

May 5, 2023

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM  
TOWN MANAGER**

**SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2023**

**TOWN MANAGER:**

- Attended ribbon cutting for Wharf Hill signage 4/5/23
- Met with staff Re: security at Smithfield Center 4/6/23
- Attended Joint Tourism Committee meeting 4/6/23
- Attended DMV Groundbreaking 4/7/23
- Participated in Munis Call Re: tax implementation 4/7/23
- Phone call with Vinton Town Manager Re: Economic Development 4/11/23
- Initial interview with Treasurer candidate 4/11/23
- Participated in Munis Call Re: HR module 4/12/23
- Attended safety committee meeting 4/12/23
- Met with Anthem Healthcare representative 4/13/23
- Participated in Munis Call Re: Permits 4/14/23
- Participated in Munis Call Re: Data Conversion 4/18/23
- Attended staff meeting 4/18/23
- Met with representative from Old Dominion University Re: LL Pine 4/19/23
- Attended VRSA Training on Marijuana Legalization 4/20/23
- Attended Hampton Roads Planning District Commission Meeting 4/20/23
- Participated in Civic Plus Demo Re: Website 4/20/23

- Participated in Town Cleanup Day 4/21/23
- Virtually Attended Committee Meetings 4/24/23
- Attended Historic Smithfield Board Meeting 4/26/23
- Attended Lt. Araujo Retirement 4/28/23
- Attended Special Events Committee meeting 5/2/23
- Attended Hampton Roads Manager's Meeting 5/3/23

### **DIRECTOR OF HUMAN RESOURCES:**

- Processed property/liability claims with VRSA as appropriate.
- Processed Workers Compensation claims as appropriate.
- Conduct recruiting efforts for the following positions:
  - Patrol Officer (Certified) – Police Department
  - Maintenance Helper – Public Works & Utilities
  - Streets & Storm Water Manager (Public Works & Utilities)
  - Grounds Maintenance Specialist – Public Works & Utilities
  - Facilities Maintenance Technician – Public Works & Utilities (**FILLED**)
  - Treasurer
  - Finance Director
  - Administrative Assistant – Police
- Conducted screening interviews for Treasurer on April 3<sup>rd</sup>, 11<sup>th</sup>, and 25<sup>th</sup>.
- Conducted Interviews for Administrative Assistant, Police on April 17<sup>th</sup>, 18<sup>th</sup> & 20<sup>th</sup>.
- Conducted Interview for Facilities Maintenance Technician on April 13<sup>th</sup>.
- Conducted New Hire Orientation for Brianna Jimenez (Police Officer) on May 5<sup>th</sup>.
- Conducted New Hire Orientation for Jason Brown (Utilities Maintenance Technician) week of April 10<sup>th</sup>.
- Work on Munis Implementation for 4 hours each session on April 4<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 24<sup>th</sup> & 26<sup>th</sup> and completed all required assignments in between sessions.
- Participated in VRS Webinar Series on April 18<sup>th</sup>, 25<sup>th</sup> & 27<sup>th</sup>.
- Participated in VRSA Webinar about Recruiting & Hiring in Today's Market on April 19<sup>th</sup>.
- Participated in a VRSA Webinar regarding Marijuana legalization regarding employment on April 20<sup>th</sup>.
- Participated in the Staff Roadside Cleanup Day on April 21<sup>st</sup>.
- Led monthly safety meeting on April 12<sup>th</sup>.
- Finalized the health and dental plans for plan year 2023/2024.
- Began preparing materials for annual open enrollment meetings to be held on May 11<sup>th</sup> and 15<sup>th</sup>.
- Managed any personnel-related & benefits questions/issues as appropriate.
- Participated in scheduled staff and Council meetings.

## **TOWN CLERK:**

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission, Board of Historic and Architectural Review, and Board of Zoning Appeals
- Prepared April Town Council Committee Agenda, and May 2023 Town Council Agenda
- Attended Town Council Committee meetings on April 24<sup>th</sup> and prepared summary reports.
- Worked on Procurement for Town Services
- Sorting through files from Former Town Treasurer's Office to determine retention of records and logging what can be shredded before destruction
- Participated in scheduled staff meetings.
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

## **INTERIM TOWN TREASURER:**

- Participated in HRSD CC&B remote training on April 4, 6, 13, 18, 25, and 28 in preparation for the Town's utilities billing conversion to HRSD model 3.
- Participated in weekly HRSD conversion progress meetings on April 4, 11, 18, and 25. Test meter reads initially failed. HRSD reported most recent 2 test meter reads appear good but still verifying before we continue review work on customer files to balance the 2 systems.
- Participated in Munis (Tyler Tech) Tax training and data verification meeting on 4/7 with Catharine Mosley (Tyler), Jay Hunemuller, Barbara Hunter, Fran Hyde, Robin Landrus, and Cyndi Wellman (IOW, as available).
- Participated in Munis Smithfield Status conference calls on April 18 and 27 with Ricardo Mendez & Kathryn Morrilly (Tyler Tech), Michael Stallings, and Cyndi Wellman (IOW, as available), Jay Hunemuller, Barbara Hunter, Robin Landrus, and Lawson Headley (consultant, as available) to discuss ongoing tax conversion status/issues.
- Participated in Town department head staff meeting at the WC Manor House on April 18.
- Participated in Town Council Committee meeting on 4/24 and presented FEB financial statements with MAR cash balances (still month behind).
- Met in person with Michael Stallings regarding ARPA expenses on 4/26.
- Obtained online access to Towne Bank on 4/26 and went to bank in person on 4/28 to provide PII needed for signature authority (pending).
- Still working on March financial statements and verifying bank reconciliations.

## **COMMUNITY DEVELOPMENT AND PLANNING:**

1. Planning Commission – APRIL 11<sup>th</sup>, 2023
  2. Site Plan Amendment, PC Waiver modification, PC Waiver, & ECO Application – 201 Battery Park Rd (Smithfield Self Storage) – Trey Gwaltney, applicant. APPROVED
  3. Entrance Corridor Overlay Application – After-the-fact – 13458 Benn’s Church Blvd. (BP Gas Station) – Global Montello Group Corp C/O Tabitha Gaulding, applicant. TABLED
  4. \*Discussion Item\* – TPIN 21A-04-000I17 (The Grange) – LSMP LLC C/O Melissa Venable, applicant. RETURN AS PUBLIC HEARING
  5. \*Discussion Item\* - Entrance Corridor Overlay District Guidelines Update – Town Staff. TABLED
6. Special Use Permit Applications under review
  - A. 13458 Benns Church Blvd – Miller Oil Co., Inc., applicant
  - B. 1810 S Church St – Natale & Josephine Carrollo, applicants
  - C. 895 W Main St – Brown’s Enterprises, LLC, applicant
  - D. 21A-04-000I17 – LSMP, LLC, applicant
  - E. 921 S Church St – Patsy Watson, applicant
7. Subdivision and Site Plans under review
  - A. Phase A Site Plan – Robert Mann (Mallory Scott Farms), applicant
  - B. TPIN:22-01-006C5 – Brian Layne, applicant
  - C. TPIN:22-01-006C5 – Tiffany Lehman, applicant (restaurant w/drive-in)
  - D. 888 W Main Street – Amy Novack, applicant (Maintenance building)
  - E. Windsor Castle Park – Amy Novack, applicant (Long Leaf Pine Parking Lot)
  - F. 18403 Cypress Crossing – John Lombardo, applicant (Mod Wash)
8. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I & Phase II
  - B. Cypress Creek Phase VI
  - C. Cypress Creek Phase VII B&C
  - D. 803 S Church St
  - E. Washington & James – Luter Acres
  - F. Route 10 Water Line
  - G. 16” Water Main – Ken Turner (Mallory Scott Farms)
  - H. 1305 & 1403 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (DMV & Restaurant)

Board of Historic & Architectural Review – APRIL 18<sup>th</sup>, 2023

9. Gazebo Renovation – 228 Main Street – Contributing – Isle of Wight County Tourism C/O Judy Winslow, applicant. APPROVED
10. Assorted Exterior Changes (After-the-Fact) – 349 Grace Street – Contributing – Karen England, applicant. APPROVED
11. Brick Facade for New Construction – Lot 407 South Church Street (TPIN: 21A-01-407) – Non-Contributing – Mike Wilda, applicant. APPROVED
12. Fence (BHAR Approval renewal) – 223 N Church Street – Non-Contributing – Ernest Dent, applicant. APPROVED

#### Board of Zoning Appeals – MARCH 21<sup>st</sup>, 2023

13. Public Hearing\* SPECIAL YARD EXCEPTION (SYE) Application – Lot 99 Smithfield Boulevard (TPIN: 22E-01-099), C. Monroe Wells, Jr. and Russellette C. Savi, applicants. APPROVED
14. \*Public Hearing\* SPECIAL YARD EXCEPTION (SYE) Application – 132 Lumar Road (TPIN: 21A-25-006), Built by Babb C/O John Babb applicant. APPROVED

#### Erosion & Sediment Control Program

- A. Erosion and sediment control inspections were performed at 70 active residential construction sites throughout the Town and the required reports were submitted to Isle of Wight County for submission to the Department of Environmental Quality.

#### Code Enforcement Updates Across Town April 2023

- A. Notices were sent/issued for the following violations:
  - a. RV Habitation (1 location)
  - b. Grass Height Violation (1 location)
  - c. 10 Door hangers issued (6 for Inoperable Vehicles, 3 for RVs, and 1 Grass Height Violation)

### **PUBLIC WORKS AND UTILITIES:**

#### **1. Directors Report**

- Met with engineering groups to discuss Town RFP April 4<sup>th</sup>
- Attended HRPDC Director of Utilities meeting on April 5<sup>th</sup>
- Met with roof replacement contractor on April 10<sup>th</sup>
- Attended Planning Commission meeting April 11<sup>th</sup>
- Attended South Church St. anniversary inspection April 12<sup>th</sup>
- Interviewed Facilities Maintenance Technician applicant April 13<sup>th</sup>
- Attended VRWA conference in Roanoke April 18<sup>th</sup>
- Met with Civic Plus to gain information on their website services April 20<sup>th</sup>

- Attended pre-construction meeting for the Hardy Waterline April 26<sup>th</sup>

**Utility Staff performs the following duties on a monthly basis**

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners
- C. Water cut-offs and cut-on
- D. Check sewer pump stations daily
- E. Install and repair street signs
- F. Replace and repair broken water meters
- G. Perform maintenance on town-owned buildings such as Atlantic Contractors installing new hvac units at town hall.

**2. Sewer Line Repairs and Maintenance**

- A. Lewis Construction replaced the sewer clean out at 103 Hickory Ct. Found a broken piece of pipe from the old clean out which was stuck in the lateral.
- B. 509 Va. Ave. had to make a repair to the sewer lateral where Verizon installed a pole and damaged the sewer lateral. Lewis Construction made the repair.

**3. Sewer Pump Station Repairs and Maintenance**

- A. Weekly and daily checks on all 27 pump stations.  
Performed the following scheduled maintenance at all pump station
  - 1. Cleaning of wet-well
  - 2. Alarm testing
  - 3. Sump pump cleaning
  - 4. Check Valve cleaning and repair
  - 5. Generator check / Godwin pump check
  - 6. Control Panel / Flow monitor check
  - 7. Fence and Grounds inspection
  - 8. Inspected Structure
  - 9. Inspect and clean pumps
  - 10. Level system check
  - 11. Test limit switches
  - 12. Bar screen cleaning
  - 13. Rain gauge cleaning
  - 14. Head pressure reading at 7 pump stations
- A. Pulled and cleaned both pumps at Jersey Park pump station. Pumps were severely ragged up which caused the pumps to trip the breaker and not work. Removed the rags and had the pump reset and back online.
- B. Morris Creek pump station pulled and cleaned pump number 2. Also cleaned rags out of check valve.
- C. Allfirst had to make an electrical repair at Jordan pump station due to storm and loss of power to the alarm system.

- D. Allfirst did control panel work at Bradford Mews pump station. Had our crew set up bypass pump so that they could get the work done.

4. **Water Line Repairs and Maintenance**

- A. Public Utilities repaired a water leak at 19 Riverside Dr. Leak was on the 1" service line.
- B. 105 Talbert Dr helped Lewis Construction install new water service line to replace the old service line.

5. **Well Repairs and Maintenance**

- A. All wells except 8A and 10 (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, sampled, and inspected once a month.

6. **Water Treatment Plant**

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
  - 1. Daily Inspection of RO Plant and grounds.
  - 2. Monthly Tank inspections.
  - 3. Inspect and exercise plant generator monthly.
  - 4. Fill antiscalant day tank.
  - 5. Truck Inspections.
  - 6. Routine service of lime system.
  - 7. Service online fluoride and chlorine analyzers.
  - 8. Calibrate online turbidimeter and pH meter.
  - 9. Check and replace air filters
  - 10. Test Alarms.
- D. All-First performed annual service on RO Plant Generator.
- E. Plant staff de-winterized all well houses and elevated tanks.
- F. CEC on-site to trouble shoot Win 911 alarm system.
- G. Dan Esser installs piping for altitude valve on Wilson Road elevated tank.
- H. Kimerly-Horn on-site for Church Street elevated tank 2-year inspection.
- I. Supervisor attended MOC 2 training in Williamsburg at JCSA.
- J. VDH, DEQ, and HRSD monthly reports complete.

K. HRSD on-site 7-day sampling complete.

7. **FOG/ Backflow/ Septic Pump Out Program**

A. Implementing the FOG Program to ensure compliance by:

1. Scheduling and meeting with FSE's for routine inspections.
2. Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
3. Inspections to include proper record keeping of pump outs.
4. Inspections to include proper record keeping of rendered grease clean out and pick up/throw out.
5. Working with FSE's to get more employees, specifically dishwashers certified with HRFOG
6. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
7. Sending emails/letters to schedule more inspections.
8. Attendance of the HRFOG (HRPDC) monthly meeting.

B. Implementing the Cross Connection and Backflow Program to ensure compliance by:

1. Entering reports and filing reports.
2. Conducted backflow inspections for new irrigation installations.
3. Conducted backflow inspections for CO requests.
4. Following up with residents with disconnected systems and/or placed on irrigation well.
5. Sending out mailers for the backflow inspection request with the expectation of compliance by July 3, 2023.
6. Sending out failed device notices as received.
7. Starting work on the July mailers, checking addresses and homeowners for mailers. July mailers will be expected to have compliance by November 2023.

C. Maintaining of the Septic Pump Out Program

1. Pump out notices for 2023 are expected for compliance by November 6, 2023.
2. Pump out reminders for 2024.
3. Working to get a complete town sewer list from water dept to fill in gaps on non-town sewer residents.

8. **Miscellaneous or Construction**

- A. Assisted Lewis Construction and Goodrich and Son varies days for traffic control flagging operation.



## **ENGINEERING**

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand. Phase II has now been approved and the contractor has now begun construction within the Phase II section of the project. The contractor has now installed a 2-inch asphalt overlay on all streets in the Phase II section of the subdivision.
2. Blair Brother's Contracting: Contractor started and completed removal and reinstallation of entrance storm pipe at 512 Hickory Crescent. Contractor also reinstalled concrete entrance apron. The contractor regraded front property ditch from entrance pipe to existing outfall.
3. Smithfield Lake Dam: field inspections continue to be held this month involving the Smithfield Lake Dam. No structural deficiencies were noted this month on the Dam site. Contract Engineer Draper Aden & Assoc. has completed a study involving the future disposition of the dam. Three options have been proposed of which the Town now has under review. It has been determined that the Town has property ownership beneath the waters of the lake. A lakebed survey has now been completed involving the design of this project. Town council has requested & approved a proposal from DAA involving the options that would need to be undertaken to bring the dam up to full certification, thereby the Town would retain ownership of the dam.
4. The following projects are currently under design:
  - a.) Battery Park Road storm pipe replacement near the Villas Subdivision. The plans are being developed to replace the existing 18" storm pipe with twin 48" x 68" elliptical concrete pipes. Plans are at 90% review.
  - b.) Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane currently site plans are under a 90% review.
  - c.) Cedar Street culvert outfall storm pipe extension and shoulder repair, site plans are at 100% and currently under review.
  - d.) Pagan Road Storm Pipe and Ditch rehab. project: the surveyor has been notified to stake out the project limits. A meeting on site with utility representatives has been conducted to determine the location of their respective utilities. The engineer is also finalizing the storm pipe diameter which will be required for the individual property entrances.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.

- A. UPC: 111809Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After review and discussion, it has been determined that the best utilization of the remaining funds allocated to this project would be to improve the existing left turn lanes and the existing right turn lane, followed by a mill and overlay of the intersection. All required construction for this project has now been completed and approved by VDOT. VDOT and the Town are now finalizing all documentation involving the project for close out.
  - B. UPC: 111808Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held, and several options were discussed and were under review. It has been decided that the South Church Street alternative route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn has now completed their engineering study including the ongoing field survey along with details of the exact location that the trail will encompass. Preliminary revised site plans were reviewed and discussed with Town Council which now involves the three lanes of South Church Street within the designated project area along with the bike trail concept. Staff and Kimley-Horn are now examining and reviewing any and all financial options in regards to the future funding of this project. Kimley – Horn is now preparing site plans and bid documents involving the project based on the remining funds of the VDOT UPC: 111808.
- 6. A meeting was held with VDOT representatives to discuss the reconstruction of Grace Street. VDOT has tentatively scheduled the milling and overlay of Grace Street now for the summer of 2023.
  - 7. In regard to the Cypress Creek Bridge deck replacement project, VDOT has released the utility relocation phase of the project. The contractor has completed the directional bore of the multi conduit system for the individual utility installation. In the required locations on both sides of the river the contractor is currently installing the manholes and tying the conduit system into same. Utility contractors have begun the relocation of their respective utilities in this new conduit system.