D. Camp in the evenings and the other organizations have events going on then this area beside the Children's Center and the VFW Building are used for overflow parking. Mr. Bodson stated that his commitment to the Riverview Campus working group is to bring this item to Town Council's attention at committee and request the town to evaluate putting some kind of gravel lot in that area. This would enhance access and parking in this area. Dr. Cook asked Mr. Bodson if this was the only area that they have targeted for

additional parking. Mr. Bodson stated that was correct. Mr. Bodson stated that he would be attending the Public Buildings and Welfare Committee tomorrow for their input. At the Public Buildings and Welfare Committee Mr. Bodson was invited to be placed on the May 6<sup>th</sup> Town Council meeting to address this item further with participation from both the Finance Committee members and the Public Buildings and Welfare Committee members.

2. March Financial Statement and Graphs – Ms. Minga stated that she did not have very much to comment on. She mentioned that she would like to thank Ms. Robin Hewett, our financial analyst, for preparing most of the financial statements for March while she worked on budget. Ms. Minga reported that everything seems to be moving along as expected. She stated that she would discuss some of her concerns for Water and Sewer when we discuss the budget further down on the agenda. Ms. Minga stated that consumption for water is still down. Unless the town has a lot of usage in May and June she is not anticipating meeting the original budget expectations.

3. March Cash Balances March Cash Balances – Ms. Minga reported that she attended an investment pool meeting last Friday. There are about eighteen localities that have joined; however only six have contributed to the pool. Ms. Minga stated that she has completed the paper work for the town to participate but one of the requirements is a cash flow analysis which is what you think you might be putting into the fund and how long you planned to keep it there. They do not hold you to it but it is used for planning purposes. Especially since the pool is fairly new and there are not a lot of participants in it yet. Ms. Minga stated that she was waiting for the town to get through our budget process first to see where the town will be on some of the larger projects before the town commits. This will be coming within the next month. Ms. Minga stated that she is also looking at CD rates and tiering some of the town's CDs. There will be some changes coming down the pike on the cash balances. At this time our balances are still fairly strong. –Water = \$256,271.48; Water Debt Service = \$1,190,318.74; Water Capital Escrow Availability Fees = \$308,831.59; Water Treatment Plant Escrow = \$111,400.62; Water Deposit Account = \$9,800.00; Water Development Escrow = \$84,927.84; **Subtotal Water = \$1,961,550.27.** Sewer = \$(65,377.12) Sewer Development Escrow = \$337,850.90; Sewer Capital Escrow Availability Fees = \$810,984.86; Sewer Compliance = \$528,608.55; **Subtotal Sewer = \$1,612,067.21.** **Highway = \$263,912.72.** General Fund = \$3,789,959.20; Payroll = \$43,633.15; Money Market General Fund Town Bank = \$2,180.95; Business Super NOW-General Fund = \$33,044.30; Money Market General Fund Farmers Bank = \$288,814.92; General Fund Capital Escrow = \$214,142.09; Certificate of Deposit = \$525,841.43; Certificate of Deposit Police Dept = \$36,597.38; Special Project Account (Pinewood) = \$78,293.72; Pinewood Heights Escrow = \$19,755.54; SNAP Program = \$2,975.75; **Subtotal General Fund = \$5,035,238.43.** Beautification = \$7,834.64; Money Market Beautification = \$47,753.17; **Subtotal Beautification = \$55,587.81; TOTAL ALL FUNDS = \$8,928,356.44.**

4. Contribution Request for Fiscal Year 2014/2015

a. Western Tidewater Free Clinic - Ms. Stephe Broadwater was present representing the Western Tidewater Free Clinic and thanked the Town of Smithfield for our support over the years. In 2013 11% of the clinics total patient population (166 patients) came from Smithfield. These patients visited the clinic one thousand seven hundred and twenty-nine times. Depending how sick they are in the first three to six months the clinic sees these patients weekly until they can get their medication and health conditions under control. These results are not specific to Smithfield patients because the clinic looks at their results over twelve months of continuous care as a patient of the clinic. Patients in the clinics care last year saw a reduction in their A1- C levels which means lower sugar levels, reduction in their blood pressure and reduction in their body mass index. New patients continue to come to the clinic with multiple chronic diseases and it takes awhile to understand their conditions and try to get the right medication. There is a process of educating them so they are working to make themselves healthier. Sixty-two patients that the clinic saw were dental patients as well as medical patients. The clinic only accepts dental patients who are our medical patients. Ms. Broadwater stated that she wish they could do more but we only have two dental chairs and pay for a part-time dentist and hygienist and use volunteers to do the rest. The clinic also has a really strong Women's Health program. Sixty-two women from Smithfield received mammograms which is important in women's health. Western Tidewater Free Clinic has the second highest mortality rate for breast cancer in the state of Virginia. The incident rate is not that high but the mortality rate is higher we think in talking with some people in the health department it is because the cases are found so late in Western Tidewater Service District. The town has members from this community who serve on the Board of Directors and thirteen volunteers from the community that support the clinic. It doesn't include what Dr. Barney Jamison and Dr. Desmond Longford have done long before we open the doors to get the clinic off the ground. I have a couple of things more from the business perspective because support from the town we are financially doing pretty well. We are not living hand to mouth as we were in the early years. We do have an operating line of credit. I am very happy to say we did not have to use it last year. Our cash flow is not level but when you look at it as whole we did well. Partially because of a significant gift and some other fund raising we have capital reserves on hand now. We know our roof is going to be replaced so they have some money on hand to do that and the RFP for that. They have also been able to save about three months in operating reserves. It takes about a hundred and twenty-five thousand dollars a month to run the clinic. They would like to work that up to six months of reserves. Ms. Broadwater explained that they have two big things coming up this year one is the installation of electronic health records. Thanks to funding from Sentara Foundation and Visa Foundation. Hopefully by the end of the year the clinic will have electronic health records. Ms. Broad water reported that they are coming to the end of their three year strategic plan in 2014 so they will soon start working on their strategic plan for the next three years. Mr. Pack asked what the requirement is to become a patient at the Western Tidewater Free Clinic. Citizens must live in the Western Tidewater service area which is Smithfield, Isle of Wight, Suffolk,

Franklin, and Southampton and not have any kind of insurance that includes Medicaid or Medicare. You must be between the ages of nineteen and sixty-four because eighteen or younger in this income level we are talking about you parents probably qualify for FAMIS so the children can get medical and dental insurance. At sixty-five they should qualify for Medicare. There is no third party billing because the services that our patients get are free. The other thing is they must live at the low two hundred percent of the federal poverty level. Sixty-five percent of our patients live at hundred percent of the federal poverty level or below. Mr. Pack asked how you see Obama Care affecting the free clinic. At the moment the General Assembly has gone underground regarding if and how the state of Virginia will expand Medicaid. If they would do it based on the requirements in the Affordable Care Act about eighty percent of our patients would qualify for that. But if you look at the total population numbers of the uninsured ages there would still be significant gap of people between Medicaid and being able to afford in the market place even with tax credits and other things that they get. So from that prospective we believe we are still in business because they will be plenty of people that will be uninsured that will use our services. We want to stay true to our current mission which is to provide free health care to people that otherwise cannot afford it. If you have Medicaid or insurance does not mean that you can afford to have it. Our patients even if they can afford the insurance they will not be able to afford the co-pays or even worse afford the medication they need. The clinics patients are so sick the medication is an integral part of them getting healthy again. We believe regardless of what the state does there will be a gap where the free clinic still has a place to provide needed services in the community. Vice Mayor Gregory would like to thank the free clinic for all that they do. There are several if not thousands of residents who have a Smithfield address but do not live in the town limits and do not pay taxes to the Town of Smithfield. Has the clinic found a way to delineate whether your patients are actually town residents or whether they just have a town address? Ms. Broadwater stated that they have not. It will be easier for them to do that when the clinic goes to the electronic health record. Vice Mayor Gregory stated that if he knew eighty-five percent of the one hundred and sixty-six people were truly town residents it would help. But if it came back sixty percent of these people live in areas in the out skirts that do not pay town taxes here then that would be a better route for the County assets. Dr. Cook asked how much the clinic was asking for this year. Ms. Broadwater stated that they are asking for \$33,000.00 for this year. Dr. Cook asked how much did you ask for last year? The current year's request was for \$33,339. Committee thanked Ms. Broadwater for the update.

b. Historic Smithfield/Old Courthouse – Dr. Lanny Hinson was present to represent Historic Smithfield / Old Courthouse. Dr. Hinson thanked Council for their support in the past. Mr. Hinson stated that they try to generate their own income through memberships and renting out the small clerk's office adjacent to the courthouse. They also try to rent out on occasion the courthouse but there is not too much of a demand for that. They do have a law school graduate who will be renting it within the next few weeks. In the past they have had people get married there. Mr. Hinson stated that they do some activities on

their own such as providing the ghost for the ghost walk for the last four years and tourism has generously allowed them to reap the benefits of the tickets sales for that. They also assisted with the Wine and Brew Festival and in return they received \$250.00 to \$500.00 the courthouse is manned primarily with volunteers during the week. however people only have so much time that they can give so they are only open three hours a day. On the weekends they have paid employees because they are opened longer. If there is a bus group coming to town then tourism will notify them and they will open the courthouse for that special occasion. School groups come and the volunteers dress up for them to make it more real. Sales and Council's contribution of \$5,000.00 in the past has been critical in balancing their budget. Committee thanked Mr. Hinson for the update.

c. Chamber of Commerce – Mr. Andrew Cripps was present to represent the Chamber of Commerce. He stated that he was the new President of the Chamber of Commerce. He is following someone who has been there for thirty years. Mr. Cripps stated that when he looks back he sees very impressive accomplishments that the Chamber has played a leading role in. A lot of positive changes in the community from preventing the demolishing of the old Smithfield High School, advocating for removal of tolls from the ferry, starting the Leadership of Isle of Wight, and taking the lead of establishing the YMCA. Also advocating for Route 460 which hopefully will overcome some of those hurdles to become a reality. Mr. Cripps stated that the couple of months that he has been here he has seen plenty of opportunities for the Chamber of Commerce to update some of their programs. There are three main areas in the Chamber that service members. The Chamber of Commerce helps businesses connect with their clients and customers. They help them stay informed which helps them make knowledgeable decisions about their business. The Chamber of Commerce is the voice for them to advocate to local, county, and state government. Mr. Cripps stated that they have a couple of new things they have looked at in terms of their communication, website, and electronic newsletters. In the past week they have signed an agreement to update their software and website. The Chamber of Commerce's website right now is not accessible with smart phones and tablets. They hope with their updated website they will be able to better represent their members and give them more opportunities to promote themselves electronically. In terms of the Chamber's advocacy to government they are launching a public policy committee from Paul D. Camp Community College. They will be reviewing policies locally, county wide, and state wide to advise their Board on whether they should be taking positions on that to advise those government entities. In terms of helping our members communicate they are launching a new publication called Community Guide and Business Directory. It is going to be an annual guide book on how to start a new business and new residents finding the resources that they need. The Chamber's going to increase their newsletter to go out weekly with more information for their businesses and what is happening that will affect their business. Dr. Cook asked how much they are requesting this year. The Chamber of Commerce is requesting a flat support of \$8,800.00. Mr. Pack asked if the town donates \$8,800.00 to the Chamber of Commerce this year how would the funding be used. Some of it will be used to re-launch their Youth



Leadership Program which services twenty students from the two high schools in Isle of Wight County including Smithfield High. Isle of Wight Academy and Nansemond Suffolk Academy are also included along with home school students which will be launch in September and run through the school year 2014/2015. Also in 2015 they will be doing our adult Leadership of Isle of Wight so part of the funding will go towards that. Some of the funding will be operating our facility on the corner of Main Street and South Church Street to make sure that facility properly represents the businesses in Smithfield and Isle of Wight County. Committee thanked Mr. Cripps for the update.

d. IOW Christian Outreach Program – Mr. Charles Seitz was present representing the Isle of Wight Christian Outreach. He stated that they were very fortunate last year to receive funding for two different areas. One was for their General Purchase Fund and the other one was for the Capital Fund. Anybody who has ridden by the former health department building can see how the capital funds are being applied. Their General Purchase Fund helps them run and manage their ten different programs. He stated that he would not mention all of them but would hit on a couple of their key ones. Christian Outreach's Food Program in 2012 provided food to over fourteen thousand people in Isle of Wight County. Home repair and handicap ramps were installed for twenty-nine people. They provided medical transportation to and from doctor appointments for a total of a hundred and sixty-nine trips in 2012. They received three donated cars and got those back out into the community. Provided emergency assistance where the electrical or gas service had been disconnected. Christian Outreach also provided dental assistance for sixty-four seniors that had not seen a dentist in quite awhile. As far as the Capital Campaign Fund they received a generous lease of the building from the County with the understanding that they would raise the funds to renovate the building. The estimated cost to renovate the building was about \$525,000.00 and they have raised about \$407,000.00. Renovations included replacing the roof, heating/ac, and wiring. IOW Christian Outreach is one hundred percent volunteer based. They were established in 1991 providing services. We have tremendous food drives through the schools, churches, and other programs. This allows them to do what we do with very little overhead cost. Mr. Pack asked how much you are requesting this year. We are requesting \$14,000.00. Ms. Minga stated that when we looked at this last year I think it was \$25,000.00 contribution towards capital and we would split it over three years so I think \$6,000.00 was their normal contribution and the \$8,000.00 is for the capital portion. Dr. Cook stated that we have three years of capital and then back to our regular donations. I think they have done a great job with the building from the donations they have received from businesses and other donations.

5. Continued Discussion on Utility Deposits for Landlords – Ms. Minga stated that this item is here for discussion because there was a little bit of misunderstanding if utility deposits apply to customers that are already on the system or have had it in their name

before. Ms. Minga stated that it was her understanding that if a customer did not currently have an account in their name then they are considered a new customer and the deposit would be required. Ms. Minga explained that her office has created a form so that if you are a landlord and think the utility bill will be back and forth between their name and the tenant's names they can pay a onetime deposit and leave it on file. Once the tenant requests to be disconnected the account would automatically be placed back in the landlord's name. Landlords can also request deposits be refunded each time. Ms. Minga stated that she thought Dr. Cook had a different understanding of it so it is here at committee for clarification. Mr. Pack stated that having a landlord place a deposit on file is the easiest way to handle the deposit requirement. Dr. Cook stated that his concern was landlords that have multiple properties. Could one deposit be placed on file for all or would the landlord need to pay a deposit for each property. Ms. Minga stated that she has spoken to the Isle of Wight County about this and how they handle multiple properties owned by one landlord. There deposits are per property. Isle of Wight County stated that they do not have many landlords that own multiple properties so this has not been an issue for them. Mr. Pack asked if any landlords with multiple properties have contacted her in this regard. Ms. Minga replied no. Committee agreed with the policy that Ms. Minga has in place and if she receives a legitimate complaint from a multiple property owner in regards to deposits it can be brought back to committee for further discussion.

6. FY 2014 / 2015 Budget Discussion – Ms. Minga stated that the current committee set up may make it difficult to get feedback from everyone in regards to the budget. Ms. Minga explained that revenues were discussed at last month's committee meeting; however she wanted to go over a few updates including the line item that was inserted to fund the cost of the museum. Ms. Minga handed out a sheet with calculations to show possible additional revenue with current funding sources. Ms. Minga stated that the first option was with meals tax and transient occupancy tax. The town currently allows a discount to business owners who prepare their own returns and remit that money to the town. Most of the surrounding localities do not offer that discount. Another thing that the Town Treasurer looked at was cigarette tax. The town currently offers an 8% discount. Dr. Cook asked for Ms. Minga to explain discounts. She explained that if stores sell cigarettes at twenty-five cents a pack we are really netting twenty-three cents a pack. The town is allowing them 8% processing discount because when they buy them in bulk they have to apply them to the pack themselves. Also included in the revenue calculations are cigarette increases per pack. She stated that she and the Town Manager do have some concerns about raising the price per pack to high because Isle of Wight

County is not allowed to have a cigarette tax so people may start going to Carrollton to purchase cigarettes. Ms. Minga stated that these calculations are based on the town's current sales and what she projects them to be this fiscal year. Elimination of the meals tax and transient occupancy discount and taking the full twenty-five cents a pack value without the 8% discount would bring in an additional revenue of \$55,610.15. Ms. Minga explained that if we raised cigarette tax up to thirty cents a pack and netted twenty-eight cents a pack with the 8% discount we could get additional revenue of \$74,177.27 or if the town raised the cigarette tax up to thirty-five cents and netted thirty-two cents the town would get \$98,933.43 in additional revenue. Ms. Minga reported that these are the only areas in existing revenue sources where the town could possibly pull out some additional money. Vice Mayor Gregory asked if any of these numbers reflect any deduction in actual sale volume. Ms. Minga stated that would be hard to say because cigarette tax fluctuates because it is all based on wholesale purchases. Mr. Pack expressed his concerns that it is wrong to tax cigarette folks and anybody else to fund the museum. Mr. Pack stated that tourists are the ones that use the museum and he would feel a lot better to somehow get additional revenue from that manner. Mr. Pack stated that in many localities rooms at hotels have a flat room charge that goes to the locality. After some discussion it was determined that this charge cannot be charged because it is not in the State Code. The Town Attorney stated that the one thing that the town has never done is charge an admissions tax. Committee asked what an admissions tax is. The Town Attorney explained that an admissions tax is a fee added to the admission of an event that goes to the locality. Ms. Minga stated that at this time the \$100,000 has been placed in the budget under the revenue and expense side with a net zero effect on the budget. Ms. Minga stated that the only other notable change in the budget on the revenue side is the line item where the town has to put in money from operating reserves. Ms. Minga stated that she tried to keep the budget as flat as possible. Salaries were increase by the 1% for the VRS Phase In and an additional 1.5% COLA to offset that deduction on the employee's side. There are some differences in these amounts from last year due to a number of changes in staff that were not hired at the same salary rate. Ms. Minga stated this is the same thing with VRS. This year the budget was based on 11.9% town contribution for retirement for Plan 1 employees and 6.94% for Plan 2. It was based on 1.32% for group life. In regards to health insurance it went up ten percent. Ms. Minga explained that the town did not make any changes to the town's health or dental plan this year in anticipation of big changes next year. Salaries and benefits are coming out pretty level due to changes in staff. Mr. Pack asked what the town covers per employee as far as health insurance goes. Ms. Minga stated that the town has two plans. One is Anthems Product 25 and the other is Anthems Product 25/30. Anthems Product 25/30 is the lower

cost plan and is paid at 100% for single coverage and 50% differential for dependent coverage. Anyone in the Anthem Product 25 plan will pay the same as product 25/30 and the employee pays the difference. Dental insurance did not change at all from last year. The town is very satisfied with dental coverage through Delta Dental. Mr. Pack asked about the Hampton Roads Planning District Commission of \$10,000. The Town Manager stated that figure will be amended to approximately \$8,200 per Mr. Dwight Farmer of HRPDC. Ms. Minga stated that she had overlooked putting the \$10,500 in the budget for the Commonwealth Attorney's office that Town Council had directed at their February meeting. The Town Manager stated that he, Mr. Stallings, Windsor Town Manager, and Sheriff Marshall met with Ms. Seward at Isle of Wight County this morning to discuss the E911 Dispatch Center budget. The town's portion of 28 1/2% increased by \$50,000. He explained that the county had not been previously charging per department for telephone, utilities, insurance, workers comp, etc. Ms. Seward is trying to get a handle to the penny what each department is costing the county. Supporting documentation was shown supporting the \$50,000 increase. Vice Mayor Gregory stated that he had talked with Ms. Minga when they were working on the investment policy about putting some kind of self-imposed policies in place when it comes to budgets. He said that it looks like this year the town is looking at pulling about 13% of our reserves. A good policy would be to keep it between 8% and 10%. Ms. Minga stated that part of these funds will not come to pass. For example the Pinewood Heights Project will move much slower than that. Ms. Minga stated that the last line item that says miscellaneous in basically operations that is not funded or Capital. Ms. Minga stated that Capital Projects are getting much more challenging to fund. One of the big items coming up is whether the town will decide to go to MUNIS or not. This is a software program through the County. This could be a very expensive transition; however the Treasurer's software now can no longer be updated. IF the MUNIS system ends up costing the town \$400,000 to convert over then the town may need to look at financing this item. At this time the town has very little debt in the General Fund. The Town Manager stated that a place holder has also been placed in the budget for the evidence building. It really depends on what happens with the old rescue squad facility and what type of improvements are going to be needed to make it functional. Ms. Minga stated that for this year's budget they have removed \$75,000 from the General Fund and \$100,000 from the Highway Fund for storm water management in the Pinewood Heights Neighborhood. \$20,000 was added to the professional services fee to have a preliminary engineering study done on the infrastructure needs in the Pinewood Heights neighborhood. Ms. Minga mentioned the CPIU Index was requested by A.V.E.S. Ms. Minga stated that she was really concerned about sewer on the capital side. She explained

that the town has always funded our capital improvements, other than the things that are consent order related, from the Capital Escrow Fund. This fund is getting very low because we do not have development the way we were having in the past. She stated that the town may need to start looking at loans on the sewer side to fund large projects and improvements. The town Attorney stated that the town has development projects approved but in 2008 economy sank and the project was put on hold. Chief Bowman stated that the Police Department knew they were going to need more capital funds than they had last year for the upcoming year; however they have been budgeting accordingly to try and offset the increase in capital outlay. Ms. Minga stated that was correct the Police Department's net budget between the two years is flat. Ms. Minga reported that there are still adjustments to be made. At this time the town is under budget for fuel; however you never know how that will end until it gets here. Ms. Minga stated that the Highway Fund budget is based on whatever the town gets from the state. Discussion was held on when the budget needs to be advertised in the paper. Ms. Minga reminded committee that changes could be made even after it has been published. Public Hearing will be advertised for the June 3<sup>rd</sup> Town Council meeting with approval of the budget at the continued Town Council meeting June 23<sup>rd</sup>.

The meeting adjourned at 7:02 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE  
MEETING HELD ON TUESDAY, APRIL 29<sup>TH</sup>, 2014

The Fire and Rescue Committee held a meeting on Tuesday, April 29<sup>th</sup>, 2014 at 4:03 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; Mr. Randy Pack and Ms. Connie Chapman. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne Griffin, Town Engineer; Mr. Josiah Jendrey, Fog Inspector; and Mr. William Saunders, III, Planner/GIS Coordinator; Also in attendance were Mr. Michael Stallings, and Jeffrey Smith of the Smithfield Volunteer Fire Department and Mr. Rick Bodson of Smithfield 2020. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Denise Tynes called the meeting to order.

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

1. Request to Install Blue Reflectors in Road Adjacent to Fire Hydrants – Mr. Stalling passed out information in regard to the reflectors. Mr. Stallings stated that these blue reflectors are mostly found in small towns. Large cities have a more automated system. Mr. Stallings stated the installation of blue reflector adjacent to fire hydrants helps significantly with locating hydrants when they are approaching a scene. In recent cases the department has had trouble locating hydrants because it is hidden by shrubs or it is in an area after dark that has no streetlights. Mr. Stallings reported that typically this reflector is located six inches from the center line in the direction of the fire hydrant. The reflectors allow you to see it coming down the road and which side of the road it is on. It helps the drive of the engine know where to place the fire apparatus at a scene. Mr. Stallings stated that there is one negative with the reflector. It is mounted on the surface of the highway by some type of adhesive and if a snow plow comes down the road there is a 50 percent chance that it would remove the reflectors when plowing. Mr. Stallings stated that in our area we do not typically get a lot of snow where plowing is needed. Mr. Stallings stated that his request is to place these reflectors on town streets. He has also

talked to VDOT and they have indicated that they were favorable to the installation of these reflectors, but did point out that they no longer use them because of the snow plows. To put reflectors on VDOT roads the Fire Department must obtain a permit to do so. There are two things that they cannot overcome. One is the department would need to have a bond and secondly they would need to have at least one person on site that is VDOT trained for traffic control. At this time they are not proposing to do anything to VDOT maintained highways. Mr. Stallings stated that the cost of each reflector plus the adhesive material would be approximately three dollars each. Mr. Stallings stated that the Fire Department would like the town's blessing to install the blue reflectors on the town's streets. There are approximately 550 to 600 hydrants located in the Town of Smithfield. The Fire Department would install the reflectors themselves over a period of time. It will probably take a couple of month to do. The Town Engineer stated that he has no problem with what the Fire Department is requesting. He does not feel that installing the blue reflectors will be detrimental to the roads. Mrs. Tynes asked Mr. Stalling if he was asking for the town to pay for the reflectors. Mr. Stallings stated that would be great but he came to the town to ask for the town's blessings to install the reflectors on town streets. He stated that if the town would like to donate funds to go towards this effort they would greatly appreciate it. The estimated cost is \$2,000. Mrs. Tynes stated that the committee would forward their request to Town Council for consideration at their May 6<sup>th</sup> meeting.

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

1. Operational Updates – Mr. Jeff Smith of the Smithfield Volunteer Fire Department gave an update on the departments first quarter. At this time there have been 143 calls for service this year. Four of them were structure fires and 46 of them were motor vehicle accidents. The rest of the calls include response to fire alarms, brush fires, medical assistance, etc. Mr. Smith stated that they are still on schedule to get their new engine towards the end of August. Overall it has been pretty quiet so far this year.

The meeting adjourned at 4:16 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, APRIL 29<sup>TH</sup>, 2014

The Parks and Recreation Committee held a meeting on Tuesday, April 29<sup>th</sup>, 2014 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Williams Saunders, Town Planner/GIS Coordinator; and Mr. Josiah Jendrey, Fog Inspector; Also in attendance was Mr. Rick Bodson of Smithfield 2020. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Proposed Shed for Kayak Storage and Rental Office – Ms. Musick reported that included in the packet was photos of the proposed wooden shed that she had in mind. The shed would have a porch on the front. Instead of the single door it would have the barn style door to make it easier to take kayaks in and out of it. Also included in the packet were three proposals. The lowest shed came in at \$4,530 from East Cost Buildings in Carrollton. Ms. Musick stated that she has put some photo samples of brick structures at committees place for review as well. Ms. Chapman asked what size staff was looking at getting. Ms. Musick replied 12 x 24. She explained that the 24 feet would include the front porch. The front of the shed would be barn door style and two windows would be located on each side. Ms. Chapman asked if citizens would walk inside of shed to rent kayaks. Ms. Musick stated that was correct. Ms. Chapman stated that at last month's meeting there was some discussion on what type of structure we would like to see there. Mr. Pack stated that he would like to applaud Ms. Musick's efforts to improve her facility at Windsor Castle Park. He stated that he understands the need to have a building to work from but has a lot of concern about putting a wooden shed like this in the park. Mr. Pack was pleased to see the samples of some brick



structures that could also be reviewed; however he was sure the cost would be much higher than the \$4,500 for the wooden shed. Ms. Musick stated that she had received an estimate from a local contractor today and the cost for a brick structure was between \$15,000 and \$20,000. Mr. Pack stated that we would be willing to go along with the wooden shed like this if we could match the paint to the existing barns and place there on a temporary basis until the town can find funds to build something that matches what goes in the park. Mr. Pack stated that it is very important to him to preserve the integrity of Windsor Castle Park through the structures that we put in it. The permanent structure needs to be right. Mr. Pack asked what type of foundation would be used. Ms. Musick had suggested using a brick foundation but if the shed is not going to be permanent then that is not the type of foundation she needs to consider. Mr. Pack asked how big of a problem is it for the Public Works staff to take kayaks to and from the site. Ms. Musick stated that she thinks it will be a huge consumption of their time on Fridays when they are already busy. The Town Manager mentioned that now the town has the two additional kayaks the trailer will not hold all the inventory. Ms. Musick stated that if she cannot secure the kayaks she does not want to leave them there to possibly lose inventory. Mr. Pack asked how long it would take to get a wooden shed. Ms. Musick stated that it would take approximately one month. Mrs. Tynes stated that she agrees with Mr. Pack and prefers the brick structure as well. She has concern over purchasing a shed that will only be used a couple of years before it is replaced with something more permanent. Ms. Musick stated that the Windsor Castle Foundation Board was willing to fund half of the wooden shed but does not know if they would still be willing to fund the half if the shed is not going to stay in Windsor Castle Park. Ms. Chapman stated that in her opinion having a place to store the equipment safely and securely with a place for staff to work from is needed. She suggested getting a shed and placing it in the park temporarily until funds can be raised for a more permanent structure. Ms. Chapman stated that the town needs something now that can be used in the future for another purpose so it is not wasted money. It is not wasted money if it can be repurposed for another use once removed from the park. Staff definitely needs something more professional to run the town's kayak business. Mr. Pack stated that he thinks a good compromise is to put a two year life on this storage unit and come spring of 2016 have plans to replace with a permanent structure. The wooden shed will also be painted to match the barns. Ms. Chapman stated that the town may want to consider restroom facilities when getting prices for a permanent brick structure. Discussion was held on how long it would be before water, sewer and power would be available in that portion of the park. Ms. Musick stated that the fundraising efforts for the playground will be done in a couple of years so a permanent brick structure to be used for kayak rentals and storage would be another amenity for them to fundraise for. Mr. Pack asked what needs to be done to get water and sewer to that area of the park. The Town Manager stated that the biggest cost will be the power. The last estimate for power to this area was \$40,000. Water can be brought over fairly easily. For sewage the town would probably need to do a septic drain field. Ms. Musick suggested doing fencing around the port-ta-potty that is

there now to help with disguising it and making the area more attractive. Committee stated that they will send their recommendation to Town Council for consideration.

2. Windsor Castle Park Patch for Girl Scout Troop 622 – Ms. Chapman stated this request is for a explore Windsor Castle Park patch. Ms. Musick stated that all of the committee had received the email, however you had to click the link to see examples of patches. Ms. Musick pulled up the link to show committee. This item was originally approved by the Windsor Castle Park Foundation Board but now that the Board serves only as a fundraising board they have asked that it be approved by Town Council. This would be a patch for Girl Scouts to earn. Mr. Pack asked if it needs to be approved by Town Council. The Town Attorney stated that as a courtesy they would like Town Council's permission. Committee will send this to Town Council for approval.

3. Removal of Trees at Windsor Castle Park - Mr. Josiah Jendry stated that it was brought to the town's attention a couple of weeks ago by a citizen that they had noticed the Ailanthus Altissima or Tree of Heaven at Windsor Castle Park. Included in the packet was a map that shows some of the areas that have been identified as having this tree. This tree is a big problem for two reasons. One is that it is a very fast growing species so it will out compete native species once it gets established. It also releases a chemical into the soil that inhibits the growth of other plant life. Once it is established it will slowly take over and spread throughout the park. Mr. Jendrey explained that the reason that he was bringing it to committee was to advise you that in order to get rid of this invasive tree staff will need to cut down these trees. In some areas this species has become the dominant trees. For example around the grave yard there are only about three other trees in that area. Staff plans to take down the trees and treat the roots over the next four or five years as a method of control. Spraying will need to be done twice annually. Mr. Jendrey stated that this tree sprouts in two ways. It is a seed producer once it becomes a tree. A tree of good size will put out thirty to forty thousand seeds. The roots also sprout seeds. Getting the mature trees out of there will eliminate a large number of the seeds. It takes a tree a couple of years before it starts producing seeds. Mr. Jendrey stated there will be some areas where staff will be able to spray the saplings. Ms. Chapman stated that the town will definitely need to have this on our social media letting citizens know what is being done and why. Ms. Chapman asked if staff had been in contact with a tree expert. Mr. Jendrey stated that he is working with the Department of Conservation and Recreation (DCR), VDOT and the local extension agents. He explained that he has looked for grant money but has not found any funding available. Mr. Jendrey stated that DCR has a local invasive species expert that handles a lot of the parks in this area and he has talked with him about methods of control and what staff needs to do. In his opinion the best way to control is being committed to long term treatment of twice annually. Mr. Jendrey stated that this tree is native to China and it was introduced in the 1800's. Mr. Pack suggested putting signs up at the park stating that staff is working on invasive species control. Mr. Jendrey stated that in areas where it is prevalent they will put up signs letting citizens know that portions of the park have been

identified as having this invasive species. He stated that there will be an article in the Smithfield Times because they have interviewed him on this matter. Information on this would also be placed on the parks website and the town's website. Mr. Pack expressed concern if the town was allowed to remove them if they are in the RPA. Mr. Saunders reported that because they are classified as an invasive species they can be removed. Committee recommends approval of tree removal.

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

1. Operational Update – Ms. Musick reported that the town had one open to the public event on Saturday, April 12<sup>th</sup> which was the Wine and Brew Festival at Windsor Castle Park. It was very successful with great weather. Upcoming special events include the Post Legislative Breakfast on April 30<sup>th</sup>, 2014; the Optimist 5K at Windsor Castle Park, Saturday May 3<sup>rd</sup> and the TRIAD Conference Monday, May 5<sup>th</sup>. Ms. Musick stated that the kayak rentals will open this Saturday and will run every Saturday and Sunday through the end of September. One staff member has been hired to handle kayak rentals with one alternate here at the Smithfield Center that will fill in hours for when that person cannot be there. Mr. Pack clarified that there would be no kayak rentals on Fridays. Ms. Musick stated that was correct unless she has a large group. Ms. Musick stated that she has also condensed the hours for Saturday and Sunday based on last year's rentals. New hours will be 9 a.m. to 5 p.m. with the last kayak out at 5 p.m.

2. Formation of a Dog Park Council – Ms. Chapman stated that she had received a phone call from resident Paula Cole. She has suggested creating a dog park advisory committee that would oversee the best interest of the dog park. Ms. Chapman stated that it is great to have citizen involvement but we also do not want to create committees for everything. Ms. Chapman stated that some of the comments that she has heard from dog park users is the agility equipment that was placed there by the boy scouts takes up a lot of valuable running space. Mr. Pack stated that the town has two organizations, Smithfield 2020 and the Windsor Castle Park Foundation Board, that are located in the town and do a very good job promoting their own interest. He stated that he would suggest to Ms. Cole that she create her own Friends of the Windsor Castle Dog Park. When they want something or they do not want something they would come to Town Council as an organized group to discuss their request. The Town Manager stated that staff does have a list of registered users so if there is an issue where you do want input we can do that with this list. Ms. Chapman stated that the Parks and Recreation Committee is okay with dog park user creating their own advisory committee and they can come to us if they have a suggestion or issue that the town needs to address.

The meeting adjourned at 4:52 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, APRIL 29<sup>TH</sup>, 2014

The Public Works Committee held a meeting on Tuesday, April 29<sup>th</sup>, 2014 at 4:54 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack, Ms. Connie Chapman and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Mr. William Saunders, Town Planner; Also in attendance was Mr. Rick Bodson of Smithfield 2020. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Stormwater Memorandum of Agreement (MOA) with Isle of Wight County – This item was tabled to be discussed by full Town Council at their May 6<sup>th</sup>, 2014 meeting.
2. Proposal from Blair Brothers, Inc. for Various Pavement Overlays Totaling \$210,391.00 - Mr. Griffin reported that typically at the end of every winter season he gets with the Town Treasurer to see how the highway budget is doing. At this time the town has approximately \$210,000 to \$250,000 remaining in that budget to be used before June 30<sup>th</sup>. Mr. Griffin stated that he has asked Blair Brothers, Inc. to give him several estimates for pavement overlays on various streets throughout the town. Mr. Griffin stated he is requesting approval of the proposals so that he can move forward with budgeted Highway Funds to complete various pavement overlays. Mr. Griffin explained that the material that is used to overlay the roads is what is known as an IM mix. It is an intermediate asphalt mix. It has a little bit more sand in the mix to give it more of a finished surface and it has some larger stone in it as well to give the pavement some structural strength in the surface of the road. Staff has been very pleased with the mix used. Mrs. Tynes stated that she was very pleased with the pavement overlay that was done near her residence.

The meeting adjourned at 4:59 p.m.

May 2, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, APRIL 29<sup>TH</sup>, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 29<sup>th</sup>, 2014 at 5:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members present were: Mr. Randy Pack, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; and Mr. William Riddick, III, Town Attorney; Also in attendance was Mr. Rick Bodson of Smithfield 2020. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Public Comment – Mr. Rick Bodson was present for public comment; however committee directed his topic of discussion to be placed on the May 6<sup>th</sup> Town Council meeting agenda so that he could address full council.
2. Subordination Agreement – 117 North Church Street - This item was tabled to be discussed by full Town Council at their May 6th, 2014 meeting.

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

1. Pinewood Heights Phase II Update – The Town Manager reported that the monthly update from Community Planning Partners was included in the packet. The project continues to move along. The Planning Grant for Phase III has been submitted. The Town Manager stated that the biggest thing to report this month is that town staff are getting familiar with how to submit forms online in DHCD's new records management system, CAMS. The Town Manager stated that last month Mr. Saunders had prepared a

map showing what staff recommends re-parceling. He stated that he thinks there is money in this year's budget, but would double check with the Town Treasurer, to do preliminary engineering report in regards to storm water management and utility improvements. The Town Attorney stated that the development of Mr. Livengood's property got preliminary approval at the last Planning Commission meeting and will come back this month for final approval. Dr. Cook asked what the town's schedule is for developing a plan for infrastructure needs. The Town Manager stated that if the town has money in this year's budget he will be back next month with a proposal. If it was placed in next year's budget it will be the first of July. Mr. Smith asked if any prices have been established for the lots. The Town Manager stated that they have not done that yet. Mr. Smith asked if lots could be put together for sale or would they need to be sold individually. The Town Attorney stated that because of the minimum requirement you have to sell three or four lots together to get that minimum size. Mr. Smith asked if the town knows when a price will be established on these lots. The Town Manager replied that it would be after the preliminary engineering report from Kimley-Horn Associates is complete and the town knows what infrastructure is needed.

Meeting Adjourned at 5:08 p.m.

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
April 2014**

**Committees and Projects:**

04/01 Jail and Bail – YMCA – Chief Bowman  
04/02 Department Head mtg – Smithfield Center – Chief Bowman, Deputy Chief Howell  
04/08 TRIAD meeting – IoW Courthouse – Sgt. Miller, Kurt Beach  
04/09 Workplace Violence Subcommittee mtg – Town Hall – Kurt Beach  
04/09 Hampton Roads Chiefs of Police mtg – NCIS, Norfolk – Deputy Chief Howell  
04/15 Neighborhood Watch mtg – Villas of Smfd – Kurt Beach  
04/15 Law Enforcement Torch Run Regional 18 mtg – NNPD – Sgt. Miller  
04/15 Crime Line mtg – Smfd Center – Deputy Chief Howell, Annette Crocker  
04/16 Department Head mtg – Smfd Center – Deputy Chief Howell  
04/18 National Night Out (NNO) Sub-committee mtg – PD – Deputy Chief Howell, Sgt. Meier, Kurt Beach  
04/22 NNO mtg – Taste of Smfd – Sgt. Brady, Kurt Beach  
04/24 Olden Days mtg – Tn Hall – Chief Bowman  
04/28 Mock Assessment – PD – Kristi Jenkins, Amanda Weihe  
04/28 Police Committee mtg – Smfd Center – Chief Bowman, Deputy Chief Howell  
04/29 Sexual Assault Response Team (SART) mtg – IoW Courthouse – Officer Anderson  
04/30 Department Head mtg – Smfd Center - Chief Bowman, Deputy Chief Howell

**Training**

04/4 - 30 FBI Academy – Quantico, VA – Lt. Rogers (144 hrs.)  
04/14 – 16 2014 Mid-Atlantic DUI Conference – VA Beach – Officer Fordham, Officer Wright (24 hrs.)  
04/15 Glock Armorer's Course – Newport News – Officer D. Adams, Officer W. Hill (8 hrs.)  
04/23 – 25 Safe Kids (child safety seat training) – Portsmouth PD – Officer Bancroft, Officer Wright (16 hrs.)  
04/29 Agroterrorism Conference – Smfd Center – Chief Bowman, Deputy Chief Howell, Lt. Valdez, Sgt. Meier (8 hrs.)

**In-House Training:**

04/09 VCIN Recert Training – PD – Lt. Valdez, Officer Hill, Lorrie Porter (4 hrs.)  
04/17 VCIN Certification training – PD - Deputy Chief Howell, Officer Bancroft (12 hrs.)

**Community Relations**

03/27 – 04/30 School Zone – Sgt. Miller, Officer D. Adams, Officer J. Adams, Officer Bancroft, Officer Cook, Officer Johnson, Officer Powell, Officer Seamster, Officer Wright  
04/09 Homework Station – Jersey Park/Woods Edge Apts. – Officer Phillips

04/10 Safety Guards tour, Westside Elementary – PD – Chief Bowman, Sgt. Miller, Sgt. Jones, Sgt. Meier  
04/23 Homework Station – Jersey Park/Woods Edge Apts. – Officer Seamster  
04/26 Virginia International Tattoo Parade of Nations – Norfolk – Sgt. Jones, Sgt. Miller

### **Investigations:**

**Case#:** 2014-00284  
**Location:** 1001 S Church St (Supreme Gas Station)  
**Offense:** Check Fraud  
**Disposition:** Cleared by Arrest

Four individuals over two days went into Supreme Gas Station and each cashed a bad paycheck. After cashing the checks the owner of Supreme received a letter from the bank stating that the checks are fraudulent. Due to Supreme's photo requirement when cashing checks we were able to identify three of the four individuals involved.

**Case#:** 2014-00296  
**Location:** 349 Main St  
**Offense:** Pursuit, Possess Heroin, DUI  
**Disposition:** Cleared by Arrest

On 4/9/14 an officer observed a vehicle speeding on S. Church Street going 45 in a posted 35. The officer got behind the vehicle and turned on his emergency equipment. The vehicle continued to travel from the 1200 block of S. Church Street down to Main Street where it turned left onto Main Street. The vehicle pulled in the driveway of 349 Main Street and the driver jumped out while the vehicle was still in motion and ran on foot. Officers caught him at a fence in the rear of the property. The driver had a capsule with possible heroin residue and a hypodermic needle and a spoon with burn marks on it. The driver was arrested and taken to WTRJ.

**Case#:** 2014-00326  
**Location:** 1800 Blk S. Church  
**Offense:** Pursuit, Concealed Weapon, DUI  
**Disposition:** Cleared by Arrest

On 4/19/14 an Officer observed a vehicle speeding 50 in a 35 mph zone. The officer activated their emergency equipment and the vehicle turned in the Smithfield Commons Shopping Center at a high rate of speed. When the driver got to the rear of the parking lot he got out of the vehicle and fled on foot. The officer took the driver into custody behind the shopping center. The driver had a box cutter in his pocket and a machete in between the driver seat and passenger seat. The driver was arrested and taken to WTRJ.



Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
4/1/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
4/1/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
4/2/2014	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/2/2014	Center	MH	The Smithfield Center	Client Appreciation Night	Smithfield	Town Event	h.) Town	100.00%		
4/3/2014	Center	MHSu	National Wild Turkey Federation	National Wild Turkey Foundation	Richmond	Returning Client	a.) Resident -Weekday	0.00%	\$800.00	
4/4/2014	Center	MHSu	Franco and Walker Wedding and Reception	Franco and Walker Wedding and Reception	Hampton	Word of Mouth	e.) Nonresident-Friday/Sunday	0.00%	\$1,372.26	
4/5/2014	Center	MH	Castro-Kain Reception	Castro-Kain Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,000.00	
4/5/2014	Town Sites	Town Streets	Setup Events -YMCA Smithfield Triathlon	YMCA Triathlon	Greensboro	Word of Mouth	a.) Resident -Weekday	0.00%		\$656.00
4/6/2014	Center	MHSu	Raia and McNew Wedding and Reception	Raia and McNew Wedding and Reception	Newport News	Web-Center Website	e.) Nonresident-Friday/Sunday	0.00%	\$1,592.72	
4/8/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
4/8/2014	Center	C&D	Town of Smithfield	Virginia Institute of Government - Supervisor Training	Smithfield	Town Event	h.) Town	100.00%		
4/9/2014	Center	Deck	Roland and Mills Wedding and Reception	Roland and Mills Wedding and Reception	Suffolk	Word of Mouth	d.) Nonresident-Weekday	0.00%		
4/9/2014	Center	MH	Smithfield Youth Wrestling Club	Smithfield Youth Wrestling Banquet	Carrollton	Returning Client	a.) Resident -Weekday	50.00%	\$200.00	
4/9/2014	Center	Suites	Town of Smithfield	VRS Hybrid Info Sessions (2)	Smithfield	Town Event	h.) Town	100.00%		
4/10/2014	WCP	Riverfront	Smithfield Rotary Club	Wine Fest	Smithfield	Town Event	(none)	100.00%		
4/12/2014	Center	MHSu	Ord and Herbert Wedding and Reception	Ord and Herbert Wedding and Reception	Hampton	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$1,604.00	
4/12/2014	Town Sites	Town Streets	Smithfield Station	Parking Assist at Smithfield Station Lot	Smithfield	Town Event	c.) Resident-Saturday	0.00%		\$287.00
4/14/2014	Center	MH	Isle of Wight Citizens Association	Citizen's Association Meeting		Word of Mouth	g.) Sponsored	100.00%		
4/15/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
4/15/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
4/15/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
4/17/2014	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Client	Half Off (50% off)	0.00%	\$156.00	
4/19/2014	Center	MHSu	Elliott and Ray Wedding and Reception	Elliott and Ray Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,575.98	
4/19/2014	WCP	Riverfront	Elliott and Ray Wedding and Reception	Elliott and Ray Wedding	Smithfield	Word of Mouth	c.) Resident-Saturday	10.00%		
4/20/2014	WCP	Riverfront	Trinity United Church	Trinity Sunrise Service	Smithfield	Returning Client	g.) Sponsored	100.00%		
4/21/2014	Center	MHSu	OA Spady	Hokie Banquet	Battery Park	Returning Client	a.) Resident -Weekday	0.00%	\$600.00	
4/23/2014	Center	Deck	Wells and Gray Wedding and Reception	Wells and Gray Rehearsal	Chesapeake	Word of Mouth	f.) Nonresident-Saturday	0.00%		
4/24/2014	Center	MHSu	Wells and Gray Wedding and Reception	Wells and Gray Wedding and Reception	Chesapeake	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$1,311.62	
4/25/2014	Center	MH	Windsor High School	Windsor Prom	Windsor	Word of Mouth	Half Off (50% off)	50.00%	\$675.00	
4/25/2014	WCP	Riverfront	Gonzales and Carroll Wedding and Reception	Gonzales and Carroll Set-Up	Virginia Beach	Word of Mouth	f.) Nonresident-Saturday	0.00%		
4/26/2014	WCP	Riverfront	Gonzales and Carroll Wedding and Reception	Gonzales and Carroll Wedding and Reception	Virginia Beach	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$850.00	
4/27/2014	WCP	Riverfront	Gonzales and Carroll Wedding and Reception	Gonzales and Carroll Clean-up	Virginia Beach	Word of Mouth	f.) Nonresident-Saturday	0.00%		
4/28/2014	Center	C&D	Smithfield Packing	Supervisors Training	Smithfield	Returning Client	a.) Resident -Weekday	0.00%	\$279.50	
4/28/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
4/29/2014	Center	MH	Smithfield Foods	Agri-terrorism Conference	Smithfield	Word of Mouth	a.) Resident -Weekday	0.00%	\$400.00	
4/30/2014	Center	MH	Isle of Wight Chamber of Commerce	Post Legislative Breakfast	Smithfield	Recurring Client	a.) Resident -Weekday	0.00%	\$400.00	

**Deposit Totals for April 2014**  
**\$20,505.53 Venue Rental Deposits**  
**\$184.50 Town Services Deposits**

## April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Light Demo by Blue Steel 3:00 PM - 4:00 PM Deck 3:00 PM Franco and Walker Rehearsal 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	Shelby Off 12:00 PM - 9:00 PM MH 5:30 PM Client Appreciation Night 1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting	11:00 AM - 12:00 AM MHSu 6:00 PM National Wild Turkey Foundation	Courtney Off 1:00 PM - 12:00 AM MHSu 4:00 PM Franco and Walker Wedding and Reception	Courtney Off 6:00 AM - 12:00 PM Town Streets 6:00 AM YMCA Triathlon 1:00 PM - 11:00 PM MH 3:30 PM Castro-Kain Reception
6	7	8	9	10	11	12
10:30 AM - 11:30 PM MHSu 3:30 PM Raia and McNew Wedding and Reception	Amy Off Deck Repair	Deck Repair 8:00 AM - 4:30 PM C&D 9:00 AM Virginia Institute of Government - Supervisor Training 7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	Deck Repair 12:30 PM - 8:00 PM Suites 1:00 PM VRS Hybird Info Sessions (2) 2:00 PM - 10:00 PM MH 6:00 PM Smithfield Youth Wrestling Banquet 6:00 PM - 7:00 PM Deck 6:00 PM Rolland and Mills Wedding and Reception	7:00 AM - 8:00 PM Riverfront 8:00 AM Wine Fest 1:00 PM - 11:00 PM MHSu 5:00 PM Rolland and Mills Wedding and Reception	7:00 AM - 8:00 PM Riverfront 8:00 AM Wine Fest	7:00 AM - 8:00 PM Riverfront 8:00 AM Wine Fest 10:00 AM - 5:00 PM Town Streets 10:00 AM Parking Assist at Smithfield Station Lot 1:00 PM - 11:00 PM MHSu 5:00 PM Ord and Herbert Wedding and Reception
13	14	15	16	17	18	19
Deck Repair 7:00 AM - 8:00 PM Riverfront 8:00 AM Wine Fest	Deck Repair 7:00 AM - 8:00 PM Riverfront 8:00 AM Wine Fest 5:00 PM - 8:30 PM MH 6:00 PM Citizen's Association Meeting	8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	AV Installation Deck Repair 1:30 PM - 4:00 PM A 2:00 PM Staff Meeting	AV Installation Deck Repair 9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club	Deck Repair	12:00 PM - 11:00 PM MHSu 5:00 PM Elliott and Ray Reception 2:00 PM - 8:00 PM Riverfront 3:00 PM Elliott and Ray Wedding

## April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
Easter 5:00 AM - 10:00 AM Riverfront 6:00 AM Trinity Sunrise Service	Deck Repair 3:00 PM - 11:00 PM MHSu 6:00 PM Hokie Banquet	AV Installation	AV Installation 6:00 PM - 7:00 PM Deck 6:00 PM Wells and Gray Rehearsal	1:00 PM - 10:00 PM MHSu 4:00 PM Wells and Gray Wedding and Reception	Shelby Off AV Installation 9:00 AM - 6:00 PM Riverfront 10:00 AM Gonzales and Carroll Set-Up 2:00 PM - 5:00 PM MH 2:00 PM Windsor Prom	Shelby Off 9:00 AM - 12:00 PM MHSu 9:00 AM Windsor Prom 9:00 AM - 11:00 PM Riverfront 4:00 PM Gonzales and Carroll Wedding and Reception 7:00 PM - 1:00 AM MHSu 8:00 PM Windsor Prom
27	28	29	30			
9:00 AM - 11:00 AM Riverfront 9:00 AM Gonzales and Carroll Clean-up	AV Installation 7:00 AM - 12:00 PM C&D 7:00 AM Supervisors Training 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	6:00 AM - 5:30 PM MH 7:30 AM Agri-terroism Conference 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	Av Installation Deck Repair 6:00 AM - 11:30 AM MH 8:00 AM Post Legislative Breakfast			

## **Smithfield/Isle of Wight Tourism Activity Report – April 2014**

- Director attended the Isle of Wight Board of Supervisors Meeting 4/17/14 and the Budget Work Session on 4/3/14 and 4/10/14.
- Director attended Smithfield Town Council Meeting 4/1/14.
- Wine & Brew Fest meeting held 4/2/14, 4/9/14. Set-up on-site 4/10-11/14 and event was held 4/12/14. On site for site clean-up 4/13-14/14. SWBF was SOLD OUT. Over 2600 people attended...Over 160 hotel rooms sold for event. Excellent economic uplift to the community and over \$50,000 raised for local charities. Committee debriefing held 4/23/14. Debriefing held with Public works 4/25/14. Volunteer Appreciation Event and Check Presentations held 4/30/14. The Genuine Smithfield Bacon, Bourbon & Beach Music Festival will be held 9/27/14 at WCP. Planning meeting held 4/22/14 and 4/23/14. Smithfield VA Events will plan and execute. Smithfield Packing will be presenting sponsor.
- Smithfield 2020 Meeting 4/2/14. Smithfield 2020 Executive Committee meeting held 9/25/13. For more info and minutes of Smithfield 2020 meeting, please visit [www.smithfield2020.org](http://www.smithfield2020.org)
- Attended Smithfield Center's Client Appreciation Night 4/2/14.
- Held Bike Virginia Event Planning meeting 4/3/14. 800 bicyclists will use Smithfield Center as a rest stop on June 24<sup>th</sup>. Tourism will coordinate.
- IOW County Branding Team met 4/3/14 to select final new logos to present to County Administrator and Board for approval.
- IOW Agenda Review Committee 4/4/14.
- Exhibited at YMCA Triathlon 4/5/14. Excellent well run event with excellent attendance!
- Smithfield Farmer's Markets held 4/5/14, 4/12/14, 4/19/14,4/26/14. Great attendance and sales to date!
- Agri-Tourism signage meeting held 4/7/14 and 4/21/14. Plan is in formation state. Expect to present to County Administrator and Board in June.
- Monthly Team meeting held with County Administrator 4/7/14.

- Monthly Tourism Staff meeting held 4/8/14.
- Met with Williamsburg Visitor Guide 4/8/14.
- Finalized video scripting and met with some participants 4/8/14.
- Hosted Coastal Virginia Tourism Alliance Intern 4/8-12/14.
- Met with Anne Edwards/ IOW Museum Foundation 4/9/14 regarding forming a partnership to keep IOW Museum open in FY15.
- Met with Historic Saint Luke's Development Committee 4/9/14 and full HSL Board.
- Attended Schoolhouse Museum Board Meeting 4/15/14.
- Attended Chesapeake Bay Bridge Tunnel 50<sup>th</sup> Anniversary Event 4/15/14.
- Attended Coastal Virginia Tourism Alliance meeting 4/16/14.
- Attended IOW Wellness Committee Lunch & Learn 4/17/14 and meeting 4/24/15.
- Shot IOW County PEG Channel Show, THE COUNTY BEAT 4/17/14.
- Team Building Canoe Trip for County Department Heads held 4/18/14.
- United Way Cabinet meeting to determine organization funding recommendations held 4/21/14.
- Smithfield 2020 Banner Project working session held 4/22/14.
- National Night Out Meeting held 4/22/13.
- Lunch with Martha Russ regarding SmithfieldVAEvents and Windsor Castle 4/22/14.
- Met with the Tourism Caucus at the General Assembly 4/23/14 in Directors roll with Virginia Association of CVB's.
- Olden Days Planning Meeting held 4/24/14 with Town Public Works and PD.
- Attended Post Legislative Breakfast (Chamber) 4/30/14.
- Prospective Brew Pub Meeting held 4/30/14.

- Smithfield Winery Tasting Room under construction! YEA!!!
- Local Teen BRIA KELLY has made it to the TOP 10 on the national television show “The Voice! Heavily promoted on Facebook.
- Visitor Center lobby renovation began 3/13/14 and continues. Expected completion date 5/30/14. Renovation will promote new branding and give us much needed additional display space for brochures, photos and other collateral. Renovation is being completed by IOW Public Works.
- Attended County Staff Meeting 4/21/14.
- Smithfield Council Committee 4/28/14 and 4/29/14.
- Attended Smithfield Staff Meeting 4/2/14 and 4/16/14 and 4/30/14.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer’s Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See [www.visitsmithfieldisleofwight.com](http://www.visitsmithfieldisleofwight.com) for more details!

## ZONING PERMITS MARCH 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6334	Temporary Construction Trailer	Harvest Fellowship Baptist Church	19290 Battery Park Road	Charles E. Drake Harvest Fellowship Baptist Church
6335	8 x 10 Shed	Moonefield	1 Faye Drive	Brett Meade
6336	Swimming Pool	Pagan Point	506 Williamsburg Avenue	Martha Russ
6337	Sign Permit	Victoria's Rose	311 Main Street	Victoria Brown
6338	14 x 16 Addition to Single Family Home	Deer Run	104 Wilderness Lane	Michael Davenport Crestmark Custom Builders Inc.
6339	10 x 16 Shed	Wellington Estates	224 Wellington Circle	Chuck Allison
6340	Worship Center	Harvest Fellowship Baptist Church	19290 Battery Park Road	Charles E. Drake Harvest Fellowship Baptist Church
6341	Sign Permit	Roses Express	1286 Benn's Church Blvd.	Angelo Pastrana
6342	Single Family Home	Jersey Park West	308 West Street	Dale Steffey Anchor Construction Inc.
6343	16 x 14 Deck	Wellington Estates	641 Westminster Reach	Michael Dombrowski
6344	Vegetable Garden Pergola	Main Street	865 Main Street	Gordon Holloway Farmers Service
6345	12 x 25 Fiberglass Swimming Pool with fence	Deer Run	104 Wilderness Lane	Ashley Welty Glaser Enterprises
6346	8 x 10 Shed	Grimesland	1112 Wilson Road	Louis Maheu
6347	40 x 24 Inground Swimming Pool with apron and fence	Cypress Creek	113 Muirfield	Aegeon Pools
6348	Sign Permit	State Farm – Ronnie Whitehead	18476 Canterbury Lane	Allisha Grimm



**The Genieve Shelter**  
P.O. Box 1585 • Suffolk, Virginia 23439  
Phone 757-925-4365 • Fax 757-925-2053



April 16, 2014

Town of Smithfield  
General Fund  
PO BOX 246  
Smithfield, VA 23431

Dear Town of Smithfield:

The Genieve Shelter staff and I would like to thank you for your support of our mission to provide safe refuge to victims of domestic violence. Your grant contribution of \$9000.00 is greatly appreciated. Your support during these tight economic times is critical to our survival. It is reassuring to know that the community continues to be supportive of our mission.

Again on behalf of the Board of Directors, The Genieve Shelter staff and the victims themselves thank you!

Sincerely,

Mary Williams-Davis  
Executive Director

\*All items donated to The Genieve Shelter are income tax deductible. Save this letter of receipt for tax purposes.



# UNITED STATES COAST GUARD AUXILIARY



DEPARTMENT OF HOMELAND SECURITY  
The civilian component of the U.S. Coast Guard  
(Authorized by Congress in 1919)

## Vice Flotilla Commander 054-05-09

Peter Faleski  
226 Institute Street  
Smithfield, VA 23430  
C: 610-360-7621  
e-mail: [Peter.Faleski@gmail.com](mailto:Peter.Faleski@gmail.com)

April 24, 2014

Mr. Peter Stephenson  
Town Manager  
Smithfield, VA

Dear Mr. Stephenson,

On behalf of the United States Coast Guard Auxiliary, Smithfield Flotilla 59, I would like to request the inclusion of a \$1,000 grant to our organization in the 2014 town budget. If approved, the money will be used to initiate Coast Guard authorized operational patrols using kayaks. The Auxiliary's mission is to promote safe boating and the paddle craft community is a new and important focus of our efforts.

The cost to outfit an operational facility kayak with equipment required, but not supplied or funded by the Coast Guard, is approximately \$500. A minimum of two kayaks are required to institute a patrol. Our goal is to have four kayaks designated as operational facilities.

Flotilla 59 plays an important role in improving the safety of recreational activities on Smithfield's waters. Any assistance you can provide will help greatly in our efforts. Thank you.

Sincerely,

Peter Faleski  
Vice Flotilla Commander  
United States Coast Guard Auxiliary  
Smithfield Flotilla 59

RESOLUTION

STREET CLOSURE FOR OLDEN DAYS

WHEREAS, the Town of Smithfield has, in years past, supported the Olden Days Festival organized by the citizens of the Town of Smithfield; and,

WHEREAS, the Olden Days Festival has become an event that is eagerly anticipated and enjoyed by the citizens of the town and visitors to the town; and,

WHEREAS, the Olden Days Steering Committee has requested that certain streets within the Town be closed during the festival; and,

WHEREAS, the Town Council desires to support and cooperate with the Olden Days Steering Committee, organizers of the Olden Days Festival by closing off certain of the town's streets in order to allow a safe and convenient environment for the Olden Days Festival.

NOW, THEREFORE, BE IT RESOLVED that on Friday, June 28, 2014, the following streets or portions of streets shall be closed from 5:00 p.m. until 10:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street and S. Mason Street from its intersection with Cedar Street to its intersection with Main Street; and,

BE IT FURTHER RESOLVED that on Saturday, June 29, 2014 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane shall be closed from 7:30 a.m. to 5:30 p.m.; S. Mason Street from its intersection with Main Street to its intersection with Cedar Street shall be closed from 7:30 a.m. until 5:30 p.m.; and N. Mason Street from its intersection with Main Street to its intersection with Grace Street shall be closed from 7:30 a.m. until 5:30 p.m.; and all of Institute Street shall be closed from 7:30 a.m. until 5:30 p.m.,

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

Adopted this 6<sup>th</sup> day of May, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Clerk

RESOLUTION  
STREET CLOSURE FOR FARMERS MARKET

WHEREAS, the Smithfield Farmers Market has proposed that a farmers market event be held in the evening on Friday, December 12, 2014 from 5:00 p.m. until 9:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market event.

NOW, THEREFORE, BE IT RESOLVED that on Friday, December 12, 2014, the following streets or portions of streets shall be closed from 2:00 p.m. until 11:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street; and,

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

Adopted this 6<sup>th</sup> day of May, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

## **RESOLUTION**

### **STREET CLOSURE FOR CHRISTMAS PARADE ROUTE**

WHEREAS, the Smithfield-Isle of Wight Tourism, Convention and Visitors Bureau has proposed to hold the Genuine Smithfield Christmas Parade on Saturday, December 13, 2014 at 11:00 a.m.; and,

WHEREAS it appears to the Town Council that the annual Christmas Parade is an event that is enjoyed by both the participants in the parade and the spectators; and that the parade contributes to the holiday atmosphere in the Town without working undue hardship on the residents and businesses along the parade route; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the Christmas Parade by closing off certain of the town's streets in order to allow a safe and convenient parade route and environment for the Christmas Parade.

NOW, THEREFORE, be it resolved that on Saturday, December 13, 2014, the following streets or portions of streets shall be closed from 8:00 a.m. until the conclusion of the Christmas parade: Cedar Street from its intersection with S. Church Street to Underwood Lane, Underwood Lane and S. Mason Street from its intersection with Main Street to its intersection with Cedar Street. The following streets or portions of streets shall be closed from 10:30 a.m. until the conclusion of the Christmas parade: Main Street from its intersection with Underwood Lane to its intersection with S. Church Street, Grace Street from its intersection with N. Mason Street to its intersection with James Street, N. Mason Street from its intersection with Grace Street to its intersection with Main Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police which may include the closing of James Street and Washington Street for an additional period prior to the parade for line-up purposes and which may include the prohibition of parking on James Street, Washington Street, Grace Street, N. Mason Street between Main Street and Grace Street, and Main Street between Institute Street and Mason Street.

Adopted this 6<sup>th</sup> day of May, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION TO ADOPT AND EXECUTE CHARTER AGREEMENT OF  
THE HAMPTON ROADS PLANNING DISTRICT COMMISSION

WHEREAS, the Town Council of the Town of Smithfield had determined that the Town is eligible for membership in the Hampton Roads Planning District Commission; and,

WHEREAS, the Town Council has determined that it is in the best interest of the Town and its citizens to become a member of the Hampton Roads Planning District Commission.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that it does hereby adopt the Charter Agreement of the Hampton Roads Planning District Commission, dated July 1, 1990, a copy of which is attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED that the Mayor of the Town of Smithfield is hereby authorized and directed to execute said charter agreement and any other documents that may be necessary for the Town to become a member of Hampton Roads Planning District Commission.

Adopted May 6, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

**EXHIBIT "A"**  
**CHARTER AGREEMENT**  
**OF THE**  
**HAMPTON ROADS PLANNING DISTRICT COMMISSION**

This Charter Agreement to organize a planning district COMMISSION is made as of the 1st day of July, 1990, by and between the undersigned governmental subdivisions as authorized by the Virginia Area Development Act. (Title 15.1, Chapter 34, 515.1-1400, et seq., VA Code Ann., (1950), as amended);

NOW THEREFORE, it is agreed that:

**ARTICLE I**

**ORGANIZATION**

1. Name. The name of this organization shall be the Hampton Roads Planning District Commission (the "COMMISSION").

2. Principal Office. The principal office of the COMMISSION shall be in Chesapeake, Virginia. The location of the principal office may be changed by the concurrence of the COMMISSION.

3. Effective Date of Organization. The effective date of organization shall be July 1, 1990 or upon the date as of which the Virginia Department of Housing & Community Development declares that Planning Districts Twenty and Twenty-One are merged, whichever occurs later.

**ARTICLE II**

**MEMBERSHIP**

1. Method of Appointment. Members of the COMMISSION shall be appointed by the respective governing bodies (the "Governing Bodies") of those governmental subdivisions which are parties to this Charter Agreement (the "Subdivisions").

2. Composition. The Governing Bodies shall appoint members to the COMMISSION on the following basis:

- (a) Each Subdivision shall be entitled to two (2) initial members;



(b) Each Subdivision with a population greater than or equal to 100,000 and less than 200,000 shall be entitled to one additional member, for a total of three. Each Subdivision with a population greater than or equal to 200,000 but less than 300,000 shall be entitled to three additional members, for a total of five. Each Subdivision with a population greater than or equal to 300,000 shall be entitled to five additional members for a total of seven. Of the two initial members, one shall be an elected official of the Subdivision, and one shall be the Chief Administrative Officer of the Subdivision. At least one-half of the additional members for each Subdivision shall be elected official of the Subdivision.

3. Basis for Representation. The population on which representation on the COMMISSION is based shall be established annually by the COMMISSION, using the most recent United States Census at the time at which any provision dependent upon population is being applied, or the time as of which it is being construed, unless there is available a final annual estimate of population prepared by the Center for Public Service, the University of Virginia, in which event that estimate shall govern. If a Subdivision is determined to be entitled to increased membership on the COMMISSION, such increase shall become effective on the 1st of July immediately following such determination.

4. Term. Of the first members appointed to the Commission, one-half (1/2) of the members from each Subdivision shall be appointed for one year terms and the remaining half shall be appointed for two year terms. Where the number of members representing a Subdivision is not divisible by two, then the Subdivision shall appoint the extra member to a two-year term. The term of appointment for all subsequent members shall be two (2) years. This section intends as near as possible to have such Subdivision appoint one-half of its representation annually. Any additions to or reductions in representation on the COMMISSION shall be carried out in accordance with the stated intent of this section.

5. Vacancies. Any member of the COMMISSION may be removed from office at any time, with or without cause, by the Governing Body that appointed the member. Any COMMISSION member who is an elected representative of the Subdivision shall be removed immediately upon the expiration of his elected term of office. Any employee of a Subdivision shall be removed immediately upon the termination of his employment by the Subdivision. Vacancies on the COMMISSION shall be filled for the unexpired portion of the term in the same manner as the original appointment was made.

6. Voting. Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION.

## **ARTICLE III**

### **OFFICERS**

1. Officers. The Officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman and such other officers as may be deemed advisable by the COMMISSION. The Vice-Chairman shall serve, and may also be known, as the Chairman-Elect. All officers shall be elected by the COMMISSION from amongst its members, except that it may elect a secretary and treasurer who need not be members of the COMMISSION.

2. Term of Office. All officers shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chairman and Vice-Chairman must be from different Subdivisions. The Chairman and Vice-Chairman may serve not more than two (2) consecutive one (1) year terms in succession.

3. Election. Election of Officers shall be held at the annual meeting of the COMMISSION. Any vacancy occurring in an office shall be filled at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose. If the vacancy occurs in the office of Secretary or Treasurer, an acting officer shall be appointed by the Chairman pending such election.

4. Bylaws. The COMMISSION may adopt bylaws and such other rules as it may deem necessary or advisable for the conduct of its business, providing they are not inconsistent with the provisions of the Charter Agreement and the Virginia Area Development Act.

## **ARTICLE IV**

### **MEETINGS**

1. Regular Meetings. The COMMISSION shall hold regular meetings at such times as the bylaws may provide or as the COMMISSION may determine.

2. Special Meetings. Special meetings will be held upon call by the Chairman and in accordance with the procedures as may be established by the bylaws or the COMMISSION.

## **ARTICLE V**

### **COMMISSION MERGER**

Upon the effective date of this Charter Agreement, Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission shall merge into the

Hampton Roads Planning District Commission, which shall be the surviving entity and which shall be entitled to all the assets and shall assume all the liabilities of the two entities.

## ARTICLE VI

### **ADDITION OR WITHDRAWAL OF PARTY TO THIS CHARTER AGREEMENT**

1. Addition. Any governmental subdivision within Planning District Nos. Twenty or Twenty-One which is not a party to this Charter Agreement at the effective date hereof, may thereafter join the COMMISSION at the end of the COMMISSION'S then current fiscal year, provided that such governmental subdivision is eligible for membership and that the governing body of the governmental subdivision previous thereto adopts and executes this Charter Agreement.

2. Withdrawals. Any Governing Body may withdraw its Subdivision from the COMMISSION by submitting to the COMMISSION in writing, at least sixty days before the end of the COMMISSION'S then current fiscal year, a notice of intent to withdraw. All withdrawals shall become effective at the end of the fiscal year. A notice of intent to withdraw may be withdrawn or canceled by the Governing Body concerned at any time prior to the effective date of the withdrawal.

3. Change of Charter. Within sixty days of receipt of such notification of intent to join or withdraw, the COMMISSION shall submit a report to the remaining Governing Bodies that would recommend any modifications to the Charter Agreement or bylaws of the COMMISSION which are necessary as a result of said addition or withdrawal.

4. Assets and Liabilities. Upon withdrawal of a Subdivision from the COMMISSION, all of its interest in the assets and responsibilities for the liabilities of the COMMISSION shall cease and terminate as of the effective date of such withdrawal.

5. Operating Costs. Upon the addition of a Subdivision to the COMMISSION, its responsibilities for its pro rata share of the operation of the COMMISSION shall begin on the effective date of such addition.

## ARTICLE VII

### **FINANCES**

1. Funds. Funds for the operation and administration of the COMMISSION shall be appropriated by the participating Governing Bodies on a pro rata basis based on population of

the Subdivisions as established for purposes of representation on the COMMISSION under Article II of this Charter Agreement.

2. Annual Payments. Payments to the COMMISSION shall be made quarterly, due within thirty days of the beginning of each quarter. No refund or adjustment of payments is authorized to any Subdivision until the close of the fiscal year. Any Subdivision which is more than sixty days delinquent in its payments to the COMMISSION shall stand suspended from membership on the COMMISSION until such delinquency is paid in full. During the period of any suspension, the members of the COMMISSION representing such Subdivision shall stand suspended from office and may not speak or vote on any matter before the COMMISSION. Any Subdivision that is more than six months delinquent in its payments to the COMMISSION shall automatically cease to be a member of the COMMISSION. Nothing contained herein shall be construed as a relieving an expelled Subdivision of the obligation to pay its pro rata share of the COMMISSION'S budget which is the basis for its expulsion.

3. Contracts. The COMMISSION shall have no authority or power to obligate in any manner any participating Subdivision beyond those funds duly appropriated by such Subdivision for the use of the COMMISSION.

## **ARTICLE VIII**

### **AMENDMENTS**

1. Approval. This Charter Agreement may be amended, supplemented or superseded only after concurring resolutions have been adopted by the Governing Bodies of two-thirds of the Subdivisions.

2. Procedure. Any proposal to amend, supplement or supersede this Charter Agreement must be submitted in writing to the COMMISSION and to each Governing Body. Thereafter, the COMMISSION shall review the proposal and submit its comments and recommendations thereon to each Governing Body. After comments and recommendations, each Governing Body may proceed to consider a resolution concurring in the proposed change.

# Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

## Resolution

WHEREAS, the Town of Smithfield [Political Subdivision Name] [employer code] employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the Town of Smithfield [Political Subdivision Name] employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the Town of Smithfield [Political Subdivision Name] may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2014, to each such employee in service on June 30, 2014, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one percent increase in creditable compensation.)

BE IT THEREFORE RESOLVED, that the Town of Smithfield [Political Subdivision Name] does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2014:

PLAN 1	Percent
Employer Paid Member Contribution	2 %
Employee Paid Member Contribution	3 %
Total	5%

PLAN 2	Percent
Employer Paid Member Contribution	2 %
Employee Paid Member Contribution	3 %
Total	5%

(Note: Each column must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the Town of Smithfield [Political Subdivision Name] in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the Town of Smithfield [Political Subdivision Name] under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Town of Smithfield [Political Subdivision Name] directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Town of Smithfield [Political Subdivision Name] shall be reduced by the amount of member contributions picked up by the Town of Smithfield [Political Subdivision Name] on behalf of such employee pursuant to the foregoing resolutions; and

BE IT FURTHER RESOLVED, that no salary increases provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that any salary increases required by the Appropriation Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the Town of Smithfield [Political Subdivision Name] to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Smithfield [Political Subdivision Name] for this purpose.

\_\_\_\_\_  
Governing Body Chairman

**CERTIFICATE**

I, Lesley G. King, [Title, e.g. Clerk, Secretary] of the Town of Smithfield [Political Subdivision Name], certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Town of Smithfield [Political Subdivision Name] held at \_\_\_\_\_, Virginia at \_\_\_\_\_ o'clock on \_\_\_\_\_, 2014. Given under my hand and seal of the Town of Smithfield [Political Subdivision Name] this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Clerk

**This resolution must be passed prior to July 1, 2014 and received by VRS no later than July 10, 2014.**

Prepared by:  
Donald E. Lee, Jr. & Associates  
VSB # 12280  
228 N. Lynnhaven Road, Suite 101  
Virginia Beach, Virginia 23452

TAX MAP # 21A-01-085

## MORTGAGE SUBORDINATION AGREEMENT

THIS SUBORDINATION AGREEMENT entered into between TOWN OF SMITHFIELD, herein known as ASubordinating Entity@ and TOWNEBANK, its successors and/or assigns, herein known as ALender@.

Subordinating Entity is the holder of a deed of trust from WEISS LEASING, LLC, herein known as ABorrower@, which is dated January 30, 2013, and filed for record in Instrument Number 130000707, which secures the performance of certain obligations agreed to by Borrower in the amount of \$205,000.00 in the Clerk's Office of Isle of Wight County, State of Virginia, on February 5, 2013.

Borrower has secured a loan from Lender and has requested that Subordinating Entity subordinate Subordinating Entity=s deed of trust to a mortgage lien of Lender.

THEREFORE, Subordinating Entity, for a valuable consideration, the receipt of which is hereby acknowledged does hereby subordinate its deed of trust to the mortgage lien of Lender, which lien is in the maximum amount of TWO HUNDRED FIFTY THOUSAND AND NO/100 (\$250,000.00), dated \_\_\_\_\_, 2014, and is recorded simultaneously herewith in the Clerk=s Office of the Circuit Court of Isle of Wight County, Virginia.

IN AFFIRMATION thereof, the Town of Smithfield has caused this instrument to be executed by Peter M. Stephenson, Town Manager, pursuant to a resolution of the Town Council adopted May 6, 2014.

Date: May \_\_\_\_\_, 2014.

TOWN OF SMITHFIELD

By: \_\_\_\_\_  
Peter M. Stephenson, Town Manager

Approved as to form:

\_\_\_\_\_  
William H. Riddick, III, Town Attorney

STATE OF VIRGINIA  
COUNTY OF ISLE OF WIGHT, to-wit:

This foregoing instrument was acknowledged before me this \_\_\_\_\_ day of May, 2014, by Peter M. Stephenson, Town Manager of the Town of Smithfield.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_