



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

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, December 5, 2023

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 DECEMBER 5, 2023
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Old Business:

Consent Agenda Items:

- 1. Consideration and request for approval to promote a Water Plant Trainee to the position of Water Plant Operator I**
(Public Utilities Director – Ted Credle) See attached information.....1

- 2. Consideration and request for approval to allow the Town Attorney to record deeds restricting development of Town lots associated with the Spring Branch Community Restoration Project**
(Planning Director – Stephen Wensman) See attached information.....5

- 3. New Hire Report**
(HR Director – Tim Kerigan) See attached information.....17

Organizational Meeting:

Pursuant to NCGS 160A-68, the Smithfield Governing Body is scheduled to conduct an organizational meeting. Therefore, the following information is provided:

1. Oaths of Office

- a. Administering the Oath of Office to returning Mayor M. Andy Moore by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock

- b. Administering the Oath of Office to returning Councilman John Dunn by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
- c. Administering the Oath of Office to returning Councilman Stephen Rabil by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
- d. Administering the Oath of Office to returning Councilman Roger Wood by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock

See attached information.....19

2. Election of the Mayor Pro-Tempore

Pursuant to NCGS 160A-70, the new Board is to elect a Mayor Pro-Tem amongst its members

3. Meeting Schedule

Pursuant to NCGS 160A-71 and Town of Smithfield Code of Ordinances Article II Section 2-46, the governing body is to adopt a meeting schedule. (Town Manager – Michael Scott) See attached information.....27

Public Hearings: None

Citizens Comments

Business Items: None

Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information).....29
- Department Reports (See attached information).....33
- Manager’s Report (Will be provided at the Meeting)

Adjourn

A reception will follow with light refreshments

Consent

Agenda Items





Request for Town Council Action

Consent Agenda Item:	Career Ladder Promotion
Date:	12/05/2023

Subject: Career Ladder Promotion
Department: Public Utilities – Water Plant
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Agenda Item

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 Trainee to a Water Plant Operator I.

Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2023 - FY 2024 budget. In this case, the required salary increase for the remaining FY 2023 – FY 2024 budget will be \$2,380.14

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.

The employee attended training in September of 2023. By State law, he took his certification test at least 30 days after the training school was completed. This employee obtained his certification in October 2023. This career ladder increase will promote the employee from Water Plant Trainee to Water Plant Operator I.

**



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.

*The North Carolina Water Treatment Facility Operators
Board of Certification
hereby certifies that*

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 "C-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 26TH DAY OF OCTOBER, 2023. THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.

Samuel K. Call

SAMUEL K. CALL, CHAIRMAN

CERTIFICATE NO. 230442



Request for Town Council Action

**Consent
Agenda
Item:**
**Deed
Restriction
of Town
Property**
Date: 12/05/2023

Subject: Deed Restriction of Town Properties
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

To allow the Town Attorney to record deeds restricting development of Town lots associated with the Spring Branch Community Restoration Project Lots.

Financial Impact

None

Action Needed

To allow the Town Attorney to record a DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR RESTORATION PURPOSES (“RESTORATION DECLARATION”) restricting development of the Town lots associated with the Spring Branch Community Restoration Project, creating and preserving a restoration to a more natural filtration of the flow and granting conservation easements to protect the natural water filtration and nitrogen removal from Spring Branch as it flows from South Sixth Street to South Fifth Street through the block that fronts East Church Street on its south.

Recommendation

Staff recommends the Council approve the request to deed restrict the Town lots from future development.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Declaration of Covenants, Conditions, and Restrictions for Restoration Purposes (“Restoration Declaration”).



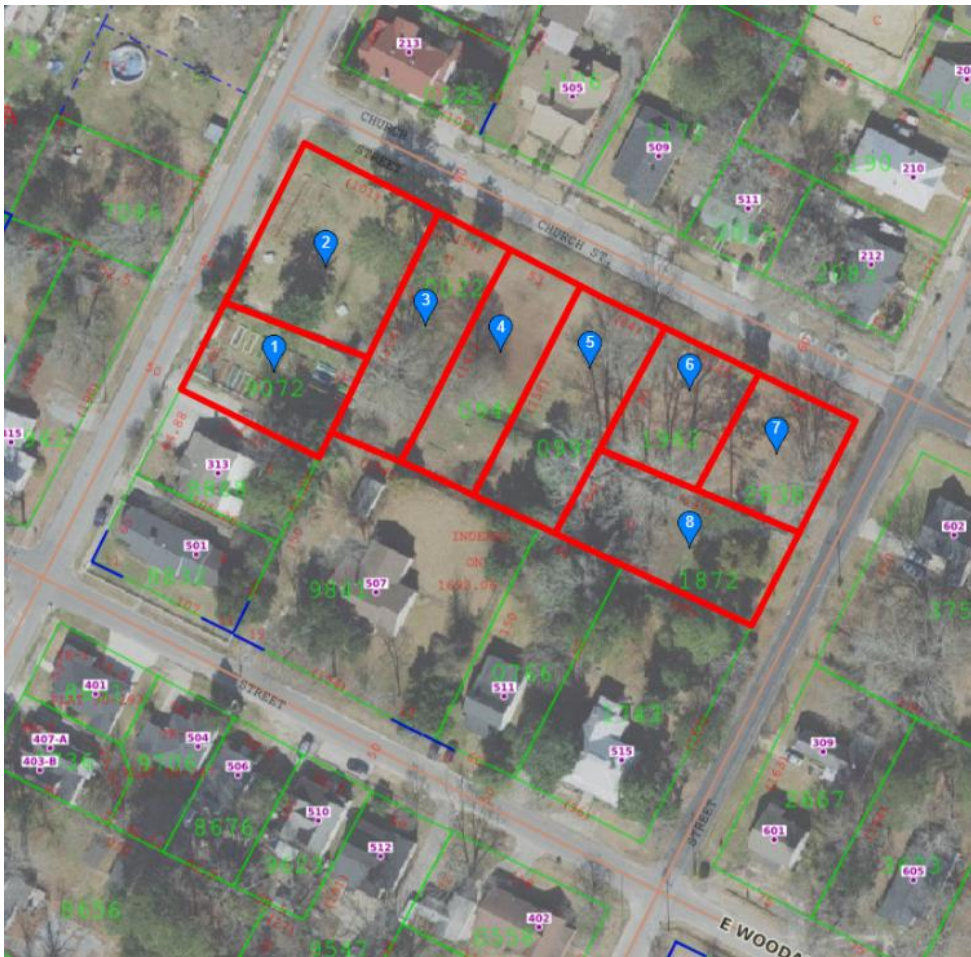
Staff Report

**Consent
Agenda
Item:** **Deed
Restriction
of Town
Property**

Overview:

The Town Council accepted grants from the NC Land and Water Fund (NCLWF) in October 2023 for the Spring Branch Restoration Project and Spring Branch Resiliency Project. A requirement of the NCLWF grants is that the subject properties be deed restricted from future development. Prior to executing the deed restrictions, Staff is requesting the Town Council’s approval of the deed restrictions.

Properties to Be Deed Restricted:



- 169418-40-9072
- 169418-40-9044
- 169419-50-0022
- 169307-59-0944
- 169307-59-0991
- 169307-59-1962
- 169307-59-1872
- 169307-59-2838

The Deed Restrictions:

The restrictions will remove all development rights from the property except for future paved trails and bridges. There are limits on the cutting of vegetation within the riparian buffer zones. The community garden is memorialized in the document.

**DECLARATION OF COVENANTS, CONDITIONS, AND
RESTRICTIONS FOR RESTORATION PURPOSES
("RESTORATION DECLARATION")**

Spring Branch

311 S. Fifth Street; 307 S. Fifth Street; 506 E. Church Street; 508 E. Church Street; 510 E. Church Street; 514 E. Church Street; 306 S. Sixth Street; and 516 E. Church Street all being in Smithfield, NC 27577

Prepared by: Robert A. Spence, Jr.

After Recording Return to: Robert A. Spence, Jr.

212 S. SECOND STREET

PO BOX 1335 SMITHFIELD, NC 27577

NORTH CAROLINA

CWMTF Project No.: 2022-444

JOHNSTON COUNTY

(1) PIN: 169418-40-9072 Tax ID: 15031018

Address: 311 S. Fifth St. Smithfield, NC 27577

Deed Book: 1872 Page 932

(2) PIN: 169418-40-9044 Tax ID: 15031019

Address: 307 S. Fifth St. Smithfield, NC 27577

Deed Book: 1864 Page 499

(3) PIN: 169419-50-0022 Tax ID: 15031020

Address: 506 E. Church St. Smithfield, NC 27577

Deed Book: 1865 Page 714

(4) PIN: 169307-59-0944 Tax ID: 15031021

Address: 508 E. Church St. Smithfield, NC 27577

Deed Book: 1861 Page 606

(5) PIN: 169307-59-0991 Tax ID: 15031022

Address: 510 E. Church St. Smithfield, NC 27577
Deed Book: 1884 Page 850
(6) PIN: 169307-59-1962 Tax ID: 15031027
Address: 514 E. Church St. Smithfield, NC 27577
Deed Book: 1884 Page 926
(7) PIN: 169307-59-1872 Tax ID: 15031026
Address: 306 S. Sixth St. Smithfield, NC 27577
Deed Book: 1868 Page 922
(8) PIN: 169307-59-2838 Tax ID: 150321028
Address: 516 E. Church St. Smithfield, NC 27577
Deed Book: 1868 Page 523

THIS DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR RESTORATION PURPOSES (“Restoration Declaration”) is made this [] day of September, 2023, by the Town of Smithfield, a municipal corporation of the state of North Carolina, 350 East Market Street, Smithfield, NC 27577 (the “Declarant”).

RECITALS AND CONSERVATION PURPOSES

A. The Declarant is a unit of local government and accepts responsibility for enforcing the terms of this Restoration Declaration and for upholding its conservation purposes forever.

B. The Declarant is the sole owner in fee simple of certain real property, located in Smithfield Township, Johnston County, North Carolina, and more particularly described by metes and bounds on the attached Exhibit B. (hereinafter the “Property”).

C. The State of North Carolina (“State”) enacted the Uniform North Carolina Conservation and Historic Preservation Agreements Act (the “Conservation Agreements Act”), Chapter 121, Article 4 of the North Carolina General Statutes (“NCGS”), which provides for enforceability of restrictions, easements, covenants, or conditions “appropriate for retaining in land or water areas predominantly in their natural, scenic, or open condition . . .”.

D. This Restoration Declaration is intended to be a “conservation agreement” and/or a “preservation agreement” as defined and contemplated in the Conservation Agreements Act.

E. The North Carolina Clean Water Management Trust Fund (the “Fund”), an independent agency of the State with its address at 1651 Mail Service Center, Raleigh, North Carolina 27699-1651, is authorized by NCGS Chapter 113A, Article 18, to provide funding for projects and to acquire land and interests in land for riparian buffers for the purposes of protecting surface waters and urban drinking water supplies.

F. The Declarant is a party to an agreement with the Fund through which it has received a grant from the Fund, identified as Grant Contract no. 2022-444 (the “Grant Contract”), entered into between the Declarant and the Fund effective May 12, 2023, for improving water quality by restoring Spring Branch Creek on or bordering the Property and restoring and/or protecting riparian buffers on the Property (the “Restoration Project”).

G. The Declarant and the Fund have determined that water quality will benefit by implementation of the Restoration Project and subsequent protection and maintenance of riparian resources and other natural values on the Property (the “Conservation Values”).

H. In order to protect and maintain the Conservation Values, the Declarant wishes to restrict and limit in perpetuity activities on and uses of the Property that could conflict with the Conservation Values, such restrictions and limitations apply the entirety of the eight contiguous lots referenced above by parcel number, address, source deed, and PIN.

NOW, THEREFORE, the Declarant hereby unconditionally and irrevocably declares that the Protection Area will be held and subject to the following restrictions, covenants and conditions as set out herein, to run with the subject real property and be binding on all parties that have or may have any right, title, or interest in said property.

ARTICLE I. DURATION OF RESTORATION DECLARATION

The covenants, conditions, and restrictions contained in this Restoration Declaration are permanent and perpetual, run with the land, and are to be binding on the Declarant and its successors and assigns as owner of the Property and on all those claiming by, through, or under each such owner, in perpetuity.

ARTICLE II. ACTIVITIES AND USES EXPRESSLY RESTRICTED OR PROHIBITED AND EXCEPTIONS THERETO

A. Prohibited Activities and Uses. The Protection Area will be maintained in a manner and will not be developed or used in any manner that would impair or interfere with the purposes of this Restoration Declaration. Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited, except as expressly identified herein as exceptions:

(1) Industrial, Residential and Commercial Uses. Industrial, residential and commercial activities and the rights of passage for such purposes.

(2) Agricultural, Grazing and Horticultural Use. Agriculture, grazing, horticultural and animal husbandry operations.

(3) New Construction. Buildings, facilities, mobile homes, antennas, utility poles, towers, and other structures.

(4) Dumping or Storing. Dumping or storage of soil, trash, ashes, garbage, waste, abandoned vehicles, appliances or machinery, or other material.

(5) Mitigation. Neither the Protection Area nor any portion thereof may be used to satisfy compensatory mitigation requirements under 33 USC Section 1344 or NCGS §143-214.11 or any successor or replacement provision of the foregoing.

(6) Open Space Requirements. The Protection Area may not be used to satisfy open space requirements of any cluster or other development scheme.

(7) Development Rights. All development rights are extinguished from the Protection Area and may not be transferred to any other lands pursuant to a transfer of development rights scheme or cluster development arrangement or otherwise.

B. Activities and Uses Restricted in the Easement Area. Without limiting the generality of the foregoing, the following activities and uses are expressly restricted, except as expressly identified herein as exceptions:

(1) Cutting of Vegetation. Cutting of Vegetation. A riparian buffer zone shall be established using “do not mow” signs placed with metal stakes at regular intervals. Within this riparian buffer zone, except as related to removal of non-native plants, diseased or damaged trees, and vegetation that obstructs, destabilizes or renders unsafe the riparian buffer zone to persons or natural habitat or as necessitated by the activities described in Article III, above, all cutting, removal, mowing, harming, or destruction of any trees and vegetation in the riparian buffer zone are prohibited. In addition, the Town may allow local citizens to plant, grow and harvest a community garden in the Protection Area. The Planting and care of such gardens in the Protection Area is not hereby prohibited.

(2) Stream Crossings and Roads. New stream crossings for livestock and access to adjacent property are prohibited, with the understanding that any crossing may not impede flow of water or aquatic life. Permitted roads, trails, or paths may be maintained with pavement, loose gravel or permanent vegetation to stabilize or cover the surfaces. The Town will construct walking and cycling paths and bridges in the Protection Area; such uses are not prohibited.

(3) Signs. Signs are prohibited, except interpretive signs describing activities and the purpose and function of the Protection Area, signs identifying the owner of the Property, signs giving directions, and signs prescribing rules and regulations for the use of the Protection Area.

(4) Grading, Mineral Use, Excavation, Dredging. Grading, filling, excavation, dredging, mining, drilling, and removal of topsoil, sand, gravel, rock, peat, minerals, and other materials are prohibited, except as necessitated by activities described in Article III.

(5) Water Quality and Drainage Patterns. Except as necessitated by activities described in Article III, diking, draining, dredging, channeling, filling, leveling, pumping, impounding or diverting, causing, allowing or permitting the diversion of surface or underground water; altering or tampering with water control structures or devices; disruption or alteration of the restored, enhanced, or created drainage patterns; and removal of wetlands, polluting or discharging into waters, springs, seeps, or wetlands, or use of pesticide or biocides are prohibited.

(6) Subdivision and Conveyance. The Protection Area may not be subdivided, partitioned nor conveyed, except in its current configuration as an entity or block of property.

ARTICLE III. ACTIVITIES AND USES EXPRESSLY ALLOWED

Any activity on or use of the Protection Area not consistent with the purposes of this Restoration Declaration or that could interfere with maintenance of the Protection Area in its natural or restored condition is prohibited. Without limiting the generality of the foregoing, the following activities and uses are expressly allowed on the Protection Area:

A. Passive Recreational Uses. The Declarant may engage in undeveloped recreational uses, including hiking, bird watching, hunting and fishing, and access to the Protection Area for the purposes thereof. Motorized vehicles may be used on trails, paths, and roads existing on the date hereof and only for managing, maintaining, and stewarding the Protection Area. The uses in Article III B1 and Article III B2 are specially allowed.

B. Educational Uses. The Declarant may engage in and permit others to engage in educational uses on the Protection Area consistent with this Restoration Declaration and the right of access to the Protection Area for such purposes, including organized educational activities such as site visits and observations. Educational uses of the Protection Area may not alter vegetation, hydrology, or topography.

C. Restoration. The Declarant and its representatives may engage in the Restoration Project. All activity associated with the Restoration Project will be conducted according to the requirements hereof and those incorporated herein from the Grant Contract and pursuant to all applicable laws, rules, regulations, and permits.

ARTICLE IV. RIGHT OF ENFORCEMENT IN STATE

In the event that the Declarant fails to comply with the terms of this Restoration Declaration, pursuant to the terms of the Grant Contract between the Declarant and the State acting by and through the Fund, the State has the independent right to enforce the terms of this Restoration Declaration through any and all authorities available under State law. Any forbearance by the State to exercise this right of enforcement may not be deemed or construed to be a waiver by the State of such right in general or with respect to a specific violation of any of the terms of this Restoration Declaration. The State and its agents and employees have such right of entry and access to the Protection Area as may be necessary to carry out the rights of enforcement set forth herein.

ARTICLE V. DECLARANT'S WARRANTY OF TITLE

The Declarant covenants, represents, and warrants that (i) the Declarant is the sole owner and is seized of the Protection Area in fee simple and has good right to grant and convey the aforesaid Restoration Declaration; (ii) there is legal access to the Property and the Protection Area; (iii) the Protection Area is free and clear of any and all encumbrances, except those exceptions of record, none of which would nullify, impair or limit in any way the terms or effect of this Restoration Declaration; and (iv) the Declarant will defend its title against the claims of all persons whomsoever.

ARTICLE VI. MISCELLANEOUS

A. Stewardship of the Protection Area. Pursuant to the terms of the Grant Contract, the Declarant hereby covenants and agrees that it will monitor and observe the Protection Area in perpetuity to assure compliance with the purposes and provisions of this Restoration Declaration and the provisions of the Grant Contract.

B. Subsequent Transfer of Fee. The Declarant may not convey the Property or any interest therein and may not incur, assume, or suffer to exist any lien upon or with respect to the Property without disclosing to the prospective buyer the Restoration Declaration, the obligations of an owner of the Property, and limitations on use of the Property hereunder. The Declarant further agrees to make any subsequent lease, deed, or other legal instrument by which any interest in the Property is conveyed subject to the Restoration Declaration herein created.

C. Transfer of the Restoration Declaration. The Declarant has the right to transfer this Restoration Declaration to a “qualified conservation organization” under Section 170(h) of the Code, only if the agency or organization expressly agrees to assume the responsibility imposed on the Grantee by this declaration and if said transfer is approved by the State acting by and through the Fund or its successor agency.

D. Amendments. The Declarant or its successors in interest in the Protection Area is free to amend this Restoration Declaration to meet changing conditions, provided that no amendment will be allowed that is inconsistent with the purposes of this Restoration Declaration or affects the perpetual duration of this Restoration Declaration. Such amendment(s) require the written consent of both the Declarant and the Fund and will be effective upon recording in the public records of Johnston County, North Carolina. The Declarant acknowledges that it has no right to agree to any activity that would result in the termination of this Restoration Declaration.

E. Interpretation. This Restoration Declaration will be construed and interpreted under the laws of the State, and any ambiguities herein will be resolved to give maximum effect to the purposes of this Restoration Declaration as stated herein. Further, this Restoration Declaration will be construed to promote the purposes of the Conservation Agreements Act, which authorizes the creation of conservation agreements for purposes including those set forth herein, such conservation purposes as are defined in Section 170(h) (4) (A) of the Code and set forth in NCGS Chapter 113A, Article 18. If any provision of this Restoration Declaration is found to be invalid, the remainder of the provisions of this Restoration Declaration, and the application of such provision to persons or circumstances other than those as to which it is found to be invalid, will not be affected thereby.

F. Pre-Audit Certification. This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act to assure compliance with NCGS 159-28.

Greg Siler, Town Budget Officer

IN WITNESS WHEREOF, Declarant, by authority duly given, has hereunto caused these presents to be executed by its respective officers and its seal affixed, to be effective the day and year first above written.

DECLARANT:
Town of Smithfield, a N. C. Local Government Unit

By: _____(SEAL)
Michael L. Scott, Town Manager

STATE OF NORTH CAROLINA

COUNTY OF JOHNSTON

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Michael L. Scott, Town Manager of the Town of Smithfield, personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal this the ____ day of October, 2023

My Commission expires: _____ Notary Public

APPROVED AS TO FORM:

ROBERT A. SPENCE, JR. ATTORNEY

**ACCEPTED AS TO FORM:
NORTH CAROLINA CLEAN WATER MANAGEMENT TRUST FUND**

BY: _____
RESTORATION/STORMWATER PROJECT MANAGER

EXHIBIT A

LEGAL SURVEY OF THE PROPERTY

The Property subject to the easement are the entire 8 adjacent lots described in Exhibit B so the easement area covers the entire Property.

EXHIBIT B

LEGAL DESCRIPTION OF THE PROTECTION AREA

BEGINNING at a stake at the intersection of the southern line of East Church Street with the western line of South Sixth Street; thence along the western right of way line of South Sixth Street, South 31 degrees 10 minutes 00 seconds West 82 feet to a stake at the corner of the property at 306 South Sixth Street (as recorded in Book 1868 Page 523), then continuing from that stake South 30 degrees 10 minutes 00 seconds West 68.00 feet to an existing iron pipe; then parallel to East Church North 58 degrees 35 minutes 00 seconds West 142.73 feet to the south west corner of 306 South Sixth Street as recorded in Book 1868 Page 850; then continuing parallel with Church Street North 51 degrees 30 minutes 20 seconds West 61.25 feet to the south west corner of 510 East Church Street as recorded in Book 1884 Page 926; then continuing parallel with East Church North 51 degrees 42 minutes 13 seconds West 53 feet to the south west corner of 508 East Church Street as recorded in Book 1861 Page 606; then continuing parallel with Church Street North 51 degrees 42 minutes 13 seconds West 55.15 feet to the southwest corner of 506 East Church Street as recorded in Book 1865 Page 714; then South 34 degrees 02 minutes 15 seconds West 26.64 feet to the southeast corner of 311 South Fifth Street as recorded in Book 1872 Page 932; then with the southern line of said lot and parallel with Church Street North 58 degrees 50 minutes 00 seconds West 103.8 feet to the eastern line of South Fifth Street; then along said right of way North 31 degrees 10 minutes 0 seconds East 66 feet to the north west corner of 311 South Fifth Street identified as Lot 6 in the subdivision of Nellie W. Brenizer property in the Town of Smithfield, on the East side of Fifth Street, according to plat survey made by E.P. Lore, Civil Engineer, March 1945, which said plat is duly recorded in Plat Book 4 Page, 168; then North 30 degrees 30 minutes 00 seconds East 120 feet to the corner of Fifth Street and Church Street being the north west corner of 307 South Fifth Street as recorded in Book 1864 Page 499; then the remaining calls follow the southern right-of-way of East Church Street: South 59 degrees 30 minutes 00 seconds East 94 feet to the north east corner of 307 South

Fifth Street; then South 55 degrees 05 minutes 35 seconds East 55 feet to the north east corner of 506 East Church Street as recorded in Book 1865 Page 714; then South 55 degrees 15 minutes 00 seconds East 53 feet to the north east corner of 508 East Church Street as recorded in Book 1861 Page 606; then South 54 degrees 00 minutes 00 seconds East 60 feet to the north east corner of 510 East Church Street as recorded in Book 1884 Page 850; then South 58 degrees 55 minutes 47 seconds East 71.45 to the north east corner of 514 East Church Street as recorded in Book 1884 Page 926; then South 58 degrees 50 minutes 00 seconds East 70 feet to the north east corner of 516 East Church Street as recorded in Book 1868 Page 523 and being the point of BEGINNING

This description contains all the land deeded to the Town of Smithfield in Deed Book 1872 Page 932, Deed Book 1864 Page 499, Deed Book 1865 Page 714, Deed Book 1861 Page 606, Deed Book 1884 Page 850, Deed Book 1884 Page 926, Deed book 1868 Page 922 and Deed Book 1868 Page 523. It runs around the edge of these lots combined with a boundary of the right of way of East Church Street on the north, South 6th on the West, the southernmost line of said lots on the south and south Fifth Street on the West.



Staff Report

**Consent New Hire
Agenda / Vacancy
Item: Report**
Date 12/05/2023

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:

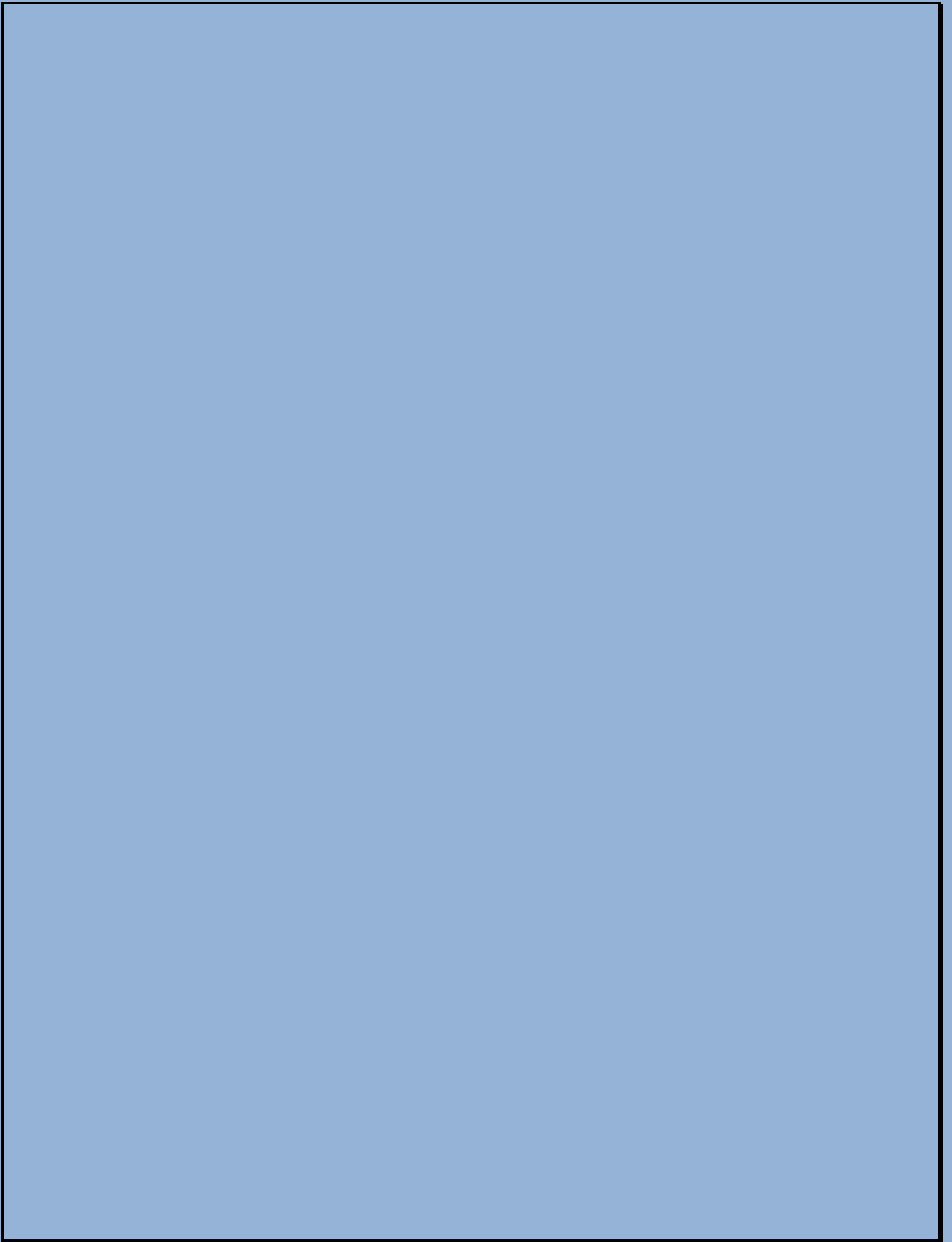
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Fire Chief	Fire	10-20-5300-5100-0200
Electric Lineman	PU – Electric	31-72-7230-5100-0200
Firefighter (Part-time)	Fire	10-20-5300-5100-0200
Firefighter (Part-time)	Fire	10-20-5300-5100-0210
Police Officer	Police	10-20-5100-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Firefighter (Part-time)	Fire	10-20-5300-5100-0210	\$17.60/hr.
Master Police Officer	Police	10-20-5100-5100-0200	\$24.77/hr. (\$55,385.72/yr.)
Master Police Officer	Police	10-20-5100-5100-0200	\$25.27/hr. (\$57,559.36/yr.)
Planner I	Planning	10-10-4900-5100-0200	\$24.29/hr. (\$50,523.20/yr.)
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$15.79/hr. (\$32,843.20/yr.)

Organizational Meeting Information





Oath of Office Mayor

I, M. Andy Moore, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Mayor, so help me God.

M. Andy Moore, Mayor

Sworn to and subscribed before me,
this 5th day of December, 2023



The Honorable Senior Resident
Superior Court Judge, Thomas H. Lock



Oath of Office Councilman At-Large

I, John A. Dunn, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

John A. Dunn, Councilman At-Large

Sworn to and subscribed before me,
this 5th day of December, 2023



The Honorable Senior Resident
Superior Court Judge, Thomas H. Lock



Oath of Office Councilman At-Large

I, Stephen C. Rabil, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

Stephen C. Rabil, Councilman At-Large

Sworn to and subscribed before me,
this 5th day of December, 2023



The Honorable Senior Resident
Superior Court Judge, Thomas H. Lock



Oath of Office Councilman At-Large

I, Roger A. Wood, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

Roger A. Wood, Councilman At-Large

Sworn to and subscribed before me,
this 5th day of December, 2023



The Honorable Senior Resident
Superior Court Judge, Thomas H. Lock



Request for Town Council Action

Business Item: 2024
Town Council Meeting Schedule
Date: 12/05/2023

Subject: 2024 Town Council Meeting Schedule

Department: General Government

Presented by: Town Manager – Michael Scott

Presentation: Business Item

Issue Statement

Each year the Council is asked to review the next year’s Town Council meeting schedule and determine if there are any regularly scheduled meetings that conflict with either a holiday or election day.

Financial Impact

N/A

Action Needed

It is requested that the Council review the 2024 regular meeting schedule and determine if alternate dates are necessary for the January, July, August and November regular meetings.

Recommendation

Staff recommends changing the dates of the January, July, August and November meetings.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

**2024
Town
Council
Meeting
Schedule**

Article II Section 2-46 of the Town of Smithfield’s Code of Ordinances states that a regular meeting of the Town Council shall be held at the Town Hall on the first Tuesday of each month unless the date conflicts with a Town observed holiday or election day, in which event, the meeting will be schedule for the following Tuesday or as such time as may be prescribed.

It is requested that Council review the 2024 regular meeting schedule and determine if alternate dates for the January, July, August and November meetings are necessary.

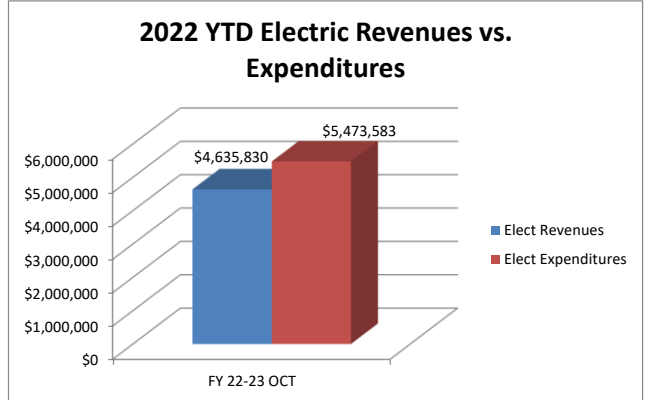
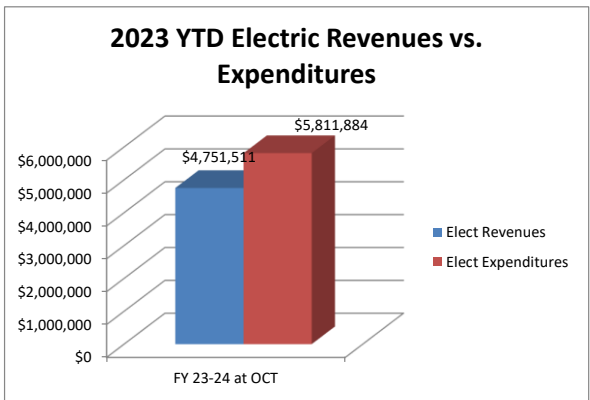
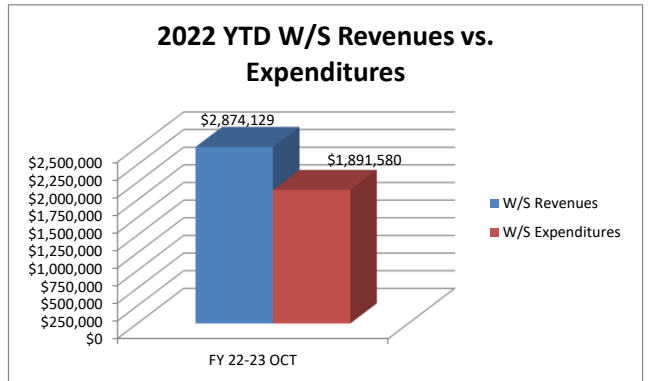
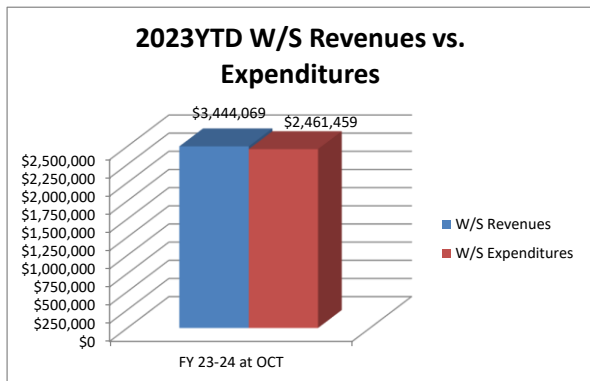
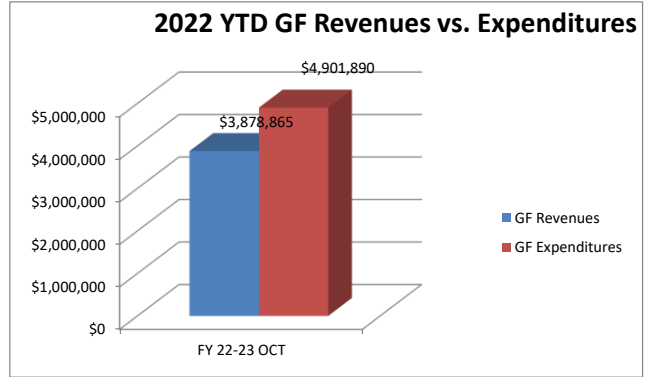
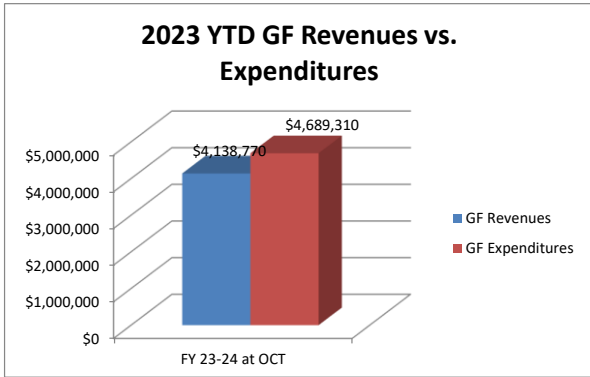
2024 Town Council Meeting Schedule

January 2 nd	Suggested: January 9th
Pre-Budget Work Session	Suggested: January 23rd at 6:30 pm
February 6 th	
March 5 th	
April 2 nd	
May 7 th	
June 4 th	
July 2 nd	Suggested: July 9th
August 6 th (National Night Out)	Suggested: August 13th
September 3 rd	
October 1 st	
November 5 th (Election Day)	Suggested: November 12th
December 3 rd	

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2023
Gauge: 4/12 or 33 Percent

33.33%

GENERAL FUND

	Frequency	Actual to Date	Budget	Actual to Date	YTD %
		FY '22-23	FY '23-24	FY '23-24	Collected
Revenues					
Current & Prior Year Property Taxes	Monthly	\$ 1,356,560	\$ 7,436,900	\$ 2,013,297	27.07%
Motor Vehicle Taxes	Monthly	279,895	775,000	325,959	42.06%
Utility Franchise Taxes	Quarterly	227,683	965,000	-	0.00%
Local Option Sales Taxes	Monthly	640,082	3,100,000	328,050	10.58%
Aquatic and Other Recreation	Monthly	303,705	714,500	330,354	46.24%
Sanitation (Includes Penalties)	Monthly	414,405	1,519,310	424,610	27.95%
Grants		-	21,630	3,444	15.92%
All Other Revenues		656,536	1,784,484	713,056	39.96%
Transfers (Electric and Fire Dist.)		-	334,150	-	0.00%
Fund Balance Appropriated		-	1,146,657	-	0.00%
Total		\$ 3,878,865	\$ 17,797,631	\$ 4,138,770	23.25%

	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Expenditures				
General Gov.-Governing Body	\$ 152,125	\$ 488,076	\$ 242,468	49.68%
Non Departmental	353,754	1,240,026	394,146	31.79%
Debt Service	317,926	438,296	317,926	72.54%
Finance	44,530	162,590	46,514	28.61%
IT	36,024	303,162	68,475	22.59%
Planning	119,525	408,658	116,023	28.39%
Police	1,228,279	4,636,274	1,126,978	24.31%
Fire	760,783	3,042,526	834,777	27.44%
General Services/Public Works	-	706,233	243,516	34.48%
Streets	200,194	746,065	99,595	13.35%
Motor Pool/Garage	157,045	198,685	62,412	31.41%
Powell Bill	39,542	475,548	25,125	5.28%
Sanitation	351,078	1,936,360	431,583	22.29%
Stormwater	424,403	216,225	12,625	5.84%
Parks and Rec	10,653	1,223,107	307,371	25.13%
SRAC	323,312	1,275,305	349,371	27.40%
Sarah Yard Center	350,864	58,696	10,405	17.73%
Contingency	-	241,799	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ 4,870,037	\$ 17,797,631	\$ 4,689,310	26.35%

YTD Fund Balance Increase (Decrease) (991,172) (0) (550,540)

33.33%

WATER AND SEWER FUND

	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Revenues				
Water Charges	\$ 835,688	\$ 2,912,000	\$ 899,295	30.88%
Water Sales (Wholesale)	590,955	\$ 2,080,380	797,810	38.35%
Sewer Charges	1,374,701	4,800,000	1,448,306	30.17%
Penalties	22,125	60,000	22,203	37.01%
Tap Fees	815	3,000	13,205	440.17%
Other Revenues	49,844	184,000	263,250	143.07%
Fund Balance Appropriated	-	318,291	-	0.00%
Total	\$ 2,874,129	\$ 10,357,671	\$ 3,444,069	33.25%

	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Expenditures				
Water Plant (Less Transfers)	\$ 616,568	\$ 2,479,704	\$ 722,302	29.13%
Water Distribution/Sewer Coll (Less Transfers)	1,126,283	5,222,563	1,590,429	30.45%
Transfer to W/S Capital Proj. Fund	-	1,350,000	-	0.00%
Debt Service	148,728	1,030,957	148,728	14.43%
Contingency	-	274,447	-	0.00%
Total	\$ 1,891,580	\$ 10,357,671	\$ 2,461,459	23.76%

YTD Fund Balance Increase (Decrease)	982,549	-	982,610
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ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Electric Sales	\$ 4,528,226	\$ 16,320,000	\$ 4,565,570	27.98%
Penalties	27,418	80,000	29,698	37.12%
All Other Revenues	80,185	252,000	156,243	62.00%
Fund Balance Appropriated	-	226,133	-	
Total	\$ 4,635,830	\$ 16,878,133	\$ 4,751,511	28.15%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Administration/Operations	\$ 911,676	\$ 3,121,377	\$ 1,174,385	37.62%
Purchased Power - Non Demand	1,654,364	12,450,000	1,637,387	13.15%
Purchased Power - Demand	2,179,566	-	2,272,134	#DIV/0!
Purchased Power - Debt	385,392	-	385,392	#DIV/0!
Debt Service	342,585	342,586	342,586	100.00%
Capital Outlay	-	16,700	-	0.00%
Contingency	-	220,000	-	0.00%
Transfers to Electric Capital Proj Fund	-	632,320	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 5,473,583	\$ 16,878,133	\$ 5,811,884	34.43%

YTD Fund Balance Increase (Decrease) (837,753) - (1,060,373)

CASH AND INVESTMENTS FOR OCTOBER

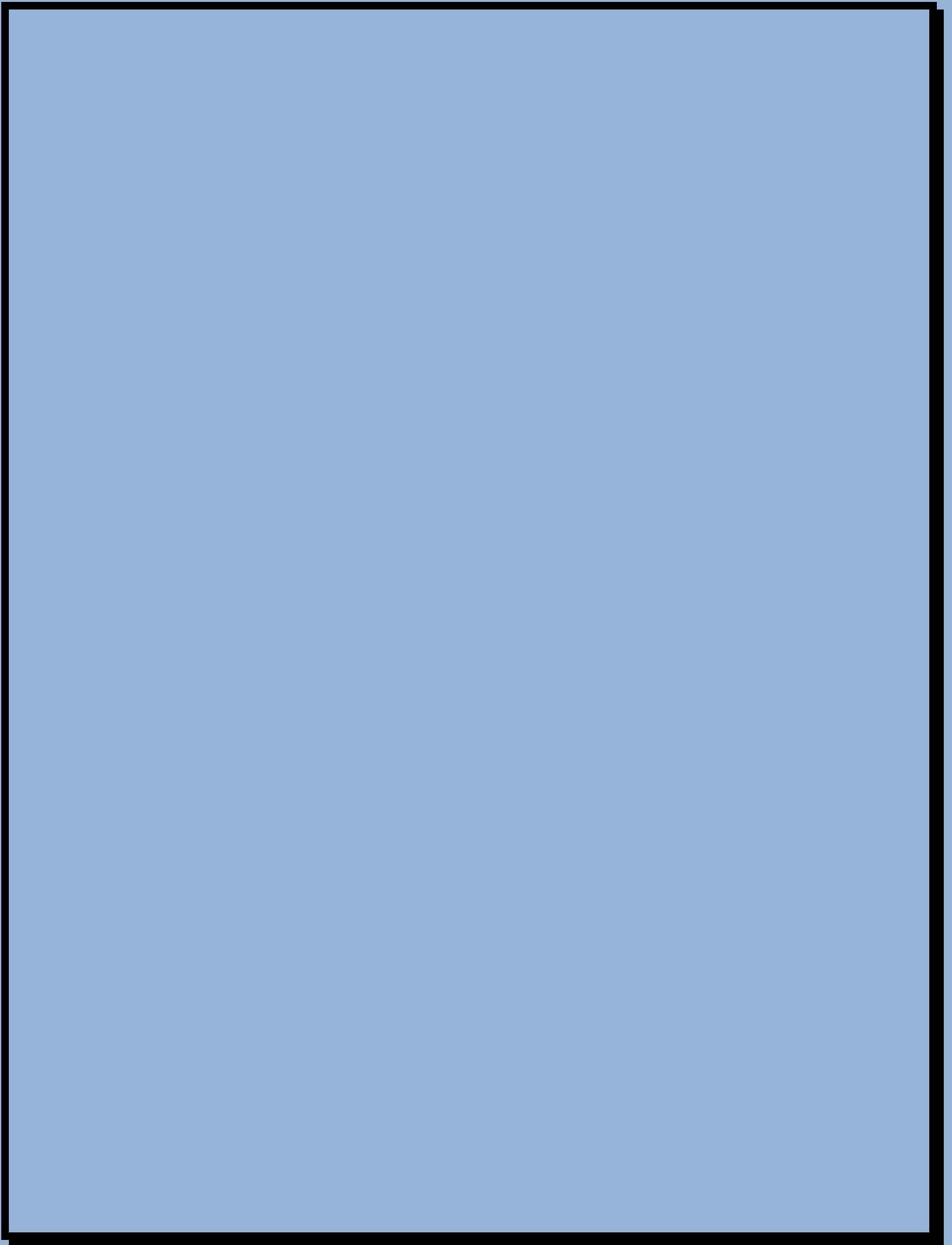
General Fund (Includes P. Bill)	17,235,622			
Water and Sewer Fund	12,841,296			
Electric Fund*	10,810,987			
ARPA (20)	2,691,714			
SCIF (21)	1			
JB George Endowment (40)	134,099			
Water Plant Expansion (43)	471,484			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	1,778,978			
Capital Project Fund: General (46)	957,991			
Capital Project Fund: Electric (47)	248,727			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(77,235)	1st CITIZENS	30,171,825	1.25%
Firemen Relief Fund (50)	108,266	NCCMT	5,237,339	5.000%
Fire District Fund (51)	200,056	KS BANK	2,418,459	3.00%
General Capital Reserve Fund (72)	6,355	TRUIST	10,039,165	3.25%
Total	\$ 47,866,787		\$ 47,866,787	

*Plug

Account Balances Confirmed By Finance Director on

11/27/2023

Department Reports





FINANCE DEPARTMENTAL REPORT FOR OCTOBER, 2023

SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):

Daily Collections/Property Taxes/Other.....	\$3,638,957
Franchise Tax.....	-
Sales & Use Tax.....	328,051
Powel Bill.....	<u>0</u>
Total Revenue	\$3,967,008
Expenditures: General, Water, and Electric.....	\$2,964,574

FINANCE:

- Compiled and submitted monthly retirement report for September on 10/30/2023.
- Issued 74 purchase orders
- Processed 703 vendor invoices for payment and issued 396 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on October 13 and 27, 2023.
- Issued total of 0 renewal privilege licenses for beer and wine sales with 9 outstanding
- 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 \$9,496.
- Processed 10 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$33,011.73 (EMS: \$6,982.75; SRAC: \$3,160.23; Utility: \$22,868.75; and Other: \$0)
- Penn Credit - Bad Debt Collections received in August \$0; Total collections calendar year-to-date \$23,185.67
- Invoiced 0 grave opening (10-40-3400-3403-0003) for a total of \$0.
- Invoiced Johnston Community College for Police Security on Oct 4th.
- Earned \$46,037 in interest from FCB and paid \$3217 in fees on the central depository account.
- Paid \$14,948 in credit/debit/Tyler card fees, but received \$10,215 (31-72-3550-3520-0002) in convenience fees

FINANCE DIRECTOR

- Assistant Fin Dir Attended Town Council Meeting on Oct. 3, 2023
- Prepared for Auditor's third and final visit on Oct. 2-3, 2023
- Paid SRAC Concessions Sales Tax on 10/12/2023
- Reported 11 Stopped Water Meters to Utilities to Replace on 10/16/23
- Attended Department Head Meeting on 10/31/23
- Return 23 Utility Accounts Payments Totaling \$2,037 to DSS for Inactive Accounts



Planning Department Development Report

Wednesday, November 22, 2023

Project Name: Smithfield Venue - 230 N Equity Dr
 Request: Reuse of building as an event venue
 Location 230 North Equity Drive
 Tax ID#: 15008045C. PIN#: 260417-20-2951
 Project Status In First Review
 Notes:

Site Plan 2023-12
Submittal Date: 11/15/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: 96 Gulf Stream Court Industrial
 Request: Site Plan review
 Location 96 Gulfstream Court
 Tax ID#: 15079005D PIN#: 168510-47-8027
 Project Status In First Review
 Notes:

Site Plan 2023-10
Submittal Date: 10/25/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: Rapid Response Electric
 Request: Site plan review for expansion
 Location 228 Tyler Drive
 Tax ID#: 15J11023N PIN#: 168206-38-3045
 Project Status In First Review
 Notes:

Site Plan 2023-09
Submittal Date: 10/19/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: JCC Greenhouses
 Request:
 Location 1240 East Market Street
 Tax ID#: 15L11005N PIN#: 169308-89-4088
 Project Status Approved
 Notes:

Site Plan 2023-08
Submittal Date: 10/5/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 10/6/2023

Project Name: **Johnson's Tire & Auto**
 Request: Rezoning form R-20A to B-3
 Location 267 NC Hwy 210
 Tax ID#: 15076014 PIN#: 168400-93-3800
 Project Status Scheduled for Public Hearing
 Notes: **Rezones a .5 acre portion of 1.5 acre tract of land**

Map Amendment 2023-02	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Outdoor vehicluar display**
 Request: Lowers parking lot striping standards
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: **Special considerations for automobile sales only.**

Text Amendment 2023-10	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Special event ordinance revisions**
 Request: Reduces permit requirments for events held in town parks
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 2023-11	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Slim Chickens**
 Request: Free Standing Restaurant
 Location 1311 North Brightleaf Boulevard
 Tax ID#: 14074019A PIN#: 260411-55-9256
 Project Status Approved
 Notes: **Under Construction**

Site Plan 2023-07	
Submittal Date:	7/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/9/2023

Project Name: **Bufflo Road Subdivision**
 Request: 217 unit subdivision
 Location Buffalo Road
 Tax ID#: 14A03005 PIN#: 260412-06-3802
 Project Status In First Review
 Notes:

Conditional Zoning 2023-01	
Submittal Date:	6/30/2023
Planning Board Review:	11/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Johnston County / Yelverton Grove Road Rezoning**
 Request: Rezone 49.02 acers from R-20A to OI
 Location Yelverton Grov
 Tax ID#: 15L11012 PIN#: 260300-46-7578
 Project Status Approved
 Notes: **Planning Board Reccomends Approval**

Map Amendment 2023-01	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	8/1/2023

Project Name: **Sidewalk Fee in lieu of**
 Request: Amend Article 2 to create a sidewalk fee in lieu of option
 Location
 Tax ID#: PIN#:
 Project Status In First Review
 Notes: **Town Council tabled discussion to future workshop**

Text Amendment 2023-07	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**
 Request: Car wash tunnel
 Location 100 Smithfield Cros
 Tax ID#: 15008045Y PIN#: 260305-09-6780
 Project Status Approved
 Notes: **Old Checkers Site**

Site Plan 2023-06	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/15/2023

Project Name: **Cox Automotive Addition**
Request: Open canopy addition to building
Location
Tax ID#: PIN#:
Project Status
Notes:

Site Plan 2023-05	
Submittal Date:	5/22/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/22/2023

Project Name: **General Design Standards**
Request: Article 2,10 and Appendix A
Location
Tax ID#: PIN#:
Project Status In First Review
Notes: **Town Council tabled discussion to future workshop**

Text Amendment 2023-06	
Submittal Date:	5/1/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	7/4/2023
Approval Date:	

Project Name: **Airport Industrial Lot 4**
Request: 8000 sq ft Industrial Flex Space
Location 154 Airport Ind Drive
Tax ID#: 15J08017H PIN#: 68500-04-6994
Project Status Approved
Notes: **Under Construction**

Site Plan 2023-04	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/9/2023

Project Name: **Westerman Place Sub'd**
Request: variance to create a lot on a private easement
Location 350 Westerman Place
Tax ID#: 15I07040 PIN#: 167500-74-2102
Project Status Approved
Notes: **10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement**

BOA 2023-05	
Submittal Date:	4/7/2023
Planning Board Review:	
Board of Adjustment Review:	4/27/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Eagle Nest**
 Request: 7 Lot major subdivision
 Location Galilee Road
 Tax ID#: 15I09034M PIN#: 167300-68-6881
 Project Status First Review Complete
 Notes: **Manufactured homes on septic tanks with shared driveways - appears to have been withdrawn**

Subdivision 2023-01	
Submittal Date:	3/21/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Home2Suites**
 Request: 98 Room Hotel
 Location 180 Towne Center Place
 Tax ID#: 15L11001H PIN#: 260305-08-8796
 Project Status Approved
 Notes: **Construction Eminent**

Site Plan 2023-03	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/22/2023

Project Name: **Airport Overlay District**
 Request: Amends Section 10.95 Airport Height Hazard Overlay (AHH).
 Location
 Tax ID#: PIN#:
 Project Status Approved
 Notes: **PB reccomends approval**

Text Amendment 2023-03	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: **Landscape Maintenance**
 Request: Amends Section 10.11. Landscape Maintenance
 Location
 Tax ID#: PIN#:
 Project Status Approved
 Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: **Gov. offices in the IND Zoning Districts**
Request: Amends Section 6.6, Table of Permitted Uses
Location
Tax ID#: PIN#:
Project Status **Approved**
Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: **Ram Rent-All**
Request: Free standing storage building
Location 804 North Brightleaf Boulevard
Tax ID#: 15006010 PIN#: 260413-02-1766
Project Status **Approved**
Notes: **1,800 square foot metal building**

Site Plan 2023-04	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	4/13/2023

Project Name: **Accessory Structures**
Request: Allows 2 accessory structures perresidential zoned lot
Location
Tax ID#: PIN#:
Project Status **Approved**
Notes: **PB reccomended approval**

Text Amendment 2023-02	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
Approval Date:	

Project Name: **Perfect Ride**
Request: Variance from Street Yard, Paking lot trees, Parking lot striping
Location 721 North Brightleaf Boulevard
Tax ID#: 15006006 PIN#: 169416-92-9618
Project Status
Notes: **Denied by TOSBOA**

Variance 2023-03	
Submittal Date:	2/3/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
Request: Exemption from parking lot striping
Location 1109 North Brighleaf Boulevard
Tax ID#: 15004022 PIN#: 260413-24-1290
Project Status
Notes: **Denied by TOSBOA**

Variance 2023-02	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
Request: Exceed the maximum of four wall signs for a total of six
Location 1109 North Brightleaf Boulevard
Tax ID#: 15004022 PIN#: 260413-24-1290
Project Status **Approved**
Notes: **Approved by TOSBOA**

Variance 2023-01	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Twin Creeks Phs 1**
Request: 28 Lot Subdivision
Location Gailee Road
Tax ID#: 15I09011B PIN#: 167300-56-5565
Project Status
Notes: **Under Construction**

Subdivision 2019-01	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Kamdon Ranch**
Request: 110 Lot Division
Location Swift Creek Road
Tax ID#: 15I08020 PIN#: 167400-55-9495
Project Status **Approved**
Notes: **Under Construction**

Subdivision 2019-02	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/27/2019



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

Permit Issued for November 2023

		Permit Fees	Permits Issued
Zoning	Land Use	\$600.00	6
Subdivisions	Major Subdivision	\$0.00	0
Site Plan	Minor Site Plan	\$350.00	15
Zoning	Sign	\$250.00	5
Report Period Total:		\$1,200.00	26
Fiscal YTD Total:		\$22,050.00	419

Permit#	Permit	Sub Type	Address	Issue Date
SP23-000197	Site Plan	Minor Site Plan	594 Mallard Road	11/02/2023
SP23-000232	Site Plan	Minor Site Plan	6 Eden Drive	11/01/2023
SP23-000258	Site Plan	Minor Site Plan	833 Country Club Road	11/06/2023
SP23-000259	Site Plan	Minor Site Plan	146 McCoy Drive	11/07/2023
SP23-000260	Site Plan	Minor Site Plan	229 Galilee Branch Drive	11/13/2023
SP23-000261	Site Plan	Minor Site Plan	219 Galilee Branch Drive	11/13/2023
SP23-000262	Site Plan	Minor Site Plan	264 Galilee Branch Drive	11/13/2023
SP23-000263	Site Plan	Minor Site Plan	811 Second Avenue	11/14/2023
SP23-000264	Site Plan	Minor Site Plan	153 Lake Park Circle	11/14/2023
SP23-000265	Site Plan	Minor Site Plan	1197 Packing Plant Road	11/14/2023
SP23-000267	Site Plan	Minor Site Plan	254 Homestead Lane	11/15/2023
SP23-000268	Site Plan	Minor Site Plan	1905 South Vermont Street	11/17/2023
SP23-000269	Site Plan	Minor Site Plan	2025 Brogden Road	11/21/2023
SP23-000270	Site Plan	Minor Site Plan	8 Franklin Drive	11/21/2023
SP23-000271	Site Plan	Minor Site Plan	102 Shady Lane	11/22/2023
Z23-000150	Zoning	Land Use	1025 Outlet Center Drive Suite 600	11/06/2023
Z23-000154	Zoning	Land Use	3262 South Brightleaf Boulevard	11/20/2023
Z23-000155	Zoning	Land Use	259 Venture Drive	11/20/2023
Z23-000152	Zoning	Land Use	1650 East Booker Dairy Road	11/13/2023
Z23-000124	Zoning	Land Use	1327 North Brightleaf Boulevard Ste A	11/20/2023
Z23-000153	Zoning	Land Use	404 North Brightleaf Boulevard	11/17/2023
Z23-000151	Zoning	Sign	721 North Brightleaf Boulevard Suite 13	11/06/2023
Z23-000156	Zoning	Sign	801 Berkshire Road	11/21/2023
Z23-000135	Zoning	Sign	509 North Brightleaf Boulevard	11/06/2023
Z23-000148	Zoning	Sign	1258 North Brightleaf Boulevard	11/01/2023
Z23-000149	Zoning	Sign	825 Brogden Road	11/02/2023



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING OCTOBER 31, 2023**

I. STATISTICAL SECTION

Month Ending October 31, 2023	October 2023	October 2022	Total 2023	Total 2022	YTD Difference
Calls for Service	1503	1712	16166	17087	-921
Incident Reports Completed	141	127	1076	1353	-277
Cases Closed	109	39	712	722	-10
Accident Reports	82	82	755	894	-139
Arrest Reports	70	73	574	815	-241
Burglaries Reported	3	8	38	74	-36
Drug Charges	16	12	104	158	-54
DWI Charges	9	6	47	71	-24
Citations Issued	179	105	1154	2306	-1152
Speeding	12	41	252	1071	-819
No Operator License	52	29	309	474	-165
Registration Violations	42	0	153	207	-54

II. PERSONNEL UPDATE

One new police officer has begun patrol and two more are awaiting approval from the state.

III. MISCELLANEOUS The department and COPS officer Carrol were very active in the community during the Thanksgiving holiday. Continued community events throughout the holiday season. PSA Franco has started and the Police Department has already received positive feedback from the community.

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2023

PART I CRIMES	October	October	+/-	Percent	Year-To-Date		+/-	Percent
	2022	2023		Changed	2022	2023		Changed
MURDER	0	0	0	N.C.	0	1	1	N.C.
RAPE	1	0	-1	-100%	4	3	-1	-25%
ROBBERY	0	0	0	N.C.	5	5	0	0%
Commercial	0	0	0	N.C.	2	1	-1	-50%
Individual	0	0	0	N.C.	3	4	1	33%
ASSAULT	7	1	-6	-86%	55	34	-21	-38%
* VIOLENT *	8	1	-7	-88%	64	43	-21	-33%
BURGLARY	8	5	-3	-38%	70	39	-31	-44%
Residential	7	3	-4	-57%	40	18	-22	-55%
Non-Resident.	1	2	1	100%	30	21	-9	-30%
LARCENY	36	37	1	3%	392	331	-61	-16%
AUTO THEFT	2	1	-1	-50%	30	20	-10	-33%
ARSON	1	1	0	0%	3	2	-1	-33%
* PROPERTY *	47	44	-3	-6%	495	392	-103	-21%
PART I TOTAL:	55	45	-10	-18%	559	435	-124	-22%
PART II CRIMES								
Drug	8	15	7	88%	163	131	-32	-20%
Assault Simple	14	13	-1	-7%	94	106	12	13%
Forgery/Counterfeit	5	2	-3	-60%	16	15	-1	-6%
Fraud	6	5	-1	-17%	76	80	4	5%
Embezzlement	0	0	0	N.C.	4	7	3	75%
Stolen Property	0	0	0	N.C.	6	3	-3	-50%
Vandalism	8	9	1	13%	58	45	-13	-22%
Weapons	1	1	0	0%	5	6	1	20%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	4	1	-3	-75%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	4	1	-3	-75%
D. W. I.	6	9	3	50%	68	43	-25	-37%
Liquor Law Violation	0	0	0	N.C.	11	2	-9	-82%
Disorderly Conduct	2	0	-2	-100%	10	6	-4	-40%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	2	2	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	21	35	14	67%	216	261	45	21%
PART II TOTAL:	71	89	18	25%	735	709	-26	-4%
GRAND TOTAL:	126	134	8	6%	1294	1144	-150	-12%

N.C. = Not Calculable



Town of Smithfield
Fire Department
October 2023

I. Statistical Section

Oct.

Confirmed Structure Fires	6
EMS Responses	176
Misc./Other Calls	31
Mutual Aid Calls	6
TOTAL EMERGENCY RESPONSES	263

Oct. YTD

Fire Inspections	74	873
Public Fire Education Programs	22	41
# Of Children Educated	1,855	3,081
# Of Adults Educated	1,182	1,819
Plans Review Construction/Renovation Projects	21	222
Fire Department Permits reviewed / Issued	32	370
Business Preplans	0	1
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	2	3

II. Major Revenues

Oct. YTD

Inspections	\$950.00	\$8,525.00
Fire Recovery USA	\$935.20	\$10,868.02

III. Personnel Update:

1 vacant Full-time position (Assistant Fire Chief), Continuous Part-time positions available, 11 p/t positions current including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 5 of 22 days
- Total Training Hours for October = 283 hours
- Discussion/ Planning for Fire Watch at JCC Events
- Fire Prevention Month Numerous Programs
 - Oct. 2 – First Presbyterian Church
 - Oct. 2 – South Smithfield Elementary
 - Oct. 3 – Play Mates on Berkshire
 - Oct. 3 – Play Mates on Canterbury
 - Oct. 4 – 514 N. Brightleaf

- Oct. 7 – Eva Ennis Community Pond
- Oct. 7 – 2320 S. Brightleaf
- Oct. 9 – 205 N. Fourth
- Oct. 10 – 208 Computer
- Oct. 10 – Sarah Yard Center
- Oct. 10 – Smithfield Middle School
- Oct. 11 – 310 Laurel
- Oct. 12 – 861 Berkshire
- Oct. 12 – West Smithfield Elementary
- Oct. 13 – 9 Noble St.
- Oct. 14 – 1230 N. Brightleaf
- Oct. 14 – 1043 Outlet Center
- Oct. 23 – 1102 Massey
- Oct. 24 – Johnston Community College
- Oct. 26 – 612 Powell
- Oct. 27 – 651 N. Brightleaf
- Oct. 28 – Smithfield Community Park
- Oct. 29 – First Baptist Church Ministry Center
- Oct. 30 – 1605 Dail
- Oct. 30 – 215 S. Third
- Oct. 30 – 515 Barbour
- Hannaford Circus Inspection
- Touch a Truck
- Amazon Walk Through for Safety & Egress Design Evaluation
- Lampe and Malpass Site Inspection 210 Tenth Street
- Began hydrant testing

V. Upcoming Plans

- Prepare for JoCo Works
- Fire Service Career Interest Form Development
- Brogden Industrial Inspections
- Budget work
- Smoke Alarm Inventory and Restock
- Continue hydrant testing

**Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
October 31, 2023**



I. Statistical Section

- 3 Burials
- 0 Works Orders – Buildings & Facilities Division
- 0 Work Orders – Grounds Division
- 2 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$2,175.00
Total Revenue:	\$ 3,175.00

III. Major Expenses for the Month:

The Appearance Division paid \$3,024.00. to Power Mulch. For mulch in West Smithfield. Paid \$1,736.00 to Williams Parrish Plumbing for Town hall Ladies toilets. Paid \$1,365.00 to Maintain X for work order renewal. Paid \$1,237.94 to Heat Transfer Solution for repair of Roof top AC/ unit. Paid 1,800. Lanes Lawn Care for grounds work.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events. Community Service Workers worked 11 Hrs.

**Town of Smithfield
Public Works Department
October 31, 2023**



157 Total Work Orders completed by the Public Works Department
3 Burials, at \$725.00 each = \$2,175.00
0 Cremation Burial, \$425.00 each = \$0
\$1,000.00 Sunset Cemetery Lot Sales
\$0 Riverside Extension Cemetery Lot Sales
455.45 tons of household waste collected
54.00 tons of yard waste collected
2.46 tons of recycling collected
0 gallons of used motor oil were recycled
0 scrap tires were recycled

Appearance Commission Oct. 2023 Monthly Report:

Smithfield Appearance Commission

Agenda

Tuesday, October 17, 2023

5:00 PM

Opening

Call to Order

Commission Business:

Approval of Meeting Minutes

Financial Report

Agenda Items

Updates

- 95 Signage
- Donate-A-Tree program*

Action Items

- Project ideas:
 - What do we want to focus on?
- Vote on replenishing flowers in planters
- Update picture for website

Next Appearance Commission meeting will be on Nov. 21, 2023, at 5:00 pm in Town Hall.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Oct. 31, 2023**



I. Statistical Section

 3 Preventive Maintenances

 0 North Carolina Inspections

 23 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,365.00 TO Maintain X for work orders renewal.

IV. Personnel Update:

No new personnel

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town Vehicles

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Oct. 31, 2023



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 9 Work Orders – 405 lbs. of Cold Patch was used for 9 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,365.00 to Maintain X for renewal work order system.

IV. Personnel Update:

Tommy Evans moved from sanitation to drainage.
Chuck Woodall moved from drainage to sanitation.

V. Narrative of monthly departmental activities:

The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events. Oct. 6th Ava Gardner event Cones, Oct. 26th Ghost walk 1 event can, Oct 27th Smith Collins Park.



Work Orders List for 09/30/2023 - 10/31/2023

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#2032 Haul dirt out of sunset cemetery Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/02/2023	Total Time Costs Total Time 6h 33m 19s Total Costs \$135.43	\$135.43
#2051 Fix flags downtown Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/03/2023	Total Time Costs Total Time 1h 28m 35s Total Costs \$30.50	\$30.50
#2057 Haul dirt out of sunset cemetery Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/04/2023	Total Time Costs Total Time 6h 25m 53s Total Costs \$132.87	\$132.87
#2061 Down banner across the street from library Signage Drainage Ethan Bryant		10/04/2023 ✓ Done Completed by Ethan Bryant on 10/04/2023	Total Time Costs Total Time 4m 57s Total Costs \$1.70	\$1.70
#2066 Cut around pond Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/05/2023	Total Time Costs Total Time 3h 48m 54s Total Costs \$78.82	\$78.82

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#2069 Replace stopsign Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/05/2023	Total Time Costs Total Time 10m 13s Total Costs \$3.52	
#2070 Eva Gardner museum event High Drainage Ethan Bryant	Drainage Division	10/06/2023 ✓ Done Completed by Ethan Bryant on 10/06/2023	Total Time Costs Total Time 47m 56s Total Costs \$16.51	
#2071 Deliver 20 cones & 6 rollouts Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/06/2023	Total Time Costs Total Time 43m 29s Total Costs \$14.97	
#2077 Cut fema lots Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/09/2023	Total Time Costs Total Time 3h 35m 46s Total Costs \$74.30	
#2074 Pick up all event containers and cones High Signage Drainage Ethan Bryant	Drainage Division	10/10/2023 ✓ Done Completed by Ethan Bryant on 10/10/2023	Total Time Costs Total Time 45m 27s Total Costs \$15.65	

#2091	Drainage Division	✓ Done Completed by Ethan Bryant on 10/10/2023	Total Time Costs Total Time	\$81.53 3h 56m 46s	
Haul dirt out of sunset cemetery Drainage					\$81.53
Ethan Bryant					
#2095	Drainage Division	✓ Done Completed by Ethan Bryant on 10/11/2023	Total Time Costs Total Time	\$5.47 15m 53s	
Fix leaning divided hwy sign Drainage					\$5.47
Ethan Bryant					
#2097	Drainage Division	✓ Done Completed by Ethan Bryant on 10/11/2023	Total Time Costs Total Time	\$2.03 5m 53s	
Fill pothole Drainage					\$2.03
Ethan Bryant					
#2098	Drainage Division	✓ Done Completed by Ethan Bryant on 10/11/2023	Total Time Costs Total Time	\$5.04 14m 39s	
Limbs blocking view of 25mph sign Drainage					\$5.04
Ethan Bryant					
#2100	Drainage Division	✓ Done Completed by Ethan Bryant on 10/11/2023	Total Time Costs Total Time	\$18.98 55m 8s	
Blind corner Drainage					\$18.98
Ethan Bryant					
#2101	Drainage Division	✓ Done Completed by Ethan Bryant on 10/11/2023	Total Time Costs Total Time	\$20.91 1h 0m 43s	
Fill sink hole in driveway Drainage					\$20.91
Ethan Bryant					

#2102 **Backfill repaired sidewalk** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/11/2023
 Total Time Costs \$12.89
 Total Time 37m 26s
Total Costs \$12.89
 Ethan Bryant

#2103 **Fill sink hole** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/11/2023
 Total Time Costs \$3.78
 Total Time 10m 58s
Total Costs \$3.78
 Ethan Bryant

#2105 **Pothole** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/11/2023
 Total Time Costs \$1.74
 Total Time 5m 4s
Total Costs \$1.74
 Ethan Bryant

#2106 **Fill pothole** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/11/2023
 Total Time Costs \$1.81
 Total Time 5m 16s
Total Costs \$1.81
 Ethan Bryant

#2109 **Clean catchbasins** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/12/2023
 Total Time Costs \$103.24
 Total Time 4h 59m 50s
Total Costs \$103.24
 Ethan Bryant

#2110 **Pot** [Drainage](#)
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/12/2023
 Total Time Costs \$2.50
 Total Time 7m 15s
Total Costs \$2.50
 Ethan Bryant

#2120	Drainage Division	10/13/2023	Total Time Costs	\$22.39
Potholes		✓ Done	Total Time	1h 5m 1s
Potholes and street repairs		Completed by Ethan Bryant on 10/17/2023	Total Costs	\$22.39
Ethan Bryant				
#2128	Drainage Division	✓ Done	Total Time Costs	\$1.65
Fill pothole		Completed by Ethan Bryant on 10/18/2023	Total Time	4m 47s
Drainage			Total Costs	\$1.65
Ethan Bryant				
#2130	Drainage Division	✓ Done	Total Time Costs	\$109.10
Haul dirt out of sunset cemetery		Completed by Ethan Bryant on 10/18/2023	Total Time	5h 16m 51s
Drainage			Total Costs	\$109.10
Ethan Bryant				
#2129	Drainage Division	✓ Done	Total Time Costs	\$102.36
Haul dirt out of sunset cemetery		Completed by Ethan Bryant on 10/18/2023	Total Time	4h 57m 17s
Drainage			Total Costs	\$102.36
Ethan Bryant				
#2133	Drainage Division	✓ Done	Total Time Costs	\$102.36
Cut all rightaways on the west side	John deere 6105e	Completed by Ethan Bryant on 10/19/2023	Total Time	4h 57m 17s
Medium			Total Costs	\$102.36
Drainage				
Ethan Bryant				

WORK ORDER INFO **LOCATION & ASSET** **DUE & STATUS** **TIME & COST** **PROCEDURE ANSWERS**

#2149
Cut rightaways on north side
Drainage
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/24/2023
 Total Time Costs
 Total Time 1h 57m 58s
Total Costs \$40.62
 Ethan Bryant

#2151
Cut rightaways on east side
Drainage
 Drainage Division
 Done
 Completed by Ethan Bryant on 10/24/2023
 Total Time Costs
 Total Time 55m 22s
Total Costs \$19.06
 Ethan Bryant

#2158
corner of North and Seventh Street - pothole
High
5 potholes and street repairs
 Drainage Division
 Street Division
 10/25/2023
 Done
 Completed by Ethan Bryant on 10/25/2023
 Total Time Costs
 Total Time 6m 40s
Total Costs \$2.30
 Square Feet of repair : 3x3
 Bags of Perma Patch used.: 1 1/2
 Names of worker(s): & Ethan&Jb

#2160
Corner of Caswell and Fifth Street, limbs blocking STOP sign
High
Streets Division
 Drainage Division
 Street Division
 10/25/2023
 Done
 Completed by Ethan Bryant on 10/25/2023
 Total Time Costs
 Total Time 15m 13s
Total Costs \$5.24
 Ethan Bryant

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#2161 Fill pothole High Streets Division Ethan Bryant	Drainage Division Street Division	✓ Done Completed by Ethan Bryant on 10/25/2023	Total Time Costs Total Time Total Costs	\$2.59 7m 32s \$2.59
#2162 Fill pothole Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/25/2023	Total Time Costs Total Time Total Costs	\$4.22 12m 15s \$4.22
#2165 Cut rightaway Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/26/2023	Total Time Costs Total Time Total Costs	\$110.36 5h 20m 30s \$110.36
#2172 Deliver cones Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/27/2023	Total Time Costs Total Time Total Costs	\$8.84 25m 40s \$8.84
#2173 CUT rightaway Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/27/2023	Total Time Costs Total Time Total Costs	\$17.39 50m 31s \$17.39
#2174 Wash tra tractor & lawnmowers Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/30/2023	Total Time Costs Total Time Total Costs	\$1,450.04 70h 11m 9s \$1,450.04

WORK ORDER INFO **LOCATION & ASSET** **DUE & STATUS** **TIME & COST** **PROCEDURE ANSWERS**

#2177 Fill in sink hole at sidewalk Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/30/2023	Total Time Costs Total Time Total Costs	\$11.23 32m 36s \$11.23
#2178 Replace torn flags Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/30/2023	Total Time Costs Total Time Total Costs	\$33.10 1h 36m 8s \$33.10
#2181 Clean ditch Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/31/2023	Total Time Costs Total Time Total Costs	\$88.81 4h 17m 55s \$88.81
#2188 Fill pothole Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/31/2023	Total Time Costs Total Time Total Costs	\$33.27 1h 36m 38s \$33.27

Signed off by

Date

Town of Smithfield
Public Works Sanitation Division
Monthly Report
October 31, 2023



I. Statistical Section

The Division collected from approximately 4,199 homes, 4 times during the month

- a. Sanitation forces completed 62 work orders
- b. Sanitation forces collected tons 455.45 of household waste
- c. Sanitation forces disposed of 27 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 6.23 tons of construction debris (C&D)
- f. Town disposed of 81.06 Tons of yard debris.
- g. Recycling forces collected 2.46 tons of recyclable plastic
- h. Recycled 0 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,680 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
- c. Sold 3,320 lbs. of shredder steel for \$132.80 to Renew.

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 972 for disposal of yard waste and debris. Blacks Tire Service was paid \$3,070 for new tires on a sanitation TK. Carolina Environmental System Inc was paid \$ 3,752.43 for new joysticks for KB TK304. Cox repair Services was paid \$ 600 to tow TK 305 back to the shop. Inline Fluid Power was paid \$ 600 for cylinder repair and KB TK 304. Gregory Poole Equip Inc was paid \$ 1,090.65 for 1 new injector for TK 301. Rehig Pacific Co. was paid \$ 16,085 for new trash cans. Velocity Truck Centers was paid \$ 3,805.90 for new injectors om KB TK 301. Maintain X was paid \$1,365 for work order renewal.

IV. Personnel Update:

The department has moved Equipment operator Chuck Woodall from Drainage to Sanitation. We have also moved Sanitation Equipment Operator Tommy Evans from Sanitation to Drainage. Hired new Sanitation equipment operator Ronald Rhue. The Department worked with Mitchells Temporary for 3 vacant positions.

V. Narrative of monthly departmental activities:

The department worked closely with Downtown Development and Parks and Rec Supplying control



MONTHLY REPORT FOR OCTOBER, 2023

PROGRAMS STATISTICS	OCTOBER, 2023	23/24 FY YTD	OCTOBER, 2022	22/23 FY YTD
NUMBER OF PROGRAMS	10	42	10	39
TOTAL ATHLETICS PARTICIPANTS	367	1437	334	1670
TOTAL NON/ATHLETIC PARTICIPANTS	1452	2696	1104	3152
NUMBER OF GAMES PLAYED	73	182	101	165
TOTAL NUMBER OF PLAYERS (GAMES)	1854	4540	2204	2905
NUMBER OF PRACTICES	50	342	35	169
TOTAL NUMBER OF PLAYER(S) PRACTICES	619	4398	502	2653
SARAH YARD COMMUNITY CTR. VISITS	204	557	78	281
	OCTOBER, 2023	23/24 FY YTD	OCTOBER, 2022	22/23 FY YTD
PARKS RENTALS	84	217	100	292
USERS (PARKS RENTALS)	3762	11713	3321	8763
TOTAL UNIQUE CONTACTS	7,891	23,904	7,209	17,754
	OCTOBER, 2023	23/24 FY YTD	OCTOBER, 2022	22/23 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 10,014.00	\$ 41,146.00	\$ 10,337.00	\$ 45,305.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 72,810.00	\$ 288,711.00	\$ 77,741.00	\$ 287,495.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 10,570.00	\$ 18,659.00	\$ 10,700.00	\$ 35,817.00
SARAH YARD EXPENDITURES (OPERATIONS)	\$ 2,292.00	\$ 10,404.00	\$ 2,649.00	\$ 10,353.00
SARAH YARD EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -		\$ -	\$ 21,500.00
PROGRAMS	SYCC Boo Bash Trunk or Treat Kids Fishing Event	Youth Cheer Youth Football Fall Baseball	Fun and Fellowship Softball Youth Soccer	



MONTHLY REPORT FOR OCTOBER, 2023

PROGRAMS SATISTICS	OCTOBER, 2023		OCTOBER, 2022	
NUMBER OF PROGRAMS	19	66	18	72
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	2798	15028	4103	19693
	OCTOBER, 2023	23/24 FY YTD	OCTOBER, 2022	22/23 FY YTD
SRAC MEMBER VISITS	3867	15435	2845	12989
DAY PASSES	537	6906	474	6374
RENTALS (SRAC)	45	249	40	245
USERS (SRAC RENTALS)	3077	9657	2712	9122
TOTAL UNIQUE CONTACTS	10,279	47,026	10,134	48,178
	OCTOBER, 2023	23/24 FY YTD	OCTOBER, 2022	22/23 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 72,373.00	\$ 289,207.00	\$ 40,637.00	\$ 258,398.00
SRAC EXPENDITURES (OPERATIONS)	\$ 80,181.00	\$ 358,070.00	\$ 77,424.00	\$ 350,759.00
SRAC EXPENDITURES (CAPITAL)	\$ -	\$ 105.00	\$ -	\$ 105.00
SRAC MEMBERSHIPS	3605		2272	
PROGRAMS	Aligator Steps Swim Lessons Pottery Classes SRAC Sharks Fall Swim Program Group Fitness Classes			



- **Statistical Section**

- Electric CP Demand 18,362 Kw relative to September's demand of 26,606 Kw.
- Electric System Reliability was 99.9999%, with zero (0) recorded main line outages; relative to September's 99.9728%.
- Raw water treated on a daily average was 5.122 MG relative to 4.959 MG for September; with maximum demand of 6.004 MG relative to September's 6.023 MG.
- Total finished water to the system was 144.270 MG relative to September's 142.607 MG. Average daily for the month was 4.654 MG relative to September's 4.754 MG. Daily maximum was 5.076 MG (October 12th) relative to September's 5.821 MG. Daily minimum was 4.125 MG (October 31st), relative to September's 3.711 MG.

- **Miscellaneous Revenues**

- Water sales were \$255,641 relative to September's \$293,830
- Sewer sales were \$420,666 relative to September's \$465,539
- Electrical sales were \$1,183,834 relative to September's sales of \$1,523,006
- Johnston County Water purchases were \$183,050 for 69.811 MG relative to September's \$177,320 for 68.811 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$839,375 relative to September's \$1,052,995.
- Johnston County sewer charge was \$163,918 for 38.843 MG relative to September's \$198,451 for 45.552 MG.

- **Personnel Changes**

- John Lee began work as a Utility Line Mechanic on October 16, 2023
- Luke Beasley resigned as Electric Line Technician on October 20, 2023



**Town of Smithfield
Electric Department
Monthly Report
October, 2023**

I. Statistical Section

- Street Lights repaired –19
- Area Lights repaired-8
- Service calls – 43
- Underground Electric Locates -207
- Poles changed out/removed or installed -13
- Underground Services Installed -10

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety meeting on Excavation & Trenching.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4,5,6 & 7 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the Pine Acres area.



WATER & SEWER

October 2023 Monthly Report

● DISCONNECT WATER	4
● RECONNECT WATER	2
● TEST METER	2
● TEMPORARY METER SET	3
● DISCOLORED WATER CALLS	1
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	20
● METER CHECKS	27
● METER REPAIRS	20
● WATER MAIN/SERVICE REPAIRS	3
● STREET CUTS	4
● REPLACE EXISTING METERS	6
● INSTALL NEW METERS	18
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	2
● SEWER REPAIRS/SINK HOLES	3
● CLEANOUTS INSTALLED	4
● INSPECTIONS	7
● CAMERA SEWER	3

- SEWER MAIN CLEANED 1650 LF
- SERVICE LATERALS CLEANED 690 LF
- SERVICE CALLS 96
- LOCATES 133

- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

Major Expenses for the month of October

1. Lot of repair work done to Vac Truck.
2. Moved flusher at Country Club for the Mayor.

Personnel Updates

Hired John Lee

Upcoming Projects for the month of November

1. Donald will be replacing more fire hydrants.
2. Will begin getting quotes for replacing pump station #8 to submersible.
3. Getting quotes for Alleyways on Wilson and Holding Streets.



MONTHLY WATER LOSS REPORT

October 2023

(15) - Meters with slow washer leaks

$\frac{3}{4}$ " Line, $\frac{1}{8}$ " hole, 1day

6" Line, $\frac{1}{8}$ " hole, 3Hrs

2" Line, $\frac{1}{8}$ " hole, 1day

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	10/25/23	3	15	7965	10	North Street	10/30/23	3	15	17820	40
Computer Drive	10/25/23	3	15	31860	10	West Street	10/30/23	2.4	15	78030	50
Castle Drive	10/25/23	3	15	7965	10	Regency Drive	10/30/23	3	15	63720	60
Parkway Drive	10/25/23	3	15	63720	40	Randers Court	10/30/23	3	15	15930	40
Garner Drive	10/25/23	3	15	63723	40	Noble Street	10/30/23	2	15	15930	40
Hwy 210 LIFT ST.	10/25/23	3	15	15930	40	Fieldale Dr#1(L)	10/30/23	2.8	15	63720	40
Skyland Drive	10/25/23	3	15	7965	10	Fieldale Dr#2(R)	10/30/23	2	15	63720	40
Bradford Street	10/25/23	3	15	15930	10	Heather Court	10/30/23	2	15	15930	40
Kellie Drive	10/25/23	2.8	15	7965	10	Reeding Place	10/30/23	3	15	15930	40
Edgewater	10/26/23	2.8	15	7965	10	East Street	10/30/23	3	15	63720	40
Edgcombe	10/26/23	2.8	15	15930	40	Smith Street	10/30/23	3	15	63720	40
Valley Wood	10/26/23	3	15	63720	40	Weilons Street	10/30/23	3	15	63720	40
Creek Wood	10/26/23	3	15	63720	40	Kay Drive	10/19/23	2.8	15	38985	15
White Oak Drive	10/26/23	3	15	7965	10	Huntington Place	10/19/23	2.4	15	38985	15
Brookwood Drive	10/26/23	3	15	22515	5	N. Lakeside Drive	10/19/23	3	15	9750	15
Runnymede Place	10/26/23	3	15	31860	10	Cypress Point	10/19/23	3	15	34890	12
Nottingham Place	10/26/23	3	15	38985	10	Quail Run	10/19/23	2.5	15	8715	12
Heritage Drive	10/26/23	3	15	38985	10	British Court	10/19/23	2.8	15	8715	12
Noble Plaza #1	10/26/23	2.8	15	9750	10	Tyler Street	10/19/23	2.5	15	78030	60
Noble Plaza #2	10/26/23	2.8	15	9750	10	Yelverton Road	10/19/23	3	15	63720	40
Pinecrest Street	10/26/23	3	15	19500	10	Ava Gardner	10/19/23	2	15	63720	40
S. Sussex Drive	10/26/23	3	15	31860	10	Waddell Drive	10/19/23	2.5	15	7965	10
Elm Drive	10/26/23	3	15	9750	10	Henly Place	10/19/23	2.3	15	8715	12
						Birch Street	10/12/23	3	15	34890	12
						Pine Street	10/12/23	2	15	38985	15
Coor Farm Supply	10/27/23	2	15	7965	10	Oak Drive	10/12/23	2.5	15	37695	14
Old Golasboro Rd,	10/27/23	3	15	7965	10	Cedar Drive	10/12/23	3	15	31860	10
Hillcrest Drive	10/25/23	3	15	31860	10	Aspen Drive	10/12/23	2.4	15	34890	12
Eason Street	10/25/23	2	15	38985	40	Furlonge Street	10/12/23	2	15	34890	12
Magnolia circle	10/25/23	3	15	78030	40	Golden Corral	10/12/23	3	15	40290	16
Rainbow Drive	10/25/23	3	15	19500	60	Holland Drive	10/12/23	3	15	9750	15
Rainbow Circle	10/25/23	2	15	19500	60	Davis Street	10/12/23	3	15	34890	12
Moonbeam Circle	10/25/23	2	15	19500	60	Caroline Ave.	10/05/23	2.5	15	31860	10
Ray Drive	10/30/23	2	15	15930	60	Johnston Street	10/05/23	2	15	38985	15
Will Drive	10/30/23	2	15	63720	40	Ryans	10/05/23	2	90	9750	15
Michael Lane	10/30/23	2	15	63721	40						
Ward Street	10/30/23	3	15	15930	40						

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