

The Smithfield Town Council held a work session on Tuesday, January 20, 2015, at 6:30 pm. in the Council Chambers of the Smithfield Town Hall. Mayor John Lampe, II. presided.

Councilmen Present:

M. Andy Moore, Mayor Pro-Tem
J. Perry Harris, District 2
Travis Scott, District 3 (left at 6:55 returned at 7:34)
Emery D. Ashley, At-Large
Charles A. Williams, At-Large

Councilmen Absent

Marlon Lee, District 1
Roger A. Wood, District 4

Administrative Staff Present

Paul Sabiston, Town Manager
Greg Siler, Finance Director
Paul Embler, Planning Director
Mike Scott, Chief of Police
Patrick Harris, Fire Chief

Administrative Staff Absent

Shannan Williams, Town Clerk

In the absence of Mayor Lampe, Mayor Pro-Tem Moore called the meeting to order at approximately 6:30 pm.

Approval of the Agenda:

Councilman Ashley made a motion, seconded by Councilman Williams, to approve the agenda as submitted. Unanimously approved.

Discussion

1. Council Committees – To Schedule Meeting Times

- a. **Parks and Recreation Committee**
- b. **Economic Development/ NC Retirement Community Committee**
- c. **Merging Services Committee**

It was the consensus of the Council to work together to determine dates and times for meetings that would be acceptable to those involved. Dates and times of meetings will be sent to the Manager once set.

2. Preliminary Budget Discussions

a. Administration/Finance/Planning

Town Manager Paul Sabiston reviewed the projected revenues with the Council.

Councilman Ashley suggested that the Town investigate ways that the sales tax could be increased in the Smithfield Crossings and Outlet Center area.

General Government

The following topics were discussed:

- Employee Health Insurance - Mr. Sabiston explained that this will be the third year that the Town has utilized the services of insurance broker, Mark III. Mr. Sabiston explained that Mark III has provided excellent services for the Town and its employees. It was Mr. Sabiston's recommendation that the Town continue to utilize the services of Mark III.

It was the consensus of the Council to allow Mark III to continue as the broker of record for Employee health, dental and life insurance benefits. Mayor Lampe suggested that the Town's benefit package mirror the North Carolina State Government's package.

- Software upgrades to security and e-mail.
- Software for Human Resources function
- Construction of a window in the lobby to control traffic.
- Street Assessments – Council requested that they be given an update on collection efforts and requested that the Assessment be accounted for by the street they were assigned.

Finance

The following topics were discussed:

- Increased employee compensation.
- Updated accounting software will be needed in the future once Finance Director Greg Siler has had an opportunity to research the products that are available.
- Upgrades to the appearance of the Finance Department.
- Education and training for employees.

Planning

The following topics were discussed:

- New vehicle purchase
- Increased training and education for Code Compliance Officer or to contract services if the Council wishes to address minimal housing and the Town's current housing stock.
- Stormwater Management – potential to treat as a utility.
- Condemnations
- Review and update of the Comprehensive Plan

b. Police

FY 2015-2016 budget of the Police Department was not discussed.

c. Fire

FY 2015-2016 budget of the Fire Department was not discussed.

Adjourn

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

The meeting adjourned at approximately 8:05 pm.

John H. Lampe, II , Mayor

ATTEST:

Shannan L. Williams, Town Clerk