



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

Town Council Agenda Packet

Meeting Date: Tuesday, March 5, 2019

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING MARCH 5, 2019
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance: Lead by members of Boy Scout Troop 33

Approval of Agenda

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<u>Presentations:</u>	
1. FY 2017-2018 Audit Presentation (Finance Director – Greg Siler) <u>See</u> attached information.....	1
2. Recognition of Finance Department Staff for Successful Completion of Software Conversion (Finance Director – Greg Siler) <u>See</u> attached information	
3. Presentation of proposed Tethering Ordinance # 498 (Chief of Police – R. Keith Powell) <u>See</u> attached information.....	3
<u>Public Hearings:</u>	
1. Permanent Street Closure of Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch. Consideration to adopt Resolution # 636 (03-2019) (Town Attorney – Bob Spence) <u>See</u> attached information.....	9
2. <u>ZA-19-01 Dan Simmons:</u> The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 6, Section 6.5 Table of Uses and Activities that will remove the 35 maximum employee limitation on light manufacturing activities located within the B-2 (Business), B-3 (Highway Entrance Business) and LI (Light Industrial) zoning districts. (Planning Director – Stephen Wensman) <u>See</u> attached information.....	23

- 3. SUP-19-04 Smithfield Storage:** The applicant is requesting a special use permit to operate a U-Haul truck and trailer rental facility on property located within a B-3 (Business) zoning district. The property considered for approval is located 1343 West Market Street and further identified as Johnston County Tax ID# 15077023.
(Planning Director – Stephen Wensman) See attached information.....33

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Consent Agenda Items

- 1. Approval of Minutes:**
 - a. February 5, 2019 – Regular Meeting.....49
- 2. Career Ladder Promotion – Police Department: The Police Department is requesting approval to promote a Police Officer II to the rank of Master Police Officer.**
(Chief of Police – R. Keith Powell) See attached information.....63
- 3. Bid Award to North State Resurfacing in the amount of \$8,950.00 for the resurfacing of the basketball courts at Community Park**
(Parks and Recreation Director – Gary Johnson) See attached information.....77
- 4. Bid Award to Blackmon’s Fencing in the amount of \$5,820.67 for the replacement of fencing at the Public Works Facility**
(Public Works Director – Lenny Branch) See attached information.....83
- 5. Bid Award to Rhinehart Fire Services in the amount of \$154,582.00 for the purchase of 20 Air-Packs to be utilized by the Fire Department.**
(Fire Chief – John Blanton) See attached information.....89
- 6. Bid Award to C. W. Williams in the amount of \$16,345.28 for the purchase of fire nozzles to be utilized by the Fire Department**
(Fire Chief – John Blanton) See attached information.....95
- 7. Consideration and request for approval to adopt Capital Project Ordinance # 499 establishing a budget for FEMA Acquisitions and Elevations**
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- 8. New Hire Report**
(Human Resources Director – Tim Kerigan) See attached information.....105

Business Items:

- 1. Consideration and request for approval to update the Public Utilities Capital Improvement Plan.**
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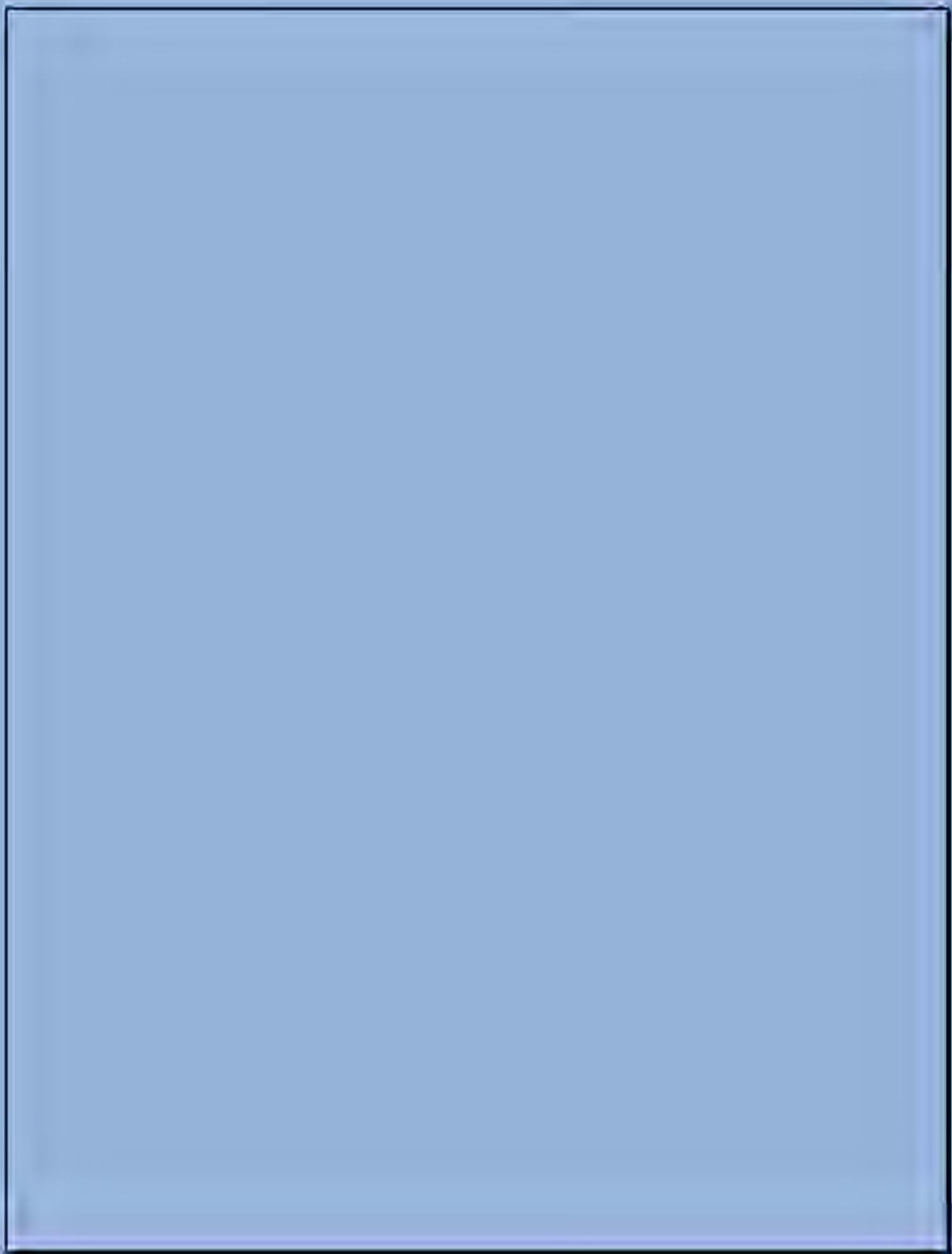
Councilmember's Comments

Town Manager's Report

- Financial Report (See attached information).....141
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- Manager's Report

Adjourn

Presentations





Request for Town Council Action

Presentation: **FY 2017-2018
Annual
Audit**
Date: 03/05/2019

Subject: Presentation of the 2017-2018 Annual Financial Report
Department: Finance Department
Presented by: Finance Director - Greg Siler
Presentation: Presentation

Issue Statement – A member of the Auditing firm of Thompson, Price, Scott, Adams and Company PA will present the FY 2017-2018 Annual Audit to the Town Council

Financial Impact – N/A

Action Needed – N/A

Recommendation – N/A

Approved: Town Manager Town Attorney

1. Staff Report



Staff Report

**Presentation: Annual
Audit**

The Annual Financial Report provides readers (board/council members, citizens, bondholders, lenders, rating agencies, etc.) with information useful in assessing the financial condition of the town and for making decisions. The introductory section provides background and context that financial report users need to profit fully from the information presented in the financial section. The transmittal letter provides the opportunity for communication of much more information than the strictly prescribed format of the MD&A.



Request for Town Council Action

Presentation: Tethering Ordinance
Date: 03/05/2019

Subject: Tethering Ordinance
Department: Police Department
Presented by: Chief R.K. Powell/Jessica Zavalla(ACO)
Presentation: Presentation

Issue Statement

The Police Department is requesting the Town Council to consider a change in the Town's Ordinance allowing animals to be tethered within the town. Numerous citizens over the years have asked about this change. The Police Department is requesting the ordinance to be amended which would prohibit animals from being tethered.

Financial Impact

None

Action Needed

Council to consider the change in the ordinance.

Recommendation

The council to consider this request and allow the Citizens of Smithfield ample time to conform to the new ordinance.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Ordinance # 498



Staff Report

**Ordinance
Presentation Amendment**

The Police Department has been approached by several citizens over the years to consider amending the current Town Ordinance which allows animals to be tethered. The Police Department is requesting the Town Council consider changing the ordinance to no longer allow animals to be tied, chained, fastened, or otherwise tethered to any stationary or inanimate object as a means of confinement. Animals would be in an approved enclosure.

**TOWN OF SMITHFIELD
North Carolina**

ORDINANCE # 498

**AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD CODE OF ORDINANCES,
CHAPTER 4, ANIMALS AND FOWL; SECTION 67 ANIMAL ABUSE PROHIBITED**

WHEREAS, Chapter 4 of the Town of Smithfield’s Code of Ordinances outlines the regulations concerning animals and fowl within the Town; and

WHEREAS, The Town Manager, Michael Scott, is requesting the Ordinance be amended to eliminate tethering of animals to stationary objects and outline minimum standards for shelters and the shelter’s sanitary conditions.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that Chapter 4, Animals and Fowl; Section 67, Animal Abuse Prohibited is rewritten as follows:

Sec. 4-67. - Animal abuse prohibited.

- (a) Prohibited acts. All animals shall be kept and treated under sanitary and humane conditions and it shall be unlawful for any person to engage in one (1) or more of the following acts:
- (1) Failing to provide adequate feed, water and shelter or failing to maintain the animal in a clean and healthy environment. All animals, unless otherwise indicated in this chapter, shall be given adequate feed, adequate water and adequate shelter. Examples of shelter that is not adequate include, but are not limited to the following:
 - a. Underneath houses, outdoor steps, decks or stoops, or underneath motor vehicles;
 - b. Inside metal barrels or cardboard boxes;
 - c. Shelters prone to flood;
 - d. Shelters surrounded by debris, obstructions or impediments that may endanger an animal;
 - e. Confinement of the animal in storage rooms, sheds or other buildings without windows and proper ventilation.
 - (2) Failing to keep an animal under sanitary and humane conditions which are ~~not~~ detrimental to the animal's health and general welfare and which maintain a condition of good order and cleanliness and reduce the possibility of transmission of disease. **Both indoor and outdoor enclosures shall receive periodic cleanings to remove excreta and other waste material, dirt and trash so as to minimize disease, hazards and to reduce odors. These periodic cleanings shall not exceed a five-day period. If, however, more than one animal is held in one enclosure, these cleanings shall not exceed two days.**
 - (3) Failing or refusing to provide adequate medical attention for any sick, diseased or injured animal.
 - (4) Engaging in animal cruelty; animal cruelty means every act, omission, or act of neglect whereby unjustifiable pain, suffering or death is caused or permitted, or attempted to be caused or permitted against animals, and includes acts or attempted acts of beating, torturing, injuring, tormenting, mutilating, teasing, molesting, baiting, or harassing animals, the trapping of animals unlawfully, and overworking or overdriving animals. This shall not include the lawful taking of animals under the jurisdiction and regulation of the wildlife resources commission, lawful activities of organizations or agencies conducting or sponsoring biomedical research or training, lawful activities for sport, the production of livestock or poultry, or the lawful destruction of any animal.

- (5) Promoting, staging, holding, managing, conducting, carrying on or attending any game, exhibition, contest, fight or combat between one or more animals or between animals and humans, or intentionally allowing animals to engage in a fight.
- (6) Permitting any exhibit, function or activity where animals are being cruelly treated or animals run the risk of causing injury to the public or themselves. Animal control shall have the authority to inspect and to close down public exhibits of animals including those which are part of fairs, carnivals, festivals, fundraising events, petting zoos and any other activity or function carried out in the town if it is determined that animals are being cruelly treated or run the risk of causing injury to the public or themselves.
- (7) Poisoning, or exposing a domestic animal to any known poisonous substance or mixing a poisonous substance with food, so that it will likely be eaten by an animal. This does not include attempts or acts of persons to lawfully rid their own property of mice or rats or other vermin, nor does it include other acts permitted by the North Carolina Wildlife Department.
- (8) Allowing a collar, rope or chain to become embedded in or cause injury to an animal's neck, or allowing a choke or pinch collar to be used as a primary collar on an unsupervised animal, or chaining or tethering an animal to a stationary object. ~~for a period of time or under conditions that an animal control officer deems harmful or potentially harmful to the animal.~~ Examples of harmful or potentially harmful chaining or tethering include, but are not limited to the following:
 - a. Using a length or weight of a chain or tether that is not appropriate for the size, weight and age of the animal. A chain or tether should not be less than ten (10) feet long. Using a chain or tether that exceeds ten (10) percent of the animal's body weight shall be deemed not appropriate and potentially harmful.
 - ~~b. Allowing an animal to be chained or tethered such that the animal is not confined to the owner's property or such that the chain or tether can become entangled and prevent the animal from moving about freely, lying down comfortably or having access to adequate food, water and shelter.~~
 - b. Outdoor storage. Every person having custody of domestic animals which are kept outdoors or in an unheated enclosure shall provide such an animal or animals with the following minimum standards of shelter:**
 - (i) The shelter for a dog or any species of similar size shall include a moisture proof and wind-proof structure of suitable size to accommodate the animal and allow retention of body heat and shall be made of durable material. Such structures shall be provided with a sufficient quantity of suitable bedding material, consisting of hay, straw, cedar shavings or the equivalent, to provide insulation and protection against cold and dampness and promote retention of body heat. When sunlight is likely to cause overheating or discomfort of the animals, sufficient shade by natural or artificial means shall be provided to allow all animals kept outdoors to protect themselves from direct sunlight.**
 - (ii) Space requirements. Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal to make normal postural and social adjustments with adequate freedom of movement to maintain physical conditioning. The animal should be able to sit, stand, turn, and lie without obstruction. Adequate space for food and water containers must be provided. Inadequate space may be indicated by evidence of malnutrition, poor condition, debility, stress, or abnormal behavioral patterns. Animals shall not be tied, chained, fastened, or otherwise tethered to any stationary or inanimate object as a means of confinement or restraint to property, but must be in an approved enclosure.**
- (9) Carrying or causing to be carried in or upon the open area of a truck or other motor vehicle any animal that is not secured, in an animal carrier or by a harness or other device, such that the animal cannot fall, jump, or be thrown from the vehicle.

- (10) Unless otherwise permitted by law, giving away or offering any animal as a prize, premium or advertising device for or as an inducement to enter any contest, game or other competition involving skill or chance.
- (11) Placing or confining an animal or allowing an animal to be placed or confined in a motor vehicle under such conditions or for such a period of time as to endanger the health or well-being of such animal due to temperature, lack of food or drink, or such other conditions as may reasonably be expected to cause suffering, disability or death. If an animal is discovered in a motor vehicle under such conditions, the procedures specified in section 4-134(d) should be followed.
- (b) Exceptions. Nothing in this section shall be deemed to prohibit the humane transportation of horses, cattle, sheep, poultry or other livestock in trailers or other vehicles designed, constructed, and adequate for the size and number of animals being transported. Nothing in this section shall be construed to prohibit the town department, division, or employee designated to enforce the provisions of this chapter or veterinarians from euthanizing dangerous, unwanted, injured or diseased animals in a humane manner; nor to prohibit slaughterhouses or medical facilities from the proper, humane and lawful carrying out of their activities or duties.
- (c) Inspections. Animal control officers shall have the authority to conduct inspections of pet shops, kennels, dealers, or breeders, to the extent not preempted by state law, in order to determine if there is any abuse of animals. Pet shops, kennels, dealers, and breeders are subject to the state laws concerning rabies control abuse of animals shall include any act described in this section or any other act which is detrimental to the well-being of the animal. It shall be unlawful for any owner or employee of any pet shop or kennel or any dealers or breeders to violate this section.

This ordinance shall be effective upon adoption

Adopted by motion made by Councilman _____, seconded by Councilman _____, and approved on a vote of ____ in favor and ____ against.

The is the ____ day of _____, 2019

M. Andy Moore, Mayor

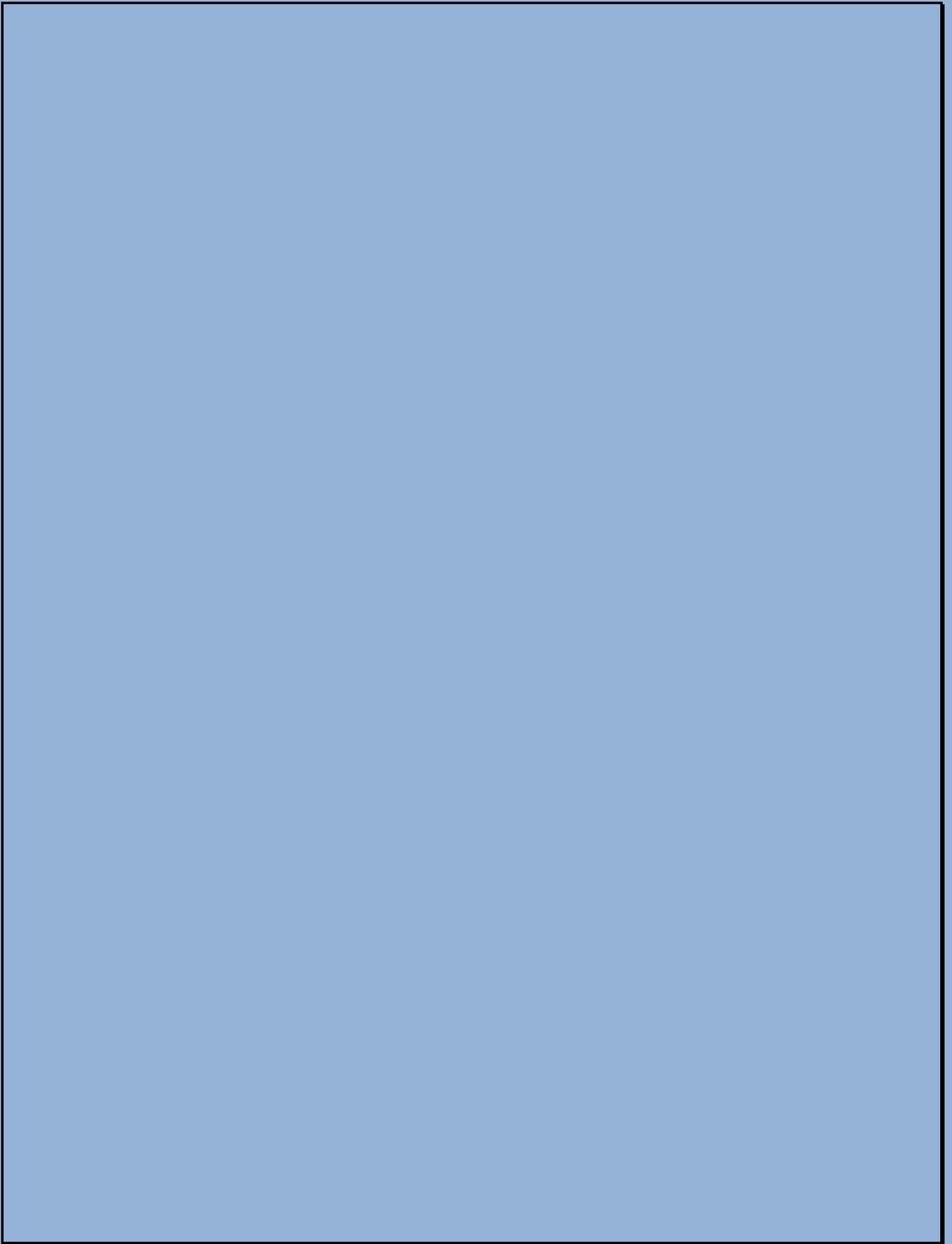
ATTEST

Shannan L. Parrish, Town Clerk

APPROVED AS TO FORM:

Robert Spence, Jr., Town Attorney

Public Hearings





Request for Town Council Action

Public Hearing: Resolution to Vacate Street
Date: 03/05/2019

Subject: Resolution to Vacate Unopened Street
Department: General Government
Presented by: Town Attorney – Bob Spence & Town Manager - Michael Scott
Presentation: Public Hearing

Issue Statement

In accordance with NCGS 160A-299, the Town must hold a Public Hearing to gain citizen input on the Closing of a Portion of Meadowbrook Drive

Financial Impact

None

Action Needed

Approve Resolution #636 (03-2019) to vacate unopened portion of Meadowbrook lane.

Recommendation

Approve attached resolution.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Statute 160A-299
3. Exhibit A & B
4. Resolution #636 (03-2019)
5. Agreement with Property Owners



Staff Report

**Public
Hearing:** **Resolution
to Vacate
Street**

The Town Attorney and Town Administration have received requests for the Town to withdraw its dedication of Meadowbrook Drive between Vermont and First Streets and along Meadowbrook Branch and have this revert back to the current, adjacent property owners. It does not appear the Town will develop plans in the future to expand Meadowbrook Drive into this area. Therefore, it seems reasonable to **withdraw the Town's** dedication, while maintaining the necessary right of way to clean and maintain Meadowbrook Creek as needed in the future.

At the February 5, 2019 meeting, the Town Council approved Resolution # 635 (02-2019) to begin the process of closing an unopen portion of Meadowbrook Drive. In accordance with NCGS 160A-299, the Town must hold a public hearing to gain citizen input on the closing of the street.

§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is *under the authority and control of the Department of Transportation*, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



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Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:966 - 1 in. = 80.49 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



EXHIBIT B

Town of Smithfield
Resolution 636 (03-2019)
Street Closing Order

A RESOLUTION ORDERING THE CLOSING OF MEADOWBROOK DRIVE BETWEEN VERMONT STREET AND FIRST STREET AND ALONG MEADOWBROOK BRANCH

WHEREAS, on the 5th day of February, 2019, the Town Council of the Town of Smithfield directed the Town Clerk to publish the Resolution of Intent of the Town Council the closing of Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch, in the News and Observer's Southeastern Zone Edition once each week for four successive weeks, such resolution advising the public that a meeting would be conducted in the Council Chambers at the Town Hall, 350 E Market Street, Smithfield, NC 27577 on March 5, 2019; and

WHEREAS, the Town Council on the 5th day of February, 2019, ordered the Town Clerk to notify all persons owning property abutting Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

WHEREAS, the Town Clerk has advised the Town Council that she sent a letter to each of the abutting property owners advising them of the day, time and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing all of Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch would be acted upon, said letters having been sent by certified mail; and

WHEREAS, the Town Clerk has advised the Town Council that adequate notices were posted on the applicable streets as required by G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said street in the public hearing held on March 5, 2019; and

WHEREAS, it now appears to the satisfaction of the Town Council that the closing of said street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street or in the subdivision in which the street is located, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his or her property;

NOW, THEREFORE, Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch is hereby ordered closed, and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

The Mayor and the Town Clerk are hereby authorized to execute quitclaim deeds or other necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title, for the width of the abutting land owned by them, to extend to the centerline of the herein closed alleys.

The Town Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Johnston County a certified copy of this resolution and order.

Upon motion duly made by Councilmember _____ and duly seconded by Councilmember _____, the above resolution was duly adopted by the Town Council at a meeting held on the 5th day of March, 2019 in the Town Hall Council Chambers located at 350 East market Street, Smithfield, North Carolina.

Upon call for a vote the following Councilmembers voted in the affirmative:

and the following Councilmembers voted in the negative:

This the 5th day of March, 2019, at _____ (p.m.)

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish , Town Clerk

NORTH CAROLINA

JOHNSTON COUNTY

I hereby certify that the foregoing is a true and accurate copy of the resolution duly adopted by the Town Council of the Town of Smithfield, North Carolina, at a meeting held March 5, 2019 at 7 o'clock p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town of Smithfield to be affixed, this the _____ day of _____, 2015.

Shannan L. Parrish, Town Clerk

NORTH CAROLINA

JOHNSTON COUNTY

I, _____, a Notary Public, do hereby certify that Shannan L. Parrish Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this _____ day of _____, 2019.

_____, Notary Public

My Commission Expires: _____

**AGREEMENT ON BOUNDARY LINE & WITHDRAWAL OF
DEDICATION TO MEADOWBROOK DRIVE BETWEEN
VERMONT AND FIRST STREETS AND ALONG
MEADOWBROOK BRANCH IN SMITHFIELD**

Prepared by & Mail to: Spence, Berkau & McLamb, P.A., PO Box 1335, Smithfield, NC 27577

**NORTH CAROLINA
JOHNSTON COUNTY**

This agreement, made this ___ day of _____, 2018, by and between James Rodney Whitley, Jr., (individually **Whitley**); Michael David Bogdanowicz and wife, Leslie Dale Bogdanowicz (jointly **Bogdanowicz**); Roger Mallen (individually **Mallen**); and Reginald E. Foy and wife, Jennifer C. Foy (jointly **Foy**), all said parties being jointly referenced as parties of the first part;

and

the Town of Smithfield (herein also the “**Town**”), a North Carolina Municipal Corporation, of Johnston County, North Carolina, party of the second part.

WITNESSETH:

That whereas, the parties of the first part have asked the Town to close a street, hereinafter referenced as the “**Street**”, pursuant to G.S. § 160A-299 that extends along both sides of Meadowbrook branch between First Street and Vermont Street in Smithfield, North Carolina as shown on the recent survey for this purpose prepared by Byrd Surveying, P.A. and recorded simultaneously herewith in Plat Book _____, page _____ of the Johnston County Registry, hereinafter the “**New Plat**”. For ease of reference, a preliminary drawing of the New Plat is attached as **Exhibit A**. A copy of the current GIS for this area is attached as **Exhibit B**. The Street originally appeared of record in the Johnston County Registry in Plat Book 4, Page 265, being a 1947 subdivision plat. The street borders lots 54-59 on one side and lots 26-32 as shown on said plat.

And whereas, though the street has never been cut, graveled or paved, the Town has acquired and the parties of the first part desire that the Town retain an easement for drainage and sewer as both assist the neighborhood. The Town has accepted and opened the Street to the extent of those utility lines so the street is opened.

And whereas the withdrawal of the Street will affect the boundary line of the adjoining property owners so that the first party desires to fix and establish the boundary line between their properties;

And whereas the withdrawal of the Street will benefit all of the adjoining properties in that the street is not necessary to afford convenient egress and regress thereto and further the opening of the street would substantially devalue the adjoining properties which have been improved in a manner that assumes the Street will remain closed.

NOW, THEREFORE, the said parties of the parties of the first and second parts in consideration of the premises and the sum of Ten Dollars, each to the other in hand paid, the receipt of which is hereby acknowledged, do hereby covenant and agree that the boundary line between their said properties shall be as shown on the Recorded Plat. All the parties further agree as follows:

1. The parties of the first part hereby grant, bargain, sell, and convey the property within the Street so that:

- (a) Whitley will own the property on the New Plat shown as within the Whitley tract
- (b) Bogdanowicz will own the property on the New Plat shown as within the Bogdanowicz tract
- (c) Mallen will own the property on the New Plat shown as within the Mallen tract
- (d) Foy will own the property on the New Plat shown as within the Foy tract

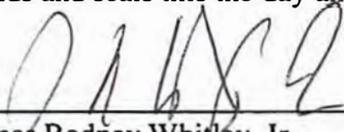
2. The Town reserves and the parties hereby dedicate, grant, bargain, sell and convey a perpetual easement to run with the land and to burden the property within the former Street for the existing sewerage and water line with the right of the Town to extend, improve, relocate, repair or construct said line or additional lines or appurtenant utilities within said Street as the Town deems necessary for the interests of its sewerage and water systems. Said easement rights will terminate only when the Town withdraws them expressly of record.

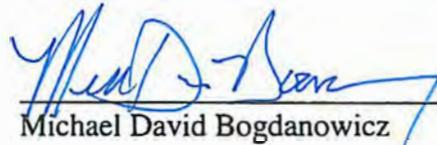
3. The parties have agreed to the following miscellaneous provisions:

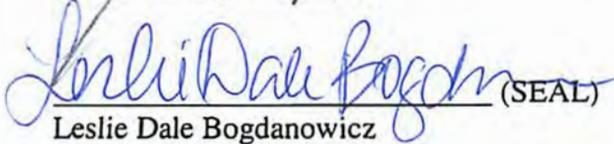
a. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.

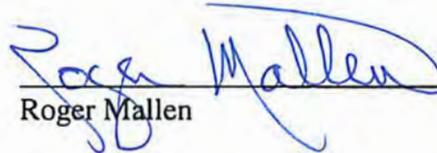
- b. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- c. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- d. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- e. Recitals. The recitals are terms of this agreement and paragraph headings are for convenience of reference.

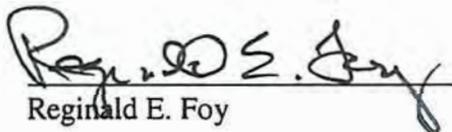
In Testimony Whereof, the parties of the first and second parts have hereunto set their hands and seals this the day and year first above written.

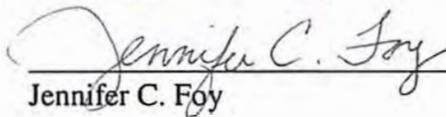

 _____ (SEAL)
 James Rodney Whitley, Jr.


 _____ (SEAL)
 Michael David Bogdanowicz


 _____ (SEAL)
 Leslie Dale Bogdanowicz


 _____ (SEAL)
 Roger Mallen


 _____ (SEAL)
 Reginald E. Foy


 _____ (SEAL)
 Jennifer C. Foy

Town of Smithfield,
 a North Carolina Municipal Corporation

_____ (SEAL)
 Michael Scott, Town Manager

[Notary signatures on next page]

NORTH CAROLINA, JOHNSTON COUNTY

I, Robert A. Spence, Jr., a Notary Public for said County and State, do hereby certify that James Rodney Whitley, Jr. appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 11 day of January, 2018.

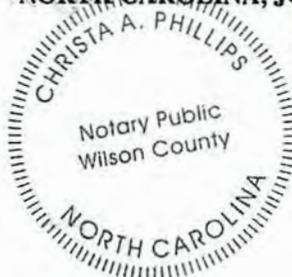


[Signature]
Notary Public

My Commission Expires: 9.12.20

NORTH CAROLINA, JOHNSTON COUNTY

I, Christa A. Phillips, a Notary Public for said Wilson County and State, do hereby certify that ~~Michael David Bogdanowicz and wife, Leslie Dale Bogdanowicz~~ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 10 day of Dec., 2018.

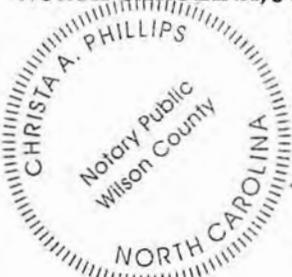


Christa A. Phillips
Notary Public

My Commission Expires: 5/20/2019

NORTH CAROLINA, JOHNSTON COUNTY

I, Christa A. Phillips, a Notary Public for said Wilson County and State, do hereby certify that Roger Mallen personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 17 day of Jan., 2018. 2019.

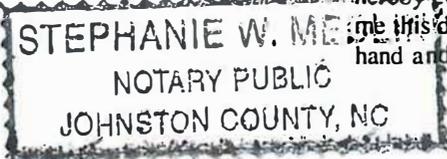


Christa A. Phillips
Notary Public

My Commission Expires: 05/20/2019

NORTH CAROLINA, JOHNSTON COUNTY

I, Stephanie W. Medlin, a Notary Public for said County and State, do hereby certify that ~~Reginald E. Foy~~ and wife, Jennifer C. Foy personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 11 day of January, ~~2018~~. 2019.



Stephanie W. Medlin
Notary Public

My Commission Expires: 5/20/2020

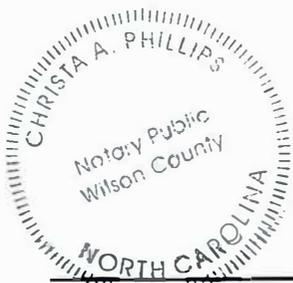
NORTH CAROLINA, JOHNSTON COUNTY

I, _____, a Notary Public for said County and State, do hereby certify that Michael Scott personally appeared before me this day and acknowledged that he is the Town Manager of the Town of Smithfield, a North Carolina Municipal Corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by Michael Scott, sealed with its corporate seal, and attested by himself as its Town Manager. Witness my hand and official seal, this the ___ day of _____, 2018.

Notary Public

My Commission Expires: _____

NORTH CAROLINA, JOHNSTON COUNTY

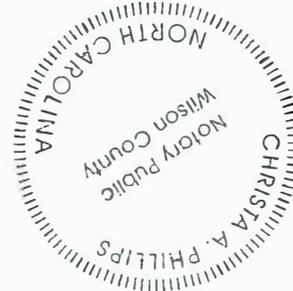


I, Christa A. Phillips, a Notary Public for said County and State, do hereby certify that Michael David Bogdanowicz personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 16 day of JAN, 2019.

Christa A. Phillips
Notary Public

My Commission Expires: 05/20/2019

NORTH CAROLINA, JOHNSTON COUNTY



I, Christa A. Phillips, a Notary Public for said Wilson County and State, do hereby certify that Reginald E. Foy personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 11th day of Jan, 2019.

Christa A. Phillips
Notary Public

My Commission Expires: 05/20/2019



Request for Town Council Action

**Public
Hearing:** ZA-19-01
Date: 03/05/2019

Subject: Zoning Text Amendment
Department: Planning Department
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

Dan Simmons is requesting an amendment to the UDO Article 6, Section 6.5

Financial Impact

Current regulations place unnecessary limitations on light manufacturing employers.

Action Needed

The Town Council is respectfully requested to hold a public hearing and review the request for the zoning text amendment and to make a decision whether to approve or deny the amendment.

Recommendation

Planning Staff and the Planning Board recommend the Town Council approve zoning text amendment ZA-19-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Zoning Text Amendment
3. Consistency Statement
4. Application and Submittals
5. Planning Board Minutes



Staff Report

**Public ZA-19-01
Hearing:**

Request:

Dan Simmons is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 6, Section 6.5 Table of Uses and Activities that will remove the 34 maximum employee limitation on light manufacturing activities located within the B-2 (Business), B-3 (Highway Entrance Business) and LI (Light Industrial) zoning districts.

Analysis:

The Article 6, SECTION 6.5 TABLE OF USES AND ACTIVITIES read as follows:

Uses	B-2	B-3	LI (Sect. 7.2)
Light manufacturing uses involving fewer than 35 employees and not otherwise listed/identified	S	S	P

Staff is of the opinion that this ordinance is attempting to limit the intensity of light manufacturing uses by limiting the number of employees they can have. Multiple reasons exist why limiting growth in this manner is economically unsound and ineffective in regulating the intensity of land uses. The Town of Smithfield Unified Development Ordinance has a host of other more effective tools designed to regulate intensity of land uses to reasonable levels to include parking standards, stormwater management standards and landscape buffer standards.

Staff recommends approval of the proposed amendment to delete the 34 employee limitation placed on light manufacturing uses not otherwise listed or identified in Article 6, Section 6.5 Table Of Uses And Activities.

Consistency Statement:

Staff finds the zoning text amendment as proposed is consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Recommendation:

Planning Staff and the Planning Board recommend the Town Council approve zoning text amendment ZA-19-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

DRAFT ORDINANCE # ZA-19-01
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT
ORDINANCE
ARTICLE 6, SECTION 6.5, TABLE OF USES AND ACTIVITIES.

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 churches/places of worship and clubs or private lodges meeting halls within shopping centers providing additional supplemental standards can be met.

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:

[Revise Article 6, Section 6.5, to eliminate the 34 employee maximum limitation on light manufacturing uses when the light manufacturing use is not specifically listed in the Table of Uses and Activities.]

PART 1

SECTION 6.5 TABLE OF USES AND ACTIVITIES.

Uses	B-2	B-3	LI (Sect. 7.2)
Light manufacturing uses involving fewer than 35 employees and not otherwise listed/identified	S	S	P

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.

Duly adopted this the ___ day of _____, 20__.

M. Andy Moore, Mayor

ATTEST

 Shannan L. Parrish, Town Clerk

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-19-01**

Whereas the Smithfield Town Council, upon acting on a zoning ordinance amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

Whereas the Smithfield Town Council, upon acting on a zoning ordinance amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT,

That the final action regarding zoning ordinance amendment ZA-19-01 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

It is the objective of the Town of Smithfield Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Town Council at their regularly scheduled meeting. Therefore, the ordinance amendment is reasonable and in the public interest.

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE FAILS,

That the final action regarding zoning ordinance amendment ZA-19-01 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance amendment does not promote this and therefore is neither reasonable nor in the public interest.



Town of Smithfield
 Planning Department
 350 E. Market St Smithfield, NC 27577
 P.O. Box 761, Smithfield, NC 27577
 Phone: 919-934-2116
 Fax: 919-934-1134

Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

<u>Dan Simmons, McGill Associates</u>	<u>211 Tyler Drive</u>
Petitioner's Name	Address or PO Box
<u>Smithfield, NC 27577</u>	<u>919-209-9955</u>
City, State, Zip Code	Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

Remove the 35 employee restriction to the light manufacturing uses in the Light Industrial District as shown on page 6-9 of the UDO

(Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

<u></u>	<u>1- 4-2019</u>
Signature of Petitioner	Date

FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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STATEMENT OF JUSTIFICATION

In 2009 the Johnston County Commissioners granted authority for the Town of Smithfield to extend its Extra Territorial Jurisdiction (ETJ) to a maximum of two miles. At that time numerous industrial uses that were zoned Industrial One by the County were brought into the Town of Smithfield's zoning jurisdiction and rezoned by the Town as Light Industrial. The County did not have an employee restriction in their Industrial One zoning district. However, the Town's Light Industrial zoning does (35 employees), thereby creating numerous nonconforming uses. If any of those nonconforming industries want to expand, the Town cannot issue a zoning permit because such industries are not in compliance with the UDO.

The present remedy for resolving the nonconforming use would be to request rezoning to Heavy Industrial classification, which however would create an unnecessary expense for the industry and might also likely force unwarranted restrictions on the use of existing facilities.

I am currently engaged in preliminary planning with an industry that is in this situation and wants to expand. The use is furniture manufacturing. They need to know how and if they might be able to proceed. Had it remained in Johnston County's zoning jurisdiction this situation would not be an issue. It is my recommendation that the Uses allowable in the Light Industrial zoning district not be tied to the number of employees, but rather to the type of Use such as it was under the County's zoning prior to being placed in the ETJ. I am requesting the Town remove the employee restriction and adopt a different definition of Light Industrial uses.

**Draft
Town of Smithfield
Planning Board Minutes
Thursday, February 7, 2019
6:00 P.M., Town Hall, Council Chambers**

Members Present:

Chairman Stephen Upton
Vice Chairman Mark Lane
Teresa Daughtry
Oliver Johnson
Ashley Spain
Leslie Lazarus
Michael Johnson

Members Absent:

Alisa Bizzell

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

CALL TO ORDER

Chairman Stephen Upton called each board member by name and asked them to acknowledge themselves.

APPROVAL OF MINUTES from January 3, 2019

Mark Lane made a motion, seconded by Ashley Spain, to approve the minutes as written. Unanimously approved

APPROVAL OF THE AGENDA

Oliver Johnson made a motion, seconded by Ashley Spain. Unanimously approved

NEW BUSINESS

ZA-19-01 Dan Simmons:

Dan Simmons is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 6, Section 6.5 Table of Uses and Activities that will remove the 34 maximum employee limitation on light manufacturing activities located within the B-2 (Business), B-3 (Highway Entrance Business) and LI (Light Industrial) zoning districts. Mark Helmer stated that the intent of this ordinance was to limit the intensity of land uses; however it is inadequate and probably not enforceable in any practical way.

Planning Staff recommends approval of the proposed amendment to delete the 34 employee limitation placed on light manufacturing uses not otherwise listed or identified in Article 6, Section 6.5 Table of Uses and Activities.

Mr. Lane said he misunderstood what Mr. Helmer said about the ordinance being enforceable.

Mr. Helmer said how do you monitor that the business is remaining within the 35 employee maximum, other than spying and being overly aggressive.

Oliver Johnson asked Mr. Helmer if there was a ceiling above 35.

Mr. Helmer said ultimately site constraints, parking, landscaping and building footprint will dictate the intensity of uses. You only have so much land to build, so much building and only so much space for parking. These things dictate the number of employees a business could hire.

Dan Simmons from 125 Everett Lane Smithfield came forward to say he was making the amendment request for himself. He has been hired by multiple businesses to expand their size. Technically if these businesses have more than 35 employees, Mr. Simmons is supposed to let these companies know that he can't receive zoning permits because they are a non-conforming use.

Dan stated that he is currently representing StudioTK which has over 90 employees. They are looking to build a 100,000 sq. foot building, purchase more land and hire more employees. I can't request a zoning permit knowing I am unable to get one. He feels like the code needs to be fixed so that he isn't put in a bad position having to tell businesses that they are a non-conforming use.

Mrs. Daughtry mentioned that she didn't remember this issue being brought up in previous UDO Committee Meetings. She does agree that the code needs to be fixed.

Mr. Lane asked if this current ordinance stopped anything from happening.

Mr. Simmons said not yet.

Oliver Johnson made a motion to recommend the Town Council approve ZA-19-01, amending Article 6, Section 6.5, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Mark Lane. Unanimously approved

Voluntary Annexation Policy: The Planning Board is requested to review, discuss and comment on the proposed formal voluntary annexation policy to be adopted by Town Council.

Mr. Helmer stated there isn't a formal presentation about this Voluntary Annexation Policy. However the document contains policy guidelines that are a standard practice in the industry. Ultimately, Town Council will take a look at this policy and make a decision. For example, if anyone wants to develop property, that doesn't reside in the corporate limits and needs sewer, then a request for Voluntary Annexation prior to the Town providing sewer. If Town Council isn't interested in extending sewer then the project would need to have a low density type septic tank lots.

Mr. Lane asked if the applicant would have to pay for the sewer or would the Town pick up that tab.

Mr. Helmer said no, usually the developer pays for the cost of utility extensions.

Mr. Helmer stated the general statute says if we annex we have to provide the same level of service to the satellite annexation that we would if they were in the corporate limits. So sewer would be the big trigger, by choosing to annex we must provide police and fire service and lighting of the streets.

Mrs. Daughtry said it doesn't matter what utilities the applicant will need, if the Town provides any utilities at all, the applicant will have to be annexed into the city limits.

Mr. Helmer stated that forced annexation is a difficult thing to do. When you start talking about forced annexation, you talk about calculating population and built upon areas and distances therefore it is a very complicated process. No one is really doing forced annexations anymore so if we want the Town to grow we have to take every opportunity we have to receive people with our sewer.

Being no further questions, Mr. Helmer moved to a general discussion on the permitted use chart.

Mr. Helmer asked the board to look back at their Article 6, Section 6.5 Table of Uses Chart. There are a list of light manufacturing uses that are permitted, when an applicant comes in, it is staffs responsibility to look at the use table and try to fit a proposed use into one of those classifications that listed in the table. For example, if you look at OPW they are manufacturing and 90% of the space is warehousing. Staff would not be doing their jobs if we said no because you're doing heavy manufacturing in 10% of the plant. We have to look at the use and see where it fits so we can justify issuing a permit or go forward to Town Council to have their request permitted.

Mrs. Daughtry asked if there were a fire and a company employed more than 35 employees, would there be an issue or lawsuit if someone went back and checked the permit that was originally issued.

Mr. Helmer said polling employers with number of employees isn't part of the application process, although maybe it should be. We typically take their word for it because it is hard to enforce. However we haven't intentionally written permits for uses against what the ordinance allows. He agrees the ordinance isn't perfect.

Mr. Helmer briefly discussed SP-18-10 Dupree Strip Center. He showed the site plan and offered some detailed information about the location and size of the strip center.

Mr. Oliver Johnson asked if there were an indication yet of the types of businesses going into this new strip center.

Mr. Helmer said not specifically no, but it will be your typical uses that are permitted in the B-3 zoning district and could include retail uses like restaurants, hair salons or cell phone stores.

Mrs. Daughtry said because this development backs up to a residential neighborhood will the screening trees in this plan be required to be replaced should they die.

Mr. Helmer said yes absolutely.

Mr. Upton requested for himself and on behalf of the Planning Board that any minutes from the Town Council meetings pertaining to decisions made about items brought forth by Planning be included in their Planning Board agenda packets. They would like to know what has been approved or denied.

Mr. Helmer said he would be glad to include those minutes into the Planning Board agendas.

The Public Hearing meeting being held February 21st at 6:30pm was announced. Planning Board members are encouraged to attend. There are two text amendments ZA-18-06 and ZA-18-08 that will be discussed.

Adjournment

Being no further business, Ashley Spain made a motion seconded by Teresa Daughtry to adjourn the meeting. Unanimous approved.

Respectfully Submitted,

Julie Edmonds

Julie Edmonds
Administrative Support Specialist

DRAFT



Request for Town Council Action

**Public
Hearing:** SUP-19-04
Date: 03/05/2019

Subject: Special Use Permit for U-haul Rental
Department: Planning Department
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

Smithfield Storage is requesting a special use permit to run a U-haul rental business from the Smithfield Storage site located at 1343 W. Market Street, PID# 15077023.

Financial Impact

None

Action Needed

To hold a quasi-judicial public hearing and to review the petition and determine whether to approve, approve with conditions, or to deny it.

Recommendation

The Planning Department recommends approval of the special use permit, SUP-19-04 with the 1 condition based on the findings of fact:

1. That the rental be limited to (3) U-haul trucks and (3) U-haul trailers parked in designated and striped parking stalls, consistent with the site plan.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Findings of Fact
3. Application
4. Site Plan & Site Map
5. Adjacent Notification & Listing



Staff Report

Public Hearing: SUP-19-04

Request:

Smithfield Storage is requesting a special use permit for a U-haul Rental business in association with its storage business located at 1343 West Market Street, PID#83-2293165 in the B-3 Zoning District. Article 6 of the Unified Development Ordinance (UDO) requires a special use permit for vehicle rental.

Property Description:

The 4.29 acre property consists of a mini-storage business with seven buildings. The rental office and a paved parking lot with 17 striped parking stalls is located along the W. Market Street frontage. The area behind the office building is fenced off containing the remaining six storage structures and gravel access lanes. The grassy site area to the northwest of the storage buildings is used for recreation vehicle storage.

Analysis:

A similar special use permit was approved, on May 2, 2006, which has since expired. Special use permits immediately expire when discontinued for a period of one (1) year. Staff could not find any special use permits for the mini-storage business or the RV storage. These may be legal nonconforming business, as the UDO currently requires a special use permit for both.

The applicant provided a sketched site plan indicating showing parking for a 12', 20' and 26' U-haul truck and 3 U-haul trailers. The trailers are shown as to be stored in existing parking stalls and the trucks to be parked along the south edge of the paved parking lot. There is adequate parking to accommodate the storage business and the U-haul business. There is adequate paving width for the parking of the U-haul trucks along the south edge of the parking lot.

Findings of Fact:

The UDO, Article 4, sets forth eight findings of fact that are required for approval of a special use permit through a quasi-judicial process. Staff has listed its recommended findings for each (*in Italics*):

- 4.9.3.5.1.** The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
The rental use will not be detrimental or endanger the public health,

safety, or general welfare. The use has occurred there in the past with no known issue.

4.9.3.5.2. The special use will be in harmony with the existing development and uses within the area in which it is to be located. ***The rental business is complimentary to the mini-storage business and an allowed use in the B-3 District with a special use permit.***

4.9.3.5.3. 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. ***The use will not have any impact on the orderly development of adjacent property.***

4.9.3.5.4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. ***Adequate utilities are present. The use will have no impact on the utilities.***

4.9.3.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. ***The rental business will utilize the existing ingress and egress to the paved parking lot.***

4.9.3.5.6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. ***The use will be in conformance with regulations as conditionalized.***

4.9.3.5.7. 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. ***The use will have no impact on the public access.***

4.9.3.5.8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council. ***The proposed use is consistent with town plans.***

Recommended Conditions of Approval:

Staff recommends the following condition:

1. That the rental be limited to (3) U-haul trucks and (3) U-haul trailers parked in designated and striped parking stalls, consistent with the site plan.

Town Council Action Requested:

The Smithfield Town Council is requested to hold a quasi-judicial hearing to review the petition for SUP-19-04 and determine whether to approve, approve with conditions, or to deny it.

**Town of Smithfield
Special Use Permit Application
Finding of Fact / Approval Criteria**

Application Number: SUP-19-04 **Name:** Smithfield Storage, LLC

Request: The applicant seeks a special use permit to operate a U-Haul truck and Trailer rental facility on property located within a B-3 (Highway Entrance Business) zoning district.

In approving an application for a special use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Town Council may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Town Council. The Town Council shall include in its comments a statement as to the consistency of the application with the Town's currently adopted Comprehensive Plan. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which the below requires.

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.

Once all findings have been decided one of the two following motions must be made:

Motion to Approve: *Based upon satisfactory compliance with the above 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 approve Special Use Permit Application # SUP-19-04 with the following condition:*

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

Motion to Deny: *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-19-04 for the following stated reason:*

Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-19-04 is hereby:

_____ **approved upon acceptance and conformity with the following conditions:**

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

_____ **denied for the noted reasons.**

Decision made this 5th day of March, 2019 while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Town of Smithfield
 Planning Department
 350 E. Market St Smithfield, NC 27577
 P.O. Box 761, Smithfield, NC 27577
 Phone: 919-934-2116
 Fax: 919-934-1134

SPECIAL USE PERMIT APPLICATION

Pursuant to Article 4, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Special Use. Special Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.

Special Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans and one (1) digital copy of all required documents, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.

SITE INFORMATION:

Name of Project: Smithfield Storage Acreage of Property: 4.29
 Parcel ID Number: 15077023/15077023D Tax ID: 83-2293165
 Deed Book: _____ Deed Page(s): _____
 Address: 1343 W Market Street Smithfield NC 27577
 Location: 1343 w. Market Street Smithfield NC 27577

Existing Use: Storage Proposed Use: Storage / Yhaul
 Existing Zoning District: _____

Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: _____ Date Submitted: _____ Date Received: 8/11/19 Amount Paid: 300

OWNER INFORMATION:

Name: Kendal Hostetler
Mailing Address: 1343 w Market Street. Smithfield NC 27577
Phone Number: 434-665-5677 Fax: _____
Email Address: Kenhos83@gmail.com

APPLICANT INFORMATION:

Applicant: Kendal Hostetler
Mailing Address: _____
Phone Number: 434-665-5677 Fax: _____
Contact Person: Kendal Hostetler
Email Address: ~~Kenhos83@~~ Kenhos83@gmail.com

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

I am applying for a special use permit to park uhaul Trucks at our storage facility. we would be parking 2 to 3 trucks on the left side of the property. we currently have 17 parking spots available for customers. That would not change. All uhaul trucks and trailers above the 2 or 3 mentioned could be parked in our R.V. parking in our gated area. Because of that the parking lot should never be congested and cluttered with Equipment. The 2 trucks we would keep out front would be neatly parallel parked to the side and never interfere with daily parking lot use. I think this would add a nice convenience on this side of town for the people of Smithfield.

REQUIRED FINDING OF FACT

Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a Special Use Permit to address the following findings. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which this section requires. 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.

yes it will

- 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.

it will not

- 4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

yes

- 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.

yes

- 6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

yes

- 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.

yes

- 8) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

REQUIRED SITE PLAN INFORMATION

Article 5 of the Town of Smithfield Unified Development Ordinance requires a site plan be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan. The site plan shall contain the following information, if applicable as determined by the UDO Administrator:

- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
- 3) Parcel Identification Numbers (PIN) for site and adjacent properties.
- 4) Deed book and page reference demonstrating ownership of property.
- 5) Location of all existing and proposed structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- 6) Building setback, side line, and rear yard distances.
- 7) Location of watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- 8) All existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level, and significant soil conditions.
- 9) Topography showing existing and proposed contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- 10) The zoning of the property, including zoning district lines where applicable.
- 11) Lot line dimensions and property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).
- 12) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part I.
- 13) Types of surfaces for drives, sidewalks, and parking areas.
- 14) Location and design of existing and proposed sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- 15) Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television.
- 16) Location of all US Clean Water Act Section 404 wetland areas, located of detention/retention ponds (Best Management Practices), riparian buffers and impervious surface areas with area dimensions, and ratios of impervious surface to the total size of the lot.
- 17) The location of all common areas.
- 18) The location and dimensions of all areas intended as usable open space, including all recreational areas. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 19) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 10, Part II. The plan shall include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name.
- 20) Proposed site lighting.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

Kendal Hostetter
Print Name

Kendal Hostetter
Signature of Applicant

1-16-19
Date

OWNER'S CONSENT FORM

Name of Project: Smithfield Storage Submittal Date: 1-16-19

OWNERS AUTHORIZATION

I hereby give CONSENT to Charles Peele (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Kendal Hostetter Kendal Hostetter 1-16-19
Signature of Owner *Print Name* *Date*

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

Kendal Hostetter Kendal Hostetter 1-16-19
Signature of Owner/Applicant *Print Name* *Date*

FOR OFFICE USE ONLY

File Number: _____ Date submitted: _____ Date received: _____

1300 Block of West Market Street



Project Name:
Smithfield Storage
U-Haul Rental

File Number:
SUP-19-04

Proposed Use:
Truck and
Trailer Rental

Property Owner:
Smithfield
Storage LLC

Applicant:
Kendal Hostetler

Location:
1334 West Market St

Tax ID#
15077023

Zoning District:
B-3

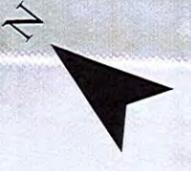


0 25 50
Feet

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 2/18/2019



1 inch = 20 feet



1363

1323

Dumpsters
have been removed

William
20' Trailer

Large
die truck

Small 15'
Trailer

1363



PLANNING DEPARTMENT
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-19-04, were notified by First Class Mail on 2-18-19.

Mark E. Helmer

Signature

Johnston County, North Carolina

I, Julianne Edmonds, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

18th day of February, 2019

Julianne Edmonds

Notary Public Signature

Julianne Edmonds

Notary Public Name

My Commission expires on 1-15-2023

(Seal)



TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15077023B	168408-87-5835	SHERMAN, MICHAEL J	PO BOX 1322	FOUR OAKS	NC	27524-0000
15J09040	168408-87-7821	CKP REVOCABLE TRUST	3610 US HIGHWAY 701 S	FOUR OAKS	NC	27524-8778
15J09023B	168408-87-7633	COUNTY OF JOHNSTON	PO BOX 1049	SMITHFIELD	NC	27577-0000
15077023D	168412-86-6902	SMITHFIELD STORAGE LLC	1343 W MARKET ST	SMITHFIELD	NC	27577-3340
15077023	168412-87-5386	SMITHFIELD STORAGE LLC	1343 W MARKET ST	SMITHFIELD	NC	27577-3340
15077023C	168412-87-9338	BULLOCK, JOHN H JR	1323 W MARKET ST	SMITHFIELD	NC	27577-3340
15044023B	168412-97-0266	BULLOCK, W. LANDIS	1201 CHESTNUT DR	SMITHFIELD	NC	27577-3605
15077028I	168412-87-3058	WELLONS INC	P O BOX 52328	DURHAM	NC	27717-2328

Consent Agenda Items

The Smithfield Town Council met in regular session on Tuesday, February 5, 2019 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
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At-Large
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1

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

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

Stephen Wensman, Planning Director

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

PRESENTATIONS:

1. Partnership For Children's " Think Babies Bus Tour"

Partnership for Children's Executive Director Dwight Morris addressed the Council on the Think Babies Bus Tour initiative. Mr. Morris provided a formal invitation to the Council regarding the tour along with some data concerning young children in Johnston County. Mr. Morris explained that Partnership for Children received a mini grant from the North Carolina Early Education Coalition to help increase awareness of issues facing Johnston County infants, toddlers, their teachers and parents. Mr. Morris invited the Council to attend one of two tours to be held on February 24th and March 14th from 8:00 am to 12:00 pm. The Think Babies Bus Tour will highlight quality care throughout the county with opportunities to speak with parents and service provider. Mr. Morris encouraged the Council to attend one of these tours.

2. Proclamation honoring the Pine Acres Community

Mayor Moore presented a proclamation to the residents of the Pine Acres Community.

PROCLAMATION
Honoring the Pine Acres Neighborhood
In the Town of Smithfield

WHEREAS, the Town of Smithfield includes historically significant neighborhoods that deserve recognition for their contributions to the Town; and

WHEREAS, the Town of Smithfield recognizes and celebrates more than fifty years of history of the Pine Acres Neighborhood; and

WHEREAS, the Town of Smithfield is committed to raising awareness of the historical significance of the Pine Acres Neighborhood and its contributions to the Town of Smithfield; and

WHEREAS, Pine Acres was developed in partnership with the Johnston County Training School and the Johnston County Board of Education to provide homeownership opportunities for African American educators, business people, health professionals and others in the Town of Smithfield when there were none; and

WHEREAS, certain residents of the Pine Acres Neighborhood were instrumental in the integration of Johnston County Schools during the Civil Rights Movement of the 1960's; and

WHEREAS, the residents of Pine Acres Neighborhood have contributed to the wellbeing of the Town of Smithfield as citizens, educators, business leaders, health professionals and others; and

WHEREAS, the Town of Smithfield appreciates this rich history and the significance of the Pine Acres Neighborhood.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim the Pine Acres Neighborhood to be historically significant to the growth and development of the Town of Smithfield.

PUBLIC HEARINGS:

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

- 1. Special Use Permit Request – Johnston County Regional Airport (SUP-19-01):** The applicant was requesting a special use permit to exceed 40 feet in building height for a proposed structure located within an R-20A (Residential-Agricultural) zoning district. The property considered for approval was located on the east side of the intersection of Swift Creek Road and Airport Industrial Drive and further identified as Johnston County Tax ID# 15079015.

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

Senior Planner Mark Helmer testified that Blue Line Aviation was proposing a new facility at the JNX Airport which would consist of classrooms, offices, restaurants and hangar facilities. The portion of the proposed building to house the classrooms, offices and restaurant will be 3 stories in height, exceeding the 40' maximum height allowed. The UDO Section 8.13.5 allows building height to exceed 40 ft. up to a maximum of 100' with a special use permit. The proposed JNX Airport building is proposed to have a height of 51'-11". This portion of the building is approximately 18,780 (total of the 3 stories) square feet and will contain classrooms on the first floor, offices on the second and restaurant on the third. The height of the adjacent hangar will be 31'-10" high. The building will be designed in accordance with FAA regulations. Submittal of the FAA's approval is a recommended condition of approval. Mr. Helmer testified that the adjacent zoning was B-3 Commercial/LI-Light Industrial to the north, R20A Residential-Agriculture to the south, R20A Residential-Agriculture/ LI – Light Industrial to the west and R20A Residential-Agriculture to the east. The project area was 673.43 acres with an existing use as Johnston County Airport. The new facility would be within the existing airport developed area and the building would be designed in accordance with FAA regulations

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

STAFF'S FINDINGS OF FACT

1. The proposed facility is well contained within the airport facilities and formal FAA approval will be required before construction to ensure it complies with FAA regulations.
2. The proposed uses are accessory to the airport and are typical accessory amenities to an airport.
3. The proposed use will not have any impact on the normal and orderly development and improvement of the surrounding properties. The airport facility is well buffered from adjacent land uses and property by vacant airport land which is used to buffer the airport.
4. Utilities, access, drainage, parking and other facilities are being provided with the building improvements.
5. Ingress and egress to the site will remain unchanged. The additional height will have no impact on ingress and egress.
6. All regulations have been conformed with, or will be conformed with prior to issuance of a permit.
7. The access conforms to plans.
8. The access conforms to plans.

The Planning Department recommends approval of the Special Use Permit, SUP-19-01, with the following conditions:

1. That the building be designed and constructed in accordance with FAA regulations, and a formal FAA approval be submitted to the Town.

Senior Planner Mark Helmer has incorporated his entire record and provided it to Council in written form in the February 5, 2019 agenda packet.

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

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Helmer. The project engineer stated he was in agreement with the testimony offered by Mr. Helmer.

Mayor Moore asked if there was any in attendance sworn to testify in this matter. There were none.

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 by Mayor Pro-Tem Scott, 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-19-01

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-19-01 with the following conditions:

1. That the building be designed and constructed in accordance with FAA regulations, and a formal FAA approval be submitted to the Town.

Unanimously approved.

2. **Rezoning Request – Michael Stewart, P.E. (RZ-18-07)**: The applicant was requesting to rezone 21.26 acres of land from Johnston County AR (Agricultural-Residential) zoning district to the Town of Smithfield R-20A (Residential-Agriculture) zoning district. The property considered for rezoning was located on Black Creek Road approximately 1700 feet southwest of its intersection with NC Highway 210. The property was further identified as Johnston County Tax ID# 15109011B.

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

Senior Planner Mark Helmer addressed the Council on a request by Michael Stewart, PE. Mr. Helmer explained in 2007, the Johnston County Board of Commissioners issued preliminary plat approval of a 32.79 acre parcel of land. The development was not constructed and the plat expired. In 2009, the Town of Smithfield's ETJ was expanded to include the 11.53 acre portion of the property and was rezoned to R-20A (Residential-Agricultural). In 2018, the portion of the property located in Johnston County's jurisdiction received preliminary approval for a 62 lot subdivision meeting the County's AR zoning regulations. In December 2018, the Town Council approved the annexation of the property. In January 2019, the Planning Board recommended approval of the rezoning.

With the annexation, water and sewer will be provided by the Town with a master meter on the County's service lines. A lift station will be constructed by the developer in the Town to serve this development once the 11.53 acres is platted. The plat application submittal is expected soon after the parcel is rezoned. There is no land use guidance for the 22.79 acres, however the 11.53 acres is guided as low density residential and currently zoned R20-A. R20-A is the appropriate zoning district to make the entire parcel whole.

Mr. Helmer informed the Council that staff finds the rezoning to be consistent with the Strategic Growth Plan which guides this area for low density residential. Staff finds the land to be rezoned will not be consistent with the UDO. The land has preliminary plat entitlement for a development that does not meet the R-20A zoning district standards. Should the area be rezoned, the lots will be legal nonconforming. The property considered for a rezoning is compatible with surrounding agricultural or low density residential and institutional land uses.

The Planning Department and Planning Board recommend the approval of the zoning map amendment and the adoption of a consistency statement declaring the request to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Senior Planner Mark Helmer has incorporated his entire record and provided it to Council in written form in the February 5, 2019 agenda packet.

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 the matter.

Chris Petit of 6278 Black Creek Road stated he was concerned about the water that would flow from the proposed development onto his land. He stated the drainage would flow downhill and affect his property. Mr. Petit requested to see a plan for remediation. Mr. Helmer explained the request before the Council was only to consider rezoning the property, but the next process would be for the applicant to submit a platted plan detailing construction and stormwater management for the property. Mr. Helmer explained there was a riparian buffer which would help mitigate any adverse impact. He further explained this was a low density type development and impact should be less.

Mr. Petit questioned if the adjacent homeowners would be able to see the overall plan of where the water was going to flow. He explained he has livestock on his property and doesn't want his livelihood affected by this proposed development. Mayor Moore responded the Council would only consider the rezoning at this meeting and asked if the subdivision would come back before the Council for approval. Mr. Helmer responded that a public hearing would be held to allow for citizen comment on the proposed subdivision plan. Mayor Moore encouraged Mr. Petit to meet with Planning Staff and to attend any meeting concerning this project.

Councilman Ashley asked Mr. Helmer to explain the vested rights of this subdivision. Mr. Helmer responded that the developer gained approval of the subdivision from Johnston County which the Town chose to honor. Councilman Ashley further questioned if the Town's stormwater management plan was more stringent than the County. Mr. Helmer responded that stormwater management plan standards are federally and state mandated.

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

Councilman Barbour made a motion, seconded by, Councilman Ashley, to approve Rezoning Request RZ-18-07 rezoning 21.26 acres of land from Johnston County AR (Agricultural-Residential) zoning district to the Town of Smithfield R-20A (Residential-Agriculture) zoning district. Unanimously approved.

Councilman Dunn made a motion, seconded by Councilman Ashley, to approve the Consistency statement as set forth in the agenda declaring its consistency with the Town of Smithfield Comprehensive Growth Management Plan and that it was reasonable

and in the public interest. Unanimously approved.

3. **Rezoning Request – Studio TK (RZ-18-09):** The applicant was requesting to rezone a 3.12 acre portion of a 9.92 acre tract of land from the B-3(Highway Entrance Business) and R-20A (Residential-Agricultural) to the LI (Light Industrial) zoning district. The property considered for rezoning was located on the east side of US 70 Business West approximately 200 feet north of its intersection with Cloverdale Drive. The property was further identified as Johnston County Tax ID#17J08001A.

Councilman Barbour made a motion, seconded by Councilman Rabil, to open the public hearing. Unanimously approved.

Senior Planner Mark Helmer addressed the Council on a request by Studio TK. The property considered for rezoning was currently split zoned with 6.15 acres currently zoned light industrial. A 0.30 acre portion is zoned B-3 (Highway Entrance Business) and a 2.81 acre portion is zoned R-20A (Residential-Agricultural). Rezoning the property will serve to correct inconsistencies created when properties lines were moved and lots recombined and a rezoning of the new parcel did not occur. No non-conformities will be created by this rezoning since all existing uses on the property are currently permitted within the Light Industrial zoning district. The proposed rezoning will not have negative impacts on adjacent land uses and no change in use is proposed as a result of this rezoning classification.

Mr. Helmer explained the subject property was consistent with adjacent land uses that include industrial zoning land uses to the south. The rezoning will serve to more accurately reflect existing land uses on the site. The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all current land uses and site improvements appear to meet minimum development standards of the Town of Smithfield Unified Development Ordinance. The property considered for a rezoning was a small portion of an existing industrial site that was currently zoned light Industrial. The subject property was adjacent to an existing LI zoning district and land use. The proposed rezoning will not have negative impacts on adjacent land uses and no change in use is proposed as a result of this rezoning classification.

The Planning Department and Planning Board recommend approval of the zoning map amendment with a consistency statement declaring the request to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Senior Planner Mark Helmer has incorporated his entire record and provided it to Council in written form in the February 5, 2019 agenda packet

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

Councilman Barbour questioned the Town's extraterritorial jurisdiction (ETJ) in relation to this site. Mr. Helmer responded it was within the Town's ETJ.

Councilman Ashley questioned how the property became split zoned. Mr. Helmer stated it was his assumption that the property owner made some adjustments, but the zoning map was never amended to reflect the change.

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

Dan Simmons of McGill Associates explained he was retained by Studio TK, a furniture manufacturing facility, to investigate the property for potential expansion. In that investigation Mr. Simmons discovered the property was split zoned. In accordance with the Unified Development Ordinance, this issue had to be resolved before a zoning permit could be issued for the expansion of the facility.

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

Councilman Barbour made a motion, seconded by, Councilman Rabil, to approve Rezoning Request RZ-18-09 3.12 acre portion of a 9.92 acre tract of land from the B-3(Highway Entrance Business) and R-20A (Residential-Agricultural) to the LI (Light Industrial) zoning district stating it was consistent with the Town of Smithfield Comprehensive Growth Management Plan and that it was reasonable and in the public interest. Unanimously approved.

CITIZENS' COMMENTS:

- Emma Gemmel of 207 Hancock Street expressed her concerns to the Town Council about residential water rate increase and Town debt. Mrs. Gemmel stated that from 2016 until 2020, residential water rates would have increased 31.6%. Mrs. Gemmel also stated that the Town currently has \$24 million worth of debt in the general fund per the FY 2017 audit. With the expansion of the water plant, the Town would incur another \$12 million in debt. Citizens have not been told how the Town would pay for the increased debt and she suggested instead of expanding the water plant, the Town should begin replacing water pipes and infrastructure.
- Pam Lampe of 415 North Second Street addressed the Council on research she and Mrs. Gemmel have conducted on the need for the water plant expansion. She explained that in their research, they found the Town had sufficient water to cover the town customers for many decades to come. Per the Wooten Report, the Town expects that its users will only consume 10% of the water produced. The Town expects to sell more water to Johnston County than it does to its actual consumers. Residents pay more per gallon for water than does Johnston County; therefore, Smithfield residents are subsidizing the County. The County should pay more per gallons. She asked the Council to reconsider the necessity of the water plant expansion.
- Guy Lampe of 415 North Second Street stated the Wooten Report was very informative. Town customers are using only 10% while the County is paying less per gallon than it costs the Town to treat it per gallon. Funds should be spent on Town citizens and not County citizens.
- Tony Nixon of 8 Cedar Drive addressed the Council on the safety of the Town citizens and the morale of the Smithfield Police Department. Mr. Nixon outlined the amount of officers that have left Town employment to seek jobs at other agencies siting offer better pay, better benefits and better incentives. Mr. Nixon further outlined annual salaries and incentives of surrounding municipalities in comparison to the Town of Smithfield. Mr. Nixon explained that Smithfield was first in reports, second in calls for service compared to other neighboring municipalities. He questioned why an officer would come to work in Smithfield to work harder in a more dangerous environment to be compensated less. He further explained the Police Department had a moral problem that could lead to a public safety problem, but some officers remain with the Smithfield Police Department because of its leadership. He implored the Town Council to take the results of the pay study and drill down to the core issues to make the most beneficial response for the citizens and the employees.

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
 - January 8, 2019 – Regular Meeting
 - January 8, 2019 – Close Session
2. Approval to amend the audit contract with Thompson, Price, Scott, Adams and Company, PA for Fiscal year 2017-2018 audit.
{Attached hereto and made a part of these official minutes is a copy of the amended audit contract which is on file in the Office of the Town Clerk}

3. Approval of Resolution #634 (01-2019) to approve financing terms by First Citizens Bank for a loan in the amount of \$88,500.

Town of Smithfield
Resolution # 634 (01-2019)
Approving Financing Terms

WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of General Fund rolling stock, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Purchase through First Citizens Bank ("FCB"), in accordance with the proposal dated January 18, 2019. The amount financed shall not exceed \$88,500.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.11%, and the financing term shall not exceed 59 months from closing.
 2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Town Manager, Interim Town Manager, and/or Mayor of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
 3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
 4. The Town shall not take or omit to take any action the Town of Smithfield or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
 5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the purchase that is to be financed from the proceeds of the FCB financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
 6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.
4. Approval to use funds for the General Fund's contingency line item in the amount of \$11,600 for needed repairs to the Public Library of Johnston County and Smithfield
 5. Bid was awarded to Asheville Ford in the amount of \$28,612.81 for the purchase of a 2019 Ford F250 truck to be utilized by the Public Works Department. Bids received were as follows:

- Ashville Ford (NC Sheriff's Association) \$28,612.81
- Deacon Jones Auto Group \$29,381.00
- Capital Ford \$30,362.00
- Classic Ford No Bid
- Dunn Benson Ford No Bid

6. Bid was awarded to Deacon Jones in the amount of \$132,990 for the purchase of six vehicles to be utilized by the Police Department. Bids received were as follows:

- Performance Automotive \$133,391 (6) Vehicles (State Contract)
- Deacon Jones \$132,990 (6) Vehicles
- Bleecker \$138,343 (6) Vehicles

7. 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.)
Police Officer I	Police	10-20-5100-5100-0200	\$16.05/hr. (\$35,887.80/yr.)
Police Officer I	Police	10-20-5100-5100-0200	\$16.05/hr. (\$35,887.80/yr.)
P/T Lifeguard	P&R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$8.50/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$8.50/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$12.83/hr. (\$26,686.40/yr.)

Current Vacancies

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equip Op	PW – Sanitation	10-40-5800-5100-0200

Unanimously approved.

Business Items:

1. Approval to Adopt resolution #635 (02-2019) to begin the procedure for closing a portion of Meadowbrook Drive

Town Manager Michael Scott addressed the Council on a request to begin the process of vacating an unopened street. The street was located between First Street and Vermont Street otherwise known as Meadowbrook Branch. The Town has reserved its right of way for years. There are four landowners adjacent to the property. Some of them have approached the Town requesting the land be vacated thus adding it to their individual properties.

Town Attorney Bob Spence explained this was a street that Colonel Grantham had dedicated over sixty years ago, but never constructed. Meadowbrook did not extend between First Street and Vermont Street; therefore, what was left was a backyard portion of four or five houses that are technically within a street that was not constructed. The purpose was to withdraw that street. There is a sewer line in the area so the Town will retain an easement. All property owners have signed an agreement supporting the street closing and thus stipulating the boundary lines of their property.

Councilman Ashley questioned how this request came to the Town. Mr. Spence responded that Eddie Foy made the request because the unopened street runs through his property. Councilman Ashley questioned if the Town would be responsible for maintaining the ditch since it was a significant drainage ditch. Mr. Spence stated there were not regulations concerning maintenance, but if the Town needed to do some maintenance, they could access it.

Mayor Pro-Tem Scott inquired as to how the property lines would be drawn and if they were revert back to an old plat. Mr. Spence responded it would revert back to an old plat that has been recently surveyed.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to approve Resolution #635 (02-2019) to begin the procedure for closing an unopened portion of Meadowbrook Drive. Unanimously approved.

Town of Smithfield
Resolution 635 (02-2019)
of Intent to Close A Portion
Of Unopened Street on Meadowbrook Drive in Smithfield, North Carolina

A RESOLUTION DECLARING THE INTENT OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD TO CONSIDER THE CLOSING OF MEADOWBROOK DRIVE BETWEEN VERMONT STREET AND FIRST STREET AND ALONG MEADOWBROOK BRANCH

WHEREAS, GS 160A-299 authorizes the Town Council to close streets and public alleys; and

WHEREAS, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch; and

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

1. A meeting will be held at 7:00 pm on the 5th day of March, 2019 in the Council Chambers of the Town Hall to consider a resolution closing that portion of Meadowbrook Drive between Vermont Street and First Street and along Meadowbrook Branch.
2. The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four for four successive weeks in the News and Observer Zone Edition or other newspaper of general circulation in the area.
3. The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
4. The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by GS 160A-299.

Upon motion duly made by Mayor Pro-Tem Scott, and duly seconded by Councilman Rabil, the above resolution was duly adopted by the Town Council at a meeting held on the 5th day of February, 2019 in the Town Hall

Upon call for a vote, the following Councilmembers voted in the affirmative:

Mayor Pro-Tem Travis Scott
Councilman Emery Ashley
Councilman John Dunn

Councilman Stephen Rabil
Councilman David Barbour
Councilman Stevens

and the following Councilmembers voted in the negative: None

- 2. Consideration and Approval of a service contract with ACSM to provide fabrication and installation of Phase II of the Wayfinding Sign System and to approve the use of 2% Tourism monies to fund the contract.**

Economic Development Liaison Tim Kerigan addressed the Council on a request to enter into a contract with ACSM for the installation and fabrication of phase II of the Wayfinding Sign System and to use tourism funds for this endeavor. Mr. Kerigan explained staff along with Sarah Edwards and Donna Bailey-Taylor have been working on this project for quite some time. Staff was requesting approval of a contract with ACSM for Phase II. Mr. Kerigan explained the Town has already budgeted \$203,631 for the wayfinding project thus far made up of funds from a \$99,631 USDA grant and local contributions of \$ 75,000 (2% Tax) and \$29,375 from the Downtown Smithfield Development Corporation (DSDC). The remaining \$21,736 was reserved to pay for a site survey, and lighting. Forty signs would be included in phase I which included 2 gateway signs. Currently the welcome sign on the west side has been removed and will be replaced soon.

From the budgeted \$203,631 there remains a balance of \$16,861 that can be allocated towards phase II. Additional funds are needed to fabricate and install the rest of the wayfinding plan signs. The Phase II contract in the amount of \$67,780, if approved, will include the fabrication and installation of (2) G1 Monumental Gateway signs, (10) T-1 Large Trailblazer signs and (4) P Parking Signs for downtown. In addition to the contractual obligation, phase II will require roughly \$4,500.00 to be budgeted for an additional survey for an easement and lighting. The phase II budget includes a \$3,500 contingency to cover any additional costs associated with the site work or costs associated with assisting with final placement of signs in the public right-of-way to address MUTCD regulations. The total amount of 2% tourism monies needed to complete the phase II project is: \$58,919. The wayfinding committee has been considering the need for a phase III project which would include additional gateway signs to be located at the town limits near Highway 210, Outlet Center Drive near Selma, and out near Buffalo Road and US 70 Highway West. If the project is considered, it would likely consist of (3) G1 – Monumental Gateway Signs at a cost of \$12,050 each, plus costs for lighting, landscaping, and surveying if on private property. It would also likely take some time for staff to get approval of the sites for the signs if on private property.

Staff, the DSDC and Johnston County Tourism Bureau recommend approval of the ACSM phase II contract in the amount of \$67,780 and allocation of \$58,919 of 2% Tourism monies to pay for the contract and other project costs.

Councilman Rabil questioned why all the gateway signs were not included in Phase I. Mr. Kerigan responded it was due to land acquisition. The landowners of two of the signs must agree to allow the Town to install the signs on their property.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the contract with ACSM for Phase II of the Wayfinding Sign System by using 2% tourism funds for the project. Unanimously approved.

3. Update on the Water Plant Expansion

Public Utilities Director Ted Credle provided an update to the Council on the proposed water plant expansion. Mr. Credle explained that currently, the design consultant had submitted 60% of the plan which have been reviewed and approved by staff. At this point, the placement of the new tank and basin are set. They are in locations due to hydraulics, space and how the ground can support the structures. The piping has been sized and placed. The reservoir has been shaped to maximize storage with as little footprint expansion as possible. Funding has been approved by NCDEQ and has been forwarded to the LGC for approval. Mr. Credle provided a rendering of the reservoir expansion with the rerouting of the greenway, the water plant expansion and the closing of North Second Street.

Mr. Credle addressed some concerns by residents. He explained since the construction site would be active for 20 months, for safety reasons all access would be closed to the public during construction. Originally the proposed access for construction traffic into the site was to be from North 2nd street. But discussions with NCDOT indicated they will make no claim of ownership of Hospital Road from Buffalo Road. Meaning the Town can close that portion of Hospital Road along with the portion of North 2nd Street and construction traffic will access the site via Hospital Road. As construction finishes, the Town will maintain the closure of 2nd Street as the newly construction section inside the plant will not be built back to public traffic standards.

Another concern expressed by the residents was how traffic would be impacted by the closing of that portion of North Second Street. Mr. Credle explained in October 2018, a traffic impact study was conducted by Ramey Kemp Associates. The study concluded that levels of service would be similar after closure. The closure would have little to no impact.

Mr. Credle further explained the necessity of the reservoir expansion. In order to do this and avoid impacting wetlands, the existing reservoir will be expanded to the south. The greenway will be rerouted around the expanded reservoir to reconnect the trail.

Another concern expressed by the residents was the unsightliness of the completed water plant expansion. Mr. Credle explained all new construction would be to the north and east of the existing structures. The design team incorporated a buffer to assist in the shielding. A planted screen of green arborvitae was proposed to shield the plant. An earthen berm was sent out for bid as further screening should the Council feel it's warranted.

Another concern expressed by the residents was could the Town afford the expansion without increasing rates. Mr. Credle explained that in October 2018, a consultant was hired to analyze projected revenues and expenses associated with the expansion including the debt service on the loan. They concluded that in 3 to 4 years there would be a \$300,000 shortfall. They recommended rate increases, requesting more funding, reducing the scope of the project or adjusting long range capital plan to ensure expenses did not over reach revenues. Staff determined the best course of action was to adjust the 10 year capital plan which would be brought before the Council at the March meeting.

Mr. Credle explained NCDEQ approved the 20 year \$12,050,000 loan with a 1.82% interest rate. Annual loan payments would be \$732,774. The final loan package was forwarded from NCDEQ to the LGC for final approval. Final approval from LGC will only come after they have received and reviewed the Town's audit which has not been completed.

Mr. Credle explained that the design consultant would continue to review the plans to achieve a final set of plans. By remaining on schedule set forth by NCDEQ, approved plans should be ready for bid by late July with construction beginning in late October.

Councilmembers Comments:

Councilman Barbour explained the salary survey must be our first step on any type of evaluation. As an elected official, they would not be doing due diligence if their decision was based on cursory information and not fact. When the Council makes decisions, the Town citizens deserve to know they are made to the best of our abilities based on the knowledge and information we have. It would be nice to make a quick decision, but that would not be the right thing to do. Councilman Barbour also encourage residents of District Four to attend the Comprehensive Plan Meeting to voice any concerns they may have.

Town Manager's Report:

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

- **Comprehensive Plan:** The next Public Comprehensive Plan Meeting is scheduled for February 19th from 6:00 pm to 8:00 pm at the fire department training room
- **Public Works:** Our Public Works Department has received recognition designating it as a North Carolina Main Street Champion. We hope to have a presentation of the award before Council in April.
- **Audit:** The FY 2018 Audit is nearing completion. We have returned the final paperwork necessary to complete the audit. An audit report is planned to be given to Council at the March 5th regular meeting
- **Marquis Sign:** The digital marquis sign in front of Town Hall is nearing completion. We expect it

to be fully complete and operational by the end of the month.

- Ladder Truck: The Fire Department is expected to take delivery of the new ladder truck by the end of July, 2019. We will be budgeting for our first debt service payment in the next fiscal year. We will also be making recommendations to the Council during the budget process on how best to surplus the existing truck.
- MLK Parade: The Martin Luther King Jr. Parade is scheduled for Saturday, February 16th at 3:00. It will follow the same route as the Christmas Parade.
- Council Meeting: Staff is asking for a special council meeting be called for Thursday, February 21st at a time of the Council's choosing. This will allow staff to present changes in two articles in the current UDO and offer the Planning Board recommendations for changes. A public hearing must be advertised and held as part of any changes to the UDO. It was the consensus of the Council that this meeting be held at 6:30 pm on Thursday, February 21, 2019
- A highlight of each department's monthly activities was given to the Council

Adjourn

Being no further business, Councilman Ashley made a motion, seconded by Councilman Barbour, to adjourn the meeting. The meeting adjourned at approximately 8:32pm.

ATTEST:

Shannan L. Parrish, Town Clerk

M. Andy Moore, Mayor



Request for Town Council Action

Consent **Police**
Agenda **Department**
Item: **Promotion**
Date: 03/05/2018

Subject: Career Ladder Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent Agenda

Issue Statement

This is a request to promote one officer from the rank of Police Officer II (PO II) to Master Police Officer (MPO), moving from pay grade 17 to pay grade 18. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the current budget year will be \$874.08 (annually starting next year \$2,622.22).

Action Needed

This Officer has followed the attached career ladder policy previously approved by the Council found in the support documentation and has earned the promotion. The Police Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule (also see attached).

Recommendation

It is requested this Officer be allowed this promotion

Approved: Town Manager Town Attorney

Attachments:

1. Officer's Request and Training Record
2. Career Ladder Policy
3. Salary Schedule

Smithfield Police Department

Memorandum

To: Chief Powel, Captain Grady

(Handwritten initials and date)
JPW 2-15-19

From: Officer POII 1273

Date: February 15, 2019

Subject: Career Ladder Promotion to Master Patrol Officer

The purpose of this memorandum is to request a promotion from Police Officer II to Master Patrol Officer. I met the following requirements.

Master Police Officer.

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for one year.
- b) Have completed training hours, including: 40 hours of Management/Supervision Training, Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee. Completion of Crisis Intervention Team (CIT) Certification.
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

My accomplishments:

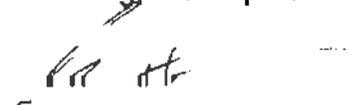
- a) I have served the Town of Smithfield since June 2013. In 2016 I was promoted to Police officer II. I have served as Police Officer II for over two years.
- b) I successfully completed 40 hours of First Line Supervision class on February 01, 2019.

I successfully completed Field Training Officer (FTO) training on June 07, 2018.

I successfully completed Crisis Intervention Team (CIT) Certification Training on August 05, 2016.

- c) I have always received a rating of "Better than Satisfactory" or higher on all of my annual performance appraisals during my employment with the Town of Smithfield Police Department.
- d) It is an honor to serve under Chief Powel and his administration and respect their decision in this matter.

Thank you for reviewing this request for promotion to Master Patrol Officer.



Officer POII 1273
Smithfield Police Department

North Carolina Justice Academy

STATE OF NORTH CAROLINA DEPARTMENT OF JUSTICE

Awards this Certificate to

for completion of the course

First Line Supervision

on

02/01/2019

40h 0m

Hours/Credits



Handwritten signature of Josh Stein.

Josh Stein, NC Attorney General

Handwritten signature of Trevor Allen.

Trevor Allen, NCJA Director

WAKE || TECH

COMMUNITY COLLEGE PUBLIC SAFETY EDUCATION CAMPUS

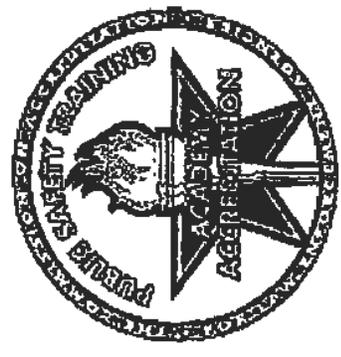
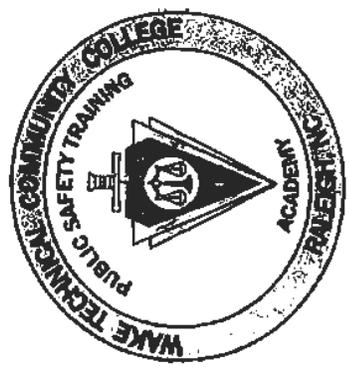
This Certifies That

Has successfully completed
Field Training Officer (F.T.O.)

June 4 - 7, 2018
(32 Hours)

Jeffrey Robinson
Public Safety Training Academy
Dean

Amber Israel
Instructor: Amber Israel
ID # 100112984





JOHNSTON COMMUNITY COLLEGE

One College • Endless Opportunities

Certifies

Has Successfully Completed the Requirement of the

Crisis Intervention Team

February 16-24, 2015 – 40 hours/credits

Instructor: Johnston County Mental Health

Steve Godwin
Director of Law Enforcement Programs

Kevin Driver
B.L.E.T. School Director



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: September 4, 2018
Approved by: Chief Robert K. Powell

R.K. Powell

I. POLICY STATEMENT

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

II. COMMENTARY

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

III. PROCEDURES

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
 - a) Maintaining authority over all phases of the process
 - b) Determining the skills, knowledge, and abilities required for each position
 - c) Initiating promotional processes on an as-needed basis
 - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have completed a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following as a Police Officer I:
 - * Successfully completed one year probation and probationary requirements in as required in Police Officer I
 - * Receive Radar Certification
 - * Receive Standardized Field Sobriety Testing Certification
 - * Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
 - 40 hours of Management/Supervision Training
 - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
 - Completion of Crisis Intervention Team (CIT) Certification.

c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

Town of Smithfield Salary Schedule

JULY 09, 2018

Police

JOB TITLE	F L S A	Pos Code	07/09/18 MIN Hourly Rate	07/09/18 MIN Annual Salary	7/09/18 MAX Annual Salary
Administrative Secretary/Receptionist -Police		3032	12.22	25417.60	38884.10
Administrative Support Specialist - Police		3045	14.17	29473.60	45102.87
Police Records Clerk		3040	14.17	29473.60	45102.87
Police Officer I (43 hr wk)		3043	16.05	35887.80	54883.24
Police Officer II (43 hr wk)		3049	16.85	37676.60	57650.76
Master Police Officer (43 hr/wk)		3047	17.71	39599.56	60562.04
Police Accreditation Manager		3033	19.99	41579.20	63625.47
Police Sergeant (43 hr wk)		3044	18.59	41567.24	63617.11
Police Lieutenant (43 hr wk)		3048	20.51	45860.36	70158.53
Police Captain	E	3057	24.32	50585.60	77400.39
Police Chief	E	3059	31.05	64584.00	98831.77



Request for Town Council Action

**Consent
Agenda**

**Basketball
Court
Resurfacing**

Date: 03/05/2019

Subject: Basketball Court Resurfacing at Smithfield Community Park
Department: Parks and Recreation
Presented by: Gary Johnson
Presentation: Consent Agenda

Issue Statement:

After soliciting quotes, the Parks and Recreation Department is requesting approval to enter into a contract with North State Resurfacing for the resurfacing of the Basketball Courts at Smithfield Community Park.

Financial Impact

In the FY 18/19 Budget, funds were allocated by the Town of Smithfield Town Council for the resurfacing of the basketball courts.

Action Needed

Approval of a contract with North State Resurfacing in the amount of \$8,950.00 for the resurfacing of the basketball courts at Smithfield Community Park.

Recommendation

Contract with North State Resurfacing for the resurfacing of the basketball courts at Smithfield Community Park

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. RFQ and Received Quotes



Staff Report

Consent Agenda **Basketball Court Resurfacing**
Date: 03/05/2019

In the FY 18/19 Budget, \$7500.00 was allocated by the Town of Smithfield Town Council for the resurfacing of the basketball courts. The Parks and Recreation Department received a matching grant **for the Johnston County Visitor's Bureau** in the amount of up to \$7,500 for this project. The total cost falls well under the \$15,000.00 allocated for this project.

A Request for Quote was sent to qualified contractors and 2 quotes were returned:

North State Resurfacing:	\$ 8,950.00
Outer Banks Tennis Contractors:	\$ 14,260.75
Court One	Did not submit a quote

The Parks and Recreation Department recommends contracting with North State Resurfacing for the basketball courts resurfacing project at Smithfield Community Park for **\$ 8950.00. The Town will be reimbursed \$ 4,475 from the Visitor's Bureau once the project has been completed.**



REQUEST FOR QUOTE

SMITHFIELD COMMUNITY PARK BASKETBALL COURT RESURFACING PROJECT

The Town of Smithfield Parks and Recreation Department is accepting proposals for the repair and resurfacing of the Outdoor Basketball Courts at Smithfield Community Park located at 600 E. Booker Dairy Road, Smithfield, NC 27577.

There is a battery of two courts with an area of 105' X 85' (8925 sf). Scope of work to include:

Clean courts surface of all foreign materials and debris.

Power wash/clean all mildewed areas to insure proper adhesion of new materials. Clean and fill all existing cracks.

Level all depression areas in excess of 1/4".

Supply and apply One (1) acrylic resurfacer and two (2) sand filled color coats.

Layout, mask and paint 2" white lines as to NFHS specifications.

Guarantee workmanship and materials.

Proposals should be submitted no later than 5:00 p.m., Thursday, February 7, 2019. Bid to be awarded March 6 with work to be completed by May 31. For questions or an on site visit, please contact Gary Johnson, Parks and Recreation Director at 919.934.2148 or by email: gary.johnson@smithfield-nc.com

Submissions may be made by email to: gary.johnson@smithfield-nc.com
or by mail to: Smithfield Parks and Recreation, PO Box 2344, Smithfield, NC 27577



Estimate

1901-1010-0233

2019-01-11

North State Resurfacing
PO Box 387
Wendell NC 27591
info@northstateresurfacing.com
919-365-7500

Gary Johnson
600 E. Booker Dairy Road
Smithfield NC 27577
gary.johnson@smithfield-nc.com
919-628-5454

Scope of Work

<u>Description</u>	<u>Total</u>
<u>Standard Resurfacing</u>	\$8,950.00

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
The repair and resurfacing of two (2) all-weather basketball courts with overall dimensions of 105' x 85'.

Surface Preparation:

- Clean and scrape courts of all loose material, dirt, foreign matter, and debris.
- Remove vegetation from cracks and the inside perimeter of the courts.
- After vegetation has been removed, burn root growth with a propane burner then treat with an herbicide.
- Patch any depressions holding more than 1/8" of water after being allowed to drain for one hour using an acrylic patch material. Note: Only one attempt will be made to patch depressions. Any additional patching will be an extra charge of time and materials.
- Patch any structural cracks, dings, etc. in the asphalt surface using an acrylic patching material and/or concrete.
- Install 14" Fortress Polyester over any structural cracks.

Acrylic Surfacing:

- Apply **one (1)** coat of DECO 920-29 (or equivalent), sand filled acrylic resurfacer, to the entire court surface, as a filler coat, following the manufacturer's directions and application rates.
- Apply **two (2)** coats of DecoBase I 920-05 (or equivalent), sand filled acrylic latex compound, tinted with DecoColor MP 920-27 (or equivalent) to the entire court surface as a texture coat following the manufacturer's directions and application rates.

Playing Lines:

- Layout, tape and hand paint 2" wide playing lines using DECO 920-22, textured acrylic white line paint. Dimensions of the playing lines are to conform to specifications.

Completion:

- Clean job site, dispose of all debris and leave court ready for play.

Note- Owner shall provide potable water and electricity to within 200' of courts. Suitable access to the courts shall be provided along with an area for washing equipment.

Color- As desired from the "Colorizer" page, found at www.northstateresurfacing.com (Additional charges may apply to certain colors).

Guarantee- One (1) year against defective materials and labor. The repair of cracks is not guaranteed. Cracks may reappear within a short period. Standing water may only be minimized due to inadequate slope/drainage.

All material is guaranteed to be as specified, and the above work to be performed following the drawings and specifications submitted for above work and completed in a substantial skillful manner for the sum of:

Total \$8,950.00

Acceptance

I acknowledge that I have read, understand and agree to what is included in the work described above and agree to the price pursuant to the Terms and Contract conditions included below:

Date: _____

Signature: _____

Compensation. Client shall pay as set forth above. Price is subject to change, with customer's approval.

Invoicing & Payment. Individual billings as the work progresses. Client shall pay invoice within 10 days of Client's receipt of the invoice. Client shall also pay a late charge of 1-1/2% per month on all balances unpaid 30 days after the invoice date.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

NOTE- This proposal may be withdrawn by us if not accepted within 30 days.

OUTER BANKS TENNIS CONTRACTORS

P.O. Box 363
Enfield, N.C. 27823
PROPOSAL

Smithfield Parks and Rec
Smith Collins Park
909 E. Lee Street.
Smithfield N.C. 27577
C/O Mr. Gary Johnson

Proposal for The Smithfield Parks and Recreation SRAC, by Outer Banks Tennis Contractors, hereinafter called OBTC, incident to the resurfacing of one battery of (2) hard Basketball court (105x85') (2) total; at the above mentioned site, respectively in accordance with the following terms:

- I. OBTC will
 - a) Clean courts surface of all foreign materials and debris.
 - b) Power wash all mildewed areas to insure proper adhesion of new materials.
 - c) Clean and fill all existing surface cracks
 - d) Level all depressions in excess of 1/4"
 - e) Supply and apply one (1) acrylic resurfacer and (2) sand filled color coats(U.S. Open Blue on the playing surface and Light Green around the perimeter)
 - f) Layout, mask and hand paint 2" white lines as to N.C.A.A. specifications.
 - g) Guarantee workmanship for one year, materials for (manufacturer warranty) after completion.

a)
Total Base Bid \$ 14,260.75

Date; _____

Outer Banks Tennis Contractors LLC.

Signed _____

John J. McCann Jr.
N.C. General Contractors License # 67990



Request for Town Council Action

Consent Agenda Item:	Public Works Shop Fence Replacement
Date:	03/05/2019

Subject: Public Works Shop Fence Replacement
Department: Public Works Street Garage
Presented by: Lenny Branch, Public Works Director
Presentation: Consent Agenda

Issue Statement

The Public Works Department is proposing the replacement of fencing around the facility located at 231 Hospital Road. **Blackmon’s Fence Company** submitted the lowest bid for the project in the amount of \$5,820.67.

Financial Impact

If approved by Council, the fence replacement project will be within our \$10,000 budgeted in this year’s Capital Outlay line.

Action Needed

Council approval to award the fence replacement project to **Blackmon’s Fence Company**.

Recommendation

Staff recommends awarding the fence replacement project to the lowest bidder, **Blackmon’s Fence Company**, in the amount of \$5,820.67.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Quotes



Staff Report

**Consent
Agenda
Item:** Public
Works
Shop
Fence

The Town Council approved \$10,000 in the Public Works Garage Division capital line to replace the fencing around the Public Works facility. The Public Works Department received three (3) bids from local companies. The proposals received are as follows;

- | | |
|------------------------------------|------------|
| 1. Blackmon's Fence Company | \$5,820.67 |
| 2. TEBCO Fence | \$6,938.75 |
| 3. Evans Fencing | \$8,772.40 |

It is the recommendation of the Public Works department to award the fence project to the **lowest bidder; Blackmon's Fence Company in the amount** of \$5,820.67.

BLACKMON'S FENCE COMPANY OF DUNN

4820 Woods Crossroads
Dunn, NC 28334

ALL TYPE FENCE SALES

- PRIVACY AND
- CHAIN LINK INSTALLATION
- DOG KENNELS

(910) 385-6300 cell
(910) 590-3010
(919) 894-1056 Night

DATE 2-15-18

PROPOSAL TO: Town of Smithfield
ADDRESS: 231 Hospital Rd
LOCATION: Smithfield, N.C.

SOURCE OF LEAD: _____
PHONE NUMBER: 919-464-5242
JOB LOG NO: _____

Lawrence.davis@Smithfield-nc.com
SPECIFICATIONS: All work will be performed in a workmanlike manner and in accordance with standard practices. All posts set in concrete.

Thanks! Call with questions.

	Total Height <u>6'</u>	Top Rail <u>1 5/8" .065</u>
	Post Spaced <u>10' O.C.</u>	Line Post <u>2" .065</u>
	Style Fence <u>black C link</u>	End Post <u>2 1/2" .065</u>
	Gauge <input checked="" type="checkbox"/> 9 <input type="checkbox"/> 11.5	Corner Post <u>2 1/2" .065</u>
	Knuckled <input type="checkbox"/> <u>MM</u>	Walk Gate Post <u>4 1/2" .065</u>
	Safeguard <input type="checkbox"/> <u>XXX</u>	Drive Gate Post <u>4" .065</u>
	TERMS Cash Upon Completion	Gate Frames <u>Cantilever Type</u>

Material and labor to install 6' high black vinyl coated chain link fence, according to specs. and drawing above. 1-6' walk gate (20' cantilever gate). yellow rollers. All post set in concrete. Town of Smithfield will clear fence line.

TERMS OF PAYMENT:
Cash Paid Down _____
Cash Upon Comp. _____
Financing _____

MATERIAL _____
LABOR _____
TOTAL CONTRACT PRICE \$5820.67

No State or Local Sales or use taxes are included.

CUSTOMER SIGNATURE _____
SALESMAN _____



PO Box 21
 Wilson's Mills
 North Carolina
 27593
 9196317065

TEBCO Fence

Estimate

For: Smithfield Public Works
 Lawrence.davis@smithfield-NC.com

Estimate No: 381
 Date: 02/13/2019

Description	Quantity	Rate	Amount
6' Black chainlink 8guage finish 2" line post 1 5/8 top rail 2 1/2 terminal post 4" gate post	250	\$15.00	6.75% \$3,750.00
6'x4' walk gate	1	\$250.00	6.75% \$250.00
20' cantilever gate gate Rollers and hardware included DQ40 fram 8ga fabric	1	\$2,500.00	6.75% \$2,500.00
		Subtotal	\$6,500.00
		6.75% (\$6,500.00)	\$438.75
		Total	\$6,938.75

Total \$6,938.75

Evans Fencing

Dennis Evans

Contact information

1 (919) 427-3654

Commercial Grade fence piping

Cantilever gate

Remove fence

Estimate \$8,772.40



Request for Town Council Action

Consent
Agenda
Item:

Approval to
purchase 20
Air-Packs
(SCBA's)

Date: 03/05/2019

Subject: Approval to purchase 20 Air-Packs (SCBA's)
Department: Fire Department
Presented by: John Blanton
Presentation: Consent Agenda

Issue Statement

Consideration of a motion to approve the purchase of 20 Air-Packs (SCBA's) to be used by the Fire Department.

Financial Impact

The costs of this purchase will be \$154,582.00 which was approved during our last year budget session to purchase for the amount of \$160,000.00 in the event we did not receive the FEMA AFG Grant. We did not receive the grant

Action Needed

Motion to approve the purchase of 20 Air-Packs (SCBA's)

Recommendation

Fire Department recommends the purchase from Rhinehart Fire Services as they have submitted the best bid for the Air-Packs to meet the needs of the Fire Department.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid from Rhinehart Fire Services
3. Bid from Municipal Emergency Services
4. Bid from Grainger



Staff Report

**Consent
Agenda** **Approval to
purchase 20
Air-Packs
(SCBA's)**

The Fire Department requests the approval of the budgeted purchase of 20 Air-Packs, (SCBA's). These Air-Packs will replace the current Air-Packs that will be out of compliance this mid- year, currently in use by the Fire Department.

In our budget sessions, approved was the purchase of 19 Air-Packs, in the event we were not awarded the grant to replace them for a budgeted price of \$160,000.00. During our search for Air-Packs, the SCOTT brand was found to provide most compatibly with additional needed safety features. We were able to stay under budget and buy 1 additional Air-Pack.

We solicited for bids and were able to confirm a bid price of \$154,582.00.

Bids were solicited from the following Suppliers, using departmental specifications: See attached bids

- Rhinehart Fire Services - \$154,582.00
- Municipal Emergency Services - \$178,716.00
- Grainger (Incomplete Bid) - Incomplete - did not or could not provide all needed equipment, See Attached quote for more information

After reviewing these bids, the Fire Department recommends the purchase of 20 Air- Packs from Rhinehart Fire Services for the price of \$154,582 .00.

QUOTE

RHINEHART FIRE SERVICES

22 Piney Park Rd., Asheville NC 28806
 Office 828-273-1789
 Cell Phone 252-373-6639
 frank@rhinehartfire.com

DATE 01/29/2019

EXPIRATION DATE 4/07/2019

TO Anthony Piper
 Smithfield Fire Department
 350 East Market Street
 Smithfield, NC 27577
apiper.smithfieldfire.nc@gmail.com
 919.631.4647

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Frank Schneider	Sales	NET 10	

QTY	DESCRIPTION	UNIT PRICE EACH	LINE TOTAL
20 each	X3714022205304, X3 Pro frame only 4.5 snap change with pass with pak tracker, dual EBSS and Q/C regulator	\$5,289.00	\$105,780.00
40 each	200129-01, 4.5 45-minute carbon cylinder and snap valve	\$700.00	\$28,000.00
20 each	201215-28 Medium Faceseal, 4-point Kevlar harness, Med., Right Comm Bracket	\$256.00	\$5,120.00
20 each	201275-01 EPIC 3 Voice Amplifier, Open Bracket Configuration	\$422.00	\$8,440.00
2 each	200954-02 4500, RIT III with Mask, Regulator, Dual EBSS hose, Ric hose	\$2,542.00	\$5,084.00
2 each	804723-01, 4.5 60-minute carbon cyl and valve for RIT III	\$1,079.00	\$2,158.00
	Shipping Estimate		Included

UNLESS NOTED ABOVE, PRICES **DO NOT** INCLUDE ANY APPLICABLE TAX

OR SHIPPING CHARGES. **Don't forget spare batteries for Scott SCBA, SIGHT, Voice Amps**

SUBTOTAL	\$154,582.00
SALES TAX 6.75%	\$10,434.29
TOTAL	\$165,016.29

Quotation prepared by: FRANK SCHNEIDER, REGIONAL SALE PERSON RHINEHART FIRE SERVICES, INC.

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____



6701-C Northpark Blvd
Charlotte, NC 28216

Quote

Date 02/19/2019
Quote # QT1242789
Expires 03/21/2019
Sales Rep Vann, Joshua
PO #
Shipping Method FedEx Ground

Bill To
SMITHFIELD FIRE DEPT
111 S. 4TH STREET
SMITHFIELD NC 27577
United States

Ship To
SMITHFIELD FIRE DEPT
111 S. 4TH STREET
SMITHFIELD NC 27577
United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
X3714022205304			Model: Air-Pak X3 Pro w/Snap-Change Harness: Parachute Buckles Pressure: 4500 Belt: Standard No FFSR Regulator: Quick Connect EBSS: Dual No Spare Harness Airline: None Console: Pass w/Pak-Tracker Case: None Packed: 2 SCBA Per Box (Black Box)	20	5,767.00	115,340.00
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	40	1,010.00	40,400.00
201215-28			SCOTT NEW AV3000HT 4 POINT - KEVLAR - RT BRKT - SIZE MED	20	275.00	5,500.00
201275-01			EPIC 3 Voice Amplifier (Individually Packaged)	20	488.00	9,760.00
200954-02			RIT-PAK III ASSY, 4500 PSI	2	2,733.00	5,466.00
804723-01			(HM) CYL&VLV CARBON 60	2	1,125.00	2,250.00

Subtotal 178,716.00
Shipping Cost (FedEx Ground) 0.00
Tax Total 12,063.33
Total \$190,779.33

SCBA

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1242789



Quotation

1150 W Grove Parkway, Suite 101
 Tempe, AZ 85283

Customer Information
 TOWN OF SMITHFIELD
 230 HOSPITAL RD
 SMITHFIELD NC 27577-4078

Billing Information
 TOWN OF SMITHFIELD
 PO BOX 761
 SMITHFIELD NC 27577-0761

Shipping Information
 TOWN OF SMITHFIELD
 230 HOSPITAL RD
 SMITHFIELD NC 27577-4078

Information

Grainger Quote Number	2039615920
Validity Start Date	02/20/2019
Validity End Date	03/20/2019
Creation Date	02/20/2019
Grainger EIN Number	36-1150280
PO #	ANTHONY PIPER
PO Create Date	
PO Release #	
Customer Number	831598586
Department Number	
Project/Job Number	
Requisitioner Name	
Attention	
Caller	LARRY HODGE
Telephone Number	9199342661
Page	1 / 2

Freight Forwarder

We will deliver according to the following terms and conditions:

Incoterms® 2010:	FOB ORIGIN
Freight Terms:	Prepaid
Carrier:	* See line item detail
Payment Terms:	Net 30 days after invoice date

Special Instructions:

Item PO-Line	Material	Description	Expected Del Date	Quantity	Unit	Price	Total in USD
10	5EET0	SCBA Cylinder,4500 psi,Carbon Fiber,Gray Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 804723-01 Carrier:		40.00	EA	1,350.70	54,028.00
20	5UVJ2	Full Face Respirator,Qtr Turn Bayonet,M Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 805773-82 Carrier:		20.00	EA	332.80	6,656.00



Quotation

1150 W Grove Parkway, Suite 101
 Tempe, AZ 85283

Information	
Grainger Quote Number	2039615920
Creation Date	02/20/2019
Customer Number	831598586
Page	2 / 2

Item PO-Line	Material	Description	Expected Del Date	Quantity	Unit	Price	Total in USD
30	25UG65	SCBA Backframe Assembly, 4500 psi, 30 Min. Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: API454001000111 Carrier:		20.00	EA	2,879.50	57,590.00
40	9U694	SCBA Cylinder, Carbon Wrapped, Gray Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 200130-01 Carrier:		2.00	EA	1,378.65	2,757.30
Sub Total							121,031.30
Tax							8,169.62
Total USD							\$ 129,200.92

Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

This transaction is subject to W.W. Grainger, Inc. sales terms and conditions. For a copy, please visit the website at <http://www.grainger.com> or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Grainger office shown above if you have further questions or need to submit a new request.



Request for Town Council Action

**Consent
Agenda
Item:** **Approval to
purchase
Fire Nozzles**
Date: 03/05/2019

Subject: Approval to purchase Fire Nozzles
Department: Fire Department
Presented by: John Blanton
Presentation: Consent Agenda

Issue Statement

Consideration of a motion to approve the purchase of Fire Nozzles to be used by the Fire Department.

Financial Impact

The costs of this purchase will be \$16,345.28 that was approved during our last year budget session to purchase for the amount of \$16,380.00.

Action Needed

Motion to approve the purchase of Fire Nozzles.

Recommendation

Fire Department recommends the purchase from C.W. Williams as they have submitted the best bid for the Fire Nozzles to meet the needs of the Fire Department.

Approved: Town Manager Town Attorney

Attachments:

Bids from the following:

1. Staff Report
2. Bid from C.W. Williams
3. Bid from Fire Connections
4. Bid from NAFECO



Staff Report

**Consent
Agenda** **Approval to
purchase
Fire Nozzles**

The Fire Department requests the approval of the budgeted purchase of Fire Nozzles. These nozzles will replace the nozzles currently in use by the Fire Department due to needed flow rates.

In our budget sessions, the purchase of Fire Nozzles was approved for a budgeted price of \$16,380.00. During our research of industry standard fire nozzles, the TFT brand was found to provide the best flow with the least amount of nozzle reaction which provides an additional safety factor for fire suppression operations.

We solicited for bids and were able to confirm a bid price of \$16,345.28.

Bids were solicited from the following Suppliers, using departmental specifications: See Attached bids

- C.W. Williams - \$16,345.28
- Fire Connections - \$17,965.20
- NAFECO - \$28,811.64

After reviewing these bids, the Fire Department recommends the purchase of Fire Nozzles from C.W. Williams for the price of \$16,345.28.



QUOTATION 161597

574 English Road * Rocky Mount, NC 27804
(252) 977-3610 Fax (252) 977-9241

CUSTOMER NO.
18950

BILL TO:

TOWN OF SMITHFIELD - FIRE DEPT
111 SOUTH FOURTH ST
SMITHFIELD, NC 27577

SHIP TO:

TOWN OF SMITHFIELD
FIRE DEPARTMENT
114 SOUTH 4TH. STREET
SMITHFIELD, NC 27577

PHONE: 919/934-2480
FAX: 919/934-0696

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS	ORDER TYPE
12/11/18	UPS GROUND		NET 30	EP
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	ORDERED BY	REVISION #
	12/11/18		11 11	161597

QUANTITY			ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
REQUIRED	SHIPPED	B/O				
38				BALL VALVE 1.5""FEMALE X 1.5	208.33	7,916.54
25				STRAIGHT TIP 15/16 X 1.5""NH	47.62	1,190.50
16				METRO 1 TIP 1.5""FEMALE	363.11	5,809.76
24				MINI STREAM STRAIGHTENER 1.5	59.52	1,428.48

JOEL

THIS DOES NOT INCLUDE FREIGHT AND TAXES.

Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	ORDER TOTAL
						16,345.28



2520 N. Wesleyan Blvd.
Rocky Mount, NC 27804

Quotation

Date	Quote #
2/22/2019	19-0540

Smythfield Fire Dept
111 South Fourth Street
Smythfield, NC 27577

Phone #	252-972-3473
Fax #	252-972-6846

IS THIS A GRANT?	P.O. No.	Project	Rep	SO #
			GPV	

Qty	MPN	Description	Cost	Total
25	FSS12	TFT 15/16" SMOOTH BORE TIP	52.80	1,320.00
24	H-SS	TFT 1.5" STREAM STRAIGHTENER	55.00	1,320.00
38	F140F	BALL VALVE SHUT OFF 1.5" X 1.5" NO PISTOL GRIP	231.00	8,778.00
16	ME1TOS-262	METRO 1" TIP TO 1.5" NH WITH SPINNING TEETH. 185 GPM AT 50 PSI	409.20	6,547.20

Shipping not included unless stated. Prices are subject to change due to manufacturer's increase. A 2% charge will be assessed for all credit card charges. Quote is good for 30 Days unless stated otherwise.

Subtotal	\$17,965.20
Sales Tax (6.75%)	\$1,212.65
Total	\$19,177.85



NAFECO
 2601 Bellline Road
 Decatur, AL 35601
 (800) 628-6233
 info@nafeco.com

Quotation
 Q3618121438

Date: 2/24/2019
Expires: 3/25/2019
FOB:

Customer Number: SMI132
 Customer Information: SMITHFIELD FIRE DEPARTMENT
 Address: 111 SOUTH FORTH STREET
 SMITHFIELD, NC 27577

Attention: Larry Hodge
 Email: lhodge.smithfieldfire.nc@gmail.com
 Prepared By: Tim Hall

Qty.	Product	Description	Each	Total
38	F140F	TFT BALL VALVE 1.5"FEMALE X 1.5"MALE	\$315.13	\$11,974.94
16	FSS12	TFT STRAIGHT TIP 15/16 X 1.5"NH	\$72.03	\$1,152.48
25	ME1TO-262	TFT METRO 1 TIP 1.5"FEMALE	\$558.22	\$13,955.50
24	H-SS	TFT MINI STREAM STRAIGHTENER 1.5"	\$72.03	\$1,728.72
Total: \$28,811.64				
tax & freight to be determined				

Notes:

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: www.nafeco.com



Request for Town Council Action

**Consent
Agenda
Item:** **CAPITAL
PROJECT
ORDINANCE
FOR FEMA
ELEVATIONS
AND
ACQUISITIONS**
Date: 03/05/2019

Subject: Capital Project Ordinance For FEMA Elevations and Acquisitions

Department: Finance

Presented by: Greg Siler

Presentation: Consent Agenda

Issue Statement – To establish and fund a capital project ordinance for pre-approved property owners adversely affected by Hurricane Matthew. The Town agreed to SNC - Lavalin Atkins to administer the hazard mitigation grant at its October 02, 2018, council meeting.

Financial Impact – While the Town is investigating the option of establishing a revolving credit line with the State to pay invoices associated with the elevations and acquisitions project, the use of Town funds may be the only option available until reimbursement is sought from FEMA/State. The figures used in the contracts and budget ordinance (\$1,779,713 and \$299,292) represent estimates only. The final cost will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

Action Needed – Approved Capital Project Ordinance No. 498

Recommendation – N/A

Approved: Town Manager Town Attorney

1. Staff Report
2. Capital Project Ordinance # 499



Staff Report

**Consent
Agenda
Item:**

Hurricane Matthew produced disastrous weather conditions which had a devastating impact on parts of Smithfield, NC. The severity of the damage loss resulted in the declaration of a disaster and/or emergency by the Governor of NC and later by the President of these United States. The Federal Emergency Management Agency (FEMA), as a result of the Presidential Declaration, has made available federal funds through hazard mitigation grants. Approximately eight property owners have been approved by FEMA for hazard mitigations at an estimated cost of \$2,079,005. Town Council approved SNC- Lavalin Atkins as project management consultant to oversee any property acquisitions and elevations.

TOWN OF SMITHFIELD
CAPITAL PROJECT ORDINANCE No. 499
FUND 48
FEMA ELEVATIONS/ACQUISITIONS

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is the elevations or acquisitions of flooded property from Hurricane Matthew financed by Hazard Mitigation Grants and general fund appropriations

SECTION 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the grant and the budget contained herein.

SECTION 3. The following amounts are appropriated for the acquisition project:

Miscellaneous	48-00-4110-5700-4500	\$ 84,748
Architectural and Engineering	48-00-4110-5700-4501	9,600
Project Inspection	48-00-4110-5700-4503	4,000
Admin and Legal	48-00-4110-5700-4504	44,400
Relocation	48-00-4110-5700-4505	6,000
Site Work	48-00-4110-5700-4506	28,000
Demolition and Removal	48-00-4110-5700-4507	173,099
Land, Structures, Appraisals, Right-of-Way	48-00-4110-5700-4508	<u>1,429,866</u>
		<u>\$ 1,779,713</u>

SECTION 4. The following revenues are anticipated to be available to complete this project:

Hazard Mitigation Grant	48-00-3700-4110-0000	\$ 1,779,713
Transfer from General Fund	48-75-3870-3870-0000	-
		<u>\$ 1,779,713</u>

SECTION 5. The following amounts are appropriated for the elevations project:

Miscellaneous	48-00-4100-5700-4500	\$ 14,252
Architectural and Engineering	48-00-4100-5700-4501	31,500
Project Inspection	48-00-4100-5700-4503	300
Admin and Legal	48-00-4100-5700-4504	9,100
Relocation	48-00-4100-5700-4505	6,000
Site Work	48-00-4100-5700-4506	11,000
Construction	48-00-4100-5700-7310	<u>227,140</u>
		<u>\$ 299,292</u>

SECTION 6. The following revenues are anticipated to be available to complete this project:

Hazard Mitigation Grant	48-00-3700-4100-0000	<u>\$ 299,292</u>
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SECTION 7. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient, specific detailed accounting records to satisfy the requirements of the state grant agreement.

SECTION 8. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

SECTION 9. The Finance Officer is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and 5, and on the total grant revenues received or claimed.

SECTION 10. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

SECTION 11. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 5th day of March, 2019

NORTH CAROLINA
JOHNSTON COUNTY

I, Shannan Parrish, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the FEMA elevations/acquisitions Budget Ordinance which will be recorded in the Town of Smithfield Minute Book Number 43

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town to be affixed, this the 5th day of March, 2019

Shannan Parrish, Town Clerk

M. Andy Moore, Mayor



Staff Report

**Consent
Agenda
Item:** **New
Hire /
Vacancy
Report**

Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Licensed Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
N/A since last update prepared on 01/29/2019 and presented on 02/05/2019.			

Business Items

the 1990s, the number of people with diabetes has increased in all industrialized countries. In the Netherlands, the prevalence of diabetes is 6.5% (1.5% of the population aged 15 years and over) (1). The prevalence of diabetes is expected to increase to 10% by the year 2010 (2).

Diabetes is a chronic disease with a high prevalence and a high mortality. The most common complications of diabetes are cardiovascular disease, nephropathy, retinopathy, and neuropathy. The prevalence of these complications is high, and the mortality is high. In the Netherlands, the mortality of diabetes is 1.5 times higher than in the general population (3). The mortality of diabetes is expected to increase to 2.5 times higher than in the general population by the year 2010 (4).

The prevalence of diabetes is increasing in all industrialized countries. In the Netherlands, the prevalence of diabetes is 6.5% (1.5% of the population aged 15 years and over) (1). The prevalence of diabetes is expected to increase to 10% by the year 2010 (2). The mortality of diabetes is 1.5 times higher than in the general population (3). The mortality of diabetes is expected to increase to 2.5 times higher than in the general population by the year 2010 (4).

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Request for Town Council Action

**Business
Agenda
Item:**

**Update the
Capital
Improvement
Plan**

Date: 03/05/2019

Subject: Update the Capital Improvement Plan

Department: Public Utilities

Presented by: Ted Credle

Presentation: Business Item

Issue Statement

The Public Utilities Department has updated the proposed Capital Improvement Plan and is requesting the Council to approve this plan

Financial Impact

None

Action Needed

Approve the Capital Improvement Plan (CIP) for the Public Utilities Department

Recommendation

Staff recommends the approval of the updated CIP

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. 2018 Adopted Capital Improvement Plan
3. 2019 Proposed Capital Improvement Plan



Staff Report

**Business
Agenda
Item:** **Update the
Capital
Improvement
Plan**

In order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the Utility Department. The current 10-year CIP was approved in June of 2018.

This plan addresses the long-term direction of the Department; as well as, addresses future Town needs in the areas of growth management and stability of water supply. The updated CIP furthers the long running issues of electric voltage conversion, I&I in the sewer collection system, and the upgrade of the Town utility infrastructure.

The Public Utilities Department recognizes that any funding for a capital improvement **project must be approved by Town Council as part of the fiscal year's budget process** and that the 10-year CIP is a projected road map of where the Department believes future capital expenditures will be needed.



**TOWN OF
SMITHFIELD**

PUBLIC UTILITIES

**10 YEAR
CAPITAL PLAN**

June 5, 2018

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- Town-wide Voltage Conversion
- North Circuit
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- New Tractor for Grass Cutting on Power Lines
- Delivery Point #3
- System Improvements on Buffalo Road

WATER PLANT

- River Bank Refurbishment
- Clear Track Vacuum System for Filter Basins
- Plant Enlargement – Construct 4th Train
- 1,000,000-gallon Water Tank at Water Plant
- Sludge Process Upgrades
- SCADA Upgrades
- South Smithfield Elevated Tank/System Upgrades

WATER & SEWER

- Reduction of I/I into Sanitary Sewer System
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- Workforce Mobility
- Manhole Rehabilitation
- Vactor Truck
- Service Truck Vehicles
- System Improvements on Buffalo Road

Public Utilities 10-Year Capital Improvement Plan

Electric Division

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the electric utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.

Justification: The benefits of Smart Grid technology are widely known (accuracy in metering, alerts to incidents, customer self-management, etc.). Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2018-2019	\$500,000
	2019-2020	\$500,000
	2020-2021	\$150,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$0
	2024-2025	\$10,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Town-wide Voltage Conversion

Description: Replacement of distribution transformers in service areas fed by the Brogden Road transformer.

Justification: The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come. The design of the circuit will allow the Town to begin using the second transformer as it was originally intended.

Fiscal Year Estimated Expenditure:	2018-2019	\$300,000
	2019-2020	\$300,000
	2020-2021	\$300,000
	2021-2022	\$250,000
	2022-2023	\$500,000
	2023-2024	\$500,000
	2024-2025	\$500,000
	2025-2026	\$400,000
	2026-2027	\$250,000
	2027-2028	\$500,000

Project: Generator for Load Management at Town Lift Stations

Description: Four (4) of the Town lift stations will need a generator to participate in the Town's load management program. These stations are identified as #4, #5, #11, & #16.

Justification: By installing a generator at each of these four (4) stations, the stations will have the ability to participate in load management; which would result in power savings for the Town. A secondary effect of the installation is to provide backup power at each of these stations, in the event of an emergency.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Replace Electric Bucket Truck

Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30'-40' in the air.

Justification: One (1) of the two (2) bucket trucks in the fleet is aged (~20 years old) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of this truck over two years.

Fiscal Year Estimated Expenditure:	2018-2019	\$150,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$150,000
	2026-2027	\$150,000
	2027-2028	\$0

Project: New Tractor
 Description: The tractor will be used to haul a grass cutter behind so the Electric Division will be able to maintain the electric easements in the Town.
 Justification: The need to maintain the electric easements is obvious. Often the trucks cannot access the necessary pole, where the repair is specified, due to small trees and thick underbrush. This acquisition is intended to remedy the situation by enabling the Electric Division to clear the easements and access the work site.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$75,0000
	2020-2021	\$75,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Delivery Point #3
 Description: The Town will design & construct a third delivery point in the north end of Town to replace the substation on Hospital Road.
 Justification: The need to update the aged electric infrastructure grows ever more pressing each year. The "lower" supply-side voltage lines (115 kVa) are being phased out by Duke Energy, so all new stations will be on the "higher" supply-side voltage (230kVa). This is the more stable supply of power that the Town is converting our infrastructure to, and this updated delivery point will dovetail into the Town conversion project. Once constructed the entire Town could have the ability to be run from either station, which would reduce the probability of outages.

Fiscal Year Estimated Expenditure:	2018-2019	\$75,000
	2019-2020	\$575,0000
	2020-2021	\$500,000
	2021-2022	\$1,000,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Design & Construct "North" Circuit

Description: The Town will design a new circuit to service the north end of Smithfield, in preparation for increased demand that is anticipated with Town growth.

Justification: The Brogden Road station was constructed with enough capacity to carry about twice as much load than the station currently is burdened. A big advantage of having excess capacity is the ability to support growth. The Town will need a circuit along the Booker Dairy Road corridor to support growth in that area of Town, as it develops and grows..

Fiscal Year Estimated Expenditure:	2018-2019	\$75,000
	2019-2020	\$50,000
	2020-2021	\$500,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: System Improvements on Buffalo Road

Description: The Town will improve the electric system along Buffalo Road to facilitate residential development in that area and facilitate anticipated Town growth.

Justification: The Buffalo Road area has long been thought to be the most logical area of new "green" growth in the Town of Smithfield. This system improvement will enable residential development to occur in the area at our northernmost service area. This development also allows for the Town to have existing service within close proximity to the proposed Kellie Drive connection onto Buffalo Road, which gives new customers a choice of service.

Fiscal Year Estimated Expenditure:	2018-2019	\$175,000
	2019-2020	\$175,000
	2020-2021	\$175,000
	2021-2022	\$175,000
	2022-2023	\$175,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Water Plant Division

Project: River Bank Refurbishment
Description: The Water Plant will rehabilitate the river bank in the area of the River intake to restore the river bank to its original dimensions, design, and purpose.
Justification: Through the years natural water course erosion has washed away the river bank to a point that the water intake for the Water plant is more susceptible to sand infiltration. Also, the river bank has eroded to the point that the controls for the gates, valves and intake are being physically undermined by the river.

Fiscal Year Estimated Expenditure:	2018-2019	\$200,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$75,000
	2026-2027	\$0
	2027-2028	\$0

Project: Water Plant Enlargement
Description: The Water Plant will be enlarged by constructing the 4th process train, per the original design plans of the plant
Justification: To meet the increasing demand from both the County and anticipated growth in the Town, the Water plant will need to be able to draw, treat, and distribute more water in the coming years. This enlargement will enable the Town to meet the need and ensure adequate supply for the Town, as we move forward. Although the plan includes a proposed budget, it is anticipated this will cost many millions of dollars and will require State Revolving Fund assistance.

Fiscal Year Estimated Expenditure:	2018-2019	\$150,000
	2019-2020	\$6,000,000
	2020-2021	\$9,000,000
	2021-2022	\$2500,000
	2022-2023	\$100,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Sludge Process Upgrades
 Description: The water plant will make upgrades to the sludge processing system
 Justification: The water plant will need upgrades to the sludge processing system to accommodate increased sludge from the enlarged plant, as well as, provide the possibility to process sludge from outside sources as a potential revenue stream.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$50,000
	2022-2023	\$75,000
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: SCADA Upgrade
 Description: The Town will institute SCADA system upgrades at all lift stations and at the water meters at the delivery points for the County.
 Justification: The evolving technologies used in modern communications will out-date itself within 3-5 years. The Town will undertake an upgrade to keep the communication devices at its remote sites modern and efficient. This will take place over the course of multiple years to help offset the high cost.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$75,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000
	2027-2028	\$0

Project: South Smithfield Elevated Storage Tank/System improvements
 Description: The Town will construct a 500,000 gallon elevated storage tank in the south end of Town.
 Justification: The expected growth of the Town, in the northern end will pose a challenge to the Town to maintain appropriate quantity and pressure for the whole of the Town. A new, elevated tank will provide a solution to water pressure issues and provide added storage.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$500,000
	2020-2021	\$1,500,000
	2021-2022	\$800,000
	2022-2023	\$75,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$500,000
	2026-2027	\$400,000
	2027-2028	\$250,000

Project: Sodium Chlorite Bulk Tank & Transfer System
 Description: The Town will construct a 10,000 gallon bulk chemical tank for sodium chlorite and an associated delivery (pumping) system to add the chemical at the appropriate dosing point in the treatment process.
 Justification: The construction of this tank allows the chemical to be purchased in bulk, lowering the cost. Knowing the increased water production will lead to an increase in chemical usage, such a bulk tank can reduce chemical pricing and pay for itself within 3-5 years.

Fiscal Year Estimated Expenditure:	2018-2019	\$30,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Water & Sewer Division

Project: Reduction of Inflow & Infiltration (I&I) into Sanitary Sewer Collection System
Description: The reduction of I&I into the collection system will be a continuous issue that will need funding on a continuous basis
Justification: The reduction of I&I will reduce wear and tear on the collection system, extend the useful life of the collection system and help reduce the payments the town makes to the County, as there will be less water in the system flowing through the County WWTP meter.

Fiscal Year Estimated Expenditure:	2018-2019	\$100,000
	2019-2020	\$100,000
	2020-2021	\$100,000
	2021-2022	\$100,000
	2022-2023	\$100,000
	2023-2024	\$100,000
	2024-2025	\$100,000
	2025-2026	\$100,000
	2026-2027	\$100,000
	2027-2028	\$100,000

Project: Lift Station Repair
Description: The Town will establish a program to rehabilitate each of the 16 lift stations in the collections system, in need of repair & refurbishment.
Justification: The lift stations in the sanitary sewer system have suffered from a bit of neglect and as a result, are operation at less than top efficiency. The Town will begin to update control panels, refurbish and replace pumps, and repair dilapidated fencing. Such a program will lead to less malfunctions, less repair calls and reduce the risk of sanitary sewer spills.

Fiscal Year Estimated Expenditure:	2018-2019	\$150,000
	2019-2020	\$150,000
	2020-2021	\$150,000
	2021-2022	\$100,000
	2022-2023	\$100,000
	2023-2024	\$150,000
	2024-2025	\$150,000
	2025-2026	\$25,000
	2026-2027	\$25,000
	2027-2028	\$50,000

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the water utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.

Justification: The benefits of Smart Grid technology are widely known. Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$250,000
	2020-2021	\$250,000
	2021-2022	\$250,000
	2022-2023	\$250,000
	2023-2024	\$250,000
	2024-2025	\$250,000
	2025-2026	\$100,000
	2026-2027	\$0
	2027-2028	\$0

Project: Fire Hydrant Valve insertion & Replacements

Description: The Town will take on the task of inserting, or repairing, hydrant valves where, currently, none exist; or the existing one is damaged. This will allow the hydrant to be turned off for maintenance and not necessitate the shutting down of a main line.

Justification: A healthy fire protection system is a necessity in the Town. Currently the hydrants operate; however, the absence of a hydrant valve means that repair and maintenance of these hydrants require the Town to shut the main off. The insertion of, or repair of, the hydrant valves will keep the fire protection system operable and allow maintenance on the hydrants while keeping the mains flowing.

Fiscal Year Estimated Expenditure:	2018-2019	\$40,000
	2019-2020	\$0
	2020-2021	\$100,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$100,000
	2024-2025	\$0
	2025-2026	\$250,000
	2026-2027	\$500,000
	2027-2028	\$0

Project: Water Line Upgrades Around Town

Description: The Town will establish a program to rehabilitate water mains in the distribution system throughout the Town.

Justification: The water mains in the water distribution system are aged and have suffered from a bit of neglect. As a result, these water mains are operating at less than top efficiency. The Town will begin to update these lines by rehabilitation and replacement. Such a program will lead to more stable water pressure, less repair calls, and reduce the risk of water main breakage.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000
	2027-2028	\$50,000

Project: Digitized Mapping of Water & Sewer System

Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.

Justification: The Town will have a surveyor "on-call" to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2018-2019	\$10,000
	2019-2020	\$30,000
	2020-2021	\$30,000
	2021-2022	\$30,000
	2022-2023	\$30,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$10,000
	2026-2027	\$0
	2027-2028	\$0

Project: 16" Water Line along Durwood Stephenson Highway

Description: The Town will design and construct a 16" water line along Durwood Stephenson highway, which will connect US-70 Highway to the 16" water line at the intersection of Buffalo Road and Booker Dairy Road.

Justification: The connection of this water line will create a "loop" in the Town water transmission line. This "loop" will leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Fiscal Year Estimated Expenditure:

2018-2019	\$750,000
2019-2020	\$85,000
2020-2021	\$800,000
2021-2022	\$800,000
2022-2023	\$30,000
2023-2024	\$0
2024-2025	\$0
2025-2026	\$0
2026-2027	\$0
2027-2028	\$0

Project: Workforce Mobility

Description: The Town will establish a program to provide service crews with electronic means to interact with the work order system.

Justification: The Town will acquire electronic devices and appropriate software to integrate the work order system so that service crews can respond with greater accuracy and speed. Upon completion of their assigned tasks, the crews can "log-in" the repair and the system can be kept updated.

Fiscal Year Estimated Expenditure:

2018-2019	\$0
2019-2020	\$5,000
2020-2021	\$0
2021-2022	\$5,000
2022-2023	\$0
2023-2024	\$5,000
2024-2025	\$0
2025-2026	\$5,000
2026-2027	\$0
2027-2028	\$0

Project: Manhole Rehabilitation
 Description: The Town will establish a program to rehabilitate manholes in need of repair, in conjunction with those manholes identified by annual infrastructure assessments .
 Justification: The Town sanitary sewer collection system is aged and certain sections have suffered from a bit of neglect. As a result, these lines are operating at less than top efficiency. The Town will begin to rehabilitate the worst manholes identified by annual assessments, refurbishing the interiors by cementitious re-build and epoxy coating. Such repair and rehabilitation will result in extended infrastructure life and further reduce I&I into the Town sanitary sewer collection system.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000
	2027-2028	\$50,000

Project: Vactor Truck
 Description: The Town will split the cost of a replacement Vactor truck over the course of two years, making the purchase in the second fiscal year.
 Justification: The Town will need a new, or newer, Vactor truck to replace an aged vehicle. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure. The timing of this replacement can be put off for a few years as the current need exists, but is not pressing.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$175,000
	2023-2024	\$175,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Work Vehicles
 Description: The Town will need to replace aged work vehicles so the crews can perform their work.
 Justification: The Town will need new, or newer, work vehicles to replace the aged vehicles in the work fleet. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$50,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$50,000
	2025-2026	\$0
	2026-2027	\$50,000
	2027-2028	\$0

Project: Extend Infrastructure on Buffalo Road
 Description: The Town will improve the water & sewer systems along Buffalo Road to facilitate residential development in that area and facilitate anticipated Town growth.
 Justification: The Buffalo Road area has long been thought to be the most logical area of new “green” growth in the Town of Smithfield. This system improvement will enable residential development to occur in the area at our northernmost service area. This development will tie the Town’s system into the existing systems along Buffalo Road and provide a stable system for the proposed Kellie Drive connection.

Fiscal Year Estimated Expenditure:	2018-2019	\$400,000
	2019-2020	\$400,000
	2020-2021	\$400,000
	2021-2022	\$400,000
	2022-2023	\$400,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

10-Year Capital Improvement Plan

Priority	Electric	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
1	Advanced Metering Infrastructure/Smart Grid	500,000	500,000	150,000	50,000	50,000	10,000					
2	Voltage Conversion & Circuit from Brogden Road Substation	300,000	300,000	300,000	250,000	500,000	500,000	400,000				250,000
3	Generator for Load Management for Town Lift Stations	150,000		50,000	50,000	50,000						150,000
4	Replace Electric Dept. Bucket Truck		75,000	75,000								
5	New Tractor		75,000									
6	Delivery Point #3 - Design	75,000	75,000									
7	Delivery Point #3 - Construct		500,000	500,000	1,000,000							
8	Design & Construct "North" Circuit	75,000	50,000	500,000								
9	Improve Circuit Along Buffalo Road	175,000	175,000	175,000	175,000	175,000						
	Totals	1,275,000	1,675,000	1,750,000	1,525,000	775,000	550,000	550,000	510,000	550,000	400,000	
	Water Plant											
1	River Bank Refurbishment	200,000										
2	Plant Enlargement - 4th train	150,000	6,000,000	9,000,000	250,000	75,000	75,000	75,000				
3	Sludge Process upgrades				50,000							
4	SCADA Upgrades	50,000	75,000									
5	South Smithfield Elevated Tank/System improvements		500,000	1,500,000	800,000	75,000						
6	Sodium Chloride Bulk Tank & Transfer System	30,000										
	Totals	400,000	6,575,000	10,500,000	1,100,000	150,000	200,000	625,000	50,000	625,000	450,000	
	Water and Sewer											
1	Reduction of I/I into Sanitary Sewer	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
2	Lift Station Repair (fence & signage included)	150,000	150,000	150,000	100,000	100,000	150,000	150,000	150,000	150,000	150,000	25,000
3	AMI - Automated Metering Infrastructure		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
4	Fire Hydrant Valve Insertion/Replacements	40,000		100,000								
5	Water Line Upgrades Throughout Town	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6	Digitized Mapping of Water & Sewer System	10,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
7	16" Water line along Durwood Stephenson	750,000	600,000	185,000	700,000	800,000						
8	Old Goldsboro Road Tie-in	40,000										
9	Manhole rehab	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
10	Vector Truck				50,000							
11	Work Vehicles	50,000			50,000							
12	Trailer & Trench Box	8,000										
13	Extend Infrastructure Along Buffalo Road	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
	Totals	1,648,000	1,230,000	915,000	1,330,000	1,380,000	875,000	735,000	825,000	735,000	775,000	



**TOWN OF
SMITHFIELD**

PUBLIC UTILITIES

**10 YEAR
CAPITAL PLAN**

March 5, 2019

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Public Utilities 10-Year Capital Improvement Plan

Electric Division

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the electric utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.

Justification: The benefits of Smart Grid technology are widely known (accuracy in metering, alerts to incidents, customer self-management, etc.). Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2018-2019	\$500,000
	2019-2020	\$250,000
	2020-2021	\$250,000
	2021-2022	\$250,000
	2022-2023	\$50,000
	2023-2024	\$0
	2024-2025	\$10,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Town-wide Voltage Conversion

Description: Replacement of distribution transformers in service areas fed by the Brogden Road transformer.

Justification: The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come. The design of the circuit will allow the Town to begin using the second transformer as it was originally intended.

Fiscal Year Estimated Expenditure:	2018-2019	\$300,000
	2019-2020	\$300,000
	2020-2021	\$300,000
	2021-2022	\$250,000
	2022-2023	\$500,000
	2023-2024	\$500,000
	2024-2025	\$500,000
	2025-2026	\$400,000
	2026-2027	\$250,000
	2027-2028	\$500,000

Project: Generator for Load Management at Town Lift Stations

Description: Four (4) of the Town lift stations will need a generator to participate in the Town's load management program. These stations are identified as #4, #5, #11, & #16.

Justification: By installing a generator at each of these four (4) stations, the stations will have the ability to participate in load management; which would result in power savings for the Town. A secondary effect of the installation is to provide backup power at each of these stations, in the event of an emergency.

Fiscal Year Estimated Expenditure:

2018-2019	\$0
2019-2020	\$0
2020-2021	\$50,000
2021-2022	\$50,000
2022-2023	\$50,000
2023-2024	\$50,000
2024-2025	\$0
2025-2026	\$0
2026-2027	\$0
2027-2028	\$0

Project: Replace Electric Bucket Truck

Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30'-40' in the air.

Justification: One (1) of the two (2) bucket trucks in the fleet is aged (~20 years old) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of this truck over two years.

Fiscal Year Estimated Expenditure:

2018-2019	\$150,000
2019-2020	\$0
2020-2021	\$0
2021-2022	\$0
2022-2023	\$0
2023-2024	\$0
2024-2025	\$0
2025-2026	\$150,000
2026-2027	\$150,000
2027-2028	\$0

Project: Delivery Point #1 Upgrade
 Description: The Town will need to upgrade the original delivery point along Hospital Road to replace the aged infrastructure that exists.
 Justification: The need to update the aged electric infrastructure grows ever more pressing each year. The “lower” supply-side voltage lines (115 kVa) are being phased out by Duke Energy, so there is a need to upgrade the station, to be placed on the “higher” supply-side voltage (230kVa). This is the more stable supply of power that the Town is converting our infrastructure to, and this updated delivery point will dovetail into the Town conversion project.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$500,000
	2022-2023	\$500,000
	2023-2024	\$500,000
	2024-2025	\$500,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Design & Construct “North” Circuit
 Description: The Town will design a new circuit to service the north end of Smithfield, in preparation for increased demand that is anticipated with Town growth.
 Justification: The Brogden Road station was constructed with enough capacity to carry about twice as much load than the station currently is burdened. A big advantage of having excess capacity is the ability to support growth. The Town will need a circuit along the Booker Dairy Road corridor to support growth in that area of Town, as it develops and grows..

Fiscal Year Estimated Expenditure:	2018-2019	\$75,000
	2019-2020	\$950,000
	2020-2021	\$650,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: System Improvements on Buffalo Road
 Description: The Town will improve the electric system along Buffalo Road to facilitate residential development in that area and facilitate anticipated Town growth.
 Justification: The Buffalo Road area has long been thought to be the most logical area of new “green” growth in the Town of Smithfield. This system improvement will enable residential development to occur in the area at our northernmost service area. This development also allows for the Town to have existing service within close proximity to the proposed Kellie Drive connection onto Buffalo Road, which gives new customers a choice of service.

Fiscal Year Estimated Expenditure:	2018-2019	\$175,000
	2019-2020	\$175,000
	2020-2021	\$175,000
	2021-2022	\$175,000
	2022-2023	\$175,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Water Plant Division

Project: River Bank/Intake Upgrades
 Description: The Water Plant will rehabilitate the river bank in the area of the River intake to restore the river bank to its original dimensions, design, and purpose.
 Justification: Through the years natural water course erosion has washed away the river bank to a point that the water intake for the Water plant is more susceptible to sand infiltration. Also, the river bank has eroded to the point that the controls for the gates, valves and intake are being physically undermined by the river.

Fiscal Year Estimated Expenditure:	2018-2019	\$200,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$75,000
	2026-2027	\$0
	2027-2028	\$0

Project: Water Plant Enlargement
 Description: The Water Plant will be enlarged by constructing the 4th process train, per the original design plans of the plant
 Justification: To meet the increasing demand from both the County and anticipated growth in the Town, the Water plant will need to be able to draw, treat, and distribute more water in the coming years. This enlargement will enable the Town to meet the need and ensure adequate supply for the Town, as we move forward. Although the plan includes a proposed budget, it is anticipated this will cost many millions of dollars and will require State Revolving Fund assistance.

Fiscal Year Estimated Expenditure:	2018-2019	\$150,000
	2019-2020	\$6,000,000
	2020-2021	\$9,000,000
	2021-2022	\$250,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Sludge Process Upgrades
 Description: The water plant will make upgrades to the sludge processing system
 Justification: The water plant will need upgrades to the sludge processing system to accommodate increased sludge from the enlarged plant, as well as, provide the possibility to process sludge from outside sources as a potential revenue stream.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$50,000
	2022-2023	\$75,000
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: SCADA Upgrade
 Description: The Town will institute SCADA system upgrades at all lift stations and at the water meters at the delivery points for the County.
 Justification: The evolving technologies used in modern communications will out-date itself within 3-5 years. The Town will undertake an upgrade to keep the communication devices at its remote sites modern and efficient. This will take place over the course of multiple years to help offset the high cost.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$75,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000
	2027-2028	\$0

Project: South Smithfield Elevated Storage Tank/System improvements
 Description: The Town will construct a 500,000 gallon elevated storage tank in the south end of Town.
 Justification: The expected growth of the Town, in the northern end will pose a challenge to the Town to maintain appropriate quantity and pressure for the whole of the Town. A new, elevated tank will provide a solution to water pressure issues and provide added storage.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$300,000
	2023-2024	\$700,000
	2024-2025	\$500,000
	2025-2026	\$0
	2026-2027	\$500,000
	2027-2028	\$500,000

Project: Filter Media Replacement
 Description: The water plant water filters will replace the existing, aged media
 Justification: The water plant filters use specialized biofilters to treat the water as part of the filtration process. This media is nearing the end of its useful life. The plant will need to replace the media to maintain appropriate levels of water cleanliness.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$100,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Water & Sewer Division

Project: Reduction of Inflow & Infiltration (I&I) into Sanitary Sewer Collection System
 Description: The reduction of I&I into the collection system will be a continuous issue that will need funding on a continuous basis
 Justification: The reduction of I&I will reduce wear and tear on the collection system, extend the useful life of the collection system and help reduce the payments the town makes to the County, as there will be less water in the system flowing through the County WWTP meter.

Fiscal Year Estimated Expenditure:	2018-2019	\$100,000
	2019-2020	\$100,000
	2020-2021	\$100,000
	2021-2022	\$100,000
	2022-2023	\$100,000
	2023-2024	\$100,000
	2024-2025	\$100,000
	2025-2026	\$100,000
	2026-2027	\$100,000
	2027-2028	\$100,000

Project: Lift Station Repair

Description: The Town will establish a program to rehabilitate each of the 16 lift stations in the collections system, in need of repair & refurbishment.

Justification: The lift stations in the sanitary sewer system have suffered from a bit of neglect and as a result, are operation at less than top efficiency. The Town will begin to update control panels, refurbish and replace pumps, and repair dilapidated fencing. Such a program will lead to less malfunctions, less repair calls and reduce the risk of sanitary sewer spills.

Fiscal Year Estimated Expenditure:	2018-2019	\$150,000
	2019-2020	\$150,000
	2020-2021	\$150,000
	2021-2022	\$100,000
	2022-2023	\$200,000
	2023-2024	\$200,000
	2024-2025	\$200,000
	2025-2026	\$200,000
	2026-2027	\$25,000
	2027-2028	\$50,000

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the water utility and residential & commercial customers. The project will be “phased in” over the course of five (7) years to accommodate the large capital expenditure.

Justification: The benefits of Smart Grid technology are widely known. Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$200,000
	2020-2021	\$250,000
	2021-2022	\$250,000
	2022-2023	\$250,000
	2023-2024	\$250,000
	2024-2025	\$250,000
	2025-2026	\$250,000
	2026-2027	\$0
	2027-2028	\$0

Project: Fire Hydrant Valve insertion & Replacements

Description: The Town will take on the task of inserting, or repairing, hydrant valves where, currently, none exist; or the existing one is damaged. This will allow the hydrant to be turned off for maintenance and not necessitate the shutting down of a main line.

Justification: A healthy fire protection system is a necessity in the Town. Currently the hydrants operate; however, the absence of a hydrant valve means that repair and maintenance of these hydrants require the Town to shut the main off. The insertion of, or repair of, the hydrant valves will keep the fire protection system operable and allow maintenance on the hydrants while keeping the mains flowing.

Fiscal Year Estimated Expenditure:	2018-2019	\$40,000
	2019-2020	\$0
	2020-2021	\$100,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$100,000
	2024-2025	\$0
	2025-2026	\$250,000
	2026-2027	\$300,000
	2027-2028	\$0

Project: Water Line Upgrades Around Town

Description: The Town will establish a program to rehabilitate water mains in the distribution system throughout the Town.

Justification: The water mains in the water distribution system are aged and have suffered from a bit of neglect. As a result, these water mains are operating at less than top efficiency. The Town will begin to update these lines by rehabilitation and replacement. Such a program will lead to more stable water pressure, less repair calls, and reduce the risk of water main breakage.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$100,000
	2023-2024	\$100,000
	2024-2025	\$100,000
	2025-2026	\$100,000
	2026-2027	\$100,000
	2027-2028	\$100,000

Project: Digitized Mapping of Water & Sewer System

Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.

Justification: The Town will have a surveyor “on-call” to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2018-2019	\$10,000
	2019-2020	\$30,000
	2020-2021	\$30,000
	2021-2022	\$30,000
	2022-2023	\$30,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$10,000
	2026-2027	\$0
	2027-2028	\$0

Project: 16” Water Line along Durwood Stephenson Highway

Description: The Town will design and construct a 16” water line along Durwood Stephenson highway, which will connect US-70 Highway to the 16” water line at the intersection of Buffalo Road and Booker Dairy Road.

Justification: The connection of this water line will create a “loop” in the Town water transmission line. This “loop” will leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Fiscal Year Estimated Expenditure:	2018-2019	\$750,000
	2019-2020	\$800,000
	2020-2021	\$800,000
	2021-2022	\$185,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Manhole Rehabilitation

Description: The Town will establish a program to rehabilitate manholes in need of repair, in conjunction with those manholes identified by annual infrastructure assessments .

Justification: The Town sanitary sewer collection system is aged and certain sections have suffered from a bit of neglect. As a result, these lines are operating at less than top efficiency. The Town will begin to rehabilitate the worst manholes identified by annual assessments, refurbishing the interiors by cementitious re-build and epoxy coating. Such repair and rehabilitation will result in extended infrastructure life and further reduce I&I into the Town sanitary sewer collection system.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000
	2027-2028	\$50,000

Project: Vactor Truck

Description: The Town will split the cost of a replacement Vactor truck over the course of two years, making the purchase in the second fiscal year.

Justification: The Town will need a new, or newer, Vactor truck to replace an aged vehicle. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure. The timing of this replacement can be put off for a few years as the current need exists, but is not pressing.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$175,000
	2024-2025	\$175,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Work Vehicles

Description: The Town will need to replace aged work vehicles so the crews can perform their work.

Justification: The Town will need new, or newer, work vehicles to replace the aged vehicles in the work fleet. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure.

Fiscal Year Estimated Expenditure:	2018-2019	\$50,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$50,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$50,000
	2025-2026	\$0
	2026-2027	\$50,000
	2027-2028	\$0

Project: Outfall Machine

Description: This machine will allow crews to access sewer blockages in off-road areas

Justification: The Town has used contractors to unclog blocked sewage in remote, off-road conditions. This machine will allow us to perform this work in-house, as well as, allow the town to clean sewers in these remote areas to prevent future blockages from occurring.

Fiscal Year Estimated Expenditure:	2018-2019	\$0
	2019-2020	\$70,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

Project: Extend Infrastructure on Buffalo Road
 Description: The Town will improve the water & sewer systems along Buffalo Road to facilitate residential development in that area and facilitate anticipated Town growth.
 Justification: The Buffalo Road area has long been thought to be the most logical area of new “green” growth in the Town of Smithfield. This system improvement will enable residential development to occur in the area at our northernmost service area. This development will tie the Town’s system into the existing systems along Buffalo Road and provide a stable system for the proposed Kellie Drive connection.

Fiscal Year Estimated Expenditure:	2018-2019	\$400,000
	2019-2020	\$400,000
	2020-2021	\$400,000
	2021-2022	\$400,000
	2022-2023	\$400,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0

10-Year Capital Improvement Plan

Priority	Electric	Approved FY 18-19	Proposed FY 19-20	Proposed FY 20-21	Proposed FY 21-22	Proposed FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28
1	Advanced Metering Infrastructure/Smart Grid	500,000	250,000	250,000	250,000	50,000	500,000	10,000	400,000	250,000	500,000
2	Voltage Conversion & Circuit from Brogden Road Substation	300,000	300,000	300,000	250,000	500,000	500,000	500,000	400,000	250,000	500,000
3	Generator for Load Management for Town Lift Stations	150,000	50,000	50,000	50,000	50,000	50,000	50,000	150,000	150,000	150,000
4	Replace Electric Dept. Bucket Truck	75,000			500,000	500,000	500,000	500,000			
5	Delivery Point #3 - Design			650,000							
6	Delivery Point #1 - Upgrade	75,000	950,000	650,000	500,000	500,000	500,000	500,000			
7	Design & Construct "North" Circuit	175,000	175,000	175,000	175,000	175,000					
8	Improve Circuit Along Buffalo Road										
	Totals	1,275,000	1,675,000	1,425,000	1,225,000	1,275,000	1,050,000	1,010,000	550,000	400,000	500,000
	Water Plant										
1	Intake Improvements	200,000					75,000		75,000		
2	Plant Emergement - 4th train	150,000	6,000,000	9,000,000	250,000		75,000				
3	Sludge Process upgrades				50,000	75,000	75,000				
4	SCADA Upgrades	50,000	75,000				50,000	50,000	50,000	50,000	500,000
5	South Smithfield Elevated Tank/System improvements						700,000	500,000			
6	Sodium Chloride Bulk Tank & Transfer System	30,000				300,000		500,000			
7	Filter Media Replacement		100,000								
	Totals	400,000	6,175,000	9,000,000	300,000	375,000	900,000	550,000	125,000	550,000	500,000
	Water and Sewer										
1	Reduction of I/I into Sanitary Sewer	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
2	Lift Station Repair (fence & signage included)	150,000	150,000	150,000	100,000	200,000	200,000	200,000	200,000	200,000	50,000
3	AMI - Automated Metering Infrastructure		200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	300,000
4	Fire Hydrant Valve Insertion/Replacements	40,000		100,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000
5	Water Line Upgrades Throughout Town	50,000	50,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000
6	Digitized Mapping of Water & Sewer System	10,000	30,000	30,000	30,000	30,000					
7	16" Water line along Durwood Stephenson	750,000	800,000	800,000	185,000						
8	Old Goldsboro Road Tie-in	40,000									
9	Manhole rehab	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
10	Vector Truck										
11	Work Vehicles	50,000		50,000	50,000	175,000	175,000	175,000	50,000	50,000	50,000
12	Trailer & Trench Box	8,000									
13	Outfall Machine		70,000								
14	Extend Infrastructure Along Buffalo Road	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
	Totals	1,648,000	1,850,000	1,930,000	1,215,000	1,130,000	975,000	925,000	960,000	625,000	300,000

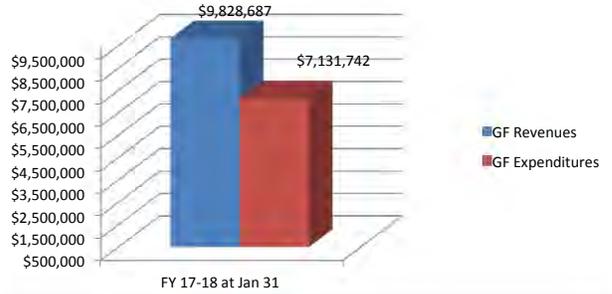
Financial Report

Town of Smithfield Revenues vs. Expenditures

**2018 YTD GF Revenues vs.
Expenditures**



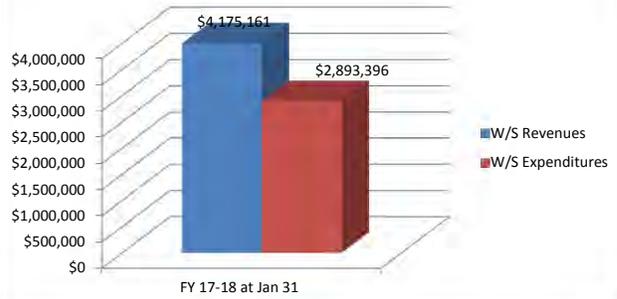
2017 GF Same Period



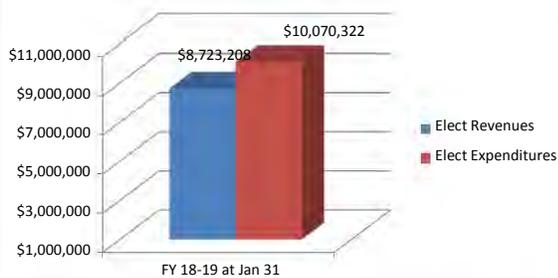
**2018 YTD W/S Revenues vs.
Expenditures**



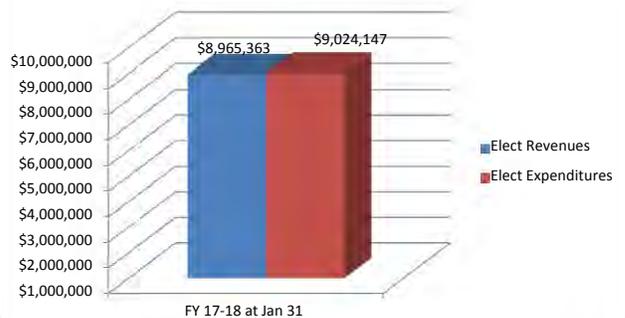
2017 W/S Same Period



**2018 YTD Electric Revenues vs.
Expenditures**



2017 Electric Same Period



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
January 31, 2019
Gauge: 7/12 or 58.3 Percent

58.30%

GENERAL FUND					
	Frequency	Actual to Date	Budget	Actual to Date	YTD %
Revenues		FY '17-18	FY '18-19	FY '18-19	Collected
Current & Prior Year Property Taxes	Monthly	\$ 5,282,666	\$ 5,663,000	\$ 5,403,011	95.41%
Motor Vehicle Taxes	Monthly	310,715	515,000	328,377	63.76%
Utility Franchise Taxes	Quarterly	486,787	975,000	495,553	50.83%
Local Option Sales Taxes	Monthly	1,024,199	2,200,000	1,096,494	49.84%
Aquatic and Other Recreation	Monthly	429,226	877,500	388,338	44.26%
Sanitation	Monthly	688,289	1,305,500	693,180	53.10%
All Other Revenues		1,606,805	1,324,996	1,205,028	90.95%
Loan Proceeds		-	88,500	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	261,614	100.00%
Fund Balance Appropriated		-	1,374,837	-	0.00%
Total		\$ 9,828,687	\$ 14,585,947	\$ 9,871,595	67.68%

	Actual	Budget	Actual to Date	YTD %
Expenditures	FY '17-18	FY '18-19	FY '18-19	Collected
General Gov.-Governing Body	\$ 218,150	\$ 488,406	\$ 244,485	50.06%
Non Departmental	436,281	840,906	512,724	60.97%
Debt Service	974,860	1,003,781	956,479	95.29%
Finance	55,405	105,501	55,329	52.44%
Planning	168,798	646,927	283,792	43.87%
Police	2,014,110	3,790,500	1,850,414	48.82%
Fire	1,080,268	2,106,953	1,284,664	60.97%
EMS	-	-	-	#DIV/0!
General Services/Public Works	268,726	546,914	270,631	49.48%
Streets	259,481	905,643	234,010	25.84%
Motor Pool/Garage	39,601	92,582	43,259	46.73%
Powell Bill	26,065	582,725	20,488	3.52%
Sanitation	622,125	1,116,768	624,979	55.96%
Parks and Rec	457,763	1,012,771	508,741	50.23%
SRAC	510,108	969,779	547,242	56.43%
Sarah Yard Center	-	40,600	13,485	33.21%
Contingency	-	335,191	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ 7,131,741	\$ 14,585,947	\$ 7,450,722	51.08%

YTD Fund Balance Increase (Decrease) - -

58.30%

WATER AND SEWER FUND

	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Revenues				
Water Charges	\$ 1,320,549	\$ 2,852,000	\$ 1,402,529	49.18%
Water Sales (Wholesale)	702,461	\$ 1,200,000	\$ 802,675	66.89%
Sewer Charges	1,876,003	3,800,000	2,263,703	59.57%
Tap Fees	8,650	13,000	700	5.38%
All Other Revenues (Includes Grants)	267,498	599,000	230,017	38.40%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	626,432	-	0.00%
Total	\$ 4,175,161	\$ 9,090,432	\$ 4,699,624	51.70%

	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Expenditures				
Water Plant (Less Transfers)	\$ 918,006	\$ 1,811,936	\$ 1,016,278	56.09%
Water Distribution/Sewer Coll (Less Transfers)	1,627,078	4,231,837	2,335,519	55.19%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	1,467,000	1,350,000	92.02%
Debt Service	348,312	1,382,896	534,887	38.68%
Contingency	-	196,763	-	0.00%
Total	\$ 2,893,396	\$ 9,090,432	\$ 5,236,684	57.61%

ELECTRIC FUND

	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Revenues				
Electric Sales	\$ 8,688,903	\$ 16,400,000	\$ 8,527,719	52.00%
Penalties	240,007	320,000	83,275	26.02%
All Other Revenues	36,453	59,000	112,214	190.19%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	120,075	-	
Total	\$ 8,965,363	\$ 16,899,075	\$ 8,723,208	51.62%

	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Expenditures				
Administration/Operations	\$ 1,141,302	\$ 2,195,899	\$ 1,215,539	55.35%
Purchased Power - Non Demand	3,495,924	12,600,000	2,885,009	22.90%
Purchased Power - Demand	3,356,053	-	3,757,846	#DIV/0!
Purchased Power - Debt	674,436	-	674,436	#DIV/0!
Debt Service	351,278	359,972	351,278	97.58%
Capital Outlay	5,154	-	-	
Contingency	-	441,990	-	
Transfers to Electric Capital Proj Fund	-	1,215,000	1,100,000	
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	86,214	86,214	100.00%
Total	\$ 9,024,147	\$ 16,899,075	\$ 10,070,322	59.59%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	12,930,534			
Water and Sewer Fund	6,408,065			
Electric Fund*	9,334,735			Interest Rate
JB George Endowment (40)	132,238			
Water Plant Expansion (43)	(286,380)			
Booker Dairy Road Fund (44)	448,851			
Capital Project Fund: Wtr/Sewer (45)	999,798	1st CITIZENS	24,960,115	0.3% (Earn
Capital Project Fund: General (46)	531,259	NCCMT	2,323,573	1.960%
Capital Project Fund: Electric (47)	1,503,706	STIFEL	-	Market
Firemen Relief Fund (50)	150,935	KS BANK	3,730,025	1.75%
Fire District Fund (51)	(29,430)	UNITED COMM	1,290,135	95.00%
General Capital Reserve Fund (72)	179,537	PNC BANK	-	0.00%
Total	\$32,303,848		\$ 32,303,848	

*Plug

Account Balances Confirmed By Finance Director on 12/18/2018

Department Reports



Staff Report

**Annual
Economic
Development
Update**

Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing **the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.**

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities DEC 2018/JAN 2019

1. BRE – Tim and Rocky made an existing industry visit to Beverage Destruction Services Inc. (BDSI) and met with Mike Buzard, the owner/manager. The company will move its entire operations sometime in March or April to a facility on Bright Leaf Blvd., still within Smithfield's corporate limits. The company processes and disposes of beverages that are out of date, contaminated, or in some other way compromised. Business has been growing steadily and Mike discussed new partners and potential new ventures. Currently the company employs 26 and the business represents a capital investment of \$300,000. The company offers its employees a unique, flex schedule, each employee sets their own hours during the day, clocking in and out. Several opportunities for assistance were identified and Tim and Rocky will follow-up with information on those items.
2. Internal/External Marketing – Tim, Rocky and Brian Eaves met with Ray Emery of Emery Advertising to review a mockup of a promotional piece that had been developed as a result of a previous meeting. The piece was attractive and contained all the elements that had been requested. After discussing different forms-brochure, pocket folder and inserts, etc., it was decided that a booklet format, which could be scalable, that is pages could be added or deleted as needed, would best fit the town's needs. Ray will prepare a proposal for a booklet with 12-page and 16-page options.
3. Downtown Development/Residential Development - Tim, Rocky, Sarah Edwards, and Mike Fleming met to discuss the status of the OTH and the redevelopment of the residential area near the downtown area.
 - a. Mike was brought up to speed on the current status of the OTH including the condemnation proceedings and several meetings between the owners and potential developers. It was noted that the owner's asking price is a barrier to the project, being too high for the project to be financially feasible. Several ideas were discussed, and questions were raised that need to be answered before coming up with a strategy to achieve what would be the optimum outcome-a renovated facility providing a positive economic impact on the town. Answers to the questions will be sought and we will get back together.
 - b. The group also discussed the redevelopment of housing in the areas near to the downtown area. This idea had been the driving force that led to the OTH being adopted for a class project by a group of graduate students from the UNC-CH School of Government. While the project was appreciated, it did not address the issue that give it rise, the redevelopment of housing in the areas near downtown. Several communities that had been successful in promoting the kind of residential redevelopment/renovation that would be desirable were discussed. The strategies, policies, incentives, etc. that these communities employed to encourage redevelopment of housing will be researched and will be discussed at the group's next meeting.
 - c. The group also discussed the status of the recruitment of a brewery to downtown. The evaluation of the old Rose's building, several prospects that included, a

brewery, a restaurant, and a distillery, and suggestions on how to push the project forward were included in the discussion.

4. Downtown Development, Brewery Attraction/Product Development – Tim and Rocky met with Allen Wellons to discuss the attraction of a brewery and the recertification of an industrial park.
 - a. Allen has had ongoing discussions with local business persons who own several restaurants and have an interest in his building for a brewery/restaurant. Allen explained what his position and what was needed moving forward. It was decided that a meeting would be facilitated with Allen and the business owners to identify any areas that the town may offer assistance to advance the project.
 - b. Allen is a co-owner of the property located at Buffalo Road and US 70 that was previously a certified site, located within the town's city limits. Allen agreed to assist in getting the property recertified and asked that the documents needed for the process be forwarded to him.

Allen noted that he would be traveling out of the country in early March returning later that month so any meetings concerning either the brewery or the recertification of the industrial park would need to be scheduled around that trip.

5. Incentives – Tim and Rocky met with Mike Scott to discuss several economic development projects, including the OTH and the recruitment of a brewery. The discussion centered on the various options to move the projects forward and also the incentives the town may be willing to consider for each.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-January 25 2019

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program					
	Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
		Commercial Realtors		Maintaining on-going contact with realtors.	
		SEDAC		Maintaining on-going contact with SEDAC.	
1400				Meeting with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
		East Smithfield		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support					
	Reestablish the Existing Industry Outreach Program				
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	Met with a developer who expressed developing a parcel located a one of Smithfield's gateways. The developer has been involved in many successful projects and what the vision he expressed for the property would greatly enhance the area and improve the aesthetics. We will follow up with the developer to identify ways that we can encourage him to make his vision a reality.
			East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
			Business Community			
	Conduct a Visioning/Branding process		ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Received a draft strategic communications plan from Michelle Vaught, VP of Marketing for ElectriCities.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	Allen Wellons, co-owner of the property at Buffalo Road and US 70 that was previously a certified park, and within the town limits agreed to assist in getting the property recertified. All pertinent documents will be forwarded to him.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					<p>The town is partnering with Johnston County Economic Development on assembling properties for an industrial park that will then be certified. Five parcels lie within the town's corporate limits. Land owners will be contacted to secure the properties for the project.</p>	
						<p>Met with Stephen Wensman to discuss the rezoning of the West Smithfield Industrial Park properties. Stephen provided direction as how to proceed.</p>
						<p>The additional information requested by SHPO has been submitted and it is anticipated that final approval of certification of West Smithfield Industrial Park will be granted at the February Steering Committee meeting.</p>
	Infrastructure Improvements					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Golden LEAF Grant	Public Works Department- Johnston County		The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park. The GL Board will approve the projects at their April meeting.	Estimates for the number of jobs that West Smithfield Industrial Park could support and the average wage of those jobs are being prepared to be included in a follow up information request from the Golden LEAF in support of the grant.
15 Downtown Redevelopment						
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	Condemnation proceedings have been initiated on the property. It is still hoped that some scenario can be developed to ensure that the facility can be rehabilitated and become a positive for the town.
						Met with Mike Fleming and Sarah Edwards to discuss the current status of the OTH and issues associated with moving the potential project forward.

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	Tim, Brian Eaves, and Rocky met with Ray Emery of Emery Advertising to review a mockup of a promotional piece that was developed as a result of a previous meeting. After discussing several forms it was decided that a booklet form would best fit the town's needs. Ray will prepare a proposal for a 12 and 16 page booklet.
Johnston Community College					
	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
155	Identify JCC needs that can be translated into economic development activities				
Incentives	Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	Tim, Mike Scott, and Rocky discussed what options may be available for the redevelopment of the OTH. Incentives the town may be willing to consider for the project, the recruitment of a brewery, and other economic development projects were discussed.
Retirement Development					

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Determine interest in advancing this initiative				
Residential Development	Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	Met with Sarah Edwards and Mike Fleming to revisit Mike's idea of promoting redevelopment or renovation of housing in the areas near downtown. Several communities that have had success in this area were identified and the practices and methods that they used to achieve this success will be researched.
					Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.
Retail Development	Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	Reviewed a social media promotion that supported retail in a nearby community. It was decided to approach the Chamber to support a similar initiative to promote retail in Smithfield.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Met with the Principles of Adventure Development to discuss their plans for the redevelopment/renovations of the Pine Needles Shopping Center. We offered in support for their efforts.
						Also met with the principles of Adventure Development to discuss their interest in developing a East Market Street parcel. The asking price is too high to make the project financially feasible. Some ideas that would mitigate the cost were discussed and we will follow-up on those strategies and get back to the developers.
157 Public Education						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.



FINANCE DEPARTMENTAL REPORT FOR JANUARY, 2019

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other	\$4,887,338
Franchise Tax.....	0
Sales & Use Tax.....	223,257
Powel Bill.....	0
Total Revenue	\$5,110,595

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,385,659

FINANCE:

- Compiled and submitted monthly retirement report on 1/31/2019
- Issued 52 purchase orders
- Processed 798 vendor invoices for payment and issued 396 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 1/11/2019 and 1/25/2019
- Issued 2 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Collected \$30 on past due privilege license fees. **NOTE:** Total collected now at \$10,789. The past due collections are the result of mailing some 287 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,216
- Processed 8 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$35,686.83 (EMS = \$12,120.83; SRAC = \$6,505.17; Utility= \$16,585.36; and Other = \$475.47).
- Invoiced 9 grave opening for a total of \$6,300.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$1,495.74 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$3,988.52 to PNC Bank for credit/debit card fees

FINANCE DIRECTOR

- Attended Johnston County Tax Revaluation meeting on January 2, 2019
- Attended Town Council Meeting on January 8, 2019
- Completed the Local Government Commission LGC-203 bi-annual report on deposit account balances on January 8, 2019
- Prepared the 2018 Memorandum of Participation Report for Other Post-Employment Benefits for the Town’s 2019 Audit
- Met with Stephen Parker and Kathryn Pond from First Citizens Bank to review account relationship. Result: FCB now paying interest on checking account and increased earnings credit from .3 to .5 percent.
- Attended Department Head Meeting on January 8 and 22, 2019
- Completed Municipal Certification for NCDOR TR2 Report on January 31, 2019



Town of Smithfield
 Planning Department
 350 E. Market St Smithfield, NC 27577
 P.O. Box 761, Smithfield, NC 27577
 Phone: 919-934-2116
 Fax: 919-934-1134

BOARD ACTIONS REPORT - 2019

January

Town Council

Zoning Map Ammendments	0
Special Use Permit	0
Zoning Ordinance Ammendments	0
Major Subdivisions	0
Annexations	0
Special Events	0
Site Plan	0

Planning Board

Zoning Map Ammendments	2
Zoning Ordinance Ammendments	2
Major Subdivisions	0

Board of Adjustment

Variance	0
Admin Appeal	0

Historic Properties Commission

Certificate of Appropriateness	0
Historic Landmarks	0



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Permit Issued for January 2019

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	1,400.00	12
Zoning	Land Use	\$850.00	9
Zoning	Sign	\$250.00	5
	Total:	\$2,500.00	26
	Fiscal YTD Total:	\$11,375.00	148

SP19-000001	Site Plan	Minor Site Plan	SFD / 32X64 Modular Constructed Home	2735 Wilson's Mills Road
Z19-000001	Zoning	Land Use	Venero's Pizzeria Restaurant	519 Outlet Center Drive
Z19-000002	Zoning	Land Use	A&E Accounting Group, LLC	606 West Market Street
Z19-000003	Zoning	Sign	Super 8 Hotel	735 Outlet Center Drive
SP19-000003	Site Plan	Minor Site Plan	SFD / New Construction	115 CYPRESS
Z19-000004	Zoning	Land Use	Law Office of Glenn Gray	527 South Brightleaf Boulevard
Z19-000005	Zoning	Land Use	Cell Antenna Changeout	2432 PACKING PLANT Road
Z19-000010	Zoning	Land Use	Black History Exhibit/Temporary Museum	329 East Market Street
SP19-000004	Site Plan	Minor Site Plan	SFD 12'x12' Accessory Structure	714 Chestnut Drive
Z19-000012	Zoning	Sign	Circle K Sign Package	1137 North Brightleaf Boulevard
Z19-000013	Zoning	Land Use	Samsonite Company Stores, LLC	1025 Outlet Center Dr St 460
Z19-000014	Zoning	Land Use	Clayton General Store	1025 Outlet Center Dr Ste 270
SP19-000005	Site Plan	Minor Site Plan	SFD 22x20 Carport Extension	222 West Hood Street
SP19-000006	Site Plan	Minor Site Plan	Aircraft Hangers	3146 Swift Creek Road
SP19-000007	Site Plan	Minor Site Plan	Electric Vehicle Charging Stations.	1025 Outlet Center Dr Ste 270
SP19-000008	Site Plan	Minor Site Plan	Sidewalk and Parking Improvements.	245 College Road
Z19-000016	Zoning	Land Use	Residential Driveway for Existing SFD	207 Cloverdale Drive
Z19-000017	Zoning	Sign	Chicha's Auto Sales	808 North Brightleaf Boulevard
Z19-000018	Zoning	Land Use	Jimmy's Gas Mart	3300 West US Hwy 70 Business
SP19-000009	Site Plan	Minor Site Plan	Wal-Mart Interior/Exterior Enhancement	1299 North Brightleaf Boulevard
Z19-000019	Zoning	Sign	Walmart Exterior Sign Addition	1299 North Brightleaf Boulevard



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING January 31, 2019**

I. STATISTICAL SECTION

Month Ending January 31, 2019	Jan 2019	Jan 2018	Total 2019	Total 2018	YTD Difference
Calls For Service	1708	1826	1708	1826	-118
Incident Reports Completed	116	148	116	148	-32
Cases Closed	2	98	2	98	-96
Accident Reports	78	77	78	77	1
Arrest Reports	74	104	74	104	-30
Burglaries Reported	9	9	9	9	0
Drug Charges	25	32	25	32	-7
DWI Charges	7	3	7	3	4
Citations Issued	193	212	193	212	-19
Speeding	39	52	39	52	-13
No Operator License	55	45	55	45	10
Registration Violations	30	31	30	31	-1

II. PERSONNEL UPDATE

The police department currently has eight vacancies at this time. Four conditional offers have been offered and background investigations are being completed. We should have only have four vacancies in the very near future. Additional applications are coming in daily and we are partnering with several colleges so students are doing internships with the police department.

III. MISCELLANEOUS

Mandatory in-service training was continued in January, with most courses be completed on line. Staff is currently completing the yearly report for the agency. We continue to be involved in monthly community events in the town.

REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2019

PART I CRIMES	January	January	+/-	Percent	Year-To-Date		+/-	Percent
	2018	2019		Changed	2018	2019		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	2	0	-2	-100%	2	0	-2	-100%
Commercial	1	0	-1	-100%	1	0	-1	-100%
Individual	1	0	-1	-100%	1	0	-1	-100%
ASSAULT	5	7	2	40%	5	7	2	40%
* VIOLENT *	7	7	0	0%	7	7	0	0%
BURGLARY	9	7	-2	-22%	9	7	-2	-22%
Residential	5	6	1	20%	5	6	1	20%
Non-Resident.	4	1	-3	-75%	4	1	-3	-75%
LARCENY	39	22	-17	-44%	39	22	-17	-44%
AUTO THEFT	1	0	-1	-100%	1	0	-1	-100%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	49	29	-20	-41%	49	29	-20	-41%
PART I TOTAL:	56	36	-20	-36%	56	36	-20	-36%
PART II CRIMES								
Drug	27	24	-3	-11%	27	24	-3	-11%
Assault Simple	10	5	-5	-50%	10	5	-5	-50%
Forgery/Counterfeit	5	5	0	0%	5	5	0	0%
Fraud	6	4	-2	-33%	6	4	-2	-33%
Embezzlement	0	0	0	N.C.	0	0	0	N.C.
Stolen Property	2	1	-1	-50%	2	1	-1	-50%
Vandalism	2	2	0	0%	2	2	0	0%
Weapons	4	0	-4	-100%	4	0	-4	-100%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	2	7	5	250%	2	7	5	250%
Liquor Law Violation	1	0	-1	-100%	1	0	-1	-100%
Disorderly Conduct	0	0	0	N.C.	0	0	0	N.C.
Obscenity	1	0	-1	-100%	1	0	-1	-100%
Kidnap	0	1	1	N.C.	0	1	1	N.C.
All Other Offenses	5	25	20	400%	5	25	20	400%
PART II TOTAL:	65	74	9	14%	65	74	9	14%
=====								
GRAND TOTAL:	121	110	-11	-9%	121	110	-11	-9%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
January, 2019**

I. Statistical Section

Responded to	2019 Jan	Jan IN	Jan OUT	2018 Jan	2019 IN	2019 OUT	2019 YTD	2018 YTD
Total Structure Fires Dispatched	15	5	10	18	5	10	15	18
Confirmed Structure Fires (Our District)	4	4	0	7	4	0	4	7
Confirmed Structure Fires (Other Districts)	4	0	4	1	0	4	4	1
EMS/Rescue Calls	121	116	5	135	116	5	121	135
Vehicle Fires	1	0	1	3	0	1	1	3
Motor Vehicle Accidents	19	19	0	17	19	0	19	17
Fire Alarms (Actual)	7	7	0	17	7	0	7	17
Fire Alarms (False)	8	7	1	11	7	1	8	13
Misc./Other Calls	21	20	1	25	20	1	21	25
Mutual Aid (Received)	5	0	0	11	0	0	5	11
Mutual Aid (Given)	10	0	0	7	0	0	10	7
Overlapping Calls (Calls at the same time)	37	0	0	33	0	0	37	33
TOTAL EMERGENCY RESPONSES	185	173	12	228	173	12	185	228

* Denotes the breakdown of calls, these are not calculated into the totals *
IN/OUT denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Dec	YTD
Fire Inspections/Compliance Inspections	65	65
Public Fire Education Programs	2	2
Children in Attendance	279	279
Adults in Attendance	22	22
Plans Review Construction/Renovation Projects	7	7
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	6	6
Re-Inspections	14	14

II. Major Revenues

	Dec	YTD
Inspections	\$1,450.00	\$1,450.00
False Alarms	\$100.00	\$100.00
Fire Recovery USA	\$0.00	\$0.00
EMS Debt Setoff	\$0.00	\$0.00

Major Expenses for the Month:

III. Personnel Update:

- The Fire Department held a Promotional Ceremony in the fellowship hall at First Baptist Church on January 25th, Mayor Andy Moore read the Oath to the members.

IV. Narrative of monthly departmental activities:

- We participated in a Fire prevention program in the month of January:
 - West Smithfield Elementary- Community Helper's Day
 - JCC Early Child Development Center
- We participated in county-wide tanker training at JCC

**Town of Smithfield
Public Works Department
Jan. 31, 2019**



169 Total Work Orders completed by the Public Works Department

8 Burials, at \$700.00 each = \$5,600.00

0 Cremation Burial, \$400.00 each = \$0.00

\$1,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

426.40 tons of household waste collected

144 tons of yard waste collected

12.07 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Jan. 31, 2019



I. Statistical Section

- 8 _____ Burials
- 2 _____ Works Orders – Buildings & Facilities Division
- 32 _____ Work Orders – Grounds Division
- 52 _____ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$5,600.00
Total Revenue:	\$6,600.00

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "Time Management", with Jaime Pearce, Corporate Health Consultant - Wellness Works of Johnston Health.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Jan. 31, 2019



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 7 Work Orders – 11.99 Tons of Asphalt was placed in 4 gator areas, 4 overlays and 2 root damaged areas.
- c. Removed Christmas decorations from facilities and street poles.
- d. Replaced three faded stop signs and eight 4-way stops at 5 intersections.
- e. 24 Work Orders – 1,860lbs.of Cold Patch was used for 55 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$584.95 to Kingspor for diamond blades for asphalt saw, \$3,250.00 to Barbour beaver control 2nd Qtr., \$2,139.15 to Massey Wheel Aligning for front end repairs to 402 and 401 pickup trucks.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Time Management", with Jaime Pearce, Corporate Health Consultant - Wellness Works of Johnston Health.

**Town of Smithfield
Public Works Department
Jan. 2019 Drainage Report**

Location: Facilities, Welcome Signs, Market Street and Third Street.
 Starting Date: 1/2/2019
 Completion Date: 1/15/2019
 Description: Removed Christmas decorations.
 Man-hours: 22.5hrs
 Equipment: 905 pickup, utility truck plus ladder and hand tools.
 Materials: N/A

Location: 24-37-42-46 Peedin Road, 1051 Outlet Center Drive, Buffalo and North, North and 5th, 275 N Equity, 801 S 5th, 701-A East Street, East and South Ave, 703 East Street, Canterbury and S Sussex, MLK and Furlong Drive, 1008-1118 MLK, 3rd Ave and Midway, Lee and Blount, 110 Caroline Ave, Woodsdale and Bookerdairy, 4-11 Eden, 5th and Lee, White Oak and Camellia, Fayetteville and Futrell.

Starting Date: 1/2/2019
 Completion Date: 1/29/2019
 Description: Repaired 55 potholes with Perma Patch asphalt.
 Man-hours: 6.17hrs
 Equipment: 401 pickup plus hand tools.
 Materials: 31 bags of Perma Patch asphalt.

Location: 302-310 Flowers, 14 Eden, 270-275 N Equity Drive, Stancil and McCullers.
 Starting Date: 1/9/2019
 Completion Date: 1/16/2019
 Description: Repaired 4 root damaged areas, repaired 4 gator areas and 4 overlays.
 Man-hours: 39.35hrs
 Equipment: 420 Cat backhoe, 405 dump truck and 408 flat bed.
 Materials: 11.99 tons of asphalt.

Location: Second and Stevens, Sanders and Vermont, Crescent and Holding, 1st and Rose, 414 N 4th, 1013 Hancock, 6th and Davis.
 Starting Date: 1/24/2019
 Completion Date: 1/29/2019
 Description: Replaced two 4-way stop intersections, installed three new stop signs and cut back two blind corner intersections.
 Man-hours: 6hrs.
 Equipment: 401 pickup plus hand tools.
 Materials: Three 30x30 stops signs, and eight 4-way stop signs.

Location: West Smithfield welcome sign.
 Starting Date: 1/23/20019
 Completion Date: 1/23/2019
 Description: Removed welcome sign and landscape bed.
 Man-hours: 24hrs
 Equipment: 420 Cat backhoe, 408 flat bed and 313 knuckle boom truck.
 Materials:

Location: E Market Street beside Wells Fargo Bank.
Starting Date: 1/28/2019
Completion Date: 1/28/2019
Description: Due to a motor vehicle accident staff removed damaged brick wall, fence and vegetation from location.
Man-hours: 10.5hrs.
Equipment: 420 Cat backhoe, 408 flat bed, 300 -905 pickup trucks.
Materials: N/A

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Jan. 31, 2019**



I. Statistical Section

 8 Preventive Maintenances

 0 North Carolina Inspections

 29 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month.

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department safety meeting was on "Time Management", with Jaime Pearce, Corporate Health Consultant - Wellness Works of Johnston Health.

Town of Smithfield
Public Works Sanitation Division
Monthly Report
Jan. 31, 2019



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 39 work orders
- b. Sanitation forces collected tons 426.40 of household waste
- c. Sanitation forces disposed of 76 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 2.86 tons of construction debris (C&D); and 2.34 Tons of mixed C&D
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 2.83 tons of recyclable plastic
- h. Recycled 3,980 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 3,460 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 560 lbs. of aluminum cans for \$252.00
- c. Sold 1720 lbs. of shredder steel for \$86.00 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,871.00 for disposal of yard waste and debris.
Paid \$1,246.00 to MiFleet for 13 GPS devices for truck fleet.

IV. Personnel Update:

Using Temporary Worker from Mitchell's Temp Services.

V. Narrative of monthly departmental activities:

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department safety meeting was on "Time Management", with Jaime Pearce, Corporate Health Consultant - Wellness Works of Johnston Health.
Community Service Workers worked 3.50 hrs.



PARKS AND RECREATION

MONTHLY REPORT FOR JANUARY, 2019

PROGRAMS STATISTICS	JANUARY, 2019		JANUARY, 2018	
NUMBER OF PROGRAMS	8		9	
TOTAL ATHLETICS PARTICIPANTS	228		177	
TOTAL NON/ATHLETIC PARTICIPANTS	388		259	
NUMBER OF GAMES PLAYED	48		37	
TOTAL NUMBER OF PLAYERS (GAMES)	960		740	
NUMBER OF PRACTICES	86		69	
TOTAL NUMBER OF PLAYER(S) PRACTICES	840		690	
	JANUARY, 2019	18/19 FY YTD	JANUARY, 2018	17/18 FY YTD
PARKS RENTALS	6	120	3	120
USERS (PARKS RENTALS)	68	13014	45	13014
TOTAL UNIQUE CONTACTS	2,256		1,735	
	JANUARY, 2019	18/19 FY YTD	JANUARY, 2018	17/18 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 1,484.00	\$ 38,125.00	\$ 940.41	\$ 51,110.20
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 49,001.00	\$ 413,246.00	\$ 56,206.89	\$ 401,460.76
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 28,900.00	\$ 73,203.00	\$ 8,881.57	\$ 56,302.23
SARAH YARD COMMUNITY CENTER	\$ 2,715.00	\$ 13,485.00	\$ -	\$ -



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR JANUARY, 2019

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	21	26
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	2583	1490

	JANUARY, 2019	18/19 FY YTD	JANUARY, 2018	17/18 FY YTD
SRAC MEMBER VISITS	4027	34712	4939	34712
DAY PASSES	662	5256	471	5256
RENTALS (SRAC)	51	351	56	351
USERS (SRAC RENTALS)	5009	23766	4386	23766
TOTAL UNIQUE CONTACTS	9,698	77,746	10,464	77,746

FINANCIAL STATISTICS

	JANUARY, 2019	18/19 FY YTD	JANUARY, 2018	17/18 FY YTD
SRAC REVENUES	\$ 41,404.00	\$ 357,718.00	\$ 49,711.94	\$ 377,903.11
SRAC EXPENDITURES	\$ 73,556.00	\$ 547,241.00	\$ 49,277.01	\$ 510,107.96
SRAC MEMBERSHIPS		1766		3186

HIGHLIGHTS

Hosted Hogwild Wheelchair Basketball Event
 Hosted Greater Neuse River Conference Swim Meet
 Hosted 3 NCHSAA Sanctioned Swim Meets



Utilities Department

Monthly Report

January 2019

- **Statistical Section**

- Electric CP Demand 25,834 Kw relative to December's demand of 20,359 Kw.
- Electric System Reliability for was 99.998%, with one (1) recorded outage; relative to December's 99.997%.
- Raw water treated on a daily average was 3.460 MG relative to 3.554 MG for December; with maximum demand of 3.958 MG relative to December's 4.750 MG.
- Total finished water to the system was 102.451 MG relative to December's 104.282 MG. Average daily for the month was 3.305 MG relative to December's 3.364 MG. Daily maximum was 3.606 MG (January 22nd) relative to December's 4.376 MG. Daily minimum was 2.914 (January 1st), relative to December's 2.670 MG.

- **Miscellaneous Revenues**

- Water sales were \$210,787 relative to December's \$209,019
- Sewer sales were \$345,519 relative to December's \$354,651
- Electrical sales were \$1,307,931 relative to December's sales of \$1,283,629
- Johnston County Water purchases were \$131,640 for 65.820 MG relative to December's \$127,754 for 63.877 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,070,351 relative to December's \$933,869
- Johnston County sewer charge was \$288,813 for 86.131 MG relative to December's \$338,795 for 100.757 MG.

- **Personnel Changes –**

- Hunter Price began employment as a Utility Line Mechanic on January 2
- Michael Carpenter resigned as Pump Station Mechanic on January 18



**Town of Smithfield
Electric Department
Monthly Report
January, 2019**

I. Statistical Section

- Street Lights repaired -29
- Area Lights repaired -18
- Service calls - 33
- Underground Electric Locates -129
- Poles changed out, installed or removed-0
- Underground Services Installed/Repaired -0

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had 2 Safety meetings on First Aid & CPR Certification, & Glucose Screening for Employee.

V. Miscellaneous Activities:

- Continuing conversion work on the south side of Town. (Holding St. to Wellons St.)
- Directional Boring Crew continuing to do bores for upgrading primary lines to 25kv for conversion in the area of Baker, Rosewood, Cedarwood Streets.
- Removed all Christmas lights.
- Completed installing the next round of Nexgrid meters (1000).



WATER & SEWER

JANUARY 2019 MONTHLY REPORT

● DISCONNECT WATER	10
● RECONNECT WATER	2
● TEST METER	6
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	2
● LOW PRESSURE CALLS	6
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	20
● METER CHECKS	25
● METER REPAIRS	7
● WATER MAIN/SERVICE REPAIRS	8
● STREET CUTS	10
● REPLACE EXISTING METERS	14
● INSTALL NEW METERS	4
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	6
● CLEANOUTS INSTALLED	7
● SEWER MAIN CLEANED	3585LF
● SERVICE LATERALS CLEANED	730LF

- SERVICE CALLS 120
- LOCATES 129

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH OF JANUARY

- Repair pump #2 at station #1.
- McClung's moved generator to #2

PERSONNEL UPDATES

- Hunter Price started
- Michael Carpenter resigned

UPCOMING PROJECTS FOR THE MONTH OF FEBRUARY

- Braswell will be continuing to work on Kellie Dr. water and sewer installation
- JF Wilkerson is continuing the 16" water main extension on Durwood Stephenson
- Replacing control cabinets at SLS stations 9, 10, & 6
- Have to replace control cabinet for Station #1, will get some credit from McClung's for the cabinet that is on site now



MONTHLY WATER LOSS REPORT

JANUARY, 2019

(2) Meters with slow washer leaks

$\frac{3}{4}$ " Line, Full Flow – 4hrs

(2)1" Line, 1/8" hole – 4hrs

(2)1 1/2" Line, 1/8" hole – 1day

2" Line, 1/8" hole – 3day

6" Line, 4" split – 4hrs

Fire Hydrant slow drip