

The Smithfield Town Council met in regular session on Tuesday, September 4, 2018, at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

**CALL TO ORDER**

Mayor Moore called the meeting to order at 7:00.

**INVOCATION**

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance lead by the following members of Girl Scout Troop 614: Juana Garcia, Madeline Smith, Valerie Smith, Katlin VanRoekel and Brianna Faircloth.

**APPROVAL OF AGENDA:**

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to amend the agenda as follows:

Add the following to the Consent Agenda:

- Special Event: The Twisted Sister Restaurant and Bar located at 709 South Third Street is requesting to conduct a Labor Day Cookout on Monday, September 3, 2018 from 4:00 pm until 7:00 pm. The request is included amplified sound.
- Consideration and Approval to Adopt Resolution #626 (13-2018) adopting necessary policies pertaining to the Community Development Block Grant for Neighborhood Revitalization.
- Consideration and Approval to Adopt Resolution #627 (14-2018) for the submission of a Community Development Block Grant application for Neighborhood Revitalization to benefit Southeast Smithfield

Remove from the Presentations:

- Proclamation – Recognizing Regina Sanders’s dedicated service to the Appearance Commission

Remove from the Consent Agenda and add to the Business Items:

- Item 3. *Consideration and Approval to amend the FY 2018 – 2019 Fee Schedule for SRAC rates for Town of Smithfield Employees.*

Unanimously approved.

**PRESENTATION:**

**1. Proclamation – Declaring September 17<sup>th</sup> – 23<sup>rd</sup> as Constitution Week in the Town of Smithfield**

Mayor Moore presented a Proclamation honoring Constitution Week to members of the Smith Bryan Chapter of the Daughters of the American Revolution.

**PROCLAMATION  
Constitution Week  
September 17 – 23, 2018  
In the Town of Smithfield, North Carolina**

*Whereas*, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

*Whereas*, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

*Whereas*, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

*Whereas*, Public Law 915 guarantees the issuing of a Proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim September 17 through 23, 2018 to be

**CONSTITUTION WEEK**

in the Town of Smithfield and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained

**2. Proclamation – Recognizing Reginald E. Foy’s dedicated service to the Board of Adjustment and Planning Board**

Mayor Moore presented a Proclamation to Reginald E. Foy for his service to the Board of Adjustment and Planning Board.

**PROCLAMATION  
In Honor of Reginald E. Foy’s  
Dedicated Service to the Town of Smithfield’s Planning Board & Board of  
Adjustment**

WHEREAS, Reginald E. Foy, a lifelong resident of the Town of Smithfield has dedicated his time and attention by serving on the Planning Board and Board of Adjustment for over fifteen years; and

WHEREAS, during his tenure, Reginald E. Foy served as Chairman of the Planning Board; and

WHEREAS, Reginald E. Foy provided exemplary and invaluable service towards the future development and vision of Smithfield; and

WHEREAS, the citizens are so fortunate to have had a person of such experience dedicate so many years of service to the Town of Smithfield's growth and prosperity; and

WHEREAS, The Town Council deeply appreciates the important contributions Reginald E. Foy has made to the Town of Smithfield for its citizens.

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 Reginald E. Foy for his distinguished service to the Town of Smithfield

### **3. Administering Oath of Office to Newly Promoted Sergeant – Brandon Smith**

Mayor Moore administered the Oath of Office to newly promoted Police Sergeant Brandon Smith.

Town Clerk Shannan Parrish administered affirmations to those that wished to offer testimony during the Public Hearing

## **PUBLIC HEARINGS:**

- 1. Special Use Permit Request - Hampton Inn (SUP-18-10):** The applicant was requesting a special use permit to construct a hotel that will exceed 40 feet in height within a B-3 (Business) zoning district. The property considered for a special use permit is located on Town Centre Place approximately 600 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15L11001G.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman testified that Wintergreen Hospitality was requesting a special use permit to allow for a 69 foot tall hotel on a 3.51 acre parcel of land located within a B-3 (Highway Entrance Business) zoning district. The existing use was currently undeveloped with the proposed use being a hotel. Water and sewer services would be provided by the Town and Electrical Service could be provided by the Town. The applicant was proposing a 110 room hotel with 115 parking spaces. The landscape plan met or exceeded the Town of Smithfield UDO standards. Existing stormwater control measure designed to accommodate the requested hotel building. The setback exceeded minimum standards reducing impacts the additional height may impose.

Mr. Wensman reviewed staff's findings. They are as follows:

### **STAFF'S FINDINGS OF FACT**

1. The additional height is typical for hotels in the B-3 district. The Fire Marshall has reviewed the application and has no concerns. Therefore, staff believes the special use will not be a deterrent to the public, health, safety or welfare.
2. The additional height is typical for other hotel uses in the area and is, therefore, in harmony with the area.
3. The land use will have no impact on the orderly development or improvement to the area.
4. Adequate utilities and parking exist and will be provided in accordance with the UDO requirements.
5. There are adequate means of ingress and egress. Town Centre Place is a low traffic

volume street and the additional traffic will not create traffic congestion.

6. Yes, all regulations have been conformed with, or a variance from them have been approved.
7. The access conforms to plans.
8. The access conforms to plans

The Planning Department recommended approval of the request to allow for a 69 foot tall hotel on a 3.51 acre parcel of land located within a B-3 (Highway Entrance Business) zoning district with one condition:

1. That all other requirements of the Unified Development Ordinance are met prior to site plan approval.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the September 4, 2018 agenda packet.

Mayor Moore asked if there were any questions from the Council.

Councilman Ashley questioned if the reason this Special Use request had to come before Council was because the proposed height of the building exceeded forty feet. Mr. Wensman responded in the affirmative.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Planning Director Stephen Wensman. The applicant testified he was in agreement. The applicant requested they be allowed to construct the building to a height of 70 feet.

Councilman Ashley questioned if it would be appropriate to approve the 69 feet with a variance of 10% to 15% because it would be unfair to the applicant to have to go through this process again should they exceed the seventy feet limit. Mr. Wensman responded that would be appropriate.

Mayor Moore asked if there was anyone in attendance that had been duly sworn that wished to testify on this matter. There was no one that wished to speak on this matter.

Councilman Barbour made a motion, seconded by Councilman Stevens, to close the Public Hearing. Unanimously approved.

### **The Written Finding**

Councilman Ashley made a motion, seconded Councilman Rabil, to vote in the affirmative to all of the below eight stated Finding of Fact. Unanimously approved.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**Record of Decision: Approval of Conditional Use Permit Application Number SUP-18-10**

Councilman Ashley made a motion, seconded by Councilman Rabil, based upon satisfactory compliance with the above eight stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, I move to recommend approval of Special Use Permit Application # SUP-18-10 with the following condition:

- A variance of 15% be granted on the requested 69 feet overall height of the hotel.

Unanimously approved.

- 2. Zoning Amendment Request: Town of Smithfield (ZA-18-06):** The applicant, the Town of Smithfield Planning Department was requesting an ordinance amendment to the Unified Development Ordinance, Article 5 to update and make corrections to the development review process

Councilman Ashley made a motion, seconded by Councilman Barbour, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by The Town of Smithfield Planning Department for an amendment to the Unified Development Ordinance (UDO) to update/make corrections to the development review process contained in Article 5. Mr. Wensman explained on January 2, 2018, The Town of Smithfield approved an ordinance amendment to allow for administrative approval by the UDO Administrator when major site plans and final plats are found to meet or exceed minimum development standards. Since that time, Planning Staff has become more familiar with Article 5 and has determined that an additional amendment is needed to improve the planning process. To improve the development process, Staff would like to remove the Planning Board review of final plats, requiring only Town Council review and approval. Preliminary plats would still require Planning Board review and Town Council approval with a public hearing. The purpose of the change was to shorten the development review process. In addition, final plat approval is essentially a check by the Town Council to ensure the final plat substantially matches the preliminary plat. It is with the final plat approval that the Town Council will accept public dedications of park land, fee in lieu of park land, trails, public rights-of-way, etc.

Planning Staff and the Planning Board recommended the Town Council approve zoning text amendment ZA-18-06 with a consistency statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest

Mayor Moore asked if there were any questions from the Council. There were none.

Mayor Moore asked if there was anyone in attendance that wished to speak on this matter.

Emma Gemmel of 207 Hancock Street expressed her concerns about eliminating the Planning Board from the review process. She stated she didn't believe that making things shorter was always better and the Council should carefully consider the request before making a decision.

Mr. Wensman stated when a development is first proposed, it is reviewed by the Planning Board. In the preliminary phases are when most issues are addressed. During the final plat there wasn't a lot of benefit to having the Planning Board review it because only very minor changes could occur. Any major changes from preliminary plat to final plat would have to go back to the Planning Board for review and Council approval.

Councilman Dunn made a motion, seconded by Councilman Rabil, to close the Public Hearing. Unanimously approved.

Councilman Ashley questioned if it would be possible to do a comprehensive review of the UDO since so many changes are being proposed. Mr. Wensman responded it was his intention to bring revisions to the UDO in a systematic way in a workshop type setting.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve Text Amendment Ordinance ZA-18-06 as submitted by the Planning Department stating the request was consistent with the Town of Smithfield Comprehensive Growth Management Plan and the request was reasonable and in the public interest.

Councilman Ashley, Councilman Rabil, Councilman Lee, Councilman Stevens, Councilman Barbour, Councilman Dunn voted in favor of the motion. Mayor Pro-Tem Scott voted against the motion. Motion passed 6 to 1.

**ORDINANCE # ZA-18-06**  
**AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD UNIFIED**  
**DEVELOPMENT ORDINANCE ARTICLE 5**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to remove the requirement for Planning Board review of Final Plats along with minor clerical edits.

**WHEREAS**, it is the objective of the Smithfield Town Council to have the UDO promote regulatory efficiency and consistency and the health, safety, and general welfare of the community;

**NOW, THEREFORE**, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

**PART 1**

[Revise Article 5, to correct development review processes.]

**5.5.3. Preliminary Zoning Approval.**

If the site plan, construction drawings, as-built drawings, or ~~final plat minor subdivision~~ is found to meet all of the applicable regulations of this Ordinance, then the UDO Administrator shall issue a zoning permit for site plans or approve minor subdivision plats.

...

**5.5.5. Approval. (AMENDED 1/2/2018)**

All required local, state, and/or federal permits must be obtained prior to the approval of the site plan or minor subdivision. If the site plan ~~or final plat~~ is found to meet all applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance.

**SECTION 5.6 TOWN COUNCIL APPROVAL UPON PLANNING BOARD REVIEW AND RECOMMENDATION - MAJOR SUBDIVISION PRELIMINARY AND TOWN COUNCIL APPROVAL OF MAJOR SUBDIVISION FINAL PLATS. (AMENDED 1/2/2018)**

Town Council Approval Upon Planning Board Review and Recommendation applies to the following:

- Major Subdivision Preliminary and Final Plats. Includes all subdivisions not meeting the requirements for a minor subdivision.

(1)

Town Council Approval without Planning Board Review and Recommendation applies to the following:

- Major Subdivision Final Plats. Includes all subdivisions not meeting the requirements for a minor subdivision.

...

**5.6.4. Major Subdivision Preliminary Plat Review and Approval by the Town Council Upon Planning Board Recommendation.**

**5.6.5. Major Subdivision Final Plat Review and Approval by the Town Council Without Planning Board Recommendation.**

5.6.5.1. Following a complete review by the staff, the UDO Administrator shall schedule the application for review by the Town Council at the next regularly scheduled meeting.

5.6.5.2. The Town Council may take the following actions:

5.6.5.2.1. Approve the application if it substantially agrees with the preliminary plat; or

5.6.5.2.2. Deny the application and require a new preliminary plat.

5.6.5.3. All required local, state, and/or federal permits must be obtained prior to the approval of the site plan or final plat. If the final plat is found to meet all of the applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance for site plans or submit final subdivision plats to the Planning Board/Town Council for approval.

**5.8.2.2.2.** Within 24 months after approval of the preliminary plat by the Town Council, the subdivider shall submit a final plat showing that he or she has completed the subdivision according to the preliminary plan and phasing plan (if applicable). The final plat may include all or only a portion of the subdivision as proposed and approved on the preliminary subdivision plat, provided that all required improvements have been installed as called for in the approved preliminary plat or a surety bond or similar financial instrument has been approved by the Town Council, in accordance with Section 5.8.2.6.

The UDO Administrator shall determine whether or not the final plat substantially agrees with the approved preliminary plan and submit to the ~~Planning Board~~ Town Council for approval. If substantial differences exist, the Town Council may deny the final plat and require that a new preliminary plat be submitted. If the plat substantially agrees with the preliminary plat, the Town

Council upon recommendation of the Planning Board shall approve the final plat within thirty (30) days after first consideration, if the Town Council has accepted the publicly dedicated improvements or approved a performance bond agreement. Only after the final plat has been approved and recorded at the Johnston County Register of Deeds office shall any lots be transferred or conveyed. The plat must be recorded within 30 days after approval.

## **PART 2**

That the Unified Development Ordinance shall be page numbered and revision dated as necessary to accommodate these changes.

## **PART 3**

That these amendments of the Unified Development Ordinance shall become effective upon adoption.

### **3. Community Development Block Grant – Housing Rehabilitation Program**

Councilman Dunn made a motion, seconded by Councilman Barbour, to open the Public Hearing. Unanimously approved

Skip Green informed the Council this was the second required public hearing. The proposed application would occur in the target area which included Rand Street to Martin Luther King, Jr, Drive. For the last month, they have been surveying that particular area for participation in the program. Activities for this grant would include housing rehabilitation, demolition and clearance and some temporary relocation. \$2,500 was being proposed for relocation. This would be for temporary housing when homes were being habilitated. \$670,000 would be used for housing rehabilitation. They have tentatively identified 28 house in need of habilitation where the homeowners qualify for the program. Approximately \$70,000 would be used for clearance of dilapidated housing. The survey of this area identified 10-14 uninhabited structures that needed to be demolished. During the two neighborhood meetings, removal of dilapidated structures was a major request by those in attendance. Mr. Green stated this was an up to three year project with the hope that once this area was completed, it could be expanded to other portions of south east Smithfield until all homes were rehabilitated. Once that area was completed, then they would try to secure grant funding for other areas of the Town. Mr. Green explained the housing program was restricted to only those homes which are owner occupied. The assistance was a deferred loan to be repaid within 5-7 years. The loan amount would be reduced by 20% each year. The purpose of the deferred loan was to ensure the homeowner would remain in the home for the life of the loan. If the homeowner decided to sell or leave the rehabilitated home, he/she would be required to repay the outstanding balance on the loan. Another reason this was a deferred loan was to prevent the homeowner from gaining a profit from the rehabilitated home.

Mayor Moore asked for questions for comments from the Council.

Mayor Pro-Tem Scott questioned how the boundaries for this project were determined. Mr. Green responded it was based on need and the amount of available grant funding. Town Manager Michael Scott also responded that when he and Mr. Green reviewed the grant, they decided to take a systematic approach to move through the community and eventually the entire Town. It was his hope that the Town would continue to receive the grant funding to continually improve housing throughout the community.

Mayor Pro-Tem Scott questioned if a survey was completed of those that wished to participate. Mr. Green responded that 28 homeowners have submitted application to participate in the program. This equated to 65% - 70% of the homeowners.

Mayor Moore asked if there was anyone in attendance that would like to speak on the matter.

Sonny Howard questioned if this was a loan or a grant. Mr. Green responded it was a grant to the Town, but a deferred loan to the homeowner. The loan would only have to be repaid in the event the homeowner left or sold the property.

Mr. Howard further questioned if the removal of the dilapidated houses would be put out for bid. Mr. Green responded that any request for contractors would have to go through the federal bid/procurement process.

Councilman Dunn made a motion, seconded by Councilman Barbour, to close the public hearing. Unanimously approved.

### **CITIZENS' COMMENTS:**

- Jud Patterson of 418 Westerman Place Smithfield questioned if the Council had considered his suggestion from the last meeting concerning the parking situation on South Third Street. Town Manager Michael Scott responded the Town was in the midst of a transportation plan and he suggested that Mr. Patterson respond to the online survey being conducted by the Town and also suggested attending the Visioning Meeting on September 18<sup>th</sup> at the Smithfield Recreation and Aquatics Center. Mr. Patterson questioned if parking was not being enforced on South Third Street because of the renovations to Austin Manor. The Town Manager responded parking should be enforced every except near Austin Manor.
- Lucy Washington of 406 Birch Street stated she hoped the Town was awarded the grant to rehabilitate houses in the East Smithfield Community. She informed the Council there were a lot of unoccupied homes that were not being taken care of because most of the owners no longer live in Smithfield. She informed the Council of two homes on Blount Street and Brogden Road that needed to be addressed. She explained that if the Council was going to clean up the area, then they should do it the right way. She stated that no one would want to have their home rehabilitated if there were going to be homes next to it that needed to be removed. She stated the Council should hold the homeowners accountable. She also expressed concerns about people living along Blount Street who left their garbage cans on the street instead of taking them back to their yards. Mayor Moore responded that the condemnation process was a lengthy process. The Town was aware of the homes that needed to be condemned in the area.

### **CONSENT AGENDA:**

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott, to approve the following items as listed on the Consent Agenda:

1. Minutes of the July 31, 2018 Special Meeting and minutes of the August 7, 2018 Regular Meeting were approved.
2. Special Event – Triangle East Business Expo: Approval was granted to the Greater Smithfield Selma Area Chambers of Commerce to conduct the Triangle East Business Expo on October 15<sup>th</sup> and 16<sup>th</sup> at 1025 Outlet Center Drive beginning at 8:00 am and ending at 9:00 pm. Approval was also granted for amplified sound between the hours of 11:00 am and 9:00 pm on October 16<sup>th</sup>.
3. Approval was granted to enter into an agreement with Skip Green and Association to preform Grant Administrative Services for the Community Development Block Grant Neighborhood Revitalization Project.  
{Attached hereto and made a part of these official minutes is the agreement between the Town of Smithfield and Skip Green and Associate}
4. Approval of Resolution # 624 (11-2018) Adopting the Procurement Policy as required for the Community Development Block Grant project.

**TOWN OF SMITHFIELD  
RESOLUTION # 624 (11-2018)  
PROCUREMENT POLICY**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the Town of Smithfield is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974 as administered through the North Carolina Department of Commerce; and

**WHEREAS**, a Procurement Policy is required for the Town's CDBG project.

**NOW, THEREFORE BE IT RESOLVED**, to accomplish the above, the Town of Smithfield Town Council hereby adopts the attached Procurement Policy to be used throughout the implementation of this Community Development Block Grant project.

5. Approval was granted to enter into an agreement with Louise G. & Oliver G. Fleming allowing their property to be designated as a Certified Site for industrial uses by the Economic Development Partnership of North Carolina.
6. Bid was awarded to JP Edwards in the amount of \$ 403,775.60 for Phase 1 of the FY 2018-2019 Street Resurfacing Project. Bids received were as follows:
  - JP Edwards \$403,775.60
  - Garris Grading \$429,741.35
  - ST Wooten Corp \$589,418.70
  - Barnhill Contracting \$619,525.30
  - Turner Asphalt \$662,635.50
7. Bid was awarded to Steve's Carpets and Flooring in the amount of \$4,768.58 for the installation of carpet for the Council Chambers. Bids received were as follows:
  - Steve's Carpet and Flooring \$4,768.58
  - Hopkins' Carpet and Floor Covering \$5,038.06
  - Handy Andy Carpet \$5,554.84

\$350.00 was added to the cost to purchase additional carpet squares for repairs making the total project \$ 5,118.58.
8. Bid was awarded to ACSM in the amount of \$26,500 for the purchase and installation of a Digital Marquee Sign at Town Hall. Bids received were as follows:
  - ACSM \$26,500.00
  - Signs & Awning Systems \$22,575.00  
(this bid did not include installation estimated at \$3500.00)
  - Lighthouse \$33,515.00
9. Bid was awarded to Capital Ford in the amount of \$47,670 for the purchase of a 2019 Ford F550 for the Parks and Recreation Department Bids received were as follows:
  - Capital Ford \$47,670.00
  - Deacon Jones \$52,876.00
  - Classic Ford Did not submit a bid
10. Bid was awarded to Blackmon's Fencing Company in the amount of \$7,797.33 for installation of fencing at the Civitan Field Dog Park. Bids received were as follows:
  - Blackmon's Fence Co: \$7,497.51
  - Moye Fence Co: \$10,171.69
  - Tebco \$10,300.00

Total bid from Blackmon's Fence Company included the removal of one gate (- \$132.53) and adding tension wire (+ \$432.55), making the total bid \$7,797.33.
11. Approval was granted to bring FY 2017-2018 Encumbrances forward to FY 2018-2019

**1.  
Revenue**

10-00-3900-3900-0000	Fund Balance Appropriation	<u>\$ 527,865</u>	<u>\$808,472</u>	<u>\$ 1,336,337</u>
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**Expenditure**

10-10-4100-5300-4501	General Gov. - Service Contracts	\$ 14,647	\$ 20,000	\$ 34,647
10-10-4100-5700-7400	General Gov. - Capital Outlay/Municipal Code	43,000	9,600	52,600

10-61-4110-5300-5710	Non-Departmental - Economic Development	26,000	4,992	30,992
10-61-4110-5300-5716	Non-Departmental - PEG Channels	28,000	5,450	33,450
10-10-4900-5300-4500	Planning - C.S./Storm Water Plan Engineering	-	97,331	97,331
10-10-4900-5300-4502	Planning - Condemnation	-	50,000	50,000
10-10-4900-5300-4504	Planning - C.S./Comprehensive Growth Mgmt	-	66,260	66,260
10-10-4900-5300-4505	Planning - C.S./Comprehensive Transportation Plan	-	89,809	89,809
10-20-5100-5300-3305	Police - Miscellaneous	-	7,000	7,000
10-60-5500-5300-3440	General Services - Appearance Commission	15,000	6,686	21,686
10-60-5500-5700-7400	General Services - Cap. Outlay (Locker Rm & Mausoleum Roof)	40,000	18,000	58,000
10-30-5600-5700-7300	Streets - Capital Outlay (Sidewalks & Curb-Booker Dairy)	320,000	103,906	423,906
10-30-5600-5700-7400	Streets - Capital Outlay (Withers Ravenal)	30,000	3,024	33,024
10-30-5700-5700-7310	Powell Bill - Street Resurface	260,000	260,000	520,000
10-60-6200-5300-3900	Recreation - Swimming Pool Demolition	17,000	10,000	27,000
10-60-6200-5700-7400	Recreation - Capital Outlay (Dog Pk, JLP Carpentry, Outer Banks Tennis)	<u>151,290</u>	<u>56,414</u>	<u>207,704</u>
		<u>\$ 944,937</u>	<u>\$808,472</u>	<u>\$ 1,753,409</u>

To bring forward encumbrances from the 2017-2018 General Fund Budget to FY18-19

**2.  
Revenue**

30-71-3900-3900-0000	Fund Balance Appropriation	<u>\$ 250,000</u>	<u>\$189,550</u>	<u>\$ 439,550</u>
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**Expenditures**

30-71-7200-5700-7400	Water Plant - Capital Outlay	\$ 80,000	\$ 18,887	\$ 98,887
30-71-7220-5700-7400	Water Sewer -	<u>248,000</u>	<u>170,663</u>	<u>418,663</u>
		<u>\$ 328,000</u>	<u># \$189,550</u>	<u># \$ 517,550</u>

To bring forward encumbrances from the 2017-2018 Water/Sewer Fund Budget to FY18-19

**3.  
Revenue**

31-72-3900-3900-0000	Fund Balance Appropriation	<u>\$ -</u>	<u>\$120,075</u>	<u>\$ 120,075</u>
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**Expenditures**

31-72-7230-5300-3303	Electric - Supplies/Operations	178,000	5,075	183,075
31-76-7230-5970-9102	Electric - Transfer to Electric CPF (Budget Truck)	<u>1,100,000</u>	<u>115,000</u>	<u>1,215,000</u>

<u>\$1,278,000</u>	<u>\$120,075</u>	<u>\$</u> <u>1,398,075</u>
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To bring forward encumbrances from the 2017-2018 Electric Fund Budget to FY18-19

**4. Revenue**

40-61-3900-3900-0000	Fund Balance Appropriation	<u>\$ -</u>	<u>\$ 1,018</u>	<u>\$</u> <u>1,018</u>
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**Expenditures**

40-61-4100-5300-3400	J.B. George Projects	1,200	761	1,961
40-61-4100-5300-3410	J.P. George Projects	<u>146</u>	<u>257</u>	<u>403</u>
		<u>\$ 1,346</u>	<u>\$ 1,018</u>	<u>\$</u> <u>2,364</u>

To bring forward encumbrances from the 2017-2018 J.B. George Fund Budget to FY18-19

**12. Various Budget Amendments were approved.**

**1. Revenue**

30-71-3900-3900-0000	Fund Balance Appropriation	<u>\$ 439,550</u>	<u>\$186,882</u>	<u>\$ 626,432</u>
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**Expenditures**

30-71-7240-5400-9508	D/S - Booker Dairy Road	<u>\$ 813,676</u>	<u>\$186,882</u>	<u>\$ 1,000,558</u>
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To fund or apply BBT's loan proceeds back to loan. The Booker Dairy Road Project was completed for less than loan proceeds.

BB&T applied the surplus of \$186,881.19 back to the loan.

**2. Expenditures**

30-76-7200-5970-9101	Transfer to W/S Capital Proj Fund	350,000	117,000	467,000
30-00-9990-5300-0000	Water Fund Contingency	<u>313,763</u>	<u>(117,000)</u>	<u>196,763</u>
		<u>\$ 663,763</u>	<u>\$ -</u>	<u>\$ 663,763</u>

To fund additional cost of Riverbank Construction Project as approved at the Aug, 7, 2018 Council Meeting

**3. Revenue**

45-75-3870-3870-0301	Transfer from W/S Fund	<u>\$1,200,000</u>	<u>\$117,000</u>	<u>\$ 1,317,000</u>
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**Expenditures**

45-71-7200-5700-7409	Riverbank Construction and Refurbishment	<u>\$ 200,000</u>	<u>\$117,000</u>	<u>\$ 317,000</u>
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To fund additional cost of Riverbank Construction Project as approved at the Aug, 7, 2018 Council Meeting

**4. Revenue**

46-10-3410-3410-4115	GCPF - Federal	-	99,256	99,256
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	Grant/Wayfinding			
	GCPF - Visitors	-	75,000	75,000
46-10-3410-4900-4115	Bureau/Wayfinding			
46-10-3410-4900-4116	GCPF - DSDC/Wayfinding	-	29,375	29,375
		<u>\$ -</u>	<u>\$203,631</u>	<u>\$ 203,631</u>

**Expenditure**

46-10-4900-5700-7400	Wayfinding	<u>\$ -</u>	<u>\$203,631</u>	<u>\$ 203,631</u>
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To establish and fund the Wayfinding Project as approved at the August 2, 2016 and the July 10, 2018 Council meetings

13. Approval was granted to promote an employee in the Public Utilities Electric Department from an Electric Lineman to an Electric Journeyman
14. Approval was granted to allow employees to donate sick leave to an employee in the Police Department
15. The following advisory board appointments were approved:
  - Michael Johnson was appointed to a first term on the Planning Board.
  - Sarah Edwards was reappointed to serve a fourth term on the Board of Adjustment as an ETJ members

**16. New Hire Report**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-20-5100-5100-0200	\$16.05/hr. (\$35,887.80/yr.)
P/T Instructor	P & R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$10.00/hr.
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200	\$12.83/hr. (\$26,686.40/yr.)
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200	\$13.47/hr. (\$28,014.60/yr.)

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Marketing and Communications Specialist	General Government	10-10-4100-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200

17. Special Event – Labor Day Cookout: Approval was granted to Twisted Sister Restaurant and Bar located at 709 South Third Street to conduct a Labor Day Cookout on Monday, September 3, 2018 from 4:00 pm until 7:00 pm. The request included amplified sound.
18. Approval to Adopt Resolution #626 (13-2018) adopting necessary policies pertaining to the Community Development Block Grant for Neighborhood Revitalization

**RESOLUTION # 626 (13-2018)  
TO ADOPT POLICIES AND GUIDELINES FOR  
THE TOWN OF SMITHFIELD  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

Whereas, the Town of Smithfield is applying for a Small Cities Community Development Block Grant (CDBG) administered by the North Carolina Department of Commerce, and

Whereas, the use of these funds requires that specific policies and guidelines be used.

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF SMITHFIELD TOWN COUNCIL THAT:

The Town of Smithfield the following attached policies and guidelines for Town of Smithfield CDBG Programs.

- Citizen Participation Plan
- Residential Antidisplacement and Relocation Assistance Policy
- Equal Opportunity Policy
- Section 519 Policy
- Section 504 Compliant/Procedure
- Fair Housing Plan

19. Approval to Approval to Adopt Resolution #627 (14-2018) for the submission of a Community Development Block Grant application for Neighborhood Revitalization to benefit Southeast Smithfield

**TOWN OF SMITHFIELD  
RESOLUTION # 627 (14-2018)  
FOR THE TOWN OF SMITHFIELD  
APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE  
PHASE 1 SOUTHEAST SMITHFIELD NEIGHBORHOOD REVITALIZATION PROJECT**

WHEREAS, the Town of Smithfield's Town Council has previously indicated its desire to assist in community revitalization within the Town; and,

WHEREAS, the Town Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit low and moderate income residents located in Southeast Smithfield and,

WHEREAS, the Town Council wishes the Town to pursue a formal application for Community Development Block Grant funding to benefit Southeast Smithfield, and

WHEREAS, the Town Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Town of Smithfield Town Council that:

1. The Town is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for the North Carolina Neighborhood Program to benefit Southeast Smithfield.
2. The Mayor Andy Moore, and successors so titled, is hereby authorized to execute and submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant.
3. That Michael Scott, Manager, and successors so titled, is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

Unanimously approved.

### **Business Items**

1. **ZA-18-05 Town of Smithfield:** The Planning Department was requesting an ordinance amendment to the Town of Smithfield Unified Development ordinance, Article 10, Part III, Regulations for Signs, to allow for on-site high rise identification signs on properties located within the B-3 zoning district and that are within 660 feet on the Interstate 95 right-of-way.

Planning Director Stephen Wensman explained this item was before the Council at last month's meeting. During that meeting, there were some questions about the changes to the Ordinance. The questions involved lighting, cost of high-rise signs 50' to 100' and spacing between high rise signs. Mr. Wensman explained the UDO addressed some of the concerns about lighting. He believed lighting of these signs would not pose any issues. Mr. Wensman explained he contacted a sign company regarding the cost of high-rise signs. Fifty foot signs have a range of \$150,000 to \$175,000. A one hundred foot sign range is \$350,000 or more. Most companies that wish to have a high-rise sign will conduct a study to determine the height, size and placement of the sign. The height of the sign will be based on visibility and cost. Mr. Wensman informed the Council that he could not find any examples from other jurisdictions that dealt with the spacing of the signs.

Councilman Ashley stated that the newly proposed hotel is not located on the I-95 corridor. Mr. Wensman responded it would be located within the required 660 feet of I-95.

Councilman Barbour stated the purpose of the high-rise signs were to attract those traveling on I-95 to stop in Smithfield.

Tony Nixon of 8 Cedar Drive asked if the 660 feet from the I-95 corridor would extend into the Town and would the lighting intrude on existing businesses and the Pine Acres subdivision. Mr. Wensman stated the same standards for current existing signs would apply.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the request stating the request was consistent with the Town of Smithfield Comprehensive Growth Management Plan and the request was reasonable and in the public interest. Unanimously approved.

**DRAFT ORDINANCE # ZA-18-05  
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD UNIFIED  
DEVELOPMENT ORDINANCE ARTICLE 10, SECTION 10.23 DISTRICT  
SIGNS and APPENDIX A, TO ALLOW FOR  
HIGH-RISE BUSINESS IDENTIFICATION SIGNS**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to allow for high-rise identification signs through the creation of a new section 10.23.9 High-Rise Business Identification Signs (Single Tenant).

**WHEREAS**, it is the objective of the Smithfield Town Council to have the UDO promote regulatory efficiency and consistency and the health, safety, and general welfare of the community;

**NOW, THEREFORE**, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

**PART 1**

[Revise Article 10, to create a new section 10.23.9 High-Rise Business Identification Signs.]

**SECTION 10.23.9 High-Rise Business Identification Signs (Single Tenant).**

High-rise business identification signs may be permitted as a use by right for single tenant developments when located in the B-3 (Highway Entrance Business) zoning district and located within 660 feet of Interstate 95. A zoning permit may be granted providing the following minimum standards are met.

10.23.9.1 High-rise signs shall only advertise activities conducted on the property upon which it is located.

10.23.9.2 Maximum sign height shall not exceed a total height of 100 feet and shall be a minimum total height of at least 50 feet.

10.23.9.3 Maximum sign area shall not exceed 400 square feet of sign area per side.

10.23.9.4 No part of a high-rise sign shall be closer than 10 feet to a property line.

10.23.9.5 High-rise signs shall be free standing, ground mounted and of mono-pole design.

10.23.9.6 Only one high-rise identification sign may be permitted per property and is in addition to all other allowable signs.

**AND**, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

[Revise Appendix A. Section A.3 Definitions, to create a new definition for high-rise business identification signs.]



Appendix A. Section A.3

**Sign, high-rise business identification**

A very tall sign, usually between 50 feet to 100 feet in total height and designed to be viewed from a great distance.

**PART 2**

That the Unified Development Ordinance shall be page numbered and revision dated as necessary to accommodate these changes.

**PART 3**

That these amendments of the Unified Development Ordinance shall become effective upon

- 2. Approval to Adopt Resolution # 625 (12-2018)** Directing the Town Clerk to investigation a Noncontiguous Annexation Petition submitted by Navaho Investment Company.

Planning Director Stephen Wensman informed the Council that the applicant, Navaho Investment Company, LLC, was requesting to annex approximately 21.26 acres of land into the Town of Smithfield's corporate limits. The property considered for annexation was on Galilee Road about 1900 feet south of Black Creek Road, near West Smithfield Elementary School. The property was partially within the ETJ and partially outside. The applicant was also requesting water and sewer services. Mr. Wensman explained that for remote annexation, the Town was allowed to have 10% of our Town to be remotely annexed. Any remote annexation should be done wisely as currently the Town has 2% remote annexation.

Councilman Scott stated he was concerned this remote annexation would be challenging for Town staff to provide services.

Councilman Barbour questioned if the request was simply to allow the Clerk to investigate the cost. Town Attorney Bob Spence responded the Resolution was to allow the clerk to determine the sufficiency of the petition which was clerical in nature.

Councilman Barbour further questioned if the County could not provide services to this development. Mr. Wensman responded it was his understanding that the County did not want to provide services to this development since part of it is in the Town's extraterritorial jurisdiction.

Town Manager Michael Scott informed the Council that staff was beginning to get more satellite annexation requests. The whole idea was to grow the Town in the direction of the satellite annexations whereby making the Town larger.

Councilman Stevens stated it was worth allowing the Clerk to investigate the petition.

Councilman Stevens made a motion, seconded by Councilman Rabil, to approve Resolution 625 (12-2018) directing the Clerk to investigate the noncontiguous annexation petition. Unanimously approved.

**TOWN OF SMITHFIELD  
RESOLUTION # 625 (12-2018)  
DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-58.1**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on September 4, 2018 by the Smithfield Town Council; and

**WHEREAS**, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Smithfield deems it advisable to proceed in response to this request for annexation:

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:**

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation

**3. Consideration and Approval to allow Grace Community Assembly of God to hold a community marketplace twice a month on Saturdays from 9:00 am until 1:00 pm beginning in May 2019 and ending in October 2019**

Planning Director Stephen Wensman addressed the Council on a request by Grace Community Assembly of God. Mr. Wensman explained the Church would like to offer a community marketplace as an outreach program for the public. Their intent was to sell crafts, hobby items, clothing, toys, furniture, household goods and produce. They would like to offer this market twice a month beginning May 2019 and ending October 2019. The proposed hours of operation would be Saturdays from 9:00 am to 1:00 pm. Mr. Wensman further explained the UDO did not address this use. Some of the confusion was that Temporary Uses are Special Uses with Supplementary Standard in the UDO, but they have never been processed as such.

Councilman Barbour questioned if this market would be taking away from businesses in the area and how would the church benefit from having a market place.

Mark Stout of 829 Creech Church Rd. Kenly, NC explained one of the benefits would be that groups within the church would be able to utilize the market place to raise funds for missions. Mr. Stout doubted the market place would be in competition with surrounding businesses. The proposed market place would be a way for the church to engage with the community.

Councilman Ashley stated if the church was using the market place as an outreach then it was a wonderful idea, but a business venture would require other regulations. Mr. Stout responded this market place was being seen as an outreach opportunity and not a business venture.

Mayor Pro-Tem Scott questioned why this location was chosen and was there adequate parking. Mr. Stout responded the site was the church he attended and there was adequate parking.

Councilman Barbour stated the proposed location for booths was not a large space and questioned the maximum amount of booths the market place could have. Mr. Stout responded

there could be 10 to 20 12' x 12' spaces. He anticipated the market place would be held less than the requested twice a month. Councilman Barbour questioned the criteria for allowing someone space at the market place since those spaces are not being rented. Mr. Stout responded there were currently no criteria. There was a vision and idea, but they would have to simply make the rules up as they go.

Town Manager Michael Scott questioned if a large portion of the revenue would go back to the individual and not the church. Mr. Stout responded that it could. Mr. Scott further questioned if a private person utilized a booth then none of those funds would go back to the church. Mr. Stout responded in the affirmative

Mayor Moore questioned if the Council could place restrictions on this request. Mr. Wensman responded that some restrictions would be appropriate

Councilman Ashley stated the concept was wonderful and Mr. Stout was only requesting to hold the market place from May to October.

Councilman Barbour stated his only concern was that whatever the Council approved for one church; it had to be approved for all churches in Town. He questioned if the Council was willing to allow every church to conduct a flea market in Town.

Councilman Stevens stated he was in favor of anything that would help the church. He simply did not want another Highway 301 flea market or Highway 301 yard sale.

Councilman Ashley made a motion, seconded by Councilman Stevens, to approve the request by Grace Community Assembly of God to hold a community marketplace twice a month on Saturdays from 9:00 am until 1:00 pm beginning in May 2019 and ending in October 2019. Unanimously approved.

#### **4. Final Report and closing out the State awarded Asset Inventory & Assessment (AIA) grant for sewer inventory**

Public Utilities Director Ted Credle informed the Council that in 2016, the Town applied for and was rewarded the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant in the amount of \$150,000. The intent of this grant was to fund a project that would physically locate the Town's sanitary sewer utility infrastructure and incorporate the infrastructure into the Town's official Service Map. This accurate location would enhance the Town service by reducing service response time. After 24 months, the work on this project is completed, and the grant is to be closed out. Condition #8 of the award indicates that the completed work must be presented to the governing board.

Mr. Credle explained a contractor was hired to survey (locate) each manhole in Town and assess their condition the survey data was incorporated into the Town's GIS database and was presented on the Town web site. This data is updated continuously and a new service map is printed annually A separate contractor was hired to video the condition of certain system "trouble" spots; to see if the pipes in these areas were failing. These video reports are also linked into the Town's GIS database; which helped form the basis of a preventive maintenance cleaning program. The video efforts found three distinct breaks in the sewer lines and each of these breaks was repaired. Root intrusion was also found and another contractor was hired to treat roots in these areas. These treatments have a 2-year guarantee against root re-intrusion. A separate contractor was hired to begin to rehabilitate the worst of the manholes. Budgetary constraints did not allow complete rehabilitation; but the Town has started a program to rehabilitate all manholes in need The Town's engineering consultant also visited and examined all 18 lift stations to catalogue their condition and make improvements. The Town's Asset Management Plan was revised to prioritize repair projects at the lift stations. The ultimate goal was to reduce inflow and infiltration which has occurred. Sewer treatment cost have returned to a stable level.

Town Manager Michael Scott informed the Council this was a state wide grant. The Town of Smithfield's Utility Department was the first to return this grant and complete it. This is a

testament to their hard work and dedication.

## **5. Consideration and Approval to amend the FY 2018 – 2019 Fee Schedule for SRAC rates for Town of Smithfield Employees**

Parks and Recreation Director Gary Johnson informed the Council that at the July 10, 2018 Council Meeting staff received questions regarding the tax responsibilities, should employees receive free SRAC memberships as an employee benefit for the Town. Staff contacted our current benefit services provider, MARK III and they advised the benefit would not be taxable and is being done in other communities in North Carolina. Staff was seeking clarification on how to proceed with rates for Town of Smithfield full time employees and Full time Johnston County Public School employees. Staff's recommendation for full-time Johnston County Public Schools employees' rate was 75% of the applicable membership rate.

Councilman Ashley stated that the original request was for a 50% reduction for Town employees and a 25% reduction for Johnston County School employees. He further stated that his issue was that the Council just went through the budget process where this was not addressed. He explained eliminating a fee for Town employees should be a part of the budget process. He felt the Town was asking its citizens to pay for free membership.

Mayor Pro-Tem Scott stated that if the Town can prevent one worker's comp claim or one heart attack, then the free membership would be a valuable benefit.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to approve amending the FY 2018-2019 Free Schedule whereby making SRAC rates free for full time Town of Smithfield employees and full-time Johnston County Public Schools employees' rate would be 75% of the applicable membership rate. Mayor Pro-Tem Scott, Councilman Dunn, Councilman Lee, Councilman Barbour and Councilman Rabil voted in favor of the motion. Councilman Ashley and Councilman Stevens voted against the motion. Motion passed 5 to 2.

## **Councilmembers Comments**

- Mayor Pro-Tem Scott informed the Council that he recently attended some of the ElectriCities meetings where he learned a lot of great things. He suggested forming a committee to help the citizens understand the AMI meters and how they can access the information. He suggested the Town consider making the load management plan better because when the Town saves money, the citizens save money.
- Councilman Ashley expressed his appreciation to Emma Gemmel and Pam Lampe for getting involved in their community. He explained that there are citizens who regularly attend the meetings and he expressed his appreciation to them as well.
- Councilman Barbour informed the Council that he was in the process of planning District Four (D4) meetings. The purpose of these meeting were to energize the citizens of District Four so that would want to be involved with the Town.
- Councilman Stevens informed the Council that he and Town Manager Michael Scott attended a meeting held by the Concerned Citizens for Successful Schools. An attorney from UNC presented information to those in attendance about the disparities in the Johnston County Public Schools. The Town Manager stated it was the hope to have the speaker address the Council at the October meeting.
- Mayor Moore informed the Council he would love to see the Town's Christmas parade have more entries, more floats and more High School bands participate. He encouraged business, civic organizations and others to participate in the parade. He suggested the Town consider offering prizes for the best float, band, etc....

## **Town Manager's Report:**

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

- Lineman Apprenticeship: The Manager provided information regarding the effort to create an apprenticeship program for Linemen and linewomen for electric utilities in Johnston County. This is a great opportunity for graduating seniors, should this be their area of interest.
- Control Burn: The controlled burn of three buildings at the corner of Brightleaf and Pitchi Street remained on schedule for September 15th
- Town Meeting: The Planning Department will be hosting its first public meeting seeking public input regarding the Town's future transportation and land use plans on Tuesday, September 18, 2018 6:00 pm -8:00 pm in the SRAC Banquet Room located at 600 Booker Dairy Rd.
- Employee Breakfast: Department heads will be cooking breakfast for employees on September 26th from 5:00 am to 9:00 am. in the Fire Station Training Room.
- South 2nd Street: One lane of South Second Street will be closed this month for about two weeks between the area of Riverside and Davis. Crews will be replacing a water line in this area.

### **Department Reports**

A highlight of each department's monthly activities was given to the Council

### **Close Session: Pursuant to NCGS 143-318.11 (a) (5)**

Mayor Pro-Tem Scott made a motion, seconded by Councilman Stevens, to enter into Close Session. Unanimously approved at 9:18 pm.

### **Reconvene in Open Session:**

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott to reconvene in open session. Unanimously approved at 9:53 pm.

### **Adjourn**

Councilman Barbour made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 9:54 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk