

The Smithfield Town Council met in regular session on Tuesday, June 7, 2016 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall Mayor M. Andy Moore, presided.

Councilmen Present:

Marlon Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Emery D. Ashley, Mayor Pro-Tem

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

The invocation was given by Councilman Scott followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

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

- **Presentation: Add Proclamation: In Honor of James W. Freeman’s Service to the Town of Smithfield**
- **Consent Agenda: Special Event: Melanie Wright/ Beau & Beauty – Spring Into Summer event**
- **Closed Session Correct the Statue from NCGS143-318 (a) (3) to (a) (5)**

Unanimously approved.

**PRESENTATIONS:**

**1. Proclamation: In Honor of James W. Freeman’s Service to the Town of Smithfield**

Mayor Moore presented Mr. Freeman with a proclamation honoring his service to the Town of Smithfield serving as Interim Town Manager.

**PROCLAMATION**

**In Honor of James W. Freeman’s Service to the Town of Smithfield**

**WHEREAS**, James (Jim) Freeman has served as the Interim Town Manager since August 2015; and

**WHEREAS**, Mr. Freeman is an outstanding person who has contributed so much to the Town of Smithfield in a short period of time; and

**WHEREAS**, Mr. Freeman provided exemplary and invaluable service to the citizens of Smithfield with his friendly nature and his willingness to listen to all concerns expressed to him; and

**WHEREAS**, Mr. Freeman became a teacher and mentor to the Town’s Staff with the classic question, “I know what I would do, but what do you think?” and

**WHEREAS**, as Town Staff diligently tried to teach Mr. Freeman the “Smithfield Way”, he challenged us to keep learning and striving for excellence; and

**WHEREAS**, Mr. Freeman’s infectious laugh and his positive nature will be missed by all; and

**WHEREAS**, the Town of Smithfield is deeply indebted to James (Jim) Freeman for his service to our community.

**NOW, THEREFORE, I, M. Andy Moore**, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to James (Jim) Freeman for his service to the Town of Smithfield, and highly commend him for the manner in which he has carried out his duties and responsibilities.

## **PUBLIC HEARINGS:**

### **1. FY 2016-2017 Town of Smithfield Budget**

Councilman Harris made a motion, seconded by Councilman Scott to open the public hearing. Unanimously approved.

Town Manager Michael Scott informed the Council and the public that a proposed budget was provided to the Council on May 24<sup>th</sup> and a copy was on file in the office of the Clerk.

Mr. Scott reviewed some of the highlights of the FY 2016-2017 Budget. They are as follows:

- **Balanced in all funds**
  - \$13,422,943 - General Fund (\$ 257,155)
  - \$17,337,747 – Electric Fund (\$ 608,507)
  - \$ 6,907,210 – Water/Sewer Fund (\$1,807,688)  
(\$2,673,350)
- **No Tax Increase (0.57)**
- **Average Decrease in Electric Rates of 2.5%**
- **Increase in Water and Sewer Fees Residential Average \$5.50 and \$13.00/month**
- **General Fund Balance remains above 25% Fiscal Policy Requirements**
- **Includes Necessary Capital Expenditures**
  - \$ 1,576,800 – General Fund
  - \$ 930,000 – Electric Fund
  - \$ 1,110,000 – Water Sewer Fund
- **Maintained Medical Employee Benefits at Similar Level**
- **Provides for a 2% Salary Increase for Employees**
- **Major Capital Expenditures:**
  - Police - Replaced 3 Police Cars \$ 87,000
  - Fire - Replacement Engine #3 \$530,000 – ordered in FY 15-16
  - Gen Govt. - Replace Finance RMS \$195,000
  - PW Streets – Annual Street Resurface \$300,000 - (Powell Bill)
  - PW Sanitation-Replace Trash Truck \$170,000
- **Water Plant**
  - Replace storage tanks (2) \$ 65,000
  - Sludge Press \$ 90,000
  - Water/Sewer

- I & I Reduction \$ 100,000
  - AMI Metering \$ 200,000
  - Upgrade and Replace Water Lines \$ 410,000
- Electric
  - Generator Upgrades \$ 105,000
  - AMI/Smart Grid \$ 150,000
  - Continue Voltage Conversion Project \$ 400,000
- Venture Drive Reconstruction Project \$700,000 – out of fund balance through proper saving for the past several years.
- Booker Dairy Road Utility Project \$3,500,000 – relocate utilities 25% will be reimbursed from NCDOT
- Eliminates Transfer from Electric to General Fund (Previously \$157,000)
- Continues Brogden Road Substation - Conversion project
- Electric Rates Decreasing by average 2.5%. This is the third decrease in the last year, totaling 12.5% decrease in electric rates over FY 2014-15.

Councilman Scott stated that the Town had the second lowest electric rates in the state.

- Water/Sewer rates increasing as the result of infrastructure needs. Inflow and Infiltration (I & I) creates increased sewer costs during times of increased precipitation.
- Increased fees for residential customers will equate about \$5.50/month for in town and \$13.00/month for out of town customers.
- Capital Reserve Fund Created for FY 2016-17
  - \$50,000 moved into Capital Reserve Fund for FY2017-18 purchase of used backhoe for Street Department
  - \$125,000 moved into Capital Reserve Fund for 2017-18 purchase of new Street Sweeper
- Debt - the Smithfield Crossings loan in the amount of \$175,000 could be paid off in the current fiscal year.

Mr. Scott expressed his appreciation to the Council, Mr. Freeman and the Department Heads on working together to create a balanced budget.

Mayor Moore asked if there was any comments from those in attendance.

Sandra Butos questioned the increase in the water bills and stated that town employees should not receive a 2% increase in pay.

Tony Nixon questioned why the Town would pay off the debt service on the Smithfield Crossings loan. Mr. Scott responded that he and the Finance Director chose that loan based on the kind of savings the Town would realize if it was paid off early.

Councilman Wood made a motion, seconded by Councilman Lee, to close the Public Hearing. Unanimously approved.

*Attached hereto and made a part of the official minutes is a copy of the PowerPoint presentation.*

Councilman Wood expressed his appreciation to all involved in the budget process

No action taken.

## **CITIZENS' COMMENTS:**

- Mike Reddick of Raleigh, NC addressed the Council on recreations. Mr. Reddick explained that recreations are not for one person or one group of people. East Smithfield has not had recreations since he left in 1999. Parents do not have time or a way to get them to the SRAC. Children in East Smithfield have nowhere to go. Mr. Reddick informed the Council that he was the first person to bring t-ball to Smithfield at Smith Collins Park. He asked the Council to take themselves down to the kids' level and work together to get them off the street. Mr. Reddick explained that if the pool is demolished, the Council would be fighting history. The pool is closed because it was operated incorrectly. Mr. Reddick suggested using South Campus as a recreation center. Recreation should be in all parts of the city.
- Ebony Frasier of Fayetteville Street in Smithfield questioned who determined how funds were allocated for parks and recreation. Town Manager Michael Scott explained the budget process to Ms. Frasier. Ms. Frasier questioned, in the event that the pool is permanently closed, has there been discussions of where the youth of the district will go in the summertime. Mr. Scott explained that he has proposed opening a recreation center with a community policing office in the District and approximately \$77,000 has been budgeted for that project with a location yet to be determined. The board has worked very hard to provide exactly what Mr. Reddick is talking about.
- Lucy Washington of Birch Street in Smithfield questioned the newspaper article which stated that the Town was not responsible for the drainage in Pine Acres. Mr. Scott responded that the Town's Engineer will discuss this later in the meeting.

## **CONSENT AGENDA:**

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

1. Approved the following Minutes:

May 3, 2016 – Regular Meeting  
May 9, 2016 – Budget Work Session  
May 12, 2016 – Budget Work Session  
May 16, 2016 – Budget Work Session  
May 18, 2016 – Budget Work Session

2. Special Annual Event– Street Fair: The applicant, First Baptist Church (Tommy Cook), gained approval to conduct a non-profit event to be held on June 9, 2016 between the hours of 6:00 pm and 9:00 pm. This event was approved with amplified sound and street closings on 4<sup>th</sup> Street between Johnston and Church and a portion of Johnston Street.
3. Special Event– Open House: The applicant, Harbor of Johnston County, gained approval to conduct an outdoor non-profit event with amplified sound to be held on June 7, 2016 between the hours of 5:30pm and 7:00 pm.

4. Special Events: Various Events to be held in Smithfield in the months of June and July. For Information Only as these events were previously approved
5. Annual Special Event – Three Little Pigs Triathlon: For information only as this was approved in 2011 as an annual event. The event was to be held on June 18, 2016. The cost associated with this event is \$300 for 3 police officers for 4 hours. The Smithfield Police Department had budgeted funds for this event.
6. Slow Children at Play Signs – gained approval for 2 “Slow, Children at Play” signs to be erected on Edgerton Street in Smithfield.
7. Approved an amended contract with Johnston Community College for Law Enforcement Services. This allows the current School Resources Officers to remain during the summer months. The updated annual amount to be paid by the College will be \$129,744.00

*(Attached by reference and made a part of these official minutes is a copy of the approved Campus Police Officer Contract. A copy is on file in the Office of the Town Clerk Contract – 2016: Johnston Community College Campus Police Officers.)*

8. Advisory Board/ Committee Appointments
  - Katherine Tamer was appointed to serve a first term on the Appearance Commission.
  - Gerald Joyner was reappointed to serve a second term on the Planning Board.
9. Approved the appointment of Town Manager Michael L. Scott to serve as the Commissioner representing the Town of Smithfield on the North Carolina Eastern Municipal Power Agency Board of Commissioners.

10. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr.
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr.
P/T P&R Staff	P&R – Recreation	10-6200-0210	\$8.00/hr.
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr.
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr.
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr.
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$10.00/hr.
P/T Instructor	P&R – Aquatics	10-6220-0230	\$15.00/hr.
P/T Instructor	P&R – Aquatics	10-6220-0230	\$10.00/hr.
P/T Instructor	P&R – Aquatics	10-6220-0230	\$10.00/hr.
Records Clerk	Police	10-5100-0200	\$14.183/hr. (\$29,500.64/yr.)

11. Special Event – Spring into Summer: The applicant, Melanie Wright (Beau and Beauty), gained approval to conduct an outdoor event on or before October 1, 2016 in the rear parking lot of 805 South Third Street between the hours of 8:30am and 6:00 pm

Unanimously approved.

**BUSINESS ITEMS:**

**1. Community Service Presentation**

Public Works Director Lenny Branch made a presentation to the Council on the Community Service Program that is benefitting the Town of Smithfield. Mr. Branch explained that this program utilizes community service workers to remove litter and debris from the Town’s right of ways.

Mayor Moore stated that this is one piece of the puzzle to make Smithfield a better place for residents and businesses. We need more people like Mr. Reddick to get involved. We can always use your assistance.

## **2. Consideration and Approval to hire two part time employees for the Water/Sewer Department.**

Public Utilities Director Ted Credle addressed the Council on a request to hire two- part time employees for the Water/Sewer Department. Mr. Credle explained that the intent of the temporary positions are to provide the Town with a part-time labor force (4 hours per day, 5 days per week – at a rate of \$8.00 per hour) to aid in mowing and weed-eating through the outfalls, around manhole structures, and at lift stations during the summer growing season. These positions will, ideally, be filled by high school and/or college students, looking for work during the summer break. The term for this employment is set for a ten week period, starting on June 19, 2016 and ending on August 13, 2016. The total cost for both employees, for a ten-week term is under \$3,000.

Councilman Rabil made a motion, seconded by Councilman Dunn, to approve the request as submitted. Unanimously approved.

## **3. Update on the Smithfield Crossings Buffer/ Fence**

Town Engineer Bill Drietzler provided the Council with an update on the Smithfield Crossings Buffer. Mr. Drietzler explained that he was able to make contact with the property owner; Mr. Etheridge was agreeable to the type of wall buffer and landscaping and had agreed to schedule a face to face meeting with Mr. Drietzler.

Councilman Lee questioned if the committee members were aware of the conversations and a potential meeting with Mr. Etheridge. Mr. Drietzler responded that all had been informed.

No action taken

## **4. Update on the Pine Acres Drainage**

Town Engineer Bill Drietzler provided the Council with an update on the Pine Acres drainage issues. Mr. Drietzler explained that he would provide his profession opinion albeit not a popular opinion. He explained that what he looked for from a community standpoint is the drainage the Town is responsible for. If the drainage is leaving right of way and damaging private property then that would be a Town issue. If the water is not flowing from the property into the right of way then that would be individual property owners' issue. He further explained that a major part of the problem in the Pine Acres subdivision is there is not 6 feet of fall from the highest point to the lowest point. This problem was originated by the developer and not the Town. It was his opinion that properties will hold water because of the elevation problem and unfortunately, there really isn't a fix to that

Councilman Harris questioned if there was a problem with the streets flooding. Mr. Drietzler responded that the Town did not cause this problem. but he would meet with any citizens any time to discuss their individual problem to find a solution.

Councilman Harris further questioned if a pump station would help alleviate some of the drainage issues. Mr. Drietzler responded that the water will not flow off the properties because of a lack of grade therefore a pump station would not be beneficial.

Mayor Moore questioned if all the catch basins had been inspected. Mr. Drietzler stated that was typically complaint driven. He further explained that Mr. Branch was able to locate an issue whereby a root system had invaded a drainage pipe. That has been repaired and the pipe replaced.

Councilman Lee questioned the right of way behind Ms. Washington's house. Mr. Drietzler responded that he has been unable to find a recorded right of way.

Mayor Moore questioned if more drains could be installed. Mr. Dreitzler responded that you would have to have a discharge location with enough fall and there just was not enough fall in the subdivision.

Mayor Moore further questioned the process of inspecting all the catch basins. Public Works Director Lenny Branch responded that a camera had to be rented to be able to view the lines for any obstructions. Mayor Moore requested that all catch basins be inspected and devise a plan to inspect all in the Town.

Town Manager Michael Scott informed the Council that he would provide them with information on the rental of a necessary camera and a plan for the inspection of all the catch basins throughout Town.

No action taken.

### **COUNCILMEMBERS COMMENTS:**

- Councilman Harris stated that at our last council meeting, staff was directed to provide an accounting of the streetscape project. Mr. Scott responded that Mr. Freeman was conducting that research. Mr. Freeman responded that this was a difficult process as records from that time were not orderly. He explained he would provide a detailed memo to the Manager once all the facts were obtained.
- Councilman Lee stated that as the Council went through this budget there seemed to be a lot of excuses. He stated that Parks and Recreation was not about the programs but the people running the programs. He questioned when the scoreboard for Smith Collins Park was ordered because he personally called the company and they have not been ordered. He further stated some of the Parks and Recreation staff were rude and disrespectful. Mr. Lee directed the Town Manager to terminate the Parks and Recreation Director stating that the Town needed to move in a new direction. He further stated he would discuss the Planning and Public Works Departments at the next meeting.
- Mayor Moore stated that one more meeting would be needed to finalize the FY 2016-2017 budget. It was the consensus of the Council to recess this meeting until Monday, June 20<sup>th</sup> at 6:30pm

### **TOWN MANAGER'S REPORT**

Town Manager Michael Scott provided a brief update on the following:

- Funding for the streetscape project has been received and lights have been ordered
  - Open enrollment would be held for employees
  - Public Works Director Lenny Branch did a good job of replacing the sidewalks on 3<sup>rd</sup> street which were paid for by the Appearance Commission
  - Town hall day tomorrow and a banquet in clayton
  - Update on the Police Chief hiring process. Applications are being submitted with the first review taking place June 13<sup>th</sup>.
- **Department Reports**
    - A highlight of each department's monthly activities was given to the Council.

### **CLOSED SESSION: Pursuant to NCGS 143-318.11 (a) (5) & (6)**

Councilman Harris made a motion, seconded by Councilman Wood, to go into closed session pursuant to NCGS 143-318.11 (a) (5) & (6) to discuss potential property acquisition and a personnel matter. Unanimously approved at 8:42pm.

**RECONVENE TO OPEN SESSION:**

Councilman Harris made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:47 pm.

**RECESS**

There being no further business, Councilman Harris made a motion, seconded by Councilman Dunn, to recess the meeting until Monday, June 20, 2016 at 6:30 pm in the Council Chambers. Unanimously approved.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Williams, Town Clerk