

September 30, 2022

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2022

TOWN MANAGER:

- Attended Chief Administrative Officials meeting 9/7
- Attended Water Tank Pre-Construction meeting 9/12
- Met with Smithfield Packers Youth Sports 9/13
- Attended Safety Committee Meeting 9/14
- Met with staff regarding subdivision bonds 9/16
- Attended ICMA Conference 9/17-9/21
- Attended Munis conference call 9/23
- Attended public market working group 9/23
- Attended Committee meetings 9/26
- Attended Student Leadership Opening Session 9/28
- Attended staff meeting 9/29
- Attended Munis Conference Call 9/30

DIRECTOR OF HUMAN RESOURCES:

- Worked with property/liability claims with VRSA as appropriate
- Worked with Workers Compensation claims as appropriate
- Conduct recruiting efforts for the following positions:
 - Audit Manager – Treasurer's Office

- Patrol Officer (Certified and Non-Certified) – Police Department (6 positions)
- Maintenance Helper – Public Works & Utilities
- Museum Docent (part-time) - **FILLED**
- Engineer (Public Works & Utilities)
- Crew Leader – Public Works & Utilities
- Administrative Assistant – Police Department - **FILLED**
- Maintenance Technician (2 positions)– Public Works & Utilities
- Deputy Clerk, Tax
- Conducted Interviews for Police Officer on September 6th, 13th
- Conducted Interviews for Administrative Assistant (Police) on September 7th & 9th
- Conducted Interviews for Docent position on September 9th
- Conducted Interview for Engineer position on September 20th
- Conducted Interview for Maintenance Tech on September 28th
- Led monthly safety meeting on September 14th
- Conducted New Hire Orientation for Docent position (Nancy Soles) on September 15th
- Conducted presentation on Successful Interviewing for the Isle of Wight Student Leadership Group on September 28th
- 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, and Board of Historic and Architectural Review.
- Prepared September Town Council Committee Agenda, and October Town Council Agenda
- Attended Town Council Committee meetings on September 26th and prepared summary reports.
- Participated in scheduled staff meetings.
- Continued to work on the implementation of our new Agenda Management software for the upcoming Town Council meetings.
- Worked on draft RFP for Engineering Services for the Town as well as an IFB for Fuel Delivery Services
- Assisted the Town Treasurer with locating documents for Auditors
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

TOWN TREASURER:

- Participated in HRSD Model 3 Billing integration remote meetings on September 6, 20, and 27. Full conversion is tentatively scheduled for late December 2022.
- Participated in MUNIS status calls on September 23 and September 27.

- Worked on auditor preparations throughout the month. Worked with auditors on site from September 26 through 29. Will continue working on audit items remotely.
- Prepared cash reconciliations for September 2022 and continued close out on fiscal year ended 6/30/2022. Also continued work on financial statement set up for FY2023 (July and August).

COMMUNITY DEVELOPMENT AND PLANNING:

1. Planning Commission – SEPTEMBER 13th, 2022

- A. *Public Hearing* Special Use Permit Application (Waiver of Parking and Loading Requirements) – 1305 South Church Street (TPIN: 21A-01-511C) – WPL C/O Brad Martin, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.
- B. Preliminary Plat Application – Mallory Pointe Subdivision Phase A (TPIN: 22-01-033) – Timmons Group C/O Kenneth Turner, applicant. APPROVED
- C. Site Plan Approval – Route 10 Water Main – 20' Utility Easement East Side of North Church Street – Timmons Group C/O Kenneth Turner and Isle of Wight County Utility Services Department C/O Don Jennings, applicant. APPROVED
- D. ECO Approval – Planning Commission Waiver – 1604 S Church St – Cubed Investments, LLC C/O Ian Brim, applicant. APPROVED

2. 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. 928 S Church St – Joe Dell, applicant
- E. TPIN:21A-01-511C – Brad Martin, applicant (DMV & Parking Waiver)

3. Subdivision and Site Plans under review

- A. Church Square, Phase II
- B. 1305 & 1403 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (DMV & Restaurant)
- C. 16" Water Main – Ken Turner (Mallory Scott Farms), applicant
- D. Phase A Site Plan, – Robert Mann (Mallory Scott Farms), applicant
- E. TPIN:22-01-006C5 – Brian Layne, applicant
- F. TPIN:22-01-006C5 – Tiffany Lehman, applicant (restaurant w/drive-in)

4. 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. 865 W Main St
- F. Washington & James – Jamie Weist, applicant

G. Route 10 Water Line

5. Board of Historic & Architectural Review – SEPTEMBER 20th, 2022

- A. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. EXTENSION APPROVED.
- B. Color Change (Shutters) – 207 James Street – Contributing – Virginia Smith, applicant. APPROVED.
- C. Material & Style Change (Shutters) – 213 South Mason Street – Landmark – Evelyn Doggett, applicant. APPROVED.
- D. Exterior Changes – 111 North Mason Street – Contributing – Rhonda Endrusick, applicant. APPROVED.
- E. Exterior Changes – 203 Chalmers Row – Contributing – Lloyd and Patricia Frech, applicant. APPROVED.
- F. Exterior Changes to Accessory Structure – 226 South Church Street – Landmark – Brian and Judith Lally, applicants. APPROVED.
- G. Gazebo Renovation – 228 Main Street – Contributing – Judy Winslow, applicant. APPROVED.

6. Board of Zoning Appeals – CANCELED

7. Code Enforcement Updates Across Town August 2022

- A. Notices were sent for the following violations:
 - a. Grass Height Violations (1 location, verbal)
 - b. Nuisance (1 location)
 - c. Trailer in ROW (2)

PUBLIC WORKS & UTILITIES

1. Directors Report

- Met with DEQ to discuss withdrawal permit on September 6th
- Met to finalize IFB for fuel delivery services on September 7th
- Discussed waterline testing and acceptance procedures with Church Square development on September 8th
- Attended Wilson Rd. Tank pre-construction meeting on September 12th
- Attended Water Jam conference in VA Beach on September 14th
- Conducted interview for vacant engineer position September 20th
- Attended Smithfield Special Events Meeting on September 21st
- Met to discuss RFP for engineering services contract September 23rd
- Assisted with membrane change at RO Plant September 26th

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. Adjusted a few sewer clean-outs around town.

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
- B. Pulled pumps at St. Andrews for inspections

4. Water Line Repairs and Maintenance

- A. Changed out water meter base at 208 Great Springs Rd.
- B. Repaired water main at 207 Astrid St.
- C. Repaired service line at 200 Turnberry.
- D. Repaired service line at 13 James View Cir.
- E. Repaired service line at 308 Calvary way.

- F. Repaired water main at 501 Virginia Ave.
- G. Repaired blow off on water main on the Firth.
- H. Replaced water meter box and back flow at 243 Cary St.

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. Plant staff rebuilt Hypo Pump #811.
- E. All-First remove all non-working communication cables for Wilson Road Elevated Storage Tank.
- F. Dan White Concrete poured concrete floor for Cary Street Well House.
- G. Plant staff replaced all the 3rd stage membranes on the RO Skid.
- H. Plant staff primed and painted all fire hydrants on 300 to 400 block of Lane Crescent in Kendall Haven Neighborhood.
- I. VDH & HRSD monthly reports complete.

7. FOG/ Backflow/ Septic Pump Out Program

- A. Contacting FSE's to schedule their Fog Inspections with COVID safety
 - 1. Scheduling and meeting with FSE's for routine inspections.
 - 2. Checking FSE's for compliance in record keeping and HRFOG Certifications
 - 3. Inspections to include proper record keeping of pump outs.
 - 4. Attendance of the HRPDC's FOG Committee meeting.
 - 5. Reregistering of GCD Devices in FSE's.
 - 6. Working with FSE's to get more employees certified with HRFOG
 - 7. Letters sent to apartment complexes for FOG Education Meeting.
 - 8. Scheduling times to meet with apartment complexes to educate residents on FOG.
- B. Implementing the Backflow and Cross Connection 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. Non-Compliance notices started for July mailers-to be updated as reports are received.
 - 6. July 2022 mailers sent with expectation of compliance by November 1, 2022.
 - 7. Attendance of HRCCC meeting.
 - 8. Working to update Backflow and Cross Connection Program for Accreditation.
- C. Maintaining of the Septic Pump Out Program
 - 1. Letters sent with expectation of compliance by November 1, 2022.
 - 2. Pump out reminders sent for 2023.

8. Miscellaneous or Construction

- A. Lewis Construction still working on new water line in Pagan Point.
- B. Allfirst repaired streetlights town wide.

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 clearing & construction within the Phase II section of the project. Contractor has started installation of the watermain, sanitary & stormwater systems.
 2. Blair Brother's Contracting: Contractor started & completed repair of storm drainage outfall ditch between The Machrie & Lochview. Contractor also started storm manhole repair at 210 Winchester Place, regouted joints inside and outside of structure. Installed backfill material around structure. Contractor repaired depressed area at drop inlet at 207 Keswick Place, regouted around storm pipe entering side of structure. Regrade roadside drainage ditch and cleaned entrance pipes at 700 Smithfield Blvd. Installed asphalt patches at various locations along Jericho Road.
 3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 50 locations throughout the Town and required reports were filed with Isle of Wight County and DEQ.
 4. 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 & received and 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.
 5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
- A. UPC: 111809 Bennis 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. Contractor started and completed asphalt milling of entire project roadway surface and has begun and completed the installation of the new asphalt surface within the project limits. Contractor has now completed installation of the line stripping as per approved site plans.
- B. UPC: 111808 Smithfield 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. A Smart Scale application has been submitted to VDOT involving the revised project scope. Kimley – Horn is now preparing site plans and bid documents involving the project based on the remaining funds of the VDOT UPC: 111808.

6. Met with a representative from VDOT to discuss the reconstruction of Grace Street. VDOT has tentatively scheduled the milling and overlay of Grace Street now for the summer of 2023.