

The Smithfield Town Council met in regular session on Tuesday, December 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
Bill Dreitzler, Town Engineer

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.

APPROVAL OF AGENDA:

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

Remove the following the Public Hearing:

- ZA-18-07 Town of Smithfield: The Town of Smithfield Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) Article 9 to amend the nonconforming situations regulations as it pertains to the Board of Adjustment issuing permits.

Move from the Consent Agenda to the Business Items:

- Special Event: Consideration and approval to allow the Johnston County Alumnae Chapter to hold a Taking Strides Against Family Violence 5K run/walk on Saturday, May 4th, 2019 from 7:00 am to 11:00 am on the Buffalo Creek Greenway starting at 600 Booker Dairy Road

Unanimously approved.

PRESENTATIONS: None

PUBLIC HEARING

1. **Subdivision Request - Sam's Branch Development S-18-01): The applicant was requesting a preliminary subdivision plat for East River; a proposed 298-315 lot residential Planned Unit Development at 1899 Buffalo Road**

Councilman Dunn made a motion, seconded by Councilman Ashley, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Sam's Branch Development. The applicant was requesting a Preliminary Subdivision Plat for East River; a proposed 298-315 lot residential Planned Unit Development (PUD) on 67.88 acres. Mr. Wensman explained the proposed development site was divided east-west by Buffalo Road. The west side consisted of open farm land that sloped toward the Neuse River. The west side was surrounded by the Neuse River on the west, and agricultural/residential properties to the north and south. The east side of the development site was surrounded by a smaller residential property to the north, a vacant forested site to the east, and a smaller residential property and the State Employees Credit Union site to the south. A gas line easement crossed along the north boundary of the property. A drainage way, blue line stream, crossed the southwest boundary of the site within the tree line near the Neuse River. The low land and steeper slopes near the Neuse River were covered with a mostly deciduous forest. There was a drainage way that flowed from the home site across the open field towards a small pond/wetland near the Neuse River in the forested area. Near Buffalo Road, surrounded by open field, was a single family home with a few smaller accessory buildings and large trees.

Much of the proposed PUD development was within the WS IV-PA Overlay District. This overlay district provides an extra layer of regulation intended to protect the water supply watershed from pollution caused primarily from stormwater runoff.

This property was rezoned with a master plan and that plan had the following 7 conditions:

1. That a Traffic Impact Study be conducted – This has been completed
2. Voluntary annexation prior if connection to Town water, sewer and electricity are to be requested with the subdivision. This will be completed before final plat
3. NCDOT Right-of-Way Permit for accesses onto Buffalo Road.- An application has been submitted for the permit.
4. That there be no single-family attached units located in the first or second phases of the development. There are none proposed for the first phase
5. That any area to be dedicated for public parks or trails be identified on the PUD master plan. They have complied with this condition.
That all changes be incorporated into the PUD master plan and resubmitted for final approval by Town staff. This requirement has essentially been met.
Any material change as result of the subdivision process will require a new PUD rezoning with an amended master plan – The proposal is consistent with the master plan.

Changes from the master plan include the following:

1. Trail on northern and southern boundary. Eliminated due to gas easement restrictions on north edge (private trails).
2. Greenway Trail goes through cul-de-sac rather than around and uses the pump station access as the trail.
3. The Greenway Trail location is closer to homes than on the master plan.
4. Greenway Trail along the Neuse stops short of the property boundary, however trail easement will be provided.
5. Street trees are no longer proposed.
6. The Trails along Buffalo Road now extend to the boundaries of the development.
7. Phase I cul-de-sac has been modified, eliminating the island.

Mr. Wensman explained this development would have up to 280 single family homes of which up to 76 of them may be attached units (triplexes) and up to 35 townhouse units on the east side of Buffalo Road. In all phases except phases 1 and 2, only detached single family units would be constructed. Approved during the PUD process, each single family detached home has a five foot side yard setback 18 feet from the street and 12 foot rear setback. The triplexes were approved for future phases have been reserved based on market forces. Stated market price for homes would be \$150,000 to \$200,000.

Mr. Wensman outlined some of the environmental concerns. He explained the Neuse River and a blue line stream on the south edge of the site would require buffering. With the WS IV-PA Water Supply Watershed Protection Overlay District Zoning and utilization of the high density option, the buffers are increased from 50 ft. to 100 ft. The proposed greenway trail along the Neuse River was proposed to cross the blue line stream along the southern property boundary near the Twisdale property when constructed by others.

Mr. Wensman outlined the watershed overlay district and cluster regulations. He explained the required open space was 1,167,409 sq. ft., less the stormwater management and lift station areas are equal or greater to the reduction of the lot sizes from the underlying zoning district requirements. Under the cluster regulations, lot size cannot be less than 4,800 sq. ft. (60% of 8,000). Many of the lots are under 4,800 sq. ft. in size. Single-family detached lot size is 3,145 sq. ft., single family attached (tri-plex) units is 2,000 sq. ft., townhome units is 1,400 sq. ft. The Council approved these deviations with the approval of the PUD master plan.

Minimum lot width and lot frontage cannot be less than 40 feet. Many of the lots are less than 40 feet wide. Single-family detached are 37 ft., single family attached (tri-plex) units are 25 ft. and townhome units are 17.5 ft. The Council approved these deviations from the cluster provisions with the approval of the PUD master plan.

The side yard setbacks cannot be less than 6 feet. If a zero lot line lot, the other setback is required to be 12 feet. A zero lot line cannot be more than one side of the lot. The development proposes: Single-family detached are 5 ft., single family attached (tri-plex) units – 0 ft. on two sides/6 ft., and townhome units – 0 ft. on two sides/6 ft. The Council approved these deviations from the cluster provisions with the approval of the PUD master plan.

Mr. Wensman outlined state road dedication and access. He explained there would be two Buffalo Road access points: one on the west side and one on the east side. Road improvements would be undertaken by NCDOT and the improvements have not yet been designed. NCDOT reviewed the preliminary plat and has no objections. They will perform a more in depth review with the application for a NCDOT access permit.

Mr. Wensman outline proposed streets and sidewalks for the subdivision. He explained 50 ft. and 60 ft. wide public right of way. The outer loop road on the west side of the development was shown as a 60 ft. right of way, whereas, the remainder of the roadway is proposed to be 50 ft. wide. There will be 24 ft. wide streets with mountable valley curb. There will be 2-cul-de-sacs, one identified in the first phase of the development and another in the sixth phase. The east side of the subdivision consists of a looped public road around an open green space and a private road leading to the row-type single-family attached townhouses. The open green space is in the right of way, but to be maintained by the HOA. Sidewalks are shown on both sides of each street. Sidewalks are required along Buffalo Road; however the developer WAS proposing a 10 ft. trail rather than a sidewalk that weaves in and out of the Buffalo Road right-of-way along both frontages. Trail easements are shown as required. Sidewalk crosswalks are shown as being striped for pedestrian safety throughout the development.

Mr. Wensman outline trails and park dedication for the subdivision. He explained there are proposed private and public trails. There are two options for the Mountains to Sea Trail either via the Neuse River or Buffalo Road. The Neuse River trail runs through street D cul-de-sac and shares the sewer pump station access. Staff was uncomfortable with this configuration because utility trucks would block the greenway; also the configuration invites people to the pump station which is a security risk and it is uninviting as a trail feature. Public trail easements extend to the boundaries of the site, but the trails stop short. The missing trail segments can be constructed if the Mountains to Sea Trail extends to the site. Easements will cross a blue line stream and buffer area, and Piedmont Natural Gas easement. Public trails will be maintained by the HOA. Striped crosswalks for trails and sidewalks are shown throughout the development. Trails in the right of way of Buffalo Road will require an NCDOT permit. No park or trails had been dedicated with preliminary plat. Public access easements will be over public trails. Fee in lieu of park land dedication equal to 1/57 of an acre per lot at final plat, based on the number of lots within each platted phase. The fee in lieu of park dedication will be due prior to recording the final plat.

The PUD narrative mentions the development of pocket parks within the common open space. The proposed pocket parks are shown as long green strips between rows of homes. The developer indicates that the pocket parks will include paved pedestrian trails and attractive landscaping that may be used for soccer, football, corn hole, horseshoes, fire pits and cook outs.

Mr. Wensman explained with annexation, the development would be serviced with Town water, sewer and electrical services. Estimating waste water flow to be 113,400 gallons per day. Phases 1, 2, 7, 8 & 9 would be serviceable by connection to the existing gravity sewer line along Buffalo Road. The remaining phases required a wastewater pump station. The wastewater pump station would be required to meet Town standards with appropriate public access for maintenance. The access to the pump station access shown to be shared with greenway trail. Public water is available to the site via an existing 16" water main along Buffalo Rd. Connections to the existing 16" main will be made and extended throughout the development. This level of inner-connectivity shall provide for adequate domestic water as well appropriate fire protection flow.

Mr. Wensman explained the proposed stormwater management plan for the development. The High Density Option within the WS-IV-PA required enhanced stormwater management, meeting 85% average annual removal of total suspended solids and addressing peak flow reduction and nitrogen reduction. The existing pond near the Neuse River will be used as a stormwater management feature without modification until construction of Phase 3 of development provided each phase remains under the 15% impervious. In Phase 3 the pond will be modified as required. Pond maintenance access meeting Town standards and an executed Operations and Maintenance Agreement are required.

Mr. Wensman explained landscaping for the development. There were no specific landscaping standards for residential development. The master plan indicated the development would include a +/-50 ft. perimeter landscaped type A buffer. The road section details show street trees in the right of way and over underground utilities. In the phase I construction drawings, all trees have been removed from the right of way at the request of staff. Trees are not permitted within the PSNC gas line easement along the north edge of the development.

Mr. Wensman explained parking for the development. The single family residential requirement of 2 parking stalls per unit would easily be accommodated with the garages and driveways. The multi-family requires 1.5 spaces per 1 bedroom units, 1.75 spaces per unit for 2 bedroom units, and 2 spaces for 3 or more bedroom units. The 30 townhomes shown in phases 8 and 9 have 55 parking stalls. The exact number of bedrooms in each unit is unknown. Parking requirements will be determined when the townhomes are developed. Throughout the development overflow parking for guests will be limited given the narrow lots and frequency of driveways. Developer 2 in the driveway and 1 in the garage. Throughout the development we have 50 foot and 60 foot wide streets. They are meeting all the standards, but the fire department has some concerns about parking on both sides of the street. The Planning Board thought there should be some type of overflow parking. The question was should the Town address it in the future should it become a problem or add overflow parking. The developer proposes to construct the subdivision over 9 phases (approximately 40 units per phase), one phase per year depending on the market. The approximate phase lines were shown on the approved master plan but are subject to change based on market conditions. The necessary infrastructure is proposed to be constructed as needed for each phase and designed for build-out.

Mr. Wensman explained the proposed homeowners association (HOA) of the development. The development will be a maintenance free development with the HOA responsible for maintenance of yards and shared open space and amenities. Submittal of deed restrictions and covenants will be required with this development to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents have not been provided as required and they will require Town Attorney review prior to plat recordation.

The developer was proposing entrance signs at all three entrances to the subdivision. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development

Ordinance prior to construction and will require a separate sign permit from the Planning Department.

The Planning Board reviewed the petition and stated the following concerns: lack of overflow parking and congestion of streets, proposed greenway trail entering into the cul-de-sac. The Planning Board recommended approval with 11 conditions, two of which addressed the concerns above.

The Planning Department and Planning Board recommend approval of the preliminary plat for the East River PUD subdivision with the following conditions:

- 1) That the final plat be contingent on the execution of an annexation agreement with the Town of Smithfield.
- 2) That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
- 3) That the developers dedicate additional right-of-way for Buffalo Road as required by NCDOT.
- 4) That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
- 5) That there are no attached single family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
- 6) That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
- 7) That the public trail is constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.
- 8) That the public trail in the cul-de-sac of Street D be modified such that it is independent of the sanitary sewer pump station access way.
- 9) The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.
- 10) The developer will work with staff to incorporate overflow parking areas into each phase of development.
- 11) The greenway trail shall go around the cul-de-sac rather than through it.

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

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

Councilman Ashley asked for clarification on recommendation number ten. He questioned if it meant the Town was going to require over flow parking. Mr. Wensman responded the condition was a recommendation by the Planning Board to alleviate any future congestion caused by on street parking. Mr. Wensman stated that no overflow parking was shown on the plan and any addition of overflow parking would cause the developer to lose lots. Councilman Ashley questioned if overflow parking would or would not be included. Mr. Wensman responded he was unsure how overflow parking could be included without the developer losing lots. Staff included this recommendation to determine if the Council felt this was a valid concern. Mr. Wensman questioned if the Town should address it in the future should it become a problem or address the issue now. Mayor Pro-Tem Scott stated the Town should work with the developer to see what could be done.

Councilman Barbour stated that in the UDO, streets should be designed to only be as wide as needed to accommodate the usual vehicular mix for that street while providing adequate access for moving vans, garbage trucks, fire engines, and school buses. Councilman Barbour felt the developer was unable to show adequate access if there was going to be on street parking. If the

developed should limit parking to only one side of the street then adequate access would be achieved. Mr. Wensman responded the developer proposed more than enough parking.

Mayor Moore stated the developer met the street width requirement. He questioned if the roads would be dedicated to the Town. Mr. Wensman responded the roads would be dedicated to the Town and it would be the responsibility of the Town to restrict parking and enforce it. Mr. Wensman further stated the requirements have been met or exceeded. Councilman Barbour stated that parking requirements could be added into the HOA agreement.

Councilman Barbour referred to the staff report stating "Staff does not agree that the existing pond can be used at the Phase 1 and Phase 2 development stage without improvement unless the actual recorded property at each phase of development yields an impervious surface computation of 15% or less." Mr. Wensman responded that both the developer's engineer and the Town's engineer had reached an agreement to address all concerns.

Councilman Barbour stated the UDO required sidewalks along thoroughfares, but the developer was proposing a walking trail along Buffalo Road. He stated the Town had a standard and it should be consistent. The Town should either require sidewalks or not require sidewalks. Mr. Wensman responded that the original master plan approved by Council showed the trail along Buffalo Road. With this being an alternative Greenway route, a wider trail was better for the Greenway corridor. NCDOT was not proposing to have trails or sidewalks with their proposed improvements to Buffalo Road. The developer proposed sidewalks on one side and a trail on the other, but the Council approved a trail in lieu of sidewalks on both sides.

Councilman Ashley stated the Council was tasked with looking forward at future growth and activity. If the Town could regulate parking after the streets were dedicated to the Town, then parking should not be an issue in the future.

Mayor Pro-Tem Scott questioned why valley curb was being installed. Mr. Wensman responded this was allow the developer to construct the driveways where needed and not disturb all of the concrete.

Mayor Moore asked the developer, Reid Smith, to address some of the concerns of the Council. Mr. Smith stated the streets met the requirements of the Town's UDO. Mr. Smith stated the proposal does not plan for any on street parking. Mr. Smith stated the plan proposed 3 parking spaces (2 in the driveway and 1 in the garage) which exceeded the Town's requirement. In addition, there would be language in the HOA agreement that would address on street parking. This would include minimal on street parking during the day and no on street parking at night. If a homeowner violated the agreement, the fine would be \$50 a day until corrected. The HOA agreement would be reviewed by the Town attorney. Also, the Town has the right to regulate parking once the streets were dedicated. Mr. Smith stated if the Council wanted sidewalks, they would be amenable to that condition. Mayor Pro-Tem Scott questioned the greenway trail being constructed through the cul-de-sac. Donnie Adams, engineer for the project, responded that an easement would be provided so that the greenway does not have to go through the cul-de-sac.

Mayor Moore asked if there was anyone present who wished to speak on this matter.

Ken Langston of 2255 Buffalo Road questioned what type of home ownership did the developer envision for this project. Reid Smith responded he envision 100% homeownership. Mr. Langston stated that theoretically all of these homes could become rental properties therefore making a homeowners association null and void. Mr. Smith responded the HOA agreement would apply whether they were owner occupied or rented. Mr. Langston asked the Council how the Town was going to improve water flow because this project would take more water out of a 12 inch water pipe. Public Utilities Director Ted Credle responded that during the Booker Dairy Road improvements, the line went from a 12 in. to 16 in. so water flow should not be a problem. Mr. Langston also questioned what the Town proposed to do about the erratic water pressure in the area. Mr. Credle responded he was unaware of any water pressure issues, but he would have his staff investigate any possible problems.

Councilman Ashley made a motion, seconded by Councilman Rabil, to close the public hearing. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the request with the following conditions:

1. That the final plat be contingent on the execution of an annexation agreement with the Town of Smithfield.
2. That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
3. That the developers dedicate additional right-of-way for Buffalo Road as required by NCDOT.
4. That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
5. That there are no attached single family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
6. That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
7. That the public trail is constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.
8. That the public trail in the cul-de-sac of Street D be modified such that it is independent of the sanitary sewer pump station access way.
9. The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.
10. The developer will work with staff to incorporate overflow parking areas into each phase of development.
11. The greenway trail shall go around the cul-de-sac rather than through it.

Unanimously approved.

Councilman Ashley stated that the Council needed to be consistent with any adjoining developments.

CITIZENS' COMMENTS:

- Mayor Moore recognized newly elected County Commissioner representing the Town of Smithfield, Patrick Harris. Commissioner Harris informed the Council that he was committed to helping the citizens of Johnston County and Smithfield.
- Emma Gemmell of 207 Hancock Street questioned when the Public Hearing that had been removed from the agenda would be heard by the Town Council. Town Manager Michael Scott responded it was removed pending further legal review. Mr. Gemmell asked that she be informed when it would be heard by the Town Council. Town Attorney Robert Spence stated it would most likely be heard in January.

CONSENT AGENDA:

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

1. The following minutes were approved

- November 6, 2018 – Regular Meeting
 - November 6, 2018 – Close Session
2. Approval of Resolution #633 (20-2018) awarding Bruce Gentry a retiring member of the Smithfield Police Department, his service weapon and badge

TOWN OF SMITHFIELD
 RESOLUTION # 632 (19-2018)
 AWARDING THE SERVICE BADGE AND WEAPON
 TO RETIRED POLICE LIEUTENANT BRUCE GENTRY

BE IT RESOLVED that the Town Council of the Town of Smithfield hereby awards the service weapon, Sig P227, Serial Number 51C000108 and service badge to retired Police Captain Bruce T. Gentry, at a price of \$1.00

3. Approval to establish a Career ladder for the position of Water/Sewer Pump Station Mechanic

{Attached hereto and made a part of these official minutes is the Career ladder for the position of Water/Sewer Pump Station Mechanic}

4. Approval was granted for the promotion of an employee to Electric Line Crew Leader due to a recent retirement.
5. Bid was awarded to Vision NC in the amount of \$36,000 for construction observation and contract administration for Phase I of the Durwood Stephenson Highway water line. Bids received were as follows:
- Vision, NC: \$36,000
 - Draper Aden: \$36,200
 - The Wooten Company \$57,000

6. Approval of Various Budget Amendments

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<u>GENERAL FUND</u>			
1. Expenditure			
10-60-6200-5300-3900 Parks and Rec - Swimming Pool Demolition	\$ 27,000	\$ 5,725	\$ 32,725
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 207,704</u>	<u>\$ (5,725)</u>	<u>\$ 201,979</u>
To fund additional swimming pool demolition cost with savings from dump truck purchase			
2. Revenue			
10-10-3300-3307-0020 Grant - JC Visitor's Bureau	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>
Expenditure			
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 201,979</u>	<u>\$ 7,500</u>	<u>\$ 209,479</u>
To fund half of estimated basketball court resurfacing cost with J.C. Visitors' Bureau Grant			
3. Revenue			
10-10-3800-3800-0002 Grant - Friends of the Park	<u>\$ 5,000</u>	<u>\$ 6,000</u>	<u>\$ 11,000</u>

Expenditure			
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 209,479</u>	<u>\$ 6,000</u>	<u>\$ 215,479</u>

To fund additional dog park cost with citizen donations

4. Expenditure			
10-30-5600-5300-7301 Streets - Street Repaving	\$ -	\$ 320,000	\$ 320,000
10-30-5600-5300-7300 Streets - Sidewalk & Curb Repair	<u>\$ 423,906</u>	<u>\$ (320,000)</u>	<u>\$ 103,906</u>

To separate street repaving budget, which was initially budgeted in the sidewalk/curb expense line, to an expense line of its own

5. Revenue			
10-10-3300-3307-0030 Grant - Down Town Revitalization Grant (WIFI)	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>

Expenditure			
10-10-4100-5700-7400 General Government - Capital Outlay	<u>\$ 52,600</u>	<u>\$ 25,000</u>	<u>\$ 77,600</u>

To establish and fund Downtown Revitalization Grant for public WIFI

ELECTRIC FUND

6. REVENUE			
31-72-3550-3520-0000 Miscellaneous	<u>\$ 1,500</u>	<u>\$ 5,000</u>	<u>\$ 6,500</u>

Expenditure			
31-72-7230-5300-0800 Training	<u>\$ 13,400</u>	<u>\$ 5,000</u>	<u>\$ 18,400</u>

To fund Public Education on Load Management with ElectriCities Grant

7. The following advisory board appointments were approved:

- Mark Lane was reappointed to a third term on the Board of Adjustment and the Planning Board as an ETJ member.
- Connie Barbour was appointed to a first term to the Appearance Commission.
- Rachel Ayers was appointed to a first term on the Historic Properties Commission
- Doris Wallace was appointed to a first term on the Board of Adjustment.

8. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$18.27/hr. (\$38,001.60/yr.)
P/T Staff	P&R – Recreation	10-60-6220-5100-0220	\$9.00/hr.
P/T Staff	P&R – Recreation	10-60-6220-5100-0220	\$9.00/hr.

Current Vacancies
Position

Department

Budget Line

Electric Line Technician
Police Officer I
P/T Lifeguard
Utility Line Mechanic

PU - - Electric
Police
P & R – Aquatics
PU – Water / Sewer

31-72-7230-5100-0200
10-20-5100-5100-0200
10-60-6220-5100-0220
30-71-7220-5100-0200

Unanimously approved.

Business Items

- 1. Subdivision Request - Last Investment LLC (S-18-02):** The applicant was requesting preliminary subdivision approval of a 110 lot residential development on approximately 100 acres of land located within an R-20A (Residential-Agricultural) zoning district. The property considered for preliminary subdivision approval is located on southwest side of the intersection of Swift Creek Road and Cleveland Road and further identified as Johnston County Tax ID# 15I08020.

Planning Director Stephen Wensman reminded the Council this item was tabled at the November 6, 2018 Town Council meeting to allow the developer time to negotiate a buffer along the northwest property line to potentially include existing vegetation and a fence. Other unresolved issues included verifying septic systems for lots and providing a cemetery access. Mr. Wensman explained a meeting was held, but no formal agreement was reached. The developer would try to minimize tree removal except to construct homes and septic systems.

The Planning Department recommends the Planning Board recommend approval of the preliminary plat of the Swift Creek Tract (S-18-02) with the following conditions:

1. That the suitability for on-site septic be proven for each lot prior to construction.
2. That the preliminary plat be revised to eliminate the hook lots, Lots 92 and 93.
3. That HOA documents be submitted for review by the Town Attorney prior to final plat approval that ensure HOA ownership and maintenance of common amenities and open space.
4. That a lighting plan be submitted for Town review prior to construction.
5. That a phasing plan be provided.
6. That the applicant obtains a NCDOT Permit for the access to Swift Creek Road prior to construction.
7. That the applicant provides proof of legal access to the cemetery.
8. That the applicant provides an emergency entrance onto Swift Creek Road with a crash gate.

Councilman Ashley questioned if the lateral access to both the north and south sides of the plat had been removed from the plan. Mr. Wensman responded it had been removed. Councilman Ashley further questioned where the access to the cemetery would be located. Town Attorney Bob Spence responded it was his understanding that access would be an 18 ft. strip of land on the developers side of the property line directly to the cemetery from Cleveland School Road. Councilman Ashley stated by removing the 60 feet of lateral access, he believed the cemetery would be better accessible directly through the subdivisions via lots 14, 15 or 16. This would cause a net gain of usable acreage for the developer. Town Manager Michael Scott responded the Council could amend condition 7 of the Planning Department's recommendation should the Council wish to amend the placement of the access to the cemetery

Town Attorney Bob Spence informed the Council that he met with the surveyors, developer and the developer's attorney to discuss access to the cemetery. Everyone agreed the best place for the access was the 18 ft. strip of land straight from the road to the cemetery. Mr. Spence stated that 9 ft. should be conveyed from the adjoining property owner, but the Town had no authority to require the Avera family to do such. Mr. Spence further stated that State Law required very little, but the Town's UDO required an 18 ft. access to the cemetery. This would be in the form of an easement with no additional improvements.

Mr. Wensman informed the Council of another issue concerning a secondary access into the subdivision. The Fire Marshall informed Mr. Wensman that fire code required a secondary access for emergency vehicles. Since NCDOT will not allow another full access, they will allow an emergency access.

Councilman Barbour stated he would be in favor of approving the request without the Town providing water since the developer was not seeking annexation into the Town. Councilman Barbour further stated citizens were concerned about the Town providing water to those that did not want to be a part of the Town.

Scott Lee, developer for the project, explained that the neighboring property owners do not want the lateral access so it was removed. Mr. Lee explained the cemetery was not a part of his project. The cemetery splits two pieces of property; therefore, it was not land locked. He questioned why he had to provide the full 18 ft. of access. Mr. Lee's concern was that the Homeowner's Association (HOA) would have to maintain the access to the cemetery. It would be difficult to sell that to the HOA especially if someone else was using the access and potentially causing damage to the access. Mr. Lee stated if the easement was to the back of the property, it would not be an eyesore if it was not maintained. The access is a wood lined area between the two properties.

Town Attorney Bob Spence stated by not providing an easement to the cemetery, it posed a risk of a lawsuit because of access. Everyone involved was trying to provide clear access to the cemetery. Councilman Ashley stated he was concerned that the easement would not provide proper parking for the ladies who maintain the cemetery. Mr. Lee responded they had already been parking along the road to access the cemetery. Mr. Lee questioned if the access had to be 18 ft. Town Attorney Bob Spence responded that the UDO required the 18 ft. easement. Mr. Spence stated the problem seemed to be that no one wanted to provide access to the cemetery, but since the subdivision request was being brought before the Town, the Town had to protect the cemetery for some type of access. Mr. Spence stated the developer and the surveyors preferred the access location to be at the rear of the property.

Councilman Ashley questioned if the homeowners would be happy if the trees were removed along the cemetery access. Mr. Lee responded State statute mandates that you have to provide access to the cemetery, but he didn't agree that the HOA should be responsible for maintaining the access.

Mayor Pro-Tem Scott questioned if the developer and the adjacent property owners reached any agreement or compromise on a buffer or fencing between the properties. Mr. Lee responded there was no agreement reached.

Councilman Barbour questioned if the request could be approved with a condition stating the Town would not provide water to the development. Mr. Wensman responded it could.

Denise Pilkington of Caldwell Banker Advance informed the Council that the property was under contract with the developer and was currently owned by the Assemblies of God and Mr. and Mrs. Ogburn. Ms. Pilkington stated in 2010, Inez Tuck had a survey complete by Jimmy Barbour and it showed a 30 ft. easement from Cleveland Road to the cemetery. Part of the cemetery was located on the Ogburn property and part of the cemetery was located on the Avera property. The cemetery was known as the Grand Avery/ Avera cemetery. Those buried in the cemetery worked for the Avera family in the 1800s. Ms. Tuck had the survey completed to enable her family to continue to maintain the cemetery. At that time, the Assemblies of God and the Ogburns were willing to deed the cemetery to the heirs and provide an easement for access to the property. In 2010, the family restored the cemetery and in 2013 they dedicated the cemetery. The family continues to maintain the cemetery to this day. Ms. Pilkington stated she had spoken with the Assemblies of God and the Ogburns and they both felt it was reason to provide 9 ft. of the 18 ft. easement. They also felt it was reasonable for the Avera family to provide the other 9 ft. since the Avery family did work for the Avera family. This compromise would not burden one property owner for the full 18 ft. access. Town Attorney Bob Spence stated the Town could not make the Avera family provide the half of the access. Ms. Pilkington responded if the Avera family would

not agree to providing half of the access then the Assemblies of God and the Ogburns would provide the full 18 ft. access. Mr. Spence asked members of the Avera family in attendance if they wished to speak on the matter. They did not comment. Mr. Spence stated the Town Council should approve the request with the 18 ft. easement and allow Mr. Lee and Ms. Pilkington to work out the details of the easement making it legal.

Councilman Ashley stated that 86% of the cemetery was on the Ogburn and Assemblies of God property and 14% of the cemetery was on the Avera property. He questioned if the Avery heirs were satisfied with access off Cleveland School Road. Brenda Avery, representative for the Avery family, stated she would like to consult with her cousin about this first. Ms. Avery stated they were accessing the cemetery from 1010 Highway via an old farm path until that access was closed. This access was different than the access proposed by the developer.

Councilman Dunn questioned if the developer was able to work out an agreement with the Avera family concerning a buffer between the properties. Mr. Lee responded the buffer Mr. Dunn was referring to was where the easement was being proposed. Councilman Dunn stated the Avera family wished to have a buffer along the entire property line. Mr. Lee responded that the UDO does not require a buffer or a setback. At this time, he did not know if the trees would remain based on placement of the septic systems.

Mayor Moore asked if the developer was seeking annexation. Mr. Lee responded they were not seeking annexation, just water services. Mr. Wensman responded the Town had the first right of refusal for water services, but the County would provide those services if the Town chose not to provide water services.

Councilman Ashley stated his preference would be for the access to the cemetery to be off the subdivision road.

Councilman Ashley made a motion, seconded by Councilman Barbour, to approve the preliminary plat of the Swift Creek Tract (S-18-02) with the following conditions:

1. That the suitability for on-site septic be proven for each lot prior to construction.
2. That the preliminary plat be revised to eliminate the hook lots, Lots 92 and 93.
3. That HOA documents be submitted for review by the Town Attorney prior to final plat approval that ensure HOA ownership and maintenance of common amenities and open space.
4. That a lighting plan be submitted for Town review prior to construction.
5. That a phasing plan be provided.
6. That the applicant obtains a NCDOT Permit for the access to Swift Creek Road prior to construction.
7. That the applicant provides proof of legal access to the cemetery. (applicant provide 18 foot of legal access)
8. That the applicant provides an emergency entrance onto Swift Creek Road with a crash gate.
9. Water would not be provided by the Town of Smithfield

Unanimously approved.

- 2. Annexation Petition:** Navaho Investment Company, LLC, was requesting to annex approximately 32.79 acres of land into the Town of Smithfield's corporate limits. The property considered for annexation on Galilee Road about 1900 feet south of Black Creek Road, near West Smithfield Elementary School.

Planning Director Stephen Wensman addressed the Council on a request by Navaho Investment Company to annex land into the Town of Smithfield's corporate limits. This item was tabled at the last meeting to allow staff to determine the cost benefit of annexation and the degree of nonconformities.

Mr. Wensman explained the proposed roads would have rural section with 20 ft. wide pavement and ditches within a 50 ft. right-of-way which conformed to the Town's standards. If annexed, the development will be nonconforming as follows:

1. No sidewalks were proposed. The Town's regulations require sidewalks on one side of each residential street. The rural road section with ditches makes the construction of sidewalks difficult.
2. The average lot size was 8,310 sq. ft. with the smallest lot being around 7,000 sq. ft. The Town's minimum lot size is 15,000 sq. ft.
3. The setbacks are 20 feet on the front and 5 feet on the side. The Town requires 30 feet setback on the front and 10 feet on the side.

With annexation, Smithfield would provide sewer and water utilities with a master meter on Johnston County's service lines and electricity would be provided by Duke.

Mr. Wensman explained there would not be a significant cost to service the development. Public Works sanitation revenue would be \$22,042 assuming 70 new units which was a conservative number. The first year costs would be \$18,000 for new roll outs, resulting in positive revenue of \$4,042. After the first year, the expense would decrease to \$13,000 and result in positive revenue of \$9,042. Annexation would cost the Police Department an additional 300 gallons of fuel at a cost of roughly \$750, plus additional wear on the patrol cars. This amount can be absorbed under the current budget.

Councilman Dunn questioned if water and sewer infrastructure would be put in place other than a master meter. Mr. Wensman responded there would be no other infrastructure and the developer would be installing a pump station.

Councilman Ashley stated, if annexed, the property owners would be subject to Town taxes. He questioned if staff had estimated the tax revenue. Town Manager Michael Scott responded preliminary revenue estimates were \$57,000 dependent on the value of the homes.

Councilman Barbour questioned if there would be sidewalks on the ETJ side and not the county side. Mr. Wensman responded the County does not require sidewalks, but the ETJ side would require sidewalks. Councilman David Barbour further questioned if the Town was holding the developer accountable for the property located within the ETJ. Mr. Wensman responded the developer had vested rights for the property located within county. Councilman Barbour stated that part of the development within the county has already been approved. Mr. Wensman responded the Council could approve the annexation with the nonconformities or not annex the area. Councilman Barbour stated it was unfair to ask the developer to do more than he has already done on that part of the property located within the county. Mr. Wensman stated that the developer asked the County for utilities but since part of the development was in the ETJ, the Town had the first right of refusal. Should the Town wish to not annex this property, the County would provide utilities, but the annexation was a way to grow the Town. Town Attorney Bob Spence stated that every time a Town annexes property, the Town annexes the nonconformities.

Mike Stewart Engineer with Stewart and Proctor Engineering and Surveying stated the development may not be as nonconforming as once thought. In this area, there was 28% open space which qualified it as an open space development making all the lots conforming. The only nonconformities would be the sidewalks, setbacks and length of the cul-de-sacs. We would match the lot width with the road. Mr. Stewart explained they went to the County, but they could only approve the side in the County and since the other portion was within the Town's ETJ, the Town had the first right of refusal for utilities. They decided to annex the entire subdivision into the Town. Mr. Stewart also explained they would be constructing a lift station that would also be beneficial for future development of the area.

Councilman Barbour questioned if the developer was willing to install sidewalks or trails in the subdivision. Mr. Stewart responded they would prefer installing a trail instead of sidewalks between the two parts of the development.

Mayor Moore questioned the homes that would be built in the proposed subdivision. Mr. Stewart responded that the builder is currently constructing homes across the county line that range from \$240,000 to \$300,000. This property is very attractive because of its proximity to the school.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott, approve the annexation petition with the stipulation that the developer include the trail that connects the two properties to make it a contiguous neighborhood. Unanimously approved.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to adopt Ordinance # 497. Unanimously approved.

ORDINANCE #497 TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF SMITHFIELD, NORTH CAROLINA

WHEREAS, the Town Council has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Council Chambers of the Smithfield Town Hall at 7:00 pm on November 6, 2018 after due notice by publication in the Zone Edition of the News and Observer on October 26, 2018; and

WHEREAS, the Town Council finds that the area described therein meets the standards of G.S. 160A-58.1 (b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town [or indicate that, although closer to another municipality, there is an annexation agreement in place that allows the annexation of the propose satellite];
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. By virtue of an act of the General Assembly, The Town of Smithfield is exempt from exceeding ten percent (10%) of the area within the primary corporate limits of the Town, and

WHEREAS, the Town Council further finds that the petition has been signed by all the owners of the real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Smithfield, as of (effective date):

Lying and being situated in Johnston County, North Carolina and being more particularly described as follows:

Being that certain tract of land in Smithfield, Johnston County, North Carolina and lying between Black Creek Road (N.C.S.R. 1162) and Galilee Road (N.C.S.R. 1341) and being Tract "1" recorded in Deed Book 3276, Page 267 at the Johnston County Registry and being more particularly described as follows:

Beginning at an existing railroad spike in the center of Galilee Rd (N.C.S.R. 1341); thence leaving said road South 74°40'07" West 741.84 feet to an existing iron pipe; thence South 74°39'51" West 456.07 feet to an existing iron pipe; thence South 01°41'30" West 368.00 feet to an existing iron pipe; thence South 62°43'26" West 37.26 feet to a point; thence North 22°39'40" West 55.38 feet to a point; thence North 52°36'15" West 69.91 feet to a point; thence North 58°25'21" West 91.28 feet to a point; thence North 49°33'53" West 117.07 feet to a point; thence North 58°22'01" West 47.73 feet to an existing iron pipe; thence North 67°32'42" West 143.13 feet to a point; thence North 64°36'55" West 139.41 feet to an existing iron pipe; thence North 68°02'16" West 84.32 feet to an existing iron pipe; thence North 79°47'30" West 61.67 feet to an existing iron pipe; thence North 86°39'18" West 201.99 feet to a point; thence North 79°19'02" West 55.94 feet to a point, thence North 09°52'10" East 19.11 feet to a point; thence North 80°16'25" West 20.73 feet to a point; thence North 78°50'43" West 246.89 feet to an existing iron pipe; thence South 40°39'53" West 168.02 feet to an existing iron pipe; thence North 66°46'57" West 242.10 feet to an existing iron pipe; thence North 25°17'15" West 86.30 feet to an existing railroad spike in the center of Black Creek Road (N.C.S.R. 1162); thence with the center of said road South 64°08'00" West 210.91 feet to an existing railroad spike; thence leaving said road South 72°31'45" East 551.61 feet to an existing railroad spike in tree; thence South 44°07'00" East 1415.74 feet to an existing iron pipe; thence South 24°37'51" East 247.53 feet to an existing iron pipe; thence North 58°02'55" East 223.26 feet to an existing iron pipe; thence North 58°09'04" East 90.52 feet to a point in creek; thence along said creek North 00°09'10" West 242.70 feet; thence North 02°57'17" West 266.80; thence North 28°49'37" West 64.94 feet; thence North 10°56'25" West 93.95 feet; thence North 08°12'11" West 39.95 feet; thence leaving said creek North 35°19'16" East 142.44 to a point; thence North 74°31'13" East 1090.63 feet to an existing railroad spike in Galilee Road (N.C.S.R. 1341); thence along and with said road North 01°27'40" East 392.24 feet to the point and place of beginning and being a total of 33.01 acres to be annexed, of which 0.13 acres lies within the right-of-way of Black Creek Road (N.C.S.R. 1162) and 0.27 acres lies within the right-of-way of Galilee Road (N.C.S.R. 1341).

Section 2. Upon and after (effective date), the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Smithfield and shall be entitled to the same privileges and benefits as other parts of the Town of Smithfield. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Smithfield.

3. Consideration and Approval accept the upset Bid amount of \$6500.00 for property located at 916 Third Avenue

Town Manager Michael Scott addressed the Council on a request to sell the empty lot at 916

Third Avenue. A beginning bid of \$6,500 was approved by the Council during the November 6, 2018 meeting. Proper protocols were followed in regards to NC G.S. 160A-268, as approved by the Town Attorney. No other bids were received. Town staff was recommending the sale of the lot to the sole bidder for \$6,500. Tax value for the lot is about \$10,200.

Mayor Pro-Tem Scott questioned the length of time the bid was open. The Town Manager responded for ten days as was required by state law. Mayor Pro-Tem Scott questioned how the property was advertised. The Town Manager responded it was advertised in the News and Observer in accordance with state statute.

Mayor Pro-Tem Scott suggested the bid process be left open for an additional thirty days. The Town Manager explained the Town would have to begin the process again if the Town Council chose to reject the bid offer of \$6500.00. In accordance with state statute, the bid must be open for ten days.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to reject the offer. Mayor Pro-Tem Scott rescinded his motion.

Town Attorney Robert Spence informed the Council that most properties in the area were not selling for tax value. Mayor Pro-Tem Scott suggested the Town sell the property on Gov.Deals. The Town Manager responded the Town Council could refuse the current offer and begin another process if they so wished.

Councilman Stevens questioned if the Town currently maintained the property. The Town Manager responded in the affirmative.

Councilman Dunn made a motion, seconded by Councilman Lee, to accept the bid of \$6500.00 from Vertis R. Richardson, III. to purchase the property located at 916 Third Avenue Unanimously approved.

4. Bid Award to John Deer Winterville Dealership in the amount of \$44,542.51 for the purchase of a skid steer tractor for the Public Utility – Electric Department

Town Manager Michael Scott explained to the Council this item was being presented as a business item because it was an unbudgeted expenditure. The skid steer was included in the Capital Improvement Plan. Due to unused funds from the purchase of the electric bucket truck, staff determined they could purchase the skid steer with realized savings. Also, no budget amendment would be needed. The Town Manager further explained that normally this type of item would be placed on the consent agenda for approval, but since this was an unbudgeted expenditure, he felt it best to present it as a business item. Bids received were as follows:

- John Deer Winterville Dealership \$44,542.51
- John Deere factory direct \$45,497.84
- John Deer Smithfield Dealership \$50,152.22

Councilman Ashley made a motion, seconded by Councilman Rabil, to award the bid to John Deer Winterville Dealership in the amount of \$44,542.51 for the purchase of a skid steer tractor for the Public Utility Electric Department. Unanimously approved.

5. Special Event: Approval was granted to allow The Johnston County Alumnae Chapter to hold a Taking Strides Against Family Violence 5K run/walk on Saturday, May 4th, 2019 from 7:00 am to 11:00 am on the Buffalo Creek Greenway starting at 600 Booker Dairy Road

Councilman Lee stated he spoke with the applicant and they would like to have this event approved as an annual event to be held the first Saturday in May. The Town Manager responded he believed Johnston Health also had 5k/ 10k event scheduled for the first Saturday in May, but

staff felt they could accommodate both events. Staff was trying to determine if both events could be held simultaneously before this event was approved as an annual event. DSDC Executive Director Sarah Edwards informed the Council that the Hospital's annual Champions run had been moved from the first weekend in May to the second weekend in May.

Councilman Ashley made a motion, seconded by Councilman Stevens, to approve the event as an annual event. Unanimously approved.

Councilmembers Comments

- Councilman Barbour informed the Council that Gary Snow, an employee with the Johnston County Sheriff's Department will be running in the Boston Marathon.
- Councilman Ashley suggested the Council consider conducting a voluntary workshop type meeting the week before the regular Town Council meeting to discuss upcoming agenda items.
- Mayor Pro-Tem Scott suggested that a Council committee be formed to work with Town staff to be a liaison to the school system. Councilman Rabil volunteered to work with Town Staff as a liaison to the area schools.
- Mayor Moore informed the Council the Annual Christmas Tree Lighting would be held Thursday night (December 6th) and the Christmas Parade would be held December 13th. Since the Town Council has decided to ride in beginning of the parade, he encouraged them to also ride in the Town sponsored float.
- David Stevens suggested the tree lighting and the arrival of Santa Claus be held earlier during the Tree Lighting Ceremony so more people would attend all of the festivities.

Town Manager's Report:

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

- Sarah Yard Center: The annual kids Christmas Party at the Sarah Yard Community Center will be held on December 7th from 5:00 to 8:00 pm. Parks and Recreation and the Police Department have partnered with Toy for Tots to make this a great event. Over 500 children's parents have signed up to receive a toy during the event. Stop by the event if anyone needs their Christmas Spirit recharged.
- State Gym Tournament: The 2018 State gymnast tournament was held at the SRAC on November 30, December 1, and December 2. 8 Sessions were held with about 250 different individuals attending each session. Over 700 gymnasts from areas that included Charlotte and High Point were in attendance. Competitions ranged from grade school through high school.
- Comprehensive Plan: The next Public Comprehensive Plan Meeting is scheduled for January 29th from 6:00 pm to 8:00 pm at the fire department training room.
- Brian Eaves has been hired as the Marketing and Communications Specialist.

Department Reports

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

Closed Session: Pursuant to NCGS 143-318.11 (a) (6) – Personnel Matter

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott to go into closed session

pursuant to NCGS 143-318.11 (a) (6) to discuss a personnel matter.
Unanimously approved at 9:25 pm.

Reconvened in open session at 10:14 pm.

Adjourn

Councilman Ashley made a motion, seconded by Councilman Stevens to adjourn the meeting. The meeting adjourned at approximately 10:15 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk