

The Smithfield Town Council held its regular meeting on Tuesday, January 6th, 2015. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Andrew Gregory, Vice Mayor; Ms. Connie Chapman, Mr. Michael Smith, Dr. Milton Cook, Mrs. Denise Tynes, and Mr. Randolph Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. Jessie Snead, Public Works Superintendent; Mr. Jeff Smith, Public Works; Mr. William Saunders, Planner/GIS Coordinator; Mr. Charles Bryan, Planning Commission; Mr. Bill Davidson, Planning Commission Chairman; and Mr. William H. Riddick, III, Town Attorney. There were five (5) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of January 6th, 2015. I would like to thank everyone for coming tonight. If you would all stand, we will say the Pledge of Allegiance.

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

Mayor Williams – I would like for everyone to remain standing please. We will have a brief moment of silence for our recently dearly departed Mr. Bill Hopkins.

All present remained standing for a brief moment of silence.

Mayor Williams – Thank you. I received a call from Mr. Stephenson on Sunday evening. I could hear him talking and what he was saying about Bill Hopkins but my mind would not accept it. I am having a really hard time with it. It is a terrible loss for this family we have in the Town of Smithfield. We have a tight knit family with all of the employees and the Town Council. We all work together so well. He was an integral part of it. He was one of the strongest spokes in the wheel. He will certainly be missed. You never really realize what a person means to you until they are not here anymore. We will certainly miss him.

Councilman Pack – When dealing with something like this I try to stay on the positive side because we are all upset about missing Bill. You could call Bill no matter what day of the week it was and he would say “Happy Monday” or “Happy Tuesday”. I think every time I have answered the phone recently I have kind of waited for someone to say that on the other end. He was always positive and upbeat. We are going to miss

him. I feel for his family. There is a lot of knowledge that is going to be missed. God speed Bill.

Councilwoman Tynes – I met Bill about eight years ago when I first came on Council. We had several things in common. We love cooking and the other which was very important to him and me was our daughters. We would share those stories about our daughters. He just had a conversation with his daughter about a Christmas gift that she wanted. I asked him what it was. He said you have them on. It is the Ugg boots. He asked if I knew how much they cost. I told him that he had one child and that he should spoil her. I told him to get her the boots and I did not want to hear anything else. When I saw him after the holiday I asked him what she had under the tree on Christmas morning. He said the Ugg boots. When I found out she was reaching the age of sixteen I told him it was time for her to have a car. I told him not to give her the car he was driving. I am really going to miss Bill. When Peter called me he said I have no idea how to say this. I had no idea that he would tell me about Bill. On behalf of all of us I would like to send our love to the Hopkin's family especially his daughter. In the next few months she will be finishing high school. I am sure she was hoping to have her dad there with her. He will be there with her in spirit. All of us, whether we knew her or not should be there for her as well as his wife at this time. Thank you.

Councilman Smith – I had the opportunity to meet Bill back in the early 1990's. He and Lou Anne came to me when they were getting ready to build a house in Franklin. We talked about the house and what they wanted to do. Needless to say I did not get the job but Bill and I became friends after that. He reminded me often that he made a mistake and wished he had gotten me to do it. Through that whole process we remained friends because I was working in Franklin a lot at the time. Mr. Danny Smith asked me to go to a NASCAR race and he was inviting Bill. I reminded him of the rules of NASCAR but he said that Bill would be fine. We picked him up on the way to Martinsville. He was a rookie so we teased him the whole weekend. We had a great time. Bill was always polite, nice, and funny. We had a good time. We laughed at everybody. Once I had the opportunity to get to know him better all of the things that I knew about him really shined here in the town. As Jessie said Bill was able to diffuse a situation in which Jessie and I probably would have flown hot. I would call him to ask

him if he was over his nap yet then tell him to go back to sleep. I have had other people in town call me to say they really appreciated him working with them. He is a great guy.

Vice Mayor Gregory – I did not join this Council until six years ago. I did not have the privilege of knowing Bill quite as long as some of you. What I will always remember about Bill is that you just could not get mad at him. It did not matter if he was saying something that you did not like or disagreed with. It was just the way he carried himself. He was nice and easy going. He even had a voice that I will always remember. He would leave me a voicemail and say “Andrewwww”. It will stick with you forever. One thing that I will always appreciate about Bill was that he never wanted us to get floored at a meeting about something that would surprise us. He would always call ahead of time especially if it was something to do with money. He would let us know if something was coming up. We would meet to talk about it then bring it up at the meeting. His favorite quote in any of those incidences was this is a budgeted item. Bill gave a lot to the town. I think he probably gave a lot more to the town than he got back in return. It was definitely a give and take relationship. He was a really good man with a good heart. We are going to miss him a lot around here.

Councilman Dr. Cook – There are two things that I am especially going to miss. As we all know we like to not take ourselves too seriously a lot of times on Council. We kid around a lot. Bill was quick to jump on us especially if we were making fun of Carter. He had a sense of humor around us it meant a lot as a Council to have that familiarity with people that you deal with in the town on a day to day basis. I am going to miss that. Bill had a lot of knowledge about the town in his head. We are going to miss a lot of the insights that he brought to the table about everything whether it be water lines or sewer lines. He had a lot of knowledge that we are definitely going to miss.

Councilwoman Chapman – I have only known Bill since joining the Council five years ago. He had a great sense of humor. As Vice Mayor Gregory said when he called he would say hey Connieeeee. I really liked being around him. He would always treat everybody fair. He was a consistent man. He was very genuine. He will be missed.

Chief Bowman – Bill and I have set beside each other at the Council meetings for almost three years. I agree with everyone he had a sense of humor. There were times that he and I would have sidebar discussions while Council was debating serious issues. I will miss that. After being in public service for almost thirty-three years I have

seen good public service and bureaucrats. I will be quite honest with you Bill Hopkins was not a bureaucrat. No matter how small the detail was or how insignificant it may have seemed to some we worked very closely on trying to make the town a little bit better and safer. Bill was always there to provide very sage advice as far as his concerns for zoning, planning, and making alleyways and streets safer. There was a concern from the school system pertaining to stoplights. We discussed the flashing yellow light specifically on Turner Drive at the high school. Peter and I determined it to be a hazard. Bill followed up not once but twice to make sure that the trees were perfectly trimmed so that the line of site was appropriate so no student or parent would be harmed. It was the last real detail that we worked on. I will remember that not because it was the greatest deed ever done but because it was very important to him even though it seemed minor to some. I feel his presence here tonight with us. I will miss him. He was a great guy.

Ms. Musick – Bill and I have been coworkers for ten plus years. I did not get to know him as well until the park came along. We started bumping heads a little bit. I had all of these ideas and rearing to go. Bill told me to slow down let's think about this. He had this way of telling you no and you did not even realize it until later in the conversation. He was pretty slick. He was a great guy. I learned a lot from him. I will miss him.

Mr. Saunders – Thank you, Mr. Mayor. I met Bill while interviewing for the Planners position for the Town of Windsor. He was asked to conduct a panel interview. He said that he would have hired me even though the Town of Windsor did not. About two months later the position I have now became available. I was in a leadership class through Windsor at the same time that Ms. Sonja Pruitt was there. I think Bill had her spy on me in leadership just in case I put my application in. He was looking for my application when they moved from across the street after the fire. My application was put in a box so they could not find it. Bill was hoping I would send in my application but he was assuming that I had not applied. I received an interview the next day. I feel the way all of that worked out I was meant to work under Bill Hopkins. I have worked for the town for almost eight year. I have learned a lot about planning, zoning, and management skills from Bill but more importantly people and family first. Those are life

lessons that will be with me forever. I learned a lot of technical stuff and less concrete things that are just as important from Bill. I will miss Bill.

Town Treasurer – Bill and I worked together for fifteen years. Every month before the Town Council meeting he would stop by my office at 5:00 p.m. sharp to say don't forget we have a meeting at 7:30 p.m. We would talk about how long we thought the meeting would last then the next morning we would check in to see how close we were to being right. Anytime he had to speak he would pop in the next morning to ask me if he had done alright. He would say that he did not have a James Madison University education. He was a great guy. He would come to my office to say you look a little stressed today. I would tell him why I was stressed then he would tell me how good my hair looks today. Did you just get it done? We had a lot of laughs. We talked about a lot of serious stuff too. We talked about our families. We talked about early retirement that we hoped we might take someday. Everyone knew that he was the most devoted husband and father ever. He adored Rachael. There is no daughter that has ever been loved more. He was involved with every aspect of her life. I was his counselor since I already survived a teenage daughter. He was just a big teddy bear with the softest heart. He was one of the best people I have ever known. I loved him as a coworker but more as a friend.

Mr. Snead – My name is Jessie Snead. I have known Bill twenty plus years. I applied for a job here once before but did not get it. He was very fair and honest. I learned a lot from Bill. When I came here I was a hothead that is the way it is in the private sector to get it done but he cooled me down. I will miss Bill. I try to diffuse people the way Bill did but I do not know how he did it. His wife and daughter always came first. He loved the place at the lake. It was a place where he was happy. A group of us would get together for dinner at the campsite he would tell us to bring a side dish and he would cook the meat. If he wanted to take a nap or jet ski then he would. He did not do what everyone else was doing. We lost a good guy.

Mr. Davidson – My name is Bill Davidson. Charles Bryan and I are probably the two senior members on the Planning Commission but that is only six years. We lost corporate knowledge when we lost Dan, Tommy, and Virginia. When I became chairman I told Bill that I did not think I know enough to do this. He said don't worry that he would be there but now he is not. I will miss him.

Mr. Bryan – My name is Charles Bryan. My reaction was pretty much like the Mayor when William called me that morning to tell me about Bill. The Planning Commission has been working on the Comprehensive Plan so when William called I thought that was why he was calling. I just could not believe it. Bill had qualities that a lot of us need in leadership. He never seemed like he did not have time for me. You could meet him anywhere he was always cordial, respectful, and professional. If you stopped in to ask him something he never seemed like he was too busy. It was easy to work with him. His input and advice was helpful. I think the town is in debt to Bill. We are going to miss him.

Town Manager – Many of you probably did not know what his middle name was until you read the obituary. Trenholm but to me it was Taco. If you ever read any emails between the two of us he was Taco Sr. and I was Taco Jr. It has been that way for a long time. He was a friend, confidant, good husband, good father, hacker in golf, hunter, sportsman, chef, good bartender, team player; story teller, leader, ally, and procrastinator just ask Sonja. He was a good man with a heart of gold. I worked side by side with him for the past nineteen years. He has been employed with the town for over nineteen and a half years. Our office is going to sorely miss him sneaking in the back door saying keep your seats and you too Lesley pretty much each day. It was a ritual. A day without Bill is like a day without sunshine. Those who worked with him knew that he was someone who could dish it out but he could take it too. Any organization big or small we all work very closely together and do not always agree but we like to tease each other. A point that Jessie Snead made reminded me Andy Snyder with Draper Aden would call me to ask what I had done to Bill. He said Bill would complain about how much something cost and he wanted the proposal revised because the town would not pay that much. He was consistent about that. You can ask any of the engineering consultants over the years that was kind of a Bill thing. I would frequently make him go back to the drawing board with a consultant to come up with something else that was more palatable and within our adopted budget. Bill did like a good nap from what I hear. I think one time we did catch him napping in my chair in my office when I was gone for a meeting. He took forever to hit a golf ball. He had more waggles than Sergio Garcia. He liked to leave a few minutes early frequently but I can guarantee you that ninety-nine percent of the time it was because of Rachael or Louanne. He wanted to be with

Rachael at a school event, church event, or be with his wife. It was not just to leave early. It was always about his family. I remember one time in the last nineteen years he once shaved his beard off. We did not recognize him when he came into our office. It was crazy. The big teddy bear looked like the abominable snowman with his teeth pulled out like in the Christmas show. When Ellen and I were at his house this afternoon it was fun to see photos of Bill from the 1970's when he was young and with lots of hair. I have been to the beach with Bill before and I am not talking about his chest hair or back hair but his flowing mane. He was very thin too. "There are things that we do not want to happen but have to accept. Things we do not want to know but have to learn and people we cannot live without but we have to let go". – Author Unknown. It is going to be very hard to let go of Bill. We will have a brief slideshow at the end of the meeting after Council conducts business. Please stay for that. We also have a scrapbook at Bill's seat for everyone to sign after the meeting. We will circulate it tomorrow at the other offices. We plan to bring it with us to the memorial service which will be held at 5:00 p.m. tomorrow at Southampton Academy in Courtland.

Mayor Williams – This is a tough situation. You have heard from all of the family members that are here that worked with Bill. I say family members because I really feel that this entire group put together in this town is like one big happy family. They all work very well together. You have problems but you work them out. There were issues but Bill was always there to help work them out each time. He was a big part of keeping this family together. He did a wonderful job of it. I thank all of our family for saying a few things. I think it was very nice. Is there anyone else who would like to say something? Hearing none, we will start off with our Informational Section. The Town Manager will give us the Manager's Report.

Town Manager – Thank you, Your Honor. Obviously the activity report was prepared early in advance of the New Year's holiday. It was certainly in advance of any knowledge of what we would be facing this evening. We have a Pinewood Heights Management team meeting on January 13th. The Planner/GIS Coordinator will let everyone know about the Planning Commission meeting. We will have the Board of Historic and Architectural Review meeting on January 20th, 2015. We have a couple of holidays this month Lee/Jackson Holiday on January 16th and Martin Luther King, Jr. Holiday on January 19th. Our Town Council Committee meetings will be at the

Smithfield Center at 4:00 p.m. on January 26th and 27th. I will be happy to answer any questions regarding the actual activity report itself for the month of December.

Mayor Williams – Next we will have Public Comments. The public is invited to speak to Council on any matter except for a public hearing. We have two public hearings tonight. There will be a separate signup sheet for the public hearings. All comments are limited to five minutes. If you would like a response from the town please give us your name and address so that we can get back to you.

Ms. Jackson – My name is Martha Jackson. I would like to thank you all for your kind comments about Mr. Hopkins. He was all you said and more. Thank you so much for the opportunity to speak tonight on a subject that is dear to many. This week has been designated as Support Law Enforcement Week. I have had some good and some not so good encounters with law enforcement. According to the book of Romans, it says that each one of us is to be in subjection to governing authorities for our rulers are not a terror to good works but to evil. I have found a saying from the Whole Truth Project that says every cop who puts a badge on in the morning knows there is a chance they may not come back at night. Let's appreciate our cops. If it is not asking too much I would like for each one of us in the building to stand and give the Town of Smithfield Police Department and the Isle of Wight Sheriff's Department a round of applause. Thank you all so much. We want you to know that we support the thin blue line this week and always. Thank you so much.

Mayor Williams – Thank you, Ms. Jackson. We appreciate those words. Are there any other public comments? Seeing none, we move to a Presentation from the Western Tidewater Free Clinic. She has an update.

Ms. Broadwater – My name is Stephe Broadwater representing the Western tidewater Free Clinic. I appreciate the opportunity on behalf of the Western Tidewater Free Clinic, our volunteers, staff, and especially our patients to say thank you. They are two words that seem small at the moment for how you support the clinic in the work that we do. We certainly do appreciate what a consistent supporter you have been financially for the clinic that is very important to us but also in the community it makes a difference that the town supports the work at the clinic. It gives the work we do more credibility. I thought instead of giving you a lot of facts and figures that I would just tell you two stories about patients who actually reside in Smithfield. One is a male and one

is a female both around fifty years old. I will start with one of our patient who was employed but unfortunately suffered two strokes. As a result of the strokes over time lost her job and health insurance. She was referred by a local physician and became a patient of Western Tidewater Free Clinic in September of 2014. She had multiple health problems including diabetes, high blood pressure, and the two strokes. Interestingly she was not overweight. She did not smoke and drink. She did a lot of things that were the right things that you do to try to be healthy. The clinic gave her medications for her conditions as well as a blood thinner. Anybody on blood thinner knows that it gives you another set of things to worry about in terms of other procedures and tests that you may have to do. The whole medical staff along with specialists tried to do some of the other test and work that she needs. I am happy to tell you that she is now doing better. Her blood pressure is down. She is on medicine to help prevent strokes. She was a sick lady. In three and a half months with us she made nine visits. Her blood pressure is down from 173/65. It is not great but it is a lot better than the 125/100 when she came to us in September. The last thing that she needs is to have some teeth extracted. We are going to get that done for her with a lot of supervision because of the blood thinners that she is taking. She is working really hard. She is a big partner in improving her own health. We are there to help but we cannot do it for you. You have to be a part of the healing process. She faces a lot to try to stay healthy. One is some of the financial resources that she does not have and the transportation problems. She has limited family support here in the community. She really looks to the clinic staff and volunteers to support her, answer questions, and make referrals when she needs it. We are very pleased with her progress. We hope she will continue to get better. The other person came to us in April of 2013. He had a long list of problems such as blood pressure, congestive heart failure, diabetes, neuropathy, and periodontal issues. He was not well when he came to us at all. After a year his blood pressure is down to 123/65 which is not a bad range at all. His other medical measures are within a good range. His weight has increased. There was no question that he was a very sick person. Before he came to us he had all of his teeth pulled because of decay in his mouth. Not only his illnesses kept him from gaining weight but without teeth he could not have anything except for liquids or baby type food to eat. He is doing much better. He is engaged in his own healthcare. He had alcoholic hepatitis when he came to us. He has been alcohol free for

nine months. He is doing all of the things the staff asks him to do to help him get better.

He left the clinic with a full set of dentures in July. It was the first time that staff seen him smile. They still have to work hard every day to maintain their health. They are certainly on the right path. It is in no small part to the contribution that you all make to the clinic financially and what you say about the clinic. Thank you very much.

Councilwoman Tynes – Have you noticed a decrease in your clientele since the healthcare reform?

Ms. Broadwater – We have not. We have changed the process with the waiting list because there were times that we had a waiting list of one hundred fifty to two hundred people. It did not seem right to anybody. After you have been on the waiting list for six months we call patients to see if they wanted to remain on the list. The waiting list is averaging more around seventy-five to hundred on the medical side. We have not seen any decrease in our clientele. Our patient numbers have been flat for the last year or two because of the challenge that we are having with medical providers. If we could get more providers or hire more staff then we could see more patients. Our building has the capacity to do that but we are still working hard on that every day.

Mayor Williams – Thank you, Ms. Broadwater. I would like to recognize the Director of the Chamber of Commerce, Mr. Andy Cripps. It is good to have you with us. At this time, we move to Council Comments. Does any Council member have any comments they would like to share?

Councilwoman Tynes – I would like to thank Council and the Town Manager's office for sending me cards and well wishes during my recent surgery. Thank you very much.

Mayor Williams – We now move to the Summary of the Consent Agenda Items. The three members of the committee vote on it and pass it on to Town Council. Each chair will give a summary of what they talked about at the last committee meeting. Police Committee Chair, Mrs. Denise Tynes.

Councilwoman Tynes – Police Committee Summary. Thank you, Mayor. We have a resolution to amend the street closure request for the Mardi Gras 4 Beads on Saturday, February 7th, 2015. The concern that the committee had was that we wanted to make sure that Ms. Musick received the updated maps for the street closure. Mayor Williams had a concern about the alcohol check points. Are they in place?

Ms. Musick – Yes.

Councilwoman Tynes – Therefore the committee has no problems with this being approved. The next item is a resolution for a street closure and traffic assistance request for the YMCA Triathlon on Saturday, April 18th, 2015 from 10:00 a.m. to 3:00 p.m. This is being sponsored by our local YMCA. An outside private individual is coming in but the YMCA is considered as hosting it. It is an annual event that has been going on for several years. The few concerns that we had were taken care of. It is the first time for the Mardi Gras 4 Beads. Hopefully it will be successful.

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

Councilman Pack – Finance Committee Summary. Thank you, Mayor. We have four invoices in excess of \$10,000.00 which require Council's authorization. The first is a little unusual and I hope we do not see it again. Invoice for Bank of America in the amount of \$20,171.00. It is actually a refund on the bank franchise fee where they were improperly calculated by the state not by our Town Treasurer. Just so everyone knows we are one of the lesser amounts having to be refunded. There are several that are in excess of one million. It is not really what we want to do but it is certainly the right thing to do. The next invoice is to Atlantic Communications, Inc. for the outfitting of our new police cars in the amount of \$23,362.45 which is a budgeted item. We have purchased and received a new public works truck in the amount of \$25,595.00 to Beach Ford. The last invoice is for Sydnor Hydro in the amount of \$29,810.00 which is for some lining of sewer lines that was done on South Mason Street. We present these for consideration and recommend them for approval.

Mayor Williams – Next we have Parks and Recreation Committee Chair, Ms. Connie Chapman.

Councilwoman Chapman – Parks and Recreation Committee Summary. Thank you, Mayor. We have a motion to approve proposed policy and procedures for the Smithfield Center in regards to prioritization of rental times. The policy reads that town meetings shall not be moved or cancelled to accommodate open to the public or private events. Events shall be scheduled in the following order town meetings, annual events, and new bookings.

Mayor Williams – We now move to Public Works Committee Chair, Mr. Michael Smith.

Councilman Smith – Public Works Committee Summary. Thank you, Mayor. We have a motion to authorize the Town Manager to execute parking lot license agreement between the Town of Smithfield and Smithfield Foods behind the Veteran's Memorial. This is to accommodate more parking for Smithfield Foods. The other proposal that has not been brought to us yet is for some additional parking in the area right behind the Smithfield Center. We recommend the license agreement between the Town of Smithfield and Smithfield Foods for approval tonight.

Mayor Williams – We now move to Public Buildings and Welfare Committee Chair, Dr. Milton Cook.

Councilman Dr. Cook – Public Buildings and Welfare Committee Summary. We have a resolution to change the meeting times for the Planning Commission and the Board of Historic and Architectural Review from 7:30 p.m. to 6:30 p.m. and the Board of Zoning Appeals from 6:30 p.m. to 7:30 p.m. effective January 2015. The second item is a motion to accept the deed for 52 Carver Avenue for the Pinewood Heights Relocation Project.

Mayor Williams – Are there any questions?

Councilman Pack – I would like to pull item C-4 and vote on it separately?

Mayor Williams – We can talk about item C-4.

Councilman Pack – I disagree with the motion and would like to vote on that separately so that I do not have to vote for it.

Vice Mayor Gregory – I will make a motion to approve the consent agenda with the exception of item C-4.

C1. Resolution Amending Street Closure Request for Mardi Gras 4 Beads on Saturday, February 7th, 2015.

C2. Resolution for Street Closure/Traffic Assistance Request for YMCA Triathlon, Saturday, April 18th, 2015 from 10:00 a.m. to 3:00 p.m.

C3. Invoices Over \$10,000 Requiring Council Authorization:

a. Bank of America	\$ 20,171.00
b. Atlantic Communications Inc.	\$ 23,362.45
c. Beach Ford (budgeted public works truck)	\$ 25,595.00
d. Sydnor Hydro	\$ 29,810.00

C4. Pulled from Consent Agenda.

C5. Motion to Authorize the Town Manager to Execute Parking Lot License Agreement between the Town of Smithfield and Smithfield Foods behind the Veteran's Memorial.

C6. Resolution to Consent to Change of Meeting Times for the Planning Commission, Board of Historic and Architectural Review, and Board of Zoning Appeals effective January 2015.

C7. Motion to Accept Deed for 52 Carver Avenue for the Pinewood Heights Relocation Project.

Councilman Dr. Cook – Second.

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

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

Mayor Williams – We will hear from Parks and Recreation Committee Chair, Ms. Connie Chapman.

Councilwoman Chapman – Item C-4 is basically adopting a policy that indicates that the Smithfield Center will not flip flop its schedule to accommodate a rental. They can use the Smithfield Center which we encourage. Of course we want to be available to the community but we will not change our regularly scheduled meetings if we can avoid it.

Councilwoman Tynes – I do not recall the fact that we discussed approving the prioritizing of private events. I know that Town Council meetings or any other town meetings would take first priority. Maybe I misunderstood what you were saying.

Councilwoman Chapman – It is the section titled Rental Time Policy #6. Town meetings shall not be moved or cancelled to accommodate open to the public or private events. Events shall be schedule in the following order town meetings, annual events, and new bookings.

Councilwoman Tynes – The part I question is the annual events and new bookings. It was the part added to it. I was thinking that we had discussed town scheduled meetings.

Councilwoman Chapman – I think with an annual event which occurs the same time every year for example the Festival of Streets has priority on that weekend if they have an established date.

Councilwoman Tynes – That is understandable but I think we need to tweak it a little bit. If there is an organization that normally has an annual event every year and did not turn their paperwork in on time then I think another organization should have first priority if they turn their paperwork in on time. Even if it is an annual event then they still have to send in their proper paperwork.

Councilwoman Chapman – I agree with you totally. It was discussed.

Ms. Musick – We actually dealt with this for special events scheduling. The issue came up this past year. I have a list of annual events for the Smithfield Center and that group is put on that date for the next calendar year. We open up a year out. For example this past July we opened 2016. Your event is placed on that date and I am assuming that is the date you want. We have had groups give up their dates very close to the date when I could have booked it for something else. It is the way we have done the bookings for the Smithfield Center. It has worked very well. I have not had that often.

Councilwoman Chapman – Do they have to respond by a certain time if they do not want that date?

Ms. Musick – Not with the Smithfield Center bookings I have not had groups that give up their date.

Councilwoman Chapman – You only had one situation this summer.

Smithfield Center Director – It was a special event that took place on another town property.

Councilwoman Chapman – Do you have another suggestion Councilwoman Tynes?

Councilwoman Tynes – Maybe we could make the wording clearer for the public. We understand what we are trying to do but if someone else reads it they may not understand it.

Councilwoman Chapman – I would like to explain for the audience tonight. If there is a Town Council meeting the first Tuesday of every month if a group wants to rent the main hall then they can do so with the understanding that the Town Council meeting will

still be going on. We will not move the Council meeting to accommodate their meeting or event. However, they can choose another time that does not conflict with a present meeting or time. We can certainly look at rewording it if you think it is necessary.

Councilwoman Tynes – The governmental meetings are set at the beginning of our calendar year. Maybe attach something to the annual event and new bookings but especially the annual event. I have a concern because that is not necessarily a government organization meaning that the town is having the event. There could be a private organization having an annual event but it is still an annual event.

Ms. Musick – For the annual events I can make sure that I receive a confirmation from them instead of just going on the fact that they do this event every year. If a group comes with a new booking and wants to ask that group to move their date then I can say that we have their contract on file and there is nothing we can do.

Councilwoman Tynes – Maybe you could add to what you have updated that we have their contract on file.

Councilwoman Chapman – Just have them sign a contract by a certain date.

Councilwoman Tynes – I do not want it to sound like we are holding dates for any organization especially if they have not done what they have supposed to be doing.

Ms. Musick – I understand.

Councilman Pack – My objection was totally different than all of this. I think having a policy that we will not move any of our events ever is bad business for us. I understand Ms. Musick's problem because we went over it again and again. To make a policy that says we will not move our meetings I think it probably does not leave us enough flexibility which is my only issue. I think that it is bad for us to make a policy that our town meetings come first and we will not move them. It is my only objection. I understand the needs behind it but we have been round and round about it. I understand what is going on.

Councilwoman Chapman – I would like to make a motion that we send item C-4 back to the January Committee meeting for further discussion.

Councilman Pack – Second.

Mayor Williams – Okay that closes our consent agenda items. We now move to the Action Section. We have a Public Hearing: Special Use Permit for Home Day Care

at 313 Grandville Arch. We will have a presentation from town staff, Mr. William Saunders.

Planner/GIS Coordinator – Thank you, Mr. Mayor. The first public hearing tonight is regarding a special use permit application for home day care at 313 Grandville Arch in Wellington Estates. As you are aware this is coming on the heels of an ordinance change that allowed for more children in an at home day care situation that came through a couple of months ago. The applicant before us tonight actually appealed to the Town Council and the Planning Commission to have the ordinance amended. After much debate the change was made. They have the opportunity for a special use permit for up to six to eleven children in the home. This was recommended for approval at the Planning Commission last month with two proposed conditions. There probably would have been more conditions for an application like this proposed either by staff or the Planning Commission if this was a startup business. However the Oliver's have been conducting this business in this manor for years at this location. When her neighbors had an opportunity to speak at a public hearing about it they all confirmed that it was a benefit to the community. The only two conditions recommended by the Planning Commission that the business owner maintains her state certification for conducting a day care business as long as she conducts a business with six to eleven children in town. Also, the state inspection reports will be forwarded to the town within thirty days of inspection. This way the town does not have to worry about monitoring her business because the state does quarterly inspections. It was recommended that we ask them to provide us a copy of the quarterly inspection reports within thirty days of inspections.

Mayor Williams – I now declare the public hearing open. Is there anyone who would like to speak for or against this proposal? Seeing no one, the public hearing is closed. We will move to consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook.

Councilman Dr. Cook – Thank you, Mayor. It is nice to finally see this on our agenda to get settled and get the Oliver's back to work. I think we have discussed this at length at all levels. I would like to make a motion to approve the special use permit for the home day care at 313 Grandville Arch with the two conditions that were proposed.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Are there any further questions from council? Roll call vote.

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

Mayor Williams – We now move to a Public Hearing: Zoning Ordinance Amendment to Commercial/Industrial Zoning District. We will have a presentation from Mr. William Saunders.

Planner/GIS Coordinator – Thank you, Mayor. This is regarding an ordinance change to our relatively new Commercial/Industrial Zoning District ordinance. As you may recall this ordinance was created to be used in the Pinewood Heights redevelopment area. It has opened up to light industry and heavy commercial activity. However, this was also looked at as something that could potentially be used outside of Pinewood Heights. As you may be aware most zoning districts have a minimum district size to keep from doing spot zonings which are typically deemed inappropriate or illegal. In this case much like our light industrial ordinance there is a five acre minimum district size. You could not rezone anything to Commercial/Light (CI) unless you were rezoning five acres at a time since it is a new designation in town. Since this is a blend of light industry and heavy commercial we determined that it would be helpful in using this district ordinance outside of Pinewood Heights if we could lump it in with other industrial activity or other commercial activity within the town. If you want to rezone a three acre parcel to Commercial/Industrial (CI) and it is adjacent to at least three other acres of commercial or industry then we could use that in the aggregate to meet the minimum district size. It will make it a lot more flexible to be used in certain cases outside of Pinewood Heights. The only change to the ordinance is the fact that the minimum district size remains at five acres but you can use commercial or industrial in the aggregate to meet the minimum.

Mayor Williams – Thank you, Mr. Saunders. I will now declare the public hearing open. Is there anyone who would like to speak on this subject? Seeing no one, I will declare the public hearing closed. We will move to consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook.

Councilman Dr. Cook – Thank you, Mr. Mayor. Mr. Saunders told us this will help with rezoning some of the smaller parcels that might be beneficial as commercial or industrial district that are not currently zoned as such. Following the staff recommendation, I would like to make a motion to amend the zoning ordinance to allow for Commercial/Industrial zoning district.

Vice Mayor Gregory – Second.

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

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

Mayor Williams - The next item on the action section is a Motion to Accept the Nominating Committee Recommendation to Fill the Three Expiring Terms (1/31/2015) on the Smithfield Planning Commission (Julia Hillegass, Larry Odom, and Thomas Pope). We have a nominating committee. We will hear from Dr. Milton Cook.

Councilman Dr. Cook – Mr. Mayor, could we go to closed session to discuss who to appoint before we vote since this is a personnel issue?

Mayor Williams – Do you want to go into closed session regarding this motion?

Councilman Dr. Cook – Yes because they are personnel.

Mayor Williams – We can do that if you want to discuss it. We will go into closed session for this item. Next is a Motion to Approve the Town Council Meeting Minutes of December 2nd, 2014. I have read the minutes and found no mistakes. Our Town Attorney is the one who puts them together but he is not here tonight. I commend him for doing such a wonderful job. I move that we accept these minutes as written.

Councilwoman Tynes – Second.

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

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

Mayor Williams – Next we move to New Business. Does any Council member have any new business? Hearing none, we move to Old Business. Before the closed

session I think we should watch the slide show and talk about the scrap book for Mr. Bill Hopkins. You are certainly welcome to watch the slide show. After that we will go into closed session. It will only take about five minutes. The only action will be to appoint the new members for the Planning Commission.

All present watched a video memorial for William T. Hopkins III.

Mayor Williams – Everyone is welcome to look at the scrapbook. You can sign your name in it if you would like to.

Chief Bowman – There are note cards to be used to write your message in the scrapbook. The note cards will be slid into the sleeves. If it is okay with you while you are in closed session I can take it for those that would like to write something while they are waiting.

Mayor Williams – You can also take the card home and bring it back by 2:00 p.m. tomorrow. It will be going with us to the service. We need a motion to go into closed session for the purpose of discussing personnel matters.

Vice Mayor Gregory – So moved.

Councilman Dr. Cook – Second.

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

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

Town Council went into closed session at 8:42 p.m.

Town Council went back into regular session at 9:09 p.m.

Mayor Williams – We are back in open session. We need a motion that during the closed session there was only a discussion about personnel matters pursuant to Section 2.2-3711.A.1 Code of Virginia.

Vice Mayor Gregory – So moved.

Councilman Dr. Cook – Second.

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

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

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

Mayor Williams – We have a Motion to Accept the Nominating Committee Recommendation to Fill the Three Expiring Terms for the Planning Commission.

Councilman Dr. Cook – After a lot of discussion the committee has decided to nominate Julia Hillegass, Thomas Pope, and Michael Torrey for the Smithfield Planning Commission.

Councilman Pack – Second.

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

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

Mayor Williams - Is there anything further business to come before Council tonight? We stand adjourned.

The meeting adjourned at 9:11 p.m.

T. Carter Williams
Mayor

Peter Stephenson, AICP, ICMA-CM
Town Manager