

The Smithfield Town Council met in regular session on Tuesday, February 2, 2021 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

John Dunn, Mayor Pro-Tem
Marlon Lee, District 1
David Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Stephen Rabil, At-Large
Roger Wood, At-Large

Councilmen Absent

Administrative Staff Present

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

(Note: All Town Department Heads were present, but due to Social Distancing and Mass gathering restrictions related to Covid19, they were not present in the meeting room unless an item from their Department was discussed)

Also Present

Bob Spence, Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:01 pm.

INVOCATION

The invocation was given by Councilman Barbour followed by the Pledge of Allegiance

APPROVAL OF AGENDA:

Councilman Barbour made a motion, seconded by Councilman Wood, to move Consent Agenda Item 2: *Consideration and request for approval to adopt Resolution No.676 (04-2021) supporting the revenue bonds for the Johnson Court Apartments Rehab Project* to Business Item 1. Unanimously approved.

Councilman Scott made a motion, seconded by Councilman Barbour to move Business Item 2: *Bid award to Deacon Jones in the amount of \$66,836.00 for the purchase of two Dodge Durango vehicles for the Police Department's Traffic Team* to Consent Agenda Item 13. Unanimously approved.

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

Add to the Consent Agenda:

11. Special Event: Consideration and request for approval to allow Francisco Valle to hold a fundraiser at Twister's Dance Club Parking lot on Saturday, February 20, 2021 from 9:00 until 5:00 pm.

12. Consideration and request for approval to accept the NCDOT Pedestrian Planning Grant

Unanimously approved.

Mayor Moore informed the Council that on page 32 of the agenda, the first paragraph of the staff report was incorrect. A corrected staff report had been provided to the Council

PRESENTATION:

1. Proclamation: Honoring Terry Steve Sasser's 20+ years of service to the Town of Smithfield

Mayor Moore presented Steve Sasser with a proclamation honoring his years of service with the Town and wished him well in his retirement.

PROCLAMATION

In Honor of Fire Captain Terry Steve Sasser's
23 Years of Dedicated Service
to the Town of Smithfield

WHEREAS, Terry Steve Sasser has been a dedicated employee of the Town of Smithfield for 23 years; and

WHEREAS, Terry Steve Sasser retired on January 31, 2021 with 21 years of full-time service and 2 years of volunteer service with the Smithfield Fire Department; and

WHEREAS, prior to his years with the Town of Smithfield, Terry Steve Sasser also served in the North Carolina Department of Corrections; and

WHEREAS, during his career, Terry Steve Sasser has risen through the ranks beginning as a Fire Engineer and ultimately promoted to the rank of Fire Captain; and

WHEREAS, Terry Steve Sasser's years of service have been marked with professionalism, dedication and service to the citizens of Smithfield; and

WHEREAS, Terry Steve Sasser has earned and deserves this public recognition for his many years of service and commitment to the Town of Smithfield.

NOW, THEREFORE, I, M. Andy Moore Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Terry Steve Sasser for his distinguished service to the Town of Smithfield, and urge our citizens to join with us as we extend our sincere appreciation for his work, and wish him well in his future endeavors.

Councilman Scott expressed his appreciation to Captain Sasser for his many years of service to the Town.

PUBLIC HEARINGS: None

CITIZEN'S COMMENTS: None

CONSENT AGENDA:

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

1. The following minutes were approved:
 - December 7, 2020 – Recessed Meeting
 - January 5, 2021 – Regular Meeting
 - January 5, 2021 – Closed Session Meeting
 - January 21, 2021 – Special Meeting
 - January 21, 2021 – Closed Session Meeting

2. Promotion: Approval was granted to promote a Fire Fighter II to a Fire Engineer

3. Approval was granted to accept the Assistance to Firefighter's Grant and accept the bid from Air Cleaning Specialists Raleigh, NC in the amount of \$29,893.00 for the installation of an exhaust removal system at Fire Station #2.

4. Bid was awarded to Capital Chevrolet (utilizing the NC Sherriff's Association State Contract) in the amount of \$62,104.40 for the purchase of two pick-up trucks for the Fire Department. Bids received are as follows:

| | | |
|------------------------------------|-------------|--|
| Chevrolet 1500 4X4 crew cab 4-door | | |
| • Capital Chevrolet of Wake Forest | \$31,107.40 | |
| • Deacon Jones of Smithfield | \$31,980.00 | |
| • Kenly Chevrolet | \$34,133.00 | |
| Chevrolet 2500 4X4 regular cab | | |
| • Capital Chevrolet of Wake Forest | \$30,997.00 | |
| • Deacon Jones of Smithfield | \$31,760.00 | |
| • Kenly Chevrolet | \$33,205.00 | |

5. Bid was awarded to Office Value in the amount of \$8,196.80 for the purchase of office furniture at the Smithfield Recreation and Aquatics Center. Bid received are as follows:

| | | |
|----------------|-------------|--|
| • Office Value | \$8,196.80 | |
| • All American | \$11,130.29 | |
| • Indoff | \$11,801.94 | |

6. Bid was awarded to James River Equipment in the amount of \$10,103.22 for the purchase of a John Deere Gator for the Parks and Recreation Department. Bids received are as follows:

| | | |
|----------------------------|-------------|--|
| • James River Equipment | \$10,103.22 | |
| • Quality Equipment | \$10,179.63 | |
| • Southeast Farm Equipment | \$10,569.42 | |

7. Bid was awarded to Knightdale Tractor and Equipment in the amount of \$12,250.00 for the purchase of a SCAG Turf Tiger II mower for the Parks and Recreation Department. Bids received are as follows:

- Knightdale Tractor and Equipment \$12,250.00
- Aycock Tractor Company \$12,800.00
- Bullock Brothers \$12,902.00

8. Approval was granted to and to appoint Kristina Whitten to the Downtown Smithfield Development Corporation Board of Directors.

9. New Hire Report

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|--------------------------------|-------------------|----------------------|-------------------------------|
| Equipment Mechanic | PW – Garage | 10-30-5650-5100-0200 | \$19.23/hr. (\$39,998.40/yr.) |
| Police Officer I (2 positions) | Police | 10-20-5100-5100-0200 | \$18.60/hr. (\$41,589.60/yr.) |
| Police Officer II | Police | 10-20-5100-5100-0200 | \$19.52/hr. (\$43,646.72/yr.) |
| P/T SRAC Staff (3 positions) | P&R - SYCC | 10-60-6240-5100-0210 | \$10.00/hr. |
| P/T Instructor | P&R – Aquatics | 10-60-6220-5100-0230 | \$15.00/hr. |
| Utility Line Mechanic | PU – Water/Sewer | 30-71-7220-5100-0200 | \$15.18/hr. (\$31,574.40/yr.) |

Current Vacancies

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--------------------------------|-------------------|----------------------|
| Assistant Finance Director | Finance | 10-10-4200-5100-0200 |
| Firefighter I | Fire | 10-20-5300-5100-0200 |
| Fire Inspector (Part-time) | Fire | 10-20-5300-5100-0210 |
| Police Officer I (5 positions) | Police | 10-20-5100-5100-0200 |

10. Special Event: Consideration and request for approval to allow Francisco Valle to hold a fundraiser at Twister's Dance Club Parking lot on Saturday, February 20, 2021 from 9:00 until 5:00 pm.

11. Consideration and request for approval to accept the NCDOT Pedestrian Planning Grant

12. Bid was awarded to Deacon Jones in the amount of \$66,836.00 for the purchase of two Dodge Durango vehicles for the Police Department's Traffic Team

Business Items:

1. Consideration and request for approval to adopt Resolution No.676 (04-2021) supporting the revenue bonds for the Johnson Court Apartments Rehab Project

Councilman Barbour made a motion, seconded by Councilman Stevens, to rescind the motion made by the Town Council during the Town Council public hearing on November 10, 2020 with respect to the issuance of bonds in conjunction with Johnson Court Apartments. Unanimously approved.

2. Consideration and request for approval to enter into a contract with APR Restoration and Commercial Development for the Police Department Expansion Project

Chief of Police R. Keith Powell addressed the Council on a request to enter into a contract with APR Restoration and Commercial Development for the Police Department Expansion Project. Todd Waddell of APR explained the proposed 3500 sq ft addition which included: 250 Sq ft of office space, new men's locker room and restroom, armory, new evidence room, drive through garage/storage, additional 25 parking spaces and parking lot connected in the rear of the project.

Councilman Scott questioned if the E-Commerce Safe zone would remain. Chief Powell responded that it would remain and extend the camera system for that area.

Mayor Moore stated financing had not been established for the project. The Town Manager responded that staff did not have a particular financial institution to recommend at this time.

Councilman Barbour questioned if Chief Powell and the police officers were happy with the proposed plan. Chief Powell responded that everyone was happy with the design and were looking forward to the expansion. Councilman Barbour further questioned how long this expansion would meet the needs of the Police Department. Chief Powell responded he felt it would meet the needs of the Police for possibly twenty year.

Councilman Scott made a motion, seconded by Councilman Wood, to approve the project as submitted and award it to the low bidder, APR Restoration and Commercial Development, contingent on a forthcoming financing recommendation. Unanimously approved.

Councilman Scott requested that staff provide the Council with a site plan that included the adjoining property. He asked that staff consider additional parking options.

3. Storm Water Action Committee Update and Recommendations

Planning Director Stephen Wensman explained there had been a number of flood events in the Town of Smithfield. In 2017, the Golden LEAF Foundation grant of 70,000 was accepted for a stormwater study and that study identified a number of things the Town should be doing for stormwater. In February 2018, the Town hired Jewel Engineering to perform the study. The plan identified, prioritized and planned to address flooding and stormwater quality problems throughout the Town. In July 2019, the Stormwater Management Action Plan was completed and presented to the Town Council. The final report included findings and recommendations summarized in an executive summary in the

report. The appendices included a capital improvement assessment, and a charter for stormwater advisory committee. In November 2019, the stormwater advisory committee was appointed by the Town Council and we've had those meetings for about a year now. That committee had a mission to review and discuss a range of municipal stormwater services including regulatory programs, and to add make advisory level recommendations to the town management and council regarding the extent and level of the town's future stormwater program and program funding strategy.

Smithfield currently spends about \$70,000 annually from the general fund on its stormwater program and services. The study recommended funding sources to pay for a future stormwater program. Towns and cities around the country are creating stormwater utilities and most have a \$4.50 ERU value. The funding alternatives laid out for that utility is based on an Equivalent Residential Unit (ERU). An ERU is a measure of the average amount of impervious surface area for a single-family residential property located in the town. Parcels would be billed on the basis of how much impervious area is on the parcel, regardless of the total area of the parcel. Each residential unit could be charged a fee that would support a stormwater management plan. The report recommended three alternatives: \$1 per ERU, \$3 per ERU or \$5 per ERU. Nonresidential properties would have their impervious surface calculated and whatever that average residential impervious is, that would be used.

The Council will have to decide what type of Stormwater Management Program the Town wants. The more funding, the more proactive the Town can be with capital projects. Currently, the Town has a reactionary program where problems are fixed as they occur. Also, there is no funding for stormwater issues. The Town is essentially taking funds from the General Fund to address any problems. The Stormwater Committee recommended creating a stormwater utility with the goal of a level 2 funded by a \$3 ERU.

The options for collecting the stormwater utility fees would be to include it on a monthly utility bill or an annual property tax bill. If the Town chose to add the fee to the property tax bill, it would need a local act approved by the North Carolina General Assembly. The Town Manager explained that adding this fee to the utility bills was problematic because of rental property.

Councilman Scott stated that because of the current pandemic situation he cautioned moving forward with implementation of this program. Mayor Moore stated he agreed with Councilman Scott but he was in favor of implementing the stormwater management program in the future.

Mr. Wensman explained the next steps would be hire a consultant to map single-family and non-residential impervious to determine the average amount of impervious surface area for a single-family residential property located in the town, (estimated cost \$40,000) and adopt an ordinance creating the stormwater utility and the desired ERU dollar value to achieve the desired level of service. Staff has an RFQ for the study. That contract would be brought to the Council in the future.

Councilman Scott questioned if an enterprise fund could be established for the stormwater utility. The Town Manager responded that a separate department could be established, but until funding for the stormwater utility is determined a separate enterprise fund could not be established.

No action was taken

Councilmembers Comments:

- Councilman Scott stated that February was Black History Month and he asked we remember all those that have laid the groundwork in Smithfield. He expressed his appreciation to the staff for their hard work and efforts.

Town Manager's Report:

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

- North 2nd Street: Staff is beginning the operations to close North Second Street as previously approved by Council. Signage will be going up this week indicating the street will be closed effective March 8th. This should give travelers enough notice to alter their traffic patterns accordingly.
- Spring Branch Project: We are holding a public information meeting on February 11th from 6:30 to 8:30 to alert the public to the upcoming changes to the Spring Branch area between South 4th Street and Highway 301. The meeting will be held as a video conference on Facebook Live with in-person drop ins at the SRAC.
- Budget Meeting: Staff is preparing to have a meeting of the public on Thursday, February 25th from 6:30 pm to 8:30 pm at the SRAC. The meeting will be informal and will allow the public to drop in and share their input on the upcoming budget and items that should be addressed in the next fiscal year. The meeting will be properly noticed as a Council meeting. Telephone calls will also be received at this time so those who do not wish to appear in person can still be heard. Emails will also be accepted prior to the meeting. There will be no action items for the meeting. Please provide feedback if this date is acceptable.

Closed Session Pursuant to NCGS 143-318.11 (a) (4)

Councilman Wood made a motion, seconded by Councilman Barbour to enter into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 8:03 pm

Reconvene in Open Session

Councilman Scott made a motion, seconded by Councilman Barbour, to reconvene in Open Session. Unanimously approved at approximately 8:52 pm

Adjourn

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

ATTEST:


Shannan L. Parrish, Town Clerk




M. Andy Moore, Mayor