

February 3, 2023

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**TOWN MANAGER:**

- Attended Hampton Roads Chief Administrative Officer meeting 1/4/23
- Attended Emergency Communications Board meeting 1/10/23
- Attended monthly safety meeting 1/11/23
- Attended pre-construction meeting for the Hardy Water Line 1/12/23
- Attended VML legislative day in Richmond 1/19/23
- Attended Committee meetings 1/23/23
- Attended Council Orientation 1/24/23
- Attended Staff meeting 1/26/23
- Attended Smithfield 2020 meeting 1/26/23
- Met with Munis conversion team 1/27/23
- Attended gang briefing with IOW Sheriff's office 1/31/23
- Attended ODU Masters of Public Administration Board meeting 1/31/23
- Attended Hampton Roads Chief Administrative Officer meeting 2/1/23
- Met with facilitator regarding upcoming retreat 2/1/23
- Attended Fire Department and Rescue Squad banquet 2/3/23

**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) – Police Department (**1 filled**)
  - Maintenance Helper – Public Works & Utilities
  - Streets & Storm Water Manager (Public Works & Utilities)
  - Grounds Maintenance Specialist – Public Works & Utilities
  - Utilities Maintenance Technician – Public Works & Utilities
  - Facilities Maintenance Technician – Public Works & Utilities
- Conducted New Hire Orientation for Deputy Clerk on January 3<sup>rd</sup> (Diane Quisenberry)
- Conducted New Hire Orientation for Water Works Operator on January 10<sup>th</sup> (Brandi Coeus)
- Conducted New Hire Orientation for Police Officer Recruit on January 17<sup>th</sup> (Marc Holloway)
- Work on preparation for job fair in partnership with IOWC.
- Participated in New Town Council Member orientation with other staff on January 24<sup>th</sup>.
- Led monthly safety meeting on January 11<sup>th</sup>
- Coordinated Workplace Violence Prevention Training for Supervisors to be conducted on February 14<sup>th</sup>.
- Coordinated CPR/First Aid Training to be conducted on March 7<sup>th</sup>, 8<sup>th</sup> and 9<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 January Town Council Committee Agenda, and February 2023 Town Council Agenda
- Attended Town Council Committee meetings on January 23<sup>rd</sup> and prepared summary reports.
- Participated in New Town Council Member orientation with other staff on January 24<sup>th</sup>.
- 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.

### **TOWN TREASURER:**

- Worked with Andrew Murkidjanian, Amazon account manager, on January 3 to organize the Town’s tax- exempt account by departments and set up invoice capability.

- Participated in weekly HRSD Teams meetings for utility software implementation on January 3, 10, 17, and 31.
- Attended staff meetings on January 5 and January 26.
- Met with Jack Reed, Michael Stallings, and Draper Aden staff members on January 10 to discuss utility rate study.
- Participated in work sessions with HRSD team members on January 11, 13, and 18 to review the certification checklist required to complete the utility conversion.
- Met with Jack Reed for budget check-in on January 12.
- Participated in conference calls with Munis tax conversion project manager, Ricardo Mendez, on January 12 and January 19.
- Prepared November financial statements and December bank reconciliations for discussion at the Town Council committee meetings on January 23.
- Prepared and presented departmental overview for staff/council meeting on January 24.
- Attended ClearGov budget software presentation on January 26.
- Participated in work session with Cyndi Wellman (IOW), Michael Stallings, and Catherine Mosley (MUNIS) on January 27.
- Prepared, mailed, and submitted 1099 documents on January 31.

## **COMMUNITY DEVELOPMENT AND PLANNING:**

1. Planning Commission – JANUARY 10<sup>th</sup>, 2023
  - A. Portable Storage Unit Appeal – 1802A S Church St, C/O Town of Smithfield, applicant. EXTENSION APPROVED
  - B. Public Hearing\* Special Use Permit Application (Conversion of residential for non-residential use) – 235 Main Street – Spearpoint Investment Group, LLC C/O Tim Ryan, applicant. FAVORABLE RECOMMENDATION.
  - C. Public Hearing\* SZO Article 2.AA Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION.
  - D. Public Hearing\* SZO Article 2.P.17 Text Amendment – Town of Smithfield, applicant. TABLED.
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 – Luter Acres
- F. Route 10 Water Line

5. Board of Historic & Architectural Review – JANUARY 17<sup>th</sup>, 2023

- A. Material Change (Garage Door) – 303 Main Street – Contributing – Gary Terwilliger, applicant. APPROVED.
- B. Exterior Change (Awning) – 402 Grace Street – Non-Contributing – Carter Williams, applicant. APPROVED.
- C. Discussion Item (Color Change) – Riverview Avenue – Non-Contributing – Allen Loree, applicant.

D. Board of Zoning Appeals – JANUARY 17<sup>th</sup>, 2023 CANCELED

E. Erosion & Sediment Control Program

- A. Erosion and sediment control inspections were performed at 45 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.

F. Code Enforcement Updates Across Town January 2023

- A. Notices were sent for the following violations:
  - a. Inoperable Vehicles (4 at 1 location)
  - b. Vegetation Height Violation (1 location)
  - c. Nuisance (1 location)

**PUBLIC WORKS AND UTILITIES:**

1. **Directors Report**

- Met with Kimley-Horn to discuss 3<sup>rd</sup> party inspection services January 4<sup>th</sup>.
- Attended Director of Utilities Committee meeting January 4<sup>th</sup>.

- Met with Draper Aden to discuss Town Design Standards updates on January 9<sup>th</sup>.
- Met with Town Manager, Treasurer, and Draper Aden to discuss utility fees on January 10<sup>th</sup>.
- Attended Town safety committee meeting on January 11<sup>th</sup>.
- Attended pre-construction meeting for Hardy Waterline Phase 2 on January 12<sup>th</sup>.
  - Project set to begin early February.
- Attended department safety meeting January 18<sup>th</sup>.
- Met with Human Resources Director and Town workplace violence sub-committee on January 25<sup>th</sup>.
- Attended pre-construction meeting for Hardy Waterline Phase 1 on January 31<sup>st</sup>.
  - Project set to begin early March.

**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. We assisted Lewis Construction with the install and replacement of 8in valves on sewer force main at Drummonds Lane and Cedar St. This process required public works to pump down and shut off 5 pump stations to stop the flow to make the repair.
- B. Cleaned sewer main from manhole to manhole at 1811 S. Church St. due to main line backup. Grease in the line was the problem.
- C. Cleaned 1900 ft of sewer main line in Bradford Mews to prevent sewer backups.

**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 replaced limit switches on pumps at Morris Creek pump station.
- B. Public utilities replaced seals in 3 of our pumps for pump station.
- C. Rebuilt check valves for both pumps at James St. pump station.
- D. Installed new pump at Lakeside pump station.

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

- A. Replaced water meter and line setter at 303 First St. Water leak was the reason for the repair.
- B. 409 Huntington Way had to lower water line so that the water sampling station would fit inside the meter box.

#### 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 completed 1<sup>st</sup> quarter sampling for VDH.
- E. All-First replaced and installed new hinges for Clearwell entry door.
- F. All-First began installation of conduit for communications antenna for the Wilson Road elevated storage tank.
- G. Plant staff power washed floor in lime pit in chemical room of RO Plant.
- H. Jeff Smith made adjustment to chemical room door, will need to replace door hinge.
- I. Plant staff greased upper, middle, and lower bearings on both concentrate pumps in plant Concentrate Pump Station.
- J. All-First troubleshoot and reset Concentrate Pump Station flow meter.
- K. Monthly reports completed for VDH and HRSD.

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

- A. Contacting FSE's to schedule their FOG Inspections
  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. 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 certified with HRFOG
  6. Sending letter for request of time to meet with apartment complexes to educate residents on FOG.
  7. Sent out FOG Inspection Notices to FSE's that are non-responsive to attempts at scheduling inspection.
  8. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
- 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. Working on the next round of non-compliance notices and updating as reports are sent in.

6. 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. Public Works worked a few of the Town events.

## **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 regraded existing ditch at 87-89 Barclay Crescent, cleaned and cleared entrance pipe at 89 Barclay Crescent. Contractor installed asphalt curb along 105 Drummonds Lane. Contractor installed asphalt patch in the intersection of Grimes Street and Wilson Road.
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. Public Works Dept. cleaned, cleared, and removed vegetative growth from the lake and downstream sides of the dam in accordance with DCR's permit requirements.
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.
  - d.) Pagan Road Storm Pipe and Ditch rehab. project: the surveyor has been notified to stake out the project limits.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
- a. UPC: 111809 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After review and discussion, it was 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. Final documentation for the project is now being completed.
  - 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.