



Mayor

Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

J. Perry Harris

Marlon Lee

Travis Scott

Roger Wood

Stephen Rabil

John Dunn

Town Attorney

Robert Spence, Jr.

Town Manager

Michael Scott, Town Manager

Finance Director

Greg Siler

Town Clerk

Shannan Williams

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, June 7<sup>th</sup>, 2016

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING JUNE 7, 2016  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations: None**

**Public Hearing:**

**1. FY 2016-2017 Budget:**

(Town Manager – Michael L. Scott & Finance Director – Greg Siler)  
Information to be provided at the meeting

**Citizens Comments:**

**Consent Agenda Items:**

1. Approval of **Minutes:** May 3, 2016 – Regular Meeting  
May 9, 2016 – Budget Work Session  
May 12, 2016 – Budget Work Session  
May 16, 2016 – Budget Work Session  
May 18, 2016 – Budget Work Session.....3
2. **Special Event : First Baptist Church - Street Fair**  
(Planning Director – Paul Emblar) See attached information.....37
3. **Special Event: Harbor of Johnston County – Open House**  
(Planning Director – Paul Emblar) See attached information.....41
4. **Special Events: Various Events to be held in Smithfield in the months of June and July.**  
(Planning Director – Paul Emblar) See attached information.....43

**5. For Information Only – Three Little Pigs Triathlon (Annual Event)**  
(Parks and Recreation Director – Gary Johnson) See attached information.....44

**6. Request for “Slow Children at Play” Signs**  
(Interim Chief of Police – R. K. Powell) See attached information.....45

**7. Consideration and approval to amend the Contract with Johnston Community College for Law Enforcement Services**  
(Interim Chief of Police – R. K. Powell) See attached information.....47

**8. Advisory Board/ Committee Appointments**

    a. Katherine Tamer has submitted an application for consideration to be appointed to serve a first term on the Appearance Commission.

    b. Gerald Joyner has submitted an application for consideration to be reappointed to serve a second term on the Planning Board  
(Town Clerk – Shannan Williams) See attached information.....59

**9. North Carolina Eastern Municipal Power Agency Board of Commissioners Appointment: Town Manager Michael L. Scott to serve as the Commissioner representing the Town of Smithfield.**  
(Town Clerk – Shannan Williams) See attached information.....65

**10. New Hire Report**  
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....67

**Business Items**

**1. Community Service Presentation**  
(Public Works Director – Lenny Branch) See attached information.....69

**2. Consideration and Approval to hire two part time employees for the Water/Sewer Department.**  
(Public Utilities Director – Ted Credle) See attached information.....73

**3. Update on the Smithfield Crossings Buffer/ Fence**  
(Town Engineer – Bill Dreitzler)

**4. Update on the Pine Acres Drainage**  
(Town Engineer – Bill Dreitzler)

**Councilmember’s Comments**

**Town Manager’s Report**

- Financial Report (See attached information).....75
- Department Reports (See attached information).....81



- Manager's Report (Will be provided at the meeting)

**Closed Session: Pursuant to NCGS 143-318.11 (a) (3) and (6)**

**Adjourn**





# Public Hearing







**STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON  
TOWN OF SMITHFIELD**

**NOTICE OF PUBLIC HEARING  
FISCAL YEAR 2016-2017  
ANNUAL BUDGET  
FOR THE TOWN OF SMITHFIELD**

**THE PUBLIC IS HEREBY NOTIFIED:**

That the Budget Officer of the Town of Smithfield, in accordance with N.C. General Statutes, Chapter 159, has submitted to the Town Council a copy of the proposed budget for the fiscal year beginning July 1, 2016, through June 30, 2017.

A copy of the proposed budget is available for public inspection in the office of the Town Clerk at the Town Hall from 8:00 a.m. to 5:00 p.m. weekdays.

The Town Council of the Town of Smithfield has called for a public hearing to be held on June 7, 2016, at 7:00 p.m. in the Town Hall Council Chamber located at 350 East Market Street, Smithfield, NC, for the purpose of receiving comments on the proposed budget. All persons wishing to be heard are invited to make written or oral comments.

In accordance with Title II of the Americans with Disabilities Act (ADA), the Town of Smithfield does not discriminate on the basis of disability in conducting its meetings. Individuals with disabilities who require auxiliary aids or services other than accommodations for effective communication and participation in a meeting may contact the Clerk at (919) 934-2116 ext. 1108. Request should be made 72 hours prior to the meeting.

Esta información está disponible en español o en cualquier otro idioma a petición. Por favor, póngase en contacto con Shannan Williams en 919-934-2116 P O Box 761, Smithfield, NC 27577, de alojamiento para esta versión.

**TOWN OF SMITHFIELD**

By: M. Andy Moore, Mayor  
Michael L. Scott, Town Manager/Budget Officer  
Shannan Williams, Town Clerk

Publish: On Wednesday, May 25, 2016

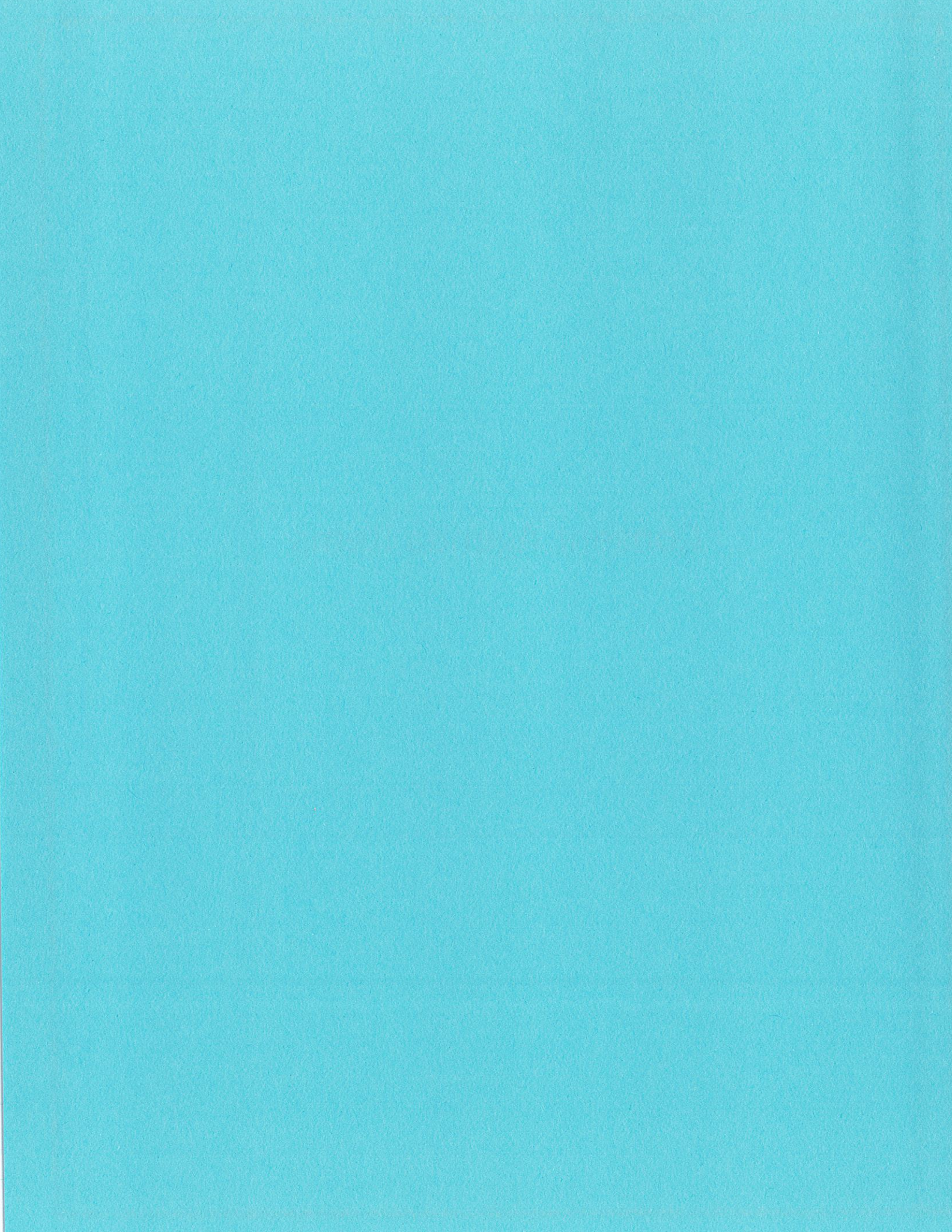
Note: Notice to be published in the **Legal** section of the Smithfield Herald and billed to the Town of Smithfield.





# Consent Agenda Items







The Smithfield Town Council met in regular session on Tuesday, May 3, 2016 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall Mayor M. Andy Moore, presided.

Councilmen Present:

Emery D. Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Jim Freeman, Interim Town Manager  
Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Paul Embler, Planning Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
R. K. Powell, Interim Chief of Police  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

The invocation was given by Councilman Scott followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris to approve the agenda with the following amendments:

**Move Business Item # 12:** *Approval of Resolution #589 (16-2016) an employment contract with Michael L. Scott to serve as the City Manager and Administering of the Oath of Office to* **Presentation Item #1**

**Move Business Item # 7:** *Consideration and approval to amend the Employee Travel Policy to consent agenda item #16*

**Move Business Item #9** *Brokerage services for Primary Health and Ancillary Employee Insurance and* **Business Item # 10** *Report on Employee Primary Medical Insurance to a workshop to be held on Monday, May 9<sup>th</sup>.*

Unanimously approved.

**PRESENTATIONS:**

- 1. Approval of Resolution #589 (16-2016) an employment contract with Michael L. Scott to serve as the City Manager and Administering of the Oath of Office.**

Mayor Moore read the below Resolution #589 (16-2016) for the record.

**Town of Smithfield  
Resolution #589 (16-2016)  
Approving an Employment Agreement  
Between the Town of Smithfield, North Carolina  
And Michael Leslie Scott**

**WHEREAS**, the Town of Smithfield, North Carolina, hereafter referred to as the "Town" has been without a permanent City Manager since August of 2015 and has been in the

process of recruiting and interviewing potential candidates for the last several months; and

**WHEREAS**, the Town wished to employ Michael Leslie Scott as Town Manager and made offers for that purpose; and

**WHEREAS**, in said negotiations the Town ultimately extended a written executed contract of employment to Michael Leslie Scott to serve as the Town Manager for the Town and he signed the contract and agreed to the same; and

**WHEREAS**, the Town Manager is a public official of the Town of Smithfield and must be duly appointed to that office by the Town Council pursuant to Section 12 of the Town Charter and NCGS 160A-147 of the state statutes; and

**WHEREAS**, the Town Council desires to appoint Michael Leslie Scott as the Town Manager effective no later than June 1, 2016 and to approve the contract previously extended to him and executed by the parties.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Smithfield, that it does hereby appoint Michael Leslie Scott as its Town Manager effective no later than June 1, 2016; and

**BE IT FURTHER RESOLVED** that the Council in open session specifically approves the contract previously entered with Michael Leslie Scott dated April 23, 2016.

Councilman Wood made a motion, seconded by Mayor Pro-Tem Ashley, to approve Resolution #589 (16-2016) approving the employment contract between the Town of Smithfield and Michael L. Scott to serve as the City Manager. Unanimously approved.

Mayor Moore administered the Oath of Office to Michael L. Scott. Mr. Scott expressed his appreciation to his family, the Council, the citizens and staff for having the confidence in him to serve as the City Manager.

*(Attached by reference and made a part of these official minutes is a copy of the approved Employment Contract between the Town of Smithfield and Michael L. Scott. A copy is on file in the Office of the Town Clerk: 2016 Contract - Scott, Michael L., Town Manager.*

## **2. Proclamation – In Honor of the 50 year Reunion of the Smithfield High School Class of 1966**

Mayor Moore presented the Smithfield High School Class of 1966 with the original copy of below Proclamation.

### **Celebrating the 50th Reunion of the 1966 Graduating Class of Smithfield High School**

**WHEREAS**, the Smithfield High School class of 1966 will be celebrating their 50th class reunion on May 7, 2016; and

**WHEREAS**, on June 5, 1966, 130 members of the Smithfield High School celebrated their achievements on graduation day. These 130 classmates would later become lawyers, educators, doctors, homemakers, dentists, musicians, pharmacists, police officers, bankers, writers, artists, nurses, engineers, business owners and members of the community; and

**WHEREAS**, the 1966 Smithfield High School class was the first class since 1933 to graduate without A.G. Glenn as the Principal; and

**WHEREAS**, during their formidable high school years, the world around them was ever changing. President John F. Kennedy, Jr. was assassinated; the Beatles and their music invaded the United States; black and white television was transitioning to color; and the miniskirt was the fashion rage; and

**WHEREAS**, the 1966 Smithfield High School graduating class also faced adversities with the Vietnam War intensifying. Many classmates were drafted or volunteered and eventually served in the Vietnam War; and

**WHEREAS**, the 1966 Smithfield High School graduating class celebrated a major victory in 1966 when the baseball team won the Southern Division Championship of the Capital Area Conference; and

**WHEREAS**, the Town of Smithfield would like to offer best wishes to all the members of the 1966 Smithfield High School graduating class.

**NOW THEREFORE I, M. ANDY MOORE**, Mayor of the Town of Smithfield along with the members of the Smithfield Town Council, do hereby express our appreciation to the 1966 Smithfield High School graduating class for the contributions that they have made to the community and wish them well as they celebrate this momentous occasion.

### **3. Administering Oath of Office to new Police Officer – Marshall Tate**

Mayor Moore administered the Oath of Office to new Police Officer Marshall Tate and welcomed him to the Town of Smithfield.

### **4. Library of Johnston County and Smithfield Update of Grant Awards**

Executive Director Margaret Marshall provided a report to the Council concerning two library services and technology act grant awards that the Public Library of Johnston County and Smithfield received: EZ Literacy and Lifelong Learning grant in the amount of \$43,200 and the NC Cardinal Migration grant in the amount of \$54,762. Ms. Marshall explained that the Literacy and Lifelong Learning grant allowed the library to bring adult literacy services to Johnston and Sampson Counties by partnering with the existing literacy council in Harnett County, forming the new Triangle South Literacy Works. The second grant will allow the library to join the state wide NC Cardinal Library Consortium, expanding access to over 5.5 million titles state-wide.

Councilman Scott expressed his appreciation to Ms. Marshall for all her efforts at the Library.

## **PUBLIC HEARINGS:**

### **1. Conditional Use Permit request by Carroll Cottle Farms (CUP-16-03)**

Town Clerk Shannan Williams affirmed those that wished to offer testimony during the Public Hearing.

*Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to open the Public Hearing. Unanimously approved.*

Planning Director Paul Embler addressed the Council on a request by Carroll Cottle Farms. Mr. Embler stated that the applicant was requesting a conditional use permit to conduct temporary outdoor sales of agricultural products on property located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the south side of North Brightleaf Boulevard and approximately 500 feet northeast of its intersection with Hospital Road. The property is further identified as Johnston County Tax ID# 15006002.

Planning Director Paul Embler has incorporated his entire record and provided it to Council in written form in the May 3, 2016 agenda packet.

The Planning Board, at its April 7, 2016 meeting, unanimously voted to recommend approval in accordance with the finding of fact for a conditional use permit to allow for the temporary sale of agricultural products on property located within a B-3 (Highway Entranceway Business) zoning district.

Planning staff recommends approval of the Conditional Use Permit request to allow for temporary sale of agricultural products on property located within a B-3 (Highway Entranceway Business) zoning district in accordance with Article 10. Table of Permitted / Conditional Use Districts, Note 19 (E).

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony.

The applicant, Will Carrol Cottle, Jr., stated that he was in agreement with the testimony offered by Mr. Embler

Mayor Moore asked if there were any questions from Council.

Councilman Scott questioned if Mr. Cottle intended to sell strawberries at the proposed location. Mr. Cottle responded that he would be selling strawberries at the proposed location.

Councilman Rabil made a motion, seconded Councilman Lee, to close the Public Hearing. Unanimously approved.

### **The Written Finding of Facts**

Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to vote in the affirmative to the below Finding of Facts. Unanimously approved

#### **Finding One of Four: Approved**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.**

The proposed temporary sale of agricultural products at this location will not materially endanger the public where located because the subject property contains adequate parking and safe access. There is one existing retailer conducting temporary sales of agricultural products on the site and no safety concerns have been noted.

#### **Finding Two of Four: Approved**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.**

The application conforms to the standard and practices of sound land use planning due to the fact that it conforms to the Town of Smithfield Unified Development Ordinance. Adaptive reuse of underperforming properties is desired and encouraged.

#### **Finding Three of Four: Approved**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or**

**other neighborhood uses or is approved with the following additional stated conditions.**

The adjacent properties will not be injured in value because the subject property has provided all necessary improvements to include adequate parking and safe access in accordance with the Town of Smithfield Unified Development Ordinance.

**Finding Four of Four: Approved**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.**

An additional vendor of agricultural products at this location will not be in conflict with existing adopted plans and development standards due to the fact that the Town of Smithfield Unified Development Ordinance allows for temporary sale of agricultural products provided all published standards are met.

**Record of Decision: Approval of Conditional Use Permit Application # CUP-16-03**

Councilman Scott made a motion, seconded by Councilman Dunn, based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Conditional Use Permit Application # CUP-16-03. Unanimously approved.

**CITIZENS' COMMENTS:**

- Erika Sherrell of 1004 Birchwood Court, Clayton, NC addressed the Council on the Smithfield Selma Sports Academy. Ms. Sherrell explained that there seemed to be an issue with the money management of the SSSA. She questioned if there was a way to amend the bylaws to allow children outside of Smithfield to participate. Ms. Sherrell included a plan of action that forms a committee to oversee the academy. The whole purpose of the academy is the kids. Mayor Moore explained that this is not a Town organization, but there were some questions that did arise. The Town does not have any authority over this academy. Mayor Pro-Tem Ashley responded that this is a private group and that all private groups should pay the fees that were adopted in the fee schedule. Councilman Lee questioned why the SSSA was not paying facility rental fees. He explained that there was another individual present that uses the facilities and he is charged. Mayor Moore responded that this would all be addressed later in the meeting.

**CONSENT AGENDA:**

Councilman Harris made a motion, seconded by Councilman Dunn, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes:

March 28, 2016 – Closed Session  
April 5, 2016 – Regular Meeting  
April 5, 2016 – Closed Session  
April 6, 2016 – Closed Session

2. Special Event – South Smithfield Elementary Walk to School Day on Tuesday May 10, 2016 at 7:40 am – 8:40 am.
3. Special Event – Alive after 5: The applicant, Millard Stallings, gained approval to conduct a semiannual event to be held in May and October from the hours of 5:30 pm – 9:30 pm at 121 North Fourth Street.

4. Special Events – Promotional Style by G/P.S.B.G: The applicant, Gaylean Sanders, gained approval to conduct an outdoor for profit community awareness event to be held at Smith Collins Park on July 3, 2016 between the hours of 3:00 pm and 8:00 pm.
5. Special Event – Woodall Heights Reunion: The applicant, Jackie Bryant, gained approval to conduct an outdoor non-profit event (a reunion) at Woodall Heights Public Housing complex to be held every other year. This year the event will be held on May 28, 2016 between the hours of 1:00pm and 6:00 pm.
6. Career Ladder Promotion – Police Department: The Police Department gained approval to promote a Police Officer II to the rank of Master Police Officer.
7. Bid Award and purchase approval of a 2016 Diagnostic Scanner from the low bid offered by Car Quest in the amount of \$7,500.00. This purchase was approved in the FY 2015-2016 Budget. Bids were submitted by the following vendors:
  - Car Quest                   \$ 7,500.00
  - Bosch                         \$ 8,932.64
  - Napa Bosch                 \$ 9,987.00
8. Bid Award and Purchase approval of a 14' Dump Trailer from the low bid offered by Musgrave Equipment in the amount of \$7,500.00. This purchase was approved in the FY 2015-2016 Budget. Bids were submitted by the following vendors:
  - Musgrave                   \$ 7,500.00
  - Leonard                    \$ 7,639.18
  - Rampant Trailers         \$ 7,892.03
9. Consideration and approval of Resolution # 586 (13-2016) conveying property to Johnston County.

**TOWN OF SMITHFIELD RESOLUTION # 586 (13-2016)  
Approving Conveyance of Property to  
Another Unit of Government in North Carolina Pursuant to G.S. 160A-274**

**WHEREAS**, the Town of Smithfield owns a 2007 Haulmark 8x20 enclosed trailer (serial number 16HGB20247G091949) utilized for special operations; and

**WHEREAS**, Johnston County initially purchased for the Smithfield Fire Department the enclosed trailer through a grant for the purposes of Hazmat Decon and Special Operations throughout the County when needed; and

**WHEREAS**, North Carolina General Statute § 160A-274 authorizes a governmental unit in this state to exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property upon such terms and conditions as the governmental unit deems wise, with or without consideration; and

**WHEREAS**, the Town of Smithfield has determined that it is in the best interest of the Town to convey the 2007 Haulmark 8x20 enclosed trailer (serial number 16HGB20247G091949) to Johnston County, and deems it wise to do so for no consideration.

**THEREFORE, THE SMITHFIELD TOWN COUNCIL RESOLVES:**

1. The Town of Smithfield hereby conveys to Johnston County the following property: a 2007 Haulmark 8x20 enclosed trailer (serial number 16HGB20247G091949).
2. The property herein described shall be conveyed for no consideration.

3. The Mayor or his designee is authorized to execute all documents necessary to convey the property in the manner authorized by this Resolution.

10. Approved an agreement in the amount of \$25,000.00 with Petway Mill & Pearson, PA to perform the Town of Smithfield audit for the fiscal year ending June 30, 2016.

*(Attached by reference and made a part of these official minutes is a copy of the approved Audit Agreement. A copy is on file in the Office of the Town Clerk 2016 Agreement- Petway, Mills & Pearson, P.A.)*

11. Renewed the Engineering retainer proposal from DM2 Engineering, PLLC in the amount of \$3,000.00 per month beginning May 1, 2016 and ending June 30, 2017.

*(Attached by reference and made a part of these official minutes is a copy of the approved Engineering Proposal. A copy is on file in the Office of the Town Clerk 2016 Agreement- DM2 Engineering, PLLC)*

12. Approved various FY 2015-2016 Budget Amendments

	<b>BEFORE</b>	<b>ADJ.</b>	<b>AFTER</b>
<b><u>Water and Sewer Capital Project Fund</u></b>			
<b>1. Revenue</b>			\$ -
<u>45-3900-1210 Transfer From W/S Fund -Center Point Loop</u>	\$ 15,000	\$ (15,000)	-
<u>45-3900-1230 Transfer From W/S Fund - W. Smithfield I &amp; I</u>	100,000	(100,000)	-
<u>45-3900-1220 Transfer From W/S Fund - Fire Hydrant Replacement</u>	50,000	(50,000)	-
<u>45-3900-1270 Transfer From W/S Fund - Sewer Line Rehab I95</u>	191,000	(191,000)	-
<u>45-3900-1304 Transfer From W/S From - Hwy 70 Bridge Replacement</u>	372,810	(372,810)	-
<u>45-3900-1305 Reserve For Future Capital</u>	462,935	(462,935)	-
<u>45-3290-0000 Interest</u>	35,143	(35,143)	\$ -
	<u>\$ 1,226,888</u>	<u>\$ (1,226,888)</u>	
<b>Expenditure</b>			\$ -
<u>45-7220-7401 Center Point Loop</u>	\$ 15,000	\$ (15,000)	-
<u>45-7220-7402 W. Smithfield I &amp; I</u>	100,000	(100,000)	-
<u>45-7220-7403 Fire Hydrant Replacement</u>	50,000	(50,000)	-
<u>45-7220-7406 Sewer Line Rehab I95</u>	191,000	(191,000)	-
<u>45-7220-7411 Hwy 70 Bridge Replacement</u>	372,810	(372,810)	-
<u>45-7220-7400 Contingency</u>	498,078	(498,078)	\$ -
	<u>\$ 1,226,888</u>	<u>\$ (1,226,888)</u>	
<u>To close completed Projects</u>			
<b><u>General Capital Project Fund</u></b>			
<b>2. Revenue</b>			\$ -
<u>46-3900-6300 Briar Harbor - LOC</u>	\$ 276,000	\$ (276,000)	-

<u>46-3900-5302 Transfer from G.F./Fire Station Renovation</u>	<u>485,451.23</u>	<u>(485,451.23)</u>	<u>-</u>
<u>46-3900-0400 Loan/Street Resurfacing</u>	<u>1,500,000</u>	<u>(1,500,000)</u>	<u>-</u>
<u>46-3900-0401 Transfer From G.F./Street Resurfacing</u>	<u>90,000</u>	<u>(90,000)</u>	<u>-</u>
<u>46-3900-3100 Trail Grant</u>	<u>1,057,150</u>	<u>(1,057,150)</u>	<u>-</u>
<u>46-3900-3000 Transfer From G.F./Trail</u>	<u>133,205</u>	<u>(133,205)</u>	<u>-</u>
<u>46-3900-6200 Loan/Community Center</u>	<u>7,500,000</u>	<u>(7,500,000)</u>	<u>-</u>
<u>46-3900-6201 Grant/Community Center</u>	<u>950,951</u>	<u>(950,951)</u>	<u>-</u>
<u>46-3900-6202 Bond Community Center</u>	<u>475,000</u>	<u>(475,000)</u>	<u>-</u>
<u>46-3900-6203 Loan/Community Center</u>	<u>234,000</u>	<u>(234,000)</u>	<u>-</u>
<u>46-3290-0001 Escrow Interest/Community Center</u>	<u>131,011.64</u>	<u>(131,011.64)</u>	<u>-</u>
<u>46-3900-1100 County Grant/Community Center</u>	<u>125,000</u>	<u>(125,000)</u>	<u>-</u>
<u>46-3900-1261 Transfer From G.F./Community Center</u>	<u>197,004.70</u>	<u>(197,004.70)</u>	<u>\$ -</u>
	<u>\$ 13,154,774</u>	<u>\$ (13,154,774)</u>	

**Expenditure**

<u>46-4900-0001 Briar Harbor</u>	<u>\$ 276,000</u>	<u>\$ (276,000)</u>	<u>\$ -</u>
<u>46-5300-7401 Fire Station Renovation</u>	<u>485,451.23</u>	<u>(485,451.23)</u>	<u>-</u>
<u>46-5600-0002 Street Resurfacing</u>	<u>1,590,000</u>	<u>(1,590,000)</u>	<u>-</u>
<u>46-6200-7402 Trail</u>	<u>1,190,355</u>	<u>(1,190,355)</u>	<u>-</u>
<u>46-6200-7403 Community Center</u>	<u>9,612,967.40</u>	<u>(9,612,967.40)</u>	<u>\$ -</u>
	<u>\$ 13,154,774</u>	<u>\$ (13,154,774)</u>	

To close completed projects

**Electric Capital Project Fund**

**3. Revenue**

<u>47-3900-1200 Transfer From Electric Fund/Pole Replacement</u>	<u>\$ 125,000</u>	<u>\$ (125,000)</u>	<u>\$ -</u>
<u>47-3900-1700 Transfer From Electric Fund/Substation</u>	<u>1,464,953</u>	<u>(1,464,953)</u>	<u>-</u>
<u>47-3900-1800 Loan/Substation</u>	<u>5,000,000</u>	<u>(5,000,000)</u>	<u>-</u>
<u>47-3900-1900 Transfer From Electric Fund/Smithfield Crossing</u>	<u>65,000</u>	<u>(65,000)</u>	<u>-</u>
<u>47-3290-0000 Interest/Substation Loan</u>	<u>113,867</u>	<u>(113,867)</u>	<u>\$ -</u>
	<u>\$ 6,768,820</u>	<u>\$ (6,768,820)</u>	

**Expenditure**

\$ -



<u>47-7230-7401 Pole Replacement</u>	<u>\$ 125,000</u>	<u>\$ (125,000)</u>	-
<u>47-7230-7402 Substation</u>	<u>6,578,820</u>	<u>(6,578,820)</u>	-
<u>47-7230-7405 Smithfield Crossing-Electric</u>	<u>65,000</u>	<u>(65,000)</u>	<u>\$ -</u>
	<u>\$ 6,768,820</u>	<u>\$ (6,768,820)</u>	

To close completed Projects

13. Advisory Board/ Committee Appointments

- Jeremy Davis was appointed to serve a first term on the Appearance Commission and the Parks and Recreation Advisory Board.

14. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-5100-0200	\$15.27/hr. (\$34,143.72/yr.)
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr.
P/T SRAC Staff	P&R – Aquatics	10-6220-0210	\$9.00/hr.
P/T SRAC Staff	P&R – Aquatics	10-6220-0210	\$9.00/hr.

15. Approval to place one "No Through Street/Dead End" sign on Pinecrest at the corner of South Brightleaf Blvd. due to large trucks and busses in increased regularity, pulling into Pinecrest, assuming it is a through street.

16. Approved amendments to the Town of Smithfield Employee Travel Policy

*(Attached by reference and made a part of these official minutes is a copy of the approved Town of Smithfield Employee Travel Policy. A copy is on file in the Office of the Town Clerk: 2016 Employee Travel Policy)*

Unanimously approved.

**BUSINESS ITEMS:**

**1. Smith Collins Park Concession Stand**

Interim Manager Jim Freeman explained that at the April 5th meeting, Mr. Tony Nixon appeared before Council requesting permission for the East Smithfield Improvements Organization (ESIO) to operate the Smith Collins Park concession stand. They would utilize it to offer concessions at Smith Collins Park events. These funds generated would be used to offset some of the costs associated with the annual "Fun in the Park" event. Mr. Freeman further explained that he met with Tony Nixon and other members of the ESIO to discuss the request in more detail.

Tony Nixon Chairman of the East Smithfield Improvement Organization stated that the organization is a non-profit organization that sponsors the Fun in the Park event at no cost to the community. The organization would like to use the concession stand to help offset some of the cost of the annual event. They would like to operate the concession stand for a short period this year and then come back next year to revisit a longer agreement.

Councilman Harris questioned if the Town would be responsible for the utilities. Mr. Freeman responded that the utilities at Smith Collins Park are all on one invoice and the concession stand utility usage would be minimal.

Mayor Pro-Tem Ashley stated that utilizing the building could be accomplished by a lease. Mr. Nixon responded that a short term agreement had been discussed.

Councilman Harris questioned how quickly the organization would like to take possession of the concession stand because staff could work with the ESIO to draft an agreement for approval at the June meeting. Mr. Nixon responded that the organization would like to begin utilizing the building as soon as possible as long as the maintenance had been completed.

Mayor Pro-Tem Ashley stated that the Town needed some type of written agreement

Councilman Scott made a motion, seconded by Councilman Harris, to enter into an informal Memorandum of Understanding (MOU) allowing the East Smithfield Improvement Organization to utilize the concession stand at Smith Collins Park. Allow the Manager to work with the ESIO on the MOU and bring it back to the Council in the event any issues arise. Unanimously approved.

Mayor Moore informed the Council that if the Town enters into any type of agreement, it would have to come back to the council for approval.

Mayor Pro-Tem Ashley asked that staff provide a draft MOU to the Council and ask that it be put on the May 9<sup>th</sup> budget meeting agenda for consideration.

## **2. Smithfield Selma Sports Academy**

Parks and Recreation Director Gary Johnson informed the Council that he and Mr. Kerigan spoke with the people that were originally involved in forming the Smithfield Selma Sports Academy.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to have the Parks and Recreation Advisory Committee investigate the Sports Academy and bring a recommendation to the Council on how the Town should proceed. He also asked that staff provide a report on the fees paid by all organizations/groups that utilize Town facilities. Unanimously approved.

Councilman Lee stated that the SSSA is not being charged to utilize Town facilities and he questioned why other groups were being charged to use the same Town facilities. He asked why other groups were being treated differently.

Councilman Harris responded that from his understanding, the former Town Manager made a verbal agreement with all those involved to allow the SSSA to use the facilities at no charge.

Mayor Moore stated there was a verbal agreement made by the former Town Manager to utilize the facilities at no charge. After discussing the issue with several members of Council, he thought it was best not to charge this group facility rental fees because it was unfair to violate the verbal agreement made by the Town Manager at the time. He further stated that it was within the Town Manager's right to make this verbal agreement with the stakeholders and the SSSA.

## **3. Pine Acres Subdivision Drainage Evaluation**

Public Works Director Lenny Branch and Town Engineer Bill Drietzler provided a brief update on the Pine Acres Subdivision drainage. Mr. Branch explained that Mr. Drietzler had provided a written report to the Council on Ms. Washington's drainage concerns.

Councilman Scott inquired as to why the land was delineated as wet lands. Mr. Branch explained that those properties were no longer in the 100 year flood plain.

Mr. Branch suggested that the Town educate the public on the proper placement of yard debris. He stated that a lot of the drainage problems throughout Town were caused by citizens placing their yard debris in the street or on the curb.

#### 4. FY 2016-2017 Proposed Budget Work Session

Interim Town Manager Jim Freeman informed the Council that staff has been working diligently on the budget. He explained that staff would like to deliver the budget to Council on Friday and schedule a budget meeting for Monday, May 9<sup>th</sup> at 6:30 pm.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to hold a budget work session on Monday, May 9<sup>th</sup> at 6:30pm. Unanimously approved.

Mr. Freeman stated that staff is proposing three days of work sessions with the understanding that more may be needed. He suggested that at the end of each meeting, the Council recess each meeting to the next determined date.

Town Manager Michael Scott explained that staff will need direction because some of the projects this year will be costly.

#### 5. Property Acquisition

Town Manager Michael Scott informed the Council that staff had recently received information from the property owner of 116 South Fifth Street that they may be interested in selling that property to the Town of Smithfield. The property is located south, and directly adjacent to, the Police Department. The property includes a residential structure that was severely damaged by fire earlier this year. The Town of Smithfield also owns the property south, and adjacent to, 116 South Fifth Street. Staff is requesting permission to engage in discussions with the property owner of 116 South Fifth Street with the goal of bringing back to Council, additional information and potential costs of acquisition of the property and possible demolition of the residence that sits on the property.

Councilman Harris made a motion, seconded by Councilman Scott, to allow staff to open discussions with the owner of 116 South Fifth Street to determine the feasibility, interest, and possible costs for the Town of Smithfield to purchase the property and complete demolition of the residence located at 116 South Fifth Street in Smithfield, NC. It is further requested that Council direct the Staff to report their findings back to the Town Council so informed decisions can be made regarding this potential acquisition. Unanimously approved.

#### 6. Approved Resolutions #587 (14-2016) and Resolution #588 (15-2016) authorizing the applications for state grants from the North Carolina Department of Environmental Quality (NCDEQ) Clean Water State revolving Fund (CWSRF)

Public Utilities Director Ted Credle addressed the Council on a request to approve two resolutions to be included in separate applications for state grants, from the North Carolina Department of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF), pertaining to asset management plans for both the sanitary sewer collection system and the water distribution system. Mr. Credle explained that as the Town continues to address the issue of an aged and deteriorating infrastructure, part of the approach will be to seek grant funding from the NCDEQ CWSRF in order to aid the assessment of the infrastructure. These potential funds will be used to continue our on-going assessment of the sanitary sewer collection system (smoke testing, camera videos, etc.); as well as; further our efforts in the assessment of the water distribution system (modelling pressures, metering at County connection points, etc.). As part of the grant application, the Town governing body must adopt the presented resolutions which state the Town will name a signing official (Mr. Freeman) for all correspondence related to the potential award; the Town will abide by all State and Federal Law pertaining to funding; and that the Town will arrange for the matching funds (10% of the grant award), if the Town is awarded any grant funding. Since the maximum award for each application is \$150,000, the maximum potential match for each application is \$15,000. Such matching funds are already in the Capital Improvement Plan and are proposed for adoption in the upcoming budget for the next fiscal year.

Councilman Scott inquired if the matching funds would be needed for this fiscal year or next. Mr. Credle responded that the grant would be awarded in the next fiscal year.

Councilman Rabil questioned what projects could the grant fund. Mr. Credle responded that it can only be used for asset management and asset inventory.

Councilman Scott made a motion, seconded by Councilman Rabil to adopt Resolution #587 (14-2016) and Resolution # 588 (15-2016) authorizing the applications for state grants from the North Carolina Department of Environmental Quality (NCDEQ) Clean Water State revolving Fund (CWSRF). Unanimously approved.

**RESOLUTION # 587 (14-2016)  
BY GOVERNING BODY OF APPLICANT**

**WHEREAS**, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of Asset Inventory and Assessment projects for water and sewer systems; and

**WHEREAS**, The Town of Smithfield has need for and intends to develop an asset management plan for its wastewater collection system described as the Town of Smithfield Wastewater Asset Management Plan; and

**WHEREAS**, The Town of Smithfield intends to request state grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD:**

That Town of Smithfield, the Applicant, will arrange financing for all remaining costs of the project, including matching funds, if approved for a State grant award.

That Jim Freeman, Interim Town Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

**RESOLUTION #588 (15-2016)  
BY GOVERNING BODY OF APPLICANT**

**WHEREAS**, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of Asset Inventory and Assessment projects for water and sewer systems; and

**WHEREAS**, The Town of Smithfield has need for and intends to develop an asset management plan for its wastewater collection system described as the Town of Smithfield Water Asset Management Plan; and

**WHEREAS**, The Town of Smithfield intends to request state grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD:**

That Town of Smithfield, the Applicant, will arrange financing for all remaining costs of the project, including matching funds, if approved for a State grant award.

That Jim Freeman, Interim Town Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

## **7. Downtown Smithfield Development Corporation Request to Refinance Streetscape Loan for a lower Interest Rate Payment and Consider Alternative Options on Arrears.**

Finance Director Greg Siler and Downtown Smithfield Development Corporation executive Director Sarah Edwards addressed the Council on consideration to refinance the streetscape loan and to consider alternative options for repayment of two years in arrears. Mr. Siler explained that in 2006, at the request of DSDC, the Town of Smithfield borrowed \$250,000 for streetscape improvements. The loan was to be repaid by DSDC over 30 years at 4.25% with annual payments of \$15,125. In 2012, DSDC requested the loan payments be forgiven for three years in exchange for much needed improvements to the Hastings House. According to meeting minutes, Council opted to defer payment for one year instead. The former DSDC Executive Director misunderstood Council's decision and conveyed to the DSDC Board that their request to forgive the payments for three years was approved.

Ms. Edwards stated that this was purely a misunderstanding and requested that the Council forgive those payments. She further stated that the DSDC would not have completed the repairs to the Hastings House if the payments had not been forgiven.

Councilman Harris inquired if this was the same loan that the Council approved to pay-off. Mr. Siler responded that the Town had paid off this USDA loan because it would save the Town approximately \$112,000 in interest.

Councilman Harris made a motion, seconded by Councilman Lee, to have an accounting and history of the Streetscape loan to include the proposed project and how the funds were spent. Further, staff was instructed to have this information available to the Council at the June meeting. This would allow the Council to determine what course of action they would take with the DSDC's payments that are in the arrears. Unanimously approved.

Councilman Scott questioned if the DSDC had to pay back the two loan payments would it cause a financial hardship on the corporation. Ms. Edwards responded that there is money if the Council chooses not to forgive the two payments. Ms. Edwards reiterated that the DSDC is also requested that the Town pass on the savings that were received by paying the loan off early.

Mr. Siler explained that the USDA charged a rate of 4.25 % for the original loan. He suggested that the Town reduce the interest rate charged to DSDC by 2% for the remaining 24 years left on the original loan. By doing this, it would lower their annual payment by \$3,000. Ms. Edwards stated that \$3,000.00 would go a long way to assist with events held by the DSDC.

## **8. Downtown Revitalization Grant Projects**

Interim Town Manager Jim Freeman explained that after months of discussion a decision on a project for the downtown revitalization grant needed to be made so that the Town could receive the State funding. Mr. Freeman stated that the Mayor appointed a committee to discuss how the funds

would be spent. The committee met and made a recommendation. Once the recommendation was made, it caused a lot of conversation. Mr. Freeman asked the Council for direction so that the application could be submitted to the State.

Councilman Scott explained that during the April 5th meeting, Public Utilities Director Ted Credle outlined three cost estimate options for the Streetscape Lighting Project. Council determined that a committee would be created to determine the best way to spend the grant funds. Mr. Scott explained that during the committee meeting, there was considerable discussion about how best to utilize the \$96,000 grant funding. It was the consensus of the committee to try to move forward with the lighting project because it addressed the appearance and safety of the downtown area. Public Utilities Director Ted Credle informed the committee that if Town staff was utilized for most of the project (not including the boring), then it would be possible to complete some if not all of the project. Mr. Credle also informed the committee that the project would be delayed in the event of power outages or other emergency situations that the utility department encountered. The committee also discussed the need for outlets at the trees to accommodate additional Christmas lighting. Mr. Credle estimated that the total lighting project from Front Street to Brightleaf Boulevard would cost approximately \$110,000 therefore the Town would need to contribute \$13,893.00 to complete the project. Councilman Scott further stated that the Town needed to forget the project or move forward with the project, but a decision needed to be made.

Councilman Rabil questioned if the existing conduit could be used. Mr. Credle responded that some existing conduit could be used in some areas but conduit would need to be placed at each tree.

Councilman Harris stated that both the DSDC and the Appearance Commission wanted the Council to move forward with the lighting project. If the Council chose not to use grant funding for the lighting project, then make other suggestions on how to spend the funds.

Councilman Scott reiterated that the grant funds will address the safety and beautification issues in the downtown area.

Councilman Rabil inquired if the additional outlets to the trees could be completed at a later date. Mr. Credle responded that it would be less expensive if they were completed at the same time as the lighting.

Councilman Wood asked if staff was confident that the total project could be completed at an estimated cost of \$110,000. Mr. Credle responded that staff was confident with that estimate.

Councilman Scott suggested that the \$20,000 that had been encumbered in the past several years for DSDC to be utilized for this project. He explained that Mayor Pro-Tem Ashley had made a motion to encumber those funds.

Mayor Moore explained that those funds were to be utilized for economic development. Councilman Scott replied that they were speaking of two different funding sources. Mayor Pro-Tem Ashley also replied that \$20,000 was encumbered in the past two fiscal years for Downtown Development or to be utilized in the Downtown area,

Mayor Moore stated that he struggled with spending \$113,000 to light the trees in the downtown area.

Councilman Harris suggested that half the funds be given to the Appearance Commission and half the funds be given to DSDC and let them decide what they wanted to do with the funds.

Mayor Pro-Tem Ashley explained that while he appreciated the efforts of staff and the committee, he could not support spending \$3,000 to light each tree. He stated that the Council had not even considered maintenance on the lighting.

Mayor Moore informed the members of the Council that the Appearance Commission had agreed to repair the downtown clock.

Councilman Scott made a motion, seconded by Councilman Harris, to approve the streetscape tree lighting project in the amount of \$113,000 and directed the Interim Town

Manager to move forward with applying for the State grant funding. Councilman Scott, Councilman Harris, Councilman Wood, Councilman Rabil and Councilman Dunn voted in favor of the motion. Mayor Pro-Tem Ashley and Councilman Lee voted against the motion. Motion passed 5 to 2.

### **Councilmembers Comments:**

- Mayor Pro-Tem Ashley wished his father a Happy 88<sup>th</sup> birthday. He explained that his father moved to this community in 1939 from South Georgia. He further explained that his father loved this community and that his father taught him community and to meet one's obligations.
- Councilman Scott asked that all citizens publicize Ham and Yam event this weekend. He also questioned when 4<sup>th</sup> Street would be back to normal. A timeline for completion would be sent to the Manager for distribution to the Council.
- Councilman Harris informed Council that he had recently attended the RPO meeting. He wanted to make the citizens aware that there would be a lot of construction on I-95 north and south. Another topic of discussion was the progress on the West Smithfield Beautification Project. Mr. Harris explained that staff was working with the property owners and the Post Master to ensure that mail boxes were properly placed. Mr. Harris inquired of the progress of the UDO. It was his understanding that based on the information staff had received, Smithfield had the least restrictive UDO. Mayor Pro-Tem Ashley responded that the UDO committee did meet and the next meeting was scheduled for May 27<sup>th</sup> at 5:30pm in the Council Chambers. Mr. Ashley explained that these meetings are open to the public and the process will be followed. In regards to the other Town's landscape ordinance, Smithfield does not appear to be much more cumbersome than other Towns. Mayor Moore expressed his appreciation to Mayor Pro-Tem Ashley and Councilman Dunn for volunteering for this committee and asked that they investigate ways to improve the ordinance to make it more business friendly. Mr. Ashley reminded the Council that they set the rules that staff was obligated to enforce.
- Mayor Moore expressed his appreciation to all Town staff that responded during the recent storm event. He further expressed his appreciation to Interim Town Manager Jim Freeman for all his efforts during his time in Smithfield. Mayor Moore further explained that Mr. Freeman would remain with the Town through the budget process. Mr. Freeman stated that there was a lot of work behind the scenes in regards to the Manager's selection process. It was his opinion that the Council was a good group that selected a good manager. He further stated that he has enjoyed his time in Smithfield and he appreciated the opportunity.
- Councilman Wood expressed his appreciation to Mr. Freeman for all he had done for the Town of Smithfield. Mr. Wood congratulated Mr. Scott for his appointment to serve as Town Manager and also expressed his appreciation to Mrs. Scott for all her support.
- Councilman Scott also congratulated Mr. Scott and questioned the hiring process for a new Police Chief. Mr. Scott responded that by policy in the Police Department the next in command takes charge. Captain Powell will take over until the hiring process begins.

### **Town Manager's Report:**

- Department Reports
  - A highlight of each department's monthly activities was given to the Council in written form.
- Financial Report
  - A financial report was given to the Council in written form.

### **Adjourn**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to adjourn the meeting. Unanimously approved.

The meeting adjourned at approximately 9:12 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Williams, Town Clerk



The Smithfield Town Council met in special session on Monday, May 9, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Emery D. Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Roger A. Wood, District 4

Administrative Staff Present

Michael L. Scott, Town Manager  
Jim Freeman, Interim Town Manager  
John Blanton, Interim Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Paul Embler, Planning Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
R. Keith Powell, Interim Chief of Police  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Mayor Moore called the meeting to order at 6:30 pm.

**CONSENT AGENDA**

Councilman Harris made a motion, seconded by Councilman Rabil, to approve the following items as listed on the Consent Agenda

- 1. Memorandum of Understanding between the Town of Smithfield and the East Smithfield Improvement Organization to utilize the concession stand at Smith Collins Park.**

*(Attached by reference and made a part of these official minutes is a copy of the approved Memorandum of Understanding between the Town of Smithfield and the East Smithfield Improvement Organization. A copy is on file in the Office of the Town Clerk: 2016 Memorandum of Understanding- East Smithfield Improvement Organization: Concession Stand)*

- 2. Approved the Citizens Participation Plan for the UDO Ad Hoc Committee.**

*(Attached by reference and made a part of these official minutes is a copy of the approved Citizen Participation Plan for the UDO Ad Hoc Committee. A copy is on file in the Office of the Town Clerk: 2016 Citizens Participation Plan – UDO Update)*

Unanimously approved.

**BUSINESS ITEMS**

- 1. Approval of Brokers for Primary Health and Ancillary Employee Insurance**

Human Resources Director Tim Kerigan addressed the Council on consideration for selection of a broker of record for primary health and ancillary employee insurance benefits. Mr. Kerigan explained that the first Requests for Proposals (RFP) was for brokerage services to obtain health insurance benefits for full time employees. The Town received five responses to the RFP.

Councilman Harris questioned if the local broker worked with any other municipality. Mr. Kerigan responded that this company is the broker of record for the Town of Kenly. Mr. Kerigan's recommendation was to renew the contract with Mark III to be the broker of record for primary employee health benefits. Mr. Kerigan ultimately recommended renewing the contract with Municipal Benefits to serve as the broker of record for ancillary employee benefits.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to remain with Mark III as the broker of record for primary health employee insurance and Municipal Benefits as the broker of record for ancillary employee insurance. Unanimously approved.

## **Introduction of the FY 2016-2017**

Town Manager Michael Scott presented the Council with a balanced budget in the general fund and the electric fund. Mr. Scott informed the Council that the budget is not balanced in the water sewer fund because staff has not received the rate study information from the Wooten Company and staff did not want to arbitrarily project those numbers.

Finance Director Greg Siler presented to the Council the following highlights to the FY 2017 Budget:

- General Fund \$ 12,775,743 - Balance the budget without any property tax increase. The property tax remains at \$0.57 per \$100 valuation where it has been since 2003.
- No fund balance was used to balance the budgets.
- Water/Sewer rate increase is anticipated in this budget.
- Electric rate decrease is proposed in this budget.
- Capital Reserve Fund will be established to enable the Town to set aside funds over the course of several fiscal years to pay for large equipment purchases instead of incurring the debt typically associated with such purchases.

Mr. Siler presented the following historical data to the Council:

- General Fund
  - Fund balance at June 30, 2015 was \$6,113,971 or 53.9%
  - Use \$447,087 to pay off 2 USDA loans
- Water/Sewer Fund
  - Fund balance at June 30, 2015 was \$3,414,548 or 48.03%
  - Fund balance is declining rapidly due to I & I issues
- Electric Fund
  - Fund balance at June 30, 2015 was \$3,882,039 or 20.74%
  - Use \$1,146,515 for fund the 2<sup>nd</sup> transformer at the Brogden Road Substation

Town Manager Michael Scott presented to the Council some key issues that needed to be considered and discussed during this budget. They are as follows:

- Voltage conversion on Brogden Road - \$1.5 million multiyear project.
- Electric Rates – consider a reduction in rates
- Water and Sewer rates and the cost of sewer treatment
- Water Line relocation on Booker Dairy Road estimated at \$3.5 million
- Economic Development Budget and Direction
- Venture Drive resurfacing project
- Establishing a Capital reserve Fund to allow the Town to pay for things without borrowing
- Personnel expenses
- Eva Ennis Pool
  
- Electric Fund
  - \$157,000 in transfers has been removed
  - Voltage Conversion- multiyear project
  - Electric Rate decrease
  
- Water/Sewer Fund
  - Water Sewer Rate Study will be completed by Monday.
  - Rate increase is likely for both water and sewer

- Booker Dairy Road Extension Project is a \$3.5 million project that the NCDOT will construct within the next year and a half. The Town will only be reimbursed for a portion of the project  
Public Utilities Director Ted Credle explained that the NCDOT will reimburse the Town for the three separate but not equal projects. The reimbursements will be 100% for section 1 of the project; 0% for section 2 of the project; and 75% in like kind improvements for section 3 of the project. Finance Director Greg Siler explained the 2 step process needed to borrow funds for this project.
- I & I problems. Mr. Credle is working with the County on how the Town is being billed.
- General Fund
  - Economic Development - 100k in the general fund new money... 50k in water/sewer... several different avenues in what we want to do.
  - Venture Drive – This road is a cause for concern. It is estimated that the project will cost \$681,000 for a total reconstruction of the road while allowing it to remain open.
  - Capital Reserve Account something new which will allow the Town to take 2 projects and spread them out over 2 years instead of needing to borrow money for the projects.
  - Personnel expenses. A salary study requested, but Mr. Scott stated that he discovered several things that he would like to be able to evaluate before the Town pays for a salary study. He asked that the Council give him a year to evaluate things
  - All the proposed salary increases are no longer in the contingency. A 2% base line salary increase has been proposed in this budget.
  - Employee benefits and retirements are status quo.
  - Eva Ennis Pool – This is an issue that Mr. Scott would like to resolve. Included in this budget is \$10,000 to demolish it and turn it into a green space. Also proposed is that the Council allow the funds the Police Department was going to use for the substation to be encumbered and carried over until next year to consider a substation near Smith Collins Park.

### Electric Fund

Pete Connet former Interim Public Utilities Director informed the Council that staff was comfortable recommending another electric rate reduction of an average of 2.74% beginning July 1, 2016. Even with this rate reduction, the Town can still operate. Staff is trying to handle the load and look to the future for growth in the North side of town.

Councilman Scott questioned if the conversion from hospital road to the Brogden Substation was a multi-year project and inquired as to a project outline. Mr. Connet responded that the long term plan was to convert everything from the Hospital Road substation to the Brogden Road Substation.

Councilman Harris questioned the increase in the fuel budget. Mr. Siler responded that is the most unpredictable. Staff took a 3 year average and then added 10% because they didn't want to underestimate.

Public Utilities Director reviewed the Electric Fund expenditures with the Council.

There was general discussion about the transfers from the Electric Fund to the General Fund. Mr. Scott responded that \$86,214 is the only transfer in this budget and that is only payment in lieu of taxes. There are no other transfers proposed in this budget.

Councilman Scott questioned the AMI in system. Mr. Credle responded that was going to be meeting with Benson to ensure that this system is what we need. Mr. Credle further responded that preferred to implement this in parts. He wants to make sure that the system is fully functioning well before everyone in Town is converted to this metering system.

**Recess**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, to recess the meeting until Thursday, May 12, 2016 at 6:30 pm. unanimously approved.

The meeting adjourned at approximately 8:44 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Williams, Town Clerk

The Smithfield Town Council continued the recessed May 9, 2016 budget work session on Thursday, May 12, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Marlon Lee, District 1  
Travis Scott, District 3  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Emery D. Ashley, Mayor Pro-Tem  
J. Perry Harris, District 2  
Roger A. Wood, District 4

Administrative Staff Present

Michael L. Scott, Town Manager  
Jim Freeman, Interim Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Paul Embler, Planning Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Mayor Moore reconvened the meeting at 6:30 pm.

Town Manager Michael Scott provided a follow-up to the Council concerning several items that were discussed at the May 9<sup>th</sup> budget meeting.

- A copy of the Brogden Road Substation Conversion project and a copy of the AMI project.
- Letter received from the Office of the State Fire Marshall informing the Town of a scheduled insurance rating inspection for the Fire Department.
- Projected numbers with the salaries: Those numbers are accurate, but the comments section was inaccurate.
- Staff confirmed that any proposed accounting software will be compatible with any billing software
- Mr. Scott should be reviewing the water rate study on Friday and proposed that the Council meet with the representative from the Wooten Company on Monday night.
- Advertisement for the Police Chief's position went sent to several different outlets today.
- Memorandum of Understanding with the East Smithfield Improvement Organization (ESIO) has been signed by the chairman. The facility should be clean and Mr. Nixon and Mr. Scott will do a walk through together of the building before it is turned over to the ESIO.

**Police Department**

Town Manager Michael Scott informed the Council that the Police Department has received a request from Johnston Community College that the School Resource Officers currently assigned to the campus, be assigned there year around. The amended contract will be placed on the consent agenda of the June 7<sup>th</sup> agenda.

Interim Chief of Police Powell reviewed the Police Department's budget with the Council. Chief Powell explained that most line items remained status quo in the Police Department, but highlighted the following items:

**Capital Outlay (10-5100-7400)**

- P25 Radio Conversion -- upgrades: Chief Powell explained that since the Police Department's radios were upgradeable, Harris Radio has decided to upgrade the radios for free to make them compliant. Chief Powell explained that this is Phase 1 of the conversion. When Phase 2 is implemented all of the Police Department's radios will have to be replaced.

Mayor Moore stated that during the Mayor's meeting there was some discussion about Johnston County funding the radios for smaller municipalities. Mr. Scott responded that the Town did not receive any funds from the County.

- Replacement Cars: Chief Powell explained that the original proposal was for 5 new cars, but that was reduced to 3. Council asked staff to investigate the feasibility of

providing take home cars for the officers. Mr. Scott replied that the Police Department would have to double its fleet to implement take home cars for the officers. Councilman Scott stated that he would like staff to try to plan for implementing take home cars as it would lessen the maintenance on the fleet and be a morale booster for the officers.

Councilman Scott requested an update on the substation Mr. Scott explained that staff attempted to purchase an ideal location on Blount, but a problem arose with getting a good clear title on the house. Mr. Scott further explained that he has proposed taking those funds and carrying them over to do something that could be utilized as a substation and rec center in the Smith Collins Park area.

## **Fire Department**

Chief Blanton explained the letter received from the NC Department of Insurance Office of the State Marshall Inspection. He informed the Council that he was concerned about the inspection explaining that the lack of adequate staffing could be an issue. He further explained that call volume has also increased during the time of the last insurance rating while staffing has decreased. In the current budget, six positions were requested and all six were removed.

Chief Blanton reviewed the Fire Department's budget with the Council. Chief Blanton explained that most line items remained status quo in the Fire Department, but highlighted the following items:

### **Salaries and Wages (10-5300-0200)**

- At the retirement of the former administrative assistant, Chief Blanton chose not to refill that position because he would like to hire a full time training/safety officer. Mr. Scott and Mr. Freeman supported that change in the Fire Department's organizational structure.

### **Capital outlay (10-5300-7400)**

- AFG Grant: Those budgeted funds are the Town's contribution to the grant.

Councilman Scott questioned how the lack of staffing would affect the insurance rating. Chief Blanton responded that he believed it would have an adverse effect on the rating. Councilman Scott asked that staff consider adding three positions if possible. Councilman Scott questioned how the availability of the SAFER Grant. Chief Blanton responded that they are available every year. Town Manager Michael Scott informed the Council that he removed the positions because he felt that the Town was in a good position to receive the grant funding next February. He explained that this was an excellent way to increase staffing without the Town being responsible for the entire cost of new personnel.

Councilman Scott questioned the station distribution and what was considered the long range plan. Chief Blanton responded that Chief Harris had worked with the former manager and discovered the immediate need was on the north side. As the land around Booker Dairy Road is developed, staff will attempt to have a portion of the land allotted for a fire department.

Councilman Scott inquired as to the status of the Fire Engine. Chief Blanton responded that the Fire Department will not take possession of that truck until January 2017. Chief Blanton reminded the Council that last year he was instructed to start specking a ladder truck realizing that the Town would not begin paying on the debt service until FY 2019-2020.

Councilman Dunn questioned what was more pressing: the station or a ladder truck. Chief Blanton responded that the ladder truck could cost \$900,000 - \$1.5 million whereas a station could cost \$1.2 million - \$1.8million, but a station would have to be equipped and staffed.

## **Planning**

Planning Director Paul Embler informed the Council that the UDO committee meeting would be held on the 24<sup>th</sup> at 5:30pm in the Council Chambers. He reminded the Council that one more member

would need to be appointed to serve on the committee. Mayor Moore suggested that business owner be included and that Keith Dimsdale and Eric Brownlie had contacted him regarding this committee.

Mr. Embler provided the Council with and update on repairs to the Greenway. He explained that he had received approval from the Core of Engineer and division of environmental management on the repair plan. The Contractor has had to delay the project due to health issues.

Mr. Embler reviewed the Planning Department's budget with the Council. Mr. Embler highlighted the following items:

**Salaries and Wages (10-4900-0200)**

- Mr. Embler explained that the Administrative Assistant budgeted in the Planning Department has been moved to General Government.

**Capital Outlay (10-4900-7400)**

- Mr. Embler explained that he had originally requested a used pick-up truck to be utilized by his department. This item had been removed from the budget and the Planning Department will be given one of the retiring Police Impalas.
- Staff was directed to investigate the cost of adding a charging station to Town Hall to possibly move the Volt to the Town Hall for Town Hall staff to use.

**Service Contracts (10-4900-3501)**

- Storm Water Management: Mr. Embler informed the Council that the storm water management and action plan are very important. In the future the Council may want to consider storm water as a utility so that those that are using it pay for it.

**Other Updates by the Manager**

Mr. Scott informed the Council that the Booker Dairy Relocation Project \$3.5 million project and when staff investigated the time line, it was realized that the Town does not have a lot of time before this project needs to begin. Mr. Scott requested that the Council allow the Finance Director to start investigating funding sources for this project.

Councilman Scott made a motion, seconded by Councilman Rabil to authorize the Finance Director to investigate funding sources for the Booker Dairy Road Line Relocation Project and the Venture Drive Reconstruction Project. Unanimously approved.

**Nonprofit Requests:** It was determined that those nonprofit organization seeking funding from the Town would be invited to the meeting to be held on Monday, May 23<sup>rd</sup> at 6:30 in the Council Chambers. Mayor Moore also suggested that the Council consider funding for sidewalk improvements at the school. Councilman Scott suggested that the Council consider funds for the Robotics club at Smithfield Selma High School.

Mayor Moore also asked that the Council consider the direction economic development and potentially employing the services of a lobbyist firm.

**Recess**

There being no further business, Councilman Scott made a motion, seconded by Councilman Dunn, to recess the meeting until Monday, May 16, 2016 at 6:30 pm. unanimously approved.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Williams, Town Clerk



The Smithfield Town Council continued the recessed May 12, 2016 budget work session on Monday, May 16, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Emery D. Ashley, Mayor Pro-Tem  
Travis Scott, District 3  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1  
J. Perry Harris, District 2

Administrative Staff Present

Michael L. Scott, Town Manager  
Jim Freeman, Interim Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
R. Keith Powell, Interim Chief of Police  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Mayor Moore reconvened the meeting at 6:30 pm.

**Water – Sewer Rate Study Results**

Gary Hartong, PE of the Wooten Company presented the findings of the Water and Sewer Rate Study to the Council.

*(Attached by reference and made a part of these official minutes is a copy of the Draft Water and Sewer Rate Study. A copy is on file in the Office of the Town Clerk:  
2016 - Water and Sewer Rate Study)*

**Water Plant**

Public Utilities Director Ted Credle reviewed the Water Plant's budget with the Council. Mr. Credle highlighted the following items:

**Building Maintenance & Repair (30-7200-1701)**

- Town Manager Michael Scott explained that the Water Plant staff has done a great job in making upgrades and maintenance to the building and most repairs will be done by staff.

**Capital Outlay (30-7200-7400)**

- Replacement of Bulk Storage Tanks: Mr. Scott informed the Council that these storage facilities needed to be replaced.

Councilman Dunn questioned the need for the second sludge press. Mr. Credle responded that the second sludge press is needed for redundancy and expansion.

**Water/Sewer Budget**

Public Utilities Director Ted Credle reviewed the Water Plant's budget with the Council. Mr. Credle highlighted the following items:

**Supplies and Operation (30-7220-3300)**

- This line increased due to the rising cost of metals such as brass for fittings

**Capital Outlay (30-7220-7400)**

- Reduction of I & I
- Booker Dairy Water Line Location
- Add/replace 16" water line from the Jones Brother Tank
- Install 16" water line from the Jones Brother Tank

- Upgrade lift station 12 and replace 4" force main
- Lift station repair and replacement
- AMI metering
- AMOS asset management
- Service truck
- Digitized mapping of W/S System

Councilman Scott question if the water rates could be based on the meter size. Mr. Credle responded that he would investigate this and would review Johnston County's rate structure. Councilman Scott also questioned why a group of water customers were not being charged for sewer.

Councilman Dunn inquired if the reclaimed water being used by Johnston Community College was being metered and asked that staff review if the Town is being charged once that reclaimed water entered the Town's sewer system.

**Other Issues**

Finance Director Greg Siler explained to the Council that the screening/buffer and the curb and gutter by Texas steakhouse both tie into the Smithfield Crossings Project. Funds would be transferred from the general fund to the capital project fund. The project was approximately \$34,000 over budget and an additional \$90,000 would be needed for the improvements (\$58,000 for the screening/buffer and approximately \$32,000 for the curb and gutter). Mayor Pro-Tem Ashley stated that the plan for the buffer was a good plan, but there have been challenges with contacting the landowner. Staff has done everything to reach Mr. Etheridge. Staff can move forward with the project, but without the landowners consent, the Town will be unable to install sidewalk in the future.

**Future meeting schedule to discuss nonprofit funding requests: To be held on Monday, May 23,2016**

**Public Works – General Services**

Public Works Director Lenny Branch reviewed the General Services budget with the Council. Mr. Branch highlighted the following items:

**Salaries and Wages (10-5500-0200)**

- A new position was requested but it was removed from the budget. Mayor Moore stated that it was imperative to have an attractive town to interest economic development opportunities. Areas would have to be maintained through contracted services or with additional employees.

**Service Contracts (10-5500-3501)**

- Increase on service contracts to maintain the I-95 exits.

**Capital Outlay (10-5500-7400)**

- Zero Turn Mower
- Replacement Banners for Downtown

**Public Works – Streets**

Public Works Director Lenny Branch reviewed the Streets budget with the Council. Mr. Branch highlighted the following items:

- Powell Bill funds are now accounted for in its own budget.

**Capital Outlay (10-5600-7400)**

- \$50,000 is being set aside this year and next year for a backhoe. This will enable the Town fo purchase it instead of the financing the equipment.

Councilman Rabil asked that staff investigate replacing the current street lights with LED lights.

**Venture Drive**

Mr. Branch informed the Council that to reconstruct Venture Drive it would cost the approximately \$700,000. Interim Manager Jim Freeman offered alternative options to funding the project which included: establishing a municipal tax district to help fund the road improvements, establish an assessment on the property owners or consider a short term LGC loan.

Councilman Scott stated that this should be a high priority. Mayor Moore responded that the easy thing to do was to use Powell bill funds to pay for the road improvements, but was unsure if that was the fair things to do.

Councilman Scott made a motion, seconded by Councilman Dunn to identify Venture drive as a priority and ask staff to bring back a list of options for funding with putting emphasis on that general area including North Equity Drive. Unanimously approved.

**Public Works – Garage**

Public Works Director Lenny Branch reviewed the Garage budget with the Council.

**Public Works – Sanitation**

Public Works Director Lenny Branch reviewed the Sanitation budget with the Council. Mr. Branch highlighted the following items:

**Capital Outlay (10-5800-7400)**

- A capital reserve fund would be established to purchase a street sweeper in the next fiscal year
- Funds were included for a garbage truck.

**Recess**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to recess the meeting until Wednesday, May 18, 2016 at 6:30 pm. unanimously approved.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Williams, Town Clerk

The Smithfield Town Council continued the recessed May 16, 2016 budget work session on Wednesday, May 18, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

**Councilmen Present:**

Emery D. Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

**Councilmen Absent**

J. Perry Harris, District 2  
Travis Scott, District 3

**Administrative Staff Present**

Michael L. Scott, Town Manager  
Jim Freeman, Interim Town Manager  
Lenny Branch, Public Works Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
R. Keith Powell, Interim Chief of Police  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Mayor Moore reconvened the meeting at 6:30 pm.

**Responses to Questions posed at the May 16<sup>th</sup> meeting:**

Public Utilities Director Ted Credle responded to questions posed by the Council at an earlier meeting.

1. Of the 17 industrial water customers, 14 are also sewer customers.
2. Street lights are being converted to LED lights as needed
3. Reclaimed water at JCC: Mr. Credle received that information prior to the meeting and would like to verify it before sharing with the Council.
4. Water rates based on meter size: Staff could investigate that further, but find that it may not be feasible for the Town of Smithfield as most of the Town's customers are residential.

**General Government**

Human Resources Director/ PIO Tim Kerigan reviewed the General Government's budget with the Council. Mr. Kerigan highlighted the following line items:

**Salaries and Wages (10-4100-0200)**

- Mr. Kerigan explained that the salaries of the Administrative Assistant had been moved from the Planning Department's budget and the IT Specialist had been moved from the Finance Department's budget and included in the General Government's budget since both are utilized by the General Government Department.

**Service Awards and Recognition (10-4100-1500)**

- Councilman Wood questioned how the Town recognizes employee years of service. Mr. Scott responded that each Department recognizes their own employees. Mr. Wood asked that staff follow-up with Departments to see what is being done and suggested that recognition of employee be consistent.

**Non-Departmental**

Human Resources Director/PIO Tim Kerigan and Town Manager Michael Scott reviewed the Non-Departmental budget with the Council.

**Economic Development**

Human Resources Director/PIO Tim Kerigan and Town Manager Michael Scott reviewed the funds that have been budgeted for economic development. Mr. Kerigan explained that the Town has a valid study that can be

implemented, but the Town should define the priorities. Mayor Pro-Tem Ashley suggested that the Economic Development Committee should work with staff to move this forward.

### **PEG Chanel**

Human Resources Director/PIO Tim Kerigan reviewed the PEG channel expense with the Council. Mr. Kerigan explained that PEG funds can only be used for expenditures directly related to the channel. Mr. Kerigan reminded the Council that staff is responsible for all the content on the channel. Mr. Kerigan requested that the Council consider allowing staff to purchase a drone to assist with economic development and Town events.

Mr. Scott explained that staff was seeking permission to purchase a drone in this budget year for approximately \$1400.00. Public Utilities Director Ted Credle also explained that the drone could be used for outfall inspections.

### **Finance**

Finance Director Greg Siler reviewed the Finance Department's budget with the Council. Mr. Siler highlighted the following line items:

#### **Supplies and Operations (10-4200-3300)**

- Requesting to add a drive thru drop box on the premise. Mr. Scott explained that this would be installed inside the Parking lot.

#### **Capital Outlay (10-4200-7400)**

- Staff has identified a software package that can replace the existing software. The company considered can migrate the Town's existing data.

Councilman Dunn inquired about website utility payments. Mr. Siler responded that staff will have to find a new vendor by September. It was the consensus of Council that another third party vendor is in place in September so there is no lapse in this service.

### **Debt Service**

Finance Director Greg Siler reviewed the Debt Service budget with the Council. Topics of discussion were as follows:

- Debts that have been refinanced and retired
- Accounting of the 2006 Streetscape loan. Mr. Scott explained that the project cost included more than the \$250,000 DSDC loan.
  - Mayor Moore asked that staff revisit patrons and business owners parking on the sidewalks.
- Mayor Pro-Tem Ashley requested that staff include the original loan amounts on all debt service

### **Other Funds**

**J. B George:** Mr. Siler explained that the investment has been called (matured) and the Town received all the principle back, but per the agreement only the interest can be spent on this endowment. The funds are currently in an account at KS Bank earning an interest rate of 1.2%. The approximate amount of the earned interest will now be \$1200 a year this is a decrease from the \$3150 previously earned.

**Firemen's Relief Fund:** Mr. Siler explained that this account is separate from Town funds and is also in a separate bank account at KS Bank. These funds are used for fire personnel hardships and supplemental retiree payments.

**Smithfield Fire Tax:** Mr. Siler explained that this is a pass through type of account. Johnston County has set the rate at \$.12 per \$100 valuation. Mayor Pro-Tem Ashley questioned if this tax is proportionately the same

for those outside the Town limits and as it is inside the Town limits. Mr. Ashely inquired if the Town was subsidizing fire protection for residents outside the city limits

**Other Items**

Town Manager Michael Scott informed the Council that he was required by law to provide a balanced budget to the Council June 1. In that balanced budget, the following items would be recommended:

- **Water and Sewer Rates:** To follow the recommendation offered by the Wooten Company for the tiered water and sewer rates.
- **Venture Drive:** Recommend to use fund balance to pay for it the total reconstruction of Venture Drive. Some of the costs can be offset with loan proceeds or transfers from the utility funds that have been deleted in the past several years.
- **Firefighters:** Mr. Scott has requested additional information from Chief Blanton on how the additional personnel will it assist us with the ISO evaluation in October. The recommended budget will not include the additional firefighters.
- **Electric rate:** Recommend a 2.5% decrease in electric rates
- **Booker Dairy Road Line Relocation Project:** The \$3.5 million project will be included as a debt service.

Councilman Rabil questioned why the three firefighters would not be included in the recommended budget. Mr. Scott responded that there are other options for funding such as the SAFER grant. If hiring three additional firefighters will not help the ISO rating in October, then the Town could apply for grant funding thus saving the Town money for personnel.

**Recess**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to recess the meeting until Monday, May 23, 2016 at 6:30 pm. unanimously approved.

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M. Andy Moore, Mayor

ATTEST:

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**Recess**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to recess the meeting until Monday, May 23, 2016 at 6:30 pm. unanimously approved.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Williams, Town Clerk



**TOWN OF SMITHFIELD  
Town Council  
Action Form**

**Applicant: Tommy Cook – First Baptist Church** is petitioning the Town to conduct an outdoor non-profit event (a street fair) on East Johnston Street.

**Date of Meeting:** June 9, 2016

**Date Prepared:** June 1, 2016

**Staff Work By:** Paul Emblar

**Presentation By:** Paul Emblar

**Presentation Description:**

The petitioner is requesting approval for an outdoor non-profit event (a street fair). The event will be held on June 9, 2016 between the hours of 6:00 pm and 9:00 pm. Set-up for the event will begin at 5:00 am and clean-up will occur immediately following the event. No food will be sold but food will be given away. There will be games and booths associated with the street fair. There will be a PA system in use between 6 pm and 8 pm. There is no anticipated need for security or traffic control by the Police Department.

The event will require a street closing between the drive way entering the old Helig-Meyer (apartments) parking lot and Fourth Street, between the old town hall and First Baptist Church

Staff recommends that, in the event of inclement weather, the event be allowed to move to an alternate date when coordinated with Town staff without having to re-approach the Town Council. At the present time there is no rain date established.

Attached is an email from the owners of the old town hall building approving of the proposed street closing.

First Baptist Church hopes to make this community event an annual affair and asks the Town Council to permit the street fair as an annual event.

**Action Requested:**

The Town Council is asked to take this request under consideration and take action as to approval or denial.



Town of Smithfield's Planning Department  
 P.O. Box 761 or  
 350 East Market Street  
 Smithfield, NC 27577  
 Effective: January 2008

## Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

**A site plan/diagram of event property MUST BE ATTACHED (see attachments)**

### TYPE OF EVENT

- Expansion or replacement of existing facilities
- Sale of agricultural products grown off-site
- Sale of fireworks
- Special event, over 100 people in attendance
- Athletic event on streets, greenways
- Other (please describe) \_\_\_\_\_

**PERMIT FEE \$50.**

- Construction Trailer
- Real estate sales office or model home
- Sale of non-agricultural products, except fireworks
- Not-for-profit event, over 100 people in attendance
- Town recognized event \_\_\_\_\_
- Live Band / Concert \_\_\_\_\_

<u>Block Party @ FBC</u> Name of Event	<u>First Baptist Church of Johnston St and 202 S. 4th St</u> Location of Event (exact street address)
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Applicant name Tommy Cook E-mail address tommy@fbcsmithfield.org  
 Address 202 S. 4th St. Smithfield Zip 27577  
 Day phone (919) 934-9771 Mobile phone (919) 333-4248  
 Event set-up/start time/date 6 pm - 6/9 Event clean-up/end date/time 8:30 pm - 6/9  
 Sound amplification hours 6 to 8 pm Will food or goods be sold? No

Security provided by Smithfield Police or private security (describe duties): \_\_\_\_\_

Private agency name & phone, if applicable: \_\_\_\_\_

Will any Town property be used (i.e., streets, parks, greenways)? would like to close off Johnston St at ~~6th~~ Ceciles and 4th from 6P to Johnston to FBC church

Do you wish to: Restrict animals at this event? (circle Yes No) Prohibit Fireworks? (circle Yes No)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

[Signature] Applicant's name (print) J. Thomas Cook Signature 5/26/14 Date

**PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.**

Method of payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit card \_\_\_\_\_ Amount \$ \_\_\_\_\_ HTE \_\_\_\_\_

Reviewing Planner: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Note: See attached letter)

## Paul Embler

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**From:** Tommy Cook <tommy@fbcsmithfield.org>  
**Sent:** Friday, May 27, 2016 3:49 PM  
**To:** Paul Embler  
**Subject:** FW: Closing of Johnston St. on 6/9/16

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**From:** Charles Mast [<mailto:charles@mastfirm.com>]  
**Sent:** Friday, May 27, 2016 3:21 PM  
**To:** Tommy Cook  
**Cc:** Lee Jackson  
**Subject:** Re: Closing of Johnston St. on 6/9/16

We approve.

Charles

Charles D. Mast  
Mast, Mast, Johnson, Wells & Trimyer, P. A.  
P. O. Box 119  
Smithfield, NC 27577  
(919) 934-6187  
[Charles@mastfirm.com](mailto:Charles@mastfirm.com)

On May 27, 2016, at 3:01 PM, Tommy Cook <[tommy@fbcsmithfield.org](mailto:tommy@fbcsmithfield.org)> wrote:

Charles,

FBC Smithfield is having a block party on Thursday, June 9 from 6-8 p.m. We are seeking your permission to block off a portion of Johnston St. by your property on 4<sup>th</sup> St. We will also close 4<sup>th</sup> Street from Johnston St. to Church St. Please let me know if you approve of this by Monday Morning if possible.

Thank you,

Tommy Cook  
(919)333-4248



**TOWN OF SMITHFIELD  
Town Council  
Information Form**

**Applicant Katrusia Kay Johnson – Harbor of Johnston County** is announcing and inviting the Town Council to attend an outdoor non-profit event (grand opening) at their new location on Skyland Drive.

**Date of Meeting:** June 9, 2016

**Date Prepared:** June 1, 2016

**Staff Work By:** Paul Embler

**Presentation By:** Paul Embler

**Presentation Description:**

The petitioner is announcing and inviting the Town Council to an outdoor non-profit event (a grand opening). The event will be held on June 7, 2016 between the hours of 5:30 pm and 7:00 pm. Set-up for the event will begin at 8:00 am and clean-up will occur immediately following the event. No food will be sold but food will be available for those in attendance. There will be a PA system in use between 5:30 pm and 6:00 pm. There is no anticipated need for security but assistance for traffic control by the Police Department may be need to direct traffic to and from Skyland Drive from NC 210.

**Action Requested:**

There is no action required by the Town Council.





### Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

**A site plan/diagram of event property MUST BE ATTACHED (see attachments)**

**PERMIT FEE \$50.**

**TYPE OF EVENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Expansion or replacement of existing facilities | <input type="checkbox"/> Construction Trailer   |
| <input type="checkbox"/> Sale of agricultural products grown off-site    | <input type="checkbox"/> Real estate sales office or model home                         |
| <input type="checkbox"/> Sale of fireworks                               | <input type="checkbox"/> Sale of non-agricultural products, except fireworks            |
| <input type="checkbox"/> Special event, over 100 people in attendance    | <input checked="" type="checkbox"/> Not-for-profit event, over 100 people in attendance |
| <input type="checkbox"/> Athletic event on streets, greenways            | <input type="checkbox"/> Town recognized event _____                                    |
| <input type="checkbox"/> Other (please describe) _____                   | <input type="checkbox"/> Live Band / Concert _____                                      |

✓ Harbor of Johnston Co Open House 110 SHYLAND DRIVE  
 Name of Event Location of Event (exact street address)

✓ Applicant name Katrusia 'Kay' Johnson E-mail address kjohnson@harborshelter.org

✓ Address 1149 Buffalo Road Zip 27577

✓ Day phone 919.631.7318 Mobile phone 919.631.7318

Event set-up/start time/date 5pm 6/7/2016 Event clean-up/end date/time 7pm 6/7/2016

Sound amplification hours 5:30-6pm Will food or goods be sold? NO

Security provided by Smithfield Police or private security (describe duties): NO

Private agency name & phone, if applicable: N/A

Will any Town property be used (i.e. streets, parks, greenways)? streets for parking

Do you wish to: Restrict animals at this event? (circle Yes No) Prohibit Fireworks? (circle Yes No)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Katrusia 'Kay' Johnson Katrusia Johnson ✓ 5-27-16  
 Applicant's name (print) Signature Date

**PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.**

Method of payment: Cash  Check  Credit card  Amount \$ \_\_\_\_\_ HTE \_\_\_\_\_

Reviewing Planner: Caul Eubly Date: 5/27/2016  
 (Note: See attached letter)



**TOWN OF SMITHFIELD  
Town Council  
Information Form**

**Applicant :** Various Applicants

**Date of Meeting:** June 9, 2016

**Date Prepared:** June 1, 2016

**Staff Work By:** Paul Embler

**Presentation By:** Paul Embler

**Presentation Description:**

The following events are scheduled for the months of June and July and are either pre-approved special events or dedications.

6/4	Relay for Life	Smithfield Community Park and SSS
6/7	Harbor Dedication	110 Skyland Drive
6/18	Three Little Pigs Iron Man	SRAC and Community Park and Streets
6/17-18	Endless Yard Sale	various locations on Brightleaf Blvd.
6/24	Bridge dedication/naming	US 70 B @ Neuse River
7/3	Talent Show/DJ Review	Smith-Collins Park
7/16	Fun in the Park	Smith-Collins Park
7/23	Mid-Town Reunion	Sixth Street at Church/E Johnston
7/30	Gospel Sing	Town Commons

**Action Requested:**

There is no action required by the Town Council.

**Town of Smithfield  
Town Council  
Information Form**

**Item:** Annual Event: 3 Little Pigs Triathlon – Smithfield Police Department to provide traffic control

**Information:**

In 2011, the Town Council approved the 3 Little Pigs Triathlon as an annual event. Then in 2015, the Town Council approved to waive the fees for the Town of Smithfield Police Department for the Triathlon. The cost is approximately \$300 for 3 officers for 4 hours; one for the intersection of Booker Dairy Rd. and Buffalo Rd. and the other out front of the Smithfield Recreation Aquatics Center and one at Smithfield-Selma High School.

This year, the 3 Little Pigs Triathlon will be held on Saturday, June 18<sup>th</sup>. The committee requested the same amount of officers as was approved in 2015. In the FY 2015-2016 adopted budget, the Police Department budgeted funds for overtime for this event.

For this event, 50% of the proceeds go directly back to Smithfield through Friends of the Park; the other 50% goes to the Central Johnston Rotary Club in Smithfield. In the past 6 years over \$46,000 has been contributed to Friends of the Park. Last year's triathlon had nearly 400 competitors and there has been an increase in participation for this year. The Central Johnston Rotary uses a portion of the proceeds to fund local projects such as the installation of benches and trash receptacles on the greenway that we installed last year

**For informational purposes only. No action requested**

**Town of Smithfield  
Town Council  
Action Form**

**Item: Child Signs**

**Date of Meeting:** June 7, 2016

**Date Prepared:** May 10, 2016

**Staff Work By:** Interim Chief R.K. Powell

**Presentation:** Consent Agenda

**Presentation:**

The police department has received a request that two "Slow, Children at Play" signs be placed on Edgerton Street in Smithfield. The resident of this area is concerned about children in the area and increased traffic on Edgerton Street. The police chief has reviewed this area and has no objection to this signage.

**Action Requested:**

It is requested this issue be discussed by the Town Council and the Council approve the placement of two "Slow, Children at Play" signs on Edgerton Street in Smithfield.



**Town of Smithfield  
Town Council  
Action Form**

**Item: JCC Contract for Law Enforcement Services**

**Date of Meeting:** June 5, 2016

**Date Prepared:** May 16,2016

**Staff Work By:** Interim Chief Powell

**Presentation:** Consent Agenda

**Presentation:**

Johnston Community College has requested that the Smithfield Police Department to extend the present contract to allow the School Resource Officers to remain during the summer months. The college has agreed to pay an additional \$21,624.00 (2 x \$10,812.00) to cover the officers' salaries during these months. The updated annual amount to be paid by the college will be \$129,744.00. The college continues to extend its curriculum to add more classes during these months.

**Action Requested:**

It is requested the Town Council approve the School Resource Officers currently at Johnston Community College to be retained for the Summer months and the Town be reimbursed for their services by the College.



STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

### CAMPUS POLICE OFFICER CONTRACT

This Contract is made this the 27th day of July, 2010 by and between The Board of Trustees of Johnston Community College (herein after the "College") and amended on June 5, 2016, a body politic located in Johnston County, North Carolina, and the Town of Smithfield (herein after the "Town"), a government body located in Smithfield, Johnston County, North Carolina, and in consideration of the mutual promises and covenants contained herein, do hereby contract and agree as follows:

#### WITNESSETH:

**WHEREAS**, the College desires to have the town provide Campus Police Officers at the College's main campus in Smithfield, which is owned and operated by the College; and

**WHEREAS**, the Town is willing to provide Campus Police Officers for the school; and

**WHEREAS**, the parties agree that a Campus Police Officer Program is designed to prevent antisocial behavior through education, communication, and understanding between school personnel, students, police, and the community through various programs supported by both Johnston Community College, the Town of Smithfield and the Smithfield Police Department.

**NOW, THEREFORE**, in consideration of the promises and covenants of the parties hereto herein contained, and other goods valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the College and the Town do hereby agree as follows:

1. The Town shall provide two (2) officers to serve as Campus Police Officers for the 2010-2011 school year.
2. The officer shall be assigned full-time to the following school:

**Johnston Community College  
245 College Road  
Smithfield, NC 27577**

3. The parties agree that the Campus Police Officers will be responsible for enforcing the law and not be used as an arm of school or parental discipline, unless a violation of the College's policy is committed in the presence of the Campus Police Officer or a violation of the college's policy arises in the course of an investigation of the Campus Police Officer.

4. Johnston Community College and the Town of Smithfield have agreed to certain guidelines concerning the Campus Police Officer Program which are herein incorporated by reference as Exhibit A.

5. The parties agree that the Campus Police Officers, employed by the Town of Smithfield are independent contractors working directly under the supervision of the Chief of Police of the Town of Smithfield and the College assumes no liability for any act of omission that would ever arise in the Campus Police Officers' performance or non-performance of their duties.

6. The College shall pay the Town a total of \$129,744.00 per year for service provided pursuant to this agreement. This agreement allows for School Resource Officer to work year round at the college. A salary adjustment shall occur at the beginning of each contract year, consistent in percentage to that authorized by the Town Council. This salary increase percentage shall be consistent to that received by all members of the Smithfield Police Department. Payments will be made upon receipt of an invoice from the Town. Should the Town be unable to complete the services specified, the Town will refund a pro rata share of payments made for unfulfilled services.

7. The term of this contract shall run for a period of one (1) year and shall automatically renew each year unless terminated by either party upon given sixty (60) days proper notice to the other party at the address listed below:

SCHOOLS

Dr. David Johnson  
President  
Johnston Community College  
PO Box 2350  
Smithfield, NC 27577

TOWN

Mike Scott  
Smithfield Town Manager  
350 East Market Street  
PO Box 761  
Smithfield, NC 27577

8. This contract shall be governed by, and construed in accordance with the Laws of the State of North Carolina.



IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in their corporate names by duly authorized officers in duplicate originals, one of which is retained by each of the parties, the day and year first written above.

THE BOARD OF TRUSTEES OF  
JOHNSTON COMMUNITY COLLEGE

BY: \_\_\_\_\_  
David Johnson, President

TOWN OF SMITHFIELD

BY: \_\_\_\_\_  
Mike Scott, Town Manager

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, a Notary Public of Johnston County, State of North Carolina, hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and Notary Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, a Notary Public of Johnston County, State of North Carolina, hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and Notary Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## EXHIBIT "A"

### Campus Police Officer Guidelines between the Town of Smithfield and Johnston Community College

#### Philosophy

The Campus Police Officer guidelines are designed to prevent antisocial behavior through education, communication, and understanding between school personnel, students, police, and the community through various programs supported by Johnston Community College, the Town of Smithfield and the Smithfield Police Department.

#### Employment

The Campus Police Officers will be employed directly by the Town of Smithfield and under the direct supervision of the Chief of Police for the Town of Smithfield. The hours of work and direct supervision shall be assigned by the Chief of Police in consultation with the President of Johnston Community College or his designee.

#### Role

Campus Police Officers will help to create a peaceful campus environment by;

- Carrying out the responsibilities of a certified law enforcement officer
- Acting as an advisor and/or resource to faculty, staff and students by furnishing guidance on law-related issues and ethical concepts.

#### Deterrence

Campus Police Officers will engage in activities designed to reduce the number of crimes committed on or near school property by;

- Providing preventive patrol in order to reduce loitering on school premises or adjacent properties, drug and alcohol use, assaults, and other anti-social behavior
- Providing security for special school functions such as athletic events, school dances, band concerts, and field trips
- Assisting citizens or business owners living or operating in school areas with any difficulties encountered in interacting with students

### Police Conduct in the School Setting

Police officers who are assigned to the College must be sensitive to College officials' responsibilities. Officers should make a concerted effort to develop and maintain a cooperative atmosphere.

Campus Police Officers have a professional responsibility to conduct themselves in a courteous, purposeful, and cooperative manner.

Disagreements will be arbitrated privately between involved police and college staff. Failure to reach a mutually satisfactory course of action should be resolved by referral to appropriate superiors. College staff with concerns regarding the Campus Police Officer's conduct should notify the Campus Security Coordinator. The coordinator should then inform the Chief of Police or his designee.

### Reporting Responsibilities

The Campus Police Officer will develop/maintain the following reports:

- Incident Reports
- Daily Crime Log
- Monthly summaries for Clery Act reporting
- Assist with annual Clery Act Reporting

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

AGREEMENT FOR POLICE SERVICES

THIS AGREEMENT FOR POLICE SERVICES (the "Agreement"), made and entered into effect this \_\_\_ day of \_\_\_\_, 20\_\_, by and between The Board of Trustees of Johnston Community College (herein after the "College"), a body politic located in Johnston County, North Carolina, and the Town of Smithfield (herein after the "Town"), a government body located in Smithfield, Johnston County, North Carolina, and in consideration of the mutual promises and covenants contained herein, do hereby contract and agree as follows:

WITNESSETH:

WHEREAS, the College owns, operates and maintains educational and other facilities on its campus (the "Campus Facilities") located within the corporate limits of the Town of Smithfield;

WHEREAS, the College desires to provide police and law enforcement services to protect the persons and property present on and about its Campus Facilities;

WHEREAS, the Town provides police and law enforcement services to the College and other citizens within the corporate limits of the Town of Smithfield;

WHEREAS, the College has requested that the Town provide additional police services at the Campus Facilities, with the additional cost thereof to be borne by the College; and

WHEREAS, the Town is agreeable to and will provide such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the promises and covenants of the parties hereto herein contained, and other goods valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the College and the Town do hereby agree as follows:

1. PHILOSOPHY. Police services on Campus Facilities are designed to prevent antisocial behavior through education, communication, and understanding between school personnel, students, police, and the community through various programs supported by Johnston Community College, the Town of Smithfield and the Smithfield Police Department.

2. TERM. The term of this contract shall run for a period of one (1) year and shall automatically renew each year unless terminated by either party upon giving sixty (60) days proper notice to the other party at the address listed below:

Dr. David Johnson, President  
Johnston Community College  
PO Box 2350  
Smithfield, NC 27577

Mike Scott, Town Manager  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

3. PAYMENT. The College shall pay the Town a total of \$129,744 per year for service pursuant to this agreement. This will allow School Resource Officers to work at the college year round. A salary adjustment shall occur at the beginning of each contract year, consistent in percentage to that authorized by the Town Council. This salary increase percentage shall be consistent to that received by all members of the Smithfield Police Department. Payments will be made upon receipt of an invoice from the Town. Should the Town be unable to complete the services specified, the Town will refund a pro rata share of payments made for unfulfilled services.

4. EMPLOYEES. The police officers assigned by the Town to perform the duties specified in this Agreement will at all times be employees of the Town of Smithfield and will be subject to and under sole control of the appropriate officials of the Town of Smithfield and the Smithfield Police Department.

The Town will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the Town shall be responsible for the compensation of the officers and all employee benefits.

The College assumes no liability for any act of omission that would ever arise in the officers' performance or non-performance of their duties.

5. RESPONSIBILITIES OF THE TOWN/POLICE DEPARTMENT.

- The Town will provide two (2) police officers, who will have the primary responsibility to provide police services to and in the Campus Facilities. The hours of work will be assigned by the Chief of Police in consultation with the President of the College or his/her designee.
- The Town will be responsible for the cost of automobiles, equipment and other expenses incident to the furnishing of police services.
- Officers assigned to the College are employees of the Town of Smithfield, and are under the direction and supervision of the Smithfield Police Department. They will be evaluated annually by their assigned supervisor, who may solicit input from College employees to develop an accurate reflection of their performance.

## 6. RESPONSIBILITIES OF THE COLLEGE.

- The College will provide an office on the Campus Facilities to serve as a base of operations for the officers.
- The College's Safety Officer will assist the officers in the completion of a documented risk assessment and analysis every three (3) years.
- If the College requires background investigations of students, faculty, staff or other on campus personnel, it shall be their responsibility to conduct those investigations and/or procedures.
- The College will be responsible for its Emergency Notification System.
- The College will be responsible for the Campus Facilities' security cameras.
- If and when "Emergency Only" phones are installed, the College will be responsible for them.
- The College will be responsible for conducting any Administrative Investigations.
- The College will be responsible for compliance with the Clery Act.

## 7. RESPONSIBILITIES OF THE OFFICERS.

- The officers will respond to calls on the Campus Facilities and in the immediate surrounding area, and enforce appropriate federal, state, and local laws and ordinances to the extent and in the manner deemed appropriate by such officers, their superior law enforcement officers and the Smithfield Police Department.
- The officers will collaborate with the College and its administrative authorities to maintain peace and order on the Campus Facilities and make all appropriate investigations and arrests.
- Upon receipt of reports from the College's officers, agents, or employees of any criminal activities, the officers assigned under this Agreement will, in furtherance of their respective duties and responsibilities:
  - Confront violators and document violations of College policy,
  - Collaborate with the College on crime prevention programs, and
  - Maintain incident reports and a daily crime log.

- Other specific duties will include:
  - Lock and unlock buildings, offices, and classrooms as needed,
  - Provide escorts on Campus Facilities for students and staff when requested,
  - Perform foot patrol and building checks throughout Campus Facilities at different times,
  - Recognize campus safety and security hazards and report these to the College's Safety Officer,
  - Provide security for special functions such as festivals, athletic games, graduations, etc. as requested.
  
- The officers will engage in activities designed to reduce the number of crimes committed on or near Campus Facilities by providing preventative patrol in order to reduce loitering, drug and alcohol abuse, assaults, and other anti-social behavior.
  
- The officers will assist citizens or business owners living or operating in school areas with any difficulties encountered while interacting with students.
  
- The officers will gather and forward required crime statistics to the Vice President of Student Services so the College may comply with Clery Act reporting.
  
- With the assistance of the College's Safety Officer, the officers will complete a documented risk assessment and analysis every three (3) years.
  
- The officers will complete a year-end report, annually, and submit the report to their assigned supervisor at the Smithfield Police Department.

8. **REPORTS.** Any arrest report, incident report, investigative report or other material or documents prepared or filed by or with the Smithfield Police Department which may relate, directly or indirectly, to the activities of the College in its operation of the Campus Facilities shall be available to the appropriate officers and agents of the College, the same as such documents are available to the general public, except any such documents covered by confidentiality laws or for which the disclosure is otherwise prohibited by law.

9. **RESPONSE.** It is understood by and between the parties hereto that any officer assigned to patrol the Campus Facilities pursuant to the provisions hereof shall at all times have the right to call upon officers or units of the Smithfield Police Department for assistance or backup. Conversely, it is understood and agreed that the assigned officers, shall likewise be subject to call and respond if requested or directed in other areas of the Town.

10. **COORDINATION.** Program coordination on behalf of the College and direct liaison with the College will be conducted through the Vice President of Finance and Administration or his/her designee. Program coordination on behalf of the Town and direct liaison with the Town will be conducted through the Chief of Police or his/her designee. These persons shall work together to resolve any problems, complaints or special circumstances encountered in the performance of this Agreement.

11. AMENDMENT. This Agreement constitutes the entire agreement between the parties and shall not be altered or amended except in writing signed by the parties hereto or their duly authorized agents and employees.

IN WITNESS WHEREOF, the parties hereto acting and through their duly authorized agents and employees have caused their respective names and seals to be hereunto affixed on the day and year first above written.

TOWN OF SMITHFIELD, NORTH CAROLINA

JOHNSTON COMMUNITY COLLEGE

By: \_\_\_\_\_  
Mike Scott, Town Manager

By: \_\_\_\_\_  
Dr. David Johnson, President

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, a Notary Public of Johnston County, State of North Carolina, hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and Notary Seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, a Notary Public of Johnston County, State of North Carolina, hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and Notary Seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**Town of Smithfield  
Town Council  
Action Form**

**Item: Board Appointments**

**Date of Meeting:** June 7, 2016

**Date Prepared:** May 25, 2016

**Staff Work By:** Shannan Williams

**Presentation:** Consent Agenda

**Presentation:**

**Current Board vacancies are as follows:**

Appearance Commission – 3 positions

Parks and Recreation Advisory Commission – 1 Position  
and 2 High School student positions (2 year term)

Planning Board – 1 ETJ Alternate Position

**Board Appointment Considerations**

1. Gerald Joyner has submitted an application to be reappointed to serve a second term on the Planning Board.
2. Katherine Tamer has submitted an application for consideration to be appointed to serve on a first term on the Appearance Commission

There have been no other inquiries at this time.





**Town of Smithfield  
Board, Commission, or Committee  
Application**

Name: JOYNER PERARD S  
(Last) (First) (MI)

Home Address: 510A EAST JOHNSTON ST. SMITHFIELD, N.C. 27577

Business Name & Address: \_\_\_\_\_

Telephone Numbers: N/A 704-608-4112 gjoyner@nsw.com  
(Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

- |   |   |
|---|---|
| <input type="checkbox"/> Appearance Commission                | <input type="checkbox"/> Parks/Recreation Advisory Commission       |
| <input type="checkbox"/> Board of Adjustment In Town Resident | <input checked="" type="checkbox"/> Planning Board In-Town Resident |
| <input type="checkbox"/> Board of Adjustment ETJ Member       | <input type="checkbox"/> Planning Board ETJ Resident                |
| <input type="checkbox"/> Historic Properties Commission       | <input type="checkbox"/> Other: _____                               |
| <input type="checkbox"/> Library Board of Directors           | _____   |

Interests & Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Civic or Service Organization Experience: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Town Boards previously served on and year(s) served: PLANNING BOARD - In town

Please list any other Boards/Commissions/Committees on which you currently serve: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in serving on this Board/Commission/Committee? I like the opportunity to serve on local board to assist in local issues in expanding businesses & communities

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: GERALD S. JOYNER

Signature: 

Date: 24 MAY 2016

Return completed for to:  
Shannan Williams  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.williams@smithfield-nc.com](mailto:shannan.williams@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**





**Town of Smithfield**  
**Board, Commission, or Committee**  
**Application**

Name: Tamer Katherine V.  
(Last) (First) (MI)  
Home Address: 1634 Cleveland Road, Smithfield, NC 27577

Business Name & Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ 980-230-9550 \_\_\_\_\_ katherinetamer@gmail.com  
(Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

<input checked="" type="checkbox"/>	Appearance Commission	<input type="checkbox"/>	Parks/Recreation Advisory Commission
<input checked="" type="checkbox"/>	Board of Adjustment In Town Resident	<input type="checkbox"/>	Planning Board In-Town Resident
<input type="checkbox"/>	Board of Adjustment ETJ Member	<input type="checkbox"/>	Planning Board ETJ Resident
<input checked="" type="checkbox"/>	Historic Properties Commission	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Library Board of Directors		_____

Interests & Skills: I am a graduate student at Duke University, pursuing a masters in public policy.  
I taught high school civics and economics for 5 years in Charlotte, majored in history at Catawba College, and grew up nearby in Fayetteville. My husband is a prosecutor for Johnston County.

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 **5**

Recent Job Experiences: high school history teacher

Civic or Service Organization Experience: Teach for America

Town Boards previously served on and year(s) served: none

Please list any other Boards/Commissions/Committees on which you currently serve: none

Why are you interested in serving on this Board/Commission/Committee? I want to get more involved in Smithfield and practice what I am learning at Duke. I want to be of service to the town I live in and feel like a part of the community.

**Affirmation of Eligibility:**


Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee. Further, I have received a copy of the Policy adopted 03-04-2008 and understand its contents.

Printed Name: Katherine V. Tamer

Signature: 

Date: May 3, 2016

Return completed for to:

Shannan Williams

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.williams@smithfield-nc.com](mailto:shannan.williams@smithfield-nc.com)

Text

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**

**Town of Smithfield  
Town Council  
Action Form**

**Consent Item: North Carolina Eastern Municipal Power Agency (NCEMPA)  
Board of Commissioners Appointment**

**Date of Meeting:** June 7, 2016

**Staff Work by:** Shannan Williams, Town Clerk

**Date Prepared:** May 16, 2016

**Presentation:** Consent Agenda

**Consent Agenda Item:**

The Town of Smithfield is allowed to appoint one Commissioner and up to two Alternate Commissioners to the NCEMPA Board of Commissioners. Interim Manager Jim Freeman is currently serving as the NCEMPA Commissioner. Historically, the Town Manager has served as the Commissioner and the Public Utilities Director has served as the First Alternate Commissioner on the NCEMPA Board.

**Action Requested**

Staff is requesting that the Council consider appointing Town Manager Michael L. Scott to serve as the Commissioner to the NCEMPA Board of Commissioners.

OATH

I, Michael L. Scott, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as Commissioner of North Carolina Eastern Municipal Power Agency, and that I will adhere to and abide by the ElectriCities' Ethical and Professional Code of Conduct, so help me God.

\_\_\_\_\_  
Commissioner

Sworn to and subscribed before me,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Notary Public - Shannan L. Williams

My Commission Expires: 05-20-2017

(NOTARY SEAL HERE)



# Town of Smithfield Town Council Information Form

**Item:** Filled Vacancies

**Date of Meeting:** June 07, 2016      **Date Prepared:** May 31, 2016

**Staff Work By:** Tim Kerigan, HR Director

**Background**

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

**Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 15-16 Budget.

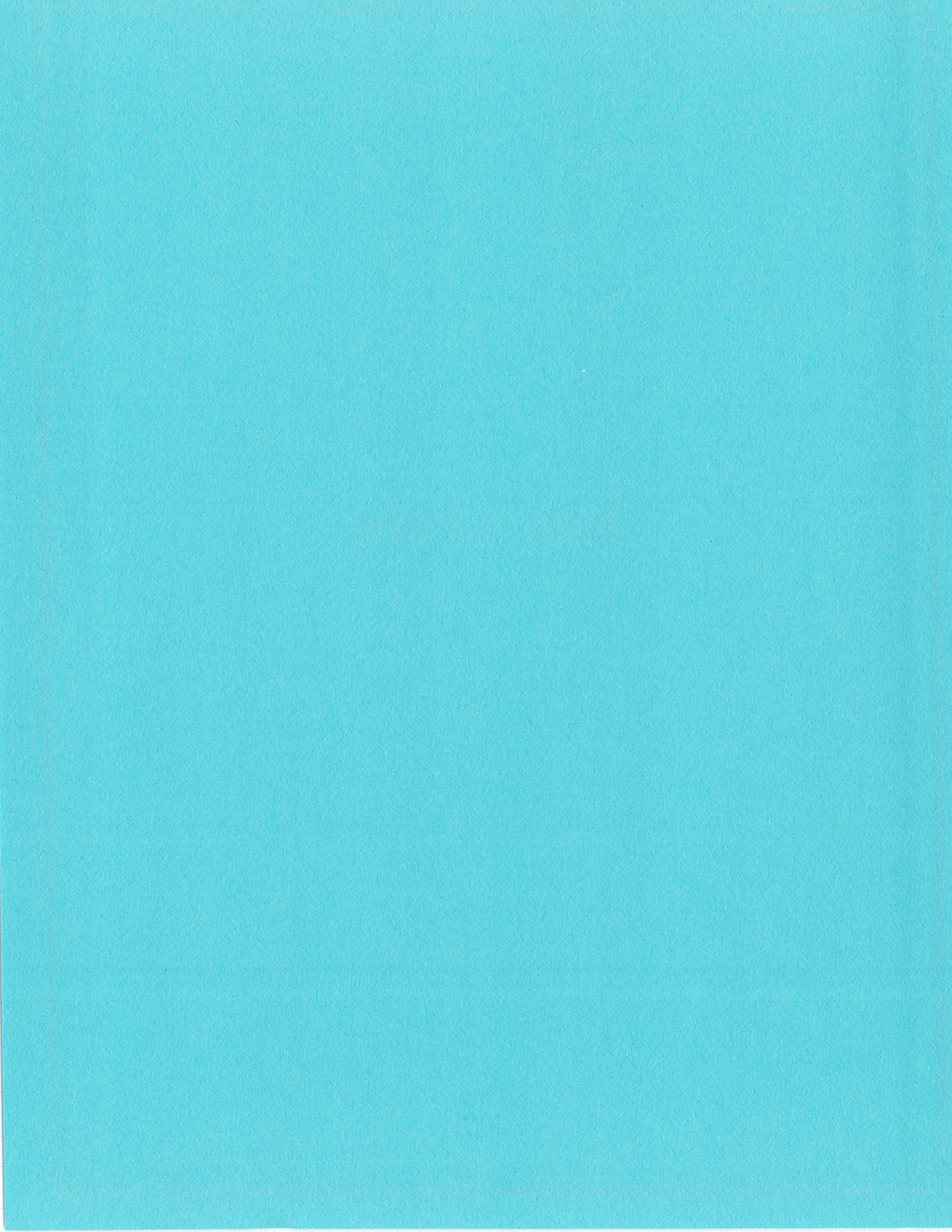
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$10.00/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$15.00/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$10.00/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$10.00/hr
Records Clerk	Police	10-5100-0200	\$14.183/hr (\$29,500.64/yr)



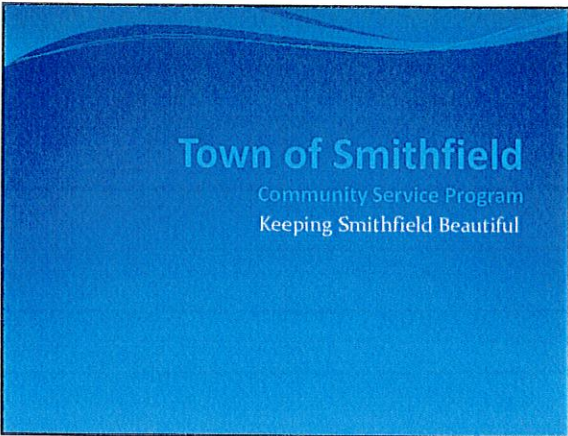


# Business Items









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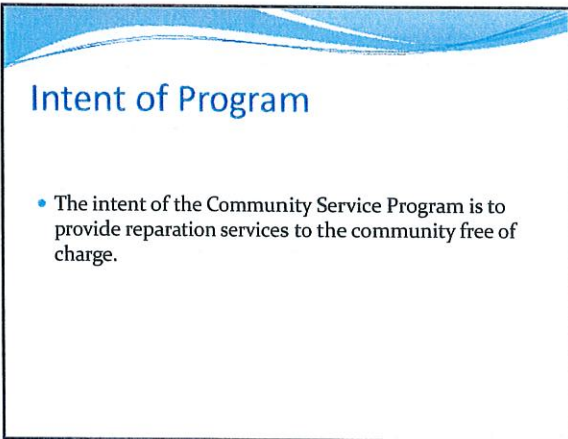
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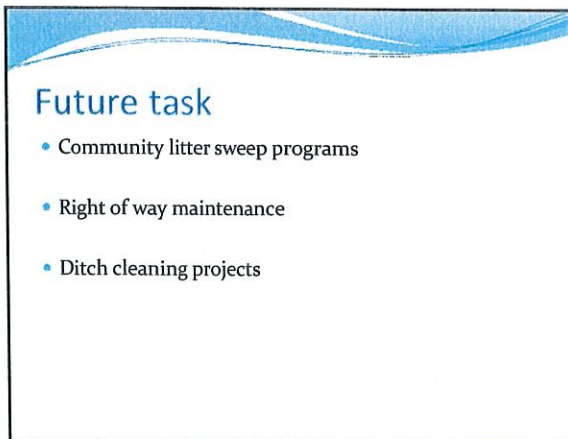
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### Pro's & Con's

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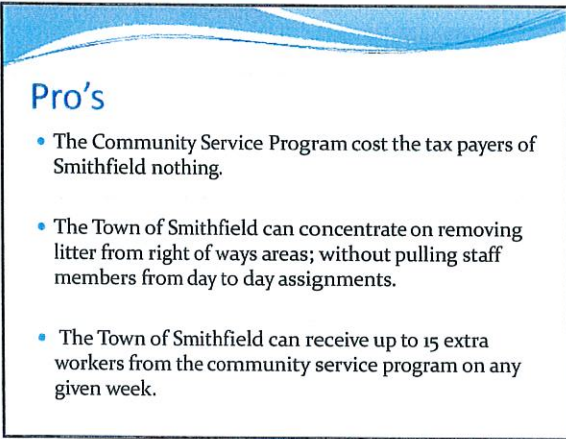
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### Pro's

- The Community Service Program cost the tax payers of Smithfield nothing.
- The Town of Smithfield can concentrate on removing litter from right of ways areas; without pulling staff members from day to day assignments.
- The Town of Smithfield can receive up to 15 extra workers from the community service program on any given week.

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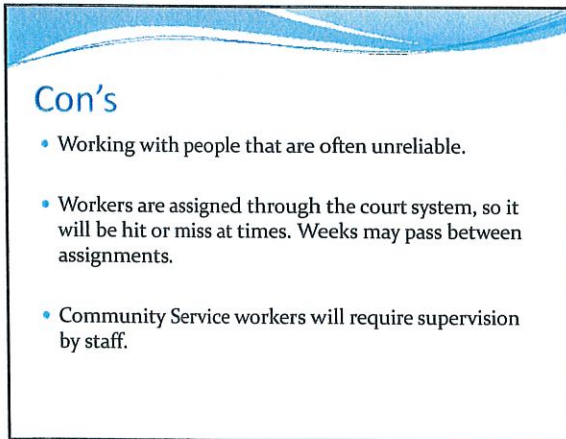
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### Con's

- Working with people that are often unreliable.
- Workers are assigned through the court system, so it will be hit or miss at times. Weeks may pass between assignments.
- Community Service workers will require supervision by staff.

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Keeping Smithfield Beautiful one bag at a time.



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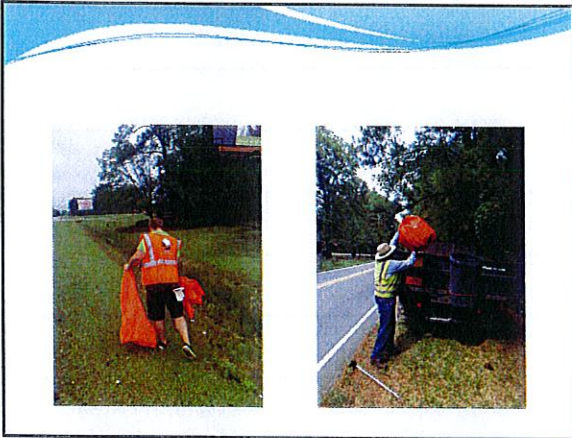
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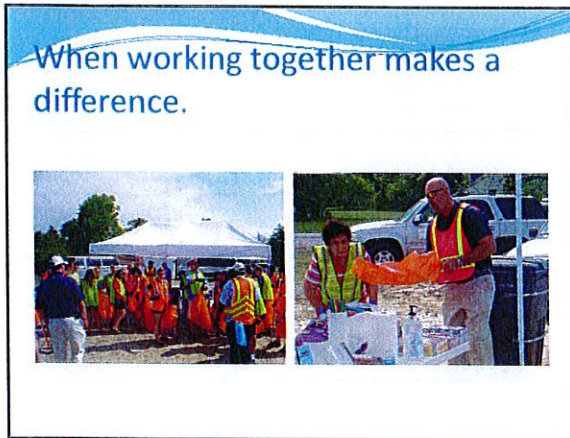
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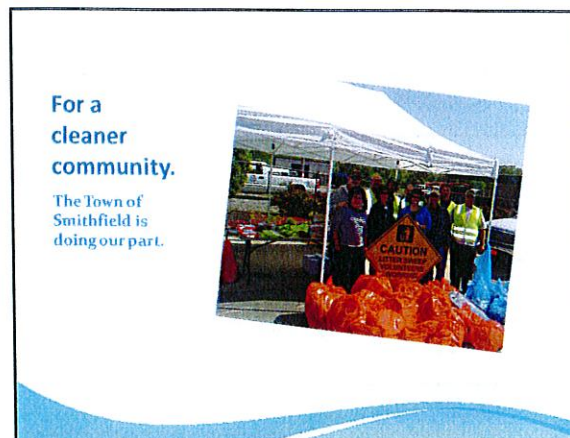
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**Town of Smithfield  
Town Council Action Form**

**Business Item:** Approval of two part-time, seasonal employees for the water/sewer department to assist in the maintenance of sewer outfalls and lift stations.

Date of Meeting: June 7, 2016

Date prepared: May 24, 2016

Staff Work by: Ted Credle

Presentation: Ted Credle

**Item:**

As the Town continues to act in a fiscally responsible manner, the budgetary constraints have not afforded an increase in personnel for the water/sewer division of the Public Utilities Department. The water/sewer division is responsible for the maintenance of the sewer outfalls and has budgeted the rental of the required machinery to perform this maintenance. Since we have had employee turnover, a loss of personnel needs to be addresses in a timely fashion. The Public Utilities Department will address the issue by hiring part-time, seasonal help to aid our efforts.

The intent of the temporary positions are to provide the Town with a part-time labor force (4 hours per day, 5 days per week – at a rate of \$8.00 per hour) to aid in mowing and weed-eating through the outfalls, around manhole structures, and at lift stations during the summer growing season. These positions will, ideally, be filled by high school and/or college students, looking for work during the summer break. The term for this employment is set for the ten week period, starting on June 19, 2016 and ending on August 13, 2016.

Since there has been more than one employee to resign in this fiscal year, there is ample room in the budget line item to pay for the temporary personnel. Also, as part-time help, the Town does not afford the laborers benefits. There will be additional costs associated with safety gear (i.e. boots, gloves, eye protection, ear protection), but the total cost for both employees, for a ten-week term is under \$3,000.

**Action Requested:**

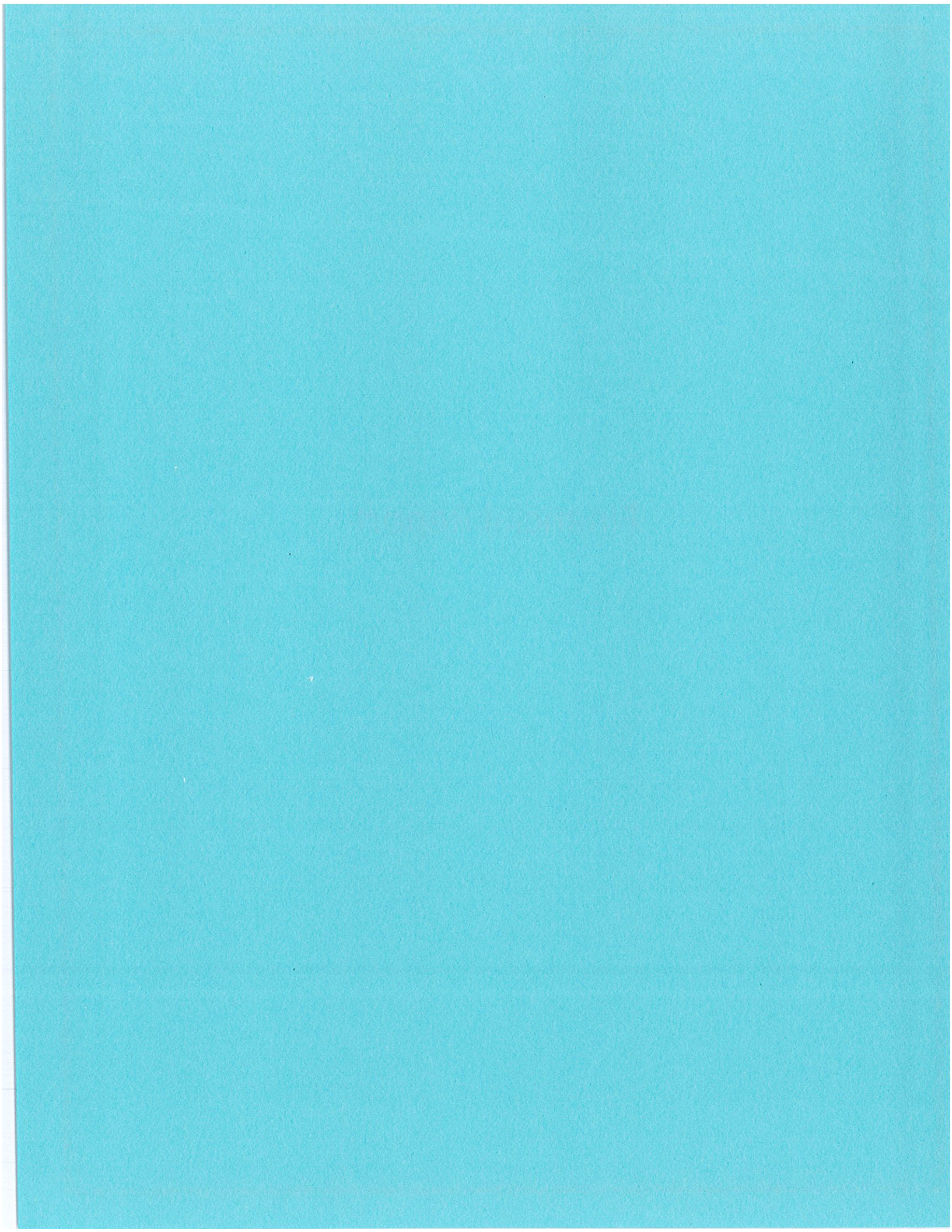
Approve two part-time employees to assist the water/sewer department in the maintenance of the outfalls and lift stations.





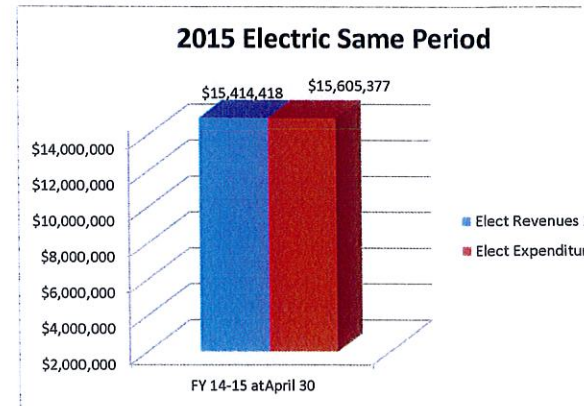
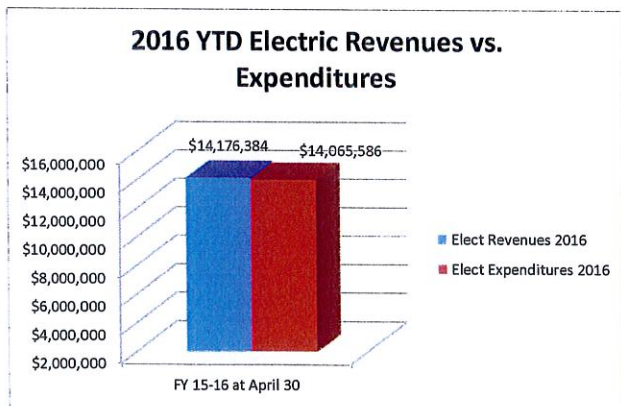
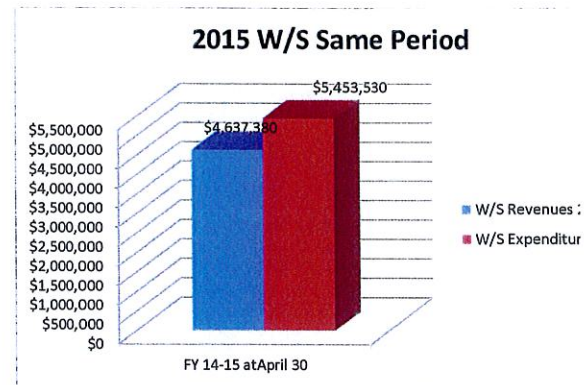
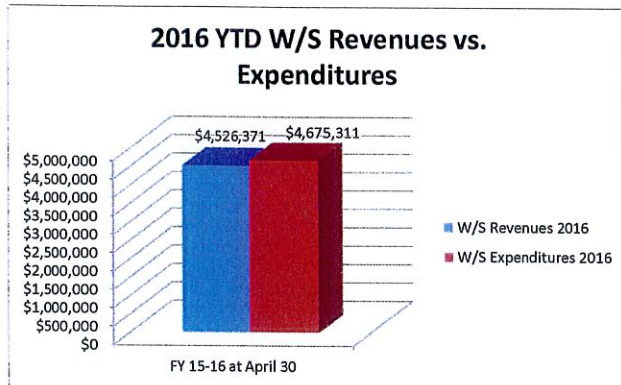
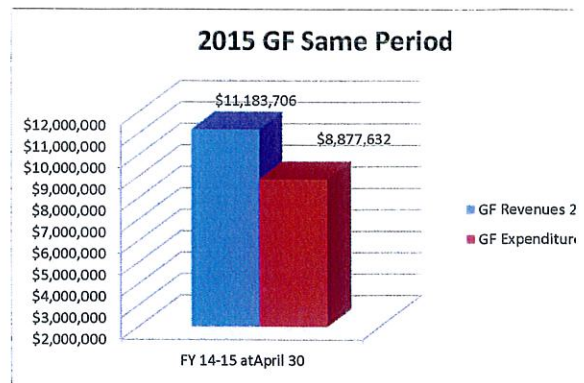
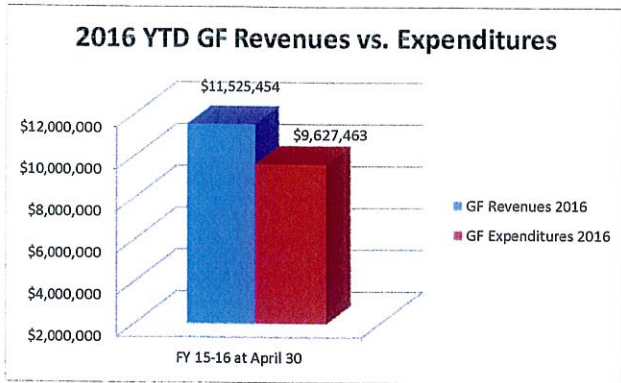
# Financial Report







# Town of Smithfield Revenues vs. Expenditures



2015  
es 2015

2015  
res 2015

2015  
res 2015



**TOWN OF SMITHFIELD  
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

April 30, 2016

Gauge: 10/12 or 83.33 Percent

83.33%

<b>GENERAL FUND</b>					
	Frequency	Actual FY '14-5	Budget FY '15-16	Actual to Date FY '15-16	YTD % Collected
<b>Revenues</b>					
Current & Prior Year Property Taxes	Monthly	\$ 5,609,217	\$ 5,499,200	\$ 5,562,777	101.16%
Motor Vehicle Taxes	Monthly	552,153	425,000	437,068	102.84%
Utility Franchise Taxes	Quarterly	1,018,994	810,000	760,576	93.90%
Local Option Sales Taxes	Monthly	2,131,536	1,990,000	1,466,028	73.67%
Aquatic and Other Recreation	Monthly	827,203	829,400	657,310	79.25%
Sanitation	Monthly	1,303,621	1,326,200	1,008,949	76.08%
All Other Revenues		1,571,522	1,281,581	1,206,494	94.14%
Loan Proceeds		140,000	182,000	182,800	100.44%
Transfers (Electric and Fire Dist.)		373,542	397,542	243,452	61.24%
Fund Balance Appropriated		-	687,387	-	0.00%
Total		\$13,527,788	\$ 13,428,310	\$ 11,525,454	85.83%
<b>Expenditures</b>					
		Actual FY '14-5	Budget FY '15-16	Actual to Date FY '15-16	YTD % Spent
General Gov.-Governing Body		\$ 316,851	\$ 287,783	\$ 269,453	93.63%
Non Departmental		1,121,506	1,253,919	667,883	53.26%
Debt Service		1,212,677	1,851,733	1,618,607	87.41%
Finance		159,910	135,812	100,749	74.18%
Planning		305,466	412,220	267,561	64.91%
Police		3,232,824	3,575,974	2,499,753	69.90%
Fire		1,410,974	1,378,921	1,030,829	74.76%
EMS		932	-	-	#DIV/0!
General Services/Public Works		497,970	494,969	371,082	74.97%
Streets		818,543	547,975	363,057	66.25%
Motor Pool/Garage		84,380	93,954	66,695	70.99%
Powell Bill		-	300,700	357,310	118.83%
Sanitation		992,876	1,095,415	814,035	74.31%
Parks and Rec		762,054	813,017	515,202	63.37%
SRAC		890,791	972,498	685,248	70.46%
Contingency (Previously Part Of Gen Gov)		-	213,420	-	0.00%
Appropriations/Contributions		-	-	-	0.00%
Total		\$11,807,754	\$ 13,428,310	\$ 9,627,463	71.70%

YTD Fund Balance Increase (Decrease)

- -

83.33%

**WATER AND SEWER FUND**

	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
<b>Revenues</b>				
Water Charges	\$ 2,044,310	\$ 2,144,580	\$ 1,642,128	76.57%
Water Sales (Wholesale)	\$ 702,966	\$ 670,000	\$ 671,898	100.28%
Sewer Charges	2,700,929	2,811,738	2,179,748	77.52%
Tap Fees	15,312	16,000	14,060	87.88%
All Other Revenues	40,485	10,500	18,537	176.54%
Loan Proceeds	415,735	510,000	-	0.00%
Fund Balance Appropriated	-	541,951	-	0.00%
Total	\$ 5,919,737	\$ 6,704,769	\$ 4,526,371	67.51%

	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
<b>Expenditures</b>				
Water Plant	\$ 2,013,752	\$ 2,304,817	\$ 1,455,493	63.15%
Water Distribution/Sewer Coll (Less Transfers)	4,833,120	4,067,161	3,156,868	77.62%
Transfer to General Fund	110,404	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	-	-	#DIV/0!
Debt Service	174,443	149,466	62,950	42.12%
Contingency	-	183,325	-	0.00%
Total	\$ 7,131,719	\$ 6,704,769	\$ 4,675,311	69.73%

**ELECTRIC FUND**

	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
<b>Revenues</b>				
Electric Sales	\$ 19,144,269	\$ 17,244,400	\$ 13,746,863	79.72%
Penalties	440,314	375,000	388,879	103.70%
All Other Revenues	249,365	41,000	40,642	99.13%
Loan Proceeds	75,600	-	-	
Fund Balance Appropriated	-	1,598,667	-	
Total	\$ 19,909,548	\$ 19,259,067	\$ 14,176,384	73.61%

	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
<b>Expenditures</b>				
Administration/Operations	\$ 1,935,179	\$ 2,133,025	\$ 1,654,633	77.57%
Purchased Power	15,914,155	14,200,000	10,288,507	72.45%
Debt Service	377,579	366,240	350,491	95.70%
Capital Outlay	283,015	366,000	178,413	
Contingency	-	568,745	-	
Transfers to Electric Capital Proj Fund		1,231,515	1,200,000	
Transfer to Water Capital Improvement Fund		150,000	150,000	

Transfers to General Fund	243,542	243,542	243,542	100.00%
Total	<u>\$18,753,470</u>	<u>\$ 19,259,067</u>	<u>\$ 14,065,586</u>	<u>73.03%</u>

**CASH AND INVESTMENTS**

General Fund (Includes P. Bill)	8,267,899			
Water and Sewer Fund	3,720,543			Interest Rate
Electric Fund*	7,008,237			
Capital Project Fund: Wtr/Sewer (45)	(237,513)	1st CITIZENS	13,726,810	0.20%
Capital Project Fund: General (46)	476,118	NCCMT	2,241,773	0.080%
Capital Project Fund: Electric (47)	1,168,591	STIFEL	26,261	Market
Firemen Relief Fund (50)	169,709	KS BANK	3,621,917	.2, .65, &.8
Fire District Fund (51)	198,769	FOUR OAKS	1,290,135	0.12%
JB George Endowment (40)	134,543	PNC BANK	-	0.10%
Total	<u>\$20,906,896</u>		<u>\$ 20,906,896</u>	

\*Plug

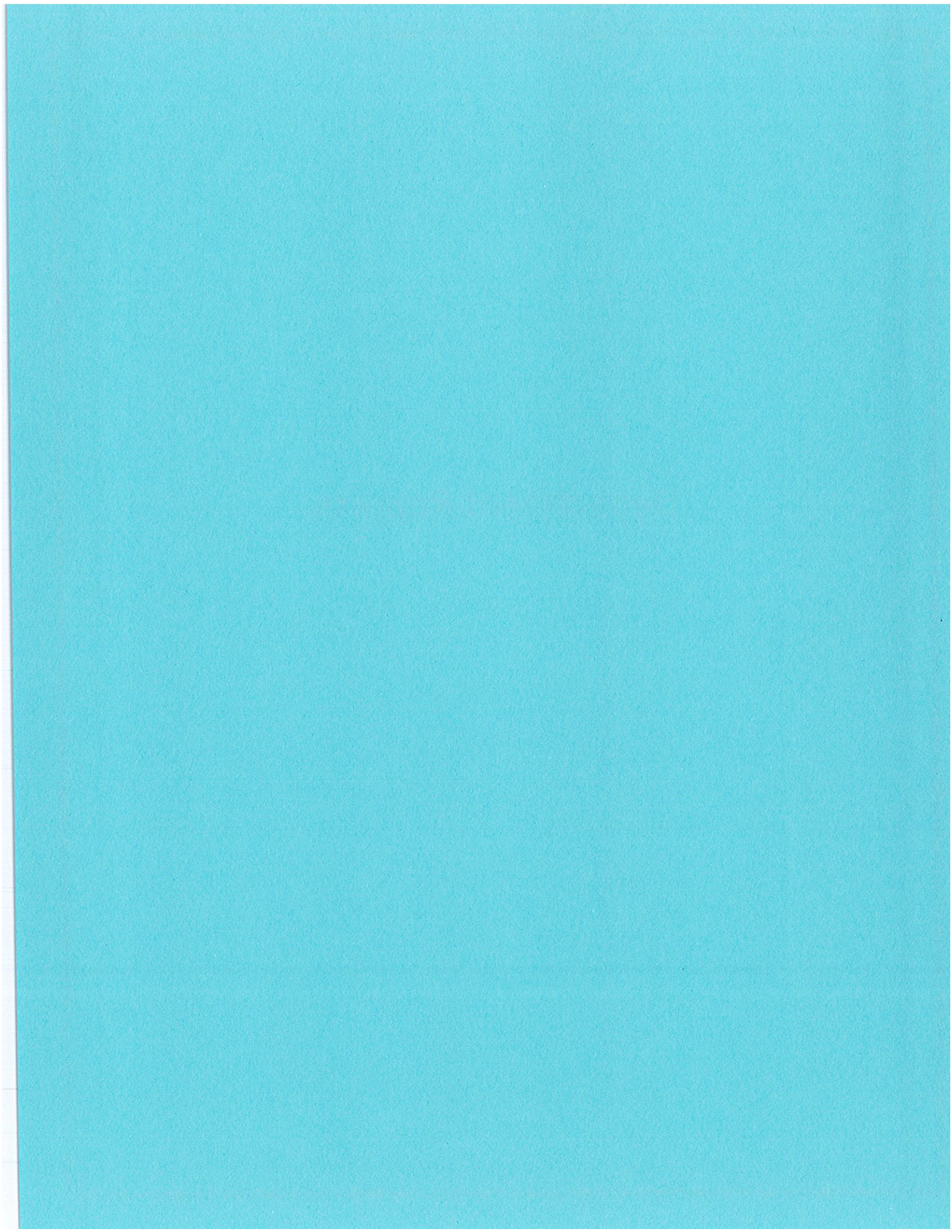
**Account Balances Confirmed By Finance Director on 05/26/2016**





# Department Reports









**FINANCE DEPARTMENTAL REPORT FOR APRIL, 2016**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other.....	\$2,508,564
Franchise Tax.....	0
Sales & Use Tax.....	153,657
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$2,662,221</b>

Expenditures: General, Water, Electric and Firemen’s Fund..... \$2,945,956

**FINANCE:**

- Compiled and submitted monthly retirement report on 4/29/2016
- Issued 63 purchase orders
- Processed 708 vendor invoices for payment and issued 369 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 4/8/2016 and 4/22/2016
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$25 on past due privilege license fees. **NOTE:** This brings the total collected to \$9,873.50. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent.
- Processed 16 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$30,169 (EMS = \$5,789; SRAC = \$8,088; Utility= \$15,865; and Other = \$427).
- Invoiced three (3) grave openings

**FINANCE DIRECTOR**

- Attended Town Council regular meeting on April 5, 2016. Prepared two agenda items: budget amendments for April, 2016 and rolling stock loan approval of \$376,928 with First Citizens Bank
- Attended Department Head staff meeting on April 5, 2016
- Met with the Local Government Commission during 1.181M loan consideration on April 5 to respond to any questions that may come up
- Closed on First Citizens Bank Rolling Stock Loan on April 6, 2016
- Prepared multiple journal entries to correct capital project expenditures
- Met with Sarah Edwards and DSDC Chair, Billie Stevens, to discuss streetscape loan payments
- Prepared and submitted application for law enforcement separation allowance study
- Closed on BB&T 1.1815M loan
- Prepared 2<sup>nd</sup> draft of budget for meetings with department heads
- Attended Department meeting on 4/19/16
- Assisted Wooten Company with the completion of Asset Inventory & Assessment (AIA) for future water/sewer grant applications
- Met with Departments Heads on budget, 9a.m-5p.m on 4/27/2016
- Attended Legislative Action Committee meeting, Raleigh, NC
- Invoiced Smithfield Housing Authority and JCC for resource officers

## Finance Department Totals for April 2016

### Meter Reading

Actual Meters Read	9,989	
Meters Loaded to Hand Held	10,240	
Meter Tech Service Hours	0	\$0.00

### Billing/Collections

Bills Mailed	6,089	\$2,136,507.85
Area Lights Billed	933	\$34,416.03
JoCo Wholesale water	0	\$0.00
Load Mgmt AC credit	0	\$0.00
Load Mgmt water heater credit	612	-\$3,738.00
Adjustments	108	-\$6,211.64
Delinquent Accts/Late Fees	1,466	\$18,007.64
NSF - Utility Only	13	\$2,828.73
Refund Checks Issued	24	\$7,260.09
Door Hangers	324	
Disconnect for non-pay	53	
Reconnect for payment received	36	
Bank Drafts	724	\$381,388.11
Lockbox	1,013	\$423,909.06
ECO Payment Totals		
	IVR-phone	188
	On-Line (website)	518
		\$129,423.95 BOTH
Cash Window Transactions/Payments	4,118	\$1,390,787.90
Accts collected from Debt setoff	0	\$1,350.88 EMS
	0	\$2,216.49 SRAC
	0	\$5,197.41 Utility
Accts submitted to Debt Setoff	13	\$5,229.34 Utility
	0	\$0.00 SRAC

### Service Orders

Requested Orders	247	
Completed Orders	240	
	Terminated Accounts	99
	Meters Rechecked	19
	New Turn on Accounts	96
Meter Tamper / Meter Missing	0	\$0.00

### Phone Call Usage

		Duration
<b>CSR - Elaine</b>		
Inbound	771	14:31:25
Outbound	173	3:50:49

### CSR/Collections - Audrey

Inbound	445	9:57:11
Outbound	221	3:34:44
<b>Collections - Cash Window#2</b>		
Inbound	91	2:16:09
Outbound	30	0:27:00
<b>Switch Board Operator x1101</b>		
Inbound	671	4:10:18
Outbound	80	1:43:31
<b>Total Town (Trunk Lines)</b>		
Inbound	5,724	157:51:56
Outbound	2,497	98:43:19



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**BOARD ACTIONS REPORT - 2016**

	April	Calendar Year to date
<b>Town Council</b>		
Rezoning	0	1
Conditional Use	1	4
Ordinance Amendment	0	0
Major Subdivisions	0	0
Annexations	0	0
Special Events	4	4
<b>Planning Board</b>		
Rezoning	0	1
Condition Use	0	4
Ordinance Amendment	0	0
Subdivisions	0	0
Annexations	0	0
<b>Board of Adjustment</b>		
Variance	0	1
Admin Appeal	0	0
<b>Historic Properties Commission</b>		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0





Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**Permit Issued for April 2016**

	Permit Fees	Permits Issued
Site Plan <u>Minor Site Plan</u>	450.00	6
Zoning <u>Land Use</u>	550.00	6
Zoning <u>Sign</u>	200.00	4
Total:	1,200.00	16
<b>Fiscal YTD Total:</b>	<b>15,650.00</b>	<b>196</b>

SP16-000014	Site Plan	Minor Site Plan	Ventura Business Park	88 Wolfpack Lane
SP16-000015	Site Plan	Minor Site Plan	15' x 30' Above Ground Pool	26 WHITE OAK Drive
Z16-000057	Zoning	Sign	Legendary Golf	1304E West MARKET Street
Z16-000053	Zoning	Land Use	Clarity Vision	1690 Booker Dairy Road
Z16-000054	Zoning	Land Use	Cleaning / Home Occupation	2464 US Hwy 70 Bus West
Z16-000055	Zoning	Land Use	African Braids	817 South BRIGHTLEAF Boulevard
Z16-000058	Zoning	Sign	Armstrong Law Firm	602 South Third
Z16-000059	Zoning	Sign	Vasquez Law Office	612 South Brightleaf Boulevard
Z16-000060	Zoning	Sign	VanHeusen Izod	1025 INDUSTRIAL PARK Drive
Z16-000061	Zoning	Land Use	Ladybug Designers	335 East Market Street
SP16-000016	Site Plan	Minor Site Plan	SFD Addition	416 North THIRD Street
SP16-000017	Site Plan	Minor Site Plan	70' x 224' Shelter	37 PEEDIN Road
SP16-000018	Site Plan	Minor Site Plan	SFD Addition	15 EDGEWATER Drive
Z16-000062	Zoning	Land Use	Powerwashing / Home Occupation	15 EDGECOMBE Court
Z16-000063	Zoning	Land Use	Cell tower antenna swap	2317 South Brightleaf Boulevard
SP16-000019	Site Plan	Minor Site Plan	Accessory Structure	120 West UNDERWOOD Avenue



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**CODE COMPLIANCE MONTHLY REPORT 2016**

	Jan-16	Feb-16	Mar-16	Apr-16	Calendar Year To date
Written Violations	72	91	115	168	446
Resolved Violations	69	84	106	174	433
On Site Meetings	68	76	112	129	385
Temporary Signs Violations	75	128	143	156	502
Temporary Signs Removed	75	128	143	156	502
Comdemned Structures Removed	0	1	0	2	3
Community Volunteers	0	10	0	150	160
Families Helped By Helping Hand Volunteers	0	5	0	35	40
ADA Compliant Ramps Built By Volunteers		1	0	2	16





Town of Smithfield  
**Fire Department**  
 April, 2016

**I. Statistical Section**

Responded to	2016 April	2015 April	2016 YTD	2015 YTD
Total Structure Fires Dispatched	7	6	31	32
*Confirmed Structure Fires (Our District)*	1	0	6	4
*Confirmed Structure Fires (Other Districts)*	3	0	4	4
EMS/Rescue Calls	129	123	555	436
Vehicle Fires	0	0	4	6
Motor Vehicle Accidents	15	14	59	46
Fire Alarms (Actual)	7	7	30	19
Fire Alarms (False)	13	12	35	42
Misc./Other Calls	28	25	99	80
*Mutual Aid (Received)*	4	9	32	30
*Mutual Aid (Given)*	6	5	24	24
*Overlapping Calls (Calls at the same time)*	31	26	120	73
<b>TOTAL EMERGENCY RESPONSES</b>	<b>199</b> <b>+7%</b>	<b>187</b>	<b>813</b> <b>+23%</b>	<b>661</b>

\* Denotes breakdown of calls \*

	April	YTD
Fire Inspections/Compliance Inspections	28	88
Public Fire Education Programs	4	5
Children in Attendance	313	403
Adults in Attendance	73	79
Plans Review Construction/Renovation Projects	0	6
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	8	39
Re-Inspections	13	30

**II. Major Revenues**

	April	YTD
<b>Inspections</b>	<b>\$2225.00</b>	<b>\$5475.00</b>
<b>False Alarms</b>	<b>\$775.00</b>	<b>\$1250.00</b>
<b>Fire Recovery USA</b>	<b>\$2319.00</b>	<b>\$7725.00</b>
<b>EMS Debt Setoff</b>	<b>\$1350.88</b>	<b>\$5788.66</b>

## **Major Expenses for the Month:**

### **III. Personnel Update:**

- We ran an agility exam, the first part of our hiring process for the firefighter position.

### **IV. Narrative of monthly departmental activities:**

- Fire Dept. personnel escorted Kristie Daniels to the Law Enforcement Supper in honor of her husband Chris Daniels.
- Chief Blanton attended a CORE meeting presented by Johnston County Emergency Management. In attempts to get more involvement from faith based organization's with shelters during bad weather.
- Fire Dept. personnel participated in read a book at South Smithfield Elementary.
- Fire Dept. personnel conducted a mock motor vehicle accident at Neuse Charter School for Teen Drivers about texting and driving.
- Fire Dept. personnel participated in Career Day at South Campus.
- Fire Dept. personnel participated in an afternoon program for students at South Smithfield Elementary.
- We are continuing to update all Town disaster response manuals, COOP, and the EOC user guide.

**Town of Smithfield  
Public Works Department  
April 30, 2016**



204 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800.00

0 Cremation Burial, \$400.00 each = \$0

\$1,000 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

431.25 tons of household waste collected

176 tons of yard waste collected

6.9 tons of recycling collected

59 Animal Control work orders completed

11 Cats transported to Animal Shelter

8 Dogs transported to Animal Shelter

**Town of Smithfield  
Public Works Appearance Division  
Cemetery, Landscapes, and Grounds Maintenance  
Buildings, Facilities, and Sign Division  
Monthly Report  
April 30, 2016**



**I. Statistical Section**

- 4 \_\_\_\_\_ Burials
- 6 \_\_\_\_\_ Works Orders – Buildings & Facilities Division
- 5 \_\_\_\_\_ Work Orders – Grounds Division
- 23 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,800.00
Total Revenue:	\$3,800.00

**III. Major Expenses for the Month:**

\$9,363.00 to Sohn Construction for facility upgrades at the Public Works building,  
\$2,002.19 to Steve's carpet for new flooring in PW reception area and offices.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Managing Stress".



**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
April 30, 2016**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 6 - Work Orders – 10.67 Tons of Asphalt was placed in 2 utility cuts, 11 pothole areas and 26 overlay.
- c. Repaired shoulder areas along Equity Drive with stone for positive drainage.
- d. 1 - Work Order - 440 Linear Feet of ditches were cleaned.
- e. 27 - Work Orders – 775lbs. of Cold Patch was used for 38 Potholes.
- f. 59 - Work Orders were completed regarding Animal Control related issues. 11 Cats and 8 Dogs were transported to the Animal Control Shelter.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$2,002.19 to Steve's carpet for new floor in reception area and offices at PW building. \$3,283.50 to Triangle Equipment for rental of track loader with brush cutter attachment.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Managing Stress".



**Town of Smithfield  
Public Works Department  
April 2016 Drainage Report**

**Location:** 607 E Johnston Street, 540 North Street.  
**Starting Date:** 4/1/2016  
**Completion Date:** 4/1/2016  
**Description:** Cleaned 440LF of storm drain line for positive drainage.  
**Man-hours:** 7hrs.  
**Equipment:** Jet Truck plus hand tools.  
**Materials:** N/A

**Location:** 410 Us Hwy 210, MLK between Harris and Lemay.  
**Starting Date:** 4/4/2016  
**Completion Date:** 4/5/2016  
**Description:** Repaired 1 large utility cut and 11 potholes with 12 asphalt.  
**Man-hours:** 4hrs.  
**Equipment:** 420 Cat backhoe, 405 dump truck,, 903 plus hand tools.  
**Materials:** 1.18 tons of 12 asphalt.

**Location:** MLK, 706 Hancock, 55 Brookwood, 500 BLK S. 7<sup>th</sup>, 800 BLK of S 5<sup>th</sup>, 200 BLK of Coats, 31 Brookwood, 9 Eden Drive, S Sussex and Canterbury, Hospital Rd and Berkshire, Front and Bridge, 200 BLK of N 7<sup>th</sup>, 703 E Johnston, 388-809-259 Venture Drive, 1107 Old Goldsboro Rd, Old Goldsboro and Birch, 28 White Oak.  
**Starting Date:** 4/6/2016  
**Completion Date:** 4/26/2016  
**Description:** Repaired 38 Pothole with Perma Patch asphalt.  
**Man-hours:** 16hrs.  
**Equipment:** 401 pickup plus hand tools.  
**Materials:** 15.5 bags of perma patch asphalt.

**Location:** 1<sup>st</sup> Street from Caroline to Pinecrest, Walnut from Caroline to Underwood, Gaston Street, N Equity, S Equity.  
**Starting Date:** 4/13/2016  
**Completion Date:** 4/14/2016  
**Description:** Graded dirt roads and right of way should.  
**Man-hours:** 25.5hrs.  
**Equipment:** 405 Dump truck, 420 Cat backhoe, 401 plus hand tools.  
**Materials:** 74.91 tons of 57 stone.

**Location:** 618 S 1<sup>st</sup> Street, N Equity Drive, S Equity Drive.  
**Starting Date:** 4/15/2016  
**Completion Date:** 4/18/2016  
**Description:** Repaired 1 utility cut and 26 overlay areas.  
**Man-hours:** 48hrs.  
**Equipment:** 405 Dump truck, 420 Cat backhoe, 401 plus hand tools.  
**Materials:** 9.49 tons of 12 asphalt.

**Location:** 1108 Fuller Street, 2<sup>nd</sup> Ave FEMA lots.  
**Starting Date:** 4/19/2016  
**Completion Date:** 4/19/2016  
**Description:** Cut FEMA lots.  
**Man-hours:** 4hrs.  
**Equipment:** Scag mowers plus hand tools.  
**Materials:** N/A

**Location:** W Market Street beside Hinson Printing.  
**Starting Date:** 4/20/2016  
**Completion Date:** 4/20/2016  
**Description:** Cleared 440LF of ditch bank for positive drainage.  
**Man-hours:** 16.5hrs.  
**Equipment:** 405 dump truck, 420 Cat backhoe, 402 plus hand tools.  
**Materials:** 15tons of Rip Rap rock.

**Location:** 309 A Caswell Street.  
**Starting Date:** 4/25/2016  
**Completion Date:** 4/25/2016  
**Description:** Repaired damaged drain line in yard with concrete for positive drainage.  
**Man-hours:** 2hrs.  
**Equipment:** 402 plus hand tools.  
**Materials:** Two 80lbs. bags of concrete.

**Location:** 200 S Front Street (Hasting House)  
**Starting Date:** 4/26/2016  
**Completion Date:** 4/26/2016  
**Description:** Repaired damaged shutters on front of Hasting House.  
**Man-hours:** 6hrs.  
**Equipment:** 401 pickup plus hand tools.  
**Materials:** Screws and hardware to hang shutters.

**Location:** Crump Street, Hospital Road, S 3<sup>rd</sup> Street, N 7<sup>th</sup>, Lassiter Street.  
**Starting Date:** 4/28/2016  
**Completion Date:** 4/28/2016  
**Description:** Cleanup efforts night of heavy rain and wind storm. Down trees and flooding throughout town.  
**Man-hours:** 55hrs.  
**Equipment:** 420 Cat backhoe, 2 knuckleboom loader, dump truck plus hand tools.  
**Materials:** N/A

**Location:** Sherwood Ct in cul-de-sac.  
**Starting Date:** 4/29/2016  
**Completion Date:** 4/29/2016  
**Description:** Repaired drain line in center of roadway with flowable fill concrete.  
**Man-hours:** 4hrs.  
**Equipment:** 420 cat backhoe, 401 pickup plus hand tools.  
**Materials:** 2 yards of flowable fill concrete.



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
April 30, 2016**



**I. Statistical Section**

  2   Preventive Maintenances

  0   North Carolina Inspections

 30  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Sohn, Inc. was paid \$1,035 for facility improvements in the Public Works Building.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Managing Stress".

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**April 30, 2016**



**I. Statistical Section**

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 49 work orders
- b. Sanitation forces collected 431.25 tons of household waste
- c. Sanitation forces disposed of 88 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 60.05 tons of construction debris (C&D)
- f. Town disposed of 144 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.90 tons of recyclable plastic
- h. Recycled 1540 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gallons of cooking oil was collected at the Convenient Site Center
- j. Recycled 2580 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$41.43 from Sonoco Products for cardboard material
- b. Sold 1380 lbs. of aluminum cans for \$469.20
- c. Sold 1640 lbs. of shredder steel for \$82.00 to Omni Source
- d. Sold 2860 lbs. of shredder sheet iron for \$143.00 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$4,704 for disposal of yard waste and debris.

**IV. Personnel Update:**

Due to the lack of man power a temporary employee was hired.

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation and Downtown Development on providing traffic control devices and event containers for Special events held at the Parks. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Managing Stress".



## **PARKS & RECREATION SMITHFIELD RECREATION AND AQUATICS CENTER MONTHLY REPORT APRIL, 2016**

### **I. Parks and Recreation and SRAC Programs/Events**

Programs/Events in progress of recently completed: **36**  
Total Contacts with Program Participants: > **7512** \*(unique recreation experiences)  
SRAC member visits: > **5305**  
SRAC paid day pass visitors: > **917 (\$ 6,966.00)**  
SRAC complimentary day pass visitors: **26**  
SRAC Facility Rentals (Banquet Room, Gym, M-P Room, Pool,): > **61 Rentals**  
SRAC Birthday Party Rentals > **40**  
P&R Facility Rentals (fields, shelters, etc.): > **1040** people (75 Rentals)  
**TOTAL DIRECT CONTACTS: > 16,143** (does not include spectators)

### **II. Budget Information**

Through 4/30/16 & YTD:  
Parks and Recreation Expenditures > approximately 63.37%  
SRAC Expenditures > approximately 71.77%  
SRAC Revenues collected > approximately 79%

### **III. Highlights**

Hosted Senior Games Silver Arts Program and Closing Ceremonies

Hosted 3 Basketball Tournaments with 480 total participants and approximately 2000 spectators

Hosted Triangle Select League Baseball Showcase with 21 Teams and approximately 1512 spectators

Upcoming events include 3 Little Pigs Triathlon and Southern Johnston Invitational Baseball Tournament.





- **Statistical Section**

- Electric CP Demand 18,349 Kw relative to March's demand of 20,082 Kw.
- Electric System Reliability for was 99.9074%, with eight recorded outages; relative to March's 99.7563%.
- Raw water treated on a daily average was 2.127 MG relative to 0.00 MG for March; with maximum demand of 3.081 MG relative to March's 0.000 MG. The increase in flow was due to the plant being brought back on-line after being shut down throughout the month of March.
- Total finished water to the system was 58.16 MG relative to March's 0.00 MG. Average daily for the month was 1.876 MG relative to March's 0.00 MG. Daily maximum was 2.693 MG (April 20<sup>th</sup>) relative to March's 0.00 MG. Daily minimum was 0.00 MG (April 1<sup>st</sup> -3<sup>rd</sup> for plant shut down), relative to March's 0.00 MG. The increase in flow was due to the plant being brought back on-line after being shut down throughout the month of March.

- **Miscellaneous Revenues**

- Electrical sales were \$1,341,761 relative to March's sales of \$1,378,737
- Water sales were \$197,316 relative to March's \$182,419
- Sewer sales were \$256,375 relative to March's \$240,841
- Johnston County Water purchases were \$74,964 for 49.97600 MG relative to March's \$0 for 0.00 MG. The increase in sales was due to the plant being brought back on-line, after being shut down throughout the month of March.

- **Major Expenses for the Month**

- Electricity purchases were \$882,981 relative to March's \$938,612
- Johnston County sewer charge was \$173,759 for 58.138 MG relative to March's \$212,278 for 70.946 MG.

- **Personnel Changes –**

- Frank Batey, Pump Station Mechanic, resigned his position and left employment on April 29.





**Town of Smithfield  
Electric Department  
Monthly Report  
April, 2016**

**I. Statistical Section**

- Street Lights repaired –23
- Area Lights repaired -11
- Service calls – 36
- Underground Electric Locates –78
- Poles changed out or installed -0
- Underground Services Installed -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on CPR & First Aid.

**V. Miscellaneous Activities:**

- Finished upgrading overhead line at reservoir.
- Continuing Conversion work on Wilson St.



**Town Of Smithfield**  
**WATER AND SEWER**  
**Monthly Report**  
**April 2016**

**I. Statistical Section**

- REPLACED 11 WATER METERS
- REPAIRED 17 WATER SERVICE OR METER LEAKS
- REPAIRED 2 2" OR LARGER WATER MAIN BREAKS
- WASHED 2683 FEET SEWER LINES
- WASHED OR RODDED 1215 FEET OF SERVICE LINES
- INSTALLED 4 SANITARY SEWER CLEAN OUTS
- MADE 8 WATER TAPS, AND 0 SEWER TAP

**II. Major Revenues**

**III. Major Expenses for the Month:**

- Installed 500LF of 4" water main on N 4<sup>th</sup> St.
- Made 8 new water taps for existing services on N 4<sup>th</sup> St.

**IV. Personnel Update**

- 

**V. Miscellaneous Activities:**

- RODDED OR FLUSHED 19 SEWER SERVICES
- REPLACED 2 FIRE HYDRANTS
- SERVICE CALLS 114
- LOCATES 91
- CHECK 18 LIFT STATIONS DAILY
- FLUSHED DEAD ENDS 1 TIME
- FLUSHED ALL HYDRANTS ON HYDRANT LIST



## MONTHLY WATER LOSS REPORT

APRIL 2016

$\frac{3}{4}$ " LINE-  $\frac{1}{16}$ " HOLE – 3 DAYS

$\frac{3}{4}$ " LINE- SLOW DRIP -8 DAYS

6" LINE 8" SPLIT – 4HRS

6" HYDRANT  $\frac{3}{4}$  OPEN – 2HRS

2" MAIN  $\frac{1}{8}$ " HOLE – 3HRS

### Hydrant Flushing

### Smithfield Water Plant

Distribution Sampling Site Plan

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/11/16	3.4	15	5310	10	North Street	4/13/16	4	15	15930	
Computer Drive	04/20/16	3.4	15	5310	10	West Street	4/13/16	3.8	15	17620	50
Castle Drive	04/20/16	3.4	15	5310	10	Regency Drive	4/8/16	1	30	39000	60
Parkway Drive	04/11/16	0.8	15	15930	40	Randers Court	4/11/16	1	120	127440	40
Gamer Drive	04/11/16	3.4	15	7965		Noble Street	4/8/16	1	30	15840	
Hwy 210 LIFT ST.	04/20/16	3.4	15	7965		Fieldale Dr#1(L)	4/11/16	1	30	31860	40
Skyland Drive	04/20/16	3.4	15	5310	10	Fieldale Dr#2(R.)	4/11/16	1	30	31860	40
Braford Street	04/11/16	0.6	15	7965		Heather Court	4/11/16	1	60	31860	40
Kellie Drive	04/11/16	0.6	15	7965		Reeding Place	4/11/16	1	60	31860	40
Edgewater	04/11/16	0.4	15	7965		East Street	4/13/16	3.9	15	15930	40
Edgecombe	04/11/16	0.4	15	159480	40	Smith Street	4/13/16	4	15	15930	
Valley Wood	04/11/16	0.4	15	15930	40	Wellons Street	4/6/16	3.6	15	15930	40
Creek Wood	04/11/16	0.4	15	15930		Kay Drive	4/11/16	2.1	15	9750	15
White Oak Drive	04/11/16	0.4	15	5310	10	Huntington Place	4/11/16	1.5	15	10095	
Brookwood Drive	04/20/16	3.4	15	5655	5	N. Lakeside Drive	4/11/16	1.5	15	9435	15
Runnymede Place	04/20/16	3.4	15	5310	10	Cypress Point	4/11/16	1.5	15	8715	12
Nottingham Place	04/20/16	3.4	15	5310	10	Quail Run	4/11/16	1.5	15	10095	
Heritage Drive	04/11/16	0.4	15	5310	10	British Court	4/11/16	1.6	15	11550	
Noble Plaza #1	04/11/16	0.4	15	5310	10	Tyler Street	4/11/16	1.7	15	19500	60
Noble Plaza #2	04/11/16	0.4	15	5310	10	Yelverton Road	4/11/16	3	15	15930	40
Pinecrest Street	04/11/16	0.8	15	7965		Ava Gardner	4/13/16	0.4	120	191960	
S. Sussex Drive	04/11/16	3.4	15	5310	10	Waddell Drive	4/11/16	1.3	15	5310	10
Elm Drive	04/11/16	0.6	15	7965		Henly Place	4/11/16	1	15	8715	12
Braford Street	04/11/16	0.6	15	7965		Birch Street	4/11/16	0.9	15	8715	12
Coor Farm Supply	04/20/16	2.2	15	5080		Pine Street	4/11/16	1	15	9750	15
Old Goldsboro Rd.	04/20/16	2.2	15	10620		Oak Drive	4/11/16	1.3	15	9430	14
Hillcrest Drive	04/13/16	4	15	10620	10	Cedar Drive	4/11/16	1	15	5310	10
Eason Street	04/13/16	1	15	15930	40	Aspen Drive	4/11/16	0.7	15	8715	12
Magnolia circle	04/11/16	1.8	15	7965		Furlonge Street	4/11/16	3.5	15	8715	12
Rainbow Drive	04/07/16	3.9	15	19500	60	Golden Corral	4/11/16	3.5	15	10080	16
Rainbow Circle	04/07/16	3.8	15	19500	60	Holland Drive	4/11/16	1	45	29250	15
Moonbeam Circle	04/07/16	3.8	15	19500	60	Davis Street	4/11/16	3	15	8715	12
Ray Drive	04/11/16	1.5	15	31860	40	Caroline Ave.	4/11/16	2.5	15	5310	10
Will Drive	04/11/16	1.3	15	31860	40	Johnston Street	4/11/16	3	15	7965	15
Michael Lane	04/07/16	3.9	15	7965	40	Ryans	4/13/16	0.4	120	127440	
Ward Street	04/13/16	4	15	15930	40						



**Town of Smithfield  
Water Treatment Plant**

All figures are in MGD.

Apr-16  
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	0.00	0.0	0.000	0.000	0.0000	0.000	#DIV/0!
2	0.00	0.0	0.000	0.000	0.0000	0.000	#DIV/0!
3	0.00	0.0	0.000	0.000	0.0000	0.000	#DIV/0!
4	3.80	5.5	0.871	1.076	0.1880	0.888	101.95
5	3.80	11.5	1.793	1.593	0.0820	1.511	84.27
6	3.80	9.5	1.543	1.347	0.0420	1.305	84.58
7	3.80	9.5	1.404	1.376	0.1130	1.263	89.96
8	3.80	15.5	2.066	2.023	0.0910	1.932	93.51
9	3.80	15.5	2.621	2.520	0.0950	2.425	92.52
10	3.80	15.5	2.421	2.450	0.0940	2.356	97.32
11	3.80	18.0	2.810	2.578	0.0100	2.568	91.39
12	3.80	15.5	2.354	2.140	0.1000	2.040	86.66
13	3.80	12.5	2.023	2.278	0.1030	2.175	107.51
14	3.00	20.0	2.545	2.498	0.1080	2.390	93.91
15	3.00	17.5	2.728	2.507	0.1050	2.402	88.05
16	3.00	18.5	2.461	2.324	0.1050	2.219	90.17
17	3.00	19.5	2.468	2.391	0.1020	2.289	92.75
18	3.00	19.5	2.574	2.510	0.1320	2.378	92.39
19	3.00	20.5	2.684	2.658	0.0740	2.584	96.27
20	3.00	24.0	3.081	2.795	0.1020	2.693	87.41
21	3.00	19.5	2.593	2.422	0.1140	2.308	89.01
22	3.00	21.0	2.820	2.500	0.1170	2.383	84.50
23	3.00	19.5	2.622	2.406	0.1100	2.296	87.57
24	3.00	19.5	2.520	2.415	0.1130	2.302	91.35
25	3.00	19.0	2.458	2.327	0.1110	2.216	90.15
26	3.00	20.0	2.578	2.494	0.1160	2.378	92.24
27	3.00	20.5	2.629	2.521	0.1140	2.407	91.56
28	3.00	21.0	2.629	2.504	0.1130	2.391	90.95
29	3.00	15.0	2.356	2.166	0.1080	2.058	87.35
30	3.00	18.0	2.162	2.105	0.1020	2.003	92.65
						0.000	#DIV/0!
<b>Total</b>	<b>89.00</b>	<b>461.0</b>	<b>63.814</b>	<b>60.924</b>	<b>2.764</b>	<b>58.160</b>	<b>91.14</b>
<b>Avg</b>	<b>2.97</b>	<b>15.4</b>	<b>2.127</b>	<b>2.031</b>	<b>0.092</b>	<b>1.876</b>	
<b>Max</b>	<b>3.80</b>	<b>24.0</b>	<b>3.081</b>	<b>2.795</b>	<b>0.188</b>	<b>2.693</b>	
<b>Min</b>	<b>0.00</b>	<b>0.0</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	

