

The Smithfield Town Council met in regular session on Tuesday, May 3, 2022 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore, presided.

Councilmen Present:

John A. Dunn, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4  
Stephen Rabil, At-Large  
Roger Wood, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
Michael Brown, Fire Chief  
Ted Credle, Public Utilities Director  
Lawrence Davis, Public Works 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

Also Present

Bob Spence, Town Attorney

Administrative Staff Absent

**CALL TO ORDER**

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

**INVOCATION**

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

**APPROVAL OF AGENDA:**

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendments:

Add: A Presentation

Unanimously approved.

**PRESENTATIONS:**

**1. Proclamation: Recognizing Professional Municipal Clerk Week**

Mayor Moore presented a proclamation to Town Clerk Shannan Parrish recognizing Professional Municipal Clerks Week.

**PUBLIC HEARING:**

- 1. Rezoning Request – Roger Stanley (RZ-22-01):** The applicant was requesting to rezone .35 acres of land from the B-3 (Business) zoning district to the R-8 (Residential) zoning district. The properties considered for rezoning are located on the west side of East Edgerton Street approximately 360 feet south of its intersection with North Brightleaf Boulevard. The properties are further identified as Johnston County Tax ID# 15006008, 15099030 and a portion of 15006006 and 15006004.

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

Planning Director Stephen Wensman explained the applicant was requesting to rezone two properties from B-3 to R-8. Mr. Wensman further explained that Roger Stanley was planning for an expansion of the car dealership and would like to move the detached single-family home from the dealership property to a vacant property he owns. The current zoning does not allow detached single-family residential so a rezoning to R-8 is being requested to facilitate the moving of the house. The R-8 district would allow detached single family uses. Roger is also requesting the rezoning of the property #3 which has an existing home on it to make it a conforming lot. He is also requesting the rezoning of a portion of both properties 1 & 2 (3,000 and 550 sq. ft. respectively) then recombine the rezoned land into two 70' wide, 8,000 sq. ft. R-8 lots. The existing garage on Lot #3 will be removed prior to the recombination of lots.

**ANALYSIS:**

The rezoning would facilitate the removal of a non-conforming residential use from the B-3 zoning district, however there are other issues to consider:

- Comprehensive Plan Guidance. The Comprehensive Growth Management Plan guides these properties for commercial uses.



- Spot Zoning. Rezoning of only two residential lots would be considered a spot zoning. Although spot zoning is not illegal, it must be reasonable and in the public interest. Considerations should include:
  - o Physical characteristics that make is more suitable for residential (utilities, topography, soils, etc.).
  - o Relationship to comprehensive plan designation.
  - o Is the rezoning in harmony with the legitimate expectations of neighbors.
  - o What is the implication for future development on surrounding parcels?

Staff does not believe the rezoning is reasonable or in the public interest.

- Existing Nonconforming/Lot Recombination. The lots requested for rezoning do not meet the R-8 dimensional requirements, lot width and size but the applicant plans to recombine the property after the rezoning to make them conform dimensionally.
- Lot Frontage. The vacant lot (property #4) being proposed to receive the moved single-family home lacks public street frontage. After recombination, the lot will only have 20 feet of lot frontage – the R-8 District requires 70'. The segment of East Edgerton in front of Lot 4 is a private driveway serving the warehouse buildings and the Town cemetery.
- Non-conformity to remain. If rezoned to R-8, the existing house on property #3 will not meet the 30' front yard setback nor the 10' side yard requirement. The house setback approximately 24' from East Edgerton right-of-way and will have a +/- 8' side yard setback.

#### CONSISTENCY STATEMENT (Staff Opinion):

With a rezoning, the Town Council was required to adopt a statement describing whether the action is or is not consistent with adopted comprehensive plan and other applicable adopted plans and whether the action is or is not reasonable and in the public interest.

Planning Staff considers the action to be inconsistent and not reasonable nor in the public interest:

- Consistency with the Comprehensive Growth Management Plan -The rezoning is not consistent with the Comprehensive Growth Management Plan. The Plan guides the property for Commercial.
- Consistency with the Unified Development Code – The existing property proposed for rezoning do not meet the R-8 District standards. The owner intends to recombine the lots after approval of the rezoning to make them conforming dimensionally; however, UDO requires developed lots to have frontage on a public or private street. The property planned to receive the single-family home has no street frontage meeting UDO requirements.
- Compatibility with Surrounding Land Uses - The property considered for rezoning will be incompatible with the commercial land uses surrounding the parcels.

#### Planning Board Recommendation:

The Planning Board voted 5-2 in favor of the rezoning. Their justification was that they felt it was reasonable and in the public interest because Mr. Stanley is trying to upgrade his business and make better use of his properties. It was also stated by one member that they did not think the area would redevelop into anything different.

#### Planning Staff Recommendation:

Planning Staff recommends the Town Council deny the rezoning, RZ-22-01, with a statement declaring the request inconsistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is not reasonable nor in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the May 3, 2022 agenda packet.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Dunn questioned if Edgerton Street became a private driveway at some point. Mr. Wensman responded that it used to be a private driveway that was paved by the owners of the warehouse. It was never platted as a road.

Councilman Barbour stated there was 70 feet of frontage which was the requirement for a conforming lot. Mr. Wensman responded that since the road was never platted, it doesn't meet the 70 feet of road frontage requirement.

Mayor Moore questioned if the Town had an easement for utilities on the private driveway and if the properties along that driveway have Town utility services. Public Utilities Director Ted Credle responded there were utility customers being serviced on that private roadway, but he was unsure if the Town had utility easements.

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



Paul Embler, a representative for Roger Stanley, explained that Mr. Stanley wants to take advantage of his property. He has already spent \$25,000 in repairs to the house and he wants to move it. Mr. Stanley and Mr. Blackman paved the road because they petitioned the Town to pave the road, but the Town denied their request. Mr. Embler was unsure if there were utility easements on the road. Mr. Embler further stated Mr. Stanley was willing to put the driveway to serve the house that would be 5 feet off the property line and the driveway would be 15 feet.

Councilman Scott questioned if it was the intent of the applicant for this to be residential. Mr. Embler responded it was the intent of the applicant that the two lots be residential.

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

Councilman Barbour made a motion, seconded by Councilman Wood, to approve the Rezoning Request RZ-22-01 stating it was reasonable and in the public interest. Unanimously approved.

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

**2. Preliminary Subdivision Request – Floyds Landing (S-22-02):** The CE Group is requesting preliminary subdivision approval for a 199.8-acre tract of land located within an R-8 CZ (Residential Conditional Zoning) district for the construction of a 698-unit residential development. The properties considered for approval are located on the west side of US Highway 70 Business West approximately 300 feet northwest of its intersection with South Rodgers Drive. The properties are further identified as Johnston County Tax ID# 15079014 15078012B and a portion of Johnston County Tax ID#15078012, 15077035C and 15077035H.

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

Planning Director Stephen Wensman testified the property was rezoned to R-8 CZ with a master plan for the Floyds Landing development on 09/27/21. The preliminary plat is consistent with the approved master plan (See CZ-21-03 Staff Report and Attachments) with one significant change:

- Since approval of the masterplan with the rezoning to R-8 CZ, NCDOT has finalized its design for US 70 Hwy Business as it pertains to Floyd Landing and Amazon. There will be a semi-truck turnaround constructed in the location of the planned northern entrance of the Floyd Landing development. As a result, the northern Floyd Landing entrance has shifted to the south in a location where there is no break in the highway median. This entrance was now a right-in/right-out. Furthermore, the move of the entrance has resulted in a long cul-de-sac with 71 single family homes. The berm and buffering behind Lots 13-16 in phase 1 will be reduced in size accordingly. The applicant plans to increase the plantings in this area.

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

**STAFF'S OPINION ON THE FINDINGS OF FACT**

1. The plat is consistent with the adopted plans and policies of the town; *The plat is consistent with the adopted plans and policies of the town.*
2. The plat complies with all applicable requirements of this ordinance; *The plan complies with all applicable requirements of this ordinance and the R-8 Conditional Zoning Master Plan.*
3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. *There is adequate infrastructure for the phased development.*
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. *The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.*

Planning Staff recommends the Town Council approve the preliminary Subdivision of Floyds Landing, S-22-02, with the following conditions based on finding of fact for preliminary subdivisions:

1. That the development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the following deviations:

Item	R-8 CZ
SF Min. lot size	5,175 sq. ft. (.12 ac.)
SF Min. lot width	45 feet
SF Min. front setback	20 feet
SF Min. Side Setback	5 feet



SF Min Rear Setback	20 feet
TH Min Rear Setback	10 feet
Max. Bldg. Height	50 feet (3 story apartments)
Building Separation	30' building separation
Townhouse Streets	27' wide back-to-back with 3' utility strips in 50' R/W
Single Family Streets	31' wide back-to-back
Sidewalks	8' trail along US Hwy 70 Bus.
Multi-family storage Spaces	Storage garage units will be available for rent.

2. That trash and recycling roll off containers in the townhouse areas be stored within the garages or in the rear yards.
3. Decorative street lighting and decorative street signs be provided by the development throughout the site.
4. Provide subdivision signs made from robust material with landscaping equal to the area of the sign at all entrances into the development.
5. Provide a complete landscape and buffering plan.
6. All land held in common ownership that is adjacent to a public right-of-way shall be planted with a minimum of 2 shade trees per 100 feet linear feet of road frontage. These trees shall be planted adjacent to and outside of the public right-of-way and shall be maintained by the HOA.
7. Public right-of-way serving the townhouse portion of the development be posted a no parking zone.
8. That the parking lot entrances be constructed in accordance with the town's standard driveway apron detail.
9. That the Town of Smithfield Stormwater Operations and Management agreement with a maintenance plan be submitted and recorded prior to final plat recording.
10. The required landscaping berms and fencing shall be installed with each phase of the development.
11. That the commercial area open space be deed restricted such that no commercial development can occur in the open space.
12. That park dedication fees in lieu be paid prior to recording the final plat in accordance with the UDO Section 10.114.8.
13. That additional opaque tree and shrub plantings be provided behind the truck turn-around with phase 1.
14. That all utility fees including system development fees be paid.
15. That the HOA declarations and covenants be submitted for Town Attorney review prior to final plat and the HOA
  - a. be responsible for the ownership and maintenance of all common amenities including front, side yard and open space landscaping, the stormwater SCM, parking lots, recreational amenities, and open space
  - b. enforce no parking in the subdivision streets
  - c. enforce the provision requiring trash and recycling roll-offs to be stored in garages or rear yards.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the May 3, 2022 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott requested that staff work with NCDOT and the developer for a better truck turnaround. Mr. Wensman stated the developer and the Town do not have any control over decision made by NCDOT.

Mayor Moore questioned if the truck turn around had impacted the proposed buffer. Mr. Wensman responded the developer had originally proposed a berm, landscaping and a fence to provide screening from the highway. With the turnaround, the buffer has been greatly restricted. Mr. Wensman stated there was approximately 15' to 20' between the truck turnaround and the walking trail. There will be a more robust landscaping in that area since the developer can no longer have the berm.

Mayor Moore asked the applicant if he agreed with the testimony provided by Mr. Wensman and if he had additional testimony to offer. John Faulkner of the CE Group testified that he agreed with the testimony provided by Mr. Wensman. He further testified that NCDOT provided this truck turnaround to them at the last minute. All parties are willing to work together for an amicable solution, but ultimately it is the decision of the NCDOT. The right-of-way is 12' from the edge of the pavement of the turnaround. There will be a ditch section in order to keep drainage to be able to stay in the NCDOT right-of-way. It is them 20' from the right-of-way to the rear property lines. In that area, there will be a retaining wall. There will be a 6' fence and some conical evergreens to help with buffering.

Mayor Moore asked if there was in attendance that was duly sworn in who wished to testify on the matter.

Ralph Smith of 306 Rogers Drive questioned who would be responsible for any damages caused by the construction of this development. Town Attorney Bob Spence responded the builder would be responsible if he was negligent. Mr. Wensman stated he would be happy to review the plans with Mr. Smith.



Chris Johnson stated he wanted to make the future residents of this subdivision aware that this area in Town was industrial in nature. The parcels across from this development were owned by his wife and they have been zoned for industrial uses. He also indicated that this property is adjacent to the airport. He stated he wanted to ensure that any rules in place today would be in place when his wife's property is developed. The industrial component should not be penalized.

Phil Lanier stated he served as the Airport Director at the Johnston Regional Airport. He explained that this high-density residential development was less than one mile from the airport and that it was also in the flight path. He stated aircraft will be flying over this residential development at 500 feet.

Councilman Scott questioned the zoning of the airport's property adjacent to the proposed development. Mr. Wensman responded it was zone R-20. The airport property was a mix of Light Industrial and R-20.

Councilman Barbour questioned if the developer was aware of the airport. Mr. Faulkner responded he was aware of the airport's proximity to the development, but there is a large 100-year flood plain that buffers the airport property from the development property. Mr. Faulkner stated the developer understood the proximity to the airport.

Mayor Moore asked if the Town could require some type of document to be provided to potential home buyer of this development at closing about the airport. Mr. Faulkner stated the developer's attorney can work with the Town Attorney to craft some type of language.

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

Councilman Barbour made a motion, seconded by Councilman Wood, to approve Floyds Landing Preliminary Plat, S-22-02, with 16-conditions based on the finding of fact for preliminary subdivision.

#### Conditions

1. That the development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the following deviations:

Item	R-8 CZ
SF Min. lot size	5,175 sq. ft. (.12 ac.)
SF Min. lot width	45 feet
SF Min. front setback	20 feet
SF Min. Side Setback	5 feet
SF Min Rear Setback	20 feet
TH Min Rear Setback	10 feet
Max. Bldg. Height 50 feet	(3 story apartments)
Building Separation	30' building separation
Townhouse Streets	27' wide back-to-back with 3' utility strips in 50' R/W
Single Family Streets	31' wide back-to-back
Sidewalks	8' trail along US Hwy 70 Bus.
Multi-family storage Spaces	Storage garage units will be available for rent.

2. That trash and recycling roll off containers in the townhouse areas be stored within the garages or in the rear yards.
3. Decorative street lighting and decorative street signs be provided by the development throughout the site.
4. Provide subdivision signs made from robust material with landscaping equal to the area of the sign at all entrances into the development.
5. Provide a complete landscape and buffering plan.
6. All land held in common ownership that is adjacent to a public right-of-way shall be planted with a minimum of 2 shade trees per 100 feet linear feet of road frontage. These trees shall be plated adjacent to and outside of the public right-of-way and shall be maintained by the HOA.
7. Public right-of-way serving the townhouse portion of the development be posted a no parking zone.
8. That the parking lot entrances be constructed in accordance with the town's standard driveway apron detail.
9. That the Town of Smithfield Stormwater Operations and Management agreement with a maintenance plan be submitted and recorded prior to final plat recording.
10. The required landscaping berms and fencing shall be installed with each phase of the development.
11. That the commercial area open space be deed restricted such that no commercial development can occur in the open space.
12. That park dedication fees in lieu be paid prior to recording the final plat in accordance with the UDO Section 10.114.8.
13. That additional opaque tree and shrub plantings be provided behind the truck turn-around with phase 1.
14. That all utility fees including system development fees be paid.
15. That the HOA declarations and covenants be submitted for Town Attorney review



prior to final plat and the HOA

- a. be responsible for the ownership and maintenance of all common amenities including front, side yard and open space landscaping, the stormwater SCM, parking lots, recreational amenities, and open space
  - b. enforce no parking in the subdivision streets
  - c. enforce the provision requiring trash and recycling roll-offs to be stored in garages or rear yards.
16. Applicant's attorney work with Town Attorney Bob Spence to draft language for disclosure concerning the airport.

**CITIZEN'S COMMENTS: None**

**CONSENT AGENDA:**

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

1. The following minutes were approved:
  - April 5, 2022 – Regular Meeting
  - April 5, 2022 – Closed Session
2. Special Event: Concert – Compass Community Church was granted approval to hold a concert at 207 North Brightleaf Boulevard on May 28, 2022 from 10:00 am until 3:00 pm. The use of amplified sound was approved.
3. Approval was granted to sell real property located at 801 South Second Avenue to Angelyn Eldridge in the amount of \$8,500.00
4. Approval was granted to enter into an agreement with Thompson, Price, Scott, Adams and Company, PA in the amount of \$24,950 to conduct the annual audit.

*{Attached hereto and made an official part of these minutes is the Agreement with Thompson, Price, Scott, Adams and Company, PA which is on file in the Office of the Town Clerk }*

5. Approval was granted to adopt Resolution No. 697 (06-2022) amending the Records Retention and Disposition Schedule as recommended by the North Carolina Department of Cultural Resources.

**RESOLUTION No. 697 (06-2022)  
TO ADOPT THE 2021 RECORDS RETENTION AND DISPOSITION SCHEDULES FOR  
LOCAL GOVERNMENT INCLUDING THE GENERAL RECORDS SCHEDULE AND  
PROGRAM RECORDS SCHEDULE FOR MUNICIPAL GOVERNMENT**

WHEREAS, "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact, or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions; and

WHEREAS, without a records retention program, public records can accumulate, causing the need for additional storage space, and without a schedule for disposal, valuable documents can be mistakenly discarded; and

WHEREAS, the Town of Smithfield currently uses the Municipal Records Retention and Disposition Schedule for General Records released March 1, 2019 and all other Municipal Records as released on September 10, 2012 for record retention and disposal; and

WHEREAS, G. S. § 121- 5 and G. S. § 132- 3 require a municipality to approve the current schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records; and

WHEREAS, the Town elects to utilize the Agency Policy option for specified items recorded within the North Carolina Department of Cultural Resources Record Retention and Disposition Schedule.

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

To reduce the burden and costs of record retention and maintain efficient City records management, the City Council finds and determines that this Resolution should be approved.

The Town of Smithfield hereby adopts the adopts the October 1, 2021 Municipal General Records Retention and Disposition General Records and Program Record Schedules, and the Agency Policy options for specified items within the Schedules as presented in accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, copies of which are on file in the office of the Town Clerk.



This schedule is to remain in effect from the date of approval until it is reviewed and updated.

*{Attached hereto and made an official part of these minutes is the Records Retention and Disposition Schedule which is on file in the Office of the Town Clerk.}*

6. Approval was granted to reappoint Robin Cook to serve a second term on the Appearance Commission.

7. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer II	Police	10-20-5100-5100-0200	\$19.01/hr. (\$44,518.76/yr.)
P/T SRAC Staff-Instructor	P&R- Aquatics	10-60-6220-5100-0230	\$9.00/hr.
P/T SYCC Staff	P&R – SYCC	10-60-6240-5100-0210	\$9.00/hr.
P/T SYCC Staff	P&R – SYCC	10-60-6240-5100-0210	\$10.00/hr.
P/T Zoning Compliance Asst.	Planning	10-10-4900-5100-0200	\$12.00/hr.

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
IT Specialist	General Government	Shared
P/T Collections Assistant	PU – Electric	31-72-7230-5100-0200
P/T Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Police Officer I/II – Patrol (5 positions)	Police	10-20-5100-5100-0200
Police Records Specialist	Police	10-20-5100-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

**Business Items:**

**1. Consideration and request for approval to award a contract to Balford Beatty Construction, LLC for design services and the renovation/ construction of the Neuse Amphitheater**

Parks and Recreation Director Gary Johnson addressed the Council on a request to award a contract for design services and renovations to the Neuse Amphitheater. He explained the Town received a State Budget Grant in the amount of \$989,500 for the renovations. Staff opted to use the design build process. The Parks and Recreation Department developed an RFQ for the project and invited design-build teams to submit statements of qualifications. The RFQ was also posted and advertised to the public for anyone wishing to submit. During the first round of advertising, only two statements were received. After additional posting and advertising, no additional statements were received. Town Staff along with the outside stake holders evaluated the submitted statements of qualifications. Statements were submitted by Balfour-Beatty Construction, LLC and J.M. Thompson Construction, Inc.

Using a scoring system as prescribed in the RFQ, Balfour Beatty Construction, LLC was unanimously selected as the design-build team to begin negotiations for the design and renovation/construction project. Scores were based on Design Team Experience and Qualifications, Project Understanding and Approach, RFQ Quality and Responsiveness and Reference Projects. Balfour Beatty Construction, LLC repeatedly scored high across all categories.

Staff met with the design-build team including their engineer, architect and contractor staff to discuss and negotiate the project costs. A cost-plus fee with a guaranteed maximum price was decided upon with at NTE of the grant amount of \$ 898,500.00. Staff and the design-build team are confident that a top tier product can be designed and built within the allocated budget. The process allows for options during the design process to allow for options to get the greatest value within the project budget.

Staff was requesting approval to enter into a contractual agreement with Balfour-Beatty Construction, LLC for the design and renovation/construction of the Neuse Amphitheater in the amount not to exceed \$ 989,500.00.

Councilman Wood made a motion, seconded by Councilman Rabil, to award a contract to Balford Beatty Construction, LLC for design services and the renovation/ construction of the Neuse Amphitheater. Unanimously approved.

**2. Consideration and request for approval to award a bid in the amount of \$42,261.48 to Barnes Cleaning Company for Janitorial Services**

Public Works Director Lawrence Davis addressed the Council on a request to award the bid for Janitorial services to Barnes Cleaning Company. Mr. Davis explained the Janitorial agreement was renewable for 1 year on an annual basis. The contract consists of four (4) facilities; Town Hall, Operation Center, Public Works and Police Department. The Operation Center portion of the contract is paid out of the utility fund. Bid packets were sent out to area contractors as well as everyone on our bidders list. We received proposal from four (4) companies as follows:



1. Coverall	\$58,907.00
2. Barnes Cleaning Co.	\$42,261.48
3. Commercial Building Associates	\$82,884.00
4. No Looking Back Cleaning Services	\$42,000.00

Public Works Department recommends Barnes Cleaning Co. for Janitorial Services, although the company was \$21.79 higher a month than "No Looking Back Cleaning Services". Barnes Cleaning Co. was the only bid applicant to show up both times to bid in person after a resend, due to 3 bids needed to award this contract. The company also has a 4-man cleaning operation out of the two lowest bids.

Councilman Wood, made a motion, seconded by Councilman Barbour, to award the bid to Barnes Cleaning Company in the annual amount of \$42,261.48 for janitorial services. Unanimously approved.

### 3. Discussion concerning meter reading contract

Public Utilities Director Ted Credle informed the Council that in mid-April, the Town was notified by Grid One Solutions that it was terminating its contract for meter reading services. Mr. Credle immediately contacted the company and questioned if the Town could extend its contract until the end of the fiscal year. Grid One Solutions responded it was terminating its contract with the Town in 30 days. Mr. Credle explained there were approximately 6100 meters that needed to be read on a monthly basis. Town staff has compared the idea of hiring two personnel – who are fully aware that these positions will be gradually reduced and eliminated in the next 2-4 years; versus contracting the reading services. Mr. Credle explained it would cost less to hire two full time meter readers then it would be to use a contracted service.

Councilman Stevens made a motion, seconded by Councilman Rabil, to approve the hiring of two full time employees for meter reading services. Councilman Stevens, Councilman Rabil, Mayor Pro-Tem Dunn, Councilman Lee, Councilman Barbour, and Councilman Wood voted in favor of the motion. Councilman Scott voted against the motion. Motion passed six to one.

### 4. FY 2022-2023 Budget Discussion

It was the consensus of the Council to recess this meeting until May 10, 2022 at 6:30 pm to continue budget discussions.

### Councilmembers Comments:

- Councilman Barbour expressed his appreciation to Fire Chief Mike Brown for his assistance at the Skills USA event in Greensboro. He also expressed his appreciation to Assistant Fire Chief Jeremy Daughtry for his assistance with the local high school Fire Academy.
- Councilman Scott reminded everyone to remember the meaning of the Memorial Day holiday.
- Mayor Pro-Tem Dunn expressed his appreciation to Town Clerk Shannan Parrish for her hard work.
- Mayor Moore reminded everyone that Ham and Yam would be held this week. He expressed his appreciation to DSDC Executive Director Sarah Edwards and Town staff for all their efforts in making the festival a success.
- Councilman Stevens expressed his appreciation to the Council and Staff. He stated he has enjoyed his time serving on the Town Council. Mayor Moore thanked Councilman Stevens for his service.

### Town Manager's Report:

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

- The annual litter sweep project was completed Saturday, April 23<sup>rd</sup>. Over 50 volunteers assisted with the project assisting in all district areas in Town. Many thanks to all those who participated.
- Captain Ryan Sheppard has announced his retirement from the Smithfield Police Department effective June 2nd. Captain Sheppard has been a member of the Smithfield Police Department for over 23 years.
- An area of the South 301 Corridor will be without power from 10:00 pm to 2:00 am on Wednesday, May 4th. This is to necessitate the replacement of power poles in the area. All affected customers have been notified
- On May 5th, at 4:00 am, the water plant will be shut down to complete a tie in for the plant expansion. The plant will be shut down between 12 and 14 hours. The fire department is aware of the shutdown. Citizens should not notice any change in their water pressure or use during this time period, as all reservoirs and towers will be full prior to shut down. The County is aware their pull from the plant may be diminished.



**Closed Session: Pursuant to NCGS 143-318.11 (a) (3)**

Councilman Scott made a motion, seconded by Councilman Wood, to enter into Close Session pursuant to the aforementioned statute. Unanimously approved at 9:03 pm.

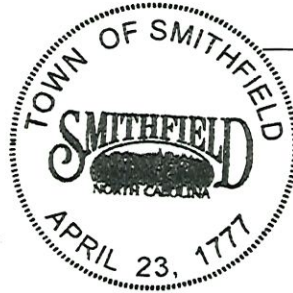
**Reconvene in Open Session**

Councilman Barbour made a motion, seconded by Councilman Scott, to reconvene in open session. Unanimously approved at 9:45 pm.

**Recess**

Being no further business, Councilman Barbour made a motion, seconded by Councilman Wood, to recess the meeting until Tuesday, May 10, 2022 at 6:30 pm. Unanimously approved. The meeting recessed at approximately 9:45 pm.

  
M. Andy Moore, Mayor



ATTEST:  
  
Shannan L. Parrish, Town Clerk