



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

# Town Council Agenda Packet

Meeting Date: Tuesday, November 12, 2019

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING NOVEMBER 12, 2019  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentation:**

- 1. Administering Oath of Office to New Police Officer Angie Tyndall**  
(Mayor – M. Andy Moore) See attached information.....1
- 2. Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the Year**  
(Public Utilities Director – Ted Credle) See attached information.....3
- 3. Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the Year**  
(Public Utilities Director – Ted Credle) See attached information.....7
- 4. Public Library of Johnston County and Smithfield Update**  
(Library Board of Trustees Chairman – Jeff Jennings)

**Public Hearings:**

- 1. SUP-19-12 Edilzar Ortiz:** The applicant is requesting a special use permit to allow for tire dealer and service on property located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection of Massey Street and South Brightleaf Boulevard and further identified as Johnston County Tax ID# 15027004  
(Planning Director – Stephen Wensman) See attached information.....11

- 2. Smithfield Town Plan:** The Planning Department is requesting the review and consideration of the proposed Town of Smithfield Comprehensive Land Use and Transportation Plans  
(Planning Director – Stephen Wensman) See attached information.....27

**Citizens Comments**

- 1. Ross Lampe**

**Consent Agenda Items**

- 1. Approval of Minutes:**
  - a. October 1, 2019 – Regular Meeting**.....39
  
- 2. Special Event – Turkey Trot:** The Clayton General Store is requesting approval to hold a 5k and Family Fun Run on November 23, 2019 at 1025 Outlet Center Drive from 10:00amd until 9:00pm. Amplified sounds is requested for this event  
(Planning Director – Stephen Wensman) See attached information.....51
  
- 3. Career Ladder – Water Plant:** Consideration and request for approval to promote a Water Plant Operator I to a Water Plant Operator II  
(Public Utilities Director – Ted Credle) See attached information.....55
  
- 4. Career Ladder – Fire Department:** Consideration and request for approval to promote three firefighters from the rank of Firefighter I to the rank of Firefighter II  
(Fire Chief – John Blanton) See attached information.....59
  
- 5. Bid Award to Asheville Ford in the amount of \$29,267.69 for the purchase of a 2020 Ford F250 Pickup truck for the Public Works General Service Division**  
(Public Works Director – Lenny Branch) See attached information.....63
  
- 6. Bid Award to James River Equipment in the amount of \$25,595.37 for the purchase of a John Deere 3038E tractor with four in one bucket**  
(Parks and Recreation Director – Gary Johnson) See attached information.....77
  
- 7. Consideration and request for approval of budget amendments**  
(Finance Director – Greg Siler) See attached information.....83
  
- 8. Consideration and request for approval to appoint eleven members to the Stormwater Advisory Committee**  
(Planning Director – Stephen Wensman) See attached information.....85



**9. Consideration and request for approval to reappoint Mike Fleming to the Johnston County Economic Development Committee representing the Town of Smithfield**  
(Town Clerk – Shannan Parrish) See attached information.....119

**10. Advisory Board Appointments**

**a.** Julia Narron has submitted an application for consideration to be appointed to serve a first term on the Appearance Commission

**b.** Doris Wallace has submitted an application for consideration to be appointed to serve a first term on the Planning Board  
(Town Clerk – Shannan Parrish) See attached information.....123

**11. New Hire Report**

(Human Resources Director – Tim Kerigan) See attached information.....129

**New Business Items:**

**1. Consideration and request for approval to sell property located at 801 Second Avenue by using the upset bid process**  
(Town Manager – Michael Scott) See attached information.....131

**2. Consideration and request for approval to retain the ladder truck**  
(Fire Chief – John Blanton) See attached information.....135

**3. Consideration and request for approval to allow Johnston County to place a force main within the Town sewer easement along a portion of the Neuse River**  
(Public Utilities Director – Ted Credle) See attached information.....139

**Councilmember’s Comments**

**Town Manager’s Report**

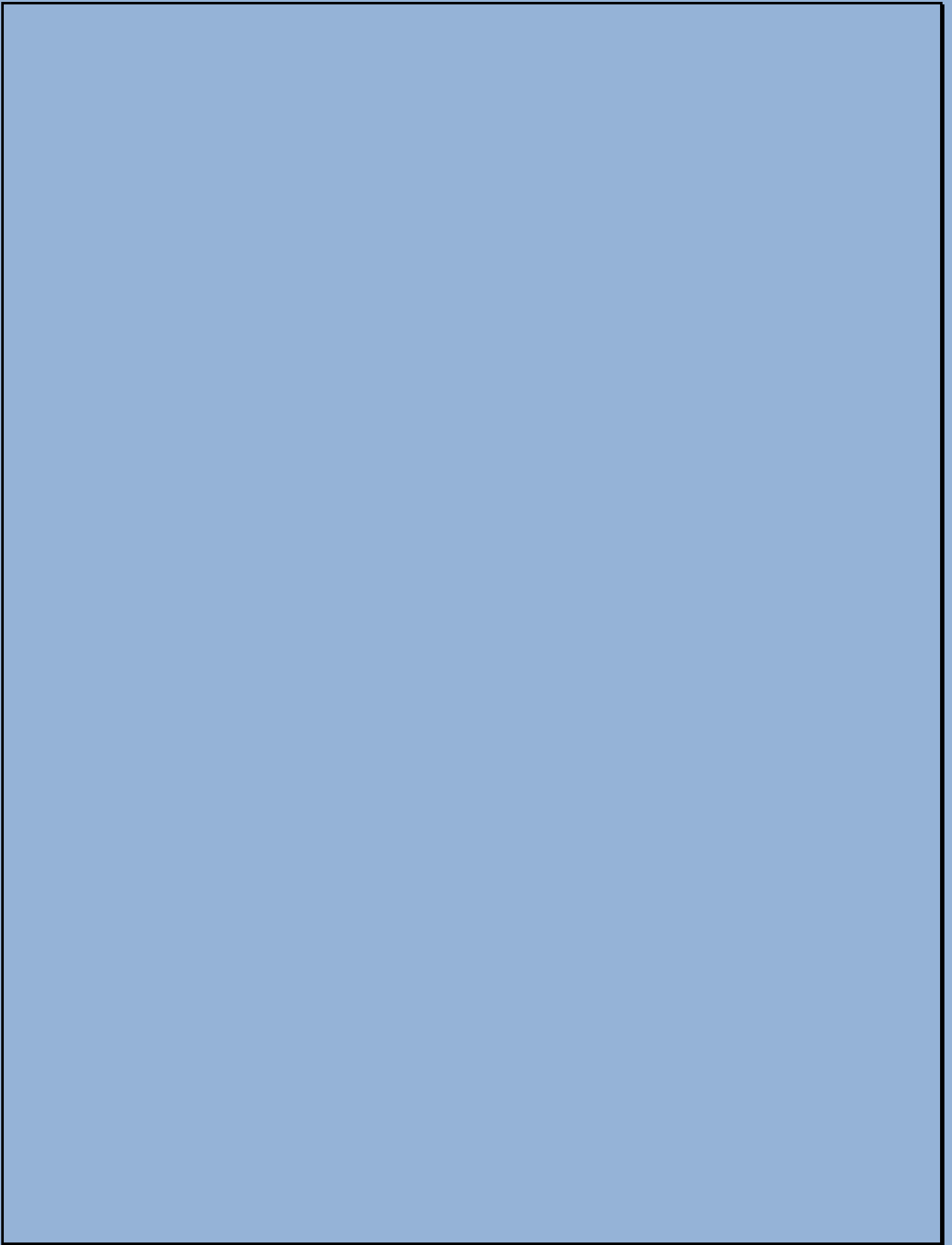
- Financial Report (See attached information).....143
- Department Reports (See attached information).....147
- Manager’s Report (Will be provided at the meeting)

**Closed Session:** Pursuant to NCGS 143-318.11 (a) (3), (4) and (5)

**Adjourn**



# Presentations





# Request for Town Council Action

**Presentation:** Police  
**Oath of Office**  
**Date:** 11/12/2019

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**Subject:** Police Oath of Office  
**Department:** Police Department  
**Presented by:** Chief R.K. Powell  
**Presentation:** Presentation

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## Issue Statement

The Police Department has hired a new officer to fill an existing vacancy within the Police Department. Angie Lynn Tyndall was hired to fill this position. Officer Tyndall has been assigned to the Patrol Division to fill one of the vacant slots. Officer Tyndall has prior Law Enforcement experience.

## Financial Impact

Salary will be covered by current budget.

## Action Needed

Angie Tyndall needs to be sworn in and welcomed to the Smithfield Community.

## Recommendation

Angie Tyndall needs to be sworn in and welcomed to the Smithfield Community.

Approved:  Town Manager  Town Attorney

Attachments:

1. Oath of Office





# Request for Town Council Action

**Presentation:** Potable  
Water  
Distribution  
System  
**Date:** 11/12/2019

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**Subject:** NC AWWA-WEA Award Presentation  
**Department:** Public Utilities  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Presentation

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## Issue Statement

Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the year.

## Financial Impact

None

## Action Needed

Accept the Award as was given by the NC AWWA-WEA

## Recommendation

Staff recommends acceptance of the award

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Letter of Notification



# Staff Report

**Presentation:**  
**Potable  
Water  
Distribution  
System**

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The purpose of the NC AWWA-WEA North Carolina Water Distribution System of The Year Award is to identify and recognize the municipality that protects the public health through pro-active practices of management, operations and maintenance of their water distribution system beyond minimum standards.

To assist in these efforts the Water Distribution System committee shall annually recognize water distribution systems in North Carolina based on the size of their system. In 2019, only three systems in North Carolina were selected for this honor and for the third consecutive year, the Town of Smithfield has won their category!

Recipients of the award will have demonstrated that they perform quality water system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their distribution system in good working condition to minimize health hazards.

The award honors the system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their water distribution system facilities. The recipient's staffs make the most of their available resources, no matter how great or small.



## 2019 OFFICERS

### CHAIR

DAVID SAUNDERS, P.E.  
HDR

### CHAIR-ELECT

JEFF COGGINS, P.E.  
Black & Veatch

### PAST CHAIR

(JAMES) RAY COX, P.E.  
Highfill Infrastructure Engineers

### SECRETARY

STEVE HAMILTON  
Wayne Water Districts

### TREASURER

BRIAN TRIPP, P.E.  
WK Dickson

### VICE-CHAIR

KENNETH WALDROUP, P.E.  
City of Raleigh Public Utility Dept.

### TRUSTEES

COURTNEY DRIVER  
Winston-Salem/Forsyth County  
Utilities

RACHEL MONSCHIN  
Town of Cary

TOM BACH  
City of Concord

KEVIN IRBY  
CDM Smith

### AWWA DIRECTOR

RON HARGROVE  
Charlotte Water

### WEF DELEGATES

BETSY DRAKE  
Town of Cary

CHRIS BELK  
Hazen & Sawyer

### PROFESSIONAL WASTEWATER OPS REP

ANTHONY MENCOME  
Heyward Inc.

### PROFESSIONAL WATER OPS REP

BEN KEARNS  
Cape Fear Public Utility Authority

### EXECUTIVE DIRECTOR

CATRICE JONES, CAE  
cjones@ncsafewater.org

September 19, 2019

Town of Smithfield

230 Hospital Road

Smithfield, NC 27577

Dear Town of Smithfield,

Congratulations to the Town of Smithfield on receiving the **2019 Distribution System of the Year**. NC AWWA-WEA would like to recognize your utility for this accomplishment during the Monday Awards Ceremony at our 99<sup>th</sup> Annual Conference in Raleigh, NC. **The Monday Awards Ceremony will take place Monday, November 4, 2019 from 4:00 p.m. - 5:00 p.m. in Exhibit Hall.** During the Monday Awards Ceremony, a representative from your utility will be invited on stage for a brief award presentation. Immediately following the event, a professional photographer will be available to take photos of all award recipients.

Attendance at the Monday Awards Ceremony is included in the Full Conference or Monday Only registration types at no additional charge. If you are not registered to attend the Annual Conference, we are happy to offer complementary attendance at the Yes so that you may be recognized.

**To help us prepare for the Annual Conference, please RSVP no later than Monday, October 21, 2019.** There are two methods to submit your RSVP; Email [jpicarella@ncsafewater.org](mailto:jpicarella@ncsafewater.org), Phone (919) 784-9030 x1004 or RSVP online at <https://www.ncsafewater.org/event/AC19MondayAwards>. When you RSVP, please let us know if you will be attending and if you will be bringing any guests. Each award recipient may bring one guest at no charge.

Congratulations again on your outstanding accomplishment and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

Sincerely,



Catrice Jones, CAE  
Executive Director, NC AWWA-WEA





# Request for Town Council Action

**Presentation:** Sanitary  
Sewer  
Collection  
System  
**Date:** 11/12/2019

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**Subject:** NC AWWA-WEA Award Presentation  
**Department:** Public Utilities  
**Presented by:** Public Utilities Director -Ted Credle  
**Presentation:** Presentation

---

## Issue Statement

Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year.

## Financial Impact

None

## Action Needed

Accept the Award as was given by the NC AWWA-WEA

## Recommendation

Staff recommends acceptance of the award

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Letter of Notification



# Staff Report

**Presentation:** Sanitary  
Sewer  
Collection  
System

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The purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award is to identify and recognize the municipality that protects the public health and the natural beauty of the environment through pro-active practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit.

To assist in these efforts, the committee annually recognizes three wastewater collection systems in our state based on the size of their collection system (small, medium & large systems). For the third consecutive year, the Town of Smithfield won their size category!

Recipients of the award will have demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer over flows during both wet weather and dry weather conditions.

The award honors the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their wastewater collection system facilities. The recipient's staff prove themselves to make the most of their available resources, no matter how great or small.



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HDR

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BEN KEARNS  
Cape Fear Public Utility Authority

### EXECUTIVE DIRECTOR

CATRICE JONES, CAE  
cjones@ncsafewater.org

September 19, 2019

Town of Smithfield Public Utilities Department

230 Hospital Road

Smithfield, NC 27577

Dear Town of Smithfield Public Utilities Department,

Congratulations to the Town of Smithfield Public Utilities Department on receiving the **2019 Collection System of the Year**. NC AWWA-WEA would like to recognize your utility for this accomplishment during the Monday Awards Ceremony at our 99<sup>th</sup> Annual Conference in Raleigh, NC. **The Monday Awards Ceremony will take place Monday, November 4, 2019 from 4:00 p.m. - 5:00 p.m. in Exhibit Hall.** During the Monday Awards Ceremony, a representative from your utility will be invited on stage for a brief award presentation. Immediately following the event, a professional photographer will be available to take photos of all award recipients.

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Congratulations again on your outstanding accomplishment and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

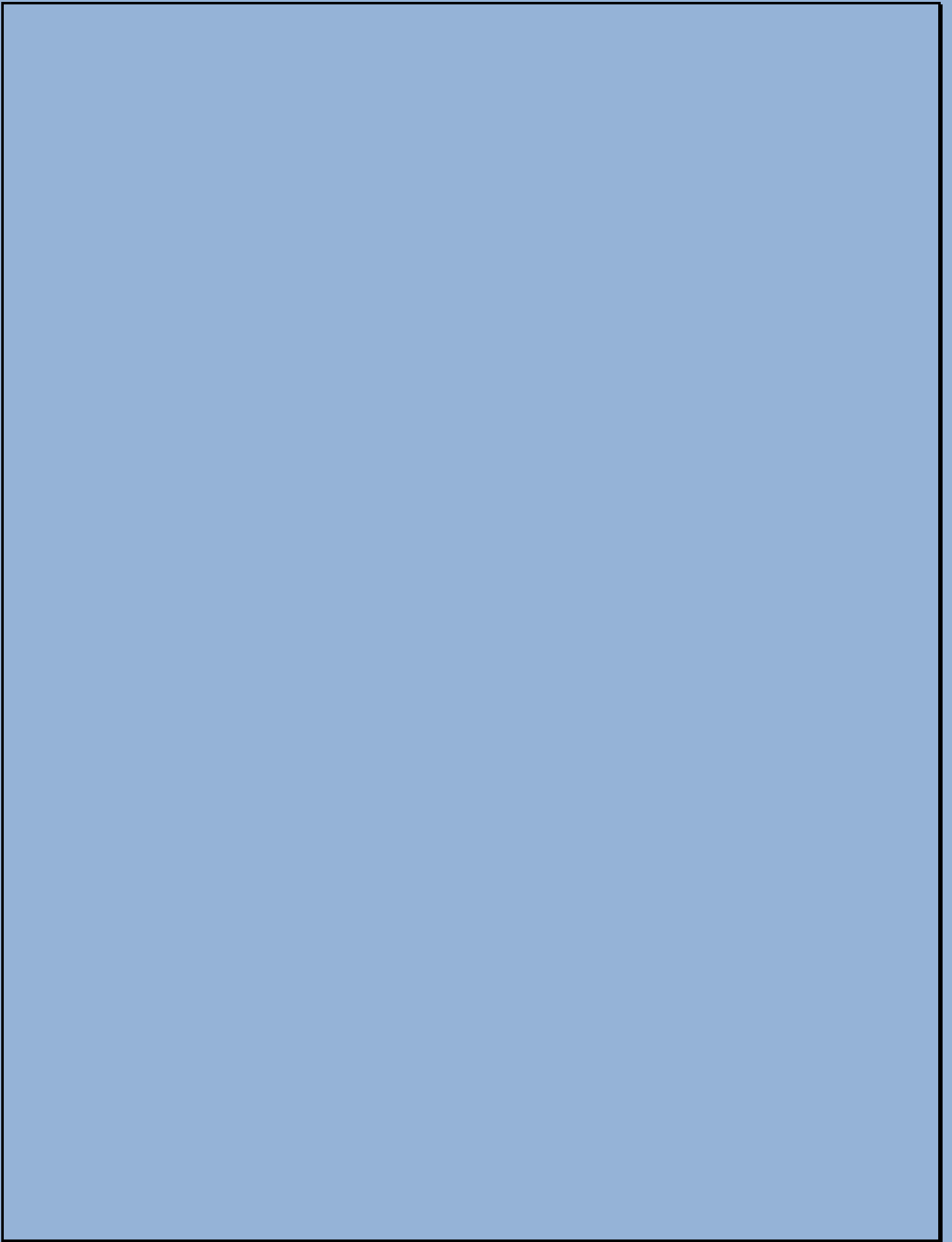
Sincerely,



Catrice Jones, CAE  
Executive Director, NC AWWA-WEA



# Public Hearings







# Request for Town Council Action

Public  
Hearing: SUP-19-12  
Date: 11/12/2019

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Subject: Ortiz Tires LLC Special Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Public Hearing

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## Issue Statement

Edilzar Ortiz is requesting a special use permit to operate a tire sales/changing business at 116 S. Brightleaf Boulevard.

## Financial Impact

None

## Action Needed

The Council is requested to hold a quasi-judicial hearing on SUP-19-12 and decide whether to deny, approve or approve with conditions based on findings of fact.

## Recommendation

Staff recommends approval of SUP-19-12 with conditions based on the draft findings of fact.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Statement of Findings of Fact
3. Application
4. Aerial Photo of Site
5. Adjacent Property Notification & Listing



# Staff Report

Public  
Hearing SUP-  
Agenda 19-12  
Item:

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## REQUEST:

Edilzar Ortiz is requesting approval of a special use permit to operate a Tire Sales and Service business on a property located at 116 S. Brightleaf Boulevard in the B-2 General Business District.

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## PROJECT DATA:

Application Number:	SUP-19-12
Project Name:	Ortiz Tire LLC
TAX ID number:	15027004
NCPIN:	169419-60-2220
Town Limits/ETJ:	Town of Smithfield
Applicant:	Edilzar Ortiz
Owners:	Julian Baker Jr.
Agents:	N/A
Site Acreage:	0.123 acres
Present Zoning:	B-2 General Business
Proposed Zoning:	N/A
Existing Use:	Vacant
Proposed Use:	Tire change/tire sales business
Water Service:	Town of Smithfield
Sewer Service:	Town of Smithfield
Electrical Service:	Town of Smithfield
Fire District:	Town of Smithfield

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## PROPERTY LOCATION /DESCRIPTION:

The 0.123-acre property is located at the south-west corner of Massey Street and S. Brightleaf Boulevard in the B-2 zoning district. This is a nonconforming property with a nonconforming building. The lot is smaller than the minimum lot size for the B-2 zoning district and the building does not meet district setbacks, lacks landscaping, dumpster screening, required paved parking, or defined driveway. There is a public sidewalk along the Massey Street frontage, but none along S. Brightleaf Boulevard.

The building is approximately 2000 sq. ft. in area and has two garage doors and a pedestrian entrance facing S. Brightleaf Boulevard. A small office area is adjacent to Massey Street. The building is setback onto the rear and Massey Street property lines (zero setback), but appears to have a required 15' interior side setback. The building setback from the Brightleaf right-of-way is about 24 feet;

whereas, the UDO requires 50 feet. The limited setback limits parking to approximately 4-6 parked vehicles. The parking surface is gravel and there are no curbs, curb-stops and the gravel surface extends to the Brightleaf Boulevard curb.

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**ADJACENT ZONING AND LAND USES:**

	<b>Zoning</b>	<b>Existing Use</b>
<b>North:</b>	B-2	Commercial – Hills of Snow
<b>South:</b>	B-2	Vacant Commercial – former Brightleaf Billiards
<b>West:</b>	B-2	Vacant land
<b>East:</b>	B-2	Auto sales

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**ENVIRONMENTAL:** There does not appear to be any environmentally sensitive areas impacted by the use.

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**STAFF ANALYSIS AND COMMENTARY:**

Article 6, Section 6.5 requires Tire Sales and Service businesses require a special use permit approved by the Town Council. The property’s commercial building is well suited for a tire sale and service establishment with its two service bays and office. The building has been used as an auto repair shop in the past. The adjacent properties are commercial in nature and the use would not likely negatively impact adjacent properties.

**Parking/Bufferyard and Dumpster Screening.** The UDO contains triggers for compliance with parking, bufferyard and dumpster screening requirements, Section 10.8, and as such, the proposed use does not trigger compliance.

The UDO does not specify a specific parking ratio for some land uses and the required parking is left to the UDO Administrator to determine. Retail uses require 1 parking stall per 200 sq. ft., and office uses require 4 spaces per 1000 sq. ft. Based on similar tire shops in the area, the typical parking is one or two cars for customers plus one per employee. With two service bays, it is feasible there could be at least two employees and at least two customers waiting for service at any one time. With gravel area large enough to accommodate 4-6 parking stalls, there appears to be adequate parking for the proposed use. Handicap parking cannot be adequately addressed with the gravel surface, however, building code has an exemption for older structures such as this one.

No landscaping, dumpster or screening have been proposed with this request.

**Site Access.** The site has adequate vehicular access with two 30 ft. wide driveway curb cuts. There is a public sidewalk along Massey Street that is in poor condition and no sidewalk along S. Brightleaf Boulevard.

**Display.** Tire changing businesses typically display new tires for sale in the front of their businesses. The building has a concrete apron in the front of the service bays and the area in between that has space for tire display.

**Waste Tires.** Storage of waste tires is another frequent issue found with tire changing businesses. There is no outside storage area associated with this property to contain waste tires. A storage area is needed to contain waste tires until they can be picked up for off-site recycling or disposal. Staff recommends the applicant either construct a screened outside storage area, or store the tires indoors until they can be picked up.

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**DRAFT FINDINGS OF FACT:**

The UDO, Article 4, sets forth eight findings of fact that are required for approval of a special use permit through a quasi-judicial process. (Please see the attached application which contains the applicant's findings of fact). Staff's findings are shown in *Bold/Italics* below:

**4.9.3.5.1.** The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare. *The tire dealer and service business will not be detrimental to or endanger the public health, safety, or general welfare if there is a provision for waste tire storage that is screened from public view.*

**4.9.3.5.2.** The special use will be in harmony with the existing development and uses within the area in which it is to be located. *The tire dealer and service business will be in harmony with existing development given that the surrounding area is all zoned B-2 General Business and there are a variety of auto oriented business in the adjacent area.*

**4.9.3.5.3.** The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. *The tire dealer and service business will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. The area is nearly fully developed and the special use is in keeping with other uses permitted in the district.*

**4.9.3.5.4.** Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. *There are adequate utilities, good road access off of S. Brightleaf Blvd., and adequate parking for the proposed use. With a provision for tire storage, either screened outside, or within the building, there should be adequate facilities provided.*

**4.9.3.5.5.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *The tire dealer/ service business is not a high traffic generating land use and there is adequate ingress and egress to the site.*

**4.9.3.5.6.** The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. *The site is nonconforming in lot size, setbacks, parking, buffering/landscaping and dumpster storage, however the nonconforming regulations and triggers for compliance in Article 10, Section 10.8 of the UDO are not triggered by this land use.*

**4.9.3.5.7.** Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. *The site has adequate vehicular access and public parking. There is a sidewalk along the Massey Street frontage, but no public sidewalk along S. Brightleaf Boulevard.*

**4.9.3.5.8.** The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council. *The site has adequate public vehicular access and public parking.*

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**RECOMMENDED CONDITIONS OF APPROVAL:**

Staff recommends approval of the proposed tire sales and storage use with the following conditions:

1. That tire sale display be limited to areas on the concrete apron in front of the building.
2. That worn tires be stored in a screened, outdoor facility with a 6' high durable opaque fence with landscaping surrounding, or inside the building.
3. That all service work be conducted entirely within the building.

**TOWN COUNCIL ACTION REQUESTED:**

The Smithfield Town Council is requested to hold a quasi-judicial hearing to review the petition for SUP-19-12 and determine whether to approve, approve with conditions, or to deny it with findings of fact.

**Town of Smithfield  
Special Use Permit Application  
Finding of Fact / Approval Criteria**

**Application Number:** SUP-19-12      **Name:** Oritz Tires LLC

**Request:** The applicant seeks a special use permit to operate a tire sales and service business on property located within a B-2 (General Business) zoning district. The property considered for approval is located at 116 S. Brightleaf Boulevard, at the southwest corner of Massey Street and S. Brightleaf Blvd, further identified as Johnston County Tax ID# 15027004

In approving an application for a special use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Town Council may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Town Council. The Town Council shall include in its comments a statement as to the consistency of the application with the Town's currently adopted Comprehensive Plan. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which the below requires.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**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 stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, I move to approve Special Use Permit Application # SUP-19-12 with the following condition:*

1. That tire sale display be limited to areas on the concrete apron in front of the building.
2. That worn tires be stored in a screened, outdoor facility with a 6' high durable opaque fence with landscaping surrounding, or inside the building.
3. That all service work be conducted within the building.

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-19-12 for the following stated reason:*

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**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-19-12 is hereby:**

\_\_\_\_\_ **approved upon acceptance and conformity with the following conditions:**

1. That tire sale display be limited to areas on the concrete apron in front of the building.
2. That worn tires be stored in a screened, outdoor facility with a 6' high durable opaque fence with landscaping surrounding, or inside the building.
3. That all service work be conducted entirely within the building

\_\_\_\_\_ **denied for the noted reasons.**

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**Decision made this 12th day of November, 2019 while in regular session.**

\_\_\_\_\_  
**M. Andy Moore, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Shannan L. Parrish, Town Clerk**







**OWNER INFORMATION:**

Name: Julian E Baker Jr  
Mailing Address: 1 Eden Dr Smithfield NC 27577  
Phone Number: 919-934-7493 Fax: \_\_\_\_\_  
Email Address: julianjaybird@aol.com

**APPLICANT INFORMATION:**

Applicant: Edilzar Ortiz  
Mailing Address: 405 N. 11th Street, Smithfield 27577  
Phone Number: (919) 300-9561 Fax: (919) 400-4611  
Contact Person: Aracely El Bascha (910) 260-1678  
Email Address: Aelbascha@live.com

**STATEMENT OF JUSTIFICATION**

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

The building has previously served as an automotive type garage. As the owner of the property, it is difficult to rent the building. As a result, I'd like to operate a tire changing and light mechanic type business from the property. cars will not be stored over night as this intended use is for quick mechanic type jobs.



## REQUIRED FINDING OF FACT

Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a Special Use Permit to address the following findings. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which this section requires. The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

- 1) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.  
The business will not endanger the health safety or general welfare of the area because all operations will occur within the building.
- 2) The special use will be in harmony with the existing development and uses within the area in which it is to be located.  
This business will be in harmony with the area because it once served as an auto mechanic shop.
- 3) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.  
The business will not impede the normal orderly development because work will be conducted from 7am until 7pm
- 4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.  
The property is located at 116 S. brightleaf Blvd and already has adequate utilities, road frontage drainage and parking for a fire changing and light mechanic shop.
- 5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.  
The property currently has adequate ingress and egress for the property
- 6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.  
The business will conform to all applicable regulations
- 7) Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.  
The property owner will follow all recommendations from the town
- 8) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.  
The proposed use will be in conformity because it once served as an automotive mechanic shop.



## REQUIRED SITE PLAN INFORMATION

*Article 5 of the Town of Smithfield Unified Development Ordinance requires a site plan be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan. The site plan shall contain the following information, if applicable as determined by the UDO Administrator:*

- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
- 3) Parcel Identification Numbers (PIN) for site and adjacent properties.
- 4) Deed book and page reference demonstrating ownership of property.
- 5) Location of all existing and proposed structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- 6) Building setback, side line, and rear yard distances.
- 7) Location of watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- 8) All existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level, and significant soil conditions.
- 9) Topography showing existing and proposed contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- 10) The zoning of the property, including zoning district lines where applicable.
- 11) Lot line dimensions and property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).
- 12) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part I.
- 13) Types of surfaces for drives, sidewalks, and parking areas.
- 14) Location and design of existing and proposed sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- 15) Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television.
- 16) Location of all US Clean Water Act Section 404 wetland areas, located of detention/retention ponds (Best Management Practices), riparian buffers and impervious surface areas with area dimensions, and ratios of impervious surface to the total size of the lot.
- 17) The location of all common areas.
- 18) The location and dimensions of all areas intended as usable open space, including all recreational areas. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 19) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 10, Part II. The plan shall include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name.
- 20) Proposed site lighting.

**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 Special 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.*

Edilzar Detiz  
Print Name

Edilzar Detiz M  
Signature of Applicant

10/4/19  
Date



# OWNER'S CONSENT FORM

Name of Project: Oritz Tire LLC      Submittal Date: 10/4/19

## OWNERS AUTHORIZATION

I hereby give CONSENT to Eckhar Ortiz (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

[Signature]      Julian E Baker Jr      10/4/19  
Signature of Owner      Print Name      Date

## CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify 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.

[Signature]      Julian E Baker Jr      10/4/19  
Signature of Owner/Applicant      Print Name      Date

## FOR OFFICE USE ONLY

File Number: \_\_\_\_\_ Date submitted: \_\_\_\_\_ Date received: \_\_\_\_\_

# 100 Block of South Brightleaf Boulevard

**Project Name:**  
Ortiz Tires, LLC

**File Number:**  
SUP-19-12

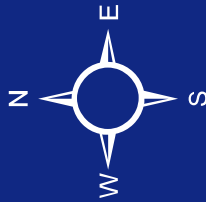
**Existing Zoning:**  
B-2 (Business)

**Property Owner:**  
Julian Baker Jr.

**Applicant:**  
Edilzar Ortiz

**Location:** 116  
S. Brightleaf Blvd.

**Tax ID#** 15027004



1 in = 60 ft



TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15027004	169419-60-2220	BAKER, JULIAN E JR	11 Eden Drive	SMITHFIELD	NC	27577-0000
15027005	169419-60-1250	ATKINSON, LAFAYETTE	48 SOUTH RD	WHITE PLAINS	NY	10603-2816
15027044	169419-60-1193	ATKINSON, LAFAYETTE	48 SOUTH RD	WHITE PLAINS	NY	10603-2816





PLANNING DEPARTMENT  
Mark E. Helmer, AICP, Senior Planner

**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-19-12, were notified by First Class Mail on 10-28-19.

  
Signature

Johnston County, North Carolina

I, Julianne Edmonds, 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

28th day of October, 2019

  
Notary Public Signature

  
Notary Public Name

My Commission expires on January 15, 2023  
(Seal)







# Request for Town Council Action

Public Hearing: Town Plan  
Date: 11/12/2019

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Subject: Adoption of Town Plan  
Department: Planning Department  
Presented by: Planning Director - Stephen Wensman  
Presentation: Public Hearing

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## Issue Statement

**Planning Staff is requesting the Council consider the adoption of the "Town Plan", the Comprehensive Growth Management Plan and Transportation Plan.**

## Financial Impact

None

## Action Needed

**Hold a public hearing, review the "Town Plan" and** consider whether to adopt, adopt with changes or need for further review.

## Recommendation

**Planning Staff and the Planning Board recommend the Town Council adopt the "Town Plan", the Comprehensive Growth Management Plan and Transportation Plan.**

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Current Town Plan as amended since July 22 Draft (available upon request)



# Staff Report

Public  
Hearing    Town  
                  Plan

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## Overview:

The Town of Smithfield hired Stewart to prepare the comprehensive growth management plan update and Kimley-Horn to prepare an update to the transportation plan update in early 2018. The Town facilitated a combined planning and public engagement process with **Stewart and Kimley Horn to prepare the updates of the combined, "Town Plan"**.

The public engagement process included stakeholder interviews, two surveys, two public open house meetings, public engagement at the Ham and Yam festivals and the Smithfield-Selma Strong events. The Plan was guided by a citizen Town Plan Steering Committee comprised of a diversity of stakeholders including business owners, citizens, youth, education officials, real estate and development professionals, historians, etc. The Steering Committee met eight times during the planning process to provide input and guidance on the plan preparation.

## Town Plan:

**The Town Plan is the Town's 20-year** vision for future growth for both land use and transportation. The Plan identifies planning goals, policies and planning actions to achieve the vision. The Plan vision for Smithfield is:

"Smithfield will be a place of opportunity for everyone. It will grow in ways that are true to its history, character and charm by investing in a vibrant downtown and connections to the river, balancing growth, and creating safe, healthy neighborhoods"

In support of the vision statement, the following five goals have been identified:

- Balanced growth
- Vibrant downtown
- Healthy neighborhoods
- Community character, and
- Move and Connect.

The first four goals are focused primarily on land use and the fifth, transportation.

The Town Plan is comprised of four volumes:

1. Introduction – this section provides a plan overview of the combined planning process including the background and analysis and community engagement that informed the preparation of the land use plan and transportation plan.
2. Comprehensive Growth Management Plan- this section is focused on future land use.
3. Transportation Plan –this section focused on future transportation infrastructure to support the future land use plan.
4. Appendix- this section contains all the background documents from the public engagement process.

### Comprehensive Growth Management Plan.

The plan identifies a diversity objectives, policies and strategies to achieve the goals (Balanced growth, Vibrant downtown, Healthy neighborhoods, Community character) with an emphasis on:

- Mixed use areas (commercial, residential, and office).
- Economic development.
- Enhanced town gateways.
- **New housing addressing the “missing middle”, housing options lacking and needed in the town.**
- Protection and enhancement of existing neighborhoods.
- Balance of growth and environmental protection.
- Economic development opportunities.
- Strengthen and support Downtown.
- Parks, recreation and trails.

The Plan also provides an Action Plan, with short to long term actions to achieve the vision, goals and recommendations.

### Transportation Plan.

The updated transportation plans **goal, “move and connect”, updates the Town’s functional class system for roads**, and provides road right-of-way recommendations that include:

- Corridor improvements – Access and operations, capacity and mobility, and modernization.
- Intersection/interchange improvements – realignment, driveway consolidation, signalization, improved crossings, round-a-bout, turn lanes, signage, and restricted crossing U-turn intersection.
- Roadway Maintenance.
- Specific outlet center drive round-a-bout.
- US 70 Business/E. Market Street rail bridge.
- US 301 Gateway.
- Bicycle and Pedestrian Recommendations.

The Plan also identifies transportation funding opportunities and an Action Plan, with short to long term actions to achieve the vision, goal of Move and Connect and recommendations.

## Planning Board Review:

The Planning Board held a meeting on July 11, 2019 and August 1, 2019 and unanimously voted to table the request at both meetings in order to better understand community comments and how the plan addresses to comments.

The Planning Board, at its September 5, 2019 meeting recommended approval by a 4-1 vote.

Issues discussed at the Planning Board meeting primarily pertained to:

- The Downtown Support land use policies and recommendations – concerns about commercial encroachments into neighborhoods, expansion of the Municipal Service Tax District.
- Concerns about Parks recommendations, park maintenance and route of the Mountains to Sea Trail.

## Recommendation:

Planning Staff and the Planning Board recommend the Town Council consider to adopt the **“Town Plan”, the Comprehensive Growth Management Plan and Transportation Plan.**

**Draft  
Town of Smithfield  
Planning Board Minutes  
Thursday, October 3, 2019  
6:00 P.M., Town Hall, Council Chambers**

**Members Present:**

Chairman Stephen Upton  
Vice-Chair Mark Lane  
Teresa Daughtry  
Debbie Howard  
Michael Johnson

**Members Absent:**

Alisa Bizzell  
Ashley Spain

**Staff Present:**

Stephen Wensman, Planning Director  
Mark Helmer, Senior Planner  
Julie Edmonds, Administrative Support Specialist

**Staff Absent:**

**CALL TO ORDER**

**SWEARING IN OF DEBBIE HOWARD**

**IDENTIFY VOTING MEMBERS**

**APPROVAL OF MINUTES from August 1, 2019**

Teresa Daughtry made a motion, seconded by Mark Lane to approve the minutes as written.  
Unanimously approved

**APPROVAL OF THE AGENDA**

Mark Lane made a motion to approve the agenda, seconded by Teresa Daughtry. Unanimously approved

**NEW BUSINESS**

**Smithfield Town Plan**

The Planning Department is requesting the Planning Board review the draft Town Plan and make a recommendation to the Town Council.

Stephen Wensman said the purpose of the Town Plan is to establish a vision for the transportation land use in the Town of Smithfield. It would process the needs and deficiencies in town. It's to guide growth and development into the future. The plan recommends specific projects and strategies and action. He has provided everyone with any formatting changes within the Town Plan. The future land use map has been updated numerous times; specifically the boundaries of the Downtown Support. There were issues about whether or not that should expand beyond Bridge Street. We brought that boundary to Bridge Street and shortened it as you get to Brightleaf Blvd.

Mr. Lane asked if Mr. Wensman could point out on the Future Land Use Map where the boundary was. He asked if it was only on Bridge Street.

Mr. Wensman said the boundary follows Bridge Street and goes to the North and cuts over.

Mr. Upton said these changes to the map were done by the recommendation of the public and their comments.

Mr. Wensman said yes, this was one of the points of contention at our last meeting. We have addressed it and using the streets as a boundary, opposed to mid-block. The purpose for even going there was due to vacant land and the potential for redevelopment. However the public comment didn't want that to be part

of the Downtown Support. We pulled it back to areas where there are likely to be some multi-family or commercial redevelopment that's supportive of downtown, that wouldn't really impact single-family neighborhoods.

Mr. Lane said we had talked about having the map read from Bridge Street over to Hancock Street down to Hwy 301.

Mr. Wensman said in the updated plan there isn't a trail along the river. It's following the same alignment as the Mountains to Sea Trail. The kiddie park at the end of the greenway shows a neighborhood connection that reaches through the neighborhood and ultimately will go to Smith-Collins Park. It would meet up with some type of street connection and over to Johnston Community College. The goal is to provide more access to the Greenway through various neighborhoods as well as provide opportunities for redevelopment.

Mr. Wensman gave a summary of the updates. In Volume 1 of the Town Plan, there were some updates of growth projections for Smithfield. The National Register of Historic Districts was clarified. There were some proposed ones instead of actual ones that haven't been studied yet and some maps were confused. Distinction between major and minor collectors was changed. As mentioned before, the Mountains to Sea map was added to the introduction to show that the current Mountains to Sea map is in the existing conditions. The Comprehensive Plan has mixed use concept plans for several gateways. He mentioned an example using Rose Manor Shopping Center. It's currently used for storage and often is subject to comments from people passing through saying your gateways don't look good because it's a mall without any life. This could potentially be a mixed use of office, commercial and multi-family homes. There is also vacant land by Johnston Community College that there is a vision for developing someday.

Mr. Wensman stated the last several updates to the Town Plan haven't been printed because it is simply way too much paper. He did want to give this summary of the changes to help everyone better understand where he is coming from. Once this Town Plan is adopted we will begin contacting property owners to see where we can get this trail to go and start making proposals.

Mrs. Howard asked if anything proposed in the Town Plan would go before Town Council for approval.

Mr. Wensman said yes, this is going to be a living document and not binding. It is a starting point for us.

The Town has a grant application in to do a stormwater streambank improvement project, funded by the AG's office. It wouldn't require the use of any Town money. This would allow us to have ponds on the FEMA properties that have been acquired by the Town. With that vision there would be a trail component supported by the Visitor's Bureau. We're looking into getting wetland credits, when you build ponds you get credits from the State.

Mr. Wensman said if this board recommends the Town Plan tonight, he will get with the Town Manager and the Mayor about putting this on the November 12<sup>th</sup> Town Council agenda. From there, we will advertise the public hearing. We hope before the end of the year it will be adopted by Town Council.

Mr. Lane brought up the imaginary boundary line on Bridge Street from the river to Hwy 301. He would like to know if that separates downtown from North Smithfield.

Mr. Wensman said no not essentially. The area in brown on the map is not downtown or even commercial. Land Use Guidance is a set of policies applicable to that area. There are probably 3 different zoning districts there.

Mr. Lane asked if new businesses would be allowed to open in that area.

Mr. Wensman said that would be up to Town Council. This plan is not advocating for new businesses. The area in brown which has been of much discussion is really an area that says there's a series of policy recommendations. They are supportive of downtown whether it is mixed use housing, park amenities or improved sidewalks. To make that happen there could be zoning changes, overlay zoning or simply

changes to existing code. The downtown area is very important to the community and the desire for more activities, improvements to façades and improving dilapidated property are just some of the requests from the public.

Mr. Lane said that he was concerned about the trail from Second to Wellons Street. He would like to know if this board can put a condition on the approval of the Town Plan, and that the Town Council takes a closer look at that concern.

Mr. Wensman said by having it in the plan we're saying take a look at this. He suggested less busy streets for the trail but it was objected. Once we take up the planning of this project, there will be dialog and funding requirements. How do you put a trail on an existing street? You would need some type of striping and signage which both take money. In order for these things to happen it will take Council involvement.

Mr. Lane said there are no sidewalks.

Mr. Wensman said so we'd have to construct them and that will take money. The trail is important to the community and the current one has been very popular. There is a desire to complete it by connecting to Clayton and North. You can't condition it but you can place wording in it that says it must be less impactful to residents. However it has to go somewhere and regardless to its location someone is going to object.

Emma Gemmell of 207 Hancock Street came forward to speak. She stated that she and Pam Lampe have had concerns about the Town Plan. Some of those concerns have been stated at an earlier Planning Board Meeting. They have had several conversations with Stephen Wensman, Gary Johnson and Sarah Edwards. They asked for the ordinance creating the Municipal Service Tax District in the downtown area for the last 3 weeks and received it yesterday October 2<sup>nd</sup>.

#1 We're requesting to take out the map in Volume 1 Demographics. It infers that we are part of the downtown area just because of proximities. Their neighborhood wants to stay North Smithfield not downtown even if it's inferred.

#2 We're requesting to take out the words and any illustrations regarding MSTD (Municipal Service Tax District). Downtown is an area as stated in the ordinance of April 2, 1985. The district is the Municipal Service Tax District, not downtown area which is clearly stated in the ordinance. They don't want to be in either the downtown area or the downtown Service Tax District.

#3 In the Appendix of the Growth Plan in comments, the question was asked why we (Town) have a Municipal Service Tax District to tax businesses. It is not an enhancer for businesses to come. It also seems that Municipal Service Tax District credits will be better for the Town than Utility Credits. Taxing isn't a good recruiting tool. Real and personal property is being taxed at a rate of 20 cents on \$100. Sarah said the businesses in downtown had 5 years to object to the personal tax. It wasn't objected, so it is now a permanent tax. She wonders if these businesses were told about having the right to object.

#4 They would also like a hard line for no encroaching into their North Smithfield neighborhood from Downtown or Downtown Support, which is the brown area on the map. The correct downtown area from the ordinance map needs to be put in the Growth Plan map. The hard line can run from Front Street to Seventh Street. Our neighborhoods North of Market and South of Market feel the same way about their neighborhoods. They want protection and no encroaching from businesses and higher density projects.

Our neighbors on Fourth through Seventh Streets are single family homeowners and want protection just like Second and Third Street single family homeowners. We are asking for less density & protection for our neighborhoods North of Market in close proximity to downtown. Taking us out of the downtown area and Municipal Service Tax District, will help us achieve more of a hard line for development. It seems like the developers are given more freedom, less restrictions and easier zoning to encroach into neighborhoods. It hasn't been easy for us to ask for these things for the single family homeowners near the downtown area from Bridge to Seventh Street. We're requesting to lower our zoning from medium

Density to Low Density. We are in a medium density zoning which is very broad. It allows single family to multi-family. We have asked for less dense zoning but Stephen says we have to go to a Planning Board meeting to get it. I'm here, so therefore I am asking.

#5 In the Parks section the word consider is used quite frequently and it seems like it means top priority not CONSIDER. The dictionary meaning is to think carefully about especially in order to make a decision; contemplate, reflect on. Nowhere does this word mean action before input. The Town staff seems to have the input. Most don't even live here. They work here so they aren't affected by most of their directives. There needs to be a "big box" in all Volumes which has the word consider with its definition for people coming in the future using this Growth Plan.

This is just an example, before Parks & Recreation considers a park improvement initiative there needs to be a process that includes Town residences before spending so much money. This has happened with the amphitheater with questions still needing answered by FEMA, Flood Insurance and any restrictions for paying back loans if the amphitheater is damaged or destroyed.

In closing, neighborhoods North and probably South of Market Street want the Planning Board to protect us by doing the things we have requested.

#1 Removing the Map in Volume 1 inferring proximity to downtown as a part of the downtown area and its Municipal Service Tax District into a 5<sup>th</sup> District. There are 4 districts North, South, East & West. Again, downtown is an area not a district.

#2 Removing in Volume 2 any wording regarding Municipal Service Tax District or Municipal Service District.

#3 Removing downtown as a 5<sup>th</sup> District and staying a downtown area except for the map from the Ordinance where it shows the Municipal Service Tax District. Our neighborhoods want to be in the North Smithfield District not the Downtown area or District.

The ordinance has a special service tax for the downtown area. Stephen put us in the downtown area. He said it was just words but words matter to him. They will use this to gain real and personal property taxes in addition to regular taxes.

Thanks for listening and we hope you understand our concerns and vote to remove these unwanted pieces of the 2019 Town Growth Plan.

Mrs. Gemmell stated that she agreed with Teresa Daughtry in saying the Town Council needs to take their time in order to digest the Growth Plan. It is difficult to understand.

Mr. Lane asked Mrs. Gemmell if all or most of those conditions are met, would you be ok with the Town Plan being approved for recommendation tonight.

Mrs. Gemmell said she thinks so.

Mrs. Daughtry asked Mrs. Gemmell out of the four things she has requested what would be the top thing she would pick.

Mrs. Gemmell said I guess I don't understand but the 5<sup>th</sup> District was very concerning to her. In reading the ordinance it spoke of the downtown area and the Municipal Service Tax District. There was too much open-endedness. It doesn't say that tax is mandatory so if they creep into North Smithfield and we're part of that district, we can be taxed. If we're single family residents we will not be taxed. If we're multi-family or duplexes we will be. It will be towards people who can't afford it as much.

Pam Lampe of 415 N. Second Street came forward to speak. She said she and Mrs. Gemmell had talked to Smith Raynor about the Mountains to Sea Trail. Mrs. Lampe feels that the trail should be put on the West Side of the river. She has read the Town Plan several times and studied it in great detail. She is



deeply concerned about the municipal service district. She would like Sarah Edwards to address where she wants it to grow. We don't want it growing into South Smithfield or North Smithfield. We know single family residential is excluded.

Sarah Edwards of 1282-E Packing Plant Rd and Executive Director of Downtown Smithfield Development Corporation came forward to speak. She mentioned Mrs. Lampe's previous comment about the Mountains to Sea Trail. The Downtown Smithfield Development Corporation does own 25 acres on the other side of the river and we have said if it makes sense to have the trail on the other side of the river we would entertain that. We will evaluate what can be done on the property. It could be that the property is wet all the time and we would need to make a high ropes course out of it.

Ms. Edwards also wanted to point out that sidewalks do exist on Second Street down to Parker Street. As far as the maps are concerned, downtown is distinctive in character from other areas in town. You have a mix of commercial and residential properties in close proximity that drives traffic between each other. We have 51 residential units downtown. That separates downtown from any other area. The Downtown Smithfield Municipal Service District is entirely different from the Downtown area or the Downtown Support Area on your map. The Downtown Smithfield Municipal Service District is just a tax district. It runs from the Neuse River Bridge to Hwy 301, it just crosses Hwy 301 to pick up the Rite-Aid property. It then runs to the Advance Auto Parts property down towards Bridge Street. It basically goes from Bridge Street to Church Street, then a block in either direction of Market Street. There is an exception of Third Street where it goes down to Woodall Street. The property owners in that district pay an additional 0.19 cent per \$100 evaluation. That district was created in the 1980's at the request of the property owners within that district. At that time property owners were required to agree at a certain threshold in order for the Town Council to create the district. At least 2/3 of the property owners had to agree and the rate 85 to 90%. For those not in Smithfield at the time, downtown still had the canopies that still exist in some places today. This was done to give Downtown Smithfield a shopping mall feel.

There has been more than 40 million dollars of investment in Downtown Smithfield since the Municipal Services District started. Those are rough numbers and don't represent everything. The only way the Municipal Service District can be expanded is to take in properties adjacent to the district. The district currently ends at the old Rite Aid building and if the business behind them named WinSupply wanted to come into the district they could apply to do so because they are adjacent. The Kangaroo gas station at the intersection of Hospital Rd and Buffalo Rd wouldn't be able to come into the district because they don't share a border.

The amphitheater study is a fresh proposal. At this point there has only been a conceptual drawing done. There is a study that has to be done to see if the current amphitheater can be renovated. We would need to consider materials that could withstand flooding. There will be more opportunities for public input but it can't move forward until this Town Plan moves forward.

Mr. Lane said he feels the new amphitheater will happen but maybe not in its current location.

Mrs. Gemmell said that she wanted to clarify that the Service Tax District Map be put on the map that's going in this plan and removing the 5<sup>th</sup> District. There is no need to have a 5<sup>th</sup> District when Downtown is not a district in the ordinance, it is only an area.

Mr. Wensman asked the Planning Board to turn to the Intro document in Volume 1 on page 14. This map is a description of the Town. When the consultants started to describe various parts of the Town they recognized there was a West, South, North and East side. Originally they said downtown which included North Smithfield and historic neighborhoods because they were integral to the original Downtown. They are walkable to the Downtown area. They did a comparative analysis to the different areas. This map is only an analysis; it's not policy or a recommendation.

Mr. Wensman said you can promote the benefits of Municipal Service District and encourage businesses to come into the district. It's in the recommendations of the Downtown Support. If you want to support your downtown, you want to grow your Municipal Service District. It's a key piece to why we have a strong downtown and why it looks as good as it does. People often say you have a great downtown. As the

population grows there will be more opportunity for more density and redevelopment. There are some recommendations about the Town potentially refunding utility fees or waiving utility fees to encourage development. We are now putting connection fees into place. The Town does have a way to waive those fees as means to support development. Mrs. Gemmell mentioned that we should credit the tax as a way to encourage development rather than utilities. I don't believe the Town even could credit that tax. There is a recommendation in the plan that says we should support development initiatives when appropriate through credit or fees.

Mr. Wensman said as far as encroaching into the neighborhoods, this document is loaded with recommendations for improving our buffers between land uses and no encroachment into residential areas. Those recommendations are likely in there because of Mrs. Gemmell and Mrs. Lampe's comments at the public hearings. They were heard and reflected in the document. It's loud and clear and we don't want to continue encroaching into residential areas. We have business areas now underutilized, why would you spread them out into more residential areas. The Municipal Service District is not a threat to the residential districts. The Downtown Support Area is not a threat to the residential districts; it's a series of policies that's supportive of downtown.

Mr. Wensman said to achieve medium density you can have R-6, R-8 and R-10 zoning. North Smithfield is R-10 which is the lowest of the medium density ranges. In that R-10 zoning district you can't have multi-family, it's not allowed. In R-8 zoning you can have multi-family with a special use permit. By right, where you can have single-family homes you can have duplexes. We can't say we're going to guide an area for low-density when it's already built to a medium density. The homes are already there and the land is already subdivided. The vacant properties could be developed in medium density with multi-family if it's zoned R-8 or within that neighborhood support area we should look at ways through zoning to allow mixed use, multi-family or other uses supportive of downtown. The brown area on the map is a set of goals and policies to achieve downtown support.

Mr. Wensman said to answer Mrs. Gemmell's comment on the word consider, he said we want to analyze before we act. It is used throughout the plan and we want consistent language in this plan. Some things we want to consider are an analysis of parks, zoning, and trails. We want them to be considered. Once their considered we will either move forward or we won't. It's going to take community input, the Planning Board, Town Council and Public Hearings. He would like to commend Mrs. Lampe and Mrs. Gemmell on all of the work they have done. Once this plan is passed to Town Council, they will have comments and criticisms.

Mr. Wensman said the Mountains to Sea Trail are more in people's front yards than back yards. If it's along the river it's more likely to be in people's back yards. There will be striping on the road that helps people know they are in the right place or signage saying Mountains to Sea Trail. They will either bike on the sidewalks, on the shoulder or walk. The Mountains to Sea could be a dirt path in the woods, a bike trail or a sidewalk. The State will fund the trail sections but not the street sections. That would be left to the Town to fund as well as the sidewalks. It would take an act of Town Council to recommend routes.

Mr. Upton thanked the Planning Department Staff as well as the Planning Board for their hard work. He said that he felt it was time for this board to come to some conclusion on a decision to recommend the Town Plan to the Town Council.

Mark Lane made a motion that the Planning Board recommends the Town Plan to the Town Council with the exception of the Mountains to Sea Trail from Bob Wallace Park South to be removed. With no second the motion died.

Teresa Daughtry made a motion that the Planning Board recommends the Town Plan to Town Council, seconded by Michael Johnson. For the motion: Stephen Upton, Teresa Daughtry, Michael Johnson and Debbie Howard. Against the motion: Mark Lane.

**ZA-19-04 Town of Smithfield**

The Planning Department is requesting an amendment to Article 3, Article 4, and Article 6 and Article 7 of the Smithfield Unified Development Ordinance (UDO).

Mr. Wensman said as you all know we have been talking about conditional zoning for some time as an alternative to special use quasi-judicial processes. The Town Council did hire an attorney to review the ordinance amendments that are currently drafted and are ready to be adopted. We haven't heard back yet from that attorney. Mr. Wensman spoke with a Planner and Assistant Manager for another Town near Charlotte doing the same thing this board is proposing to do; using the Table of Uses to remove special uses and require conditional zoning through the use table. They kept a hand full of special uses.

Mr. Lane asked if the attorney had received the information yet.

Mr. Wensman said yes.

**Adjournment**

Being no further business, Michael Johnson made a motion seconded by Teresa Daughtry to adjourn the meeting. Unanimously approved

Next Planning Board meeting is November 7<sup>th</sup>, 2019 at 6:00 pm.

Respectfully Submitted,



Julie Edmonds  
Administrative Support Specialist



**PLANNING DEPARTMENT**

Mark E. Helmer, AICP, CZO  
Senior Planner

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**Notice of Public Hearings**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, November 12, 2019 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**Smithfield Town Plan:** The Planning Department is requesting the review and approval of the proposed Town of Smithfield comprehensive land use and transportation plans. An official copy for public inspection has been filed with office of the Town Clerk and available for public viewing at [https://www.smithfield-nc.com/page/planning\\_townplan](https://www.smithfield-nc.com/page/planning_townplan).

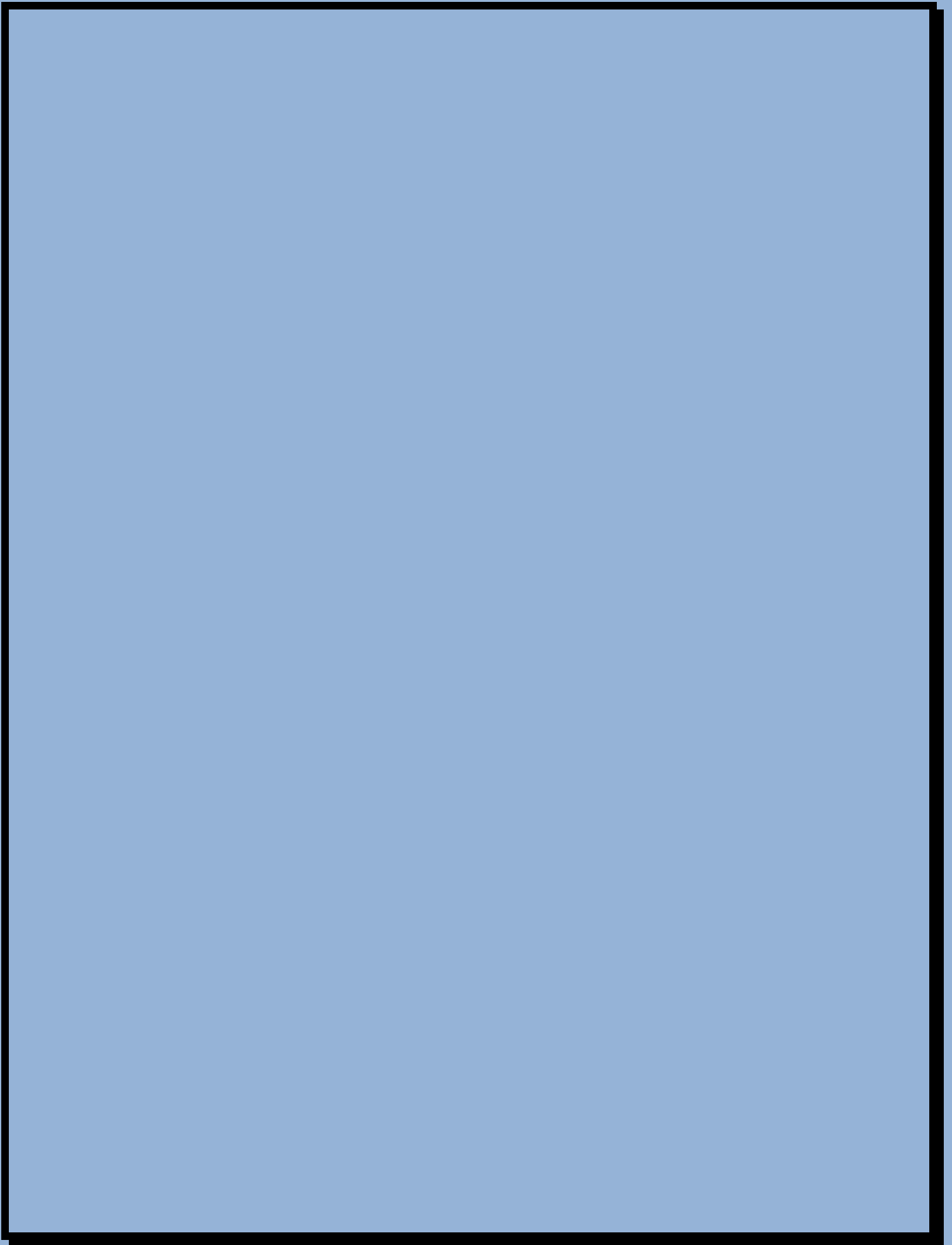
**SUP-19-12 Edilzar Ortiz:** The applicant is requesting a special use permit to allow for tire dealer and service on property located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection on Massey Street and South Brightleaf Boulevard and further identified as Johnston County Tax ID# 15027004.

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](http://www.smithfield-nc.com).

**Run legal “ad” in the Johnstonian News on 10/30/2019 and 11/6/2019**

# Consent

## Agenda Items



The Smithfield Town Council met in regular session on Tuesday, October 1, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Dr. David Barbour, District 4  
Emery Ashley, At-Large  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Stephen Wensman, Planning Director

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

Greg Siler, Finance Director

**CALL TO ORDER**

Mayor Moore called the meeting to order at 7:00.

**INVOCATION**

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendment:

Move Consent Agenda Item 12. *Approval of the East River Phase I Final Plat* to Business Item 1.

Unanimously approved.

**PRESENTATIONS:**

**1. Proclamation – Recognizing Public Power Week October 6<sup>th</sup> – October 12<sup>th</sup>**

Mayor Moore presented a Proclamation honoring Public Power Week to Public Utilities Director Ted Credle

Proclamation  
Promoting NC Public Power During  
Public Power Week, October 6-12, 2019

WHEREAS, public power is a crucial component in cities and towns across North Carolina, contributing to the overall health of communities by providing reliable electricity, excellent local service and prompt restoration; and

WHEREAS, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country; and

WHEREAS, many of North Carolina's public power cities and towns have been electric providers for more than 100 years; and

WHEREAS, public power meets the electric needs of 40 million Americans, almost 15 percent

of electricity consumers; and

WHEREAS, North Carolina's public power utilities are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and

WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service and a commitment to community.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim that the week of October 6-12, 2019 be designated as Public Power Week in the Town of Smithfield. A week to promote North Carolina's public power cities and Towns for these contributions to their communities.

**PUBLIC HEARING: None**

**CITIZENS' COMMENTS:**

- Pam Lampe of 415 North Second Street speaking on behalf of Emma Gemmel expressed her concerns about the proposed amphitheater at the Town Commons. She suggested the Town consider another location owned by the Downtown Smithfield Development Corporation located across the river. She further suggested the Town, Johnston County Visitor's Bureau and Downtown Development could partner with the Johnston Community College to use the college's the auditorium.
- Susan Pullium, Executive Director of Neuse Charter School, located at 909 East Booker Dairy Road expressed her appreciation for the support the Council provided for the students and staff at Neuse Charter School. She asked the Council to consider naming the road something that is reflective of the Town as a whole and something that is neutral to both school sites located on this road.
- Vanessa Holiday of 906 Fuller Street expressed concerns about parking on Massey Street in front of the Johnston, Harnett, Lee Community Action. She stated when patrons park in front of the building instead of in the parking lot, it creates a hazard for drivers trying to navigate the area. She asked if this issue could be examined further.
- Genora Street of 906 Fuller Street addressed the Council on a pothole located on Martin Luther King Jr. Drive and Lee Street. She asked when it would be repaired. Mayor Moore asked Public Works Director Lenny Branch to investigate the matter.

**CONSENT AGENDA:**

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

1. The following minutes were approved
  - September 3, 2019 – Regular Meeting
  - September 19, 2019 – Special Meeting
2. Special Event – Church Service: Approval was granted to allow the Watering Hole Church to hold a church service on October 13, 2019 from 10:00 am until 2:00 pm at the Neuse River Amphitheater. Amplified sound was approved for this event.
3. Special Event – SkyFest 2019: Approval was granted to allow Johnston Regional Airport to hold an event on October 12, 2019 from 10:00 am until 3:00 pm at the airport. Amplified sound was approved for this event.
4. Special Event – Community Garden Halloween Party: Approval was granted to allow Brandie Davis to hold a Halloween party on October 19, 2019 from 7:00 pm until 9:00 pm at the Fifth Street Community Garden. Amplified sound was approved for this event.



5. Special Event – Family Fun Days Fest Carnival: Approval was granted to allow Inners Show, Inc. to hold a carnival October 9, 2019 – October 13, 2019 at 1025 Outlet Center Drive. 5pm on weekdays and 1pm on weekends and end on weekdays at 10pm and weekends at 11pm
6. Special Event – Silent March: Approval was granted to allow Harbor Inc. to hold a silent march on October 30, 2019 from 12:45 pm until 1:15 pm on the sidewalk at the Johnston County Courthouse. Sidewalks would be blocked off for this event.
7. Special Event – Fall Festival: Approval was granted to allow the Clayton General Store to hold a Fall Festival on October 18, 2019 from 10:00 am until 7:00 pm at 1025 Outlet Center Drive. Food trucks were approved for this event.
8. Bid was awarded to Barrs Recreation in the amount of \$16,856 for the purchase and installation of two dug out covers at Smith Collins Park and 2 shade structures at the Second Street Dog Park. Bids received were as follows:
  - Barrs Recreation \$ 16,856.00
  - Caroline Recreation and Play \$ 24,600.00
  - Playworld \$ 25,808.00
9. Bid was awarded to Greenfields Equipment in the amount of \$32,000 for the purchase fitness equipment for the DAV Trail to be funded by the Connect North Carolina Bond (CNCB) Grant.
10. Bid was awarded to TA Loving in the amount of \$59,540 for the replacement of the filter media at the Water Plant. Bids received were as follows:
  - TA Loving: \$ 59,540.00
  - Turner Murphy: \$ 93,986.00
  - Evoqua: Did not submit a bid
11. Bid was awarded to Southern Vac in the amount of \$49,500 for the purchase of an Outfall Jetter for the Public Utilities Water/Sewer Department. Bid received were as follows:
  - Southern Vac \$ 49,500.00
  - US Jetting \$ 51,860.00
  - VAC Con – SC Dealership \$ 55,750.00
12. Approval was granted to allow the Smithfield Police Department to retire K-9 Diesel to its handler Master Police Officer Jordan Cutchins in accordance with NCGS 20-187.14

**13. New Hire Report**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer II	Police	10-20-5100-5100-0200	\$18.59/hr. (\$41,567.24/yr.)
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$10.00/hr.
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Pool Staff – Lifeguard	P&R – Aquatics	10-60-5220-5100-0220	\$7.50/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer I	Police	10-20-5100-5100-0200
P/T Recreation Aide	P&R – Recreation	10-60-6200-5100-0210
Facility Maintenance Specialist	PW – Sanitation	10-60-5500-5100-0200

Unanimously approved

## Business Items:

### 1. Consideration and request for approval on the East River Phase I Plat

Planning Director Stephen Wensman explained Sam's Branch is requesting Final Plat of East River Phase 1. The final plat is comprised of 40 single-family residential lots on 25.58 acres of land. It is the first phase of a nine-phase planned development consisting of 281 single-family residential lots over 64.95 acres of land. The site was annexed into the Town in August of this year.

Mr. Wensman explained the UDO Article 5 contains the final plat procedures. If the final plat is consistent with the preliminary approval, it must be approved by the Town. In most jurisdictions, this is an administrative approval. The Town's approval of the East River PUD Preliminary Plat included a series of conditions that must be met by the applicant. The developer has complied with all of the preliminary plat conditions except for item 10 which addresses over flow parking. No overflow parking has been identified in phase 1. Staff is not overly concerned about this as phase 1 will be a test to see what problems arise once homes are built. There would be over flow parking in other phases. Staff finds the Final Plat to be consistent with the preliminary plat with the exception of no overflow parking being identified within the project phase.

Mr. Wensman explained park dedication fees in lieu of land dedication will be paid in the amount of \$17,543.86 based on the appraised value of the land and the calculation of 1/57 an acre per lot within the development. This payment has been submitted with the final plat application and is required prior to recordation of the final plat. With the recordation of the final plat, the developer will be dedicating public infrastructure, such as utilities, street right-of-way, trails, and sidewalks.

Those items that have not been installed, inspected and approved are required to be completed within one year after the recordation of the final plat and the developer is required to post a performance guarantee (typically a surety bond) equal to 1.25% the reasonably estimated cost of the completion. The developer will be posting a surety bond for any public improvements not completed prior to recordation, most likely for sidewalks, trails, handicap ramps and final lift of pavement.

A draft of the Declarations of Covenants, Conditions and Restrictions was submitted with the final plat. The document will need to be reviewed by the Town Attorney and Planning Department for compliance with requirements prior to recordation of the final plat.

Staff recommends the Town Council approve the Final Plat of East River -Phase 1, finding it substantially consistent with the Preliminary Plat.

Councilman Barbour stated the application in the agenda packet indicated the development was not located in the Town limits. Mr. Wensman responded when the initial application was made, the development was not located in the corporate Town limits, but it has been recently annexed into the Town's corporate limits.

Councilman Barbour expressed concerns about staff's response to condition ten. "The developer will work with staff to incorporate overflow parking areas into each phase of development." Councilman Barbour asked that a caveat be added to this statement. "Although no overflow parking has been identified in Phase 1, it will be evaluated as we move to the next phase of development." Mr. Wensman responded those were preliminary plat conditions and at this point, staff does not know what the parking issues will be. The overflow parking issue can be remedied in the second phase. Mr. Wensman further responded that while it is not an issue now, it could be an issue in the future. Councilman Barbour stated the Council felt overflow parking was an important condition during the preliminary plat phase and asked that it be denoted in the record. Mr. Wensman responded when the second phase final plat comes before Council, if the overflow parking issue hasn't been addressed in the construction drawings, the Council could then enforce that condition.

Councilman Ashley asked Councilman Barbour if his concern was to make sure that the overflow parking condition was not waived. Councilman Barbour stated that was correct. Mr. Wensman responded that Councilman Barbour's concern was duly noted in the public record and assured Councilman Barbour that he felt the overflow parking issue could be assessed in the second phase. If there is an issue that the developer doesn't address, the Council has the final decision during the second phase final plat.

Councilman Barbour explained that he asked to have this item removed from the consent agenda not because he had any concerns, but merely to make sure the public was informed of the new development. He stated it was important the citizenry knew about the Town's growth.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the East River Phase 1 Final Plat. Unanimously approved.

Reid Smith, developer of the East River project, commended staff for the assistance they have provided through this process. He stated that in most municipalities final plat approval is a formality. By it having to come before Council, it has slowed down the process considerably. He suggested that more be done in the beginning so houses can be built faster. He further stated that if there was an issue, it should have been addressed before now.

## 2. Neuse River Amphitheater Discussion

Parks and Recreation Director Gary Johnson addressed the Council on proposed renovations to the Neuse River Amphitheater. Mr. Johnson explained a year ago, the Council approved moving forward with the conceptual design for the renovation of amphitheater. Mr. Johnson explained that at this time, the Parks and Recreation Department and the Johnston County Visitor's Bureau was requesting approval to move forward with the No-Rise Feasibility study. This study was an environmental study to determine if construction of the amphitheater would have any negative impacts on flooding. Mr. Johnson explained the current amphitheater was antiquated and not handicapped accessible. The seating area was also starting to deteriorate. The stage needs to be repaired and the electrical needs to be updated. Mr. Johnson explained the following estimated costs of the total project. They are as follows:

Estimated Construction Costs - \$ 630,855  
Engineering Costs - Design and Permitting - \$ 90,843  
General Contractor - \$ 113,554  
Contingency - \$ 126,171  
Environmental Documentation - \$19,500  
Total Estimated Cost - \$ 980,923

The next steps in the project include the following:

- Conduct the Environment Study requested by USDA

In addition to the application materials needed by USDA, environmental documents will require the following:

Environmental Scoping Form with submission to the State Clearinghouse for comment.

Phase I Environmental Assessment

No-Rise feasibility report along with a No-Rise Certification meaning that this would not have a negative impact in regards to flooding

- Submit a RFP for construction plans for the project  
JCVB has budgeted for the construction plan drawings as outlined in the proposed budget in the 2019-20 annual budget for the Town of Smithfield
- Write up a MOU with the Johnston County Tourism Authority for payments on USDA loan.  
Submit grant requests and seek corporate gifts to lower loan from USDA.  
The new Hampton Inn will generate \$60,000+ in new 2% room tax for Smithfield, which will be very close to covering the yearly loan amount.
- Award construction bids for the project – Spring of 2020
- Create new marketing plan for promotion of the amphitheater for concerts, rentals, and special uses by July 1, 2020.
- Open the new park in 2021.

Councilman Dunn questioned the seating capacity. Mr. Johnson responded it was approximately 500.

Councilman Dunn questioned if a study had been conducted on how frequently the amphitheater would be used. Mr. Johnson responded it use would be dependent on how it was marketed. Downtown Development and the Parks and Recreation Department would utilize the amphitheater more than it is currently being used. The Town of Cary has one that is used approximately thirty times a year and the Town of Knightdale just built a new amphitheater

Councilman Barbour questioned why the Johnston County Visitor's Bureau (JCVB) was in favor of this type of facility. JCBV Executive Director Donna Bailey-Taylor responded a facility like this was one of the top recommendations in the countywide Parks and Recreation Master Plan. Residents and visitors wanted an amphitheater for more outdoor events such as; concerts, movie nights and outdoor plays. The current amphitheater is not accessible and the renovation could be a show pieced for the Town. JCVB is willing to help support the project.

Councilman Ashley questioned if the No-Rise study was to determine the impacts the facility would have on flooding. Mr. Johnson responded it was to determine if there would be any additional impacts on flooding. Councilman Ashley further questioned if staff had conducted a study on how flooding would impact this facility one it was built since the current structure has flooded ten times in the last five years. Mr. Johnson responded the amphitheater would be built with material that would withstand flood damage and would be easier to maintain. Both are requirements for the USDA loan. Councilman Ashley stated that while it was a great idea, he didn't believe anyone would build a house in that location because of flooding concerns.

Mayor Pro-Tem Scott questioned if any other sites had been investigated for the location of the amphitheater because flooding has been a major issue in that area. He stated he wish there was a better location in Town because he struggled to spend \$1 million in an area that repeatedly floods. Mayor Pro-Tem Scott stated it would be a great addition to the Town, but it needed to be in area that was substantially safe and that was not a safe area

Councilman Dunn stated the amphitheater would make a beautiful entrance into the Town, but with seating for 500 people that would be a fair amount of parking in the downtown area and parking has been an issue. Councilman Dunn questioned if there had been any thought into constructing a civic center that could be used year round. Ms. Bailey-Taylor responded there has been a study conducted for the feasibility of a convention center, but it would cost a lot more than \$900,000.

Councilman Ashley questioned if there were plans to control any of the drainage issues. Mr. Johnson responded there would be some subsurface drainage that would be installed to drain water away from the area which would then flow to the river.

Councilman Barbour stated no one wanted to lose the amphitheater but the question was did the Council wish to spend \$200,000 to repair it or \$900,000 to renovate it. He stated the roof needed to be replaced and the stage decking needed to be replaced. He stated the area was not visitor friendly. He questioned if staff had prepared plans for when it would flood, stating because it was located next to the river it would flood. Mr. Johnson responded materials would be used to withstand flood waters.

Mayor Pro-Tem Scott questioned if staff had considered the property owned by the Downtown Smithfield Development Corporation located across the river. Mr. Johnson responded he was unsure if anything could be built on that land since it was located in the floodway. Mr. Johnson stated this project at its current location would be a renovation project because it has an existing footprint.

Mayor Moore stated the existing wooden structure was built in 1987. He questioned if there had been a substantial amount of work done to the structure. Mr. Johnson responded there had not been a substantial amount of work done to the structure.

Councilman Dunn questioned if \$200,000 would repair the existing structure. Mr. Johnson responded he was unsure because he has not had a contractor inspect the structure.

Councilman Ashley questioned if this was not a renovation on the site, the Town would not be able to construct the new amphitheater. Mr. Johnson responded the Town would have to conduct other environmental studies and he was unsure if USDA would finance the project. Ms. Bailey-Taylor explained the renovation would be in the same footprint as the current amphitheater. Councilman Ashley stated his concern was the river rising and not this project contributing to the rise. He stated

he was not sure if he felt comfortable spending the money needed for the project.

Mayor Moore stated the request was to allow the JCVB to spend \$5,200 to do the No-Rise study. He questioned if the Council wished to move forward with the request. Mayor Moore suggested staff provide the project plans to the Council for review. Councilman Ashley responded the area would flood and the Council needed to understand the long term maintenance plan for the facility. He further stated the No-Rise study would not address the concerns expressed by the Council.

Mayor Pro-Tem Scott asked staff to strongly consider this project in a different location.

Councilman Stevens stated if the Town spent \$200,000 to repair the existing structure, they could be potentially wasting money. He stated the location for the amphitheater was a part of Smithfield. While he didn't like the parking situation, parking in the downtown was less in the evenings. He further stated if funds were going to be used to renovate the amphitheater then it needed to be marketed so it would be used. Councilman Stevens stated he did not want to spend any money on a facility that would not be used to its fullest potential. The current amphitheater is not being used because of its condition. If the Town were to find another location, land may have to be acquired.

Councilman Ashley stated the Town hasn't maintained the facility so why do we believe we can maintain a more expensive facility. Councilman Stevens stated a lot of the cost will be in clearing the grounds. Mayor Moore stated the idea should not be dismissed just because the Council was unsure how it would be maintained.

Councilman Barbour stated the Town was always looking for ways to connect the river to the Town. The current wooden structure was built in 1987 and has lasted 32 years. This new structure would last forever since materials would be used to withstand flooding. He stated getting people into the downtown area was important and any other location would not have the same impact. He asked staff to find out what it would cost to repair the existing amphitheater.

Mayor asked staff to provide additional information and asked the Council not to rule out the current location. He stated the Town hasn't spent a considerable amount of money on the structure that was built in 1987. He stated it did make sense to build an amphitheater at the current location since the Town has been trying to find ways to capitalize of the river. He further stated the issue of parking was a valid concern.

Councilman Barbour stated the request tonight was to spend \$5,200 for the No-Rise study. Mayor Moore responded it was his recommendation to delay the No-Rise study at this time and get engineering plans. He stated the Town would have to spend some funds to consult with an engineer for some more detailed drawings. This would give the Council an idea of construction material that would be used. Also, a storm related study could also be completed.

Councilman Barbour asked staff to research how other river towns take advantage of being close to the river with these types of venues. Ms. Bailey-Taylor responded that had already been completed. Mayor Moore asked staff to compile the information on the amphitheater renovation and provide it to Council with any updates. He further asked staff to investigate if there were any other areas in the Town for this type of facility.

No action was taken by the Council.

### **3. Consideration and request for approval to allow the Fire Department to retain the ladder truck to use as a spare once the new ladder truck is placed in operation**

Fire Chief John Blanton addressed the Council on a request to retain the ladder truck. Chief Blanton apologized to the Council because during the budget sessions it was discussed that the ladder truck would be surplussed once the new ladder truck was put into service. He explained that on July 27<sup>th</sup>, Engine 2 (American LaFrance Model) went out of service and it still was not back in service. The following week, two other trucks went out of service. The ladder truck can be used as a fire engine. The Council can revisit surplussing the ladder truck once the new fire engine is put into service next year.

Councilman Dunn questioned if the two American LaFrance engines had been out of service a

considerable amount of time. Chief Blanton responded Engine 1 was out of service for 10 months with electrical and mechanical issues costing \$17,000 and Engine 2 has been out of service since July 27<sup>th</sup>. With the company out of business, it is difficult to find needed parts for repairs.

Mayor Moore questioned if the ladder truck was still in working condition. Chief Blanton stated it was. Mayor Moore questioned the annual cost of maintenance on the ladder truck. Chief Blanton responded it cost approximately \$7,500 - \$8,000 a year. Chief Blanton stated the combined flow capacity for fire vehicles on a scene was 3500 gallons per minute (gpm). With one truck out of service, the Smithfield Fire Department doesn't meet that requirement. The current ladder truck had 1500 gpm and the new ladder truck will have 2000 gpm.

Councilman Barbour questioned if mutual aid was included in the total gallons per minute sum of 3500. Chief Blanton responded each company must maintain 3500 gpm before mutual aid can be dispatched. Councilman Barbour questioned if the ladder truck was retained would it have a negative impact on the budget. Town Manager Michael Scott responded revenue projections for the sale of the ladder truck were not included in the budget. However, the Safer Grant for the three additional firefighters will run out this year. It was the Manager's idea that funds from the sale of the ladder truck could be used to fund one of the firefighter positions. Councilman Barbour stated there was a cost for keeping the ladder truck.

Town Manager Michael Scott informed the Council he had some questions about the American LaFrance trucks and the cost associated with needed repairs to Engine 1 and Engine 2. He asked the Council to table this matter until next month so he could investigate the matter more. The Town Manager stated he would like to determine if it would be more feasible to surplus one of the American LaFrance Engines since they may be costing the Town more money with all the needed repairs.

No action taken by the Council.

#### **4. Booker Dairy Road Naming**

Planning Director Stephen Wensman addressed the Council on the naming of the new portion of roadway that connects to a portion of Booker Dairy Road. Mr. Wensman explained this road project was nearing completion and once complete, it will need a name for addressing and wayfinding purposes. It will be the Town's responsibility to name the road. The road corridor is currently named M. Durwood Stephenson Highway from US 70 Business Highway W (Market Street) to Buffalo Road; then after Buffalo Road, becomes Booker Dairy Road. The new extension picks up on the easterly section of Booker Dairy Road and extends to Ava Gardner Avenue where it intersects with US 301. The corridor currently has 3 names: M. Durwood Stephenson Highway, Booker Dairy Road and Ava Gardner Avenue. M. Durwood Stephenson Highway is a controlled access highway with no properties having addresses along its frontage Staff is recommending no change to this segment. Booker Dairy Road runs east-west and north-south, and may need to be extended to the north to Buffalo Road to provide access to parcels along US 70. Ava Gardner Avenue is currently less than a block long and none of the properties fronting on it are addressed to it. When considering the naming options, wayfinding is a major consideration. The Town is currently installing wayfinding signs to aid visitors to navigate their way around town. For wayfinding purposes, the entire length of the corridor should ideally have a single name. Booker Dairy Road is problematic because it runs in both an east-west and north-south direction and will likely need to be extended north into the "Northern Gateway" area to provide road access to the future development area. The renaming of the roadway will result in some readdressing of properties. Regardless the option, 7 properties will be affected by a name change as Booker Dairy Road becomes a T-intersection with the new extension. Suggestion to name the curved section that will be cut off be named Old Booker Dairy Road.

Mr. Wensman explained a public meeting was held at the Smithfield Recreation and Aquatics Center on September 12 at 6 PM. All property owners with addresses on Booker Dairy Road that may be affected by the name change were notified. There were people 13 in attendance at the meeting including 9 property owners that will be directly affected by a potential name change including the Smithfield-Selma High School Principal and two representatives from State Employees Credit Union. At the meeting, it was agreed that the north-south section of Booker Dairy Road should remain unchanged. It was accepted that the 7 property owners along the curve of Booker Dairy Road would have a change because that segment will be detached from Booker Dairy Road.

Although most understood the desire for a single name for the road between Buffalo Road and U.S.

301, those in attendance generally preferred to keep their current addresses, only naming the extension. The Smithfield-Selma High School Principal was in favor of a single name for the corridor. Mr. Booker suggested the road name be changed to "Spartan Way" or similar name. A representative from the Neuse Charter School was fine with whatever option the Town chose as long as the name was not Spartan Way. In attendance, Mrs. Booker explained that Mr. Booker had reconsidered his suggestion for the naming of the road.

Town Manager Michael Scott stated to reinforce what Mr. Wensman said, the Council was being asked to rename two sections of the roadway; the curved section that is going to become detached and the larger new portion of roadway. Staff is recommending one name for the section or roadway from Highway 301 North to Buffalo Road. If the Council chose not to use the existing Ava Gardner Avenue name for the entire corridor then Ava Garner Ava would also change to the Council's desired name.

Councilman Barbour asked if the smaller curved portion of roadway that would be detached from Booker Dairy Road could be addressed first.

Councilman Barbour made a motion to rename the curved portion of Booker Dairy Road that would become detached from Booker Dairy Road, Old Booker Dairy Road.

Mayor Pro-Tem Scott questioned the location of the traffic light. Mr. Wensman responded the traffic light would be installed at the T intersection. He further stated the curved road will not have access to Booker Dairy Road, but will be able to access it via an existing road.

Councilman Ashley questioned if staff discussed the possibility of Booker Dairy Road remaining as it currently is. Mr. Wensman responded staff did discuss it, but thought it would be confusing for the road to have three names for what appears to be one corridor. Staff was trying to eliminate confusion.

Councilman Barbour questioned if it was the plan for the North-South section of Booker Dairy Road to be extend out to Buffalo Road. Mr. Wensman responded it was included in the long-range plan.

Mayor Pro-Tem Scott suggested naming the corridor Ava Gardner Parkway and change M. Durwood Stephenson Highway to M. Durwood Stephenson Parkway. Mayor Moore stated changing Ava Gardner Avenue to Ava Gardner Parkway would not impact any properties

Councilman Dunn stated no matter what the roadway name would be, it would be difficult for the current residents and businesses along Booker Dairy Road. The simplest thing to do would be to keep the roads as they are. He hated for people to have to change their addresses because of the roadway name change.

Councilman Barbour stated he was not in agreement with having three different names for one corridor. It was his opinion that the entire corridor from US Highway 70 West to US Highway 301 North have one name.

Mayor Moore stated there was a motion on the floor to name the curved portion of Booker Dairy Road that will become detached from the existing road, Old Booker Dairy Road.

Councilman Stevens asked Mrs. Register who resides at 1106 East Booker Dairy Road if she was in agreement with changing the name of the road where she resides to Old Booker Dairy Road. Mrs. Register responded she was in agreement with the proposed name. Her only concern was the repair of the potholes that have been caused by the construction. Mayor Moore assured her the road would be repaired. Mrs. Register asked if the address numbers could remain the same. Mr. Wensman responded he would try to make sure the numbers remained the same.

Councilman Barbour made a motion, seconded by Councilman Ashley, to rename the curved portion of Booker Dairy road that would be detached from the existing Booker Dairy Road once construction was completed to Old Booker Dairy Road. Unanimously approved.

Councilman Barbour stated there was a recommendation from the Planning Department that there was no intension to rename M. Durwood Stephenson Highway because no one would be affected by it. Mr. Wensman responded it would be ideal to have one name for the entire corridor, but M. Durwood



Stephenson Highway was named when construction was completed.

Mayor Pro-Tem Scott questioned if the divided highway would have east and west addresses. Mr. Wensman responded that everything east of the river would be donated as east.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Stevens, to rename the roadway from US Highway 301 North to Buffalo Road, Ava Gardner Parkway. Mayor Pro-Tem Scott, Councilman Stevens voted in favor of the motion. Councilman Barbour, Councilman Ashley, Councilman Dunn and Councilman Rabil voted against the motion. Councilman Lee did not vote therefore his vote counted in favor of the motion. Motion was denied on a 4 to 3 vote.

Councilman Barbour made a motion, seconded by Councilman Stevens to rename the roadway from US Highway 301 North to Buffalo Road, Ava Gardner Avenue. Councilman Barbour, Councilman Stevens and Mayor Pro-Tem Scott voted in favor of the motion. Councilman Ashley, Councilman Dunn and Councilman Rabil voted against the motion. Councilman Lee did not vote therefore his vote counted in favor of the motion. Motion was approved on a 4 to 3 vote.

#### **Councilmembers Comments:**

- Mayor Pro-Tem Scott questioned why the pump station on West Market Street has not be repaired. Public Utilities Director Ted Credle responded staff had performed some repairs to Pump Station 1 in the spring. At that time a temporary pump was installed because that station seems to have a large amount of sewer rags which clog the pump. The origin of such rags is unknown. The temporary pump was installed because it was more efficient at pushing larger items through the station. The temporary pump is owned by the Town and staff continues to work on this issue.
- Councilman Barbour questioned if a town wide traffic study had ever been conducted. He stated with increased traffic flowing through the Town's corridors had the Police Department seen an increase in accidents. The Town Manager responded according to the Police Department Report contained in the agenda packet, it listed there have been 10 more accidents this year as compared to last. Councilman Barbour questioned if the accidents had shifted to different locations due to increased traffic. The Town Manager responded the Police Department monitors major intersections and if there was an increase in accidents in one specific area, the Patrol Officers would monitor that intersection. Councilman Stevens stated with the new Ava Garner Avenue there should be a decrease in traffic in certain areas of Town.
- Mayor Moore asked Marketing and Communications Specialist Brian Eaves to explain the new social media campaign, "Smithfield in 60". Mr. Eaves explained this was a weekly video that highlighted and promoted events happening in Smithfield

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

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Power Outage - A recent power outage was caused by a squirrel getting into the transformers.
- Halloween Events:
  - Halloween Party Event at Community Gardens on October 19<sup>th</sup> from 7:00 pm to 9:00 pm.
  - Community Park will hold its Egg Haunt event on October 24<sup>th</sup> at 7:00 pm.
  - Community Park "Trunk or Treat" on October 26<sup>th</sup> at 10:30 am
  - The SRAC is holding its Spooktacular event on October 26<sup>th</sup> at 5:30 pm
  - The Sarah Yard Center will hold its Boo Bash Party on October 30<sup>th</sup> from 4:00 pm to 7:00 pm
- Swim Meet: The East Coast Aquatics organization will be hosting a swim meet at the SRAC on October 5th and 6th. Swimmers will range in age from 8 to 18 years old. About 400 swimmers will compete.
- Trick or Treat: Trick or Treat is scheduled for Thursday, October 31st from 5:00 pm to 8:00 pm
- November Meeting: A reminder the November regular meeting is scheduled for November 12th at 7:00 pm due to the November election.
- A highlight of each department's monthly activities was given to the Council

**Adjournment**

Being no further business, Councilman Barbour made a motion, seconded by Councilman Ashley, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:53 pm.

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk

DRAFT





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: Application  
for  
Temporary  
Use Permit  
11/12/2019

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Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda

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## Issue Statement

The Council is being asked to authorize Clayton General Store to hold a Turkey Trot 5k and Family Fun Run on November 23, 2019 at 1025 Outlet Center Drive.

## Financial Impact

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Route Map



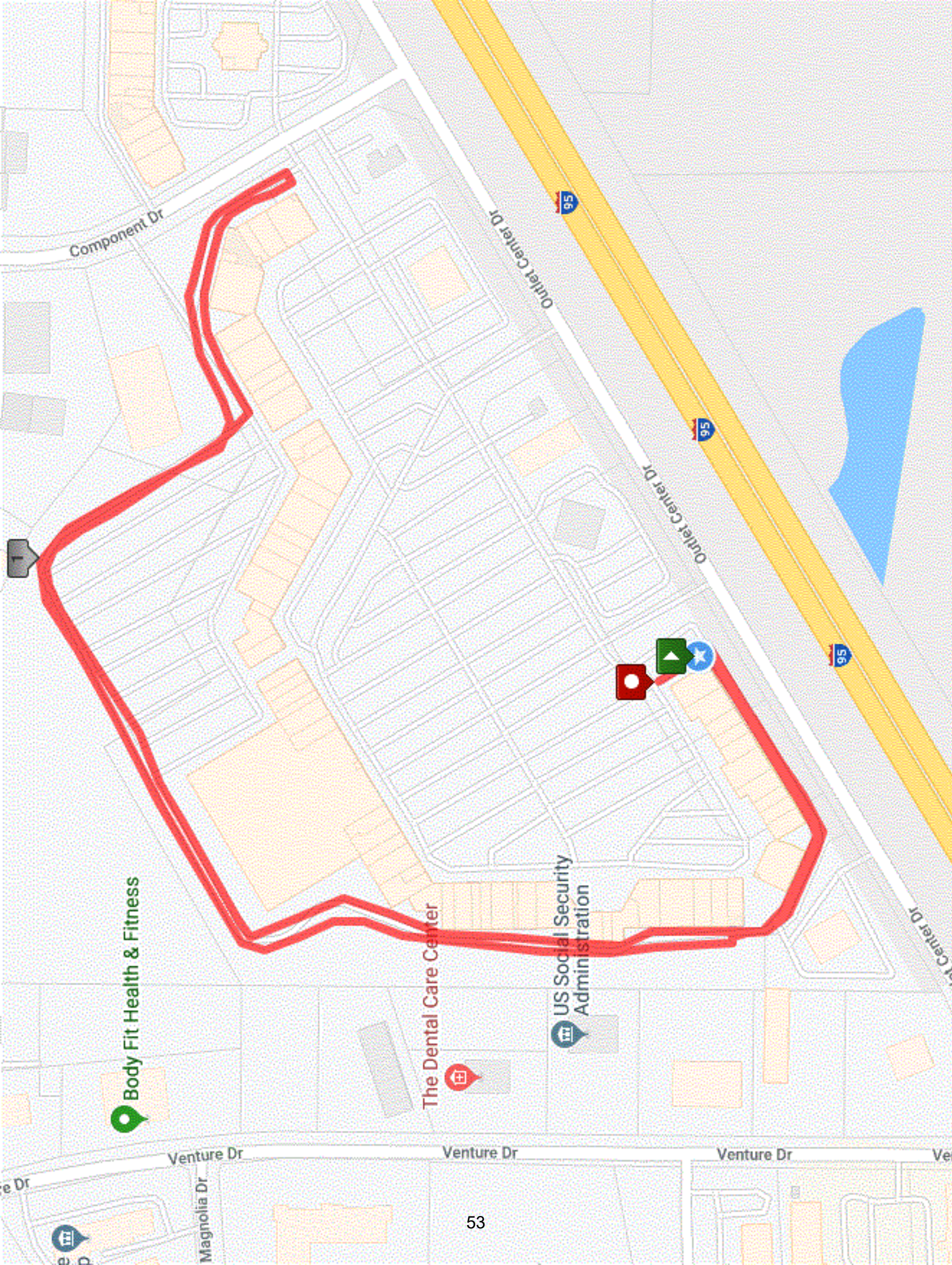
## Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

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Clayton General Store is requesting to hold a Turkey Trot 5k and Family Fun Run on November 23, 2019 at 1025 Outlet Center Drive. All participants will run behind the buildings on the larger South Plaza side. No one will be crossing the street to the smaller North Plaza side. The Family Fun Run will begin at 3:00 pm and the 5K race which is a chip timed race will begin at 4:00 pm. The event set up time is 8:00 am with the event beginning at 10:00 am and ending at 9:00 pm. Cleanup is expected to be completed by 10:00 pm. There will also be a food truck rodeo during the event as well as some local Craft Breweries and live music. Food and goods will be sold. Amplified sound is planned between 6:00 pm - 9:00 pm. No security, trash cans or street closures have been requested.





Component Dr

Outlet Center Dr

Outlet Center Dr

Outlet Center Dr

Body Fit Health & Fitness

The Dental Care Center

US Social Security Administration

Venture Dr

Venture Dr

Venture Dr

Venture Dr

Magnolia Dr

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# Request for Town Council Action

Consent Career  
Agenda Ladder  
Item: Promotion  
Date: 11/12/2019

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Subject: Career Ladder Promotion  
Department: Public Utilities  
Presented by: Public Utilities Director - Ted Credle  
Presentation: Consent Agenda

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## Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator I to a Water Plant Operator II.

## Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2019 - FY 2020 budget. The increase will total \$1,170 for the remainder of this fiscal year.

## Action Needed

Approve the career ladder promotion for the employee at the water treatment plant

## Recommendation

Staff recommends approval of the promotion

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Copy of the Employee Certification
3. Copy of the approved career ladder





# Staff Report

Consent Career  
Agenda Ladder  
Item: Promotion

---

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

Mr. Nicholson attended training in July of 2019. By State law, he took his certification test at least 30 days after the training school was completed and only after he had worked as a Water Operator I for a minimum of 12 months.

This employee has followed the career ladder previously approved by the Council and obtained his certification on September 24, 2019. This career ladder increase will promote the employee from Water Plant Operator I to Water Plant Operator II.

*The North Carolina Water Treatment Facility Operators  
Board of Certification*

hereby certifies that

*Ralph W Nicholson*

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, is hereby authorized to practice as a grade "B-Surface"

*Water Treatment Facility Operator*

in the State of North Carolina



IN TESTIMONY WHEREOF, THE BOARD OF CERTIFICATION ISSUES  
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE  
OF THE CHAIRMAN EFFECTIVE THE 24TH DAY OF SEPTEMBER, 2019.  
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.

CHAIRMAN OF THE BOARD

CERTIFICATE NO. 180132



## WATER TREATMENT PLANT CAREER LADDER

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
Water Plant Trainee	Pay Grade 11	Beginner
Water Plant Operator I	Pay Grade 12	“C” Certification & 6 months
Water Plant Operator II	Pay Grade 13	“B” Certification & 18 months
Water Plant Operator III	Pay Grade 14	“A” Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 13	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 20	(As Vacancies arise)
Water Plant Chemist	Pay Grade 20	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 22	(As Vacancies arise)

### EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

**Water Plant Trainee:** is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months experience. This title has been given the pay grade of 11.

**Water Plant Operator I:** is the title given to a worker who has obtained the first level of certification, the completion of “Operator C” licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 12.

**Water Plant Operator II:** is the title given to a worker who has obtained the second level of certification, the completion of “Operator B” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator C” licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 13.

**Water Plant Operator III:** is the title given to a worker who has obtained the third level of certification, the completion of “Operator A” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator B” licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 14.



# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: Career  
Ladder:  
Firefighter II  
Promotions  
11/12/2019

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Subject: Firefighter II Promotions  
Department: Fire Department  
Presented by: Fire Chief - John Blanton  
Presentation: Consent Agenda

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## Issue Statement

The Fire Department currently has three eligible firefighters that have met all requirements to promote to the position of Firefighter II within the Fire Department Career Ladder.

## Financial Impact

\$3,749.80 was approved in the annual budget for FY 2019/2020, which is the total for **all three FF's. This is an** approximate 5% increase based on the career ladder policy.

## Action Needed

Council to approve these promotions **within the department's Career Ladder.**

## Recommendation

To approve the career ladder promotions.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report





# Staff Report

Consent  
Agenda  
Item: Career  
Ladder  
Firefighter II  
Promotions

---

## Smithfield Fire Department Career Ladder Policy

### PURPOSE

The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Inspector I, Fire Inspector II, Assistant Chief – Fire Marshal, Division Chief – Training, and Fire Chief.

Positions within the Smithfield Fire Department 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 Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.

To be considered for promotion/selection to any of the positions below, a candidate must maintain annual upgrades for all certifications and requirements where applicable. The candidate must have a recommendation letter from their immediate supervisor and have received no disciplinary action within the last 12 month period.

The Fire Chief may waive certain requirements to maintain a balance of job classifications.

## 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 Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- NC Class B **Driver's License must be obtained within 6 months of hire date**

### 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
- NC Fire and Rescue Commission Technical Rescuer Certification
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management ICS-100
- National Incident Management ICS-200
- Must successfully complete departmental testing





# Request for Town Council Action

Consent  
Agenda  
Item: Purchase of  
2020 Ford F  
250 Pickup  
Truck  
Date: 11/12/2019

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Subject: Purchase of 2020 Ford F 250 Pickup truck  
Department: Public Works General Service Division  
Presented by: Public Works Director – Lenny Branch  
Presentation: Consent Agenda

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## Issue Statement

The Public Works Department is proposing the purchase of a 2020 Ford F 250 Pickup truck from Ashville Ford in the amount of \$29,267.69.

## Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$35,000.00

Amount of Bid: \$29,267.69

## Action Needed

Council approval to purchase the 2020 Ford F 250 Pickup truck from Asheville Ford.

## Recommendation

Staff recommends purchasing the 2020 Ford F 250 pickup from the lowest bidder Asheville Ford in the amount of \$29,267.69.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Vehicle Proposals/bids





# Staff Report

Consent  
Agenda  
Item: Purchase  
of 2020  
Ford F  
250  
Pickup  
Truck

---

The Town Council approved \$35,000 in the Public Works General Service Division capital line to purchase a new pickup truck. The Public Works Department utilized the North Carolina Sheriffs Association as well as three (3) local companies for bids. The proposals received are as follows;

- |  |             |
|--|-------------|
| 1. <b>Ashville Ford (NC Sheriff's Association)</b> | \$29,267.69 |
| 2. Deacon Jones Auto Group                         | \$30,495.52 |
| 3. Capital Ford                                    | \$31,382.00 |
| 4. Classic Ford                                    | \$31,794.00 |

It is the recommendation of the Public Works department to purchase the 2020 Ford F 250 Pickup from Ashville Ford in the amount of \$29,267.69.

Prepared for: , Town of Smithfield

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2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 15

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**Client Proposal**

Prepared by:  
Jeffrey Williams  
Office: 828-253-2731  
Quote ID: 1003201901  
Date: 10/03/2019



**Prepared for:**

Town of Smithfield

Prepared by: Jeffrey Williams

10/03/2019



Asheville Ford | 611 Brevard Rd. Asheville NC | 28806

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2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 15 | Quote ID: 1003201901

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**Prepared for:**

Town of Smithfield

Prepared by: Jeffrey Williams

10/03/2019



Asheville Ford | 611 Brevard Rd. Asheville NC | 28806

**2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)**

Price Level: 15 | Quote ID: 1003201901

**As Configured Vehicle**

Code	Description
<b>Base Vehicle</b>	
W2B	Base Vehicle Price (W2B)
<b>Packages</b>	
600A	Order Code 600A <i>Includes:</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel <i>Flex-Fuel badge on fleet orders only.</i> - Transmission: TorqShift-G 6-Spd Auto w/SelectShift - 3.73 Axle Ratio - GVWR: 10,000 lb Payload Package - Tires: LT245/75Rx17E BSW A/S (4) - Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</i>
<b>Powertrain</b>	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel <i>Flex-Fuel badge on fleet orders only.</i>
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift
X37	3.73 Axle Ratio
STDGV	GVWR: 10,000 lb Payload Package
<b>Wheels &amp; Tires</b>	
TD8	Tires: LT245/75Rx17E BSW A/S (4)
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>
<b>Seats &amp; Seat Trim</b>	
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
<b>Other Options</b>	
160WB	160" Wheelbase

**Prepared for:**

Town of Smithfield

Prepared by: Jeffrey Williams

10/03/2019



Asheville Ford | 611 Brevard Rd. Asheville NC | 28806

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 15 | Quote ID: 1003201901

**As Configured Vehicle (cont'd)**

Code	Description
90L	<p><b>Power Equipment Group</b></p> <p><i>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- Accessory Delay</li> <li>- Manual Telescoping/Folding Trailer Tow Mirrors</li> <li>- Includes power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators.</li> <li>- Advanced Security Pack</li> <li>- Includes SecurILock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</li> <li>- Power Locks</li> <li>- Power Tailgate Lock</li> <li>- Power Front &amp; Rear Seat Windows</li> <li>- Includes 1-touch up/down driver/passenger window.</li> <li>- Remote Keyless Entry</li> </ul>
PAINT	<b>Monotone Paint Application</b>
587	<p><b>Radio: AM/FM Stereo w/MP3 Player</b></p> <p><i>Includes 4 speakers.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- SYNC Communications &amp; Entertainment System</li> <li>- Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</li> </ul>
<b>Emissions</b>	
425	<b>50-State Emissions System</b>
<b>Interior Colors</b>	
AS_01	<b>Medium Earth Gray</b>
<b>Primary Colors</b>	
Z1_01	<b>Oxford White</b>

**Prepared for:**

Town of Smithfield

Prepared by: Jeffrey Williams

10/03/2019



Asheville Ford | 611 Brevard Rd. Asheville NC | 28806

2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 15 | Quote ID: 1003201901

## Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$42,815.00
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Fleet	Fleet Concession	-\$9,000.00
DISCOUNT	DEALER DISCOUNT	-\$4,547.31
<hr/>		
Total		<b>\$29,267.69</b>

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Acceptance Date

## Barbara Barefoot

---

**From:** Jeff Hill <jhill@deaconjonesautogroup.com>  
**Sent:** Tuesday, October 8, 2019 3:59 PM  
**To:** Barbara Barefoot  
**Subject:** FW: Attached Image  
**Attachments:** 0467\_001.pdf

Ms. Barbara, Attached is quote to order Crew cab F250 4x4. As specified adding 3.73 locking rear axle is 30495.52. with std.axle 30140.52. No tax or fees included. Let me know if there is any questions. Thanks

Jeff Hill  
Deacon Jones Ford Lincoln  
Goldsboro,N.C.  
Sales/Fleet Manager  
919-736-3387 office  
800-948-5857 toll free  
919-222-0090 cell

**From:** donotreply@deaconjonesautogroup.com <donotreply@deaconjonesautogroup.com>  
**Sent:** Tuesday, October 8, 2019 3:55 PM  
**To:** Jeff Hill <jhill@deaconjonesautogroup.com>  
**Subject:** Attached Image



2020 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

1

## As Configured Vehicle

Code	Description
<b>Base Vehicle</b>	
W2B	Base Vehicle Price (W2B)
<b>Packages</b>	
600A	Order Code 600A <i>Includes:</i> <ul style="list-style-type: none"><li>- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel Flex-Fuel badge on fleet orders only.</li><li>- Transmission: TorqShift-G 6-Spd Auto w/SelectShift</li><li>- 3.73 Axle Ratio</li><li>- GVWR: 10,000 lb Payload Package</li><li>- Tires: LT245/75R17E BSW A/S (4)</li><li>- Wheels: 17" Argent Painted Steel Includes painted hub covers/center ornaments.</li><li>- HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar.</li><li>- Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers.</li><li>- SYNC Communications &amp; Entertainment System Includes enhanced voice recognition with 9/1 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</li></ul>
<b>Powertrain</b>	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel <i>Flex-Fuel badge on fleet orders only.</i>
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift
X37	3.73 Axle Ratio
STDGV	GVWR: 10,000 lb Payload Package
<b>Wheels &amp; Tires</b>	
T08	Tires: LT245/75R17E BSW A/S (4)
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>
<b>Seats &amp; Seat Trim</b>	
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
<b>Other Options</b>	
160WB	160" Wheelbase



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# Capital Ford, Inc.

## Government Sales Division

From Jennifer Romano Gov't Sales  
Phone/Fax Office 919-790-4648 Fax 919-871-6917  
E-Mail [jromano@capitalford.com](mailto:jromano@capitalford.com)

DATE October 9th 2019  
Town of Smithfield

### FINAL QUOTE

2020 F250 4x2 Regular Cab	\$ 23,503.00
Painted White/Vinyl Interior / Delivered	included
Power Group/Keyless Entry/Cruise Control	included
6.2 L V-8 Gas Engine	included
Tow Package	included
Spare Tire and Wheel	included
Crew Cab Upgrade	\$ 4,495.00
4x4 Upgrade	\$ 3,384.00

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Total	\$ 31,382.00
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Remit to  
[jromano@capitalford.com](mailto:jromano@capitalford.com)  
Capital ford of Raleigh  
4900 Capital Blvd  
Raleigh NC 27616

## Barbara Barefoot

---

**From:** Classic Ford of Smithfield  
<classicfordsmithfield@classicfordsmithfield.forddirectcrmpro.com>  
**Sent:** Tuesday, October 8, 2019 11:18 AM  
**To:** Barbara Barefoot  
**Subject:** Price Correction..FW:Ford F250 Quote  
**Attachments:** Town of Smithfield Quote.pdf

\*\*\*\*\*PRICE CORRECTION\*\*\*\*\*

Barbara,

My GM just got back with me and the previous price was the incorrect price. The Sales Price on the Built F250 is \$31794 plus tags. This quote does not include license and taxes (are you exempt?).

Please give me a call with questions at 984-201-1653 or you can reply to this email.

Thank you.

**Yolanda Robinson**  
**Internet Sales Manager**  
**Classic Ford**

**984-201-1653 (Direct)**

[yrobinson@millsautogroup.com](mailto:yrobinson@millsautogroup.com)

[classicfordofsmithfield.com](http://classicfordofsmithfield.com)

---

Barbara,

I do apologize for the delay of this quote. I have attached it for you.

The Sales Price is \$38394.52 plus tags. This quote does not include license and taxes (are you exempt?).

Please give me a call at 984-201-1653 with any questions, I am here until 8pm this evening.

Thank you.

**Yolanda Robinson**  
**Internet Sales Manager**  
**Classic Ford**

**984-201-1653 (Direct)**

[yrobinson@millsautogroup.com](mailto:yrobinson@millsautogroup.com)

[classicfordofsmithfield.com](http://classicfordofsmithfield.com)

IMS2 CNGP530 VEHICLE ORDER CONFIRMATION

CNGP530

VEHICLE ORDER CONFIRMATION

10/08/

==>

Dea

P

VIRTEL Web Access

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2020 F-SERIES SD

Order No: 0001 Priority: M2 Ord FIN: QK776 Order Type: 5B Price

Ord Code: 600A Cust/Flt Name: TOWN OF SMITH PO Number:

W2B F250 4X4 CREW C \$40095 \$38090.00 TRAILER TOW PKG RETAIL DLR INV RETAIL

160" WHEELBASE 10000# GVWR PKG

Z1 OXFORD WHITE 425 50 STATE EMISS NC

A VNYL 40/20/40 512 SPARE TIRE/WHL2 NC

S MEDIUM EARTH GR TELE TT MIR-PWR

600A PREF EQUIP PKG JACK

.XL TRIM SP FLT ACCT CR

572 .AIR CONDITIONER NC NC FUEL CHARGE

.AMFM/MP3/CLK DEST AND DELIV 1595

996 .6.2L EFI V8 ENG NC NC TOTAL BASE AND OPTIONS 42815

44S 6-SPD AUTOMATIC NC NC TOTAL 42815

TD8 .LT245 BSW AS 17 \*THIS IS NOT AN INVOICE\*

X37 3.73 REG AXLE NC NC

90L PWR EQUIP GROUP 1125 1024.00

JOB #1 BUILD

F1=Help F2=Return to Order F3/F12=Veh Ord I

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

V1DP0108

*\$38,394.52  
Plus tags*





# Request for Town Council Action

John  
Consent Deere  
Agenda 3038E  
Tractor  
Date: 11/12/19

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Subject: John Deere 3038E Tractor  
Department: Parks and Recreation  
Presented by: Parks and Recreation Director - Gary Johnson  
Presentation: Consent Agenda

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## Issue Statement

The Parks and Recreation is requesting approval to purchase a John Deere 3038E tractor with 4 in 1 bucket from James River Equipment.

## Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$ 26,500.00

Amount of Purchase/Bid/ Contract: \$25,595.37

## Action Needed

Approval to purchase John Deere 3038E tractor from James River Equipment

## Recommendation

Approval to purchase John Deere 3038E tractor from James River Equipment

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Quote from James River Equipment
3. Quote from Southeast Farm Equipment
4. Quote from Quality Farm Equipment





# Staff Report

Consent      John  
Agenda      Deere  
                 3038E  
                 Tractor

The Parks and Recreation Department solicited quote for the acquisition of a John Deere 3038E Compact Utility Tractor with a 4 in 1 bucket. Funds were budgeted for this equipment in the 19/20 FY budget (line item 10.60.6200.5700.7400) in the amount of \$ 26,500.00.

Specifications were sent to vendors with the following quotes submitted:

James River Equipment (Asheboro, NC)	\$ 25,595.37
Southeast Farm Equipment (Hope Mills, NC)	\$ 25,969.79
Quality Farm Equipment, LLC (Winterville/ <b>Smithfield</b> , NC)	\$ 27,047.80

The Parks and Recreation Department is requesting approval to purchase the John Deere 3038E tractor with 4 in 1 bucket from James River Equipment in the amount of \$ 25,595.37.



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

James River Equipment  
 2421 Us Hwy 64 East  
 Asheboro, NC 27203  
 336-625-2212  
 bkearns@jamesriverequipment.com

**Quote Summary**

**Prepared For:**

Town Of Smithfield Parks And Recreation  
 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 Business: 919-934-2148

**Delivering Dealer:**

James River Equipment  
 Barry Neel  
 2421 Us Hwy 64 East  
 Asheboro, NC 27203  
 Phone: 336-625-2212  
 bneel@jre.net.com

**Quote ID:** 20578030  
**Created On:** 07 October 2019  
**Last Modified On:** 07 October 2019  
**Expiration Date:** 07 November 2019

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 3038E Compact Utility Tractor <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> October 7, 2019	\$ 22,866.00	\$ 18,750.12 X	1 =	\$ 18,750.12
JOHN DEERE 300E Loader <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> October 7, 2019	\$ 3,899.00	\$ 3,197.18 X	1 =	\$ 3,197.18
Frontier AY11H - 60 In. 4-In-1 Bucket for Current 300/400 Series Carrier <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> October 7, 2019	\$ 4,129.00	\$ 3,648.07 X	1 =	\$ 3,648.07
<b>Equipment Total</b>				<b>\$ 25,595.37</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 25,595.37
Trade In	
SubTotal	\$ 25,595.37
Est. Service Agreement Tax	\$ 0.00



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
 Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
 Southeast Farm Equipment  
 3934 Legion Road  
 Hope Mills, NC 28348  
 910-323-0247  
 dwilwert@southeastfarmequip.com

**Quote Summary**

**Prepared For:**  
 Town Of Smithfield Parks And Recreation  
 Gary Johnson  
 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 gary.johnson@smithfield-nc.com

**Delivering Dealer:**  
**Southeast Farm Equipment**  
 Jimmy Taylor  
 3934 Legion Road  
 Hope Mills, NC 28348  
 Phone: 910-323-0247  
 jtaylor@southeastfarmequip.com

**Quote ID:** 20675759  
**Created On:** 23 October 2019  
**Last Modified On:** 24 October 2019  
**Expiration Date:** 31 October 2019

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 3038E Compact Utility Tractor <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> February 8, 2019	\$ 23,621.72 X	1 =	\$ 23,621.72
Frontier AY11H - 60 In. 4-In-1 Bucket for Current 300/400 Series Carrier <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> March 1, 2019	\$ 2,348.07 X	1 =	\$ 2,348.07
<b>Equipment Total</b>			<b>\$ 25,969.79</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 25,969.79
Trade In	
SubTotal	<b>\$ 25,969.79</b>
Sales Tax - (7.00%)	\$ 1,817.89
Est. Service Agreement Tax	\$ 0.00
Total	\$ 27,787.68
Down Payment	(0.00)
Rental Applied	(0.00)



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Quality Equipment, LLC  
 2112 Central Park Drive  
 Winterville, NC 28590  
 252-355-4818  
 Winterville@qualityequip.com

**Quote Summary**
**Prepared For:**

Town Of Smithfield Parks And Recreation  
 Gary Johnson  
 Po Box 2344  
 Smithfield, NC 27577

**Delivering Dealer:**

**Quality Equipment, LLC**  
 Stephen Giorgi  
 2112 Central Park Drive  
 Winterville, NC 28590  
 Phone: 252-355-4818  
 sgiorgi@qualityequip.com

**Quote ID:** 20578717  
**Created On:** 07 October 2019  
**Last Modified On:** 11 October 2019  
**Expiration Date:** 07 November 2019

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 3038E Compact Utility Tractor - 1LV3038EKKK126700 <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> February 8, 2019	\$ 28,429.00	\$ 23,311.78 X	1 =	\$ 23,311.78
Frontier AY11H - 60 In. 4-In-1 Bucket for Current 300/400 Series Carrier - 1XFAY11HPJ0001026 <b>Contract:</b> NC Grounds Maintenance Equip 515B (PG 2Y CG 22) <b>Price Effective Date:</b> March 1, 2018	\$ 2,694.00	\$ 2,236.02 X	1 =	\$ 2,236.02
WR-LONG EH Valve Kit-Open Market Item <b>Contract:</b> <b>Price Effective Date:</b>	\$ 1,500.00	\$ 1,500.00 X	1 =	\$ 1,500.00
<b>Equipment Total</b>				<b>\$ 27,047.80</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 27,047.80
Trade In	
SubTotal	\$ 27,047.80
Sales Tax - (6.75%)	\$ 1,825.73





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 11/12/2019

Budget  
Amendments

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Subject: Various Budget Amendments  
Department: Finance Department  
Presented by: Finance Director - Greg Siler  
Presentation: Consent Agenda

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Issue Statement: Various Budget Amendments. See descriptions under each budget amendment.

Financial Impact: As stated in each amendment

Action Needed: Approve as presented

Recommendation: Approve as presented

Approved:  Town Manager  Town Attorney

Attachments:

1. Budget Amendments Dated November, 2019

**BUDGET AMMENDMENTS**  
**November 12, 2019**

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<b>1. Expenditures</b>			
10-30-5700-5300-3310 Powell Bill - Drainage	\$ 13,000	\$ 11,090	\$ 24,090
10-00-9990-5300-0000 General Fund Contingency	<u>272,128</u>	<u>(11,090)</u>	<u>261,038</u>
	<u>\$ 285,128</u>	<u>\$ -</u>	<u>\$ 285,128</u>

To fund repair of culvert collapse on Vermont Street caused by heavy rain in July, 2019

<b>2. Expenditures</b>			
10-40-5800-5300-0760 Sanitation - Temp Services	\$ -	\$ 15,000	\$ 15,000
10-40-5800-5100-0200 Sanitation - Salaries	<u>555,040</u>	<u>(15,000)</u>	<u>540,040</u>
	<u>\$ 555,040</u>	<u>\$ -</u>	<u>\$ 555,040</u>

To fund employee shortage with temp agency

**WATER/SEWER FUND**

<b>3. Expenditures</b>			
30-71-7220-5700-7400 Wtr Coll/Sewer Dist - Capital Outlay	\$ 200,000	\$ 72,721	\$ 272,721
30-00-9990-5300-0000 Water/Sewer Contingency	<u>313,331</u>	<u>(72,721)</u>	<u>240,610</u>
	<u>513,331</u>	<u>-</u>	<u>513,331</u>

To cover greater than anticipated water line breaks and sewer collapses

**J.B. GEORGE FUND**

<b>4. Revenues</b>			
40-61-3900-3900-0000 Fund Balance Appropriation	<u>\$ -</u>	<u>\$ 1,096</u>	<u>\$ 1,096</u>
<b>Expenditures</b>			
40-61-4100-5300-3400 J.B. George Projects	\$ 3,130	\$ 731	\$ 3,861
40-61-4100-5300-3410 J.P. George Projects	<u>783</u>	<u>365</u>	<u>1,148</u>
	<u>\$ 3,913</u>	<u>\$ 1,096</u>	<u>\$ 5,009</u>

To bring forward balance of funds not used last fiscal year

\_\_\_\_\_  
M. Andy Moore

ATTEST:

\_\_\_\_\_  
Shannan Parrish, Town Clerk





# Request for Town Council Action

Consent Stormwater  
Agenda Advisory  
Item: Committee  
Date: 11/12/2019

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Subject: Formation of a Stormwater Advisory Committee  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda

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## Issue Statement

Appointments to the Smithfield Stormwater Advisory Committee (SWAC)

## Financial Impact

None

## Action Needed

The Council is respectfully requested to approve the appointments to the Stormwater Advisory Committee.

## Recommendation

Staff recommends the Council approve the appointments to the Smithfield Stormwater Advisory Committee.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. SWAC Member Applications
3. Stormwater Management Action Plan Appendix 3 (SWAC)



# Staff Report

Consent Stormwater  
 Agenda Advisory  
 Item: Committee

## Overview:

At the July Town Council meeting, the Council accepted the completed Stormwater Management Action Plan after a presentation by Jewell Engineering. The report provided an **overview of the Town’s existing stormwater management program and services; its problems, issues and program needs; and future stormwater management program recommendations.** The plan lists 7 Action recommendations:

- Step 1 – Budget Designated Resources for NSR Requirements
- Step 2 – Create a full-time Stormwater Program Manager (SPM) Position
- Step 3 – Charter a Town of Smithfield Stormwater Advisory Committee (SWAC) to Develop Recommendations for a Future Stormwater Management Program and Funding
- Step 4 – Perform a Town-wide Representative Stormwater Services Survey
- Step 5 – Continue and Expand Stormwater Program Collaboration with Local Governments in the Smithfield Region
- Step 6 – Evaluate Options to Fund the Future Municipal Stormwater Program
- Step 7 – Apply for Available State/Federal Stormwater Quality Grant(s) Funding

As directed by the Town Council at the August 6 Council meeting, Staff has recruited the various stormwater stakeholders to serve on the committee, generally in keeping with the SWAC membership recommendations in Appendix 3 of the Stormwater Management Action Plan (see attached). Once the committee membership is approved by Council, Staff will begin identifying a schedule for the SWAC to meet and develop the agendas for future meetings in keeping with the recommendations in Appendix 3.

## Recommended SWAC Membership Appointments:

<b>Member Name</b>	<b>Organization</b>	<b>Interest</b>
TBD	Town of Smithfield	Town Council
Lawrence Davis	Town of Smithfield	Management/Public Works
Ed Hoy	Resident - Bella Square HOA	Single family residential
Billy Lassiter	Resident	Single family residential
Will Lampe	Lampe-Malphrus	Industrial
Mike Mancuso	Triangle Chamber	Business
Lynn Daniels	Sleep Inn	Business

Mark McDonnell  
Chad Simmons  
Billy Massengill  
Matthew Starr  
Bishop Richard Johnson  
Perry Harris

Adventure Development  
McGill Associates  
Johnston County Schools  
Sound Rivers  
St. Peter Church of Christ

Commercial/ MF Residential Development  
Stormwater Eng./environmental  
Non-profit/Governmental  
Environmental/Conservation  
Faith Based  
Industrial





Town of Smithfield
Board, Commission, or Committee
Application

Name: Hoy Edward F
(Last) (First) (MI)

Home Address: 159 Bell aSquare Smithfield, NC 27577

Business Name & Address:

Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: Stormwater Advisory Committee

Interests & Skills: Interests include teaching, hiking, fishing, and music.

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

Recent Job Experiences: Retired teacher from Johnston Community College - Taught GED class at State Prison. Currently part time instructor at JCC.

Civic or Service Organization Experience: President - Bella Square Homeowner's Association; Administrative Council committee member at Centenary United Methodist Church

Town Boards previously served on and year(s) served: N/A

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

Why are you interested in serving on this Board/Commission/Committee? Smithfield is a great place to live and raise a family. I believe it is our duty to make sure it remains an attractive, and desirable, place for families to reside.

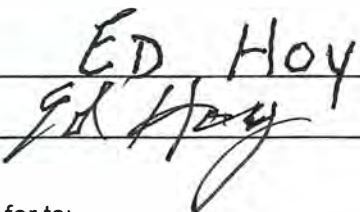
**Affirmation of Eligibility:**

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

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

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

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

Printed Name: ED Hoy  
Signature:  Date: 9/17/19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Lassiter Billy Sherwood
Home Address: 415 Oak St Smithfield, NC 27577
Business Name & Address:
Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In-Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: SWAC Committee

Interests & Skills: Basketball Coach at SSS

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

Recent Job Experiences: Front Desk Agent for Fairfield Inn by Marriott
Constitutional Officer of Georgia
U.S. Army

Civic or Service Organization Experience: 2 time President of SGA at Johnston Community College and member of Johnston Community College Trustees

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve:
Parent Advisory Committee at Smithfield Selma Senior
Advisor to Athletic Booster Club of Smithfield Selma Senior



Why are you interested in serving on this Board/Commission/Committee? Being raised in Smithfield and involved in the community; I have the best in mind for our town.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Billy Sherwood Lassiter Jr  
Signature: Billy Lassiter Jr. Date: 29 Sept 2019

Return completed for to:

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Lampe Will R
(Last) (First) (MI)

Home Address: 930 N Boylan Ave Raleigh NC 27605

Business Name & Address: Lampe & Malphrus Lumber Co. 210 N Tenth St. Smithfield NC 27577

Telephone Numbers: (Home) (Mobile) (Cell)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: Stormwater Advisory Committee

Interests & Skills: Sailing, Hiking

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

Recent Job Experiences: VP @ Lampe & Malphrus Lumber Co.

Civic or Service Organization Experience: On Economic Development Committee with Triangle East Chamber of Commerce

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

Please list any other Boards/Commissions/Committees on which you currently serve:

Why are you interested in serving on this Board/Commission/Committee? I was asked to serve.  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Will Lampe

Signature:  Date: 10-09-19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: MANCUSO (Last) MICHAEL (First) L. (MI)

Home Address:

Business Name & Address: TRIANGLE EAST CHAMBER 1115 OUTLET CENTER DR.

Telephone Numbers: 919-934-9166 (Biz Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: STORMWATER ADVISORY

Interests & Skills: BUSINESS, PROJECT MANAGEMENT, ECONOMIC DEVELOPMENT, DOWNTOWN REVITALIZATION

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

Recent Job Experiences: PRESIDENT & CEO, TRIANGLE EAST CHAMBER

Civic or Service Organization Experience: PAST PLANNING BOARD CHAIR, HOUSING AUTHORITY CHAIR

Town Boards previously served on and year(s) served:

Please list any other Boards/Commissions/Committees on which you currently serve: JOHNSTON COUNTY EDUCATION FOUNDATION, JOHNSTON COUNTY TOURISM AUTHORITY, CAROLINA ASSOCIATION OF CHAMBER EXECUTIVES

Why are you interested in serving on this Board/Commission/Committee? TO BE A VOICE FOR  
BUSINESS ON THE COMMITTEE

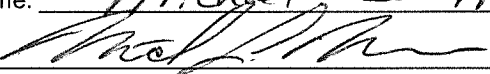
**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Michael L. Mancuso  
Signature:  Date: 9-20-19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Daniels Lynn M
Home Address: 1080 S Lakeside Drive, Four Oaks, NC 27524
Business Name & Address: Sleep Inn & Suites 270 N Equity Drive, Smithfield, NC 27577
Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: SWAC

Interests & Skills:

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

Recent Job Experiences: Owner & Operator of Sleep Inn & Suites
CPA Auditor with Lohn-Reznick in Charlotte

Civic or Service Organization Experience: Junior League of Charlotte & Raleigh (10 years)

Town Boards previously served on and year(s) served:

Please list any other Boards/Commissions/Committees on which you currently serve:
Triangle East Chamber Executive Board
Johnston Health Foundation



Why are you interested in serving on this Board/Commission/Committee? To learn more about the storm-water existing issues and opportunities for improvement.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Lynn Daniels  
Signature: Lynn Daniels Date: 9/18/19

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

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





Town of Smithfield
Board, Commission, or Committee
Application

Name: McDONNELL MARK G
Home Address: 1116 NEUSE RIDGE DRIVE CLAYTON, NC 27527
Business Name & Address: PINE NEEDLE SQUARE, 721 N BRIGHTLEAF BLVD, SMITHFIELD, NC 27577
Telephone Numbers: 630-606-3408 (Home), MARIC ADVENTUREDEV.COM (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: STORM WATER ADVISORY COMMITTEE

Interests & Skills: I have been involved with ground up real estate development for the last 5 years. I am also active in economic development.

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

Recent Job Experiences: Vice President, Adventure development, Selma, NC Real Estate Development and property management

Civic or Service Organization Experience: TRIANGLE EAST Chamber of Commerce Uptown Selma Business Partnership

Town Boards previously served on and year(s) served: TOWN OF SMITHFIELD STEERING COMMITTEE 2013-2019

Please list any other Boards/Commissions/Committees on which you currently serve: Economic Development Chair - TRIANGLE EAST Chamber of Commerce President - Uptown Selma Business Partnership

Why are you interested in serving on this Board/Commission/Committee? I have ENJOYED my SERVICE ON THE SMITHFIELD STEERING COMMITTEE AND WOULD WELCOME THE OPPORTUNITY TO CONTINUE MY SERVICE TO THE TOWN.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: MARK G McDONNELL  
Signature: Mark G. McDonnell Date: 9/19/19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: SIMMONS (Last) DANIEL (First) C (MI)

Home Address: 1325 FOUR WINDS DR. RALEIGH NC 27615

Business Name & Address: MCGILL ASSOC. 211 TYLER DR, SMITHFIELD, NC 27577

Telephone Numbers: (Home) (Mobile) chad.simmons@mcgillassociates.com (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: SWAC

Interests & Skills: ENGINEERING AND PROJECT MANAGEMENT

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

Recent Job Experiences: CIVIL ENG. PROJECT MANAGER FOR MCGILL ASSOC.

Civic or Service Organization Experience: PLEASANT GROVE UMC ADMINISTRATIVE COUNCIL CHAIR - 4 YRS; TRUSTEES - 2 YRS; VISIONING COMMITTEE - 3 YRS, YOUTH BASEBALL COACH

Town Boards previously served on and year(s) served: N/A

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



Why are you interested in serving on this Board/Commission/Committee? TO HELP MY HOMETOWN  
CAREFULLY CONSIDER THE STORMWATER ISSUES WE FACE.


**Affirmation of Eligibility:**

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

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

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

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

Printed Name: DANIEL C. SIMMONS 'CHRD'  
Signature:  Date: 9/23/19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Massengill William (Billy) E
(Last) (First) (MI)

Home Address: 210 N 2nd St. Smithfield N.C 27577

Business Name & Address: Johnston County Public Schools

Telephone Numbers: (Home) (Mobile) billymassengill@Johnston.k12.nc.us (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: Storm Water Commission

Interests & Skills: Electrical Contractor (Retired)

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

Recent Job Experiences: Facilities Officer Johnston County Public Schools

Civic or Service Organization Experience: Troop 77 Scout Master (Past)

Town Boards previously served on and year(s) served: NA

Please list any other Boards/Commissions/Committees on which you currently serve: NA

Why are you interested in serving on this Board/Commission/Committee?

I believe I can be an ASSET to this Committee because of my knowledge working with these systems.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Billy Massengill

Signature: Billy Massengill

Date: 10-19-2019

Return completed for to:

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

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

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

Name: Starr, Matthew S (Last) (First) (MI)

Home Address: 2308 Florida Ct. Raleigh, NC 27615

Business Name & Address: Sound Rivers, 19 W. Hargett St. STE 206 Raleigh, NC 27601

Telephone Numbers: 919-961-2240 Upperneuserk@soundrivers.org

(Mobile)

(Email)

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

Other: Stormwater

Interests & Skills: I have been the Upper Neuse Riverkeeper for the past 7.5 year. I have extensive experience in stormwater and stormwater management. I have served on the City of Raleigh Stormwater Management Commission for nearly 6 years and have been the Chair of that commission for almost as long.

Circle highest level of education completed: BS Environmental Management

Recent Job Experiences: Upper Neuse Riverekeeper

Civic or Service Organization Experience: City of Raleigh Stormwater Management Commission, Upper Neuse Clean Water Initiative (Watershed Protection Review Board)

Town Boards previously served on and year(s) served: N/A

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

Why are you interested in serving on this Board/Commission/Committee? I was asked by Stephen Wensman Town of Smithfield Planning Director.

**Affirmation of Eligibility:**



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

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

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

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Printed Name: Matthew Starr



Date: 19Sept19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Johnson (Last) Richard (First) Weldon (MI)
Home Address: 404 W. Jones Avenue, Selma, N.C. 27576
Business Name & Address: St. Peter Church of Christ (A.O.C.) 1011 East Massey Smithfield, NC 27577
Telephone Numbers: (Mobile) (Email)

Please check the Board(s) that you wish to serve on: Pastor & Bishop Richard W. Johnson

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: Smithfield Stormwater Advisory Comm

Interests & Skills: Interested in Politics and Community Service

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

Recent Job Experiences: Pastor of St. Peter last (41 yrs.)

Civic or Service Organization Experience: Vice President of Selma Minister's Alliance, Contact Telephone Ministry of Johnston County, Volunteer for 555 High School Boos Committee, Member of Johnson Co. Minister's Alliance

Town Boards previously served on and year(s) served: Town of Selma Advisory Council Board, Served on Committee for Selection of Police Chief of Smithfield, NC (Chief Scott)



Why are you interested in serving on this Board/Commission/Committee? To help better lives of Citizens of Smithfield and the growth of the town of Smithfield

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Bishop Richard W. Johnson  
Signature: Bishop Richard W. Johnson Date: 10-16-2019

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: HARRIS JOSEPH P

Home Address: 496 SKINNER RD FOUR OAKS, NC 27527

Business Name & Address: WAREHOUSE PROPERTIES, LLC 1517 S. BRIGWATER BLVD SMITHFIELD, NC 27577

Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other: STORMWATER COMM

Interests & Skills: MANY EFCU

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

Recent Job Experiences: real estate auctioneer

Civic or Service Organization Experience: MASON, NWTB BOD etc

Town Boards previously served on and year(s) served: TOWN COUNCIL - 2 TERMS
Appearance Comm - 2 yrs

Please list any other Boards/Commissions/Committees on which you currently serve:



Why are you interested in serving on this Board/Commission/Committee? to help

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: JOSEPH P. HARRIS

Signature: *Joseph P. Harris*

Date: 10-22-19

Return completed for to:

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

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



**Appendix 3 – Charter for Smithfield Stormwater Advisory  
Committee**



**Charter for the Smithfield Stormwater Advisory Committee (SWAC)**

It is recommended that the Smithfield SWAC be created and charged with five key goals:

- Goal 1** - Assess current and future required municipal stormwater extents and levels of service
- Goal 2** - Identify citizen needs and expectations for municipal stormwater services
- Goal 3** - Review and develop strategic-level recommendations for the Town’s future stormwater management program
- Goal 4** - Review and develop program funding recommendations
- Goal 5** - Develop a program implementation plan

**Recommended Makeup of the SWAC**

The SWAC should be comprised of an adequate number of appointed members to cover the key stakeholder interests in Smithfield. The SWAC should be officially established and its members appointed by the Smithfield Mayor and Town Council. Experience in other North Carolina local governments indicates that a balanced and representative SWAC ranging from 10 to 18 members, with a target of around 12 to 14 often works well. A larger advisory committee of more than 20 members, for example, may require significantly more time and effort to reach a clear or majority consensus on stormwater policy issues. Groups larger than 30 members have been used to develop stormwater program advisory recommendations, but large groups are often only required for large cities and/or multi-jurisdictional or regional stakeholder efforts.

While Town Management and Town Council should review and make final decisions regarding number of members and specific representation of the Smithfield SWAC, following is an initial framework for consideration.

**Smithfield SWAC**

Up to 14 members total

- 1 member from Smithfield Town Council
- 1 member from Smithfield Town Management
- 2 members representing single-family residential property owners / neighborhood interests
- 1 member representing multi-family, apartment complexes, and/or public housing interests
- 3 members representing major businesses / industries / economic development interests





- 1 member representing retail / commercial interests
- 1 member representing industrial interests
- 1 member representing development interests
  
- 3 members representing natural resource, conservation, and/or environmental protection interests
  
- 1 member representing faith-based and other non-profit organizations
  
- 1 member representing the educational / academic sector
  
- 1 member representing county and/or regional interests that directly relate to the municipal stormwater management program

Volunteer SWAC members should be committed, willing, and able to serve for up to a year.

Anticipate monthly meetings, at a minimum, to develop future program and funding recommendations. A future, permanent SWAC (if desired by the Town of Smithfield) could meet on a quarterly or less frequent basis.

**Preliminary Stormwater Program Policy Issues for SWAC Review**

The following municipal stormwater program policy topics may serve as a starting point for consideration by the SWAC over a series of defined meetings. In the next phase of the project these topics can be reviewed further and a final listing of issues will be developed by the Town of Smithfield for the SWAC.

Building upon work and findings from the Stormwater Management Program Action Plan, the SWAC will be asked to consider and respond to five key questions:

1. What stormwater programs and services does the Town of Smithfield currently provide?
2. What are the stormwater-related problems, issues, and needs in Smithfield?
3. What are the key priorities to guide the future stormwater program in Smithfield?
4. What are the key components of the future stormwater program and what will the program and services cost?
5. What is the best way to pay for the required and desired future stormwater program in Smithfield?

As an integral part of the SWAC process, it will be appropriate to provide concise informational and educational materials for members on each topic so they will be prepared to make sound and objective recommendations regarding the extent and level of future municipal stormwater program that best fits Smithfield.

A tentative listing of specific meeting topics for the Smithfield SWAC follows:

1. SWAC Kickoff Meeting
  - a. Review municipal stormwater program purpose
  - b. Review strategic goals
  - c. Review for the stormwater advisory committee
  - d. Include an educational primer on stormwater issues
2. Review existing Town stormwater programs, services, and ordinances – define current program extent and level of service
3. Review stormwater-related problems along with citizen needs and expectations for municipal stormwater services
4. Review and recommend major priorities for future municipal stormwater program
5. Review integrated public education, outreach, and public involvement programs
6. Review construction, post-construction stormwater management programs, and public and private stormwater control measures (SCMs)
7. Review stormwater system master planning, capital improvement, and drainage assistance programs for property owners
8. Review stormwater system operation and maintenance programs
9. Develop cumulative stormwater management program recommendations
10. Review program funding options relative program extent and levels of service
11. Complete review of program funding options
12. Develop final recommendations
  - a. stormwater management program,
  - b. program funding strategy, and
  - c. program implementation recommendations

### Suggested Process for SWAC Policy Recommendation Development

1. Kickoff meeting with SWAC to discuss purpose and strategic vision for Smithfield stormwater management program (as noted above)
2. Kickoff meeting will also present envisioned “roadmap of key issues” and policy recommendation development process for SWAC.
3. Provide up-front background information for SWAC members.
4. The envisioned municipal stormwater program policy recommendation development process with the SWAC is as follows:
  - a. Plan for 12 key topics/issues to be discussed with SWAC (drawing upon their official charge from Town Council)
  - b. Town staff & consultant team (as needed) develop draft policy and suggested alternatives/approaches for topic/issue of interest based on research & analysis, review of regulatory requirements and other, and collective experience  
[Program and/or Funding Topic/Issues #1 – 12, for example]
  - c. Send draft policy paper/issue #1 analysis and background information to SWAC members at least one week in advance of meeting
  - d. Present issue #1 to SWAC. Discuss and receive comments/feedback on issue #1 from SWAC members.
  - e. Working with Town staff, develop draft policy recommendation statement for issue #1. Send draft policy recommendation statement for issue #1 to SWAC members.
  - f. Returning to step 4-b, staff & consultant team (as needed) develop draft policy and suggested alternative/approaches for issue #2. Send draft policy paper/issue #2 analysis to SWAC at least one week prior to next meeting.
  - g. At next scheduled SWAC meeting, briefly review resulting draft policy recommendation statement for issue #1 and then move into presentation and discussion of issue #2.
  - h. Stepwise process continues until key topics/issues are covered that collectively will define the Smithfield municipal stormwater program and corresponding funding recommendation(s).
5. Town staff and Consultant team (as needed) develops draft and final reports of findings and recommendations for the extent and level of needed and desired stormwater management program and funding strategy for Smithfield.
6. Findings and recommendations are presented to Town Managers and elected Officials for review and potential implementation.

### Some Keys for the Smithfield SWAC

- > The SWAC should have a clear up-front definition of their purpose and a defined roadmap for the task force discussions.
- > The Town may wish to create a permanent SWAC for the future stormwater management program once it is defined and established.
- > It is recommended that the SWAC be defined by Council as advisory-level only in development of recommendations that will be later reviewed and considered for implementation by Town Managers and elected Town Officials.
- > The SWAC facilitator should encourage program policy recommendation development process to be based on principles and objective criteria, avoiding individual and disparate positions within the group.
- > A schedule for the SWAC meetings should be established up-front. In setting the meeting schedule it is appropriate to include several breaks for holidays and other busy periods as SWAC members are volunteering their time.
- > Understand that certain topics may require more than one meeting so plan for scheduling flexibility as required.
- > The facilitator(s) should have an experienced understanding of the range, extent, and level of potential outcomes for the Town's stormwater program.



## **Appendix 4 – Stormwater Capital Improvement Projects Assessment**







# Request for **Town** Council Action

Johnston County Economic Development Advisory Appointment  
Consent Agenda Item  
Date: 11/12/2019

Subject: Johnston County Economic Development Advisory Board Recommendation

Department: General Government

Presented by: Town Clerk – Shannan Parrish

Presentation: Consent Agenda

### Issue Statement

The Johnston County Board of Commissioners is requesting the Town of Smithfield make a recommendation for the position on the Economic Development Advisory Board representing the Town of Smithfield. Mike Fleming submitted an application to be reappointed to this advisory board. The County received no other applications.

### Financial Impact

There will be no impact to the budget.

### Action Needed

The Council is requested to make a recommendation to the Johnston County Board of Commissioners **in regards to the Town of Smithfield’s representative to serve on the Johnston County Economic Development Advisory Board.**

### Recommendation

Staff recommends reappointing Mr. Fleming to serve on this advisory board.

Approved:  Town Manager  Town Attorney (not required)

### Attachments:

1. Staff Report
2. Letter from Johnston County Clerk Paula Woodard
3. Application – Mike Fleming



# Staff Report

Consent  
Agenda  
Item:  
Johnston  
County  
Economic  
Development  
Advisory  
Appointment

---

The Johnston County Economic Development Advisory Board, created by North Carolina General Statute Section 158-8, Article 2, consists of fourteen members (one position for each of the eleven municipalities and three at-large positions) that are appointed by the Johnston County Board of Commissioners.

The appointed position serves a two-year term. The Board meets on the 3<sup>rd</sup> Wednesday, every other month, at 11:30 am.

The representative for the Town of Smithfield is up for consideration and has been held by Mike Fleming since January of 2014. The County advertised to fill this position and Mr. Fleming applied to be reappointed to this advisory board. No other applications were received.

The Johnston County Board of Commissioners is requesting the Town Council make a recommendation for the position on the Economic Development Advisory Board.

Office of  
County Commissioners  
(919) 989-5100  
FAX (919) 989-5179

Paula G. Woodard, Clerk

*Johnston County*  
POST OFFICE BOX 1049  
SMITHFIELD, N.C. 27577

Ted G. Godwin, Chairman  
Chad M. Stewart, Vice Chairman  
Jeffrey P. Carver  
Larry Wood  
Tony Braswell  
Patrick E. Harris  
R.S. "Butch" Lawter, Jr.

October 23, 2019

Ms. Shannan Parrish  
Town Clerk  
Town of Smithfield  
[shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)  
PO Box 761  
Smithfield, NC 27577

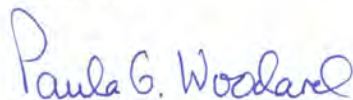
Dear Ms. Parrish:

As you may know, Johnston County has an Economic Development Advisory Board that consists of 14 members (one position for each of the eleven municipalities and three at-large positions) that are appointed by the Johnston County Board of Commissioners. Presently, the position representing the Smithfield area is up for consideration. This position is currently held by Mr. Mike Fleming who has reapplied for another term. No additional applications were received for this position.

The Johnston County Board of Commissioners feels that it is important the municipalities have input with regards to the selection of a representative on the Economic Development Advisory Board, for their respective areas. To that end, the Johnston County Board of Commissioners would appreciate the Town Council, at their next scheduled meeting, discussing the position and making a recommendation on the applicant enclosed.

Thank you for your assistance in this matter and please do not hesitate to contact me if you have any questions.

Sincerely,



Paula G. Woodard  
Clerk to the Board

Attachment

**NOTIFICATION OF INTEREST TO SERVE ON AN APPOINTED BOARD  
(APPLICATION)**

BOARD: JC Economic Development

NAME: Mike Fleming

MAILING ADDRESS: 1093 N. Lakeside Dr Smithfield, NC 27577  
Address City and Zip Code

PHYSICAL ADDRESS: Same  
Address City and Zip Code

TELEPHONE: \_\_\_\_\_ (cell) \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)

E-MAIL ADDRESS: \_\_\_\_\_

PRESENT OCCUPATION: Self employed business owner

YEARS OF FORMAL EDUCATION: BA degree from UNC Chapel Hill

CIVIC AND FRATERNAL ORGANIZATIONS IN WHICH YOU HAVE PARTICIPATED:

JC Visitors Bureau  
Smithfield-Selma Chamber of Commerce  
Centenary United Methodist Church Board of Trustees  
First Citizens Bank Board of Directors (JC)  
YMCA of the Triangle Board

PLEASE TELL WHY YOU WOULD LIKE TO SERVE ON THE ABOVE BOARD:

Would like opportunity to continue to serve on  
board to assist with marketing and recruitment  
of new industry as well as an <sup>active</sup> ambassador to  
to the existing business community in JC.

DATE: 10/11/19 SIGNATURE: Mike Fleming

FOR OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

DATE FORWARDED TO COUNTY COMMISSIONERS: \_\_\_\_\_



# Request for Town Council Action

Consent    Advisory  
Agenda    Board  
Item:      Appointments  
  
Date:      11/12/2019

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Subject:    Advisory Board Appointments  
Department:    General Government  
Presented by:    Town Clerk - Shannan Parrish  
Presentation:    Consent Agenda

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## Issue Statement

The Town Council is asked to consider a new appointment to the Planning Board and a new appointment to the Appearance Commission

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the appointment of Doris Wallace to the Planning Board and approve the appointment of Julia Narron to the Appearance Commission

## Recommendation

Staff recommends approval of these appointments.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Doris Wallace – Board Application
3. Julia Narron – Board Application



# Staff Report

Consent    Advisory  
Agenda    Board  
Item      Appointments

---

## Planning Board Appointment

Doris Wallace has submitted an application for consideration to be appointed to serve as first term (3 years) on the Planning Board as an In-Town member. Ms. Wallace currently serves on the Board of Adjustment. Since the Board of Adjustment is the appeals board to the Planning Board, Ms. Wallace has resigned from the Board of Adjustment.

## Appearance Commission Appointment

Julia Narron has submitted an application for consideration to be appointed to serve a first term (3 years) on the Appearance Commission

## Current Board vacancies are as follows:

- Appearance Commission – 3 positions
- Board of Adjustment – 3 In Town positions
- Planning Board – 1 In-Town member





Town of Smithfield
Board, Commission, or Committee
Application

Name: Wallas Lewis
Home Address: 108 N. Rodrick Dr. Smithfield, N.C.
Business Name & Address:
Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills: Learning about the community that I live in and want to give back to my community providing resources to the community

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

Recent Job Experiences: Retired social worker, sub teacher for Johnston County School District, Community Organizer

Civic or Service Organization Experience: Central Johnston County Rotary Club, Salvation Army Advisory Board, NAACP, Johnston County, Inc., African American Caucus, S.C. Juvenile Prevention Council

Town Boards previously served on and year(s) served: Johnston County Senior Services

Please list any other Boards/Commissions/Committees on which you currently serve: Johnston County Juvenile Prevention Services



Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: DRIS WALLACE  
Signature: Dris Wallace Date: 10/15/19

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Narron (Last) Julia (First) W. (MI)
Home Address: 105 Bridge Street Smithfield NC. 27577
Business Name & Address:
Telephone Numbers: (Home) (Mobile) (Email)

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

- Appearance Commission (checked)
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills: Appearance

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

Recent Job Experiences:

Civic or Service Organization Experience: DSDC, Hospital Foundation Board

Town Boards previously served on and year(s) served: Historic Properties Commission

Please list any other Boards/Commissions/Committees on which you currently serve:



Why are you interested in serving on this Board/Commission/Committee? The boat ramp is adjacent to my home and I am interested in the future improvements.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Julia W. Narron

Signature: Julia W. Narron

Date: 10.9.2019

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

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



# Staff Report

Consent New Hire  
 Agenda / Vacancy  
 Item: Report  
 Date: 11/12/2019

## 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.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer I (6 positions)	Police	10-20-5100-5100-0200
P/T Recreation Aide	P&R – Recreation	10-60-6200-5100-0210

## Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 19-20 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Facility Maintenance Specialist	PW – General	10-60-5500-5100-0200	\$13.49/hr. (\$28,059.20/yr.)
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Pool Staff – Lifeguard	P&R – Aquatics	10-60-5220-5100-0220	\$7.50/hr.
P/T Pool Staff – Lifeguard	P&R – Aquatics	10-60-5220-5100-0220	\$7.50/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.





# Business Items





# Request for Town Council Action

**Business  
Agenda  
Item:** Request  
to sell  
real  
property  
**Date:** 11/12/2019

---

**Subject:** Request to Sell Real Property  
**Department:** General Government  
**Presented by:** Town Manager - Michael Scott  
**Presentation:** Business Item

---

## Issue Statement

The Town Manager has been approached by a resident to ascertain if the Town was interested in selling a lot it owns at 801 Second Avenue in Smithfield. The lot is available to sell should the Council so desire.

## Financial Impact

Income received from the sale of the lot.

## Action Needed

Approve the sale of the lot at 801 Second Avenue, Smithfield NC.

## Recommendation

Sell the property at 801 Second Avenue via an upset bid process consistent with NC General Statutes.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Google Map
3. GIS Map



# Staff Report

**Business  
Agenda  
Item: Request  
to Sell  
Real  
Property**

---

The Town is being asked to sell the empty lot at 801 Second Avenue. The Town acquired the lot several years ago following what appears to be a condemnation. The house that originally was located on the property has been removed and the lot is currently empty and requires normal maintenance from town staff such as mowing. Under NC G.S. 160A-268, 269, & 270, the Town can sell real property through the method of sealed bids, upset bids, or public auction. The lot currently provides no service to the Town of Smithfield and appears it would be better used if owned by a private citizen. Staff is recommending the Council approval an upset bid process to sell the lot.



801 2nd Ave  
Smithfield, NC 27577



# 800 Block of Second Avenue



**Property Owner:**  
Town of Smithfield

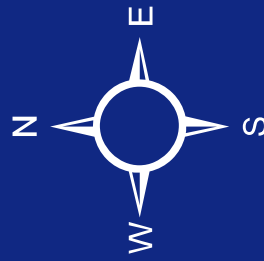
**Location:** 801  
Second Avenue

**Calculated Acreage**  
**0.173**

**PIN# 169311-56-3859**

**Tax ID# 15066004**

**Existing Zoning:**  
**R-6 (Residential)**







# Request for Town Council Action

**Business**   **Retain**  
**Agenda**   **Fire Truck**  
**Item:**   **as Spare**  
**Date:**   11/12/2019

---

**Subject:** Approval to retain Fire Truck as Spare

**Department:** Fire Department

**Presented by:** Fire Chief – John Blanton

**Presentation:** Business Item

---

## Issue Statement

The Fire Department is asking for consideration to retain a 1991 E-One Ladder Truck to be used for the purpose of a spare Fire Truck, as we remove Engine 2 from our fleet due to continued maintenance costs.

## Financial Impact

Annual insurance premium for E-One Ladder Truck is \$415/year

Annual Insurance Premium for 2003 LaFrance (Engine 2) is \$415/year

## Action Needed

Approval of retaining this Ladder Truck to be used as a spare in the current fleet and remove 2003 LaFrance (Engine 2) from service.

## Recommendation

Fire Department requests Council to approve the retention of the E-One Ladder Truck to be used as a spare and to remove E-2 from service.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report



# Staff Report

**Business Item: Retain Fire Truck as Spare**

The Fire Department is asking to keep our current Ladder Truck to use as a spare, due to the frequency of our Fire Trucks going out of service for maintenance and mechanical breakdowns. The Ladder Truck can be stored at Station 2 and will be able to be utilized as both a spare Ladder Truck and or a Fire Engine, in the event one or more of our Fire Trucks is out of service for an extended period of time.

We are asking to take Engine-2 out of service. It is a 2003 American LaFrance Fire Engine that currently remains out of service and place Engine 5 back into full service. Engine 5 was retained as a spare when Engine 3 was purchased new in 2017.

Currently our fleet of Fire Trucks exists of:

- 1991 E-One 75' Ladder Truck Ladder 1 (Current)
- 1992 E-One Fire Engine Engine 5
- 1997 E-One Fire Engine Engine 4
- 2000 American LaFrance Rescue Truck Rescue 1
- 2001 American LaFrance Fire Engine Engine 1
- 2003 American LaFrance Fire Engine Engine 2
- 2006 Ford F-550 Rescue Truck Rescue 2
- 2017 Smeal Fire Engine Engine 3
- 2019 Smeal 100' Platform Ladder Truck Ladder 1 (New) \*\*

\*\*We received our new Ladder Truck in October of 2019, we are estimating November to put it into service due to in-service training and the mounting of equipment\*\*

Within the last couple years, we have experienced more mechanical breakdowns with the American LaFrance trucks: Engine 1, Engine 2 and Rescue 1. The main delay for them being out of service has been not having the available parts. We experience breakdowns with all of our Fire Trucks, however having three Fire Trucks that were manufactured by American LaFrance (that has since gone out of business as of January, 2014), makes the parts extremely hard to get and when they are available the costs are usually more than twice the original price.

Engine-2 went out of service July 27<sup>th</sup> 2019 (109 days to-date) because of an electrical/electronic issue and due to the failure to find replacement parts. The repair shop has sent the part off in hopes of having it rebuilt, this repair is a computer issue that the manufacturer only has the rights to and because of this; the repair shop is not sure when this truck can be repaired. At this point our labor and parts bill for this repair are estimated at \$4,000.00.

Based on our increased maintenance costs and the extended out of service time intervals continues to put a strain on our fleet while trying to maintain in-service equipment. Below are our past three years of maintenance costs and the out of service records for each of our apparatus.

Maintenance Costs: Does not include from July of this year.

Truck #	2016/2017	2017/2018	2018/2019	TOTAL
Engine 1	\$4,005.22	\$6,380.73	\$18,884.91	\$29,270.86
Engine 2	\$4,246.37	\$7,193.39	\$8,466.11	\$19,905.87
Engine 3 **	\$149.12	\$1,216.92	\$6,826.16	\$8,192.20
Engine 4	\$3,204.64	\$4,728.49	\$8,788.96	\$16,722.09
Engine 5 **	\$735.79	\$4,823.68	\$1,538.99	\$7,098.46
Ladder 1	\$10,942.96	\$3,903.83	\$1,456.51	\$16,303.30
Rescue 1	\$7,596.02	\$3,703.06	\$2,882.97	\$14,182.05
Rescue 2	\$2,570.99	\$2,455.21	\$512.96	\$5,539.16
Rescue 3 (UTV)	\$171.47	\$155.91	\$86.49	\$413.87
Rescue 4 (Boat)	\$116.00	\$274.70	\$457.14	\$847.84
Car 1	\$1,149.42	\$616.75	\$210.28	\$1,976.45
Car 2	\$658.98	\$1,261.35	\$1,438.68	\$3,359.01
Squad 1	\$896.34	\$949.97	\$1,841.70	\$3,688.01
Utility 1	\$287.49	\$164.78	\$241.34	\$693.61
FM 1	\$2,726.46	\$721.62	\$336.76	\$3,784.84
Brush 1 **	N/A	N/A	\$1,611.48	\$1,611.48
Totals	\$39,457.27	\$38,550.39	\$55,581.44	\$133,589.10

\*\* New or recently changed, (ex. E-5 was former E-3 prior to 2017)

Below is the chart showing time out of service for each Fire Truck:

Truck #	Year	16/17	17/18	18/19	Total Days	Percent	Mileage
Engine 1	2001	13	45	193	251	68.77%	53,965
Engine 2	2003	6	15	15	36	9.86%	62,156
Engine 3	2017	0	3	2	5	1.37%	21,280
Engine 4	1997	3	96	20	119	32.60%	21,804
Engine 5	1992	0	0	0	0	0.00%	32,632
Ladder 1	1991	3	0	0	3	0.82%	22,710
Rescue 1	2000	5	0	0	5	1.37%	26,248
Rescue 2	2006	30	0	0	30	8.22%	30,553
Rescue 3	2008	12	0	0	12	3.29%	2243
Rescue 4	1997	0	5	0	5	1.37%	Boat
Car 1	2015	0	0	0	0	0.00%	33,035
Car 2	2019	0	0	0	0	0.00%	4,597
Squad 1	2001	0	0	0	0	0.00%	87,055
Utility 1	2001	0	0	0	0	0.00%	120,953
FM 1	2006	0	0	0	0	0.00%	74,832
Brush 1	1992	N/A	N/A	0	0	0.00%	13,942

Highlighted trucks are American LaFrance brand

Based on this information and the fact of Engine-2 being out of service and the uncertainty of it not being repaired, it is our wishes to remove it from service. It would also be our recommendation to retain it for parts for Engine-1. Engine-1 and Engine-2 are similar trucks however, Engine-1 does not have the same electronics as Engine 2 making it less likely to suffer a similar issue as Engine-2. It would also be our recommendation to surplus both Engine-1 and Engine-2 when a new engine arrives in FY 2020.



# Request for Town Council Action

**Business**   **Force**  
**Agenda**   **Main**  
**Item:**   **Location**  
**Date:**   11/12/2019

---

**Subject:** Co-Location of Sanitary Sewer Easement  
**Department:** Public Utilities  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Business Item

---

## Issue Statement

Johnston County is requesting to place a force main within the town sewer easement along a portion of the Neuse River.

## Financial Impact

None

## Action Needed

To allow the co-location of the force main within the Town easement

## Recommendation

Staff recommends the Council to allow co-location of the force main within the town easement

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Proposed survey of route



# Staff Report

**Business  
Item:** **Force  
Main  
Location**

As growth is continuing in the northern section of Town, there is an ever-increasing demand for utility services. Specifically, there is greater demand for water and sewer service to areas north of Booker Dairy Road. This area sends sewer through the collection system to the County pump station located behind the Water Plant. As development continues in this area, the need for sewer service has placed an increased burden on the County sanitary sewer lift station.

This particular lift station accepts the sanitary sewer from the northern section of Town. It is precisely this ability to convey the sewage from this growing area that enables the Town to continue to grow. Simply put, the existing lift station has reached a point where sizing upgrades and modernization are required to allow service to continue and further Town development to happen.

The County is in the process of upgrading this station. A part of this upgrade is the installation of a new force main to convey the sewer from the pump station to tie-in to the existing County line in Market Street. The County is requesting to locate the new force main within Town property at the Water plant and along the Town outfall on the west side of the Neuse River.

Town staff has reviewed the proposed path (see attached survey) and has no objection to the route. Further, since the upgrade of the station has the effect of providing more sewer capacity for Town growth, staff feels it is in the interest of the Town to assist the County in the project by allowing the proposed routing.



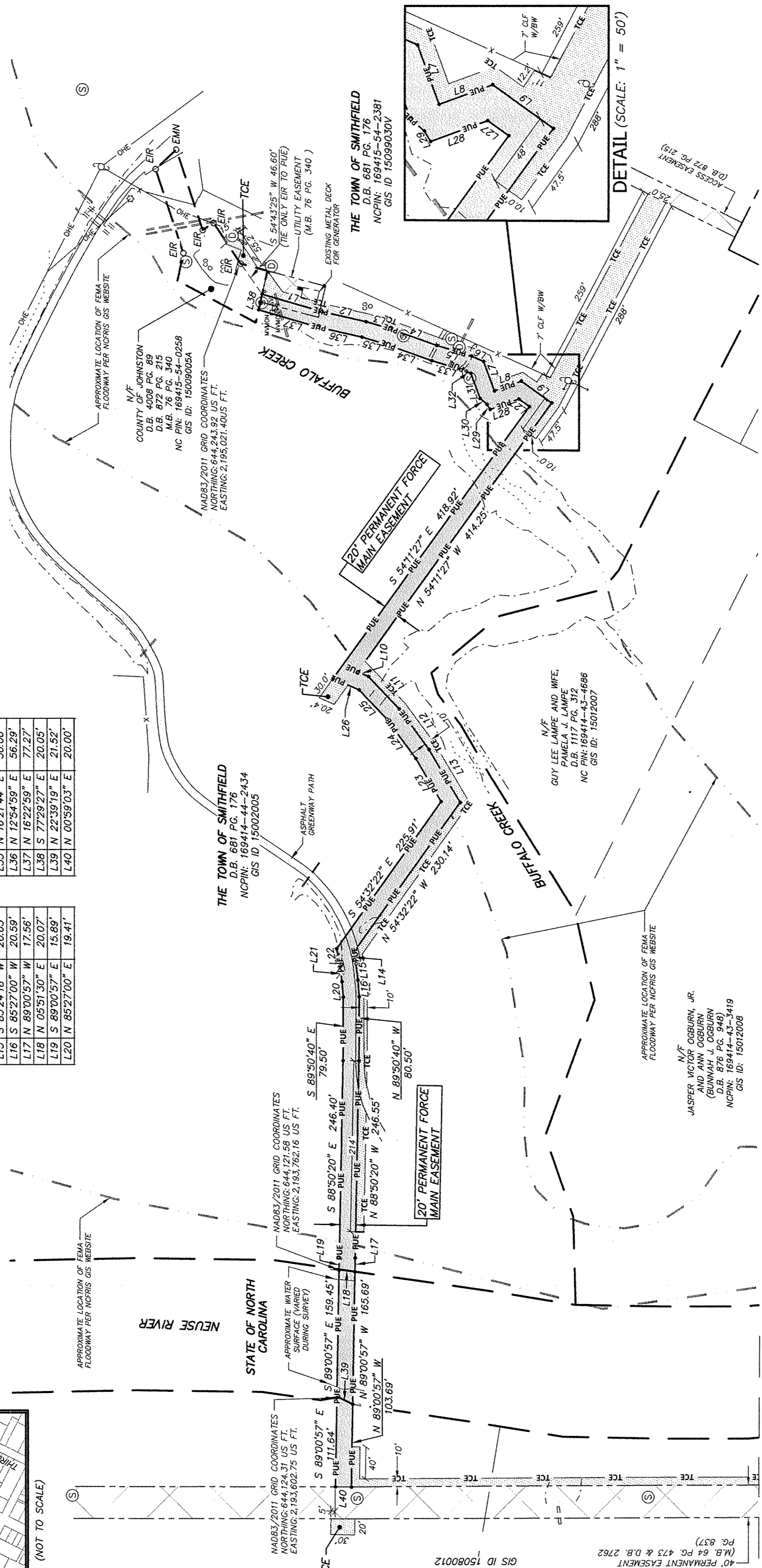
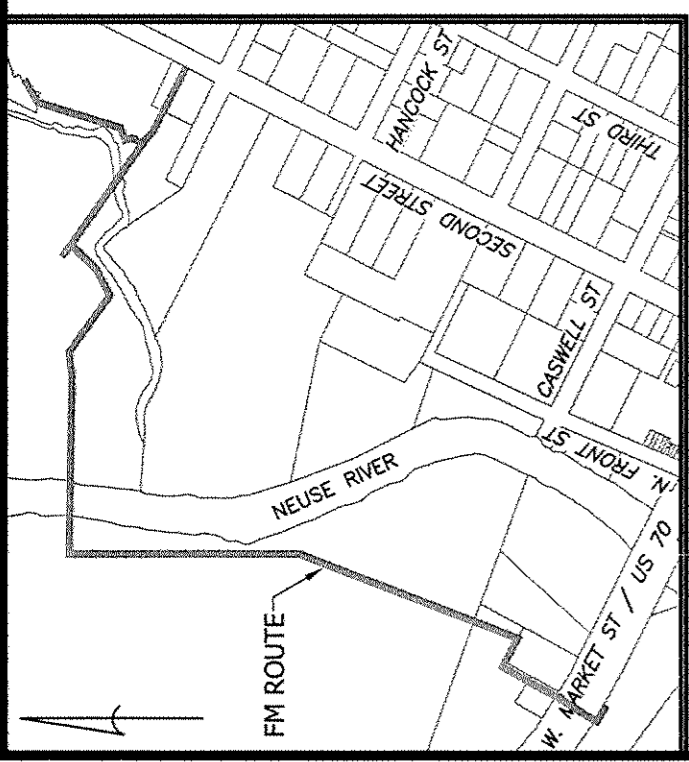
**OWNER EASEMENT AREA SUMMARY (SHEET 1)**

GIS ID	OWNER	PUE (SF)	TCE (SF)
315080012	TINA SHIRLEY HOBBS	2,153.3	14,342.7
315080012	STATE OF NORTH CAROLINA	3,251.5	N/A
15002005	THE TOWN OF SMITHFIELD	33,069.8	21,478.5

**LINE TABLE**

LINE	BEARING	DISTANCE
L1	S 16°22'59" W	78.02'
L2	S 12°54'59" W	56.29'
L3	S 16°21'44" W	31.20'
L4	S 19°47'25" W	62.25'
L5	S 16°52'43" W	45.81'
L6	S 23°53'25" W	16.25'
L7	S 69°55'41" W	39.51'
L8	S 20°04'19" W	37.98'
L9	S 59°09'43" E	7.67'
L10	S 23°57'16" W	14.78'
L11	S 46°27'15" W	55.90'
L12	S 53°47'42" W	63.11'
L13	S 59°34'18" W	76.55'
L14	S 78°15'59" W	14.69'
L15	S 83°24'18" W	20.63'
L16	S 85°27'00" W	20.59'
L17	N 89°00'57" W	17.56'
L18	N 05°51'30" E	20.07'
L19	S 89°00'57" E	15.89'
L20	N 85°27'00" E	19.41'
L21	N 83°24'18" E	19.37'
L22	N 78°15'59" E	22.53'
L23	N 59°34'18" E	62.58'
L24	N 53°47'42" E	60.82'
L25	N 46°27'15" E	50.64'
L26	N 23°57'16" E	35.43'
L27	N 35°53'53" E	16.10'
L28	N 20°04'19" W	37.98'
L29	N 59°09'43" E	7.67'
L30	N 40°33'47" E	11.39'
L31	N 69°55'41" E	33.55'
L32	N 23°53'25" E	6.53'
L33	N 16°52'43" E	45.10'
L34	N 19°47'25" E	62.16'
L35	N 16°21'44" E	30.00'
L36	N 12°54'59" E	56.29'
L37	N 16°22'59" E	77.27'
L38	S 77°29'27" E	20.05'
L39	N 22°39'19" E	21.52'
L40	N 00°59'03" E	20.00'

**LEGEND**  
SEE SHEET 2



DWG. NO. Z-2636

SHEET NO. 1 OF 2

**EASEMENT CORRIDOR PLAT**  
FOR  
**BUFFALO CREEK FORCE MAIN UPGRADE**

SMITHFIELD, SMITHFIELD TOWNSHIP, JOHNSTON CO., NC

CLIENT: JOHNSTON COUNTY PUBLIC UTILITIES  
ADDRESS: LAND USE CENTER  
309 E. MARKET STREET  
SMITHFIELD, NC 27577  
919-989-5075

Engineers: F-0334  
Planners: Surveyors  
Surveyors: Landscape Architects  
& ASSOCIATES, INC.  
107 East Second Street  
Greenville, NC 27838  
(252)752-4135  
riversandassociates.com Since 1918

SURVEYED BY: RB/MS/JA  
DRAWN BY: PH/KB  
CHECKED BY: PWH  
APPROVED BY: BH  
DATE: 5/30/18  
SCALE: 1" = 100'

**NOTES:**

- ALL DISTANCES ARE HORIZONTAL GROUND.
- AREA DETERMINED BY COORDINATE COMPUTATION.
- PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
- THIS PLAT WAS PREPARED FOR THE PURPOSE OF EASEMENT OR RIGHT-OF-WAY ACQUISITION ONLY. IT IS NOT INTENDED TO SERVE AS A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON.
- BOUNDARY INFORMATION SHOWN WAS COMPILED FROM MULTIPLE RECORDED PLATS OR DEEDS AS SHOWN.
- ADJACENT OWNER INFORMATION TAKEN FROM JOHNSTON COUNTY GIS.
- NO POINTS SET UNLESS OTHERWISE INDICATED.

**REVISIONS**

#3	09/03/2019	REVISED EASEMENT PER DESIGN MODIFICATIONS.
#2	10/16/2018	REVISED EASEMENT ON THE BLACKMON PROPERTY.
#1	08/20/2018	REVISED EASEMENT ON THE TOWN OF SMITHFIELD PROPERTY.

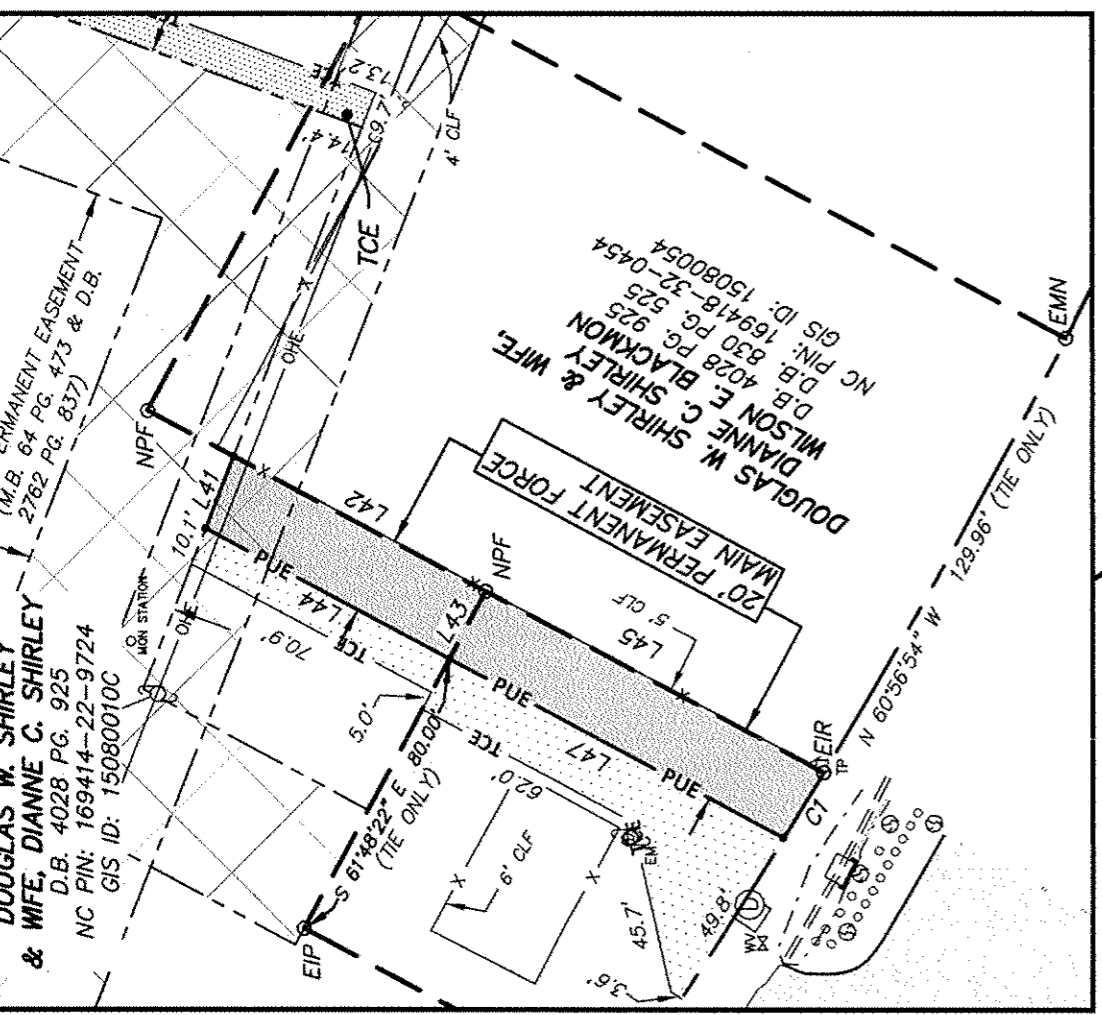
**PRELIMINARY - NOT FOR RECORDATION**  
**SALES OR CONVEYANCES**

SIGNED: \_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4262

**SURVEY CERTIFICATION**  
NORTH CAROLINA JOHNSTON COUNTY  
I, PATRICK W. HARTMAN, PLS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY BY RB/JA FROM 7/07/2017 THRU 2/02/2018 (DEED DESCRIPTIONS RECORDED IN BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+. THAT NORTH BASIS AND COORDINATES LISTED WERE DERIVED FROM MULTIPLE NCGS RTN OBSERVATIONS ON SURVEY CONTROL DURING JUNE 2017; CLASS A SURVEY WITH A POSITIONAL ACCURACY OF 2 CM. I FURTHER CERTIFY PURSUANT TO G.S. 47-30(4)(1)c-4, THAT THIS SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN

**LEGEND:**

- EIR EXISTING IRON ROD
- EIP EXISTING IRON PIPE
- EMN EXISTING MAG NAIL
- D.B. DEED BOOK
- P.G. PAGE
- M.B. MAP BOOK
- R/W RIGHT OF WAY
- N/F NOW OR FORMERLY
- P.N. PARCEL NUMBER
- CLF CHAIN LINK FENCE
- ④ RECORDED LOT NUMBER
- ⊕ UTILITY POLE
- ⊖ ANCHOR
- ☆ LIGHT POLE
- Ⓢ DRAINAGE MANHOLE
- Ⓣ SANITARY SEWER MANHOLE
- CLEANOUT
- SSV SEWER VALVE
- MVO MASTER VALVE MONUMENT
- DITCH (TOP OF BANK)
- DITCH (TOE OF BANK)
- BOUNDARY LINE
- PARCEL LINES GIS
- OHE OVERHEAD ELECTRIC
- FENCE
- RIGHT OF WAY
- PERMANENT UTILITY FORCE MAIN EASEMENT
- TCE TEMPORARY CONSTRUCTION EASEMENT
- FLOODWAY PER NCFRS GIS WEBSITE
- DRAINAGE PIPES
- CONCRETE
- ASPHALT
- EXISTING EASEMENT
- PROPOSED PERMANENT FORCE MAIN EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT



**OWNER EASEMENT AREA SUMMARY (SHEET 2)**

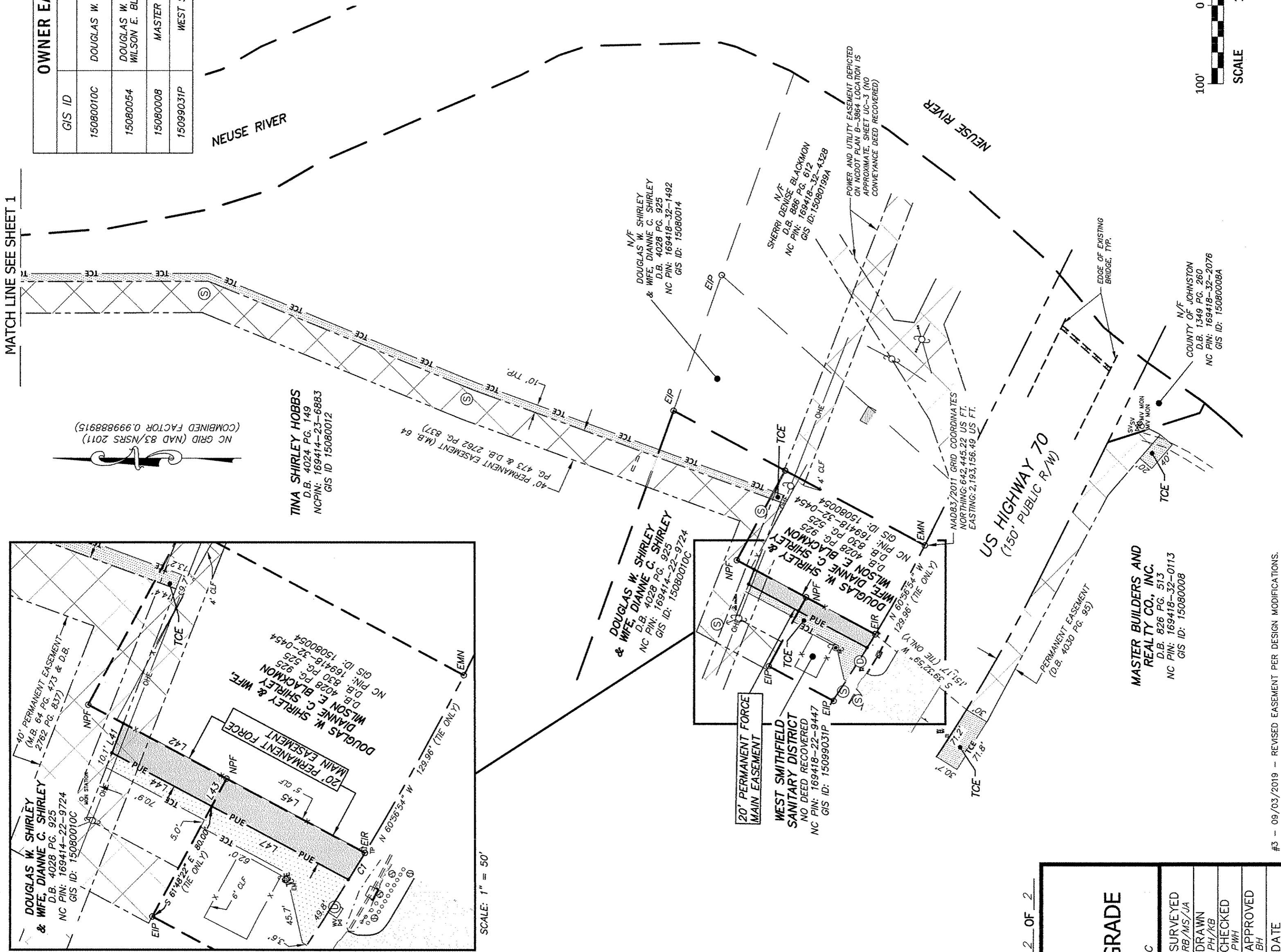
GIS ID	OWNER	PUE (SF)	TCE (SF)
15080010C	DOUGLAS W. SHIRLEY & WIFE DIANNE C. SHIRLEY	1,467.6	2,255.6
15080054	DOUGLAS W. SHIRLEY & WIFE DIANNE C. SHIRLEY WILSON E. BLACKMON AND SHARON D. BLACKMON	N/A	133.9
15080008	MASTER BUILDERS AND REALTY CO., INC.	N/A	2,957.1
15099031P	WEST SMITHFIELD SANITARY DISTRICT	1,992.9	2,159.7

**CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
CT	1,925.00'	20.03'	N 58°39'46" W	20.03'

**LINE TABLE**

LINE	BEARING	DISTANCE
L41	S 68°45'56" E	20.15'
L42	S 28°11'36" W	74.60'
L43	N 61°48'22" W	20.00'
L44	N 28°11'45" E	72.16'
L45	S 28°11'52" W	100.17'
L46	NOT USED	
L47	N 28°11'45" E	99.07'



DWG. NO. Z-2636

SHEET NO. 2 OF 2

**EASEMENT CORRIDOR PLAT**  
FOR

**BUFFALO CREEK FORCE MAIN UPGRADE**

SMITHFIELD, SMITHFIELD TOWNSHIP, JOHNSTON CO., NC  
 CLIENT JOHNSTON COUNTY PUBLIC UTILITIES  
 ADDRESS LAND USE CENTER  
 309 E. MARKET STREET  
 SMITHFIELD, NC 27577  
 919-989-5075

NC License: F-0334  
**Rivers**  
 & ASSOCIATES, INC.  
 107 East Second Street  
 Greenville, NC 27858  
 (252)752-4135  
 Engineers  
 Planners  
 Surveyors  
 Landscape Architects

SURVEYED	RB/MS/JA
DRAWN	PH/KB
CHECKED	PH/MS
APPROVED	BH
DATE	5/30/18
SCALE	1" = 100'

DWG. NO. Z-2636

**SURVEY CERTIFICATION**  
 NORTH CAROLINA  
 JOHNSTON COUNTY

**PRELIMINARY, NOT FOR RECORDATION**  
**SALES OR CONVEYANCES**

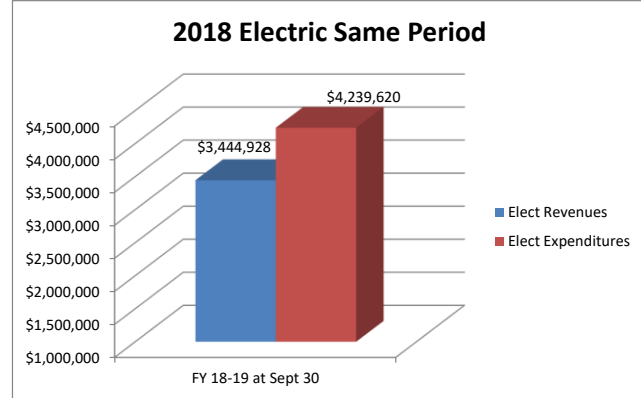
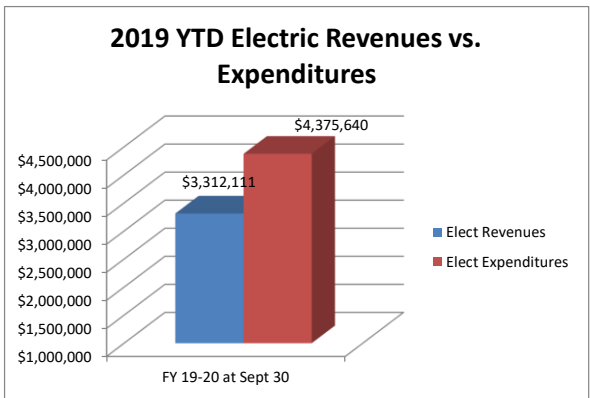
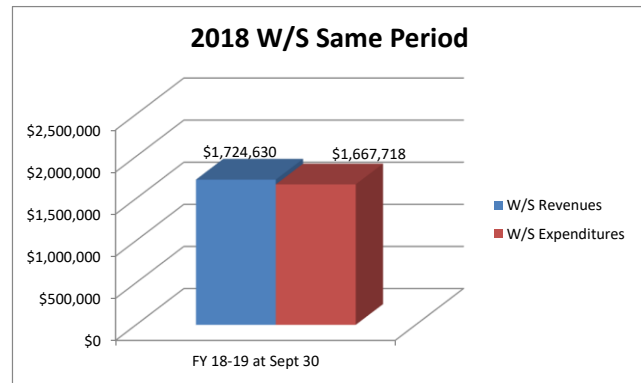
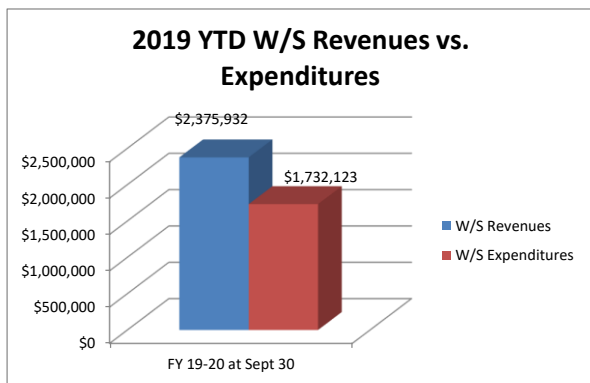
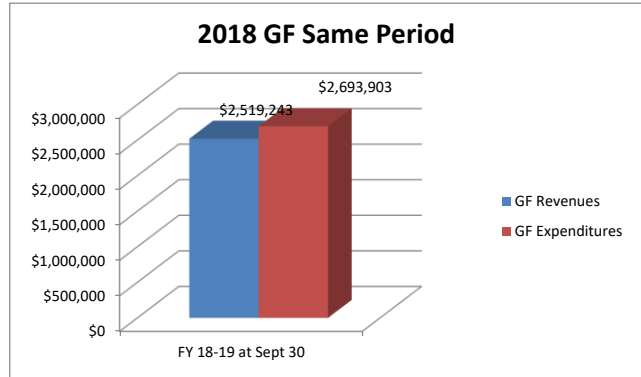
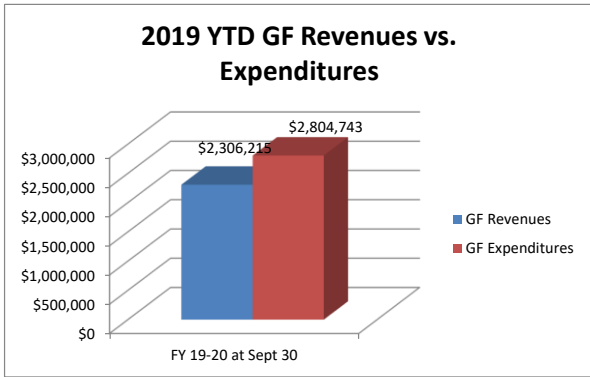


REVISIONS  
 #3 - 09/03/2019 - REVISED EASEMENT PER DESIGN MODIFICATIONS.  
 #2 - 10/16/2018 - REVISED EASEMENT ON THE BLACKMON PROPERTY.  
 #1 - 08/20/2018 - REVISED EASEMENT ON THE TOWN OF SMITHFIELD PROPERTY.

# Financial Report



## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**September 30, 2019**  
**Gauge: 3/12 or 25.0 Percent**

**GENERAL FUND**

Revenues	Frequency	Actual to Date	Budget	Actual to Date
		FY '18-19	FY '19-20	FY '19-20
Current & Prior Year Property Taxes	Monthly	\$ 920,670	\$ 6,276,000	\$ 847,079
Motor Vehicle Taxes	Monthly	146,735	505,000	167,303
Utility Franchise Taxes	Quarterly	225,822	975,000	228,119
Local Option Sales Taxes	Monthly	242,268	2,400,000	233,544
Aquatic and Other Recreation	Monthly	206,697	738,000	209,536
Sanitation (Includes Penalties)	Monthly	250,564	1,335,300	257,361
Grants			49,500	85,842
All Other Revenues		526,487	1,394,636	277,431
Loan Proceeds		-	-	-
Transfers (Electric and Fire Dist.)		-	261,214	-
Fund Balance Appropriated		-	1,593,056	-
<b>Total</b>		<b>\$ 2,519,243</b>	<b>\$ 15,527,706</b>	<b>\$ 2,306,215</b>

Expenditures	Actual to Date	Budget	Actual to Date
	FY '18-19	FY '19-20	FY '19-20
General Gov.-Governing Body	\$ 86,942	\$ 459,438	\$ 109,505
Non Departmental	288,023	929,616	283,241
Debt Service	180,826	939,258	190,426
Finance	22,736	115,511	20,112
Planning	121,297	455,635	91,758
Police	727,695	4,073,619	760,705
Fire	340,282	2,169,318	372,376
EMS	-	-	-
General Services/Public Works	118,198	601,590	99,686
Streets	91,746	1,664,371	92,870
Motor Pool/Garage	15,445	103,816	20,043
Powell Bill	9,630	322,725	6,602
Sanitation	231,619	1,287,765	245,007
Parks and Rec	201,363	1,105,243	253,725
SRAC	253,072	981,173	252,015
Sarah Yard Center	5,029	46,500	6,671
Contingency	-	272,128	-
Appropriations/Contributions	-	-	-
<b>Total</b>	<b>\$ 2,693,903</b>	<b>\$ 15,527,706</b>	<b>\$ 2,804,743</b>

YTD Fund Balance Increase (Decrease)

- -



**WATER AND SEWER FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Water Charges	\$ 537,942	\$ 2,852,000	\$ 565,508
Water Sales (Wholesale)	314,184	\$ 1,400,000	\$ 386,982
Sewer Charges	844,280	4,180,000	887,969
Tap Fees	-	2,500	2,350
All Other Revenues	28,224	110,400	33,122
Grants	-	-	500,000
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	132,941	-
<b>Total</b>	<b>\$ 1,724,630</b>	<b>\$ 8,677,841</b>	<b>\$ 2,375,932</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Water Plant ( <b>Less Transfers</b> )	\$ 434,369	\$ 1,980,216	\$ 467,569
Water Distribution/Sewer Coll ( <b>Less Transfers</b> )	806,573	4,480,720	1,024,659
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	-	1,250,000	-
Debt Service	426,776	653,574	239,895
Contingency	-	313,331	-
<b>Total</b>	<b>\$ 1,667,718</b>	<b>\$ 8,677,841</b>	<b>\$ 1,732,123</b>

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Electric Sales	\$ 3,365,296	\$ 16,550,000	\$ 3,234,622
Penalties	37,079	150,000	29,849
All Other Revenues	42,553	156,000	47,640
Grants	-	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	100,000	-
<b>Total</b>	<b>\$ 3,444,928</b>	<b>\$ 16,956,000</b>	<b>\$ 3,312,111</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Administration/Operations	\$ 528,213	\$ 2,363,740	\$ 495,517
Purchased Power - Non Demand	1,336,440	12,750,000	1,347,828
Purchased Power - Demand	1,743,333	-	1,871,210
Purchased Power - Debt	289,049	-	289,044

Debt Service	342,585	351,279	342,585
Capital Outlay	-	120,000	29,456
Contingency	-	332,481	-
Transfers to Electric Capital Proj Fund	-	950,000	-
Transfer to Electric Capital Reserve	-	-	-
Transfers to General Fund	-	88,500	-
Total	<u>\$ 4,239,620</u>	<u>\$ 16,956,000</u>	<u>\$ 4,375,640</u>

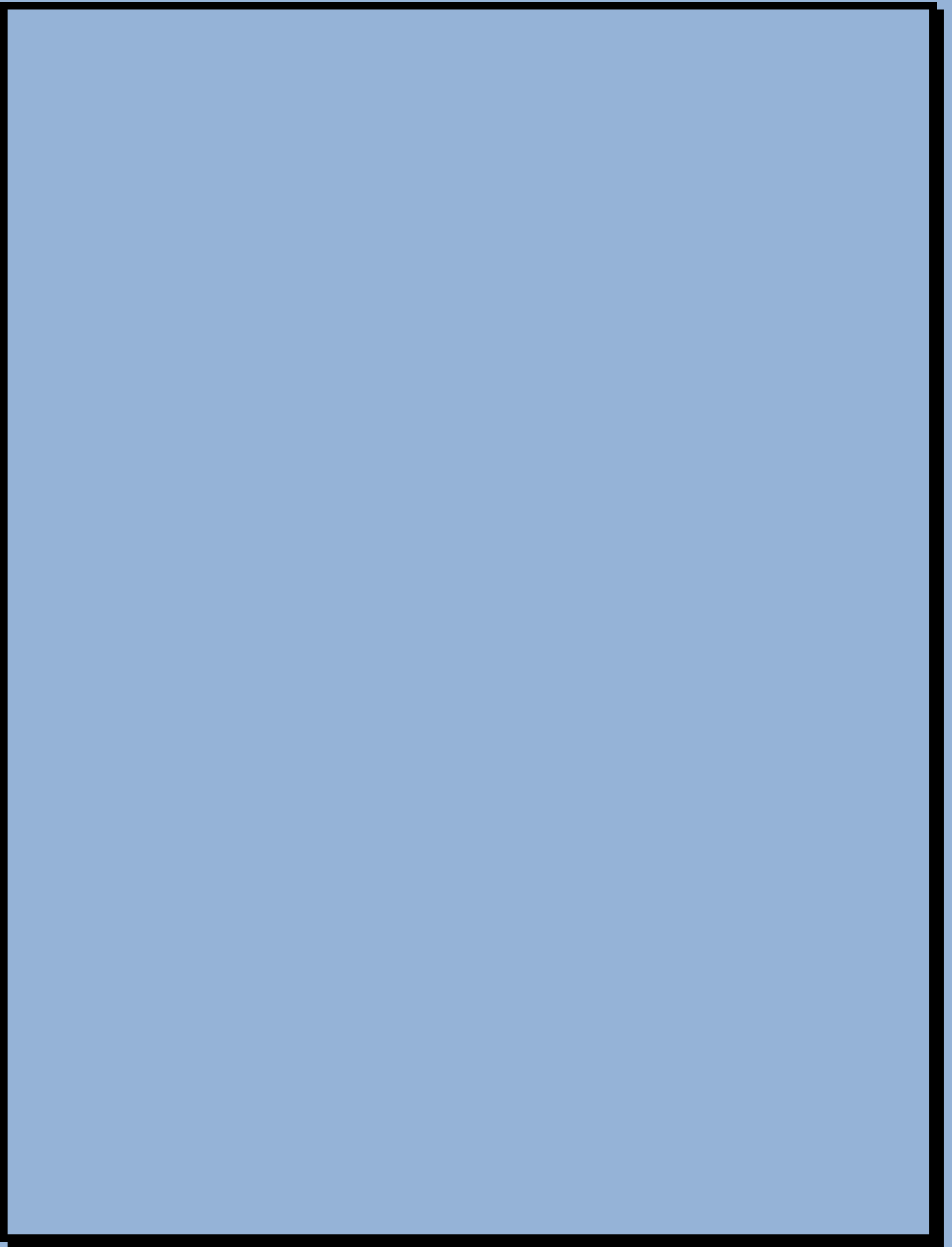
**CASH AND INVESTMENTS FOR APRIL**

General Fund (Includes P. Bill)	11,666,076		
Water and Sewer Fund	7,489,109		
Electric Fund*	9,668,165		
JB George Endowment (40)	134,038		
Water Plant Expansion (43)	2,633,805		
Booker Dairy Road Fund (44)	457,895		
Capital Project Fund: Wtr/Sewer (45)	34,302		
Capital Project Fund: General (46)	1,316,831	1st CITIZENS	27,438,841
Capital Project Fund: Electric (47)	1,027,658	NCCMT	2,360,258
Firemen Relief Fund (50)	130,273	KS BANK	3,712,256
Fire District Fund (51)	62,376	UNITED COMM	1,290,135
General Capital Reserve Fund (72)	180,962	PNC BANK	-
Total	<u>\$ 34,801,490</u>		<u>\$ 34,801,490</u>

\*Plug

**Account Balances Confirmed By Finance Director on 10/30/2019**

# Department Reports



## Smithfield Economic Development Implementation Activities SEP/OCT 2019

1. Internal/External Marketing – followed-up on the progress of the production of the marketing booklet with Shanna Capps of Shandy Communications, LLC. They received the last of the needed information last week (W/O 30SEP19) and photos are scheduled for next week (W/O 14OCT19). They will work on their publication after taking the photos but will return to the town's document immediately after that. We should receive a first proof for review by the end of the month.
2. Downtown Development/Brewery Attraction – met with Sarah Edwards to get a status update of the Brewery Project. According to Sarah it is moving ahead steadily. The lease is being prepared and modifications to the conceptual layout of the building are to be sent to the architect. Tim inquired as to if there was anything that the town needed to be doing and the answer was nothing at this time. The next project working group meeting is tentatively scheduled for November and Sarah will follow-up with us to confirm.
3. Downtown Development/Gabriel Johnston Hotel – we also discussed the status of the hotel project with Sarah. Aric Geda of Modulus Engineering is performing an environmental evaluation, due diligence on the building. The results will be made available to any developer interested in taking on the renovation of the facility. There was a long discussion on next steps centered on the Request for Proposal solicitation that the DSDC is planning on issuing for the project. Who will review the submissions and make the recommendation to the DSDC Board as to which developer, in their opinion, has the best qualifications, the best plan for the renovation of the hotel, and the best chance of success was discussed. The recommendation for the composition of the committee will be presented to the DSDC Board. The town's potential role in the redevelopment was also discussed and it is believed that the best course of action would be to include in the RFP a question as to what assistance would be required to ensure the success of the project. This question would assist in the selection of the developer and clearly identify what assistance would be needed, allowing the town to focus on just that issue for its consideration. Sarah will move ahead with the RFP and report back to her board the discussion and recommendations from this meeting.
4. BRE – Visited BDSI at their new location, 3175-B Brightleaf Blvd and met with Mike Buzard. Mike is very pleased with the new facility. The current facility is 45,000 square feet, more than doubling their previous location which was 20,000 square feet. Mike said that he still had some renovations to complete such as a training area and a break area. The facility appeared to be full, as well as the storage yard behind the building. The company has approximately 19 full time and over 40 part-time employees. BDSI offers flexible hours. Each employee sets their own hours and can check in or out anytime during the day or night. Several of his part-time employees are Johnston Community College students. The ability to set your own work schedule is perfect for college students and he has a few openings. As our next meeting is with Dr. Johnson at JCC we will pass that along to him. We inquired as to if there was anything the town could do for him and he said not at this time but appreciated our visit and the town's support.

5. BRE – Visited Dr. David Johnson at Johnston Community College. Tim informed Dr. Johnson of the employment opportunities for students at BDSI. Dr. Johnson was appreciative, and Tim is going to follow-up with the contact at the college that assists students in this manner. Dr. Johnson reviewed the college’s major projects: renovations to the Tart Building and the Auditorium. The Tart project has been completed and the Auditorium project should be finished by May 2020. The college is also in the design phase of a 35,000 square foot engineering building. An upcoming major event is the JoCo Works, a two-day event hosted on campus, centered on career exploration. Every eight grader in the county will be bussed to campus where they will be able to learn about potential careers with Johnston County companies. Major employers from the county will have displays on campus providing information and hands on activities related to employment in their facilities. Along with the major employers, the college is partnering with the Chamber of Commerce for the event. We discussed the college’s current needs and Dr. Johnson cited issues with the main campus entrance, possible solutions, and how the town could assist in the effort. Student housing continues to be a need and has become even more so, as they recruit student athletes for their men’s’ and women’s’ basketball and golf programs. Public transportation is also an issue, which goes beyond the college as well. Dr Johnson gave us a tour of the New Student Success Center.





# Staff Report

**Department  
Report** **Annual  
Economic  
Development  
Update**

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## **Update**

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.

## **Action Requested**

No action requested.

# SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-October 24 2019

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
Develop overall support for the Economic Development Program		Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
			Commercial Realtors		Maintaining on-going contact with realtors.	
150			SEDAC		Maintaining on-going contact with SEDAC.	
			East Smithfield		Needs, challenges, and opportunities in the community, listed.	
			Business Community		Meeting with business community via BRE program.	
Existing Business & Industry Support						
	Reestablish the Existing Industry Outreach Program					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
		Developing an introductory letter to be mailed by January 2017			Existing industries notified via letter of BRE efforts.	
		Schedule visitations			Visitations are on-going.	<p>Visited Mike Buzard of BDSI in their new location, 3175-B Brightleaf Blvd. Mike is please with the new, larger (45K vs 20K sq. ft.) facility. He noted there were still a couple of renovations to complete, but everything was going well. BDSI offers flexible hours, employees can clock in or out anytime day or night. Several of his part-time employees were JCC students and he has several openings. We will forward this info to Dr. Johnson. Nothing he needs from the town at present, but thank us for the visit and the town's support</p>

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
						<p>Met with Dr. David Johnson of Johnston Community College. Informed him of the part-time employment opportunities for students with BDSI. Discussed the college's major projects-the renovation of the Tart Building and Auditorium.. The college is in the design phase of a 35K sq. ft. engineering building. An upcoming event-JoCo Works will bring every eighth grader in the county to campus where they will get information and hands-on experience about career opportunities with Johnston County Companies. Student housing continues to be an issue. Toured the new Student Success Center.</p>
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment	Attract new business investment and jobs	Identify needs of major companies in the County on which Smithfield can capitalize.	JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	
Town Image/Gateways	Gateways					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	
			East Smithfield - Tony Nixon		Met with Tony Nixon of the East Smithfield Improvement organization and toured the area to identify opportunities	
			Business Community			
		Conduct a Visioning/Branding process	ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
Product Development					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		Wellons-Howell property available for recertification, but has been identified in the land use plan for high density housing.	
					The town partnered with Johnston County Economic Development on assembling properties for West Smithfield industrial park, which has been certified. Five parcels lie within the town's corporate limits.	
	Infrastructure Improvements					



ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Golden LEAF Grant	Public Works Department- Johnston County		The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park.	
155 Downtown Redevelopment		Redevelopment of the former Town Hall	DSDC		The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	Met with Sarah Edwards to discuss the status of the hotel renovation project. An environmental, due diligence assesment of the building is being prepared and the results will be available to any developer interested in the project. Next steps were discussed and agreed upon centering on the RFP to be issued by the DSDC for the project.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Establishment of a brewery/brew pub in downtown.	DSDC			Met with Sarah Edwards to get a status update of the Brewery project. The lease is being prepare, and modifications to the conceptual layout are to be sent to the architect. The next meeting of the project working group is tentatively scheduled for November. Sarah will follow-up with us to confirm the meeting date, time, and location.
Internal/External Marketing						
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
156		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			A marketing booklet has been commissioned.	Final needed info for the booklet was delivered W/O 30SEP19, Photos scheduled for W/O 14OCT19, and a draft proof is expected by the end of October.
	Internal/External					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	
Johnston Community College						
	Identify JCC needs that can be translated into economic development activities	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
Incentives		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	
Retirement Development						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES FOR SEPTEMBER
		Determine interest in advancing this initiative				
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Contact is being maintained with a retail developer that has an interest in the town for a project.	
Public Education					Tim met with the JCS Superintendent to pledge the town's support for the schools.	



**FINANCE DEPARTMENTAL REPORT FOR SEPTEMBER, 2019**

**SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):**

Daily Collections/Property Taxes/Other.....	\$3,081,499
Franchise Tax.....	228,119
Sales & Use Tax.....	233,544
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$3,543,162</b>

Expenditures: General, Water, and Electric..... \$2,897,932

**FINANCE:**

- Compiled and submitted monthly retirement report on 9/30/2019
- Issued 73 purchase orders
- Processed 747 vendor invoices for payment and issued 378 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 9/9/19, and 9/23/19
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,436
- Processed 8 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$37,849.65 (EMS = \$10,121.45; SRAC = \$6,346.15; Utility= \$21,382.05; and Other = \$0).
- Invoiced 3 grave opening for a total of \$2,100.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$5,530.22 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$5,048.74 in credit/debit card fees.

**FINANCE DIRECTOR**

- Attended Town Council Meeting on September 3, 2019
- Attended Department Head Meetings on September 3 and 17,
- Met with First Citizens Bank on Credit Card Processing. Provided them with three months of PNC Bank Statements to perform comparative analysis.
- Prepared for auditor's visit on September 16, 2019



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 - 2019**

September

**Town Council**

Zoning Map Ammendments	0
Special Use Permit	0
Zoning Ordinance Amendments	0
Major Subdivisions	1
Annexations	0
Special Events	6
Site Plan	0

**Planning Board**

Zoning Map Amendments	0
Zoning Ordinance Ammendments	1
Major Subdivisions	0
Town Plan Review	1

**Board of Adjustment**

Variance	1
Admin Appeal	0

**Historic Properties Commission**

Certificate of Appropriateness	0
Historic Landmarks	0





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

## Permit Issued for September 2019

		Permit Fees	Permits Issued
Zoning	Land Use	750.00	8
Site Plan	Major Site Plan	\$100.00	1
Site Plan	Minor Site Plan	\$225.00	6
Zoning	Sign	\$200.00	4
	Report Period	\$1,275.00	19
	Fiscal YTD Total:	\$5,500.00	70

Z19-000128	Zoning	Sign	The Bridge	951 Booker Dairy Road
SP19-000057	Site Plan	Minor Site Plan	Class B Manufactured Home	2161 Galilee Road
SP19-000058	Site Plan	Minor Site Plan	Class B Manufactured Home	2161 Galille Road
Z19-000126	Zoning	Land Use	Smith-Holloway of Johnston County	1131 West Market Street
Z19-000127	Zoning	Land Use	147WebDev, LLC	37 White Oak
Z19-000129	Zoning	Land Use	CD Warehouse/RC Hobby Nook	150 Suite F South Equity Drive
Z19-000130	Zoning	Land Use	Pro-Tech Performance Automotive	502 East Market Street
Z19-000131	Zoning	Land Use	Repair of fire damage structure	518 Twelfth Street
SP19-000059	Site Plan	Minor Site Plan	Class B Manufactured Home	71 Galilee Road
Z19-000132	Zoning	Land Use	True Vine Apostolic Ministries, Inc.	720 Second Avenue
SP19-000060	Site Plan	Minor Site Plan	Llghting Plan	721 North Brightleaf Boulevard
Z19-000133	Zoning	Land Use	Time2Fit Fitness & Wellness	129 North Third Street
Z19-000134	Zoning	Sign	Gaillee Baptist Church	2017 Galilee Road
SP19-000061	Site Plan	Minor Site Plan	Single Family Dwelling Addition	208 Laurel Drive
SP19-000062	Site Plan	Major Site Plan	Dr Laura Godwin DDS	121 Kellie Drive
Z19-000135	Zoning	Land Use	Johnston County Food Truck	309 East MARKET Street
Z19-000136	Zoning	Sign	Pro Tech	506 East Market Street
SP19-000063	Site Plan	Minor Site Plan	Enclosing existing covered porch	249 Lake Park Circle
Z19-000137	Zoning	Sign	Galilee Baptist Church Ground Mounted	2017 Gallilee Road



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING September 30,2019**

**I. STATISTICAL SECTION**

Month Ending Sept. 30,2019	Sept 19	Sept 18	Total 2019	Total 2018	YTD Difference
Calls for Service	1737	1741	14791	17172	-2,381
Incident Reports Completed	126	119	1245	1220	25
Cases Closed	92	81	883	857	26
Accident Reports	67	60	655	631	24
Arrest Reports	74	110	842	987	-145
Burglaries Reported	3	7	48	54	-6
Drug Charges	17	32	287	315	-28
DWI Charges	12	10	63	54	9
Citations Issued	123	204	1385	2203	-818
Speeding	19	64	256	769	-513
No Operator License	23	44	322	409	-87
Registration Violations	13	23	155	315	-160

**II. PERSONNEL UPDATE**

The police department currently has five vacancies in the Patrol Division. The department currently has several backgrounds in progress for potential new hires, that will be attending BLET in January.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in the month of September. Numerous community events were attended by members of the department.

## REPORTED UCR OFFENSES FOR THE MONTH OF SEPTEMBER 2019

PART I CRIMES	September		+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
	2018	2019			2018	2019		
MURDER	0	0	0	N.C.	0	1	1	N.C.
RAPE	0	1	1	N.C.	2	2	0	0%
ROBBERY	2	0	-2	-100%	12	7	-5	-42%
Commercial	0	0	0	N.C.	1	2	1	100%
Individual	2	0	-2	-100%	11	5	-6	-55%
ASSAULT	5	1	-4	-80%	30	39	9	30%
* VIOLENT *	7	2	-5	-71%	44	49	5	11%
BURGLARY	7	4	-3	-43%	51	44	-7	-14%
Residential	6	2	-4	-67%	34	30	-4	-12%
Non-Resident.	1	2	1	100%	17	14	-3	-18%
LARCENY	26	31	5	19%	306	252	-54	-18%
AUTO THEFT	2	0	-2	-100%	14	11	-3	-21%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	35	35	0	0%	371	307	-64	-17%
PART I TOTAL:	42	37	-5	-12%	415	356	-59	-14%
PART II CRIMES								
Drug	29	16	-13	-45%	268	218	-50	-19%
Assault Simple	9	5	-4	-44%	95	56	-39	-41%
Forgery/Counterfeit	6	3	-3	-50%	29	25	-4	-14%
Fraud	8	11	3	38%	52	65	13	25%
Embezzlement	0	1	1	N.C.	3	2	-1	-33%
Stolen Property	1	1	0	0%	17	7	-10	-59%
Vandalism	1	5	4	400%	40	51	11	28%
Weapons	0	0	0	N.C.	21	3	-18	-86%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	2	2	N.C.	0	2	2	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	4	5	1	25%
D. W. I.	8	10	2	25%	49	67	18	37%
Liquor Law Violation	0	1	1	N.C.	3	7	4	133%
Disorderly Conduct	0	1	1	N.C.	6	16	10	167%
Obscenity	0	0	0	N.C.	1	1	0	0%
Kidnap	0	0	0	N.C.	0	3	3	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	8	24	16	200%	81	281	200	247%
PART II TOTAL:	71	80	9	13%	669	809	140	21%
GRAND TOTAL:	113	117	4	4%	1084	1165	81	7%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
September 2019**

**I. Statistical Section**

Responded to	2019 Sept	Sept <b>IN</b>	Sept <b>OUT</b>	2018 Sept	2019 <b>IN</b>	2019 <b>OUT</b>	2019 YTD	2018 YTD
<b>Total Structure Fires Dispatched</b>	4	0	4	11	35	53	88	83
*Confirmed Structure Fires (Our District)*	0	0	0	1	17	4	21	21
*Confirmed Structure Fires (Other Districts)*	2	0	0	1	0	27	27	14
<b>EMS/Rescue Calls</b>	123	122	1	126	1064	46	1110	1250
<b>Vehicle Fires</b>	3	3	0	1	7	1	8	17
<b>Motor Vehicle Accidents</b>	21	15	6	14	145	28	173	169
<b>Fire Alarms (Actual)</b>	15	12	3	5	73	5	78	75
<b>Fire Alarms (False)</b>	17	17	0	24	122	8	130	100
<b>Misc./Other Calls</b>	33	27	6	55	231	42	273	265
*Mutual Aid (Received)*	3	0	0	3	0	0	34	44
*Mutual Aid (Given)*	5	0	0	6	0	0	66	55
*Overlapping Calls (Calls at the same time)*	57	0	0	38	0	0	393	249
<b>TOTAL EMERGENCY RESPONSES</b>	<b>214</b>	<b>198</b>	<b>16</b>	<b>231</b>	<b>1645</b>	<b>159</b>	<b>1804</b>	<b>1937</b>

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Sept	YTD
Fire Inspections/Compliance Inspections	42	363
Public Fire Education Programs	7	38
Children in Attendance	115	1588
Adults in Attendance	145	970
Plans Review Construction/Renovation Projects	0	24
Fire Code Citations	0	2
Fire Lane Citations	0	0
Consultation/Walk Through	5	78
Re-Inspections	12	68

**II. Major Revenues**

	Sept	YTD
<b>Inspections</b>	<b>\$1,700.00</b>	\$11,555.00
<b>False Alarms</b>	<b>\$0.00</b>	\$2,900.00
<b>Fire Recovery USA</b>	<b>\$0.00</b>	\$3,970.00
<b>EMS Debt Setoff</b>	<b>\$0.00</b>	\$2,017.86

**Major Expenses for the Month:**

**III. Personnel Update:**

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

- We participated in an Event or Fire prevention/Training program's in the month of September:
  - Hurricane/Storm Preparedness – Smithfield Senior Center
  - Safety Training – Johnston Animal Hospital
  - 9-11 Ceremony – SSS High School
  - Fire Drill – Carolina Premium Outlets
  - Fire Prevention – JCC Daycare
  - Water Supply Training – SSS Fire Academy
  - Fire Prevention – Neuse Charter School
  - Health & Wellness Clinic/Fire Prevention – Wal-Mart

## **Appearance Commission September Monthly Report:**

### **Tree Planting Project**

- 15 Street trees were ordered from McLamb Nursery. Due to the heat wave trees will be planted the first week in October.

### **Wayfinding Sign Planting Project**

- Commission designed landscape beds to be planted around the new welcome signs. Plant material will be planted after lighting is installed. Attached is a copy of the project plan.

**Next Appearance Commission meeting is scheduled on Tuesday October 15th at 5:00pm. All meetings are held in the conference room at Town Hall.**



G-1 WAYFINDING SIGN PLANTING PLAN



NELLY STEVENS HOLLY

OAK LEAF HYDRANGEA

VINTAGE JADE  
DISTYLUM 4' O.C. BOTH  
SIDES OF SIGN

MULCH



**Town of Smithfield  
Public Works Department  
Sept. 30, 2019**



147 Total Work Orders completed by the Public Works Department

5 Burials, at \$700.00 each = \$3,500.00

0 Cremation Burial, \$400.00 each = \$0.00

\$2,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

406.30 tons of household waste collected

162 tons of yard waste collected

5.9 tons of recycling collected

165 scrap tires were recycled

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**Sept. 30, 2019**



**I. Statistical Section**

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

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$2,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$3,500.00
Total Revenue:	\$5,500.00

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

\$1,920.00 to Power Mulch Systems for 60 yards of mulch.

**IV. Personnel Update:**

None for the month.

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

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Appearance Division safety meeting was on "Knuckle Boom Operator Safety Training".

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
Sept. 30, 2019**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Assisted with the Ava Museum Event and the Run for Recovery Race this month.
- d. 360 Linear Feet of storm drain line cleaned.
- e. 22 - Work Orders – 1,050lbs. of Cold Patch was used for 48 Potholes.

**II. Major Revenues**

None for the month

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

\$795.20 to Gregory Poole for service on 420 Cat Backhoe.

**IV. Personnel Update:**

None for the month

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

The Public Works Department safety meeting on "Knuckle Boom Operator Safety Training".

**Town of Smithfield  
Public Works Department  
Sept. 2019 Drainage Report**

Location: Meadowbrook between Vermont and Sunset.  
Starting Date: 9/4/2019  
Completion Date: 9/4/2019  
Description: Cleaned 60LF of storm drain line for positive drainage.  
Man-hours: 2hrs.  
Equipment: Jet truck, truck 412.  
Materials: N/A

Location: Intersections of S 5<sup>th</sup> and Holt and S 6<sup>th</sup> and Holt.  
Starting Date: 9/6/2019  
Completion Date: 9/6/2019  
Description: Cleaned 275LF of storm drain line for positive drainage.  
Man-hours: 9hrs.  
Equipment: Jet truck, truck 412.  
Materials: N/A

Location: Riverside Drive, 3<sup>rd</sup> Street beside Travel Odyssey, College Road and MLK, Lee Street at CSX, 808 Martin, 2<sup>nd</sup> Ave, Rand and Brogden, Blount and Brogden, S 5<sup>th</sup> Street FEMA lots, Woodall and SBL, 665-739-808-845 NC Hwy 210, 308 Rosewood Drive, Powell and Coats, Stancil and Coats, Lee Street across from Smith Collins Park, Michael Lane, Church Street and SBL.  
Starting Date: 9/9/2019  
Completion Date: 9/26/2019  
Description: Cut FEMA lots, Right of Ways and town owned lots.  
Man-hours: 57.25hrs.  
Equipment: Scag mowers, bush hog tractor with bush hog plus hand tools.  
Materials: N/A

Location: Meadowbrook Creek between S5th and S 3<sup>rd</sup>.  
Starting Date: 9/10/2019  
Completion Date: 9/10/2019  
Description: Removed fallen tree and debris from creek for positive drainage.  
Man-hours: 8hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools.  
Materials: N/A

Location: Cedar Street in Pine Acers.  
Starting Date: 9/11/2019  
Completion Date: 9/26/2019  
Description: Installed new 25mph sign and two children at play signs.  
Man-hours: 2hr.  
Equipment: 412 Pickup plus hand tools.  
Materials: Three 8ft u-channel poles one 25mph sign and two children at play signs.

Location: 117 NBL.  
 Starting Date: 9/11/2019  
 Completion Date: 9/11/2019  
 Description: Cleaned 300LF of storm drain line for positive drainage.  
 Man-hours: 3hrs.  
 Equipment: Jet truck plus hand tools.  
 Materials: N/A

Location: 5<sup>th</sup> and North, 4<sup>th</sup> and North, Chestnut and Hood, 230-270-735 Equity, East and South Ave, 814 East Street, East and North Ave, 701 East Street, 810 3<sup>rd</sup> Ave, Midway and 2<sup>nd</sup> Ave, Hazelwood and Woodsdale, Bradford and Edgecombe, S 6<sup>th</sup> and Market, E Wellons and SBL, Hood and 1<sup>st</sup>, Crescent and Wilson, Rosewood and Wellons, McCullers and Landmark, Walnut and Sanders, S 5<sup>th</sup> and Lee Street.

Starting Date: 9/12/2019  
 Completion Date: 9/23/2019  
 Description: Repaired 48 potholes with 17.5 bags of Perma Patch asphalt.  
 Man-hours: 3.14hrs  
 Equipment: 401 Pickup plus hand tools.  
 Materials: 17.5 bags of Perma Patch asphalt.

Location: Community Party Shelter "Run for Recovery Race Event".  
 Starting Date: 9/13/2019  
 Completion Date: 9/16/2019  
 Description: Assisted Parks and Rec with Run for Recovery Event.  
 Man-hours: 5hrs.  
 Equipment: Trash truck, 412 Pickup plus cone trailer.  
 Materials: 20 traffic cones, 6 barricades and 8 Event Containers.

Location: East and North Ave.  
 Starting Date: 9/24/2019  
 Completion Date: 9/24/2019  
 Description: Repaired sinkhole/wash out beside catch basin for positive drainage.  
 Man-hours: 3hrs.  
 Equipment: 412 pickup plus hand tools.  
 Materials: 50Lbs. bag of concrete.

Location: Forbes Drive ditch bank.  
 Starting Date: 9/24/2019  
 Completion Date: 9/25/2019  
 Description: Cut 200LF of ditch bank, repaired wash out and installed rip rap rock to stabilize shoulder.  
 Man-hours: 15hrs.  
 Equipment: 420 Cat backhoe, 405 dump truck and 412 pickup plus hand tools.  
 Materials: Three yards of grout mix concrete and 29.43 tons of rip rap rock.



Location: 325 E Market Street.  
Starting Date: 9/24/2019  
Completion Date: 9/26/2019  
Description: Assisted with cones for Ava Museum event.  
Man-hours: 1hr.  
Equipment: 412 pickup.  
Materials: 6 traffic cones

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Sept. 30, 2019**



**I. Statistical Section**

  10   Preventive Maintenances

   0   North Carolina Inspections

  23   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 Public Works Department safety meeting was on "Knuckle Boom Operator Safety Training".

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
Sept. 30, 2019**



**I. Statistical Section**

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

- a. Sanitation forces completed 46 work orders
- b. Sanitation forces collected tons 406.30 of household waste
- c. Sanitation forces disposed of 81 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 165 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.40 tons of recyclable plastic
- h. Recycled 3300 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2560 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

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

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

Spain Farms Nursery was paid \$2211.00 for disposal of yard waste and debris.  
Paid \$3646.08 to Amick equipment for repairs to garbage truck. Paid \$6400.00 to Carolina Environmental Systems for Roll Out containers. Paid \$553.23 to Carolina Environmental Systems for repairs to knuckle boom loader truck joystick and blade  
Paid \$711.22 to McClungs for repairs to damaged property due to knuckle Boom accident.

**IV. Personnel Update:**

Anthony Parrish was hired Sept. 27<sup>th</sup> 2019 as an Facility Maintenance Specialist.  
Mitchell's Temporary Labors were provided for the month.

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

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department safety meeting was on "Knuckle Boom Operator Safety Training." Community Service Workers worked 0 hrs.



## PARKS AND RECREATION

### MONTHLY REPORT FOR SEPTEMBER, 2019

<b>PROGRAMS STATISTICS</b>	<b>SEPTEMBER, 20189</b>		<b>SEPTEMBER, 2018</b>	
NUMBER OF PROGRAMS	14		17	
TOTAL ATHLETICS PARTICIPANTS	383		262	
TOTAL NON/ATHLETIC PARTICIPANTS	103		221	
NUMBER OF GAMES PLAYED	40		26	
TOTAL NUMBER OF PLAYERS (GAMES)	1016		672	
NUMBER OF PRACTICES	72		86	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1033		1572	
SARAH YARD COMMUNITY CENTER VISITS	226			
	<b>SEPTEMBER, 20189</b>	<b>19/20 FY YTD</b>	<b>SEPTEMBER, 2018</b>	<b>18/19 FY YTD</b>
PARKS RENTALS	31	104	32	77
USERS (PARKS RENTALS)	1101	6616	3230	8097
<b>TOTAL UNIQUE CONTACTS</b>	<b>3,479</b>		<b>5,695</b>	
	<b>SEPTEMBER, 20189</b>	<b>19/20 FY YTD</b>	<b>SEPTEMBER, 2018</b>	<b>18/19 FY YTD</b>
<b>FINANCIAL STATISTICS</b>				
PARKS AND RECREATION REVENUES	\$ 2,330.06	\$ 26,543.11	\$ 1,591.00	\$ 15,513.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 54,393.94	\$ 169,879.49	\$ 66,501.00	\$ 165,484.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 23,122.35	\$ 85,845.35	\$ 315.00	\$ 35,879.00
SARAH YARD COMMUNITY CENTER	\$ 1,164.00	\$ 6,671.41	\$ 1,922.17	\$ 5,028.81



**SMITHFIELD RECREATION  
AND AQUATICS CENTER**

**SRAC MONTHLY REPORT FOR SEPTEMBER, 2019**

**PROGRAMS SATISTICS**

NUMBER OF PROGRAMS	20	17
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3357	2471

	SEPTEMBER, 2019	19/20 FY YTD	SEPTEMBER, 2018	18/19 FY YTD
SRAC MEMBER VISITS	3331	12269	1796	13620
DAY PASSES	541	4147	461	3747
RENTALS (SRAC)	28	131	50	154
USERS (SRAC RENTALS)	2389	8390	3370	12152
<b>TOTAL UNIQUE CONTACTS</b>	<b>9,618</b>		<b>8,098</b>	

**FINANCIAL STATISTICS**

	SEPTEMBER, 2019	19/20 FY YTD	SEPTEMBER, 2018	18/19 FY YTD
SRAC REVENUES	\$ 42,327.17	\$ 182,993.36	\$ 49,565.00	\$ 191,178.00
SRAC EXPENDITURES	\$ 68,842.28	\$ 252,015.35	\$ 76,916.00	\$ 251,652.00
SRAC MEMBERSHIPS	2653		3218	



**Utilities Department  
Monthly Report  
September 2019**

- **Statistical Section**

- Electric CP Demand 27,141 Kw relative to August's demand of 27,772 Kw.
- Electric System Reliability for was 99.971%, with two (2) recorded outage; relative to August's 99.999%.
- Raw water treated on a daily average was 3.795 MG relative to 4.012 MG for August; with maximum demand of 4.434 MG relative to August's 5.233 MG.
- Total finished water to the system was 108.092 MG relative to August's 112.344 MG. Average daily for the month was 3.487 MG relative to August's 3.624 MG. Daily maximum was 4.022 MG (September 30<sup>th</sup>) relative to August's 4.588 MG. Daily minimum was 3.015 (September 6<sup>th</sup>), relative to August's 3.020 MG.

- **Miscellaneous Revenues**

- Water sales were \$245,264 relative to August's \$255,252
- Sewer sales were \$393,551 relative to August's \$397,108
- Electrical sales were \$1,431,875 relative to August's sales of \$1,504,245
- Johnston County Water purchases were \$134,924 for 61.329 MG relative to August's \$186,001 for 84.546 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,112,352 relative to August's \$1,158,558.
- Johnston County sewer charge was \$225,982 for 61.590 MG relative to August's \$215,194 for 58.730 MG.

- **Personnel Changes –**

- There were no changes in the month of September





**Town of Smithfield  
Electric Department  
Monthly Report  
September, 2019**

**I. Statistical Section**

- Street Lights repaired –44
- Area Lights repaired -16
- Service calls – 47
- Underground Electric Locates –193
- Poles changed out, installed or removed-5
- Underground Services Installed/Repaired -2

**II. Major Revenues**

- N/A

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

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on blood borne pathogens.

**V. Miscellaneous Activities:**

- Helped Street Dept. put out Flags.
- Asplundh tree crew continuing to do annual trimming.
- Continuing to installing underground electrical lines for East River Project. Approximately 40 new homes for phase one.
- Tesla EV charging station at Sheets went on line.



## WATER & SEWER

### SEPTEMBER 2019 MONTHLY REPORT

● DISCONNECT WATER	5
● RECONNECT WATER	4
● TEST METER	3
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	13
● METER CHECKS	16
● METER REPAIRS	16
● WATER MAIN/SERVICE REPAIRS	3
● STREET CUTS	5
● REPLACE EXISTING METERS	10
● INSTALL NEW METERS	3
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	11
● CLEANOUTS INSTALLED	2
● INSPECTIONS	1
● SEWER MAIN CLEANED	2900LF
● SERVICE LATERALS CLEANED	255LF

- SERVICE CALLS 79
- LOCATES 249

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH OF SEPTEMBER

- Stuckey's had to relay 320 lf of 12 pvc sewer line on Crestview St. that collapsed.
- Had to have Stuckey to come out to station #1 go into well to check flanges for both pumps. Pump #2 was pulling high amps and tripping the breaker.

## PERSONNEL UPDATES

- 
- 

## UPCOMING PROJECTS FOR THE MONTH OF OCTOBER

- McClung's will be starting the upgrades at SLS #5.
- Corbett is replacing the rails in station #15.
- Council approved the purchase of the sewer jetter for the outfall.



## **MONTHLY WATER LOSS REPORT**

**SEPTEMBER, 2019**

### **(3) Meters with slow washer leaks**

**(1)  $\frac{3}{4}$ " Line,  $\frac{1}{8}$ " hole – 1day**

**FH Slow drip**

**$\frac{3}{4}$ " Line,  $\frac{1}{8}$ " hole – 4hr**

**1  $\frac{1}{4}$ " Line,  $\frac{1}{16}$ " hole – 4day**



**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	09/30/19	3.4	15	7965	10	North Street	09/24/19	3	15	17820	40
Computer Drive	09/30/19	3.4	15	31860	10	West Street	09/24/19	3	15	78030	50
Castle Drive	09/30/19	3.4	15	7965	10	Regency Drive	09/24/19	3	15	63720	60
Parkway Drive	09/30/19	3.4	15	63720	40	Randers Court	09/24/19	3	15	15930	40
Garner Drive	09/30/19	3.4	15	63723	40	Noble Street	09/24/19	2.5	15	15930	40
Hwy 210 LIFT ST.	09/30/19	2.8	15	15930	40	Fieldale Dr#1(L)	09/24/19	3	15	63720	40
Skyland Drive	09/30/19	3.4	15	7965	10	Fieldale Dr#2(R)	09/24/19	3	15	63720	40
Bradford Street	09/30/19	3	15	15930	10	Heather Court	09/24/19	3	15	15930	40
Kellie Drive	10/01/19	3.2	15	7965	10	Reeding Place	09/24/19	3	15	15930	40
Edgewater	10/01/19	2.4	15	7965	10	East Street	09/24/19	3	15	63720	40
Edgecombe	10/01/19	2.6	15	15930	40	Smith Street	09/24/19	3	15	63720	40
Valley Wood	10/01/19	3	15	63720	40	Wellons Street	09/24/19	3	15	63720	40
Creek Wood	10/01/19	3.2	15	63720	40	Kay Drive	09/25/19	3	15	38985	15
White Oak Drive	10/01/19	3.4	15	7965	10	Huntington Place	09/25/19	2.5	15	38985	15
Brookwood Drive	10/01/19	3	15	22515	5	N. Lakeside Drive	09/25/19	3	15	9750	15
Runnymede Place	10/02/19	3.2	15	31860	10	Cypress Point	09/25/19	3	15	34890	12
Nottingham Place	10/02/19	3.2	15	38985	10	Quail Run	09/25/19	3	15	8715	12
Heritage Drive	10/02/19	3.2	15	38985	10	British Court	09/25/19	2.5	15	8715	12
Noble Plaza #1	10/02/19	2.6	15	9750	10	Tyler Street	09/25/19	2.5	15	78030	60
Noble Plaza #2	10/02/19	2.6	15	9750	10	Yelverton Road	09/25/19	2.5	15	63720	40
Pinecrest Street	10/02/19	2.6	15	19500	10	Ava Gardner	09/25/19	3	15	63720	40
S. Sussex Drive	10/02/19	3.2	15	31860	10	Waddell Drive	09/25/19	3	15	7965	10
Elm Drive	10/02/19	3.2	15	9750	10	Henly Place	09/25/19	3	15	8715	12
						Birch Street	09/25/19	3	15	34890	12
						Pine Street	09/25/19	3	15	38985	15
Coor Farm Supply	10/02/19	3	15	7965	10	Oak Drive	09/25/19	3	15	37695	14
Old Goldsboro Rd.	10/02/19	3.2	15	7965	10	Cedar Drive	09/25/19	3	15	31860	10
Hillcrest Drive	09/24/19	3	15	31860	10	Aspen Drive	09/25/19	3	15	34890	12
Eason Street	09/24/19	2.5	15	38985	40	Furlonge Street	09/25/19	3	15	34890	12
Magnolia circle	09/24/19	3	15	78030	40	Golden Corral	09/25/19	3	15	40290	16
Rainbow Drive	09/24/19	2	15	19500	60	Holland Drive	09/25/19	3	15	9750	15
Rainbow Circle	09/24/19	2	15	19500	60	Davis Street	09/25/19	3	15	34890	12
Moonbeam Circle	09/24/19	2.5	15	19500	60	Caroline Ave.	09/25/19	3	15	31860	10
Ray Drive	09/24/19	3	15	15930	60	Johnston Street	09/25/19	3	15	38985	15
Will Drive	09/24/19	3	15	63720	40	Ryans	09/25/19	3	90	9750	15
Michael Lane	09/24/19	2	15	63720	40						
Ward Street	09/24/19	3	15	15930	40						

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