

December 30, 2022

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2022**

**TOWN MANAGER:**

- Attended parade volunteer meeting 12/7/22
- Attended Hampton Roads Chief Administrative Officials meeting 12/7/22
- Attended Munis Status Call 12/8/22
- Attended fuel services bid opening 12/8/22
- Attended meeting with Mallory Pointe re: bonding 12/9/22
- Attended staff leadership training 12/13/22
- Attended Drive 2.0 grant meeting 12/13/22
- Attended meeting with IOW and Windsor re: tax billings 12/14/22
- Attended Munis Status Call 12/15/22
- Attended New Officer Swearing in 12/19/22
- Attended safety meeting 12/19/22
- Attended committee meetings 12/27/22
- Attended staff meeting 12/29/22

**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 (**1 filled**)
  - Maintenance Helper – Public Works & Utilities
  - Engineer (Public Works & Utilities)
  - Crew Leader – Public Works & Utilities
  - Grounds Maintenance Specialist – Public Works & Utilities
  - Maintenance Technician (2 positions)– Public Works & Utilities
  - Deputy Clerk, Tax - **FILLED**
  - Water Works Operator – Public Works & Utilities - **FILLED**
- Conducted Interviews for Deputy Clerk on December 2<sup>nd</sup> and December 9<sup>th</sup>
- Conducted New Hire Orientation for Police Officer (Noah Cecil) on December 6<sup>th</sup>
- Conducted New Hire Orientation for Police Officer (Jacob Nixon) on December 19<sup>th</sup>
- Assisted in coordination of Town Holiday Party held on December 9<sup>th</sup>
- Developed and Delivered Leadership Training re: Performance Management on December 13<sup>th</sup>
- Led monthly safety meeting on December 19<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, and Board of Historic and Architectural Review.
- Prepared December Town Council Committee Agenda, and January 2023 Town Council Agenda
- Attended Town Council Committee meetings on December 27<sup>th</sup> and prepared summary reports.
- Swore-in new Police Officers on December 5<sup>th</sup> and 19<sup>th</sup>
- Attended Leadership training on December 13<sup>th</sup>
- Participated in scheduled staff meetings.
- Posted RFP’s for the following Services:
  - Historic District Guidelines & Entrance Corridor Overlay Guidelines Update
  - Professional Audit Services
  - Professional Engineering Services
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

## **TOWN TREASURER:**

- Prepared cash balances for December committee meetings. The draft copy of November financial statements is still under review.
- Completed final review of draft audit report and prepared Management Discussion and Analysis for submission to the Auditor of Public Accounts.
- Attended meeting with Ashley Rogers and Jack Reed on December 2 to discuss staffing allocations for the Public Works & Utilities department.
- Conducted interview for open Deputy Clerk-Tax position on December 2
- Participated in weekly HRSD Teams meetings for utility software implementation on December 6, 13, 20, and 27.
- Attended status calls with Ricardo Mendez (MUNIS) on December 8 and December 22 regarding tax implementation status (see proposed dates at end of report).
- Approved personal property tax file on December 12 with BMS Direct for printing/mailing.
- Attended meeting hosted by Commissioner of the Revenue, Gerald Gwaltney, on December 14 with Michael Stallings and representatives from the Town of Windsor and Isle of Wight to discuss tax processing timelines for 2023.
- Met with Kelly Basham, account executive for BMS Direct, on December 15 to discuss issues with tax bill processing and mailings for 2022.
- Met with Jack Reed on December 16 for a budget check-in and discussion.
- Attended MUNIS Teams meeting on December 21 to discuss coordination of all remaining projects and software version upgrade.
- Attended staff meeting on December 29.

## **COMMUNITY DEVELOPMENT AND PLANNING:**

1. Planning Commission – DECEMBER 13<sup>th</sup>, 2022
  - A. \*Discussion Item\* SZO Article 2.AA Text Amendment – Town of Smithfield, applicant.
  - B. \*Discussion Item\* SZO Article 2.P.17 Text Amendment –Town of Smithfield, applicant.
  - C. \*Discussion Item\* Developmental Density – Dr. Pope
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. 235 Main Street – Tim Ryan, applicant

E. 21A-04-000I17 – LSMP, LLC, applicant

3. Subdivision and Site Plans under review

- A. 1305 & 1403 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (DMV & Restaurant)
- B. 16" Water Main – Ken Turner (Mallory Scott Farms), applicant
- C. Phase A Site Plan, – Robert Mann (Mallory Scott Farms), applicant
- D. TPIN:22-01-006C5 – Brian Layne, applicant
- E. TPIN:22-01-006C5 – Tiffany Lehman, applicant (restaurant w/drive-in)
- F. 201 Battery Park Rd – Trey Gwaltney, applicant (Self Storage)

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. Washington & James – Jamie Weist, applicant
- F. Route 10 Water Line

5. Board of Historic & Architectural Review – DECEMBER 20<sup>th</sup>, 2022

- A. Material Change (Garage Doors) – 365 South Church Street – Landmark – William and Nancy Riddick, applicants. APPROVED
- B. Material Change (Front Stairs) – 224 Cary Street – Contributing – Beth Haywood, applicant. APPROVED
- C. Material Change (Rear Deck) – 220 N Church Street – Contributing – Amy Novak, applicant. APPROVED

6. Board of Zoning Appeals – DECEMBER 20<sup>th</sup>, 2022 CANCELED

7. Erosion & Sediment Control Program

- A. Erosion and sediment control inspections were performed at 61 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.

8. Code Enforcement Updates Across Town December 2022

- A. Notices were sent for the following violations:
  - a. Unauthorized use of Town Property (1 location)
  - b. Spot Blight Abatement (1 location)

**PUBLIC WORKS AND UTILITIES:**

**1. Directors Report**

- Conducted interviews for vacant Waterworks Operator Position on December 5<sup>th</sup> and 8<sup>th</sup>

- Applicant accepted the position and will start January 10<sup>th</sup>
- Met with Church Square developers on Church Square drainage on December 6<sup>th</sup>
- Attended Fuel Delivery Services bid opening on December 8<sup>th</sup>
- Met with Mallory Farm engineers to review Public Works and Utilities comments on December 9<sup>th</sup>
- Attended Town Leadership training on December 13<sup>th</sup>
- Met with Town Clerk, Police Chief, and Public Works and Utilities Superintendent to review Vehicle Maintenance Contract bids on December 14<sup>th</sup>
- Attended Town Hall roof replacement bid opening December 15<sup>th</sup>
- Met with Town Treasurer to discuss FY24 budget December 16<sup>th</sup>
- Attended monthly safety committee meeting December 19<sup>th</sup>
- Attended department safety training on Lock Out-Tag Out procedures on December 28<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. Town Maintenance crew is replacing sewer air release valves with new automatic sewer air release valves though out the 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

- A. All First installed a new flow meter at Cypress pump station. Maintenance crew assisted them with closing off valves and cutting off pump station for them to make the repair.
- B. Jordan pump station during cold storm had a few electric issues on motor savers for pumps. We were able to adjust the settings to keep the pumps working.
- C. Installed pump with new seals at Lakeside pump station. Pump is online and no problems.

#### 4. **Water Line Repairs and Maintenance**

- A. Lewis repaired a 2" water line that was hit by gas company at 704 S. Church St.
- B. Maintenance Crew repaired water leak on old 1in galvanized water line service behind the house at 217 N. Church 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 change oil in Wells 8a & 10a for annual preventive maintenance.
- E. All-First replaced Low-Suction switch and Transmitter on RO Skid Pump.
- F. All-First replaced PLC card for Master Control Panel for RO Skid and Concentrate Pump.
- G. Plant staff completed installations of a Sample Stations for VDH monthly bacteriological testing requirement.
- H. Plant staff replaced probe in CA610 fluoride analyzer.
- I. Plant staff greased upper and lower bearing on both Well 8a raw water pump, & RO Skid pump.
- J. Plant staff changed oil on High Services pump #1.
- K. Monthly reports completed for VDH and HRSD.
- L. CCE install an upgrade for SCADA glitch error.

#### 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. Scheduling times to meet with apartment complexes to educate residents on FOG.
  - 8. Sent out Holiday Letters to FSE's and apartment complexes for FOG education on the increase of FOG production around the Holidays.
  - 9. Sent out the Grease Grinch Campaign Holiday Letters to the FSE's and apartment complexes for FOG Education.
  - 10. Sent out FOG Inspection Notices to FSE's that are non-responsive to attempts at scheduling inspection.
- 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. November non-compliance notices sent out.
6. Working on the next round of non-compliance notices and updating as reports are sent in.
7. Starting work on the January mailers for backflow inspection requests.

C. Maintaining of the Septic Pump Out Program

1. Pump out reminders were sent for 2023.
2. Starting work for the pump out notices for 2023.
3. Starting work for the pump out reminders for 2024.

8. Miscellaneous or Construction

- A. Allfirst repaired streetlights town wide.
- B. Public works prep for storm and work during the storm at pump stations, high water, and downed trees.

**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. Contractor has now installed 2-inch asphalt overlay on all streets in the Phase II section of the subdivision.
2. Blair Brother's Contracting: Contractor installed asphalt patch in gore area in the intersection of Bennis Church Blvd. & South Church Street and installed required line stripping.
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 50% 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.

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 has two traffic loops to install which were damaged during the milling process. These are located on the South Church Street approach to the traffic signal. All required construction for this project has now been completed and approved by VDOT.
- 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. 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.