



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING SEPTEMBER 1, 2015
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance by Girl Scout Troop 614

Approval of Agenda

Page

Presentation:

1. Discussion regarding improvements the Downtown Smithfield Development Corporation would like pursue in the Town Commons Area.
(DSDC Executive Director – Sarah Edwards)

Public Hearings:

1. **FFAH Johnson Court, LLC**: Regarding proposed issuance for up to \$5,500,000 in Multifamily Revenue Bonds, Series 2015 (Foundation for Affordable Housing North Carolina and Missouri Portfolio) by the Public Financing Authority of Bonds on Behalf of the Foundation For Affordable Housing, Inc. and approval of Resolution #563 (13-2015).
(Mary Nash-Rusher with the Law Firm of Hunton & Wellons, LLP)
See attached information.....1
2. **CUP-15-03 CHI Smithfield, LLC**: The applicant is requesting a conditional use permit to allow for the construction of a high rise business identification sign on property located within a B-3 (Business Highway Entrance) zoning district. The property considered for approval is located on the northeast side of the intersection of Outlet Center Drive and South Equity Drive and further identified as Johnston County Tax ID# 15008045T.
(Planning Director – Paul Emblar) See attached information.....9

Citizens Comments: Please limit all comments to 3 minutes each.

Consent Agenda Items:

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 - August 4, 2015 – Closed Session (Under Separate Cover)
 - August 10, 2015 – Special Session
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2. **Special Event – Martin Luther King, Jr. Parade:** The applicants, Rachel Ayers and the Martin Luther King Celebration Committee, are petitioning the Town Council for approval of a march to honor and remember the late Dr. Martin Luther King, Jr. The parade will be held on January 8, 2016 from the hours of 6:00 pm – 9:00 pm and follow the same route as the Town’s Christmas Parade.
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3. **Special Event – Smithfield Cinemas:** The applicant is petitioning the Town Council for approval of an annual customer appreciation event to be held on September 12, 2015.
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4. **Special Event – Outdoor Storage for Cracker Barrel Restaurant:** The applicant is petitioning the Town Council for approval of a containerized storage unit in order to facilitate storage of seasonal sale items for the Christmas Shopping season.
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5. **Career Ladder Promotion – Police Department.** The Police Department is requesting approval to promote a Police Officer I to the rank of Police Officer II.
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6. **Career Ladder Promotions – Fire Department.** The Fire Department is requesting approval to promote two current Fire Fighter I positions to the rank of Fire Fighter II.
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9. **Consideration and Approval for Children at Play Signs to be placed in the 500 block of North Seventh Street.**
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2. Consideration and Approval of **Resolution # 566 (16-2015) Seeking assistance from the North Carolina Department of Transportation for sidewalks on Booker Dairy Road.**
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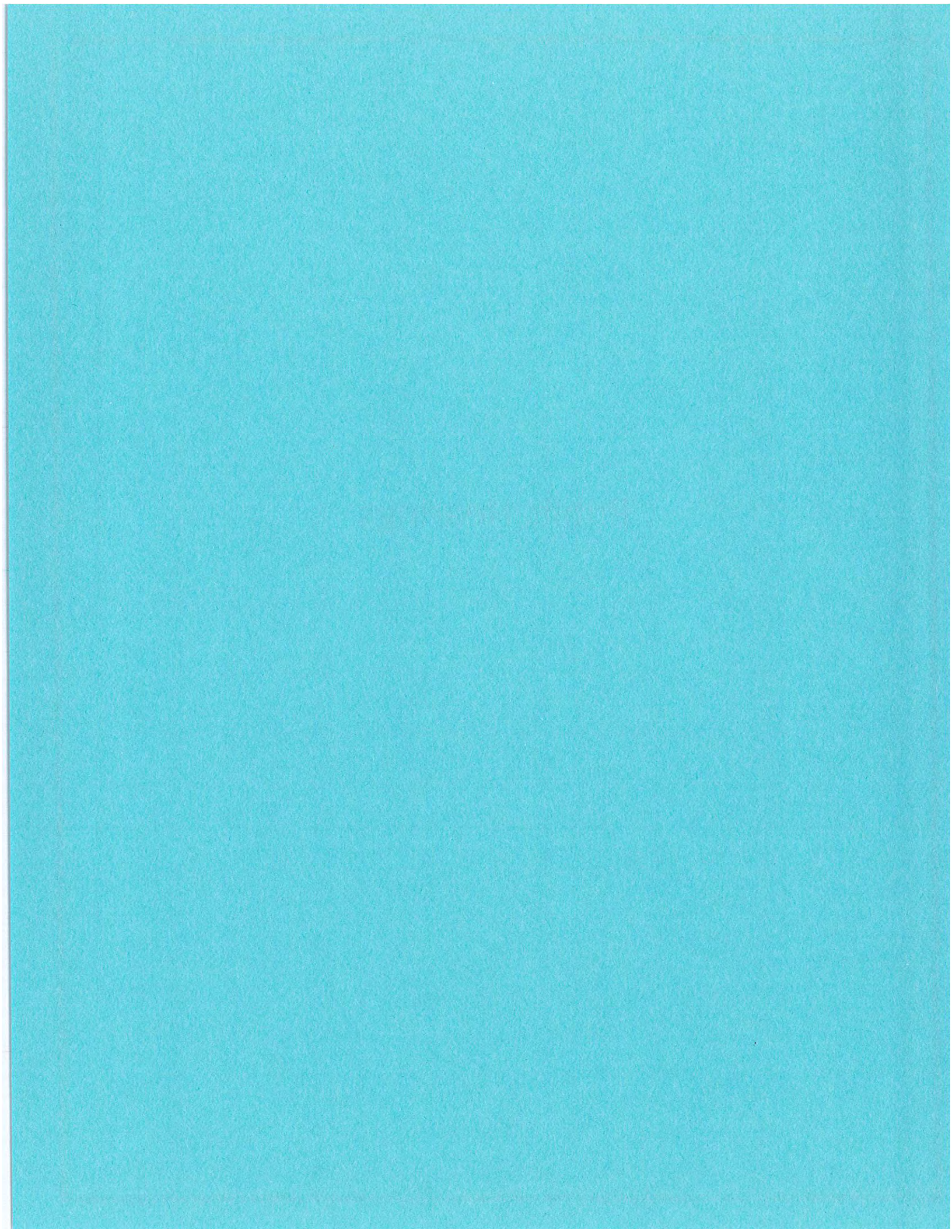
Councilmember’s Comments

Town Manager’s Report

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- Manager’s Report (Will be provided prior to the meeting)

Adjourn

Public Hearings



Item Title:

Public hearing regarding proposed issuance of up to \$5,500,000 in Multifamily Housing Revenue Bonds, Series 2015 (Foundation for Affordable Housing North Carolina and Missouri Portfolio) to be issued by the Public Finance Authority and approval in principle of such Bonds.

Item Summary:

This is a hearing to consider the proposed issuance by the Public Finance Authority ("PFA") of not to exceed \$75,500,000 Multifamily Housing Revenue Bonds, Series 2015 (Foundation for Affordable Housing North Carolina and Missouri Portfolio) (the "Bonds"), a portion of which in an amount not expected to exceed \$5,500,000 will be loaned to FFAH Johnson Court, LLC, a North Carolina limited liability company, an affiliate of the Foundation for Affordable Housing, Inc. (the "Borrower"), to finance the acquisition and renovation of an existing affordable multifamily rental housing development located in Smithfield.

PFA is a political subdivision of the State of Wisconsin created for the purpose of issuing tax-exempt and taxable conduit bonds for public and private entities nationwide. PFA is sponsored by the National Association of Counties, the National League of Cities, the Wisconsin Counties Association and the League of Wisconsin Municipalities. The Borrower has requested that PFA act as the issuer of the Bonds in order to achieve cost efficiencies by using a single bond issue to finance projects located in more than one state. **The Bonds are not debt of the Town of Smithfield or PFA, but rather are payable solely from debt service payments received from the Borrower.**

Federal tax law requires that tax-exempt bonds issued to finance affordable housing be approved by the elected legislative body of the governmental unit that has jurisdiction over the area in which the facility is to be located after holding a public hearing (Internal Revenue Code Section 147(f)). The proposed facilities are within the jurisdiction of the Town.

A portion of the proceeds of the Bonds will be loaned to the Borrower and used to finance and/or refinance the acquisition, rehabilitation, equipping and/or improvement of Johnson Court Apartments, a 70-unit multifamily rental housing development located at 2228 Kay Drive, Smithfield, North Carolina (the "Development"); to pay interest on the Bonds, to pay costs of issuance of the Bonds, and/or to fund a debt service reserve fund for the Bonds. PFA and the Borrower have requested the Town to approve the issuance of the Bonds solely for purposes of Section 147(f) of the Code.

The Bonds will be sold in a public offering with Stifel, Nicolaus & Company, Incorporated as the underwriter, and are expected to be issued in early September, 2015. The Borrower will agree to repay the principal, premium, if any, and interest on the Bonds. Neither the Town nor PFA will have any liability whatsoever for the payment of principal or interest on the Bonds. Because no taxes or other revenues of the Town are pledged to pay these Bonds, the staff of the Town has made no financial analysis of the Bonds, the Borrower or the Development.

As noted in the resolution, the Bonds do not constitute a debt of the State of North Carolina or any political subdivision or any agency thereof, including the Town, or a pledge of the faith and credit of the State of North Carolina or any political subdivision or any such

agency, including the Town, but are payable solely from the revenues and other funds provided for in a loan agreement between PFA and the Borrower. Accordingly the Town pledges neither its taxing power nor revenues for these Bonds, and the Bonds will not affect the Town's debt ratios or legal debt limit.

The notice of public hearing (attached) was published in *The Smithfield Herald* as required by law. The form of the resolution to be adopted by the Town is also attached.

Specific Action Requested:

That the Town Council, at the conclusion of the public hearing regarding the same, adopt a resolution approving, for purposes of meeting the requirements of the Internal Revenue Code of 1986, as amended, the issuance by the Public Finance Authority of a portion of its not to exceed \$75,500,000 Multifamily Housing Revenue Bonds, Series 2015 (Foundation for Affordable Housing North Carolina and Missouri Portfolio).

Attachments:

1. Resolution
2. Public hearing notice
3. Affidavit of Publication

RESOLUTION # 563 (13-2015)
THE TOWN COUNCIL
OF THE TOWN OF SMITHFIELD, NORTH CAROLINA
APPROVING THE ISSUANCE BY THE PUBLIC FINANCE AUTHORITY
OF BONDS ON BEHALF OF
FOUNDATION FOR AFFORDABLE HOUSING INC.

WHEREAS, the Town of Smithfield, North Carolina (the “Town”) is a political subdivision of the State of North Carolina and the Town Council (the “Governing Body”) is the elected governing body of the Town; and

WHEREAS, the Public Finance Authority (the “Authority”) has advised the Town that it is a commission organized under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, is authorized to issue tax-exempt, taxable, and tax credit conduit bonds for public and private entities throughout all 50 states and is jointly sponsored by the National Association of Counties, National League of Cities, Wisconsin Counties Association and League of Wisconsin Municipalities (the “Sponsors”); and

WHEREAS, FFAH Johnson Court, LLC, a North Carolina limited liability company (the “Borrower”) the sole member of which is FFAH NC 9, LLC, a North Carolina limited liability company, of which Foundation for Affordable Housing Inc., a Delaware nonprofit corporation, is the sole member, has requested that the Authority adopt a plan of financing providing for the issuance of its Public Finance Authority Multifamily Housing Revenue Bonds, Series 2015 (Foundation For Affordable Housing North Carolina and Missouri Portfolio) (the “Bonds”), in one or more series from time to time, in an amount not to exceed \$75,500,000, and a portion of the proceeds from the sale of the Bonds, not expected to exceed \$5,500,000, will be used to finance and/or refinance the acquisition, rehabilitation, equipping and/or improvement of Johnson Court Apartments, a 70-unit multifamily rental housing development located at 2228 Kay Drive, Smithfield, North Carolina, and initially operated by PK Management, LLC, to pay interest on the Bonds, to pay costs of issuance of the Bonds, and/or to fund a debt service reserve fund for the Bonds (collectively, the “Project”); and

WHEREAS, the Authority has informed the Town that the remainder of the Bonds will be issued primarily to finance and/or refinance the acquisition and rehabilitation of certain other affordable housing developments elsewhere in the state of North Carolina, and in the state of Missouri; and

WHEREAS, the Bonds or a portion thereof will be “private activity bonds” for purposes of the Internal Revenue Code of 1986 (the “Code”), and pursuant to Section 147(f) of the Code, prior to their issuance, the Bonds are required to be approved by the “applicable elected representative” of a governmental unit having jurisdiction over the entire area in which the Project is located, after a public hearing held following reasonable public notice; and

WHEREAS, pursuant to Section 147(f) of the Code, the Governing Body, following notice duly given in the form attached hereto as Exhibit A (the “TEFRA Notice”), held a public

hearing regarding the financing of the Project and the issuance of the Bonds, and now desires to approve the financing and the issuance of the Bonds; and

WHEREAS, pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes, prior to their issuance, bonds issued by the Public Finance Authority must be approved by the governing body or highest ranking executive or administrator of the political jurisdiction within whose boundaries the project is to be located; and

WHEREAS, the Borrower has requested that the Town approve the financing of the Project and the issuance of the Bonds in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 4 of the Amended and Restated Joint Exercise of Powers Agreement Relating to the Public Finance Authority, dated as of September 28, 2010 (the "Joint Exercise Agreement") and Section 66.0304(11)(a) of the Wisconsin Statutes.

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

1. For purposes of the requirements of Section 147(f) of the Internal Revenue Code of 1986, the Governing Body hereby approves the issuance of the Bonds by the Authority, a portion of which will be used to finance the Project, in an aggregate principal amount not to exceed the amount set forth in the TEFRA Notice attached hereto as EXHIBIT A. In no event shall the Town, the State of North Carolina (the "State") or any political subdivision thereof be liable for such Bonds nor shall the Bonds constitute a debt of the Town, the State or any political subdivision thereof.
2. It is the purpose and intent of the Governing Body that this Resolution constitute approval of the issuance of the Bonds by the Project Jurisdiction, which is the (or one of the) governmental unit(s) having jurisdiction over the area in which the Project is located, in accordance with Section 66.0304(11)(a) of the Wisconsin Statutes and Section 4 of the Joint Exercise Agreement.
3. The officers of the Governing Body are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents that they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing approved hereby.

[Remainder of Page Intentionally Left Blank]

The undersigned Town Clerk of the Town of Smithfield, North Carolina, DOES HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the Town Council for the Town of Smithfield, North Carolina, in regular session convened on September 1, 2015.

WITNESS my hand and the corporate seal of the Town of Smithfield, North Carolina, this the ___ day of September, 2015.

Town Clerk

(SEAL)

**NOTICE OF PUBLIC HEARING
NOT TO EXCEED
\$5,500,000 OF PUBLIC FINANCE AUTHORITY
MULTIFAMILY HOUSING REVENUE BONDS, SERIES 2015
(FOUNDATION FOR AFFORDABLE HOUSING NORTH CAROLINA AND MISSOURI
PORTFOLIO)**

Notice is hereby given that, at 7:00 p.m., or as soon thereafter as the matter can be heard on Tuesday, September 1, 2015, at Town Hall Council Chambers, 350 East Market Street, Smithfield, North Carolina, a public hearing, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), will be held by the Town Council of the Town of Smithfield (the "Town") with respect to the proposed plan of financing for the issuance by the Public Finance Authority (the "PFA") of its Multifamily Housing Revenue Bonds, Series 2015 (Foundation for Affordable Housing North Carolina and Missouri Portfolio), in one or more series (the "Bonds") issued from time to time, in an amount not to exceed \$75,500,000. A portion of the proceeds from the sale of the Bonds, not expected to exceed \$5,500,000, will be used to make a loan to FFAH Johnson Court, LLC, a North Carolina limited liability company (the "Borrower"), the sole member of which is FFAH NC 9, LLC, a North Carolina limited liability company, of which Foundation for Affordable Housing Inc., a Delaware nonprofit corporation, is the sole member and used to finance and/or refinance the acquisition, rehabilitation, equipping and/or improvement of Johnson Court Apartments, a 70-unit multifamily rental housing development located at 2228 Kay Drive, Smithfield, North Carolina, and initially operated by PK Management, LLC, to pay interest on the Bonds, to pay costs of issuance of the Bonds, and/or to fund a debt service reserve fund for the Bonds (collectively, the "Project"). The remainder of the Bonds will be issued primarily to acquire and rehabilitate other affordable housing developments in North Carolina and Missouri.

The PFA has provided the following information for this Notice: The Bonds are expected to be issued pursuant to Section 66.0304 of the Wisconsin Statutes, as amended, by the PFA, a commission organized under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes. The Bonds will be limited obligations of the PFA payable only from the loan repayments to be made by the Borrower to the PFA, and certain funds and accounts established by the bond indenture for the Bonds.

The Bonds shall never constitute an indebtedness of the Town within the meaning of any state constitutional provision or statutory limitation, and will not constitute or give rise to pecuniary liability of the Town or a charge against its general credit or its taxing powers.

The hearing is intended to provide a reasonable opportunity to be heard for persons wishing to express their views on the merits of the Project, its location, the issuance of the Bonds or related matters. Written comments will be accepted by the Town Clerk, P.O. Box 761, Smithfield, North Carolina 27577, but must be received on or before the time and date of the hearing.

Dated: August 9, 2015

AFFIDAVIT OF PUBLICATION

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

Ad Number
0001885132

Advertiser Name: HUNTON & WILLIAMS
Address: attn Accounting Department
421 FAYETTEVILLE STREET, STE. 1400
RALEIGH, NC 27601

Before the undersigned, a Notary Public of Wake County North Carolina, duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared R. C. Brooks, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of The News & Observer Publishing Company a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as The Herald, in the City of Raleigh, Wake County and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement for HUNTON & WILLIAMS was inserted in the aforesaid newspaper on dates as follows:

08/09/2015


R. C. Brooks, Accounts Receivable Specialist
Wake County, North Carolina

Sworn to and subscribed before me
This 11th day of August, 2015

My Commission Expires: FEB 17 2020


Notary Signature

NOTICE OF PUBLIC HEARING
NOTICE
\$5,500,000 OF PUBLIC FINANCE AUTHORITY
MULTIFAMILY HOUSING REVENUE BONDS, SERIES 2015
(FOUNDATION FOR AFFORDABLE HOUSING
NORTH CAROLINA AND MISSOURI PORTFOLIO)

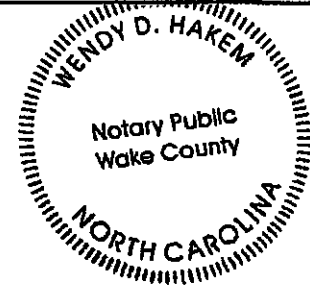
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Dated: August 9, 2015
SH: August 9, 2015



**High Rise Business Identification Sign
CUP-15-03**

For Properties Located at:

Northeast side of the intersection of Outlet Center Drive and
South Equity Drive and further identified as Johnston County
Tax ID# 15008045T.

**Property Owner:
CHI SMITHFIELD LLC**

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CUP-15-03

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Adjoining Property Owners Certification	Exhibit D
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Exhibit A
Staff Report



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

STAFF REPORT

Application Number: CUP-15-03
Project Name: CHI Smithfield LLC
TAX ID number: 15008045T
Town Limits/ETJ: City
Applicant: CHI Smithfield LLC
Owners: CHI Smithfield LLC
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: Northeast side of the intersection of Outlet Center Drive and South Equity Drive

REQUEST: The applicant is seeking a conditional use permit to allow for a high rise business identification sign on property located within 1000 feet of the I-95 corridor.

SITE DATA:

Acreage: 2.62 acres
Present Zoning: B-3 (Business)
Proposed Zoning: N/A
Existing Use / Previous: Restaurant / Vacant

DEVELOPMENT DATA:

Proposed Use: A multi-building, multi-tenant development is seeking a 30 foot high rise business identification sign on property adjacent to Interstate Highway 95.

ENVIRONMENTAL: The proposed location of the sign does not appear to be within the boundaries of the designated wetlands that are located on the eastern side of the subject property.

ADJACENT ZONING AND LAND USES:

North:	Zoning:	B-3 (Business)
	Existing Use:	Retail Center
South:	Zoning:	B-3 (Business)
	Existing Use:	I-95
East:	Zoning:	B-3 (Business)
	Existing Use:	Retail Center
West:	Zoning:	B-3 (Business)
	Existing Use:	Retail - Restaurant

STAFF ANALYSIS AND COMMENTARY: The proposed high rise business identification sign is proposed for the future home of Starbucks, Chipotle and Buffalo Wild Wings Grill and Bar. The applicant is proposing the 30 foot structure on the southeast side of the property and adjacent to Outlet Center Drive.

- o **Consistency with the Strategic Growth Plan**

The proposed high rise business identification sign is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of south Equity Drive and Outlet Center Drive.

- o **Consistency with the Unified Development Code**

A high rise identification sign is a permitted uses within B-3 (Business) zoning district with a valid conditional use permit. The site is also within the high rise sign overlay district which extends to all properties within 1000 feet of the I-95 corridor.

- o **Compatibility with Surrounding Land Uses**

A high rise identification sign at this location should not pose a compatibility issue with surrounding land uses providing the proposed sign does not block the view of other business and signs.

- o **Signs**

The subject property will be permitted one addition monument sign adjacent to South Equity Drive as well as directional signs located near driveway entrances.

OTHER:

FIRE PROTECTION: The Town of Smithfield Fire Department will provide fire protection.

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA

ACCESS/STREETS: US Hwy 70 Business West / West Market Street

WATER/SEWER PROVIDER: Town of Smithfield

ELECTRIC PROVIDER: Duke Energy

Planning Department Recommendations:

Planning staff recommends approval of the Conditional Use Permit for a high rise business identification sign in accordance with the Town of Smithfield Unified Development Ordinance.

Planning Board Recommendations:

The Planning Board, at its August 6, 2015 meeting, unanimously voted to recommend approval of the conditional use permit request to allow for a high rise business identification sign in accordance with the finding of fact for a conditional use permit.

Town Council Action Requested:

The Town Council is requested to review the petition for a high rise business identification sign and make a decision in accordance with the finding of fact for a conditional use permit.

Exhibit B

Finding of Fact/Approval Criteria

Town of Smithfield
Conditional Use Permit Application
Finding of Fact / Approval Criteria

Application Number: CUP-15-03 **Name:** CHI Smithfield LLC

Request: Applicant seeks a CUP for a High Rise Business Identification Sign.

The Smithfield Planning Board shall recommend and the 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. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

1. Finding One of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, 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 high rise business identification sign will not materially endanger the public health safety or general welfare because the sign will be constructed to meet all plans and specification as required by Johnston County Building Inspections to include engineered footings.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)

The proposed high rise business identification sign as submitted will be detrimental to the adjacent land uses due to the type and size of the sign. The height of the sign is only 30 feet and will be supported by multiple pylons. The height, design and location of the proposed sign will interfere with site distances of adjacent properties and signs.

Finding Two of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, 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 proposed high rise business identification sign conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance and meets all zoning regulations that were in place at the time the applicant first contacted the Town of Smithfield.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the Town Council that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations in the following ways or for the following reasons:

The proposed high rise business identification sign as submitted fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance because the sign fails to meet the spirit and intent of current sign standards and fails to meet the minimum setbacks.

3. Finding Three of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, 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 proposed high rise business identification sign will not adversely affect the use or any physical attribute of adjoining or abutting properties. The proposed sign will blend in with all the other free standing and pylon signs in the area and is located within the overlay district that allows for high rise business identification signs.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons.

The proposed high rise business identification sign will substantially injure the value of adjoining or abutting properties and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses because the proposed high rise business identification sign will block the view of adjacent uses and billboard sign.

4. Finding Four of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, 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.

The proposed high rise business identification sign will 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 because the sign is located adjacent to a public right-of-way that will probably never be widened.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the Town Council that the application, if approved, would 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 in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)

The proposed high rise business identification sign will 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 because the sign is located to close to a public right-of-way.

4. Once all findings have been decided one of the two following motions must be made:

Motion to Approve: *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 recommend approval of Conditional Use Permit Application # CUP-15-03*

Motion to Deny: *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to recommend denial of Conditional Use Permit Application # CUP-15-03 for the following stated reason:*

5. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council Conditional Use Permit Application Number CUP-15-03 is hereby:

_____ recommended for approval upon acceptance and conformity with the following conditions; or,

_____ recommended for denial for the noted reasons.

Decision made this ____ day of _____, 20__ while in regular session.

John H. Lampe II, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

Exhibit C
Planning Board Minutes/Actions

Planning Board Report for
CUP-15-03
CHI Smithfield, LLC

Public hearing held on August 6, 2015

(Excerpt from draft minutes)

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for the construction of a 30 foot high rise business identification sign on property located within a B-3 (Business Highway Entrance) zoning district. The property considered for approval is located on the northeast side of the intersection of Outlet Center Drive and South Equity Drive and further identified as Johnston County Tax ID# 15008045T.

Mr. Helmer stated the proposed use is a multi-building, multi-tenant development is seeking a 30 foot high-rise business identification sign on property adjacent to Interstate Highway 95. The proposed location of the sign does not appear to be within the boundaries of the designated wetlands that are located on the eastern side of the subject property. The proposed high rise business identification sign is for the future home of Starbucks, Chipotle and Buffalo Wild Wings Grill and Bar. The applicant is proposing the 30 foot structure on the southeast side of the property and adjacent to Outlet Center Drive.

Mr. Helmer stated the proposed high rise business identification sign is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of South Equity Drive and Outlet Center Drive. A high rise identification sign is a permitted use within B-3 (Business) zoning district with a valid conditional use permit. The site is also within the high rise sign overlay district which extends to all properties within 1000 feet of the I-95 corridor. A high rise identification sign at this location should not pose a compatibility issue with surrounding land uses providing the proposed sign does not block the view of other businesses and signs. The subject property will be permitted one additional monument sign adjacent to South Equity Drive as well as directional signs located near driveway entrances.

Mr. Helmer stated the Town will provide fire protection as well as water and sewer. Duke Energy Progress will provide electric.

Mr. Helmer stated planning staff recommends approval of the Conditional Use Permit for a high rise business identification sign in accordance with the Town of Smithfield Unified Development Ordinance.

The Planning Board is requested to review the application for a high rise business identification sign and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

Mr. Foy asked if anyone wanted to speak for or against the proposed rezoning.

Teresa Daughtry asked if the proposed sign would affect the billboard that is located in the same area.

Mr. Herring, 4306 Old Whiteville Rd, Lumberton, representative for CHI, stated there would be no negative impact.

Mr. Helmer stated the billboard will be seen clearly from a distance but may be a bit difficult to see as you get closer, but can't be helped due to the busy area.

Daniel Sanders asked if the proposed project meets standards.

Mr. Helmer stated that the project meets the regulations that were in place at the time of application and, planning staff committed to this sign project prior to the new text amendment.

Mr. Foy closed the public meeting for CUP-15-02.

Stephen Upton made a motion, seconded by Jack Matthews, to move to the Finding of Fact.

The Smithfield Planning Board shall recommend and the 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. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

1. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, 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 conditlons:***

The proposed high rise business identification sign will not materially endanger the public health, safety, or general welfare because the sign will be constructed to meet all plans and specifications as required by Johnston County Building Inspections to include engineered footings. ***All members stated true.***

2. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield UDO or other applicable regulations or is approved with the following additional stated conditlons:***

The proposed high rise business identification sign conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance and meets all zoning regulations that were in place at the time the applicant first contacted the Town of Smithfield. ***All members stated true.***

3. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, 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 proposed high rise business identification sign will not adversely affect the use or any physical attribute of adjoining or abutting properties. The proposed sign will blend in with all other free standing and pylon signs in the area and is located within the overlay district that allows for high rise business identification signs. ***All members stated true.***

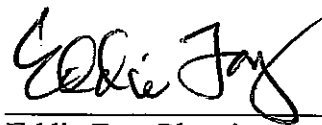
4. ***Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or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

The proposed high rise business identification sign will 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 because the sign is located adjacent to a public right-of-way that will probably never be widened. ***All members stated true.***

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

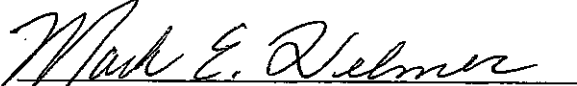
Stephen Upton made a motion, seconded by Daniel Sanders to recommend approval requesting a conditional use permit to allow for the construction of a 30 foot high rise business identification sign on property located within a B-3 (Business Highway Entrance) zoning district.

Duly adopted this the 6th day of August 2015.



Eddie Foy, Planning Board Chairman

ATTEST



Mark E. Helmer, AICP, CZO
Senior Planner

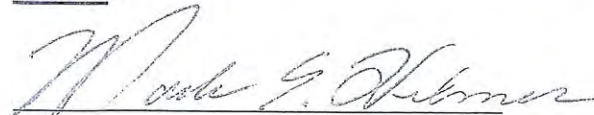
Exhibit D
Adjoining Property Owner Certification



PLANNING DEPARTMENT
Paul C. Embler, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, CUP-15-03, were notified by First Class Mail on 8-21-15.



Signature

Johnston County, North Carolina

I, Shannan L Williams, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

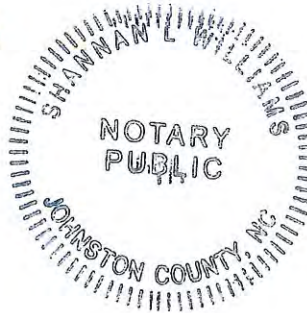
21st day of August, 2015



Notary Public Signature

Shannan L. Williams

Notary Public Name



My Commission expires on 5-20-2017
(Seal)



PLANNING DEPARTMENT

Paul C. Embler, Jr., Director

Notice Of Public Hearing

Notice is hereby given that a public hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, September 1, 2015 at 7:00 P.M., at the Town Hall Council Chamber located at 350 East Market Street to consider the following request:

CUP-15-03 CHI Smithfield, LLC: The applicant is requesting a conditional use permit to allow for the construction of a high rise business identification sign on property located within a B-3 (Business Highway Entrance) zoning district. The property considered for approval is located on the northeast side of the intersection of Outlet Center Drive and South Equity Drive and further identified as Johnston County Tax ID# 15008045T.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.



PLANNING DEPARTMENT

Paul C. Embler, Jr., Director

Notice Of Public Hearing

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All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at www.smithfield-nc.com.

Run "Legal Ad" in the Smithfield Herald on 8/19/15 and 8/26/15

Adjacent Property Owners of
CUP-15-03

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15008045E	260417-10-5101	JER/JAMESON NC PROPERTIES LP	C/O SSI PMG LLC	SMYRNA	GA	30080-0000
15K11014F	260306-28-6552	SMITH, WILLIAM WHITFIELD JR	C/O JOHN C HINE	GOLDSBORO	NC	27533-0916
15L11001B	260305-19-1134	SUNOCO INC	1900 DALROCK RD	ROWLETTE	TX	75086-0000
15008045R	260417-10-8296	SOUTH EQUITY DRIVE PLAZA PROPE	816 WEST MARKET ST	SMITHFIELD	NC	27577-0000
15008045T	260305-19-9816	PARTNERS EQUITY GROUP	P O BOX 1524	SMITHFIELD	NC	27577-0000
15008045S	260417-10-8014	PARTNERS EQUITY GROUP	P O BOX 1524	SMITHFIELD	NC	27577-0000
15L11002B	260305-18-4276	DANBAR LIMITED PARTNERSHIP	P O BOX 1333	SMITHFIELD	NC	27577-0000
15008045F	260417-10-4371	HOTEL VENTURES OF SMITHFIELD	P O BOX 7537	FLORENCE	SC	29502-0000
15008045M	260417-20-0263	PTNRP	816 WEST MARKET STREET	SMITHFIELD	NC	27577-0000
15008045K	260305-29-1867	MOHAMED & SONS INC	PO BOX 1236	SMITHFIELD	NC	27577-0000
15008045D	260305-19-5835	STORE MASTER FUNDING II LLC	1101 W WATERLOO RD	EDMOND	OK	73025-1899
15L11199	260305-28-1111	SHRI SAIBABA LLC	197 MALLARD RD	SMITHFIELD	NC	27577-0000
15008045L	260417-20-0065	MARKET STREET INVESTMENTS	16930 W CATAWBA AVE STE 205	CORNELIUS	NC	28031-5639
15L11008F	260306-29-9025	GUIN, REBECCA L	2491 US HIGHWAY 70 BUS E	SMITHFIELD	NC	27577-7788
15L11002A	260305-17-0922	VRG, LLC.	198 MALLARD RD	SMITHFIELD	NC	27577-0000
		CHI Smithfield LLC	PO BOX 29616	Greenville	SC	29616

Exhibit E
Conditional Use Permit Application



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

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Article 13, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Conditional Use. Conditional Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.

Conditional Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.

SITE INFORMATION:

Name of Project: RETAIL SHOP AT Acreage of Property: 2.62 ACRES
 Parcel ID Number: SOUTH EQUITY Tax ID: _____
150080455
 Deed Book: 1295 Deed Page(s): 911
 Address: 110, 120, 130 SOUTH EQUITY DRIVE
 Location: EQUITY PARK

Existing Use: VACANT Proposed Use: COMMERCIAL
 Existing Zoning District: B-3
 Requested Zoning District: _____
 Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: <u>CUP-15-03</u>	Date Received: _____	Amount Paid: _____
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OWNER INFORMATION:

Name: CHE. SMITHFIELD, LLC
Mailing Address: P.O. Box 25909, GREENVILLE SC 29616
Phone Number: 864 272 0088 Fax: 864 272 0078
Email Address: DAVE.WALKER@CHEBUILDINGS.COM

APPLICANT INFORMATION:

Applicant: SMUE
Mailing Address: _____
Phone Number: _____ Fax: _____
Contact Person: _____
Email Address: _____

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Conditional Use Permit application. This information is required to be present on all plans, except where otherwise noted:

- All required plans (please see the plan requirements checklist).
- A signed and sealed traffic impact analysis.
- Verification of wastewater allocation (granted or requested).
- Driveway permits (Town of Smithfield or NCDOT encroachment with associated documentation).
- Other applicable documentation: _____

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

WE ARE REQUESTING (1) HIGH RISE MULTI TENANT
PULOV SIGN.
HEIGHT OF SIGN TO BE BETWEEN MINIMUM AND
MAXIMUM HEIGHT AS ALLOWED PER TOWN OF
SMITHFIELD SIGN ORDINANCE

REQUIRED FINDINGS OF FACT

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for a Conditional Use Permit to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

- 1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

NO IMPACT

- 2. That the use meets all required conditions and specifications;

- 3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and

NO IMPACT

- 4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Conditional Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

DALE W. WOOD
Print Name

[Handwritten Signature]
Signature of Applicant

6/26/15
Date

QID 14-25661

JOB NAME:

Carolina Holdings, Inc.

LOCATION:

Smithfield NC

CUSTOMER CONTACT:

SALESMAN / PM

Colette Manganello

DESIGNER:

Jesse Black

DWG. DATE:

09-15-14

REV. DATES:

9-26-14

4-20-15 BS

5-6-15 BS / ADD FTG

5-8-15 CW

SCALE:

1/8" = 1'

FILE:

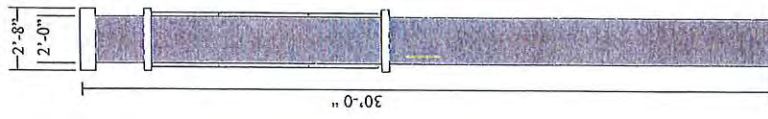
2014/CarolinaHoldings/
 Smithfield GA/14-25661
 /Ch Smithfield NC

DESIGN SPECIFICATIONS ACCEPTED BY:

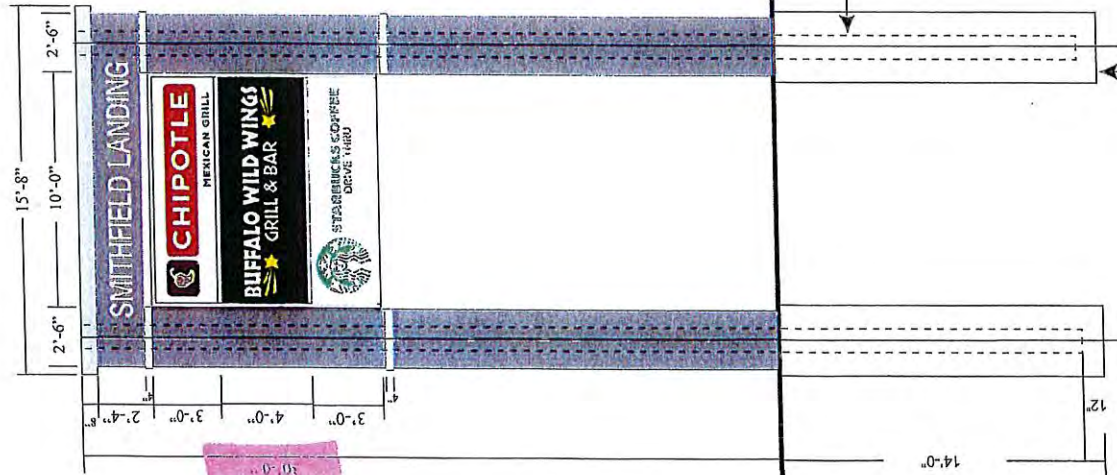
EST: CLIENT:

SUPPLIER/LANDLORD:

THE INTENT OF THIS DRAWING IS TO SHOW A CONCEPTUAL REPRESENTATION OF THE PROPOSED SIGNAGE. DUE TO VARIATIONS IN PRINTING DEVICES AND SUBSTRATES, THE FINISHED PRODUCT MAY DIFFER SLIGHTLY FROM DRAWING.



SCOPE: D/F ILLUMINATED PYLON
I.D. SIGN: NON-ILLUMINATED CABINET w/ 1/2" ROUTED SINTRA PLATE LETTERS FLUSH MOUNTED. (Customer to provide final font)
TENANT CABINET: 2" RETAINER, APPLIED TRANSLUCENT VINYL
GRAPHICS: 1/8" SURFACE, APPLIED TRANSLUCENT VINYL
POLE COVERS: ALUMINUM PAINTED DK. GRAY TO MATCH BUILDING
CABINETTS: ALUMINUM PAINTED LT. GRAY TO MATCH BUILDING
ILLUMINATION: HO FLUORESCENT LAMPS



Logo Art Work Required

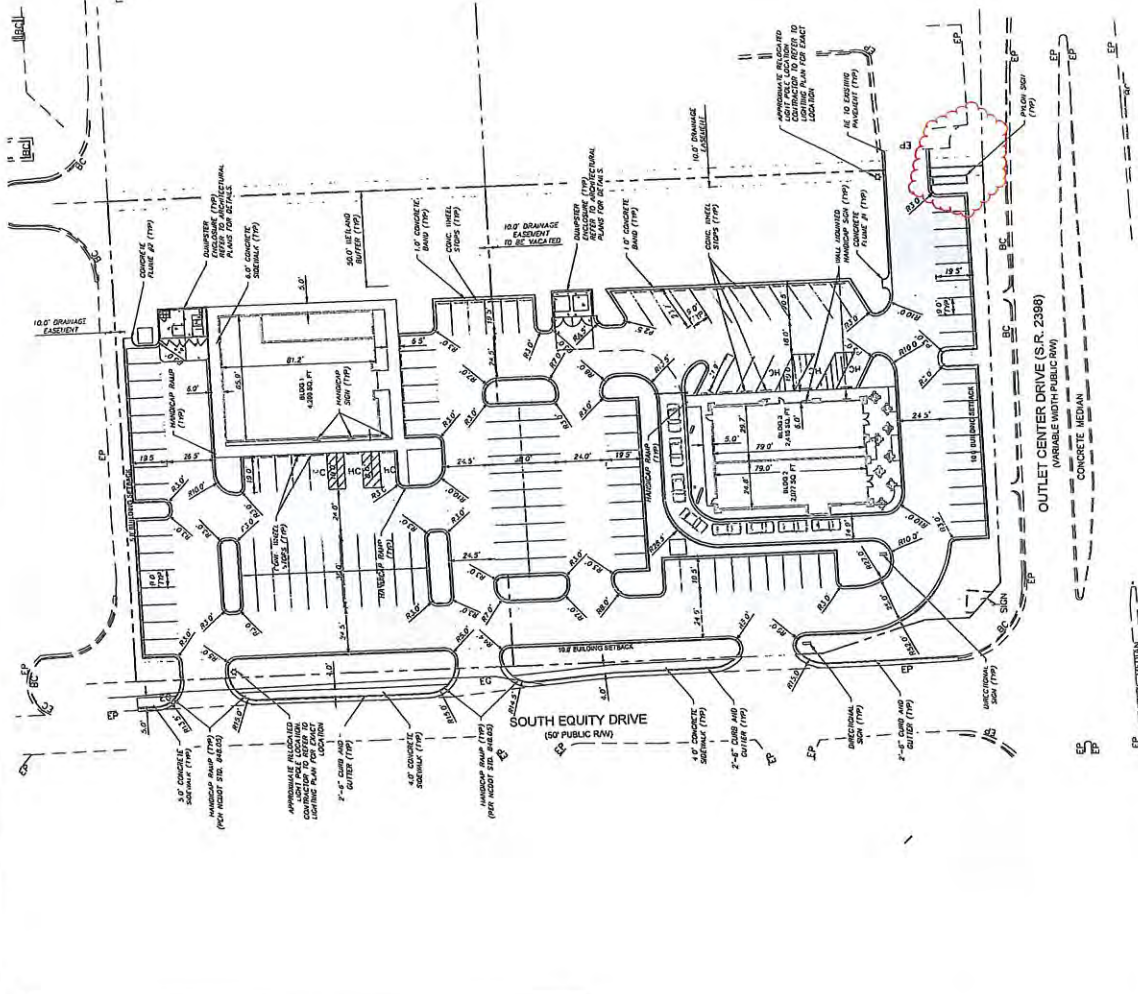
12" SQ. X 1/4" T.S.
 X 43' LG. (2)
 = 44.1 IN > 36.73 IN

3" DIA. 14" DEEP AUGER FTG. (2)
 7.32 CU. YDS. CONCRETE TOTAL
 1.79 FACTOR OF SAFETY

LT. GRAY TO MATCH BUILDING
DK. GRAY TO MATCH BUILDING
FRYE EYES: 300 Quarter Dia. Item 208-73

SITE GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
2. DESIGN SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
3. DESIGN SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
4. CONTRACTOR SHALL VERIFY ALL LOCATIONS OF ALL UTILITIES (UNDERGROUND OR SURFACE) PRIOR TO CONSTRUCTION AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION THAT CAN BE OBTAINED BY A PROFESSIONAL ENGINEER.
5. ALL UTILITIES SHALL BE DEPTH TO BE 1'-0" AT CURB AND CUTTER SIDE OF ROAD.
6. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
7. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
8. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
9. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
10. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
11. ALL HANDICAP RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
12. CONTRACTOR SHALL VERIFY ALL LOCATIONS OF ALL UTILITIES (UNDERGROUND OR SURFACE) PRIOR TO CONSTRUCTION AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION THAT CAN BE OBTAINED BY A PROFESSIONAL ENGINEER.



LEGEND

---	PROPERTY CENTERLINE
---	ROAD
---	LOT LINE
---	DRAINAGE EASEMENT
---	SETBACK EASEMENT
---	BY BELT AND CASHEM
---	PAVING SIGN
---	HANDICAP SIGN
---	CONCRETE UNPAVED STOP
---	NEW PAVEMENT (LIGHT DUTY ASPHALT)
---	NEW PAVEMENT (HEAVY DUTY ASPHALT)
---	NEW SIDEWALK
---	NEW CONCRETE PAVEMENT
---	CONCRETE BAND



DATE: 10/20/2011	CIX: 1
SCALE: 1\"/>	
STATUS: FINAL DRAWINGS FOR REVIEW	DATE: 10/20/2011

SITE DATA TABLE

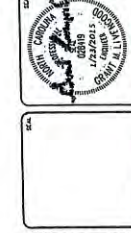
1. SITE AREA	2.38 ACRES
2. TOTAL LOT AREA	103,100 SQ. FT.
3. TOTAL LOT AREA	103,100 SQ. FT.
4. TOTAL LOT AREA	103,100 SQ. FT.
5. TOTAL LOT AREA	103,100 SQ. FT.
6. TOTAL LOT AREA	103,100 SQ. FT.
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8. TOTAL LOT AREA	103,100 SQ. FT.
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13. TOTAL LOT AREA	103,100 SQ. FT.
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16. TOTAL LOT AREA	103,100 SQ. FT.
17. TOTAL LOT AREA	103,100 SQ. FT.
18. TOTAL LOT AREA	103,100 SQ. FT.
19. TOTAL LOT AREA	103,100 SQ. FT.
20. TOTAL LOT AREA	103,100 SQ. FT.

PARTNERS EQUITY LOTS 18 & 19

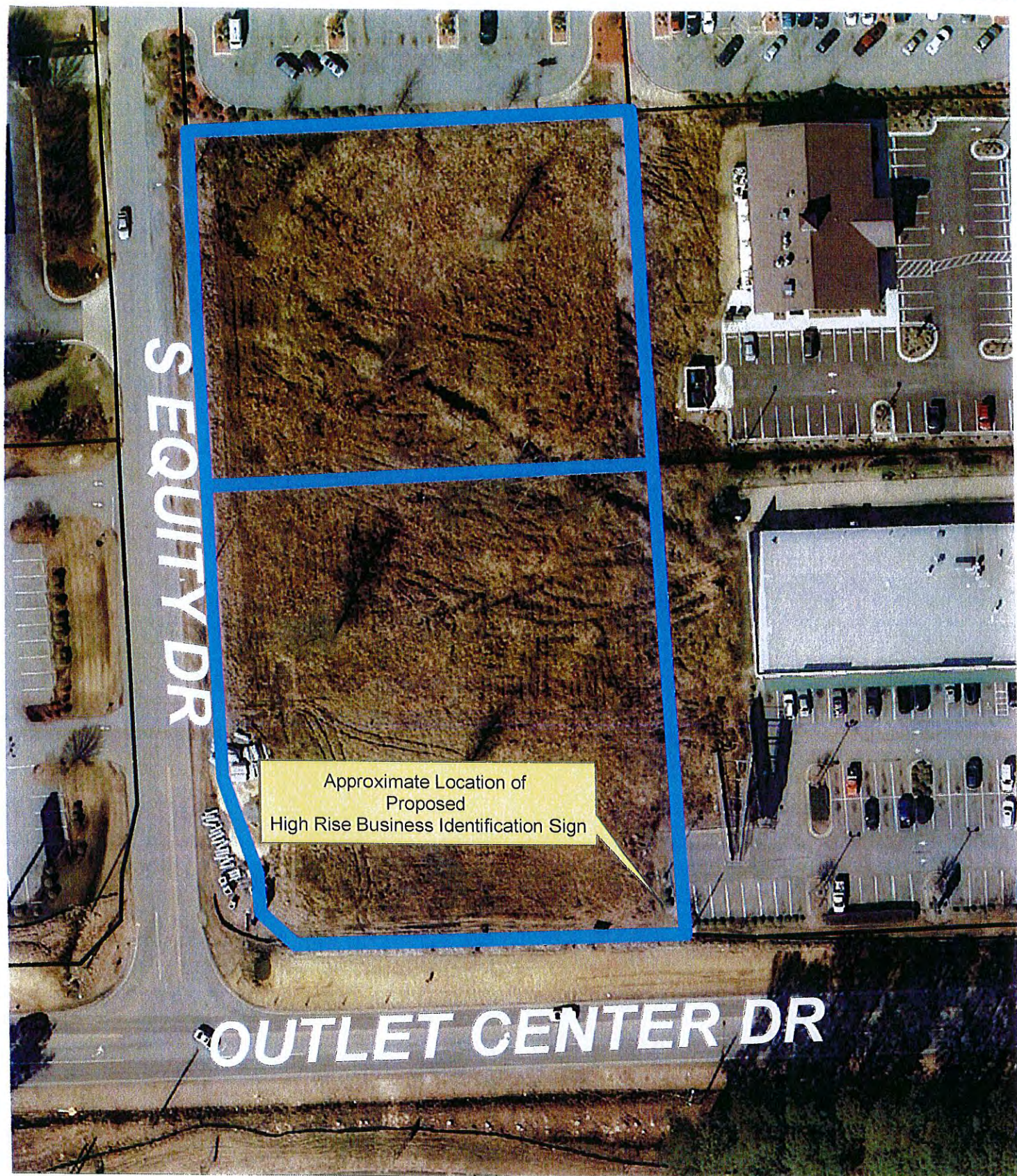
SITE PLAN

CAROLINA HOLDINGS, INC.
300 NORTH JAMES STREET
GREENVILLE, SC 29601
TEL: (864) 468-4546

MCKIM & CREED
1730 Vesley Drive, Suite 500
Raleigh, North Carolina 27608
TEL: (919) 833-8833
F: (919) 833-8833
www.mckimcreed.com



NO.	DATE	DESCRIPTION



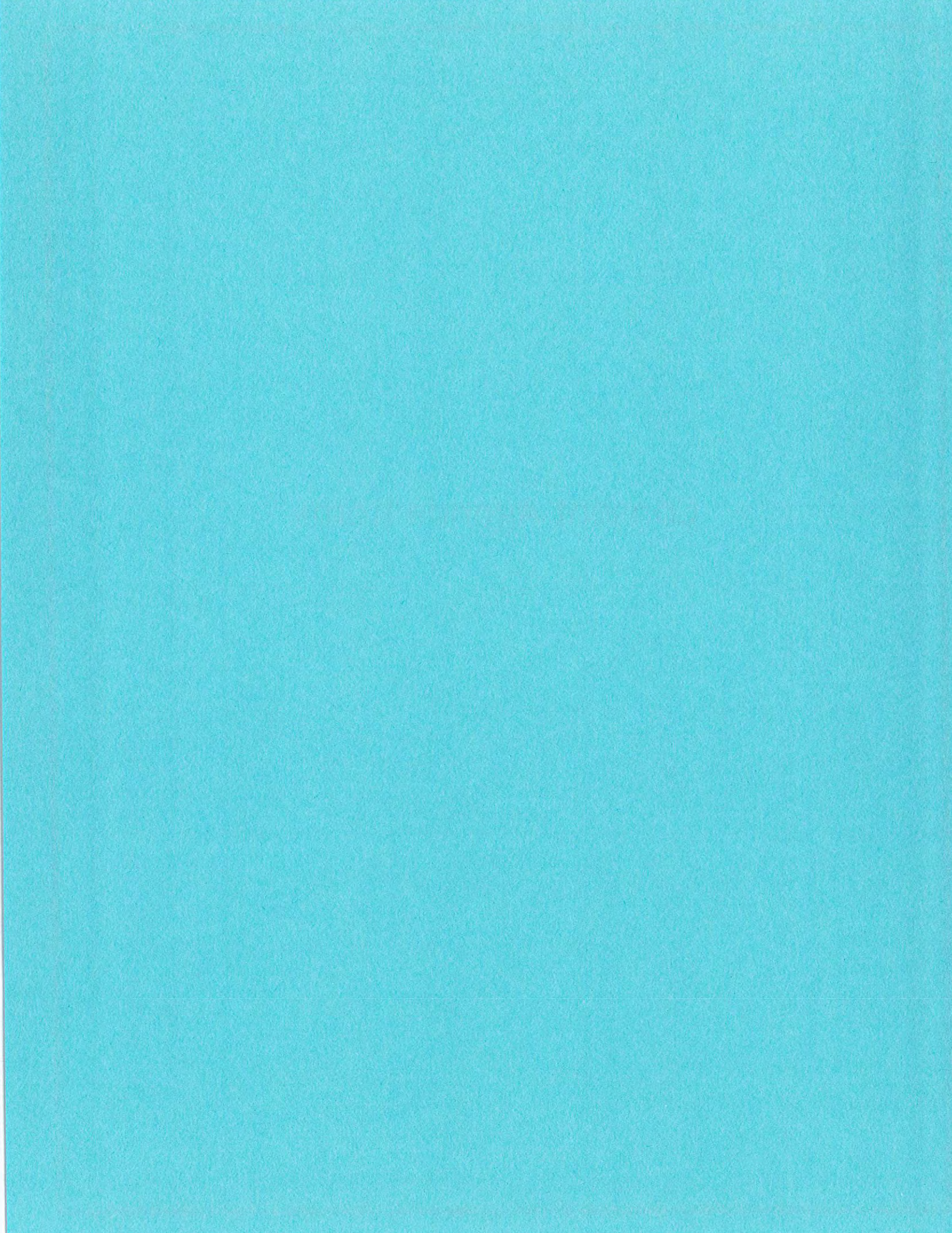
Vicinity Map for:
CUP-15-03
Applicant:
Carolina Holdings, LLC



Map Created by Town of Smithfield
Geographic Information Services



Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, August 4, 2015 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe II. presided.

Councilmen Present:

M. Andy Moore, Mayor Pro-Term
Marlon Lee, District 1
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
Emery D. Ashley, At-Large
Charles A. Williams, At-Large

Councilmen Absent

Administrative Staff Present

Paul Sabiston, Town Manager
John Blanton, Interim Fire Chief
Lenny Branch, Public Works Director
Pete Connet, Interim Public Utilities Director
Paul Embler, Planning Director
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Michael Scott, Chief of Police
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney

Staff Absent:

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

APPROVAL OF AGENDA:

Councilman Harris made a motion, seconded by Councilman Scott, to approve the agenda with the following amendments:

- Move from the Consent Agenda to the Business Items
 - **Item # 5** - *Approval of the 2015 Interlocal Agreement for Fire Service with Johnston County*
- Move from the Business Items to the Consent Agenda
 - **Item #1** – *Consideration and Approval lease agreement with Disabled American Veterans*
 - **Item # 7** – *Consideration and approval for the purchase of used 2014-2015 Backhoe for the Water and Sewer Department in the amount of \$81,500*
- Add to the Consent Agenda:
 - *May 19th Corrected Minutes*
 - **Item #2** – *Consideration and Approval to appoint Billie Stevens to serve on the Appearance Commission for a fourth term*
 - **Special Event** – *Robert Yarbrough is seeking approval to conduct a march and special event "Youth Led, Black Lives Matter March" to be held on Town Streets and at Smith Collins Park on August 29, 2015*

Unanimously approved.

PRESENTATIONS:

1. Proclamation – Recognizing Fire Chief Patrick Harris for his years of Service to the Town of Smithfield

Mayor Lampe and Town Manager Paul Sabiston presented retired Fire Chief Patrick Harris with a Proclamation and thanked him for his years of service.

**PROCLAMATION
In Honor of Patrick Harris's Years of
Service to the Town of Smithfield**

WHEREAS, Patrick Harris has been a dedicated employee for 23 years and retired from the Town of Smithfield on June 30, 2015; and

WHEREAS, Patrick Harris has served the Town of Smithfield as a volunteer firefighter since 1992, Fire Inspector from 1994 until 2000, Fire Marshal from 2000 until 2003, and Director of Emergency Services and Fire Chief from 2003 until 2015; and

WHEREAS, these years of service have been marked with exemplary dedication to the citizens of Smithfield, and he has worked constantly for the betterment of the community through Emergency and Fire Protection Services; and

WHEREAS, Patrick Harris's dedication to the Emergency Services and Fire Protection field has been evident in the commendations he has received. He was awarded the North Carolina Governor's Award for Bravery and Heroism in 1995. He was chosen as one of North Carolina's Five Outstanding Public Servants awarded by the North Carolina Jaycees in 2002 and he was awarded the North Carolina Order of the Long Leaf Pine in 2015; and

WHEREAS, In addition to his service to the Town of Smithfield, Patrick Harris served as the President of the Johnston County Firemen's Association, the President of the Johnston County Fire Chief's Association and Vice Chairman of the Emergency Services Advisory Committee for the Johnston County Board of Commissioners; and

WHEREAS, Patrick Harris has displayed the highest example of character, ethics, morals and unselfish service; and

WHEREAS, Patrick Harris has earned, and justly deserves, this public recognition for his many years of service and dedication to the Town of Smithfield.

NOW, THEREFORE, I, *John H. Lampe II.*, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Patrick Harris for his distinguished service to the Town of Smithfield and urge our citizens to join with us as we extend our sincere appreciation for his work and wish him well in his future endeavors.

2. Johnston County Visitors Bureau's Annual Report

Executive Director of the Johnston County Visitor's Bureau Donna Bailey-Taylor presented the Council with its annual report.

(A copy of the report is on file in the Office of the Town Clerk)

3. Downtown Smithfield Development Corporation's Annual Report

Executive Director of the Downtown Smithfield Development Corporation presented the Council with its annual report.

(A copy of the report is on file in the Office of the Town Clerk)

PUBLIC HEARING:

1. CDBG Talent Enhancement Grant (12-C-2463) – Final Report and Close Out

Mayor Pro-Tem Moore made a motion, seconded by Councilman Ashley, to open the public hearing. Unanimously approved.

Stanley King, Project Manager of the Raleigh Area Development Authority (RADA) addressed the Council on the close out of the CDBG Talent Enhancement Grant. Mr. King explained that this Public Hearing was being held due to an error by the newspaper in June and a lack of a quorum at the July Town Council meeting.

Mr. King explained that The Town of Smithfield and RADA, a nonprofit organization, partnered to submit an application to the North Carolina Department of Commerce for a Talent Enhancement Capacity Building Grant (TECBG) in the amount of \$50,000.00. This grant did not require matching funds from the Town of Smithfield. The grant application required identification of a target area within the Town and the areas selected were Belmont, Sandy Run and Pine Acres. There were two primary purposes of the grant. The Town had to attend a capacity building program at East Carolina University and submit a grant application to the Division of Community Assistance (DCA) before the closeout of the grant. In past years most TEGBG grantees were successful in their grant submission to DCA. However, there were major changes at the State level that directly affected this grant and limited the Town and RADA's ability to apply for grant funding. A result of these changes included all grant categories were moved from DCA and a decision of how awardees could satisfy HUD requirements for this grant could not be immediately made. It was finally determined that awardees could apply for either an infrastructure grant, an economic development grant or submit a sample grant application. Based on the information that was received from the public neighborhood meetings neither the infrastructure nor economic development categories were identified as concerns and a sample grant was submitted.

During DCA's period of indecision, RADA decided that it would seek grant funding to address the concerns of the neighborhood citizens, which centered primarily on housing, drainage, and utility cost and safety items. RADA applied for and received a Wells Fargo "Leading the Way Home" grant for East Smithfield in the amount of \$50,000.00. RADA awarded \$12,500 in grants to the following 5 local non-profit organizations: Johnston-Lee-Harnett Community Action, Serve the Need, Me Fine Foundation, Community & Senior Services of Johnston County and Johnston County Youth Services. RADA has continued working in the East Smithfield community to assist citizens with life and safety needs with the balance of the Wells Fargo funds. Working with Serve The Need to provide need assistance to seniors with home accessibility issues and other areas of concern with the limited funds that remained.

RADA also continued to explore solutions to community concerns regarding the lack of access to natural gas. We arranged and met with Piedmont Natural Gas for over a year to see how we could get natural gas lines installed in the East Smithfield community. There are a number of issues including low homeownership within the community. One of the major concerns of citizens was housing so RADA met with the local USDA office to see how we could assist in addressing housing rehabilitation issues. Through these discussions RADA became an approved application preparer for USDA grants and loans and have assisted several citizens in application process.

Mayor Lampe asked if there were any questions/from those in the audience. There were none.

Mayor Lampe asked if there were any questions from Council.

Councilman Lee questioned if there was a misrepresentation by RADA with a citizen in the Belmont Community. Mr. King responded that there was a misunderstanding with the citizen. The contractor repaired the issues that were paid by grant funding, but the citizen wanted the contractor to do additional work at no cost.

Councilman Ashley questioned the survey conducted by Piedmont Natural Gas. Mr. King responded that there wasn't enough support in the community to warrant PNG installing natural gas pipe lines to the various communities.

Mayor Pro-Tem Moore questioned if there was any support by the Utilities Commission to reclassify natural gas as infrastructure. Mr. King responded that he was unsure of the reclassification at this time.

Councilman Harris stated that there are a lot of rental properties in the communities and that PNG should be speaking with the homeowners and not the tenants.

Mayor Pro- Tem Moore made a motion, seconded by Councilman Harris, to close the Public Hearing. Unanimously approved.

CITIZENS' COMMENTS:

- John Eklund introduced himself to the Council as the newly hired Pastor of Temple Baptist Church. Pastor Eklund will assist the church with an addiction recovery ministry.
- Lucy Washington – 406 Birch Street – addressed the Council on the reoccurring problem of water flooding her yard after any rain event. Public Works Director Lenny Branch responded that new curb and gutter had been installed at Ms. Washington's residence and the water was flowing as best it could.

CONSENT AGENDA:

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Moore, to approve the following items as listed on the Consent Agenda:

1. Approval of Minutes:

- May 19, 2015 – Correct Budget Work Session
- May 27, 2015 – Closed Session
- May 27, 2015 – Budget Work Session
- June 2, 2015 – Regular Meeting
- June 9, 2015 – Budget Public Hearing
- June 22, 2015 – Reconvened Budget Public Hearing
- June 22, 2015 – Closed Session
- June 22, 2015 – Special Session
- July 7, 2015 – Regular Meeting

2. Advisory Board/ Committee Appointments:

- Julie McCullers was appointed to serve a first term on the Historic Properties Commission.
- Mary Nell Ferguson was appointed to serve a first term on the Historic Properties Commission.
- Billie Stevens was reappointed to serve a fourth term on the Appearance Commission

3. Approval to appoint the following to serve on the Firemen's Relief Board:

- John M. Blanton, Jr.
- John C. Parrish
- Elmer Owens to serve as the Chairman

4. Downtown Smithfield Development Corporation Board of Directors Appointment

- Benton Sawrey was appointed to serve a first term on the Downtown Smithfield Development Corporation's Board of Directors

5. Approval of a contract renewal with Pete Connet to continue to serve as Interim Public Utilities Director.

6. Approval of a contract renewal with One Source Document Solutions Annual Laserfische Support Agreement in the amount of \$2,234.00. This was approved in the FY 2015-2016 budget.

7. Approval of a contract renewal with Grid One Solutions to perform the Town's utility meter reading services.

8. Approval of Resolution # 562 (12-2015) declaring vehicles and equipment as surplus property.

**TOWN OF SMITHFIELD RESOLUTION # 562 (12-2015)
 Authorizing the Sale of Certain
 Personal Property at Public Auction**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

- The following described property is hereby declared to be surplus to the needs of the Town:

Vin/Ser.#	Description
<u>Police Department</u>	
2G1WS55R579255132	2007 Chevrolet Impala
SG4AE310CY	HP Desk Jet Printer Model # 450CI
SG4AD3111P	HP Desk Jet Printer Model # 450CI
SG4AD311FM	HP Desk Jet Printer Model # 450CI
SG4AD31029	HP Desk Jet Printer Model # 450CI
SG4AD311F4	HP Desk Jet Printer Model # 450CI
84261569	1999 RCA TV
837250168	RCA VCR
V1390163912135	Sanyo TV Model # DS25398
10604892	Sanyo VCR
	TV stand with three shelves
<u>Fire Department</u>	
2FAFP71W51X204018	2001 Ford Crown Victoria

- The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
 - The public electronic auction will be held beginning no earlier than August 17, 2015.
 - The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
 - The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
 - The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.
9. For Informational Purposes - Bid Award to Deacon Jones in the amount of \$31,899.00 for the Water and Sewer Department's Truck. Bid Award to Capital Ford in the amount of \$29,603.00 for the Electric Superintendent's Truck. Purchase of a concrete saw for the Water/Sewer Department. All items were approved in the FY 2015-2016 Budget and all items were purchased under budget.

10. New Hire Reports

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Sanitation Equip Op	PW – Sanitation	10-5800-0200	\$12.84/hr (\$26,707.20/yr)
Firefighter I	Fire	10-5300-0200	\$14.88/hr (\$32,497.92/yr)
PT Pool Staff	P&R - Aquatics	10-6220-0220	\$7.50/hr

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
PT Pool Staff	P&R – Aquatics	10-6220-0220	\$8.00/hr
PT Instructor	P&R – Instructors	10-6220-0230	\$15.50/hr
PT Instructor	P&R – Instructors	10-6200-0230	\$15.00/hr
PT Instructor	P&R – Instructors	10-6200-0230	\$10.00/hr
PT Staff	P&R – General	10-6200-0210	\$9.00/hr
PT Staff	P&R – General	10-6200-0210	\$9.50/hr
PT Staff	P&R – General	10-6200-0210	\$9.00/hr
PT Staff	P&R – General	10-6200-0210	\$10.00/hr

11. Approval of a lease agreement with the Disabled American Veterans for up to two years that may continue for a month to month period after two years unless terminated by the Town. The Town Attorney was authorized to prepare said lease for signature by the Mayor.
12. Approval for the purchase of used 2014-2015 Backhoe for the Water and Sewer Department in the amount of \$81,500
13. Special Event – Robert Yarbrough gained approval to conduct a march and special event “Youth Led, Black Lives Matter March” to be held on Town Streets and at Smith Collins Park on August 29, 2015

Unanimously approved.

BUSINESS ITEMS:

1. Discussion concerning the Family Life Center

Town Manager Paul Sabiston discussed with the Council the current situation with the Family Life Center. Mr. Sabiston explained that the Family Life Center facility located in Smith Collins Park is facing foreclosure on the building itself. The real estate upon which the building sits is not under foreclosure threat and is owned by the Town. The Town leases the real estate to the owners of the building for \$1 per year under a long-term lease. A representative of the owners of the building, and involved with the lease of the property from the Town, contacted the Mayor several weeks ago regarding the situation and the overall status of the building and its operations. The Mayor offered to get involved on behalf of the Town to work through any impending foreclosure threats and try to gain control of the building. No action has occurred pending authorization from the owners of the building to allow the Town to discuss with the bank the status of the loan. We did meet briefly with the representative of the building after the July regular Meeting date. This issue also came up during our recent budget workshops this year and the Town Council budgeted \$27,000 for that effort to obtain and/or rehabilitate the building but not for any programming within the building itself. That responsibility, hopefully, would be undertaken by a private non-profit entity. Recently, the representative for the facility has engaged Mr. Allen Wellons, Esq., to represent it in this endeavor. I have met with Mr. Wellons and he agrees that the Town would be best owner of the facility and will work with us to that end if it is possible. All agree that other third parties are not needed to obtain control of the facility and that the town is best suited to control it since it owns the underlying real estate. We are waiting for the next step from the facility owners and look forward to working with them to provide a good future use for this facility for the surrounding community.

Councilman Ashley asked that the Town continue to listen to the wishes of the owners.

Councilman Lee stated that he was informally meeting representatives of the Boys and Girls Clubs to discuss possibly utilizing the Family Life Center in the future.

No action taken.

2. Approval of a request for power allocation by Lampe-Malphrus.

Mayor Lampe recused himself from this item. Mayor Pro-Tem Moore presided.

Interim Public Utilities Director Pete Connet and Town Manager Paul Sabiston addressed the Council on a request by Lampe-Malphrus. Mr. Connet explained that one of the Town's largest power users, Lampe-Malphrus Lumber Mill, is requesting assistance in its load management program for its different systems. This load management program allows users to create their own power through generator(s) to reduce their power bills and become much more efficient. This is an opportunity that other power providers such as DEP cannot and do not offer to their customers. Lampe-Malphrus is requesting to put 1 generator at the Sawmill & 2 generators at the Planner Mill. The Town must allow them some of our available allocation. Currently, the Town has 1549 kW of allocation from Electricities/NCEMPA. Lampe-Malphrus is requesting approximately 900-1000kw for the Planner Mill on Peedin Rd. They will not need any allocation at the 10th St. Sawmill because it will be PURPA qualified and exempt.

Mayor Pro-Tem Moore questioned the affect this would have on other customers who would request a power allocation. Mr. Connet responded that there would still be 549kW left and if additional kW's were needed, the Town could request from Electricities/NCEMPA for additional power.

Councilman Ashley questioned the negative outcome this arrangement would have on the Town and on the business owner. Mr. Connet responded that this was beneficial for both the Town and the customer.

Councilman Scott made a motion, seconded by Councilman Harris, to approve an allocation to Lampe-Malphrus of up to 1000kW conditioned on the 10th Street Sawmill being/remaining PURPA certified and exempt from the allocation. Unanimously approved.

3. Discussion Concerning Smithfield Recreation and Aquatics Center (SRAC) non-residential rates

Town Manager Paul Sabiston discussed with the Council the SRAC non-residential rates. Mr. Sabiston stated that in the FY 2015-2016 budget, the Council voted for a 10% increase for all non-resident programs and facility rentals including the non-resident fees for SRAC members. To date, these changes have been made, including the notice of the increase to non-resident members, as required under the individual contracts, of the increase scheduled to take place for the August billing period. The notice is required under the membership contract and certain accounts that use automatic deposit and related systems will have to be changed to correspond to the rate increase. With past rate increases, existing members were not charged the increase and continued to pay the rate agreed upon at the time of their enrollment. Therefore, the issue is whether the intent was to increase these type memberships for non-residents after the one-year period expires or only upon cancellation of a contract/membership. Any new non-resident memberships after July 1st of this year will be charged the increased rate. We have many non-residents that have been members for several years. Unless directed otherwise by Council, the 10% rate increase will take effect in August for non-resident members. This will impact 321 non-resident members with a rate increase of between \$4.70 and \$12.20 per month (based on when the non-resident member initially joined the SRAC). There is concern about losing some non-resident members as a result of this increase.

Councilman Wood stated that the increased rate should not affect existing non-resident members.

Councilman Harris stated that 10% was a minimal increase and that the Council is to represent the citizens of Smithfield.

Mayor Pro-Tem Moore responded that the Council does represent the citizens of the Town, but that the SRAC was a joint project between the Town and the Johnston County Board of Education.

Councilman Ashley questioned how many times the rates have been increased. Parks and Recreation Director Gary Johnson responded that rates have been increased one time since the SRAC was opened in 2010.

Councilman Harris requested a scholarship report be sent to the Council.

No action taken, thus the 10% rate increase will take effect in August for non-resident members.

4. Approval to Award the redesign of the Town's website to EZTask

Human Resources Director/ PIO Tim Kerigan and Town Manager Paul Sabiston addressed the Council on a request to award the redesign of the Town's website to EZTask. Mr. Kerigan explained that there has been considerable discussion about a redesign of the Town of Smithfield's website. Specifically, the Town's goal is to provide ease of access to Town information, online forms and applications, processes and procedures, economic development opportunities, city council information including agendas and minutes of meetings, a calendar of events, photo hosting, online bill-pay, and a variety of other activities to current and prospective citizens and businesses. This content should be accessible from all mediums (desktop/laptop computers, cell phones, tablets, etc.). The new design will allow for individuals/staff to have certain permissions to update messages to the public with ease (i.e., sanitation schedules, power outages, etc.).

Staff has researched the redesign possibilities – focusing on companies that specialize in municipality and county websites. The estimates are as follows:

<u>Company</u>	<u>Set-up</u>	<u>Annual Hosting</u>
Digital Eel	\$7,800	\$2,263
ezTask	\$7,695	\$2,000
Vision Internet	\$19,000	\$2,000

Councilman Williams stated that he was in favor of this project.

Councilman Harris stated that getting a website built was not the difficult part. He questioned if the Town had staff that could update the website on a regular basis. Mr. Kerigan responded that currently, one member of staff can make changes to the website. The proposed web design would allow additional staff to have access enabling them to make changes.

Councilman Scott questioned if Mr. Kerigan was comfortable with the recommendation. Mr. Kerigan responded in the affirmative.

Councilman Harris made a motion, seconded by Councilman Scott, to award the redesign of the Town's website to ezTask and to pay for such redesign from the Economic Development Initiative funds (10-4110-57100).

5. Consideration for agreement with Spyglass to Review the Town's Telecommunication Services

Finance Director Greg Siler addressed the Council on approval to enter into an agreement with Spyglass to review the Town's Telecommunication Services. Mr. Siler explained that quotes were solicited from two telecommunications companies in 2014 to review Smithfield's telecommunications service accounts (local, long distance, data, and wireless) to seek cost recovery, service elimination and cost reduction recommendations. As a result, Town Council approved a telecommunications review agreement with CrossPoint Telecom & Consulting, LLC, during the May 6, 2014, Town Council meeting. Before work could begin, the owner passed away. By default, approval is now sought to award the agreement to SpyGlass Group, LLC. All recommendations for improvements are subject to the Town's approval. Any recommendations acted upon by the Town within twelve (12) months of submission by the company making the recommendation is due to be paid a fee for its' finding and recommendation.

CrossPoint Telecom & Consulting and SpyGlass Group submitted proposals to review the Town's telecommunication services. Their costs are outlined below.

	<u>CrossPoint</u>	<u>SpyGlass</u>
Cost Recovery	- 50% of savings	- 50% of savings
Service Elimination	50% of savings	100% for 12 months
Cost Reduction	50% for 12 months	100% for 12 months
Flat Fee	\$250	0

CrossPoint offered the better proposal of \$250 for the analysis and 50 percent of all savings to the Town (including any refunds or credits obtained as a result of the review), however, since that company is now out-of-business, SpyGlass is recommended to award the telecommunications agreement.

Councilman Scott questioned if staff could review the same information that Spyglass would review. Mr. Siler responded that staff has completed an assessment of all telecommunication services that it could.

Town Attorney Bob Spence stated that he would like additional clauses added to the agreement.

Councilman Williams made a motion, seconded by Councilman Scott, to approve the request as submitted with the additional agreement clauses requested by the Town Attorney. Unanimously approved.

6. Bid Award and Contract Approval to complete the I & I remediation work to Herring-Riverbank, Inc. in the amount of \$833,037.50

Interim Public Utilities Director Pete Connet addressed the Council on a bid award on contract approval to complete the I & I remediation work to Herring-Riverbank, Inc. in the amount of \$833,037.50 Mr. Connet explained that on Tuesday, July 21, 2015, the Town opened bids, after legal advertisement of the project, for Infiltration and Inflow remediation work on the sewer systems in specific areas of East Smithfield and South Smithfield. There were six companies who submitted bids to do the work. They are as follows:

Herring – Rivenbark Inc.	\$833,037.50
AC Schultes of Carolinas	\$845,133.50
Layne Inliner	\$910,885.00 base bid
Step Construction	\$912,665.00
AM Liner East	\$1,232,312.50
IPR Southeast	\$1,561,475.00

Mr. Connet further explained that the budget for this project was \$900,000 in the Water and Sewer capital outlay line of the FY 2015-2016 budget approved by the Town Council. The Wooten Company has been working with Town Staff to create the plans and specs for the work. After careful review of the bids received, it was recommend that the contract be awarded to Herring-Rivenbark, Inc. of Kinston li the amount of \$833,037.50. The total base bid for the project is on a unit price basis, based on estimated quantities of 10,000 linear feet of pipe to rehab, 36 manholes, and 60 sewer service replacements. The specifications called for TV-ing all 39,000 to 40,000 LF of line shown on the map. From the results of that investigation, the contractor will then repair the worst areas first, with the monies we have on hand for the project.

(Councilman Scott was absent during the vote)

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Moore, to award the contract to complete the I&I remediation work to Herring-Rivenbark, Inc., in the amount of \$833,037.50, and authorize the appropriate authorized Town Officials to sign the necessary documents to carry out the project. Unanimously approved.

7. Consideration and Approval of Engineering Services Agreement with Booth and Associates in the amount of \$85,000 to begin engineering of the installation of a second transformer at the Brogden Road Substation.

Interim Public Utilities Director Pete Connet addressed the Council on consideration to approve a proposal from Booth and Associates for engineering services for the installation of a second 30.0 MVA -230KVA transformer at the Brogden Road substation. This project is included in the FY 2015-2016 recommended budget and will allow for future load growth. Mr. Connet explained that if the Town were to lose the current transformer due to a storm or other reasons then the Town would not be able to provide power to the U.S. 301 South area. The second transformer will allow the Town to take the current transformer off-line for routine maintenance, which could last for several days. The Booth proposal is for engineering fees amounting to \$85,000 and is included in the total estimated project cost. Mr. Connet further explained that the reason for asking for approval at this time is so that work on this project can begin as soon as possible, since it will take close to a year for the transformer to be ordered, built, and installed.

Councilman Ashley questioned if the engineering were approved now, could the project be delayed for one to two years and the engineering findings still be usable for the project. Mr. Connet responded that he would have to discuss that with the engineers, but he felt that they could. Mr. Connet further responded that materials to build the transformer are at an all-time low.

Councilman Wood made a motion, seconded by Councilman Harris, to approve the request pending the confirmation that the research conducted by the engineers would still be usable in 2 to 3 years. Unanimously approved.

8. Discussion regarding the future of the Old Water Treatment Plant

Town Manager explained that this item was requested to be placed on the agenda by Councilman Harris. The facility is presently not in use and in need of repair. The final disposition of the facility has been discussed several times. The discussions have considered everything from demolition and conversion to a park to placing it on the market for sale to be redeveloped as a business. The facility is in need of substantial repairs and could be considered an eyesore to the surrounding property owners and the users of the Greenway which is adjacent to it. Estimated demolition cost has ranged from \$70,000 to \$160,000 and would need to be researched again if that is the desire of Council. Any surplus or selling of this property would require a fair market valuation and a notice/advertisement for the property. The property is currently zoned R-10 and was used for public institutional uses (water plant) which is allowed in such a district.

Councilman Harris informed the members of the Council that he had conducted some research on the Water Plant and it was his opinion that it should be demolished.

Councilman Harris made a motion, seconded by Councilman Ashley, to ask staff to receive quotes on demolishing the Old Water Plant and grassing over the area and report back to the Council. Unanimously approved.

Councilman Scott stated that he would like to see the structure be rehabilitated because it is a unique structure, but in conversations that he has had it may be beneficial to demolish it.

Mayor Pro-Tem Moore asked DSDC Executive Director Sarah Edwards to discuss the possibilities of the Old Water Plant. Ms. Edwards explained the potential for the building.

9. Approval of the 2015 Interlocal Agreement for Fire Service with Johnston County

Interim Fire Chief John Blanton addressed the Council on a request to approve the 2015 Interlocal agreement with Johnston County for Fire Services. Chief Blanton explained that this is a standard agreement between the Town and Johnston County.

Mayor Pro-Tem Moore questioned some of the aspects and language of the agreement and asked that the Interim Fire Chief, the Town Manager and the Town Attorney discuss the language with Johnston County and bring it back to the Council for consideration and approval at the September Council meeting.

Councilmembers Comments:

- Councilman Lee expressed his appreciation to everyone that participated and attended the Annual Fun in the Park Day.
Mr. Lee also stated that all summer long he is appalled at the condition of East Smithfield.
- Councilman Harris informed the members of the Council that he recently participated in the Smithfield Police Department's "Ride Along" program. He stated that he was very proud of the professionalism of the department.
Mr. Harris also questioned Johnston County's tax valuation on property in Smithfield. He stated that the Town should discuss this with the County.
- Councilman Ashley congratulated Councilman Lee and the East Smithfield Improvement Organization for the success of the Fun Day in the Park.
- Councilman Scott informed the members of the Council about complaints he received concerning several properties in the Town.

Town Manager's Report:

- **Department Reports**

- A highlight of each department's monthly activities was given to the Council.

- **Financial Report**

- General Fund revenues for the month ending June 30, 2015 were \$ 812,174 and YTD revenues were \$ 12,692,026. The general fund expenditures for the month ending June 30, 2015 were \$ 1,633,740 and YTD expenditures were \$11,542,937.

- **Manager's Updates**

Mr. Sabiston gave the Council a brief update on the following issues:

- Preliminary estimated Fund Balance for end of FY 2014-2015 is an additional 1,400,000. This amount is only a preliminary estimate
- Booker Dairy Road improvements and the proposed cost for the Town to relocate utilities.
- PEG Chanel update.

Councilman Williams requested a progress report on the hiring process of a Fire Chief and Utilities Director.

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

Councilman Williams made a motion, seconded by Councilman Harris to go into closed session pursuant to NCGS 143-318.11 (a) (6) to discuss the Town Manager's annual evaluation. Unanimously approved at 9:35

Reconvene in Open Session:

Councilman Harris made a motion, seconded by Councilman Ashley to reconvene in open session. Unanimously approved at 10:10 pm.

Termination of Town Manager Paul Sabiston

Councilman Harris made a motion, seconded by Councilman Lee, to terminate Town Manager Paul Sabiston and to pay him the amount specified in his contract for termination without cause.

Mayor Pro-Tem Moore, Councilman Ashley and Councilman Wood all stated that they were not in favor of this motion. Councilman Harris responded that he felt that it was time for the Town to move in a different direction.

Councilman Harris, Councilman Lee, Councilman Scott and Councilman Williams voted in favor of the motion. Mayor Pro-Tem Moore, Councilman Ashley and Councilman Wood voted against the motion. Motion carried 4 to 3.

Adjourn

There being no further business, Councilman Harris made a motion, seconded by Councilman Scott to adjourn. Unanimously approved.

The meeting adjourned at approximately 10:19 pm.

ATTEST:

John H. Lampe II, Mayor

Shannan L. Williams, Town Clerk

The Smithfield Town Council held a Special Meeting on Monday, August 10, 2015, at 6:00 pm. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe II presided.

Councilmen Present:

Marlon Lee, District 1 (Left at 6:30 pm)
Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
Emery D. Ashley, At-Large
Charles A. Williams, At-Large

Councilmen Absent

M. Andy Moore, Mayor Pro-Tem

Administrative Staff Present

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

Approval of Agenda

Councilman Ashley made a motion, seconded by Councilman Wood, to approve the agenda with the following amendments:

Remove Item #3 – Discussion and approval of a Council Subcommittee to interview consultants for the purposes of hiring a Town Manager

Add a Citizen's Comment period.

Unanimously approved

Items:

1. Appoint Finance Director Greg Siler to serve as the Interim Town Manager

Mayor Lampe introduced Finance Director Greg Siler and stated that he would serve as Interim Town Manager until Mr. Freeman could begin on August 18th.

Councilman Williams made a motion, seconded by Councilman Lee to appoint Finance Director Greg Siler to serve as the Interim Town Manager until August 18th. Councilman Williams, Councilman Lee, Councilman Ashley, Councilman Harris and Councilman Scott voted in favor of the motion. Councilman Wood voted against the motion. Motion passed 5 to 1.

2. Consideration to appoint Jim Freeman to serve as Interim Town Manager beginning Tuesday, August 18th.

Mayor Lampe introduced Jim Freeman. Mr. Freeman gave a brief description of his resume.

Mayor Lampe explained that he had spoken with several members of Council. It was his thought that Mr. Freeman would come into the Town and just keep the Town afloat until a Manager was hired.

It was the consensus of the Council to discuss and consider this further in Closed Session.

Councilman Scott made a motion, seconded by Councilman Ashley, to go into Closed Session pursuant to NCGS 143-318.11 (a) (6) after the public comment period.

Town Attorney Bob Spence advised the Council that in order to hire Mr. Freeman a formal contract would need to be drafted.

Public Comment

Town Attorney Bob Spence informed the public that the Council could not make any comment concerning Mr. Sabiston's contract. Mr. Spence further informed the public that Mr. Sabiston was terminated without cause and thus neither party can discuss the causes of termination. The contract in place allows the parties to sever ties without any adverse effect or negative discussion.

Mike Reese of 710 Sunset Drive addressed the Council in support of former Town Manager Paul Sabiston. Mr. Reese stated that Paul Sabiston was the best Town Manager since Pete Connet. He stated that Mr. Sabiston and his family became part of the fabric of the community. Mr. Reese outlined Mr. Sabiston's accomplishments which included: end of the pay raise scandal, refinanced loans, fund balance from almost nothing to 40%. Mr. Reese asked three questions 1) Explain the new direction of the Town and why it is necessary to spend over \$100,000 to get the citizens there, 2) Reconsider your decision at the September Town Council meeting and 3) In the future, put the interests of the Town ahead of your personal agendas and feelings so that we can move this town forward.

Mayor Lampe responded that the Town will not reconsider the decision that has been made. He explained that the Council has been discussing the Manager's performance over a period of time and the decision was not made without careful thought and consideration.

Dennis Williams of 908 2nd Ave stated that he was not speaking against Mr. Sabiston. It was his opinion that in a time like this that everyone should come together for the Town and not be divided.

Jimmy Baggett of 713 Chestnut Drive addressed the Council in support of former Town Manager Paul Sabiston. Mr. Baggett read a passage from the Bible. Mr. Baggett stated that if someone makes a decision that effects a man's livelihood then they should be willing to tell why the decision was made.

Tim Johnson of 1206 S. Walnut Drive addressed the Council in support of the former Town Manager Paul Sabiston. Mr. Johnson read the following letter:

Mayor and Council,

I'd like to share with you some of the contents of a letter I wrote and sent to the editor of the Smithfield Herald on Sunday, July 26th. It obviously hasn't been published to date and I have not received a response from them; so since it may not be printed, I'd like to share excerpts of it with you and the citizens here tonight.

Proud to Call Smithfield Home - Letter to the Editor of the Smithfield Herald

One year ago I retired from the Town of Smithfield after 30 years of service and began a career with the NC Division of Parks and Recreation. I now travel across the state assisting communities in their efforts to obtain grants and improve their parks and recreation services, which in turns improves the quality of life for their citizens and helps makes their communities more inviting to businesses, new residents and visitors.

Unfortunately, because of my new responsibilities, I am unable to be as connected to Smithfield and the many great things going on here as I once was. However, on Friday, July 24th, I was fortunate enough to represent my division at the ribbon cutting ceremony celebrating the art work of two very talented local Girl Scouts. Sarah Gaskins and Clar McGeough painted a beautiful mural on the underside of the Neuse River Bridge along the Buffalo Creek Greenway, depicting many notable landmarks along the Mountain to Sea Trail. Deservedly so, the mural has received state-wide attention and accolades.

I left the ceremony and went out to the Community Park, where for the ninth time in a dozen years, Smithfield was chosen to host a Tar Heel League State Tournament, which brings thousands of folks to our community making a significant impact on our local economy. And on

Saturday, newly renovated Smith-Collins Park was a happening place as many families and children took part in another successful "community fun day".

In addition to these events which help define a community and are the norm rather than the exception in Smithfield, the Town has made great strides in its everyday operations and financial well-being. Under the direction of Town Manager Paul Sabiston, Smithfield has gotten through some difficult litigation situations; has increased the fund balance from less than 5% to over 40%; completed the Smithfield Crossings Project; completed the electric asset sale with Duke Power which will lower electric rates in our community; obtained a PARTF grant for the Miracle League and Inclusion Playground Project which will help meet the recreational needs of special needs children in our community; and a mentoring program involving Town department heads at SSS High School has been developed.

Undoubtedly, Mr. Sabiston has surrounded himself with a great team of department heads and staff members who have one goal in mind: to make Smithfield the very best it can be and it is amazing what has been accomplished in three short years and it is exciting to think about what the future holds.

Likewise, the Town Council has been instrumental in helping navigate beyond some troubled waters and they along with Mr. Sabiston can now focus on more of the positives surrounding Smithfield, rather than the negatives.

I received the ultimate compliment regarding Smithfield several weeks ago as I was visiting a small town in southeastern North Carolina. As I was getting to know this particular Town Manager, I told him where I was from and he immediately began to sing the praises of Mr. Sabiston's leadership and Smithfield in general saying "what tremendous possibilities and resources Smithfield has in its palm, I wish we had half of what you have."

As I was leaving the ribbon cutting ceremony, I heard a prominent and well respected business woman say, "Smithfield is such a great place...we need to get the word out." So there you have it. This sequence of events spurred me to share with anyone that will listen why I am proud to call Smithfield HOME and I hope you are too!

Ironically, I would not have written this letter 3 years ago in the midst of all the negativity surrounding Smithfield. Instead of being proud to be from Smithfield, I and I'm sure many others were no doubt ashamed of the goings on in our town. Likewise, I would not write the same letter today, as once again Smithfield is in the news for all the wrong reasons. Instead of being on the front page of one of last week's editions of the N & O with the headline highlighting small towns and communities like Kinston or Laurinburg rebranding themselves and reinvesting in their communities, you could find Smithfield making the news for terminating its Manager for no other reason but to "go in a different direction" or that "we think we can do better".

Well I for one and I think a majority of folks here tonight respectfully and strongly disagree with you on that. We had a good manager who graciously came in to a town in what my dad often called a "hog mess" and he and you straightened it out. Specifically speaking of the fund balance, which was below 1% and is now above 40%. If the Council fixed it all by themselves and did not need a manager to get it done as has been eluded to in the media, then how and why did it get into the shape it was in before Mr. Sabiston got here?

In closing, on a personal level, I was born and raised here in Smithfield and was fortunate enough to spend 30 years of my life serving the citizens through our Parks and Recreation Department. No matter what may come, I will always cherish the memories made. While in my position, I considered myself blessed to have been a part of the lives of many children and families we served, some of yours included. During this time, I worked for 7 different managers and a handful of interims and I can tell you without a doubt that Paul Sabiston and Pete Connet were the two finest, most honest, capable and well respected managers I worked for during my tenure.

With that, I pose these questions to each of you as individual Council Members:

- 1) Are you sure you did the right thing for Smithfield and you acted justly and fairly in the termination of Mr. Sabiston?
- 2) Are you 100% certain that seeking to "go in a different direction" is worth the citizens of Smithfield footing the bill for well over \$100,000 to pay Mr. Sabiston his well-deserved severance; pay for an interim manager; and pay for a consulting service to assist in the search for his replacement if one is used?
- 3) If you cannot answer yes to these questions with 100% certainty, we ask you individually to reconsider your decision in the next month leading up to the September 1st Council Meeting and letting us know your decision by that time as we do plan to return.

Mayor Lampe responded that he thought the estimated expense of \$100,000 was incorrect and that typically the tenure of a Town Manager is 3 to 5 years. Mayor Lampe also explained that this would not be brought back before the Council at the September meeting because the Council has rendered its decision concerning Mr. Sabiston.

Closed Session

Councilman Harris made a motion, seconded by Councilman Williams, to enter into Closed Session NCGS 143-318.11 (a) (6). Unanimously approved.

Reconvene in Open Session

Councilman Ashley made a motion, seconded by Councilman Scott, to reconvene in open session. Unanimously approved.

Approval of appointing Jim Freeman to serve as Interim Manager

Councilman Ashley made a motion, seconded by Councilman Harris, to proceed with retaining Mr. Jim Freeman to serve as Interim Town Manager pending details and terms of the contract are negotiated by Mayor Lampe and Town Attorney Bob Spence. Unanimously approved.

Adjourn

There being no further business, Councilman Harris made a motion, seconded by Councilman Scott, to adjourn. Unanimously approved.

The meeting adjourned at approximately 8:08 pm.

John H. Lampe II, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

TOWN OF SMITHFIELD
Town Council
Action Form

Applicant: Rachel Ayers of the Martin Luther King Celebration Committee is petitioning the Town Council for approval of a march to honor and remember the late Dr. Martin Luther King.

Date of Meeting: September 1, 2015

Date Prepared: August 26, 2015

Staff Work By: Paul Embler

Presentation By: Paul Embler

Presentation Description:

The petitioner is requesting the approval of an annual march to honor and remember the late Dr. Martin Luther King. The parade is proposed to begin at 7:00 pm on January 8, 2016. Staging for the parade is proposed to begin at approximately 6:00 pm with the parade lasting approximately one hour and completely finished by 9:00 pm. There will be a number of units in the parade including floats, vehicles and bands. The proposed route will be the same as the Town Christmas parade. Staging will be on South Sixth Street with the parade route exiting from Sixth Street onto Market Street and proceeding west on Market Street exiting onto South Second Street.

There is anticipated need for security and traffic control by the Police Department. The route of the march will require street closure as well as traffic control by the Police Department. Traffic will be rerouted in the same manner as it is for the Christmas Parade. Barricades and cones will be provided by the Public Works Department.

The route and time of the proposed parade will also require approval from NCDOT.

Food will not be sold. No fireworks will be allowed. Pets will not be allowed.

If Council approves the event as an annual event the petitioner will work with town planning staff in future years to coordinate the event with the Police Department and Public Works.

Action Requested:

The Council is asked to consider the request for the march and take action upon the request.



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) PARADE

- 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 _____

PERMIT FEE \$50.

Name of Event MK Parade Location of Event (exact street address) 6 Street Market Street 2nd to 6 Street
6 Street to Church Street

Applicant name Rachel Ayers E-mail address RachelAyers118@gmail.com

Address 804 E. Market Street Zip 27577

Day phone 919-604-8983 Mobile phone 919-604-8983

Event set-up/start time/date 6:00 Event clean-up/end date/time _____

Sound amplification hours _____ Will food or goods be sold? _____

Security provided by Smithfield Police or private security (describe duties): yes (traffic control)

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

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

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.

Rachel Ayers Applicant's name (print) Rachel Ayers Signature 6-17-15 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)

July 17, 2015

Planning Board
350 East Market Street
Smithfield, NC 27577

Attention: Mr. Paul Embler, Planning Director

Dear Mr. Embler and Board:

The Martin Luther King Celebration Committee for the MLK Johnston County would like for the City Council to consider setting aside the date of January 8, 2016 for the MLK parade.

The parade route would be the same route as the Christmas parade and we are asking for the time to be 7:00 PM. Any other details would be worked out with the Planning Director and the City Council.

For further questions, please contact Rachel Ayers, Helping and Healing Hearts, Inc. at 919-604-8983.

Sincerely,



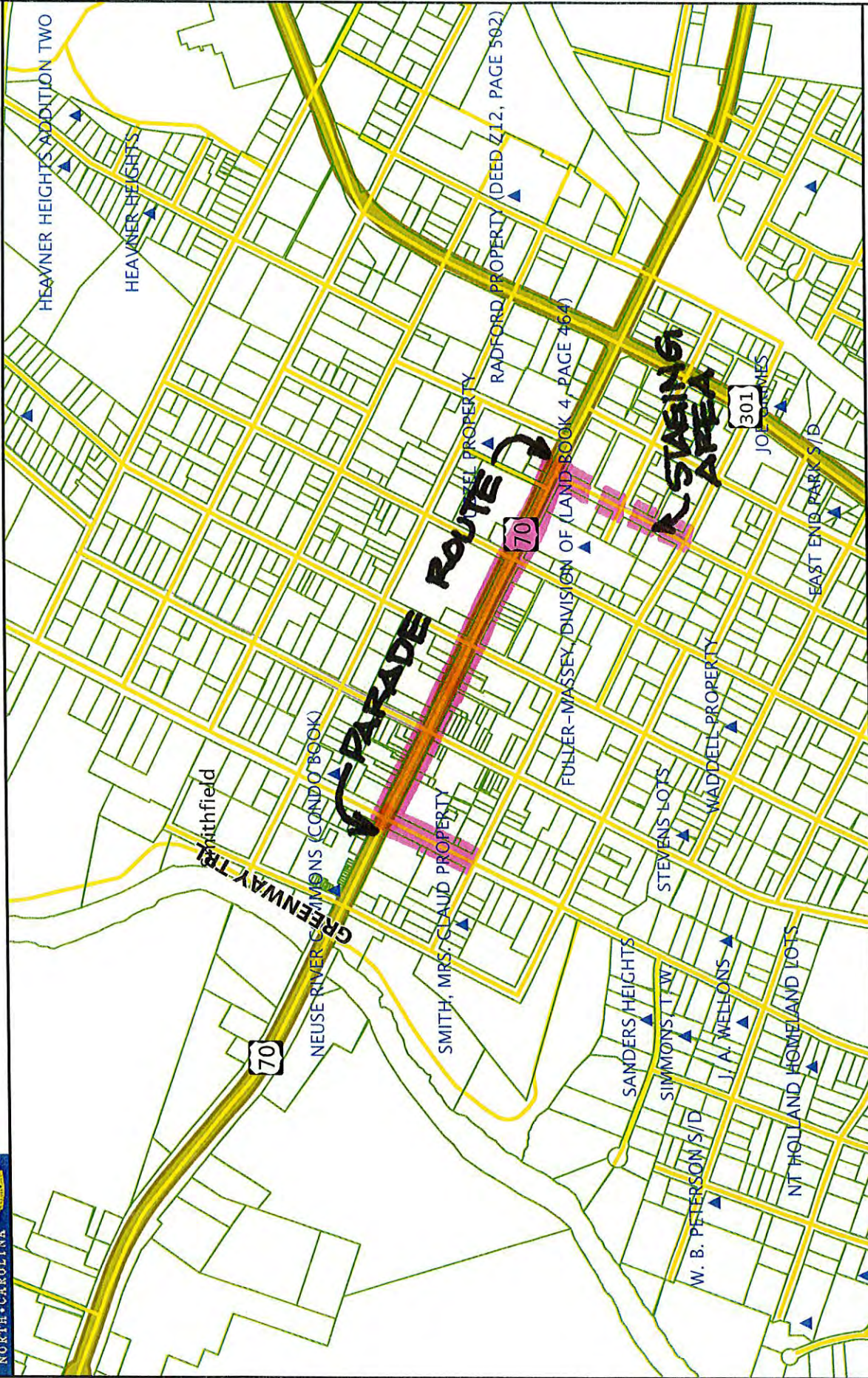
Rachel Ayers

Helping and Healing Hearts, Inc.



*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:8243 - 1 in. = 686.95 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
August 26, 2015

MLH PARADE ROUTE

**TOWN OF SMITHFIELD
Town Council
Action Form**

Applicant: Smithfield Cinemas is petitioning the Town Council for approval of an annual event for customer appreciation.

Date of Meeting: September, 2015 **Date Prepared:** August 25, 2015

Staff Work By: Paul Embler **Presentation By:** Paul Embler

Presentation Description:

The petitioner is requesting the approval of an annual event for customer appreciation. The event will be held between the hours of 12 noon and 4 pm. during the first part of September each year, this year's event will be held on September 12, 2015. Set-up for the event will begin at 10 am with the event running between the hours of noon and 4 pm, event clean-up will be completed by 6 pm. No food will be sold. There will not be a PA system in use during the course of the event. The event will be held in the parking lot of the Cinemas. There is no anticipated need for security or traffic control by the Police Department.

Various activities are planned for the day which will require the erection of a tent. The tent will be properly permitted through the Smithfield Fire Department. Food will not be sold but rather will be given away. No fireworks will be allowed. Pets will be allowed but they must be kept on leashes.

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.

Action Requested:

The Council is asked to consider the request and take action upon the request..



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

PERMIT FEE \$50.

- | | |
|--|--|
| <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 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 checked="" type="checkbox"/> Other (please describe) <u>Customer Appreciation Day</u> | <input type="checkbox"/> Live Band / Concert _____ |

<u>Customer Appreciation Day</u>	<u>175 S Equity Dr., Smithfield, NC</u>
Name of Event	Location of Event (exact street address)

Applicant name Smithfield Cinemas E-mail address ray@smithfieldcinemas.net

Address 175 S Equity Dr., Smithfield, NC Zip 27577

Day phone 919.934.2198 Mobile phone _____

Event set-up/start time/date 9/12/2015 12:00 Noon Event clean-up/end date/time 9/12/2015 4:00 PM

Sound amplification hours N/A Will food or goods be sold? No

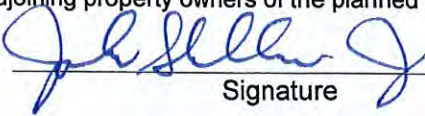
Security provided by Smithfield Police or private security (describe duties): N/A

Private agency name & phone, if applicable: _____

Will any Town property be used (i.e., streets, parks, greenways)? No

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.

John S. Shallcross Jr.  8-24-2015
 Applicant's name (print) Signature Date

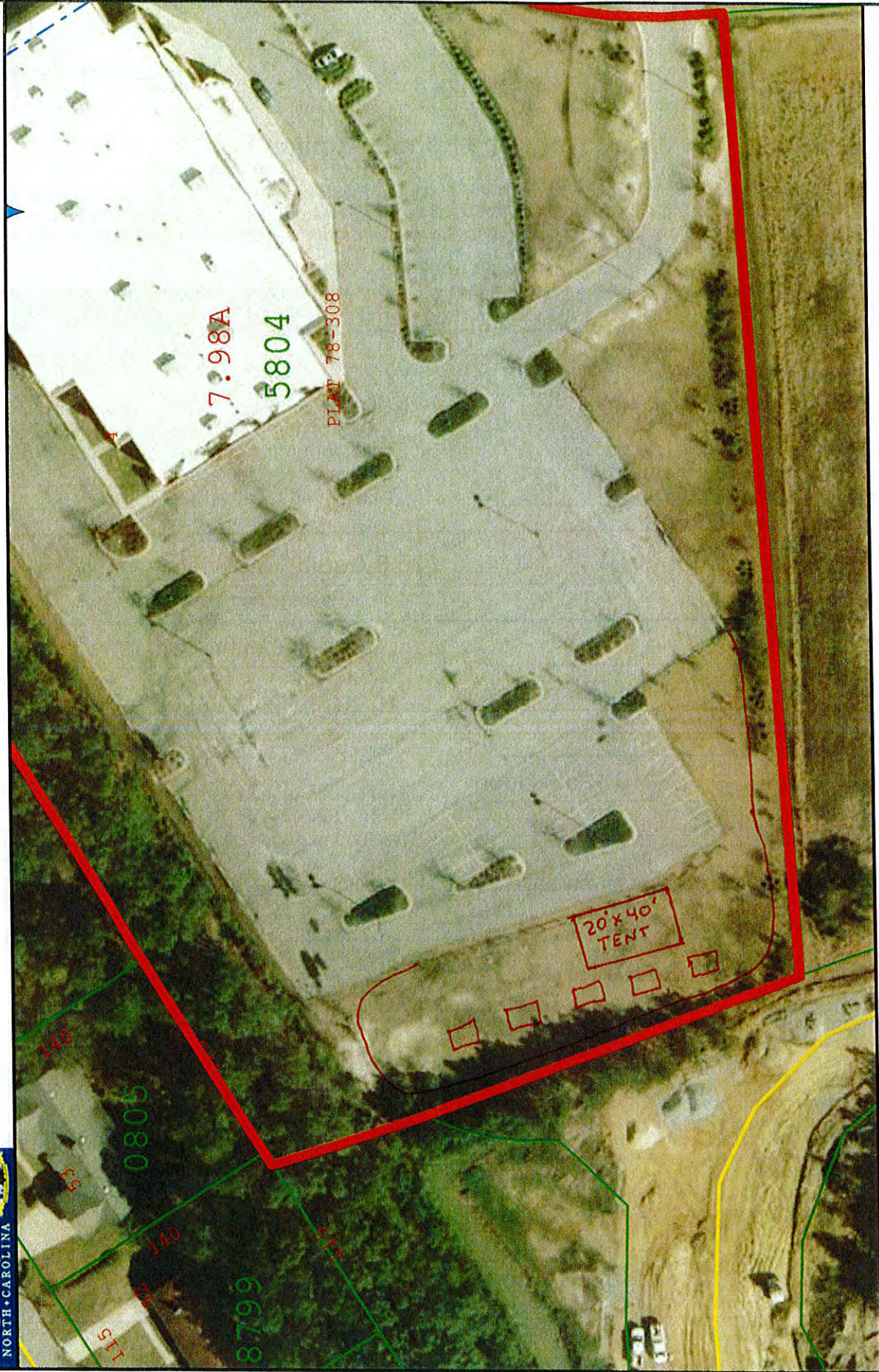
PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.

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

Reviewing Planner: _____ Date: _____
 (Note: See attached letter)



*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.



Johnston County GIS
August 24, 2015

Scale: 1:900 - 1 in. = 75 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



**TOWN OF SMITHFIELD
Town Council
Action Form**

Applicant: Susan Ford (manager) of the Cracker Barrel is petitioning the Town Council for approval of a containerized storage unit in order to facilitate storage of seasonal sale items for the Christmas Shopping season.

Date of Meeting: September, 2015

Date Prepared: August 25, 2015

Staff Work By: Paul Embler

Presentation By: Paul Embler

Presentation Description:

The petitioner is requesting permission to place a containerized storage unit in the parking lot of the restaurant to facilitate storage of Christmas sale items. Presently the restaurant management is leasing off site storage and transferring items to the store in order to restock. The UDO allows outdoor storage by three different means; one is for permanent outdoor storage which requires a condition use permit. A second method is to build a permanent structure to house the storage and that would require site plan approval and architectural plans. The third means of approval is to permit the storage as a temporary use. The Cracker Barrel has chosen to permit the storage unit as a temporary use.

The unit will be placed in the parking lot taking up approximately 6 to 8 parking spaces. The temporary loss of parking spaces should not be a problem since the code requires 105 spaces and there are presently 145 spaces in the parking lot. The storage unit will be placed adjacent to the trash corral in early to mid-September and removed by the end of January. Upon approval by Council, planning staff will coordinate the placement of the storage unit in future years as opposed to petitioning the Council each year.

Action Requested:

The Council is asked to consider the request and take action upon the request...



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

PERMIT FEE \$50.

- | | |
|--|--|
| <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 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 checked="" type="checkbox"/> Other (please describe) <u>Storage Trailer</u> | <input type="checkbox"/> Live Band / Concert _____ |

<u>Seasonal Storage</u>	
Name of Event	Location of Event (exact street address)

Applicant name Cracker Barrel OCS / Susan Ford, Retail Manager E-mail address owl@nest@nc.rr.com

Address 1109 Outlet Center Drive Zip 27577

Day phone 919-989-2140 Mobile phone 919-538-5783 (Susan Ford)

Event set-up/start time/date August September 10th Event clean-up/end date/time December 30th

Sound amplification hours n/a Will food or goods be sold? n/a

Security provided by Smithfield Police or private security (describe duties): n/a

Private agency name & phone, if applicable: n/a

Will any Town property be used (i.e., streets, parks, greenways)? n/a

Do you wish to: n/a Restrict animals at this event? (circle Yes No) n/a 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.

Susan J. Ford Applicant's name (print) [Signature] Signature 8-10-15 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)

**Town of Smithfield
Town Council
Action Form**

Item: Promotion

Date of Meeting: August 04, 2015

Date Prepared: July 20, 2015

Staff Work By: Chief Michael L. Scott

Presentation: Consent Agenda

Presentation:

This is a request to promote one police officer from the rank of Police Officer One (PO I) to Police Officer II (PO II), moving from pay grade 16 to pay grade 17. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

This officer has followed the attached career ladder policy previously approved by Council found in the support documentation and has earned this promotion. The police chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule (also attached). This salary increase will not require a budget amendment to the current salary line item for the police department, 10-5100-0200.

Action Requested:

It is requested this Officer be allowed this promotion.



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: August 1, 2014
Approved by: Chief Michael L. Scott

Michael L. Scott

I. POLICY STATEMENT

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

II. COMMENTARY

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

III. PROCEDURES

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
 - a) Maintaining authority over all phases of the process
 - b) Determining the skills, knowledge, and abilities required for each position
 - c) Initiating promotional processes on an as-needed basis
 - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete 40 hours of supervisory training;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sargeant for two years;
- b) Have completed a total of 80 hours of Management/Supervision Training;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:

40 hours of Community Policing Training

40 hours of Traffic Enforcement Training

40 hours of Investigations Training

40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

- 40 hours of Management/Supervision Training

- 80 hours of Community Policing Training (includes 40 hours as Police Officer II)

- 160 hours of training in any law enforcement topic

- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

Town of Smithfield Salary Schedule

July 1, 2009 thru June 30, 2010

(No COLA, No Merit for FY 09-10)

(83%)

Grade	JOB TITLE	F L S A	Pos Code	7/1/08 PROB Hourly Rate +3%	7/1/08 PROB Annual Salary	7/1/08 MIN Hourly Rate	7/1/08 MIN Annual Salary	7/1/08 MAX Annual Salary
6	General Maintenance Worker - Public Works General Maintenance Worker - Fire		1009 3010	9.65	19864.00	10.03	20882.40	31919.48
7	Facility Maintenance Specialist - Parks & Rec Facility Maintenance Specialist - Public Works Sanitation Worker		1002 1004	10.03	20862.40	10.64	21923.20	33542.50
8	Street Maintenance Worker		1005	10.54	21923.20	11.07	23026.60	35229.17
9	Collections Assistant Meter Reader Administrative Secretary/Receptionist - Gen Govt Administrative Secretary/Receptionist - Police		11 1061 20	11.07	23026.60	11.63	24190.40	37011.32
10	Meter Technician Street Signs Specialist Utility Line Mechanic Sr. Collections Assistant		1080 1091 1046 13	11.63	24180.40	12.22	25417.60	38868.93
11	Sanitation Equipment Operator Equipment Operator Trainee		1013	12.22	26417.60	12.64	26707.20	40862.02
12	Administrative Support Specialist - Fire Administrative Support Specialist - Gen Govt Administrative Support Specialist - Parks/Rec Administrative Support Specialist - Planning Administrative Support Specialist - Police Administrative Support Specialist - CS - PubUtil Administrative Support Specialist - Public Works Animal Control Officer Compressor Operator Customer Service Representative Equipment Operator Finance Assistant Meter Reader/PC Specialist Patient Accounts Representative - EMS Police Records Clerk Pump Station Mechanic Water Plant Operator I Water Maintenance Technician		3019 22 2005 23 3045 1095 1008 3021 1014 1097 1011 12 1082 2089 3040 1041 1051 1048	12.84	29707.20	13.49	28059.20	42930.68
13	Equipment Mechanic Parks & Grounds Crew Leader Public Works Crew Leader Sr. Customer Service Rep Water Plant Operator II		1021 2012 1012 1069 1052	13.49	28059.20	14.17	29473.60	46094.61
14	Facilities/Streets Maintenance Supervisor Facility Maintenance Supervisor Sanitation Crew Supervisor Water Plant Operator III Utility Line Crew Supervisor Wastewater System Technician Water System Technician		2008 1010 1007 1053 1049 1047 1043	14.17	29473.60	14.88	30950.40	47354.12

Grade	JOB TITLE	F L S A	Pos Code	7/1/08 PROB Hourly Rate +3%	7/1/08 PROB Annual Salary	7/1/08 MIN Hourly Rate	7/1/08 MIN Annual Salary	7/1/08 MAX Annual Salary	
15	Electric Line Technician		1064	14.88	30950.40	16.63	32510.40	49740.92	
	Engineering Technician		1070						
	Firefighter I (Day Shift)		3013						
	Firefighter I (ABC Shift - 42hrs/wk)		3012	14.17	30947.28	14.88	32497.92	49721.62	
16 (2340yr)	Accounts Payable Technician I		31	15.63	32510.40	16.42	34163.60	62255.01	
	Zoning Enforcement Officer		51						
	EMT-Paramedic I		3001						
	EMT-Paramedic I (Part-Time Hrly Pay)		3004						
(2170yr)	Firefighter II (Day Shift)		3017						
	Firefighter II (ABC Shift 42 hr/wk)		3015	14.88	32497.92	16.63	34135.92	62227.96	
(2238yr)	Police Officer I (43 hr/wk)		3043	14.54	32511.44	15.27	34143.72	62239.90	
17	Athletic Programs Supervisor		2008	16.42	34163.60	17.25	35980.00	64896.40	
	Customer Services Supervisor		1098						
	EMT Paramedic II		3005						
	Fire Engineer (Day Shift)		3018						
	Minimum Housing Code Enforcement Officer		62						
	Payroll/Accounting Technician II		14						
	Purchasing Agent		48						
	Recreation Programs Supervisor		2011						
	Fire Engineer (42 hr/wk)		3011	16.63	34135.92	16.42	35861.28	64867.76	
	Police Officer II (43 hr/wk)		3049	15.27	34143.72	16.04	35866.44	64874.13	
	18	Aquatics Center Supervisor		2016	17.25	36880.00	18.12	37889.60	67865.09
Electric Line Crew Leader			1066						
Fire Inspector I			3008						
Planner/GIS Technician			60						
Police Support Services Manager			E 3041						
Senior EMT-Paramedic			3008						
Master Police Officer (43 hr/wk)			3047	16.04	35865.44	16.85	37976.60	67845.20	
19		Sr Planner		61	16.12	37889.60	19.03	39582.40	60561.08
		EMS Captain		2098					
		Fire Captain (42 hr/wk ABC Shift)		3016	17.25	37695.64	18.13	39585.92	60581.76
	Police Sergeant (43 hr/wk)		3044	16.85	37876.60	17.70	39577.20	60553.12	
20	Chief Water Plant Operator		1055	19.03	39582.40	19.99	41679.20	63616.18	
	IT Analysis/Billing Supervisor		35						
	Water Plant Chemist		1057						
21	Recreation Center Supervisor		2013	19.99	41579.20	20.99	43659.20	66798.58	
	Police Lieutenant (43 hr/wk)		3048	18.59	41587.24	19.52	43646.72	66779.49	
22	Fire Marshal		3007	20.99	43659.20	22.04	45843.20	70140.10	
	Water Plant Superintendent		E 1059						
23	Electric Distribution Superintendent		E 1069	22.04	45843.20	23.15	48162.00	73972.66	
	Emergency Services Division Chief / Fire Marshal		2087						
	Emergency Services Division Chief / EMS Div		2086						
	Police Captain		E 3057						
	Public Works Superintendent		E 1036						
	Recreation & Aquatics Center Director		E 2015						
24	Sr Athletics Programs Supervisor & Asst PR Director		E 2004						
	Water/Sewer Line Superintendent		E 1050	23.15	48162.00	24.31	50564.80	77364.16	

Grade	JOB TITLE	FLSA	Pos Code	7/1/08 PROB Hourly Rate +3%	7/1/08 PROB Annual Salary	7/1/08 MIN Hourly Rate	7/1/08 MIN Annual Salary	7/1/08MAX Annual Salary
26	Assistant Fire Chief / Deputy Chief	E	3002	24.31	50584.80	25.53	53102.40	81246.68
26	Town Clerk/Human Resources Director Planning Director	E E	25 59	25.53	53102.40	28.81	66764.80	66320.16
27	Finance Director Parks/Recreation Director	E E	49 2019	26.81	56764.80	28.15	58552.00	89594.56
28	Police Chief Public Utilities Director Fire Chief/Dir. Emergency Services City Manager	E E E E E	3089 1089 3009 89	26.15	68862.00	29.56	61484.80	94071.74

**Town of Smithfield
Town Council
Action Form**

Item: Promotions

Date of Meeting: September 1, 2015

Date Prepared: July 1, 2015

Staff Work By: interim Fire Chief John Blanton, Jr.

Presentation: Consent Agenda

Presentation:

The Fire Department is requesting to promote two Firefighters from the rank of Firefighter I to Firefighter II, moving from pay grade 15 to pay grade 16. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary for 5% increase, whichever is greater.

These Firefighters have completed the attached career ladder policy and have earned the promotion. The Interim Fire Chief recommends these promotions and a five percent salary increase, moving them to the next pay grade in the current Town salary schedule. This salary increase will not require a budget amendment to the current salary line item for the Fire Department 10-5300-0200.

Action Requested:

It is requested these Firefighters be allowed these promotions.



SMITHFIELD FIRE DEPARTMENT

General Operating Guidelines

Fire Career Ladder Requirements

GOG #:

Revision:

Effective Date: July 1, 2007

Page

Purpose:

The purpose of this procedure is to identify the general eligibility requirements for the positions of Firefighter I, Firefighter II, Fire Engineer, Fire Inspector I, and Fire Inspector II.

Positions within Smithfield Emergency Services are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

Policy

It shall be the policy of the Town of Smithfield Emergency Services to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.

Eligibility Requirements

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Hazardous Materials Responder I
- NC Emergency Medical Technician Certification
- Must successfully Complete Departmental Testing
- National Incident Management IS-700
- NC Class B Driver's License must be obtained within 6 months of hire date



SMITHFIELD FIRE DEPARTMENT

General Operating Guidelines

Fire Career Ladder Requirements

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Firefighter II

- Must have served twenty-four (24) months as a Firefighter I with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- Completion of Emergency Rescue Technician Certification
- Completion of Departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management IS-100
- National Incident Management IS-200
- Must successfully complete Departmental Testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned Officer

Fire Engineer (pending position availability)

- Must have served twenty-four (24) months as a Firefighter II with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Driver/Operator-Pumps Certification
- NC Fire and Rescue Commission Driver/Operator-Aerials Certification
- Must have completed the National Fire Academy Managing Company Tactical Operations three (3) course series
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned Officer

Fire Inspector I (pending position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Hazardous Materials Responder I
- NC Emergency Medical Technician Certification
- Must successfully Complete Departmental Testing
- National Incident Management IS-700,
- NC Class B Driver's License must be obtained within 6 months of hire date
- Fire Inspector Level II Standard Certificate
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- Completion of Departmental Driving Programs for all apparatus
- National Incident Management IS-100



SMITHFIELD FIRE DEPARTMENT

General Operating Guidelines

Fire Career Ladder Requirements

GOG #:

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Fire Inspector II

- Must have served twenty-four (24) months as a Fire Inspector I with the Town of Smithfield Fire Department
- National Incident Management IS-200
- NC Fire Inspection Level III
- NC Fire Rescue Commission Certified Fire Investigator (CFI)
- Must successfully complete Departmental Testing
- Recommendation for promotion by the Fire Marshal
- Must have completed the National Fire Academy Managing Company Tactical Operations three (3) course series
- Received no disciplinary actions within the past 12 months
- NC Fire & Life Safety Educator I

Additionally, to be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable.

The Fire Chief and the City Manager may waive certain requirements to maintain a balance of job classifications.

**Town of Smithfield
Town Council
Action Form**

Item: Approval of an employment agreement for Jim Freeman to serve as the Interim Town Manager

Date of Meeting: September 1, 2015

Date Prepared: August 20, 2015

Staff Work By: Shannan Williams

Presentation: Consent Agenda

Background:

At the August 10, 2015 special meeting, the Council approved moving forward with the hiring of Mr. Freeman to serve as the Interim Town Manager. Attached hereto is a copy of the Employment Agreement that was negotiated by Mayor Lampe and Town Attorney Bob Spence.

Action Requested:

Approve the agreement for employment with Jim Freeman to serve as Interim Town Manager.

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered into by the Town of Smithfield, a North Carolina municipal corporation (the "Town" or "Employer"), by and through its Town Council (the "Employer") and James W. Freeman ("Interim Town Manager"). This Agreement shall be effective as of the last date shown below, in the parties' execution of this Agreement.

WHEREAS, the Employer desires to employ James W. Freeman as the Interim Town Manager for the Town; and

WHEREAS, all parties understand and agree that the Interim Town Manager serves at the pleasure of the Town Council; and

WHEREAS, it is the desire of the Employer to: (1) secure and retain the services of the Interim Town Manager and to provide inducement for James W. Freeman to accept and maintain employment with the Town as Interim Town Manager for so long as the Town Council and Mr. Freeman shall both so desire; (2) define the terms and conditions of this short term position; and

WHEREAS, James W. Freeman desires to accept employment with the Town as Interim Town Manager;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, Employer and James W. Freeman agree as follows:

Section 1. Duties.

James W. Freeman shall be employed as Manager for the Town commencing on a date to be later identified by the parties, but no later than August 18, 2015 ("Start Date") and shall perform all such duties, responsibilities and functions of an Interim Town Manager which are specified under North Carolina General Statutes, the Town Charter, Town Ordinances, and Town policies, as well as such other duties which may be lawfully assigned by Employer during his employment.

Section 2. Other Conditions of Employment.

The Interim Town Manager will work an average of twenty four hours per week. Interim Town Manager may work in half-day increments or as he chooses but the total shall approximate twenty four hours per week. Interim Town Manager recognizes he must be available by telephone for consultation and advice on days that he is not physically working in the Town. He agrees to respond to the town by phone as reasonably needed for such situations which shall be compensated as part of his hourly employment.

Interim Town Manager understands that Town will start the process of advertising for, interviewing and vetting for a new regular Interim Town Manager and he will assist the Town and the Council in criteria, investigations and standards for that selection.

Section 3. Term

It is the intention and desire of the Employer and the Interim Town Manager to provide stability in the management of the Town; accordingly, both Employer and the Manager affirm that it is their intention that the Interim Town Manager shall serve an initial term of six months so as to provide interim stability before the hiring of a new regular Town Manager and to allow the Town to advertise for, interview and ultimately employ a more long term Town Manager. The Interim Town Manager remains a terminable at will employee whom the town may terminate without notice before the end of the six month term or may allow to continue to serve after the six months as an employee at will.

It is expressly understood and agreed, however, that in accordance with North Carolina General Statute § 160A-147, the Interim Town Manager serves at the pleasure of the Town Council, and as such, Employer may terminate the employment of the Interim Town Manager at any time, with or without cause. It is further understood and agreed that the Interim Town Manager may resign his employment at any time. No severance pay or compensation of any type will be extended for termination of this contract.

The parties understand that the Interim Town Manager can work a maximum of approximately 427 hours for the town this year earning a maximum of \$25,663 Dollars from his hourly compensation from the Town before it adversely affects his retirement benefits during the balance of 2015. Neither party expects the Interim Town Manager to adversely affect those benefits. The parties further understand that the Interim Town Manager will be on vacation between October 5 and 18 of this year due to a previously committed trip.

Section 4. Compensation.

Employer agrees to compensate Interim Town Manager, commencing on the Start Date, as follows on a per hour of work basis with the following hourly rate and limited benefits:

- (a) Hourly compensation of Sixty Dollars per hour for actual work commencing as of the time he arrives at the job for that day and not including travel time to home or other residence;
- (b) Two Hundred Fifteen Dollars for each round trip he takes to and from his home in Troutman, NC and Smithfield, NC, not to exceed once per week;
- (c) One Hundred Dollars per week for cell phone, local mileage and other incidentals;
- (d) Compensation for work related travel on his vehicle further than thirty miles from the city limits of Smithfield in the sum of \$.575 per mile;
- (e) Motel lodging at the rate of Seventy Four Dollars and 46 cents per night during the Work Week which will approximate three days per week;
- (f) The above hourly compensation and designated benefits are the sole compensation due Interim Town Manager from Town under this agreement. Interim Town Manager will not be compensated for any paid vacation or holidays, professional or civic expenses, retirement, health care, life insurance, disability, or other benefits. He will be paid in two monthly checks: one in compensation for his hourly compensation and the balance for the reimbursements identified above;

(g) If the Interim Town Manager is involved in night meetings that extend his weekly work week beyond the twenty four hours per week specified in Section 2 above, he may take comp time or be paid at the hourly rate as the Town Board chooses.

Section 8. Indemnification.

Employer shall provide a defense for and indemnify the Interim Town Manager in any civil or criminal action or proceeding brought against the Interim Town Manager, either in his official or individual capacity, or both, on account of any act done or omission made, or any act allegedly done or omission allegedly made, in the scope and course of his employment. Provided however that no indemnification shall be required in the event of a final adjudication determining that the Interim Town Manager's conduct was willfully malicious, conduct outside the course and scope of his employment, or criminal conduct that would warrant discharge With Cause under Section 7 of this Agreement. In the event that it is determined that indemnification is not required, the Interim Town Manager shall reimburse Employer for the cost of the Interim Town Manager's defense, upon request by the Town.

Section 9. General Terms.

- a. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
- b. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- c. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- d. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- e. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- f. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- g. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement,

whether the claims alleges tortuous conduct (including negligence) or any other legal theory.

- h. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- i. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- j. Authority. The Town has full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
- k. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.

Executed this ____ day of August, 2015.

**James W. Freeman,
Interim Town Manager**

Town of Smithfield North Carolina

Attest:

By: _____
John H. Lampe II, Mayor

Shannan L. Williams, Town Clerk

I affirm that this instrument has been duly preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Gregory D. Siler, Finance Officer

Date: _____

**Town of Smithfield
Town Council Action Form**

Business Item: Request to declare Water and Sewer Utility (Water Plant) items surplus to the needs of the Town of Smithfield and to be disposed of in accordance with the North Carolina General Statutes.

Date of Meeting: September 1, 2015

Date prepared: August 20, 2015

Staff Work by: Pete Connet, Dale Boyette,

Presentation: Pete Connet, Interim Utilities Director

Item:

The Water Plant has the following items that should be declared surplus to the needs of the Town and disposed of in accordance with the General Statutes:

- 1- 760-50 pound bags (38,000 lbs.) of Dicalite (diatomaceous earth- clay) that was used in the sludge disposal process when the belt press was in operation to dewater the sludge from the filtering process. Press no longer in use.
- 2- The belt press and related equipment is no longer in use. The Town has previously looked at repairing this equipment and it would be very costly and not cost effective for the age of the equipment. Attached is a listing of the items that the Water Plant is requesting to be declared surplus to the need of the Town.

Action Requested

Approve a Resolution declaring the property and materials surplus and to be auctioned on GovDeals.com or disposed of in accordance with NC General Statutes.

**TOWN OF SMITHFIELD RESOLUTION # 564 (14-2015)
AUTHORIZING THE SALE OF CERTAIN
PERSONAL PROPERTY AT PUBLIC AUCTION**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

Dept.	Vin/Ser.#	Description
PW	1FALP52U2VA145540	1997 Ford Taurus in fair condition
WP		760 bags of dicalite
WP	Cat No. M2513T	Air Compressor Motor
WP	6096607	Quincy Compressor Div.
WP	96D1545	Vacuum Pump
WP	16MN320312G008R2	Reliance Vacuum Pump Drive Motor
WP	02BG94752501G1SZ	Reliance Electric
WP	SPDT-20	Conveyor Company
WP	638465	Mill Tronics Zero Speed Switch
WP	00611203	Wilden Air Operated Dia. Pump
WP	F650211	Solenoid Switch
WP	B77R3046S-QZ	Lighnin Dura Mix
WP	AA8E4D	Sterling Electric Lube Free Speed Trol
WP	C6T17FC1E	Leeson Motor
WP	L96T0014	Siemans Standard Induction Motor
WP	DW71977-1-1	Graham Ring Rollor
WP	B5490CT	Mac Motor Appliance Corp
WP	LSXA4L	Micro Switch Precision Limit Switch
WP	P56H5424N-SZ	Reliance Electric IEEE45 SXT
WP	25373-02-AR	Emco Precoat Filter
WP	672P	Great Lakes Instruments P.H. Mete
WP		Milltronics Hydro Ranger Tank Level Indicator
WP	35J710X945	Baldor
WP	58377	Air Technical Industries Scissor Lift table
WP	3057180-6008 09	Flygt
WP	P56H1441x	Reliance electric S-200 Agitator Drive Motor Pump

2. The Interim Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than September 14, 2015.
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

Adopted this 1st day of September, 2015.

John H. Lampe II, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

Town of Smithfield Town Council Action Form

Item: Children at Play Signs

Date of Meeting: September 01, 2015

Date Prepared: August 18, 2015

Staff Work By: Chief Michael L. Scott

Presentation: Consent Agenda

Presentation:

The police department has received a request that two "Slow, Children at Play" signs be placed in the 500 block of North Seventh Street. The residents of this area are concerned about children in the area and increased traffic on North Seventh 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 North Seventh Street in Smithfield.

Town of Smithfield Town Council Information Form

Item: Filled Vacancies

Date of Meeting: September 01, 2015 **Date Prepared:** August 25, 2015

Staff Work By: Tim Kerigan, HR Director

Background

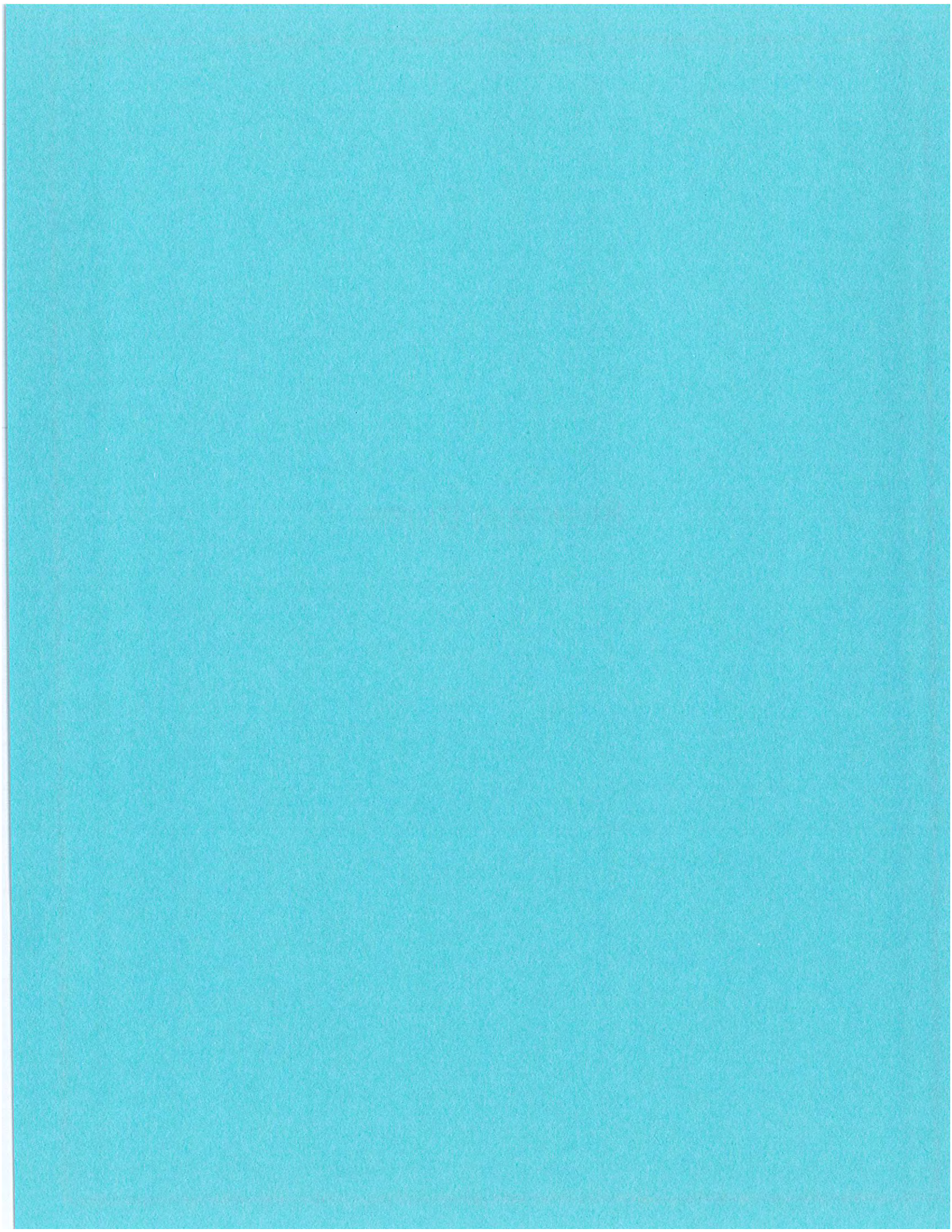
Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

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>
Utility Line Mechanic	PU – Water/Sewer	30-7220-0200	\$12.643/hr (\$26,297.44/yr)
Police Officer I	Police	10-5100-0200	\$15.27/hr (\$34,143.72/yr)
P/T Firefighter I	Fire	10-5300-0210	\$10.00/hr
Firefighter I	Fire	10-5300-0200	\$14.88/hr (\$32,497.92/yr)
P/T SRAC Staff	P&R – Aquatics	10-6220-0210	\$9.50/hr
Interim Town Manager	General Government	10-4100-0200	\$20.00/hr
	PU – Electric	31-7230-0200	\$20.00/hr
	PU – Water/Sewer	30-7220-0200	\$20.00/hr

Business Items



TOWN OF SMITHFIELD
Town Council
Action Form

Applicant: Staff is requesting that Council pass a resolution to make application for funding assistance from the NC Department of Commerce from the Building Reuse Grant Program for Atlantic Resources, Inc. to renovate the abandon Jerold Manufacturing Facility.

Date of Meeting: September 1, 2015

Date Prepared: August 26, 2015

Staff Work By: Paul Embler

Presentation By: Paul Embler

Presentation Description:

Atlantic Resources, Inc. (ARI) is an industrial systems design, fabrication and installation company specializing in mechanical systems, programmable logic controllers, thermal imaging and material handling for industrial and agricultural applications.

ARI purchased the old Jerold Manufacturing Facility on South Brightleaf Boulevard and will renovate and modernize the building in order to conduct business. The building has been primarily vacant for more than 20 years. To assist in financing the improvements ARI wishes the Town to apply for a Building Reuse grant through the Rural Economic Development Division (REDD) of the NC Department of Commerce. The ARI project will result in an investment of \$1,020,000 of private expenditure for acquisition, building renovation and equipment.

ARI is requesting a grant of \$250,000 from REDD in order to assist in building renovation and equipment. The grant requires a 5% contribution from the sponsoring unit of government. ARI has offered to provide the 5% (\$12,500) to the Town. Therefore, there is no cost to the Town for sponsoring the grant.

Action Requested:

The Council is asked to consider the request for sponsorship and application for a Building Reuse Grant through the Rural Economic Development Division of the Department of Commerce and by taking action on the Authorizing Resolution.

Town of Smithfield

AUTHORIZING RESOLUTION# 565 (15-2015) BY GOVERNING BODY OF THE APPLICANT

Building Reuse Grants Program – Vacant Building Category

WHEREAS, the North Carolina Rural Infrastructure Authority (RIA) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of building activities needed to create jobs; and

WHEREAS, the Town of Smithfield needs assistance in financing a building project that may qualify for Rural Grants/Programs funding; and

WHEREAS, the Town of Smithfield intends to request grant assistance for the Atlantic Resources Incorporated, 1515 S. Smithfield Boulevard Building Renovation project from the Building Reuse Grant Program – Vacant Building Category;

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

That the Town of Smithfield will provide 5% of the Building Reuse Program Grant toward project construction costs, if approved for a grant with Atlantic Resources Incorporated providing the match.

That John H. Lampe, II, Mayor and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Smithfield with the Rural Grants/Programs Section for a grant to assist in the above-named Building Reuse project.

That Jim Freeman, Interim Manager and/ or Manager, and successors so titled, is hereby authorized and directed to furnish such information as Rural Grants/Programs Section may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the Town of Smithfield has substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this date, September 1, 2015 at Smithfield, North Carolina.

John H. Lampe II

Mayor
(Title)

ATTEST:

Shannan L. Williams, Town Clerk

(Seal)



2014-2015 Building Reuse Pre-Application Form

Program Statement

The Building Reuse Program under the Rural Grants/Programs Section of the North Carolina Department of Commerce will provide grants to local governments. Three categories of funding are available for 1) the renovation of vacant buildings, 2) the renovation or expansion of a building occupied by an existing North Carolina company wishing to expand in their current location and 3) the renovation, expansion or construction of health care entities that will lead to the creation of new, full-time jobs.

Pre-Application Process

The first step in the Building Reuse grant application process is the submittal of the pre-application form and completion of the pre-application conference call. The local government applicant is responsible for scheduling the call, arranging a call-in number and/or calling the participants. Meetings are available upon request and must also be arranged by the applicant. **The pre-application conference call/meeting must be completed at least seven (7) business days prior to the full application deadline date.**

Once the call/meeting is complete, applicants may submit a full application. The Pre-Application Form is available on the NC Department of Commerce website at <http://www.nccommerce.com/rd/rural-grants-programs/building-reuse>

Local project partners that should be on the call or present at the meeting include an authorized representative from the local government applicant, the job-creating company that will locate in the building, and the property owner (if applicable). Please list three dates and times when the local project partners are available for the pre-application conference call:

- 1.
- 2.
- 3.

Full Application Information

The Guidelines and Application for the Building Reuse Program can be found under separate cover. All grant materials are available on the NC Department of Commerce website at www.nccommerce.com/rd/rural-grants-programs/building-reuse

Pre-Application Deadlines and Submittal Requirements

Last Day to Complete		
Pre-App Conference Call	Application Deadlines	Date of Award
April 24, 2015	May 5, 2015	June 18, 2015
June 30, 2015	July 7, 2015	August 20, 2015
September 1, 2015	September 8, 2015	October 23, 2015
October 27, 2015	November 3, 2015	December 17, 2015
December 29, 2015	January 5, 2016	February 18, 2016

Please submit Building Reuse Pre-Application by mail or email to:

Hazel Edmond
 Building Reuse Program
 Rural Economic Development Division
 North Carolina Department of Commerce
 4346 Mail Service Center
 Raleigh, NC 27699-4346
hazel.edmond@nccommerce.com

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

*Guidelines and Application are subject to change at the discretion of the Rural Infrastructure Authority

Eligible Applicants

Eligible applicants are units of local government located in either a Tier 1 or Tier 2 county, or a rural census tract in a Tier 3 county. The tier designations can be found on the NC Department of Commerce's website at <http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>. In Tier 1 or Tier 2 counties, priority will be given to towns or communities with populations less than 5,000.

As prescribed in N.C.G.S. 143B-472.127(a)(2) a rural census tract is an area having a population density of less than 500 people per square mile according to the most recent decennial federal census.

http://accessnc.commerce.state.nc.us/gis/web_development/rural_development.html

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

Funding Availability for Vacant Building category

Up to \$12,500 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Any company type is eligible
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 1 or Tier 2 county
- Any company type is eligible
- No wage standard is required
- No employer-paid health insurance is required

Up to \$5,000 per full time job, maximum award of \$250,000

- Project is located in a Tier 3 rural census tract area
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Funding Availability for Existing Business Building category

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 3 rural census tract area
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Funding Availability for Health Care category

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type is a health care entity
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 1 or Tier 2 county
- Company type is a health care entity
- No wage standard is required
- No employer-paid health insurance is required

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 3 rural census tract area
- Company type is a health care entity
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Please refer to the Priority Industry Table and County Weekly Wage Standards on Page 4 to determine the funding availability for your project. Please use the New Jobs Work Sheet for Weekly Computation provided in the application to determine the project company's weekly wage average for the proposed new jobs.

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

Priority Industry Table

Business Classification	NAICS Code
Manufacturing - Processing	31-33
Warehousing	493
Wholesale Trade (Distribution)	42
Courier Services	492110
Central Administrative Office	551114
Electronic Mail Order	454110
Computer Systems Design & Related	54151
Software Publishers	511210
Software Reproducing	334611
Data Processing Services	514210

2015 County Weekly Wage Standards

2015 Tier 1 Counties	2015 Wage Standard	2015 Tier 2 Counties	2015 Wage Standard	2015 Tier 3 Counties	2015 Wage Standard
Alleghany	\$459	Alamance	\$623	Brunswick	\$592
Anson	\$530	Alexander	\$502	Buncombe	\$631
Ashe	\$533	Avery	\$460	Cabarrus	\$614
Beaufort	\$598	Burke	\$570	Carteret	\$471
Bertie	\$474	Caldwell	\$554	Chatham	\$552
Bladen	\$556	Catawba	\$636	Durham	\$938
Camden	\$737	Cherokee	\$484	Forsyth	\$824
Caswell	\$488	Cleveland	\$604	Haywood	\$563
Chowan	\$564	Craven	\$604	Henderson	\$593
Clay	\$455	Cumberland	\$586	Iredell	\$758
Columbus	\$552	Currituck	\$551	Johnston	\$596
Edgecombe	\$560	Dare	\$476	Lincoln	\$577
Gates	\$504	Davidson	\$589	Mecklenburg	\$938
Graham	\$530	Davie	\$551	Moore	\$610
Greene	\$454	Duplin	\$532	New Hanover	\$664
Halifax	\$523	Franklin	\$642	Orange	\$691
Hertford	\$595	Gaston	\$629	Pender	\$509
Hyde	\$449	Granville	\$615	Union	\$670
Jackson	\$482	Guilford	\$754	Wake	\$878
Jones	\$521	Hamett	\$511	Watauga	\$503
Lenoir	\$557	Hoke	\$601		
Macon	\$524	Lee	\$638		
Martin	\$494	Madison	\$507		
Montgomery	\$549	McDowell	\$545		
Nash	\$605	Mitchell	\$541		
Northampton	\$538	Onslow	\$473		
Pasquotank	\$548	Pamlico	\$441		
Perquimans	\$522	Person	\$633		
Richmond	\$539	Pitt	\$608		
Robeson	\$508	Polk	\$478		
Rockingham	\$596	Randolph	\$562		
Rutherford	\$528	Rowan	\$658		
Scotland	\$566	Johnston	\$549		
Surry	\$532	Stanly	\$531		
Swain	\$456	Stokes	\$487		
Tyrrell	\$415	Transylvania	\$521		
Vance	\$544	Wayne	\$568		
Warren	\$511	Wilkes	\$544		
Washington	\$700	Yadkin	\$520		
Wilson	\$708	Yancey	\$470		

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

New Pre-Application Resubmittal Revised

Vacant Building Existing Business Building Rural Health Care

GENERAL INFORMATION

Legal Name of Local Govt Applicant: Town of Smithfield County: Johnston Tier # 3

Name of Chief Elected Official: John H. Lampe, II Title: Mayor

Mailing Address: P.O. Box 761 Street Address: 350 E. Market Street

City: Smithfield State: NC Zip: 27577

Primary Telephone(s): (919) 706-1730 Fax: (919) 934-1134

Email: john.lampe@smithfield-nc.com Federal Tax ID #: _____

Local Government Contact:

Name: Jim Freeman Title: Manager

Primary Telephone: (919) 934-2116 Email: jim.freeman@smithfield-nc.com

Person Who Prepared this Pre-Application: (Organization Name): Skip Green and Associates

Mailing Address: 123 Windgate Drive Street Address: 123 Windgate Drive

City: Clayton State: NC Zip: 27527

Name: Skip Green Title: President

Primary Telephone: (919) 763-0925 Email: (919) 763-0925

PROJECT INFORMATION

Project Title: 1515 S. Bright Leaf Boulevard Building Renovation Project

Grant Amount Requested (\$) \$250,000

Proposed Project START Date: 10/23/2015 Proposed Project END Date: 10/23/2017

Will the company relocate from and/or close any other facility in NC? Yes No

Is the property owned or leased by the company locating in the building?

Please provide the name and a brief description of company involved in project.

Atlantic Resources Incorporated (ARI) is an industrial systems design, fabrication and installation company specializing in Mechanical systems, PLC (Programmable Logic Controllers), Thermal Imaging and Material Handling for industrial and agricultural applications. Incorporated 03/16/2011 as a North Carolina based corporation, ARI's rapid growth resulted in it having to relocate design and fabrication operations from space it was leasing in Four Oaks to its current location at 208 B Computer Drive in Smithfield that it is also leasing. ARI's installation/construction and corporate operation remains at the Four Oaks location.

ARI's basic design, fabrication, and construction/installation operations enable it to provide customized individual or turn-key service to meet a customer's specific requirements. Services include: 1) Design (CAD/CAM); 2) Fabrication/Machining (Fabrication capabilities include carbon or stainless steel as well as aluminum shearing and braking, and to punching and molding. Machining capabilities include computer numerical control (CNC) and manual machining, and bending and cutting to length and threading pipe from 1/4 to 8 inches.); and 3) Construction/Installation (Electrical, mechanical, and concrete construction. Installation of racking, crane systems, conveyor and in floor track systems, commercial/industrial fan, overhead conveyor systems, and pumps.)

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

Additional examples of services and products: machinery/repair/re-build; racking/returnable racking; tooling fixtures; airflow systems; equipment & safety inspection; thermal imagine; confined space entry projects; water removal; concrete cutting/repair; material handling; safety rails; automation; demolition; rigging; pallet racking; bollard & safety guard systems; labeling & informative signage; equipment relocation & removal; crane service.

ARI's clients include Caterpillar, Volvo, GE, and LG

Please provide a brief description of the proposed building renovations with a justification as to why it is needed to serve the project company.

The Smithfield facility does not contain sufficient space to meet ARI's customer demands. To meet current and future growth ARI evaluated acquiring/renovating or constructing a new facility in North Carolina or relocating to South Carolina. South Carolina offered ARI a building at no cost to relocate and expand its current NC operation.

ARI has decided to remain in Johnston County and has purchased the vacant 89,615 sq. ft. building located at 1515 S. Bright Leaf Boulevard, Smithfield to consolidate and expand operations. ARI has had to cut back on contract work until building renovations are completed and production initiated. With reduced contracts, this month ARI laid-off 12 employees. When the new facility becomes operational and contract work can be increased, additional jobs will first be offered to displaced employees. This lay-off is the reason for the difference of full-time jobs shown on the most recent NCUI 101 form (25) and full-time jobs when the application is submitted (13).

ARI's total project will result in a \$1,020,000 private expenditure (\$335,000 acquisition; \$575,000 building renovation; and \$110,000 equipment/machinery and the creation of 37 full-time positions of which 25 are new positions. ARI formed Barefoot Property Group, LLC to acquire the property. The 25 new jobs have a \$687 average weekly wage with ARI benefits including: employer paying 51% of employee health care; paid vacation time; and employer 401K contribution. ARI has requested that the Town of Smithfield submit a \$250,000 application to help offset project renovation costs.

ARI services include the installation of machined products. Due to its installation service ARI is licensed for general, electrical, HVAC and plumbing construction activities. ARI will perform project building demolition and rehabilitation activities. It will provide invoices breaking out labor and machinery/equipment costs for itemized construction activities and evidence of payment (canceled employee checks and invoices/evidence of payment for machinery/equipment).

PROPERTY OWNER INFORMATION

Property Owner Legal Name: Barefoot Property Group, LLC.
 Property Owner Rep Name (First, MI, Last): Bryan T. Barefoot
 (authorized by Property Owner to sign Loan Performance Agreement & Promissory Note)
 Property Owner Address: P.O. Box 508 City: Four Oaks State: NC Zip: 27524
 Property Owner Phone(s): (919) 545-6589 Email: brian@atlanticresourcesinc.com
 Tax Value of Property Before Renovation: \$386,770 Date of County's Next Tax Revaluation: 2019
 Project Building Address: 1515 South Bright Leaf Blvd. City: Smithfield State: NC Zip: 27577
 Year Building Was Constructed: 1960 # of Months Building Vacant: 240 (+) Sq Ft of Bldg: 89,615

BUSINESS INFORMATION

BUSINESS 1 Name Atlantic Resources Incorporated Federal ID Tax #: 45-1148292
 Business Rep Name (First, MI, Last): Bryan T. Barefoot NAICS Code: 3331/3332
 Business Rep Phone: (919) 545-6589 Business Rep Email: brian@atlanticresources.com

Check ONE box below for the Industry Type of the Business:

- Data & Call Services Healthcare Manufacturing Processing Warehouse/Distribution
 Professional Service Restaurant Retail Non-Profit

Is the proposed Business a startup? Yes No If NO, how many years in business in NC? 4

Number of Existing Part-Time employees in NC: 0 Will the Business Provide Benefits? Yes No

Number of Existing Full-Time employees in NC: 13 What % of Health Benefits is Employer Paid? 50 (+) %

Number of New Full-Time Jobs Committed: 25 Average Weekly Wage of the New Full-Time Jobs Committed? \$687
 (Please use the weekly wage computation to calculate)

BUSINESS 2 Name _____ Federal ID Tax #: _____
 Business Rep Name (First, MI, Last): _____ NAICS Code: _____
 Business Rep Phone: _____ Business Rep Email: _____

Check ONE box below for the Industry Type of the Business:

- Data & Call Services Healthcare Manufacturing Processing Warehouse/Distribution
 Professional Service Restaurant Retail Non-Profit

Is the proposed Business a startup? Yes No If NO, how many years in business in NC? _____

Number of Existing Part-Time employees in NC: _____ Will the Business Provide Benefits? Yes No

Number of Existing Full-Time employees in NC: _____ What % of Health Benefits is Employer Paid? _____ %

Number of New Full-Time Jobs Committed: _____ Average Weekly Wage of the New Full-Time Jobs Committed? _____
 (Please use the weekly wage computation to calculate)

If more than two businesses will locate in the building, copy this page and complete for the additional business(es).

Are you planning to apply or have you applied/received other funds from the Department of Commerce for this project?

Yes No If YES, provide name of program? _____

2014-2015 Rural Grants/Programs Building Reuse Pre-Application Form

Work Sheet for Weekly Wage Computation

<u>Number of Employees</u>	<u>Position Type</u>	<u>Gross Annual Wages</u>
1	CNC Operation	30,000
2	Electrical Manager	90,000
1	Controls (PLC) Manager	36,000
1	Design Engineer	65,000
3	Welders	90,000
3	Fabrication	90,000
2	Graphics	60,000
2	Controls	72,000
7	Electrical	252,000
2	CNC Tech	84,000
1	Administrator	32,000

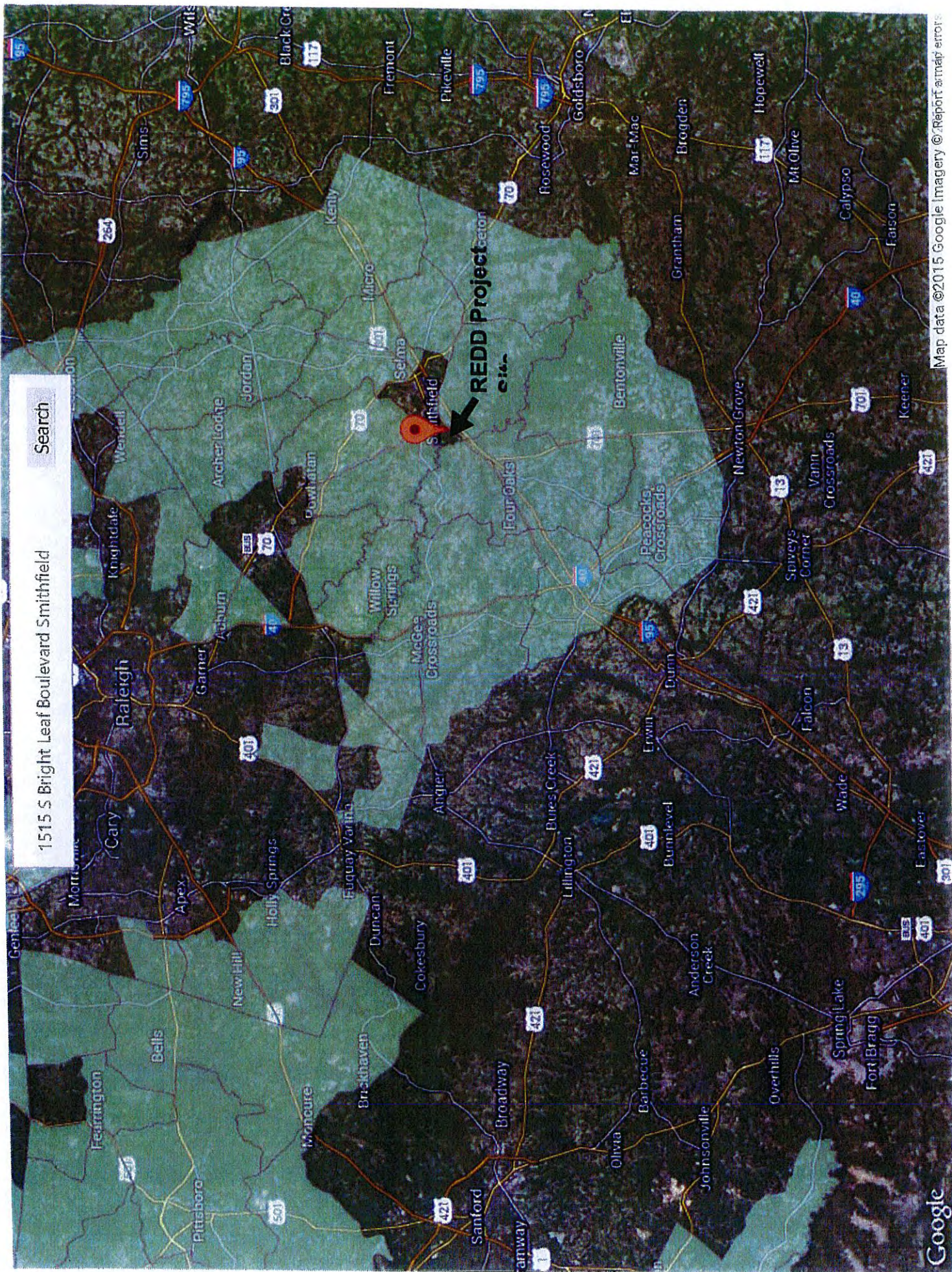
25	(A)		
Total		Total Annual Salaries/Wages	901,000.00
		Divide (B) by 52	17,326.92
		Weighted Weekly Wage Average*	693.07
			(B)
			(C)
			(C/A)

08/24/15 _____
Date

Signature of the CEO/Authorized Company Representative

President _____
Title

By signing this document you are certifying that the wages indicated meet the funding eligibility for this program. You are also certifying that you will provide at least 50% of health benefits to each position committed to the program.



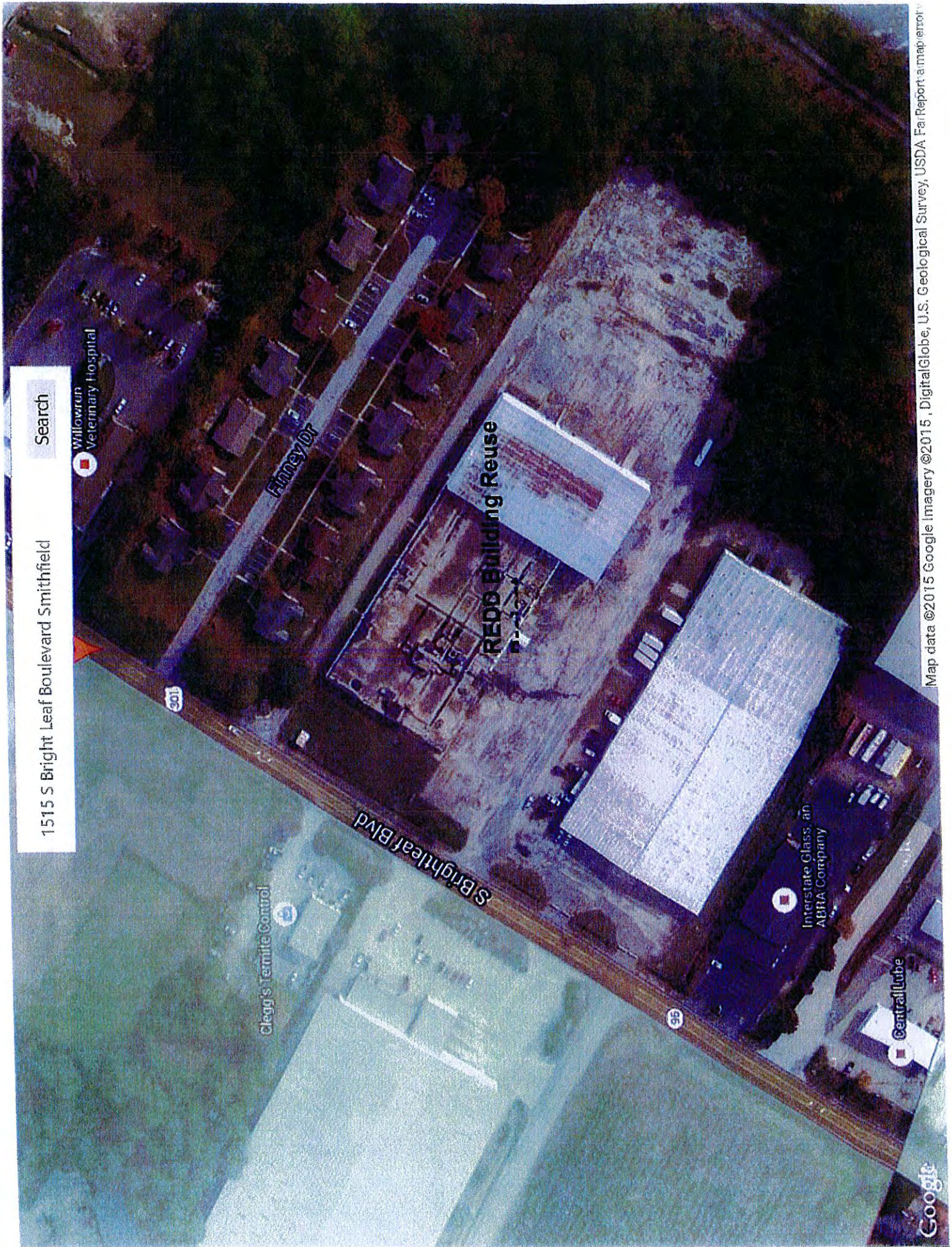
Search

1515 S Bright Leaf Boulevard Smithfield



Map data ©2015 Google Imagery ©2015, DigitalGlobe, Landsat, U.S. Geological Survey, USDA. Far Report: a map error.





1515 S Bright Leaf Boulevard Smithfield

Search

Willowrun Veterinary Hospital

Clegg's Termite Control

Finney Dr

REDD Building Reuse

S Brightleaf Blvd

Interstate Glass, an ABFA Company

Central Tube

Google

Map data ©2015 Google Imagery ©2015, DigitalGlobe, U.S. Geological Survey, USDA, Esri, Report a map error

**TOWN OF SMITHFIELD
RESOLUTION #566 (16-2015) SEEKING ASSISTANCE
FROM NCDOT FOR SIDEWALKS ON BOOKER DAIRY ROAD**

WHEREAS, the Town of Smithfield is requesting assistance from the North Carolina Department of Transportation for sidewalks on Booker Dairy Road ; and

WHEREAS, the Town of Smithfield is grateful that NCDOT has agreed to share the cost of these improvements as NCDOT will finance 70% of the project and the Town will finance 30% of the project; and

WHEREAS, the Town of Smithfield is aware that the entire project will be completed over several years and as funds become available; and

WHEREAS, the Town of Smithfield appreciates all the assistance that NCDOT has provided to the Town and continues to provide to the Town.

NOW THEREFORE BE IT RESOLVED THAT THE Town Council of the Town of Smithfield seeks assistance from the NCDOT for sidewalk improvements along Booker Dairy Road.

ADOPTED THIS 1st DAY OF SEPTEMBER, 2015.

John H. Lampe II, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

**Town of Smithfield
Town Council Action Form**

Business Item: Receive Report on estimated demolition costs to demolish old Water Treatment Plant at the dead-end of Front Street.

Date of Meeting: September 1, 2015

Date prepared: August 20, 2015

Staff Work by: Pete Connet, Lenny Branch

Presentation: Pete Connet, Interim Utilities Director

Item:

At the August Council meeting the Town Council asked the staff to get estimates from a couple of demolition contractors in the area, of what it might cost to demolish , remove, and level the site of the old Water Treatment Plant on Front Street.

Lenny Branch and I have contacted D.H Griffin Companies – Raleigh office, and J. P Edwards Company of Smithfield to obtain cost estimates/quotes to carry out this task. Their estimates are as follows:

D.H. Griffin (2 proposals)----- **\$85,000** – Includes removal of all debris from the site, but does not include any backfill material to fill the voids.

\$50,000- if the exterior brick walls can be left in the voids.
Concrete walls at the basins to be broken down to three feet below existing ground level and filling the basins with broken concrete and brick, broken to an eight inch minus. . For an additional \$15,000 they would provide 2-3 feet of fill material over the disturbed area. Total of \$65,000 for this option with fill.

J. P. Edwards--- **\$94,280**

Action Requested

Accept the report of estimated demolition costs, and give instruction to the Interim Manager and staff as to how the Council would like to proceed from here.



PROPOSAL
D. H. GRIFFIN WRECKING CO., INC.
 421 RALEIGH VIEW ROAD, RALEIGH, NC 27610
 PHONE 919-772-4711 FAX 919-772-4311
www.dhgriffin.com

PROPOSAL TO: Town of Smithfield DATE: August 13, 2015
 ATTN: Pete Connet **BUDGET**
 JOB NAME: WTP Demo LOCATION: Front Street Smithfield, NC
 FAX: PHONE: EMAIL: pete.connet@smithfield-nc.com

Based on site inspection and verbal descriptions, D. H. Griffin Wrecking Co., Inc. (DHGW) proposes the following scope of services:

1. Provide necessary labor, equipment, trucking, disposal cost, materials, insurance, etc. to perform work as indicated.
2. DHGW will demolish and dispose of materials off site in accordance with local, state and federal regulations.
3. File required *National Emission Standards for Hazardous Air Pollutants* (NESHAP) forms ten (10) working days prior to commencement of any work related activities as mandated by state and federal law.
4. Apply for and secure the Town of Smithfield demo permit when approved.
5. Demo the abandoned structure complete with slab, grade beams, footers, and concrete aeration basins

We propose hereby to perform the work as listed above for the lump sum BUDGET amount of: Eighty Five Thousand Dollars (\$85,000.00)**

An asbestos inspection needs to be performed prior to demolition in accordance with state and federal regulations and DHGW's corporate safety program.

Project Clarification:

- ** Price includes one (1) mobilization**
- ** Engineering layout if required is by others**
- ** The above quote is based on working Monday – Friday, 7am to 5pm**
- ** Any delays or stoppages of work will be handled as an extra cost incurred by DHGW and will be invoiced to the owner or general contractor at an hourly or daily rate on equipment and labor**

DHGW does exclude the following items:

- City, state, and/or local permits other then specified above
- Removal and/or protection of fences, trees and shrub
- Relocation, evacuation, disconnection, rerouting, capping, locating and marking of utilities within the demolition limits or protection of unmarked utilities within the limits of demolition
- Sediment or erosion control, tree protection, construction/ security fences and barricades
- Backfill and compaction
- Removal and disposition of any hazardous or asbestos materials, including paint, except those items, if any, which are described and itemized above, whether concealed or not.
- Identification or removal of underground storage tanks (USTs) or their contents, removal of tires, oil, Freon or other refrigerants.
- Cost of performance and payment bonds (*can be provided at an additional cost*)
- Signs and/or barricades

DHGW retains salvage rights to materials under contract and is reflected in this quote.

If awarded contract, DHGW requests that a copy of this proposal must become part of the contract documents.

Payment to be made as follows: Upon Completion or Monthly Progress Billings

All payments are due and payable as noted. Whenever retainage is required to be withheld, upon completion of D.H. Griffin Wrecking Company, Inc.'s (DHGW) scope of work (contract or sub-contract) DHGW will issue an invoice for work performed and a separate final invoice for retainage. All retainage is to be paid in full no later than forty-five (45) days from date of final invoice. Should the project duration exceed thirty (30) days monthly progress billings will be submitted and paid within thirty (30) days of submission. The undersigned further agrees to pay to D.H. Griffin Wrecking Company, Inc., a reasonable attorney's fee if the obligation evicenced hereby be collected by an attorney-at-law after maturity. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Authorized Signature: *Ed Blount*

NOTE: This proposal may be withdrawn by DHGW if not accepted within 30 days of the above date.

Ed Blount – Estimator; Mobile # 919-427-2174 // eblount@dhgriffin.com

PLEASE SIGN, DATE AND RETURN ORIGINAL

Acceptance of Proposal – *The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.*

Signature	Name and Title	Date of Acceptance
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PROPOSAL

D. H. GRIFFIN WRECKING CO., INC.
421 RALEIGH VIEW ROAD, RALEIGH, NC 27610
PHONE 919-772-4711 FAX 919-772-4311

www.dhgriffin.com

PROPOSAL TO: Town of Smithfield
ATTN: Pete Connet
JOB NAME: WTP Demo
FAX:

DATE: August 19, 2015

REVISED BUDGET

LOCATION: Front Street Smithfield, NC

PHONE:

EMAIL: pete.connet@smithfield-nc.com

Based on site inspection and verbal descriptions, D. H. Griffin Wrecking Co., Inc. (DHGW) proposes the following scope of services:

- 1. Provide necessary labor, equipment, trucking, disposal cost, materials, insurance, etc. to perform work as indicated.
2. DHGW will demolish and dispose of materials off site in accordance with local, state and federal regulations.
3. File required National Emission Standards for Hazardous Air Pollutants (NESHAP) forms ten (10) working days prior to commencement of any work related activities as mandated by state and federal law.
4. Apply for and secure the Town of Smithfield demo permit when approved.
5. Demo the abandoned structure complete with slab, grade beams, footers, and concrete aeration basins

We propose hereby to perform the work as listed above for the lump sum BUDGET amount of: Fifty Thousand Dollars (\$50,000.00)**

The above revised quote is based on the exterior brick walls being left in the voids, concrete walls at the basin to be broken down three (3') feet below existing ground filling the basins with broken concrete and brick. All concrete and brick left with in the voids will be broken to an eight (8") minus.

Optional Allowance - provide 2-3 feet of fill material over the disturbed area for an allowance of \$15,000.00

An asbestos inspection needs to be performed prior to demolition in accordance with state and federal regulations and DHGW's corporate safety program.

Project Clarification:

- ** Price includes one (1) mobilization**
** Engineering layout if required is by others**
** The above quote is based on working Monday - Friday, 7am to 5pm**
** Any delays or stoppages of work will be handled as an extra cost incurred by DHGW and will be invoiced to the owner or general contractor at an hourly or daily rate on equipment and labor**

DHGW does exclude the following items:

- City, state, and/or local permits other then specified above
• Removal and/or protection of fences, trees and shrub
• Relocation, evacuation, disconnection, rerouting, capping, locating and marking of utilities within the demolition limits or protection of unmarked utilities within the limits of demolition
• Sediment or erosion control, tree protection, construction/ security fences and barricades
• Backfill and compaction
• Removal and disposition of any hazardous or asbestos materials, including paint, except those items, if any, which are described and itemized above, whether concealed or not.
• Identification or removal of underground storage tanks (USTs) or their contents, removal of tires, oil, Freon or other refrigerants.
• Cost of performance and payment bonds (can be provided at an additional cost)
• Signs and/or barricades

DHGW retains salvage rights to materials under contract and is reflected in this quote.

If awarded contract, DHGW requests that a copy of this proposal must become part of the contract documents.

Payment to be made as follows: Upon Completion or Monthly Progress Billings

All payments are due and payable as noted. Whenever retainage is required to be withheld, upon completion of D.H. Griffin Wrecking Company, Inc.'s (DHGW) scope of work (contract or sub-contract) DHGW will issue an invoice for work performed and a separate final invoice for retainage. All retainage is to be paid in full no later than forty-five (45) days from date of final invoice. Should the project duration exceed thirty (30) days monthly progress billings will be submitted and paid within thirty (30) days of submission. The undersigned further agrees to pay to D.H. Griffin Wrecking Company, Inc., a reasonable attorney's fee if the obligation evinced hereby be collected by an

attorney-at-law after maturity. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Authorized Signature: *Ed Blount*

NOTE: This proposal may be withdrawn by DHGW if not accepted within 30 days of the above date.

Ed Blount – Estimator; Mobile # 919-427-2174 // eblount@dhgriffin.com

PLEASE SIGN, DATE AND RETURN ORIGINAL

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are **authorized to do the work as specified. Payment will be made as outlined above.**

Signature

Name and Title

Date of Acceptance



August 18, 2015

Town of Smithfield
Attention Lenny Branch

RE: Proposal for Demolition of Old Water Plant – 1st Street, Smithfield

Please review the following scope of work for the above referenced project:

**** Demolition of Old Water Plant @ North End of 1st Street as described and requested
By Lenny Branch with Town of Smithfield. Haul off all Demolition Materials to a
Private landfill. Our Lump Sum Price \$ 94,280.00 Includes the following:**

- 1) Equipment and Trucks
- 2) Foreman w/Tools, labor, & Tipping Fee

If you have any questions and/or comments please do not hesitate to call me @ my office (919)934-0518 or my cell (919)868-6187.

Thank You-



J.P. Edwards, Jr.
President

929 N BRIGHTLEAF BLVD – PO BOX 2307 * SMITHFIELD, NC 27577
OFFICE (919)934-0518 * FAX (919)934-9256 * CELL (919)868-6187
EMAIL: jimmye@nc.rr.com

**Town of Smithfield
Town Council Action Form**

Business Item: Receive Report from Interim Utilities Director regarding validity of the Plans and Specs for the additional transformer at the Brogden Road Substation, if the bidding and construction the project were delayed for a year or two.

Date of Meeting: September 1, 2015

Date prepared: August 20, 2015

Staff Work by: Pete Connet

Presentation: Pete Connet, Interim Utilities Director

Item:

I have contacted Booth and Associates regarding the question raised at the last Council meeting regarding the validity of the Plans and Specs for the Brogden Road Substation, should the Town Council decided not to proceed with the bidding of the project at the time the Plans and Specs are completed, which is estimated to be January-February of 2016.

According to Booth and Associates, the Plans and Specs would still be good if the construction of the project were delayed. As a matter of fact, some of the work/tasks outlined in the approved contract document would not be needed at this time, since they deal with the actual advertising, bidding/review of bids with an award, and construction inspection and final drawings. These items would come only after the go-ahead was given to proceed with the bidding of the project.

At the time the Town Council gives the go ahead to bid the project, there would be some minor additional costs to re-verify some of the load assumptions that were made at the time of the original design.

Booth has provided some pros and cons of going on with the project in the spring of 2016 (see attached). They also told me that if the only transformer were bid and awarded in the spring of 2016, that the first payment for the transformer would not be due until it was delivered, which would be nine to ten months from the date of the order. That would mean that the financing and payment would be in the FY 2017 budget. If the Town did a loan for the project, rather than paying from our Electric Fund Balance, the first debt service payment would be in the FY 2018 budget.

Action Requested

Receive the Report responding to the questions raised at the August 2015 meeting.

**TOWN OF SMITHFIELD
SMITHFIELD, NORTH CAROLINA
EXPANSION OF BROGDEN 230 TO 25 KV SUBSTATION**

PROS AND CONS OF SUBSTATION EXPANSION

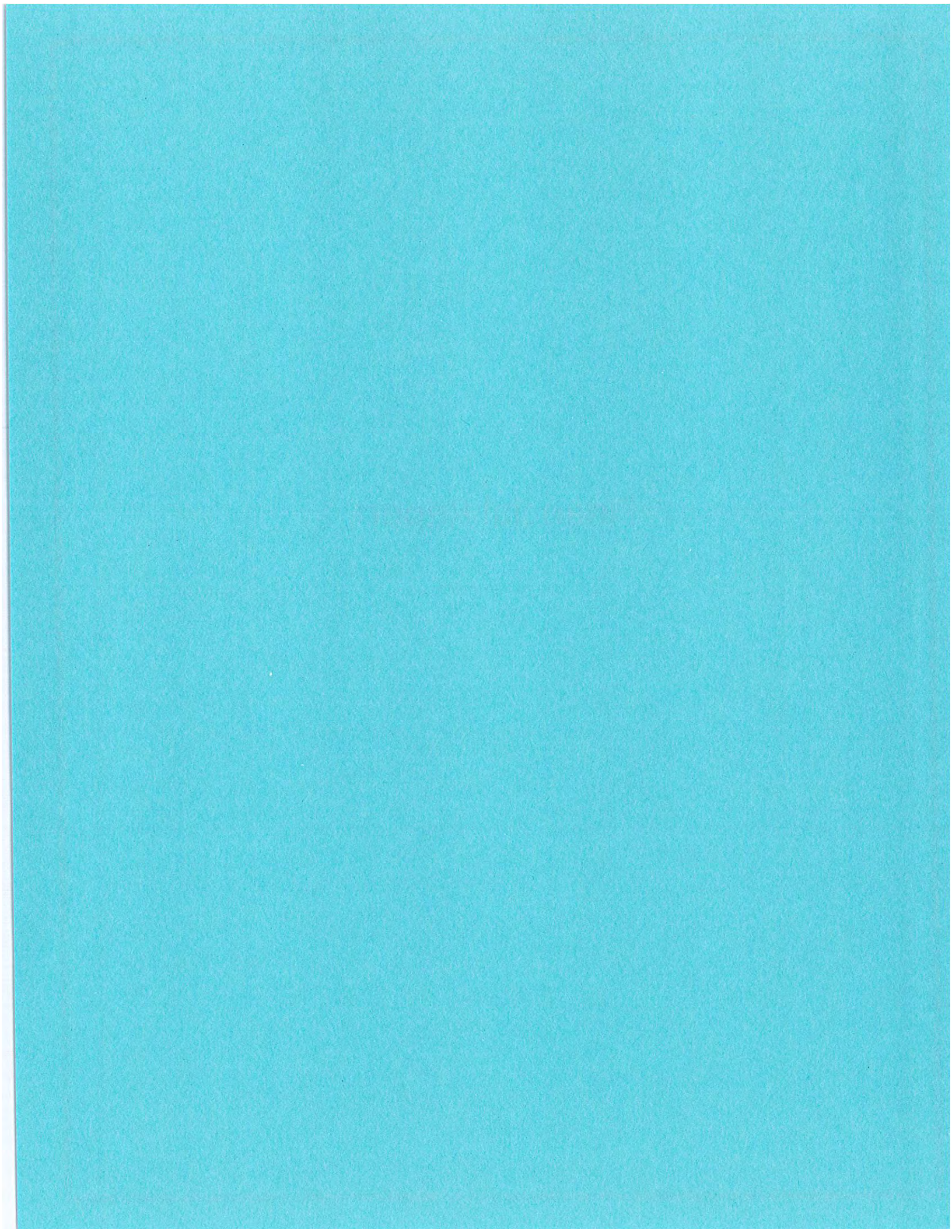
Pros to completing construction in the next 12-16 months

- Transformers are at one the lowest price points in the last 5+ years. The cost difference between recent quotes and the existing unit is approximately 20% (**lower**). The volatility of commodities such as copper and steel have relaxed compared to the last five years. These materials make up nearly the entire transformer.
- Borrowing rates are at a historically low and are only expected to increase.
- Major expenditures such as the transformer could be delayed as much as 12 months without having to park the engineering. This is due to the time required to prepare bid documents, allow sufficient time for bidding, completion of bid evaluations, and contract preparation. In addition the current manufacturing time is a minimum of 30 weeks. Total time from start of engineering to delivery could be as much as 40 weeks. Typical contracts state that invoicing shall not occur until the transformer is delivered to the site. This would delay any transformer invoicing out as far as the 1st or 2nd quarter of FY 2017 or further is written into the bid specification.
- Construction expenditures would not occur in FY2016. Construction labor cost/billing would not occur until the 1st or 2nd quarter of FY 2017. Engineering will extend into the 3rd quarter of FY 2016 thereby delaying the execution of any construction contract into the 1st or 2nd quarter of FY 2017. The first contract invoice would not likely be due before the 3rd quarter.
- Adding a second transformer in the next 18 months will reinforce the valuable on-going distribution conversion work that is taking place to improve system reliability and move load away from the 12kV Duke Energy Substation on to the Brogden Road Substation. Offloading the Duke Substation will eliminate the facility charges.
- In the event that one of the transformers needs to be serviced or repaired, the unit to be repaired can be isolated and removed from service without interrupting the service to town members. Each transformer would be capable carrying the full load of the town when necessary. Upgrading now will help protect the town from extended outages due to a transformer failure by switch over to the other transformer.

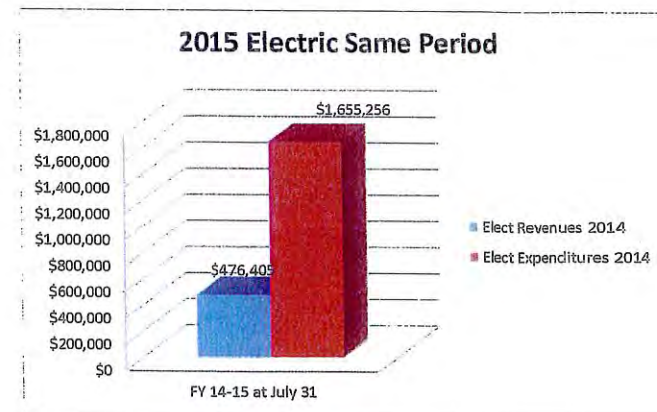
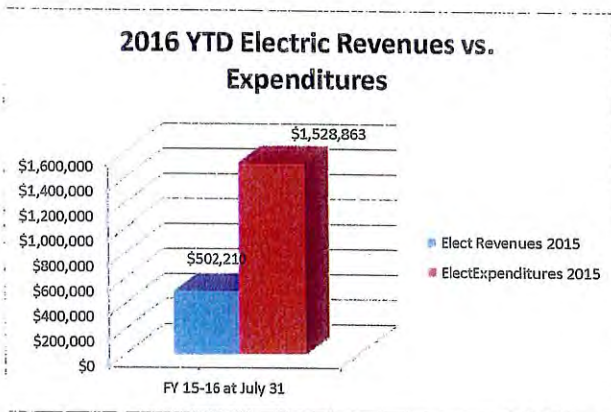
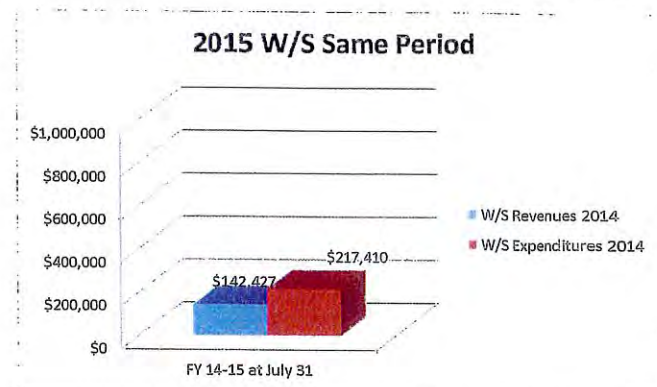
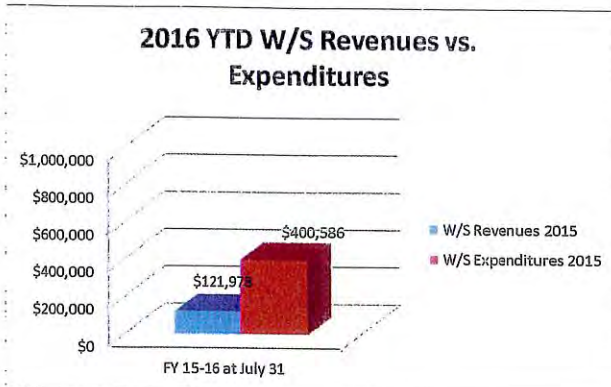
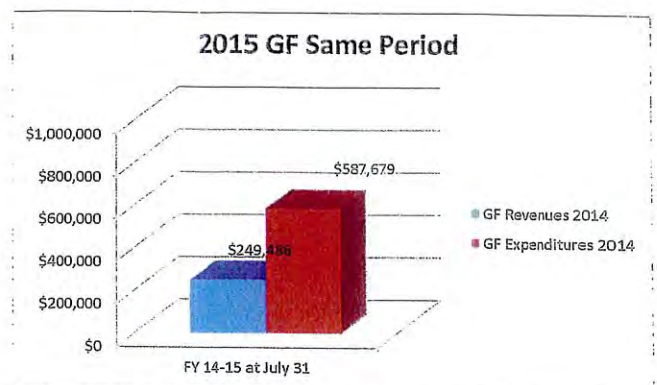
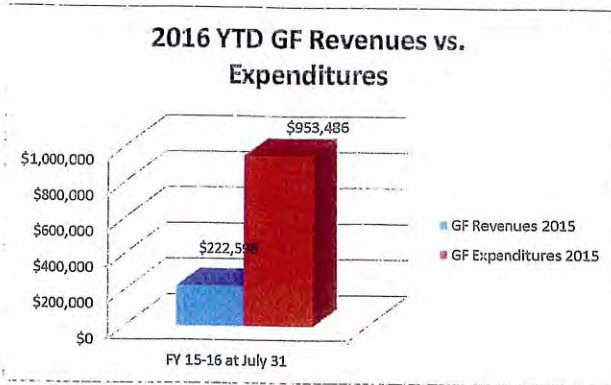
Cons to delaying construction

- Depending on the timeframe for construction, a delay will likely result in higher construction labor costs.
- Depending on the timeframe for construction, a delay will likely result in higher material procurement costs.
- Currently there is not a backup 25kV substation that can be used to back feed the system. This greatly increases the vital importance of the Brogden Road substation reliability. Delaying the addition of the transformer continues to carry the risk of losing this vital source for an undetermined window of time
- Delaying construction could result in extended outage times due to having the only substation transformer out of service. A transformer failure could cause an outage extending between days and months. If the transformer cannot be repaired on site, it will need to be craned out of place and transported by truck or rail to the nearest repair facility.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
 MAJOR FUNDS FINANCIAL SUMMARY REPORT

July 31, 2015

Gauge: 1/12 or 8.33 Percent

8.33%

GENERAL FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
Current & Prior Year Property Taxes	\$ -	\$ 5,499,200	\$ 18,474	0.34%
Motor Vehicle Taxes	-	425,000	45,719	10.76%
Utility Franchise Taxes	-	810,000	-	0.00%
Local Option Sales Taxes	-	1,990,000	-	0.00%
Aquatic and Other Recreation	-	829,400	78,466	9.46%
Sanitation	-	1,326,200	27,211	2.05%
All Other Revenues	-	1,260,756	52,728	4.18%
Loan Proceeds	-	942,000	-	0.00%
Transfers (Electric and Fire Dist.)	-	397,542	-	
Fund Balance Appropriated	-	200,000	-	0.00%
Total	\$ -	\$ 13,680,098	\$ 222,598	1.63%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
General Gov.-Governing Body	\$ -	\$ 265,435	\$ 16,492	6.21%
Non Departmental	-	1,221,109	167,434	13.71%
Debt Service	-	1,404,646	163,396	11.63%
Finance	-	118,158	7,644	6.47%
Planning	-	407,786	19,596	4.81%
Police	-	3,532,799	240,574	6.81%
Fire	-	1,884,571	97,143	5.15%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	471,479	28,724	6.09%
Streets	-	935,157	28,343	3.03%
Motor Pool/Garage	-	93,220	4,341	4.66%
Sanitation	-	1,226,145	51,427	4.19%
Parks and Rec	-	807,097	42,561	5.27%
SRAC	-	962,336	85,810	8.92%
Contingency (Previously Part Of Gen Gov)	-	350,160	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,680,098	\$ 953,485	6.97%

YTD Fund Balance Increase (Decrease) - -

8.33%

WATER AND SEWER FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
Water Charges	\$ -	\$ 2,144,580	\$ 46,572	2.17%
Water Sales (Wholesale)		\$ 670,000	\$ 14,151	2.11%
Sewer Charges	-	2,811,738	58,204	2.07%
Tap Fees	-	16,000	1,050	6.56%
All Other Revenues	-	10,500	2,001	19.06%
Loan Proceeds	-	2,545,000	-	0.00%
Fund Balance Appropriated	-	517,080	-	0.00%
Total	\$ -	\$ 8,714,898	\$ 121,978	1.40%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
Water Plant	\$ -	\$ 3,086,877	\$ 214,040	6.93%
Water Distribution/Sewer Coll (Less Transfers)	-	5,207,846	186,547	3.58%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	-	-	#DIV/0!
Debt Service	-	149,466	-	0.00%
Contingency	-	270,709	-	0.00%
Total	\$ -	\$ 8,714,898	\$ 400,587	4.60%

ELECTRIC FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
Electric Sales	\$ -	\$ 17,244,400	\$ 464,374	2.69%
Penalties	-	375,000	34,634	9.24%
All Other Revenues	-	41,000	3,202	7.81%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	285,854	-	
Total	\$ -	\$ 17,946,254	\$ 502,210	2.80%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
Administration/Operations	\$ -	\$ 1,948,626	\$ 214,124	10.99%
Purchased Power	-	14,200,000	1,285,136	9.05%
Debt Service	-	366,240	-	0.00%
Capital Outlay	-	496,000	29,603	
Contingency	-	691,846	-	
Transfers to General Fund	-	243,542	-	0.00%
Total	\$ -	\$ 17,946,254	\$ 1,528,863	8.52%

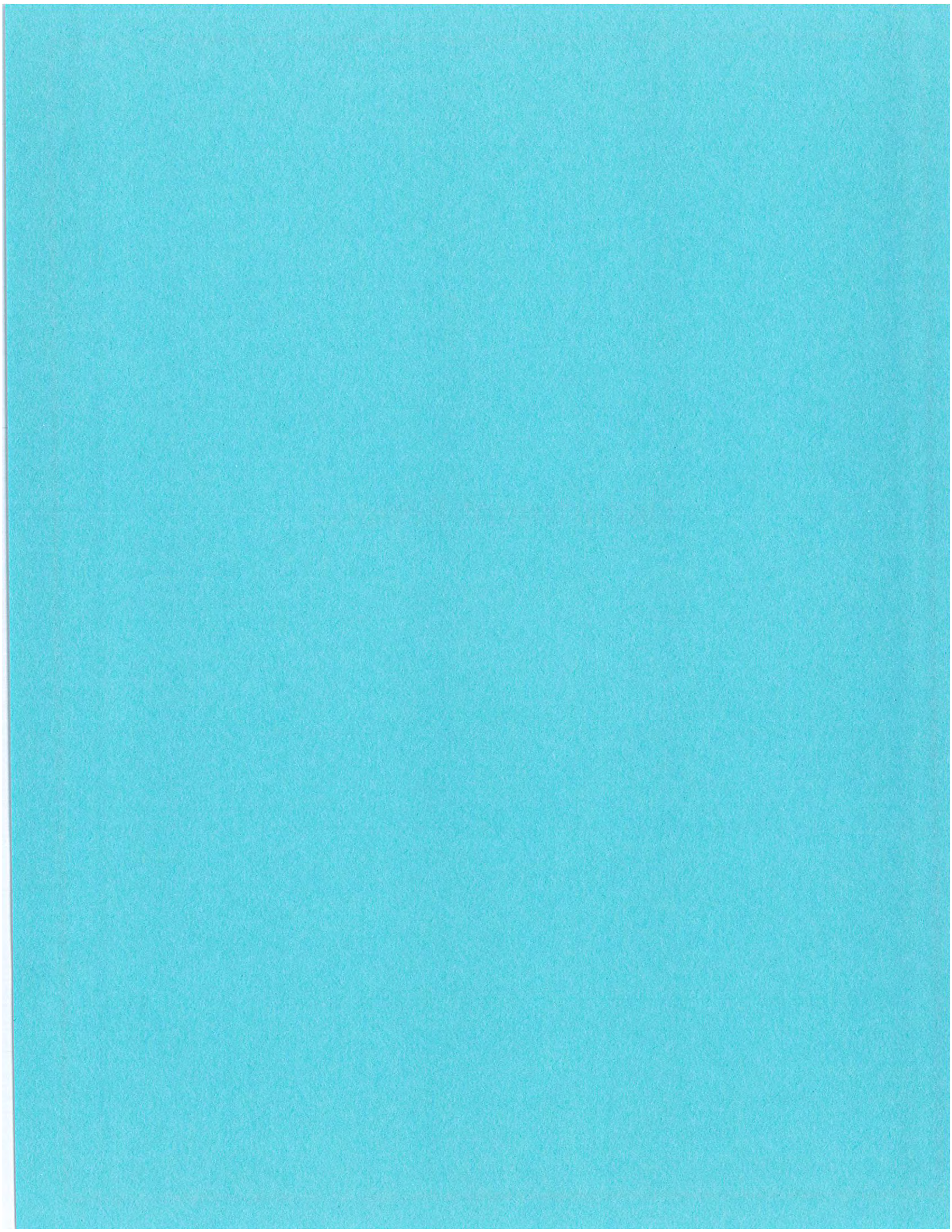
CASH AND INVESTMENTS

General Fund (Includes P. Bill)	5,808,678			
Water and Sewer Fund	3,585,792			Interest Rate
Electric Fund*	6,241,561			
Capital Project Fund: Wtr/Sewer (45)	24,008	1st CITIZENS	8,608,427	0.20%
Capital Project Fund: General (46)	22,395	NCCMT	2,237,165	0.080%
Capital Project Fund: Electric (47)	5,836	FOUR OAKS	1,290,135	0.30%
Firemen Relief Fund (50)	178,891	KS BANK	3,658,033	.2, .65, &.8
Fire District Fund (51)	30,212	BB&T	-	0.12%
JB George Endowment (40)	97,917	PNC BANK	201,530	0.10%
Total	<u>\$ 15,995,290</u>		<u>\$ 15,995,290</u>	

*Plug

Account Balances Confirmed By Finance Director on 7/14/2015

Department Reports





FINANCE DEPARTMENTAL REPORT FOR JULY, 2015

SUMMARY OF ACTIVITIES:

Daily Collections.....	\$2,477,113
Tax & Vehicle License.....	3,784
Franchise Tax.....	0
Sales & Use Tax.....	182,674
Powel Bill.....	0
Total Revenue	\$2,663,571

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,978,094

FINANCE:

- Compiled and submitted monthly retirement report on 7/31/2015
- Issued 114 purchase orders
- Processed 816 vendor invoices for payment and issued 379 accounts payable checks
- Prepared and processed 3 regular payrolls and 1 special payroll for Interim Fire Chief. Remitted federal and state payroll tax on 7/2/15, 7/17/15, 7/24/15 and 7/31/15 respectively
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$105 in July for past due privilege license fees. **NOTE:** This brings the total collected for Fiscal Year 2015 to \$5,585. The past due collections are the result of mailing some 279 past due notices to local businesses
- Processed 23 NSF Checks (Utility and SRAC)
- Calendar year-to-date bad debt collections total \$1,460 (EMS = \$9,966; SRAC = \$9,368; and Utility = \$12,126). **NOTE:** Due to tax rate changes at the state level in 2014, debt collections are down some \$40,000 when compared to the same period last year... fewer North Carolina tax payers received tax refunds this filing year
- Other month end data report attached

FINANCE DIRECTOR

- Held Finance Department staff meeting on July 28, 2015
- Attended Town Council regular meeting on July 7, 2015
- Attended Department Heads staff meetings on July 9 and 21, 2015
- Prepared for Worker’s Comp Audit held on July 28, 2015
- Prepared and filed Form LGC203 (Report of Deposits and Investments at 6/30/2015) on July 27, 2015
- Prepared (in part) for audit site visit schedule for August 24 – 26, 2015
- Invoiced Smithfield Housing Authority for resource officers
- Invoiced 5 grave openings
- Prepared and filed the annual Powell Bill Expenditure Report on July 29, 2015

Finance Department totals for July 2015

Meter Reading

Actual Meters Read / Door Hangers	10,036	
Meters Loaded to Hand Held	10,212	
Meter Tech Service Hours	0	\$0.00

Billing/Collections

Bills Mailed	6,075	\$2,694,805.68
Area Lights Billed	926	\$36,597.95
JoCo Wholesale water	37,729,000	\$56,599.52
Load Mgmt AC credit	485	-\$4,850.00
Load Mgmt water heater credit	600	-\$3,666.00
Adjustments	116	-\$10,535.48
Delinquent Accts/Late Fees	1,418	\$17,361.78
NSF - Utility Only	19	\$3,598.60
Refund Checks Issued	12	\$2,290.07
Door Hangers	191	
Disconnect for non-pay	48	
Reconnect for payment received	24	
Bank Drafts	689	\$354,952.83
Lockbox	1,166	\$555,297.00
ECO Payment Totals		
	IVR-phone	181
	On-Line (website)	407
		\$107,941.00 BOTH
Cash Window Transactions/Payments	4,169	\$1,438,348.86
Accts collected from Debt setoff	2	\$186.88 EMS
	3	\$336.30 SRAC
	1	\$304.00 Utility
Accts submitted to Debt Setoff	14	\$3,900.76 Utility

Service Orders

Requested Orders	266
Completed Orders	266
Terminated Accounts	109
Meters Rechecked	35
New Turn on Accounts	94
Meter Tamper / Meter Missing	0

Phone Call Usage

		Duration
CSR - Elaine		
Inbound	42	7:38:31
Outbound	88	1:54:39

CSR/Collections - Audrey

Inbound	182	3:42:53
Outbound	98	1:17:44
Collections - Cash Window#2		
Inbound	69	1:39:25
Outbound	4	0:01:47
Switch Board Operator x1101		
Inbound	270	2:29:28
Outbound	42	1:55:05
Total Town (Trunk Lines)		
Inbound	2,826	81:19:56
Outbound	1,418	53:04:35



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 - 2015

	July	Calendar Year to date
Town Council		
Rezoning	0	2
Conditional Use	0	2
Ordinance Amendment	0	2
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	14
Planning Board		
Rezoning	0	1
Condition Use	0	2
Ordinance Amendment	0	2
Subdivisions	0	0
Annexations	0	0
Board of Adjustment		
Variance	0	1
Admin Appeal	0	0



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 350 E. Market St Smithfield, NC 27577
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CODE COMPLIANCE MONTHLY REPORT 2015

	Jul-15	Calendar Year To date
Written Violations	143	866
Resolved Violations	131	851
On Site Meetings	164	1036
Temporary Signs Violations	108	679
Temporary Signs Removed	108	679
Condemned Structures Removed	2	10
Community Volunteers	40	223
Families Helped By Helping Hand Volunteers	10	62
ADA Compliant Ramps Built By Volunteers	2	2



Town of Smithfield
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 350 E. Market St Smithfield, NC 27577
 P.O. Box 761, Smithfield, NC 27577
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PERMITS ISSUED MONTHLY REPORT- July 2015

		Permit Fees	Permits Issued
Site Plan	Major Site Plan	\$100	1
Zoning	Land Use	300.00	3
Zoning	Sign	\$450	9
Report Period Total:		850.00	13
YTD Total:		850.00	13

Permit#	Permit Type	Sub Type	Business Name	Project Address
Z15-000087	Zoning	Land Use	All in One Cellular and Electronics	527 South Brightleaf Boulevard
Z15-000088	Zoning	Sign	All in One Cellular and Electronics	527 South Brightleaf Boulevard
Z15-000089	Zoning	Sign	Senior Resource Services	222 Peedin Road
Z15-000093	Zoning	Sign	Southeast Woman's Center	300 South Third Street
Z15-000094	Zoning	Land Use	Smithfield Car Mart	115 South BRIGHTLEAF Boulevard
Z15-000095	Zoning	Sign	Smithfield Car Mart	115 South BRIGHTLEAF Boulevard
Z15-000096	Zoning	Sign	Starbucks	110 South Equity Drive
Z15-000097	Zoning	Sign	Sheetz	1700 East Mark Street
Z15-000098	Zoning	Sign	Evan Jewellers	320 East MARKET Street
SP15-000037	Site Plan	Major Site Plan	Glen Lake Apartments	401 NC 210 Highway
Z15-000099	Zoning	Sign	Billboard Repair	2095 West Market Street
Z15-000101	Zoning	Sign	Fresh Start Cuts & Styles Hair Salon	117 North THIRD Street
Z15-000102	Zoning	Land Use	Smithfield Carmart Inc	115 South BRIGHTLEAF Boulevard



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING July 31, 2015**

I. STATISTICAL SECTION

Month Ending July 31, 2015	July-15	July-14	Total 2015	Total 2014	YTD Difference
Calls For Service	2147	2189	13,137	16,134	-2,997
Incident Reports Completed	197	171	1201	1189	42
Cases Closed	192	162	1301	1159	142
Accident Reports	64	63	492	482	10
Arrest Reports	145	111	871	849	22
Burglaries Reported	10	11	57	65	-8
Drug Charges	29	17	210	199	11
DWI Charges	9	6	62	66	-4
Citations Issued	290	278	1891	2340	-457
Speeding	71	106	465	877	-412
No Operator License	60	44	452	545	-93
Registration Violations	41	27	243	318	-75

II. PERSONNEL UPDATE

The department currently has one vacancy for a sworn position. A conditional offer of employment has been made to fill this vacancy. It is expected this person will be hired in August. One officer and one sergeant remain on light duty.

III. MISCELLANEOUS

The department completed its annual security assignment for the July 4th Celebration which was conducted on July 5th. The department also assisted Clayton PD with its CALEA Assessment. Annual evaluations were completed for the entire staff. The police department participated in the "Fun in the Park" event at Smith Collins Park. School Resource Officers are preparing to return to their school assignments in August.

- Calls for service continue to decrease due to a change in the manner in which calls are logged. This record keeping change began in January 2015.

REPORTED UCR OFFENSES FOR THE MONTH OF JULY 2015

PART I CRIMES	July 2014	July 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	1	3	2	200%
ROBBERY	3	4	1	33%	11	11	0	0%
Commercial	0	3	3	N.C.	2	3	1	50%
Individual	3	1	-2	-67%	9	8	-1	-11%
ASSAULT	11	14	3	27%	42	44	2	5%
* VIOLENT *	15	18	3	20%	54	58	4	7%
BURGLARY	10	9	-1	-10%	61	55	-6	-10%
Residential	6	5	-1	-17%	34	41	7	21%
Non-Resident.	1	1	0	0%	9	6	-3	-33%
Commercial	3	3	0	0%	18	8	-10	-56%
LARCENY	52	49	-3	-6%	327	316	-11	-3%
AUTO THEFT	0	1	1	N.C.	10	9	-1	-10%
ARSON	0	1	1	N.C.	2	1	-1	-50%
* PROPERTY *	62	60	-2	-3%	400	381	-19	-5%
PART I TOTAL:	77	78	1	1%	454	439	-15	-3%
PART II CRIMES								
Drug	21	30	9	43%	215	194	-21	-10%
Assault Simple	10	18	8	80%	78	115	37	47%
Forgery/Counterfeit	2	5	3	150%	9	21	12	133%
Fraud	11	13	2	18%	62	78	16	26%
Embezzlement	0	2	2	N.C.	1	8	7	700%
Stolen Property	1	5	4	400%	10	11	1	10%
Vandalism	12	12	0	0%	73	48	-25	-34%
Weapons	2	5	3	150%	12	21	9	75%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	4	7	3	75%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	1	0	0%	2	5	3	150%
D. W. I.	7	9	2	29%	63	60	-3	-5%
Liquor Law Violation	0	0	0	N.C.	8	8	0	0%
Disorderly Conduct	1	1	0	0%	10	7	-3	-30%
Obscenity	0	0	0	N.C.	0	2	2	N.C.
Kidnap	1	0	-1	-100%	2	0	-2	-100%
All Other Offenses	5	5	0	0%	36	46	10	28%
PART II TOTAL:	75	106	31	41%	585	631	46	8%
GRAND TOTAL:	152	184	32	21%	1039	1070	31	3%

N.C. = Not Calculable

(r_month1)



Town of Smithfield
Fire Department
 Month Ending: July 2015

I. Statistical Section

Responded to:

<u>7</u>	Total Structure Fires Dispatched
<u> </u>	Confirmed Structure Fires (Our District)
<u> </u>	Confirmed Structure Fires (Other Districts)
<u>99</u>	EMS/Rescue Calls
<u>2</u>	Vehicle Fires
<u>9</u>	Motor Vehicle Accidents
<u>4</u>	Fire Alarms (Actual)
<u>13</u>	Fire Alarms (False)
<u>14</u>	Misc./Other Calls
<u>4</u>	Mutual Aid (Received)
<u>6</u>	Mutual Aid (Given)

148 TOTAL EMERGENCY RESPONSES

Conducted	<u>34</u>	Fire Inspections/Compliance Inspections
Conducted	<u>5</u>	Public Fire Education Programs
	194	Adults in Attendance
	344	Children in Attendance
Conducted	<u> </u>	Plans Review Construction/Renovation Projects
Issued	<u>0</u>	Fire Code Citations
Issued	<u>0</u>	Fire Lane Citations
Completed	<u>6</u>	Consultation/Walk Through
Completed	<u>10</u>	Re-Inspections
Completed	<u> </u>	Fire Investigations

II. Major Revenues

Inspections: \$ 2,025.00

Major Expenses for the Month:

III. Personnel Update: Hired Anthony Piper at the Firefighter 1 position

V. Narrative of monthly departmental activities:

**Town of Smithfield
Public Works Department
July 31, 2015**



230 Total Work Orders completed by the Public Works Department

7 Burials, at \$700.00 each = \$4,900.00

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

\$1,000.00 Sunset Cemetery Lot Sales

\$3,750.00 Riverside Extension Cemetery Lot Sales

416.87 tons of household waste collected

150 tons of yard waste collected

8.5 tons of recycling collected

36 Animal Control work orders completed

12 Cats transported to Animal Shelter

7 Dogs transported to Animal Shelter

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
July 31, 2015



I. Statistical Section

7 Burials

6 Works Orders – Buildings & Facilities Division

7 Work Orders – Grounds Division

41 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales: \$1,000.00

Riverside Ext Cemetery Lot Sales: \$3,750.00

Grave Opening Fees: \$4,900.00

Total Revenue: \$9,650.00

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

Employee Johnathan Best resigned his position this month. Chris Tappin was hired on July 14th to fill the slot.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works safety meeting covered job responsibilities and other concerns related to job duties.

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2015**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. The Public Works Department assisted with several events this month including July 4th celebration, Smith Collins Fun in the Park event and the Midtown Reunion on 7th Street.
- c. 1 - Work Order – 20 Linear Feet Drainage Pipe installed.
- d. 6 – Nuisance properties were cut for the Planning Department.
- e. 15 - Work Orders – 1000lbs. of Cold Patch was used for 21 Potholes.
- f. 36 - Work Orders were completed regarding Animal Control related issues. 12 Cats and 7 Dogs were transported to the Animal Control Shelter.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The employees of the Public Works Department staff meeting was on job responsibilities and addressed other concerns within the department.

**Town of Smithfield
Public Works Department
July 2015 Drainage Report**

Location: Dogwood and Aspen.
Starting Date: 7/1/2015
Completion Date: 7/1/2015
Description: Repaired large sinkhole area at corner of catch basin.
Man-hours: 4hrs.
Equipment: 420 Cat backhoe, 402 pickup plus hand tools.
Materials: 2 yards of 3000psi concrete.

Location: 9th and Market Street.
Starting Date: 7/2/2015
Completion Date: 7/2/2015
Description: Backfilled low areas around sidewalk and edge of asphalt.
Man-hours: 8.5hrs.
Equipment: 420 Cat backhoe, bobcat tractor, 405 dump truck.
Materials: One tandem load of topsoil.

Location: Alley behind R.L. Sanders Funeral Home.
Starting Date: 7/9/2015
Completion Date: 7/9/2015
Description: Scraped dirt road behind R.L. Sanders Funeral Home.
Man-hours: 6hrs.
Equipment: 420 Cat backhoe, bobcat tractor, 405 dump truck.
Materials: 15.06 tons of 57 stone.

Location: 817 Blount Street, Blount and Lee vacant lot, Stancil Street vacant lot, E Market Street beside Byrd's store, 973 W Market Street, Hillcrest and Riverdale Circle,
Starting Date: 7/10/2015
Completion Date: 7/16/2015
Description: Cut Nuisance properties for Planning Department.
Man-hours: 12hrs.
Equipment: 402 pickup with trailer, Scag mowers, bush hog tractor plus hand tools
Materials: N/A

Location: 1107 Old Goldsboro Road.
Starting Date: 7/13/2015
Completion Date: 7/13/2015
Description: Cut back vegetation from ditch bank for positive drainage.
Man-hours: 1.5hrs.
Equipment: New Holland tractor.
Materials: N/A

Location: FEMA Lots, Rand Street, 9th and Johnston, Birch cul-de-sac, 4th and North, Johnston and 9th, Berkshire Rd, Powell and Coats.
Starting Date: 7/14/2015
Completion Date: 7/20/2015
Description: Cut back right of way areas and FEMA lots.
Man-hours: 32hrs.
Equipment: 402 pickup with trailer, Scag mowers, bush hog tractor plus hand tools
Materials: N/A

Location: S 3rd and Johnston, S 2nd and Wellons, Wilson Mills and Hamilton, 705, 707, 1006 North Street, 633 Venture Drive, 22B N Sussex, 3, 7, 13 Eden Drive, Maple and Cherry, Bridge and 3rd, 310 Bridge Street, Vermont and Hood, 3rd and Johnston.
Starting Date: 7/21/2015
Completion Date: 7/31/2015
Description: 21 Potholes were filled with Perma Patch asphalt.
Man-hours: 16HRS.
Equipment: 402 pickup plus hand tools.
Materials: 1,000 pounds of perma patch asphalt.

Location: Brookwood Drive Cul-de-sac.
Starting Date: 7/27/2015
Completion Date: 7/27/2015
Description: Replaced a 20ft section of drain line for positive drainage.
Man-hours: 8hrs.
Equipment: 420 Cat backhoe, 405 dump truck.
Materials: 20FT section 15" HDPE DRAIN LINE.

Location: 3rd and Dundee.
Starting Date: 7/28/2015
Completion Date: 7/28/2015
Description: Repaired hole in drain line for positive drainage.
Man-hours: 3hrs.
Equipment: 402 pickup plus hand tools.
Materials: Two 80lbs. bags of concrete.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
July 31, 2015**



I. Statistical Section

- 1 Preventive Maintenances
- 2 North Carolina Inspections
- 50 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The employees of the Public Works Department staff meeting was on job responsibilities and addressed other concerns within the department.

Town of Smithfield
Public Works Sanitation Division
Monthly Report
July 31, 2015



I. Statistical Section

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

- a. Sanitation forces completed 61 work orders
- b. Sanitation forces collected 416.87 tons of household waste
- c. Sanitation forces disposed of 75 loads of yard waste and debris at Spain Farms Nursery
- d. Recycling forces collected 0 tons of clean wood waste (pallets)
- e. Town's forces collected 4.17 tons of construction debris (C&D)
- f. Town's forces disposed of 0 scrap tires
- g. Recycling forces collected 6.45 tons of recyclable plastic
- h. Town's forces collected 2,920 lbs. of cardboard
- i. A total of 0 gallons of cooking oil was collected at the convenience site
- j. Disposed of 2,780 lbs. of plastics & glass
- k. Disposed of 249 gals. of used motor oil

II. Major Revenues

- a. Received \$0.0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 0 lbs. of shredder steel for \$0.00 to Omni Source

III. Major Expenses for the Month:

Bright Leaf Welding & Machine Shop was paid \$676.70 for street sweeper repairs. Peterson Industries was paid \$973.19 for blades for the loader buckets on the knuckle boom loader trucks. Fleet Pride was paid \$556.04 for an air dryer for knuckle boom loader #311.

IV. Personnel Update:

Jackie Mitchell is still out on medical leave. Due to the lack of man power a temporary employee was hired to help out the sanitation crew.

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 the July 4th Celebration and special events held at the Parks. Provided traffic control and event containers for "The Midtown Reunion" and "Fun in the Park" at Smith Collins. The employees of the Public Works Department staff meeting was on job responsibilities and addressed other concerns within the department.



SMITHFIELD
NORTH CAROLINA
Utilities Department
Monthly Report
July 2015

- **Statistical Section**

- Electric CP Demand 30,309 Kw relative to June's demand of was 30,806 Kw .
- Electric System Reliability for was 99.8862% relative to June's 99.99%. The number is down this month due to squirrel on the line July 17. Outage 1.5 – 2 hrs.
- Raw water treated on a daily average was 3.325MG relative to 3.160MG for June; with maximum demand of 3.867MG relative to June's 3.794MG.
- Total finished water to the system was 95.114 MG relative to June's 91.190MG. Average daily for the month was 3.068 MG relative to June's 3.040MG. Daily maximum was 3.603 MG (Tuesday, July 28) relative to June's 3.718 MG. Daily minimum was 2.565MG (Saturday, July 1), relative to June's 2.100 MG.

- **Miscellaneous Revenues**

- Electrical sales were \$1,865,869 relative to June's sales of \$1,608,399
- Water sales were \$190,276 relative to June's \$179,241
- Sewer sales were \$242,794 relative to June's \$232,930
- Johnston County Water purchases were \$56,599 relative to June's \$69,269

- **Major Expenses for the Month**

- Electricity purchases were \$1,285,136 relative to June's \$1,505,149
- Johnston County sewer charge was \$ 159,900 for 52,395MG relative to June's \$254,995 for 84,976MG.

- **Personnel Changes**

- **Water and Sewer Department**

Jeremy Rouse resigned to take a job with DEP

Everette Blackman resigned as Engineering Tech



**Town Of Smithfield
WATER AND SEWER
Monthly Report
JULY 2015**

I. Statistical Section

- REPLACED 12 WATER METERS
- SET 0 METERS FOR NEW ACCOUNTS
- REPAIRED 11 LEAKS
- REPAIRED 4 SEWERS
- WASHED 9573 FEET SEWER LINES
- MADE 0 WATER TAPS, AND 0 SEWER TAP

II. Major Revenues

- NA
-

III. Major Expenses for the Month:

IV. Personnel Update

- JEREMY ROUSE LEFT FOR ANOTHER JOB

V. Miscellaneous Activities:

- RODDED 11 SEWER SERVICES
- INSTALLED 6" VALVE
- SERVICE CALLS 243
- LOCATES 134
- CHECK 18 LIFT STATIONS DAILY
- FLUSHED DEAD ENDS 1 TIME

2,852.125 TOTAL

HYDRANT FLUSHING

SMITHFIELD WATER PLANT
DISTRIBUTION SAMPLING SITE PLAN

STREET NAME	DATE	CHLORINE	TIME	GALLONS	PSI	STREET NAME	DATE	CHLORINE	TIME	GALLONS	PSI
Castle Drive	7/15/2015	3.4	15	5310	10	White Oak Drive	7/24/2015	1.5	30	10620	10
Stephenson Drive	7/16/2015	3.5	15	5310	10	Brookwood Drive	7/24/2015	1.3	30	11310	5
Garner Drive	7/16/2015	3.5	15	7965	10	Runnymede Place	7/23/2015	0.5	45	15930	10
Computer Drive	7/16/2015	3.5	15	5310	10	Nottingham Place	7/23/2015	0.5	45	15930	10
Elm Drive	7/14/2015	3.4	15	5310	10	Heritage Drive	7/24/2015	2.5	30	10620	10
Hillcrest Drive	7/27/2015	4	15	5310	10	Regency Drive	7/9/2015	1	30	39000	60
Skyland Drive	7/15/2015	3.4	15	5310	10	Randers Court	7/8/2015	2	60	63720	40
Eason Street	7/23/2015	1.3	30	31860	40	Noble Street	7/9/2015	1	20	10560	
Holland Drive	7/13/2015	1.5	30	19500	15	Fieldale Dr#1(L)	7/9/2015	2.4	30	31860	40
Parkway Drive	7/24/2015	1	30	31860	40	Fieldale Dr#2(R)	7/9/2015	1.5	30	10620	10
Bratford Street	7/24/2015	1.3	30	15930		Noble Plaza #1	7/23/2015	1.3	30	10620	10
Kellie Drive	7/23/2015	0.4	45	23895		Noble Plaza #2	7/23/2015	0.2	45	15930	10
Edgewater	7/24/2015	1	30	15930		Pincrest Street	7/23/2015	0.4	60	21240	10
Edgcombe	7/24/2015	1.1	30	31860	40	Ava Gardner	7/24/2015	0.3	60	95580	
Magnolia circle	7/23/2015	2	30	15930	40	Waddell Drive	7/13/2015	3	30	10620	10
Valley Wood	7/23/2015	0.3	60	63720	40	Heather Court	7/8/2015	1.5	60	63720	40
Creek Wood	7/24/2015	1	30	31860		Reeding Place	7/8/2015	1.5	60	63720	40
Kay Drive	7/9/2015	1	30	19500	15	S. Sussex Drive	7/23/2015	0.3	30	15930	
Huntington Place	7/19/2015	1.5	30	20190	1	Henly Place	7/13/2015	1.5	30	17430	12
N. Lakeside Drive	7/15/2015	1.5	30	18870	14	Furlonge Street	7/9/2015	3	30	17430	12
Cypress Point	7/15/2015	1.5	30	17430	12	Aspen Drive	7/15/2015	1.5	30	10620	10
Quall Run	7/16/2015	1	30	20190	1	Cedar Drive	7/15/2015	1.8	30	18840	14
British Court	7/14/2015	1.5	30	23100	2	Oak Drive	7/15/2015	1.5	30	19500	15
Tyler Street	7/15/2015	2.3	30	39000	60	Pine Street	7/15/2015	1.5	30	17430	12
Rainbow Drive	7/24/2015	0.9	15	19500	60	Birch Street	7/15/2015	1	30	17430	12
Rainbow Circle	7/24/2015	0.9	15	19500	60	East Street	7/27/2015	4	15	15930	40
Moonbeam Circle	7/24/2015	1.7	15	19500	60	West Street	7/27/2015	4	15	17820	50
Yelverton Road	7/24/2015	2.5	30	31860	40	Ward Street	7/27/2015	3	15	15930	40
Ray Drive	7/24/2015	0.5	15	15930	40	Ryans	7/24/2015	0.5	210	136500	
Will Drive	7/24/2015	0.2	30	31860	40	Water Samples	4 Times			247800	40
Golden Cornal	7/9/2015	3	30	20160	16	Davis Street	7/13/2015	3.5	30	17430	12
Sheltonway						Wellons Street	7/24/2015	3.4	30	31860	40
THM Samples	7/13/2015	2	900	955800		Caroline Ave.	7/13/2015	3.5	30	10620	10
Michael Lane	7/27/2015	4	15	15930	40	Johnston Street	7/13/2015	3.5	30	19500	15
Crestview Drive						HWY 210 LIFT ST.	7/15/2015	3.4	15	7965	
Coor Farm Supply	7/16/2015	3	60	20320		Old Goksboro Rd.	7/30/2015	3	60	42480	



MONTHLY WATER LOSS REPORT

JULY 2015

3/4" LINE – 1/8" HOLE – 1 DAYS

3/4" LINE - BROKE - 4 HOURS

3/4" LINE – 1/8" HOLE – 2 DAYS

3/4" LINE- 1/16" HOLE - 4 DAYS

3/4" LINE -1/4" HOLE- 1 DAY

3/4 " LINE – 1/2 " HOLE - 1 DAY

3/4 " LINE - 1/16 "HOLE – 4 DAYS

3/4 " LINE – 1/16" HOLE - 2 DAYS

3/4" LINE - 1/16"HOLE – 2 DAYS

2" LINE – 1/8" HOLE – 1 DAY

2" LINE - 1/8"HOLE - 1 DAY

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

**July '15
Monthly Totals**

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.80	19.5	3.092	3.114	0.0845	3.030	97.98
2	3.80	18.0	3.512	3.181	0.0877	3.093	88.08
3	3.80	22.5	3.549	3.123	0.0869	3.038	85.55
4	3.80	19.0	3.010	2.890	0.0871	2.803	93.12
5	3.80	21.0	3.298	3.116	0.0898	3.027	91.84
6	3.80	17.0	2.865	3.220	0.0516	3.168	110.59
7	3.80	20.0	3.213	3.093	0.1209	2.972	92.50
8	3.80	20.0	3.211	3.276	0.0885	3.190	99.33
9	3.80	23.5	3.728	3.349	0.0882	3.261	87.47
10	3.80	20.5	3.318	3.420	0.0887	3.331	100.46
11	3.80	18.5	2.964	2.646	0.0811	2.565	86.54
12	3.80	16.5	2.614	2.675	0.0813	2.594	99.22
13	3.80	23.5	3.748	3.130	0.0903	3.040	81.08
14	3.80	20.5	3.188	3.023	0.0790	2.944	92.35
15	3.80	21.0	3.383	3.056	0.0880	2.968	87.73
16	3.80	21.0	3.331	3.030	0.0874	2.943	88.33
17	3.80	22.0	3.417	3.272	0.0901	3.182	93.12
18	3.80	22.0	3.495	3.108	0.0896	3.018	86.36
19	3.80	22.0	3.533	3.113	0.0901	3.023	85.56
20	3.80	21.5	3.388	3.059	0.0918	2.967	87.58
21	3.80	18.0	2.800	2.665	0.0865	2.799	99.95
22	3.80	24.0	3.811	3.330	0.0942	3.238	84.91
23	3.80	19.0	2.999	3.139	0.0900	3.049	101.67
24	3.80	22.5	3.582	3.335	0.0940	3.241	90.48
25	3.80	20.0	3.146	2.989	0.0893	2.900	92.17
26	3.80	20.0	3.204	3.058	0.0898	2.968	92.64
27	3.80	21.5	3.323	3.184	0.0922	3.092	93.04
28	3.80	22.5	3.559	3.699	0.0965	3.603	101.22
29	3.80	22.0	3.597	3.589	0.0935	3.498	97.18
30	3.80	21.0	3.346	3.304	0.0904	3.214	96.04
31	3.80	24.0	3.867	3.459	0.0946	3.364	87.00
Total	117.80	644.0	103.088	97.865	2.751	95.114	92.26
Avg	3.80	20.8	3.325	3.157	0.089	3.068	
Max	3.80	24.0	3.667	3.699	0.121	3.603	
Min	3.80	16.5	2.814	2.648	0.052	2.565	



**Town of Smithfield
Electric Department
Monthly Report
July, 2015**

I. Statistical Section

- Street Lights repaired -37
- Area Lights repaired -15
- Service calls - 59
- Underground Electric Locates -80
- Poles changed out or installed -6
- Underground Services Installed -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety Meeting on Hazard Communication.

V. Miscellaneous Activities:

- Continuing Conversion work of transformers on far South side.
- Done approximately 146 turn off & on for Meter Dept.
- Trimmed limbs along streets for Street Dept.
- Put up Flags for Street Dept. from 5th St. to Brightleaf Blvd.
- Substation work for Solar farm is ongoing.
- Installed breaker panels for 4th of July festivities.

