



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Council Member Elect

Roger A. Wood

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, December 3, 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 DECEMBER 3, 2019
7:00 PM**

Call to Order

Invocation

Approval of Agenda

Old Business

Page

Public Hearings: None

Citizens Comments:

Consent Agenda Items:

1. Approval of **Minutes**: November 12, 2019 – Regular Meeting
November 12, 2019 – Closed Session (Under Separate Cover)
November 14, 2019 – Recessed Meeting
November 14, 2019 – Closed Session (Under Separate Cover).....1
2. **Bid Award to Walker Auto and Truck in the amount of \$9,656.00 for the purchase of a two post lift for the Public Works – Garage Division**
(Public Works Director – Lenny Branch) See attached information.....21
3. **New Hire Report**
(Human Resources Director – Tim Kerigan) See attached information.....37

New Business

Organizational Meeting:

Pursuant to NCGS 160A-68, the Smithfield Governing Body is scheduled to conduct an organizational meeting. Therefore, the following information is provided:

1. Presentations

- a. To outgoing Councilman Emery Ashley and relinquishment of Council seat
(Mayor – M. Andy Moore) See attached information.....39

2. Oaths of Office

- a. Administering Oath of Office to returning Mayor M. Andy Moore by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
See attached information.....41
- b. Administering Oath of Office to returning Councilman John A. Dunn by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
See attached information.....43
- c. Administering Oath of Office to returning Councilman Stephen Rabil by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
See attached information.....45
- d. Administering Oath of Office to newly elected Councilman Roger A. Wood by the Honorable Senior Resident Superior Court Judge, Thomas H. Lock
See attached information.....47

3. Election of the Mayor Pro-Tempore

Pursuant to NCGS 160A-70, the new Board is to elect a Mayor Pro-Tem amongst its members.

4. Meeting Schedule

Pursuant to NCGS 160A-71 and Town of Smithfield Code of Ordinances Article II Section 2-46, the governing body is to adopt a meeting schedule.

(Town Manager – Michael L. Scott) See attached information.....49

Councilmember’s Comments

Town Manager’s Report

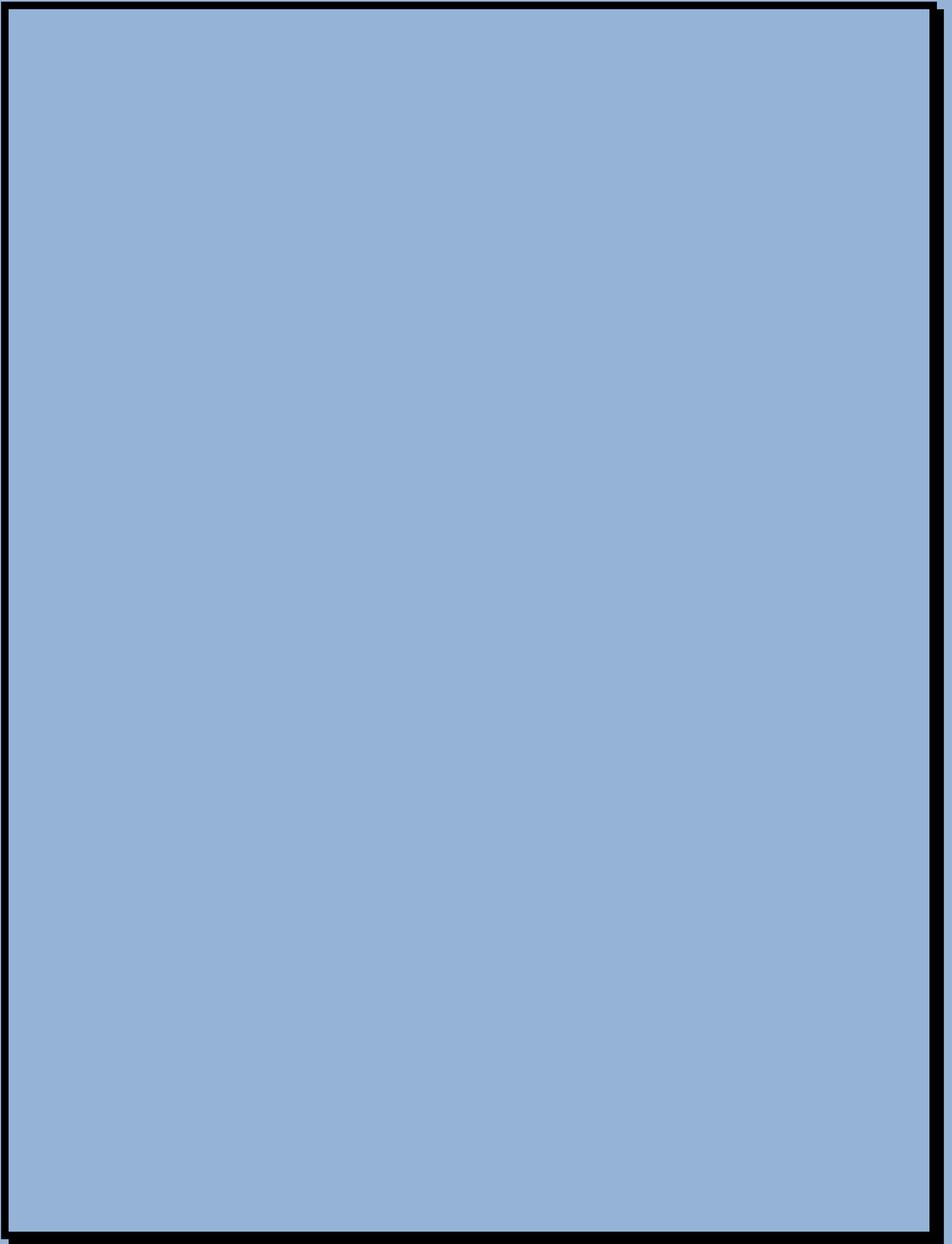
- Financial Report (See attached information).....51
- Department Reports (See attached information).....55
- Manager’s Report (Will be provided prior to the meeting)

Adjourn

A Reception will follow with light refreshments in the Fire Station Training Room.

Consent

Agenda Items



The Smithfield Town Council met in regular session on Tuesday, November 12, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Pro-Tem Travis Scott presided until Mayor M. Andy Moore's arrival at 7:21pm.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Pro-Tem Scott called the meeting to order at 7:00.

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Ashley made a motion, seconded by Councilman Dunn, to approve the agenda with the following amendments:

- Remove from the Business Items: #1 *Consideration and request for approval to sell property located at 801 Second Avenue by using the upset bid process*
- Add to the Business Items: *Discussing regarding the naming of Booker Dairy Road*

Unanimously approved.

PRESENTATIONS:

1. Administering Oath of Office to New Police Officer Angie Tyndall

Mayor Pro-Tem Scott administered the Oath of Office to new Police Officer Angie Tyndall and welcomed her to the Town of Smithfield

2. Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the Year

Mayor Pro-Tem Scott presented Public Utilities Director Ted Credle with the award.

3. Acceptance of the 2019 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the Year

Mayor Pro-Tem Scott presented Public Utilities Director Ted Credle with the award.

4. Public Library of Johnston County and Smithfield Update

Public Library of Johnston County and Smithfield Chairman Jeff Jennings provided an update to the Council on the library and its current budget. Mr. Jennings explained the revenue sources for the library and further explained that for the last several years the library has been using fund balance to balance its yearly budget. For the past three years, \$263,000 of fund balance has been used to help balance the budget. The approved July 2019 budget was based on an estimated \$255,000 being in fund balance. Mr. Jennings explained new Library Director, Renita Barksdale, brought some concerns to him in July. At that time, it was detected there was \$86,000 in the fund balance. Immediately, the board and staff found \$50,000 in reductions and amended the budget accordingly. Another \$50,000 was transferred from investments and endowments. Mr. Jennings explained that even with the \$100,000, there would still be a shortfall of \$125,000. The Johnston County Board of Commissioners have approved an additional allocation of \$75,000. Mr. Jennings requested the Town Council consider approving an additional allocation of up to \$50,000.

Mr. Jennings explained expenses had risen faster than income. Since 2012-2013, Johnston County increased its allocation by \$35,000, but the Town reduced its allocation. State funding has increased to \$10,000 over the past 7 years. To balance the Library's budget, we have been using fund balance. Another area the Library board had to address was staff pay and benefits. The Public Library of Johnston County and Smithfield is last among the 83 libraries in the state for pay and benefits. Mr. Jennings also explained the board had received no indication the fund balance was decreasing as much as it was. The Board and staff are working hard to determine if there are any other areas in the current budget that can be decreased to make up the shortfall.

Mr. Jennings stated the decision did not have to be made tonight, but it would have to be made in the near future. The Library does have restricted and unrestricted funds through investments and endowments, but those funds have been earmarked for structural, interior and program improvements. Investment funds can also be used for matching grants.

Councilman Ashley questioned how much fund balance has been spent over the last five years. Mr. Jennings responded he was unsure about the last five years, but \$263,000 has been spent over the last three years.

Mayor Pro-Tem Scott stated the Council plans the Town's budget annually and a lot of preplanning was involved. Over the past 10 years, the Town has given \$2.5 million to the Library and we appreciate the services provided by the library. Mayor Pro-Tem Scott explained the Council was spending tax payers money and the Council has to be strictly regimented with how funds are used. Mayor Pro-Tem Scott stated the Town simply did not have the funds for this request and the library should have a back-up plan.

Councilman Barbour questioned if the Town had given the Library the funds they requested. Town Manager Michael Scott responded the Library requested \$270,747 and the Town provided \$270,000. In previous years, the Town did not fund the amount requested by the library. Councilman Barbour stated he was disappointed the funds the library requested were insufficient. Mr. Jennings responded when he first found out about the shortfall, he was shocked and disappointed because the Library Board had no idea. Mr. Jennings stated he would be remiss if he did not inform the Council of the financial position of the library.

Councilman Ashley questioned if any of the affiliate libraries supported the main library. Mr. Jennings responded the main library supports all the affiliates with book distribution and cataloguing, but the affiliates do not monetarily support the main library as each of the other libraries have their own expenses.

Councilman Dunn questioned if there had been major cost cutting efforts at the library. Mr. Jennings stated the board and staff cut \$50,000 in expenses.

It was the consensus of the Council to take this under advisement and consider this request during the budget process.

Town Clerk Shannan Parrish administered affirmations to those that wished to testify during the first Public Hearing

PUBLIC HEARINGS:

1. **Special Use Permit Request – Edilzar Ortiz (SUP-19-12):** The applicant was requesting a special use permit to allow for tire dealer and service on property located within a B-2 (Business) zoning district. The property considered for approval was located on the southwest side of the intersection of Massey Street and South Brightleaf Boulevard and further identified as Johnston County Tax ID# 15027004

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

Planning Director Stephen Wensman testified the 0.123-acre property was located at the southwest corner of Massey Street and South Brightleaf Boulevard in the B-2 zoning district. The property was currently vacant and was a nonconforming property with a nonconforming building. The lot was smaller than the minimum lot size for the B-2 zoning district and the building does not meet district setbacks, lacks landscaping, dumpster screening, required paved parking, or defined driveway. There is a public sidewalk along the Massey Street frontage, but none along South Brightleaf Boulevard.

The building is approximately 2000 sq. ft. in area and has two garage doors and a pedestrian entrance facing South Brightleaf Boulevard. A small office area is adjacent to Massey Street. The building is setback onto the rear and Massey Street property lines (zero setback), but appears to have a required 15' interior side setback. The building setback from the Brightleaf right-of-way is about 24 feet; whereas, the UDO requires 50 feet. The limited setback limits parking to approximately 4-6 parked vehicles. The parking surface is gravel and there are no curbs or curb-stops. The gravel surface extends to the Brightleaf Boulevard curb.

Special Use Permit is required for Tire Sales and Service in the B-2. The proposal does not trigger compliance with parking, buffer yard and dumpster screening requirements. Parking requirements for the 2000 sq. ft. tire shop is not specifically addressed. Retail use requires 1 stall per 200 sq. ft. and office; 4 spaces per 1000 sq. ft. There appears to be adequate parking for 4-6 cars. Handicap parking cannot be adequately addressed on a gravel lot. The site has adequate vehicular access with two 30 ft. wide driveway curb cuts. There is a public sidewalk along Massey Street that is in poor condition and no sidewalk along South Brightleaf Boulevard. Tire changing businesses typically display new tires for sale in the front of their businesses. The building has a concrete apron in the front of the service bays and the area in between that has space for tire display. Storage of waste tires is another frequent issue found with tire changing businesses. There is no outside storage area associated with this property to contain waste tires. A storage area is needed to contain waste tires until they can be picked up for off-site recycling or disposal. Staff recommends the applicant either construct a screened outside storage area, or store the tires indoors until they can be picked up.

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

STAFF'S FINDINGS OF FACT

1. The tire dealer and service business will not be detrimental to or endanger the public health, safety, or general welfare if there is a provision for waste tire storage that is screened from public view.
2. The tire dealer and service business will be in harmony with existing development given that the surrounding area is all zoned B-2 General Business and there are a variety of auto oriented business in the adjacent area.

3. The tire dealer and service business will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. The area is nearly fully developed and the special use is in keeping with other uses permitted in the district.
4. There are adequate utilities, good road access off of S. Brightleaf Blvd., and adequate parking for the proposed use. With a provision for tire storage, either screened outside, or within the building, there should be adequate facilities provided.
5. The tire dealer/ service business is not a high traffic generating land use and there is adequate ingress and egress to the site.
6. The site is nonconforming in lot size, setbacks, parking, buffering/landscaping and dumpster storage, however the nonconforming regulations and triggers for compliance in Article 10, Section 10.8 of the UDO are not triggered by this land use.
7. The site has adequate vehicular access and public parking. There is a sidewalk along the Massey Street frontage, but no public sidewalk along S. Brightleaf Boulevard.
8. The site has adequate public vehicular access and public parking.

Councilman Ashley if there could be access from Massey Street. Mr. Wensman responded there could not be another access because it would create a nonconforming driveway.

Mayor Moore asked for an explanation of the tire display. Mr. Wensman responded tire dealerships typically have tires for sale displayed on the property. As a condition of approval, Mr. Wensman is recommending that it be limited to areas on the concrete apron in front of the building. This is so tires will not be displayed in the parking area.

Mayor Pro-Tem Scott questioned if the tires would only be displayed during the business hours. Mr. Wensman responded in the affirmative.

Mr. Wensman explained staff recommends approval of the proposed tire sales and storage use with the following conditions:

1. That tire sale display be limited to areas on the concrete apron in front of the building.
2. That worn tires be stored in a screened, outdoor facility with a 6' high durable opaque fence with landscaping surrounding, or inside the building.
3. That all service work be conducted entirely within the building.

Mr. Wensman added the applicant was proposing to do some minor auto repair inside the building which was a permitted use.

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

Mayor Pro-Tem Scott questioned if there would be disabled vehicles on the lot. Mr. Wensman responded there would be very limited parking; therefore, he didn't believe those spaces would be used for disabled vehicles.

Town Attorney Bob Spence questioned if this had been an auto repair shop in the past. Mr. Wensman responded it was a similar use, but the tire repair use triggered the requirement for a Special Use Permit.

Councilman Dunn questioned if the storage area and the parking stalls were overlapping. Mr. Wensman responded he believed there was room for four to six parking stalls depending on how the site was laid out. Councilman Dunn questioned if there was a designated area for waste tires. Mr. Wensman responded as a condition of approval the waste tires must be stored in the building or screened. Councilman Dunn stated the proposed site was located along a main Town thoroughfare and the only place for the waste tire storage area would be between the buildings. Mr. Wensman responded the Council

could specify in the conditions that the area between the buildings or inside be used for waste tire storage.

Mayor Moore stated he was concerned about the number of used waste tires because other dealership continue to stack up and it appeared these waste tires were being stored for longer periods of time. He also expressed his concerns about where the tires could be displayed.

Councilman Barbour questioned if there were any special fire safety requirements for the storage of waste tires. Fire Chief John Blanton testified tire storage was classified as high hazard storage. The Fire Code allows the storage area to be 50 feet by 30 feet. The Town Council could pass a more restrictive Town ordinance in the future to address any concerns. Indoor storage of tires is limited to 10 feet on racks.

Councilman Barbour questioned if the Fire Inspector conducted inspections of tire facilities. Chief Blanton responded an initial inspection was conducted, but maintenance and monitoring was not conducted. If the Fire Department receives a complaint, they will inspect the tire storage facility.

Councilman Rabil questioned if the business was in operation. Mr. Wensman responded it was in operation, but they have ceased all operations pending the approval of the special use permit. The owner and the applicant were unaware of the requirement.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant, Edilzar Ortiz, stated he was in agreement with the testimony provided by Mr. Wensman.

Julian Baker, owner of the property, testified that the building had been painting and landscaping had been installed in the front and along Massey Street. Mr. Baker testified he was in agreement with the testimony offered by Mr. Wensman. Mr. Baker also testified that Mr. Ortiz can only store waste tires on a utility trailer or in the building.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter.

Lafayette Atkinson testified that he owned the property adjacent to the site. For the past 25 years, Mr. Baker has operated it as a garage. Mr. Atkinson stated he was concerned because 95% of the block was still residential. He expressed his concerns about the quantity of waste tires that can be stored on the property. In the event of a fire, the carcinogens that could be emitted could be hazardous to the residents. Mr. Atkinson questioned of the Council would limit the number of stored tires. Another suggestion was to install a sprinkler system within two years.

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

Councilman Ashley questioned the amount of new tires Mr. Ortiz would have in stock. Mr. Ortiz responded new tires would only be stocked based on what the customer ordered.

Councilman Ashley questioned the average number of used tires Mr. Ortiz would be holding for disposal. Mr. Ortiz responded it would be dependent on the amount of business, but he planned to dispose of the tires weekly.

Mayor Moore questioned if Mr. Ortiz would be using a storage trailer to use for waste tires. Mr. Ortiz responded it would be a 12-14-foot trailer, but he was unsure if it would be enclosed or simply screened.

Councilman Ashley questioned if Mr. Ortiz had ever operated a tire business before. Mr. Ortiz responded he had not.

Councilman Rabil questioned the hours of operation. Mr. Ortiz responded hours of operation would be 7 am until 7 pm 7 days a week.

Councilman Dunn questioned if the storage trailer would be fully enclosed or with sides. Smithfield Police Officer Miguel Renteria translating for Mr. Ortiz responded that at this time he doesn't know if it will be enclosed or a cage trailer. Mr. Ortiz doesn't have a trailer currently, but he will do whatever is the Council feels is necessary.

Officer Renteria stated that earlier Mr. Ortiz was asked if he had ever operated a business like this in the past and Mr. Ortiz did not fully understand the question. Officer Renteria explained that Mr. Ortiz was working at the tire business on Lee Street and Highway 301 before starting this business.

Councilman Barbour stated he would prefer the used tires be stored inside the building. Mr. Wensman responded the draft conditions of approval is that they be stored in a screened area or inside the building. The waste tires would be completely screened if they were in a trailer with sides and a roof.

Councilman Barbour stated Mr. Ortiz seemed to be willing to do what was necessary to meet the requirements. Mr. Ortiz stated he was willing to meet the requirements.

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

The Written Finding

Councilman Ashley made a motion, seconded by Councilman Dunn, to vote in the affirmative to all of the 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-19-12

Councilman Ashley made a motion, seconded by Councilman Dunn, 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-19-12 with the following conditions:

1. That tire sale display be limited to areas on the concrete apron in front of the building.
2. That worn tires be stored in a screened, outdoor facility with a 6' high durable opaque fence with landscaping surrounding, or inside the building.
3. That all service work be conducted entirely within the building.
4. All used tires will be removed on a weekly basis

Unanimously approved.

2. Smithfield Town Plan - The Planning Department was requesting the review and consideration of the proposed Town of Smithfield Comprehensive Land Use and Transportation Plans

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

Planning Director Stephen Wensman explained the Town hired Kimley-Horn and Stewart to prepare the Comprehensive Land Use Plan and the Transportation Plan. The Steering Committee, Staff, the Consultants have all been working together for almost a year and a half. Mr. Wensman introduced Jake Petrosky from Stewart and Allison Fluitt from Kimley-Horn.

Ms. Fluitt explained that she and Mr. Petrosky would provide an overview of each of the four volumes. She explained Comprehensive plans were used to provide policy guidance for long-term decisions related to managing growth. This plan serves as an update to the Town's 2003 Comprehensive Growth Management Plan, and as an updated Transportation Plan. It is intended to be a reference for the general public and for people investing in land and development within Smithfield.

In volume 1, it provides a plan purpose, backgrounds analysis and community engagement. Ms. Fluitt stated they were very proud at the amount of community engagement.

In volume 2, it provides the Growth Management Plan. Mr. Petrosky explained the goal was to update the future land use map and the growth patterns of the Town. This plan is meant as a guide for growth and development. The map is going to guide the use of land, be a guide for rezoning and possible public and private investment.

Mr. Petrosky explained the policy as it relates to growth areas. He explained potential plans for the eastern and western gateways. He explained there were a lot of discussion about the Downtown area. This is the center of the community and they want to build on the success of downtown while still maintaining and blending the historic residential areas. The plan also suggests subdivision design that may be common in the northern part of Town.

Mr. Petrosky also highlighted environmental protection included in the plan. He stated the Town must think about open space proactively because citizens will need places to recreate. The plan also includes preservation of the flood plan and preservation of the tree canopy. We have to be respectful of having a Town on the river and how we can capitalize on it. He explained the greenway was an asset that most communities would love to have. Mr. Petrosky explained if the Neuse River Greenway were to connect to Clayton's Greenway, the economic impact would be \$1 million in

business revenue and 400,000 in labor income annually. The plan identifies areas for parks and the potential route for the Mountains to Sea Trail.

Ms. Fluitt explained Volume 3 – The Transportation Plan. Highlights included street typology to correlate with land uses and transportation. She explained the different functions for classes of roadways and indicated some roadways would need to be reclassified based on their function. Larger transportation recommendation included intersection and interchange improvements. The number one comment from the public was concerning the Outlet Center Drive roundabout. In this area, it was the goal to reduce confusion without hindering the stoppage of traffic from I-95. There was also a recommendation in the plan to widen US 70 East to 4 lanes from the Johnston Community College to Downtown Smithfield. This would also enhance the CSX railroad bridge. Near terms improvements included: Downtown crossing enhancements, greenway expansion and South Third Street traffic calming and enhanced crossways. Mid-term improvements included: Downtown Plan, bicycle boulevards, railroad crossing enhancements and enhanced crossings and streetscapes. Long Term improvements included: US 70 Business re-designation and East Market Street corridor space reallocation.

Ms. Fluitt suggested the following policy and program recommendations: Adopt resolution supporting median treatments where they are desired, Use Town staff as conduit to NCDOT to report traffic signal concerns, Develop a resolution of support for commuter rail and/or Amtrak service expansions being studied for Selma, Pursue a Comprehensive Pedestrian Planning grant through the NCDOT Bicycle and Pedestrian Planning Grant program and Update street design standards to align with the Smithfield Town Plan

Mayor Moore recognized members of the Town Plan Steering Committee that were in attendance. He thanked them for their hard work and dedication.

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.

Planning Board Member Mark Lane of 2080 Yelverton Grove Road explained this was not a perfect plan and it never would be. He stated he voted against the plan every time it was before the Planning Board. Mr. Lane was satisfied with every part of the plan except as it related to the Mountains to Sea Trail. He explained the proposed trail would be routed through a residential neighborhood and he did not agree that was the best place for the trail. Mr. Lane would like to have that part of the plan removed entirely. He stated the trail would benefit the Town much more if the Greenway was connected from Smithfield Selma High School and Community Park to Clayton.

Emma Gemmel explained in Volume 1 the demographics map should be removed because she and Pam Lampe felt it was unnecessary. In Volume 2, the Municipal Service District needed to be completely removed because it included the North Smithfield Neighborhood. They would like to see a firm hard line for the North Smithfield Neighborhood because this would be used for land use and rezoning. Without that hard line, the area could become higher in density with multi-plexuses instead of duplexes. The North Smithfield Historic District from highway 301 to Front Street want to be protected from encroachment on the neighborhood. Mrs. Gemmel further stated that Planning Director Stephen Wensman was promoting density for all areas starting with this growth plan. This plan would greatly change the Town. North and South Smithfield will have issues with the plan as presented.

Kay Kennedy explained to the Council that she and her husband live in South Smithfield. She is concerned about the proposed location of the Mountains to the Sea Trail. She asked for consideration that the Mountains to Seas Trail (Neuse River Greenway) be located on the western side of Town.

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

Councilman Dunn stated this was a fairly extensive plan. It was his suggestion the Council take the time to thoroughly review the plan and discuss it at a later date at possibly a workshop.

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott, to table this request pending a workshop meeting to be held at a later date. Unanimously approved

CITIZENS' COMMENTS:

- Ross Lampe expressed his concerns about a recent news article about proposed renovations to the Neuse River Amphitheater costing \$900,000. He explained in the 1980s, the Kiwanis and the Rotary clubs built the facility for less than \$15,000. The amphitheater was built to supplement the Ham and Yam Festival. Mr. Lampe believed if the Town spoke with the Kiwanis and the Rotary Clubs they would be glad to help with repairs.

Mayor Pro-Tem Scott asked Mr. Lampe for his vision of the area. Mr. Lampe responded he'd like for the area to remain unchanged. He stated the amphitheater was well-built and simply needed some repairs.

- Pam Lampe of 415 North Second Street asked the Council to table or deny Johnston County's request to place a force main within the Town's sewer easement. She explained with the water plant expansion on hold, the County could possibly have that line located in another area that would be less impactive to the neighborhood. She requested the County complete the project by directional bore only to preserve the tree canopy. Mrs. Lampe would like for a member of Town staff to show her where the line will be installed. She further asked for the results of the UFS study and the answers to the questions submitted to the Army Corp of Engineers.
- Emma Gemmel expressed her concerns about being able to trust the Town. She explained she and Mrs. Lampe have been given half truths or deceptions on many of the issues they have raised. She stated the Town does not need the water plant expansion or more debt. She stated the Town should be saving its money for sewer. She asked the Council not to approve the request from Johnston County.

CONSENT AGENDA:

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

1. The following minutes were approved
 - October 1, 2019 – Regular Meeting
2. Special Event – Turkey Trot: Approval was granted to allow the Clayton General Store to hold a 5k and Family Fun run on November 23, 2019 at 1025 Outlet Center Drive from 10:00 am until 9:00pm. Amplified sound was approved for this event.
3. Approval of a Career Ladder promotion at the Water Plant. The employee was promoted from Water Plant Operator I to Water Plant Operator II.
4. Approval of Career Ladder promotions at the Fire Department. Three employees were promoted from the rank of Firefighter I to Firefighter II.
5. Bid was awarded Asheville Ford in the amount of \$29,267.69 for the purchase of a 2020 Ford F250 Pickup truck for the Public Works General Services Division. Bids received were as follows:

| | |
|--|-------------|
| • Ashville Ford (NC Sheriff's Association) | \$29,267.69 |
| • Deacon Jones Auto Group | \$30,495.52 |
| • Capital Ford | \$31,382.00 |
| • Classic Ford | \$31,794.00 |
6. Bid was awarded to James River Equipment in the amount of \$25,595.37 for the purchase of a John Deer 3038E tractor with a 4 in 1 bucket. Bids received were as follows

- James River Equipment (Asheboro, NC) \$25,595.37
- Southeast Farm Equipment (Hope Mills, NC) \$25,969.79
- Quality Farm Equipment, LLC (Winterville, NC) \$27,047.80

7. Approval was granted for the following budget amendments

| <u>GENERAL FUND</u> | <u>BEFORE</u> | <u>ADJ.</u> | <u>AFTER</u> |
|---|----------------------|--------------------|---------------------|
| 1. Expenditures | | | |
| 10-30-5700-5300-3310 Powell Bill - Drainage | \$ 13,000 | \$ 11,090 | \$ 24,090 |
| 10-00-9990-5300-0000 General Fund Contingency | <u>272,128</u> | <u>(11,090)</u> | <u>261,038</u> |
| | <u>\$ 285,128</u> | <u>\$ -</u> | <u>\$ 285,128</u> |

To fund repair of culvert collapse on Vermont Street caused by heavy rain in July, 2019

| | | | |
|---|-------------------|-----------------|-------------------|
| 2. Expenditures | | | |
| 10-40-5800-5300-0760 Sanitation - Temp Services | \$ - | \$ 15,000 | \$ 15,000 |
| 10-40-5800-5100-0200 Sanitation - Salaries | <u>555,040</u> | <u>(15,000)</u> | <u>540,040</u> |
| | <u>\$ 555,040</u> | <u>\$ -</u> | <u>\$ 555,040</u> |

To fund employee shortage with temp agency

WATER/SEWER FUND

| | | | |
|---|----------------|-----------------|----------------|
| 3. Expenditures | | | |
| 30-71-7220-5700-7400 Wtr Coll/Sewer Dist - Capital Outlay | \$ 200,000 | \$ 72,721 | \$ 272,721 |
| 30-00-9990-5300-0000 Water/Sewer Contingency | <u>313,331</u> | <u>(72,721)</u> | <u>240,610</u> |
| | <u>513,331</u> | <u>-</u> | <u>513,331</u> |

To cover greater than anticipated water line breaks and sewer collapse

J.B. GEORGE FUND

| | | | |
|---|-----------------|-----------------|-----------------|
| 4. Revenues | | | |
| 40-61-3900-3900-0000 Fund Balance Appropriation | \$ - | \$ 1,096 | \$ 1,096 |
| Expenditures | | | |
| 40-61-4100-5300-3400 J.B. George Projects | \$ 3,130 | \$ 731 | \$ 3,861 |
| 40-61-4100-5300-3410 J.P. George Projects | <u>783</u> | <u>365</u> | <u>1,148</u> |
| | <u>\$ 3,913</u> | <u>\$ 1,096</u> | <u>\$ 5,009</u> |

To bring forward balance of funds not used last fiscal year

8. The following were appointed to serve on the Stormwater Advisory Committee:

- Lawrence Davis – Town of Smithfield
- Ed Hoy – Resident
- Billy Lassiter – Resident
- Will Lampe – Lampe- Malphrus
- Mike Mancuso – Triangle East Chamber of Commerce

- Lynn Daniels – Sleep Inn
- Chad Simmons – McGill Associates
- Billy Massengill – Johnston County Schools
- Matthew Starr – Sounds Rivers
- Bishop Richard Johnson – St. Peters Church of Christ
- Perry Harris – Industrial

9. Approval was granted to recommend that Mike Fleming be reappointed to the Johnston County Economic Development Advisory Board representing the Town of Smithfield.

10. The following advisory board appointments were approved:

- Julia Narron was appointed to a first term on the Appearance Commission
- Doris Wallace was appointed to a first term on the Planning Board as an In-Town Member. For this appointment, Ms. Wallace relinquished her seat on the Board of Adjustment.

11. New Hire Report

| <u>Filled Positions</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|---------------------------------|-------------------|----------------------|-------------------------------|
| Facility Maintenance Specialist | PW – General | 10-60-5500-5100-0200 | \$13.49/hr. (\$28,059.20/yr.) |
| P/T Instructor | P&R – Aquatics | 10-60-6220-5100-0230 | \$15.00/hr. |
| P/T Instructor | P&R – Aquatics | 10-60-6220-5100-0230 | \$15.00/hr. |
| P/T Pool Staff – Lifeguard | P&R – Aquatics | 10-60-5220-5100-0220 | \$7.50/hr. |
| P/T Pool Staff – Lifeguard | P&R – Aquatics | 10-60-5220-5100-0220 | \$7.50/hr. |
| P/T SRAC Staff – General | P&R – Aquatics | 10-60-6220-5100-0210 | \$9.00/hr. |

Current Vacancies

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--------------------------------|-------------------|----------------------|
| Police Officer I (6 positions) | Police | 10-20-5100-5100-0200 |
| P/T Recreation Aide | P&R – Recreation | 10-60-6200-5100-0210 |

Unanimously approved

Business Items:

1. Consideration and request for approval to allow the Fire Department to retain the ladder truck

This item was tabled at the October meeting

Fire Chief John Blanton addressed the Council on a request to retain the ladder truck. He explained the Department was asking to retain the Ladder Truck to be used as a spare in the current fleet and remove 2003 LaFrance (Engine 2) from service since it has been out of service for 109 days.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Scott, to allow the Fire Department to retain the E-one ladder truck and remove Engine 2 from service. Unanimously approved.

2. Consideration and request for approval to allow Johnston County to place a force main within the Town’s sewer easement along a portion of the Neuse River

Public Utilities Director Ted Credle addressed the Council on a request by Johnston County to place a force main within the Town’s sewer easement along a portion of the Neuse River. Mr. Credle explained as growth continues in the northern section of Town, there is an ever-increasing demand for utility services. Specifically, there is greater demand for water and sewer service to areas north of Booker Dairy Road. This area sends sewer through the collection system to the County pump station located behind the Water Plant. As development continues in this area, the need for sewer service has placed an increased burden on the County sanitary sewer lift station. It is precisely this ability to

convey the sewage from this growing area that enables the Town to continue to grow. Simply put, the existing lift station has reached a point where sizing upgrades and modernization are required to allow service to continue and further Town development. The County is in the process of upgrading this station. A part of this upgrade is the installation of a new force main to convey the sewer from the pump station to tie-in to the existing County line in Market Street. The County is requesting to locate the new force main within Town property at the Water Plant and along the Town outfall on the west side of the Neuse River. Town staff has reviewed the proposed path and has no objection to the route. Further, since the upgrade of the station has the effect of providing more sewer capacity for Town growth, staff feels it is in the interest of the Town to assist the County in the project by allowing the proposed routing.

Councilman Dunn questioned how much of the project will be completed by directional bore. Mr. Credle responded approximately 2/3 would be done by boring.

Councilman Ashley questioned what would become of the existing pipe. Johnston County Public Utilities Director Chandra Farmer explained the County was trying to determine if both lines can be used. If not, the old line would be abandoned in the future.

Mayor Pro-Tem Scott explained there was a sewer odor near the greenway and asked if the new pipe would have vents. Ms. Farmer explained the new line would be a pressurized line that will have vents at the highest points.

Mayor Pro-Tem Scott questioned if alternate routes were investigated for this project. Mr. Credle responded there were two reasons why alternate routes were not investigated. 1) to minimize the impacts to the wetlands and 2) for the event when the water plant and reservoir. Mr. Credle explained if not now, then at some point in the future, the Town would have to expand the water plant and the reservoir.

Councilman Barbour questioned if this plan was developed by the Town and the County. Ms. Farmer responded it was developed by the County engineers that would impact the least amount of property owners. Councilman Barbour stated this was the plan the County wanted and what they needed Smithfield to agree to. Ms. Farmer responded in the affirmative.

Councilman Ashley questioned who owned the land where the new line would be installed. Mr. Credle responded the Town owned the land.

Town Manager Michael Scott informed the public that the Council had received an e-mail from Victor Ogburn, III which he asked to be a part of the record opposing the project (which on file in the office of the Town Clerk).

Councilman Barbour made a motion, seconded by Councilman Ashley, to approve to request to allow Johnston County to place a force main within the Town's sewer easement along a portion of the Neuse River. Councilman Barbour, Councilman Ashley, Councilman Dunn, Councilman Lee, Councilman Rabil and Councilman Stevens voted in favor of the motion. Mayor Pro-Tem Scott voted against the motion. Motion passed 6 to 1.

Mayor Pro-Tem Scott stated he still had concerns with the potential sewer odors. Ms. Farmer responded the carbon units could be placed on the vents to help with the odor.

3. Booker Dairy Road Naming/ Ava Gardner Avenue

Town Manager Michael Scott explained the Council recently received a letter from the Ava Gardner Museum Board asking the Council to reconsider their decision stating there was no known connection between Ava Gardner and this geographical location. They felt renaming this road in her honor would be inappropriate. The Town Manager recommended tabling this item until Thursday November 14th at 7:00 pm. The regular meeting can be recessed until that time. It was the consensus of the Council to table this item until Thursday, November 14th at 6:30 pm.

Councilmembers Comments:

- Councilman Barbour reminded the Council of the recent tragedy in his district. He encouraged

everyone not to drink and drive. He stated this accident could have been avoided. He asked that family be remembered.

Town Manager's Report:

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

- Veterans Service at Smithfield Selma High School. The Town Manager expressed his appreciation for all veteran.
- Christmas Tree Lighting: Downtown on December 5th at 7:00
- Grinch Run: The annual Grinch Run is scheduled for Saturday, December 7th at 9:00 am at Community Park. Bring an unwrapped toy in lieu of a fee to participate.
- JoCo Works: JoCo Works is scheduled at JCC on November 14th and 15th. A VIP Brunch is being held by JCC at the Wilson Building from 9:00 am to 11:00 am on Friday, November 15th for those who are interested.
- Leaf Pick-Up: The leaf box is in operation today, picking up leaves from scheduled trash routes. We are seeing a larger than normal amount of leaves for pick up. This has put leaves about one half a day behind the normal trash schedule.
- CDBG Grant – The Town was awarded a \$750,000 grant for housing and revitalization for the eastern part of Smithfield
- A highlight of each department's monthly activities was given to the Council

Closed Session: Pursuant to NCGS 143-318.11 (a) (3), (4) and (5)

Councilman Barbour made a motion, seconded by Councilman Dunn, to enter into closed session pursuant to NCGS 143-318.11 (a) (3), (4) & (5). Unanimously approved at approximately 9:22 pm.

Reconvene in Open Session

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to reconvene in open session. Unanimously approved at approximately 10:58 pm

RV Parks Conditions

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to approve the following conditions for the RV Park. Mayor Pro-Tem Scott, Councilman Barbour, Councilman Ashley, Councilman Dunn, Councilman Rabil and Councilman Stevens voted for the motion. Councilman Lee voted against the motion. Motion passed 6 to 1.

1. There shall be no stacking of vehicles for the RV Park onto Magnolia Drive
2. The entrance drive (guest stacking area to the looped road) shall be paved with cement or asphalt.
3. The outside loop drive shall consist of a stone/all-weather surface.
4. A 50-foot, opaque landscape buffer shall be provided with an opaque fence between the properties of Pine Acres subdivision and the RV Park comprised of new plantings and existing trees and shrubs when available to be maintained by the RV Park Operator.
5. The existing drainage ditch shall be maintained by the RV park operator.
6. The applicant agrees to comply with the RV Park Requirements in the Town's current Unified Development Ordinance.

7. A maximum of fifteen (15) percent of total park spaces are allowed to be used for long term renters longer than twelve months.
8. The RV park operator shall provide on-site, 24-hour human staff that can summon law enforcement or emergency services, should the need arise.
9. The RV Park operator shall install and maintain fire hydrants as directed by the local Fire Marshal.
10. Ingress and egress to the RV Park will be routed through the existing roadways known as Venture Drive and Magnolia Drive. No access to the RV Park will be provided through the adjacent Pine Acres subdivision. Traffic through the adjacent Pine Acres subdivision shall be limited to public utilities and emergency services. The RV Park operator shall install a knock down gate in the buffer fence to accommodate ingress and egress for and emergency use and public utility access only. The RV park operator shall maintain the emergency access drive free from obstructions.
11. The RV Park Operator shall enforce quiet hours between the hours of 10:00 pm and 8:00 each day of the week.
12. The perimeter of the RV property adjacent to the residential properties of Pine Acres shall have an opaque black chain link fence, of six-foot design, that is located approximately 15 feet off the Pine Acres property line. The fence will be of a design to provide spatial buffering between adjoining residential uses and discourage pedestrian travel between the RV Park and the adjoining Pine Acres subdivision.
13. Vehicular parking shall be allowed only in areas designated as such on the approved site plan

Councilman Ashley questioned the 15% of the total spaces be allowed for long term renters longer than 12 months as proposed in Item #7. Attorney Chip Hewitt replied the 15% would be applied to the total number of cabins and RV spaces.

Recess

Being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Barbour, to recess the meeting until Thursday, November 14, 2019 at 6:30pm. Unanimously approved. The meeting recessed at approximately 11:20 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened its November 12, 2019 meeting on Thursday, November 14, 2019 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Pro-Tem Travis Scott presided.

Councilmen Present:

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

Councilmen Absent

M. Andy Moore, Mayor
Marlon Lee, District 1
Emery Ashley, At-Large

Administrative Staff Present

Michael Scott, Town Manager
Gary Johnson, Parks and Recreation Director
Shannan Parrish, Town Clerk
Stephen Wensman, Planning Director

Present:

Administrative Staff Absent

CALL TO ORDER

Mayor Pro-Tem Scott reconvened the November 12, 2019 meeting at 6:30 pm.

BUSINESS ITEM:

1. Discussion Concerning the naming of Booker Dairy Road recently renamed Ava Gardner Avenue

Town Manager Michael Scott explained at the October regular Town Council meeting, the Town Council renamed the road connecting Highway 301 North to Buffalo Road as Ava Gardner Avenue. The Town Council recently received a letter from the Ava Gardner Museum Board asking the Council to reconsider their decision stating there was no known connection between Ava Gardner and this geographical location. They felt renaming this road in her honor would be inappropriate.

Mayor Pro-Tem Scott asked the Town Manager to explain the plan the extension of the existing Booker Dairy Road. The Town Manager explained at the November 12th meeting, the Council was presented with the Town's Comprehensive Growth Plan and Transportation Plan. The properties around the new road are going to develop rather quickly. It has always been the plan to extend Booker Dairy Road north to Buffalo Road as access for these newly developed properties. It becomes problematic when there are so many roads in different directions named the same. It has always been staff's recommendation to name the entire roadway from Buffalo Road easterly to US 301 North as one name. For wayfinding purposes, it would be better for the road from Highway 70 West (currently M. Durwood Stephenson Highway) easterly to US 301 North be named one name. Since M. Durwood Stephenson Highway is a state road, the Town cannot rename that road. The Town Manager did contact NCDOT and Mr. Stephenson to determine if they were agreeable to naming the whole corridor M. Durwood Stephenson Highway. He further questioned if both would be agreeable to the corridor being named M. Durwood Stephenson Parkway. They were agreeable to either of those names.

Councilman Stevens asked for Dr. John Booker's opinion on the matter since Booker Dairy Road was named after his family. Dr. Booker explained the original road was named Booker Dairy because Booker's Dairy used to be located where Lowe's Home Improvement is currently located. Dr. Booker was in favor of reaming the road from Buffalo Road to the light at Booker Dairy Road back to Booker Dairy Road (at the October Council meeting this portion along with the new section was named Ava Gardner Avenue). Dr. Booker said there were advantages to those portions of the road being named Booker Dairy Road because it has always been that way.

Mayor Pro-Tem Scott asked Dr. Booker if he would be agreeable to the north-south direction to be named Booker Dairy Road. Dr. Booker responded there was no guarantee that road would ever be built.

Councilman Stevens stated if property owners are ready to start developing then the north-south section of roadway would be built sooner rather than later. Dr. Booker stated a lot of citizens of the Town already have an attachment to Booker Dairy Road and its name.

Sonny Howard stated it would be an injustice to the Booker family to change the name of the road to anything other than Booker Dairy.

Mayor Pro-Tem Scott stated his biggest concern was emergency response because one of the biggest problems were address errors. He worried that too many roads with the same or similar name would cause confusion for emergency response personnel.

Councilman Barbour stated the Council chose to rename the roadway Ava Gardner Avenue from Buffalo Road easterly to US 301 North. The Council also chose to keep the north- south section of Booker Dairy Road as Booker Dairy Road. The properties located in the curve which have become detached from Booker Dairy have been renamed to Old Booker Dairy Road. The Council chose this to preserve the history and significance of Booker Dairy and the Booker Family. Councilman Barbour further stated the average citizen in Smithfield does not know the significance of the name of the road. They simply want to drive on one road with the same name. The Council has the opportunity now to poise itself for growth and provide continuity with its roads.

Councilman Dunn stated his GPS was smart enough to tell him when a road's name changed. He understood concerns about emergency response, but he maintained that Booker Dairy Road had historical significance. He was not in favor of changing the road to one name. He understood the confusion it would cause, but he was not in favor of changing the name to any other name than Booker Dairy Road.

Councilman Stevens stated he struggled with making a decision because the road has always been named Booker Dairy Road.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to name the portion of roadway (renamed Ava Gardner Avenue at the October Council meeting) from Buffalo Road traveling easterly to US 301 North to M. Durwood Stephenson Parkway. Included in the motion was to ask NCDOT for consideration to rename M. Durwood Stephenson Highway to M. Durwood Stephenson Parkway. Mayor Pro-Tem Scott and Councilman Barbour voted in favor of the motion. Councilman Dunn, Councilman Rabil and Councilman Stevens voted against the motion. Motion failed 2 to 3.

Councilman Dunn made a motion, seconded by Councilman Rabil, to rename the portion of roadway (renamed Ava Gardner Avenue at the October Council meeting) from Buffalo Road to the newly installed traffic signal; Booker Dairy Road. From the traffic signal turning southward would remain Booker Dairy Road. From the traffic signal heading eastward to US 301 North, the roadway would be renamed Booker Dairy Road Extension. There would no longer be an Ava Gardner Avenue.

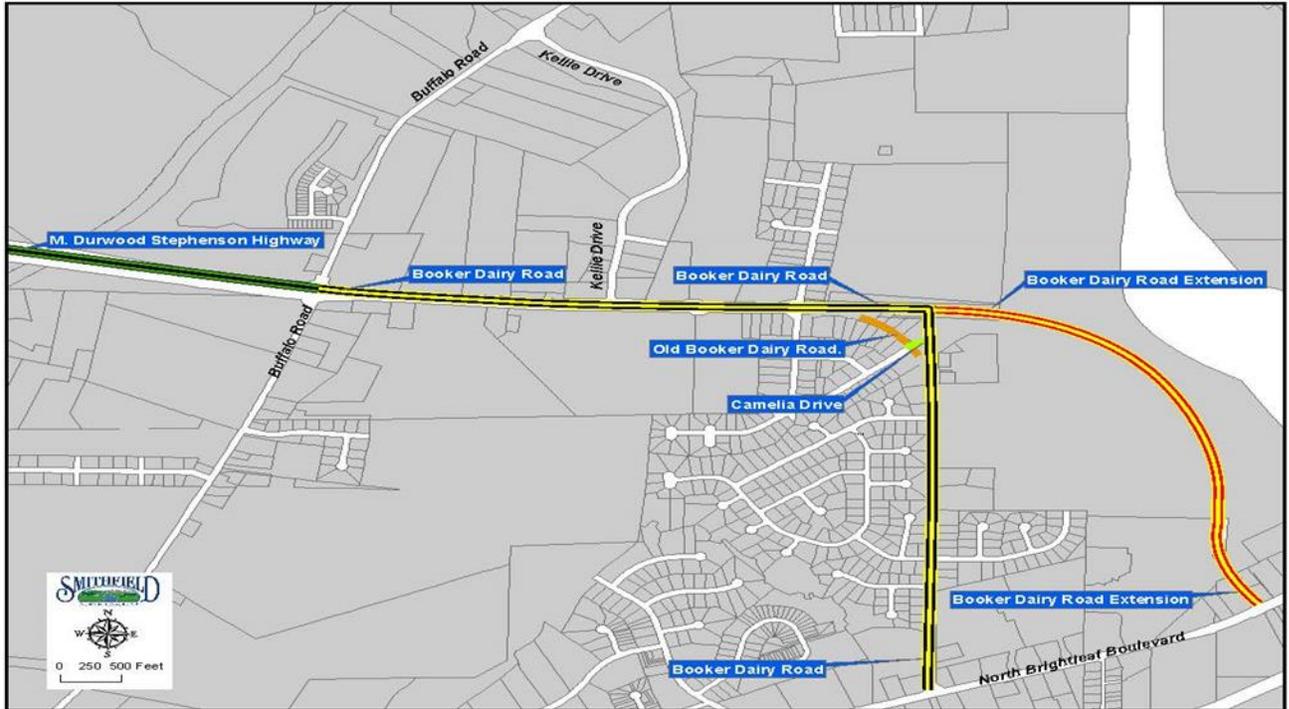
Councilman Barbour stated when the road from the newly installed traffic signal northward to Buffalo Road is constructed, that road would have to be named something entirely different. He reminded the Council they needed to think about the future growth of the Town.

Councilman Rabil stated there were a lot of streets in Town that had different names based on which way you navigated an intersection. Planning Director Stephen Wensman explained this would be a collector road and that was much different than an intersection.

Mayor Pro-Tem Scott reiterated his concerns about the confusion it would cause and confusion for emergency response.

With a motion and a second on the floor, Mayor Pro- Tem Scott called for a vote.

Councilman Dunn, Councilman Rabil and Councilman Stevens voted in favor of the motion. Mayor Pro-Tem Scott and Councilman Barbour voted against the motion. Motion passed 3 to 2



2. Discussion concerning the proposed RV Park Conditions

Town Manager Michael Scott informed the Council that he has received an email from the attorney representing the McLamb's concerning the proposed conditions for the RV Park that Council approved on Tuesday, November 12th. After discussing this matter with Town Attorney Bob Spence, he felt it was best to try and resolve the issue at this meeting.

Below are the thirteen conditions with changes from the McLamb's and their attorney denoted in red:

- There shall be no stacking of vehicles for the RV Park onto Magnolia Drive
 1. The entrance drive (guest stacking area to the looped road) shall be paved with cement or asphalt.
 2. The outside loop drive shall consist of a stone/all-weather surface.
 3. A 50-foot, **opaque landscape** buffer shall be provided with an opaque fence between the properties of Pine Acres subdivision and the RV Park comprised of new plantings and existing trees and shrubs when available to be maintained by the RV Park Operator.
 4. The existing drainage ditch shall be maintained by the RV park operator.
 5. The applicant agrees to comply with the RV Park Requirements in the Town's current Unified Development Ordinance.
 6. A maximum of fifteen (15) percent of total park spaces are allowed to be used for long term renters longer than twelve months.
 7. The RV park operator shall provide on-site, 24-hour human staff that can summon law enforcement or emergency services, should the need arise.
 8. The RV Park operator shall install and maintain fire hydrants as directed by the local Fire Marshal.
 9. **Commercial** Ingress and egress to the RV Park will be routed through the existing roadways known as Venture Drive and Magnolia Drive. No **commercial** access to the RV Park will be provided through the adjacent Pine Acres subdivision. Traffic through the adjacent Pine Acres subdivision shall be limited to **construction public** utilities and emergency services. The RV Park operator shall install a knock down gate in the buffer

fence to accommodate ingress and egress for **construction, utilities** and emergency use and ~~public utility access only~~. The RV park operator shall maintain the emergency access drive free from obstructions.

10. The RV Park Operator shall **post and enforce its own internal** quiet hours ~~between the hours of 10:00 pm and 8:00 am~~ and shall abide by the Town's noise ordinances each day of the week.
11. The perimeter of the RV property adjacent to the residential properties of Pine Acres shall have an ~~opaque black 6'~~ chain link fence, **powder coated and covered with an opaque mesh fence of a six-foot design** that is located at ~~approximately 15~~ at least 10 feet off the Pine Acres property line. The fence will be of a design to provide spatial buffering between adjoining residential uses and discourage pedestrian travel between the RV Park and the adjoining Pine Acres subdivision.
12. Vehicular parking shall be allowed only in areas designated as such on the approved site plan.

The Town Manager explained McLamb's and their attorney agreed to conditions 1, 2,3,5,6,7,8,9 and 13.

In condition 4, they asked to have the words "opaque landscape" be removed. Councilman Rabil questioned if that language was in the court proceedings. The Town Manager read the following from the court proceedings "the *petitioner would not disturb a 50-foot buffer with mature pine trees between the proposed development and the adjoining property. Additionally, petitioner plans to plant additional shrubs and erect a 6-foot opaque fence between the proposed development and the adjoining neighborhood.*" Planning Director Stephen Wensman stated he believe the objection to this condition was because the landscape may not always be opaque based on the season.

In condition 10, they asked for commercial to be added and construction to be added. This would allow them to use the knock down gate entrance for construction. The Town Manager explained the testimony they relied on never mentioned this entrance would be used for construction. Mayor Pro-Tem Scott stated this should not be changed from what the Council previously agreed upon out of consideration for the Pine Acres neighborhood. Councilman Dunn questioned their rationale for removing the word "public"? The Town Manager responded they provided no rationale. Mayor Pro-Tem Scott stated this entrance should be used for emergencies only. Mr. Wensman responded they had to provide access to Duke Energy Progress's utilities. Mayor Pro-Tem Scott stated if the Council allowed construction access, there would be construction vehicles in the subdivision every day. Councilman Stevens stated that while he understood not allowing construction vehicle to access the property via Pine Acres, he felt it would only be used for construction purposes for a limited amount of time. Councilman Barbour stated the Council should not allow for construction vehicles to use the access through Pine Acres because he didn't want the citizens to be any more disturbed.

On Condition 11, they asked that the quiet hours be set in accordance with the Town's noise ordinance. The Town Manager explained the Police Department would follow the Town's Ordinance of 7 am until 9pm for construction noise and 11 pm until 8 am as night time hours.

On condition 12, thy reworded it and returned to the installation of the 6 foot powder coated opaque fence to 10 feet of the Pine Acres property line. The Town Manager explained the 15 feet the Council previously approved would be a problem for maintenance of the ditch.

Mayor Pro-Tem Scott questioned if staff was clear on the direction of the Council. Town Manager Michael Scott reviewed the following recommendations on the Council.

- Condition 4: The Council was in agreement with removing the words "opaque landscape".
- Condition 10: The Council was in agreement that the wording of this condition remain as it was when approved. *"Ingress and egress to the RV Park will be routed through the existing roadways known as Venture Drive and Magnolia Drive. No access to the RV Park will be provided through the adjacent Pine Acres subdivision. Traffic through the adjacent Pine Acres subdivision shall be limited to public utilities and emergency services. The RV Park operator*

shall install a knock down gate in the buffer fence to accommodate ingress and egress for and emergency use and public utility access only. The RV park operator shall maintain the emergency access drive free from obstructions."

- Condition 11: The Council was in agreement with the proposed change: "*The RV Park Operator shall post and enforce its own internal quiet hours and shall abide by the Town's noise ordinances each day of the week.*"
- Condition 12: The Council was in agreement with the proposed change: "*The perimeter of the RV property adjacent to the residential properties of Pine Acres shall have an opaque black 6' chain link fence, powder coated and covered with an opaque mesh fence of a six, foot design that is located at approximately 15 at least 10 feet off the Pine Acres property line. The fence will be of a design to provide spatial buffering between adjoining residential uses and discourage pedestrian travel between the RV Park and the adjoining Pine Acres subdivision.*"

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve the following conditions for the RV Park. Unanimously approved.

1. There shall be no stacking of vehicles for the RV Park onto Magnolia Drive
2. The entrance drive (guest stacking area to the looped road) shall be paved with cement or asphalt.
3. The outside loop drive shall consist of a stone/all-weather surface.
4. A 50-foot, buffer shall be provided with an opaque fence between the properties of Pine Acres subdivision and the RV Park comprised of new plantings and existing trees and shrubs when available to be maintained by the RV Park Operator.
5. The existing drainage ditch shall be maintained by the RV park operator.
6. The applicant agrees to comply with the RV Park Requirements in the Town's current Unified Development Ordinance.
7. A maximum of fifteen (15) percent of total park spaces are allowed to be used for long term renters longer than twelve months
8. The RV park operator shall provide on-site, 24-hour human staff that can summon law enforcement or emergency services, should the need arise.
9. The RV Park operator shall install and maintain fire hydrants as directed by the local Fire Marshal.
10. Ingress and egress to the RV Park will be routed through the existing roadways known as Venture Drive and Magnolia Drive. No access to the RV Park will be provided through the adjacent Pine Acres subdivision. Traffic through the adjacent Pine Acres subdivision shall be limited to public utilities and emergency services. The RV Park operator shall install a knock down gate in the buffer fence to accommodate ingress and egress for and emergency use and public utility access only. The RV park operator shall maintain the emergency access drive free from obstructions.
11. The RV Park Operator shall post and enforce its own internal quiet hours and shall abide by the Town's noise ordinances each day of the week.
12. The perimeter of the RV property adjacent to the residential properties of Pine Acres shall have a 6' chain link fence, powder coated and covered with an opaque mesh that is located at least 10 feet off the Pine Acres property line. The fence will be of a design to provide spatial buffering between adjoining residential uses and discourage pedestrian travel between the RV Park and the adjoining Pine Acres subdivision.
13. Vehicular parking shall be allowed only in areas designated as such on the approved site plan.

CLOSED SESSION – Pursuant to NCGS 143-18.11 (a) (4) & (5)

Councilman Barbour made a motion, seconded by Councilman Stevens, to go into closed session pursuant to NCGS 1423-318.11 (a) (4) & (5) as a continuation of the November 12th closed session

discussion. Unanimously approved.

RECONVENE IN OPEN SESSION

Councilman Barbour made a motion, seconded by Councilman Dunn to reconvene in open session. Unanimously approved at 7:52 pm.

ADJOURN

Being no further business, Councilman Barbour made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 7:53 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

DRAFT



Request for Town Council Action

Consent **Two Post**
Agenda **Lift**
Purchase
Date: 12/03/2019

Subject: Two Post Lift
Department: Public Works Garage
Presented by: Lenny Branch, Public Works Director
Presentation: Consent Agenda

Issue Statement

The Public Works Department is requesting approval to purchase a Two Post Lift (18,000lbs. capacity) from Walker Auto & Truck.

Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$12,000.00

Amount of Purchase/Bid/ Contract: \$9,656.00

Action Needed

Council approval to purchase the Two Post Lift from Walker Auto & Truck.

Recommendation

Staff recommends purchasing the Two Post Lift from the lowest bidder Walker Auto & Truck in the amount of \$9,656.00.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Company Proposals



Staff Report

**Consent
Agenda** **Two
Post Lift
Purchase**

The Town Council approved \$12,000 in the Public Works Garage capital line to purchase a (18,000lbs. capacity) Two Post Lift. Specifications were sent to companies with the below quotes submitted:

| | |
|----------------------|-------------|
| Walker Auto & Truck: | \$9,656.00 |
| Northern Tools: | \$11,735.00 |
| Bend Pak: | \$11,835.00 |

It is the recommendation of the Public Works Department to purchase the Two Post Lift from Walker Auto & Truck in the amount of \$9,656.00.

Town of Smithfield

#1 Bendpak Model XPR-18CL (#5175409)

Sale Price \$8,775.00 plus tax

#2 AW32-5 Hydraulic fluid S.P. \$31.00 plus tax

#3 Installation S.P. \$850.00 plus tax

Special notes:: A forklift is needed for this installation. One can be rented for an additional cost or either the installer can use the one that you have. Also – No electrical is included. You are responsible for the final electrical connection. There is also a minimum concrete thickness- Existing concrete and New concrete.—Those specifications are attached.

Quote presented by::



XPR-18CL



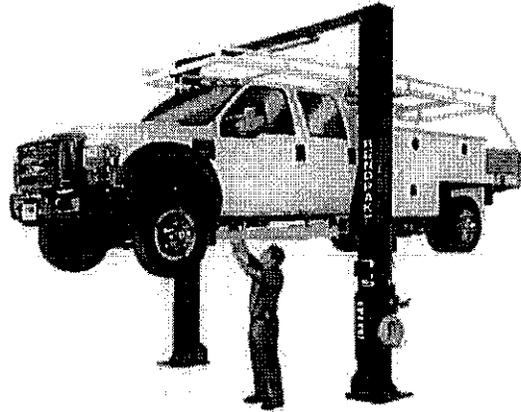
Two-Post Lifts
SKU# 5175409
18,000-lb. Capacity, Clearfloor, Standard Arms

Questions? Contact BendPak's Sales Team
sales@bendpak.com | 1-800-253-2363
Monday - Friday, 7AM to 4:30PM PST

The Beast with Two Posts

Shops that work on massive fleets and vehicles need a powerful car lift with a small footprint, so only BendPak's 18,000-lb. capacity XPR-18CL will get the job done safely and efficiently. It offers the most lifting capacity of any two-post lift we make, which means you get the best column, carriage and frame component construction we offer.

With an XPR-18CL two-post car lift, you will service an incredibly diverse array of vehicles. High-capacity two-post lifts are commonly known as "all-service" lifts. Given their versatility, they're the most common lift type found in professional shops. And, because they're going to be in so many shops, it's important that the XPR-18CL can lift any vehicle that falls well under the max weight capacity.



Optional Extended Height

SKU# 5175411 XPR-18CL-192 192" Overall Height

Features

- 18,000-lb. lifting capacity
- Padded overhead safety shutoff bar
- Extended height top-beam provides greater clearance
- Single-point safety release
- Dual direct-drive hydraulic cylinders
- Dual-synchro equalization system for equal lifting
- Oversized 53" tall carriage for superior strength
- Electric / hydraulic power system
- Oversized A36 steel base plates
- Self-lubricating dura-glide UHMW polyethylene bearings
- Safety locks in each column spaced every 3"
- Automatic arm restraints
- Heavy-duty 1/2" aircraft-quality equalizer cables
- Oversized cable sheave diameter reduces cable fatigue
- Durable, rubber lift pads with stackable adapters
- Multi-piece adapter set includes four 6" stackable adapters, four 3" stackable adapters, four polyurethane contact pads and four frame cradle pads. Ideal for trucks and vans with running boards or auxiliary fuel tanks.
- Convenient storage is included for truck and van adapters
- Versatile drop-in contact pads with stackable adapters

Quality Assurance for Heavy-Duty Lifting

When you buy BendPak, you can expect a significant boost in performance and lift operation life expectancy because your lift is built to be the last one you ever purchase. No one surpasses us in quality and safety. That's why when you get one of our lifts, you get more than just a great product. You get peace of mind. That's the benefit of owning a BendPak.

Super-duty telescoping arms

The XPR-18CL two-post lift is durable enough to lift a massive amount of weight. However much space between the garage floor and your vehicle's lift points, our smart, telescoping design and no-scratch pads make every lift safe and easy.

Optional column extension

BendPak can increase your overhead clearance to maximize the number vehicle types you can service in this weight class.

High-speed hydraulics

Free-flow, high-pressure 3/8" hydraulic lines, a high-flow pump and integrated AC power-unit increase ascent and descent speeds for enhanced productivity.

Extended Height

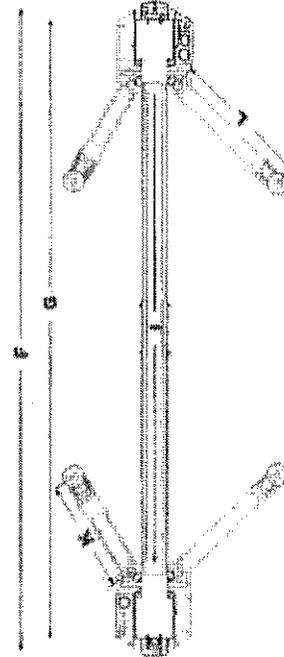
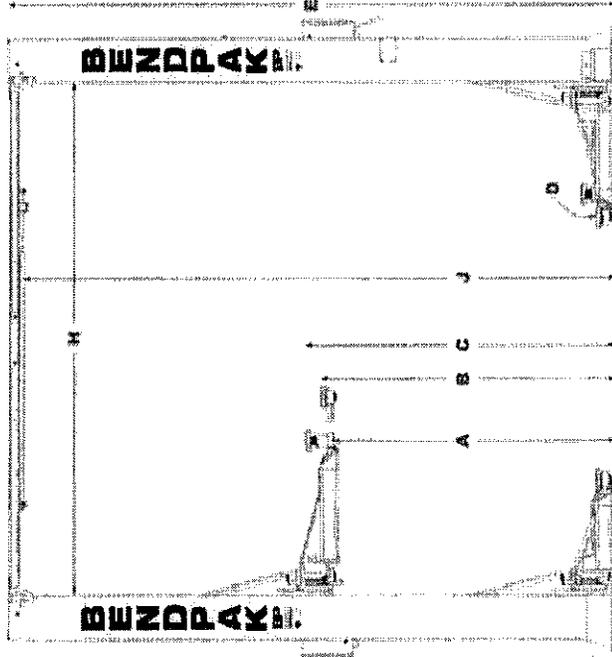
The safe and rugged XPR-18C-192 two-post lift features extended height columns for added overhead clearance, as well as an adjustable top beam to accommodate wide or narrow installation setups.

*Optional bolt-on height extension available.

Specifications



| Model | XPR-12CL | XPR-15CL | XPR-18CL |
|-----------------------------|------------------------|------------------------|------------------------|
| SKU# | 5175405 | 5175408 | 5175409 |
| Lifting Capacity | 12,000 lbs. (5,443 kg) | 15,000 lbs. (6,804 kg) | 18,000 lbs. (8,165 kg) |
| A - Rise | 69" (1,753 mm) | 69" (1,753 mm) | 69" (1,753 mm) |
| B - Rise + Pad Only | 74" (1,880 mm) | 74" (1,880 mm) | 74" (1,880 mm) |
| C - Max. Lifting Height | 80" (2,032 mm) | 80" (2,032 mm) | 80" (2,032 mm) |
| D - Min. Height + Pad | 5" (127 mm) | 5" (127 mm) | 5" (127 mm) |
| E - Height Overall (*) | 170" (4,318 mm) | 170" (4,318 mm) | 170" (4,318 mm) |
| F - Width Overall | 155" (3,937 mm) | 155" (3,937 mm) | 155" (3,937 mm) |
| G - Outside Columns | 144" (3,658 mm) | 144" (3,658 mm) | 144" (3,658 mm) |
| H - Inside Columns | 120" (3,048 mm) | 120" (3,048 mm) | 120" (3,048 mm) |
| I - Drive-Thru Clearance | 106" (2,692 mm) | 106" (2,692 mm) | 106" (2,692 mm) |
| J - Floor to Top Switch (*) | 165" (4,191 mm) | 165" (4,191 mm) | 165" (4,191 mm) |
| K - Front Arm Reach (MAX) | 32" (813 mm) | 39" (991 mm) | 39" (991 mm) |
| L - Front Arm Reach (MIN) | 60" (1,524 mm) | 60" (1,524 mm) | 60" (1,524 mm) |
| M - Rear Arm Reach (MAX) | 92" (2,341 mm) | 39" (991 mm) | 39" (991 mm) |
| N - Rear Arm Reach (MIN) | 60" (1,524 mm) | 60" (1,524 mm) | 60" (1,524 mm) |
| Screw Pad Adjustment | Not Compatible | Not Compatible | Not Compatible |
| Max. Load per Arm | 3,000 lbs. (1,361 kg) | 3,750 lbs. (1,701 kg) | 4,500 lbs. (2,041 kg) |
| Time to Full Rise | 45 seconds | 45 seconds | 45 seconds |
| Noise | 45 dB | 45 dB | 45 dB |
| Motor | 220 VAC / 60 Hz / 1 Ph | 220 VAC / 60 Hz / 1 Ph | 220 VAC / 60 Hz / 1 Ph |



*Optional bolt-on top extension for columns raises the overall height and overhead safety bar an additional 24". Must be ordered from BendPak at time of order.
 Not all BendPak lift models meet the standards as prescribed by ANSI/ALI ALCTV-2017 or ANSI/UL 201. Consult www.autolift.org for a complete list or contact BendPak via contact@bendpak.com.

Concrete Slab Requirements

Download [Concrete Slab Requirements 2019](#) (pdf)

Pre-Existing Minimum Floor Requirements:

| TWO-POST MODELS | MIN. THICKNESS | MIN. COMP. STRENGTH | REINFORCEMENT | REBAR SPACING |
|----------------------|----------------|-------------------------|----------------|----------------|
| GP-7 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | #6 Rebar | 12 in |
| XPR-9 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | #6 Rebar | 12 in |
| XPR-10 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | #6 Rebar | 12 in |
| XPR-12 SERIES MODELS | 6 1/2" | 3000 PSI / 28 Day Aging | #6 Rebar | 10 in |
| XPR-15 SERIES MODELS | 8" | 3000 PSI / 28 Day Aging | #6 Rebar | 10 in |
| XPR-18 SERIES MODELS | 8" | 3000 PSI / 28 Day Aging | #6 Rebar | 10 in |
| 4-POST LIFTS | MIN. THICKNESS | MIN COMP. STRENGTH | REINFORCEMENT | REBAR SPACING |
| HD-7 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| HD-9 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| GP-9 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| PL-6K SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| HDS-14 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| HDS-18 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |

Questions? 800-253-2308
NEED MORE INFO?

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak

| | | | | |
|----------------------|--------|-------------------------|----------------|--|
| HDS-27 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only*  |
| HDS-14 SERIES MODELS | 4-1/4" | 3000 PSI / 28 Day Aging | #6 Rebar | 12 in |
| HD-973P | 5-1/2" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| HDS-35 SERIES MODELS | 6-1/2" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |
| HDS-40 SERIES MODELS | 6-1/2" | 3000 PSI / 28 Day Aging | ACI Temp Only* | ACI Temp Only* |

**The floor must be properly aged to American Concrete Institute specifications. The floor does not require reinforcement, but a minimum of wire mesh is recommended.*

Existing concrete floors should be test drilled to verify minimum floor thickness and to confirm building drawings. A core sample should be obtained and tested to verify minimum floor compressive strength. When investigating floor properties, consult building drawings to verify proper floor reinforcement. All 2-post lifts require a continuous single slab. Spanning expansion seams or positioning posts on separate slabs is not acceptable.

- **DO NOT** install any BendPak lift on any surface other than concrete, conforming to the minimum compressive strength, aging, reinforcement, and thickness stated in the table above. ALL BENDPAK LIFTS MUST BE INSTALLED ON CONCRETE ONLY.
- **DO NOT** install any BendPak lift on expansion seams or on cracked or defective concrete. All 3/4 inch diameter anchors must be a minimum of 6 inches away from any expansion seams, control joints or other inconsistencies in the concrete.
- All anchors must be a minimum of 6" away from any expansion seams, control joints or other inconsistencies in the concrete. Refer to anchor manufacturer specifications for specific information concerning edge distances and bolt to bolt distance requirements.
- **NEVER** install a BendPak lift on hand mixed concrete.
- **DO NOT** install any BendPak lift on a secondary floor level or on any ground floor with a basement beneath without written authorization from the building architect and prior consultation and approval from BendPak.
- If the floor does not meet these minimum pre-existing floor requirements, it is suggested to construct a slab as outlined below in New Slab Recommendations. If the location of the lift is in a seismic zone, contact BendPak for seismic slab designs.

New Concrete Slab Recommendations:

The information contained in this appendage supersedes any other information given in the accompanied manual. This information is presented for design recommendations for a new concrete slab in the event that the pre-existing floor does not meet minimum requirements of the applicable lift type. Please read all instructions below carefully before producing new slab.

NEW CONCRETE SLAB CONCRETE REQUIREMENTS:

QUESTIONS?
800-253-2363

NEED MORE INFO?

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak

Minimum tensile strength of concrete: 4,000 PSI

Minimum aging of new concrete slab: 28 days (cure time)

Minimum thickness of concrete slab: See new slab table & figures below

Minimum width and length of slab: See new slab table & figures below

| LIFT MODELS | MIN. SLAB THICKNESS | W MIN. SLAB WIDTH | L MIN. SLAB LENGTH | R REINFORCEMENT SIZE (SEE NOTE 1 & 2) | S1 & S2 REINFORCEMENT SPACING (SEE NOTE 3) | D ANCHOR DIAMETER | I ANCHOR LENGTH |
|---------------|---------------------|-------------------|---------------------------------|---|--|-------------------|-----------------|
| GP-7 SERIES | 12" | 48" Min | 12" Wider Than OA Width of Lift | 8 - #4 - Main Bars 21 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 5" |
| XPR-9 SERIES | 12" | 48" Min | 12" Wider Than OA Width of Lift | 8 - #4 - Main Bars 21 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 5" |
| XPR-10 SERIES | 12" | 48" Min | 12" Wider Than OA Width of Lift | 8 - #4 - Main Bars 21 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 5" |
| XPR-12 SERIES | 12" | 72" Min | 12" Wider Than OA Width of Lift | 12 - #4 - Main Bars 23 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 7" |
| XPR-15 SERIES | 12" | 72" Min | 12" Wider Than OA Width of Lift | 12 - #4 - Main Bars 23 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 7" |
| XPR-18 SERIES | 12" | 72" Min | 12" Wider Than OA Width of Lift | 12 - #4 - Main Bars 23 - #4 - Temperature Bars | 6" - Long Bars 8" - Short Bars | 3/4" | 7" |
| | 12" | | Questions? 800-253-2363 | #4 Bars | NEED MORE INFO? | 3/4" | 5" |

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak

| | | | | | | | |
|-----------------------|-----|-------------|-------------|--------------|-------------------------------|------|----|
| HD-7 SERIES | | 24" Min* | 24" Min* | | 6" - Each Way / Crisscross | | |
| HD-9 SERIES | 12" | 24" Min* | 24" Min* | 8 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 5" |
| GP-9 SERIES | 12" | 24" Min* | 24" Min* | 8 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 5" |
| PL-6K SERIES | 12" | 24" Min* | 24" Min* | 8 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 6" |
| HDS-14 SERIES | 12" | 24" Min* | 24" Min* | 8 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 5" |
| HDS-18 SERIES | 12" | 24" Min* | 24" Min* | 8 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 7" |
| HDS-27 SERIES | 12" | 48" Min* | 48" Min* | 16 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 7" |
| HDSO- 14 SERIES | 12" | 48" Min* | 48" Min* | 16 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 5" |
| HD- 973P | 12" | 48" Min* | 48" Min* | 16 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 5" |
| HDS-35 SERIES | 12" | 48" Min* | 48" Min* | 16 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 7" |
| HDS-40 SERIES | 12" | 48" Min* | 48" Min* | 16 - #4 Bars | 6" - Each Way / Crisscross | 3/4" | 7" |

*Four separate slabs formed at each post

Temperature bars are steel rods placed horizontally (longwise) in concrete slabs for prevention of cracks due to temperature changes or drying, placed perpendicular to the main reinforcing rods (short span). Temperature bars are placed at right angles to the main reinforcing bars.

Note 1: Temperature bars are steel rods placed horizontally (longwise) in concrete slabs for prevention of cracks due to temperature changes or drying, placed perpendicular to the main reinforcing rods (short span). Temperature bars are placed at right angles to the main reinforcing bars.

An additional layer of 6 x 6 - 10" 10 WWF at mid height of new slab would be advisable in any extremely hot or cold climate to control cracking due to temperature fluctuations and shrinkage. At anchor bolt locations only keep WWF mesh below the elevation of the anchorage to avoid drilling interference with the wire.

Note 2: The main reinforcing and lower temperature steel shall be Grade 60 deformed bars.

Note 3: The tolerance on spacing of the bars in any direction shall be the value shown, plus or minus 1 inch. In addition, the number of bars specified in the table must be used.

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak

Note 4: The concrete outline dimensions and the reinforcing shown are for a foundation bed allowable bearing capacity of not less than 4,000 lb / sq. ft. (1 ton per square foot). Many clays, and most all firm clay, hard clay, sand & clay mixes, dry sands, coarse dry sands, dry sand and silt mixes, sand and gravel mixes, and gravel type soils meet or exceed this allowable bearing capacity. If there is question regarding the foundation bed allowable bearing capacity, a soils testing engineer should be consulted. Situations where the allowable bearing capacity is lower than this value will require special attention.

New concrete slabs must conform to the above stated properties before installation of the lift is deemed acceptable. The new slab must be totally surrounded by an existing asphalt or concrete floor. Certified strength documentation should be obtained from the firm who supplies the concrete mixture at the time of the pour. These new concrete slabs are designed as "stand alone" and do not take into account the contribution of strength from surrounding concrete. It may be desirable to tie and reinforce the new slab to the pre-existing surrounding floor. Care should be taken to locate any reinforcement bars away from any anchor positions of the specific lift.

These new concrete slabs do not account for second floor installations or installations in a ground floor with a basement beneath. For this case, the lift should not be installed without written authorization from the building architect.

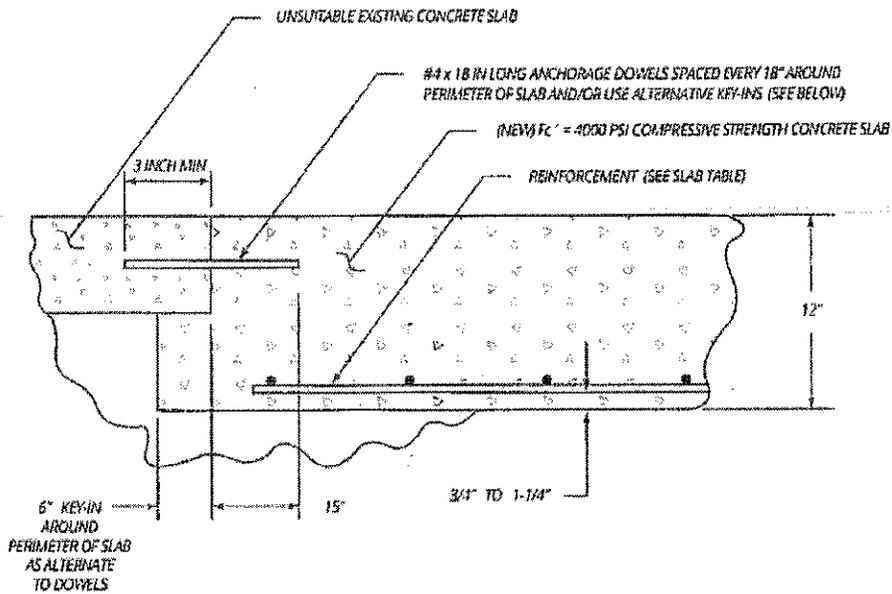
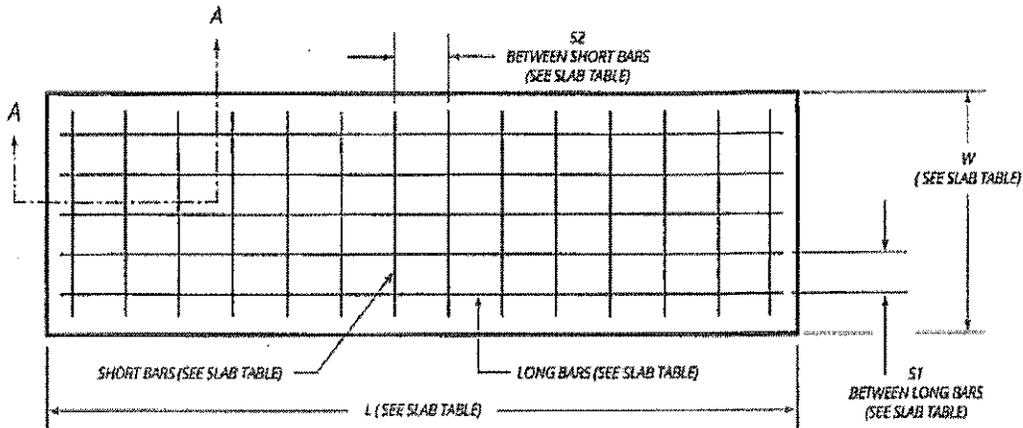
All 3/4 inch diameter anchors must be a minimum of 6 inches away from any expansion seams, control joints or other inconsistencies in the concrete.

NEVER hand mix your own concrete.

[Download Concrete Slab Requirements 2019 \(pdf\)](#)

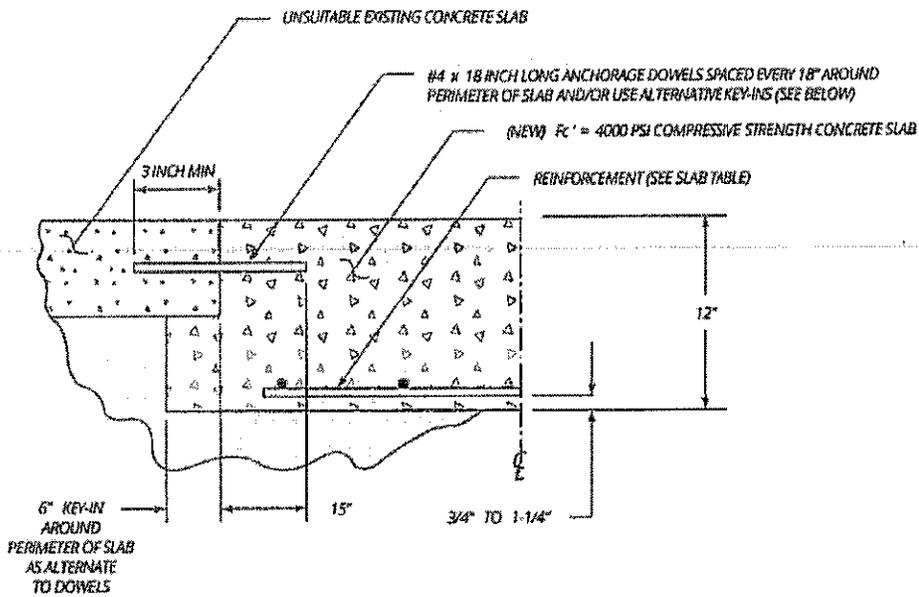
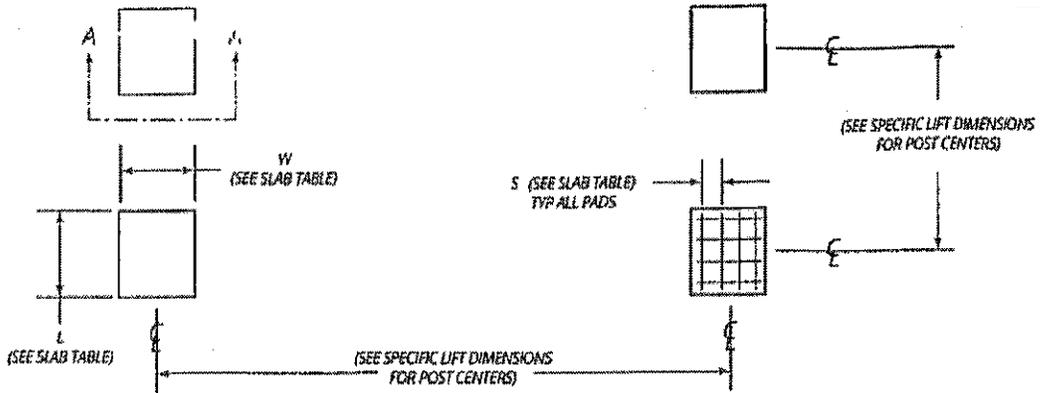
NEW CONCRETE SLAB RECOMMENDATIONS TWO-POST LIFT MODELS

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak



**NEW CONCRETE SLAB RECOMMENDATIONS
FOUR-POST LIFT MODELS**

Concrete Floor Requirements - 2-Post and 4-Post Lifts - BendPak



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Questions? Contact **NEED MORE INFO?**
800-253-2363



BendPak
 1645 E Lemonwood Dr
 Santa Paula, CA 93060
 Website: www.bendpak.com
 E-Mail: sales@bendpak.com

QUOTE

Bill To: 5568
 Dillon Blanton
 231 Hospital Rd
 Smithfield, NC 27577
 United States

Ship To
 Dillon Blanton
 231 Hospital Rd
 Smithfield, NC 27577
 United States

| | |
|------------|-----------------------|
| Order # | 393320-00 |
| Page # | 1 |
| UPC/Vndr | 000000 |
| Ship Point | BendPak Ranger (B250) |
| Via | Unassigned |
| Terms | Pmt w/Order |
| Currency | USD US Dollar |
| Entered | |
| P/O | |
| Picked | |
| Shipped | 11/13/19 |
| Invoiced | |
| Printed | |

Customer P/O: 111319/Blanton

Instructions

| Ln# | Product And Description | UPC Item # | Quantity Ordered | Quantity B.O. | Quantity Shipped | Qty. UM | Unit Price | Price UM | Discount Multiplier | Amount (Net) |
|---|--|------------|--------------------------|---------------|------------------|----------|------------|----------|----------------------|--------------------|
| Attn: Dillon Blanton 919-934-2596 CUSTOMER MUST HAVE FORKLIFT TO OFFLOAD EQUIPMENT | | | | | | | | | | |
| 1 | 5175409 XPR-18CL 18K Capacity / Clearfloor / Standard Arms | 00000 | 1 | | 1 | EA | 11735.00 | EA | 0.00 | 11735.00 |
| 2 | 5585280 POWER UNIT; F2.1F3H1 (ALI / CE) /CE) | 00000 | 1 | | 1 | EA | 0.00 | EA | 0.00 | 0.00 |
| 3 | FREIGHT Freight Freight only if shipping to Government entity "Limited access" | 00000 | 1 | | 1 | EA | 100.00 | EA | 0.00 | 100.00 |
| 3 Lines Total | | | Qty Shipped Total | | | 3 | | | Total | \$ 11835.00 |
| | | | | | | | | | Invoice Total | \$ 11835.00 |

ATTENTION BUYER. YOUR DECISION TO PURCHASE IS YOUR CONFIRMATION THAT YOU HAVE READ AND FULLY UNDERSTAND ALL TERMS AS EXPLAINED BELOW.

PACKAGING AND SHIPMENT

Although we will do our best to package your shipment to minimize damage, minor scratches and abrasions due to normal transportation and handling are expected. DO NOT refuse your shipment if you observe minor scratches or abrasions. YOU MAY BE RESPONSIBLE for a 20% restocking fee and round-trip freight charges if your claim for damage is denied and will be deducted from the credit refund. Shipping scratches and abrasions can be corrected by using our OEM touch-up spray paint that can be obtained through your BendPak dealer or representative. Please be aware a forklift may be needed to receive the equipment at the time of delivery.

OPTIONAL WHITE-GLOVE PACKAGING

For an optional surcharge, White-Glove Packaging is available for certain large equipment products. Our White-Glove service assures that the product ships in specially fabricated wooden crates with all parts individually packaged and wrapped in protective media. Ask your BendPak sales representative for pricing details.

RESIDENTIAL PICKUP/DELIVERY

If a shipment is to be picked up or delivered to a residential area, a \$40.00 fee will apply to the order.

REGIONAL STANDARDS AS PRESCRIBED BY CITY AND STATE AGENCIES

Not all BendPak lift models meet the standards as prescribed by ANSI/ALI ALCTV-(current edition) or ANSI/UL 201. Buyer is responsible for all charges related to any special regional structural and/or seismic anchoring requirements specified by any other agencies and/or codes such as the Uniform Building Code (UBC) and/or International Building Code (IBC). Consult www.autolift.org for a complete list or contact BendPak via contact@bendpak.com.

THIRD-PARTY CONTRACTORS

The decision of Buyer to select, hire and/or manage third-party contractors recommended by BendPak to Buyer for the sole purpose of installation or service is the sole responsibility of Buyer. BendPak assumes no liability for the selection of the Contractor or the Contractor's performance of services for Buyer. Contractors are not agents for, or joint ventures of, and are not employed by, and are not the agents of, BendPak.

WARRANTIES

Every BendPak brand(s) product is built to deliver outstanding performance, rugged reliability, and outstanding durability. We build each product according to strict guidelines to provide years of trouble-free operation. For a full listing of all BendPak family of products, visit <https://www.bendpak.com/support/warranty>.

OTHER TERMS AND DISCLAIMERS

Once an order has been placed, BendPak and the Buyer become contractually bound to uphold certain aspects of the agreement. For a full listing of all terms and conditions, visit <https://www.bendpak.com/policies>.



Request for Town Council Action

| | |
|---------------------------|--|
| Consent Agenda | New Hire / Vacancy Report |
| Date | 12/03/2019 |

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:

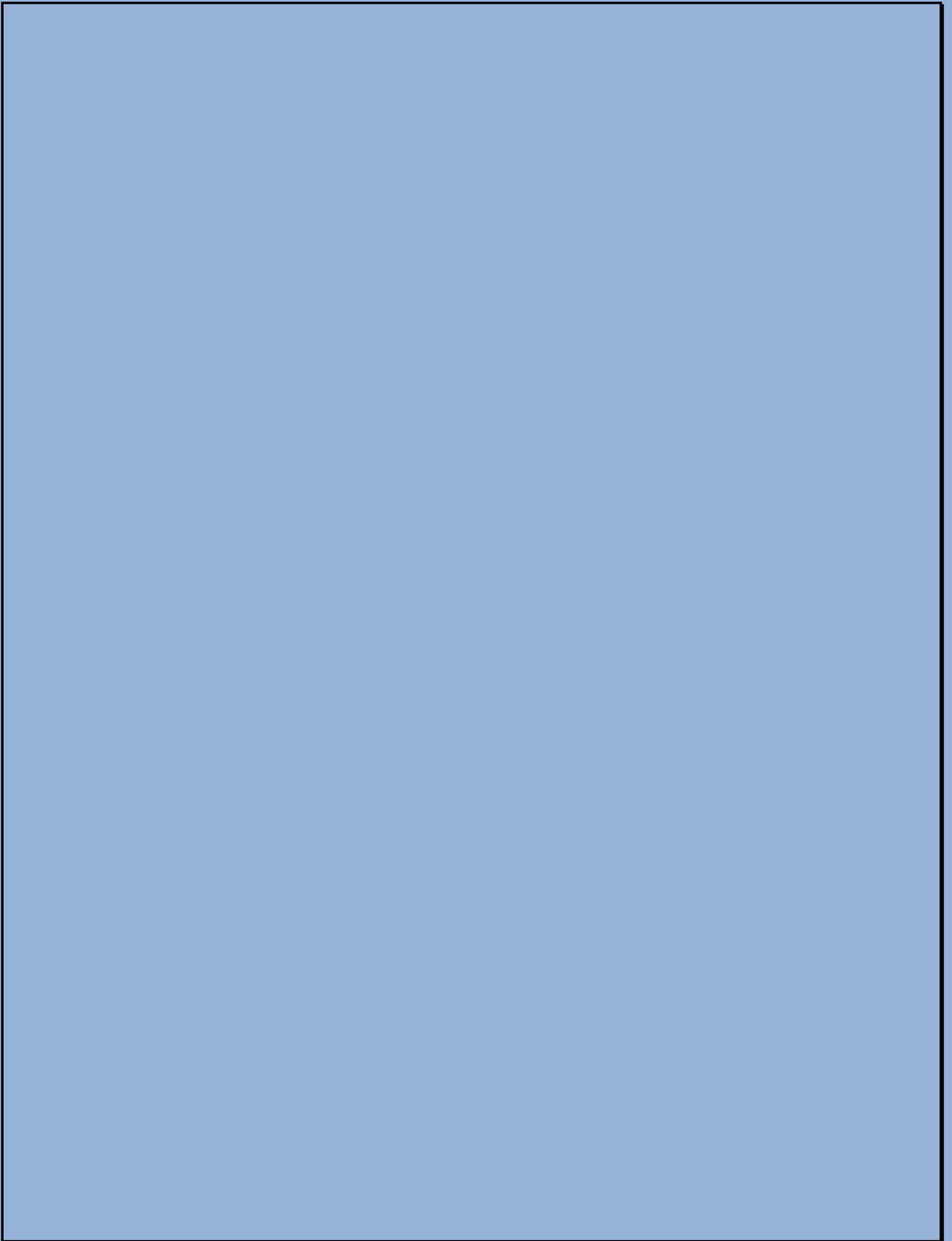
| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--------------------------------|-------------------|----------------------|
| Administrative Assistant | Fire | 10-20-5300-5100-0200 |
| Assistant Finance Director | Finance | 10-10-4200-5100-0200 |
| Police Officer I (6 positions) | Police | 10-20-5100-5100-0200 |
| P/T Recreation Aide | P&R – Recreation | 10-60-6200-5100-0210 |

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 19-20 Budget.

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|-----------------|-------------------|----------------------|--------------------|
| P/T Instructor | P&R – Aquatics | 10-60-6220-5100-0230 | \$15.00/hr. |

Organizational Meeting Information



PROCLAMATION

In Honor of Councilman Emery D. Ashley's Service to the Town of Smithfield

WHEREAS, the Mayor and Town Council of the Town of Smithfield wish to acknowledge and express its appreciation to Emery D. Ashley for his dedicated service to the citizens of Smithfield as a member of the Town Council serving for the past 8 years; and

WHEREAS, Emery D. Ashley has served as an At-Large Councilmember since taking office on December 6, 2011; as well as, serving as Mayor Pro-Tempore from December 2011 until December 2013 and then again from December 2015 until December 2017; and

WHEREAS, these years of service have been marked by exemplary dedication to the best interests of the community and he has worked constantly for improvements to the Town of Smithfield's financial policies and fiscal responsibilities; and

WHEREAS, Emery D. Ashley has reviewed and deliberated all matters, facts and proposals before the Council in a fair and sound manner, at all times keeping the best interest of the citizens of the Town of Smithfield as a first priority; and

WHEREAS, The Town of Smithfield has been fortunate to have had the services of Emery D. Ashley who has provided leadership and rendered good judgement for the betterment of all of the citizens of the Town; and

WHEREAS, Emery D. Ashley's dedicated service to the Town of Smithfield deserves special recognition.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Emery D. Ashley for his dedicated and distinguished service to the Town of Smithfield.



A handwritten signature in black ink, appearing to read "M. Andy Moore", is written over a horizontal line.

M. Andy Moore, Mayor

Oath of Office Mayor

I, M. Andy Moore, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

M. Andy Moore, Mayor

*Sworn to and subscribed before me,
This 3rd day of December, 2019*

*The Honorable Senior Resident Superior Court Judge
Thomas H. Lock*



Oath of Office Councilman-At Large

I, John A. Dunn, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

John A. Dunn, Councilman At-Large

*Sworn to and subscribed before me,
This 3rd day of December, 2019*

*The Honorable Senior Resident Superior Court Judge
Thomas H. Lock*



Oath of Office Councilman-At Large

I, Stephen Rabil, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

Stephen Rabil, Councilman At-Large

*Sworn to and subscribed before me,
This 3rd day of December, 2019*

*The Honorable Senior Resident Superior Court Judge
Thomas H. Lock*



Oath of Office Councilman-At Large

I, Roger A. Wood, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God.

Roger A. Wood, Councilman At-Large

*Sworn to and subscribed before me,
This 3rd day of December, 2019*

*The Honorable Senior Resident Superior Court Judge
Thomas H. Lock*





Request for Town Council Action

Organizational Meeting Item: **2019 Town Council Meeting Schedule**
Date: 12/03/2019

Subject: 2019 Town Council Meeting Schedule

Department: General Government

Presented by: Michael L. Scott, Town Manager

Presentation: Organizational Meeting Item

Issue Statement

Each year the Council is asked to review the next year's Town Council meeting schedule and determine if there are any regularly scheduled meetings that conflict with either a holiday or election day.

Financial Impact

N/A

Action Needed

It is requested that the Council review the 2020 regular meeting schedule and determine an alternate date for the November regular meeting.

Recommendation

Staff recommends conducting the November meeting on November 10th

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

| | |
|-----------------------------|---|
| Organizational Meeting Item | 2019 Town Council Meeting Schedule |
|-----------------------------|---|

Article II Section 2-46 of the Town of Smithfield’s Code of Ordinances states that a regular meeting of the Town Council shall be held at the Town Hall on the first Tuesday of each month unless the date conflicts with a Town observed holiday or election day, in which event, the meeting will be schedule for the following Tuesday or as such time as may be prescribed.

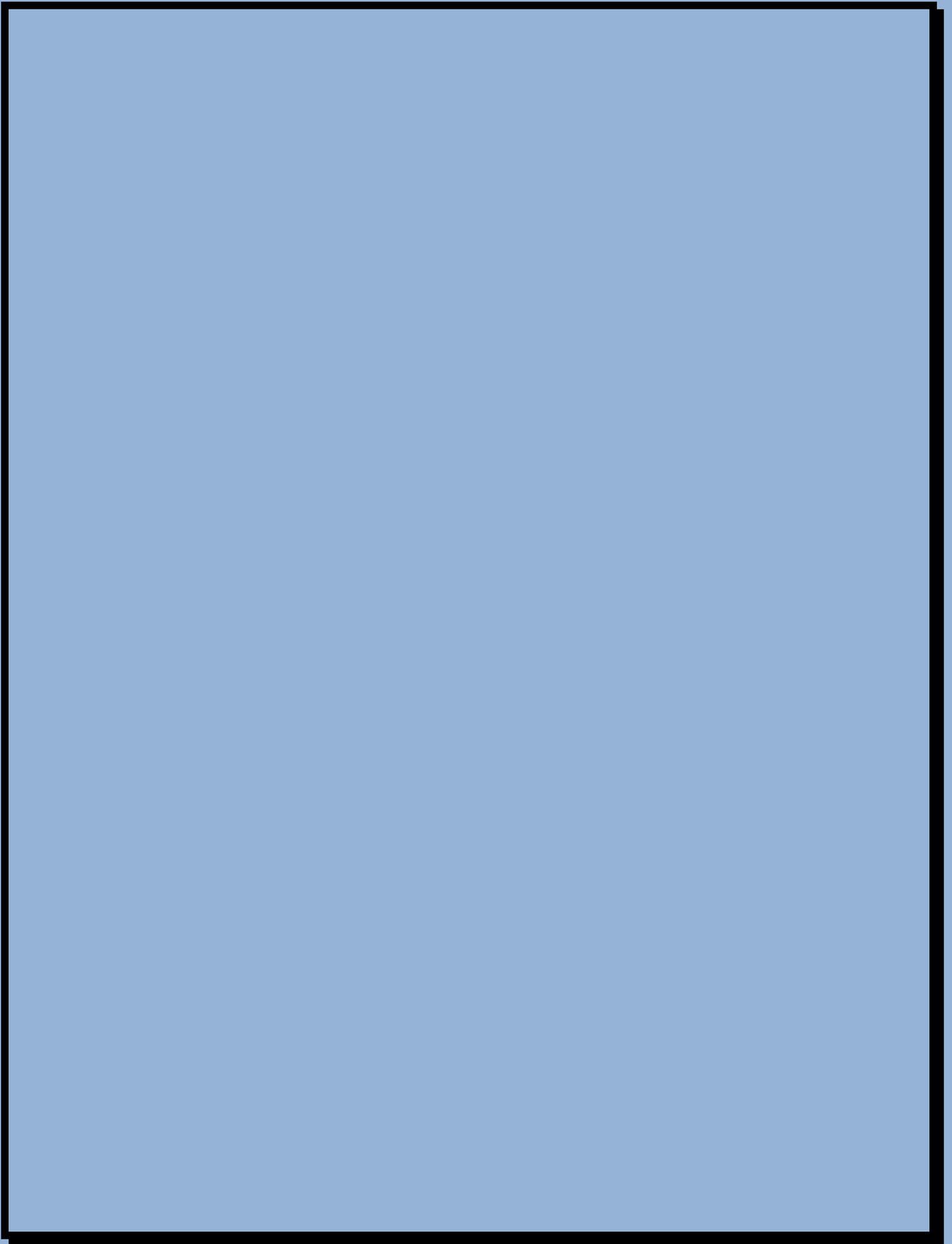
In 2020, the November meeting is scheduled to be held on November 3rd which is election day.

It is requested that Council review the 2020 regular meeting schedule and determine if an alternate date for the July meeting is necessary.

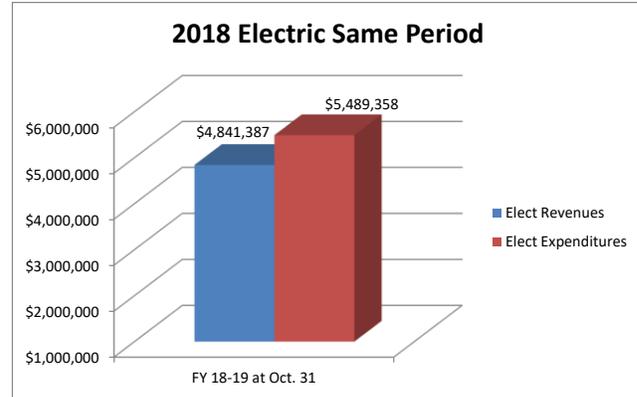
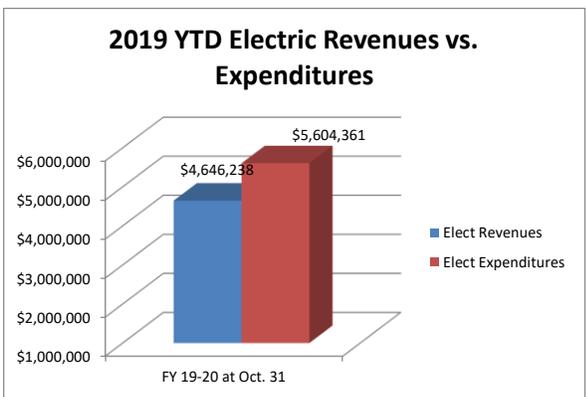
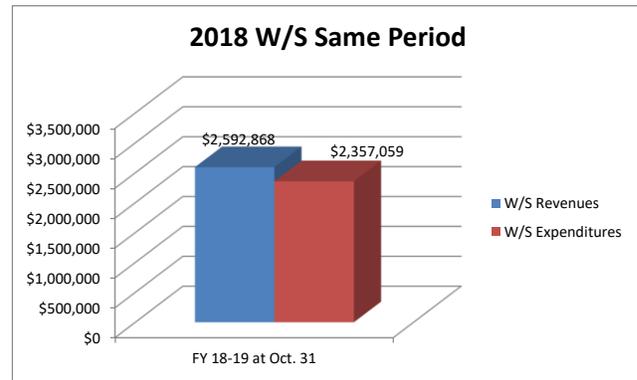
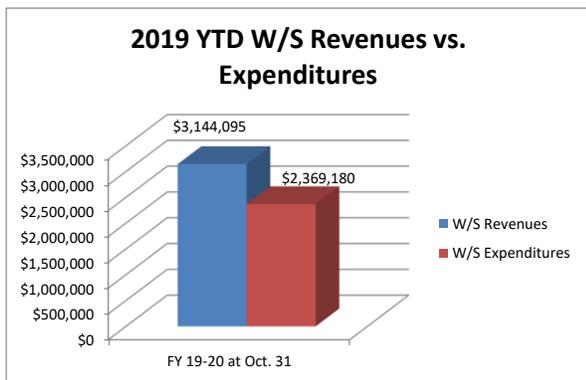
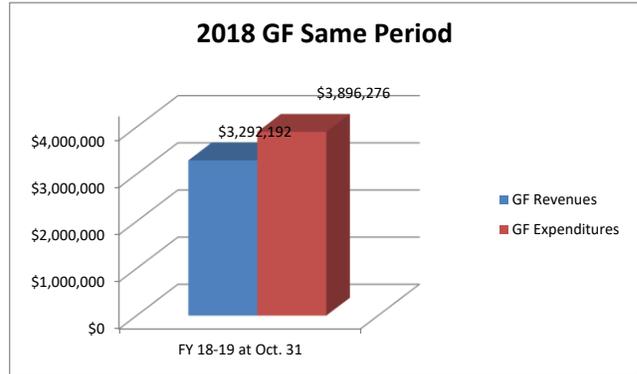
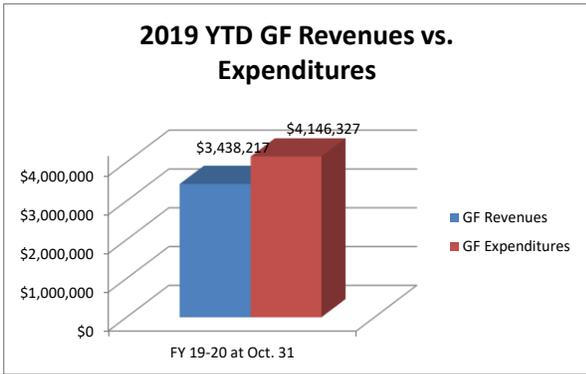
2019 Town Council Meeting Schedule

- January 7th
- February 4th
- March 3rd
- April 7th
- May 5th
- June 2nd
- July 7th
- August 4th
- September 1st
- October 6th
- November 3rd (Election Day) **Suggested: November 10th**
- December 1st

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2019
Gauge: 4/12 or 33.33 Percent

GENERAL FUND

| Revenues | Frequency | Actual to Date | Budget | Actual to Date |
|-------------------------------------|-----------|---------------------|----------------------|---------------------|
| | | FY '18-19 | FY '19-20 | FY '19-20 |
| Current & Prior Year Property Taxes | Monthly | \$ 920,670 | \$ 6,276,000 | \$ 1,175,461 |
| Motor Vehicle Taxes | Monthly | 146,735 | 505,000 | 222,939 |
| Utility Franchise Taxes | Quarterly | 225,822 | 975,000 | 228,119 |
| Local Option Sales Taxes | Monthly | 242,268 | 2,400,000 | 455,581 |
| Aquatic and Other Recreation | Monthly | 206,697 | 738,000 | 259,022 |
| Sanitation (Includes Penalties) | Monthly | 250,564 | 1,335,300 | 370,714 |
| Grants | | | 49,500 | 90,348 |
| All Other Revenues | | 526,487 | 1,394,636 | 636,033 |
| Loan Proceeds | | - | - | - |
| Transfers (Electric and Fire Dist.) | | - | 261,214 | - |
| Fund Balance Appropriated | | - | 1,593,056 | - |
| Total | | \$ 2,519,243 | \$ 15,527,706 | \$ 3,438,217 |

| Expenditures | Actual to Date | Budget | Actual to Date |
|-------------------------------|---------------------|----------------------|---------------------|
| | FY '18-19 | FY '19-20 | FY '19-20 |
| General Gov.-Governing Body | \$ 86,942 | \$ 459,438 | \$ 177,067 |
| Non Departmental | 288,023 | 929,616 | 348,128 |
| Debt Service | 180,826 | 939,258 | 268,495 |
| Finance | 22,736 | 115,511 | 27,393 |
| Planning | 121,297 | 455,635 | 112,358 |
| Police | 727,695 | 4,073,619 | 1,083,906 |
| Fire | 340,282 | 2,169,318 | 513,940 |
| EMS | - | - | - |
| General Services/Public Works | 118,198 | 601,590 | 174,967 |
| Streets | 91,746 | 1,664,371 | 130,834 |
| Motor Pool/Garage | 15,445 | 103,816 | 26,733 |
| Powell Bill | 9,630 | 322,725 | 21,097 |
| Sanitation | 231,619 | 1,287,765 | 337,731 |
| Parks and Rec | 201,363 | 1,105,243 | 573,046 |
| SRAC | 253,072 | 981,173 | 340,328 |
| Sarah Yard Center | 5,029 | 46,500 | 10,304 |
| Contingency | - | 272,128 | - |
| Appropriations/Contributions | - | - | - |
| Total | \$ 2,693,903 | \$ 15,527,706 | \$ 4,146,327 |

YTD Fund Balance Increase (Decrease)

- -

WATER AND SEWER FUND

| Revenues | Actual to Date | Budget | Actual to Date |
|---------------------------|-----------------------|---------------------|-----------------------|
| | FY '18-19 | FY '19-20 | FY '19-20 |
| Water Charges | \$ 537,942 | \$ 2,852,000 | \$ 801,113 |
| Water Sales (Wholesale) | 314,184 | 1,400,000 | 521,916 |
| Sewer Charges | 844,280 | 4,180,000 | 1,265,387 |
| Tap Fees | - | 2,500 | 4,450 |
| All Other Revenues | 28,224 | 110,400 | 51,229 |
| Grants | - | - | 500,000 |
| Loan Proceeds | - | - | - |
| Fund Balance Appropriated | - | 132,941 | - |
| Total | \$ 1,724,630 | \$ 8,677,841 | \$ 3,144,095 |

| Expenditures | Actual to Date | Budget | Actual to Date |
|---|-----------------------|---------------------|-----------------------|
| | FY '18-19 | FY '19-20 | FY '19-20 |
| Water Plant (Less Transfers) | \$ 434,369 | \$ 1,980,216 | \$ 629,152 |
| Water Distribution/Sewer Coll (Less Transfers) | 806,573 | 4,480,720 | 1,391,879 |
| Transfer to General Fund | - | - | - |
| Transfer to W/S Capital Proj. Fund | - | 1,250,000 | - |
| Debt Service | 426,776 | 653,574 | 348,149 |
| Contingency | - | 313,331 | - |
| Total | \$ 1,667,718 | \$ 8,677,841 | \$ 2,369,180 |

ELECTRIC FUND

| Revenues | Actual to Date | Budget | Actual to Date |
|---------------------------|-----------------------|----------------------|-----------------------|
| | FY '18-19 | FY '19-20 | FY '19-20 |
| Electric Sales | \$ 3,365,296 | \$ 16,550,000 | \$ 4,535,961 |
| Penalties | 37,079 | 150,000 | 40,285 |
| All Other Revenues | 42,553 | 156,000 | 69,992 |
| Grants | - | - | - |
| Loan Proceeds | - | - | - |
| Fund Balance Appropriated | - | 100,000 | - |
| Total | \$ 3,444,928 | \$ 16,956,000 | \$ 4,646,238 |

| Expenditures | Actual to Date | Budget | Actual to Date |
|------------------------------|-----------------------|------------------|-----------------------|
| | FY '18-19 | FY '19-20 | FY '19-20 |
| Administration/Operations | \$ 528,213 | \$ 2,363,740 | \$ 661,921 |
| Purchased Power - Non Demand | 1,336,440 | 12,750,000 | 1,709,626 |
| Purchased Power - Demand | 1,743,333 | - | 2,463,368 |
| Purchased Power - Debt | 289,049 | - | 385,392 |

| | | | |
|---|---------------------|----------------------|---------------------|
| Debt Service | 342,585 | 351,279 | 351,307 |
| Capital Outlay | - | 120,000 | 32,747 |
| Contingency | - | 332,481 | - |
| Transfers to Electric Capital Proj Fund | - | 950,000 | - |
| Transfer to Electric Capital Reserve | - | - | - |
| Transfers to General Fund | - | 88,500 | - |
| Total | <u>\$ 4,239,620</u> | <u>\$ 16,956,000</u> | <u>\$ 5,604,361</u> |

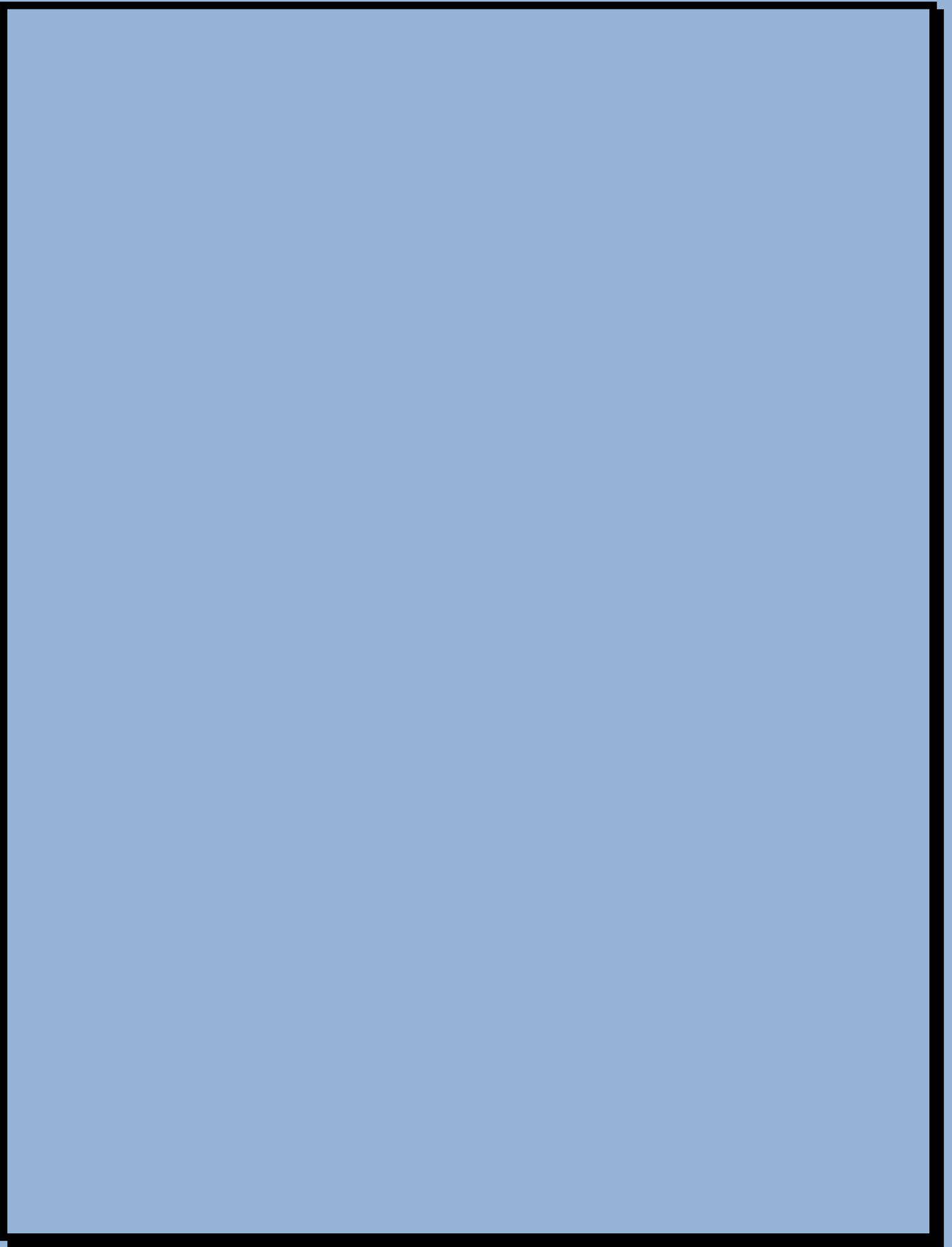
CASH AND INVESTMENTS FOR APRIL

| | | | |
|--------------------------------------|----------------------|--------------|----------------------|
| General Fund (Includes P. Bill) | 11,294,799 | | |
| Water and Sewer Fund | 7,766,131 | | |
| Electric Fund* | 9,899,153 | | |
| JB George Endowment (40) | 134,268 | | |
| Water Plant Expansion (43) | 2,629,170 | | |
| Booker Dairy Road Fund (44) | 457,895 | | |
| Capital Project Fund: Wtr/Sewer (45) | (119,940) | | |
| Capital Project Fund: General (46) | 1,305,738 | | |
| Capital Project Fund: Electric (47) | 805,609 | 1st CITIZENS | 27,151,821 |
| FEMA Acquisitions and Elevations | (36,745) | NCCMT | 2,364,683 |
| Firemen Relief Fund (50) | 130,392 | KS BANK | 3,712,732 |
| Fire District Fund (51) | 71,930 | UNITED COMM | 1,290,135 |
| General Capital Reserve Fund (72) | 180,970 | PNC BANK | - |
| Total | <u>\$ 34,519,370</u> | | <u>\$ 34,519,370</u> |

*Plug

Account Balances Confirmed By Finance Director on 11/21/2019

Department Reports





Staff Report

**Annual
Economic
Development
Update**

**Dept
Report:**

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 OCT/NOV 2019

1. Internal/External Marketing – Tim, Brian Eaves, and Rocky met with Randy and Shanna Capps to discuss the draft marketing booklet. The booklet is very well done and will promote the town in a positive manner. In the next draft, the verbiage in some areas will be reduced to allow for more content in others, and it was agreed that Smithfield's proximity to the Raleigh metro area, and other locations would be promoted. The town's excellent public safety departments would be highlighted and the conceptual layout for the new West Smithfield Industrial Park will be included. Overall the booklet was well received. It is anticipated that the booklet will be ready for public distribution in early 2020.
2. Downtown Development/Brewery Attraction – update on the brewery/restaurant project was discussed with Sarah Edwards. The lease for the building has been delivered to the leasee. The leasee has been concentrating on working with the architect to modify the proposed layout of the brewery/restaurant and will review the lease after that has been completed. The project continues to move forward positively.
3. Downtown Development/Gabriel Johnston Hotel – the status of the redevelopment of the Johnston Hotel was also discussed with Sarah. She is preparing an RFQ and will send it to Tim and Rocky for comment. The DSDC will follow the process for soliciting a qualified developer and crafting an incentive package for the project that was discussed last month. Sarah has identified a facility in Iowa that went through a similar process. She remains optimistic that the RFQ will be issued by the end of the year.
4. Internal Marketing – discussed with Sarah the concept of an economic development summit for the town. During the summit presentations would be made on the exciting things going on in the town, such as the new Wayfinding signage, the various renovation projects that are currently on-going in downtown, and other opportunities for similar redevelopment. The town's partnership with Johnston County Economic Development in the West Smithfield Industrial Park would be highlighted, along with the new residential developments, and the existing industry outreach. The next steps are to develop a draft agenda, identify presenters, determine their interest in participation, and identify a venue and date. Rocky will develop a draft agenda, circulate it, and the group will meet again in early December to continue the planning for the event.
5. Residential/Office Development – toured the new residential development and the surrounding area, as well as the new road improvements. The purpose of the windshield tour was to look at the surrounding areas and corridors to identify other properties with potential for development that would be driven by, or compliment the new homes. While on the tour, we drove by an area that was formerly included in one of the town's certified industrial parks. Since portion of the property has been rezoned and is targeted for residential and mixed-use development; and on the opposite end there is retail development, the property in the middle may be well suited for office development. One

potential target sector was discussed, and the next steps will be further research as to the need for office space in that specific sector.

6. Product Development – met with Stephen Wensman and delivered the needed documents for the rezoning request for the West Smithfield Industrial Park. We discussed the next steps and those responsible for the various items.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-November 22 2019

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|--|--|--|--------------------------------------|------------------|--|-------------------|
| 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. | |
| 58 | | | SEDAC | | Maintaining on-going contact with SEDAC. | |
| | | | East Smithfield | | Needs, challenges, and opportunities in the community, listed. | |
| | | | Business Community | | Meeting with business community via BRE program. | |
| Existing Business & Industry Support | | | | | | |
| | Reestablish the Existing Industry Outreach Program | | | | | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|----------|--|--|---------|------------------|--|-------------------|
| | | Develop a contact directory of Existing Industries | | | Initial Directory completed and will be updated regularly. | |
| | | Developing an introductory letter to be mailed by January 2017 | | | Existing industries notified via letter of BRE efforts. | |
| | | Schedule visitations | | | Visitations are on-going. | |
| | | Determine Recognition Activities | | | Options discussed and being considered. | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

New Business Recruitment

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|---------------------|--|---|------------------------------|------------------|--|-------------------|
| | Attract new business investment and jobs | Identify needs of major companies in the County on which Smithfield can capitalize. | JCED | | Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce. | |
| Town Image/Gateways | | | | | | |
| | Gateways | 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. | |
| | | | East Smithfield - Tony Nixon | | Met with Tony Nixon of the East Smithfield Improvement organization and toured the area to identify opportunities | |
| | | | Business Community | | | |
| | Conduct a Visioning/Branding process | | | | | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|----------------------------|--|---------------------------------------|--|------------------|--|-------------------|
| | | | 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. | |
| | | | | | 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 | | Increase the Town's product inventory | County and SEDAC | | Wellons-Howell property available for recertification, but has been identified in the land use plan for high density housing. | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|------------------------|-----------------------------|-------------------|--|------------------|---|---|
| | | | | | <p>The town partnered with Johnston County Economic Development on assembling properties for West Smithfield industrial park, which has been certified. Five parcels lie within the town's corporate limits.</p> | <p>Met with Stephen Wensman and delivered the needed documents for the rezoning of the West Smithfield Industrial Park. Discussed with Stephen the next steps and who would be responsible for the various items.</p> |
| | | | | | | |
| | Infrastructure Improvements | Golden LEAF Grant | Public Works Department- Johnston County | | <p>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.</p> | |
| Downtown Redevelopment | | | | | | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|-----------------------------|---|---|---------|------------------|--|---|
| | Renovation and redevelopment of Downtown properties | Redevelopment of the former Town Hall | DSDC | | The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17. | Status update from Sarah Edwards: she is preparing the RFQ and will send it to Tim and Rocky for comment. It is anticipated that the DSDC will follow the process for soliciting a qualified developer and crafting an incentive package to support the project, that we discussed last month. She remains optimistic that the RFQ will be issued by the end of the year. |
| | | Establishment of a brewery/brew pub in downtown. | DSDC | | | Update on the Brewery/Restaurant project from Sarah Edwards: the lease has bent sent to the leasee for review. He has been concentrating on working with the architect to modify the proposed layout of the brewery/restaurant. He will review the lease after finishing with the architect. The project continues to move forward positively. |
| Internal/External Marketing | Internal | Identify the Economic Development Program Spokesman Develop a newsletter | | | Tim Kerigan is the spokesperson for the Economic Development Program. | |
| | | | | | Exploring options for newsletter. | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|----------------------------|--|--|---------|------------------|--|--|
| | External | Develop Marketing Materials | | | A marketing booklet has been commissioned. | Brian Eaves, Tim, and Rocky reviewed the draft marketing booklet. Several modifications were discussed and will be incorporated in the next draft. It is anticipated that the booklet will be ready for public distribution by early 2020. |
| | Internal/External | Strategic Communications Plan | | | Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media. | Discussed the potential of an economic development summit with Sarah Edwards. The summit would include presentations on the exciting things going on in the town, current renovation projects, other opportunities for redevelopment, the town's partnership in the West Smithfield Industrial Park, new residential development, and existing industry outreach. A draft agenda will be developed and planning is on-going. |
| Johnston Community College | Identify JCC needs that can be translated into economic development activities | 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. | |

| ACTIVITY | | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR October |
|-------------------------|--|---|---------|------------------|---|-------------------|
| 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 | |
| Retirement Development | | Determine interest in advancing this initiative | | | | |
| Residential Development | | | | | | |

| ACTIVITY | TASK | PARTNER | RESOURCES NEEDED | STATUS | NOTES FOR OCTOBER |
|--------------------|--|---|------------------|--|--|
| | 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. | Toured the new residential development to identify other properties with potential for development that would be driven by, or compliment the new homes. Identified a property that was part of one of the town's former certified sites. One end of the property has been targeted for residential and mixed-use development and the other is adjacent to a retail section. The property in the middle may be well suited for an office park. One particular industry sector was discussed and the next step will be further research to determine the need for office space in this particular sector. |
| Retail Development | Expanding the Retail offerings of the Town | Electricities-Retail Strategies | | Contact is being maintained with a retail developer that has an interest in the town for a project. | |
| Public Education | | | | Tim met with the JCS Superintendent to pledge the town's support for the schools. | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



FINANCE DEPARTMENTAL REPORT FOR OCTOBER, 2019

SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):

| | |
|---|--------------------|
| Daily Collections/Property Taxes/Other..... | \$2,834,233 |
| Franchise Tax..... | 0 |
| Sales & Use Tax..... | 222,036 |
| Powel Bill..... | 0 |
| Total Revenue | \$3,056,269 |

Expenditures: General, Water, and Electric..... \$3,200,250

FINANCE:

- Compiled and submitted monthly retirement report on 10/31/2019
- Issued 50 purchase orders
- Processed 679 vendor invoices for payment and issued 336 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 10/7/19, and 10/21/19
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,436
- Processed 5 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$37,849.65 (EMS = \$10,121.45; SRAC = \$6,346.15; Utility= \$21,382.05; and Other = \$0).
- Invoiced 6 grave opening for a total of \$2,100.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$5,890.07 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$1,929.53 in credit/debit card fees.

FINANCE DIRECTOR

- Attended Town Council Meeting on October 1, 2019
- Attended Department Head Meetings on October 8 and 19
- Prepared for Fire Truck Loan Closing on October 2, 2019
- Prepared and submitted Powell Bill Report
- Reviewed Capital Asset Purchases for Entry to Fixed Asset System
- Responded to Auditor's questions via email throughout the month

Planning Reports will be
provided to the Council at the
Meeting



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

I. STATISTICAL SECTION

| Month Ending Oct. 31, 2019 | Oct-19 | Oct-18 | Total 2019 | Total 2018 | YTD Difference |
|----------------------------|--------|--------|------------|------------|----------------|
| Calls for Service | 1701 | 1888 | 16492 | 19060 | -2568 |
| Incident Reports Completed | 151 | 154 | 1396 | 1374 | 22 |
| Cases Closed | 101 | 137 | 984 | 994 | -10 |
| Accident Reports | 81 | 85 | 736 | 716 | 20 |
| Arrest Reports | 81 | 117 | 924 | 1104 | -180 |
| Burglaries Reported | 7 | 7 | 55 | 61 | -6 |
| Drug Charges | 13 | 42 | 300 | 357 | -57 |
| 8DWI Charges | 6 | 7 | 69 | 61 | 8 |
| Citations Issued | 120 | 200 | 1505 | 2403 | -898 |
| Speeding | 29 | 56 | 285 | 825 | -540 |
| No Operator License | 29 | 27 | 351 | 436 | -85 |
| Registration Violations | 13 | 14 | 168 | 329 | -161 |

II. PERSONNEL UPDATE

The police department is currently short 6 positions. Currently several backgrounds are being completed with two of those being sent to BLET in January if all goes well. Two other backgrounds being completed are currently in BLET and will be graduating in several months.

III. MISCELLANEOUS

Mandatory in-service training was continued in October. October was a very busy month with community projects. Coffee with a cop was held at Chick fillet. Captain Sheppard attended a job fair at Wake Community College. The department attended South Smithfield Career Day, Egg Haunt and Trunk-Treat at Community Park. Officers attended the Boo-Bash at the Sarah Yard Community Center. I attended the East Side Improvement Community meeting. Officer Renteria assisted West Smithfield Elementary with a two-day drug awareness program.

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2019

| PART I CRIMES | October 2018 | October 2019 | +/- | Percent Changed | Year-To-Date 2018 | Year-To-Date 2019 | +/- | Percent Changed |
|----------------------|-----------------|-----------------|-----|--------------------|----------------------|----------------------|-----|--------------------|
| MURDER | 0 | 1 | 1 | N.C. | 0 | 2 | 2 | N.C. |
| RAPE | 0 | 0 | 0 | N.C. | 2 | 2 | 0 | 0% |
| ROBBERY | 1 | 0 | -1 | -100% | 13 | 7 | -6 | -46% |
| Commercial | 0 | 0 | 0 | N.C. | 1 | 2 | 1 | 100% |
| Individual | 1 | 0 | -1 | -100% | 12 | 5 | -7 | -58% |
| ASSAULT | 4 | 2 | -2 | -50% | 34 | 41 | 7 | 21% |
| * VIOLENT * | 5 | 3 | -2 | -40% | 49 | 52 | 3 | 6% |
| BURGLARY | 7 | 6 | -1 | -14% | 58 | 50 | -8 | -14% |
| Residential | 4 | 3 | -1 | -25% | 38 | 33 | -5 | -13% |
| Non-Resident. | 3 | 3 | 0 | 0% | 20 | 17 | -3 | -15% |
| LARCENY | 30 | 43 | 13 | 43% | 336 | 295 | -41 | -12% |
| AUTO THEFT | 2 | 0 | -2 | -100% | 16 | 11 | -5 | -31% |
| ARSON | 1 | 0 | -1 | -100% | 1 | 0 | -1 | -100% |
| * PROPERTY * | 40 | 49 | 9 | 23% | 411 | 356 | -55 | -13% |
| PART I TOTAL: | 45 | 52 | 7 | 16% | 460 | 408 | -52 | -11% |
| PART II CRIMES | | | | | | | | |
| Drug | 45 | 27 | -18 | -40% | 313 | 245 | -68 | -22% |
| Assault Simple | 11 | 5 | -6 | -55% | 106 | 61 | -45 | -42% |
| Forgery/Counterfeit | 8 | 1 | -7 | -88% | 37 | 26 | -11 | -30% |
| Fraud | 7 | 7 | 0 | 0% | 59 | 72 | 13 | 22% |
| Embezzlement | 1 | 0 | -1 | -100% | 4 | 2 | -2 | -50% |
| Stolen Property | 2 | 2 | 0 | 0% | 19 | 9 | -10 | -53% |
| Vandalism | 5 | 5 | 0 | 0% | 45 | 56 | 11 | 24% |
| Weapons | 2 | 1 | -1 | -50% | 23 | 4 | -19 | -83% |
| Prostitution | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| All Other Sex Offens | 0 | 0 | 0 | N.C. | 0 | 2 | 2 | N.C. |
| Gambling | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| Offn Agnst Faml/Chld | 1 | 1 | 0 | 0% | 5 | 6 | 1 | 20% |
| D. W. I. | 7 | 7 | 0 | 0% | 56 | 74 | 18 | 32% |
| Liquor Law Violation | 0 | 0 | 0 | N.C. | 3 | 7 | 4 | 133% |
| Disorderly Conduct | 0 | 1 | 1 | N.C. | 6 | 17 | 11 | 183% |
| Obscenity | 0 | 0 | 0 | N.C. | 1 | 1 | 0 | 0% |
| Kidnap | 0 | 1 | 1 | N.C. | 0 | 4 | 4 | N.C. |
| Human Trafficking | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| All Other Offenses | 5 | 32 | 27 | 540% | 86 | 311 | 225 | 262% |
| PART II TOTAL: | 94 | 90 | -4 | -4% | 763 | 897 | 134 | 18% |
| GRAND TOTAL: | 139 | 142 | 3 | 2% | 1223 | 1305 | 82 | 7% |

N.C. = Not Calculable



**Town of Smithfield
Fire Department
October 2019**

I. Statistical Section

| Responded to | 2019 Oct | Oct IN | Oct OUT | 2018 Oct | 2019 IN | 2019 OUT | 2019 YTD | 2018 YTD |
|---|-------------|-----------|------------|-------------|-------------|-------------|-------------|-------------|
| Total Structure Fires Dispatched | 13 | 5 | 8 | 12 | 40 | 61 | 101 | 95 |
| *Confirmed Structure Fires (Our District)* | 3 | 3 | 0 | 6 | 20 | 4 | 24 | 27 |
| *Confirmed Structure Fires (Other Districts)* | 7 | 0 | 7 | 4 | 0 | 34 | 34 | 18 |
| EMS/Rescue Calls | 127 | 123 | 4 | 112 | 1187 | 50 | 1237 | 1362 |
| Vehicle Fires | 1 | 1 | 0 | 2 | 8 | 1 | 9 | 20 |
| Motor Vehicle Accidents | 14 | 13 | 1 | 21 | 154 | 29 | 183 | 191 |
| Fire Alarms (Actual) | 9 | 9 | 0 | 12 | 82 | 5 | 87 | 87 |
| Fire Alarms (False) | 13 | 13 | 0 | 14 | 133 | 8 | 141 | 114 |
| Misc./Other Calls | 28 | 27 | 1 | 21 | 258 | 33 | 291 | 286 |
| *Mutual Aid (Received)* | 5 | 0 | 0 | 5 | 0 | 0 | 39 | 49 |
| *Mutual Aid (Given)* | 9 | 0 | 0 | 8 | 0 | 0 | 75 | 63 |
| *Overlapping Calls (Calls at the same time)* | 41 | 0 | 0 | 29 | 0 | 0 | 434 | 278 |
| TOTAL EMERGENCY RESPONSES | 202 | 189 | 13 | 194 | 1842 | 164 | 2006 | 2131 |

* 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**).

| | Oct | YTD |
|---|-----------|-------------|
| Fire Inspections/Compliance Inspections | 37 | 400 |
| Public Fire Education Programs | 11 | 49 |
| Children in Attendance | | 525 |
| Adults in Attendance | | 1085 |
| Plans Review Construction/Renovation Projects | 5 | 29 |
| Fire Code Citations | 0 | 2 |
| Fire Lane Citations | 0 | 0 |
| Consultation/Walk Through | 8 | 86 |
| Re-Inspections | 17 | 85 |

II. Major Revenues

| | Oct | YTD |
|--------------------------|-------------------|-------------|
| Inspections | \$1,250.00 | \$12,805.00 |
| False Alarms | \$0.00 | \$2,900.00 |
| Fire Recovery USA | \$0.00 | \$3,970.00 |
| EMS Debt Setoff | \$279.43 | \$2,297.29 |

Major Expenses for the Month:

III. Personnel Update:

New volunteer fire-fighter Zach Alexander started as a probationary member, October 1st.

IV. Narrative of monthly departmental activities:

- We participated in an Event or Fire prevention/Training program's in the month of October:
 - Fire Prevention – South Smithfield Elementary
 - Fire Prevention – West Smithfield Elementary
 - Fire Safety/Prevention – A Bright Start Child Care Learning Center
 - Fire Safety – Lowes Home Improvement
 - Community Helpers Day – South Smithfield Elementary
 - Community Event – 5th St. Community Garden
 - Fire Station Tour – Corinth-Holders Elementary
 - Fire Station Tour – First Baptist Church
 - Fire Safety/Prevention - Cambridge Apts. Berkshire Rd.
 - Community Event – First Baptist Church

Appearance Commission October 2019 Monthly Report:

Tree Planting Project

- A total of 15 Street trees were planted in the month of October. Trees were planted along Church Street, Front Street, S Second Street near Johnston Street intersection and Johnston Street between S 3rd and S 4th.

West Smithfield Welcome Sign Planting Project

- Landscape bed around the new West Smithfield Welcome Sign was installed this month. Four (4) Nellie Stevens trees, Two (2) Hydrangea Snow Queen, Five (5) Loropetalum Jazz hand and Twenty Five (25) Variegated Liriope were installed.

Next Appearance Commission meeting is scheduled on Tuesday November 19th at 5:00pm. All meetings are held in the conference room at Town Hall.

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



187 Total Work Orders completed by the Public Works Department

11 Burials, at \$700.00 each = \$7,700.00

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

\$2,000.00 Sunset Cemetery Lot Sales

\$35,000.00 Riverside Extension Cemetery Lot Sales

411.33 tons of household waste collected

172 tons of yard waste collected

7.86 tons of recycling collected

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



I. Statistical Section

11 Burials

10 Works Orders – Buildings & Facilities Division

39 Work Orders – Grounds Division

31 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales: \$2,000.00

Riverside Ext Cemetery Lot Sales: \$35,000.00

Grave Opening Fees: \$7,700.00

Total Revenue: \$44,700.00

III. Major Expenses for the Month:

\$570.00 to Mosca Design for Christmas bulbs, \$582.75 to Swift Creek for landscape plants at West Smithfield Welcome sign.

IV. Personnel Update:

Employee Anthony Parrish was hired as a Facility Maintenance Specialist.

V. Narrative of monthly departmental activities:

New landscape bed was installed around the West Smithfield Welcome Sign. Staff put out 80 yards of mulch in landscape beds at E Market Street, 301 South traffic islands, Town Hall, Fire Stations 1 and 2 and Library this month. The Appearance Division safety meeting was on "Workspace Healthy and Safety on the Job".

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



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 16.22 Tons of Asphalt was placed in 10 gator large areas.
- d. Assisted the Fire Department preparing two homes on Blount Street for scheduled controlled training burns.
- e. 19 Work Orders – 780lbs. of Cold Patch was used for 28 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$695.18 to Gregory Poole Equipment Co. for Cat backhoe repairs, \$4,400 to Hinton Construction for concrete repairs, \$548.40 to Argos USA LLC for flowable fill concrete, 941.76 to Hanson Aggregates for rock.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Workspace Health & Safety on the job".

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

Location: Front and Church, Johnston Street from Front to S 4th.
Starting Date: 10/1/2019
Completion Date: 10/1/2019
Description: Installed 15 Street trees for Appearance Commission.
Man-hours: 22hrs.
Equipment: 420 Cat backhoe, 412 pickup plus dump trailer.
Materials: 6 Autumn Blaze Maples, 1 Crepe Myrtle, 2 Eastern Redbud Forest Pansy, 6 Cornus Kousa Chinese Dogwoods.

Location: 904 S 5th, Bridge and 2nd, 3rd and Rose, 25 Dail, 902 Berkshire, 16 N Sussex, 31 Towbridge, 410 S 2nd, 2nd and Stevens, 230-735 Equity, 9-13-15 Eden, 55 Brookwood, Azalea and White Oak, 706-708 Hancock, 110 Caroline
Starting Date: 10/2/2019
Completion Date: 10/21/2019
Description: Repaired 28 Potholes.
Man-hours: 5.32hrs.
Equipment: 412 pickup plus hand tools.
Materials: 13 bags of Perma Patch Asphalt.

Location: MLK and Lee Street.
Starting Date: 10/2/2019
Completion Date: 10/2/2019
Description: Repaired low shoulder at intersection for positive drainage.
Man-hours: 3.75hrs.
Equipment: 420 Cat backhoe, 412 pickup plus hand tools.
Materials: ½ yard of ABC stone and 80lbs. bag of concrete.

Location: Riverside Ext Cemetery.
Starting Date: 10/4/2019
Completion Date: 10/4/2019
Description: Mulched in landscape/trees in and around cemetery.
Man-hours: 7.50hrs.
Equipment: 905 pickup plus dump trailer.
Materials: 3 yards of mulch.

Location: 311 Wilson Street.
Starting Date: 10/7/2019
Completion Date: 10/8/2019
Description: Repaired damaged RCP drain line in driveway for positive drainage.
Man-hours: 12.5hrs.
Equipment: 420 Cat backhoe, 408 flatbed and jet truck.
Materials: 1.5 yards of 3000psi concrete, 2 yards of ABC stone.

Location: East Street in curve, East Street and South Ave.
 Starting Date: 10/9/2019
 Completion Date: 10/9/2019
 Description: Repaired 10 bad areas in asphalt with 16.22 tons of I2 Asphalt.
 Man-hours: 51hrs.
 Equipment: 420 Cat backhoe, 405 dump truck, 408 flatbed and roller.
 Materials: 16.22 tons of I2 asphalt.

Location: 10 Nottingham, 311 Wilson Street, 432 E Market Street.
 Starting Date: 10/10/2019
 Completion Date: 10/10/2019
 Description: Due to drainage repairs two driveway approaches and 4'x8' section of sidewalk was re-poured.
 Man-hours: Contractor
 Equipment: Contractor
 Materials: Contractor

Location: Jo Co Airport.
 Starting Date: 10/11/2019
 Completion Date: 10/14/2019
 Description: Assisted the airport with Skyfest Event.
 Man-hours: 2hrs.
 Equipment: 412 pickup plus cone trailer.
 Materials: 120 traffic cones.

Location: 923 Blount Street.
 Starting Date: 10/14/2019
 Completion Date: 10/14/2019
 Description: Assisted Fire Department preparing for controlled burn. Backhoe was used to move debris from yard and placed beside structure.
 Man-hours: 1hr.
 Equipment: 420 Cat backhoe.
 Materials: N/A

Location: South Bright Leaf Welcome Sign and West Smithfield Welcome Sign.
 Starting Date: 10/16/2019
 Completion Date: 10/24/2019
 Description: Cleared debris and backfilled low spots for future landscape beds.
 Man-hours: 27hrs.
 Equipment: 420 Cat backhoe, 301 knuckleboom plus hand tools.
 Materials: 4 yards of fill dirt.

Driveway Approach and Gutter Repairs Oct. 2019

| <u>W.O. #</u> | <u>LOCATION</u> | <u>SIZE</u> | <u>CONTRACTOR / REPAIR DATE</u> |
|---------------|-------------------|---|---|
| #19795 | 10 Nottingham Pl. | Driveway approach and gutter repair 13 1/2" x 26 1/2" x 6' | David Hinton Construction 10/10/2019 |
| #20424 | 311 Wilson St. | Driveway approach and gutter repair 13' x 30' x 6' | David Hinton Construction 10/10/2019 |
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**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Oct. 31, 2019**



I. Statistical Section

- 7 Preventive Maintenances
- 0 North Carolina Inspections
- 31 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 Public Works Department safety meeting was on "Workspace Healthy and Safety on the Job".

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



I. Statistical Section

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

- a. Sanitation forces completed 48 work orders
- b. Sanitation forces collected tons 411.33 of household waste
- c. Sanitation forces disposed of 86 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 disposed of 1.62 tons of yard waste at Jo Co Landfill
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.41 tons of recyclable plastic
- h. Recycled 1360 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 2320 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 880 lbs. of aluminum cans for \$334.40
- c. Sold 4000 lbs. of shredder steel for \$100.00 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2673.00 for disposal of yard waste and debris. Paid \$499.08 to American Tire Distributors for truck #300. Paid \$4,800.00 to Gregory Poole Equipment for transmission for truck #311 Knuckle Boom. Paid \$2,664.97 to Quality Equipment for parts for green leaf box. Paid \$2,702.32 to Smithfield Diesel Repair for truck #311 Knuckle Boom

IV. Personnel Update:

Utilized a temp. labor from Mitchell's Temporary in the vacant position of a Sanitation Worker.

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. Set out traffic cones and rollout for 7 events for the month of October for the following events: Parking Lot Party, Halloween Party. Brews and Boos, Smithfield Community Park, Harbor Silent March, Boo Bash and Foster Care Halloween trick or treat. The Public Works Department safety meeting was on "Workspace Healthy and Safety on the Job". Community Service Workers worked 0 hrs.



MONTHLY REPORT FOR OCTOBER, 2019

| PROGRAMS STATISTICS | OCTOBER, 2019 | | OCTOBER, 2018 | |
|---|----------------------|-------------------------|----------------------|-------------------------|
| NUMBER OF PROGRAMS | 13 | | 12 | |
| TOTAL ATHLETICS PARTICIPANTS | 354 | | 398 | |
| TOTAL NON/ATHLETIC PARTICIPANTS | 1601 | | 1853 | |
| NUMBER OF GAMES PLAYED | 84 | | 93 | |
| TOTAL NUMBER OF PLAYERS (GAMES) | 2584 | | 2328 | |
| NUMBER OF PRACTICES | 42 | | 54 | |
| TOTAL NUMBER OF PLAYER(S) PRACTICES | 228 | | 851 | |
| SARAH YARD COMMUNITY CTR. VISITS | 237 | | | |
| | OCTOBER, 2019 | 19/20 FY YTD | OCTOBER, 2018 | 18/19 FY YTD |
| PARKS RENTALS | 20 | 124 | 32 | 109 |
| USERS (PARKS RENTALS) | 418 | 7034 | 758 | 8855 |
| TOTAL UNIQUE CONTACTS | 5,068 | | 5,790 | |
| | OCTOBER, 2019 | 19/20 FY YTD | OCTOBER, 2018 | 18/19 FY YTD |
| FINANCIAL STATISTICS | | | | |
| PARKS AND RECREATION REVENUES | \$ 7,494.79 | \$ 34,037.90 | \$ 15,542.00 | \$ 21,055.00 |
| PARKS AND RECREATION EXPENDITURES (OPERATIONS) | \$ 68,186.64 | \$ 236,082.09 | \$ 67,322.00 | \$ 232,816.00 |
| PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP) | \$ 4,907.56 | \$ 90,752.91 | \$ 8,737.00 | \$ 44,253.00 |
| SARAH YARD EXPENDITURES | \$ 3,632.66 | \$ 10,304.07 | \$ 2,279.50 | \$ 7,308.31 |

HOSTED BOO BASH AT SARAH YARD COMMUNITY CENTER WITH 101 CHILDREN PARTICIPATING
 HOSTED TRUNK OR TREAT WITH ESTIMATED 8000+ PARTICIPANTS (CHILDREN AND PARENTS)
 HOSTED HALLOWEEN EGG HAUNT WITH ESTIMATED 300+ PARTICIPANTS



MONTHLY REPORT FOR OCTOBER, 2019

| PROGRAMS SATISTICS | OCTOBER, 2019 | | OCTOBER, 2018 | |
|---|----------------------|---------------------|----------------------|---------------------|
| NUMBER OF PROGRAMS | 25 | | 27 | |
| TOTAL CONTACT WITH PROGRAM PARTICIPANTS | 3532 | | 2582 | |
| | OCTOBER, 2019 | 19/20 FY YTD | OCTOBER, 2018 | 18/19 FY YTD |
| SRAC MEMBER VISITS | 3181 | 15450 | 2804 | 16424 |
| DAY PASSES | 308 | 4455 | 301 | 4048 |
| RENTALS (SRAC) | 51 | 182 | 62 | 216 |
| USERS (SRAC RENTALS) | 1935 | 10325 | 3890 | 16042 |
| TOTAL UNIQUE CONTACTS | 8,956 | | 9,577 | |
| | OCTOBER, 2019 | 19/20 FY YTD | OCTOBER, 2018 | 18/19 FY YTD |
| FINANCIAL STATISTICS | | | | |
| SRAC REVENUES | \$ 43,877.76 | \$ 227,451.62 | \$ 46,577.00 | \$ 237,756.00 |
| SRAC EXPENDITURES | \$ 88,306.37 | \$ 340,323.22 | \$ 73,815.00 | \$ 326,886.00 |
| SRAC MEMBERSHIPS | 2186 | | 1566 | |



- **Statistical Section**

- Electric CP Demand 26,743 Kw relative to September's demand of 27,141 Kw.
- Electric System Reliability for was 99.999%, with three (3) recorded outage; relative to September's 99.971%.
- Raw water treated on a daily average was 3.594 MG relative to 3.795 MG for September; with maximum demand of 4.372 MG relative to September's 4.434 MG.
- Total finished water to the system was 103.106 MG relative to September's 108.092 MG. Average daily for the month was 3.326 MG relative to September's 3.487 MG. Daily maximum was 3.875 MG (October 4th) relative to September's 4.022 MG. Daily minimum was 2.383 (October 17th), relative to September's 3.015 MG.

- **Miscellaneous Revenues**

- Water sales were \$235,605 relative to September's \$245,264
- Sewer sales were \$377,417 relative to September's \$393,551
- Electrical sales were \$1,301,339 relative to September's sales of \$1,431,875
- Johnston County Water purchases were \$153,738 for 69.881 MG relative to September's \$134,924 for 61.329 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,050,188 relative to September's \$1,112,352.
- Johnston County sewer charge was \$180,673 for 49.466 MG relative to September's \$225,982 for 61.590 MG.

- **Personnel Changes –**

- There were no changes in the month of October



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

I. Statistical Section

- Street Lights repaired –48
- Area Lights repaired -12
- Service calls – 39
- Underground Electric Locates –179
- Poles changed out, installed or removed-4
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on emergency action plan.

V. Miscellaneous Activities:

- Asplundh tree crew continuing to do annual tree trimming.
- Continuing to install underground electrical lines for East River Project. Approximately 40 new homes for phase one.
- Right-of-Way cutting is ongoing.



WATER & SEWER
OCTOBER 2019 MONTHLY REPORT

| | |
|------------------------------|----|
| ● DISCONNECT WATER | 5 |
| ● RECONNECT WATER | 8 |
| ● TEST METER | 4 |
| ● TEMPORARY METER SET | 2 |
| ● DISCOLORED WATER CALLS | 2 |
| ● LOW PRESSURE CALLS | 3 |
| ● NEW/RENEW SERVICE INSTALLS | 0 |
| ● LEAK DETECTION | 25 |
| ● METER CHECKS | 41 |
| ● METER REPAIRS | 10 |
| ● WATER MAIN/SERVICE REPAIRS | 11 |
| ● STREET CUTS | 14 |
| ● REPLACE EXISTING METERS | 25 |
| ● INSTALL NEW METERS | 3 |
| ● FIRE HYDRANTS REPAIRED | 0 |
| ● FIRE HYDRANTS REPLACED | 2 |
| ● SEWER REPAIRS | 14 |
| ● CLEANOUTS INSTALLED | 9 |

- INSPECTIONS 1
- SEWER MAIN CLEANED 0LF
- SERVICE LATERALS CLEANED 710LF
- SERVICE CALLS 125
- LOCATES 241

- 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 SEPTEMBER

- Corbett came in done an emergency entry and repair on SLS#15. Had to install new rails and hangers.
- Public Utility Solutions fix 2" valve on 4th St. beside Town Hall.

PERSONNEL UPDATES

UPCOMING PROJECTS FOR THE MONTH OF NOVEMBER



MONTHLY WATER LOSS REPORT

OCTOBER, 2019

(7) Meters with slow washer leaks

2"Line, 1/8"hole – 4HRS

2"Line, 1/8"hole – 3WEEKS

1"Line, 1/8" hole – 1day

(5)3/4"Line, 1/8" hole – 2DAY

(2)3/4"Line, 1/8" hole – 1DAY

6 "Line, 1/16" hole – 4HRS

Smithfield Water Plant

Distribution Sampling Site Plan

Hydrant Flushing

| Street Name | Date | Chlorine | Time | Gallons | Psi | Street Name | Date | Chlorine | Time | Gallons | PSI |
|-------------------|----------|----------|------|---------|-----|-------------------|----------|----------|------|---------|-----|
| Stephson Drive | 10/28/19 | 3.4 | 15 | 7965 | 10 | North Street | 10/30/19 | 1 | 15 | 17820 | 40 |
| Computer Drive | 10/28/19 | 3.4 | 15 | 31860 | 10 | West Street | 10/30/19 | 1.5 | 15 | 78030 | 50 |
| Castle Drive | 10/28/19 | 3.4 | 15 | 7965 | 10 | Regency Drive | 10/30/19 | 1 | 15 | 63720 | 60 |
| Parkway Drive | 10/28/19 | 3.4 | 15 | 63720 | 40 | Randers Court | 10/30/19 | 1.5 | 15 | 15930 | 40 |
| Garmer Drive | 10/28/19 | 3.4 | 15 | 63723 | 40 | Noble Street | 10/30/19 | 0.8 | 15 | 15930 | 40 |
| Hwy 210 LIFT ST. | 10/28/19 | 3.2 | 15 | 15930 | 40 | Fieldale Dr#1(L) | 10/30/19 | 0.4 | 15 | 63720 | 40 |
| Skyland Drive | 10/28/19 | 3.4 | 15 | 7965 | 10 | Fieldale Dr#2(R) | 10/30/19 | 0.6 | 15 | 63720 | 40 |
| Bradford Street | 10/28/19 | 3 | 15 | 15930 | 10 | Heather Court | 10/30/19 | 1.5 | 15 | 15930 | 40 |
| Kellie Drive | 10/29/19 | 3.2 | 15 | 7965 | 10 | Reading Place | 10/30/19 | 1.5 | 15 | 15930 | 40 |
| Edgewater | 10/29/19 | 3.2 | 15 | 7965 | 10 | East Street | 10/30/19 | 1 | 15 | 63720 | 40 |
| Edgcombe | 10/29/19 | 3 | 15 | 15930 | 40 | Smith Street | 10/30/19 | 1 | 15 | 63720 | 40 |
| Valley Wood | 10/29/19 | 3.2 | 15 | 63720 | 40 | Wellons Street | 10/30/19 | 0.2 | 15 | 63720 | 40 |
| Creek Wood | 10/29/19 | 3.2 | 15 | 63720 | 40 | Kay Drive | 10/22/19 | 3 | 15 | 38985 | 15 |
| White Oak Drive | 10/29/19 | 3 | 15 | 7965 | 10 | Huntington Place | 10/22/19 | 2 | 15 | 38985 | 15 |
| Brookwood Drive | 10/29/19 | 3 | 15 | 22515 | 5 | N. Lakeside Drive | 10/22/19 | 2.5 | 15 | 9750 | 15 |
| Runnymede Place | 10/29/19 | 3.4 | 15 | 31860 | 10 | Cypress Point | 10/22/19 | 2.5 | 15 | 34890 | 12 |
| Nottingham Place | 10/29/19 | 3.2 | 15 | 38985 | 10 | Quail Run | 10/22/19 | 2 | 15 | 8715 | 12 |
| Heritage Drive | 10/29/19 | 3.4 | 15 | 38985 | 10 | British Court | 10/22/19 | 2.2 | 15 | 8715 | 12 |
| Noble Plaza #1 | 10/29/19 | 2.6 | 15 | 9750 | 10 | Tyler Street | 10/22/19 | 2.5 | 15 | 78030 | 60 |
| Noble Plaza #2 | 10/29/19 | 2.6 | 15 | 9750 | 10 | Yelverton Road | 10/22/19 | 2 | 15 | 63720 | 40 |
| Pinecrest Street | 10/29/19 | 3 | 15 | 19500 | 10 | Ava Gardner | 10/30/19 | 3 | 15 | 63720 | 40 |
| S. Sussex Drive | 10/30/19 | 3.4 | 15 | 31860 | 10 | Waddell Drive | 10/30/19 | 2.5 | 15 | 7965 | 10 |
| Elm Drive | 10/02/19 | 3.2 | 15 | 9750 | 10 | Henly Place | 10/30/19 | 3 | 15 | 8715 | 12 |
| | | | | | | Birch Street | 10/30/19 | 3 | 15 | 34890 | 12 |
| | | | | | | Pine Street | 10/30/19 | 2.5 | 15 | 38985 | 15 |
| Coor Farm Supply | 10/02/19 | 2.6 | 15 | 7965 | 10 | Oak Drive | 10/30/19 | 3 | 15 | 37695 | 14 |
| Old Goldsboro Rd, | 10/02/19 | 3.2 | 15 | 7965 | 10 | Cedar Drive | 10/30/19 | 3 | 15 | 31860 | 10 |
| Hillcrest Drive | 10/22/19 | 1.5 | 15 | 31860 | 10 | Aspen Drive | 10/30/19 | 2.5 | 15 | 34890 | 12 |
| Eason Street | 10/22/19 | 1 | 15 | 38985 | 40 | Furlonge Street | 10/30/19 | 3 | 15 | 34890 | 12 |
| Magnolia circle | 10/22/19 | 0.8 | 15 | 78030 | 40 | Golden Corral | 10/30/19 | 1.5 | 15 | 40290 | 16 |
| Rainbow Drive | 10/22/19 | 1.8 | 15 | 19500 | 60 | Holland Drive | 10/30/19 | 2 | 15 | 9750 | 15 |
| Rainbow Circle | 10/22/19 | 1 | 15 | 19500 | 60 | Davis Street | 10/30/19 | 2.5 | 15 | 34890 | 12 |
| Moonbeam Circle | 10/22/19 | 0.8 | 15 | 19500 | 60 | Caroline Ave. | 10/30/19 | 2.5 | 15 | 31860 | 10 |
| Ray Drive | 10/22/19 | 1 | 15 | 15930 | 60 | Johnston Street | 10/30/19 | 2.5 | 15 | 38985 | 15 |
| Will Drive | 10/22/19 | 0.8 | 15 | 63720 | 40 | Ryans | 10/30/19 | 3 | 90 | 9750 | 15 |
| Michael Lane | 10/22/19 | 1.5 | 15 | 63720 | 40 | | | | | | |
| Ward Street | 10/22/19 | 1 | 15 | 15930 | 40 | | | | | | |

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