

The Smithfield Town Council continued the recessed May 9, 2016 budget work session on Thursday, May 12, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Marlon Lee, District 1  
Travis Scott, District 3  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Emery D. Ashley, Mayor Pro-Tem  
J. Perry Harris, District 2  
Roger A. Wood, District 4

Administrative Staff Present

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

Mayor Moore reconvened the meeting at 6:30 pm.

Town Manager Michael Scott provided a follow-up to the Council concerning several items that were discussed at the May 9<sup>th</sup> budget meeting.

- A copy of the Brogden Road Substation Conversion project and a copy of the AMI project.
- Letter received from the Office of the State Fire Marshall informing the Town of a scheduled insurance rating inspection for the Fire Department.
- Projected numbers with the salaries: Those numbers are accurate, but the comments section was inaccurate.
- Staff confirmed that any proposed accounting software will be compatible with any billing software
- Mr. Scott should be reviewing the water rate study on Friday and proposed that the Council meet with the representative from the Wooten Company on Monday night.
- Advertisement for the Police Chief's position went sent to several different outlets today.
- Memorandum of Understanding with the East Smithfield Improvement Organization (ESIO) has been signed by the chairman. The facility should be clean and Mr. Nixon and Mr. Scott will do a walk through together of the building before it is turned over to the ESIO.

**Police Department**

Town Manager Michael Scott informed the Council that the Police Department has received a request from Johnston Community College that the School Resource Officers currently assigned to the campus, be assigned there year around. The amended contract will be placed on the consent agenda of the June 7<sup>th</sup> agenda.

Interim Chief of Police Powell reviewed the Police Department's budget with the Council. Chief Powell explained that most line items remained status quo in the Police Department, but highlighted the following items:

**Capital Outlay (10-5100-7400)**

- P25 Radio Conversion – upgrades: Chief Powell explained that since the Police Department's radios were upgradeable, Harris Radio has decided to upgrade the radios for free to make them compliant. Chief Powell explained that this is Phase 1 of the conversion. When Phase 2 is implemented all of the Police Department's radios will have to be replaced.

Mayor Moore stated that during the Mayor's meeting there was some discussion about Johnston County funding the radios for smaller municipalities. Mr. Scott responded that the Town did not receive any funds from the County.

- Replacement Cars: Chief Powell explained that the original proposal was for 5 new cars, but that was reduced to 3. Council asked staff to investigate the feasibility of

providing take home cars for the officers. Mr. Scott replied that the Police Department would have to double its fleet to implement take home cars for the officers. Councilman Scott stated that he would like staff to try to plan for implementing take home cars as it would lessen the maintenance on the fleet and be a morale booster for the officers.

Councilman Scott requested an update on the substation Mr. Scott explained that staff attempted to purchase an ideal location on Blount, but a problem arose with getting a good clear title on the house. Mr. Scott further explained that he has proposed taking those funds and carrying them over to do something that could be utilized as a substation and rec center in the Smith Collins Park area.

## **Fire Department**

Chief Blanton explained the letter received from the NC Department of Insurance Office of the State Marshall Inspection. He informed the Council that he was concerned about the inspection explaining that the lack of adequate staffing could be an issue. He further explained that call volume has also increased during the time of the last insurance rating while staffing has decreased. In the current budget, six positions were requested and all six were removed.

Chief Blanton reviewed the Fire Department's budget with the Council. Chief Blanton explained that most line items remained status quo in the Fire Department, but highlighted the following items:

### **Salaries and Wages (10-5300-0200)**

- At the retirement of the former administrative assistant, Chief Blanton chose not to refill that position because he would like to hire a full time training/safety officer. Mr. Scott and Mr. Freeman supported that change in the Fire Department's organizational structure.

### **Capital outlay (10-5300-7400)**

- AFG Grant: Those budgeted funds are the Town's contribution to the grant.

Councilman Scott questioned how the lack of staffing would affect the insurance rating. Chief Blanton responded that he believed it would have an adverse effect on the rating. Councilman Scott asked that staff consider adding three positions if possible. Councilman Scott questioned how the availability of the SAFER Grant. Chief Blanton responded that they are available every year. Town Manager Michael Scott informed the Council that he removed the positions because he felt that the Town was in a good position to receive the grant funding next February. He explained that this was an excellent way to increase staffing without the Town being responsible for the entire cost of new personnel.

Councilman Scott questioned the station distribution and what was considered the long range plan. Chief Blanton responded that Chief Harris had worked with the former manager and discovered the immediate need was on the north side. As the land around Booker Dairy Road is developed, staff will attempt to have a portion of the land allotted for a fire department.

Councilman Scott inquired as to the status of the Fire Engine. Chief Blanton responded that the Fire Department will not take possession of that truck until January 2017. Chief Blanton reminded the Council that last year he was instructed to start specking a ladder truck realizing that the Town would not begin paying on the debt service until FY 2019-2020.

Councilman Dunn questioned what was more pressing: the station or a ladder truck. Chief Blanton responded that the ladder truck could cost \$900,000 - \$1.5 million whereas a station could cost \$1.2 million - \$1.8million, but a station would have to be equipped and staffed.

## **Planning**

Planning Director Paul Embler informed the Council that the UDO committee meeting would be held on the 24<sup>th</sup> at 5:30pm in the Council Chambers. He reminded the Council that one more member

would need to be appointed to serve on the committee. Mayor Moore suggested that business owner be included and that Keith Dimsdale and Eric Brownlie had contacted him regarding this committee.

Mr. Embler provided the Council with an update on repairs to the Greenway. He explained that he had received approval from the Chief of Engineer and division of environmental management on the repair plan. The Contractor has had to delay the project due to health issues.

Mr. Embler reviewed the Planning Department's budget with the Council. Mr. Embler highlighted the following items:

#### **Salaries and Wages (10-4900-0200)**

- Mr. Embler explained that the Administrative Assistant budgeted in the Planning Department has been moved to General Government.

#### **Capital Outlay (10-4900-7400)**

- Mr. Embler explained that he had originally requested a used pick-up truck to be utilized by his department. This item had been removed from the budget and the Planning Department will be given one of the retiring Police Impalas.
- Staff was directed to investigate the cost of adding a charging station to Town Hall or possibly move the Volt to the Town Hall for Town Hall staff to use.

#### **Service Contracts (10-4900-3501)**

- Storm Water Management: Mr. Embler informed the Council that the storm water management and action plan are very important. In the future the Council may want to consider storm water as a utility so that those that are using it pay for it.

#### **Other Updates by the Manager**

Mr. Scott informed the Council that the Booker Dairy Relocation Project \$3.5 million project and when staff investigated the time line, it was realized that the Town does not have a lot of time before this project needs to begin. Mr. Scott requested that the Council allow the Finance Director to start investigating funding sources for this project.

Councilman Scott made a motion, seconded by Councilman Rabil to authorize the Finance Director to investigate funding sources for the Booker Dairy Road Line Relocation Project and the Venture Drive Reconstruction Project. Unanimously approved.

**Nonprofit Requests:** It was determined that those nonprofit organization seeking funding from the Town would be invited to the meeting to be held on Monday, May 23<sup>rd</sup> at 6:30 in the Council Chambers. Mayor Moore also suggested that the Council consider funding for sidewalk improvements at the school. Councilman Scott suggested that the Council consider funds for the Robotics club at Smithfield Selma High School.

Mayor Moore also asked that the Council consider the direction economic development and potentially employing the services of a lobbyist firm.

#### **Recess**

There being no further business, Councilman Scott made a motion, seconded by Councilman Dunn, to recess the meeting until Monday, May 16, 2016 at 6:30 pm. unanimously approved.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Williams, Town Clerk