



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, March 5, 2024

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING MARCH 5, 2024  
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations: None

Public Hearings: None

Citizens Comments

Consent Agenda Items:

1. Minutes
  - a. January 23, 2024 – Regular Meeting
  - b. January 30, 2024 – Recessed Meeting
  - c. February 6, 2024 – Regular Meeting.....1
  
2. Special Event: Shamrock N Roll – **Bulldog’s Harley** – Davidson is requesting to hold an event at 1043 Outlet Center Drive on Saturday, March 16, 2024 from 12:00pm until 4:30 pm. This request includes amplified sound, a food truck, merchandise for sale and free beer.  
(Planning Director – Stephen Wensman) See attached information.....23
  
3. Special Event: Spring Fling – The owners of Twisted Willow are requesting to hold an event in the 100 block of South Third Street on Saturday, May 18, 2024 from 9:30am until 2:30pm. This request includes the closure of South Third Street, amplified sound, and merchandise for sale.  
(Planning Director – Stephen Wensman) See attached information.....29

4. Special Event: Red, White & Brews Festival – The Downtown Smithfield Development Corporation is requesting to hold an event in the 100 block of South Third Street on Sunday, June 30, 2024 from 10:00am until 6:00pm. This request includes the closure of the 100 block of South Third Street, amplified sound, food truck sales and alcohol sales.  
(Planning Director – Stephen Wensman) See attached information.....33

5. Consideration and request for approval to promote a Police Officer II to the rank of Master Police Officer  
(Chief of Police – Pete Hedrick) See attached information..... 37

6. Consideration and request for approval to promote a Police Officer I to the rank of Police Officer II  
(Chief of Police – Pete Hedrick) See attached information.....57

7. Consideration and request for approval of a contract with Thompson, **Price, Scott, Adams & Company, PA. to perform the Town’s 2024 annual audit**  
(Finance Director – Greg Siler) See attached information..... 73

8. Consideration and request for approval to award a bid in the amount of \$12,250.00 to David Hinton Construction Co. for walkway and concrete work at the 2<sup>nd</sup> Street Dog Park  
(Parks and Recreation Director – Gary Johnson) See attached information..... 93

9. Consideration and request for approval to adopt Resolution No. 742 (03-**2024) appointing Michael O’Dowd to the Downtown Smithfield Development Corporation’s Board of Directors**  
(Town Clerk – Shannan Parrish) See attached information.....103

10. New Hire Report  
(HR Director – Tim Kerigan) See attached information.....109

Business Items:

1. CZ-23-01 Buffalo Road Rezoning Request: Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 -acres of land from R-8 and R-20A to R8-CZ with a master plan for a planned development consisting of 222 single-family lots. The applicant is also requesting this be tabled until the April 2, 2024 Town Council Meeting.  
(Planning Director – Stephen Wensman) See attached information.....111

2. Discussion concerning wholesale electric rate increase  
(Public Utilities Director – Ted Credle) See attached information..... 121

3. Special Event: Ham & Yam Festival – The Downtown Smithfield Development Corporation is requesting to modify the annual event to include the sale of alcohol  
(Planning Director – Stephen Wensman) See attached information..... 123

- 4. Consideration and request for approval to award a bid in the amount of \$274,800 to Joe Johnson Equipment for the purchase of a garbage truck for the Public Works Sanitation Department  
(Public Works Director – Lawrence Davis) See attached information.....127
  
- 5. FY 2024 – 2025 Budget Discussions  
(Town Manager – Michael Scott)

**Councilmember’s Comments**

**Town Manager’s Report**

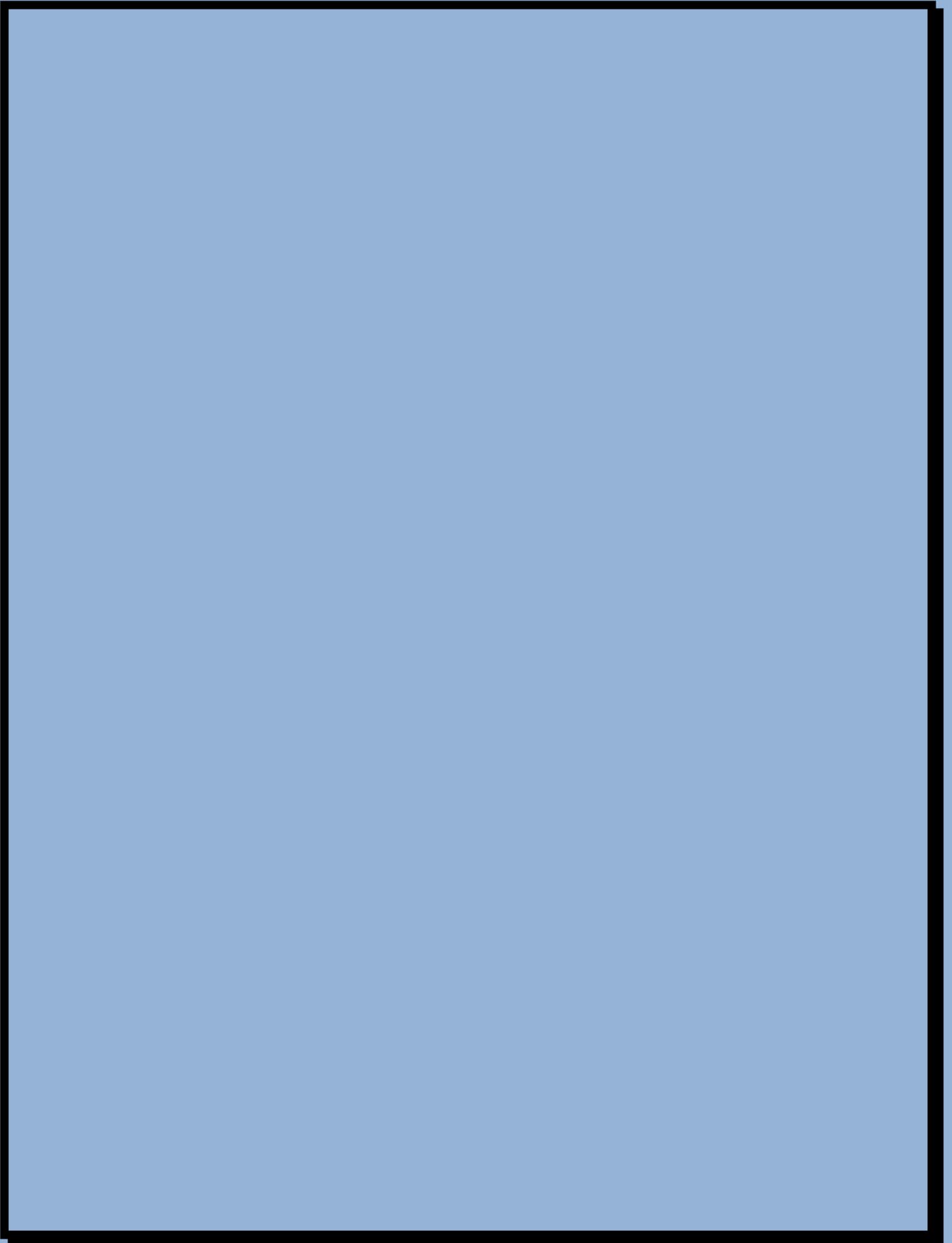
- Financial Report (See attached information).....137
- Department Reports (See attached information).....141
- **Manager’s Report** (Will be provided at the Meeting)

Adjourn



# Consent

## Agenda Items



The Smithfield Town Council met in regular session on Tuesday, January 23, 2024 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Marlon Lee, District 1

Administrative Staff Present

Michael Scott, Town Manager  
Ted Credle, Public Utilities Director  
Lawrence Davis, Public Works Director  
Pete Hedrick, Chief of Police  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources  
Eric McDowell, IT Director  
Shannan Parrish, Town Clerk  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., 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:**

Mayor Pro-Tem Wood made a motion, seconded by Councilman Scott, to approve the agenda with the following amendments:

Add to the Business Items:

- Consideration and request for approval for street and drainage repairs on Brookwood Drive as Afton Lane.

Unanimously approved.

**PRESENTATIONS:**

**1. Proclamation – Recognizing Steven (Tony) McLeod’s 20+ Years of Service to the Town of Smithfield**

Mayor Moore presented Tony McLeod with the following proclamation and wished him well on his retirement.

PROCLAMATION  
In Honor of Fire Captain Steven Anthony  
(Tony) McLeod’s  
20+ Years of Dedicated Service  
to the Town of Smithfield

WHEREAS, Steven Anthony McLeod has been a dedicated employee of the Town of Smithfield for more than 20 years; and

WHEREAS, Steven Anthony McLeod retired on December 31, 2023 and is being honored for his years of service as a member of the Smithfield Fire Department; and

WHEREAS, throughout his professional career, Steven Anthony McLeod helped advance the Smithfield Fire Department by serving in a variety of roles including Firefighter, Engineer and ultimately as a Captain; and

WHEREAS, through his dedication and service to the residents of the Town of Smithfield and Johnston County, Steven Anthony McLeod directly contributed to creating a safer and more resilient community; and

WHEREAS, Steven Anthony McLeod has earned and deserves this public recognition for his many years of service and commitment to the Town of Smithfield.

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 Steven Anthony McLeod for his distinguished service to the Town of Smithfield and wish him well in his future endeavors.

**2. Proclamation – Recognizing February as All in Red Month in the Town of Smithfield**

Mayor Moore read the following proclamation and explained the importance of the campaign.

PROCLAMATION  
Recognizing February as “All in Red Month”  
in the Town of Smithfield

Whereas, the well-being of our community is of paramount importance and maintaining excellent health among our citizens is a top priority, February marks the month-long, county-wide heart health awareness campaign entitled “ALL IN RED”, organized by UNC Health Johnston and Johnston Health Foundation; and

Whereas, in the United States, North Carolina, and Johnston County, heart disease is a leading cause of death among men and women;

Whereas, per the Center for Disease Control and Prevention (CDC), about 80% of deaths from premature heart disease and stroke could be prevented by changes in physical activity, diet, education and management of common medical conditions, and;

Whereas, ALL IN RED is an opportunity to increase heart health awareness, while addressing the growing needs of local cardiology patients; and

Whereas, the ALL IN RED campaign invites all Johnston County residents, business owners and visitors to participate in this initiative by wearing RED on February 2, 2024, National Wear Red Day, and/or running a RED promo or fundraiser in February; and

Whereas, the financial challenges of a heart patient are enormous; all funds raised within this campaign period will benefit local heart patients through the Johnston Health Foundation’s Heart Fund; and

Whereas, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Smithfield Town Council does hereby proclaim February 2024 as “ALL IN RED MONTH” and encourages businesses, industries and citizens in the community to support and participate in this event.

**3. Recognition of Police Detective David Johnson’s Advanced Law Enforcement Certificate**

Chief of Police Pete Hedrick presented Detective David Johnson with his Advanced Law Enforcement Certificate and congratulated him on his achievement.

**4. Recognition Of Police Officer Julie Carroll’s Intermediate Law Enforcement Certificate**

Chief of Police Pete Hedrick presented Police Officer Julie Carroll with her Intermediate Law Enforcement Certificate and congratulated her on her achievement.

## 5. Administering the Oath of Office to New Police Officer Conner Capshaw

Mayor Moore administered the Oath of Office to new Police Officer Connor Capshaw and welcomed him to the Town of Smithfield.

### PUBLIC HEARINGS:

#### 1. Conditional Rezoning Request - Buffalo Road (CZ-23-01): The applicant was requesting to rezone a 138.63-acre tract of land from the R-20A (Residential-Agricultural) zoning district to the R-8 CZ zoning district with a master plan consisting of 222 single-family residential lots. The property considered for rezoning was located on the east side of Buffalo Road, approximately 300 feet south of its intersection with Holland Drive and further identified as Johnston County Tax ID# 14A03005

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

Planning Director Stephen Wensman explained the location of the property and its proximity to existing neighborhoods. The property consisted of woodland and wetland areas, 500-yr and 100-yr floodplain, and a buffered blueline stream. It was currently zoned R-20A/R-8. The comprehensive plan guided this property for medium density residential, therefore the R-8 CZ zoning was appropriate.

Mr. Wensman explained that prior to making formal application, the developer held a neighborhood meeting. The neighbors:

- Were nearly unanimously opposed to the road connection to Parkway Drive.
- Had concerns about the small lots especially up against Bradford Park.
- Wanted more buffer between Bradford Park and the new development.
- Had concerns about drainage and that the development might worsen the already poor drainage in their back yards.
- Had concerns about potential cut through to Buffalo Road through Bradford Park and speeding.
- Had concerns about increased traffic congestion on Buffalo Road and adjacent roadways because of new development.

Mr. Wensman explained the proposed density was 1.57 dwelling units per acre, within this designation, you can go up to 9.56 dwelling units per acre. The reason the development appeared to be extremely dense because there was a lot of acreage on the east side of the greenway which would be unused.

The development plans showed two access points proposed onto Buffalo Road with approximately 620 feet between them. The nearest intersection is Holland Drive, approximately 415 feet to the north. The development will also connect to the Bradford Park neighborhood with a Fire Access Trail, to the 4-acre radio station to the north, and the vacant parcel to the South. With the future subdivision application, a Traffic Impact Study will be required. Buffalo Road is state maintained roadway and all proposed access points will require NCDOT approval and compliance with state design criteria to include spacing requirements, turn lanes or other traffic controls

All streets have 60' rights-of-ways. Streets A & B are proposed to be 31' wide back-to-back (back of the curb to back of the curb). The remaining streets are proposed to be 27' wide back-to-back consistent with the draft Standard Detail and Specification Manual. Sidewalks are proposed on both sides of Streets even though the Town requires them on only one side. A Sidewalk was proposed for the Buffalo Road Frontage. Valley curb was proposed rather than standard 6" curb and gutter throughout the development. Street A is about 3,100 lineal feet (.6 of a mile) long from cul-de-sac to Buffalo Road and will certainly attract speeding. The developer was proposing stop signs at intersections to slow vehicles. Staff was recommending a round-about be constructed where Streets A & B intersect; as a result, four lots will be lost.

The proposed minimum lot size of 4,200 sq. ft (42' wide) which was nearly a 53% reduction in lot area

and 60% reduction in lot frontage. The proposed minimum setbacks were: 18' front (garages 25'), 5' side, and 12' rear and 18' corner side yard. A 12' rear setback limits patios & sheds. Slightly larger lots were proposed at the back of the cul-de-sac .15 or .16 acres vs. .10 acres (4,200 sq. ft.).

Mr. Wensman explained that architectural designs were provided by the developer, but staff was recommending more architectural standards be provided. A Homeowner's Association will own and maintain the open space and amenities which include stormwater ponds, parking, pickleball court, mail kiosk and street yard buffers.

The master plan note indicates there will be 3 parking spaces per dwelling and 98 overflow spaces. This exceeds the required 2 spaces per dwelling unit. Overflow parking is located within 2 overflow parking lots and in street bump-outs dispersed at various locations in the development, more convenient to use for some lots than others. Each lot will provide parking for 2 cars within a driveway and one or two stall garages that will be a minimum of 12' x 20' or 20' x 20', large enough to fit one or two standard sized vehicles.

Mr. Wensman outlined the requested deviations from the UDO and the proposed standards exceeding the UDO requirements. He further explained the UDO required a street connection to Parkway Drive; however, the developer was proposing an emergency service access trail meeting fire code. The proposed lot minimums are nearly 53% smaller than the R-8 zone (4,200 sq/ ft. vs. 8,000 sq ft.) and nearly a 60% reduction in lot frontage (42 LF vs. 70 LF). The Bradford Park development has a minimum of 10,000 sq. ft. lots and 75 lineal feet of road frontage by comparison. The developer is offering +/- 58 acres of parkland dedication, a greenway connection and other amenities.

Other amenities or conditions that could be considered with this rezoning include:

- A greater number of lots larger than 4200 sq. ft.
- HOA maintenance of the trail connection from the Buffalo Creek Greenway to Buffalo Road.
- Greater side yard setbacks on corner lots.
- Separate the greenway connector trail from the sidewalk.
- Provide traffic calming for Street A in the form of a round-about at the Street B intersection.
- Additional architectural enhancements.
- Require standard 6" curb and gutter.

Consistency Statement (Staff's Opinion):

With the approval of the rezoning, Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest.

Consistency with the Comprehensive Growth Management Plan – *the development is consistent with the comprehensive plan.*

Consistency with the Unified Development Code – *the property will be developed in conformance with the UDO conditional zoning provisions that allows a good faith negotiation of development standards.*

Compatibility with Surrounding Land Uses - *The property considered for rezoning will be compatible with the surrounding land uses with the conditions of approval*

#### RECOMMENDATION:

The Planning Board recommended the Town Council approve the conditional rezoning, CZ-23-01, with the following 10 conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the with the following deviations (this is a standard condition added):

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> <li>• Front=30'</li> <li>• Corner side = 15'</li> <li>• Side=10'</li> <li>• Rear = 25'</li> <li>• Cornerside = 30'</li> </ul>	<ul style="list-style-type: none"> <li>• Front Home=18'</li> <li>• Front Garage = 25'</li> <li>• Side = 5'</li> <li>• Rear = 12'</li> <li>• Cornerside = 18'</li> </ul>
Min. Lot Size	<ul style="list-style-type: none"> <li>• 8,000 sq. ft.</li> </ul>	<ul style="list-style-type: none"> <li>• 4,200 sq. ft.</li> </ul>
Lot Frontage	<ul style="list-style-type: none"> <li>• 70 feet</li> </ul>	<ul style="list-style-type: none"> <li>• 42 feet</li> </ul>
Curbing	<ul style="list-style-type: none"> <li>• 6" Standard curb &amp; gutter</li> </ul>	<ul style="list-style-type: none"> <li>• Valley curb</li> </ul>
Lateral Connection	<ul style="list-style-type: none"> <li>• Required connection to Parkview Drive</li> </ul>	<ul style="list-style-type: none"> <li>• 20' wide trail meeting Fire Code</li> </ul>

2. The driveway aprons to the parking lot and residential lots should conform to the town's standard details.
3. Provide written architectural standards should be provided to match the example elevations provided on the master plan.
4. Provide concrete curb and gutter along Buffalo Road (underground drainage) with NCDOT approval.
5. Provide 3-way and 4-way stop signs at intersections along Street A for traffic calming.
6. Provide decorative street lighting and street signs throughout the development.
7. Enhance the landscaping at the development entrances onto Buffalo Road
8. Propose to dedicate the land east of the Buffalo Creek Greenway for parkland.
9. Provide aeration of the wet (stormwater) ponds to assist with mosquito control.
10. Loop the watermain with the Bradford Park neighborhood (upside to an 8" line if feasible) and provide a fire hydrant beyond the cul-de-sac on the greenway for fire protection.

Additional Staff recommended conditions:

11. Provide traffic calming for Street A in the form of a round-a-bout at Street B.
12. Provide standard 6" curb and gutter throughout the development.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the January 9, 2024 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Dunn questioned if the reduction in setbacks meant there would be more cars spilling out onto the sidewalks. Mr. Wensman explained the garages were setback a little farther to eliminate this potential issue.

Councilman Scott stated R-6 zoning allowed for a minimum lot size of 6,000 sq feet, but the Town doesn't currently use the R-6 zoning for any new developments without a conditional rezoning. Mr. Wensman explained the conditional zoning process and how different requirements could be negotiated.

Councilman Scott further stated the developer was requesting a deviation of almost half the required lot size which was inconsistent with the adjacent development of Bradford Park which had a minimum lot size of 10,000 sq ft. This new development's lot sizes should be similar to those of Bradford Park.

Councilman Barbour questioned what was the smallest lot size has the Council approved. Mr. Wensman responded that the East River Development has lot sizes of 3,700 sq. ft. Councilman Barbour expressed his dislike of how density was calculated because unusable wetland counted toward the overall land density calculation. He further expressed his concerns about the proposed lot sizes.

Councilman Stevens questioned if the 58 acres that the developer was proposed to give to the Town for parks was usable land. Parks and Recreation Director Gary Johnson responded he was unfamiliar with the terrain, but he assumed since the High School used some of the land for cross country meets,

that some of the land was dry and usable. Councilman Stevens suggested the developer pay the fee in lieu instead of donating the actual land to the Town. He also expressed concerns about the density of the development.

Councilman Dunn questioned if there would be on-street parking. Mr. Wensman referred to the parking plan that showed where the developer has created pull-out parking whereby the curb is moved to form parking spaces. Most of the excess parking would be along the wider streets. Councilman Dunn questioned if the pull-out parking would impair the sightline in those areas.

Mayor Pro-Tem Wood stated he was in agreement that the lot sizes were simply too small and he was not in favor of the valley curb.

Mayor Moore stated he would not be in favor of taking 58 acres of land off the tax record especially if it was deemed unusable by the Town. He further stated the Council should consider the lot sizes and should know exactly what was going to be built from an architectural standard. It was his opinion that it could be a very nice neighborhood, but some things needed to be worked out before it was approved.

Councilman Scott stated this case was very unique because the developer held a community meeting which allowed residents to provide feedback. He further stated this development would have an impact on Buffalo Road which was likely to become a gateway into Smithfield. The developers should work very closely with NCDOT because he was concerned that the access points were too close together and would negatively affect Parkway Drive.

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

Donnie Adams of Adams & Hodge Engineering informed the Council that he was responsible for the planning and engineering of the project. The developers of the project were Sagan Lampe, Glenn Weeks and Emily Kingston. Mr. Adams stated the 58 acres to be donated to the Town was in fact, useable land. He explained he and the developers met with residents of Bradford Park and listened to their concerns. In regards to the lots adjacent to Bradford Park, those lots would be slightly larger than the other proposed lots.

Mr. Adams explained there were comments made about stormwater and he believed the development would have adequate stormwater measures. He further explained that Bradford Park already had existing issues with stormwater and flooding. Also, the Bradford Park neighborhood expressed concerns about traffic. To alleviate this issue, there will not be a throughway connection between the two subdivisions, but an emergency vehicle connection.

Mr. Adams addressed the density issue. He stated the current zoning allowed for 3.33 units per acre and they were proposing 1.6 units per acre. He thought that Bradford Park's density was 2.2 units per acre.

Mr. Adams explained the amenities of the proposed project: connection to the greenway trail, pickleball court, additional parking, fountains in the ponds for mosquito control, a nice entrance sign and decorative lighting throughout the subdivision. He provided a detailed drawing of the proposed single-family lots. He explained the garage would be 25' from the sidewalk so there would be no vehicles parked within the sidewalk area. He also provided a detailed drawing of the architectural standards that would be used: premium vinyl siding .042 or greater, 20% front façade with stone, brick or premium shake, and any sides facing the street would have shutters on visible windows.

Mr. Adams addressed parking concerns. He explained there would be one and two car garages with at least 1 additional space in the driveway. Also, they identified places throughout the neighborhood where additional parking was proposed instead of dedicated overflow parking areas.

Mayor Moore questioned what type of uses Mr. Adams thought the Town could use the 58 acres. Mr. Adams responded he thought it could be used for anything.

Mayor Moore questioned why the developer was proposing to give that 58 acres to the Town instead of developing it. Mr. Adams responded they were trying to be good stewards of the land and they did not want to increase the density.

Councilman Stevens questioned if the developers proposed any other type of development to which staff was not in agreement. Glen Weeks responded they originally proposed townhouses, but staff was not in favor of townhouses. Then they proposed the single-family houses with reduced lot sizes to maximize the use of the land. Mayor Moore stated the Town did not have the appetite for additional townhouses at this time as there are already so many of those types of developments that has been approved.

Councilman Barbour questioned the type of buffer between Bradford Park and this development. Mr. Adams explained the intention was to leave the 10 feet of existing vegetation. He explained there may be some need for additional clearing to ensure that the property sufficiently drains. Councilman Barbour further questioned the possibility of installing a fence as a way to keep the two neighborhoods separated. Councilman Barbour further questioned the value of the land that would be given to the Town. Mr. Adams responded he felt the land was valuable and could be beneficial to the Town's Park System.

Mr. Weeks explained that one reason the project is shaped the way it was because there was a 20-30 mature tree growth on the property. The idea was to clear only what was needed for the subdivision and the ponds and leave as much of the existing mature forest area.

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

Gene Bruton of Cobblestone Court provided the Council with some photographs of the area. He expressed his concerns about the proposed development and how it would adversely affect his property and all the residents of Bradford Park especially since there were already drainage issues. He explained this new development would cause significant flooding in Bradford Park.

Ray Buckner of Cobblestone Court expressed his opposition to the proposed development. He was concerned the new development would exacerbate the flooding of Bradford Park. He explained that a development of this type doesn't fit next to the Bradford Park neighborhood. He further stated that one pickleball court for 222 homes would not suffice the needs of the neighborhood. He also stated that the traffic generated from this development could pose major problems for the Town.

Councilman Dunn questioned if the developers provided a response to the Bradford Park neighbors about drainage or flooding concerns. Mr. Adams responded he had addressed their concerns, but this development was downhill from Bradford Park and would not adversely affect that neighborhood. Stormwater management would be reviewed and a traffic impact study would have to be completed.

Mr. Buckner further questioned if the Council had considered the impact the proposed development would have on the area schools. Mayor Moore and Mr. Wensman responded that the Town has informed Johnston County Public Schools of the approved growth and the potential for more growth.

Larry Honeycutt of Cobblestone Drive expressed his opposition to the proposed development. He explained that his neighborhood had nice homes and he feared this new development would disrupt the livelihood of his neighborhood. He expressed concerns about the houses that would be built directly behind his home and suggested those be eliminated from the design. He further stated the proposed development would have negative effects on the environment.

Steve Hart of Buffalo Road suggested that the ditch at Everitt Lane be cleaned out to mitigate some of the drainage issues in Bradford Park.

Wendy Lupo of Cobblestone Court stated she had lived in her home for over twenty years. She informed the Council that any time there is a rain event, her yard floods and it has been an issue. While she wasn't opposed to growth, she asked that it be done wisely.

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

Mayor Pro-Tem Wood made a motion, seconded by Councilman Stevens, to table a decision on CZ-23-01 until the March 5, 2024 meeting. Mayor Pro-Tem Wood, Councilman Stevens, Councilman Barbour, Councilman Dunn and Councilman Rabil voted in favor of the motion. Councilman Scott voted against the motion. Motion passed 5 to 1.

**2. Unified Development Ordinance Text Amendment – Town of Smithfield (ZA-23-09 Watershed Ordinance): The applicant is proposing an amendment to the Unified Development Code, Section 10.92, and associated definitions in Appendix A as an update to the Water Supply Watershed Protection Overlay District regulations in accordance with changes in the general statutes, NCGS 143-214.5**

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

Planning Director Stephen Wensman explained staff was requesting to amend the Unified Development Ordinance (UDO), Article 10, Section 10.92, Water Supply Watershed Protection Overlay District ordinance and associated definitions in the UDO Appendix A. These changes were in response to changes in the general statutes, NCGS 143-214.5. The Town was required to adopt watershed protection ordinances in accordance with the general statutes. The Town has updated its ordinance based on the model ordinance provided by the North Carolina Department of Environmental Quality (NCDEQ). This draft ordinance has been reviewed by NCDEQ and when adopted by the Town, the adopted ordinance will be forwarded to NCDEQ as proof of compliance.

**CONSISTENCY STATEMENT (STAFF OPINION):**

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

**RECOMMENDATION:**

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-23-09, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the January 23, 2024 agenda packet.

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

Mayor Moore asked if there was anyone in attendance who wished to speak on the matter. There was no one in attendance that wished to speak on the matter.

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

Councilman Barbour made a motion, seconded by Councilman Rabil to approve zoning text amendment, ZA-23-09, amending Article 10, Section 10.92, Water Supply Watershed Protection Overlay District ordinance and associated definitions in the UDO Appendix A., finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved.

**CITIZEN'S COMMENTS: None**

**CONSENT AGENDA:**

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

1. The following minutes were approved:
  - November 14, 2023 – Regular Meeting
  - November 14, 2023 – Closed Session
  - December 5, 2023 – Regular/ Organizational Meeting
2. Approval was granted to promote a Fire Lieutenant to the rank of Fire Captain.
3. Approval was granted to promote a Fire Engineer to the rank of Fire Lieutenant.
4. Approval was granted to promote a Firefighter I to the rank of Firefighter II.
5. Approval was granted to promote a Water Plant Trainee to the position of Water Plant Operator I.
6. Approval was granted to hire an Electric Line Technician above the minimum rate of pay due to experience.
7. Bid was awarded to Performance Automotive in the amount of \$44,549.78 for the purchase of a 2023 Dodge Durango for the Police Department.
8. Bid was awarded to Performance Automotive in the amount of \$35,113.00 for the purchase of a 2023 Dodge charger for the Police Department.
9. Bid was awarded to Performance Automotive in the amount of \$28,853.14 for the purchase of a 2023 Ford Escape for the Water/ Sewer Department.
10. Board appointments
  - a. Jeremy Pearce was reappointed to a second term on the Board of Adjustment.
  - b. Julia Narron was appointed to a three-year term on the Appearance Commission.

11. New Hire Report

Recently Hired	Department	Budget Line	Rate of Pay
Firefighter I (3)	Fire	10-20-5300-5100-0200	\$19.19/hr. (\$41,910.96/yr.)
Firefighter II (3)	Fire	10-20-5300-5100-0200	\$20.15/hr. (\$44,007.60/yr.)
Firefighter (9 - Part-time)	Fire	10-20-5300-5100-0210	\$17.60/hr.
Part-Time Athletics Staff	P&R – Recreation	10-60-6200-5300-0210	\$10.00/hr.
Police Officer I	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$23.36/hr. (\$52,232.96/yr.)
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$17.21/hr. (\$35,796.80/yr.)

Current Vacancies	Department	Budget Line
Assistant Fire Chief	Fire	10-20-5300-5100-0200
Electric Lineman	PU – Electric	31-72-7230-5100-0200
Police Officer	Police	10-20-5100-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

**BUSINESS ITEMS:**

1. **Consideration and request for approval to install stop signs at North Avenue and West Street**  
 Chief of Police Pete Hedrick addressed the Council on a request to install stop signs at the intersection of North Avenue and West Street thus making it a three-way stop. He explained that after reviewing a citizen complaint and reviewing accident reports, the physical layout of the intersection, and the high amount of pedestrian traffic in the area, he recommended changing the intersection to a three way stop. This would slow traffic down and improve safety in the area.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to approve the request. Unanimously approved.

**2. Consideration and request for approval to move forward with the replacement of the Town Hall Digital Sign**

IT Director Eric McDowell addressed the Council on a request to replace the digital sign at Town Hall. He explained the current sign has been inoperable since October. Staff has had numerous companies and electricians out to evaluate repairing the sign, and none are able to make the repair and all recommend replacement. The original company is based out of Florida, and due to the sign not being under warranty, will not evaluate the sign without the Town paying for their travel, evaluation and repair. Staff was requesting to replace the sign with a sign purchased from a local company, Sign and Awning Systems, that has had experience with this type of signage throughout North Carolina. The replacement cost was \$40,210. Two other estimates were obtained.

Since this was an unbudgeted expense, Councilman Scott question how the Town would pay for the replacement of the sign. Town Manager Michael Scott recommended using contingency funds from the General Fund, the Electric Fund and the Water/Sewer Fund or ARPA funds.

Councilman Scott made a motion, seconded by Councilman Barbour, to approve the replacement of the Town Hall digital sign in the amount of \$40,210 using contingency funds from each of the three funds. Unanimously approved.

**3. Discussion concerning Council Meeting Schedule**

Town Manager Michael Scott informed the Council that at the December meeting, there was some discussion as it related to the monthly meeting schedule. Staff's recommendation was to hold two Council meetings per month. Meetings would be held on the first and third Tuesdays of every month. Councilman Scott stated he felt the Council needed an additional meeting every other month based on the need to meet and discuss routine business. He further suggested holding a retreat type meeting with staff.

Councilman Barbour was in agreement that the Council should meeting twice a month on the first and third Tuesdays of every month. The first meeting of the month would be a regular meeting and the second meeting of the month would be a workshop type meeting.

Mayor Moore questioned the start time of the third Tuesday of the month meeting. It was the consensus of the Council that meeting would begin at 6:30 pm.

Councilman Barbour made a motion, seconded by Councilman Scott, to establish meeting twice a month on the first and third Tuesdays of the month. The first Tuesday of the month meeting would be the Council's regular meeting and will begin at 7:00 pm. The third Tuesday of the month meeting will be a workshop type meeting and will begin at 6:30 pm. The Council will develop a criteria/agenda for the workshop type meeting at its first workshop meeting in February. Unanimously approved.

**4. FY 2024-2025 Budget Discussion**

Town Manager Michael Scott informed the Council that he will have his first draft of the budget completed by February 29<sup>th</sup> and distributed to the Council on March 1<sup>st</sup>. He stated if the Council wanted input prior to that first draft, then Council would have to meet before February 29<sup>th</sup>. He further stated the sooner the Council could meet to begin discussions, the better the process would be.

Councilman Barbour stated the budget process worked well when Council provided priorities and ideas prior to receiving the first draft.

It was the consensus of the Council to hold its first budget meeting on Tuesday, January 30, 2024 at 6:30 pm.

**5. Consideration and request for approval for street and drainage repairs on Brookwood Drive at Afton Lane**

Town Manager Michael Scott informed the Council of a complaint received from the resident of 51 Brookwood Drive concerning a drainage issue. During rain events, water is going into the driveway. During major rain events, water reached the garage. There is a catch basin there, but because the road needs to be repaired to divert the water to the catch basin. Staff contacted Garris Grading and Paving to provide an estimate for repairing the street. Apparently, there was a miscommunication because when staff inspected the street earlier

in the day, it had already been milled down. The Manager stated the estimated cost to repair the street was \$32,000. He recommended those funds to be paid out of the Powell Bill funding.

Mayor Moore stated he was not sure that he would have been in favor of this project, but since the repairs had already begun, the street had to be correctly repaired.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the street and drainage repairs on Brookwood Drive at Afton Lane. Unanimously approved.

**Councilmembers Comments: None**

**Town Manager's Report:**

Town Manager Michael Scott provided the Council with his report in written form. He asked the Council to review the document titled "Budget Items for Discussion" prior to next week's meeting.

**Recess**

Councilman Barbour made a motion, seconded by Councilman Dunn, to recess the meeting until Tuesday, January 30, 2024 at 6:30 pm to be held in the Council Chambers of the Smithfield Town Hall. The meeting recessed at approximately 10:21 pm.

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk

The Smithfield Town Council continued its recessed January 23, 2024 regular meeting on Tuesday, January 30, 2024 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem  
Sloan Stevens, District 2 (arrived at 6:51pm)  
Dr. David Barbour, District 4  
John Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1  
Travis Scott, District 3

Administrative Staff Present

Michael Scott, Town Manager  
Ted Credle, Public Utilities Director  
Lawrence Davis, Public Works Director  
Pete Hedrick, Chief of Police  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources  
Eric McDowell, IT Director  
Shannan Parrish, Town Clerk  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Also Present

Administrative Staff Absent

**Call To Order**

Mayor Moore reconvened the meeting at 6:30 pm.

**Other Business:**

Mayor Moore explained that he and the Council had been receiving calls about a manufactured home recently installed on Booker Dairy Road. He asked Planning Director Stephen Wensman to provide an update on this to the Council. Mr. Wensman explained there were about a dozen developable lots that because of old zoning, could accommodate a manufactured home. Mr. Wensman explained there were some R-20A lots that could be proactively rezoned. Mayor Moore asked that staff do an analysis of any old zoning or odd zoning within the Town.

**Budget Items for Discussion:**

Town Manager Michael Scott stated the purpose of the meeting was to determine the Council's priorities for FY 2024-2025 Budget.

**Personnel:**

- **Salary Study**  
Town Manager Michael Scott explained there had been numerous requests by departments to review the salaries of its employees. He recommended conducting a salary study.
- **Department Review Requests**  
Town Manager Michael Scott explained that department heads have already submitted their requests. Those requests will be reviewed with the Council.
- **Benefit Comparison**  
Town Manager Michael Scott explained the Employee Benefits Committee would be meeting on February 7, 2024.
- **Additional Positions**  
Town Manager Michael Scott explained that several Departments were requesting additional personnel. Police, Fire, Public Works and Public Utilities were requesting additional staff.
- **CDL Operators**  
Town Manager Michael Scott explained that the federal government changed the process for obtaining a Commercial Driver's License (CDL) which was creating a hardship for the Town. Employees must now complete a class and drive with a certified instructor. Due to these new mandates, CDL drivers would become lucrative positions which may cause a shortage of CDL drivers. The Public Works and the Public

Utilities Departments would be affected by this change.

- **Post Employee Health Benefits**

Town Manager Michael Scott stated the Council had previously discussed this issue and wanted to continue discussions during the budget process.

**Capital Costs:**

- **Streets**

- **Outlet Center Drive**

Town Manager Michael Scott stated the condition of Outlet Center Drive was still an issue that would have to be addressed at some point. The road needed to be restriped, but staff didn't want to do that since the whole road needed to be repaved.

- **Town Streets**

Town Manager Michael Scott stated the Council has had a lot of conversation concerning the conditions of Town Streets and he thought that would be an issue the Council wished to discuss during the budget process.

- **Sidewalks**

Town Manager Michael Scott stated existing sidewalks as well as additional sidewalks would need to be addressed.

- **Storm Water Infrastructure**

- **Create Enterprise Fund?**

Town Manager Michael Scott stated the Council has been discussing stormwater for a few years. The Town was awarded grants for the ERU study, which was completed. The Council would need to decide if it wanted to create an enterprise fund for stormwater and if it chose not to create an enterprise fund, then a determination of how to fund stormwater infrastructure would need to be decided.

- **Fees associated with ERU Study**

Town Manager Michael Scott questioned how the Council wished to move forward with the data received from the ERU Study.

- **Building Improvements:**

Town Manager Michael Scott explained that with the exception of the Police Department, the Town was outgrowing its facilities. Departments have requested additional staff, but he was unsure where the additional staff would work due to lack of office space.

- Town Hall Expansion – Town Hall cannot accommodate additional employees.

- Public Works Facilities are too small and they need an expanded storage yard.

- Fire Station 3 will be needed eventually on the north side of Town.

- **Parks and Recreation:**

- **Soccer Complex**

Town Manager Michael Scott stated funding has been secured from Johnston County Visitor's Bureau for the soccer complex. The Town can also apply for a PART F grant for additional funding.

- **Community Park Expansion**  
Town Manager Michael Scott stated Community Park is the largest park in Town and at some point, it will have to be expanded.
- **Johnson Park Discussion**  
Town Manager Michael Scott stated the Town does not own Johnson Park. The owners of the land keep requesting more from the Town and also requesting longer contract periods. At some point, the Council will need to decide if it wants to continue with the current arrangement.

#### ARPA Funds:

- **\$1.3 million to be allocated by 12/31/2024 and spent by 12/31/2026**  
Town Manager Michael Scott stated the remaining ARPA funds had to be allocated in this budget process.

#### State Public Safety Grant:

- **\$450,000 for Public Safety**  
Town Manager Michael Scott stated the Town received a state grant for public safety. Staff has to submit a scope of work for those funds.

#### Council Priorities

The Council to participate in a brainstorming session, identifying their priorities for the next fiscal year:

1. Consider hiring the Town's own full-time attorney for legal work.
2. Consider hiring a grant writer/grant administrator that would work for a percentage of grant monies actually received.
3. Complete a salary study to be used for personnel compensation decisions during the budget process.
4. Clean and update street signs around town.
5. Lift the trees located between the Amphitheater and the Neuse River for better views from the front of the Amphitheater. Consider adding additional benches near the river.
6. Resurface Town Hall Parking Lot and repair curbing.
7. Add a dog park to the empty lot near Fire Station 2.
8. Create a plan to move from Johnson Park into a Town owned park in West Smithfield.
9. Remove and replace the Bradford Pear Trees near the downtown area.
10. Create a restaurant grant to bring additional restaurant opportunities to the Downtown or throughout Town.
11. Evaluate the EMS Building for the possibility of expanding town services into the building, as opposed to adding additional space, such as to the Town Hall.
12. Plan and build a skate park.

**ADJOURN**

Councilman Barbour made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 8:02 pm.

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council met in regular session on Tuesday, February 6, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem  
Sloan Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4  
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1  
John Dunn, At-Large

Administrative Staff Present

Michael Scott, Town Manager  
Ted Credle, Public Utilities Director  
Lawrence Davis, Public Works Director  
Pete Hedrick, Chief of Police  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources  
Eric McDowell, IT Director  
Shannan Parrish, Town Clerk  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., 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:**

Mayor Pro-Tem Wood made a motion, seconded by Councilman Rabil, to approve the agenda as submitted. Unanimously approved.

**PRESENTATIONS:**

**1. Introduction of Miss Smithfield's Teen 2024 Chloe Joyner**

Miss Smithfield's Teen 2024 Chloe Joyner introduced herself to the Council. She explained her Community Service Initiative (CSI), Tabs for Time, which benefitted the Ronald McDonald House. She stated she would like to be more involved in the community and hoped the community would embrace her CSI.

**2. FY 2022 – 2023 Audit Presentation**

Finance Director Greg Siler introduced Stewart Hill from the auditing firm of Thompson, Price, Scott and Adams, PA. Mr. Hill stated the Town had a very good audit report. He reviewed the audit presentation summary with the Council.

Councilman Barbour asked if Mr. Hill could provide the weighted average to the Council as he felt that information was beneficial.

Councilman Stevens inquired as to the number of municipalities that have a fund balance of 108% which was the fund balance of the Town of Smithfield's General Fund. Mr. Hill responded there were not many.

Councilman Scott questioned if the water plant expansion project affected the Water/Sewer Fund balance. Mr. Siler responded that since staff had prepared for the debt service several years in advance, the fund balance was not affected.

## **PUBLIC HEARINGS:**

- 1. Development Block Grant (CDBG) Close Out Public Hearing - The purpose of this hearing to enable citizens to submit comments of all aspects of CDBG performance and the performance of the Citizen Participation Plan.**

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

Town Manager Michael Scott introduced Skip Green the administrator of the CDBG Grant. Mr. Green summarized the projects that were completed with the \$750,000 Community Development Block Grant which included 8 rehabilitated homes and 2 reconstructed homes.

Mayor Moore asked if there were any questions from Council

Councilman Barbour questioned if there were any types of surveys completed by the homeowners that addressed any issue they may have had. Mr. Green responded there was a post construction "walk-through" with the homeowner and the contractor. If there were any issues, they would be resolved. In order to close out a project, the homeowner had to sign a homeowner's satisfaction stating they were satisfied with the performed work. Everyone who participated signed the homeowner's satisfaction.

Mayor Moore asked if there was anyone in attendance who wished to speak on the matter. There was no one in attendance that wished to speak on this matter.

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

No action was taken

- 2. System Development Fees: In accordance with NC GS 162A-209 (b), the governing body shall conduct a public hearing prior to considering adoption of the analysis with any modifications or revisions.**

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

Public Utilities Director Ted Credle explained that in accordance with NC law, the Town has reviewed the economic analysis that determines how the utility system development fees are set. This process began when Mr. Credle presented the conclusions of the analysis to the Council at the December 2023 meeting. In accordance with the law, staff posted the complete report on the Town website for at least 45 days and invited public comment. During this time, I did receive one inquiry from a concerned citizen and I placed that citizen in direct contact with the company that performed the analysis, in hopes that the concerns or questions would be addressed adequately. The next step in the process was to hold a public hearing to discuss any further input from the public or address any further concerns the public might have. Once this hearing is complete, council may set the fees to be at any level up to the maximum level as recommended by the analysis. This includes the possibility of keeping them at the present level. Also, the council may wish to enact any changes at specified dates, such as July 1 when the annual changes of the fee schedule historically go into effect. This analysis does address the county capacity fee by adding the statement to the published rate schedule that the Town will assess this charge in addition to the development fees assessed.

Mayor Moore asked if there were any questions from Council

Councilman Barbour asked if Mr. Credle had any type of comparison between the Town and other entities. Mr. Credle responded that while he did not have a chart, he did have both the Town of Clayton and Johnston County's information. Both of those entities have significantly higher system development fees than those proposed by the Town.

Councilman Barbour further questioned what the system development fees would cover the cost of.

Mr. Credle responded they were fees levied for future growth. Town Attorney Bob Spence pointed out the Town could only charge what is needed for future capital improvements.

Councilman Scott stated the Town hired a qualified firm to complete the analysis and their recommendation was provided. He further questioned how depreciation affects this analysis. Mr. Credle responded that the more aged the system, the higher the fee. The debt for the water plant expansion was included in the analysis.

Councilman Scott stated he was concerned because the capital improvement plan was not detailed enough. Mr. Credle responded the Council was provided with a ten-year capital improvement plan every two years. Mr. Credle further stated he wanted the Council to be comfortable with adopting whatever level of fees it chose.

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

Emma Gemmel stated it was important to know the average size of homes being built in Smithfield to be able to determine the system development fees. She stated if the capital improvement plan was a wish list and system development fees were based on that wish list, then the Town should plan big projects.

Pam Lampe stated that after meeting with Johnston County's Public Utilities Director, she had some concerns about the computations of the proposed system development fees. She agreed with Mrs. Gemmel that the Town's Capital Improvement Plan should be analyzed to include larger projects.

Councilman Scott stated he believed a system development fee analysis had to be completed every 5 years. Mr. Credle stated it should be completed between three and five years. It can be completed as often as the Council so desired.

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

Councilman Scott made a motion, seconded by Councilman Barbour, to table a decision on adopting the system development fees until the budget discussions regarding utilities. Unanimously approved.

**CITIZEN'S COMMENTS:** None

**CONSENT AGENDA:**

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

1. Special Event: River Jam Concert Series – Approval was granted to allow the Smithfield Parks and Recreation Department to hold a concert series at the Neuse River Amphitheater on March 22nd, April 19th, May 5th, May 17th, June 7th and June 21st. The request includes the closure of Front Street from Johnston Street to Market Street and food and alcohol sales.
2. Approval was granted to adopt Resolution No. 740 (01-2024) authorizing the disposition of certain surplus property and the auctioning of that property by the electronic service of GovDeals.com

**TOWN OF Smithfield RESOLUTION No. 740 (01-2024)  
Authorizing the Sale of Certain  
Personal Property at Public Auction**

**WHEREAS**, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

**WHEREAS**, the Town Council of the Town of Smithfield desires to utilize the auction services of a public

electronic auction service.

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

1. The following described property is hereby declared to be surplus to the needs of the Town:

Dept.	Vin/Ser.#	Description
Public Works		Miller Tilt Top Trailer
Public Works	Engine Serial: 5030TF270B	2002 American Road Machinery Green Leaf Box
Public Works		7x 20 Trailer with walls
Public Works	802701510	Bobcat Skid steer Grader Blade
Public Works		Utility Pole Trailer
Public Works		7x 20 Trailer without sides
Public Works		7x20 Trailer with 2' sides
Public Works	STT61A-27KA / A6200689	Scag Turf Tiger
Public Works	LS-20/ A90127	Turfco Seed Spreader
Public Works	1FDWF36593EB91245	2003 Ford- F350
Public Works		Asplundh Eager Beaver 290 Wood Chipper
Public Works	7610	New Holland Brush Cutter
Public Works	2FZHATDC77AX27076	2007 Sterling L75000 Trash Truck
Public Works	3Z495	1978 80 Gallon 2 Stage 3 Phase Compressor
Public Works	07656	1994 Gas Powered Wood Chipper
Parks & Recreation	T0401CG733931	John Deere 410 C Turbo Backhoe
Police	2G1WS553681267253	2007 Chevrolet Impala
Police	2C3CDXAT4GHH259037	2016 Dodge Charger
Police		25 large interior can lights

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than February 17, 2024
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at [www.govdeals.com](http://www.govdeals.com). Citizens wanting to bid on property may do so at [www.govdeals.com](http://www.govdeals.com). The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from

the site of the sale within 5 business days of the sale, or they will be subject to resale.

5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website [www.smithfield-nc.com](http://www.smithfield-nc.com)
  6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.
3. Bid was awarded to Sundek of North Carolina in the amount of \$22,776.00 for pool deck resurfacing at the Aquatics Center.
  4. Bid was awarded to Leonard Aluminum and Building Supplies, LLC in the amount of \$7,529.00 for the purchase of a storage building for Parks and Recreation.
  5. Approval was granted to adopt Resolution No. 741 (02-2024) appointing Carter Jones & Bill Johnson to the Downtown Smithfield Board of Directors

TOWN OF SMITHFIELD  
 RESOLUTION NO. 741 (02-2024)  
 Supporting an Appointment to the Downtown Smithfield  
 Development Corporation's Board of Directors

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation's Board of Directors to appoint a member to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation's By-Laws, the Town Council must approve any appointments/ reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors have recommended the new appointments of Carter Jones & Bill Johnson; and

WHEREAS, the Town Council is asked to consider this appointment and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointments of Carter Jones & Bill Johnson to the Downtown Smithfield Development Corporation's Board of Directors.

6. New Hire Report

Recently Hired	Department	Budget Line	Rate of Pay
Assistant Fire Chief	Fire	10-20-5300-5100-0200	\$36.85/hr. (\$76,648.00/yr.)
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$25.46/hr. (\$52,956.80/yr.)
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$17.21/hr. (\$35,796.80/yr.)
Firefighter I (4)	Fire	10-20-5300-5100-0200	\$19.19/hr. (\$41,910.96/yr.)
Firefighter II (3)	Fire	10-20-5300-5100-0200	\$20.15/hr. (\$44,007.60/yr.)
Firefighter (9 - Part-time)	Fire	10-20-5300-5100-0210	\$17.60/hr.
Part-Time Athletics Staff	P&R – Recreation	10-60-6200-5300-0210	\$10.00/hr.
Police Officer I (4)	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$23.36/hr. (\$52,232.96/yr.)
Worker/Laborer	PW – Sanitation	10-40-5800-5100-0200	\$15.79/hr. (\$32,843.20/yr.)

Current Vacancies	Department	Budget Line
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Firefighter	Fire	10-20-5300-5100-0200
Police Officer (5)	Police	10-20-5100-5100-0200

## **BUSINESS ITEMS:**

### **1. Consideration and request for approval to purchase a fire engine**

Fire Chief Jeremey Daughtry addressed the Council on a request to purchase a new fire engine in the amount of \$889,788.00 from Atlantic Cost Fire Trucks. This truck would replace a 1992 International model. Chief Daughtry outlined the specifications of the fire engine. He further stated that since the average build time for this type of engine was three years, the Town could appropriate \$300,000 each fiscal year to pay for it in full.

Council had general discussion about the specifications of the engine.

Councilman Scott made a motion, seconded by Councilman Rabil, to approve the request. Unanimously approved.

### **2. Consideration and request for approval to purchase a fire compressor**

Fire Chief Jeremey Daughtry addressed the Council on a request to purchase a fire compressor system in the amount of \$53,333 from AEST Fire & Safety. Chief Daughtry explained that \$20,000 was allocated in the current budget for the replacement of the containment unit which would be an unnecessary purchase as the new compressor is a full single unit to include SCBA containment. Staff was requesting to reallocate those funds and combine them with supplemental fire funds received from Johnston County for the purchase of a new breathing air compressor.

Mayor Moore questioned the age of the current compressor. Chief Daughtry responded it was 24 years old.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the request. Unanimously approved.

### **3. FY 2024-2025 Budget Discussion**

Town Manager Michael Scott explained he was requesting directions concerning the salary study that was originally proposed to the Council at the January 23, 2024 meeting.

Councilman Barbour questioned if given the time constraints of adopting the FY 2024-2025 budget, would completing the study be beneficial. The Town Manager responded if the Council chose to budget a lump sum for salary changes, then those funds could be allocated once the study was complete. If the Council wanted the completed salary study before allocating any funds, then it would not assist with budget numbers. He further stated that salaries were an issue that would have to be addressed at some point.

Councilman Barbour asked for the Town Manager's recommendation. The Town Manager responded he was in favor of completing the salary study because it provided the information needed to make good decision. The cost of the study was \$27,250 to be divided equally between the general fund, water/sewer fund and the electric fund. It would be completed by the same firm that recently completed Johnston County's salary study.

Councilman Scott made a motion, seconded by Councilman Barbour, to authorize the Town Manager to move forward with the salary study in the amount of \$27,250. Unanimously approved.

## **Councilmembers Comments:**

- Councilman Scott stated he would like for the Downtown Smithfield Development Corporation to follow the open meetings law because tax-payers money funded that organization and it allowed for greater transparency. Councilman Barbour and Town Manager Michael Scott responded that those meetings are open to the public.

## **Town Manager's Report:**

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

- The Downtown Smithfield Development Corporation has received applications for the director position and they have three candidates they would like to interview.

- The Martin Luther King Junior Parade was scheduled for Saturday, February 10th at 3:00 pm. Rain date is scheduled for February 17th.
- Daddy Daughter Dance was scheduled for Saturday, February 10th.
- Mother-Son Dance was scheduled for Saturday, April, 13th.
- The Heilig Meyers building was sold to Dukin Donuts Factory.
- The old Town Hall was undergoing some renovations. Staff received plans for the building
- Waste water pipes in Pine Acres and South Smithfield were scheduled to be treated for tree roots.

### **Adjourn**

Mayor Pro-Tem Wood made a motion, seconded by Councilman Scott, adjourn the meeting. The meeting adjourned at approximately 9:19 pm.

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk



# Request for Town Council Action

**Consent  
Agenda  
Item:** Application  
for  
Temporary  
Use Permit  
**Date:** 03/05/2024

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**Subject:** Shamrock N Roll  
**Department:** Planning Department  
**Presented by:** Planning Director – Stephen Wensman  
**Presentation:** Consent Agenda Item

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## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Shamrock N Roll at 1043 Outlet Center Drive on March 16, 2024.

## Financial Impact

N/A

**Action Needed** Council approval of the Temporary Use Permit Application following police chief security recommendations/requirements.

**Recommendation** Staff recommends approval of the Temporary Use Permit Application, requiring the applicant to follow all security protocols required by the police chief.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**

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Bulldog Harley-Davidson is requesting to hold Shamrock N Roll at 1043 Outlet Center Drive on March 16, 2024. This event will run from 12:00-4:30 pm. Amplified sound will be used between 2:00-4:30pm in the form of a band/DJ. Food will be provided by Ameri-Thai Backyard Grill Food Truck. Beer will be given away by the applicant, limit 2 per person. The applicant expects a small crowd and doesn't have security lined up. If it's required, they are ok with using Smithfield Police for a presence. Vendors will be selling merchandise. The police chief will evaluate the needed security and advise the applicant accordingly as a condition of permit approval.



# Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at [julie.edmonds@smithfield-nc.com](mailto:julie.edmonds@smithfield-nc.com) or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

### TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event \_\_\_\_\_
  - Over 100 people in attendance
  - Live Band or Amplified Sound \_\_\_\_\_
  - Requires closure or blockage of Town Street
  - Involves Food Trucks
  - Requires Security (potential safety, security concerns)
  - Involves structures larger than 200 square feet and canopies larger than 400 square feet
  - Involves Town Park property
  - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

### OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

<u>Shamrock N Roll</u> Name of Event	<u>1043 Outlet Center Drive Smithfield NC</u> Location of Event/Use (exact street address) <u>27577</u>
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### APPLICANT:

Name Taylor Viane

Address 6626 Vaughn Rd Fayetteville 28304

Phone number 910-733-9660

Email address taylor.f@bulldogharleydavidson.com

Event date March 16 2024

Event start time 12:00 PM

Event set up time 10-12 PM

Sound Amplification Type Band/DJ

Sound Amplification Time 2:00-4:30 PM

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd Fayetteville NC 28304

Phone number 910-734-8509

Email address carson@bulldogharleydavidson.com

Will alcohol be sold or served?  or N

Event end time 4:30 PM

Event cleanup time 4:30-5:30 PM

Will food or goods be sold?  or N

# Food Trucks (if applicable) 1 (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: \_\_\_\_\_  
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. No

Are event trash cans needed? Y or  N How many? \_\_\_\_\_

**Please provide a detailed description of the proposed temporary use or special event:**

We will be having a during-business-hours St. Patrick's celebration. One food truck, a band or DJ, some vendors.

**Temporary Use Submittal Checklist:**

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

<u>Taylor Viané</u>	<u>Jay Viané</u>	<u>2/16/24</u>
Applicant's Name (Print)	Signature	Date

Planning Director Signature: <u>[Signature]</u>		<u>2/20/24</u>
		Date:

**OWNERS AUTHORIZATION**

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

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

Property owners name (print) Carson Baker  
Address 1508 Hope Mills Rd Fayetteville NC Zip 28304  
Phone number 910-734-8509 Email carson@bulldogharleydavidson.com  
Signature: [Signature] Date: 2/16/24

**OWNER'S CONSENT FORM**

Name of Event: Shamrock N Roll Submittal Date: 2/16/24

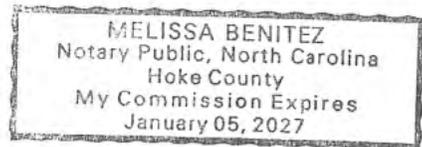
**OWNERS AUTHORIZATION**

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

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[Signature] Carson Baker 2/16/24  
Signature of Owner Print Name Date

Melissa Benitez  
Melissa Benitez  
1/5/27



N.C. Department of Health and Human Services  
 Division of Public Health  
 Environmental Health Section

PERMIT     TRANSITIONAL PERMIT

Date: 12/11/2023

Name of Establishment: Ameri-Thai Backyard Grill  
 Location Address: 415 S Center St  
 City: Princeton State: NC Zip: 27569  
 Billing Name: William Elliott  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: amerithaibyg@outlook.com  
 Phone: (252) 361-3671 Fax: \_\_\_\_\_

Permittee: William Elliott  
 Manager/Person in Charge: \_\_\_\_\_  
 County: JOHNSTON  
 Status Code:  I     T     K  
 Establishment ID: 04051031857  
 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Lat. \_\_\_\_\_ Long. \_\_\_\_\_  
 Emergency Phone Number: (252) 361-3671

Permission is granted to operate a Mobile Food Units as defined in G.S. 130A-247(1) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked for failure to comply with all requirements.

Wastewater System:  Municipal/Community     On-Site System    Capacity 0    Category #  0     1     2  
 Water Supply:  Municipal/Community     On-Site Supply     3     4  
 Pushcart/Mobile Food Unit operating in conjunction with: Waffle Station / 04051011580  
 Restaurant or Commissary Name and ID Number

**Conditions/Remarks:**

Unit must report to the commissary each day of operation for fresh water fill up, to empty wastewater, to prepare food, store food, restock supplies, trash disposal and for utensil washing. No food prep or servicing of MFU can occur at any other location. Bulk processing of fruits, vegetables and raw meats must NOT be processed on MFU. Washing of fruits/vegetables must occur at the commissary in approved location. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper, etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists!

Call this department for notification of locations where you will operate. You must operate some in Johnston County so that an inspection can be conducted! If inspections are not conducted, permit suspension/revocation may occur. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager. Keep permit on the unit at all times for review. Contact this office on a MONTHLY basis to notify of locations of operation.

Tag#  
 Vin# 7F81E2227ND014241  
 Email for locations of operations: mfuinspection@johnstonnc.com

ATTACHMENTS

**Transitional Permit Conditions**

This permit shall expire on \_\_\_\_\_ and is not renewable. All non-compliant items listed herein and on attached pages (if applicable) must be completed within  90 /  180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: [Signature] Title: OWNER Date: 12/11/2023  
 Signed: John Phillips Manager/Person In Charge    RS#: 1848 Date: 12/11/2023  
 Division of Environmental Health    919-921-0109

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for 1 Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule B 6., for County, District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from: 1632 Mail Service Center, Raleigh, NC 27699-1632, (Counter 52-01-00) EHS 1341 (Revised 07/12) Environmental Health Section



# Request for Town Council Action

**Consent  
Agenda  
Item:** Application  
for  
Temporary  
Use Permit  
**Date:** 03/05/2024

---

**Subject:** Spring Fling  
**Department:** Planning Department  
**Presented by:** Planning Director – Stephen Wensman  
**Presentation:** Consent Agenda Item

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## Issue Statement

The Council is being asked to allow the business owners of Twister Willow to hold a Spring Fling on May 18, 2024 from 9:30am-2:30pm.

## Financial Impact

N/A

**Action Needed** Council approval of the Temporary Use Permit Application

**Recommendation** Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**

---

The owners of Twisted Willow are requesting to hold a Spring Fling on May 18<sup>th</sup>, 2024 from 9:30 am to 2:30 pm. This event will have amplified sound in the form of speakers. Alcohol will not be sold. Food vendors might be present. This event will be the kickoff for the Farmers Market. Crafters and farmers will sell their goods. The applicant has requested for the 100 Block of South Third Street to be closed.



# Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at [julie.edmonds@smithfield-nc.com](mailto:julie.edmonds@smithfield-nc.com) or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

### TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event
  - Over 100 people in attendance
  - Live Band or Amplified Sound *very small Band or Speakers*
  - Requires closure or blockage of Town Street
  - Involves Food Trucks *possible -*
  - Requires Security (potential safety, security concerns)
  - Involves structures larger than 200 square feet and canopies larger than 400 square feet
  - Involves Town Park property
  - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

### OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

Name of Event <u>Spring fling</u>	Location of Event/Use (exact street address) <u>100 block <sup>South</sup> 3rd Street</u>
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### APPLICANT:

Name Terri Bilott  
 Address 119 South Third St.  
 Phone number 9198170010  
 Email address The twisted willow 2021@gmail.com  
 Event date May 18th (rain date?)  
 Event start time 9<sup>30</sup> AM - 2<sup>30</sup> PM  
 Event set up time 6<sup>30</sup> AM  
 Sound Amplification Type Speakers  
 Sound Amplification Time 9 AM - 2<sup>30</sup> PM

### PROPERTY OWNER:

Name The Twisted Willow  
 Address \_\_\_\_\_  
 Phone number Same  
 Email address \_\_\_\_\_  
 Will alcohol be sold or served? Y or (N)  
 Event end time \_\_\_\_\_  
 Event cleanup time Same  
 Will food or goods be sold? (Y) or N

# Food Trucks (if applicable 1 or 2) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: \_\_\_\_\_  
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? 100 block South Third St

If any town streets require closure, please list all street names. " " " " "

Are event trash cans needed? Y or  N How many? \_\_\_\_\_

**Please provide a detailed description of the proposed temporary use or special event:**

Kickoff for Farmers Market called "Spring Fling"  
Crofters + Farmers, might have 2 or 3 food vendors  
if restaurants aren't open or have a dessert truck,

**Temporary Use Submittal Checklist:** Ramdate?

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Terri Bilott \_\_\_\_\_ J [Signature] \_\_\_\_\_ 2/19/24  
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] \_\_\_\_\_ Date: 2/21/24



# Request for Town Council Action

**Consent  
Agenda  
Item:** Application  
for  
Temporary  
Use Permit  
**Date:** 03/05/2024

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**Subject:** Red, White and Brews  
**Department:** Planning Department  
**Presented by:** Planning Director – Stephen Wensman  
**Presentation:** Consent Agenda Item

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## Issue Statement

The DSDC is requesting to hold Red, White and Brews on June 30, 2024 in the 100 block of South Third Street.

## Financial Impact

N/A

**Action Needed** Council approval of the Temporary Use Permit Application

**Recommendation** Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**

---

The DSDC has requested to hold the Red, White and Brews event on June 30, 2024 in the 100 Block of South Third Street. Amplified sound in the form of live music will be used between 10:00 am and 6:00 pm. Smithfield Police will provide security. Alcohol will be sold as well as food. 8 event trash cans have been requested. The 100 block of S. Third Street has been requested to be closed. The event will include retail vendors, kid's activities, music, food and drinks. It will lead up to the Independence Day Celebration at the Neuse River Amphitheater.



# Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at [julie.edmonds@smithfield-nc.com](mailto:julie.edmonds@smithfield-nc.com) or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

### TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event \_\_\_\_\_
- Over 100 people in attendance
- Live Band or Amplified Sound \_\_\_\_\_
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

### OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

<u>Red White &amp; Brews</u> Name of Event	<u>100 Block S. Third St.</u> Location of Event/Use (exact street address)
---	---

### APPLICANT:

Name John Bilott

Address 119 S. Third St Smithfield

Phone number 984-222-9692

Email address Wthunter142@gmail.com

Event date 6-30-24

### PROPERTY OWNER:

Name John Bilott

Address \_\_\_\_\_

Phone number same

Email address \_\_\_\_\_

Event start and end time 10A - 6P

Will alcohol be sold or served?  or N  
**(If yes, please supply an ABC Permit)**

Event set up and clean up time 8A-10A / 6P-7P

Will food or goods be sold?  or N

Sound Amplification Type live music amp / speakers.

Sound Amplification Start and End Times 10A - 6P

# Food Trucks (if applicable 4-6) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: Smithfield Police  
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? 100 Block S. Third St.

If any town streets require closure, please list all street names. 100 Block S. Third St.

Are event trash cans needed?  or N How many? 8

Please provide a detailed description of the proposed temporary use or special event:

music, food, drinks, vendors, kid activities event leads  
up to the Independence Day Celebration @ the  
Waterfront - DSDC event

**Temporary Use Submittal Checklist:**

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

John Bilott \_\_\_\_\_ [Signature] \_\_\_\_\_ 2/3/24 \_\_\_\_\_  
Applicant's Name (Print) Signature Date

Town Planning Director Signature: [Signature] \_\_\_\_\_ Date: 2/9/24 \_\_\_\_\_



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Police  
Promotion**  
Date: 03/05/2024

---

**Subject:** Promotion to Master Police Officer

**Department:** Police Department

**Presented by:** Chief of Police – Pete Hedrick

**Presentation:** Consent Agenda Item

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## Issue Statement

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

## Financial Impact

Approved Budgeted Amount for FY 2023-2024: Covered by the Current Budget

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the 2024/2025 Budget cost will be \$915.21 which will be covered by budget.

## Action Needed

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

## Recommendation

It is requested to allow this Officer to be promoted to Master Police Officer

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Career Ladder
3. Officer Request /Training



# Staff Report

**Consent  
Agenda  
Item:      Police  
Promotion**

---

This is a request to promote one officer from the rank of Police Officer II (POII) to Master Police Officer (MPO), moving from pay grade 219 to pay grade 220. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.



## **Chapter 500**

### **Personnel Policy 504: Promotions & Career Development**

**Effective Date: January 1, 2014 Revised Date: March 07, 2022**

#### **I. POLICY STATEMENT**

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

#### **II. COMMENTARY**

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

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

#### **III. PROCEDURES**

##### **A. Administration**

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

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

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

B. Vacancy Announcements

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

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

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

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

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

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

C. Promotional Procedures

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

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

D. Minimum Qualifications for Promotion

1. Sergeant

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

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

## 2. Lieutenant

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

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

## 3. Captain

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

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

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

## E. Review and Appeal

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

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

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

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

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

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

#### F. Career Ladder

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

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer
- d) Bilingual / Spanish Speaking

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

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

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

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

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

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

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

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

2. Police Officer II

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

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

3. Master Police Officer

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

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
  - 40 hours of Management/Supervision Training

Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee

Completion of Crisis Intervention Team (CIT) Certification.

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

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

H. Additional Incentive (Sworn and/or Civilian)

1. Bilingual / Spanish Speaking

a) Up to five percent one time incentive for proficiency in Spanish.

b) Fluent in Spanish language (oral and written as determined by testing).

c) In an effort to bridge the gap between the Smithfield Police Department and the Hispanic community, the department would offer an incentive to attract and retain Spanish speaking officers and civilian personnel.

**Smithfield Police Department  
Interoffice Memorandum**

To: Chief P. Hedrick  
From:  
Date: November 6, 2023  
Subject: Promotion to Master Police Officer

I have been a Police Officer II since March 2021. I have had a satisfactory and/or better than satisfactory annual evaluations since 2021. I do not have any disciplinary actions in the past six months. I meet all the qualifications for this promotion. I will be receiving my advanced certificate November 2023.

Field Training Officer 2019  
Crisis Intervention Training 2017  
INTOX 2023  
SFST 2019  
RADAR 1<sup>st</sup> 2018 (Just recompleted 11/2023 due to certification lapse)  
Credible Leadership I,II,III, and IV

CC: Deputy Chief C. T. Short

Respectfully,

# CERTIFICATE of COMPLETION

*FC* FIELD TRAINING OFFICER *DS*



*Perry Roberts*  
CONTINUING EDUCATION STAFF DESIGNEE

*Macy Devord*  
VICE PRESIDENT OF CONTINUING EDUCATION



**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**DIVISION OF CONTINUING EDUCATION**  
5337 US Hwy. 264 East, Washington, NC 27889  
252-946-6194 • [www.beaufortcc.edu](http://www.beaufortcc.edu)

# Certificate of Completion

This certificate is awarded to

In recognition of  
successful completion of 40 hours  
Crisis Intervention Team Training  
September 15, 2017

Transforming Lives



*Jyanae Peterson*  
CIT Coordinator



NC DEPARTMENT OF  
HEALTH AND  
HUMAN SERVICES  
Division of Public Health

North Carolina Department of Health and Human Services  
**PERMIT TO PERFORM CHEMICAL ANALYSES OF BREATH**

APPLICATION HAVING BEEN MADE, a permit is hereby granted, or a renewal of same, to:

to perform chemical analyses of the breath to determine alcohol concentration.

Evidence of qualifications has been examined and it has been determined that the applicant herein has met the standards prescribed by the law and regulations.

This permit is limited to the performance of chemical analyses of the breath in accordance with current Rules and Regulations of the North Carolina Department of Health and Human Services, utilizing the **INTOXIMETERS: MODEL INTOX EC/IR II AND MODEL INTOX EC/IR II (ENHANCED WITH SERIAL NUMBER 10,000 OR HIGHER)**

This permit is non-transferable, and is issued under authority of G.S. 20-139.1 (b) and Rules and Regulations of the North Carolina Department of Health and Human Services.

Authority to perform chemical analyses of the breath under this permit shall be effective for the period specified herein.

**Effective:**  
**06/01/2023**

**Expiration:**  
**06/01/2025**



In witness whereof, I set my hand and seal this  
**10th day of May, 2023**

Assistant Secretary for Public Health

Susan Kaysaga, MD, MBA

# Department of Health and Human Services

State of



North Carolina

*Forensic Tests for Alcohol Branch*

THIS CERTIFIES THAT

*Attended and satisfactorily applied him/herself to the  
NHTSA/ DWI DETECTION AND STANDARDIZED FIELD  
SOBRIETY TESTING (28-hour) TRAINING COURSE*



March 26<sup>th</sup> – 29<sup>th</sup>, 2019

New Bern, North Carolina



*Charles Gallows*  
SFST Lead Instructor

*Kenneth Benfield*  
State DRE/SFST Coordinator



# WAKE TECH

COMMUNITY COLLEGE

PUBLIC SAFETY EDUCATION CAMPUS



This Certifies That



Has Successfully Completed  
Radar Operator Certification Training  
October 30 -- November 1, 2023  
(40 Hours)

*Dr. Jamie Wicker*  
Provost, Public Safety Education

*Bruce Foggiano*  
Instructor -- Bruce Foggiano  
ID# 1000099.12

# CERTIFICATE of ACHIEVEMENT

This is to certify that

has completed the course

Credible Leadership Module I (2018CE3.CJC.5015AK4.92517)

September 4, 2018

Credit Hours: 100



  
Public Safety Training Academy  
Jeffrey Robinson, Director

  
Instructor / ID # 2059175

# CERTIFICATE of ACHIEVEMENT

This is to certify that

has completed the course

Credible Leadership Module II (2020CE2.CJC.5015AM4.24286)

June 15, 2020

Credit Hours: 100



*J. B. Robison*  
Public Safety Training Academy  
Jeffrey Robinson, Director

*Vanessa Oxendine*  
Instructor

# CERTIFICATE of ACHIEVEMENT

This is to certify that

has completed the course

Credible Leadership Module III (2020CE3.CJC.5015AO4.28625)

September 2, 2020

Credit Hours: 100



  
Public Safety Training Academy  
Jeffrey Robinson, Director

Martin Brook / 100059187  
Instructor / ID #

  
**WAKE TECH**  
COMMUNITY COLLEGE

*Certificate of Completion is hereby granted to*

*for successful completion of:*

**Credible Leadership Module V (2023CE2.CJC.5015DE4.69440)**

*100 hours*

*June 2, 2023*



*Dr. Jamie Wicker*  
Training Director



*Josh Green | 100001454*  
Instructor

MEMBER OF THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Police  
Promotion**  
Date: 03/05/2024

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**Subject:** Promotion Police Officer II  
**Department:** Police Department  
**Presented by:** Chief of Police - Pete Hedrick  
**Presentation:** Consent Agenda Item

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## Issue Statement

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

## Financial Impact

Approved Budgeted Amount for FY 2023-2024: Covered by the Current Budget

This salary increase will be covered by the police department's current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2024/2025 will be \$869.45 which will be covered by budget.

## Action Needed

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

## Recommendation

It is requested to allow this Officer to be promoted to Patrol Officer II (POII).

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Career Ladder
3. Officer Request /Training



# Staff Report

**Consent  
Agenda  
Item:      Police  
                 Promotion**

---

This is a request to promote one officer from the rank of Police Officer I (POI) to Police Officer II (PO II ), moving from pay grade 218 to pay grade 219. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.



## **Chapter 500**

### **Personnel Policy 504: Promotions & Career Development**

**Effective Date: January 1, 2014 Revised Date: March 07, 2022**

#### **I. POLICY STATEMENT**

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

#### **II. COMMENTARY**

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

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

#### **III. PROCEDURES**

##### **A. Administration**

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

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

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

B. Vacancy Announcements

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

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

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

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

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

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

C. Promotional Procedures

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

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

D. Minimum Qualifications for Promotion

1. Sergeant

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

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

## 2. Lieutenant

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

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

## 3. Captain

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

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

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

## E. Review and Appeal

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

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

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

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

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

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

#### F. Career Ladder

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

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer
- d) Bilingual / Spanish Speaking

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

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

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

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

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

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

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

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

2. Police Officer II

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

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

3. Master Police Officer

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

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

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

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

H. Additional Incentive (Sworn and/or Civilian)

1. Bilingual / Spanish Speaking

a) Up to five percent one time incentive for proficiency in Spanish.

b) Fluent in Spanish language (oral and written as determined by testing).

c) In an effort to bridge the gap between the Smithfield Police Department and the Hispanic community, the department would offer an incentive to attract and retain Spanish speaking officers and civilian personnel.

**Smithfield Police Department**  
**Interoffice Memorandum**

Date: February 11, 2024

To: Chief P.R. Hedrick

From:

Subject: Police Officer II Career Ladder Promotion

This memo is to request promotion through the career ladder to Police Officer II. I have been employed by the Smithfield Police Department since March 21, 2021 as a Police Officer. I currently have my Bachelor's Degree in Sociology/Anthropology from Towson University. As a Police Officer I, I have successfully completed my one year probation and required classes documented below:

- Standardized Field Sobriety Certification February 17, 2023
- Intoximeter Certification April 1, 2023
- Radar Operator Certification January 1, 2024
- Law Enforcement General Certification May 27, 2023
- Received rating of "Satisfactory" or higher on last evaluation
- Have not received any disciplinary actions in past 12 months

Thank you for your time and consideration. Please contact me at your earliest convenience if you have any questions.

Sincerely,

cc: Deputy Chief C.T. Short



NC DEPARTMENT OF  
HEALTH AND  
HUMAN SERVICES  
Division of Public Health

North Carolina Department of Health and Human Services  
**PERMIT TO PERFORM CHEMICAL ANALYSES OF BREATH**

APPLICATION HAVING BEEN MADE, a permit is hereby granted, or a renewal of same, for:

**PERMIT NO.:**

to perform chemical analyses of the breath to determine alcohol concentration.

Evidence of qualifications has been examined and it has been determined that the applicant herein has met the standards prescribed by the law and regulations.

This permit is limited to the performance of chemical analyses of the breath in accordance with current Rules and Regulations of the North Carolina Department of Health and Human Services, utilizing the INTOXIMETERS MODEL INTOX EC/IR II AND MODEL INTOX EC/IR II (ENHANCED WITH SERIAL NUMBER 10,000 OR HIGHER)

This permit is non-transferable, and is issued under authority of G.S. 20-139.1 (b) and Rules and Regulations of the North Carolina Department of Health and Human Services.

Authority to perform chemical analysis of the breath under this permit shall be effective for the period specified herein.

In witness whereof, I set my hand and seal this

**17th day of March, 2023**

**Effective:  
04/01/2023**

**Expiration:  
04/01/2025**



Assistant Secretary for Public Health

Susan Kaitsego, M.D., MPA

# STATE OF NORTH CAROLINA



## SPEED-MEASURING INSTRUMENT OPERATOR CERTIFICATION

Pursuant to the authority invested in it by Chapter 17C of the General Statutes of North Carolina and in conformity with Rule .0308 of Subchapter 9C of the North Carolina Administrative Code, the  
NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION  
upon due consideration of submitted application with documentation of qualification to serve as a Speed-Measuring Instrument Operator, is satisfied that the minimum requirements for certification have been met and does hereby with duty certify that

5592-4664

HOLDS THE FOLLOWING CERTIFICATION(S):

CJ Speed Measuring Instrument Operator - RADAR

and shall henceforth be entitled to all the rights and privileges thereto appertaining,  
from or within the date(s) hereof, unless terminated by the Commission through suspension or revocation.

01/30/2024

CERTIFICATION DATE

Handwritten signature of Chris Blue in cursive.

Chief Chris Blue, Chairman

Criminal Justice Education and Training Standards Commission

01/30/2027

CERTIFICATION EXPIRATION DATE

Handwritten signature of J. Jeffrey Snythe in cursive.

J. Jeffrey Snythe, Director

Criminal Justice Standards Division

# State of North Carolina

## CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

General



Certification

In compliance with Chapter 17C of the General Statutes of the State of North Carolina and specifically with the appropriate Rules of Chapter 9 to Title 12 of the North Carolina Administrative Code, as promulgated by the Criminal Justice Education and Training Standards Commission under the authority of that statutory Chapter,

has apparently submitted all required documentation and fulfilled all requirements necessary to the determination of his/her suitability to be appointed as a Smithfield Police Department - Law Enforcement Officer within this State. Upon due consideration, the Commission finds that proper application for certification has been submitted to it on behalf of the above named. The Commission further FINDS, and hereby CERTIFIES that this applicant appears to meet the MINIMUM STANDARD REQUIREMENTS for appointment as a Smithfield Police Department - Law Enforcement Officer IN THE STATE OF NORTH CAROLINA OR ANY OF ITS POLITICAL SUBDIVISIONS.

Now therefore, the Commission serves notice that the applicant is awarded GENERAL CERTIFICATION. This Certification shall remain in effect for the duration of service in office unless suspended or revoked by the Commission for cause. Further, the Commission shall permit transfer of this officer between law enforcement agencies within this State, subject to the provisions of applicable Rules of the Administrative Code.

Approved on: May 27, 2023

A handwritten signature in cursive script, appearing to read "Charles B. Blum".

Commission Chairman

A handwritten signature in cursive script, appearing to read "Henry S. Suther".

Director,  
Criminal Justice Standards Division

# Johnston Community College

Smithfield, North Carolina  
This Certifies That

has satisfactorily completed the required hours of instruction in

## SFST REFRESHER

and has earned a grade of

S - Satisfactory

FOR 4.00 CONTACT HOURS

THIS COURSE CARRIES 0.40 CONTINUING EDUCATION UNITS

Date: 07/13/23

Instructor: Jason S. Beyer

  
President  
Chairperson - Board of Trustees

# Department of Health and Human Services

State of



North Carolina

*Forensic Tests for Alcohol Branch*

AWARDS THIS CERTIFICATE TO

*For satisfactory completion of the  
ALCOHOL SCREENING TEST DEVICE (7-Hour) TRAINING COURSE*

at  
Smithfield Fire Department

on  
01/03/2023



*Fritz La Barge*  
FTA BRANCH HEAD





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Audit  
Agreement**  
Date: 03/05/2024

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**Subject:** Contract Consideration with Thompson, Price, Scott, Adams & Co., P.A. to Perform the Town of Smithfield Audit for Fiscal Year Ending June 30, 2024.

**Department:** Finance  
**Presented by:** Finance Director – Greg Siler  
**Presentation:** Consent agenda Item

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**Issue Statement:** Approved Thompson, Price, Scott, Adams & Company, P.A. to perform Town's annual audit for fiscal year 2024.

**Financial Impact:**

- \$27,500 except for fees incurred in obtaining required audit evidence (i.e. bank confirmations). This is 3 percent or \$800 higher than last fiscal year.

**Action Needed:** Approve contract to audit accounts to Thompson, Price, Scott, Adams & Company, P.A.

**Recommendation:** Authorize Town Manager to sign

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Audit Contract and Engagement Letter



# Staff Report

Consent  
Agenda  
Item      Audit  
Agreement

An audit contract fee of \$27,500 is proposed by Thompson, Price, Scott, Adams & Company, P.A. to perform the Town's 2024 fiscal year audit. The fee is \$800 more than last fiscal year and is for auditing the financial records of the governmental and business-type activities, a single audit of any federal and state awards over \$500,000, and the preparation of financial statements for each fund. The audit contract is an annual agreement which must be approved each year by Council and the Local Government Commission. Thompson, Price, Scott, Adams & Company, P.A. was approved by Council in March, 2017, to perform the Town's audits beginning Fiscal Year 2017.

NOTE: the contract and engagement letter for the 2024 audit is attached, however, the guidance for the engagement letters has not been released for 2024 yet, and probably will not be released until late April or early May. In the event that the language changes from what is provided in the attached letter, TPSA will have to issue a revised engagement letter that will have to be signed and approved prior to their remittance of the contract to the LGC. The contract and the fee will not change, but the content of the engagement letter may have to be revised.

General Statute 159-34 addresses audits and read as follows:

**§ 159-34. Annual independent audit; rules and regulations.**

(a) Each unit of local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the Commission as qualified to audit local government accounts. When specified by the secretary, the audit shall evaluate the performance of a unit of local government or public authority with regard to compliance with all applicable federal and State agency regulations. This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984". The auditor shall be selected by and shall report directly to the governing board. The audit contract or agreement shall (i) be in writing, (ii) include the entire entity in the scope of the audit, except that an audit for purposes other than the annual audit required by this section should include an accurate description of the scope of the audit, (iii) require that a typewritten or printed report on the audit be prepared as set forth herein, (iv) include all of its terms and conditions, and (v) be submitted to the secretary for his approval as to form, terms, conditions, and compliance with the rules of the Commission. As a minimum, the required report shall include the financial statements prepared in accordance with generally accepted accounting principles, all disclosures in the public interest required by law, and the auditor's opinion and comments relating to financial statements. The audit shall be performed in conformity with generally

accepted auditing standards. The finance officer shall file a copy of the audit report with the secretary, and shall submit all bills or claims for audit fees and costs to the secretary for his approval. Before giving his approval the secretary shall determine that the audit and audit report substantially conform to the requirements of this section. It shall be unlawful for any unit of local government or public authority to pay or permit the payment of such bills or claims without this approval. Each officer and employee of the local government or local public authority having custody of public money or responsibility for keeping records of public financial or fiscal affairs shall produce all books and records requested by the auditor and shall divulge such information relating to fiscal affairs as he may request. If any member of a governing board or any other public officer or employee shall conceal, falsify, or refuse to deliver or divulge any books, records, or information, with an attempt thereby to mislead the auditor or impede or interfere with the audit, he is guilty of a Class 1 misdemeanor.

The	Governing Board TOWN COUNCIL
of	Primary Government Unit TOWN OF SMITHFIELD
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET, WHITEVILLE, NC 28472

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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*Must be within four months of FYE*

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.
- All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.
28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
  - b) the status of the prior year audit findings;
  - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
  - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
ANDREW HARRIS	Asst Finance Director / Smithfield	andrew.harris@smithfield-nc.com

**OR Not Applicable**  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	TOWN OF SMITHFIELD
Audit Fee (financial and compliance if applicable)	\$ 25,250
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$ 2,250
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 27,500</b>

<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 02/19/24	Email Address* alanthompson@tpsacpas.com

**GOVERNMENTAL UNIT**

Governmental Unit* TOWN OF SMITHFIELD	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$ 27,500
Primary Governmental Unit Finance Officer* (typed or printed) GREG SILER	Signature*
Date of Pre-Audit Certificate*	Email Address* greg.siler@smithfield-nc.com



February 19, 2024

Town of Smithfield  
Mr. Greg Siler, Finance Director  
350 East Market Street  
Smithfield, NC 27577

To Management and Those Charged with Governance:

We are pleased to confirm our understanding of the services we are to provide the Town of Smithfield for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Town of Smithfield as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Smithfield's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Smithfield's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions – LGERS
3. Schedule of changes in Total Pension Liability and Schedule of Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance
4. Schedule of Changes in Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Smithfield's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Schedule of Expenditures of Federal and State Awards.

**Members**

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

## 2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures-Internal Controls**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Smithfield's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures

described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Smithfield's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Smithfield's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Town of Smithfield in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. We may also assist in preparing year end cash to accrual entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, (Andrew Harris), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during

the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by June 1, 2024.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

## **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately June 1, 2024, and to issue our reports no later than October 31, 2024. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$27,500. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the

date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

## Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Town of Smithfield. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Smithfield and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA  
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Smithfield.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Town Council





# Request for Town Council Action

**Consent** **Dog Park**  
**Agenda** **Concrete**  
**Item:** **Work**  
**Date:** 03/05/2024

**Subject:** 2<sup>nd</sup> Street Dog Park Concrete Work

**Department:** Parks and Recreation

**Presented by:** Parks and Recreation Director – Gary Johnson

**Presentation:** Consent Agenda Item

### Issue Statement

The Parks and Recreation Department is requesting consideration and approval to enter into agreement with David Hinton Construction Company in the amount of \$12,250.00 for the construction of walkways and shelter pads at the 2<sup>nd</sup> Street Dog Park.

### Financial Impact

Approved Budgeted Amount for FY 2023-2024: \$ 30,500.00

Amount of Purchase/Bid/ Contract: \$ 12,250.00

### Action Needed

Approval to enter into agreement with David Hinton Construction Company in the amount of \$12,250.00 for the construction of walkways and shelter pads at the 2<sup>nd</sup> Street Dog Park.

### Recommendation

Approval to enter into agreement with David Hinton Construction Company in the amount of \$12,250.00 for the construction of walkways and shelter pads at the 2<sup>nd</sup> Street Dog Park.

Approved:  Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. RFQ – First Request
3. RFQ – Second Request
4. David Hinton Construction Co. Quote
5. H & H Enterprise of Knightdale, LLC Quote



## STAFF REPORT

**Consent** **Dog Park**  
**Agenda** **Concrete**  
**Item:** **Work**  
**Date:** 03/05/2024

In the FY 23/24 Budget, Town Council allocated \$ 30,500.00 for improvements at the 2<sup>nd</sup> Street Dog Park to include lights, an additional shade structure, picnic tables and benches and concrete. Over the course of the FY, the Parks and Recreation has added the lights and additional shade structure (to match existing ones). The benches and tables have been purchased as well. Parks and Recreation is requesting approval to complete the project with the concrete work.

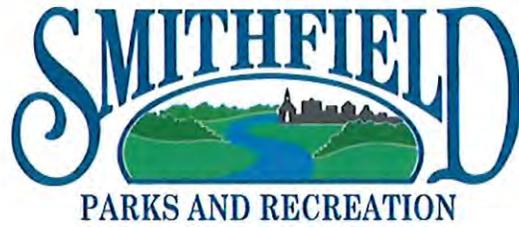
Concrete walkways will be poured to and a pad poured under each shade structure. The entrance walkway from the street will also be poured. The concrete work will give park users access to the seating areas and make the park handicap accessible.

A Request for Quotes (RFQ) was developed and advertised twice with the following quotes received:

David Hinton Construction Co.	\$ 12,250.00
H & H Enterprises of Knightdale, LLC	\$ 37,500.00

The Parks and Recreation Department is requesting approval to enter into agreement with David Hinton Construction Co. in the amount of \$ 12,250.00 for the concrete work at the 2<sup>nd</sup> Street Dog Park.

With the completion of the concrete work, the Dog Park Improvement Project will be within the allocated funding.



## Request for Quotes

2<sup>nd</sup> Street Dog Park  
Town of Smithfield  
Parks and Recreation Department

Issued: November 29, 2023

Submission Deadline: 4:00 pm, Tuesday, December 12, 2023

### Contact Information:

Gary Johnson  
600 M. Durwood Stephenson Pkwy  
Smithfield, NC 27577  
(919) 934-2148  
[gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

### Project Location

2<sup>nd</sup> Street Dog Park  
Corner of 2<sup>nd</sup> and Wilson Street  
Smithfield, NC 27577

The Town of Smithfield Recreation Department is making upgrades to the 2<sup>nd</sup> Street Dog Park located at the Corner of 2<sup>nd</sup> Street and Wilson Street in Smithfield. As part of the upgrades, the entrance way, currently pavers, will be concreted along with the holding pen, shelter pads and approximately 250 LF or 5' wide sidewalk.

**Scope of Work:**

- Remove existing pavers from entrance and holding area and form and pour with concrete.
- Make curb cut and create handicap accessible ramp with warning pad from street.
- Form and pour concrete for three (3) shelter pads each measuring 10'x20'x4"thick.
- Form and pour concrete for approximately 250 LF of 5' wide walkway, 4" thick.
- All concrete will be on grade with adjoining turf.

**Submission of Quotes**

Quotes must be submitted in person or mail to:

Gary Johnson  
600 M. Durwood Stephenson Pkwy  
PO Box 2344  
Smithfield, NC 27577

Or electronically to:

[gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

Deadline to submit proposals is Tuesday, December 12 at 4:00 pm.

The Town of Smithfield reserves the right to reject any or all quotes and to waive any irregularities or informalities in the proposals received.

For questions or additional information, please contact Gary Johnson, Director of Parks and Recreation at (919) 934-2148 or [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com) .



## 2<sup>nd</sup> Street Dog Park Bid Form

**Company Name:** \_\_\_\_\_

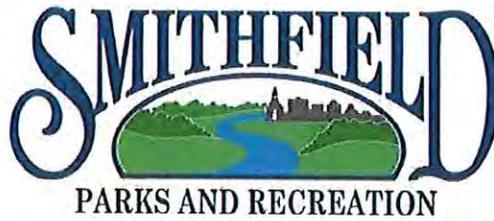
**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Description	Qty	X	Unit Cost	=	Total
Remove pavers, make curb cut, form and pour handicap ramp with warning pad and walkway to holding pen area.	1	X	\$	=	\$
Remove pavers, form and pour holding pen area	100 sf	X	\$	=	\$
Form and pour three (3) shelter pads each measuring 10'x20'x4"	600 sf	X	\$	=	\$
Form and Pour 5' wide sidewalk from holding area to shelters	250 lf	X	\$	=	\$
TOTAL BID					

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## 2<sup>nd</sup> Request for Quotes

2<sup>nd</sup> Street Dog Park  
Town of Smithfield  
Parks and Recreation Department

Issued: February 2, 2024

Submission Deadline: 4:00 pm, Friday, February 9, 2024

### **Contact Information:**

Gary Johnson  
600 M. Durwood Stephenson Pkwy  
Smithfield, NC 27577  
(919) 934-2148  
[gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

### **Project Location**

2<sup>nd</sup> Street Dog Park  
Corner of 2<sup>nd</sup> and Holding Streets  
Smithfield, NC 27577

The Town of Smithfield Recreation Department is making upgrades to the 2<sup>nd</sup> Street Dog Park located at the Corner of 2<sup>nd</sup> Street and Wilson Street in Smithfield. As part of the upgrades, the entrance way, currently pavers, will be concreted along with the holding pen, shelter pads and approximately 250 LF or 5' wide sidewalk.

**Scope of Work:**

- Remove existing pavers from entrance and holding area and form and pour with concrete.
- Make curb cut and create handicap accessible ramp with warning pad from street. Walkway / ramp from street to holding pen is approximately 20 LF x 5' wide.
- Form and pour concrete for three (3) shelter pads each measuring 10'x20'x4" thick.
- Form and pour concrete for approximately 250 LF of 5' wide walkway, 4" thick.
- All concrete will be on grade with adjoining turf.

**Submission of Quotes**

Quotes must be submitted in person or mail to:

Gary Johnson  
600 M. Durwood Stephenson Pkwy  
PO Box 2344  
Smithfield, NC 27577

Or electronically to: [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

Deadline to submit proposals is 4:00 p.m. on Friday, February 9, 2024.

The Town of Smithfield reserves the right to reject any or all quotes and to waive any irregularities or informalities in the proposals received.

For questions or additional information, please contact Gary Johnson, Director of Parks and Recreation at (919) 934-2148 or [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com) .



## 2<sup>nd</sup> Street Dog Park Bid Form

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Description	Qty	X	Unit Cost	=	Total
Remove pavers, make curb cut, form and pour handicap ramp with warning pad and walkway to holding pen area.	1	X	\$	=	\$
Remove pavers, form and pour holding pen area	100 sf	X	\$	=	\$
Form and pour three (3) shelter pads each measuring 10'x20'x4"	600 sf	X	\$	=	\$
Form and Pour 5' wide sidewalk from holding area to shelters	250 lf	X	\$	=	\$
<b>TOTAL BID</b>					<b>\$</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## 2<sup>nd</sup> Street Dog Park Bid Form

**Company Name:** DAVID HINTON CONSTRUCTION CO

**Contact Name:** DAVID HINTON

**Address:** 11033 NC 222 HWY. W., MIDDLESEX, NC 27557

**Email:** dhconstruction@nc.rr.con **Phone:** 919-868-5874

Description	Qty	X	Unit Cost	=	Total
Remove pavers, make curb cut, form and pour handicap ramp with warning pad and walkway to holding pen area.	1	X	\$ 1,525.00	=	\$ 1,525.00
Remove pavers, form and pour holding pen area	100 sf	X	\$ 5.50	=	\$ 550.00
Form and pour three (3) shelter pads each measuring 10'x20'x4"	600 sf	X	\$ 5.50	=	\$ 3,300.00
Form and Pour 5' wide sidewalk from holding area to shelters	250 lf	X	\$ 27.50	=	\$ 6,875.00
TOTAL BID					\$ 12,250.00

Signature: *David Hinton*

Date: 2-7-2024



## 2<sup>nd</sup> Street Dog Park Bid Form

**Company Name:** Henry J. Hardy DbA: H & H Enterprises of Knightdale LLC

**Contact Name:** Henry J. Hardy

**Address:** 547 Keisler Drive, Suite 101 Cary, NC 27518

**Email:** hhenetrprisesofknightdale@gmail.com      **Phone:** 919-422-9390

Description	Qty	X	Unit Cost	=	Total
Remove pavers, make curb cut, form and pour handicap ramp with warning pad and walkway to holding pen area.	1	X	\$8,500.00	=	\$8,500.00
Remove pavers, form and pour holding pen area	100 sf	X	\$28.00	=	\$2,800.00
Form and pour three (3) shelter pads each measuring 10'x20'x4"	600 sf	X	\$17.00	=	\$10,200.00
Form and Pour 5' wide sidewalk from holding area to shelters	250 lf	X	\$64.00	=	\$16,000.00
TOTAL BID					\$37,500.00

**Signature:** Henry J. Hardy      **Date:** 12-11-2023



# Request for Town Council Action

**Consent  
Agenda  
Item**    **DSDC Board  
Appointment**  
Date: 03/05/2024

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**Subject:** Appointment to the Downtown Smithfield Development Corporation's Board of Directors

**Department:** General Government

**Presented by:** Town Clerk – Shannan Parrish

**Presentation:** Consent Agenda

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## Issue Statement

The DSDC is requesting the Town Council appoint Mike O'Dowd to its Board of Directors

## Financial Impact

There will be no impact to the budget.

## Action Needed

Council approval of the appointments and adoption of Resolution No. 742 (03-2024)

## Recommendation

Staff recommends approval of this appointments and adoption of Resolution No. 742 (03-2024)

Approved:  Town Manager  Town Attorney (not required)

## Attachments:

1. Staff Report
2. Mike O'Dowd – DSDC Board Application
3. Resolution No. 742 (03-2024)



# Staff Report

**Consent DSDC Board  
Agenda: Appointment**

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The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Mike O'Dowd (owner of SoDoSoPa) to serve on the DSDC Board of Directors.

Pursuant to Article VII "Directors Terms" (see below) of the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by resolution of the Smithfield Town Council.

***Article VII – Directors Terms***

*Directors shall be elected for a term of three years, beginning with five Directors elected in January 2019 and four Directors elected in January 2020 and 2021. Directors will be elected in the month of January. Directors shall be nominated by the Board of Directors and shall become Directors upon approval by resolution of the Smithfield Town Council. At all times, there shall be at least five (5) Directors that own real property in the Downtown Smithfield Municipal Service District, own a business that leases property within the Downtown Smithfield Municipal Service District, or own an interest in a company that owns real property in the Downtown Smithfield Municipal Service District.*



**Downtown Smithfield Development Corporation  
Board of Directors Candidate Application**

Name Michael O'Dowd  
Business Sodosopa  
Business Address 146 S. 3<sup>rd</sup> Street Smithfield, NC 27577  
Email modowd@nc.rr.com Cell Phone 919-395-7526  
Business Phone 919-205-1076 Home Phone N/A  
Home Address 110 Lee Lane Smithfield, NC 27577

**Brief Biography**

I have owned Sodosopa for the last 7 1/2 years. I have 30 years in the restaurant business. Previous to owning my own restaurant I was with Logan's Roadhouse for 8 years as a GM in Garner and I was with Outback steakhouse for 16 years. I opened the one in Smithfield almost 20 years ago as the proprietor. From Fayetteville originally and went to college in Wilmington. Married to a reactor (Tracey O'Dowd) for 23 1/2 years. Also owner/partner at Vinson's pub in Chapton

**Specific Qualifications for DSDC Board of Directors**

I bring the restaurant / bar owner experience as well as being in the downtown area for longer than most business owners. Over the last few years my concerns fell mostly on deaf ears and I feel the board is finally making moves and appreciating the current business owner's opinions.

- Through my years in the industry I have made a lot of connections with many people and companies in my industry.
- Also after living in Smithfield for 20 years - this is where I'm from now.

Committee (indicate which committee best suits your interests):

from now.

**Promotions**

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

**Design & Physical Improvement**

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

**Economic Development**

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. Push for and get a "Social District" classification for downtown.
2. Clean-up and repaint, redirect traffic on 3rd street and re-pave Johnston.
3. Get more restaurant options for downtown and push for making it more of a destination for locals and travelers.

**Membership in other organizations**

Organization	Dates	Activities/Leadership
NC restaurant and lodging association	2000 - 2017	Lots of lobbying with elected officials

Please submit application to:

Downtown Smithfield Development Corporation  
 200 S. Front Street  
 Smithfield, NC 27577

**TOWN OF SMITHFIELD**  
**RESOLUTION NO. 742 (03-2024)**  
**Supporting an Appointment to the Downtown Smithfield**  
**Development Corporation’s Board of Directors**

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation’s Board of Directors to appoint a member to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation’s By-Laws, the Town Council must approve any appointments/reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors have recommended the new appointment of Mike O’Dowd; and

WHEREAS, the Town Council is asked to consider this appointment and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointment of Mike O’Dowd to the Downtown Smithfield Development Corporation’s Board of Directors.

Adopted this the 6<sup>th</sup> day of February, 2024

\_\_\_\_\_  
M. Andy Moore, Mayor

Attest:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk





# Staff Report

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

## **Background**

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200
Firefighter	Fire	10-20-5300-5100-0200
Police Officer (6)	Police	10-20-5100-5100-0200

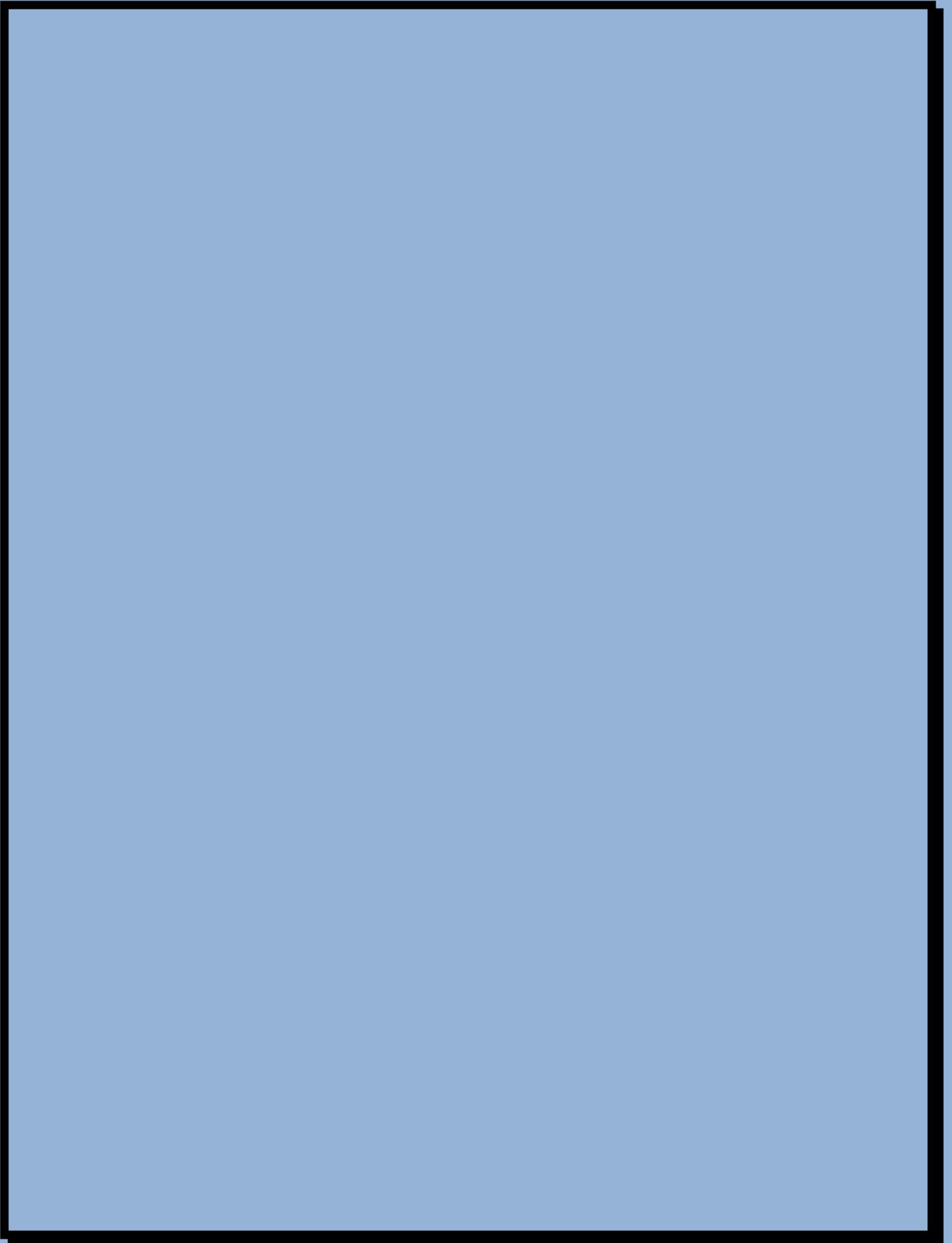
## **Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Part-Time Athletics Staff (2)	P&R – Recreation	10-60-6200-5300-0210	\$10.00/hr.
Part-Time Fitness Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Part-Time Police Officer	Police	10-20-5100-5100-0200	\$22.26/hr.
Part-Time SRAC General Staff	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$17.21/hr. (\$35,796.80/yr.)
Police Officer I (4)	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)



# Business Items





# Request for Town Council Action

**Business  
Agenda CZ-23-01  
Item:  
Date: 03/05/2024**

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**Subject:** Buffalo Road Subdivision- Conditional Zoning Map  
Amendment

**Department:** Planning Department

**Presented by:** Planning Director – Stephen Wensman

**Presentation:** Business Item

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## Issue Statement

**Applicant requests this item be tabled until the April 2, 2024 meeting**

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 - acres of land from R-8 and R-20A to R8-CZ with a master plan for a planned development consisting of 222 single-family lots.

## Financial Impact

If constructed, the development will add to the town's tax base.

## Action Needed

The Town Council is respectfully requested to consider tabling this request until the April 2, 2024 meeting.

## Recommendation

To table this request until the April 2, 2024 Town Council Meeting

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**REQUEST:**

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 - acres of land from R-8 (Single, Two and Multi-family), R-10 (Single Family) and R-20A (Residential-Agriculture) to R8-Conditional Zone with a master plan for a planned development consisting of 222 single-family lots.

**PROPERTY LOCATION:**

1200 and 1176 Buffalo Road (East side of Buffalo Road approximately 2000 feet north of its intersection with Hospital Road).

**APPLICATION DATA:**

Applicant:	Adams and Hodge Engineering, PC.
Project Name:	Buffalo Road Subdivision
Parcel ID	14A03005
Property Owners	Guy and Ross Lampe
Acreage	+/- 138.63
Present Zoning:	R-20A/R-8
Proposed Zoning:	R8-CZ
Town/ETJ:	Town
Existing Use:	Mostly woods, wetlands and some former home sites.
Proposed Use:	Single-family residential
Fire District:	Smithfield
School Impacts:	Additional students
Parks and Recreation:	Parkland dedication of +/- 58 Acres and trail connection to Buffalo Creek Greenway
Water and Sewer Provider:	Town of Smithfield
Electric Provider:	Town of Smithfield
New roads:	+/- 7,421 linear feet
Proposed Sidewalk:	+/- 15,116 linear feet
Proposed Trail:	+/- 3,324 lineal feet
Proposed Density:	1.57 d.u.a.
Minimum Proposed Lot Size:	4200 sq. ft. (42' x 100')

**ADJACENT ZONING AND LAND USES:**

(see attached map)

	Zoning	Existing Land Uses
North	R-10 and O/I	Radio Station and Single-family residential
South	R-20A	Vacant woodland
East	R-10/R-20A	Single family residential

West	R-20A	Residential/Agricultural.
------	-------	---------------------------

NEIGHBORHOOD MEETING:

The developer held a neighborhood meeting prior to making formal application. The meeting was well attended. The neighbors:

- Were nearly unanimously opposed to the road connection to Parkway Drive.
- Have concerns about the small lots especially up against Bradford Park.
- Wanted more buffer between Bradford Park and the new development.
- Had concerns about drainage and that the development might worsen the already poor drainage in their back yards.
- Had concerns about potential cut through to Buffalo Road through Bradford Park and speeding (in previous proposal with a direct road connection to Bradford Park).
- Have concerns about increased traffic congestion on Buffalo Road and adjacent roadways because of new development.

EXISTING CONDITIONS/ENVIRONMENTAL:

The property consists of woodland and wetland areas, 500-yr and 100-yr floodplain, and a buffered blueline stream.

MASTER PLAN/ANALYSIS:

- Comprehensive Land Use Plan. The comprehensive plan guides this property for medium density residential, therefore the R-8 CZ zoning is appropriate.
- Development Phasing. No phasing has been proposed at this time, but would be required with a subdivision plat.
- Site Access and Traffic.
  - The development plans show access to Buffalo Road at two locations with approximately 620 feet between them. The nearest intersection is Holland Drive, approximately 415 feet to the north. Buffalo Road is state maintained roadway and all proposed access points will require NCDOT approval and compliance with state design criteria to include spacing requirements, turn lanes or other traffic controls.
  - With the future subdivision application, a Traffic Impact Study will be required.
  - The development **provides a 20' emergency service trail between** Parkway Drive and the Street A cul-de-sac that will meet Fire Code. The trail will be constructed to handle heavy fire trucks and will have locking barriers to prevent unwanted vehicle access at both ends of the trail. The UDO Section 10.111 requires a road connection to Parkview Drive.

- The development plans shows a stub road to the 75-acre parcel to the south, owned by MAC 2008 LLC (Tax ID 14A03007) where there is roughly 30-acre of developable area.
- The development plans show Street F that will provide future access to the 4-acre Johnson Broadcast Ventures LTD (Tax ID 14075035) if this land were to be redeveloped. Street F terminates with a hammerhead meeting fire code apparatus turn-around requirements that also provides access to a 1-acre (triangular shaped) land-locked parcel (Tax ID 14K09007).
- Streets and Right-of-Way Design.
  - All of the roads will have **60' wide public rights-of-ways**.
  - **Streets A & B are proposed to be 31' wide B/B with sidewalks on both sides of the road.** The recommended minimum street standard in the draft Standard Details and Specifications Manual is **27' wide B/B with a sidewalk on one side**, so these streets **exceed the Town's standards**.
  - The remaining streets **are proposed to be 27' wide B/B with sidewalks on both sides.** This follows the draft Standard Details and Specifications Manual but with sidewalks on both sides rather than just one.
  - The cul-de-sac on Street A will have a **48'** radius meeting fire code.
  - Buffalo Road is currently a rural road design with ditches. Staff recommends the frontage along Buffalo Road have an urban design with curb and gutter and underground drainage if acceptable to NCDOT.
  - Streets A and B will have additional right-of-way width at the intersection with Buffalo Road.
  - The developer is proposing valley curbs rather than standard curb and gutter. This is a deviation from standards.
  - The developer is proposing stop signs at intersections for traffic calming.
- Lots and Setbacks.
  - The **R-8 minimum lot size is 8,000 sq. ft. (70' wide street frontage).** The proposed R8-CZ minimum lot size is **4,200 sq. ft (42' wide street frontage).** This represents nearly a 53% reduction in lot area and 60% reduction in lot frontage.
  - The **R-8 minimum setbacks are: 30' front, 10' side, and 25' rear.** The proposed R-8 CZ **setbacks are: 18' front (garages 25'), 5' side, and 12' rear and corner side 18'.**
    - **The proposed 12' rear setback limits space for patios or sheds.**
    - **25' setback is large enough for most large pickups to fit in the driveway.**
  - The development plans show slightly larger lots on the back of the cul-de-sac. The 5 larger lots are 0.15 acres in size, or 6,534 sq. ft. in area.

- Utilities. Water, Sewer and Electric will be Town of Smithfield. Utilities will not likely be available for the project until spring of 2025.
- Landscaping and Buffering.
  - A Standard Street yard, **berm with 6'** fence is proposed along Buffalo Road in the common open space. The lots are setback 70 feet from the right-of-way. There is ample room to provide a large berm in this area to screen the backs of the future homes and yards. The developer has provided details of each in the plan set. This is consistent with what has been approved for other developments with conditional zoning.
  - Street trees are shown in accordance with the landscape ordinance.
  - Existing trees will provide the buffer adjacent to existing development where applicable. Where additional buffer is needed, a Standard Type A buffer is proposed.
  - The developer proposes additional landscape enhancements at the entrances from Buffalo Road.
- **Homeowner's Association** (HOA) /Amenities.
  - A HOA will own and maintain the open space and amenities which include: stormwater ponds, internal trails, parking, pickleball court, mail kiosk and street yard buffers.
  - A proposed trail will connect Buffalo Road to the Buffalo Creek Greenway through the development.
  - The mail kiosk is located adjacent to a parking lot that also serves the pickleball courts.
- Parking.
  - The master plan note indicates there will be 3 parking spaces per dwelling and 94 overflow spaces. This exceeds the UDO required 2 spaces per dwelling unit.
  - Each lot will provide parking for 3 vehicles, 2 in the driveway with one or two stall **garages that will be a minimum of 12' x 20' or 20' x 20', large enough to fit one or two standard sized vehicles.**
  - Overflow parking is located within 2 parking lots and in street bump-outs dispersed at various locations in the development.
- Stormwater Management. The developer has shown 2 stormwater ponds in the open space that will be maintained by the HOA.
  - The plans call for a maximum impervious of 50% per lot.
  - The developer plans on aerating the ponds to help with mosquito control.
- Subdivision Signs. The Masterplan shows locations for 2 ground mounted subdivision signs at the entrances from Buffalo Road.

- Architectural Standards. The developer has provided example elevations of homes and a standard lot detail. The homes will have vinyl siding, shingles, shutters and architectural trim details. Corner lots will incorporate the same details as fronts.
  - Written architectural standards should be provided and included in the HOA documents.
- Deviations from UDO. With conditional zoning, there is an opportunity for the developer and the Town to agree to deviations from the R8 Zoning and Subdivision Requirements. The developer is requesting the following deviations:

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> <li>• <b>Front=30'</b></li> <li>• <b>Corner side = 15'</b></li> <li>• <b>Side=10'</b></li> <li>• <b>Rear = 25'</b></li> <li>• <b>Cornerside = 30'</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Front Home=18'</b></li> <li>• <b>Front Garage = 25'</b></li> <li>• Side = 5'</li> <li>• <b>Rear = 12'</b></li> <li>• <b>Cornerside = 18'</b></li> </ul>
Min. Lot Size	• 8,000 sq. ft.	• 4,200 sq. ft.
Lot Frontage	• 70 feet	• 42 feet
Curbing	• <b>6" Standard curb &amp; gutter</b>	• Valley curb
Lateral Connection	• Required connection to Parkview Drive	• <b>20' wide trail meeting Fire Code</b>

- Proposed Standards Exceeding UDO Requirements.

Standard	R-8 Zoning/Subdivision Requirements	Proposed
Parkland Dedication	• Fee in Lieu	• +/- 58 acre of park land dedication.
Sidewalks	• One side of subdivision streets	• On both sides of subdivision streets
Streetyard Buffer	• <b>Standard 15' Streetyard</b> on Buffalo Road	• <b>Standard 15' Streetyard</b> , berm and fence and +/- 50 feet open space
Site Amenities	• None required	<ul style="list-style-type: none"> <li>• +/- 4728 lin. ft. of trail</li> <li>• Pickleball court</li> </ul>
Parking	• 2 spaces per lot	• + 2 spaces per lot and overflow parking.
Greenway trail	• Connection to trail	• Providing <b>8' multi-</b> purposed trail across the development to Buffalo Road.
Lighting and Street Signs	• No specification	• Providing decorative lighting
Entrance landscaping	• Streetyard	• Enhanced landscaping at entrances.

Pond Aeration	<ul style="list-style-type: none"> <li>• None required</li> </ul>	<ul style="list-style-type: none"> <li>• Aeration to help mosquito control</li> </ul>
Looped watermain & extra fire hydrant	<ul style="list-style-type: none"> <li>• Per Code</li> </ul>	<ul style="list-style-type: none"> <li>• Adding hydrant by Greenway, looping water main with Bradford Park and oversizing if feasible.</li> </ul>
Street Width	<b>27' B/B</b>	<ul style="list-style-type: none"> <li>• <b>31' B/B (Streets A &amp; B)</b></li> </ul>

ANALYSIS SUMMARY:

- The UDO requires a street connection to Parkway Drive; however, the developer is proposing an emergency service access trail meeting fire code.
- The proposed lot minimums are nearly 53% smaller than the R-8 zone (4,200 sq/ ft. vs. 8,000 sq ft.) and nearly a 60% reduction in lot frontage (42 LF vs. 70 LF). The the Bradford Park development has a minimum of 10,000 sq. ft. lots and 75 lineal feet of road frontage by comparison.
- The developer is offering +/- 58 acres of parkland dedication, a greenway connection and other amenities. The 58-acres would be a nice addition to Community Park but believes it would have remained undeveloped into the future without park dedication due to the many small wetlands and buffered stream crossings that would have been required.
- Other amenities or conditions that could be considered with this rezoning include:
  - A greater number of lots that are larger than 4200 sq. ft.
  - HOA maintenance of the trail connection from the Buffalo Creek Greenway to Buffalo Road.
  - Greater side yard setbacks on corner lots.
  - Have the greenway connector trail be separated from the sidewalk alignment.
  - Provide traffic calming for Street A in the form of a round-about at Street B.
  - Additional architectural enhancements.
  - **Require standard 6" curb and gutter.**

PLANNING BOARD MEETING SUMMARY:

Staff recommended denial due to the small lot sizes, and lack of UDO required connection to Bradford Park. The Planning Board deliberated about the parkland dedication, lot sizes, the road connection to Bradford Park, traffic calming among other topics and recommended approval with the 9 conditions.

CONSISTENCY STATEMENT:

With the approval of the rezoning, the Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and

other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be inconsistent and not reasonable because of the lot sizes and lack of road connection to Bradford Park. The Planning Board recommended approval with the following:

- Consistency with the Comprehensive Growth Management Plan – *the development is consistent with the comprehensive plan.*
- Consistency with the Unified Development Code – *the property will be developed in conformance with the UDO and its conditional zoning requirements.*
- Compatibility with Surrounding Land Uses - *The property considered for rezoning will be compatible.*

RECOMMENDATION:

The Planning Board recommends the Town Council approve the conditional rezoning, CZ-23-01, with the following 10 conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the with the following deviations (this is a standard condition added):

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> <li>• Front=30'</li> <li>• Corner side = 15'</li> <li>• Side=10'</li> <li>• Rear = 25'</li> <li>• Cornerside = 30'</li> </ul>	<ul style="list-style-type: none"> <li>• Front Home=18'</li> <li>• Front Garage = 25'</li> <li>• Side = 5'</li> <li>• Rear = 12'</li> <li>• Cornerside = 18'</li> </ul>
Min. Lot Size	• 8,000 sq. ft.	• 4,200 sq. ft.
Lot Frontage	• 70 feet	• 42 feet
Curbing	• <b>6" Standard curb &amp; gutter</b>	• Valley curb
Lateral Connection	• Required connection to Parkview Drive	• <b>20' wide trail meeting Fire Code</b>

2. The driveway aprons to the parking lot and residential lots should conform to **the town's** standard details.
3. Provide written architectural standards should be provided to match the example elevations provided on the master plan.
4. Provide concrete curb and gutter along Buffalo Road (underground drainage) with NCDOT approval.
5. Provide 3-way and 4-way stop signs at intersections along Street A for traffic calming.
6. Provide decorative street lighting and street signs throughout the development.
7. Enhance the landscaping at the development entrances onto Buffalo Road
8. Propose to dedicate the land east of the Buffalo Creek Greenway for parkland.
9. Provide aeration of the wet (stormwater) ponds to assist with mosquito control.

10. **Loop the watermains with the Bradford Park neighborhood (upside to an 8" line if feasible)** and provide a fire hydrant beyond the cul-de-sac on the greenway for fire protection.

Additional Staff recommended conditions:

11. Provide traffic calming for Street A in the form of a round-a-bout at Street B.
12. Provide **standard 6" curb and gutter** throughout the development.

RECOMMENDED MOTION:

"Move to recommend approval to table this request until the April 2, 2024 Town Council Meeting."





# Request for Town Council Action

**Business  
Agenda  
Item:** Electric Rate  
Discussion  
**Date:** 03/05/2024

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**Subject:** Electric Rate Discussion

**Department:** Public Utilities – Electric

**Presented by:** Public Utilities Director – Ted Credle

**Presentation:** Business Item

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## Issue Statement

In accordance with the existing Electric Rate study, a rate increase will be proposed for the upcoming fiscal year. In addition, inflationary pressures and financial impacts have caused Duke Energy Progress to raise the wholesale power rates, necessitating a larger increase in the proposed rate hike.

## Financial Impact

At this time, there is no impact.

## Action Needed

Council is not asked to take action at this time.

## Recommendation

Staff recommends Council to allow staff to speak publicly on the matter of impending electric rate increases, so the Council and the public are informed.

Approved:  Town Manager    Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Business Agenda Item: Electric Rate Discussion**

In accordance with the current UFS Electric Rate Study, the Town is on schedule to implement a rate increase to maintain appropriate financial levels in the upcoming fiscal year. However, the existing study did not take into account the Duke Energy Progress (DEP) wholesale increase (2%) that is now being levied against all NCEMAP members; nor did it consider the unusually large DEP true-up at the end of the 2023 year, which showed a \$53M charge against NCEMPA caused by higher natural gas prices, scarcity of coal and inflationary pressures.

Because of these additional increases, the previously scheduled 2% rate increase is now proposed to be 6%.

The comparison of existing fees and the proposed fees, assuming 1,000 kWh usage. For illustrative purposes, staff has also included some other rates around the County\*.

<b>Residential Rate</b>	<b>Base Rate</b>	<b>Usage Charge</b>	<b>Taxes</b>	<b>Avg. Monthly Bill</b>
Current Rate	\$12.24	\$106.44	\$7.45	\$113.89
Proposed 6% increase	\$13.00	\$112.85	\$7.90	\$120.75
Town of Clayton	\$20.50	\$150.90	\$10.56	\$161.46
Town of Benson	\$20.00	\$135.10	\$8.04	\$122.84
Town of Selma	\$10.19	\$121.69	\$8.52	\$130.21
Duke Energy (summer)	\$14.00	\$137.16	\$9.60	\$146.76
Duke Energy (winter)	\$14.00	\$132.15	\$9.25	\$141.40

\*Fees/Rates taken from Town websites as of 2/22/24



# Request for Town Council Action

**Business  
Agenda  
Item:** Application  
for  
Temporary  
Use Permit  
**Date:** 03/05/2024

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**Subject:** Ham and Yam Festival  
**Department:** Planning Department  
**Presented by:** Planning Director – Stephen Wensman  
**Presentation:** Business Item

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## Issue Statement

The Council is being asked to allow the DSDC to sell beer & wine at the Annual Ham and Yam Festival.

## Financial Impact

N/A

**Action Needed** Council approval of the Temporary Use Permit Application

**Recommendation** Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

**Business  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**

---

The DSDC is requesting to sell alcohol at the annual Ham and Yam Festival. They plan to have beer and wine vendors set up. A plan has not been provided to the Town indicating how underage drinking will be handled or how security will be applied or how areas will be quartered off to prevent alcohol from being carried throughout the event. The applicant has asked for the 100 block of South Front Street, 100 and 200 block of South Second Street, 100 and 200 block of South Third Street and the 100 and 200 block of E. Johnson Street to be closed. 34 trash cans have been requested for this event.



# Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at [julie.edmonds@smithfield-nc.com](mailto:julie.edmonds@smithfield-nc.com) or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

### TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event Ham & Yam
- Over 100 people in attendance
- Live ~~Band~~ or Amplified ~~Sound~~ Sound
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

### OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

## Annual Event

<u>Ham &amp; Yam 2024</u> Name of Event	<u>119 S. Third St Smithfield</u> Location of Event/Use (exact street address)
--	---

### APPLICANT:

Name John Bilott

Address 119 S Third St Smithfield

Phone number 984-222-9692

Email address wthunter142@gmail.com

Event date Sat. May 4, 2024

### PROPERTY OWNER:

Name John Bilott

Address \_\_\_\_\_

Phone number SAME

Email address \_\_\_\_\_

Event start and end time 10 AM - 8 PM

Will alcohol be sold or served?  or  N  
**(If yes, please supply an ABC Permit)**

Event set up and clean up time Fri May 3 10:30pm / Sat May 4 8pm

Will food or goods be sold?  or  N

Sound Amplification Type Amps & Speakers provided - set up by Jim Earp Entertainment

Sound Amplification Start and End Times 10 AM - 8 PM

# Food Trucks (if applicable) 8 (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: Smithfield Police  
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? yes

If any town streets require closure, please list all street names. 100 Block S Front St, 100-200 Block S Second St

Are event trash cans needed?  or N How many? 34 100-200 Block S Third St, 100-200 Block E Johnson St.

**Please provide a detailed description of the proposed temporary use or special event:**

Annual DSDC Ham & Yam festival, Live music on 2 stages, Retail-Craft Vendors, Food trucks, Children's Activities, Non profit organized fund raising Beer & Wine Vendors.

DSDC event

**Temporary Use Submittal Checklist:**

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment: Cash  Check#  Credit Card  Amount \$

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

John Bilott  
Applicant's Name (Print)

[Signature]  
Signature

Jan 20 2024  
Date

Town Planning Director Signature: [Signature]

Date: 2/9/24



# Request for Town Council Action

<b>Business Agenda Item:</b>	Purchase of Trash Truck
<b>Date:</b>	03/05/2024

**Subject:** Purchase of 2024 Labrie LEACH 2R-III  
**Department:** Public Works - Sanitation Division  
**Presented by:** Public Works Director – Lawrence Davis  
**Presentation:** Business Item

### Issue Statement

The Public Works Department is proposing the purchase of a 2024 Labrie LEACH 2R-III trash truck from Joe Johnson Equipment in the amount of \$274,800.00

### Financial Impact

\$291,493.00 Capital Outlay Line-item 23/24

### Action Needed

Council to approval \$274,800 to for purchase of the 2024 Labrie LEACH 2R-III trash truck plus tags and title from NC, DMV (\$2,500.00) and purchase of 5-year warranties totaling (\$14,193.00) as listed on the staff report below.

### Recommendation

Staff recommends awarding the bid and purchase contract to Joe Johnson Equipment, the lowest bidder, in the amount of \$274,800.00 with tags and title additional warranty packages, totaling \$291,493.

Approved:  Town Manager  Town Attorney

- Attachments:
1. Staff Report
  2. Quotes



# Staff Report

**Business  
Agenda  
Item:** Purchase of  
Trash  
Truck

The Town Council approved \$300,000.00 for FY 23/24 under the Public Works Sanitation capital line to purchase a new Trash truck. The Public Works department received proposals from three (3) companies and are as follows.

1. Carolina Environmental Systems	\$345,000.00
2. Amick Equipment (EXCEL TRUCK GROUP)	\$304,203.00
3. Joe Johnson Equipment	\$274,800.00

It is the recommendation of the Public Works department to purchase the 2024 Labrie LEACH 2R-III trash truck from Joe Johnson Equipment in the amount of \$274,800.00 with additional tags and warranties.

### Specs

Freightliner Chassie  
Cummins engine  
Allison transmission

### Warranty

- 5 Year/ 150K Miles Cummins L9 PP1 Engine Warranty: (\$2,140.00)
- 5 Year/ 150K Miles Cummins Aftertreatment System Warranty: (\$1,125.00)
- 5 Year/ Unlimited Miles Allison Transmission Warranty: (\$973.00)
- 5 Year/ 150k Miles TC4 Chassis Extended Warranty: (\$2,235.00)
- 5 Year Tow Warranty, \$750.00 Max Coverage per Tow: (\$1,220.00)
- 5 Year Warranty, hydraulic cylinders only \$6,500.00
- 

Total Cost with 5yr Warranties (\$14,193.00) + Lic and Reg (\$2,500) = \$291,493

### Date to receive truck.

Timeline to delivery: 180 days from purchase (September / October)



Subsidiary of Federal Signal Corporation

704-289-6488



[jjei.com](http://jjei.com)



[info@jjei.com](mailto:info@jjei.com)



4519 Old Charlotte Hwy. Monroe NC 28110

February 6, 2024

Town of Smithfield  
Smithfield, NC

RE: Labrie Leach 25yd

We would like to take this opportunity to thank you for your interest in both Joe Johnson Equipment (JJE) and in Labrie Environmental Group's industry-leading line of innovative refuse collection equipment.

JJE is pleased to present the following quotation to provide one (1) new Labrie 25-yard Leach 2R-III, mounted on a Freightliner Chassis, per NCSA Contract #24-08-0421 Item # 1516.

We appreciate the opportunity to assist with this equipment requirement and ask that you not hesitate to contact us should you require additional information.

Respectfully Submitted,

**Doug Boice**  
Regional Sales Manager  
**Joe Johnson Equipment**  
Cell: (980) 239-8055  
[dboice@jjeusa.com](mailto:dboice@jjeusa.com)



4633 Equipment Dr., Charlotte, NC 28269  
Phone (704) 597-1110 Fax (704) 597-7846 (800) 277-1038  
www.exceltruckgroup.com

## Freightliner M2 Extended Warranty Quote

Quote Date: 2-16-2024

Quote Amount: \$7693.00

Joe Johnson PO: To Be Assigned

To: Attention: Chrissy Sutton  
Joe Johnson Equipment  
4519 Old Charlotte Hwy  
Monroe, NC 28110

Quoted by: Joe Horton  
Excel Truck Group  
4633 Equipment Drive  
Charlotte, NC 28269

Truck Info: New Freightliner M2 VIN: TBD

Terms: Net due at time of Invoicing

### Description of Services:

- 5 Year/ 150K Miles Cummins L9 PP1 Engine Warranty: \$2140.00
- 5 Year/ 150K Miles Cummins Aftertreatment System Warranty: \$1125.00
- 5 Year/ Unlimited Miles Allison Transmission Warranty: \$973.00
- 5 Year/ 150k Miles TC4 Chassis Extended Warranty: \$2235.00
- 5 Year Tow Warranty, \$750.00 Max Coverage per Tow: \$1220.00

## Lawrence Davis

---

**From:** Doug Boice <dboice@jjeusa.com>  
**Sent:** Monday, February 19, 2024 9:10 AM  
**To:** Lawrence Davis  
**Subject:** Leach Refuse body warranty

Good morning Lawrence. As a follow up to our warranty discussion on Friday below is pricing on the the Leach rear loader body 5 year warranty options.

5 total years – Body and hydraulics \$15,250  
5 total years – hydraulic pumps and valves \$6,000  
5 total years – hydraulic cylinders only \$6,500

Everything on the Freightliner chassis would be covered with a separate Freightliner warranty.

This we would do through JJE at the time of purchase.

Thanks Lawrence. Let me know if you have any questions.

**Doug Boice**  
Regional Sales Manager

**Joe Johnson Equipment**  
*Subsidiary of Federal Signal Corporation*  
4519 Old Charlotte Highway, Monroe NC 28110  
Cell 980.239.8055  
[dboice@jjeusa.com](mailto:dboice@jjeusa.com) | [www.jjeusa.com](http://www.jjeusa.com)





For NCSA Contract Purchases:  
 Please send P.O. to Amick & NCSA including:  
 Contract #, Spec #, Contact Info, & Fed. Tax ID #  
 NCSA: kmitman@ncsheriffs.net  
[LINK: NCSA Terms & Conditions](#)

**CONTRACT #**

**22 06-0426R**

**SPECIFICATION #**

**3790**

**END USER:**

**BODY INSTALL LOCATION:** LOADMASTER,  
 100 NINTH AVE, NORWAY, MI 49870

Description	Contract Price
-------------	----------------

**MODEL:** LOADMASTER XL S  
**BODY SIZE:** 27 YD  
**BODY PAINT:** WHITE  
**BODY WARRANTY:** LOADMASTER: 1 YR BODY & HYDR., 3 YR PACK & SWEEP CYLINDERS

**STANDARD EQUIPMENT INCLUDED**

- XL 3.7YD HOPPER 94" DEEP
- HOPPER: T 1 ALLOY 1/4" + 3/16" UPPER CHUTE LINER
- HIGH COMPACTION UP TO 1000LBS/YD
- FAST PACK 20 22 SECOND CYCLE TIME
- PACK BLADE RIDE ON SELF-LUBRICATING UHMW POLY SLIDES
- LED LIGHT PACKAGE SEALED, RUBBER MOUNTED
- CUSHIONED CYLINDERS SWEEP AND PACK
- HYDRAULIC FILTERS RETURN (5 MICRON) & SUCTION FILTER, FILTER GAUGE
- ELECTRONIC FILTER CONDITION INDICATOR IN CAB
- IN BODY OIL TANK MAGNETIC DRAIN PLUG, TEMP & SIGHT GLASS, CLEAN OUT PANEL
- EPOXY PRIMER & POLYURETHANE PAINT - CHOICE OF COLOR
- FACTORY MOUNT AND INSTALLATION INCLUDED
- RHINO LINING ABOVE REAR WHEELS
- BODY ACCESS DOOR W/ STEPS
- BOLT ON ADJUSTABLE RIDER'S STEP
- ELECTRONIC PUMP OVERSPEED PROTECTION
- PACK ON THE GO HYDRAULICS
- STANDARD WARRANTY: 1 YR. BODY, 3 YR. PACK & SWEEP CYLINDERS

**OPTIONAL UPGRADES AND ACCESSORIES INCLUDED**

- EXCEL 27 YD REAR LOADER SHORT
- FULL FACTORY MOUNT NEW CHASSIS
- POLYURETHANE ENAMEL PAINT CUSTOMER SPECIFIED EXCEL
- HOT SHIFT PTO W/ PUMP INSTALLED AUTO TRANS
- SUMP SLUDGE CONTROL OPTIONS XL/PTO/IN BODY TANK
- ACCESS DOOR SAFETY INTERLOCK
- BLACK LOADMASTER LOGOS
- CORDURA FABRIC WRAPPED BODY & T/G HOSES
- DUAL CLEAN OUT DOORS\*
- ECONIC MOUNTING KIT EXCEL 27 S
- REMOTE ZERK EJECTOR
- FIRE EXTINGUISHER MTD UNDER BODY 20 LB
- FIRE TRUCK STYLE SHOVEL AND BROOM HOLDER BOTH SIDES
- HOPPER WORK LIGHT DOUBLE
- INSTALL DUAL TIPPER W/LOADMASTER HYDRAULICS
- LED STROBE SYSTEM (2) 4" FRONT OF BODY SHORT
- PETERSON SMART STROBES T/G (2) HIGH (2) LOW
- ROOF TUBE PROTECTOR EXCEL S 27
- SUPER TUFF HOPPER

TRIPLE TAILGATE SIDE AND SWEEP BASE REMOTE ZERKS

**LOCAL OPTIONS INCLUDED**

BARKER, PREMIUM ROTARY CART TIPPERS MODEL HB27 5539 QTY 2  
 \*ADDITIONAL FLOORPLAN DISCOUNT REFLECTED IN ADDITIONAL DISCOUNT FOR 30 DAY  
 PAYMENT TERMS TO EXCEL T.G., ILO 6 MONTH STOCK UNIT TERMS.

**DEALER SERVICES INCLUDED**

FREIGHT TO AMICK EQUIPMENT  
 BODY PDI  
 AECI MOBILE ON SITE WARRANTY PKG., 12 MO.

ON SITE TRAINING PROVIDED BY REQUEST

DELIVERY OPTION INCLUDED:

AECI DELIVERS TO END USER.

	Subtotal:	\$	122,080.00
	Contract Discount - Options / Accessories:	\$	(1,269.60)
**1/3/24 Additional Discount reflects Amick flooring body and Excel flooring chassis**	Additional Discount:	\$	(8,017.72)
	Subtotal:	\$	112,792.68
	Tax Federal Excise 12%:		Not Included

Payment Terms: Discount based on Net 30  
Note: ETAs are based on schedule at time of quote and are subject to change.  
Chassis Dealers: Please include floorplan in chassis pricing, unless otherwise specified.

QUOTED BY:

DATE: 3/24/2023

VALID UNTIL: 4/23/2023

**ADDITIONAL OPTIONS:** Prices shown in "additional options available" section are not included in the "Total" price and do not include taxes.

**TAXES:** Unless itemized above, prices do not include local, state or federal taxes.

**MOTOR VEHICLE TAXES:** AECI no longer collects SC "IMF" or NC "Highway Use Tax". Either the chassis dealer or the DMV will collect motor vehicle tax/fees when registering vehicle.

**PAYMENT TERMS:** Payment is due PRIOR to delivery. When ample credit has been extended to customer, payment is due within 30 Days of invoice.

**TITLEWORK / MCO:** Allow 5-10 business days after receipt of payment to process Title or Manufacturer's Certificate of Origin (MCO).

**QUOTE EXPIRATION:** Pricing is honored for 30 days from date quoted, barring extenuating circumstances such as, but not limited to, volatile markets, factory price increases, etc. AECI makes every effort to give as much notice as possible in such instances.

**DELIVERY ESTIMATES:** ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc.

**WEIGHT RESTRICTIONS:** Operating overweight equipment can result in fines, damage to equipment or injury to operators. AECI makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR.

**CHASSIS DEALERS:** Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible.

**CHASSIS DEALER PAYMENT TERMS:** Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 5% APR, calculated on a daily basis. ANY EXCEPTIONS must be agreed to writing prior to order.

**COOPERATIVE PURCHASING CONTRACTS:** Cooperative purchasing contract such as NCSA, Sourcewell, etc. are a tool which satisfies the competitive bidding requirements for some municipalities. Amick Equipment (or its Body Manufacturer) are approved vendors on several contracts, authorized to offer awarded equipment according to each contract's terms and conditions. If a contract award included both body and chassis, then that contract clearly satisfies the bidding requirements for both body and chassis. Some of Amick's contracts were awarded for the body portion only. Upon request, Amick may offer a compatible chassis from another qualified contract holder or may offer a non-contract option. Unless explicitly stated, customers shall not assume that any of the equipment quoted are being offered under a purchasing contract. It is up to the purchaser to determine whether purchasing any items - both explicitly listed on the contract or not, are permitted by their organization's purchasing guidelines.

Prepared for:  
 Jason Bennett  
 NC SHERIFFS ASSOCIATION  
 PO BOX 20049  
 RALEIGH, NC 27619  
 Phone: 919.459.6471



**NCSA Bid#24-08-0421**  
**Freightliner / Econic**

Prepared by:  
 Tony Lyerly  
 EXCEL TRUCK GROUP  
 4633 EQUIPMENT DRIVE  
 CHARLOTTE, NC 28269  
 Phone: 704-597-1110

**QUOTATION**

**ECONICSD HIGH CAB CABOVER CHASSIS**

SET BACK AXLE - TRUCK  
 DD8 7.7L 6 CYL DUAL STAGE 350 HP @ 2200 RPM, 2600  
 GOV RPM, 1050 LB/FT @ 1200 RPM  
 ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH  
 PTO PROVISION

ECONIC SD 46,000# TANDEM REAR AXLE  
 ECONIC SD 18,000# SINGLE FRONT AXLE  
 ECONIC\_SD 81 INCH BBC HIGH-ROOF CAB  
 4875MM (192 INCH) WHEELBASE  
 1675MM (66 INCH) REAR FRAME OVERHANG

		PER UNIT	TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	191,411 \$	191,411
EXTENDED WARRANTY		0 \$	0
DEALER INSTALLED OPTIONS		112,792 \$	112,792
<b>Amick Loadmaster XL-S 27YD</b>			
<b>CUSTOMER PRICE BEFORE TAX</b>		<b>304,203 \$</b>	<b>304,203</b>
<b>TAXES AND FEES</b>			
TAXES AND FEES		0 \$	0
OTHER CHARGES		0 \$	0
<b>TRADE-IN</b>			
TRADE-IN ALLOWANCE		(0) \$	(0)
<b>BALANCE DUE</b>	<b>(LOCAL CURRENCY)</b>	<b>304,203 \$</b>	<b>304,203</b>

**COMMENTS:**

Projected delivery on \_\_\_ / \_\_\_ / \_\_\_ provided the order is received before \_\_\_ / \_\_\_ / \_\_\_.

**APPROVAL:**

Please indicate your acceptance of this quotation by signing below:

Customer: X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Daimler Truck Financial**

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at [Information@dtfoffers.com](mailto:Information@dtfoffers.com).

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at [www.daimler-truckfinancial.com](http://www.daimler-truckfinancial.com).

**Carolina Environmental Systems, Inc.**  
**306 Pineview Drive, Kernersville, NC 27284**  
**2701 White Horse Road, Greenville, SC 29611**  
**500 Lee Industrial Blvd, Austell, Ga 30168**  
**Phone: 800-239-7796**  
**336-904-0952**

---

QUOTE

August 28, 2023  
Town of Smithfield  
231 Hospital Rd  
Smithfield, NC 27577  
Attention: Mr. Lawrence Davis

Dear Lawrence,

CES appreciates the opportunity to quote you the following:

One (1) Heil DuraPack 5000 25 cubic yard heavy duty compaction rear loading refuse body- complete with all standard specifications and with the following optional equipment:

- Direct Mount Hot Shift PTO with overspeed control and gear pump
- Single LED hopper light
- LED body side back assist lights
- Dual front LED strobes
- Multi-Function LED strobe/turn lamps
- Dual rear driver signal buzzers
- Factory dual cart tipper hydraulics with two (2) Diamondback Model 500 cart tippers
- Heavy duty hopper package
- 5 gallon Igloo cooler with underbody brackets
- Broom and shovel rack
- 18" x 18" x 36" toolbox
- Mudflaps ahead of rear tandem
- 3<sup>rd</sup> Eye rear vision camera system

**Option 1.** All as per the above and mounted on one (1) **Freightliner Econic SD** cab/chassis complete as per the enclosed specifications.

**\*Please note, this option would be for a 27yd Heil DP5000 versus a 25yd due to the wheelbase restrictions on the Econic SD chassis**

**Budgetary Sales Price for 2024: \$325,000**

FOB: Your yard  
Delivery: Approximate delivery for Q1/Q2 2024, subject to prior sale

**Option 2.** All as per the above and mounted on one (1) **Battle Motors LET2** cab/chassis complete as per the enclosed specifications

**Budgetary Sales Price for 2024: \$345,000**

FOB: Your yard

Delivery: Approximate delivery for Q1/Q2 2024, subject to prior sale

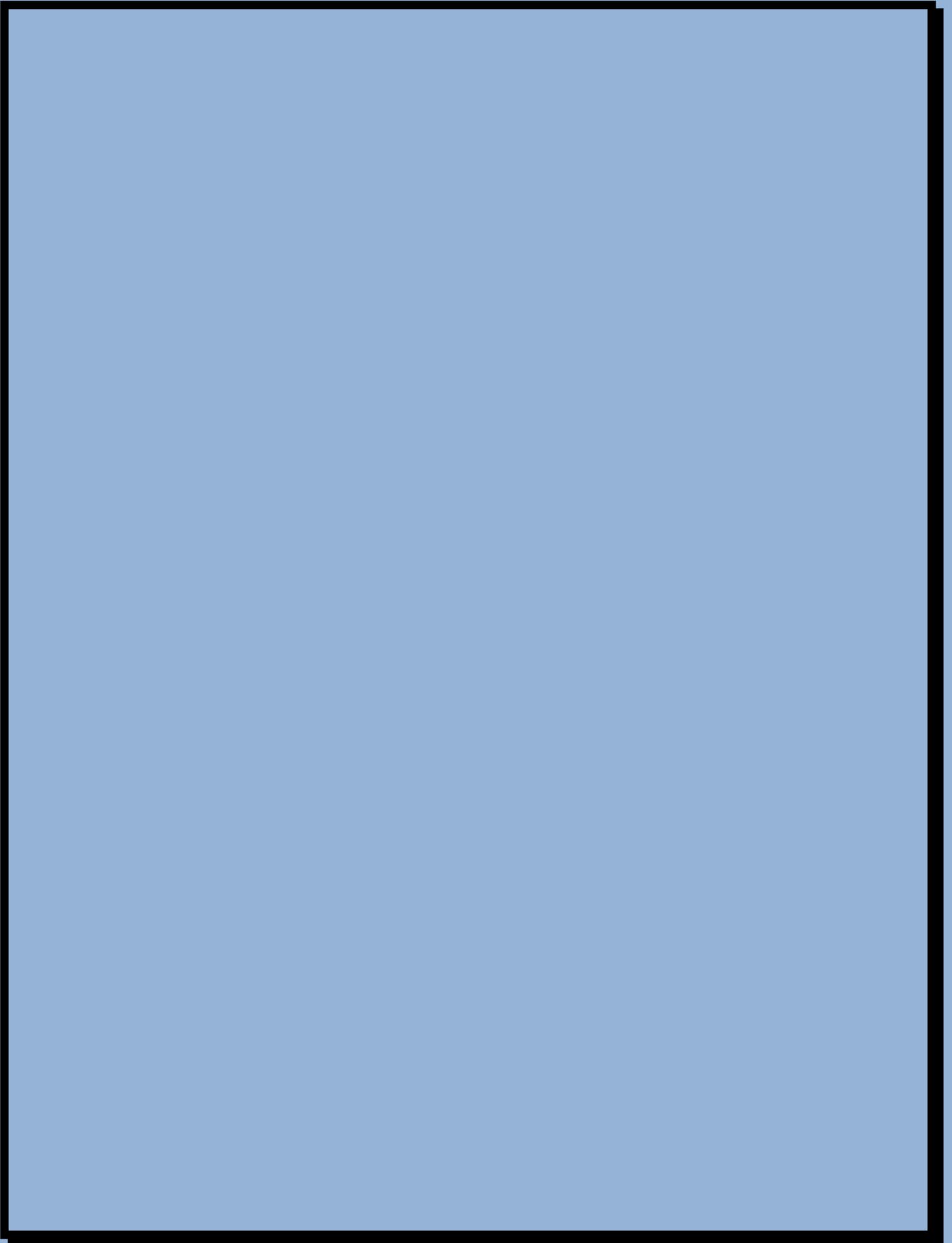
We sincerely appreciate the opportunity to submit the above quotation. If we may answer any questions or be of service to you in any way, please do not hesitate to contact us at: 1-800-239-7796.

Sincerely,

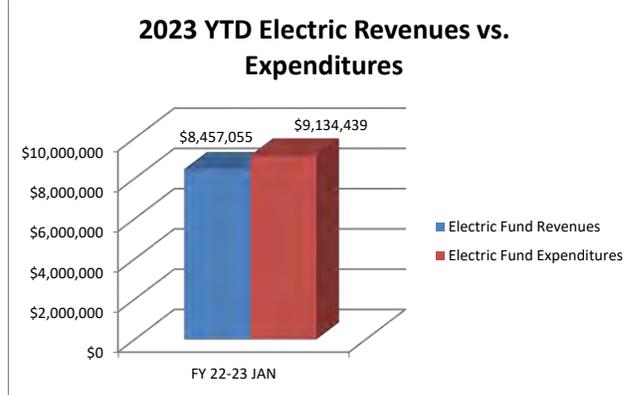
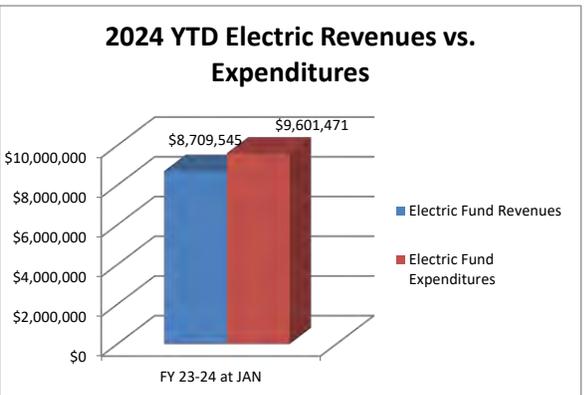
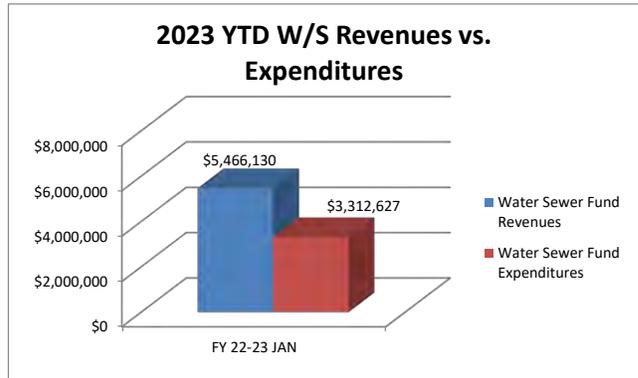
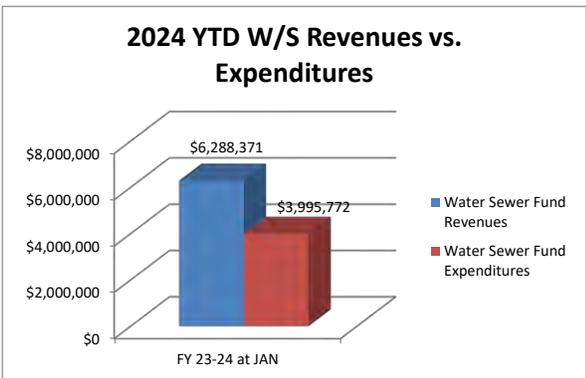
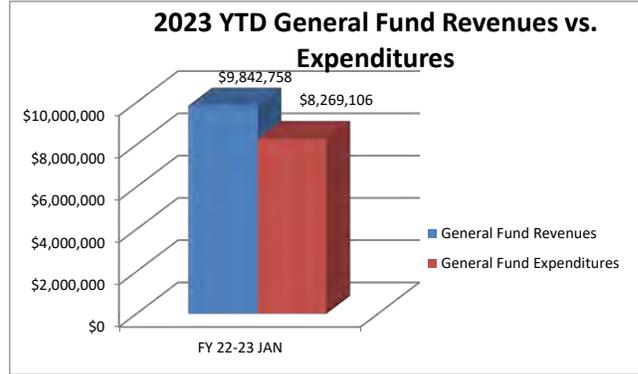
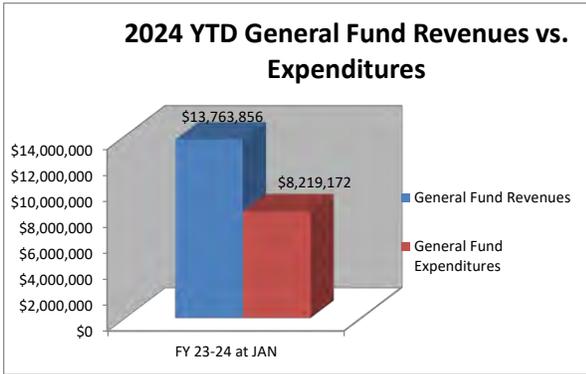
**Ben Taylor**

Carolina Environmental Systems

# Financial Report



# Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**January 31, 2024**  
**Gauge: 7/12 or 58.33 Percent**

**58.33%**

<b>GENERAL FUND</b>									
	Frequency	Actual to Date		Budget		Actual to Date		YTD %	
		FY '22-23	FY '23-24	FY '23-24	FY '23-24	FY '23-24	Collected		
<b>Revenues</b>									
Current & Prior Year Property Taxes	Monthly	\$ 4,698,581	\$ 7,436,900	\$ 7,712,990					103.71%
Motor Vehicle Taxes	Monthly	423,554	775,000	479,835					61.91%
Utility Franchise Taxes	Quarterly	501,132	965,000	554,788					57.49%
Local Option Sales Taxes	Monthly	1,589,414	3,100,000	2,295,462					74.05%
Aquatic and Other Recreation	Monthly	607,541	714,500	502,799					70.37%
Sanitation (Includes Penalties)	Monthly	797,447	1,519,310	817,440					53.80%
Grants		62,676	21,630	15,585					72.05%
All Other Revenues		1,162,413	1,784,484	1,384,957					77.61%
Transfers (Electric and Fire Dist.)		-	334,150	-					0.00%
Fund Balance Appropriated		-	1,146,657	-					0.00%
<b>Total</b>		<b>\$ 9,842,758</b>	<b>\$ 17,797,631</b>	<b>\$ 13,763,856</b>					<b>77.34%</b>

	Actual to Date		Budget		Actual to Date		YTD %	
	FY '22-23	FY '23-24	FY '23-24	FY '23-24	FY '23-24	Spent		
<b>Expenditures</b>								
General Gov.-Governing Body	\$ 277,006	\$ 488,076	\$ 276,969					56.75%
Non Departmental	531,034	1,240,026	579,351					46.72%
Debt Service	377,348	438,296	366,324					83.58%
Finance	82,569	162,590	81,613					50.20%
IT	55,176	303,162	155,434					51.27%
Planning	235,327	408,658	190,588					46.64%
Police	2,299,617	4,636,274	2,226,757					48.03%
Fire	1,398,924	3,042,526	1,425,108					46.84%
General Services/Public Works	357,014	706,233	391,757					55.47%
Streets	252,437	746,065	221,741					29.72%
Motor Pool/Garage	48,347	198,685	94,304					47.46%
Powell Bill	368,077	475,548	43,844					9.22%
Sanitation	813,639	1,936,360	838,101					43.28%
Stormwater	23,107	216,225	13,529					6.26%
Parks and Rec	520,514	1,223,107	621,174					50.79%
SRAC	590,307	1,275,305	665,520					52.19%
Sarah Yard Center	38,663	58,696	27,058					46.10%
Contingency	-	241,799	-					0.00%
<b>Total</b>	<b>\$ 8,269,106</b>	<b>\$ 17,797,631</b>	<b>\$ 8,219,172</b>					<b>46.18%</b>

YTD Fund Balance Increase (Decrease) 1,573,652 (0) 5,544,684

**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**January 31, 2024**  
**Gauge: 7/12 or 58.33 Percent**

**58.33%**

**WATER AND SEWER FUND**

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Water Charges	\$ 1,539,726	\$ 2,912,000	\$ 1,645,390	56.50%
Water Sales (Wholesale)	1,104,628	2,080,380	1,501,044	72.15%
Sewer Charges	2,612,494	4,800,000	2,707,952	56.42%
Penalties	42,304	60,000	37,323	62.21%
Tap Fees	3,115	3,000	15,550	518.33%
Other Revenues	163,863	184,000	381,112	207.13%
Fund Balance Appropriated	-	318,291	-	0.00%
<b>Total</b>	<b>\$ 5,466,130</b>	<b>\$ 10,357,671</b>	<b>\$ 6,288,371</b>	<b>60.71%</b>

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Water Plant (Less Transfers)	\$ 1,129,893	\$ 2,479,704	\$ 1,189,493	47.97%
Water Distribution/Sewer Coll (Less Transfers)	2,034,006	5,222,563	2,594,017	49.67%
Transfer to W/S Capital Proj. Fund	-	1,350,000	-	0.00%
Debt Service	148,728	1,030,957	212,262	20.59%
Contingency	-	274,447	-	0.00%
<b>Total</b>	<b>\$ 3,312,627</b>	<b>\$ 10,357,671</b>	<b>\$ 3,995,772</b>	<b>38.58%</b>

YTD Fund Balance Increase (Decrease) 2,153,503 - 2,292,599

**ELECTRIC FUND**

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Electric Sales	\$ 8,221,279	\$ 16,320,000	\$ 8,333,700	51.06%
Penalties	49,496	80,000	54,929	68.66%
All Other Revenues	186,280	252,000	320,916	127.35%
Fund Balance Appropriated	-	226,133	-	0.00%
<b>Total</b>	<b>\$ 8,457,055</b>	<b>\$ 16,878,133</b>	<b>\$ 8,709,545</b>	<b>51.60%</b>

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Administration/Operations	\$ 1,564,528	\$ 3,121,377	\$ 1,928,845	61.79%
Purchased Power - Non Demand	2,794,663	12,450,000	2,860,191	58.83%
Purchased Power - Demand	3,758,227	-	3,789,557	
Purchased Power - Debt	674,436	-	674,436	
Debt Service	342,585	342,586	342,586	100.00%
Capital Outlay	-	16,700	5,856	35.07%
Contingency	-	220,000	-	0.00%
Transfers to Electric Capital Proj Fund	-	632,320	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
<b>Total</b>	<b>\$ 9,134,439</b>	<b>\$ 16,878,133</b>	<b>\$ 9,601,471</b>	<b>56.89%</b>

YTD Fund Balance Increase (Decrease) (677,384) - (891,926)

**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**January 31, 2024**

Gauge: 7/12 or 58.33 Percent

58.33%

**CASH AND INVESTMENTS FOR OCTOBER**

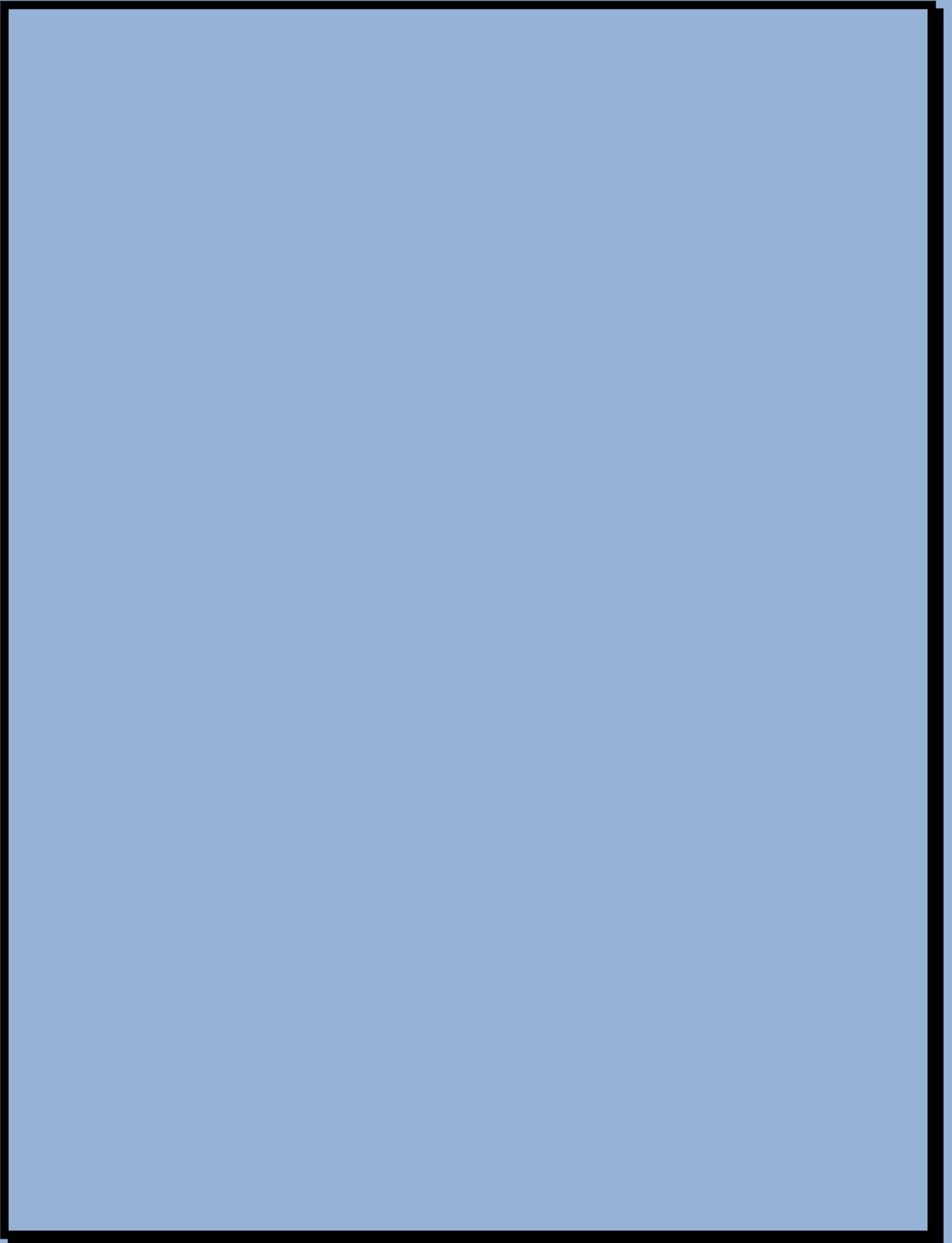
General Fund (Includes P. Bill)	22,416,657			
Water and Sewer Fund	14,029,781			
Electric Fund*	11,383,068			
ARPA (20)	2,474,115			
SCIF (21)	1			
JB George Endowment (40)	135,305			
Water Plant Expansion (43)	954,817			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	1,618,111			
Capital Project Fund: General (46)	551,147			
Capital Project Fund: Electric (47)	234,973			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(14,604)	1st CITIZENS	36,912,221	1.75%
Firemen Relief Fund (50)	99,994	NCCMT	5,307,859	5.000%
Fire District Fund (51)	375,390	KS BANK	2,423,597	3.00%
General Capital Reserve Fund (72)	6,411	TRUIST	10,079,935	3.25%
Total	\$ 54,723,612		\$ 54,723,612	

\*Plug (0)

Account Balances Confirmed By Finance Director on

2/23/2024

# Department Reports





**FINANCE DEPARTMENTAL REPORT FOR JANUARY, 2024**

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

Daily Collections/Property Taxes/Other.....	\$6,385,175
Franchise Tax.....	0
Sales & Use Tax.....	323,789
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$6,708,964</b>
Expenditures: General, Water, and Electric.....	\$3,080,692

**FINANCE:**

- Compiled and submitted monthly retirement report for November on 01/31/2024.
- Issued 91 purchase orders
- Processed 704 vendor invoices for payment and issued 391 accounts payable checks
- Prepared and processed two regular payrolls and remitted federal and state payroll taxes on January 5 and 19, 2024.
- Issued total of 0 renewal privilege licenses for beer and wine sales with 9 outstanding
- 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 \$9,496.
- Processed 8 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$33,011.73 (EMS: \$6,982.75; SRAC: \$3,160.23; Utility: \$22,868.75; and Other: \$0)
- Penn Credit - Bad Debt Collections received in August \$0; Total collections calendar year-to-date \$23,185.67
- Invoiced 1 grave opening (10-40-3400-3403-0003) for a total of \$725.
- Invoiced Johnston Community College for Police Security on in January, 2024
- Earned \$51,710.05 in interest from FCB and paid \$2,854.18 in fees on the central depository account.
- Paid \$15,150 in credit/debit/Tyler card fees, but received \$11,044 (31-72-3550-3520-0002) in convenience fees

**FINANCE DIRECTOR**

- Attended Town Council Meeting on January 09, 2024
- Signed new merchant credit card agreement with First Citizens Bank on 1/9/2024
- Successfully moved credit card merchant agreement to First Citizens Bank from PNC Bank on 1/23/2024
- Renewed SAM Registration on 1/11/2024
- Paid Utility Sales Tax on 01/16/2024
- Completed new LOGOS User Form for the Assistant Fin Dir to report deposits on hand at Dec 31, 2023
- Paid SRAC concessions quarterly sales tax on 01/17/2024
- Reported 10 Stopped Water Meters to Utilities to replace on 2/16/2024
- Attended Department Head Meetings on 01/08 and 01/23/2023
- Attended Budget Workshop on 1/30/2024



# Planning Department Development Report

Monday, January 29, 2024

**Project Name:** Lynn's Automotive Repair  
**Request:** Reuse of 559 West Market Street Garage and new parking facil  
**Location** 559 West Market Street  
**Tax ID#:** PIN#: 169413-13-0290  
**Project Status** In First Review  
**Notes:**

<b>Site Plan SP-24-01</b>
Submittal Date: 1/17/2024
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

**Project Name:** Jubilee Creek Subdivision  
**Request:** 8-lot subdivision  
**Location**  
**Tax ID#:** PIN#:   
**Project Status**  
**Notes:**

<b>Subdivision 2023-01</b>
Submittal Date: 12/18/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

**Project Name:** Johnston County Neuse River Pump Station  
**Request:** new replacement pump station  
**Location**  
**Tax ID#:** 15J10015J PIN#: 168319-60-6281  
**Project Status** Approved  
**Notes:**

<b>Site Plan 2023-13</b>
Submittal Date: 12/18/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/22/2024

**Project Name:** SCC Real Estate  
**Request:** Contractor Building and Yard  
**Location**  
**Tax ID#:** 15079005G PIN#:   
**Project Status** In First Review  
**Notes:**

<b>Site Plan SP-23-11</b>
Submittal Date: 12/1/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Smithfield Venue - 230 N Equity Dr**  
Request: Reuse of building as an event venue  
Location 230 North Equity Drive  
Tax ID#: 15008045C. PIN#: 260417-20-2951  
Project Status **Second Review Complete**  
Notes:

<b>Site Plan 2023-12</b>
Submittal Date: 11/15/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Watershed Ordinance Update**  
Request:  
Location  
Tax ID#: PIN:  
Project Status **Approved**  
Notes:

<b>Text Amendment 2023-09</b>
Submittal Date: 11/7/2023
Planning Board Review: 12/7/2023
Board of Adjustment Review:
Town Council Hearing Date: 1/9/2024
Approval Date: 1/23/2023

Project Name: **96 Gulf Stream Court Industrial**  
Request: Site Plan review  
Location 96 Gulfstream Court  
Tax ID#: 15079005D PIN#: 168510-47-8027  
Project Status **Approved**  
Notes:

<b>Site Plan 2023-10</b>
Submittal Date: 10/25/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/8/2024

Project Name: **Rapid Response Electric**  
Request: Site plan review for expansion  
Location 228 Tyler Drive  
Tax ID#: 15J11023N PIN#: 168206-38-3045  
Project Status **Approved**  
Notes:

<b>Site Plan 2023-09</b>
Submittal Date: 10/19/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/23/2024

Project Name: **JCC Greenhouses**

Request:

Location **1240 East Market Street**

Tax ID#: **15L11005N** PIN#: **169308-89-4088**

Project Status **Approved**

Notes:

<b>Site Plan 2023-08</b>
Submittal Date: <b>10/5/2023</b>
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: <b>10/6/2023</b>

Project Name: **Johnson's Tire & Auto**

Request: **Rezoning form R-20A to B-3**

Location **267 NC Hwy 210**

Tax ID#: **15076014** PIN#: **168400-93-3800**

Project Status **Scheduled for Public Hearing**

Notes: **Rezones a .5 acre portion of 1.5 acre tract of land**

<b>Map Amendment 2023-02</b>
Submittal Date: <b>8/4/2023</b>
Planning Board Review: <b>9/7/2023</b>
Board of Adjustment Review:
Town Council Hearing Date: <b>10/2/2023</b>
Approval Date: <b>10/2/2023</b>

Project Name: **Outdoor vehicluar display**

Request: **Lowers parking lot striping standards**

Location

Tax ID#: PIN#:

Project Status

Notes: **Special considerations for automobile sales only.**

<b>Text Amendment 2023-10</b>
Submittal Date: <b>8/4/2023</b>
Planning Board Review: <b>9/7/2023</b>
Board of Adjustment Review:
Town Council Hearing Date: <b>10/2/2023</b>
Approval Date: <b>10/2/2023</b>

Project Name: **Special event ordinance revisions**

Request: **Reduces permit requirments for events held in town parks**

Location

Tax ID#: PIN#:

Project Status

Notes:

<b>Text Amendment 2023-11</b>
Submittal Date: <b>8/4/2023</b>
Planning Board Review: <b>9/7/2023</b>
Board of Adjustment Review:
Town Council Hearing Date: <b>10/2/2023</b>
Approval Date: <b>10/2/2023</b>

Project Name: **Slim Chickens**  
 Request: **Free Standing Restaurant**  
 Location **1311 North Brightleaf Boulevard**  
 Tax ID#: **14074019A** PIN#: **260411-55-9256**  
 Project Status **Approved**  
 Notes: **Under Construction**

<b>Site Plan 2023-07</b>	
Submittal Date:	7/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/9/2023

Project Name: **Bufflo Road Subdivision**  
 Request: **222 unit subdivision**  
 Location **Buffalo Road**  
 Tax ID#: **14A03005** PIN#: **260412-06-3802**  
 Project Status **In Second Review**  
 Notes: **TC tabled to the March TC meeting**

<b>Conditional Zoning 2023-01</b>	
Submittal Date:	6/30/2023
Planning Board Review:	11/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	1/23/2024
Approval Date:	

Project Name: **Johnston County / Yelverton Grove Road Rezoning**  
 Request: **Rezone 49.02 acers from R-20A to OI**  
 Location **Yelverton Grov**  
 Tax ID#: **15L11012** PIN#: **260300-46-7578**  
 Project Status **Approved**  
 Notes: **Planning Board Reccomends Approval**

<b>Map Amendment 2023-01</b>	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	8/1/2023

Project Name: **Sidewalk Fee in lieu of**  
 Request: **Amend Article 2 to create a sidewalk fee in lieu of option**  
 Location  
 Tax ID#: PIN#:   
 Project Status **In First Review**  
 Notes: **Town Council tabled discussion to future workshop**

<b>Text Amendment 2023-07</b>	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**  
Request: Car wash tunnel  
Location 100 Smithfield Cros  
Tax ID#: 15008045Y PIN#: 260305-09-6780  
Project Status **Approved**  
Notes: **Old Checkers Site**

<b>Site Plan 2023-06</b>	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/15/2023

Project Name: **Cox Automotive Addition**  
Request: Open canopy addition to building  
Location  
Tax ID#: PIN:  
Project Status  
Notes:

<b>Site Plan 2023-05</b>	
Submittal Date:	5/22/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/22/2023

Project Name: **General Design Standards**  
Request: Article 2,10 and Appendix A  
Location  
Tax ID#: PIN:  
Project Status **In First Review**  
Notes: **Town Council tabled discussion to future workshop**

<b>Text Amendment 2023-06</b>	
Submittal Date:	5/1/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	7/4/2023
Approval Date:	

Project Name: **Airport Industrial Lot 4**  
Request: 8000 sq ft Industrial Flex Space  
Location 154 Airport Ind Drive  
Tax ID#: 15J08017H PIN#: 68500-04-6994  
Project Status **Approved**  
Notes: **Under Construction**

<b>Site Plan 2023-04</b>	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/9/2023

Project Name: **Westerman Place Sub'd**  
 Request: variance to create a lot on a private easement  
 Location 350 Westerman Place  
 Tax ID#: 15I07040 PIN#: 167500-74-2102  
 Project Status **Approved**  
 Notes: **10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement**

<b>BOA 2023-05</b>	
Submittal Date:	4/7/2023
Planning Board Review:	
Board of Adjustment Review:	4/27/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Eagle Nest**  
 Request: 7 Lot major subdivision  
 Location Galilee Road  
 Tax ID#: 15I09034M PIN#: 167300-68-6881  
 Project Status **First Review Complete**  
 Notes: **Manufactured homes on septic tanks with shared driveways - appears to have been withdrawn**

<b>Subdivision 2023-01</b>	
Submittal Date:	3/21/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Home2Suites**  
 Request: 98 Room Hotel  
 Location 180 Towne Center Place  
 Tax ID#: 15L11001H PIN#: 260305-08-8796  
 Project Status **Approved**  
 Notes: **Construction Eminent**

<b>Site Plan 2023-03</b>	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/22/2023

Project Name: **Airport Overlay District**  
 Request: Amends Section 10.95 Airport Height Hazard Overlay (AHH).  
 Location  
 Tax ID#: PIN#:   
 Project Status **Approved**  
 Notes: **PB recommends approval**

<b>Text Amendment 2023-03</b>	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Gov. offices in the IND Zoning Districts**  
 Request: Amends Section 6.6, Table of Permitted Uses  
 Location  
 Tax ID#: PIN#:  
 Project Status **Approved**  
 Notes: **PB reccomends approval**

<b>Text Amendment 2023-05</b>	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Landscape Maintenance**  
 Request: Amends Section 10.11. Landscape Maintenance  
 Location  
 Tax ID#: PIN#:  
 Project Status **Approved**  
 Notes: **PB reccomends approval**

<b>Text Amendment 2023-05</b>	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Ram Rent-All**  
 Request: Free standing storage building  
 Location 804 North Brightleaf Boulevard  
 Tax ID#: 15006010 PIN#: 260413-02-1766  
 Project Status **Approved**  
 Notes: **1,800 square foot metal building**

<b>Site Plan 2023-04</b>	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	4/13/2023

Project Name: **Accessory Structures**  
 Request: Allows 2 accessory structures perresidential zoned lot  
 Location  
 Tax ID#: PIN#:  
 Project Status **Approved**  
 Notes: **PB reccomended approval**

<b>Text Amendment 2023-02</b>	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
Approval Date:	4/4/2023

Project Name: **Perfect Ride**  
 Request: Variance from Street Yard, Paking lot trees, Parking lot striping  
 Location 721 North Brightleaf Boulevard  
 Tax ID#: 15006006 PIN#: 169416-92-9618  
 Project Status  
 Notes: **Denied by TOSBOA**

<b>Variance 2023-03</b>	
Submittal Date:	2/3/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**  
 Request: Exemption from parking lot striping  
 Location 1109 North Brightleaf Boulevard  
 Tax ID#: 15004022 PIN#: 260413-24-1290  
 Project Status  
 Notes: **Denied by TOSBOA**

<b>Variance 2023-02</b>	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**  
 Request: Exceed the maximum of four wall signs for a total of six  
 Location 1109 North Brightleaf Boulevard  
 Tax ID#: 15004022 PIN#: 260413-24-1290  
 Project Status **Approved**  
 Notes: **Approved by TOSBOA**

<b>Variance 2023-01</b>	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Building Height Ordinance**  
 Request: Increases max building Height to 80' in the HI zoning district  
 Location  
 Tax ID#: PIN#:   
 Project Status **Approved**  
 Notes: **PB recommended approval**

<b>Text Amendment 2023-01</b>	
Submittal Date:	
Planning Board Review:	2/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	3/7/2023
Approval Date:	3/7/2023



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

### Permits Issued for January 2024

		Permit Fees	Permits Issued
Zoning	Land Use	\$500.00	5
Subdivisions	Major Subdivision	\$1,425.00	13
Site Plan	Minor Site Plan	\$675.00	13
Zoning	Sign	\$200.00	4
Report Period Total:		\$1,025.00	35
Fiscal YTD Total:		\$1,025.00	

Permit#	Permit Type	Sub Type	Address	File Open Date
SP24-000001	Site Plan	Minor Site Plan	75 Thain Place	01/02/2024
SP24-000002	Site Plan	Minor Site Plan	234 West Market Street	01/02/2024
SP24-000003	Site Plan	Major Site Plan	254 Galilee Branch Drive	01/02/2024
SP24-000004	Site Plan	Major Site Plan	224-244 Peebles Drive	01/03/2024
SP24-000005	Site Plan	Major Site Plan	201-221 Peebles Drive	01/03/2024
SP24-000006	Site Plan	Major Site Plan	225-245 Peebles Drive	01/03/2024
SP24-000007	Site Plan	Major Site Plan	157-169 Peebles Drive	01/04/2024
SP24-000008	Site Plan	Major Site Plan	129-137 Peebles Drive	01/04/2024
SP24-000009	Site Plan	Major Site Plan	109-121 Peebles Drive	01/04/2024
SP24-000010	Site Plan	Major Site Plan	206-218 Golden Arms Drive	01/04/2024
SP24-000011	Site Plan	Major Site Plan	912-981 Olive Branch Road	01/05/2024
SP24-000012	Site Plan	Minor Site Plan	812 East Street	01/05/2024
SP24-000013	Site Plan	Minor Site Plan	1418 Wal-Pat Road	01/08/2024
SP24-000014	Site Plan	Minor Site Plan	60 Brantley Circle	01/08/2024
SP24-000015	Site Plan	Minor Site Plan	3262 South Brightleaf Boulevard	01/08/2024
SP24-000016	Site Plan	Minor Site Plan	96 Gulfstream Court	01/08/2024
SP24-000017	Site Plan	Minor Site Plan	314 Hickory Drive	01/12/2024
SP24-000018	Site Plan	Major Site Plan	249-269 Peebles Drive	01/16/2024
SP24-000019	Site Plan	Major Site Plan	248-260 Peebles Drive	01/16/2024
SP24-000020	Site Plan	Minor Site Plan	1215 East Booker Dairy Road	01/17/2024
SP24-000021	Site Plan	Minor Site Plan	168 Tuliptree Drive	01/17/2024
SP24-000022	Site Plan	Major Site Plan	2858 South Brightleaf Boulevard	01/22/2024
SP24-000023	Site Plan	Minor Site Plan	1890 Firetower Road	01/22/2024
SP24-000024	Site Plan	Minor Site Plan	228 Tyler Drive	01/23/2024
SP24-000025	Site Plan	Major Site Plan	188-242 New Twin Branch Court	01/24/2024

SP24-000026	Site Plan	Minor Site Plan	2283 Wilson's Mills Road	01/29/2024
Z24-000001	Zoning	Land Use	728 North Brightleaf Boulevard	01/04/2024
Z24-000002	Zoning	Sign	111 West Saltgrass Lane	01/05/2024
Z24-000003	Zoning	Land Use	1243 North Brightleaf Boulevard	01/08/2024
Z24-000004	Zoning	Sign	1025 Outlet Center Drive Suite 905	01/10/2024
Z24-000005	Zoning	Sign	1115 North Brightleaf Boulevard	01/12/2024
Z24-000006	Zoning	Land Use	154 Airport Industrial Road	01/12/2024
Z24-000007	Zoning	Land Use	1255 North Brightleaf Boulevard	01/16/2024
Z24-000008	Zoning	Sign	527 South Brightleaf Boulevard	01/26/2024
Z24-000009	Zoning	Land Use	318 Stancil Street	01/26/2024



# SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577  
Phone: (919) 934-2121 • Fax: (919) 934-0223

## MONTHLY STATISTICS

*MONTH ENDING JANUARY 31, 2024*

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	<b>1637</b>	<b>1637</b>
INCIDENT REPORTS TAKEN	<b>104</b>	<b>104</b>
BURGLARY	<b>1</b>	<b>1</b>
CASES CLOSED	<b>83</b>	<b>83</b>
ACCIDENT REPORTS	<b>87</b>	<b>87</b>
ARREST REPORTS TAKEN	<b>78</b>	<b>78</b>
DRUGS	<b>23</b>	<b>23</b>
DWI	<b>4</b>	<b>4</b>
CITATIONS ISSUED	<b>183</b>	<b>183</b>
PARKING/PAID	<b>32/10</b>	<b>32/10</b>
SPEEDING	<b>4</b>	<b>4</b>
NOL/DWLR	<b>52</b>	<b>52</b>
FICT/CNCL/REV REG CARD/TAG	<b>60</b>	<b>60</b>

*Smithfield, North Carolina • The Heart of Johnston County Since 1777*

## REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2024

PART I CRIMES	January 2023	January 2024	+/-	Percent Changed	Year-To-Date 2023	Year-To-Date 2024	+/-	Percent Changed
MURDER	0	1	1	N.C.	0	1	1	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	0	1	1	N.C.	0	1	1	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	1	1	N.C.	0	1	1	N.C.
ASSAULT	4	3	-1	-25%	4	3	-1	-25%
* VIOLENT *	4	5	1	25%	4	5	1	25%
BURGLARY	6	4	-2	-33%	6	4	-2	-33%
Residential	2	3	1	50%	2	3	1	50%
Non-Resident.	4	1	-3	-75%	4	1	-3	-75%
LARCENY	24	19	-5	-21%	24	19	-5	-21%
AUTO THEFT	1	4	3	300%	1	4	3	300%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	31	27	-4	-13%	31	27	-4	-13%
PART I TOTAL:	35	32	-3	-9%	35	32	-3	-9%
PART II CRIMES								
Drug	15	20	5	33%	15	20	5	33%
Assault Simple	16	10	-6	-38%	16	10	-6	-38%
Forgery/Counterfeit	3	2	-1	-33%	3	2	-1	-33%
Fraud	10	5	-5	-50%	10	5	-5	-50%
Embezzlement	0	1	1	N.C.	0	1	1	N.C.
Stolen Property	0	1	1	N.C.	0	1	1	N.C.
Vandalism	6	2	-4	-67%	6	2	-4	-67%
Weapons	1	0	-1	-100%	1	0	-1	-100%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	3	6	3	100%	3	6	3	100%
Liquor Law Violation	0	0	0	N.C.	0	0	0	N.C.
Disorderly Conduct	0	0	0	N.C.	0	0	0	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	1	0	-1	-100%	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	29	20	-9	-31%	29	20	-9	-31%
PART II TOTAL:	85	67	-18	-21%	85	67	-18	-21%
GRAND TOTAL:	120	99	-21	-18%	120	99	-21	-18%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
January 2024**

**I. Statistical Section**

	<b>Jan.</b>
<b>Confirmed Structure Fires</b>	<b>3</b>
<b>EMS Responses</b>	<b>198</b>
<b>Misc./Other Calls</b>	<b>37</b>
<b>Mutual Aid Calls</b>	<b>10</b>
<b>TOTAL EMERGENCY RESPONSES</b>	<b>289</b>

	<b>Jan.</b>	<b>YTD</b>
Fire Inspections	88	88
Public Fire Education Programs	0	0
# Of Children Educated	0	0
# Of Adults Educated	0	0
Plans Review Construction/Renovation Projects	18	18
Fire Department Permits reviewed / Issued	31	31
Business Preplans	0	0
<b>Fire Related Injuries &amp; Deaths</b>	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

**II. Major Revenues**

	<b>Jan.</b>	<b>YTD</b>
<b>Inspections</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Fire Recovery USA</b>	<b>\$0.00</b>	<b>\$0.00</b>

**III. Personnel Update:**

1 vacant Full-time positions (1-Firefighter I), Assistant Fire Chief position was filled. Continuous Part-time positions available, 18 p/t positions currently filled including the p/t fire inspector.

**IV. Narrative of monthly departmental activities:**

- Squad was in-service 9 of 21 days
- Total Training Hours for December = 509.5 hours
- Completed the Assistant Fire Chief Assessment Center
- Began the 4-week new recruit training process
- Began the Annual Report for 2023
- Continued budget submissions
- Amazon Finals begins with Third Party Company
- Fire Investigation Program Development
- Fire alarm SOG Completion

- Jan. 4 – Assistant Chief Assessment Center
- Jan. 8, 10, & 11 – Departmental organization training
- Jan. 12 – Training Committee meeting
- Jan. 12 – Recruitment/Retention meeting
- Jan. 29, 30, & 31 – Fire Inspections Level III course

## **V. Upcoming Plans**

- Finish Fire Department Annual Report 2023
- Assistant Fire Chief onboarding
- Continue budget process
- Recruitment/Retention planning (Committee)
- Website Updates
- Fee Schedule Revisions
- Plans Review Scanning
- Smoke Alarm Canvassing planning
- Fire Investigations Program work



# Reporting

01/01/2024 - 01/31/2024

Date Presets

Work Orders 16

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Summary

Asset Hea... New

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

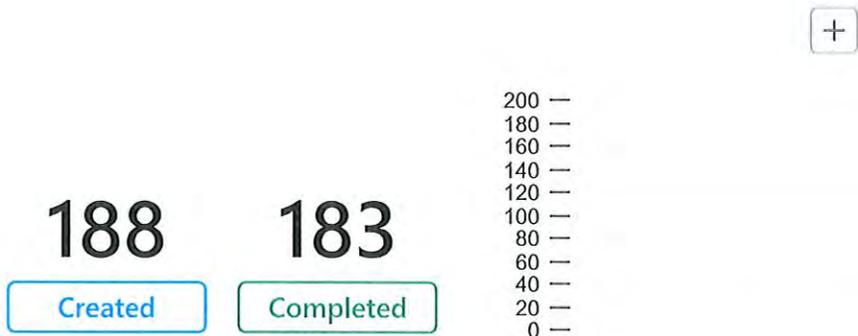
Priority

Category

+ Add Filter

## Created vs. Completed

Created vs. Completed



Grouped by:

Team

User

Asset

Location

## Created vs. Completed

Assigned Team Name

Members

Assigned

Compl

No data available. Try changing the date range or rep

Support

Lawrence Davis

Settings

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**January 31, 2024**



**I. Statistical Section**

Burials

0 Works Orders – Buildings & Facilities Division

30 Work Orders – Grounds Division

3 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales: \$3,000.00

Riverside Ext Cemetery Lot Sales: \$0

Grave Opening Fees: \$5,075.00

Total Revenue: \$8,075.00

**III. Major Expenses for the Month:**

Paid Craft Digging Services \$4,200.00 for opening and closing graves at all town cemeteries.

**IV. Personnel Update:**

No one for the month was hired.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, rights-of-way, buildings, and facilities. The Appearance Division safety meeting was not held in January.

**Town of Smithfield  
Public Works Department  
January 31, 2024**



188 Total Work Orders completed by the Public Works Department  
7 Burials, at \$725.00 each = \$5,075.00  
1 Cremation Burial, \$425 each = \$0  
\$3,000. Sunset Cemetery Lot Sales  
\$0 Riverside Extension Cemetery Lot Sales  
458.92 tons of household waste collected  
152.00 tons of yard waste collected  
3.17 tons of recycling collected  
0 gallons of used motor oil were recycled  
250 scrap tires were recycled



# Smithfield Appearance Commission

## Smithfield Appearance Commission

### Agenda

Tuesday, January 16, 2024

5:00 PM

Opening	Call to Order
Business:	Approval of Meeting Minutes (Oct) Financial Report (Oct and Nov)
Agenda Items	Updates <ul style="list-style-type: none"><li>• 95 Signage</li></ul> Action Items <ul style="list-style-type: none"><li>• Vote for Bradford tree replacements</li><li>• Donate-A-Tree brochures</li></ul> Guest Speaker <ul style="list-style-type: none"><li>• Heidi, with Activate Selma</li></ul>
Closing	Adjourn



# Reporting

01/01/2024 - 01/31/2024

Date Presets

Work Orders 16

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Summary

Asset Hea... New

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

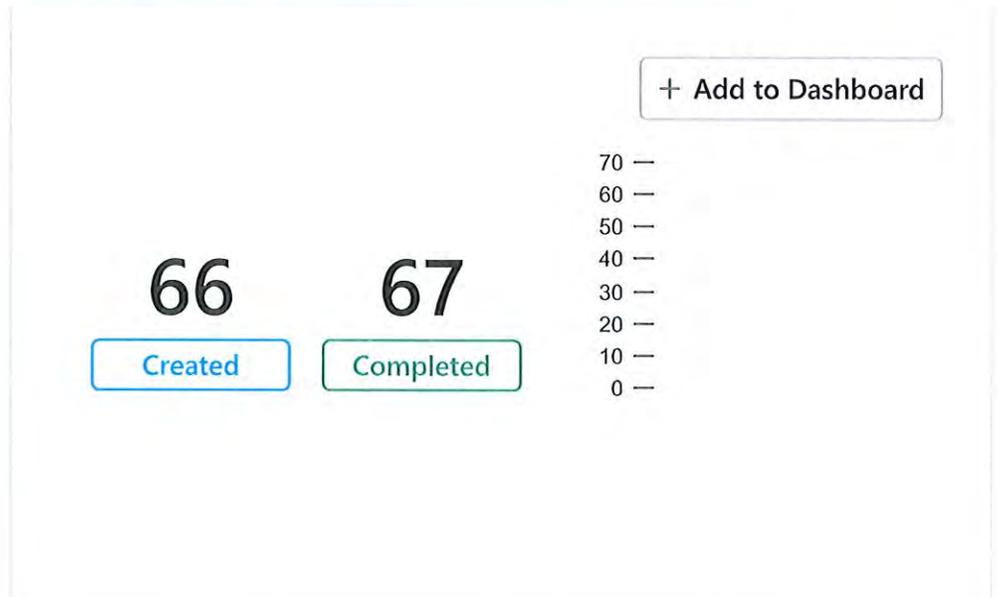
Priority

Category

+ Add F

## Created vs. Completed

Created vs. Completed



Grouped by: Team | User | Asset | Location

### Created vs. Completed



Assigned Team Name

Members

Assigned

Compl

No data available. Try clearing any active filters, changing the date

Support

Lawrence Davis

Settings



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Jan. 31, 2024**



**I. Statistical Section**

- 2   Preventive Maintenances
- 0   North Carolina Inspections
- 67  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenance on all Town owned generators.

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
Jan. 31, 2024**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 5 Work Orders – 20 Linear Feet of ditches were cleaned
- e. 3 Work Orders – 400lbs. of Cold Patch was used for 8 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Paid \$1,830.00 to CSX for annual fee for crossing-signal.

Paid \$1,342.73 to Quality equipment for repair the 2022 John deer 6105e  
Fixing a battery drainage issue.

**IV. Personnel Update:**

No one for the month of January

**V. Narrative of monthly departmental activities:**

The Public Works Department carried out the overall duties of signage, ditch cleaning, cutting back right-a-ways and potholes. Drainage safety meeting was not held in January.



# Work Orders List for 02/01/2024 - 02/29/2024

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#2623 Check signs ✓ Type: Reactive <span>Drainage</span> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/01/2024	Total Time Costs Total Time \$97.08 4h 41m 56s <b>Total Costs \$97.08</b>	
#2624 Feel in potholes on 3rd Ave Type: Reactive <span>Medium</span> <span>Drainage</span> Michael Sliger Ethan Bryant		02/01/2024 ✓ Done Completed by Michael Sliger on 02/01/2024		
#2627 Check signs ✓ Type: Reactive <span>Drainage</span> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/02/2024	Total Time Costs Total Time \$83.94 4h 3m 47s <b>Total Costs \$83.94</b>	
#2633 STOP sign is leaning ✓ Type: Reactive <span>High</span> <span>Streets Division</span> Ethan Bryant	Drainage Division Street Division	02/05/2024 ✓ Done Completed by Ethan Bryant on 02/05/2024	Total Time Costs Total Time \$3.80 11m 3s <b>Total Costs \$3.80</b>	

**WORK ORDER INFO**    **LOCATION & ASSET**    **DUE & STATUS**    **TIME & COST**    **PROCEDURE ANSWERS**

#2634 Replace faded stopsign ✓ Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/05/2024	Total Time Costs Total Time <b>Total Costs</b>	\$0.10 0m 17s <b>\$0.10</b>
#2636 Faded stopsign ✓ Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/05/2024	Total Time Costs Total Time <b>Total Costs</b>	\$5.36 15m 34s <b>\$5.36</b>
#2638 Replace faded stopsign ✓ Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/05/2024	Total Time Costs Total Time <b>Total Costs</b>	\$9.94 28m 52s <b>\$9.94</b>
#2645 Cut ditch Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$23.19 1h 7m 20s <b>\$23.19</b>
#2647 Cut rightaway Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$5.99 17m 24s <b>\$5.99</b>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#2646 <b>Cut rightaway</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$5.62 16m 19s <b>\$5.62</b>
#2648 <b>Cut ditch</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$6.13 17m 49s <b>\$6.13</b>
#2649 <b>Cut rightaway</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$9.08 26m 23s <b>\$9.08</b>
#2650 <b>Cut rightaway</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/06/2024	Total Time Costs Total Time <b>Total Costs</b>	\$8.84 25m 40s <b>\$8.84</b>
#2657 <b>Cut blind corner</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/07/2024	Total Time Costs Total Time <b>Total Costs</b>	\$7.06 20m 30s <b>\$7.06</b>
#2658 <b>Cut ditch</b> Type: Reactive	Drainage Division	✓ Done Completed by Ethan Bryant on 02/07/2024	Total Time Costs Total Time <b>Total Costs</b>	\$10.77 31m 16s <b>\$10.77</b>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

[Drainage](#)

Ethan Bryant

#2659

**Cut rightaway**

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/07/2024

Total Time Costs

Total Time

\$12.96

37m 38s

**\$12.96**

#2660

**Cut rightaway**

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/07/2024

Total Time Costs

Total Time

\$26.71

1h 17m 35s

**\$26.71**

#2662

**Cut rightaway**

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/07/2024

Total Time Costs

Total Time

\$10.46

30m 22s

**\$10.46**

#2663

**Cut rightaway**

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/07/2024

Total Time Costs

Total Time

\$37.39

1h 48m 35s

**\$37.39**

#2669

**Clean out ditch**

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/08/2024

Total Time Costs

Total Time

\$34.09

1h 39m 0s

**\$34.09**

#2674

Appearance Division

✓ Done

Total Time Costs

\$43.79

**WORK ORDER INFO**    **LOCATION & ASSET**    **DUE & STATUS**    **TIME & COST**    **PROCEDURE ANSWERS**

<b>Take down Christmas lights</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Appearance Division	Completed by Ethan Bryant on 02/14/2024	Total Time 2h 7m 11s	<b>\$43.79</b>
#2679 <b>Stopsign leaning</b> ✓ Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/14/2024	Total Time Costs Total Time 10m 23s	<b>\$3.58</b> <b>\$3.58</b>
#2681 <b>Limbs blocking view of 25 mph sign</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/14/2024	Total Time Costs Total Time 16m 10s	<b>\$5.57</b> <b>\$5.57</b>
#2685 <b>Streetblades torn down</b> ✓ Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/15/2024	Total Time Costs Total Time 20m 17s	<b>\$6.98</b> <b>\$6.98</b>
#2683 <b>Clean catchbasins</b> Type: Reactive <a href="#">Drainage</a> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 02/15/2024	Total Time Costs Total Time 4h 40m 21s	<b>\$96.53</b> <b>\$96.53</b>
#2686 <b>Stop sign torn down</b> ✓ Type: Reactive	Drainage Division Street Division	✓ Done Completed by Ethan Bryant on 02/15/2024	Total Time Costs Total Time 1h 37m 29s	<b>\$33.57</b>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

High

Signage

Ethan Bryant

#2689

Limbs blocking view of 25mph sign

Type: Reactive

Drainage

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant on 02/16/2024

Total Time Costs

\$6.96

20m 12s

Total Costs

\$6.96

#2688

Tree blocking 25mph sign

Type: Reactive

Medium

Drainage

Ethan Bryant

Drainage Division

Total Time Costs

\$2.99

8m 41s

Total Costs

\$2.99

#2694

potholes on Hamilton Dr

Type: Reactive

Low

Potholes and street repairs

Ethan Bryant

Drainage Division

02/16/2024

✓ Done

Completed by Ethan Bryant on 02/16/2024

Total Time Costs

\$4.32

12m 32s

Total Costs

\$4.32

Square Feet of repair : 2-2x2 potholes

Bags of Perma Patch used.: 1 1/2 bags

Material used : 1 1/2 bags

Truck(s) #: 412

Names of worker(s): Ethan&Jb

#2324

Cut ditch

Type: Reactive

Medium

01/03/2024

✓ Done

Completed by Ethan Bryant on 02/19/2024

#2697	<p>Drainage</p> <p>Ethan Bryant</p> <p>Drainage Division</p> <p>Street Division</p> <p>Limbs blocking view of enter section</p> <p>Type: Reactive</p> <p>High</p> <p>Drainage</p> <p>Ethan Bryant</p>	<p>✓ Done</p> <p>Completed by Ethan Bryant on 02/19/2024</p>	<p>Total Time Costs</p> <p>Total Time</p> <p>\$11.01</p> <p>31m 58s</p> <p><b>Total Costs</b></p> <p><b>\$11.01</b></p>
#2702	<p>Drainage Division</p> <p>Street Division</p> <p>Limbs blocking view of dead end sign</p> <p>Type: Reactive</p> <p>Medium</p> <p>Drainage</p> <p>Ethan Bryant</p>	<p>✓ Done</p> <p>Completed by Ethan Bryant on 02/19/2024</p>	<p>Total Time Costs</p> <p>Total Time</p> <p>\$8.72</p> <p>25m 19s</p> <p><b>Total Costs</b></p> <p><b>\$8.72</b></p>
#2705	<p>Drainage Division</p> <p>Pick up air system from fire department</p> <p>Type: Reactive</p> <p>Drainage</p> <p>Ethan Bryant</p>	<p>✓ Done</p> <p>Completed by Ethan Bryant on 02/19/2024</p>	<p>Total Time Costs</p> <p>Total Time</p> <p>\$20.79</p> <p>1h 0m 22s</p> <p><b>Total Costs</b></p> <p><b>\$20.79</b></p>
#2482	<p>Drainage Division</p> <p>Street Division</p> <p>pot holes</p> <p>Type: Reactive</p> <p>Low</p> <p>Streets Division</p> <p>Ethan Bryant</p>	<p>01/08/2024</p> <p>✓ Done</p> <p>Completed by Ethan Bryant on 02/20/2024</p>	<p>Total Time Costs</p> <p>Total Time</p> <p>\$132.65</p> <p>6h 25m 15s</p> <p><b>Total Costs</b></p> <p><b>\$132.65</b></p>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#2718

Fill potholes

Type: Reactive

Drainage

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 02/21/2024

Total Time Costs

\$22.55

Total Time

1h 5m 30s

Total Costs

\$22.55

\_\_\_\_\_  
Signed off by

\_\_\_\_\_  
Date

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
January 31, 2024**



**I. Statistical Section**

The Division collected from approximately 4,232 homes, 4 times during the month

- a. Sanitation forces completed 40 work orders
- b. Sanitation forces collected tons 458.92 of household waste
- c. Sanitation forces disposed of loads 76 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 4.99 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.17 tons of recyclable plastic
- h. Recycled 1,380 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 5,280 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 0 lbs. of aluminum cans for
- c. Sold 3,140 lbs. of shredder steel for \$ 259.05 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$ 2,888 for disposal of yard waste and debris. Amick Equipment Co. was paid \$ 1994.61 for a bucket Cylinder for KB #320. Green's Auto Salvage Inc. was paid \$ 2,000 for new hood on TK #311. Keith Transportation LLC was paid \$ 4,400 for CDL class training for Alexis Borretto and Linwood Ryals Jr. Gregory Poole Equipment Co. was paid \$ 782.20 for trouble shooting wiring and transmission. Velocity Truck Centers/Raleigh was paid \$ 1,058.56 for a new radiator for KB #319.

**IV. Personnel Update:**

Public Works Department hired new Sanitation Worker Willie Sanders and new Sanitation Equipment Operator Llyod Pope.

**V. Narrative of monthly departmental activities:**

Public Works Safety Training was on "Stroke and Heart Disease" With Jamie Pearce. Public works had no events for the month of January.

Community Service Workers worked 137 Hrs.

## Lawrence Davis

---

**From:** Lawrence Davis  
**Sent:** Friday, February 23, 2024 8:14 AM  
**To:** Lawrence Davis  
**Cc:** Lawrence Davis  
**Subject:** FW: ASPHALT Cuts Patched In January

## ASPHALT Cuts Patched In January

Date:	Address:	Size:	Emailed to PW on:	Date of Repair
11/30/23	406 N. 10th St.	11x5	12/15/23	01/24/24
12/01/23	Fuller & Martin Luther King Jr. Dr.	(2) cuts: 5x6 & 6x11	12/15/23	01/24/24
12/08/23	911 Blount St.	6x11	12/15/23	01/24/24
12/11/23	5 W. Edgerton St.	5x6	12/15/23	01/24/24
12/13/23	14 Eden Dr.	5x10	12/15/23	01/24/24
12/09/23	105 Bridge St.	6x12	01/23/24	01/25/24
12/19/23	5th & Hancock St.	7x12	01/23/24	01/25/24
12/19/23	2nd & Holt St.	6x7	01/23/24	01/25/24
12/20/23	Near 707 S. First St.	7x12	01/23/24	01/25/24
01/02/24	Lee & S. 7th St.	6x7	01/23/24	01/25/24



## MONTHLY REPORT FOR JANUARY, 2024

<b>PROGRAMS STATISTICS</b>	<b>JANUARY, 2024</b>		<b>JANUARY, 2023</b>	
NUMBER OF PROGRAMS	5	61	10	
TOTAL ATHLETICS PARTICIPANTS	274	2291	254	
TOTAL NON/ATHLETIC PARTICIPANTS	14	7131	21	
NUMBER OF GAMES PLAYED	59	160	55	
TOTAL NUMBER OF PLAYERS (GAMES)	1062	5602	990	
NUMBER OF PRACTICES	135	408	124	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1215	3741	1116	
SYCC VISITS	127	901	137	
	<b>JANUARY, 2024</b>	<b>23/24 FY YTD</b>	<b>JANUARY, 2023</b>	<b>22/23 FY YTD</b>
PARKS RENTALS	1	253	10	347
USERS (PARKS RENTALS)	15	12903	209	9938
<b>TOTAL UNIQUE CONTACTS</b>	<b>2,433</b>	<b>34,675</b>	<b>2,473</b>	
	<b>JANUARY, 2023</b>	<b>22/23 FY YTD</b>	<b>JANUARY, 2023</b>	<b>22/23 FY YTD</b>
PARKS AND RECREATION REVENUES	\$ 11,828.00	\$ 57,531.00	\$ 10,169.00	\$ 60,828.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 66,897.00	\$ 495,580.00	\$ 57,555.00	\$ 470,753.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 56,559.00	\$ 125,593.00	\$ 6,209.00	\$ 49,761.00
SYCC EXPENDITURES (OPERATIONS)	\$ 3,549.00	\$ 27,058.00	\$ 2,655.00	\$ 17,162.00
SYCC EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ 7,476.00	\$ -	\$ 21,500.00

**HIGHLIGHTS**

- Youth Basketball (30 teams with 274 players)
- Adult League Basketball Registration
- Youth Baseball and Softball Registration



## SRAC MONTHLY REPORT FOR JANUARY, 2024

### PROGRAMS STATISTICS

NUMBER OF PROGRAMS	13	112	14
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	618	17466	2698

	JANUARY, 2024	23/24 FY YTD	JANUARY, 2023	22/23 FY YTD
SRAC MEMBER VISITS	4438	26498	4042	22526
DAY PASSES	990	9404	1170	9329
RENTALS (SRAC)	42	371	77	448
USERS (SRAC RENTALS)	5264	1877	3582	19727
<b>TOTAL UNIQUE CONTACTS</b>	<b>11,310</b>	<b>67,683</b>	<b>11,492</b>	<b>78,047</b>

### FINANCIAL STATISTICS

	JANUARY, 2024	23/24 FY YTD	JANUARY, 2023	22/23 FY YTD
SRAC REVENUES	\$ 57,033.00	\$ 436,918.00	\$ 69,360.00	\$ 415,161.00
SRAC EXPENDITURES (OPERATIONS)	\$ 71,905.00	\$ 621,137.00	\$ 62,807.00	\$ 588,951.00
CAPITAL OUTLAY	\$ 93,260.00	\$ 44,382.00	\$ -	\$ 1,355.00
SRAC MEMBERS	3727		3156	

### HIGHLIGHTS

Hosted 9 High School Swim Meets including  
 Quad County 3A Conference Meet  
 Greater Neuse 4A Conference Meet

Employee and SSS swimmer Anya Muminovic won NCHSAA 3A State Championship in the 100 Y Breaststroke.



- **Statistical Section**

- Electric CP Demand 26,840 Kw relative to December's demand of 22,649 Kw.
- Electric System Reliability was 99.9577%, with three (3) recorded main line outages; relative to December's 99.9830%.
- Raw water treated on a daily average was 4.529 MG relative to 4.641 MG for December; with maximum demand of 5.746 MG relative to December's 5.475 MG.
- Total finished water to the system was 92.964 MG relative to December's 129.565 MG. Average daily for the month was 2.999 MG relative to December's 4.180 MG. Daily maximum was 5.174 MG (January 5<sup>th</sup>) relative to December's 4.700 MG. Daily minimum was 0.779 MG (January 20<sup>th</sup>), relative to December's 2.829 MG.

- **Miscellaneous Revenues**

- Water sales were \$243,955 relative to December's \$256,717
- Sewer sales were \$412,035 relative to December's \$436,197
- Electrical sales were \$1,335,140 relative to December's sales of \$1,265,222
- Johnston County Water purchases were \$195,958 for 77.149 MG relative to December's \$196,053 for 77.186 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,100,183 relative to December's \$1,000,141.
- Johnston County sewer charge was \$292,119 for 69.222 MG relative to December's \$187,605 for 44.456 MG.

- **Personnel Changes**

- There were no personnel changes this month



**Town of Smithfield  
Electric Department  
Monthly Report  
January, 2024**

**I. Statistical Section**

- Street Lights repaired -14
- Area Lights repaired-12
- Service calls – 23
- Underground Electric Locates -296
- Poles changed out/removed or installed -3
- Underground Services Installed -5

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- The Utility Dept. had a Safety meeting on Arc-Flash & Ladder Safety.

**V. Miscellaneous Activities:**

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4 & 5 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the Pine Acres area.
- The Electrical Dept. removed Christmas Decorations along Market St. in East & West Smithfield for the Public Works Dept.
- The Electrical Dept. helped Parks & Rec. remove the Christmas Tree at the Library.
- The Electrical Dept helped Shane replace antenna booster at #8 lift station for Water/Sewer Dept.



## WATER & SEWER

### January 2024 Monthly Report

● DISCONNECT WATER	3
● RECONNECT WATER	2
● TEST METER	7
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	8
● LOW PRESSURE CALLS	13
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	11
● METER CHECKS	22
● METER REPAIRS	6
● WATER MAIN/SERVICE REPAIRS	6
● STREET CUTS	5
● REPLACE EXISTING METERS	13
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS/SINK HOLES	2
● CLEANOUTS INSTALLED	13
● INSPECTIONS	13
● CAMERA SEWER	4

- SEWER MAIN CLEANED 12237 LF
- SERVICE LATERALS CLEANED 2170 LF
- SERVICE CALLS 144
- LOCATES 293
  
- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

## Major Expenses for the Month of January

1. Purchase of Tim's new Ford Escape.
2. Many large main breaks in downtown.

## Personnel Updates

## Upcoming Projects for the Month of February

1. Donald will be replacing more fire hydrants.
2. Corbett will be starting Alleyway work.
3. Work on Franklin Townes continues.
4. Work on Home 2 Suites continues.
5. Work on Floyd Landing.



## **MONTHLY WATER LOSS REPORT**

**January 2024**

**(6) - Meters with slow washer leaks**

**(2) ¾" Line, 1/8" hole, 1day**

**1 ½" Line, 1/8" hole, 2Hrs**

**2" Line, Full Shear, 1 day**

**(2) 6" Line, Full Shear, 6Hrs**

**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	01/24/24	3	15	7965	10	North Street	01/30/24	3.4	15	17820	40
Computer Drive	01/24/24	3	15	31860	10	West Street	01/30/24	3.4	15	78030	50
Castle Drive	01/24/24	3	15	7965	10	Regency Drive	01/30/24	2	15	63720	60
Parkway Drive	01/24/24	3	15	63720	40	Randers Court	01/30/24	2.5	15	15930	40
Garner Drive	01/24/24	3	15	63723	40	Noble Street	01/30/24	2.5	15	15930	40
Hwy 210 LIFT ST.	01/24/24	2.8	15	15930	40	Fieldale Dr#1(L)	01/31/24	2.8	15	63720	40
Skyland Drive	01/24/24	3	15	7965	10	Fieldale Dr#2(R)	01/31/24	2.4	15	63720	40
Bradford Street	01/24/24	3	15	15930	10	Heather Court	01/31/24	2.4	15	15930	40
Kellie Drive	01/24/24	3	15	7965	10	Reeding Place	01/31/24	2.2	15	15930	40
Edgewater	01/25/24	2.8	15	7965	10	East Street	01/31/24	2.2	15	63720	40
Edgecombe	01/25/24	2.8	15	15930	40	Smith Street	01/31/24	3.2	15	63720	40
Valley Wood	01/25/24	3	15	63720	40	Wellons Street	01/31/24	2.2	15	63720	40
Creek Wood	01/25/24	3	15	63720	40	Kay Drive	01/29/24	2.8	15	38985	15
White Oak Drive	01/25/24	3	15	7965	10	Huntington Place	01/29/24	2.8	15	38985	15
Brookwood Drive	01/25/24	3	15	22515	5	N. Lakeside Drive	01/29/24	3	15	9750	15
Runnymede Place	01/25/24	3	15	31860	10	Cypress Point	01/29/24	3	15	34890	12
Nottingham Place	01/25/24	3	15	38985	10	Quail Run	01/29/24	3.4	15	8715	12
Heritage Drive	01/25/24	3	15	38985	10	British Court	01/29/24	3	15	8715	12
Noble Plaza #1	01/25/24	2.8	15	9750	10	Tyler Street	01/29/24	3.2	15	78030	60
Noble Plaza #2	01/26/24	2.8	15	9750	10	Yeiverton Road	01/29/24	3.4	15	63720	40
Pinecrest Street	01/26/24	3	15	19500	10	Ava Gardner	01/29/24	2.8	15	63720	40
S. Sussex Drive	01/26/24	3	15	31860	10	Waddell Drive	01/31/24	3.2	15	7965	10
Elm Drive	01/26/24	3	15	9750	10	Henly Place	01/31/24	3.2	15	8715	12
						Birch Street	01/31/24	3.4	15	34890	12
Coor Farm Supply	01/26/24	2	15	7965	10	Pine Street	01/31/24	3.4	15	38985	15
Old Goldsboro Rd,	01/26/24	3	15	7965	10	Oak Drive	01/31/24	3.4	15	37695	14
Hillcrest Drive	01/29/24	2.4	15	31860	10	Cedar Drive	01/31/24	3.4	15	31860	10
Eason Street	01/29/24	2	15	38985	40	Aspen Drive	01/31/24	3.4	15	34890	12
Magnolia circle	01/29/24	2.2	15	78030	40	Furlonge Street	01/31/24	3.2	15	34890	12
Rainbow Drive	01/29/24	2	15	19500	60	Golden Corral	01/31/24	3.4	15	40290	16
Rainbow Circle	01/29/24	2	15	19500	60	Holland Drive	01/31/24	3	15	9750	15
Moonbeam Circle	01/29/24	2	15	19500	60	Davis Street	01/31/24	3.2	15	34890	12
Ray Drive	01/30/24	2.5	15	15930	60	Caroline Ave.	01/29/24	2.8	15	31860	10
Will Drive	01/30/24	2	15	63720	40	Johnston Street	01/29/24	3	15	38985	15
Michael Lane	01/30/24	2	15	63721	40	Ryans	01/29/24	3.4	90	9750	15
Ward Street	01/30/24	3.4	15	15930	40						

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