

The Smithfield Town Council reconvened its May 5, 2020 meeting on Wednesday, May 6, 2020 at 6:00 p.m. via Conference Call, Mayor M. Andy Moore presided.

Councilmen Present:

John Dunn, Mayor Pro-Tem (5:57 pm – 8:46 pm)
Marlon Lee, District 1 (6:00 pm – 8:46 pm)
David Stevens, District 2 (5:57 pm – 8:46 pm)
Travis Scott, District 3 (6:00 pm – 8:46 pm)
Dr. David Barbour, District 4 (5:54 pm – 8:46 pm)
Stephen Rabil, At-Large (5:51 pm – 8:46 pm)
Roger Wood, At-Large (5:54 pm – 8:28 pm)

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

Reconvene: May 5, 2020 Meeting

Mayor Moore reconvened the meeting at 6:00 pm

Roll call of Councilmembers in Attendance

Town Clerk Shannan Parrish conducted the roll call of the Council present. All Councilmembers were present.

1. General Fund

i. Public Works

1. General Maintenance

Public Works Director Lenny Branch highlighted the Public Works General Maintenance Division's FY 2020-2021 budget which included the following:

Public Works Director Lenny Branch explained his budget was mostly status quo.

- Community Gardens: \$1,000 increase in this line to expand the community garden efforts.
- Service Contracts: 17% decrease in this line. Mr. Branch explained contracts such as HVAC maintenance, janitorial, landscaping and pest control were all rebid this year thus saving the Town \$11,000.
- Capital Outlay: Includes A zero turn mower and Christmas decorations. Mr. Branch explained the department has replaced some of the older angels with candy canes on the east side and he would like to do the same on the west side of town.

Councilman Barbour questioned the amount budgeted for Riverside Cemetery since it was stated it was simply a pass through. Town Manager Michael Scott explained there was a revenue line that corresponded for the expense line. Mayor Moore questioned if any funds were allocated for the Town for administrative fees. Finance Director Greg Siler explained that the Riverside Extension lot sales are a 100% pass through. The Town receives no funds for this cemetery. The Town does provide maintenance and lighting to the cemetery.

Mayor Moore questioned how the community garden was managed. Town Manager Michael Scott responded he approved all the purchases for the gardens. Volunteers tend the garden and once crops are picked; they place them in the bins for the entire community.

Mayor Moore questioned if the Christmas angels were still operable. Public Works Director Lenny Branch responded they were operable, but he would like to add something different since the angels were almost twenty-years old.

Town Manager Michael Scott asked Mr. Branch to elaborate on the amount of staff and their duties in this division. Mr. Branch explained there were four employees in this division and their primary responsibilities are maintenance of the 6 Town cemeteries, Town Hall park, Brogden Road substation, Community Gardens, Pine Acres entrance, the Library, the parking lot between Wells Fargo and Simple Twist, Public Works facility, welcome signs, the retention pond on college road. They also do the larger Christmas displays.

Mayor Moore questioned if enough funds were budgeted for mulch. Mr. Branch responded he felt there were sufficient funds for mulch.

2. Streets

Public Works Director Lenny Branch highlighted the Public Works Streets Division's FY 2020-2021 Budget which included the following:

Public Works Director Lenny Branch explained his budget was mostly status quo.

- Not Included in the budget: a mini excavator at a cost of \$90,000
- Salaries and Wages: There is a calculation error in this line. The total should be \$158,541 and not \$165,500.
- Sidewalk/ Curb repairs: This is an emergency request line for when sidewalks have to be immediately repaired. Town Manager Michael Scott informed the Council that \$112,406 was budgeted in this fiscal year for the Town's portion of sidewalks on Kellie Drive, Durwood Stephenson Parkway and Market Street from where the new bridge is supposed to go into Town. To date, none of those funds have been spent. NCDOT has not invoiced the Town for any of the completed projects and if they do not invoice the Town before the end of the fiscal year, those funds will be carried over into the new fiscal year.
- Transfer to General Fund Capital Projects: Mr. Branch provided an update on the Equity Drive project stating Brady Solutions should have preliminary drawing for staff by May 15th. Town Manager Michael Scott informed the Council that staff was monitoring this project because a new hotel may be built on Equity Drive. If that happens, they will need to run utility services across Equity Drive. Staff is working with the developer because the Town does not want to repair the road only to have to tear it up for utility cuts. This may delay the Equity Drive project.
- Capital Outlay: Town Manager Michael Scott informed the Council that there was \$93,000 in the current budget for enhanced lighting for the I-95 bridge project. Those funds will be carried over until NCDOT completes the bridge project.

3. Garage

Public Works Director Lenny Branch highlighted the Public Works Garage Division's FY 2020-2021 Budget which included the following:

- Not Included in the budget: an additional mechanic position at a cost of \$48,711 and a hot pressure washer at a cost of \$10,000.
- Salaries & Wages: Mr. Branch informed the Council that he has one mechanic in the garage division. He explained this employee performs a lot of repairs and maintenance on vehicles and equipment. He asked the Council to consider allowing him to hire a second mechanic to further save the Town money on repairs.

- Capital Outlay: Mr. Branch informed the Council that he did request a hot pressure washer to be able to clean under the vehicles. It can also be used to remove graffiti.

Councilman Barbour questioned the estimated savings to the Town if another mechanic was hired. Mr. Branch responded there would be savings because another mechanic could assist more with routine maintenance of vehicles currently not serviced by the garage. Councilman Barbour further questioned if staff could provide justification for the addition of another mechanic and any savings this hire would be for the Town.

Councilman Wood stated in the Police Department's vehicle maintenance budget, the Town could fund the additional position over the course of two years if all the police vehicles were maintained and repaired at the town garage.

Chief of Police Keith Powell stated at one time, the town garage maintained the police fleet. It would be possible to have some maintenance and repair to be done should the Council wish to add another mechanic. Mr. Branch stated there would be some things the garage could not do because of the electronics in newer vehicles. Servicing vehicles could be done to save the other departments money.

Councilman Rabil stated the town garage used to have more than one employee. Mr. Branch responded the garage used to have three mechanics but were phased out through attrition.

Mayor Moore questioned the need for the pressure washer and how often it would be used. Mr. Branch responded it would not be used every day, but it would be a good tool to have not only for his department but for other departments as well. Mayor Moore also asked for additional data on the hiring of another mechanic. Town Manager Michael Scott responded additional analysis would be done to identify any cost savings. Those finding would be presented to the Council

4. Powell Bill

Public Works Director Lenny Branch stated the Powell Bill budget for FY 2020-2021 was completely status quo from last year.

Councilman Scott stated that during this fiscal year additional funds were allocated to allow for additional streets within Town to be resurfaced. He questioned if additional funds should be budgeted in this fiscal year. Mr. Branch responded that staff is following the 2018 Pavement Condition Study and roads are being repaired from the worst to the best. Additional funds would help for additional street repairs.

Councilman Rabil questioned if Peedin Road would be resurfaced. Mr. Branch stated that was an NCDOT road and he received word t they were planning to repave that section of road but a time line had not been provided on when that project would begin.

Town Manager Michael Scott informed the Council if they desired to repave a lot of streets at the one time, the Town could take out a large loan and use Powell Bill funds to pay the debt service payment. The only issue was to do that it would have to go through referendum and the citizens would have to vote on it.

5. Sanitation

Public Works Director Lenny Branch highlighted the Public Works Sanitation Division's FY 2020-2021 budget which included the following:

- Vehicle Supplies and Maintenance: There is a slight increase in this line due to aging equipment requiring additional repairs.
- Landfill Fees: There is an increase in this line to due to increased consumer waste and to account for the additional homes being built in Smithfield.

- Service Contracts: There was a slight increase in this line for the My Fleet renewal and data for two tablets.

Councilman Lee questioned if sanitation staff picked up waste left from contractors. Mr. Branch responded staff was not supposed to remove that debris because it was the contractor's responsibility. He further stated when staff is alerted to these illegal dumping, they contact code enforcement. Mr. Branch also stated when he is aware of the contractor, he does contact them and request that they remove the debris.

Council commended the sanitation staff for their hard work and dedication.

ii. Parks and Recreation

Parks and Recreation Director Gary Johnson highlighted the Parks and Recreation's FY 2020-2021 Budget which included the following:

- Not included in the budget: \$50,000 for the renovation of Burlington Park.
- Equipment Repair and Maintenance: \$10,000 increase in this line due to the decrease in service contracts for landscaping
- Supplies and Operations: \$2,000 increase due to additional supplies needed for the Dog Park and other park facilities.
- Service Contracts: \$12,790 decrease in this line due to increasing the Equipment Maintenance and repair.
- Capital Outlay includes: Girl Scout Hut repairs, Talton Park shelter repairs, Community Park shelter repairs, replacement of a lawn mower, John Deer gator, Park Ordinance and emergency plan signage and office furniture.

Town Manager Michael Scott asked Mr. Johnson to discuss his recommendation for renovations to Burlington Park. This was not included in the budget. Mr. Johnson responded equipment at Burlington Park is old and needs to be replaced. Staff is hoping to renovate that park at some point.

Town Manager Michael Scott informed the Council no funds are budgeted for the park property recently purchase on Highway 210. Staff felt that would be a more in-depth conversation with the Council at a later date. Also, there are ideas for trails and access in East Smithfield from the new splash pad to Smith Collins Park then leading over to the pond across from Johnston Community College

iii. SRAC

Parks and Recreation Director Gary Johnson highlighted the SRAC's FY 2020-2021 Budget which included the following:

- Salaries/ Part time Aquatics: There is a 5% increase in this line due to a \$.50 increase in pay for all lifeguards.
- Temporary Labor: Decrease in this line due to the school system being responsible for custodial services. There has been a modification in their contract and now are providing janitorial services on Saturday and Sunday.
- Equipment Repair and Maintenance: There is a \$6,250 increase in this line due to moving to the VOIP phones. Johnston County Schools are requesting half of the changeover. Also, this includes an additional camera and panic button at the front desk.
- Supplies and Operations: This line has increased by \$2,5000 due to the need for additional supplies and the increase in pottery studio usage.

- Marketing and Advertising: There is a \$500 increase in this line for additional marketing and advertising for the SRAC.
- Service Contracts: This line increased by \$6,000 due to cost related to changing software for accounting, membership management and online program registration.
- Capital Outlay includes: fitness equipment replacement, UV lighting rebuild, banquet room tables replacement and group fitness AV equipment.

Councilman Barbour questioned if SRAC staff partnered with the Library on different programs. Mr. Johnson responded they haven't done regular programs with the Library, but certainly could work together to offer some programs.

Councilman Scott questioned if PEG channel funds could be used for the group AV fitness equipment. Tim Kerigan responded that PEG funds could be used if there would be any type of broadcasting done from that area.

Councilman Barbour questioned if any thought had given to installing an electronic sign at Community Park and SRAC. Mr. Johnson responded he would love to have one, but because of the expense of the sign, he has not requested one.

Councilman Wood supported the proposed increase in pay for lifeguards.

Councilman Scott questioned if there was additional burden or financial stress on the Aquatic Center's budget due to employees being able to use the facility. Mr. Johnson responded it hasn't created any additional expense.

Mayor Moore stated that for transparency purposes, his son has been a part-time lifeguard at the SRAC, but has not worked there since last summer. He explained that he had not advocated for the increase in pay for the lifeguards.

iv. SYCC

Parks and Recreation Director Gary Johnson highlighted the Sarah Yard Center's FY 2020-2021 budget which included the following:

- Not included in the budget was increase in pay for part-time staff. Mr. Johnson explained he felt an increase was appropriate because the part-time staff is supervising the facility and the children.
- Utilities: There was a \$1,500 increase in this line due to being responsible for the internet bill for the center.
- Capital Outlay included: parking lot paving and exterior painting of the building.

Councilman Lee questioned if the hours of operation for the center could be expanded. During the school year, the center is only open from 3pm until 6pm Monday, Wednesday and Friday. Mr. Johnson responded he was open to whatever hours the Council chose to have the center opened.

Councilman Lee questioned when the Community Police Officer would be replaced. Chief of Police Keith Powell responded being down seven officers, it was difficult for him to have a Community Police Officer. As positions become filled, he hopes to have a Community Police Officer in place.

Mayor Pro-Tem Dunn questioned the summer hours for the center. Mr. Johnson responded the hours are 12pm until 5pm Monday thru Friday. Councilman Lee stated summer hours were typically only June and July. He felt the center should be open more often. Town Manager Michael Scott asked Councilman Lee for his recommendation on the hours of operation for the center. Councilman Lee responded

he would like for the center to be open Monday thru Friday as many hours as possible. The Town Manager questioned if the center should be opened on Saturdays. Councilman Lee responded most children have sports and events they attend on Saturday so he didn't feel it was necessary to have the center open on Saturday.

2. Fee Schedule

Town Manager Michael Scott informed the Council there were only proposed changes in Parks and Recreation, SRAC and Utilities

Parks and Recreation Director Gary Johnson reviewed the proposed changes with the Council. Proposed Fee Schedule Changes for Parks and Recreation are as follows:

~~T-Ball~~

~~Resident.....25.00 per player~~

~~Nonresident.....50.00 per player~~

Baseball (9-~~18~~ 15), Girls Softball, Coach Pitch, T-Ball Soccer, Volleyball, Basketball & Cheerleading
 resident..... 25.00 per player
 Nonresident..... 50.00 per player

~~Cheerleading~~

~~Resident.....\$25.00~~

~~Nonresident.....\$50.00~~

Group Tennis Lessons

Adult Resident.....\$25.00

Adult Nonresident.....\$50.00

Youth Resident.....\$20.00

Youth Nonresident.....\$40.00

Athletic Camps (Offered through P&R by individuals & Organizations) ~~10% of gross~~ 20% of gross

Recreation and Aquatics Center

Proposed Fee Schedule changes for the Recreation and Aquatics Center are as follows:

Johnston Community College Student Membership Rates

~~9 month membership commitment from August 15 to May 15 (consistent with academic calendar)~~

12 month membership

Summer Swim Team

Resident.....\$70.00-75.00

Nonresident.....\$105.00-115.00

~~Day Care Rental~~ Group Rate / Daycare Pool Rental \$5.00 per child for 1 ½ hours in pool area

Swim Meet Rental

	<u>Resident</u>	<u>Nonresident</u>
Timing System per day (8 Hours)	\$500.00.....	\$550.00 per day
Timing System (4 Hours).....	\$250.00.....	\$275.00
Pool Rental (8 Hours).....	\$900.00.....	\$990.00 per day
Pool Rental (4 Hours)	\$450.00.....	\$495.00

SRAC Programs

Birthday Pool Parties/ Multipurpose Room

Resident	\$125.00/ Up to 25 children 35 guests
Nonresident.....	\$165.00/ Up to 25 children 35 guests
\$50 Non-Refundable Deposit due at time of Booking	
After Hours Fee (if party booked past regular operating hours)	\$75.00
Extra Rental (1/2 basketball court, other pool).....	\$50.00

Birthday Pool Parties / Banquet Room

Resident	\$175.00 / 36 guests and above
Nonresident.....	\$ 215.00 / 36 guests and above
\$50 Non-Refundable Deposit due at time of Booking	

Summer Camp (8:30 am – 4:30 pm) / \$25 Non-Refundable Deposit

Resident	\$100.00 110.00/week
Nonresident	\$140.00 150.00/week
(10% off after first child, if SRAC Member)	

Facility Rental Rates

Multi-Purpose (Monday – Thursday)	Resident	Nonresident
Up to 2 hour.....	\$40.00	\$65.00
2-4 hours	\$60.00	\$85.00
4 hours – All Day.....	\$100.00	\$140.00

Multi-Purpose (Friday – Sunday)	Resident	Nonresident
Up to 2 hour.....	\$100.00	\$140.00

Multi-Purpose	Resident	Nonresident
Per hour.....	\$62.50	\$82.50

Banquet Room and Catering Kitchen

\$65.00/ hour (minimum 3 hours) ~~\$85.00~~ hour
 \$520.00/ day (8 hours)
 \$260.00 Deposit
 \$20.00 ~~\$40.00~~ hour Custodial Fee
 Deposit fee to book is ½ of Rental Fee, and is Non-Refundable

SRAC Pottery Studio

Pottery Studio – 6 Month Membership Resident \$125.00
 Pottery Studio – 6 Month Membership Non-Resident..... \$165.00
 (SRAC members get 10% off.)

Public Utilities Service

Public Utilities Director Ted Credle reviewed the proposed changes with the Council.
 Proposed Fee Schedule Changes for Public Utilities are as follows:

Return Trip When Customer Not Available ~~Connection Fee when first 2 attempts are unsuccessful \$25.00~~
~~\$50.00~~
 Temporary Construction & Pole Service Charge ~~\$50.00~~ Cost of the meter

Water Rates

Basic Charge

Inside City Customers (All)	\$10.42 11.13
Outside City Customers (All)	\$18.23 19.86

Consumption Rates (per 1,000 gallons):

Residential Customers	Inside City	Outside City
Usage	Rate	Rate
First 4,000 Gallons	\$4.16 4.19	\$8.31 8.38

Next 6,000 Gallons	\$4.91	5.22	\$9.82	10.44
All Over 10,000 Gallons	\$5.67	6.13	\$11.33	12.26

<u>Commercial Customers</u>	<u>Inside City</u>		<u>Outside City</u>	
<u>Usage</u>	<u>Rate</u>		<u>Rate</u>	
First 10,000 Gallons	\$4.53	4.76	\$9.07	9.52
Next 90,000 Gallons	\$5.29	5.68	\$10.58	11.36
All Over 100,000 Gallons	\$6.04	6.70	\$12.09	13.40

<u>Residential Irrigation Customers</u>	<u>Inside City</u>		<u>Outside City</u>	
<u>Usage</u>	<u>Rate</u>		<u>Rate</u>	
First 3,000 Gallons	\$ 5.67	6.46	\$11.33	12.92
Next 17,000 Gallons	\$6.42	7.16	\$12.85	14.32
All Over 20,000 Gallons	\$7.18	8.05	\$14.36	16.10

<u>Commercial Irrigation Customers</u>	<u>Inside City</u>		<u>Outside City</u>	
<u>Usage</u>	<u>Rate</u>		<u>Rate</u>	
First 3,000 Gallons	\$5.67	6.46	\$11.33	12.92
Next 27,000 Gallons	\$6.42	7.16	\$12.85	14.32
All Over 30,000 Gallons	\$7.18	8.05	\$14.36	16.10

<u>Industrial/Institutional Customers</u>	<u>Inside City</u>		<u>Outside City</u>	
<u>Usage</u>	<u>Rate</u>		<u>Rate</u>	
First 25,000 Gallons	\$4.53	4.76	\$9.07	9.52
Next 75,000 Gallons	\$5.29	5.68	\$10.58	11.36
All Over 100,000 Gallons	\$6.04	6.70	\$12.08	13.40

Johnston County Wholesale Rate
~~\$2.20~~ 2.35 Rate per 1000 Gallons

Sewer Rates

Basic Charge
 Inside City Customers (All) ~~\$12.63~~ 13.95
 Outside City Customers (All) ~~\$22.11~~ 27.90

<u>Consumption Charges</u>	<u>Inside City</u>		<u>Outside City</u>	
	<u>Rate</u>		<u>Rate</u>	
Residential Customer	\$8.68	9.13	\$17.11	18.26
Non-Residential Customer	\$10.33	11.65	\$20.41	23.30

(Includes County Waste Water Wholesale Reduction rates)

Councilman Scott questioned if staff had investigated prepaid meters Finance Director Greg Siler responded all the meters have to be in before we can do it. Town Manager Michael Scott responded that one problem is our bills have water, sewer and electric on one bill and we have a long way to go before we convert all the water and sewer meters over to smart meters.

Councilman Scott further questioned if there was any discussion on allowing customers to choose their billing dates so customers would not continually incur the late penalty. Town Manager Michael Scott responded he would investigate that option further.

Recess

Councilman Scott made a motion, seconded by Councilman Wood, to recess the meeting to Thursday, May 14, 2020 at 6:30 pm in the Fire Station Training Room. Due to the mass gathering restriction, the public would be able to access the meeting via the conference call. The meeting recessed at approximately 8:46 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk