



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Dr. Gettys Cohen, Jr.

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Assistant Town Manager

Kim Pickett

Finance Director

Andrew Harris

Town Clerk

Elaine Andrews

Town Council Agenda Packet

Meeting Date: Tuesday December 2, 2025

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers
350 East Market Street
Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING
December 2, 2025
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Old Business:

Consent Agenda Items:

1. Approval of Minutes:

- a. October 7, 2025 – Regular Session.....1
- b. October 7, 2025 – Closed Session (under a separate cover)
- c. October 21, 2025 – Regular Session.....24
- d. October 21, 2025 – Closed Session (under a separate cover)

- 2. Adoption of Safety Policies:** Staff is requesting the approval of the following Safety Policies: Exposure Control Plan (Bloodborne Pathogens) and Personal Protective Equipment (PPE) Hazard Assessment Program
(Human Resources Director – Shannan Parrish) See attached information.....32

- 3. Acceptance of Streets for Maintenance – Franklin Townes residential development:** The developer of the Franklin Townes subdivision has completed the construction of all the street infrastructure, including roads, curb and gutter, street lighting and utilities. The Public Works Department has completed all the inspections of the street infrastructure to their satisfaction. Staff respectfully requests the Town Council adopt Resolution 792 (31-2025) accepting a list of Franklin Townes development streets for maintenance.
(Planning Director – Stephen Wensman) See attached information.....46

4. New Hire Report:

(Human Resources Director – Shannan Parrish) See attached information.....51

Organizational Meeting:

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

1. Presentation:

a. To outgoing Councilman Dr. David Barbour and the relinquishment of Council Seat (Mayor – M. Andy Moore) See attached information.....53

2. Oaths of Office:

a. Administering the Oath of Office to returning Honorable Mayor M. Andy Moore by the Honorable Michelle Ball, Clerk of Superior Court of Johnston County.....54

b. Administering the Oath of Office to Council-elect Dr. Gettys Cohen, Jr. by the Honorable Michael R. Morgan, Senior Associate Supreme Court Justice (Retired).....55

c. Administering the Oath of Office to returning Councilman Sloan Stevens by the Honorable Michelle Ball, Clerk of Superior Court of Johnston County.....56

d. Administering the Oath of Office to returning Councilman Travis Scott by the Honorable Joy Jones, District Court Judge.....57

e. Administering the Oath of Office to Councilwoman-elect, Doris Louise Wallace by the Honorable Addie Rawls, District Court Judge (Retired).....58

3. Election of the Mayor Pro-Tempore:

Pursuant to NCGS 160A-70, At the organizational meeting, the Council shall elect among its members a Mayor Pro-Tempore to act during the absence of the mayor.

4. Council Appointment to Advisory Town of Smithfield Advisory Boards:

(Assistant Town Manager – Kim Pickett) See attached information.....59

5. Meeting Schedule:

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

(Assistant Town Manager – Kim Pickett) See attached information.....61

Councilmember's Comments

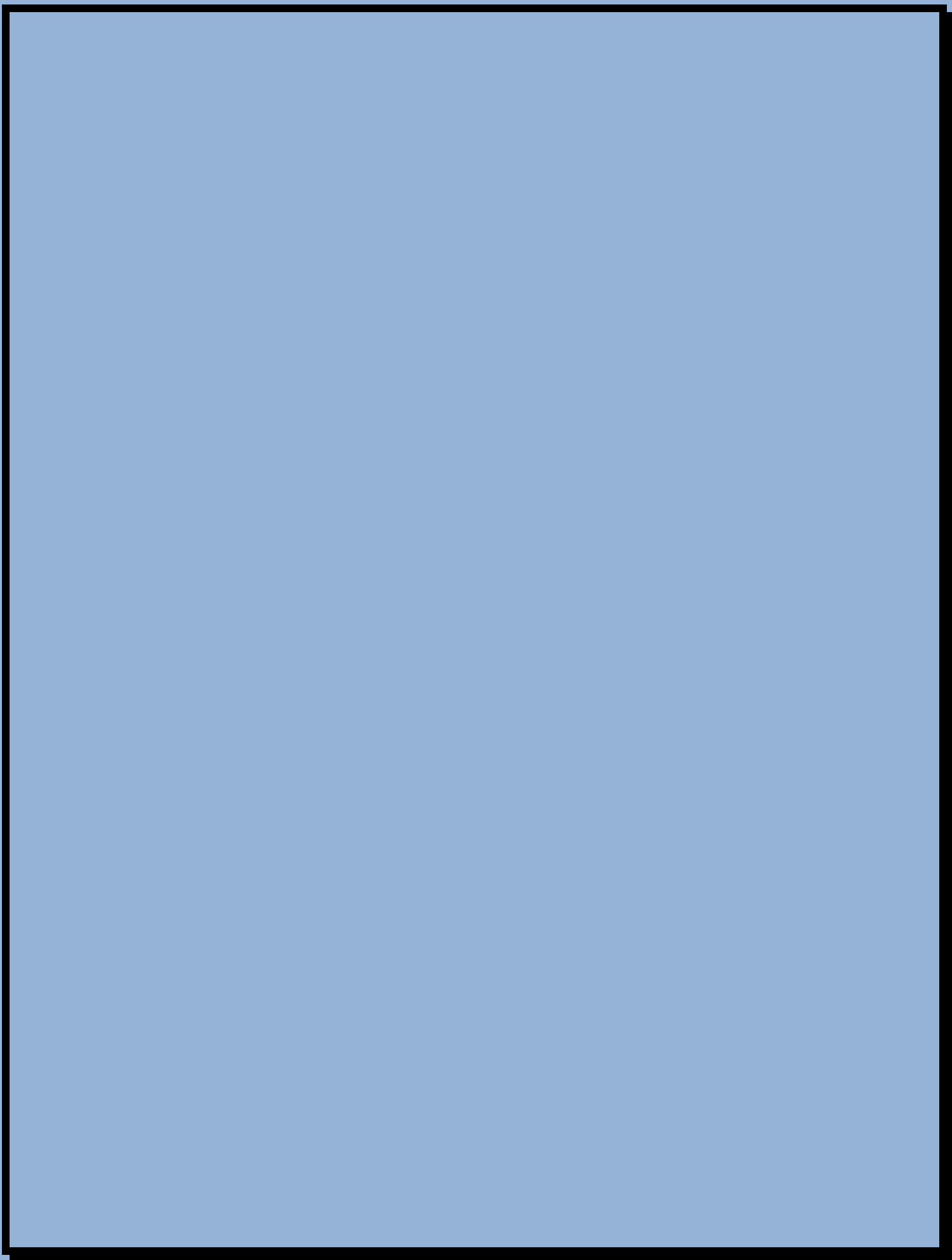
Town Manager's Report

- Financial Report.....65
- Department Reports.....71
- Manager's Report

Adjourn

A reception will follow with light refreshments to be served at the Smithfield Fire Department Building

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, October 7, 2025 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
Dr. Gettys Cohen, Jr., District 1
Sloan Stevens, District 2
Dr. David Barbour, District 4
John Dunn, At-Large
Stephen Rabil, At-Large
Travis Scott, District 3

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
Elaine Andrews, Town Clerk
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Stephen Wensman, Planning Director
Andrew Harris, Finance Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

Ted Credle, Public Utilities Director
Kimberly Pickett, Assistant Town Manager

CALL TO ORDER

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

INVOCATION

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

APPROVAL OF AGENDA:

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Gettys Cohen, Jr., to approve the agenda amended as follows. Unanimously approved.

• **Add to Consent Agenda Item No. 14:**

Consideration and request for approval for Smithfield Parks and Recreation to host the Clayton Piano Festival on Friday, October 10, 2025: This event is scheduled from 7:00 p.m. to 10:00 p.m., with amplified sound in use from 3:00 p.m. through 10:00 p.m. The request includes the closure of South Front Street, and attendance is anticipated to exceed 100 participants.

• **Add Closed Session pursuant to NC G.S 143-318.11 (a)(4)**

PRESENTATIONS:

1. Proclamation – Recognizing October 5-11, 2025 as Fire Prevention Week in the Town of Smithfield.

Mayor M. Andy Moore asked Fire Chief Jeremey Daughtry to step forward as he read the Proclamation, and he thanked the Smithfield Fire Department for all they do.

**PROCLAMATION
RECOGNIZING October 5-11, 2025
As Fire Prevention Week
In the Town of Smithfield**

WHEREAS, the Town of Smithfield is committed to ensuring the safety and security of all those living in and visiting our community; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, the National Fire Protection Association (NFPA) has designated the week of October 5th through 11th, 2025, as **Fire Prevention Week** with this year's theme being, "**Charge into Fire Safety**," which focuses on the importance of safely buying, charging and recycling lithium-ion batteries to prevent fire hazards; and

WHEREAS, a critical part of fire safety is identifying potential fire hazards and the Smithfield Fire Department encourages the public to use safe, certified products, charge lithium-ion battery powered devices properly, and recycle lithium-ion batteries responsibly; and

WHEREAS, the dedicated members of the Smithfield Fire Department are committed to reducing the occurrence of home fires and related injuries through prevention and education efforts, and respond quickly and professionally to emergencies within our community; and

WHEREAS, residents are encouraged to take proactive steps such as installing and maintaining smoke detectors, practicing fire drills, and understanding the dangers of fire to help reduce the risk of fires in their homes and businesses; and

WHEREAS, Fire Prevention Week provides an opportunity to recognize the importance of fire safety practices, and to honor the courageous work of our firefighters and first responders who protect our lives and property from fire and other hazards.

NOW, THEREFORE, I, **M. Andy Moore**, Mayor of the Town of Smithfield, do hereby proclaim the week of October 5th through 11th, 2025, as **Fire Prevention Week** in Smithfield, North Carolina. I urge all residents to actively participate in fire prevention activities at home, work, and school, and to honor the dedicated service of the brave firefighters and public safety personnel who work tirelessly to keep our community safe.

M. Andy Moore, Mayor
Town of Smithfield, NC

2. Proclamation – Recognizing October 5-11, 2025 as Public Power Week in the Town of Smithfield.

Mayor M. Andy Moore asked Public Utilities employee, Shane Stanley to step forward for the reading of the Proclamation. He commended Town staff as the "unsung heroes," noting that we are very fortunate in that when outages occur, they are remedied very quickly. He thanked the department for all they do for the community. Mayor Moore also referenced an article from the Smithfield Herald from the year 1913, when Smithfield went into the power business.

**PROCLAMATION RECOGNIZING PUBLIC POWER WEEK, OCT. 5-11, 2025: A
WEEK-LONG CELEBRATION OF TOWN OF SMITHFIELD'S YEAR-ROUND
SERVICE TO ITS COMMUNITY**

WHEREAS, public power is a crucial component in cities and towns across North Carolina, driving the overall health of communities by providing unmatched electric reliability, affordable and sustainable power, excellent local service, and essential jobs in communities;

WHEREAS, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country, providing electricity with a reliability rating of 99.99 percent to nearly 1.6 million North Carolinians;

WHEREAS, many of North Carolina's public power cities and towns have been electric providers for more than 100 years, assisting their communities through prosperous times as well as pandemics and economic downturns, maintaining life-saving electricity to homes and businesses;

WHEREAS, North Carolina public power communities are part of a mutual aid network that spans the state and country, providing invaluable support during times of hurricanes and other natural disasters while maintaining a superior safety record;

WHEREAS, North Carolina's public power providers are essential community assets that contribute to the well-being of the community and provide irreplaceable economic development opportunities;

WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service, valuable energy solutions, and a commitment to community;

WHEREAS, the Town of Smithfield recognizes Public Power Week and commends the public power cities and towns across our state and nation for their outstanding contributions to our communities;

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, along with the Town Council, do hereby proclaim October 5-11, 2025, as

PUBLIC POWER WEEK

in the Town of Smithfield and commends its observation to all citizens.

M. Andy Moore, Mayor
Town of Smithfield, NC

3. Proclamation – Recognizing November 1, 2025 as National Family Literacy Day in the Town of Smithfield

Mayor M. Andy Moore asked Dr. David Pearce, the new Johnston County Schools Superintendent to come forward for a reading of the Proclamation and to join in partnership of celebrating National Family Literacy Day. Dr. Pearce received the Proclamation from the mayor.

**Proclamation Recognizing November 1, 2025 as National Family Literacy Day
in the Town of Smithfield**

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, now marking its 31st anniversary on November 1, 2025, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their child's learning; and

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and

WHEREAS, as many as one in five adults struggle with reading and writing, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

WHEREAS, we recognize and honor the countless educators, business partners, and volunteers throughout the country who are committed to advancing adult literacy. We also celebrate the determination and achievements of adults striving to improve their literacy skills, empowering themselves to thrive as parents, workers, community members, and citizens; and

WHEREAS, the Smithfield Town Council acknowledges that literacy is essential to the well-being of individuals and to the overall strength and prosperity of our Nation.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, do hereby proclaim November 1, 2025 as

NATIONAL FAMILY LITERACY DAY

In the Town of Smithfield, to underscore the importance of literacy, celebrate the joy of reading, encourage residents to promote literacy by reading together as a family, and to extend deep appreciation to our local librarians, educators, and literacy service providers for their tireless efforts to strengthen the literacy of our children and our community.

M. Andy Moore, Mayor

- 4. Presentation – Smithfield Selma High School Resource Officers Appreciation:** The Smithfield Selma High School requests permission to present service awards to two Town of Smithfield Police Officers serving as Resource Officers.

Mayor M. Andy Moore introduced Dr. Ryan Ewell, Principal of Smithfield Selma High School who came forward to present the awards. Dr. Ewell recognized and thanked Dr. Pearce for his presence and support to the commitment of school safety. He presented the first award to Officer Jacob Gibbons, who is also an alumnus of Smithfield Selma High School. He complimented Officer Gibbons for his dedication and commitment to providing a safe environment for the school, and presented him the award. Dr. Ewell presented another award to Sergeant Matthew Parrish. He complimented Parrish on his professionalism, fairness and leadership and thanked him for his service to the school. He also thanked Mayor Andy Moore and the Council for allowing him the opportunity to present the awards.

Mayor Moore thanked Ewell for the recognitions. He then introduced Johnston County District Attorney Jason Waller. D.A. Waller complimented town staff on their immediate action to a situation with a threat on the campus at Smithfield Selma High School. He stated when he read the report regarding how officer Gibbons handled the situation with high regard to the safety of all involved--noting it was "textbook," he felt his parents should be very proud. Waller stated he wrote Gibbons a letter of commendation for going above and beyond to serve the community and keeping everyone safe.

Mayor Andy Moore referenced the situation and also commended the officers for their diligent attention to the situation and their training, which helped diffuse it without incident. He thanked the officers for their actions in being able to de-escalate the situation.

Mayor Pro Tem Roger Wood also congratulated and thanked these officers, and all officers in the County for the jobs they do. He also thanked the Johnston County School Board for their funding for school resource officers, noting it is a great partnership on both ends.

Public Hearings:

- 1. Annexation Request (ANX-25-04) - Consideration and request for approval to hold public hearing and to adopt Ordinance No. 530-2025 for the contiguous annexation of property into the Town of Smithfield's corporate limits:** E&F Properties has submitted a petition for voluntary annexation of the 498.283 acres (Johnston County Tax ID 17K08039A and 17K08032) to the Town of Smithfield.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman David Barbour to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman stated that on August 19, 2025, the Town Council approved a resolution directing the Town Clerk to investigate the sufficiency of the annexation petition. The Town Clerk completed the investigation, finding the annexation petition to be sufficient by standards of the statute. On September 2, 2025, the Town Council adopted a resolution setting the date for the Public Hearing to be held on September 16, 2025, which at that meeting was continued to the October 7, 2025 Town Council meeting and readvertised. Pursuant to NCGS 160A-58.2, the next step in the annexation process is the public hearing. During the Public Hearing, the Town Council shall receive public comments, and consider adopting Ordinance #529 2025 extending the Satellite Limits of the Town of Smithfield. Wensman stated the council may adopt an ordinance annexing the area described in the petition. The ordinance may be made effective immediately or on any specified date within six months from the date of passage.

Wensman stated that the Bellamy Subdivision site will be served by the Town of Smithfield public water and sewer. Duke Energy will provide electricity. The area is currently within the Wilson's Mills Fire District. The Department may have a financial obligation with Wilson's Mills Fire District with the approved annexation. Smithfield will be required to provide fire protection for the development. The Smithfield Police Department will provide police protection to the subdivision. Public Works will provide sanitation, street maintenance, stormwater maintenance, etc. for the Bellamy development. The Bellamy development will have a Homeowner's Association; therefore, there should be little impact on the Town's Code Enforcement. Wensman stated staff recommends the Town Council adopt the ordinance to extend the corporate limits of the Town of Smithfield, and asked the Board if there were any questions for staff.

Mayor Andy Moore, not seeing any questions for staff asked the audience if there were any comments.

Andy Petesch of Petesch Law at 1217 Stowage Drive, Cary NC spoke on behalf of his clients Ben Youngblood, Jr. and Ben Youngblood, III who live adjacent to the development, as well as Will Stephens who lives in the area. Petesch stated he was there to present objections for whether the development was in the interest of the general welfare of the area, and that he would present those comments later in the meeting during the case for rezoning.

Mr. Charles Brewer, stated he lives near the property off Wilsons Mills Road. He was concerned that he did not receive a letter of notification regarding the development due to his property being 32 feet from the buffer area for adjacent property owners to receive letters. He stated he was a 25-year resident of the area, and that the proposed development would be in his backyard. He was concerned about the

effects on agri-business, livestock, and the disruption of the overall rural appeal he now enjoys. He also expressed concern for the town's reach in what he considers rural ETJ.

Brett Renfrow, of Eden Woods subdivision provided detailed comments on the potential impact of the proposed Bellamy development. He expressed significant concerns about public safety, increased traffic, and the strain on local infrastructure. Renfrow noted that the addition of over 1,100 new homes would greatly increase traffic density on narrow, two-lane farm roads, posing safety risks and causing congestion. He highlighted the presence of large farming operations nearby and the challenges for residents dealing with increased traffic and operational impacts.

He also discussed how the annexation and resulting growth could compromise emergency services, as fire and police resources would be stretched to respond to incidents in the new area, potentially leaving the rest of the town vulnerable. Renfrow warned that this situation could result in inadequate fire and police protection for current Smithfield residents during emergencies.

Further, Renfrow expressed doubts about the town's ability to support the development with current infrastructure, citing already strained sewer capacity and failing roads. He questioned whether the council was following the comprehensive use plan and stressed the importance of prioritizing community safety, responsible growth, and long-term impacts over rapid expansion. He urged the council to carefully consider the concerns of existing citizens and the recommendations of advisory boards before making a decision.

Mr. Renfrow also emphasized that he felt the existing sewer capacity will be depleted after the Mallard Road project, placing additional financial burden on taxpayers for renewal. He noted the Planning Board's unanimous recommendation to deny the Bellamy development, stating it doesn't align with the comprehensive use plan. Renfrow compared neighborhood densities, arguing the proposed development would introduce much higher density than is typical for Smithfield, raising concerns over quality of life and infrastructure strain. He urged the council to remember their oath and community responsibilities, cited legislative changes on extraterritorial jurisdictions (ETJs), and concluded by encouraging adherence to the town's values and plans.

Mayor Andy Moore invited other speakers to address the council.

Marvin Dodd, the Interim Chief of the Wilsons Mills Fire Department, addressed the council about the proposed Bellamy development. He expressed concerns that the increased traffic, which is estimated at about 2,400 additional vehicles would significantly impact safety and congestion in his department's jurisdiction, particularly near schools. Dodd emphasized that public safety should take precedence over developer profit and warned that the project could strain local emergency services. He urged the council as a 39-year Veteran Fireman to ensure growth remains controlled and community interests are prioritized to look out for our neighbors.

Rick Buckner of 106 Cobblestone Court, Smithfield, addressed the council to reiterate concerns about the Bellamy development. He highlighted that the town has approximately 4,000 previously approved homes that have not yet been constructed and cautioned that the long-term effects of such growth remain unclear. Buckner urged the council to avoid further decisions until the impact of prior approvals is known, referencing the Planning Board's unanimous recommendation against the development as inconsistent with Smithfield's growth plan. He encouraged the council to prioritize the interests of the community and demonstrate transparent, responsible leadership.

Mayor Andy Moore stated, that if it pleases the Council, he would like to hold the Annexation public hearing open to decide on it, as well as the upcoming conditional zoning case simultaneously. There were no objections from the Council, so the Board moved forward with the next public hearing.

- 2. Conditional Zoning Request (CZ-25-05) - Consideration and request for review of the conditional rezoning master plan:** Rock Tower Partners LLC is requesting approval of Bellamy, an R-8 conditional rezoning master plan consisting of 1,147 units of residential: 870 detached single-family residential lots and 277-townhouse lots over 498-acres of land.

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

Mayor Andy Moore clarified public hearing procedures, noting that while all attendees are welcome to speak, those representing large groups, particularly if opposed, are encouraged to appoint a spokesperson to avoid repetition and ensure the meeting proceeds efficiently. He emphasized that unique perspectives are welcome, but repeated points are discouraged due to time constraints. Mayor Moore added that this in no way is implied to hinder citizen feedback. He encouraged that all are welcome to share their opinions, as he assured attendees that no decisions had been made beforehand, and stressed that both the board members and staff approach their duties with seriousness and integrity. He reiterated the commitment to fairness, transparency, and inclusivity for all present, regardless of citizen status.

Planning Director Stephen Wensman presented the case for conditional zoning by outlining the proposed 498-acre residential development with 1,147 units (single-family and townhouses), noting that the project's density of 2.4 dwellings per acre aligns with the town's comprehensive land use plan for low-density development. He highlighted features such as phased construction over 10 years, parkland dedication (primarily in the floodplain), compliance with watershed and zoning ordinances, utility planning, access points, and infrastructure. Wensman emphasized that the proposal meets both the letter and the intent of the town's plan, allows for context-sensitive townhouses, provides for future regional commercial growth, and includes a mix of lot sizes and open space amenities. The request included several deviations from standard code (such as narrower rights-of-way and reduced setbacks), but he argued these fall within the give-and-take nature of conditional zoning and are consistent with other recent local developments. He addressed stormwater requirements and the rationale for accepting a trail easement instead of large areas of parkland that might not serve active recreation needs.

Wensman added that the site's proposed landscaping and buffers, including enhanced berms near the hog farm, and parking arrangements, noting that while guest parking for townhouses is written into standards, it isn't shown on the initial plan and will be required as a condition. He detailed the range of proposed lot sizes for both single-family homes and townhouses and clarified the proposed architectural guidelines (such as varied house styles and design features). Wensman also described several requested deviations from standard zoning, such as reduced minimum lot areas, narrower lot frontages, and shorter setbacks, comparing these to typical requirements to include a right of way deviation from 60 down to 50 feet. He argued these deviations are part of the "give and take" of conditional zoning and highlighted that other aspects of the development meet or exceed town standards.

Councilman Travis Scott requested Wensman repeat the right of way width. Wensman stated 50 feet. Wensman highlighted the areas of exceeding standards for the development.

1. *Providing lots of passive and some active open space beyond typical code requirements.*
2. *Offering a range of recreational amenities (such as parks, trails, clubhouse, pool, etc.) not strictly required by code.*
3. *Supplying additional street yard and enhanced street yard landscaping where needed, above minimum standards.*
4. *Including guest parking areas for townhouses beyond what is required by code (not shown on the plan, but written into standards).*
5. *Volunteering enhanced architectural standards (such as varied designs, materials, and features) that go beyond the base requirements.*
6. *Implementing required landscape buffers—and in some cases, enhancing those buffers to provide extra screening, especially near sensitive areas like the hog farm.*

Planning Director Stephen Wensman explained that the Planning Board recommended denying the development due to concerns about compatibility with surrounding land uses, particularly the proximity to the hog farm and closure of Lee Youngblood Road affecting farm operations. Wensman then outlined staff's recommended conditions to address these concerns, such as requiring trash and recycling containers to be kept out of public view (except on trash day), making the HOA responsible for maintaining open space and amenities, including architectural standards in HOA declarations, minimum driveway widths, dedicating a public trail easement instead of large parkland, and ensuring road access for the neighboring Tralee development. He also suggested considering increased guest parking for townhouses and reverting side yard setbacks to 10 feet.

Wensman stated that staff ultimately recommended approval if these conditions were met, finding the proposal consistent with growth plans and in the public interest. He incorporated his presentation for the record, and all information regarding the conditional rezoning was presented to the Town Council in written form as part of their 10/7/2025 agenda packet.

Wensman listed the seven conditions for approval with staff's recommendation:

RECOMMENDATION:

Planning Staff recommends approval of CZ-25-05 with the following conditions:

- 1. That the trash and recycling roll-off containers in the single family and townhouses units be screened from the public right-of-way or stored within a garage or the rear yards and enforced by the HOA.*
- 2. The HOA declarations be submitted for review by the Town Attorney with the preliminary plat.*
- 3. That an HOA be responsible for the maintenance of all private open space and recreational amenities, SCMs, parking areas, mail kiosks, etc.*
- 4. That the architectural standards be included in the HOA declarations.*
- 5. That the residential driveways be a minimum of 12' wide.*
- 6. If not included within a public dedication of recreation area accepted by the Town, the developer will dedicate a 30' wide public trail easement for the future Johnston County Trail along Poplar Creek.*
- 7. That road access be provided to the +/- 37 acres to the west in the Tralee Development.*

Councilman John Dunn requested clarity for what Wensman meant by the context sensitive map of the townhouses. Wensman clarified that, by "context sensitive," he means the higher-density housing units are located near the center of the development rather than along its outer edges. This design minimizes the impact on adjacent properties and is an unusual approach for this type of project.

Dunn also asked for clarity regarding condition number seven for road access to Tralee, and why it would be up to the Town to make that condition—and not the developers working something out. Wensman stated the developers have already agreed to that, and were present to speak to the issue, but that staff wanted to make it a condition because the current plan does not show it.

Councilman Sloan Stevens questioned why staff selected the R8 (single-family/multi-family) conditional zoning designation for this project, noting that many of the proposed development standards appear similar to, or more consistent with, the higher-density R6 district. He asked staff to clarify the reasoning behind their choice, given the overlap between the project's proposed standards and those of the R6 zone. Planning Director Stephen Wensman explained that, while some standards for the proposed development are similar to those of the higher-density R6 district, the town no longer allows rezoning to R6. Therefore, the R8 conditional zoning was selected because it permits both single-family and multifamily (townhouse) products and was the most appropriate available option for this type of development.

There was some discussion regarding the 15 listed deviations from the code, with staff and some Board members noting there were many places where the development exceeded the Town's Unified Development Ordinance requirements.

Councilman Travis Scott questioned who would be paying for the development infrastructure. Wensman state the developer. He mentioned that the developer would be putting in a pump station and putting in lines boring under Poplar Creek and connecting to the Town's existing infrastructure.

Councilman Travis Scott also asked Wensman who would pay for the sewer capacity for the project. Wensman deferred the question to the Utility's Department representative present, Shane Stanley.

Mr. Stanley stated he had spoken with the Town's Utility Director prior to this meeting, and was told that we have capacity due to an existing agreement between the county and the Town.

Town Manager Mike Scott clarified that developers are responsible for paying sewer capacity fees, which are about \$11 per gallon. These fees are paid to the town, which then remits them to the county to cover

future growth. He assured the council that the town currently has ample sewer and water capacity to support this and additional developments, and that all related costs are borne by the developer—not by existing residents.

Councilman Scott stated that it is important to point out that it's not the intention of the Board for infrastructure development costs to not cost the end-user money, but should come from the developer. He added that it was his opinion that such fees should be paid per project, not per phase.

Councilman Scott also wanted to address how the farming operation near Tralee would be impacted. He stated he felt that the proposed connector road needs to be wider considering the density brought by the development.

Wensman explained that the developer cannot extend a road to the west side of the property because Poplar Creek creates both costly construction challenges and difficult environmental permitting requirements. As a result, building a direct connection is not practical. Although a short section of road (a "stub road") exists, the neighboring property is left without an accessible route ("landlocked") and is therefore asking for some form of access to be provided.

Councilman Scott asked if this meant that there may be additional traffic. Wensman replied yes.

Councilman Gettys Cohen reiterated that there should be no tax leveraged against the citizens of the Town to put in water and sewer infrastructure. Wensman stated the developer would install and connect on their dime. Councilman Sloan Stevens added whereas the developers might install, that the responsibility for the subsequent maintenance of this infrastructure would fall on the town as an asset/liability.

Councilman David Barbour highlighted that maintenance fees for utility lines are pooled together, so funds collected from new residents help support repairs across the town's existing infrastructure, including older areas. He also questioned the density of the neighboring Wilson Mills development to compare it to the proposed project's density, suggesting that the nearby community might actually have higher density and less open space than the new proposal. Barbour stated this must be factored in as well, and asked what the density might look like excluding the proposed Townhomes.

Planning Director Stephen Wensman explained that the Bellamy development is distinctive because it features a diverse mix of lot sizes distributed throughout the community. This intentional variety allows for different types of housing—from townhouses to starter homes to larger residences—enabling residents to move through various stages of homeownership within the same neighborhood. Barbour stated this is not something that the Board has not already done several times in past approval processes.

Mayor Andy Moore asked a question about the distance between the homes being five feet, and whether staff was recommending ten feet. Wensman clarified that he was not formally recommending a specific setback, but noted that if there are concerns, the council could require a 10-foot side yard setback as a condition. He shared that, based on his review of a comparable development (Marin Woods) with five-foot setbacks, the actual distances between homes often ranged from 10 to 15 feet, offering developers greater flexibility in house placement. Mayor Moore clarified that the code states 10 feet on each side, meaning 20 feet between houses in a typical R8 zoning district.

Councilman David Barbour inquired about any discussions or agreements with the neighboring farming operations. He also noted—based on what he has heard and subject to clarification—those residents appeared to be more comfortable with the development following the proposed changes. Mr. Wensman responded that the developer would address these points during his presentation.

Councilman David Barbour asked if the developers were ok with staff's recommendations. Wensman stated they were ok with recommendations 1-7.

Mayor Andy Moore mentioned that the developer's plan included a proposed downtown area, and asked that Wensman point the area out on the map. Wensman pointed the area out on the map, stating the area would be near Strickland and Swift Creek Roads and is currently being planned.

Mayor Moore asked if there were any questions from the audience, adding a request that the audience be kind and respectful during comments.

David Bergmark of Raleigh, NC, representing the applicant thanked, staff and council for their thoroughness and responsiveness throughout the process.

He made the following main points:

- Described the proposal as a master-planned community with 1,147 total housing units (primarily single-family homes, plus 277 townhomes) over nearly 500 acres.
- Explained that townhomes were carefully integrated throughout the site rather than isolated, to promote inclusivity and minimize impact on neighbors.
- Highlighted the mix of lot sizes to ensure variety and accommodate residents at different life stages.
- Noted intentional design features, such as curving streets and terminating vistas, to improve aesthetics and traffic safety.
- Detailed open space offerings: a main amenity center and multiple pocket parks situated for walkability and recreation.
- Clarified the commitment to a minimum of 125 acres of recreation or trail dedication, and flexibility depending on county acceptance and site constraints.
- Addressed compatibility concerns regarding the adjacent hog farm, emphasizing enhanced buffers (such as a six-foot berm) and maintaining significant distance between homes and the farm.
- Outlined communications with neighboring property owners about roadway access and explained that certain road design solutions would be finalized in coordination with NCDOT.
- Acknowledged site challenges with floodplains but emphasized significant areas of developable land.
- Expressed willingness to continue working with concerned parties and adjust design details as needed during subsequent phases.

Mr. Bergmark asked transportation expert Will Letchworth to come forward to speak regarding transportation concerns for the proposed development.

Will Letchworth, the traffic engineering expert of McAdams Engineering group, explained that while the Town of Smithfield does not require a traffic impact analysis (TIA), the North Carolina Department of Transportation (NCDOT) will require one as part of the development's permitting process. He described the use of national standards to project traffic generation, stating that the roadways in question (Wilson's Mills Road) have a current capacity of about 15,000 vehicles per day—well above the existing counts of 2,800 to 3,200 vehicles per day. Letchworth estimated that, once fully built, the proposed development would generate approximately 9,661 trips per day, distributed in multiple directions. He concluded that even with the new development, Wilson's Mills Road would still be operating just over half its capacity, suggesting the existing infrastructure is sufficient to accommodate the anticipated traffic. Further details and recommendations would be determined through the formal TIA and coordination with NCDOT.

Councilman Travis Scott asked Letchworth to repeat the number of daily trips for clarification. Letchworth stated 9,661 trips per day.

Councilman David Barbour asked, referencing the trips per day, where the 3,200 and 2,800 split was, logistically speaking. Letchworth stated between Durwood Stephenson Parkway and Wilsons Mills Rd. Barbour confirmed that one end was 2,800 and the other end was 3,200 vehicles per day.

Councilman Sloan Stevens questioned whether modifying the northern end of Lee Youngblood Road would cause most development traffic to be funneled south, potentially creating an access imbalance. Letchworth responded that the road would not be closed but realigned through the development, maintaining two connections to Wilson's Mills Road. He explained that specific traffic pattern outcomes would be determined by a detailed analysis, but that residents would likely choose the most efficient routes, and these factors would be fully assessed in the formal traffic study.

Councilman Sloan Stevens expressed concerns that realigning Lee Youngblood Road could lead to a disproportionate amount of development traffic being routed through the southern access point, which might create safety issues.

Will Letchworth (traffic engineer) responded that residents would choose the most efficient routes available and that the forthcoming traffic impact analysis would assess traffic distribution at both the northern and

southern access points. He explained that any necessary improvements (such as turn lanes) would be recommended based on these detailed findings.

Councilman Travis Scott asked for clarification about national standards for traffic analysis, referencing the letters A through F in the materials. Mr. Letchworth explained the use of the federal Highway Capacity Manual, which classifies traffic flow from Level of Service A (free-flowing) to F (congested), with planning typically based on maintaining Level of Service D and is a generalized representation of traffic flow. Service level D translates to 15,000 approximately for a two-lane road of this width with this speed limit in this setting.

Councilman Gettys Cohen, Jr. asked if there were any other neighboring communities that have this type of proposed traffic situation that he might be able to examine for comparison. Letchworth explained that there are multiple communities in Johnston County located adjacent to major interstates and collector roads, similar to the proposed development. He noted that while he could not recall specific names, recent developments in areas like Clayton illustrate comparable circumstances. Letchworth emphasized that the project's location—immediately adjacent to an interstate and a major collector (Wilson's Mills Road)—is consistent with regional planning patterns and that such roadways are designed to accommodate collector level traffic for a substantial residential development, such as Bellamy would generate.

Councilman David Barbour stated that Wilson's Mills Road was not initially designed to be a collector-level road, as it was built many years ago. However, it has become that—which is one of the concerns that people have. Traffic engineer Letchworth responded that while concerns about the road are valid, Wilson's Mills Road currently meets the standard lane width for a collector road. He emphasized that their ongoing traffic impact analysis—required by NCDOT—will closely evaluate the design and operation of intersections, as well as ensure safe and efficient traffic flow with necessary turn lanes.

Councilman David Barbour questioned whether Wilson's Mills Road is suitable for the increased traffic from the proposed development, specifically asking about the impact on the route south into Smithfield and local neighborhoods. Traffic engineer Will Letchworth acknowledged the road's origins but pointed out that its current lane width meets collector road standards. He explained that the current traffic impact analysis, required by the NCDOT, will assess intersection operations, safety, and necessary turn lanes. Letchworth also shared preliminary estimates: about 65% of traffic from the new development is expected to travel north toward the interchange, with the remaining traffic heading south into Smithfield. He emphasized these figures are subject to NCDOT review and may change as the study continues.

David Bergmark emphasized the planned mix of single-family homes and townhomes, stating that this approach creates a financially resilient community and allows residents to stay as their housing needs change. Bergmark highlighted the site's access to multiple transportation corridors and its various recreational amenities. He addressed concerns about project density, stating it is below 2.5 units per acre and well within the town's "low density" planning standards. He clarified that while certain high-density stormwater provisions apply, the development itself remains low density, and he explained the rationale behind requests for dimensional standard adjustments. He acknowledged that the Board's concern that the dimensional standards aligned more with R-6, rather than R-8 as a valid point.

Councilman Sloan Stevens noted to the developer that he was speaking in terms of gross density. Bergmark stated although this is a fair point, the project is still well below the low-density range outlined in the Town's Comprehensive Plan's designations. He also noted that this is a big site with a lot of acreage, of which development would happen over a long period of time.

Bergmark further iterated that this step was the first of many steps within the development process, and that there are quality assurances in place for checks and balances to ensure it is the right type of development.

Councilman David Barbour asked whether the developer has experience building residential communities near animal production facilities (like hog, cattle, chicken, or turkey farms). He wanted to know how the developer has communicated the presence of such facilities to future homeowners, and what steps have been taken to protect both new residents and the livelihoods of nearby farmers to avoid conflicts between the two groups.

Bergmark clarified they had communicated about development plans with the landowners' attorney, not directly with the landowners. While the team hasn't built next to hog farms specifically, they have worked near other agricultural operations. He explained their typical approach includes requiring formal disclosures to homebuyers about adjacent farms, so buyers cannot claim later that they were not made aware.

Additional strategies may involve installing berms or careful road planning to separate farm and residential traffic, and the developer plans to coordinate with DOT and others to address access and compatibility issues.

Councilman Barbour asked whether a disclosure requirement regarding adjacent agricultural uses could be included as a condition in the zoning approval. Planning Director Stephen Wensman agreed that this disclosure could be added as a condition within the zoning.

The developer agreed to conditions one through seven, including the stub to the west, as proposed. The developer expressed reservations about additional staff-proposed conditions, particularly regarding increased side setbacks. They explained that a five-foot setback aligns with industry standards for similar lot sizes, and increasing this requirement could negatively impact home design by reducing buildable area and limiting garage options.

Bergmark further explained that increasing side setbacks to 10 feet on 50-foot lots would result in only 30-foot-wide building envelopes, potentially forcing narrower homes and single-car garages, which they believe are undesirable outcomes. Therefore, they prefer to maintain the current five-foot setback. Regarding guest parking, the developer stated their intent to incorporate additional parking—primarily parallel on-street spaces and possibly off-street—at later project phases, and prefer a standard of one extra guest parking space per building rather than a higher ratio per unit.

Bergmark also noted that townhome units typically generate less traffic than single-family homes, so a large amount of additional guest parking is not warranted. They stated that while some guest parking is needed, excessive parking would increase land disturbance, impervious surface, and stormwater runoff. For these reasons, they prefer to limit guest parking to the amount actually needed.

Councilman David Barbour asked whether the proposed community would be maintenance-free for residents, where care was pre-empted by the HOA. It was stated that the townhomes would be HOA maintained, and the single-family homes would be individually maintained.

Councilman Gettys Cohen, Jr. expressed concerns regarding traffic increases with the proposal of 1100 homes. Bergmark acknowledged concerns about increased traffic and explained that while the traffic impact study will consider overall daily traffic, its primary focus will be on peak hour (commuter time) traffic, as this is most important for identifying congestion issues and needed improvements.

Mayor Pro Tem Roger Wood expressed concern that the proposed development is not meeting existing R8 zoning standards. He questioned why the developer is opting for narrower homes rather than reducing the number of homes to allow for larger lots and lower density, and conveyed his dissatisfaction with the current approach. The developer responded that the project is already on the lower end of the town's low-density range, even though the total number of units may appear high. He explained that the number of units and lot sizes were determined in order to balance planned improvements and commitments with financial feasibility. The developer then suggested increasing the side setbacks on larger lots to around 7.5 feet, asking if this would address council concerns. Mayor Pro Tem Roger Wood responded that he would need to review specific figures and remained dissatisfied with the project's alignment to R8 standards, stating that further negotiations and a possible reduction in the number of homes would be needed to reach an acceptable solution, regardless of recommendations from planning staff or the board. Wood noted that this was solely his opinion, Bergmark stated he understood.

Mayor Andy Moore compared the proposed 50-foot lot frontage with the R8 standard of 70 feet, noting that a 70-foot lot with 10-foot side setbacks would allow more buildable space than what is currently proposed. He acknowledged that close spacing between homes can be appropriate in some locations, but expressed concern about the fire safety risks associated with homes built in close proximity.

Mayor Andy Moore emphasized the need for additional overflow parking in the proposed development, citing observations from existing communities where driveways are consistently full. He recommended that as much extra parking as possible be included, stating that this need should take precedence over traffic studies or minimum code standards.

Councilman Sloan Stevens stated he had concerns about the development in general, as well as for the neighboring farming operations that he would address later. He asked the developer if he was prepared to commit to Class A building materials. Bergmark stated not without consulting to understand the impact, but that he would get back to him upon consulting a building expert.

Councilman Stevens also expressed a concern with guest parking and increased buffering around the entire community. The developer stated they were prepared to evaluate it.

Councilman Sloan Stevens expressed that, compared to previous projects, the board's concerns and those of citizens have not been fully considered in the current proposal, which he characterized as hurried and overly focused on maximizing density. He stated understanding for the developer's profit motive but emphasized the board must address potential negative community impacts. Stevens reiterated his request for higher quality building materials and greater architectural variety, voicing dissatisfaction with proposals for vinyl siding, repetitive building designs, and blank exterior walls. Stevens further proposed that, in addition to acknowledging the presence of nearby agricultural operations, new homeowners should be required to waive the right to file nuisance complaints about such activities. He recommended that this waiver be recorded in the property deed rather than as an HOA rule, to ensure it remains enforceable even if the HOA is dissolved. Councilman Sloan Stevens further expressed concern that the proposed development seeks to justify a low-density zoning designation while actually creating a high-density neighborhood feel. He emphasized that the council has decision-making authority on these matters. Stevens noted the town's approval of over 4,000 homes in recent years and recognized that a mix of new housing has been necessary to encourage commercial growth, attract industry, and create jobs, although he acknowledged ongoing debate about the rate and location of development. He acknowledged that recent development has been accepted for the town's broader benefit, but stressed that this decision is critical and irreversible once made. He cautioned that the proposed plan gives a high-density feel under the guise of low-density zoning and is not compatible with the surrounding neighborhood. Stevens urged the council to be selective and deliberate, rather than approving developments simply because they are available. Councilman Stevens emphasized the importance of using conditional rezoning to thoroughly evaluate development proposals, but expressed concern that in this case, the process appears to be facilitating higher density rather than careful planning. He urged the council to proceed cautiously, questioned the need to grow the tax base at such a rapid rate, and advocated taking sufficient time to ensure the project aligns with the town's long-term goals, noting that the proposed development would represent a 20% increase in recently approved housing.

Councilman John Dunn asked what was the proposed sidewalk plan for the neighborhood. Bergmark stated a sidewalk on both sides. The Board corrected him in that the proposal was for sidewalks on one side. Bergmark concurred. Councilman John Dunn stated that with a 25-foot front setback, driveways may not be long enough to prevent parked vehicles from extending onto and blocking the sidewalk when one is present in front of a home. The developer explained that excessively long driveways (25-30 feet) often lead residents to park two vehicles in tandem, which can block the sidewalk. He recommended aiming for driveways closer to 20 or 25 feet to discourage sidewalk obstruction, as longer driveways may unintentionally invite this issue.

Councilman Travis Scott asked the developer if he felt on-street parking would be effective for this development in his experience, he also asked if they were proposing curb and gutter, or would the development be valley curb and gutter. The developer stated that the project will include curb and gutter, and on-street parking will be incorporated primarily in areas adjacent to open spaces—such as pocket parks or locations with stormwater control measures—where there are no residential units, allowing for dedicated parking spaces without impacting individual homes.

Councilman Sloan Stevens asked if the sidewalks would be development owned or Town owned. Bergmark stated Town owned because they would be in the public right-of-way.

Mayor Andy Moore asked if there was anyone else wishing to speak to the development at this time.

Edwin Boyette of 117 Rock Pillar Road addressed the Council, stating that the density level statements made by the developer seemed nonfactual. Boyette stated that the actual developable area of the site is significantly less than stated due to topography and floodplain constraints, making the effective housing density much higher than presented. Boyette noted that by his observations, at least 200 acres of the property could not be developed, so the actual density would be closer to the upper end of 3.85 units per acre. He cautioned that the town's approach to development may create friction with surrounding communities and warned that staff statements alluding to assuming urbanization is inevitable, "like it or not," could lead to increased political resistance from area residents. He stated the overwhelming consensus from neighbors is that they do *not* like it.

Andrew Petesch, of Petesch Law of Cary NC, representing the Youngbloods and Mr. Stephenson addressed the Council regarding his clients concerns with the development. He presented a slideshow to the Council from which he outlined a highlight of concerns:

- The rezoning application deviates significantly from the intent and standards of the UDO (Unified Development Ordinance), lowering lot size and frontage beyond what is typical for R8—closer to R6 standards.
- The proposal is inconsistent with the comprehensive plan, which designates the area for low-density, primarily single-family residential development—yet the plan includes a substantial proportion of higher-density townhouses.
- The density figures presented by the developer do not account for undevelopable land (floodplain, topography), leading to a misleading (too low) average density calculation.
- There is a lack of clarity in the master plan narrative regarding which site-specific standards override traditional requirements, causing confusion about which rules will ultimately be enforced.
- The process appears to forego a quasi-judicial hearing that would typically accompany townhome approval in R8, eliminating an additional layer of review and public input.
- The proposed development would exceed the 24% built-upon area allowed in the watershed overlay, necessitating council consideration of stormwater management adequacy.
- The stormwater management plan is vague; he questions whether it will sufficiently protect the watershed, given projected impervious surface levels.
- The traffic impact is not compatible with the comp plan's goal of keeping rural collector roads "low traffic," and the additional volume from the development would move local roads into a moderate traffic designation.
- Adjacent land near Wilson Mills Road also serves as a segment of the Mountain-to-Sea Trail, raising safety and public welfare concerns about congestion and non-motorized use.
- The plan will adversely affect the operations and access for existing agricultural operations (notably the Youngbloods' hog farm), especially due to road realignment, increased residential traffic, and potential incompatibility between farm vehicles/trucks and residential use.
- There is a risk of conflicts and operational challenges for farm businesses because of increased development and altered traffic patterns, which may significantly compromise farm access and efficiency.
- The rezoning process is being used in a way that could undermine the intent of standard zoning categories and the goals of the comprehensive plan.

Petesich advised the council to weigh these impacts and the deviation from established planning objectives before making a decision.

Mayor Pro Tem Roger Wood asked Petesich to again illustrate, pointing to a map, where the utilization of the road may cause tractor trailers to go through neighborhoods. Petesich did so, explaining that, due to the planned realignment, access to Lee Youngblood Road from Wilson Mills Road will change. As a result, heavy vehicles, such as trucks serving the agricultural operations, would need to approach from the south. This route involves navigating several limited-visibility and sharp turns, increasing access challenges for farm operations. Petesich noted that any potential to remedy road conditions to make passage viable would impact the Youngblood's property, and not the developers—which Petesich states is inherently wrong.

Mayor Moore asked if Lee-Youngblood Road was a public or private road. Petesich stated it was a state road.

Attorney Andrew Petesich made the following key points about the development's proximity to the neighboring hog farm:

1. The Ben Youngblood JR family and his son reside on the adjacent property, which consists of homes and agricultural fields used to spread lagoon waste as fertilizer.
2. The distances between the existing hog farm and the proposed development are:
 - Lagoon to the development property line: 150 feet
 - Hog house to the property line: 125 feet

- Hog house to back door of the nearest proposed house: 205 feet
3. During a site visit, Petesch personally noted that odor was initially undetectable but quickly became unpleasant after a few minutes, making it difficult to breathe. Odor is highly variable, worsening when winds blow from the southwest.
 4. The developer proposes increasing the buffer from 15 feet to 20 feet, using a 6-foot berm and plantings to create a visual buffer; Petesch argues this may help with sightlines but will do little to mitigate odor or noise.
 5. He raises concerns about persistent noise from the hogs and lagoon pumps, noting the buffer will not significantly address sound issues.
 6. Petesch references North Carolina state statutes, which set much larger minimum distances between hog operations and residences/recreational areas (e.g., 1,500 feet to an occupied residence, 2,500 feet to an outdoor recreational facility, and at least 500 feet from any property boundary). The proposed development does not meet these legal standards.
 7. State statutes allow neighbors to agree to closer proximity; Petesch warns that homebuyers may not fully understand or be able to tolerate the practical impacts of proximity to a hog farm.
 8. The enhanced buffer is largely for visual relief and does not address fundamental incompatibilities between the development and the agricultural operation next door.
 9. Petesch concludes by urging the council to deny the application, citing comprehensive plan incompatibility, lack of harmony with the surrounding area, and failure to meet setback requirements.

Councilman John Dunn pointed out that the slide referencing appropriate distance as being from a hog farmer developer's perspective, and not from a residential development perspective. Attorney Petsche clarified that, while the referenced guideline does not specifically apply to the Bellamy project, it serves as a useful benchmark for evaluating whether a 205-foot setback to the back door of a residence is appropriate.

Jamie Beasley of First Street in Smithfield--a recently appointed member to the town's planning board, addressed the Council. She emphasized transparency and the importance of voting her conscience. She noted she was not present at the September meeting when the project was previously discussed, but reminded the council that the planning board--appointed by the council--had already voted to deny the proposal. Beasley further clarified that, at the October meeting, the planning board was presented a request to amend the comprehensive growth management plan for the Bellamy subdivision from low density to medium density (9.61 units per acre), and that the current proposal under consideration is for medium density.

Charles Brewer, neighbor to the proposed development off Wilson's Mills Road made the following points:

- Stated he is directly associated with the area, believes in landowner rights, but expressed concern when property use negatively affects neighboring landowners.
- Noted that the proposed development is a large-scale project (over 1,100 homes) adjacent to agricultural land.
- Raised concerns about the increased residential density and its incompatibility with surrounding agricultural uses (RA zoning).
- Expressed disappointment over the transition from rural/agricultural to higher residential density, citing the impact on the rural character and way of life.
- Highlighted potential loss of wildlife habitat and frequent wildlife sightings in the area; emphasized his commitment to conservation as a scoutmaster.
- Cautioned about increased nuisance issues, particularly related to hunting and shooting, and the burden this may place on local law enforcement and emergency services given jurisdiction overlaps.
- Stressed that the proposed buffer is inadequate and suggested considering a more substantial

buffer, such as a berm similar to Holt Lake South, to mitigate visual and noise impacts.

- Voiced concerns about noise, increased crime from denser development, and added strain on police and fire services outside the town limits.
- Worried about water runoff, drainage issues, and potential effects on well water and water quality, especially during heavy rains due to increased hardscape.
- Described past frustrations with surprise zoning changes and lack of adequate notification, emphasizing the need for broader notification (500-foot buffer) for large projects.
- Requested that the rights and perspectives of long-standing residents and agricultural landowners be respected and considered in growth decisions.

Brewer concluded by urging the council to show respect and consideration for long-term residents and families who wish to remain in the area. He requested that their interests, along with all perspectives shared during the meeting, be thoughtfully considered in future decisions.

At approximately 10:44 pm, the mayor called for a 5-minute break in session for the Town Council. The Council reconvened at approximately 10:52 pm.

Mayor Moore resumed the meeting and, noting the late hour, requested that any additional speakers limit their comments to three minutes or less to ensure the meeting could proceed efficiently.

Mark Lane, Chair of the Smithfield Planning Board, clarified that the planning board's recommendation to deny the proposal was not based solely on the proximity of a hog house to a residence. Instead, the denial was due to the project's incompatibility with the comprehensive growth plan and its lack of harmony with the surrounding area. Lane explained that the area is designated for low-density development in the comprehensive plan, but the inclusion of townhomes would result in medium density—contrary to the plan's objectives. He noted that while the comprehensive plan can be amended, its stated objectives, such as balancing growth with environmental preservation and protecting the town's rural edge, require careful evaluation. Lane concluded that the proposed development does not align with these objectives or maintain compatibility with the agricultural character of the area.

Other citizen comments regarding the project were:

- Hunter Beasley of 376 Peel Rd., Clayton, an owner of 50 acres north of the project area, expressed concern about potential loss of rural character and increasing development along Wilsons Mills Road, emphasizing a desire to preserve agricultural land for future generations.
- Wendy Oldham, Planning Director for Wilson's Mills, clarified that:
 1. Tralee is in Wilson's Mill's ETJ abutting Poplar Creek
 2. Wilson's Mills was not informed about the development proposal until residents raised concerns.
 3. There are concerns about fire and emergency service access due to jurisdictional boundaries and potential connectivity issues between developments.
 4. The area in question is planned for agricultural use in the Wilson's Mills future land use plan and the proposed development would not fit with this plan.
 5. Wilson's Mills is focusing growth on commercial and industrial uses, not additional residential subdivisions.
- David Young (Swift Creek LLC) clarified that while their parcel is part of the Tralee subdivision, there is no possible access across Poplar Creek. If future access is possible via Bellamy, they would annex into Smithfield and exit Wilson's Mills jurisdiction.
- Yancy Strickland (resident and former local farmer) raised concerns about the long-term impacts of rapid development, referencing past experiences with poorly managed growth, inadequate zoning, and the challenges of responsible redevelopment. He urged careful, thoughtful planning to avoid irreversible consequences for the community.

Mr. Bergmark, representing the developer, came back to acknowledged the concerns and requests expressed by the board and other participants. He indicated that changes may be necessary to better align the proposal with board expectations and asked for specific feedback or conditions the board would like

addressed. He requested the opportunity to develop and present additional amendments based on this input.

Councilman David Barbour started a motion, but the motion was interrupted by Councilman Sloan Stevens, who wished to make a few points. Councilman Stevens expressed deep concern for the future of local farming, noting that modern farmers, like the Youngbloods, must diversify—often with operations such as hog farms—to survive. He described changes since Smithfield Foods was sold and highlighted how contract limitations could threaten the viability of local farms, especially if communication with the company is severed as a result of low-key nuisance complaints. Stevens admonished the threat of potential resident's litigation and nuisance claims that could face the hog operation, and questioned whether a setback of 200 feet between a hog farm and new homes was enough, and could ever be workable. Stevens insisted that the proposed development could be viewed as a set up for failure of the hog farm. He cautioned that the proposal failed to address the long-term risks to both farmers, (who cannot just pick up and move away), and new residents. Stevens challenged the developers to show him where such close proximities between developments and agricultural operations exist in harmony anywhere. Stevens called for careful consideration of these issues in the decision-making process.

Councilman Sloan Stevens stated given his points of view, he would like to make a motion to deny the proposal of Bellamy.

Councilman Sloan Stevens made a motion, seconded by Councilman John Dunn to close the public hearing.

Mayor Andy Moore stated for clarification, motions must be made to deal with the annexation request as well as the conditional zoning request simultaneously, with the annexation being first. He sought clarification from Attorney Bob Spence to ensure things were done correct procedurally. Attorney Bob Spence concurred.

Councilman David Barbour called for a point of order to ask whether a motion could be made to supersede a current motion on the floor, such as a motion to table. Mayor Andy Moore stated that since there is a motion on the floor, the Board needed to deal with the motion currently at hand in order.

Councilman Sloan Stevens stated the motion he would like to present:

Councilman Sloan Stevens made a motion, seconded by Councilman John Dunn to deny the annexation and deny the conditional rezoning, because it is not in the public interest due to its negative effects on income and business, and that it is not consistent with the Town's Comprehensive Growth Plan.

Mayor Andy Moore clarified whether a motion had been made to close the public hearing. Councilman Sloan Stevens apologized, stating that a vote had not been made on that particular motion.

Councilman Sloan Stevens made a new motion, seconded by Councilman John Dunn to close both the annexation and the conditional rezoning public hearings simultaneously. Unanimously approved.

Councilman Sloan Stevens stated that he would let the previous motion stand, which stated:

Councilman Sloan Stevens made a motion, seconded by Councilman John Dunn to deny the annexation and deny the conditional rezoning, because it is not in the public interest due to its negative effects on income and business, and that it is not consistent with the Town's Comprehensive Growth Plan.

There was further discussion with Mayor Pro Tem Roger Wood clarifying whether Stevens was denying the petition as presented tonight. Councilman Stevens agreed.

Attorney Bob Spence iterated that this was a denial.

Councilman David Barbour asked if the Board voted against the denial, would there be an opportunity to make a next motion to table the matter.

Mayor Andy Moore clarified that there is a motion and a second on the floor to deny the annexation and rezoning requests that must be dealt with in order. If that motion is denied, then a subsequent motion can be made to table. However, if the motion passes, there will obviously be no need for a subsequent motion. If that motion is denied, then the Board could table the issue to another meeting.

Mayor Andy Moore asked if there was any further discussion. He then called for the vote on the current motion to deny the annexation and rezoning requests by a show of hands.

The motion to deny both the annexation petition and the conditional zoning petition carried in a 5 to 2 vote, with Councilmen Cohen, Stevens, Scott, Rabil and Mayor Pro Tem Roger Wood voting in favor of the denials, and Councilman Barbour and Dunn voting against the denial of the petitions.

The mayor announced that both issues were denied.

CONSENT AGENDA:

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood, to approve the following items as amended on the Consent Agenda. Unanimously approved.

1. Approval of minutes:

- a. 8/19/2025 – Regular Session
- b. 8/19/2025 – Closed Session (under a separate cover)
- c. 9/2/2025 – Regular Session
- d. 9/2/2025 – Closed Session (under a separate cover)

2. Consideration and request for approval to Adopt Resolution No. 789-(28-2025); Acknowledging Quitclaim Deed for the conveyance of property at 204 Britt Street to the Upset Bid winner.

Resolution No. 789 28-2025 Town of Smithfield Town Council Formal Acknowledgement of Sale of Real Property at 204 Britt Street

WHEREAS, the Town of Smithfield jointly owned certain real property located at 204 Britt Street, Smithfield, North Carolina, along with the Wilson's Mills Volunteer Fire Department, Inc.; and

WHEREAS, on July 15, 2025, in accordance with North Carolina General Statute § 160A-269, the Town Council authorized the sale of said property by the Upset Bid process; and

WHEREAS, following the proper advertisement and conduct of the Upset Bid process, the highest responsive bid received in the amount of One Hundred Eighty Thousand Dollars (\$180,000) was presented to the Town Council for consideration; and

WHEREAS, on September 2, 2025, the Town Council approved and accepted the highest responsive bid and authorized conveyance of the property; and

WHEREAS, on September 26, 2025, the Town Attorney's Office has conveyed the property to the high bidder; and

WHEREAS, it is the desire of the Town Council to formally acknowledge for the public record the completion and finalization of this property sale.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the sale of real property located at 204 Britt Street, Smithfield, North Carolina, jointly owned with the Wilson's Mills Volunteer Fire Department, Inc., has been duly completed in accordance with applicable law and is hereby formally acknowledged and recorded in the official proceedings of the Town.

Adopted this the 7th day of October, 2025, by the Town Council of the Town of Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

3. **Consideration and request for approval for Recreation Advisory Committee and Appearance Commission appointments:** The Town Council is requested to consider applications received for appointment to the Recreation Advisory Committee and the Appearance Commission. Jason Evans has submitted an application for regular membership on the Recreation Advisory Committee. Finley Carroll has submitted an application to be appointed as a High School representative on the Recreation Advisory Committee. Radley Donovan has submitted an application to be appointed to the Appearance Commission.
4. **Consideration and request for approval for a Fire Department Career Ladder Promotion:** The Smithfield Fire Department is requesting the Town Council consider approval of the promotion of one employee from the position of Firefighter I to Firefighter II through career ladder promotion.
5. **Consideration and request for approval for Police Department Promotions:** The Smithfield Police Chief is requesting the Town Council consider approval to promote three individuals through career ladder promotions.
6. **Consideration of approval of Grant Project Ordinance No. GP-05-2025 for the Wastewater AIA project:** Grant project ordinances are required to be approved by the Town Council pursuant to NC G.S. 159-32 to give the Town management authority to expend grant funds. The Finance Department respectfully requests approval of Grant Project Ordinance GP-05-2025. The total grant project is a budget of \$150,000 for project No. E-AIA-W-21-0231.

Ordinance No. GP-05-2025

Grant Project Ordinance for the Wastewater Asset Inventory and Assessment Project (Project E-AIA-W-21-0231)

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, NORTH CAROLINA that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

SECTION 1: This ordinance is to establish a budget for a project to be funded by the State of North Carolina Department of Environmental Quality Division of Water Infrastructure. The project authorized is to perform asset inventory and assessment work in accordance with the agreed upon scope of work to meet the Town's sewer infrastructure needs.

SECTION 2: The officers of the Town are hereby directed to proceed with the grant project within the terms of the budget contained herein.

SECTION 3: The following amounts are appropriated for the project and authorized for expenditures:

AIA Wastewater Study	\$ 150,000
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SECTION 4: The following revenues are anticipated to be available to complete the project:

State of NC Department of Environmental Quality	
Division of Water Infrastructure	\$ 127,500
Transfer from Water and Sewer Fund	22,500
Total revenues	<u>\$ 150,000</u>

SECTION 5: The Town intends to complete the project in accordance with North Carolina General Statute 159G. The Town and project is eligible under State law and the project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

SECTION 6: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, grant agreements, and federal regulations. The Town's accounting and fiscal

records shall be maintained during the completion of the project, and these records shall be retained and made available for a period of at least three (3) years following completion of the project.

SECTION 7: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

SECTION 8: The Finance Officer is hereby directed to report the financial status of the project to the governing board the appropriations and the total grant revenues received or claimed.

SECTION 9: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

SECTION 10: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

SECTION 11: This grant project ordinance is effective as of May 20, 2021, and expires when all the NCDEQ funds have been obligated and expended by the Town.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

- 7. Special Event - Consideration and request for approval for Jesus Co. Ministries to hold a Church Service and Family Day on October 19, 2025:** Jesus Co. ministries request approval to use the Rotary Shelter at Smithfield Community Park. Amplified should will be used between 9:00 am and 1:00 pm. No food or goods will be sold.
- 8. Special Event – Bulldog Harley-Davidson Movember Event November 1, 2025:** Bulldog Harley-Davidson is requesting to hold a Movember event from 11:00am to 4:00 pm on November 1, 2025. A food truck will be on-site to sell food, two beers per person will be given away to customers age 21 and older, and a live band will perform from 12:00pm to 3:00pm.
- 9. Special Event - Bulldog Harley-Davidson Bulldog Thank You Event, November 8, 2025:** Bulldog Harley-Davidson is requesting to hold a Bulldog Thank you event to honor local Veterans from 11:00 am to 4:00 pm on November 8, 2025. A food truck will be on-site to sell food, two beers per person will be given away to customers age 21 and older. No amplified sound will be used.
- 10. Special Event - Bulldog Harley-Davidson Bulldog Holiday Toy Drive, November 15, 2025:** Bulldog Harley-Davidson is requesting to hold a Bulldog Holiday Toy Drive on November 15, 2025 from 11:00 am to 4:00 pm. A food truck will be on-site to sell specialty beverages, two beers per person will be given away to customers age 21 and older. No amplified sound will be used.
- 11. Special Event - Bulldog Harley-Davidson Black Friday Event, November 28, 2025:** Bulldog Harley-Davidson is requesting to hold a Bulldog Holiday Toy Drive on November 28, 2025 from 11:00 am to 4:00 pm. A food truck will be on-site to sell food, two beers per person will be given away to customers age 21 and older. No amplified sound will be used.
- 12. Special Event - Bulldog Harley-Davidson Chrome Saturday Event, November 29, 2025:** Bulldog Harley-Davidson is requesting to hold a Chrome Saturday Event November 29, 2025 from 11:00 am to 4:00 pm. A food

truck will be on-site to sell food, two beers per person will be given away to customers age 21 and older. No amplified sound will be used.

13. New Hire Report

Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2025–2026 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

<u>Full Time - Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Admin. Support Specialist	SRAC	10-60-5220-5100-0200	\$ 48,500.00/yr.
Construction Inspector	Public Utilities	30-71-7220-5100-0200	\$ 54,026.29/yr.
/Utility Line Locator		31-72-7230-5100-0200	
Police Officer (1 position)	Police	10-20-5100-5100-0200	\$ 60,014.24/yr.
Fire Inspector	Fire	10-20-5300-5100-0200	\$ 61,755.20/yr.
Public Works Crew Leader	PW – Streets	10-30-5600-5100-0200	\$ 50,502.40/yr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$ 36,004.80/yr.

<u>Part Time – Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Firefighter I (2 positions)	Fire	10-20-5300-5100-0210	\$ 17.60/hr.
Parks & Rec Staff – General	P & R	10-60-6200-5100-0210	\$ 10.00/hr.
SRAC Staff – General (2 pos.)	SRAC	10-60-6220-5100-0210	\$ 12.00/hr.
SRAC Staff – Aquatics (2 pos.)	SRAC	10-60-6220-5100-0220	\$ 10.00/hr.

Current Vacancies

The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Deputy Police Chief	Police	10-20-5100-5100-0200
Police Officer (1 position)	Police	10-20-5100-5100-0200
Police Officer (GHSP 1 position)	Police	10-20-5100-5100-0200
Police Officer (SRO 1 position)	Police	10-20-5100-5100-0200
Firefighter (1 position)	Fire	10-20-5300-5100-0200
Sanitation Equipment Operator	Sanitation	10-40-5800-5100-0200
Recreation Center Supervisor	SRAC	10-60-5220-5100-0200
Utility Line Mechanic	PU – W/S	30-71-7220-5100-0200

- 14. Consideration and request for approval for Smithfield Parks and Recreation to host the Clayton Piano Festival on Friday, October 10, 2025:** This event is scheduled from 7:00 p.m. to 10:00 p.m., with amplified sound in use from 3:00 p.m. through 10:00 p.m. The request includes the closure of South Front Street, and attendance is anticipated to exceed 100 participants.

BUSINESS ITEMS:

- 1. Consideration and request for approval authorizing staff to engage a design-build firm to prepare plans for the construction of a baseball stadium at Community Park.**

Mayor Andy Moore requested clarification from staff for the meaning of the town engaging a design-build firm, and whether any actual negotiations were taking place. Parks and Recreation Director, Gary Johnson stated that they are currently having discussions, but there will be a contract that comes back before the Board. The mayor confirmed that there would be no agreement on a contractor at this meeting.

Parks and Recreation Director, Gary Johnson addressed the Council stating that, in preparation for the arrival of a Coastal Plains League team, the department issued a request for qualifications (RFQ) for design-build services for a new baseball venue at Smithfield Community Park. Twelve firms submitted statements of qualifications, which were reviewed and scored by a selection committee. The top four firms—Bermuda Construction, Barry Building Group, TA Loving Company, and EC Build/Ewing Cole—

were interviewed in early October. Following the interviews, the committee unanimously selected Mutter Building as the preferred design-build firm and requested council approval to enter into negotiations with them.

Councilman David Barbour made the recommendation that the Board approve.

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood to approve the request to authorize staff to proceed.

Councilman Travis Scott expressed opposition to the proposed location for the new baseball venue, citing concerns about traffic on the north side of town and questioning why the existing baseball field at JCC had not been further considered. He also noted drawbacks to using a design-build approach for the project.

Mayor Andy Moore called for the vote on the motion.

The motion carried in a 6 to one vote with Councilman Travis Scott voting no.

Councilman Travis Scott questioned if the project moves forward, where would the people occupying the Disable American Veteran's house be relocated to, and would the good soccer fields be torn out.

Manager Mike Scott stated that the town has provided the DAV chapter with temporary meeting space at the track, while the assistant town manager is working with Johnston County officials to identify further interim and permanent accommodations. He clarified that this is a Johnston County DAV chapter, not Smithfield's, and emphasized that the group was aware their previous arrangement was temporary. He stated that the town has fulfilled its responsibilities and encouraged continued county involvement in securing a long-term solution. The Manager also added that until an actual design for the stadium is received, he was not sure how much they were going to encroach on the soccer fields, but that would come back to the Board.

TOWN MANAGER'S REPORT:

There were no standalone comments given by the Manager at the summary of this meeting.

COUNCILMEMBER COMMENTS:

Councilman David Barbour stated his appreciation for the drone flying event of the past Saturday.

Mayor Pro Tem Roger Wood thanked the County in their support of the Tobs venture. He also reported attending a meeting with the new superintendent of Johnston County Schools, raising concerns about performance issues at Smithfield schools. It was noted that the superintendent has a plan in place to address these issues, and the councilmember encouraged greater parent involvement through PTA. Additional updates included improved graduation rates and the superintendent's "three E's" initiative to ensure all graduates are either enrolled, enlisted, or employed. The councilmember encouraged continued patience and support for the schools and noted the meeting was informative.

Councilman Sloan Stevens stated he has asked Manager Mike Scott to compile tax data comparing residential and commercial contributions to the tax base, emphasizing the importance of understanding these figures as the town manages growth. He expressed concern that rapid, developer-driven development could jeopardize long-term financial stability, possibly requiring tax increases to maintain services and staff salaries. Councilman Stevens advocated for a more measured approach to planning, suggesting a pause to reassess strategies for balanced growth and fiscal responsibility. He emphasized the need for better information to support informed decision-making for the town's future.

CLOSED SESSION PURSUANT TO NC G.S 143-318.11 (a)(4):

Councilman David Barbour made a motion, seconded by Councilman John Dunn, to go into closed session at approximately 11:34 pm. Unanimously approved.

Councilman David Barbour made a motion, seconded by Councilman John Dunn, to reconvene into open session at approximately 11:45 pm. Unanimously approved.

ADJOURN:

Councilman David Barbour made a motion, seconded by Councilman Stephen Rabil, to adjourn the meeting at approximately 11:46 pm. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, October 21, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Dr. Gettys Cohen, Jr., District 1
Sloan Stevens, District 2
Travis Scott, District 3
Jeremey Daughtry, Fire Chief
John Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Roger Wood, Mayor Pro-Tem
Dr. David Barbour, District 4

Administrative Staff Present

Michael Scott, Town Manager
Kimberly Pickett, Assistant Town Manager
Elaine Andrews, Town Clerk
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR 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 Travis Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilman John Dunn made a motion, seconded by Councilman Stephen Rabil, to approve the agenda amended as follows. Unanimously approved.

- *Add Closed Session Pursuant to NC G.S. 143-318.11 (a)(5)*

PRESENTATIONS:

Proclamation – World Pancreatic Cancer Day

Mayor M. Andy Moore read the Proclamation for declaring November 20, 2025 as World Pancreatic Cancer Day. Mayor Moore shared a personal note, and encouraged all citizens to get their regular health checks.

**Proclamation
Declaring November 20, 2025
as World Pancreatic Cancer Day
in the Town of Smithfield**

WHEREAS, in 2025, an estimated 67,440 individuals in the United States will be diagnosed with pancreatic cancer, and approximately 51,980 will lose their lives to this devastating disease;

WHEREAS, pancreatic cancer is currently the third leading cause of cancer-related death in the United States, surpassing breast cancer, and is projected to become the second leading cause around 2030;

WHEREAS, pancreatic cancer has the lowest five-year relative survival rate of all major cancers, and remains the only major cancer with a five-year survival rate below 20 percent;

WHEREAS, symptoms of pancreatic cancer often appear in the late stages, resulting in only 15 percent of cases being diagnosed when the disease is still localized, and more than 87 percent of those diagnosed die within five years;

WHEREAS, an estimated 1,910 deaths will occur in North Carolina due to pancreatic cancer in 2025;

WHEREAS, the good health and well-being of the residents of Smithfield are enhanced through greater awareness, education, and research into early detection, risk factors, and effective treatments for pancreatic cancer;

NOW, THEREFORE, BE IT RESOLVED that I, **M. Andy Moore**, Mayor of the Town of Smithfield do hereby proclaim November 20, 2025, as

World Pancreatic Cancer Day

in the Town of Smithfield, and I encourage all residents to learn more about this disease and support efforts toward finding a cure.

M. Andy Moore, Mayor
Town of Smithfield, NC

Public Hearings: None

Citizens Comments:

Elizabeth Temple of 904 Chestnut Drive, Smithfield, addressed the Council, making the following comments:

- She asked for citizens to vote for her for town council of district two, emphasizing her lifelong connection to Smithfield.
- Promoted the new Tuscarora Indian mural and explained the legend of the dream catcher.
- Invited attendees to the 21st annual historical Ghost Walk at Riverside Cemetery.

Temple further advocated for the town to acquire and preserve the historic Holland house on Buffalo Road.

- She stated Todd Johnson was not notified, as she is aware, of the home's impending demolition, as of the last HPC meeting
- Described its architectural beauty and historic value, suggesting it could be relocated
- Noted the developer may be open to donating the house but has not been directly approached by the town.
- Expressed frustration that her motion for the HPC Board to acquire the house was not seconded and urged action before potential demolition.

Ms. Temple presented the dream catcher to the Clerk for historical reference.

Stephanie Emerson of 102 E Sanders St., Smithfield introduced herself as a resident at 102 East Sander Street, highlighting previous attempts to get answers from town officials regarding sewer protocols.

- Raised concerns about a sewer cleanout incident on September 10, when high pressure caused sewer water to back up into her new home, resulting in thousands of dollars in damage.

- Noted that the town's insurance company is involved but expressed frustration with the lack of clear information or communication from officials.
- Stressed that her neighbors experienced similar problems, suggesting a recurring pattern in the area.
- Requested to know how such incidents would be prevented in the future and emphasized the need for improved notification policies—stating that residents should be warned before sewer cleanouts, just as they are about changes to trash pickup.
- Expressed fear about further damage and the impact on her family's sense of security, even considering moving because of ongoing issues.
- Reiterated her desire for accountability and solutions regarding utility emergencies.
- Thanked the Town Clerk for documenting

Assistant Town Manager, Kim Pickett stated that, as referenced by Manager Scott, going forward the Public Utilities Department is required to notify all residents who may be affected by a sewer cleanout operation. Staff will go door to door, knocking on every door to provide advance notice either the day before or the day of the work, and based on the urgency of the situation. This policy has been communicated to the relevant staff and the department director, Ted Credle via email, ensuring all impacted residents are properly informed in advance.

Mayor Andy Moore acknowledged Stephanie Emerson's concerns regarding sewer cleanouts and the associated property damage, and thanked her for reaching out. He reminded her that they did in fact have conversation, where he informed her that the Director was on vacation at the time of incident, assuring her that her concerns regarding protocol would be addressed upon his return. He explained that while he agrees that residents should be notified ahead of time, there may be emergency situations where prior notice is not possible, such as late-night incidents requiring an immediate response. The mayor stated all efforts will be made to notify residents in advance of scheduled maintenance. Mayor Moore noted that communication regarding the September 10 incident began promptly and involved discussions with the town manager, the insurance adjuster as well as Mrs. Emerson. He further assured that every effort will be made to keep residents informed about future maintenance whenever feasible. He emphasized that the town is actively working to review and improve policies in collaboration with staff now that the relevant personnel have returned, and he expressed his apologies to affected residents, noting his understanding that the Emersons have been put through a lot. He stated fortunately, she was home and saw the issue, and within minutes was able to address it, and the Town was able to stop the water flow.

Consent Agenda Items:

Councilman Stephen Rabil asked for clarification for whether the Police Department received funding for one or two officers for the GSHP Grant item on the Consent Agenda. Police Chief Pete Hedrick stated the department did ask for two but were only given one officer.

Councilman Stephen Rabil made a motion, seconded by Councilman John Dunn, to approve the following items as listed on the Consent Agenda as presented. Unanimously approved.

Consent Agenda Items 10/21/25:

1. Approval of Minutes

- a. September 16, 2025 – Regular Session
- b. September 16, 2025 – Closed Session (Under Separate Cover)

2. Consideration and request for approval to Award a Contract to Design an Extended Electrical Circuit to Booth & Associates, LLC: The Public Utilities Department seeks to retain an engineering consultant to design an electrical circuit supporting new residential development in the Buffalo Road area between Smithfield Middle School and Buffalo Creek, as well as the Kellie Drive circuit extending along Buffalo Road and Hospital Road to connect with the existing circuit on US-301. Staff recommends approval of Booth & Associates, LLC as the selected consultant and requests authorization for the Town Manager to execute a \$100,000 contract for pole staking, project administration, and construction support services as detailed in the submitted proposal.

- 3. Consideration and request for approval for Career Ladder promotion of one police officer from the rank of Police Officer I to Police Officer II:** The Town Council is respectfully requested to approve a Career Ladder promotion for a qualifying officer in accordance with the Town's Career Ladder Policy. The officer has met all policy requirements for advancement. The promotion includes a salary adjustment to the minimum of the next pay grade or a 5% increase, whichever is greater.
- 4. Consideration and request for approval for the Parks and Recreation Department to purchase a Boom Sickle Mower and Loader Bucket from Ventrac Tractor dealers:** The Parks and Recreation Department requests Council approval to purchase a boom mower and loader bucket/pallet fork attachments. Quotes were solicited from three Ventrac dealers, and the Department recommends awarding the purchase to Blade Equipment, Inc. in the amount of \$28,010.00.
- 5. Consideration and request for approval for the Parks and Recreation Department to purchase a SCAG Mower from W. Landis Bullock Industrial and Contractor Supply:** The Parks and Recreation Department requests Council approval to purchase a 61" SCAG mower. Quotes were solicited from local SCAG dealers, and three responses were received. The Department recommends awarding the purchase to W. Landis Bullock Industrial and Contractor Supply in the amount of \$14,299.00.
- 6. Consideration and request for approval to adopt Resolution No. 790 (29-2025) accepting the Governor's Highway Safety Program (GHSP) Grant:** The Police Department requests Council approval to accept the Governors Highway Safety Program Grant (GHSP) by adopting Resolution No. 790 (29-2025). Funding from this grant would create a traffic safety officer.

**TOWN OF SMITHFIELD
RESOLUTION #790 (29-2025)
ACCEPTANCE OF THE NC GOVERNOR'S HIGHWAY SAFETY PROGRAM (GHSP)
GRANT AWARD**

WHEREAS, the Smithfield Police Department submitted an application to the North Carolina Governor's Highway Safety Program (GHSP) for funding assistance to support personnel and equipment initiatives designed to improve roadway safety within the Town of Smithfield; and

WHEREAS, the Town of Smithfield has been notified that the grant application identified as Application #1000024378, Agreement #2000086324, and Project #GHSP2026#PERSONNEL/EQUIP has been approved as part of North Carolina's comprehensive Annual Grant Application with the National Highway Traffic Safety Administration; and

WHEREAS, the approved contract period for this grant award is October 1, 2025 through September 30, 2026, during which time all grant-related expenses may be incurred; and

WHEREAS, the Town of Smithfield acknowledges that all costs must be incurred by September 30, 2026, and that final claims for reimbursement must be submitted to GHSP no later than October 31, 2026, as required by the grant conditions; and

WHEREAS, the Town of Smithfield recognizes that any changes in the nature, scope, or funding of this grant must be submitted in writing to GHSP for prior approval through the Grants Management System; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, North Carolina, in an open meeting assembled this 21st day of October, 2025, as follows:

1. That the Town of Smithfield formally accepts the FY 2026 Governor's Highway Safety Program grant award as approved under Application #1000024378, Agreement #2000086324, Project #GHSP2026#PERSONNEL/EQUIP.
2. That the Town Council authorizes Captain James Grady of the Smithfield Police Department to serve as Project Director and to execute all necessary documents, reports, and claims related to the administration of this grant.
3. That the Town Manager and Finance Director are authorized to establish the appropriate budget accounts and ensure compliance with all fiscal and reporting requirements associated with the grant.
4. That this Resolution shall take effect immediately upon its adoption.

Duly adopted this the 21st day of October, 2025

M. Andy Moore, Mayor
Town of Smithfield

ATTEST:

Elaine Andrews, Town Clerk

BUSINESS ITEMS:

- 1. Consideration and request for approval of an Updated Capital Improvement Plan for the Public Utilities Department:** The Public Utilities Department has updated its proposed Capital Improvement Plan and is requesting the Town Council to approve the updated plan.

Public Utilities Director, Ted Credle, addressed the Council. He presented an updated capital improvement plan for the department. He explained that the plan, reviewed and refreshed every few years, serves as a roadmap to guide infrastructure improvements, position the Town for grants and loans, and address growth-related demands. Mr. Credle summarized recent accomplishments in the electric division—including purchase of new service and bucket trucks, ongoing voltage conversion upgrades, and infrastructure improvements. He outlined similar progress and future plans in the water division, highlighting work on river intake improvements, distribution system upgrades, and preparing for mandated treatment requirements. For the sewer division, Mr. Credle described system-wide improvements, including new equipment acquisitions and rehabilitation of key infrastructure. The updated plan outlines continued investments in fire hydrants, sewer outfall enlargements, and equipment purchases for long-term needs. He emphasized that the plan is non-binding, will be adjusted as needs arise, and is vital for budgeting, growth management, and maintaining essential services for the Town. Credle summarized that the new capital improvement plan sets a roadmap for the next ten years for utility infrastructure and equipment planning needs. He asked the Board if there were any questions.

Mayor Andy Moore expressed support for the updated capital improvement plan presented by Public Utilities Director Ted Credle. He emphasized the importance of proactive, flexible planning to address the town's infrastructure needs and accommodate ongoing growth. The mayor noted that while growth presents challenges, the council's efforts, supported by staff and department heads, have enabled the town to make significant infrastructure investments without major increases in utility rates or taxes. He commended the team for their work on these essential projects and stressed that the capital plan is a valuable guide to ensure the Town remains prepared for future demands.

Mayor Moore asked Credle to remind him of the improvements in store for East Smithfield. Public Utilities Director Ted Credle explained that since there is a very large development coming to that area, the Town is adding water and upgrading existing sewer infrastructure to support a large new subdivision, making it bigger. Improvements include expanding existing sewer capacity near the old Howard Johnson's and extending a water line along Brogden Road. He clarified that the Town's responsibility for water service would end at Whitley Farm and Brogden, after which developers are responsible for connecting to the municipal system, an arrangement the developers have agreed to.

Mayor Moore asked Credle to explain the West Smithfield Sewer developments. Credle reported that the Town has received a federal EDA grant to enlarge the sewer outfall running alongside Heavner and behind the Rose Manor subdivision. The original line, built around the 1950s, is now undersized and showing signs of age. The project involves replacing the existing smaller line with a larger one, which will accommodate current and future growth—including development near the Amazon area and the airport—and ensure efficient transmission of wastewater to the county system.

Mayor Andy Moore noted that the enlarged sewer outfall not only provides capacity for future growth but also serves existing residents in West Smithfield, including those living along the replaced line. He acknowledged some contractor-related issues in the Rose Manor area and stated that the Town is working closely with both the contractor and local residents to address concerns. He observed that the project is progressing well. Credle noted they were a week ahead of schedule.

Councilman Sloan Stevens asked about proposed improvements for the infiltration and intrusion issues for pumps on the Neuse River. Public Utilities Director Ted Credle reported that regulatory restrictions limit the Town's ability to dredge the water intake, with seasonal moratoriums in place for fish spawning. Despite these constraints, the Town conducted dredging five times last year, which is considered excessive and costly in the long term. Credle stated that a consultant is currently evaluating options, including modifying or relocating the intake and adjusting sand treatment methods, to identify a more sustainable and cost-effective solution. He noted that while a permanent fix may require a significant investment, it could be justified by the potential long-term savings on maintenance and pump replacement.

Councilman Travis Scott made a motion, seconded by Councilman Stephen Rabil to approve the amended Capital Improvement Plan. Unanimously approved.

2. Consideration and request for approval to award a bid to the lowest most responsible bidder for the Downtown Street Resurfacing Project

Public Works Director Lawrence Davis reported that bids were solicited from 20 contractors for the resurfacing of 23 streets in the Town of Smithfield. Five bids were received, with Coastline Contracting Company LLC submitting the lowest bid. Davis stated he is asking that the council recommend approval of contract to be awarded to this company.

Councilman Sloan Steven asked had the Town used this contractor before. Davis noted that this contractor has not previously worked for the Town. Background checks and reference reviews are underway to ensure they are an appropriate choice before recommending contract approval to the council.

Mayor Andy Moore emphasized the importance of conducting thorough due diligence before awarding the significant street resurfacing contract, given the Town's unprecedented investment in paving this year. He noted that, despite recent growth, Smithfield remains a small community undertaking a substantial infrastructure project and stressed the need to ensure the selected contractor is reputable and capable. Mayor Moore further referenced recent completed paving projects and underscored the council's responsibility to ensure proper use of funds and quality results for residents.

Assistant Town Manager Kim Pickett noted that Coastline Contracting Company LLC has worked with several coastal clients, based on their website and customer list. She has reached out to her contacts for references, though responses are still pending. Given the significant financial investment involved, Pickett recommended that the council table the decision on awarding the contract until the November meeting to allow additional time for thorough reference and background checks.

Councilman Travis Scott made a motion, seconded by Councilman Stephen Rabil to approve tabling the request until the next Council meeting to allow time to check the firm's references. Unanimously approved.

Councilman Scott also added comments. He clarified that the business item was not just for downtown street resurfacing, but for multiple streets in town. He emphasized the importance of public transparency by publishing the list of streets to be resurfaced on the town's website to make the public aware, and also for safety and convenience. Councilman Scott also highlighted the need to carefully vet contractors for quality, referencing positive past experiences with certain firms. He encouraged staff to coordinate paving work with other infrastructure needs to minimize disruptions and ensure long-lasting results.

Mayor Andy Moore explained that the Town uses a systematic assessment, aided by a consulting engineer, to prioritize and select streets for resurfacing. While the list guides decisions, adjustments are made as street conditions change. He commended the progress on recent paving projects and shared positive community feedback.

Mayor Moore also reminded residents of upcoming trick-or-treating hours and highlighted the success of recent events, including Oktoberfest and a well-attended community fishing event, encouraging ongoing community engagement and safe participation.

COUNCILMEMBER COMMENTS:

Mayor Moore also reminded residents of upcoming trick-or-treating hours and highlighted the success of recent events, including Oktoberfest and a well-attended community fishing event, encouraging ongoing community engagement and safe participation. He also mentioned the possibility of grant opportunities that may fund development of the pond for a dock and kayak station.

TOWN MANAGER'S REPORT:

Assistant Town Manager Kim Pickett warned the public about fraudulent emails being sent to developers and contractors requesting payment for applications or planning fees. She clarified that the Town of Smithfield does not request payments via email or third-party links; all legitimate payments must be made directly through official channels. Ms. Pickett advised anyone receiving suspicious emails to refrain from clicking links or sending money and to report such emails to Town staff.

CLOSED SESSION PURSUANT TO N.C. GS. 143-318.11 (a)(5)

Councilman John Dunn made a motion, seconded by Councilman Stephen Rabil, to go into closed session at approximately 7:45 pm. Unanimously approved.

Councilman John Dunn made a motion, seconded by Councilman Sloan Stevens, to reconvene in open session at approximately 8:51 pm. Unanimously approved.

ADJOURN:

Councilman John Dunn made a motion, seconded by Councilman Stephen Rabil, to adjourn the meeting until. The meeting adjourned at approximately 8:52 pm. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item:	Adoption of Safety Policies
Date:	12/02/2025

Subject: Adoption of Safety Policies

Department: Human Resources Department

Presented by: Human Resources Director – Shannan Parrish

Presentation: Consent Agenda Item

Issue Statement

Staff is requesting the approval of the following Safety Policies: Exposure Control Plan (Bloodborne Pathogens) and Personal Protective Equipment (PPE) Hazard Assessment Program

Financial Impact

None expected

Action Needed

It is respectfully requested that the Council adopt the Exposure Control Plan and PPE Hazard Assessment Program as presented

Recommendation

Staff recommends that the Council approve the Exposure Control Plan and PPE Hazard Assessment Program as presented to ensure compliance by the December 30, 2025 abatement deadline.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Exposure Control Plan (Bloodborne Pathogens)
3. Personal Protective Equipment (PPE) Hazard Assessment Program



Staff Report

**Consent
Agenda
Item:** **Adoption
of Safety
Policies**

During a recent North Carolina Department of Labor (NCDOL) inspection at the Smithfield Police Department, it was discovered that the Town did not have current or compliant versions of the Exposure Control Plan or the Personal Protective Equipment Hazard Assessment in place. These documents are required under OSHA standards 29 CFR 1910.1030 (Bloodborne Pathogens) and 29 CFR 1910.132 (Personal Protective Equipment).

As a result of this deficiency, the Town received a \$5,000 citation from NCDOL. The inspection findings require that these deficiencies be fully abated no later than December 30, 2025.

The Assistant Town Manager and Human Resources Director have since completed a comprehensive update of both documents to ensure compliance with OSHA regulatory requirements.

Adoption of these policies is necessary to meet the mandated abatement deadline, strengthen workplace safety practices, and reduce the risk of future violations.



Town of Smithfield Exposure Control Plan

Purpose

This Exposure Control Plan (ECP) has been developed to comply with the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030). The Purpose of this plan is to protect all Town of Smithfield employees who may reasonably anticipate occupational exposure to blood or other potentially infectious materials (OPIM) as part of their job duties.

Accessibility

The Town of Smithfield Bloodborne Pathogens Exposure Control Plan is accessible during each work shift for all employees to review. A master copy is maintained at **Town Hall (350 E Market St)**.

For Town-owned facilities located offsite, a copy of the plan is available at the **supervising office** or **administrative desk**. These locations include:

- Fire Departments – 111 S 4th St and 1200 W Market St
- Police Department – 110 S 5th St
- Public Utilities – 231 Hospital Rd
- Public Works – 230 Hospital Rd
- Water Plant – 515 N 2nd St
- SRAC Building – 600 M Durwood Stephenson Pkwy

The **Human Resource Department** will provide a any employee a written copy of this plan free of charge within 15 days of a request.

Exposure Determination

The following job classifications at our facility have occupational exposure to blood and other potential infectious materials (OPIM):

Job Classification	Department/Location
_____	_____
_____	_____
_____	_____
_____	_____

Additional job classifications may have occasional occupational exposure. Specific tasks or procedures that could result in exposure must also be identified to clarify the basis for inclusion:

Job Classification	Task/Procedure
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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Implementation Schedule and Methodology

The Town of Smithfield will implement the following methods of compliance to ensure full adherence to OSHA requirements.

Compliance Methods

Universal precautions will be observed across all Town departments to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious, regardless of the source individual's known status.

Engineering and work practice controls will be implemented townwide to eliminate or minimize employee exposure. Where occupational exposure remains, appropriate **Personal Protective Equipment (PPE)** will be utilized.

Personal Protective Equipment (PPE)

The **Town of Smithfield Human Resources Department**, in coordination with department supervisors, is responsible for ensuring the following provisions are met:

- PPE will be provided at **no cost to employees**.
- PPE selection will be based on anticipated exposure.
- PPE must prevent blood or OPIM from contacting the employee's clothing, skin, eyes, mouth, or mucous membranes.

Examples of PPE provided include but not limited to:

- Disposable gloves
- Face and Face Protection
- Masks
- Eye protection

All PPE will be cleaned, laundered, or disposed of by the Town at no cost to employees.

Housekeeping

All Town facilities will follow a cleaning and decontamination schedule appropriate for the type of contamination and surfaces involved. Surfaces contaminated with blood or OPIM will be disinfected immediately or as soon as feasible using an approved disinfectant (e.g., 1:10 bleach solution or equivalent).

Spills or releases must be reported immediately to the employee's supervisor or designated cleaning personnel.

Sharps and Other Regulated Waste

All departments shall use approved sharps containers that are puncture-resistant, labeled, and color-coded. Containers must remain upright, be closed prior to removal, and disposed of per federal, state, and local regulations.

Input from employees with direct exposure risk will be solicited annually during the plan review to identify safer medical devices or practices.

Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

The **Human Resources Department** will ensure hepatitis B vaccinations and post-exposure evaluations are available to all employees with occupational exposure:

- Provided at **no cost**, during working hours.
- Administered under supervision of a licensed healthcare professional.
- In accordance with U.S. Public Health Service recommendations.

Hepatitis B vaccination will be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless: the employee has previously received the complete hepatitis B vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated for medical reasons.

For employees who complete the hepatitis B vaccination series, antibody testing will be made available at no cost to the employee one to two months after completion of the series, as recommended by the U.S. Public Health Service.

Employees who decline the hepatitis B vaccination will sign the OSHA required declination form indicating their refusal (Refer to hepatitis B declination included in this plan). Any employee who initially declines hepatitis B vaccination, but later decides to accept vaccination while still covered by the standard, will be provided the vaccination series as described above.

If at a future date the U.S. Public Health Service recommends a routine booster dose of hepatitis B vaccine, such booster doses will be made available at no cost to the employee.

Post-Exposure Evaluation and Follow-up

All exposure incidents will be reported, investigated, and documented. When an employee incurs an exposure incident, it will be reported to the **Human Resource Department**. Following a report of an exposure incident, the exposed employee will immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure incident occurred. If the incident involves percutaneous injury from a contaminated sharp, appropriate information should be entered in the sharps injury log.
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law. The source individual's blood will be tested as soon as feasible, and after consent is obtained, to determine HBV and HIV infectivity. If consent is not obtained, the **Human Resource Director or Designee** will establish that legally

required consent cannot be obtained. When the source individual's consent is not required by law, the blood (if available) will be tested and the results documented.

- Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling and an evaluation of reported illnesses will be offered.

Collection and testing of blood for hepatitis B virus (HBV) and human immunodeficiency virus (HIV) serological status will comply with the following:

- The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
- The employee will be offered the option of having his or her blood collected for testing of the employee's HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV status.

Any employee who incurs an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be provided by the following healthcare provider.

Information Provided to the Health Care Professional

The **Human Resource Director or Designee** will ensure that the health care professional (HCP) responsible for the employee's hepatitis B vaccination is provided with a copy of the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030).

The **Human Resource Director or Designee** will ensure that the HCP who evaluates an employee following an exposure incident is provided with the following:

- A copy of the OSHA Bloodborne Pathogens Standard.
- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- Results of the source individual's blood testing.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

Health Care Professional's Written Opinion

The **Human Resource Director or Designee** will obtain and provide the employee with a copy of the evaluating HCP's written opinion within 15 days of completion of the evaluation. For hepatitis B vaccination, the HCP's written opinion will be limited to whether the vaccination is indicated for an employee and whether the employee has received such vaccination.

For post-exposure follow-up, the HCP's written opinion will be limited to the following:

- A statement that the employee has been informed of the results of the evaluation.
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which may require further evaluation or treatment.

Labels and Signs

The **Human Resource Department** will ensure that biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol will be used. Labels will be fluorescent orange or orange-red and will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents loss or unintentional removal. Red bags or containers may be substituted for labels.

Information and Training

The **Human Resource Department** will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months of the previous training. Training will be tailored to the education and language level of the employee and offered during the normal work shift with the opportunity for interactive questions. Training will cover at a minimum the following topics:

- a) An accessible copy of the regulatory text of the Bloodborne Pathogen Standard (29 CFR 1910.1030) and an explanation of its contents
- b) A general explanation of the epidemiology and symptoms of bloodborne disease
- c) An explanation of the modes of transmission of bloodborne pathogens
- d) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan
- e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- f) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment
- g) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
- h) An explanation of the basis for selection of personal protective equipment
- i) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge
- j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- k) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- l) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- m) An explanation of the signs and labels and color-coding requirements

Recordkeeping

The **Human Resource Department** is responsible for maintaining medical records as indicated below. These records are confidential and must be maintained for the duration of employment plus 30 years. These medical records will include a copy of the employee's hepatitis B vaccination status (including the dates of all the hepatitis B vaccinations), copy of all results of examinations. If the employee had an exposure incident then the medical records will include a copy of all results of examinations, medical testing, and follow-up procedures, a copy of the healthcare professional's written opinion, and information provided to the healthcare professional.

The **Human Resource Department** is responsible for maintaining BBP training records. These records will be maintained for three years from the date of training. The training records will include the date(s) of the training session(s), contents or summary of the training, instructors' names and qualifications and the names and job titles of all persons attending the training sessions.

Annual Review

The Bloodborne Pathogens-Exposure Control Plan will be reviewed annually by the **Human Resource Director or Designee**. The annual review will also include documenting considerations and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. When new tasks, procedures, and/or positions are added or modified/revised which affect occupational exposure, the Bloodborne Pathogens-Exposure Control Plan will be updated immediately to reflect these changes.

Date of Review/Update

Name of Reviewer/Signature

Bloodborne Pathogens—Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's name (print)

Employee's signature

Date



Town of Smithfield

Personal Protective Equipment—Hazard Assessment

Purpose

This Hazard Assessment has been developed to comply with the OSHA standards 29 CFR 1910.132 – Personal Protective Equipment. The purpose of this program is to establish a consistent, townwide process of identifying workplace hazards and determining the appropriate use of PPE to protect Town employees from injury and occupational illness.

This program ensures that:

- All Town operations are evaluated to identify existing or potential hazards;
- Appropriate PPE is selected and provided to protect against those hazards;
- Employees are properly trained in the use, care, and limitations of PPE; and
- Compliance with OSHA standards is maintained across all Town departments and facilities.

The goal of this program is to prevent workplace injuries and illnesses by promoting safe work practices and the effective use of personal protective equipment throughout the Town of Smithfield organization.

Responsibilities

Town Administration

- Ensure overall implementation of the PPE Program across all Town departments.
- Allocate funding and resources necessary for PPE acquisition, training, and program management.
- Support Department Heads and Supervisors in the enforcement of PPE requirements.

Department Heads

- Implement this PPE Program within their respective departments.
- Ensure hazard assessments are conducted for all job classifications and work areas under their supervision.
- Ensure PPE is available, properly maintained, and replaced as needed.
- Verify that all employees receive appropriate PPE training prior to assignment.
- Enforce PPE use and take corrective action in cases of non-compliance.
- Maintain documentation of training and hazard assessments within the department.

Supervisors

- Conduct or assist in conducting hazard assessments for specific tasks or job sites.
- Communicate PPE requirements to employees and ensure the proper equipment is used.

- Inspect PPE regularly to confirm it remains in safe, serviceable condition.
- Immediately remove defective or damaged PPE from service.
- Provide on-the-job guidance and reinforcement of PPE policies and proper use.
- Notify Department Heads of any new or changing hazards that may require reassessment or additional PPE.

Employees

- Participate in required PPE training and demonstrate understanding of proper PPE use.
- Use assigned PPE in accordance with training and instructions.
- Inspect PPE before each use and report any damage or defects immediately.
- Take reasonable care of PPE, including cleaning, storage, and maintenance as instructed.
- Report unsafe conditions or potential hazards to their Supervisor promptly.
- Refrain from altering or misusing PPE in any way.

Human Resource Director or Designee/Safety Coordinator (if applicable)

- Provide technical assistance to departments in conducting hazard assessments and selecting appropriate PPE.
- Review and update the PPE Program as needed to maintain compliance with OSHA standards and best practices.
- Maintain townwide training records and certification forms.
- Conduct periodic audits to ensure compliance with this program.

Scope & Application

This standard requires that a hazard assessment be performed to assess the need for protective equipment wherever hazards may exist due to processes, environments, chemical hazards, radiological hazards, or mechanical irritants capable of causing injury or impairment to any part of the body through absorption, inhalation, or physical contact.

The Town of Smithfield will ensure that all departments and facilities comply with this standard.

Hazard Assessment and Equipment Selection

Each Town facility, worksite, and operational area will be assessed to determine if hazards are present, or are likely to be present, that necessitate the use of personal protective equipment (PPE).

When hazards are present or likely to be present, the Town of Smithfield will:

- Select and ensure each affected employee uses the appropriate PPE to protect against the identified hazards;
- Communicate PPE selection decisions to all affected employees; and
- Ensure PPE properly fits each affected employee.

The hazard assessment will be verified through written certification that identifies:

- The facility or work area evaluated;
- The individual certifying the evaluation;

- The date(s) of the hazard assessment; and
- Identification of the document as a certification of hazard assessment.

Use of Equipment

Defective or damaged PPE shall not be used under any circumstances.

Training

All Town employees required to wear PPE will receive training prior to use. Training will include at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and
- Proper care, maintenance, useful life, and disposal of PPE.

Employees must demonstrate an understanding of this training and the ability to use PPE properly before performing work requiring its use.

Each affected employee will demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Retraining will occur when:

- Changes in the workplace render previous training obsolete;
- Changes in the type of PPE make prior training obsolete; or
- The employee demonstrates a lack of understanding or improper use of PPE.

Payment For Protective Equipment

Protective equipment, including PPE will be provided at no cost to employees. We are not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, when we permit such items to be worn off the jobsite.

When we provide metatarsal guards and allow the employee, at his or her request, to use shoes or boots with built-in metatarsal protection, we are not required to reimburse the employee for the shoes or boots.

We are not required to pay for:

- Logging boots
- Everyday clothing, such as long-sleeved shirts, long pants, street shoes, and normal work boots
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

We will pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE. If an employee provides adequate protective equipment owned by them, we may allow the employee to use it but we are required to reimburse the employee for that equipment.

Personal Protective Equipment—Hazard Assessment Certification		
Location:	Department:	Date/Revision Date:
Job or Task	Potential Hazards	PPE Required

Certified By: _____



Request for Town Council Action

Consent Agenda Item:	Accept Streets
Date:	12/02/2025

Subject: Franklin Townes Acceptance of Streets for Maintenance
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Request to accept the streets for public maintenance in the Franklin Townes Subdivision

Financial Impact

The Town will add the streets to the Powell Bill Map and will be responsible for regular maintenance.

Action Needed

Approve Resolution No. 792 (31-2025) accepting the streets in the Franklin Townes subdivision for public maintenance.

Recommendation

Staff recommends the Town Council approve Resolution No. 792 (31-2025) accepting the streets in Franklin Townes for public maintenance.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Emailed request to accept streets for public maintenance
3. Resolution No. 792 (31-2025)



Staff Report

Consent **Accept**
Agenda **Streets**
Item:

Overview:

The developer of the Franklin Townes subdivision has completed the construction of all the street infrastructure including roads, curb and gutter, street lighting and utilities. The Public Works Department has completed all the inspections of the street infrastructure to their satisfaction.

Streets to be Accepted for Maintenance:

- Paramount Drive 1,067 Lin. Ft.
- Golden Arms Drive 593 Lin. Ft.
- South Copper Fox Lane 219 Lin. Ft.
- North Copper Fox Lane 260 Lin. Ft.
- Peebles Drive 1,023 Lin. Ft.

Total Linear Feet: 3,162 Lin Ft.

Section 17-27 and 17-29 of the Town Ordinances regulates the acceptance of public streets for maintenance:

Sec. 17-27. - Acceptance of new streets.

- (a) No street, alley or other public way dedicated for public use within the town shall be accepted by the town as a public street and no maintenance or improvement shall be authorized thereon unless the requirements of this section have been complied with.
- (b) Prior to opening any street, alley or other public way, the property owner or developer shall submit a preliminary plan to the planning board and town council for their approval. Such preliminary plan shall show the location of the proposed street, alley or other public way, the right-of-way width, all adjacent property owners, watercourses and such other information as the planning board and town council may require.
- (c) Minimum standards for new streets, extensions of existing streets or alleys for which approval is required shall be as follows:
 - (1) A minimum right-of-way width of fifty (50) feet dedicated for street purposes. In addition, the town council may require a right-of-way width greater than fifty (50) feet if such street is to be used as a major thoroughfare or where greater widths are required by a major street plan.
 - (2) A minimum right-of-way of twenty (20) feet for all service alleys.
 - (3) Streets shall conform to the general street plan or major thoroughfare plan of the town as to location.
 - (4) Streets shall intersect at right angles and the street alignment shall not change more abruptly than a vertical curve of one-thousand-foot radius except where existing conditions justify a modification of this requirement by the town council.
- (d) If the street plan is approved, the owner or developer shall be required to make, at no cost to the town and prior to the town's accepting such street or alley as a public street, the following improvements:
 - (1) The right-of-way shall be cleared and graded to its final grade for the full width of the right-of-way. Grades shall not as far as practical exceed five (5) percent.

- (2) Streets shall be crowned and adequate street drainage ditches provided in accordance with the street improvement construction specifications of the town.
- (3) Top soil, gravel or other suitable base coarse material shall be put in place for a minimum width of thirty (30) feet, which shall be the minimum width for an improved street. Additional improved street widths may be required for major thoroughfares by the town council; provided, the improved width of alleys need not exceed twenty (20) feet.

Sec. 17-29. - Same—Resolution.

When the requirements of section 17-27 have been met to the satisfaction of the town council and the town manager, the town council may, by resolution, accept such street or alley for public use.

Recommendation:

Staff respectfully requests the Town Council adopt Resolution No. 792 (31-2025) accepting the Franklin Townes streets for public maintenance.

Stephen Wensman

From: Jack Adcock <JAdcock@randrdev.com>
Sent: Thursday, November 20, 2025 9:07 PM
To: Stephen Wensman
Cc: Rob Bailey; Seth Elliott; Jack Adcock; Paige Marchbanks; Ryan Scherer; James Conner
Subject: Franklin Townes Acceptance of Streets for Maintenance
Attachments: Action Form.docx

Good evening, Steven. I hope you're doing well.

*I spoke with Lawrence, the Town Engineer, today, and he confirmed that he is satisfied and that all punch list items have been completed. At this time, I would like to formally request **Franklin Townes Acceptance of Streets for Maintenance** by the Town of Smithfield. Please see the attached Request for Town Council Action form for the December Town Council meeting.*

Please let me know if you have any questions or concerns that I may not be aware of. I do have one question: once this is accepted by the Town Council, will I receive a notification or letter confirming the acceptance?

Thank you.



Jack Adcock
Land Development Manager,
R&R Development Group

📞 [919-398-1028](tel:919-398-1028)

✉️ jadcock@randrdev.com

📍 [1611 Jones Franklin Rd Suite 101, Raleigh, NC 27606](#)

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**Town of Smithfield
Resolution No. 792 (31-2025)**

**A Resolution to Accept Paramount Drive, Golden Arms Drive, South Copper Fox Lane,
North Copper Fox Lane and Peebles Drive in the Franklin Townes Development for
Town Street Maintenance**

WHEREAS, the Town of Smithfield recognizes the importance of maintaining safe and accessible streets for the benefit of its residents; and

WHEREAS, Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive in the Franklin Townes Development are located within the jurisdictional limits of the Town of Smithfield, and have been constructed to meet the required standards for public roadways as set forth by the Town; and

WHEREAS, Town staff has conducted an evaluation of Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive in the Franklin Townes Development and determined that the streets meet the standards for acceptance of public streets pursuant to *Sections 17-27 through 17-29* of the Town of Smithfield code of Ordinances; and

WHEREAS, the Developer has requested the Town accept maintenance of streets and associated infrastructure for Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive in the Franklin Townes Development; and

WHEREAS, the acceptance of Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive into the Town's Street maintenance inventory will add approximately 3,162 linear feet of roadway, increasing the Town's responsibilities and costs for regular upkeep and repairs while also generating additional revenue through the state's Powell Bill Fund; and

WHEREAS, the Town Council has determined that the acceptance of Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive is in the best interest of the public;

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

1. **Acceptance of Streets:** The Town of Smithfield hereby accepts Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive in the Franklin Townes Development, adding approximately 3,162 linear feet, into its network of streets to be maintained by the Town.
2. **Maintenance Obligation:** The Town of Smithfield assumes responsibility for the ongoing maintenance, repair, and general upkeep of Paramount Drive, Golden Arms Drive, South Copper Fox Lane, North Copper Fox Lane and Peebles Drive in the Franklin Townes Development in accordance with its policies and standards for public streets.
3. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Adopted this 2nd day of December, 2025, by the Town Council of the Town of Smithfield.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item: Date:	New Hire/ Vacancy Report 12/02/2025
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Subject: New Hire Report
Department: General Government – Human Resources
Presented by: Human Resources Director – Shannan Parrish
Presentation: Consent Agenda Item

Issue Statement

When an employee is hired, the Town Manager or Department Head shall report the hire to the Town Council by including the item on the Consent Agenda of the next scheduled monthly Town Council meeting.

Financial Impact

All salaries were budgeted for FY 2025-2026

Action Needed

The Town Council is asked to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2025–2026 Budget.

Recommendation

Staff recommends that the Town Council acknowledge the positions that have been successfully filled in accordance with the adopted FY 2025–2026 Budget and take note of the current vacancies.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent
Agenda
Item:

**New
Hire/Vacancy
Report**

Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2025–2026 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

<u>Part Time - Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Parks & Rec Staff	Parks & Rec	10-60-6200-5100-0210	\$10.00
SRAC Staff General	SRAC	10-60-6220-5100-0210	\$12.00
SRAC Staff Aquatics	SRAC	10-60-6220-5100-0220	\$10.00

Current Vacancies

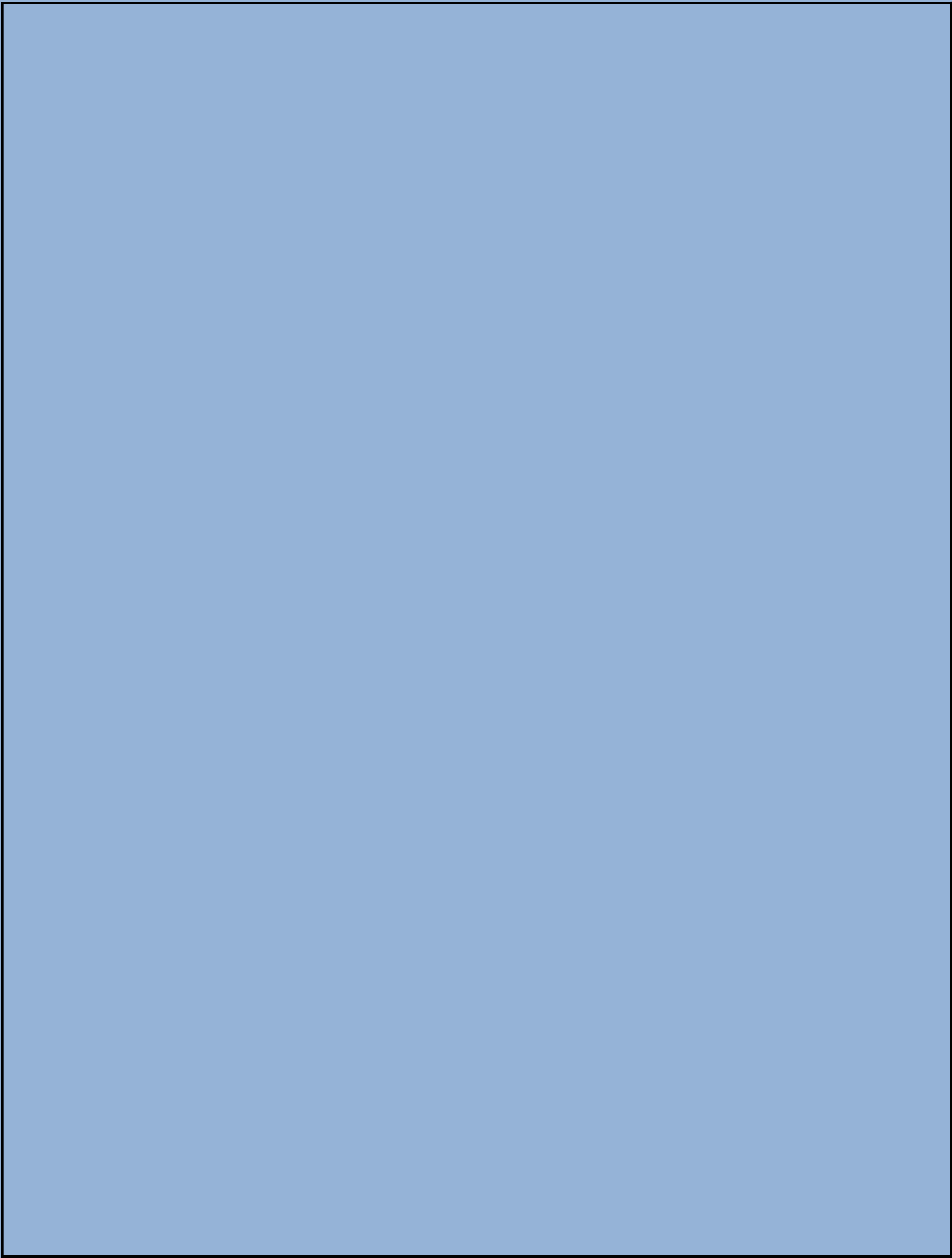
The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Deputy Police Chief	Police	10-20-5100-5100-0200
Police Officer (GHSP 1 position)	Police	10-20-5100-5100-0200
Police Officer (SRO 1 position)	Police	10-20-5100-5100-0200
Firefighter (1 position)	Fire	10-20-5300-5100-0200
Street Maintenance Worker	PW – Streets	10-30-5600-5100-0200
*Sanitation Equipment Operator (2 positions)	PW – Sanitation	10-40-5800-5100-0200
Administrative Support Specialist	Parks and Rec	10-60-6200-5100-0200
Utility Line Mechanic	PU – W/S	30-71-7220-5100-0200
*Waste Water Systems Technician	PU – W/S	30-71-7220-5100-0200

* Vacancies due to pending retirement

Note – Only 1 Sanitation Equipment Operator Vacancy is due to retirement

Organizational Meeting Information



TOWN OF SMITHFIELD
PROCLAMATION
HONORING THE SERVICE OF COUNCILMAN DAVID BARBOUR

WHEREAS, the success of local government depends upon the commitment, integrity, and professionalism of its leaders, whose service is measured by their character, ability, and thoughtful deliberation; and

WHEREAS, Dr. David Barbour has exemplified these qualities as a member of the Smithfield Town Council since first sworn in as Councilman for District Four of the Town of Smithfield on December 5, 2017; and

WHEREAS, during his tenure, Dr. David Barbour has served the citizens of Smithfield with honor, dedication, and integrity, faithfully representing his constituents and the community for the past eight years; and

WHEREAS, Dr. Barbour has devoted countless hours to addressing issues affecting not only District Four, but also the Town as a whole, demonstrating a steadfast commitment to progress through thoughtful dialogue and sound decision-making; and

WHEREAS, Dr. David Barbour, as Pastor of Watson's Grove Free Will Baptist Church in Kenly, North Carolina, and as a former educator with the Johnston County School System, has exemplified leadership rooted in faith, compassion, and service to others; and

WHEREAS, his tenure on the Smithfield Town Council has been marked by a genuine affection for the people of Smithfield and a passion for improving the Town's economic vitality and aesthetic development; and

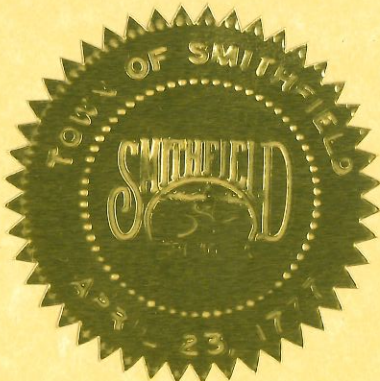
WHEREAS, Dr. David Barbour has also faithfully served as the Council Liaison to the Parks and Recreation Advisory Committee, supporting initiatives that enrich the quality of life for residents and enhance community engagement;

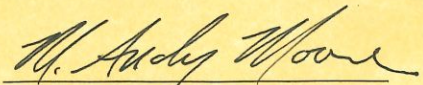
NOW, THEREFORE, BE IT PROCLAIMED, that I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council do hereby recognize and commend

DR. DAVID BARBOUR

for his distinguished service, leadership, and commitment to the citizens of Smithfield, North Carolina.

BE IT FURTHER PROCLAIMED, that we extend our sincere appreciation and best wishes to Dr. David Barbour for the countless hours he has dedicated to town governing and as he continues to serve others through his ministry and community involvement.




M. Andy Moore, Mayor
Town of Smithfield, NC

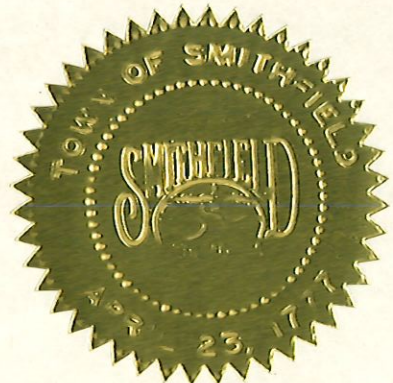


Oath of Office Mayor

I, M. Andy Moore, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Mayor, so help me God.

M. Andy Moore, Mayor

Sworn to and subscribed before me,
this 2nd day of December, 2025



The Honorable Michelle Ball,
Johnston County Clerk of Superior Court



Oath of Office Councilman-District 1

I, Dr. Gettys Cohen, Jr., do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

Dr. Gettys Cohen, Jr., Councilman-District 1

Sworn to and subscribed before me,
this 2nd day of December, 2025



The Honorable Michael R. Morgan, Senior Associate
Justice (Retired), Supreme Court of North Carolina

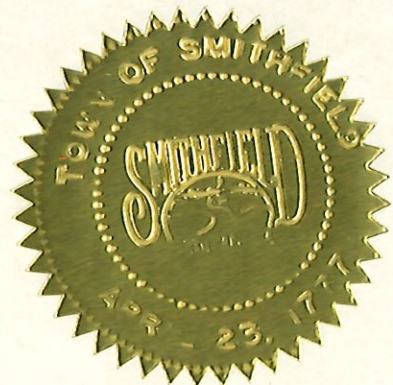


Oath of Office Councilman – District 2

I, Sloan Stevens, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

Sloan Stevens, Councilman District 2

Sworn to and subscribed before me,
this 2nd day of December, 2025



The Honorable Michelle Ball,
Johnston County Clerk of Superior Court



Oath of Office Councilman-District 3

I, Travis Scott, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilman, so help me God.

Travis Scott, Councilman District 3

Sworn to and subscribed before me,
this 2nd day of December, 2025



The Honorable Joy Jones,
District Court Judge

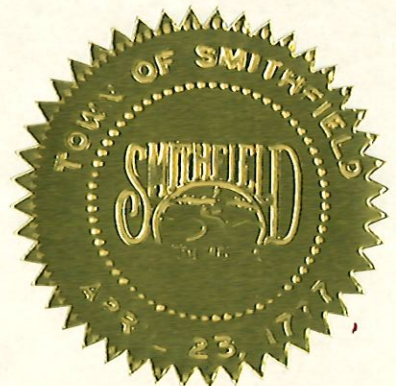


Oath of Office Councilwoman-District 4

I, Doris Louise Wallace, do solemnly and sincerely swear (or affirm) that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Councilwoman, so help me God.

Doris Louise Wallace, Councilwoman – District 4

Sworn to and subscribed before me,
this 2nd day of December, 2025



The Honorable Addie Rawls
District Court Judge (Retired)



Request for Town Council Action

Organizational Meeting: **Advisory Liaison**
Date: 12/02/2025

Subject: Advisory Liaison Appointments

Department: Administration

Presented by: Assistant Town Manager - Kim Pickett

Presentation: Organization Meeting

Issue Statement

With the recent changes to the Council, this is an appropriate time to review and update Council liaison assignments to the advisory boards

Financial Impact

None

Action Needed

Staff respectfully requests that appointments be made

Recommendation

No recommendations

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



STAFF REPORT

**Organizational Meeting: Advisory
Liaison**

As the appointments currently stand:

Appearance Commissioner – Councilman Stevens

Library Board of Trustees – Councilman Wood

Recreation Advisory Committee – Vacant (previously held by Councilman Barbour)

Employee Benefits Committee – Councilmen Scott & Rabil

NCEMPA Board of Commissioners – Councilman Scott

County Water/Sewer Authority – Councilmen Scott & Stevens

UCPRPO (NCDOT) – Mayor Moore

If any Council members wish to transition off their current board assignments and request placement on a different board, please communicate those preferences at this time.



Request for Town Council Action

Organizational Meeting: 2026
Town Council Meeting Schedule
Date: 12/02/2025

Subject: 2025 Town Council Meeting Schedule

Department: General Government

Presented by: Assistant Town Manager – Kim Pickett

Presentation: Organizational Agenda Item

Issue Statement

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

Upon communication from administrative staff, a change for the Appearance Commission meeting day and time was discussed, and agreed upon by the members of the Board. At their regular meeting on November 18, 2025 in a unanimous vote, it was the consensus of the Commission to change the meeting time from the third Tuesday in the month at 5:00 pm, to the second Tuesday in the month at 5:30 pm.

Financial Impact

N/A

Action Needed

It is respectfully requested that the Council review the 2026 regular meeting schedule and determine if alternate meeting dates are necessary for August and November meetings.

It is also recommended that the Board approve the change of day and time for all future meetings of Smithfield's Appearance Commission.

Recommendation

Staff recommends the consideration to hold only one meeting in August for National Night Out on August 4, 2026, and one meeting in November, due to the general elections on Tuesday, November 3, 2026.

Staff also recommends Appearance Commission meeting day and time to the second Tuesday of the month at 5:30 pm.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. 2026 Proposed Meeting Calendar
3. Staff Letter to the Appearance Commission



Staff Report

Organizational Meeting: 2026 Town Council Meeting Schedule

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

It is requested that Council review the 2026 regular meeting schedule and determine an alternate date for the November meeting.

2026 Town Council Meeting Schedule

January 6th and 20th
February 3rd and 17th
March 3rd and 17th
April 7th and 21st
May 5th and 19th
June 2nd and 16th
July 7th and 21st
August 18th – National Night Out is Tuesday, August 4, 2026
September 1st and 15th
October 6th and 20th
November 17th – Election Day is November 3, 2026
December 1st and 15th

It was the unanimous consensus of the Appearance Commission to change their meeting day and time from the third Tuesday of the month at 5:00 pm to the second Tuesday of the month at 5:30 pm.

2026 Town Council Meeting Schedule

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Michael Scott, Town Manager
Kimberly Pickett, Asst. Town Manager
Andrew Harris, Finance Director
Shannan Parrish, HR Director
Elaine Andrews, Town Clerk
Bethany McKeel, Admin. Support Spec.



350 East Market Street
Post Office Box 761
Smithfield, NC 27577

Telephone: 919.934.2116

Fax: 919.989.8937

Memo

To: Kaitlyn Tarley, Board Chair
and Members of the Smithfield Appearance Commission

From: Elaine Andrews, Town Clerk

Reference: Appearance Commission Meeting Schedule 2026 -

Date: November 18, 2025

Dear Members of the Appearance Commission:

I hope you are doing well. I am writing to inform you that Town Administration has requested a change to the Appearance Commission's regular meeting schedule effective **January 2026** and going forward. Specifically, it is the desire of management to move the monthly meeting from the third Tuesday to either the **second** or **fourth** Tuesday of each month.

At this time, we are asking the Commission to discuss and decide which of these two Tuesdays, second or fourth, would be most suitable for all future meetings. Once the Commission has selected its preferred option, we will update the official meeting schedule accordingly, and relay this information to the public as mandated by statute.

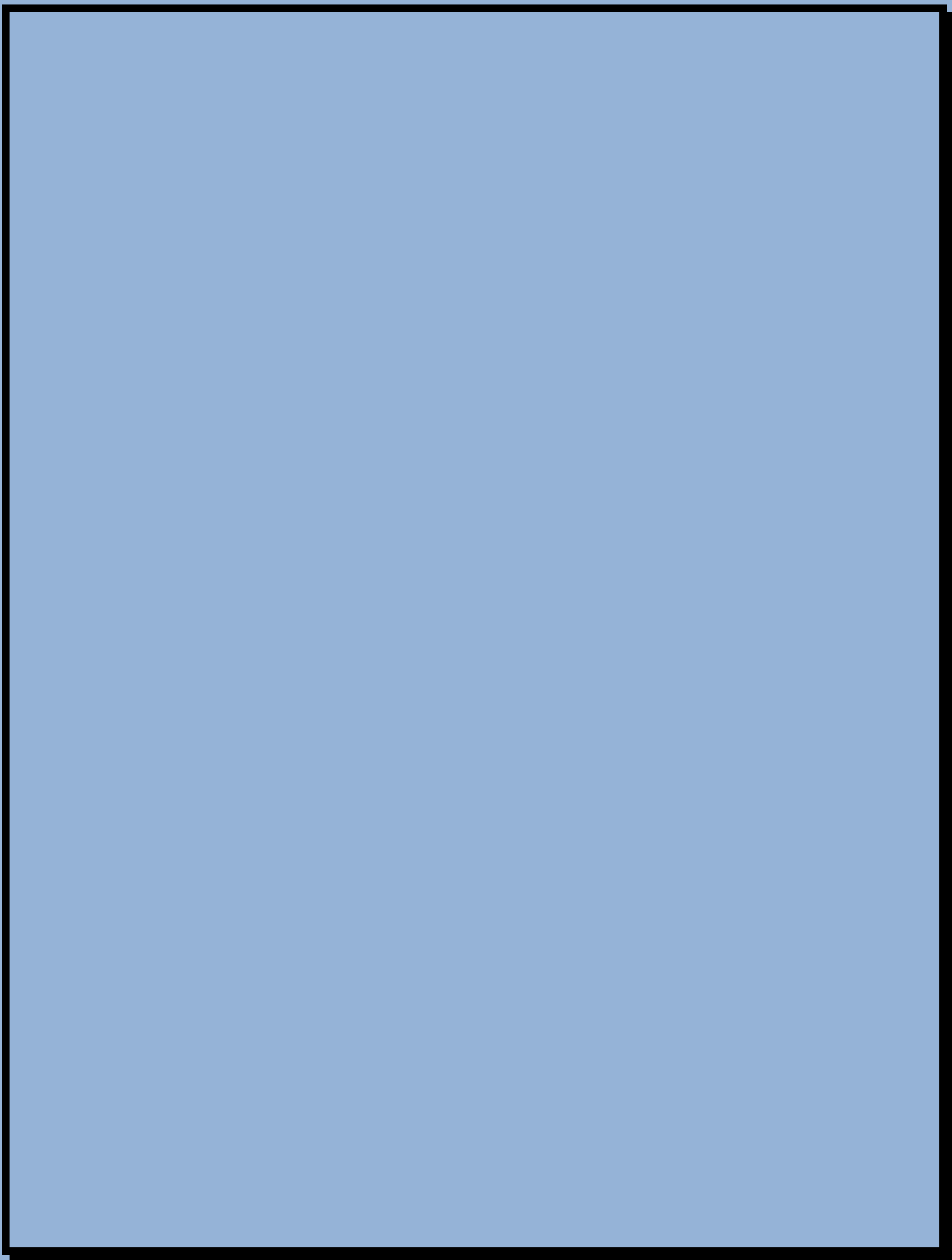
Thank you for your attention to this matter and for your continued service to the Town.

Respectfully,

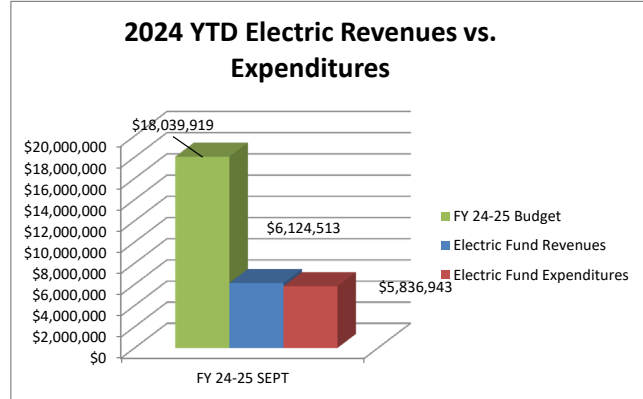
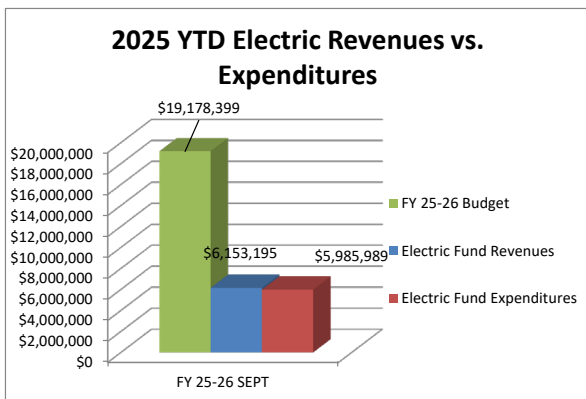
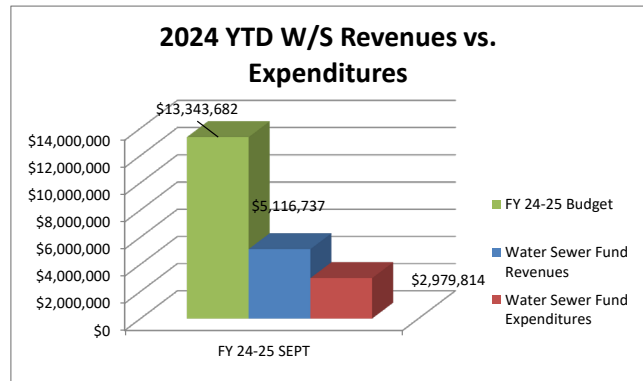
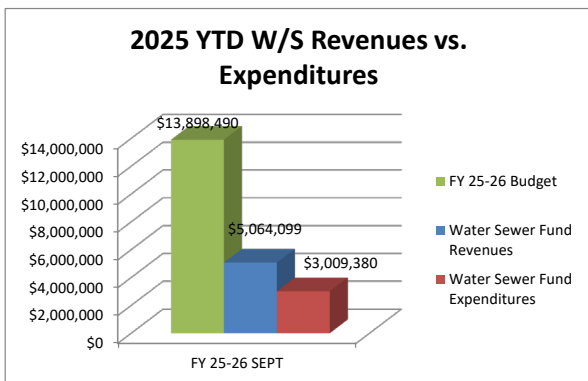
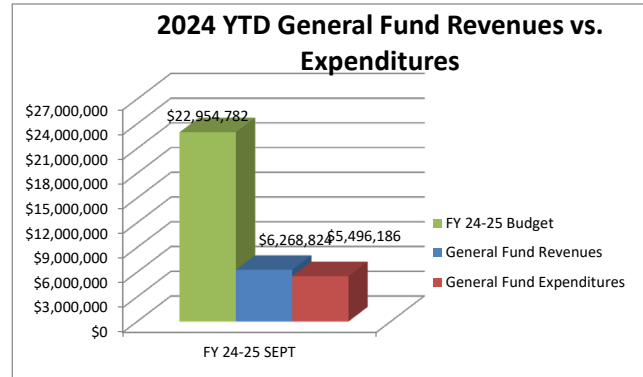
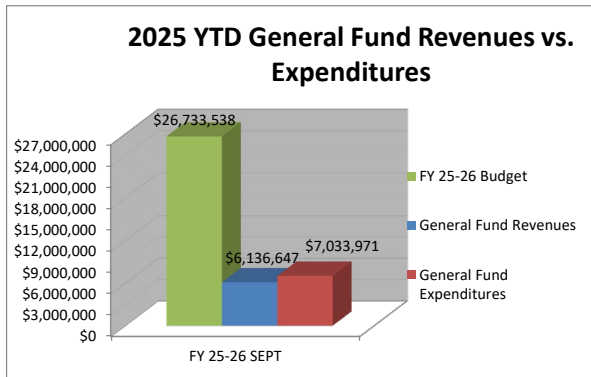
Elaine Andrews
Town Clerk

Cc: Micheal Scott, Town Manager
Kim Pickett, Assistant Town Manager

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2025
Gauge: 4/12 or 33 Percent

33.33%

GENERAL FUND				
Revenues	Actual to Date FY '24-25	Budget FY '25-26	Actual to Date FY '25-26	YTD % Collected
Ad Valorem Taxes	\$ 2,404,570	\$ 10,603,600	\$ 2,790,973	26.32%
Other Taxes and Licenses	91,100	79,000	37,951	48.04%
Unrestricted Intergovernmental	1,719,654	5,221,400	1,842,060	35.28%
Restricted Intergovernmental	237,238	561,900	246,838	43.93%
Permits and Fees	959,096	2,775,800	932,125	33.58%
Investment Earnings	161,246	500,000	144,818	28.96%
Miscellaneous	627,813	911,867	43,663	4.79%
Transfer From Other Funds	-	755,000	-	0.00%
Sale of Fixed Assets	49,643	35,000	92,010	262.89%
Loan Proceeds	-	420,000	-	0.00%
Insurance Recovery	18,464	-	6,209	0.00%
Fund Balance Appropriated	-	4,869,971	-	0.00%
Total	\$ 6,268,824	\$ 26,733,538	\$ 6,136,647	22.95%

**TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

October 31, 2025

Gauge: 4/12 or 33 Percent

	Actual to Date		Budget		Actual to Date		YTD % Spent
	FY '24-25	\$	FY '25-26	\$	FY '25-26	\$	
Expenditures							33.33%
General Gov.-Governing Body	173,393	\$	915,110	\$	182,635		19.96%
Non Departmental	392,457		3,581,757		574,803		16.05%
Debt Service	308,326		377,009		211,586		56.12%
Finance	43,340		172,480		45,189		26.20%
IT	45,143		188,190		91,313		48.52%
Planning	121,587		512,043		160,616		31.37%
Police	1,762,812		6,341,980		2,171,272		34.24%
Fire	857,049		4,136,891		1,090,968		26.37%
General Services/Public Works	301,311		1,107,610		516,239		46.61%
Streets	137,574		2,755,315		242,640		8.81%
Motor Pool/Garage	71,227		183,460		69,183		37.71%
Powell Bill	868		440,900		-		0.00%
Sanitation	461,770		2,294,460		624,574		27.22%
Stormwater	85,276		525,600		54,340		10.34%
Parks and Rec	367,025		1,446,372		422,454		29.21%
SRAC	352,125		1,309,883		556,106		42.45%
Sarah Yard Center	14,903		68,810		20,053		29.14%
Contingency	-		375,668		-		0.00%
Total	5,496,186	\$	26,733,538	\$	7,033,971		26.31%

YTD Fund Balance Increase (Decrease)

772,638

-

(897,324)

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2025
Gauge: 4/12 or 33 Percent

33.33%

WATER AND SEWER FUND

Revenues	Actual to Date FY '24-25	Budget FY '25-26	Actual to Date FY '25-26	YTD % Collected
Water Sales	\$ 2,220,900	\$ 6,550,000	\$ 2,168,223	33.10%
Sewer Sales	1,804,035	5,945,090	1,920,928	32.31%
Connection and Tap Fees	29,680	95,000	28,380	29.87%
Miscellaneous	494,423	639,000	893,521	139.83%
Interest Earnings	109,803	225,775	52,829	23.40%
Sale of Fixed Assets	-	-	218	0.00%
Transfer from Booker Dairy Rd Fund	457,896	-	-	0.00%
Insurance Recovery	-	-	-	0.00%
Fund Balance Appropriated	-	443,625	-	0.00%
Total	\$ 5,116,737	\$ 13,898,490	\$ 5,064,099	36.44%

68

Expenditures	Actual to Date FY '24-25	Budget FY '25-26	Actual to Date FY '25-26	YTD % Spent
Water Plant (Less Transfers)	715,894	2,834,039	793,892	28.01%
Water Distribution/Sewer Coll (Less Transfers)	2,043,559	6,131,386	2,024,100	33.01%
Transfer to W/S Capital Project Fund	-	2,245,000	-	0.00%
Transfer to W/S Capital Reserve Fund	-	800,000	-	0.00%
Capital Outlay	71,633	571,122	42,660	7.47%
Debt Service	148,728	1,060,247	148,728	14.03%
Contingency	-	256,696	-	0.00%
Total	\$ 2,979,814	\$ 13,898,490	\$ 3,009,380	21.65%

YTD Fund Balance Increase (Decrease)

2,136,923

-

2,054,719

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2025
Gauge: 4/12 or 33 Percent

33.33%

ELECTRIC FUND

Revenues	Actual to Date FY '24-25	Budget FY '25-26	Actual to Date FY '25-26	YTD % Collected
Electric Sales	\$ 5,911,658	\$ 18,320,000	\$ 5,978,200	32.63%
Connection Fees	30,025	86,000	29,650	34.48%
Miscellaneous	44,616	115,000	50,164	43.62%
Penalties	30,125	90,000	36,275	40.31%
Investment earnings	101,198	250,000	58,814	23.53%
Sale of Fixed Assets	-	-	92	0.00%
Insurance Recovery	6,891	-	-	0.00%
Fund Balance Appropriated	-	317,399	-	0.00%
Total	\$ 6,124,513	\$ 19,178,399	\$ 6,153,195	32.08%



Expenditures	Actual to Date FY '24-25	Budget FY '25-26	Actual to Date FY '25-26	YTD % Spent
Administration/Operations	\$ 1,076,072	\$ 3,880,813	\$ 1,412,829	36.41%
Purchased Power - Non Demand	1,900,828	13,100,000	2,043,719	15.60%
Purchased Power - Demand	2,132,066	-	2,186,856	0.00%
Purchased Power - Debt	385,392	-	-	0.00%
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	-	600,000	-	0.00%
Transfers to Electric Capital Project Fund	-	1,150,000	-	0.00%
Transfers to Electric Capital Reserve Fund	-	-	-	0.00%
Transfers to General Fund	-	105,000	-	0.00%
Total	\$ 5,836,943	\$ 19,178,399	\$ 5,985,989	31.21%

YTD Fund Balance Increase (Decrease)

287,570 - 167,206

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2025
Gauge: 4/12 or 33 Percent

33.33%

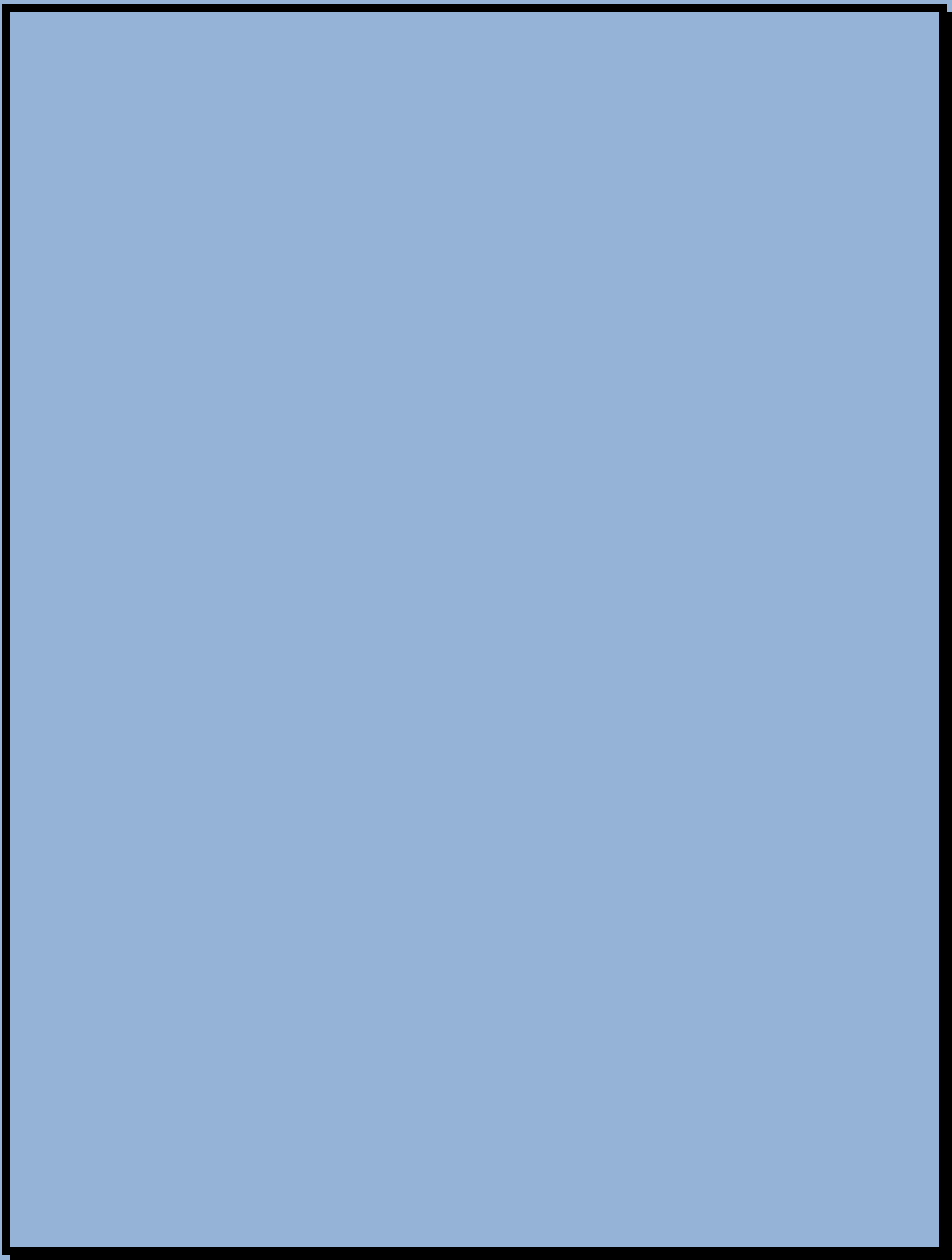
CASH AND INVESTMENTS FOR OCTOBER 2025			
General Fund (Includes P. Bill and ARPA)	23,284,731		
Water and Sewer Fund	16,943,032		
Electric Fund	11,387,886		
NCOBM Fund (21)	40,128		
JB George Endowment (40)	144,507		
Water Plant Expansion (43)	954,817		
Capital Project Fund: Wtr/Sewer (45)	(637,472)		
Capital Project Fund: General (46)	(355,109)		
Capital Project Fund: Electric (47)	(40,550)		
FEMA Acquisitions and Elevations (48)	550		
Firemen Relief Fund (50)	106,494		
Fire District Fund (51)	253,932		
Water and Sewer Capital Reserve Fund (70)	1,369,968		
Electric Fund Capital Reserve Fund (71)	200,000	1st CITIZENS	35,940,653 1.75% / 4.29%
General Capital Reserve Fund (72)	672,807	NCCMT	5,636,321 5.000%
Total	54,325,721	KS BANK	2,447,036 3.00%
		TRUIST	10,301,711 3.25%
			<u>\$ 54,325,721</u>

Account Balances Confirmed By Finance Director on

11/21/2025

-

Department Reports



FINANCE DEPARTMENTAL REPORT FOR NOVEMBER 2025

ACCOMPLISHMENTS

- Accounts Receivable related policies written for board approval
- Assisted with the implementation of the new employee benefit management team
- Refunded numerous utility accounts with credit balances or applied credit balances to new accounts for old utility accounts; cleaned up the inactive revenue codes on utility accounts
- Saved \$3,600 in professional fees (Finance Department), approximately \$2,000 in bank service charges (General, Water Sewer, Electric Fund), and \$1,300 in telephone charges
- Implemented invoice and pre audit approval process for accounts payable
- Updated all grant and capital project ordinances to comply with ordinance and resolution statutory requirements
- Drafted the revised employee handbook for manager, human resource director, and council approval
- Assisted with the phone and internet implementation projects
- Set up capital reserve funds for general statute compliance
- Wrote financial statements and made substantial corrections to the accounting records
- Corrected pre-tax and post-tax payroll deductions for affected full time employees
- Improved service order process between customer service representatives and utility technician via e-mailing service orders
- Converted Planning Board and Board of Adjustments to Payroll to comply with IRS regulations
- Wrote required ARPA Policies approved by the board
- Implemented purchase card program for each department

WORK IN PROGRESS

- In process of updating the Customer Service Policy Manual (approval delayed for new regulations) and creating a Red Flag Policy for utility billing customer information
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- In process of comprehensive inventory of fixed assets for all departments
- In process of comprehensive inventory of IT hardware and software town wide
- In process of working with Town Clerk, Town Manager, and Public Utility Director to properly account for capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- In process of implementing a training plan for each employee in finance and customer service departments

FINANCE DEPARTMENTAL REPORT FOR OCTOBER 2025 (CONTINUED)
WORK IN PROGRESS (CONTINUED)

- In process of changing the deposit procedures to save additional bank charges and increase the average daily balance to increase interest income
- In process of cleaning up the accounts receivable register and security deposit register

GOALS

- Update all policies and procedures related to finance and customer service in the near term for council approval
- Work with various departments to obtain a document management system so all departments can access documents for various town projects



Planning Department Development Report

Preliminary Subdivisions

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review Date	TC Hearing Date	Approval Date	Note
S-25-06	West Smithfield Business Park	15078011G/ 15077033C	SST Properties	10/21/2025	11/6/2025			
S-25-05	Waddell Drive TH	15005029 and part of 15005031A	Spectrum Realty, LLC and Sun Auto Wash, LLC	10/17/2025	11/6/2025	12/16/2025		
S-25-04	Village on the Neuse	14075011A, 14001001	HomeVestors - Eric Villeneuve	4/8/2025	5/1/2025	7/15/2025	7/16/2025	An extension was granted
S-25-03	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	3/5/2025	4/3/2025	5/20/2025	5/20/2025	
S-25-02	Powell Tract Subdivision	151080141 / 1510801	Crantock Land	1/7/2025	3/6/2025	5/20/2025	5/20/2025	
S-25-01	Buffalo Ridge	140001021 14057011X /	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025	
S-24-08	Local 70 Residential Developer	14057011Y	Smithfield Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025	5/20/2025
S-24-07	Buffalo Road (Skybrook) Subdivision	14A033005 14057011Y, 14057011X	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025	CDs approved pending fee payments
S-24-06	Local 70 (Interim) plat	14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A
S-24-05	Powell Tract Subdivision	15108014 15049017/ 15049010	Crantock Land BRL Engineering	8/25/2024	10/3/2024	12/3/2024	denied denied	denied by Council
S-24-03	Wellons Woods	15049010	BRL Engineering	4/8/2024				Withdrawn CDs not approved
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024	
S-24-01	Jubilee Creek	167300-68-6746	CMH Homes Inc/McIntyre & Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024

Final Plats

Case ID	Project Name	Owner/Applicant	Submittal Date	Approval Date	Note
S-22-02	Finley Landing Phase 4	CE Group	5/6/2025		
S-18-02	Kamden Ranch Phase 2B	Laura and Scott Lee	5/6/2025	6/13/2025	
S-22-02	Finley Landing Phase 3	CE Group		1/31/2025	
S-22-02	Finley Landing Phase 2	CE Group		12/19/2024	
S-24-06	Local 70 Interim Plat	Smithfield Growth LLC		12/19/2024	

Conditional Zonings

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
CZ-25-05	Bellamy	17K08039A/17K08032	Twin States Farming	8/1/2025	9/4/2025	10/7/2025	denied	
CZ-25-04	Local 70 PUD Map Amendment	14057011Y	Carolina Commercial	45833	45876	8/19/2025	Approved	
CZ-25-03	Mallard Crossing	15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B	Contender	6/6/2025	7/10/2025	8/5/25 & 7/15/25	Approved	
CZ-25-02	Johnston Hotel (MF)	15025021 and 15025020	Noviomagus LLC	2/27/2025	4/3/2025	4/15/2025	Approved	
CZ-25-01	Finley Landing Phase 5	15077035H	FL Smithfield LLC	2/25/2025	3/6/2025	3/18/2025	Approved	
CZ-24-08	Village on the Neuse	14001001/14075011A	Village on the Neuse LLC	10/9/2024	11/14/2024	12/3/2024	Approved	
CZ-24-07	Waddell Drive TH	15005031, 15005029, 15005031a	Spectrum Realty, LLC	10/8/2024	11/14/2024	12/17/2024	Approved	
CZ-24-06	Finley Landing Alt Plan	15077035H	FL Smithfield LLC	9/13/2024	10/3/2024	10/15/2024	denied	
CZ-24-05	Buffalo Ridge	140001021	Smithfield Land Group	8/6/2024	9/5/2024	9/17/2025	Approved	
CZ-24-04	Massey Street Subd.	15026054; 1502605	Clay Pigeons Properties	7/3/2024	8/1/2024	8/20/2024	Approved	
CZ-24-03	Buffalo Ridge	140001021	Smithfield Land Group	5/3/2024	6/6/2024	6/18/2024	Denied	
CZ-24-02	Local 70 PUD	14057011Y, 145057011X, 14057011Y	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	under construction
CZ-24-01	Carmax	15L110061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	under construction
Special Use Permits								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
SUP-25-02	Aruza Pest Control			11/4/2025	12/4/2025	1/20/2025		
SUP-25-01	Adrenaline Designs Tatou Est	14074002/14074002B	David Seigler/Adrenaline Designs	10/27/2025	12/4/2025	1/20/2025		
SUP-24-05	Stadler Station	15074012E	Brown Investment Proprieties	8/13/2024	10/3/2024	11/19/2024	Approved	
SUP-24-04	Heritage Townes at NC210	15079012A	Shovel Ready Johnston, Inc	8/6/2024				Project withdrawn
SUP-24-03	Country Club Townhomes	15J11023	Crantock Land, LLC	8/12/2024	9/5/2024	11/19/2024	Denied	
SUP-24-02	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	7/5/2024	10/3/2024	12/17/2024	Approved	
SUP-24-01	Hartley Drive Townhomes	15089019A/15K09010A /15K09010P	Terra Eden	7/1/2024	8/1/2024	8/20/2024	Approved	
Rezoning								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes

RZ-25-04	Johnson-US 70 Business	15078019C Parts of 15099004J and 15080012	Kim and Chris Johnson	9/30/2025	11/6/2025	12/16/2025			
RZ-25-03	Mitchell Concrete to R-20A/B-3 H	15080012	Marshall Concrete	6/27/2025	8/7/2025	9/16/2025	Approved		
RZ-25-01	B-3/R-20A to LI	17J07032	Clarius	6/4/2025	7/10/2025	8/19/2025	Approved		
RZ-24-09	N/A	15006015/ 15007014	JCC/New Vision Partners LLC	11/8/2024	11/14/2024	12/17/2024	Approved		
RZ-24-08	606 S 3rd Street	15039027	Syed Rizvi	8/13/2024	9/5/2024	9/17/2024	Denied		
RZ-24-07	Village on the Neuse to R-8	14001001/140750 11A	Village on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn		
RZ-24-06	400 Brightleaf to B-3	15015033/150160 33/15016032	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved		
RZ-24-05	Watershed Boundary Update		Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved		
RZ-24-04	Heavner Property to R-8	15089019A/15K09 010A /15K09010P	Terra Eden	4/5/2024	5/2/2024	5/21/2024	Approved		
RZ-24-03	1558 W Market St to B-3	15077033B 15L11014A /	Lena Patterson Parks	4/28/2024	5/2/2024	5/21/2024	Approved		
RZ-24-02	Joco Massey Tract to O/I	15L11014E 15J08015b	JOCO	3/20/2024	5/2/2024	5/21/2024	Approved		
RZ-24-01	Swift Creek Proprety to LI	/15J08014C	Tulloss/Grosclose	3/2/2024	4/4/2024	5/7/2024	Approved		
Site Plans									
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	First Review Complete	2nd Review Complete	3rd Review Complete	Approval Date	Notes
SP-25-09	Ace Fabrication	15079006	Prince Holdings QOZB, LLC	9/18/2025	10/22/2025	11/17/2025		11/17/2025	
SP-25-08	Twin Oaks Cabins	15J10061F	David Parker Gray Creek Properties, LLC (Lee Stanley)	8/5/2025	9/24/2025				
SP-25-07	Perfect Ride	15006006		6/30/2025	8/28/2025			10/16/2025	
SP-25-06	Clarius Park Industrial								incomplete
SP-25-05	JNX Public Safety Hangar	15079001	JNX Public Safety Hangar	4/17/2025	7/11/2025	8/10/2025		8/11/2025	
SP-25-04	JNX Taxilane Rehab & Constuct B	15079017D	JNX Airport	5/1/2025				5/20/2025	
SP-25-03	Webster Accounting	15044032	Adam Webster	3/18/2025	5/1/2025	6/24/2025		6/30/2025	

SP-25-02	Johnston Hotel	15025020/ 15025021	Noviomagus LLC	3/5/2025	5/12/2025	7/3/2025	
SP-25-01	377 West Market Office Bldg	15080053	Lee and Hudgins	8/21/2025	9/29/2025		
SP-24-14	Gates Concrete	15079005F	Larry Gates	11/14/2024	12/23/2024	Turned over to Bob for Code Enforcement	
SP-24-13	JCC Repaving	169308-87-5887 15084003D/ 15084003F	JCC	10/21/2024	12/11/2024	3/21/2025	3/24/2025
SP-24-12	Smithfield West	15077023	Jim Perricone	10/17/2024	11/18/2024	2/10/2025	6/9/2025
SP-24-11	Smithfield Storage		Adams and Hodge	10/16/2024	12/9/2024	3/31/2025	4/29/2025
SP-24-10	Town Place Suites	15008046T	Barlett Engineering	6/2/2024	7/30/2024		first review completed
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024	7/2/2024
SP-24-08	Market Street Plaza	15K10023	Adams and Hodge	5/16/2024	10/9/2024	3/31/2025	6/10/2025
SP-24-07	JoCo Waste Water Plant Bldg	15o99006	Dellinger Inc	5/13/2024			5/29/2024
SP-24-06	CarMax	15K10061	CE Group	4/22/2024	5/10/2024		6/21/2024
SP-24-05	Equipment Share	15060031	Onyx Creative	4/25/2024	8/15/2024		Email 11/25/2024 comments
SP-24-04	Express Oil Change						Project withdrawn
SP-24-03	Airport Industrial Park Lot 13	15J08017P	Capital Civil Engineering	2/7/2024	2/22/2024		12/6/2024
SP-24-02	Bulldog Harley-Davidson	15074012R	Onsite Civil Group	11/17/2023	2/21/2024	3/19/2024	4/25/2024
SP-24-01	Lynn's Automotive Repair	15077009	ECLS Global Inc	2/1/2024	2/21/2024	4/2/2024	Project appears to be on hold 5/16/2024 on hold
SP-23-12	Smithfield Venue	15008045C	Anchor Properties	12/1/2023	1/2/2024	2/1/2024	Project appears to be on hold 2/1/2024 on hold
Annexations							
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision	
ANX-25-04	Bellamy	17K08039A/17K080	Twin States Farming	8/1/2025	10/7/2025	denied	
ANX-25-03	Heath Street #215 Annexation	15078009K	Alexis Barefoot - Heath Street #215	7/22/2025	9/2/2025	Approved	
ANX-25-02	West Smithfield Elementary	15I09034G	JC Board of Education	2/17/2025	5/6/2025	Approved	
ANX-25-01	Barbour Road	17K09016J	Town of Smithfield	3/2/2025	3/18/2025	Approved	
ANX-24-02	Local 70	14057011Y	Smithfield Growth LLC	11/25/2024	2/5/2025	Approved	
ANX-24-01	SST Properties	15077033C	SST Properties	3/15/2024	5/21/2024	Approved	
Variances							
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	BOA Review Date	Decision	Notes

BA-25-05	Carolina Premium Outlets Sign Variance	15074012L	Simon Property Group DBA Carolina Premium Outlets LLC	10/1/2025	10/30/2025	Approved	
BA-25-04	Chicken Salad Chick Sign Variance	15005033	Heather Damon	6/3/2025	7/31/2025	Approved	
BA-25-03	Perry Harris South Second Street	15029033	Perry Harris	5/7/2025	6/12/2025	Approved	
BA-25-02	57 Strickland Road ADU size Variance	17J07024E	Marilyn Mozingo	4/1/2025	4/24/2025	Approved	
BA-25-01	Lynda Carroll Pool Variance	15J11023P	michael and Linda Carroll	2/28/2025	3/27/2025	Approved	
BA-24-09	Curated Collections Sign Variance	15L11008T	Curated Collections of NC LLC	12/3/2024	1/30/2025	Approved	
BA-24-08	Johnston Animal Hospital - Sign height variance	15005056	Jodee Langdon	11/21/2024		Withdrawn	
BA-24-07	Equipment Share					Withdrawn	
BA-24-06	Brightleaf Plaza Signs-setback variance	15005041	Jim Perricone	8/2/2024	8/29/2024	approved	
BA-24-05	Reginald Barnes - street frontage variance	15063037	Reginald Barnes	7/24/2024	8/29/2024	approved	
BA-24-04	Market Street Plaza - 8' Streetyard Variance	15K10023	Adams and Hodge Engineering, PC	7/10/2024	8/29/2024	Approved	
BA-24-03	Holly's Open Air Market - 35' front setback variance	15041023	Professional Permits	1/18/2024	4/25/2024	Approved	Incomplete
BA-24-02	Packing Plan Road						
BA-24-01	937 N Brightleaf- 8' side yard variance	15007001	Comfort Shield HVAC of NC	2/14/2024	3/28/2024	Approved	
UDO Text Amendments							
Case ID	Project Name	Applicant	Submittal Date	PB Review Date	TC Hearing	Decision	Notes
ZA-25-05	Board membership and PB recommendation	Town and DSDC	9/18/2025	12/6/2025			
ZA-25-04	Private Clubs in B-1 with SS	Town and DSDC	7/17/2025	8/7/2025			
ZA-25-03	DT Overlay	Town and DSDC	7/17/2025	8/7/2025			
ZA-25-02	B-3 height from 40'-50'	Brown Property	6/3/2025	7/10/2025	7/15/2025	Approved	
ZA-25-01	Tattoo Establishments	Staff	10/18/2024	2/5/2025			on hold PB reviewed
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	1/21/2025		on hold
ZA-24-02	MF in B-3	Staff	7/1/2024	8/1/2024	8/13/2024	Approved	
ZA-24-01	Driveways	Staff	5/2/2024	6/6/2024	6/18/2024	Approved	
ZA-23-06	Articles 2, 10, Append A	Staff	4/26/2023	5/4/2023	11/12/2024	Approved	
ZA-23-09	Watershed Boundary Update	Staff	12/20/2023	12/7/2023	1/4/2024	Approved	



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

Permit Summary Report for October 2025

Permit Type	# Issued	Permit Fees
Final Plat Application for Minor, Exempt and Recom:		
Recombination	1	50
Total Final Plat Application for Minor, Exempt and	1	50
Right-of-Way Encroachment Application:		
Other	3	900
Total Right-of-Way Encroachment Application	3	900
Site Plan Application:		
Site Plan Application	1	300
Total Site Plan Application	1	300
Zoning Permit Application:		
Food Truck	1	100
Ground Sign	1	50
Land Use	10	1000
New Construction	27	1400
Wall Sign	5	250
Total Zoning Permit Application	44	2800
REPORT PERIOD TOTAL:	49	\$4,050.00
FISCAL YTD TOTAL:	191	\$12,600.00

Individual Permit Breakdown for October 1st – October 31st 2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Final Plat Application for Minor, Exempt and Recombination Plats	Recombination	PMI25-000001	403 W MARKET Street W	10/20/2025	50
Final Plat Application for Minor, Exempt and Recombination Plats Total	Recombination Total			1	50
Final Plat Application for Minor, Exempt and Recombination Plats Total				1	50

Right-of-Way Encroachment Application	Other	RWE25-000005		10/21/2025	300
Right-of-Way Encroachment Application	Other	RWE25-000003		10/21/2025	300
Right-of-Way Encroachment Application	Other	RWE25-000004		10/21/2025	300
Right-of-Way Encroachment Application Total	Other Total			3	900
Right-of-Way Encroachment Application Total				3	900
Site Plan Application	Site Plan Application	SIT25-000002	816-B South Third Street	10/09/2025	300
Site Plan Application Total	Site Plan Application Total			1	300
Site Plan Application Total				1	300
Zoning Permit Application	Food Truck	SZD25-000066	1025 Outlet Center Drive	10/27/2025	100
Zoning Permit Application Total	Food Truck Total			1	100
Zoning Permit Application	Ground Sign	SZD25-000069	1709 South Brightleaf Boulevard	10/28/2025	50
Zoning Permit Application Total	Ground Sign Total			1	50
Zoning Permit Application	Land Use	SZD25-000074	600-B South Brightleaf Boulevard	10/31/2025	100
Zoning Permit Application	Land Use	SZD25-000068	201 North Second Street	10/27/2025	100
Zoning Permit Application	Land Use	SZD25-000062	227 East Market Street	10/17/2025	100
Zoning Permit Application	Land Use	SZD25-000065	1150 North Brightleaf Boulevard	10/27/2025	100
Zoning Permit Application	Land Use	SZD25-000048	1241 North Brightleaf Boulevard	10/09/2025	100
Zoning Permit Application	Land Use	SZD25-000049	701 North Brightleaf Boulevard	10/09/2025	100
Zoning Permit Application	Land Use	SZD25-000050	721 North Brightleaf Boulevard	10/09/2025	100
Zoning Permit Application	Land Use	SZD25-000051	711 F East Rose Street	10/09/2025	100
Zoning Permit Application	Land Use	SZD25-000038	721-14 North Brightleaf Boulevard	10/03/2025	100
Zoning Permit Application	Land Use	SZD25-000043	711 East Rose Street Unit E	10/08/2025	100

Zoning Permit Application Total	Land Use Total			10	1000
Zoning Permit Application	New Construction	SZD25-000075	14 Woodsdale Drive	10/31/2025	25
Zoning Permit Application	New Construction	SZD25-000076	520 Crump Street	10/31/2025	25
Zoning Permit Application	New Construction	SZD25-000077	506 Crump Street	10/31/2025	25
Zoning Permit Application	New Construction	SZD25-000078	960 West Market Street	10/31/2025	100
Zoning Permit Application	New Construction	SZD25-000045	3575 US-70 BUS	10/09/2025	100
Zoning Permit Application	New Construction	SZD25-000046	730 South Crescent Drive	10/09/2025	25
Zoning Permit Application	New Construction	SZD25-000047	1205 South Brightleaf Boulevard	10/09/2025	25
Zoning Permit Application	New Construction	SZD25-000031	240 Cordgrass Court	10/01/2025	25
Zoning Permit Application	New Construction	SZD25-000032	228 Cordgrass Court	10/01/2025	25
Zoning Permit Application	New Construction	SZD25-000033	204 Cordgrass Court	10/01/2025	25
Zoning Permit Application	New Construction	SZD25-000034	192 Cordgrass Court	10/01/2025	25
Zoning Permit Application	New Construction	SZD25-000035		10/01/2025	150
Zoning Permit Application	New Construction	SZD25-000037	2925 NC HWY 210	10/10/2025	25
Zoning Permit Application	New Construction	SZD25-000039	2827 GALILEE Road	10/10/2025	25
Zoning Permit Application	New Construction	SZD25-000040	2809 GALILEE Road	10/10/2025	25
Zoning Permit Application	New Construction	SZD25-000041	2791 GALILEE Road	10/10/2025	25
Zoning Permit Application	New Construction	SZD25-000042	2775 GALILEE Road	10/10/2025	25
Zoning Permit Application	New Construction	SZD25-000067	203 Canterbury Road	10/27/2025	25
Zoning Permit Application	New Construction	SZD25-000072	806 Martin Luther King Junior Drive	10/30/2025	25
Zoning Permit Application	New Construction	SZD25-000073	175 Short Journey Road	10/31/2025	25
Zoning Permit Application	New Construction	SZD25-000059	2095 W MARKET Street W	10/23/2025	100
Zoning Permit Application	New Construction	SZD25-000064	1289 OUTLET CENTER Drive	10/27/2025	100

Zoning Permit Application	New Construction	SZD25-000056	2783 US HWY 70 BUS	10/20/2025	100
Zoning Permit Application	New Construction	SZD25-000057	706 West Street	10/20/2025	25
Zoning Permit Application	New Construction	SZD25-000058	3455 Swift Creek Road	10/13/2025	100
Zoning Permit Application	New Construction	SZD25-000060	3300 West US HWY 70	10/15/2025	100
Zoning Permit Application	New Construction	SZD25-000061	732 North Brightleaf Boulevard	10/16/2025	100
Zoning Permit Application Total	New Construction Total			27	1400
Zoning Permit Application	Wall Sign	SZD25-000070	721-14 North Brightleaf Boulevard	10/29/2025	50
Zoning Permit Application	Wall Sign	SZD25-000063	227 East MARKET Street	10/30/2025	50
Zoning Permit Application	Wall Sign	SZD25-000055	834 South Brightleaf Boulevard	10/10/2025	50
Zoning Permit Application	Wall Sign	SZD25-000052	1273 North Brightleaf Boulevard	10/09/2025	50
Zoning Permit Application	Wall Sign	SZD25-000053	1273 North Brightleaf Boulevard	10/09/2025	50
Zoning Permit Application Total	Wall Sign Total			5	250
All Permits Total				49	4050

Town of Smithfield Development Tracking Report

Map Location (TAG)	Development Name in ETJ	Development Name in Town of Smithfield	Lots/Units Built (Final Platted)	Single or 2- Family Lots Approved (in town)	Single or 2- Family Lots Approved (ETJ)	Townhouse Lots Approved (in town)	Townhouse Lots Approved (ETJ)	Multi-family Units Approved (in Town)	Multi-family Units Approved (ETJ)	Total Town Lots/Units Approved	Total ETJ Lots/Units Approved	Projected ^{Town} Residents (# Unitsx 2.5)	Est. Construction Begin Year	Est. Build-out Year	Comments & Supplemental Information 2021-2022
15078012,15077035C, 15077035H,15079014, 15078012B		Floyds Landing	156	108		361				469		1173	2023	2029	under construction
15026060, 15026057,15026056,15026058,150 26058A,15026058B		Spring Branch Commons Ph 1	10	10						10		25	2022	2023	under construction
15077008		Marr Woods	141	49		94				143		358	2023	2025	Under construction
15084001		Whitley Townes		0		68				68		170	2023	2024	under construction
15L11006		Britt Street Triplexes	6	0		6				6		15	2022	2023	under construction
15026056, 15026057, 15026058, 15026058A, and 15026058B		Spring Branch Commons Phase 2		6						6		15	2022	2023	construction plans approved, project on hold
15077009		Harvest Run (Youngblood Property)		96		69				165		413	2024	2027	preliminary plat and construction plans approved - project on hold Vested Rights extended until June 14 2026.
15J11008M	Twin Oaks Subdivision, Section III, Phase VI				20					0	20		2024	2024	Preliminary Plat approved for 20 two-family lots, construction plans approved - under construction
1509011B		Elk Creek Phase 1 and Phase 2	93	93						93		233	2022	2025	under construction
1508020	Karndon Ranch		53		110					0	110		2020	2027	Phase 1 & 2 final platted
14075013		East River	283	162		131				283		733	2019	2024	All phases final platted and under construction - nearly built out.
15083049E		Franklin Townhomes	134			134				134		335	2022	2025	All phases under construction
15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B		Mallard Crossing (formerly Woodleaf)		454		873		0		1327		3318			Conditional Zoning amendment approved with lower density- no apartments
14A03005		Buffalo Road Subdivision (Skybrooke)		175						175		438	2026		Preliminary Plat approved, CDs under review
140001021		Buffalo Ridge Subdivision		210						210		525	2026		preliminary plat approved
14057011X, 14057011Y and 14057011Z		Local 70 Residential		209		94		324		627		1568	2025	2028	preliminary plat approved and under construction
169406-48-0447		Hillcrest/Poplar/Riverdale		10						10		25	2025		Preliminary plat approved (infill development) - construction plans approved
167300-68-6881	Jubilee Creek		7		7					0	7	0	2024	2025	Single family homes by W Smithfield Elementary
15005023, 15005022A		Waddell Drive Townhomes Heritage Townes at Waddell	16			16	17			0		0			preliminary plat approved/CDs approved
15K09010A/15K09010P/15089019A		Hartley Drive Townhomes					97			0		0			SUP for 97 townhomes
14001001 and 14075011A		Village on the Neuse		117						117		283			preliminary plat approved
15023055/15026054		Massey Street Subdivision	3	3						3		8			
15076012A	Powell Tract	Stadler Station		20				168		168		420			
								20		20		50			preliminary plat approved

Total	912	1722	137	1846	114	492	0	4044	=SUM(M3:M31)	10110
Percent SF vs MF Total (in-town)	43%				58%					



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577
Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING MONTH OCTOBER 31st, 2025

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	2,057	18,843
INCIDENT REPORTS TAKEN	147	1,455
BURGLARY	0	36
CASES CLOSED	122	1,146
ACCIDENT REPORTS	93	891
ARREST REPORTS TAKEN	102	992
DRUGS	30	233
DWI	4	70
CITATIONS ISSUED	332	2,864
PARKING/PAID	15/5	302/84
SPEEDING	67	420
NOL/DWLR	134	969
FICT/CNCL/REV REG CARD/TAG	49	497

Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2025

PART I CRIMES	October 2024	October 2025	+/-	Percent Changed	Year-To-Date		Percent	
					2024	2025	+/-	Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	1	4	3	300%
ROBBERY	2	1	-1	-50%	7	5	-2	-29%
Commercial	2	0	-2	-100%	4	0	-4	-100%
Individual	0	1	1	N.C.	3	5	2	67%
ASSAULT	7	1	-6	-86%	47	26	-21	-45%
* VIOLENT *	9	2	-7	-78%	56	36	-20	-36%
BURGLARY	5	0	-5	-100%	35	35	0	0%
Residential	1	0	-1	-100%	18	22	4	22%
Non-Resident.	4	0	-4	-100%	17	13	-4	-24%
LARCENY	32	36	4	13%	300	381	81	27%
AUTO THEFT	5	2	-3	-60%	24	18	-6	-25%
ARSON	0	0	0	N.C.	1	0	-1	-100%
* PROPERTY *	42	38	-4	-10%	360	434	74	21%
PART I TOTAL:	51	40	-11	-22%	416	470	54	13%
PART II CRIMES								
Drug	10	38	28	280%	174	282	108	62%
Assault Simple	11	15	4	36%	102	136	34	33%
Forgery/Counterfeit	0	4	4	N.C.	14	20	6	43%
Fraud	9	6	-3	-33%	61	68	7	11%
Embezzlement	3	0	-3	-100%	11	7	-4	-36%
Stolen Property	0	2	2	N.C.	8	20	12	150%
Vandalism	3	5	2	67%	58	56	-2	-3%
Weapons	0	3	3	N.C.	10	20	10	100%
Prostitution	0	0	0	N.C.	0	1	1	N.C.
All Other Sex Offens	0	0	0	N.C.	4	2	-2	-50%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	2	3	1	50%	6	13	7	117%
D. W. I.	5	4	-1	-20%	52	73	21	40%
Liquor Law Violation	0	0	0	N.C.	4	3	-1	-25%
Disorderly Conduct	3	1	-2	-67%	7	10	3	43%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	1	2	1	100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	24	26	2	8%	223	291	68	30%
PART II TOTAL:	70	107	37	53%	736	1004	268	36%
GRAND TOTAL:	121	147	26	21%	1152	1474	322	28%

N.C. = Not Calculable



Town of Smithfield
Fire Department
October 2025

I. Statistical Section

	Oct.	YTD
Confirmed Structure Fires	5	52
EMS Responses	178	1,747
Misc./Other Calls	33	357
Mutual Aid Calls	5	94
TOTAL EMERGENCY RESPONSES	281	2,774

	Oct.	YTD
Fire Inspections	97	704
Public Fire Education Programs	13	35
# Of Children Educated	900	1,779
# Of Adults Educated	300	731
Plans Review Construction/Renovation Projects	26	254
Fire Department Permits reviewed / Issued	47	360
Business Preplans	26	143
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Oct.	YTD
Inspections/Permits	\$3,712.12	\$18,501.98
Fire Recovery USA	\$2,184.00	\$10,167.10

III. Personnel Update:

Continuous Part-time positions available, 14 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 4 of 23 days
- Training Hours for the month = 439.5 hours
- Total Training Hours = 4,792 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process preparation.
- Trial shift schedule change (48/96 ~ November 3rd)
- Fire Protection Systems Training Course (Chatham County)
- Fire Prevention Month with FP Programs
- Fire Inspector Training (New Inspector).
- New Inspector Orientation and projected duties.
- Office reorganization.
- Officer's Meeting
- Completion of Apparatus Knox Box Installs

V. Upcoming Plans

- Continue professional development.
- Budget process.
- Programming and Training on new Knox Boxes
- Revise inspections and permit documents for website
- The Compliance Engine training.
- Multiple Follow-ups on problem buildings



Reporting

10/01/2025 - 10/31/2025

Last Month

Work Orders 8

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

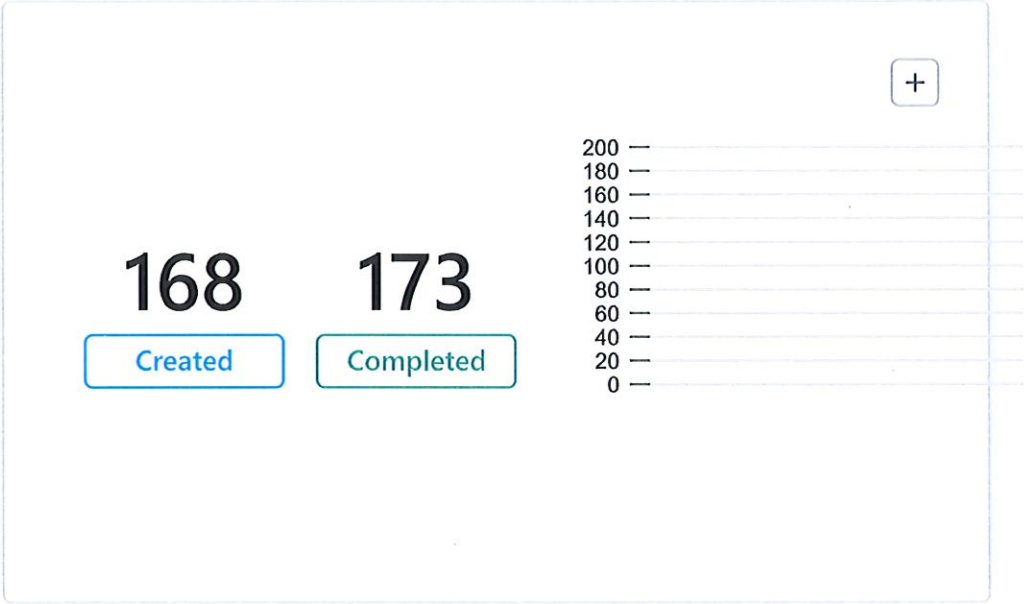
Vendors

Work Orders Asset Health Reporting Details

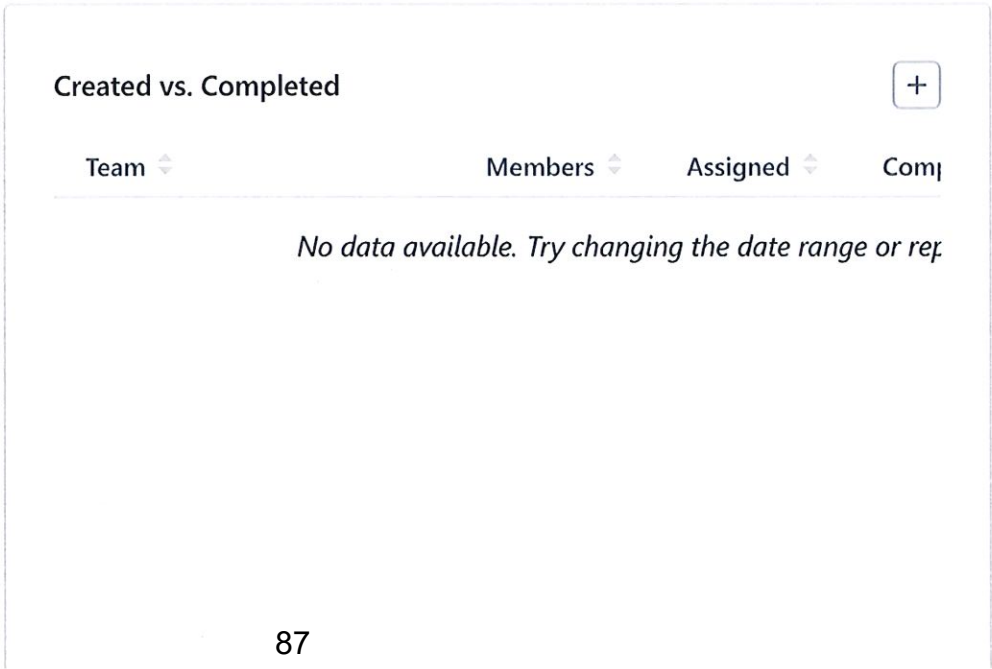
Recent Activity Export Data Custom Dashboards

Assigned To Due Date Location Priority Add Filter

Created vs. Completed Created vs. Completed



Grouped by: Team User Asset Location



Support

Lawrence Davis
Settings

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
October 31, 2025



I. Statistical Section

1 Burials

0 Works Orders – Buildings & Facilities Division

47 Work Orders – Grounds Division

18 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$4,000.00
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$775
Total Revenue:	\$4,775.00

III. Major Expenses for the Month:

Evans Tires & auto was paid \$1,009.50 for 6 tires for truck 903
Paid \$92,100.00 to Daniels Inc. of Garner, for paving the Sunset Cemetery.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events. Public works safety training on Cell phone and social media by Michael Sliger

Community Service Workers worked 38 Hrs.

**Town of Smithfield
Public Works Department
October 31, 2025**



184 Total Work Orders completed by the Public Works Department

1 Burials, at \$775.00 each = \$775.00

0 Cremation Burial, \$475.00 each = \$0

\$4,000 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

483.91 tons of household waste collected

162.00 tons of yard waste collected

4.96 tons of recycling collected

0 gallons of used motor oil were recycled

250 scrap tires were recycled



Reporting

10/01/2025 - 10/31/2025

Last Month

Work Orders 3

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

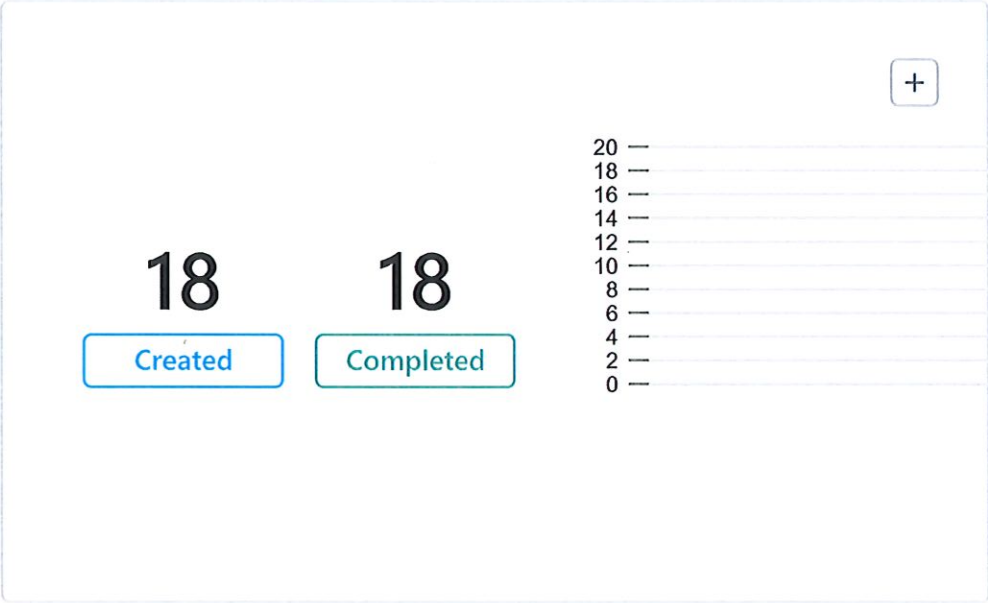
Location

Priority

+ Ac

Created vs. Completed

Created vs. Completed



Grouped by:

Team

User

Asset

Location

Created vs. Completed

Team

Members

Assigned

Compl

No data available. Try clearing any active filters, changing the date

Support

Lawrence Davis

Settings



Work Orders List for 10/01/2025 - 10/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6168 Cut dead end Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/01/2025	Total Time Costs Total Time \$7.50 30m 0s Total Costs \$7.50	
ID: #6176 Cut right away Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/01/2025	Total Time Costs Total Time \$6.25 25m 0s Total Costs \$6.25	
9 → ID: #6177 Cut right away Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/01/2025	Total Time Costs Total Time \$17.50 1h 10m 0s Total Costs \$17.50	
ID: #6182 Faded Yield sign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/02/2025	Total Time Costs Total Time \$3.00 12m 0s Total Costs \$3.00	
ID: #6188 No thru trucks sign damaged Type: Reactive Signage		✓ Done Completed by J.B. Young on 10/02/2025	Total Time Costs Total Time \$3.17 12m 40s Total Costs \$3.17	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #6203				
Stopsign torn down		✓ Done	Total Time Costs	\$3.75
Type: Reactive		Completed by J.B. Young on 10/06/2025	Total Time	15m 0s
Signage			Total Costs	\$3.75
J.B. Young				
ID: #6206				
Install school zone signs		✓ Done	Total Time Costs	\$7.58
Type: Reactive		Completed by J.B. Young on 10/06/2025	Total Time	30m 20s
Signage			Total Costs	\$7.58
J.B. Young				
ID: #6207				
Install school zone signs		✓ Done	Total Time Costs	\$8.54
Type: Reactive		Completed by J.B. Young on 10/06/2025	Total Time	34m 9s
Signage			Total Costs	\$8.54
J.B. Young				
ID: #6208				
Reinstall children at play signs		✓ Done	Total Time Costs	\$23.60
Type: Reactive		Completed by J.B. Young on 10/06/2025	Total Time	1h 34m 24s
Signage			Total Costs	\$23.60
J.B. Young				
ID: #6217				
Faded stopsign		✓ Done	Total Time Costs	\$3.43
Type: Reactive		Completed by J.B. Young on 10/07/2025	Total Time	13m 43s
Signage			Total Costs	\$3.43
J.B. Young				

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6218 Faded 35mph sign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/07/2025	Total Time Costs Total Time 12m 38s Total Costs \$3.16	\$3.16
ID: #6220 Faded street blades Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/07/2025	Total Time Costs Total Time 2h 9m 47s Total Costs \$32.45	\$32.45
ID: #6231 Faded stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/09/2025	Total Time Costs Total Time 12m 31s Total Costs \$3.13	\$3.13
ID: #6234 Faded street blades Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/09/2025	Total Time Costs Total Time 1h 18m 32s Total Costs \$19.63	\$19.63
ID: #6236 Faded street blades Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 10/09/2025	Total Time Costs Total Time 1h 28m 26s Total Costs \$22.11	\$22.11
ID: #6238 Stopsign & Street blades torn down Type: Reactive		✓ Done Completed by J.B. Young on 10/09/2025	Total Time Costs Total Time 1h 30m 2s Total Costs \$22.51	\$22.51

Signature

J.B. Young

ID: #6248

Faded street blades

Type: Reactive

Signature

J.B. Young

Total Time Costs

Total Time

1h 19m 0s

\$19.75

Total Costs

\$19.75

✓ Done

Completed by J.B. Young on
10/10/2025

ID: #6192

Faded 25mph sign

Type: Reactive

Signature

J.B. Young

⌚ In Progress

Total Time Costs

Total Time

115h 58m 16s

\$1,739.57

Total Costs

\$1,739.57

Signed off by

Date

Town of Smithfield
Public Works Sanitation Division
Monthly Report
October 31, 2025



I. Statistical Section

The Division collected from approximately 4,549 homes, 4 times during the month

- a. Sanitation forces completed 61 work orders
- b. Sanitation forces collected tons 483.91 of household waste
- c. Sanitation forces disposed of loads 81 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 5.11 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.96 tons of recyclable plastic
- h. Recycled 1,440 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 lbs of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,540 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 2,700 lbs. of shredder steel for \$189.04 to Foss.

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,835.00 for disposal of yard waste and debris. Amick Equipment was paid \$3,204.53 for bucket parts to tk #320. CES was paid \$ 1,636.20 for pump assembly for tk #321. CES was paid \$ 4,765.84 for KB-20 on TK #304. Cox Repair was paid \$ 600.00 to tow tk #304 to the shop. Evans Tire was paid \$5,672.37 for 8 new tires for sanitation vehicles. Evan's Tire was paid \$ 3,546.44 for 8 new sanitation truck tires. Infrastructure Solutions was paid \$ 1,127.00 for hydraulic boom for tk # 318. Quality Equipment was paid \$ 898.04 for exhaust pipe and parts for tk # 318. Rehig Pacific was paid \$ 15,680.00 for 250 new trash cans. Sampson Bladen Oil was paid \$1,270.25 for 200 gal of hydraulic fluid.

IV. Personnel Update:

No new hires in the month of October.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Social Media" With Mike Sliger. The Public Works Department



Reporting

10/01/2025 - 10/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Work Orders 3

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Jesus Mier

Due Date

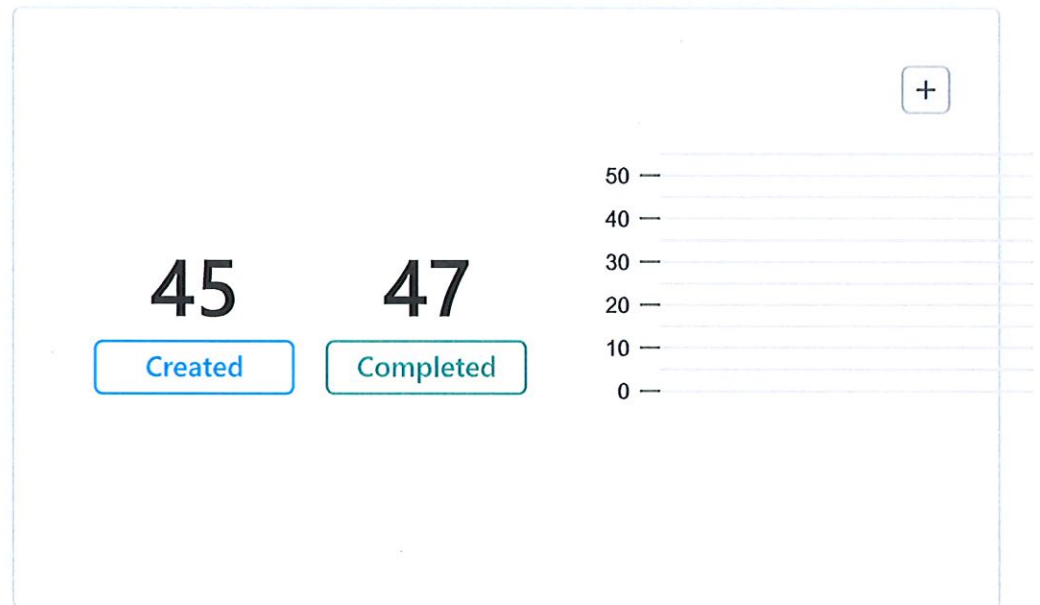
Location

Priority

+ Add Filter

Created vs. Completed

Created vs. Completed



Grouped by:

Team

User

Asset

Location

Created vs. Completed

Team

Members

Assigned

Completed

No data available. Try clearing any active filters, changing the date

Support

Lawrence Davis

Settings



Work Orders List for 10/01/2025 - 10/31/2025

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST		PROCEDURE ANSWERS
ID: #6143	Clean catch basins all over Smithfield	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/01/2025	Total Time Costs Total Time	\$95.76 4h 30m 0s		
Type: Reactive				Total Costs	\$95.76		
Appearance Division							
Jesus Mier							
ID: #6166	Weed eat and spray round up around telephone pole 3018 on midway st.	Appearance Division Weedeaters Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/01/2025	Total Time Costs Total Time	\$7.09 20m 0s		
Type: Reactive				Total Costs	\$7.09		
Appearance Division							
Jesus Mier							
ID: #6178	Fill a sunken grave with dirt in section G at sunset	Appearance Division Kubota BX1880 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/01/2025	Total Time Costs Total Time	\$21.28 1h 0m 0s		
Type: Reactive				Total Costs	\$21.28		
Appearance Division							
Jesus Mier							
ID: #6169	Cut low hanging branches on the corner of N front st. And bridge street	Appearance Division Pole saw Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/01/2025	Total Time Costs Total Time	\$10.64 30m 0s		
Type: Reactive				Total Costs	\$10.64		

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
Appearance Division						
Jesus Mier						
ID: #6184		Appearance Division	✓ Done	Total Time Costs	\$42.56	
Check all cemeteries for fallen trees	Scag mower #1	Parent: Appearance Division	Completed by Jesus Mier on 10/02/2025	Total Time	2h 0m 0s	
Type: Reactive				Total Costs	\$42.56	
Appearance Division						
Jesus Mier						
ID: #6189		Appearance Division	✓ Done	Total Time Costs	\$8.87	
Weed eat around telephone pole 2908 on west st. And spray round up	Weed eaters	Parent: Appearance Division	Completed by Jesus Mier on 10/02/2025	Total Time	25m 0s	
Type: Reactive				Total Costs	\$8.87	
Appearance Division						
Jesus Mier						
ID: #6183		Appearance Division	✓ Done	Total Time Costs	\$21.28	
Cut and weed eat townhall	Scag mower #1	Parent: Appearance Division	Completed by Jesus Mier on 10/02/2025	Total Time	1h 0m 0s	
Type: Reactive				Total Costs	\$21.28	
Appearance Division						
Jesus Mier						
ID: #6190		Appearance Division	✓ Done	Total Time Costs	\$21.28	
Pick up small branches in oakland cemetery	Truck 903	Parent: Appearance Division	Completed by Jesus Mier on 10/02/2025	Total Time	1h 0m 0s	
Type: Reactive				Total Costs	\$21.28	
Appearance Division						

Jesus Mier

ID: #6200

Till the flower bed at
townhall garden area
and pick up roots

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Kubota
BX1880
Parent:
Appearance
Division

✓ Done
Completed by Jesus Mier on
10/03/2025

Total Time Costs
Total Time
Total Costs

\$42.56
2h 0m 0s
\$42.56

ID: #6216

Spray for ants on 4th
and market st

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Truck 903
Parent:
Appearance
Division

✓ Done
Completed by Jesus Mier on
10/09/2025

Total Time Costs
Total Time
Total Costs

\$14.19
40m 0s
\$14.19

ID: #6205

Prune shoots of crepe
myrtle trees in N
downtown Smithfield

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Truck 903
Parent:
Appearance
Division

✓ Done
Completed by Jesus Mier on
10/09/2025

Total Time Costs
Total Time
Total Costs

\$95.76
4h 30m 0s
\$95.76

ID: #6232

Prune bushes at
townhall parking area

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Scag
mower #1
Parent:
Appearance
Division

✓ Done
Completed by Jesus Mier on
10/09/2025

Total Time Costs
Total Time
Total Costs

\$21.28
1h 0m 0s
\$21.28

ID: #6233

Appearance Division

✓ Done

Total Time Costs

\$21.28

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Cut and weedat strip on E. Johnston st. Type: Reactive <div>Appearance Division</div> Jesus Mier	Scag mower #1 Parent: Appearance Division	Completed by Jesus Mier on 10/10/2025 <div>Done</div>	Total Time 1h 0m 0s Total Costs \$21.28	
ID: #6244 Cut and weedat dollar general lot Type: Reactive <div>Appearance Division</div> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	<div>Done</div> Completed by Jesus Mier on 10/10/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	
ID: #6243 Cut and weedat substation on brogden rd Type: Reactive <div>Appearance Division</div> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	<div>Done</div> Completed by Jesus Mier on 10/10/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$42.56	
ID: #6252 Check catch basins all over Smithfield Type: Reactive <div>Appearance Division</div> Jesus Mier	Appearance Division Truck 903 Parent: Appearance Division	<div>Done</div> Completed by Jesus Mier on 10/14/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$42.56	
ID: #6253 Clean out the moselium Type: Reactive	Appearance Division Blower Parent: Appearance Division	<div>Done</div> Completed by Jesus Mier on 10/14/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
<div>Appearance Division</div> <div>Jesus Mier</div>						
ID: #6254		Appearance Division	✓ Done		Total Time Costs	\$21.28
Cut and dispose of tree over the road on Iemay and Martin Luther King Jr. drive		Chain saw	Completed by Jesus Mier on 10/14/2025	Total Time	1h 0m 0s	
Type: Reactive				Total Costs		\$21.28
<div>Appearance Division</div> <div>Jesus Mier</div>						
ID: #6258		Appearance Division	✓ Done		Total Time Costs	\$42.56
Pick up fallen branches at all cemeteries		Chain saw	Completed by Jesus Mier on 10/14/2025	Total Time	2h 0m 0s	
Type: Reactive				Total Costs		\$42.56
<div>Appearance Division</div> <div>Jesus Mier</div>						
ID: #6260		Appearance Division	✓ Done		Total Time Costs	\$21.28
Empty trash cans at all cemeteries		Truck #905	Completed by Jesus Mier on 10/14/2025	Total Time	1h 0m 0s	
Type: Reactive				Total Costs		\$21.28
<div>Appearance Division</div> <div>Jesus Mier</div>						
ID: #6264		Appearance Division	✓ Done		Total Time Costs	\$21.28
Clean weeds of beds at police station		Weedeaters	Completed by Jesus Mier on 10/14/2025	Total Time	1h 0m 0s	
Type: Reactive				Total Costs		\$21.28
<div>Appearance Division</div> <div>Jesus Mier</div>						

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
Jesus Mier						
ID: #6269	Appearance Division		✓ Done		Total Time Costs	\$21.28
Cut and weedat rose manor	Scag mower #1	Parent: Appearance Division	Completed by Jesus Mier on 10/17/2025	Total Time	1h 0m 0s	
Type: Reactive	Appearance Division			Total Costs	\$21.28	
Jesus Mier						
ID: #6271	Appearance Division		✓ Done		Total Time Costs	\$21.28
Cut and weedat john thomas cemetery	Scag mower #1	Parent: Appearance Division	Completed by Jesus Mier on 10/17/2025	Total Time	1h 0m 0s	
Type: Reactive	Appearance Division			Total Costs	\$21.28	
Jesus Mier						
ID: #6272	Appearance Division		✓ Done		Total Time Costs	\$21.28
Cut and weedat welcome sign in south smithfield	Scag mower #1	Parent: Appearance Division	Completed by Jesus Mier on 10/17/2025	Total Time	1h 0m 0s	
Type: Reactive	Appearance Division			Total Costs	\$21.28	
Jesus Mier						
ID: #6281	Appearance Division		✓ Done		Total Time Costs	\$21.28
Raise tree branches on trees by the shop	Pole saw	Parent: Appearance Division	Completed by Jesus Mier on 10/17/2025	Total Time	1h 0m 0s	
Type: Reactive	Appearance Division			Total Costs	\$21.28	
Jesus Mier						

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
ID: #6280	Put cones at 3rd and market st and event cans on 3rd and Johnston st	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/17/2025	Total Time Costs Total Time	\$14.19 40m 0s	
Type: Reactive				Total Costs	\$14.19	
Appearance Division						
Jesus Mier						
ID: #6289	Plant plants at town hall garden area	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/21/2025	Total Time Costs Total Time	\$85.12 4h 0m 0s	
Type: Reactive				Total Costs	\$85.12	
Appearance Division						
Jesus Mier						
ID: #6290	Cut and weedeat townhall	Appearance Division Appearance Division	✓ Done Completed by Jesus Mier on 10/21/2025	Total Time Costs Total Time	\$85.12 4h 0m 0s	
Type: Reactive				Total Costs	\$85.12	
Appearance Division						
Jesus Mier						
ID: #6292	Add dirt over concrete pad at townhall parking lot area	Appearance Division Kubota BX1880 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/21/2025	Total Time Costs Total Time	\$5.32 15m 0s	
Type: Reactive				Total Costs	\$5.32	
Appearance Division						
Jesus Mier						
ID: #6291		Appearance Division	✓ Done	Total Time Costs Total Time	\$31.92 1h 30m 0s	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Cut and weedeat police station edge curb and sidewalk Type: Reactive <div>Appearance Division</div> Jesus Mier	Scag mower #1 Parent: Appearance Division	Completed by Jesus Mier on 10/21/2025 Done	Total Costs \$31.92	
ID: #6294 Trim branches over sidewalk on fifth st. Infront of town garden Type: Reactive <div>Appearance Division</div> Jesus Mier		Done Completed by Jesus Mier on 10/22/2025	Total Time Costs Total Time 40m 0s Total Costs \$14.19	
ID: #6295 Clean and wash appearance trucks Type: Reactive <div>Appearance Division</div> Jesus Mier	Appearance Division Truck 903 Parent: Appearance Division	Done Completed by Jesus Mier on 10/23/2025	Total Time Costs Total Time 45m 0s Total Costs \$15.96	
ID: #6300 Cut and weedeat sunset cemetery Type: Reactive <div>Appearance Division</div> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	Done Completed by Jesus Mier on 10/24/2025	Total Time Costs Total Time 7h 0m 0s Total Costs \$148.96	
ID: #6307 Water new plants at town hall Type: Reactive	Appearance Division Truck 903 Parent: Appearance Division	Done Completed by Jesus Mier on 10/28/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<div>Appearance Division</div> <div>Jesus Mier</div>					
ID: #6319	Appearance Division		✓ Done	Total Time Costs	\$5.32
Pick up fallen branch on E Lee st	Parent: Appearance Division	Truck #905	Completed by Jesus Mier on 10/28/2025	Total Time	15m 0s
Type: Reactive				Total Costs	\$5.32
<div>Appearance Division</div> <div>Jesus Mier</div>					
ID: #6320	Appearance Division		✓ Done	Total Time Costs	\$5.32
Pick up fallen branch on ash st	Parent: Appearance Division	Truck #905	Completed by Jesus Mier on 10/28/2025	Total Time	15m 0s
Type: Reactive				Total Costs	\$5.32
<div>Appearance Division</div> <div>Jesus Mier</div>					
ID: #6321	Appearance Division		✓ Done	Total Time Costs	\$63.84
Check catch basins all over Smithfield	Parent: Appearance Division	Truck 903	Completed by Jesus Mier on 10/28/2025	Total Time	3h 0m 0s
Type: Reactive				Total Costs	\$63.84
<div>Appearance Division</div> <div>Jesus Mier</div>					
ID: #6322	Appearance Division		✓ Done	Total Time Costs	\$63.84
Clean up old bushes at townhall in garden area	Parent: Appearance Division	Kubota BX1880	Completed by Jesus Mier on 10/28/2025	Total Time	3h 0m 0s
Type: Reactive				Total Costs	\$63.84
<div>Appearance Division</div> <div>Jesus Mier</div>					

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6323 Throw away 2 desk at townhall Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/28/2025	Total Time Costs Total Time \$7.09 20m 0s Total Costs \$7.09	
ID: #6325 Check catch basins all around Smithfield Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/29/2025	Total Time Costs Total Time \$42.56 2h 0m 0s Total Costs \$42.56	
ID: #6328 Cut broken branch at oakland cemetery Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/29/2025	Total Time Costs Total Time \$7.09 20m 0s Total Costs \$7.09	
ID: #6326 Check bulbs on snow flakes and angels replace socket or bulbs that don't work Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/29/2025	Total Time Costs Total Time \$42.56 2h 0m 0s Total Costs \$42.56	
ID: #6331 Put 30 cones and 3 event trash cans at the	Appearance Division	✓ Done Completed by Jesus Mier on 10/30/2025	Total Time Costs Total Time \$14.19 40m 0s	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
corner of 2nd st and front st Type: Reactive Appearance Division Jesus Mier	Truck 903 Parent: Appearance Division		Total Costs \$14.19	
ID: #6332 Check and replace bulbs on Christmas angels and snowflakes Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/30/2025	Total Time Costs Total Time 2h 30m 0s Total Costs \$53.20	
ID: #6333 Remove fallen tree branch at John Thomas cemetery Type: Reactive Appearance Division Jesus Mier	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/30/2025	Total Time Costs Total Time 30m 0s Total Costs \$10.64	
ID: #6336 Pull out weeds at front of townhall main entrance Type: Reactive Appearance Division Jesus Mier	Appearance Division Steel rake Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/31/2025	Total Time Costs Total Time 40m 0s Total Costs \$14.19	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6335	Put out cones and trash cans for event	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 10/31/2025	Total Time Costs Total Time	\$21.28 1h 0m 0s
Type: Reactive				Total Costs	\$21.28

Appearance Division

Jesus Mier

Signed off by

Date

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Oct. 31, 2025



I. Statistical Section

 3 Preventive Maintenances

 0 North Carolina Inspections

 18 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

none

IV. Personnel Update:

No new personnel

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town Vehicles
Public works safety training on Cell phone and social media by Michael Sliger



Reporting

10/01/2025 - 10/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

Location

Priority

+ Ac

Work Orders

Created vs. Completed >

+ Add to Dashboard

18

Created

18

Completed

100.0%

Percent Completed

20 —
18 —
16 —
14 —
12 —
10 —
8 —
6 —
4 —
2 —
0 —

Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total
Preventive
Ratio

110

Support

Lawrence Davis

Settings



Work Orders List for 10/01/2025 - 10/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6170 Diagnose engine derate 304 Type: Reactive <div>Sanitation Division</div> Andrew Strickland	Drainage Division Parent: Sanitation Division Truck #304	✓ Done Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time 3h 0m 0s Total Costs \$66.99	
ID: #6171 Install a new flipper on 310 Type: Reactive <div>Sanitation Division</div> Andrew Strickland	Drainage Division Parent: Sanitation Division Truck #310	✓ Done Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time 4h 0m 0s Total Costs \$89.32	
ID: #6172 Replaced 6 tires 903 Type: Reactive <div>Appearance Division</div> Andrew Strickland	Appearance Division Parent: Appearance Division Truck 903	✓ Done Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
ID: #6173 Replaced 4 rear tires 315 Type: Reactive <div>Sanitation Division</div> Andrew Strickland	Drainage Division Parent: Sanitation Division Truck 315	✓ Done Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST		PROCEDURE ANSWERS
ID: #6179	Replaced front tires 311	Drainage Division Parent: Sanitation Division	✓ Done	Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s	
Type: Reactive	Sanitation Division				Total Costs	\$22.33	
Andrew Strickland							
ID: #6180	Replaced cab mounts 903	Appearance Division Parent: Appearance Division	✓ Done	Completed by Andrew Strickland on 10/01/2025	Total Time Costs Total Time	\$66.99 3h 0m 0s	
Type: Reactive	Appearance Division				Total Costs	\$66.99	
Andrew Strickland							
ID: #6210	Fix camera on front of sweeper	Public Works Facility Parent: Sanitation Division	✓ Done	Completed by Andrew Strickland on 10/06/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s	
Type: Reactive	Sanitation Division				Total Costs	\$22.33	
Andrew Strickland							
ID: #6211	Inflate tire 305	Drainage Division Parent: Sanitation Division	✓ Done	Completed by Andrew Strickland on 10/06/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s	
Type: Reactive	Sanitation Division				Total Costs	\$22.33	
Andrew Strickland							
ID: #6212	Fix Hydraulic leak 806	Drainage Division Parent: Public Utilities (Electric Department)	✓ Done	Completed by Andrew Strickland on 10/06/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s	
Type: Reactive	Utilities				Total Costs	\$22.33	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
Andrew Strickland						
ID: #6213		Public Works Facility	✓ Done			
Installed license plate 322		Parent: Sanitation Division	Completed by Andrew Strickland on 10/06/2025		Total Time Costs Total Time	\$11.17 30m 0s
Type: Reactive					Total Costs	\$11.17
Sanitation Division						
Andrew Strickland						
ID: #6241		Drainage Division	✓ Done			
Change 2 tires water sewer trailer		Tandem heavy duty trailer water and sewer	Completed by Andrew Strickland on 10/10/2025		Total Time Costs Total Time	\$44.66 2h 0m 0s
Type: Reactive					Total Costs	\$44.66
Utilities						
Andrew Strickland						
ID: #6242		Public Works Facility	✓ Done			
Fix white leaf box		Parent: Sanitation Division	Completed by Andrew Strickland on 10/10/2025		Total Time Costs Total Time	\$178.64 8h 0m 0s
Type: Reactive					Total Costs	\$178.64
Sanitation Division						
Andrew Strickland						
ID: #6246		Drainage Division	✓ Done			
Replaced passenger hub cap 709		Parent: Public Utilities (Water and Sewer)	Completed by Andrew Strickland on 10/10/2025		Total Time Costs Total Time	\$11.17 30m 0s
Type: Reactive					Total Costs	\$11.17
Utilities						
Andrew Strickland						
ID: #6251		Drainage Division	✓ Done			
Change plugs and wires 703		Parent: Public Utilities (Water and Sewer)	Completed by Andrew Strickland on 10/13/2025		Total Time Costs Total Time	\$33.50 1h 30m 0s
Type: Reactive					Total Costs	\$33.50
Utilities						

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
Andrew Strickland						
ID: #6266		Public Works Facility	✓ Done		Total Time Costs	\$89.32
Replaced 2 Hydraulic lines sweeper		Sweeper	Completed by Andrew Strickland on 10/15/2025		Total Time	4h 0m 0s
Type: Reactive		Parent: Sanitation Division			Total Costs	\$89.32
Sanitation Division						
Andrew Strickland						
ID: #6297		Public Works Facility	✓ Done		Total Time Costs	\$66.99
Replace the bucket cylinder 320		Truck 320	Completed by Andrew Strickland on 10/23/2025		Total Time	3h 0m 0s
Type: Reactive		Parent: Sanitation Division			Total Costs	\$66.99
Sanitation Division						
Andrew Strickland						
ID: #6298		Drainage Division	✓ Done		Total Time Costs	\$133.98
Repair Engine 304		Truck #304	Completed by Andrew Strickland on 10/23/2025		Total Time	6h 0m 0s
Type: Reactive		Parent: Sanitation Division			Total Costs	\$133.98
Sanitation Division						
Andrew Strickland						
ID: #6299		Public Works Facility	✓ Done		Total Time Costs	\$44.66
Plug tire 321		Truck 321	Completed by Andrew Strickland on 10/23/2025		Total Time	2h 0m 0s
Type: Reactive		Parent: Sanitation Division			Total Costs	\$44.66
Sanitation Division						
Andrew Strickland						

Signed off by

Date

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Oct. 31, 2025



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. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 28 Work Orders – 125 lbs. of Cold Patch was used for 5 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,630.00 to NC. Dept of Public Safety for stop signs and post.
Paid \$7,613.00 to David Hinton for Sidewalk and curb line at Sunset Memorial
Paid \$6,800.00 to LMJ Pavement marking LLC 2 traffic loop replacements
Paid \$1,448.00 to Gregory Poole Equip. Company service call for backhoe 411
Paid \$43,870.96 to Deacon Jones CJDR of Clinton for 2026 Ford F-250 Super Duty 4W drive regular cab,XL trim 8.0 bed

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

On October 21, 2025, at 9:00 am., the Town of Smithfield Public Works Department held its bid opening for the Fiscal Year 2025–2026 Resurfacing Project. A total of 20 companies were contacted and invited to submit bids for this project of paving 23 Streets. 5 bids were submitted for the work: 1.) Garriss Grading and Paving, 2.) Daniel's Inc of Garner, 3.) Fred Smith Company, 4.) S.T. Wooten Corporation, and 5.) Coastline Contracting Company LLC. Coastline Contracting Company LLC had the lowest bid. At Council's request, references were to be provided and contacted to ensure this company's reputation and work experience. The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events. Public works safety training on Cell phone and social media by Michael Sliger



Reporting

10/01/2025 - 10/31/2025

Last Month

- Work Orders 8
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Vendors

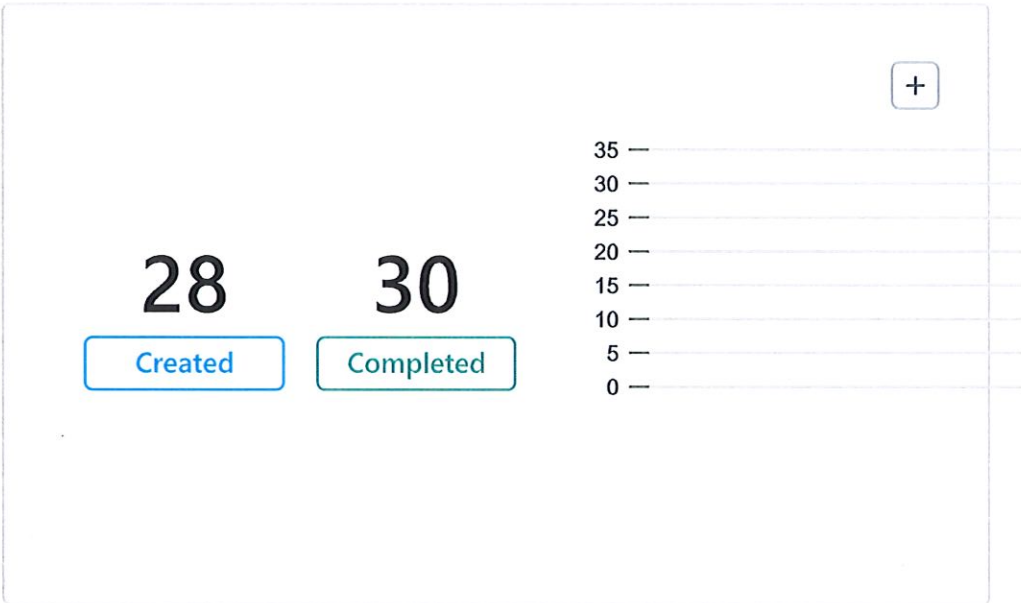
Work Orders Asset Health Reporting Details

Recent Activity Export Data Custom Dashboards

Warren Summers Due Date Location Priority + Add

Created vs. Completed

Created vs. Completed



Grouped by: Team User Asset Location

Created vs. Completed			
Team	Members	Assigned	Completed
No data available. Try clearing any active filters, changing the date			

Support

Lawrence Davis
Settings












Work Orders List for 10/01/2025 - 10/31/2025



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6174 Drainage grate inspecting Type: Preventive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/01/2025	Total Time Costs Total Time 4h 19m 32s Total Costs \$89.37	
ID: #6181 Clean basin Type: Reactive Medium Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/02/2025	Total Time Costs Total Time 1h 24m 51s Total Costs \$29.22	
ID: #6185 Drainage inspecting Type: Preventive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/02/2025	Total Time Costs Total Time 3h 0m 21s Total Costs \$62.10	
ID: #6193 Cutting ditchbank Type: Preventive Appearance Division Warren Summers		✓ Done Completed by Warren Summers on 10/03/2025	Total Time Costs Total Time 2h 25m 51s Total Costs \$50.22	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6194 Inspecting flags Type: Reactive Streets Division Warren Summers		✓ Done Completed by Warren Summers on 10/03/2025	Total Time Costs Total Time 1h 11m 38s Total Costs \$24.67	
ID: #6195 Checking FEMA lots Type: Reactive Appearance Division Warren Summers		✓ Done Completed by Warren Summers on 10/03/2025	Total Time Costs Total Time 2h 4m 33s Total Costs \$42.89	
ID: #6198 Inspecting drainage basins Type: Reactive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/03/2025	Total Time Costs Total Time 1h 2m 55s Total Costs \$21.66	
ID: #6202 Drainage inspecting Type: Reactive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/06/2025	Total Time Costs Total Time 1h 34m 42s Total Costs \$32.61	
ID: #6204 Flag inspection Type: Reactive Streets Division Warren Summers		✓ Done Completed by Warren Summers on 10/06/2025	Total Time Costs Total Time 2h 12m 27s Total Costs \$45.61	
ID: #6209		✓ Done	Total Time Costs \$8.86	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Backfill hole Type: Reactive Drainage Warren Summers		Completed by Warren Summers on 10/06/2025	Total Time 25m 43s Total Costs \$8.86	
ID: #6215 Inspecting drains Type: Preventive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/06/2025	Total Time Costs Total Time 2h 50m 11s Total Costs \$58.60	
ID: #6219 Checking FEMA lots and drainage Type: Preventive Drainage and appearance Warren Summers		✓ Done Completed by Warren Summers on 10/07/2025	Total Time Costs Total Time 5h 53m 46s Total Costs \$121.81	
ID: #6228 Inspecting drains Type: Preventive Drainage Warren Summers		✓ Done Completed by Warren Summers on 10/08/2025	Total Time Costs Total Time 3h 36m 20s Total Costs \$74.49	
ID: #6230 Trimming grass and pothole refurbishing Type: Reactive Drainage.. pothole repair Appearance Warren Summers		✓ Done Completed by Warren Summers on 10/09/2025	Total Time Costs Total Time 3h 21m 59s Total Costs \$69.55	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6240 Pothole repair and street inspection Type: Preventive <div>  Low </div> <div>  </div> Warren Summers		<div>  Done Completed by Warren Summers on 10/10/2025 </div>	Total Time Costs Total Time \$123.36 5h 58m 15s Total Costs \$123.36	
ID: #6249 Basin inspection Type: Reactive <div>  Low </div> <div>  </div> Warren Summers		<div>  Done Completed by Warren Summers on 10/13/2025 </div>	Total Time Costs Total Time \$134.08 6h 29m 24s Total Costs \$134.08	
ID: #6257 Drainage basins repair Type: Reactive <div>  Medium </div> <div>  </div> Warren Summers		<div>  Done Completed by Warren Summers on 10/14/2025 </div>	Total Time Costs Total Time \$136.47 6h 36m 19s Total Costs \$136.47	
ID: #6267 Cleaning basins Type: Reactive <div>  </div> Warren Summers		<div>  Done Completed by Warren Summers on 10/15/2025 </div>	Total Time Costs Total Time \$22.84 1h 8m 19s Total Costs \$22.84	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6270 Sinkhole fill Type: Reactive <div> <div>Medium</div> <div>PUBLIC REQUEST</div> </div> Warren Summers		<div>✓ Done</div> Completed by Warren Summers on 10/16/2025	Total Time Costs Total Time 17m 24s \$5.99	
ID: #6268 Pothole repair and drainage inspection Type: Reactive <div> <div>Low</div> <div>Drainage Potholes and street repairs</div> </div> Warren Summers		<div>✓ Done</div> Completed by Warren Summers on 10/16/2025	Total Time Costs Total Time 7h 44m 11s \$159.83	
ID: #6279 Drainage Inspecting pothole repair Type: Preventive <div> <div>Medium</div> <div>Drainage Potholes and street repairs</div> </div> Warren Summers		<div>✓ Done</div> Completed by Warren Summers on 10/17/2025	Total Time Costs Total Time 7h 21m 6s \$151.89	
ID: #6282 Inspecting drains and cutting grass Type: Reactive Warren Summers		<div>✓ Done</div> Completed by Warren Summers on 10/20/2025	Total Time Costs Total Time 6h 21m 33s \$131.38	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<div>Drainage and appearance</div> <div>Warren Summers</div>		<div>✓ Done</div> <div>Completed by Warren Summers on 10/21/2025</div>	<div>Total Time Costs</div> <div>Total Time</div> <div>\$118.11</div> <div>5h 43m 0s</div>	
			<div>Total Costs</div> <div>\$118.11</div>	
			<div>Drainage.. pothole repair Appearance</div>	
			<div>Low</div>	
<div>ID: #6285</div> <div>Drainage inspection, cutting grass, pothole repair</div> <div>Type: Reactive</div>		<div>✓ Done</div> <div>Completed by Warren Summers on 10/23/2025</div>	<div>Total Time Costs</div> <div>Total Time</div> <div>\$165.44</div> <div>8h 0m 28s</div>	
			<div>Total Costs</div> <div>\$165.44</div>	
			<div>Drainage</div>	
			<div>Warren Summers</div>	
<div>ID: #6303</div> <div>Cutting grass and checking basins</div> <div>Type: Preventive</div>	<div>Drainage and appearance</div> <div>Warren Summers</div>	<div>✓ Done</div> <div>Completed by Warren Summers on 10/27/2025</div>	<div>Total Time Costs</div> <div>Total Time</div> <div>\$152.81</div> <div>7h 23m 47s</div>	
			<div>Total Costs</div> <div>\$152.81</div>	
			<div>Drainage and appearance</div>	
			<div>Warren Summers</div>	
<div>ID: #6308</div> <div>119 N. Third Street</div> <div>Type: Reactive</div>	<div>Drainage Division</div> <div>Storm Water Division</div>	<div>10/27/2025</div> <div>✓ Done</div> <div>Completed by Warren Summers on 10/27/2025</div>	<div>Total Time Costs</div> <div>Total Time</div> <div>\$15.91</div> <div>46m 12s</div>	
			<div>Total Costs</div> <div>\$15.91</div>	
			<div>Drainage and appearance</div>	
			<div>Warren Summers</div>	

Drainage

Warren Summers

ID: #6311

Drainage and basin inspection

Type: Preventive

Drainage

Warren Summers

✓ Done
Completed by Warren Summers on 10/27/2025

Total Time Costs

Total Time
6h 38m 41s

\$137.28

Total Costs

\$137.28

ID: #6314

Inspecting drains and basins

Type: Reactive

Drainage

Warren Summers

✓ Done
Completed by Warren Summers on 10/28/2025

Total Time Costs

Total Time
8h 3m 30s

\$166.49

Total Costs

\$166.49

Signed off by

Date

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
October 31, 2025**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

None

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

Clean all storm drains and maintenance on curbs downtown Smithfield.

Street Sweep and storm drain cleaning and repair.

The Public works safety training was on Cell phone and social media by Michael Sliger.

PARKS AND RECREATION / SRAC
MONTHLY REPORT
AUGUST 2025

PARKS AND RECREATION	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	FY 25/26 YTD
ATHLETICS PROGRAMS													
NUMBER OF PARTICIPANTS	3	5	5	5									18
NUMBER OF GAMES	621	671	671	995									2958
PLAYER GAME EXPERIENCES	72	23	132	201									428
NUMBER OF PRACTICES	1728	834	2646	5250									10458
PLAYER PRACTICE EXPERIENCES	3	149	67	12									231
NUMBER OF CAMPS	243	2520	1345	487									4595
CAMPS SESSIONS	1	0	0	0									1
PLAYER CAMP EXPERIENCES	3	0	0	0									3
	144	0	0	0									144
PROGRAMS													
PROGRAMS EXPERIENCES	11	4	4	5									24
	996	402	322	895									2615
SPECIAL EVENTS													
ESTIMATED ATTENDANCE	1	0	1	1									3
	3000	0	275	825									4100
SARAH YARD VISITS													
	109	114	163	193									579
PARKS AND FACILITY RENTALS													
NUMBER PARKS AND FACILITY RENTAL USERS	11	29	47	53									140
	247	1367	3973	2845									8432
TOTAL UNIQUE CONTACTS	7088	5908	9395	11490									33881
PARKS AND RECREATION REVENUES	\$ 19,382	\$ 7,407	\$ 13,332	\$ 20,340									\$ 60,461
PARKS AND RECREATION OPERATIONS EXPENSES	\$ 82,116	\$ 112,147	\$ 102,780	\$ 98,645									\$ 395,688
PARKS AND RECREATION CAPITAL EXPENDITURES	\$ -	\$ 19,075	\$ 7,400	\$ 310									\$ 26,785
SARAH YARD OPERATIONS EXPENSES	\$ 2,554	\$ 4,802	\$ 6,007	\$ 2,492									\$ 15,855
SARAH YARD CENTER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 4,197	\$ -									\$ 4,197

SRAC	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	FY 25/26 YTD
NO OF PROGRAMS	26	5	3	3									37
PROGRAM PARTICIPANTS	815	414	521	689									2439
PROGRAM CONTACTS	2243	414	539	689									3885
FITNESS CLASSES													
FITNESS CLASSES CONTACTS	11	12	14	14									51
	588	531	690	580									2389
SRAC MEMBERSHIPS	4357	4386	4379	4386									4386
SRAC MEMBER VISITS	5369	5032	4020	3911									18332
DAY PASSES	4867	2627	797	692									9083
FACILITY RENTALS													
SRAC FACILITY RENTAL USERS	39	48	31	29									147
	2984	2006	1402	1615									8007
TOTAL UNIQUE CONTACTS	16151	10610	7448	7487									41696
SRAC REVENUES	\$ 84,029	\$ 59,617	\$ 55,772	\$ 48,245									\$ 247,663
SRAC OPERATIONS EXPENSES	\$ 97,339	\$ 145,094	\$ 103,223	\$ 94,859									\$ 440,515
SRAC CAPITAL EXPENSES	\$ -	\$ -	\$ 69,464	\$ 43,481									\$ 112,945

TOTAL NUMBER OF CONTACTS

75577



HIGHLIGHTS
TIGER SHARKS SWIM LESSONS
ABLE WITHOUT BARRIERS INCLUSION PROGRAM



HIGHLIGHTS
FALL BASEBALL / SOFTBALL / SOCCER / CHEER
FUN AND FELLOWSHIP SOFTBALL
FALL FRIDAYS ON FRONT CONCERT (CATALINAS)



- **Statistical Section**

- Electric CP Demand 18,853 Kw relative to September's demand of 25,847 Kw.
- Electric System Reliability was 99.9999%, with zero (0) recorded main line outages; relative to September's 99.9984%.
- Raw water treated on a daily average was 4.543 MG relative to 4.758 MG for September; with maximum demand of 5.893 MG relative to September's 5.877 MG.
- Total finished water to the system was 132.412 MG relative to September's 133.148 MG. Average daily for the month was 4.271 MG relative to September's 4.438 MG. Daily maximum was 5.366 MG (October 23rd) relative to September's 5.186 MG. Daily minimum was 2.519 MG (October 13th), relative to September's 3.340 MG.

- **Miscellaneous Revenues**

- Water sales were \$279,814 relative to September's \$280,898
- Sewer sales were \$475,256 relative to September's \$479,177
- Electrical sales were \$1,369,604 relative to September's sales of \$1,417,977
- Johnston County Water purchases were \$306,126 for 120.522 MG relative to September's \$244,514 for 96.265 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$871,073 relative to September's \$1,063,297
- Johnston County sewer charge was \$173,492 for 35.263 MG relative to September's \$205,960 for 41.862 MG.

- **Personnel Changes**

- There were no changes in Personnel in October



**Town of Smithfield
Electric Department
Monthly Report
October, 2025**

I. Statistical Section

- Street Lights repaired –35
- Area Lights repaired-13
- Service calls – 41
- Underground Electric Locates -528
- Poles changed out/removed or installed -13
- Underground Services Installed -2

II. Major Revenues

- Process starting to extend Kellie drive feeder to create a loop.

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. has a full staff at this time.
- Have four employees attending electric city school for line crew development program.

V. Miscellaneous Activities:

- The Electrical Dept finished setting lights at JCC and now process installing in front truck driving school.
- Working on light circuit at Perfect Ride Dealership.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side Market St. area.



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	10/31/2025
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	55	731
Sewer Calls	28	342
Utility Locates	320	5441
Storm Drainage Calls	1	10
Total Calls	404	6523
Quotes new services	2	28
Inspections	20	81
Locate existing water & sewer services	4	23
Disconnect water	6	28
Reconnect water	3	12
Test meter	0	18
Temp hydrant meter	2	22
Discolored water call	2	31
Low pressure call	4	50
Leak detection	16	163
Meter check	25	220
Meter repair	20	134
Meter leak	10	69
Service leak	4	49
Water main leak	1	32
Replace existing water meter	11	91
Install new water meter	9	233
Install new water service	0	20
Renew water service	1	17
Water blow off repair	0	2
Street cuts	2	61

Repair utility cut or sink hole	1	26
Fire hydrant repair	2	12
Fire hydrant replaced	3	26
Camera Sewer main or service	1	25
Sewer odor complaint	1	14
Sewer main repair	6	50
Clean out repair or install	6	56
LF of sewer main cleaned	1400	53454
LF of sewer service cleaned	1060	10553
LF of storm drain cleaned	0	1100

- Serviced and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- Helped public works with cleaning storm drain lines and catch basin during and before rain events

Major Expenses for the month of October

- Had Stuckey to make some water and sewer repairs that we were not able to.

Upcoming Projects for the month of November

- I 95 project continues.
- Finley Landing homes are being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.
- Park Construction working on outfall behind Rose Manor.

Personnel Updates

Anthony Quagliano hired as new inspector/locator



MONTHLY WATER LOSS REPORT

October 2025

(10) - Meters with slow washer leaks

(3) - $\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 1 Day

1" Line, Shear, 1 day

6" Line, Full, 1 day

(2)-FH-Slow drip

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	10/20/25	3	15	7965	10	North Street	10/28/25	3	15	17820	40
Computer Drive	10/20/25	3	15	31860	10	West Street	10/28/25	3	15	78030	50
Castle Drive	10/20/25	3	15	7965	10	Regency Drive	10/28/25	3	15	63720	60
Parkway Drive	10/23/25	3	15	63720	40	Randers Court	10/28/25	3	15	15930	40
Garner Drive	10/23/25	3	15	63723	40	Noble Street	10/28/25	3	15	15930	40
Hwy 210 LIFT ST.	10/23/25	3	15	15930	40	Fieldale Dr#1(L)	10/28/25	3	15	63720	40
Skyland Drive	10/23/25	3	15	7965	10	Fieldale Dr#2(R)	10/28/25	3	15	63720	40
Bradford Street	10/23/25	3	15	15930	10	Heather Court	10/28/25	3	15	15930	40
Kellie Drive	10/23/25	3	15	7965	10	Reeding Place	10/28/25	3	15	15930	40
Edgewater	10/23/25	3	15	7965	10	East Street	10/28/25	3	15	63720	40
Edgecombe	10/23/25	3	15	15930	40	Smith Street	10/28/25	3	15	63720	40
Valley Wood	10/23/25	3	15	63720	40	Wellons Street	10/28/25	3	15	63720	40
Creek Wood	10/23/25	3	15	63720	40	Kay Drive	10/28/25	3	15	38985	15
White Oak Drive	10/23/25	3	15	7965	10	Huntington Place	10/28/25	3	15	38985	15
Brookwood Drive	10/23/25	3	15	22515	5	N. Lakeside Drive	10/28/25	3	15	9750	15
Runnymede Place	10/23/25	3	15	31860	10	Cypress Point	10/29/25	3	15	34890	12
Nottingham Place	10/23/25	3	15	38985	10	Quail Run	10/29/25	3	15	8715	12
Heritage Drive	10/23/25	3	15	38985	10	British Court	10/29/25	3	15	8715	12
Noble Plaza #1	10/23/25	3	15	9750	10	Tyler Street	10/29/25	3	15	78030	60
Noble Plaza #2	10/23/25	2.8	15	9750	10	Yelverton Road	10/29/25	3	15	63720	40
Pinecrest Street	10/23/25	3	15	19500	10	Ava Gardner	10/29/25	3	15	63720	40
S. Sussex Drive	10/23/25	3	15	31860	10	Waddell Drive	10/29/25	3	15	7965	10
Elm Drive	10/23/25	3	15	9750	10	Henly Place	10/29/25	3	15	8715	12
						Birch Street	10/29/25	3	15	34890	12
Coor Farm Supply	10/23/25	2	15	7965	10	Pine Street	10/29/25	3	15	38985	15
Old Goldsboro Rd,	10/23/25	3	15	7965	10	Oak Drive	10/29/25	3	15	37695	14
Hillcrest Drive	10/24/25	3	15	31860	10	Cedar Drive	10/29/25	3	15	31860	10
Eason Street	10/24/25	3	15	38985	40	Aspen Drive	10/29/25	3	15	34890	12
Magnolia circle	10/24/25	3	15	78030	40	Furlonge Street	10/29/25	2.5	15	34890	12
Rainbow Drive	10/27/25	3	15	19500	60	Golden Corral	10/29/25	3	15	40290	16
Rainbow Circle	10/27/25	3	15	19500	60	Holland Drive	10/29/25	3	15	9750	15
Moonbeam Circle	10/27/25	3	15	19500	60	Davis Street	10/29/25	3	15	34890	12
Ray Drive	10/27/25	3	15	15930	60	Caroline Ave.	10/29/25	3	15	31860	10
Will Drive	10/27/25	3	15	63720	40	Johnston Street	10/29/25	3	15	38985	15
Michael Lane	10/27/25	3	15	63721	40	Ryans	10/29/25	3	15	9750	15
Ward Street	10/27/25	3	15	15930	40						

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