



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Elaine Andrews

Town Council

Agenda

Packet

Meeting Date: Tuesday, March 4, 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 MARCH 4, 2025
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

- 1. Administering Oath of Office to newly promoted Police Sergeant Damon Kenny**
(Mayor – M. Andy Moore) See attached information.....1
- 2. Downtown Smithfield Transportation Study**
(Planning Director – Stephen Wensman) See attached information.....3

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes**
January 7, 2025 – Regular Session
January 7, 2025 – Closed Session (Under Separate Cover).....31
- 2. Special Event – Mo Day:** Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on March 8, 2025 from 5:00 pm and to 8:00 pm. This request includes the use of amplified sound and a food truck
(Planning Director – Stephen Wensman) See attached information.....39
- 3. Special Event – Pre St. Patrick’s Day Party:** Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on March 15, 2025 from 11:00 am until 4:00 pm. This request includes the use of amplified sound and a food truck
(Planning Director – Stephen Wensman) See attached information.....49

4. Special Event – Ride into Spring: Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on March 22, 2025 from 11:00 am until 4:00 pm. This request includes the use of amplified sound and a food truck. (Planning Director – Stephen Wensman) See attached information.....57

5. Consideration and request for approval to promote a Lieutenant in the Fire Department to the rank of Captain
(Fire Chief – Jeremy Daughtry) See attached information.....65

6. Consideration and request for approval to promote an Engineer in the Fire Department to the rank of Lieutenant
(Fire Chief – Jeremy Daughtry) See attached information.....73

7. Consideration and request for approval to promote a Firefighter II to the rank of Engineer
(Fire Chief – Jeremy Daughtry) See attached information.....81

8. Consideration and request for approval to promote a Firefighter I to the rank of Firefighter II
(Fire Chief – Jeremy Daughtry) See attached information.....89

9. Consideration and request for approval to allow employees to donate accumulated sick time to an employee in the Public Works – Streets Division
(Human Resources Director – Shannan Parrish) See attached information.....97

10.Consideration and request for approval to adopt Resolution No. 766 (05-2025) setting the date for public hearing for contiguous annexation of municipal owned land in accordance with NCGS 160A-31 (g)
(Planning Director – Stephen Wensman) See attached information.....99

11.Consideration and request for approval to adopt Grant Project Budget Ordinance No. CP-02-2025 for the Stormwater Utility ERU Study and System and Mapping Grant
(Finance Director – Andrew Harris) See attached information.....115

12.Consideration and request for approval to adopt Resolution No. 767 (06-2025) appointing Joelina Landa and Natasha Armstong to the Downtown Smithfield Development Corporation Board of Directors
(Town Manager – Michael Scott) See attached information.....119

13.Board Reappointment
a. Carmen Zepp has submitted an application for consideration to be reappointed to a second term on the Appearance Commission
(Town Clerk – Elaine Andrews) See attached information.....131

14.New Hire Report
(Human Resources Director – Shannan Parrish) See attached information.....135

Business Items:

- 1. Consideration of an extension of vested rights to the developer of the Whitley Townes project**
(Planning Director – Stephen Wensman) See attached information.....137

- 2. FY 2025-2026 Budget Discussions**
(Town Manager – Michael Scott) See attached information.....143

Public Hearings: None

Councilmember’s Comments

Town Manager’s Report:

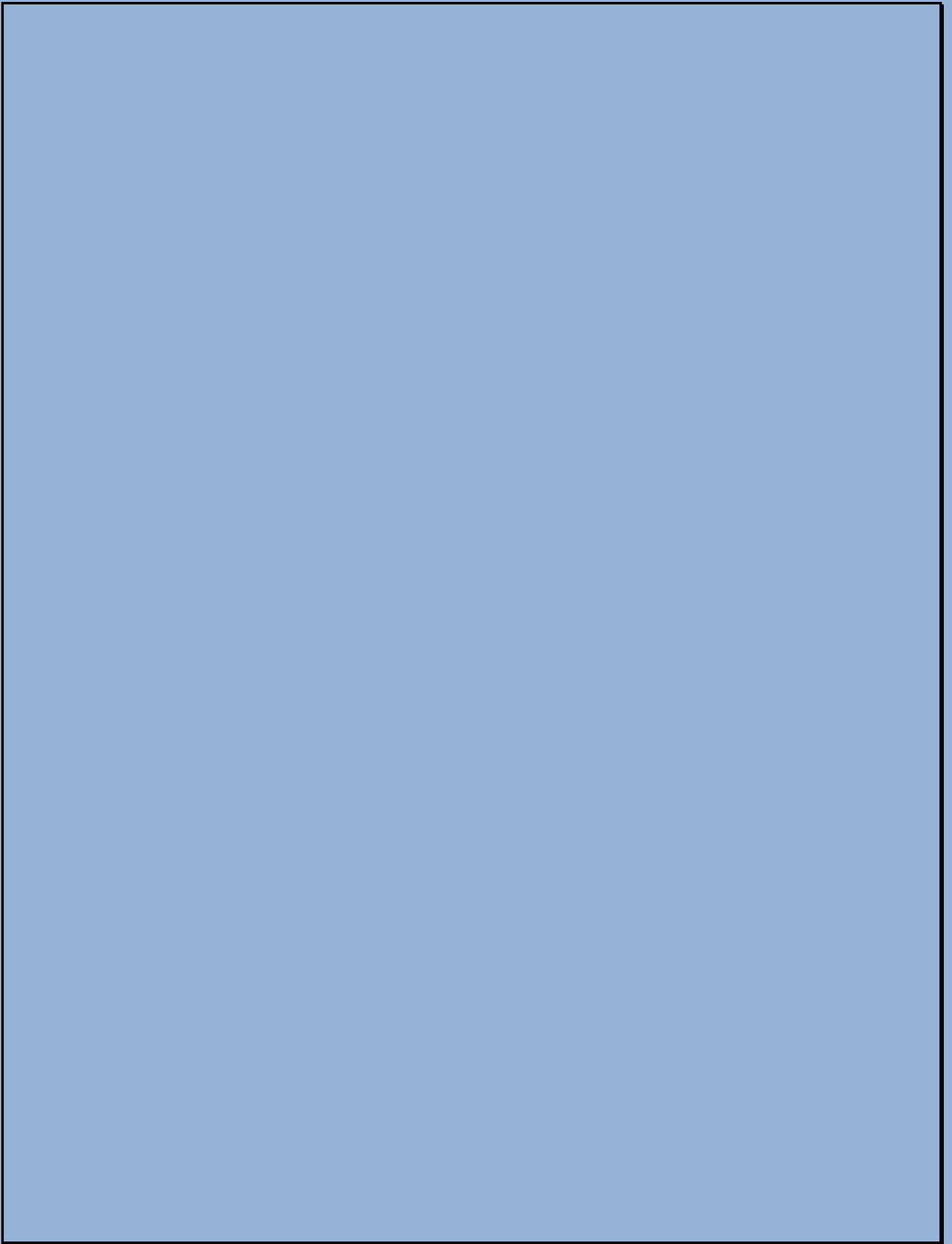
- Financial Report (See attached information).....145
- Department Reports (See attached information).....149
- Manager’s Report (Will be provided at the Meeting)

Closed Session: Pursuant to NCGS 143-318.11 (a) (6)

Reconvene in Open Session

Recess until a date and time certain to be determined by the Council

Presentations





Request for Town Council Action

Presentation: Police
Promotion
Oath of
Office
Date: 03/04/2025

Subject: Promotion
Department: Police Department
Presented by: Chief of Police – Pete Hedrick
Presentation: Presentations

Issue Statement

The Police Department has recently promoted **Master Police Officer Damon Kenny to the rank of Police Sergeant**

Financial Impact

Sergeant Kenny's promotion and increase in salary was approved by Council at the **February 4, 2025** Town Council meeting.

Action Needed

Administer the Oath of Office to **Sergeant Kenny**

Recommendation

Administer the Oath of Office to **Sergeant Kenny**

Approved: Town Manager Town Attorney

Attachments:

1. Oath of Office



Staff Report

Police
Promotion
Presentation: Oath of
Office

OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT

I, Damon Kenny , the undersigned, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully 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 of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police **Sergeant** according to the best of my skill, abilities and judgment, so help me God.

Administered this the **4th day of March, 2025**



NORTH CAROLINA
Department of Transportation

Smithfield Downtown Transportation Study

Council Meeting

03/04/25

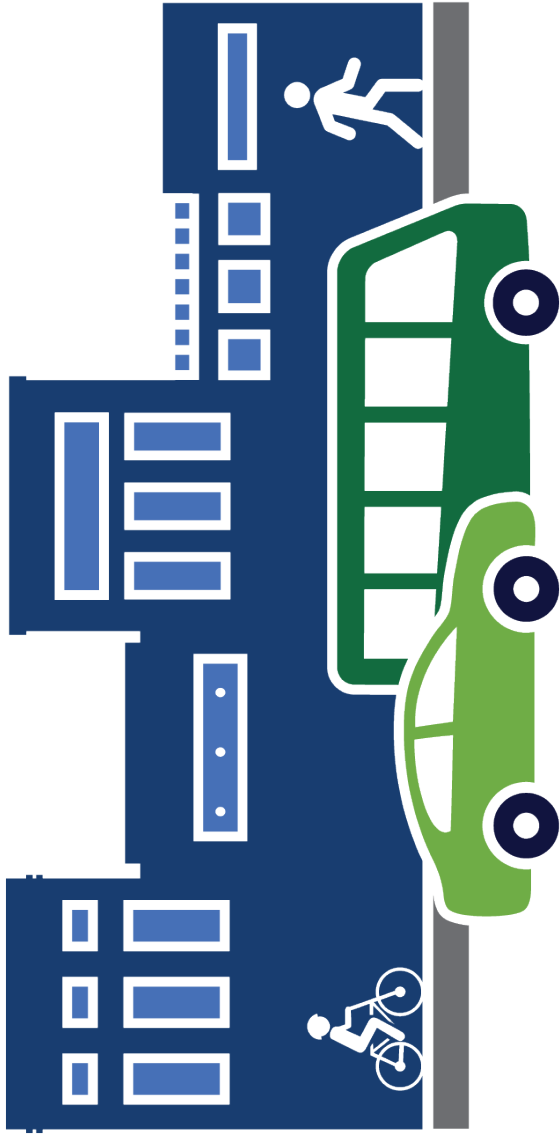
Candice Andre, AICP

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Agenda

- Plan Goals
- Public Engagement
- Alternatives

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DOWNTOWN SMITHFIELD TRANSPORTATION STUDY

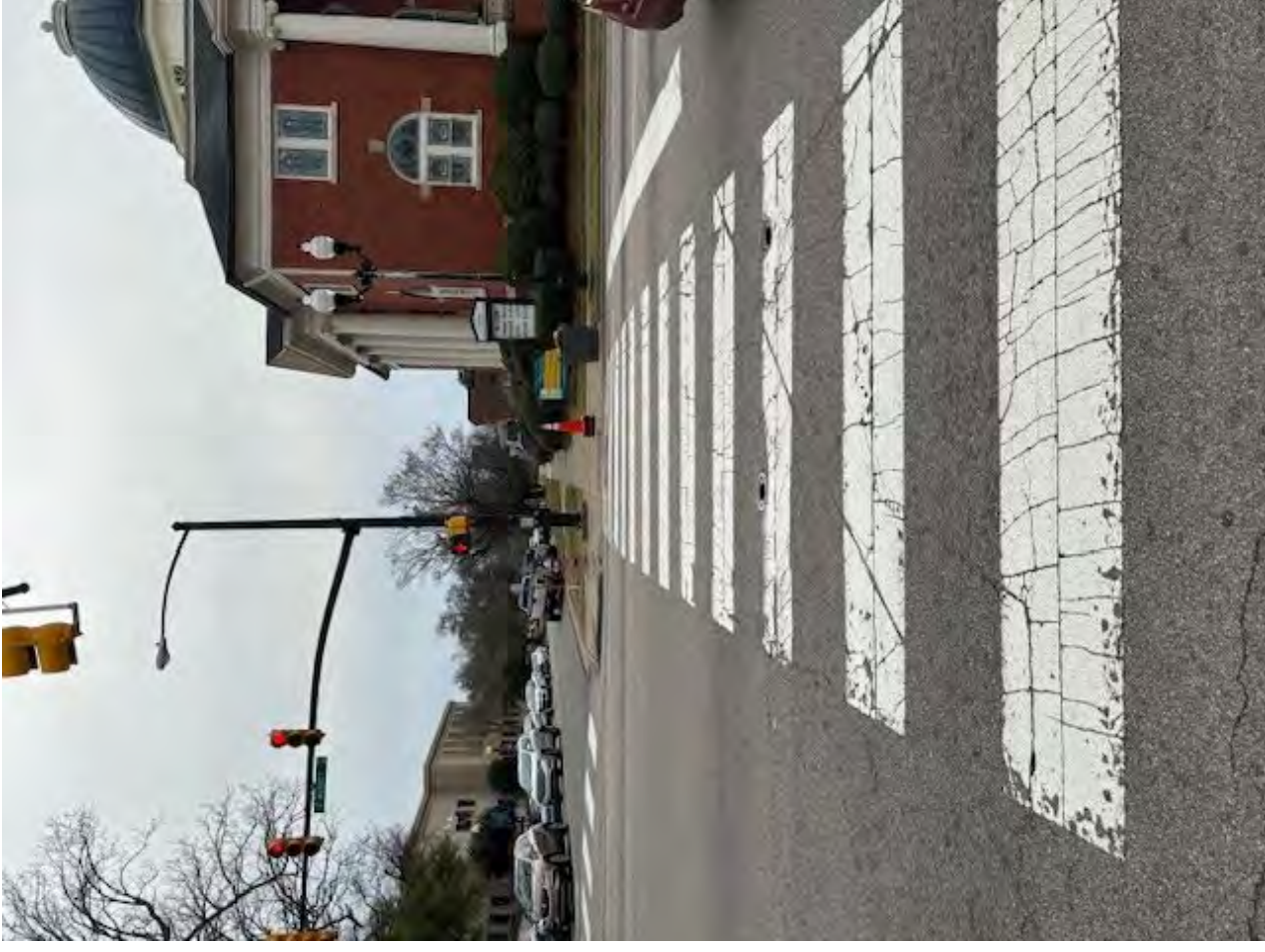
Points of Contact:

- VHB: Candice Andre, AICP
- NCDOT: Addison Gainey, PE
- Smithfield: Stephen Wensman, AICP, RLA



Study Contents

- Existing Conditions
- Public Engagement
- Traffic Analysis
- Development of Alternatives
- Implementation Plan
- Appendices:
 - Review of Past Planning Efforts
 - Zoning Districts
 - Turning Movement Counts
 - Intersection Capacity Analysis
 - TEAS Crash Analysis Report
 - Conceptual Design Roll Plots



Project Values and Review of Existing Plans

Plans Johnston County Comprehensive Land Use
Reviewed: Plan

Smithfield Town Plan

Smithfield Pedestrian Plan

CAMPO MTP

Smithfield UDO

CAMPO Southeast Area Study

PLAN GOALS



Balanced Growth

Grow in a fiscally responsible way and balance new residential growth with new commercial and industrial development. Maintain and invest in gateways and commercial corridors. Coordinate land use and transportation decisions while respecting environmental features and existing neighborhoods.



Vibrant Downtown

Preserve the historic charm of downtown. Activate downtown by encouraging redevelopment and infill that builds on downtown's existing strengths and connects to the larger community and a variety of visitors through creating unique places and events.



Healthy Neighborhoods

Strengthen neighborhoods by supporting enhancements and reinvestment. Encourage healthy lifestyles by connecting neighborhoods to parks and open space. Maintain a high-quality educational system to give all future generations opportunities for success.



Community Character

Plan, design, and construct spaces and infrastructure that enhance the community's existing small-town identity and promote a unique sense of place.



Move and Connect

Create a balanced transportation system that connects people to destinations with a safe, efficient, and equitable network that accommodates drivers, pedestrians, and bicyclists, with a particular focus on providing safe access for people of all ages.

Key Study Principles

Pedestrian Safety & User Experience	Comfortable and safe walking environment Pedestrian accessibility is crucial to thriving downtowns
Roadway Safety	Long history of side-swipe crashes Crash rate is 4 times the statewide average for this type of facility
Potential Costs	Constructability Financial feasibility
Traffic Congestion	Current and future congestion/LOS
Parking Availability	Availability of on-street and/or convenient parking

Public Engagement

Ham and Yam Festival

- ~80 attendees engaged
- 50 flyers distributed
- What we heard:
 - Concerns about speeding and side swipes on US-70 Business
 - Want repairs or replacement of aging sidewalk infrastructure on downtown side streets like 2nd, 3rd, and Johnston.
 - Reduction of truck traffic and associated noise
 - Desire for Downtown to be an attractive destination for locals and tourists alike



Oktoberfest

- ~70 participants engaged
- Desire to remove parking on US-70.
 - Replace with widened sidewalks, especially for outdoor dining options
 - Only one recorded advocate of the additional lane option
- One-way pairs were popular
 - Two families who owned directly affected properties were in support
 - The opportunity for outdoor dining and parallel parking on side-streets appealed
- Additional comments received:
 - Restricting trucks to middle lane
 - Additional one-way pair option
 - Parking deck on the south side of US 70
 - Alternative biking route for when the greenway floods
- Want to see quickly implementable interventions, even if initially temporary – celebrating short-term improvements



Smithfield Downtown Transportation Survey



Stakeholder Presentations & Interviews

- Stakeholder Interviews
 - Jeremy Daughtry – Fire Chief
 - Adrian O’Neal – JC Parks and Open Space
 - Chris Johnson – JC Economic Development Office (and downtown business owner)
 - Scott Gandolph- owner of Gotham’s Deli
 - Emma Gimmel and Pam Lampe- 3rd Street Residents
- Downtown Smithfield Development Corporation Presentation

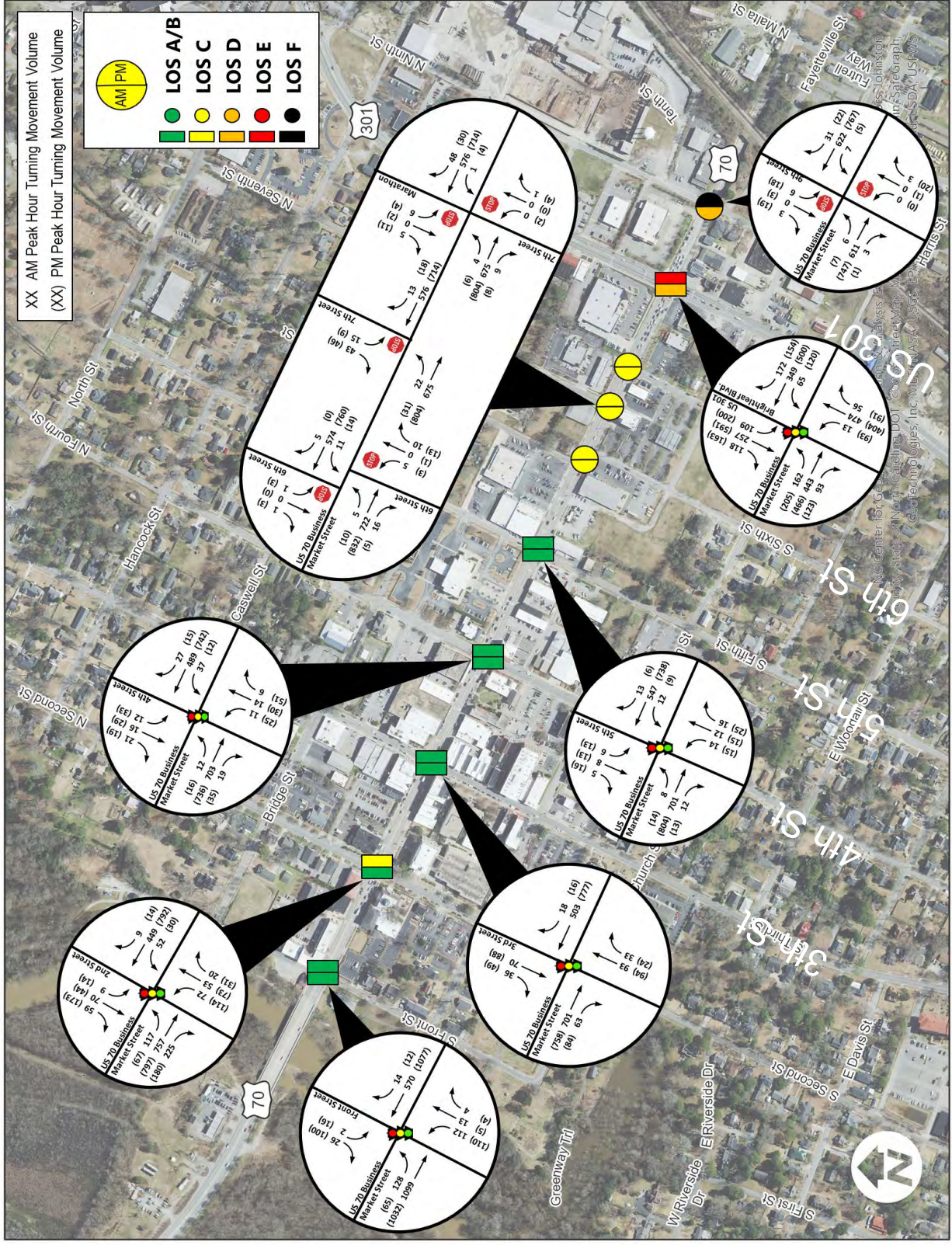


Alternatives



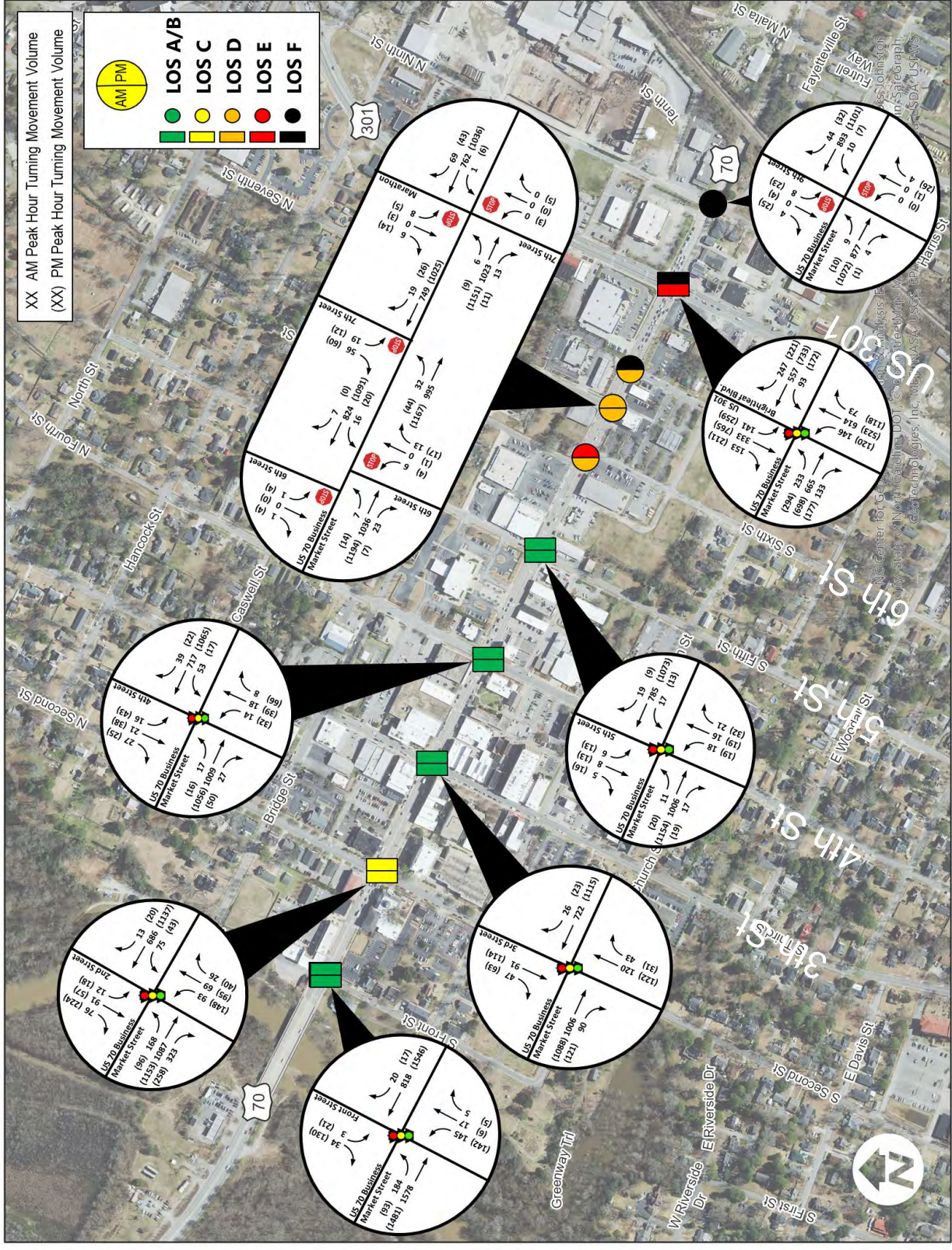
Existing (2024)

- Existing (2024) Turning Movement Counts and Level of Service
- Crash Analysis
 - Exceeds Critical Rates
 - 514 crashes in 5 years
 - Over 50% Sideswipe/ Parked Motor Vehicle



No-Build (2050)

- No-Build (2050) Turning Movement Counts and Level of Service
- Existing Volumes Grown from 2024 to 2050
 - Statewide Model, Triangle Regional Model, Historical AADTs
 - Area Forecasts
 - BR-0026
 - I-5972
- Growth Rates
 - US 70 Bus. – 1.4%
 - Side Streets – 1%
 - US 301 – 1%





11:00 AM - 12:15 PM

Powered by Esri

[Inventory Map](#) [Data Table](#)

Study Area
1,131
Spaces

Observation Period
52%
Occupancy

Selected Spaces
1,138
Surveyed

Selected Spaces
594
Occupied

Selected Spaces
544
Open

Build Alternatives

- Typical Sections
 - Alternative 1: 5-Lane Cross Section
 - Remove on-street parking along Market St.
 - Add left turn lanes or raised median
 - Remove existing curb extensions
 - Alternative 2: Sidewalk Extensions
 - Widen existing sidewalks into roadway
 - Retain 4-lane cross section
 - Remove on-street parking
 - Option to include narrow raised median in select locations
 - Alternative 3: Retain One-Side Parking
 - Widen one existing parking lane
 - Retain 4-lane cross section
 - Remove on-street parking on one side

**A road diet alternative was also considered initially, but was eliminated due to excessive queuing.

ALT 1

Market Street (US-70 BUS)



ALT 2

Market Street (US-70 BUS)



ALT 3

Market Street (US-70 BUS)



Infrastructure Considerations

- Alternative 1 – 5-Lane Cross Section
 - Requires removing existing curb extensions to accommodate thru-traffic
 - Potential drainage modifications to ensure all drop inlets are designed to be traffic bearing
- Alternative 2 – Sidewalk Extensions
 - Requires new drainage infrastructure along entire corridor.
 - Low-budget treatments possible in short-term (striped buffers, parking curb stops) in lieu of permanent rebuild.
- Alternative 3 – Retain One-Side Parking
 - Potential impacts to existing curb extensions
 - Potential drainage modifications to ensure all drop inlets are designed to be traffic bearing



Build Alternatives Carried Forward

Alternative 2: Sidewalk Extension

- Remove on-street parking
- 4 lanes
- Widen sidewalks on both sides

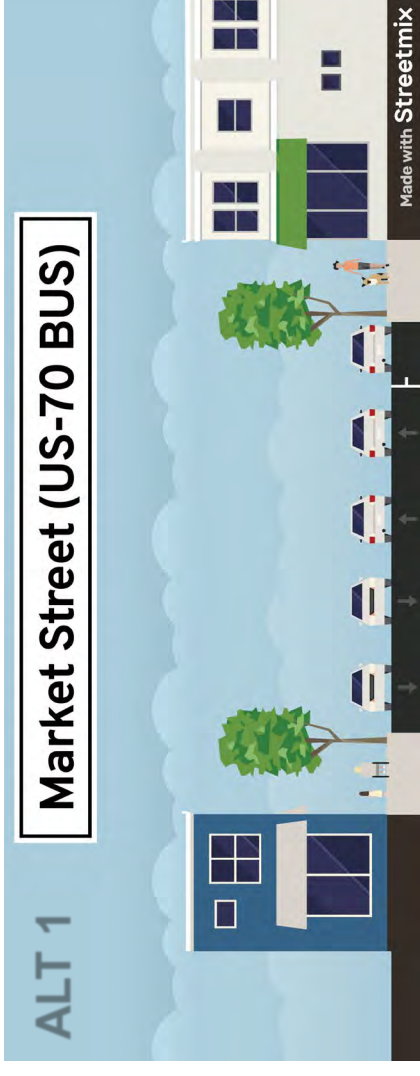
Alternative 3: One-side Street Parking

- Retain 4-lane cross section
- Retain south side on-street parking, remove north side on-street parking*

*Per stakeholder input

Build Alternatives

- Typical Sections
 - Alternative 1: Retain Southside Parking
 - Widen existing southside parking lane
 - Retain 4-lane cross section
 - Remove northside on-street parking
 - Alternative 2: Sidewalk Extensions
 - Widen existing sidewalks into roadway
 - Retain 4-lane cross section
 - Remove on-street parking



Alternative 1: Retain Southside Parking

- Benefits:
 - Minimal impacts to existing roadway and sidewalk facilities
 - Improved lane widths
 - 10'-11' travel lanes
 - Parking lane expanded to 8'-9', buffers (where space allows)
- Deficiencies:
 - Reduced separation between motor vehicles and pedestrians on the north side
 - Truck traffic
 - Parked vehicles adjacent to large truck traffic, potentially resulting in continued sideswipe crashes
- Estimated Construction Cost: \$3.4M



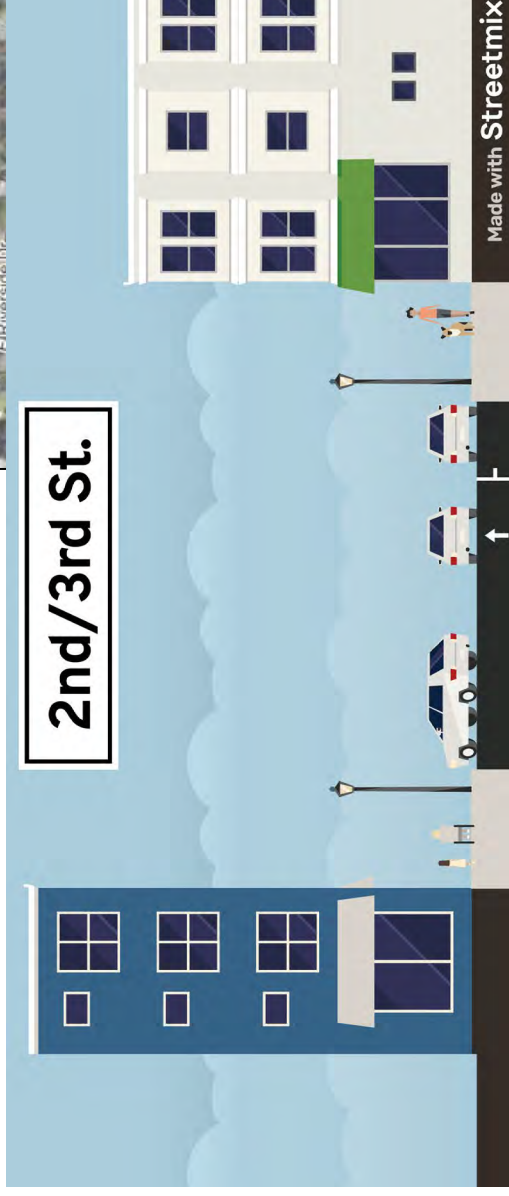
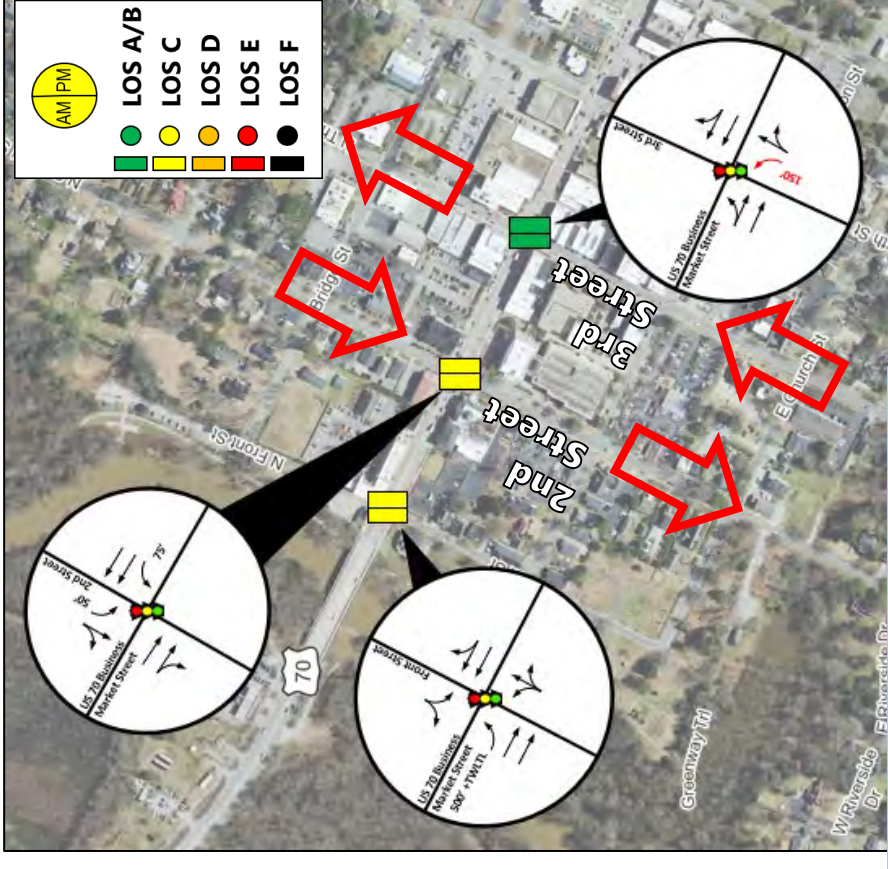
Alternative 2: Sidewalk Extensions

- Benefits:
 - Improved pedestrian facilities
 - Reduced risk of sideswipe crashes
 - Opportunities for beautification, landscaping
 - Possibility to implement a low-cost alternative in short-term
- Deficiencies:
 - Significant cost to relocate storm drain system
 - Major underground utility conflicts
- Estimated Construction Cost: \$5.0M



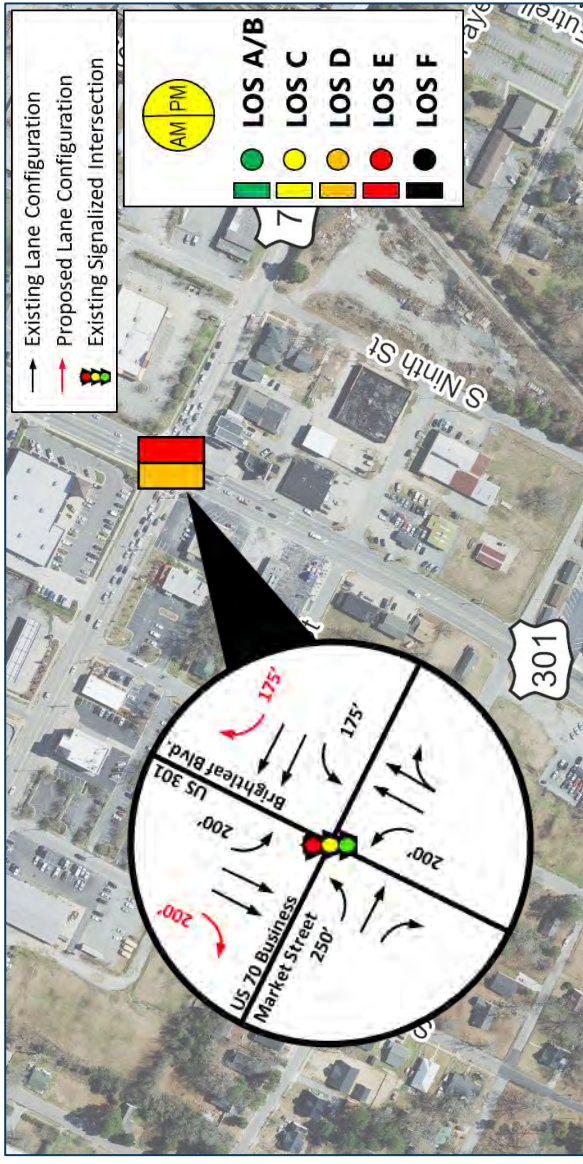
Treatment 1: One-Way Pair

- 2nd and 3rd Street
- Maximized on-street parking
 - Angled parking where possible
- Raised median on US-70 BUS
- Opportunity for downtown gateway
- Estimated Construction Costs: \$400k

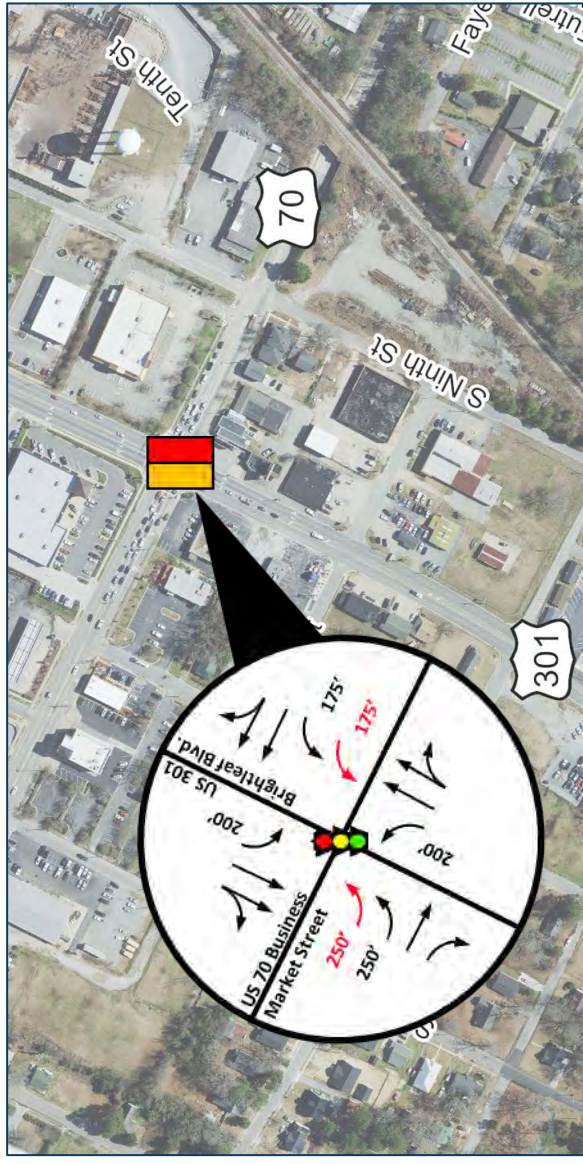


Treatment 2: US-70 BUS/US-301 Intersection Improvements

- Improves traffic congestion
- Alternative 1 (Right Turn Lanes)
 - May not be feasible due to impacts at NW property
- Alternative 2 (Left Turn Lanes)
 - Estimated Construction Costs: \$2.0M



Alternative 2



Additional Safety Design Elements

- High visibility crosswalks
 - Apply to all signalized intersections (at 2nd now)
 - Improves crosswalk visibility, yield compliance
- Leading Pedestrian Interval
 - Apply to signalized intersections
- Curb Extensions
 - Shorten crossing distance and reduces pedestrian exposure
 - Create buffer between travel lane and walking space
 - May create space adjacent to businesses for other uses
- Use of wide edge lines to help narrow lane widths and slow vehicle speeds

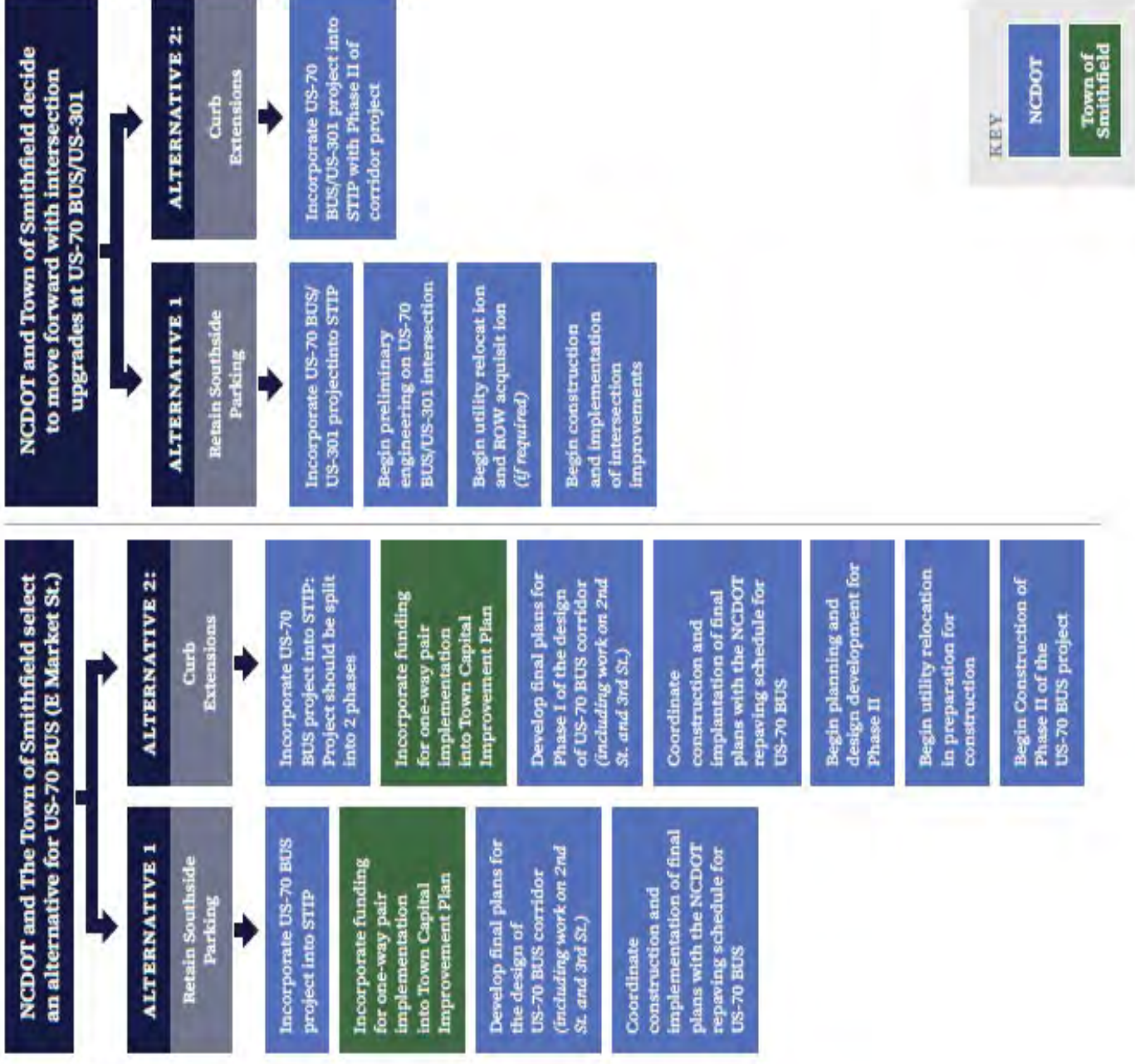


Summary of Approximate Construction Costs*

Roadway Facility	Estimated Construction Cost
US-70 BUS: Retain Northside Parking (Alt 1)	\$3.4M
US-70 BUS: Sidewalk Extensions (Alt 2) Alt 2 (low-cost option)	\$5.0M \$2.1M
One-Way Pair	\$400k
Intersection Improvements: Left Turn Lanes	\$2.0M

**Costs do not include right-of-way or utility costs*

Implementation Plan



Thank you!



Contact Us

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nagainey@ncdot.gov



@NCDOT



NCDOT



NCDOTcommunications

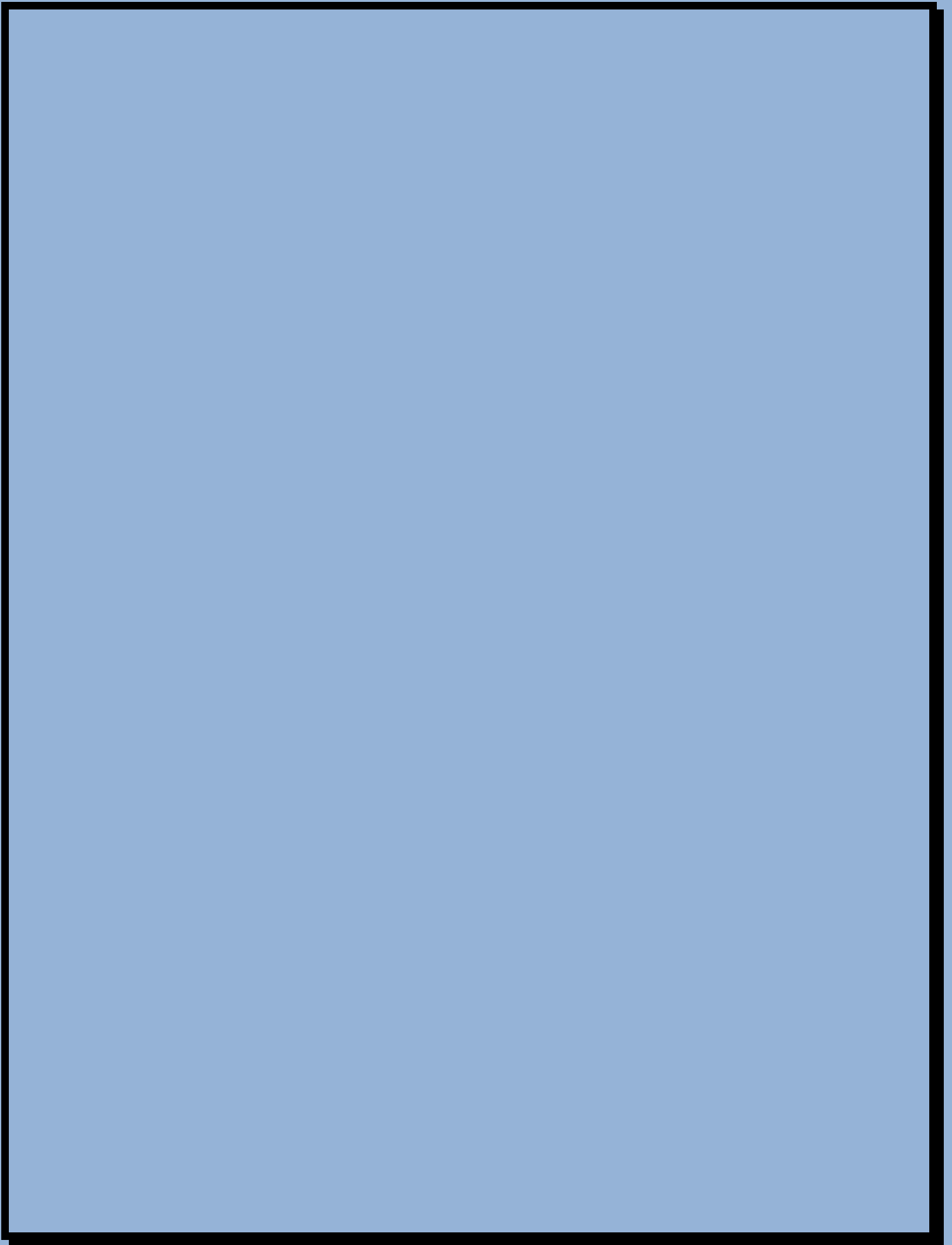


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Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, January 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
Sloan Stevens, District 2
Travis Scott, District 3
John Dunn, At-Large

Councilmen Absent

Marlon Lee, District 1
Dr. David Barbour, District 4
Stephen Rabil, At-Large

Administrative Staff Present

Michael Scott, Town Manager
Elaine Andrews, Town Clerk
Ted Credle, Public Utilities Director
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

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

Andrew Harris, Finance Director

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 John Dunn, to approve the agenda, amended as follows:

- *Add to the consent agenda the closed session pursuant to NCGS 143-318 11 (a)(5)*
- *Add to the consent agenda the consideration to promote a sanitation worker to sanitation equipment operator. Unanimously approved.*

PRESENTATIONS: None

CITIZENS COMMENTS:

Bret Renfrow of Smithfield addressed the Board regarding the recent Johnston County property tax evaluations. He stated the issue was recently debated by residents at the Johnston County Commissioner's meetings. Mr. Renfrow stated that he is a resident who pays both town and county taxes. He asked that the Board consider remaining as revenue neutral as possible with the Town's tax rate as they adopt the upcoming fiscal year budget, so as not to financially impede the citizens' ability to live daily independent lives.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Travis Scott to approve the consent agenda as amended. Unanimously approved.

CONSENT AGENDA ITEMS:

1. Special Event: Discover Construction Day - Johnston County Building Industry Association would like to close the 300 block of Bridge Street for Discover Construction Day on April 2, 2025.

2. Special Event: LifeSpring Church Easter at the River - The Council is being asked to allow LifeSpring Church to hold Easter at the River on April 19, 2025.
3. Consideration and request for approval to adopt Resolution No.763 (01-2025) setting the date for the public hearing on January 21, 2025 to consider the contiguous Annexation petition ANX-24-02 – An annexation petition was submitted by Smithfield Growth, LLC to annex 85.85 acres into the Town of Smithfield.

**TOWN OF SMITHFIELD
RESOLUTION No. 763 (01-2025)
FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and **WHEREAS**, the Town Council has by Resolution No. 763 (01-2025) directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:

Section 1: A public hearing on the question of annexation of the area described herein will be held in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield North Carolina at 7:00 pm on January 21, 2025.

Section 2: The area proposed for annexation is described as follows:

Beginning at an existing right of way monument, said monument being located in the southern right of way of M. Durwood Stephens Parkway (Public right of way width varies); Thence along said M. Durwood Stephens Parkway southern right of way the following courses and distances: 1) S 89°34'03" E 377.15 feet to an existing right of way monument, said monument having NAD 83 (2011) Coordinates of N: 648,650.44 and E: 2,204,096.63; 2) with a curve to the right, having a radius of 1,850.00 feet, an arc length of 1,517.35 feet and a chord bearing and distance of, S 65°30'42" E 1,475.17 feet to an existing right of way monument, said monument having NAD 83 (2011) Coordinates of N: 648,038.97 and E: 2,205,439.11; 3) with a curve to the right, having a radius of 1,850.00 feet, an arc length of 1,408.41 feet and a chord bearing and distance of, S 20°19'49" E 1,374.64 feet to an existing right of way monument; 4) S 03°02'35" W 338.37 feet to an existing 1" iron pipe, said iron pipe being located in said M. Durwood Stephens Parkway and being the northeast corner of Wal-Mart Real Estate Business Trust, Id No: 14057012D (Deed Book 1751, Page 775); Thence leaving said M. Durwood Stephens Parkway and along the northern line of said Wal-Mart Real Estate Business Trust, N 89°09'23" W 1,023.53 feet to an existing ½" iron pipe, said iron pipe being the northwest corner of said Wal-Mart Real Estate Business Trust and being a point in the eastern line of Tanisha C. Medina, Id No: 14074002D (Deed Book 6015, Page 691); Thence leaving said Wal-Mart Real Estate Business Trust and along the eastern of said Tanisha Medina, N 00°41'34" E 63.92 feet to an existing ½" iron in concrete, said iron being the northeast corner of said Tanisha Medina; Thence leaving and along said Tanisha Medina and along the northern line of Vu Nguyen, Id No: 14074002E (Deed Book 3072, Page 971) and Booker Dairy Homeowners Association, Id No: 14074002M (Deed Book 3274, Page 19), N 89°40'00" W 764.38 feet to an existing axle, said axle being in the northern line of said Booker Dairy Homeowners Association and being the southeast corner of Jose Benitez and Jenny Benitez, Id No: 14057016 (Deed Book 5304, Page 733); Thence leaving said Booker Dairy Homeowners Association and along the eastern line of said Benitez, N 01°29'10" E 239.09 feet to an existing 1" iron pipe, said iron pipe being the northeast corner of said Benitez and being the southeast corner of Thomas E. Sullivan and Shirley P. Sullivan, Tanya S. Mustgrave and Shannon S. Haywood, Id No: 14057016A (Deed Book 5424, Page 469); Thence leaving said Benitez and along said Sullivan, Mustgrave and Haywood (Id No: 14057016A) eastern line, N 00°53'22" E 236.70 feet to an existing 1" iron pipe, said iron pipe being the northeast corner of said Sullivan, Mustgrave and Haywood (Id No: 14057016A); Thence along said Sullivan, Mustgrave and Haywood northern line and along Thomas E. Sullivan Shirley P. Sullivan, Tanya S. Mustgrave and Shannon S. Haywood, Id No: 14057015 (Deed Book 5424, Page 472), N 89°40'12" W 468.72 feet to an existing 1" iron pipe, said iron pipe being the northwest corner of said Sullivan, Mustgrave and Haywood (Id No: 14057015) and being located in the eastern right of way of Booker Dairy Road (Public right of way width varies); Thence leaving said Sullivan, Mustgrave and Haywood (Id No: 14057015) and along said Booker Dairy Road eastern right of way the following courses and distances: 1) N 00°01'45" W 731.46 feet to an existing right of way monument; 2) S 89°58'21" E 19.66 feet to an existing right of way monument; 3) N 00°10'53" W 216.42 feet to an existing 1" iron pipe, said iron pipe being located in said Booker Dairy Road eastern right of way and being the southwest corner of Elizabeth Cortes

Jaurez and Juan Manuel Perez, Id No: 14057013 (Deed Book 6409, Page 895); Thence leaving said Booker Dairy Road and along the southern line of said Juarez and Perez, S 89°44'14" E 127.14 feet to an existing 1" iron rod, said iron rod being the southeast corner of said Juarez and Perez and being the southwest corner of Margie B. Olsen, Id No: 14057012 (Deed Book 4866, Page 272 and Deed Book 929, Page 45); Thence leaving said Juarez and Perez and along the southern, eastern and northern lines of said Olsen the following courses and distances: 1) S 89°43'49" E 347.00 feet to an existing 36" Pine tree; 2) N 01°01'26" E 558.60 feet to an existing 1" iron pipe; 3) N 89°21'39" W 229.03 feet to an existing 1" iron pipe; 4) S 50°50'06" W 329.90 feet to an existing 1" iron pipe, said iron pipe being located in said Booker Dairy Road eastern right of way; Thence leaving said Olsen and along said Booker Dairy Road eastern right of way, N 00°06'50" W 332.71 feet to an existing right of way monument; Thence leaving said Booker Dairy Road, N 45°35'05" E 69.07 feet to the Point of Beginning, Containing 85.85± Acres.

Section 3: Notice of the public hearing shall be published once in the Johnstonian News, a newspaper having general circulation in the Town of Smithfield, at least ten (10) days prior to the date of the public hearing.

Adopted this the 7th day of January, 2025

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

4. Board Appointment DSDC – Resolution No. 764 (02-2025) Supporting Appointment - The DSDC is requesting the Town Council to appoint Clyenzer Taylor to its Board of Directors.

**TOWN OF SMITHFIELD
RESOLUTION NO. 764 (02-2025)
Supporting an Appointment to the Downtown Smithfield
Development Corporation's Board of Directors**

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

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

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors have recommended the new appointment of Clyenzer Taylor; and

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

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointment of Clyenzer Taylor to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 7th day of January, 2025

M. Andy Moore, Mayor

Attest:

Elaine Andrews, Town Clerk

5. Consideration to promote an Electric Crew Leader to the Electric Superintendent position
6. New Hire Report:

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Planner I	Planning	10-10-4900-5100-0200
Police Officers (3 positions)	Police	10-20-5100-5100-0200
Firefighter I	Fire	10-20-5300-5100-0200
Asst. Aquatics Supervisor	P&R – Aquatics	10-60-6220-5100-0200
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Electric Superintendent	PU – Electric	31-72-7230-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer (MPO)	Police	10-20-5100-5100-0200	\$ 29.59/hr. (\$66,163.24/yr.)
Police Officer (2)	Police	10-20-5100-5100-0200	\$ 26.84/hr. (\$60,014.24/yr.)
Part-Time Pool Staff	SRAC	10-60-6220-5100-0200	\$ 10.00/hr.

7. Approval of Minutes:
 - a. 11-19-24 – Regular Session
 - b. 12-3-24 – Regular Session

PUBLIC HEARINGS: None

BUSINESS ITEMS:

1. Consideration to Adopt a Resolution for Acceptance of Galilee Branch Drive for Town Maintenance - Resolution No. 765 (03-2025) - Galilee Branch Drive is approximately 1,010 lineal feet long and is part of the Elk Creek Phase 2 development.

Planning Director Stephen Wensman addressed the Board requesting approval for a resolution to accept public maintenance of a street in phase 2 of the Elk Creek development. He stated this street has undergone multiple inspections by both the Planning department and Public Works as they addressed various issues during construction. Wensman confirmed that all issues have been resolved and the construction for Phase 2 is essentially complete. Phase 1 of the development is still under construction and will likely be presented for approval later in the year. Wensman offered to answer any questions from the council.

Councilman Travis Scott asked if this street met adequate standards so as not to later be a burden on the Town’s citizens.

Wensman stated yes and added that phase one had the same standards to ensure that both phases of the development adhere to the same street standards required by the town.

Mayor Andy Moore asked if there were any further questions from the Board. There were none.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn to adopt resolution 765 (03-2025) to accept Galilee Branch Drive for Town maintenance. Unanimously approved.

Town of Smithfield Resolution No. 765 (03-2025)

A Resolution to Accept Galilee Branch Drive 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, Galilee Branch Drive, located within the jurisdictional limits of the Town of Smithfield, has been constructed to meet the required standards for public roadways as set forth by the Town; and

WHEREAS, the Town has conducted an evaluation of Galilee Branch Drive and determined that it is in the public interest to assume maintenance responsibilities for the roadway; and

WHEREAS, the acceptance of Galilee Branch Drive into the Town's street maintenance inventory will add approximately 1,010 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 benefits of maintaining Galilee Branch Drive as a public street outweigh the associated costs;

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

1. **Acceptance of Galilee Branch Drive:** The Town of Smithfield hereby accepts Galilee Branch Drive, totaling approximately 1,010 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 Galilee Branch Drive in accordance with its policies and standards for public streets.
3. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Adopted this 7th day of January, 2025, by the Town Council of the Town of Smithfield.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk

2. Consideration to Contract a Company for Storm Drainage Replacement – Public Works is requesting to cut, remove and replace a 15-inch storm drainpipe at the corner of Caswell and North 4th Street with a 36-inch storm drainpipe approximately 510 ft. in length to tie into the drainpipe on Bridge Street to improve future flooding.

Public Works Director Lawrence Davis addressed the Board stating the town's Public Works department is proposing a storm drainage replacement project at the corner of Caswell and North Fourth Street. Davis stated they plan to replace an existing 15-inch storm drainpipe with a larger 36-inch pipe, extending approximately 510 feet to connect with the drainpipe on Bridge Street. This upgrade is necessary to address flooding issues in the area, which has affected a church and nearby houses. The project aims to prevent future flooding problems. The town has consulted with three different companies, each offering

varying prices and strategies for pipe replacement. Davis stated the end goal was to replace the existing pipe with the 36-inch pipe to prevent flooding in the area.

Mayor Andy Moore noted that there was quite a large difference in the bid prices presented.

Davis stated this may be due to the way each contractor estimated their costs for the job, but that the project request is the same—to cut, remove and replace the pipe. Davis cited the company whose estimate was cheaper had previously done good work for the Town. He stated that company replaced pipe on East and West streets in Town with no further issues since replacement.

Councilman Travis Scott asked if this would be a long-term fix, or a small fix only addressing one issue. Davis stated this would be a long-term solution, noting that he had been to the site with Town Engineer, Bill Drezlier to make sure that the fix was viable.

Mayor Andy Moore asked if the Engineer has reviewed the estimates. Davis stated he had not but did let him know that the larger pipe was recommended and necessary.

Mayor Pro Tem Roger Wood asked about the time frame for starting the project. Davis stated he would like to get the approval of the Board first and agreed that he could start the project within thirty days of approval.

Mayor Pro Tem Wood noted the varying date ranges on the estimates submitted. He asked whether the bid for the date of May 29th was still valid as a final cost estimate. Davis stated that he has talked to the contractor and the price still stands. He further stated that he was directed to get three bids, which did take some time.

Councilman Sloan Stevens asked if the funds came out of the contingency fund. Town Manager Mike Scott stated no. The Town had received a grant from the state that it was able to go back and petition the state to realign enough funds to do this project.

Mayor Andy Moore asked if there were any more questions from the Board. There were none.

Councilman Travis Scott made a motion, seconded by Mayor Pro Tem Roger Wood to approve the request. Unanimously approved.

3. Consideration for Award of Contract for Constructing Sewer Improvements – In 2021, the Town received a grant from the US Department of Commerce to assist in making improvements to the main sanitary sewer outfall in West Smithfield. The Town has obtained all permits and has approved plans. The Town advertised a qualified contractor to perform construction services. Proposals were received, and the low bidder has been submitted for Council approval.

Public Works Director Ted Credle addressed the Board to request approval of submitted low bidder to provide construction services to build West Smithfield sewer improvements. He recapped the project, stating that the town applied for a grant to improve the sanitary sewer system in West Smithfield to accommodate growth in that area. Credle further stated that the Town was notified in May of 2022 that it did receive a grant of \$2.7 million, however, the grant was not 100% funded. The town had to come up with a percentage match. He stated the town ultimately reserved the required matching funds in its capital improvement projects, which set the final project budget of 3,795,800. Credle stated that staff is asking that the council approved the low bidder and also authorize the town manager to execute a construction contract for the price not to exceed the bid of \$3,669,462 and to commit to the EDA in letter format that the town will cover whatever difference in the budget there is through capital funds in the coming year. He asked if there were any questions from the Board.

Councilman John Dunn asked for clarification of the match of funds by the Town, and whether the Town would be on the hook for roughly a million dollars. Credle stated the match was 75/25, which was a million and a half dollars.

Councilman Travis Scott asked how the contingency would look in the account, since the Town was now halfway through, how would it look after this project was complete. Credle stated that they were holding back for an 800 linear foot section of aerial crossing behind the heavier warehouses, for which the soil conditions were unknown in the swamp. Other contingencies were for if there were any delays due to improving the pump station, or if there are issues with the generator or the pumps. He stated with the contingency; it is never intended to use it as it is meant as a safety blanket.

Councilman Stevens asked if the lines were being replaced and if the property owners have been adequately notified. Credle stated the lines were going to be fully replaced. He added that staff would go around and knock on doors to ensure that citizens were aware of work being done. Town Attorney Bob Spence noted that the town had an easement and that property owners were notified via letter to kindly remove items in the easement, such as barns or a tractor. Spence stated that the letter was receptive by all by one person who wanted a better explanation, which was given. He stated as the date for the project gets nearer as determined by coordinating with the contractor, that they will notify citizens again. Spence let the Board know that they may expect calls in the beginning stages of the project as property owners may note that manhole covers are not flush, or grass was disturbed. Public Utilities Director Ted Credle added that these issues will be addressed, and fence or grass that is removed it will be replaced by the Town as best they can.

Mayor Moore asked if there were any other questions from the Council. There were none. Mayor Moore asked that the Public Utilities Director keep in communication with the Board often regarding the project as it progresses.

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood to authorize the Town Manager to execute the contract for sewer improvements. Unanimously approved.

COUNCILMEMBERS' COMMENTS:

There were no Councilmember comments.

TOWN MANAGER'S REPORT:

Town Manager Mike Scott asked Police Chief Pete Hedrick to give a summary of the status of body cameras for the Town's Police force.

Police Chief Pete Hedrick reported that their body camera system is now fully operational, with every officer, including reserve officers, equipped with a camera. While they're still adjusting to the mounting arrangements, the cameras are being actively used. An additional benefit of the system is its ability to track officers' locations 24/7, a capability they've never had before. The implementation has come in under the grant budget. The new body cameras also function as phones, providing officers with a secondary means of communication should their radio systems fail. Chief Hedrick expressed satisfaction with the system's implementation. He asked the Board if there were any questions.

Mayor Moore noted this was good and asked if the officers embraced the new technology. Hedrick stated it is new technology that staff was getting used to its functionality--remembering to activate it and remembering to turn it off. He stated that the officers did embrace it as a means of protecting them and helping improve their cases.

Councilman Steve Rabil asked if equipment went home with the officers. Hedrick stated the officers did take the phones home with them.

Mayor Andy Moore made mention of the DSDC meeting on Thursday for public input for improvements in the Downtown area. He asked Downtown Development Director Heidi Gilmond to address the council regarding the upcoming meeting. Gilmond stated they were looking at a five-year plan for development in our downtown area. She stated they were inviting anyone who would like to come and give constructive feedback on what they would like to see happening in downtown. Staff would compile that input to put together a strategic transformation plan.

Closed Session: Pursuant to NCGS 143-318.11 (a)(5)

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood to go into closed session at 7:31 pm. Unanimously approved.

Reconvene in open session

The Council reconvened in open session at approximately 8:01 pm.

Adjourn

Councilman Travis Scott made a motion, seconded by Councilman John Dunn to adjourn the meeting at 8:10 pm. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 03/04/2025

Subject: Bulldog Harley-Davidson Mo Day
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Mo Day on March 8, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food truck Information
4. Event Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold Mo Day at 1043 Outlet Center Drive on March 8, 2025. This event will run from 11:00 am-3:00 pm. Beer will be given away by the applicant, limit 2 per person. The applicant will have a mobile axe trailer for guests over the age of 15 to use after signing a waiver. Gents Bounty BBQ food truck will be on-site selling food.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event Mo Day
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square
 - Involves Town Park property (Call 919-934-2148)
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

<u>Mo Day</u> Name of Event	<u>1043 Outlet Center Dr Smithfield 27577</u> Location of Event/Use (exact street address)
--------------------------------	---

APPLICANT:

Name Bulldog Harley Davidson
 Address 1043 Outlet Center Dr
 Phone number 99-938-1592
 Email address Michelle@bulldogharleydavidson.com
 Event date 3/8/25

PROPERTY OWNER:

Name CFB Powersports, LLC
 Address 1043 Outlet Center Dr
 Phone number 919-938-1592
 Email address Carson@bulldogharleydavidson.com

Event start and end time 11am-3pm

Event set up and clean up time 8am-4pm

Sound Amplification Type _____

Sound Amplification Start and End Times _____

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

Will food or goods be sold? Y or N

Food Trucks (if applicable) 1 **Gents Bounty BBQ**
(Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

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

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

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? Y or N How many? N/A

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

We will have a mobile axe trailer out for guest over the age of 15 to use after signing a waiver (Crazy Axe mobile trailer)

Food Truck for guests. And 2 beers per guest permitted

Temporary Use Submittal Checklist

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

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

Payment Received By: _____

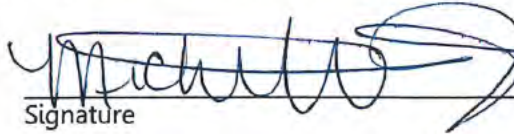
Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn

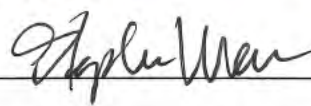
Applicant's Name (Print)



Signature

2/18/25

Date

Town Planning Director Signature: 

Date: 2/12/25

OWNERS AUTHORIZATION

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

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

Property Owners Name (print) CFB Powersports LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com
Signature: [Signature] Date: _____

OWNER'S CONSENT FORM

Name of Event: MO DAY Submittal Date: 2/6/25

OWNERS AUTHORIZATION

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

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

Signature of Owner: [Signature] Print Name: Carson Baker Date: 2/5/25

Food Establishment Inspection Report

Score: 99

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Location Address: 718 BUCK SWAMP RD

City: GOLDSBORO State: North Carolina

Zip: 27530 County: 96 Wayne

Permittee: WILLIAM VANSKIKE

Telephone: (919) 750-2812

Inspection Re-Inspection Educational Visit

Wastewater System:

Municipal/Community On-Site System

Water Supply:

Municipal/Community On-Site Supply

Date: 08/22/2024

Status Code: A

Time In: 4:45 PM

Time Out: 5:25 PM

Category#: III

FDA Establishment Type: _____

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions

Risk factors: Contributing factors that increase the chance of developing foodborne illness.

Public Health Interventions: Control measures to prevent foodborne illness or injury

Compliance Status		OUT	CDI	R	VR
Supervision .2652					
1	<input checked="" type="checkbox"/> OUT/N/A	PIC Present, demonstrates knowledge, & performs duties	1	0	
2	<input checked="" type="checkbox"/> OUT/N/A	Certified Food Protection Manager	1	0	
Employee Health .2652					
3	<input checked="" type="checkbox"/> OUT	Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0
4	<input checked="" type="checkbox"/> OUT	Proper use of reporting, restriction & exclusion	3	1.5	0
5	<input checked="" type="checkbox"/> OUT	Procedures for responding to vomiting & diarrheal events	1	0.5	0
Good Hygienic Practices .2652, .2653					
6	<input checked="" type="checkbox"/> OUT	Proper eating, tasting, drinking or tobacco use	1	0.5	0
7	<input checked="" type="checkbox"/> OUT	No discharge from eyes, nose, and mouth	1	0.5	0
Preventing Contamination by Hands .2652, .2653, .2655, .2656					
8	<input checked="" type="checkbox"/> OUT	Hands clean & properly washed	4	2	0
9	<input checked="" type="checkbox"/> OUT/N/A/N/O	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0
10	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> T/N/A	Handwashing sinks supplied & accessible	2	X	0 X
Approved Source .2653, .2655					
11	<input checked="" type="checkbox"/> OUT	Food obtained from approved source	2	1	0
12	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Food received at proper temperature	2	1	0
13	<input checked="" type="checkbox"/> OUT	Food in good condition, safe & unadulterated	2	1	0
14	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination .2653, .2654					
15	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Food separated & protected	3	1.5	0
16	<input checked="" type="checkbox"/> OUT	Food-contact surfaces: cleaned & sanitized	3	1.5	0
17	<input checked="" type="checkbox"/> OUT	Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature .2653					
18	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper cooking time & temperatures	3	1.5	0
19	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper reheating procedures for hot holding	3	1.5	0
20	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper cooling time & temperatures	3	1.5	0
21	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper date marking & disposition	3	1.5	0
24	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Time as a Public Health Control; procedures & records	3	1.5	0
Consumer Advisory .2653					
25	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations .2653					
26	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical .2653, .2657					
27	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Toxic substances properly identified stored & used	2	1	0
Conformance with Approved Procedures .2653, .2654, .2658					
29	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2	1	0

Good Retail Practices

Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Compliance Status		OUT	CDI	R	VR
Safe Food and Water .2653, .2655, .2658					
30	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Pasteurized eggs used where required	1	0.5	0
31	<input checked="" type="checkbox"/> OUT	Water and ice from approved source	2	1	0
32	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Variance obtained for specialized processing methods	2	1	0
Food Temperature Control .2653, .2654					
33	<input checked="" type="checkbox"/> OUT	Proper cooling methods used; adequate equipment for temperature control	1	0.5	0
34	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Approved thawing methods used	1	0.5	0
36	<input checked="" type="checkbox"/> OUT	Thermometers provided & accurate	1	0.5	0
Food Identification .2653					
37	<input checked="" type="checkbox"/> OUT	Food properly labeled: original container	2	1	0
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657					
38	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> T	Insects & rodents not present; no unauthorized animals	2	1	X
39	<input checked="" type="checkbox"/> OUT	Contamination prevented during food preparation, storage & display	2	1	0
40	<input checked="" type="checkbox"/> OUT	Personal cleanliness	1	0.5	0
41	<input checked="" type="checkbox"/> OUT	Wiping cloths: properly used & stored	1	0.5	0
42	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Washing fruits & vegetables	1	0.5	0
Proper Use of Utensils .2653, .2654					
43	<input checked="" type="checkbox"/> OUT	In-use utensils: properly stored	1	0.5	0
44	<input checked="" type="checkbox"/> OUT	Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0
45	<input checked="" type="checkbox"/> OUT	Single-use & single-service articles: properly stored & used	1	0.5	0
46	<input checked="" type="checkbox"/> OUT	Gloves used properly	1	0.5	0
Utensils and Equipment .2653, .2654, .2663					
47	<input checked="" type="checkbox"/> OUT	Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0
48	<input checked="" type="checkbox"/> OUT	Warewashing facilities: installed, maintained & used; test strips	1	0.5	0
49	<input checked="" type="checkbox"/> OUT	Non-food contact surfaces clean	1	0.5	0
Physical Facilities .2654, .2655, .2656					
50	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Hot & cold water available; adequate pressure	1	0.5	0
51	<input checked="" type="checkbox"/> OUT	Plumbing installed; proper backflow devices	2	1	0
52	<input checked="" type="checkbox"/> OUT	Sewage & wastewater properly disposed	2	1	0
53	<input checked="" type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0
54	<input checked="" type="checkbox"/> OUT	Garbage & refuse properly disposed; facilities maintained	1	0.5	0
55	<input checked="" type="checkbox"/> OUT	Physical facilities installed, maintained & clean	1	0.5	0
56	<input checked="" type="checkbox"/> OUT	Meets ventilation & lighting requirements; designated areas used	1	0.5	0
TOTAL DEDUCTIONS: 1					



Comment Addendum to Inspection Report

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Date: 08/22/2024 **Time In:** 4:45 PM **Time Out:** 5:25 PM

Observations and Corrective Actions

Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-405.11 of the food code.

- 10 5-205.11 Using a Handwashing Sink - Operation and Maintenance (Pf); Items stored in hand wash sink upon arrival for inspection. Keep hand wash sink open at all times for hand washing. CDI-Items were removed from hand wash sink.

- 38 6-501.111 Controlling Pests (Pf); Flies in mobile food truck; eliminate flies.

Valvoline Instant
Oil Change

Bulldog Harley-Davidson

1035

Outlet Center Dr

Center Dr





Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 03/04/2025

Subject: Bulldog Harley-Davidson Pre St. Patrick's Day Party
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to Pre St.-Patrick's Day on March 15, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information
4. Event Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold a Pre St.-Patrick's Day Party at 1043 Outlet Center Drive on March 15, 2025. This event will run from 11:00 am-4:00 pm. Beer will be given away by the applicant, limit 2 per person. A 40'x20' tent will be setup for the band to perform in. Carolina Fish Fry & Grill food truck will be on-site selling food.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event Pre St. Patrick's Day Party
- Town recognized event _____
- Over 100 people in attendance Live Band
- Live Band or Amplified Sound Live Band
- Requires closure or blockage of Town Street _____
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

Pre St Patrick's Day Party	1043 Outlet Center Drive Smithfield, NC 27577
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Bulldog Harley Davidson

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 3/15/25

PROPERTY OWNER:

Name CFB Powersports, LLC

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4pm

Event set up and clean up time 8am-5pm

Sound Amplification Type Speakers

Sound Amplification Start and End Times 12-3pm

Food Trucks (if applicable) 1 **Carolina Fish Fry & Grill**
(Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

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

OWNERS AUTHORIZATION

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

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

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr. Zip 27577
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com
Signature: [Signature] Date: 2/5/25

OWNER'S CONSENT FORM

Name of Event: Pre St. Patrick's Day Submittal Date: 2/5/25

OWNERS AUTHORIZATION

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

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

[Signature] Signature of Owner
Carson Baker Print Name
2/5/25 Date

Will any town property be used (i.e., streets, parks, greenways)? No
If any town streets require closure, please list all street names. No
Are event trash cans needed? Y or N How many? no

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

Hosting a Pre St. Patrick's Day Party, 40x20' tent, Band in tent
with a food truck, 2 drink limit

Temporary Use Submittal Checklist:

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

Method of Payment Cash Check# Credit Card Amount \$

Payment Received By: _____

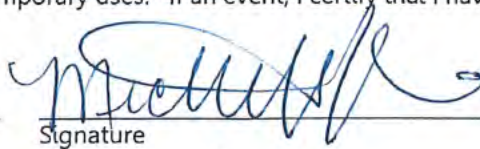
Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn


Applicant's Name (Print)



Signature

2/5/25

Date

Town Planning Director Signature: 

Date: 2/2/25

PERMIT TRANSITIONAL PERMIT

WCID#1061

Date: 10/18/2024

Name of Establishment: Carolina Fish Fry
Location Address: 1566 Benson Rd
City: Warner State NC Zip: 27529
Billing Name: _____
Billing Address: 1566 Benson Rd
City: Warner State: NC Zip: 27529
Email Address: alexkaros@hotmail.com
Phone: 843-504-5559 Fax: _____

Permittee: Stassi Foods LLC
Manager/Person in Charge: Alexander Karos
County: Wake
Status Code: V T K
Establishment ID: _____
Map #: _____ Parcel ID: _____
Lat. _____ Long. _____
Emergency Phone Number: 843-274-4910

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

Wastewater System: Municipal/Community On-Site Capacity 0
Water Supply: Municipal/Community On-Site Category #

0	1	2
3	4	

Pushcart/Mobile Food Unit operating in conjunction with: Carolina Fish Fry 14092019059
Restaurant or Commissary Name and ID Number

Conditions/Remarks: No major menu or equipment changes without prior approval from Wake County Environmental Health. On days you operate, the MFU must report at least once to the commissary for supplies, cleaning, and servicing. All food must be cut, trimmed, chopped, and prepared for cooking in the commissary then placed in the MFU so it is ready to cook. Canned and bottled beverages only. Store raw meat separate from and below any fruit, vegetables, or any cooked, or ready to eat foods. Any bulk cooling must be done in the commissary refrigerators. Hot food must be held hot at 135°F or hotter and cold food must be 41°F or colder during transport and service.

ATTACHMENTS

Transitional Permit Conditions

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

Received By: [Signature] Title: Owner Date: 10/18/2024
Manager/Person In Charge

Signed: [Signature] REHS#: 1134 Date: 10/18/2024
Division of Public Health

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." **Preparation:** Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the owner or operator. 2. Copy for the local health department. **Disposition:** Please refer to Records Retention and Disposition Schedule 8.B.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. **Additional forms may be ordered from:** Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 03/04/2025

Subject: Bulldog Harley-Davidson Ride into Spring
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to Ride into Spring on March 22, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information
4. Event Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold Ride into Spring at 1043 Outlet Center Drive on March 22, 2025. This event will run from 11:00 am-4:00 pm. Beer will be given away by the applicant, limit 2 per person. Smash Masters food truck will be on-site selling food. Amplified sound will be used between 12:00-3:00 pm.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event Ride into Spring
- Town recognized event
- Over 100 people in attendance Live Band
- Live Band or Amplified Sound
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

<u>Ride into Spring</u> Name of Event	1043 Outlet Center Drive <u>Smithfield, NC</u> <u>27577</u> Location of Event/Use (exact street address)
--	---

APPLICANT:

Name Bulldog Harley Davidson
 Address 1043 Outlet Center Dr
 Phone number 919-938-1592
 Email address Michelle@bulldogharleydavidson.com
 Event date 3/22/25

PROPERTY OWNER:

Name CFB Powersports, LLC
 Address 1043 Outlet Center Dr
 Phone number 919-938-1592
 Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4pm

Event set up and clean up time 8am-5pm

Sound Amplification Type Speakers

Sound Amplification Start and End Times 12-3pm

Food Trucks (if applicable) 1 **Smashmasters**
(Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

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

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

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

Are event trash cans needed? Y or N How many? no

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

We will be hosting a ride that will return to Bulldog,
with a food truck and band, 2 drink limit

Temporary Use Submittal Checklist:

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

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

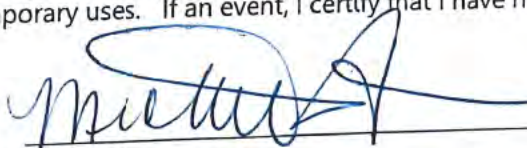
Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

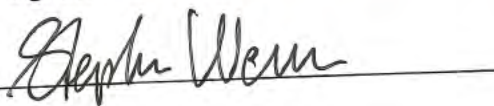
I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If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

Michelle Winn
Applicant's Name (Print)


Signature

2/5/25
Date

Town Planning Director Signature: _____



Date: 2/12/25

OWNERS AUTHORIZATION

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

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

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com
Signature: [Signature] Date: 2/5/25

OWNER'S CONSENT FORM

Name of Event: RIDE INTO SPRING Submittal Date: 2/5/25

OWNERS AUTHORIZATION

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

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[Signature] Carson Baker 2/5/25
Signature of Owner Print Name Date

Food Establishment Inspection Report

Score: 100

Establishment Name: SMASH MASTERS

Establishment ID: 4035030045

Location Address: PO BOX 432

City: BUNN State: North Carolina

Zip: 27508 County: 35 Franklin

Permittee: SMASH MASTERS

Telephone: (919) 414-9170

Inspection Re-Inspection Educational Visit

Wastewater System:

Municipal/Community On-Site System

Water Supply:

Municipal/Community On-Site Supply

Date: 10/18/2024 Status Code: A

Time In: 1:13 PM Time Out: 2:13 PM

Category#: II

FDA Establishment Type: _____

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions

Risk factors: Contributing factors that increase the chance of developing foodborne illness.

Public Health Interventions: Control measures to prevent foodborne illness or injury

Compliance Status		OUT	CDI	R	VR
Supervision .2652					
1	<input checked="" type="checkbox"/> OUT/N/A	PIC Present, demonstrates knowledge, & performs duties	1	0	
2	<input checked="" type="checkbox"/> OUT/N/A	Certified Food Protection Manager	1	0	
Employee Health .2652					
3	<input checked="" type="checkbox"/> OUT	Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0
4	<input checked="" type="checkbox"/> OUT	Proper use of reporting, restriction & exclusion	3	1.5	0
5	<input checked="" type="checkbox"/> OUT	Procedures for responding to vomiting & diarrheal events	1	0.5	0
Good Hygienic Practices .2652, .2653					
6	<input checked="" type="checkbox"/> OUT	Proper eating, tasting, drinking or tobacco use	1	0.5	0
7	<input checked="" type="checkbox"/> OUT	No discharge from eyes, nose, and mouth	1	0.5	0
Preventing Contamination by Hands .2652, .2653, .2655, .2656					
8	<input checked="" type="checkbox"/> OUT	Hands clean & properly washed	4	2	0
9	<input checked="" type="checkbox"/> OUT/N/A/N/O	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0
10	<input checked="" type="checkbox"/> OUT/N/A	Handwashing sinks supplied & accessible	2	1	0
Approved Source .2653, .2655					
11	<input checked="" type="checkbox"/> OUT	Food obtained from approved source	2	1	0
12	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Food received at proper temperature	2	1	0
13	<input checked="" type="checkbox"/> OUT	Food in good condition, safe & unadulterated	2	1	0
14	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/O	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination .2653, .2654					
15	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O	Food separated & protected	3	1.5	0
16	<input checked="" type="checkbox"/> OUT	Food-contact surfaces: cleaned & sanitized	3	1.5	0
17	<input checked="" type="checkbox"/> OUT	Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature .2653					
18	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper cooking time & temperatures	3	1.5	0
19	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper reheating procedures for hot holding	3	1.5	0
20	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper cooling time & temperatures	3	1.5	0
21	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O	Proper date marking & disposition	3	1.5	0
24	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/O	Time as a Public Health Control; procedures & records	3	1.5	0
Consumer Advisory .2653					
25	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations .2653					
26	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical .2653, .2657					
27	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Toxic substances properly identified stored & used	2	1	0
Conformance with Approved Procedures .2653, .2654, .2655					
29	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2	1	0

Good Retail Practices

Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Compliance Status		OUT	CDI	R	VR
Safe Food and Water .2653, .2655, .2658					
30	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Pasteurized eggs used where required	1	0.5	0
31	<input checked="" type="checkbox"/> OUT	Water and ice from approved source	2	1	0
32	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A	Variance obtained for specialized processing methods	2	1	0
Food Temperature Control .2653, .2654					
33	<input checked="" type="checkbox"/> OUT	Proper cooling methods used; adequate equipment for temperature control	1	0.5	0
34	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O	Approved thawing methods used	1	0.5	0
36	<input checked="" type="checkbox"/> OUT	Thermometers provided & accurate	1	0.5	0
Food Identification .2653					
37	<input checked="" type="checkbox"/> OUT	Food properly labeled: original container	2	1	0
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657					
38	<input checked="" type="checkbox"/> OUT	Insects & rodents not present; no unauthorized animals	2	1	0
39	<input checked="" type="checkbox"/> OUT	Contamination prevented during food preparation, storage & display	2	1	0
40	<input checked="" type="checkbox"/> OUT	Personal cleanliness	1	0.5	0
41	<input checked="" type="checkbox"/> OUT	Wiping cloths: properly used & stored	1	0.5	0
42	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Washing fruits & vegetables	1	0.5	0
Proper Use of Utensils .2653, .2654					
43	<input checked="" type="checkbox"/> OUT	in-use utensils: properly stored	1	0.5	0
44	<input checked="" type="checkbox"/> OUT	Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0
45	<input checked="" type="checkbox"/> OUT	Single-use & single-service articles: properly stored & used	1	0.5	0
46	<input checked="" type="checkbox"/> OUT	Gloves used properly	1	0.5	0
Utensils and Equipment .2653, .2654, .2663					
47	<input checked="" type="checkbox"/> OUT	Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0
48	<input checked="" type="checkbox"/> OUT	Warewashing facilities: installed, maintained & used; test strips	1	0.5	0
49	<input checked="" type="checkbox"/> OUT	Non-food contact surfaces clean	1	0.5	0
Physical Facilities .2654, .2655, .2656					
50	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Hot & cold water available; adequate pressure	1	0.5	0
51	<input checked="" type="checkbox"/> OUT	Plumbing installed; proper backflow devices	2	1	0
52	<input checked="" type="checkbox"/> OUT	Sewage & wastewater properly disposed	2	1	0
53	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0
54	<input checked="" type="checkbox"/> OUT	Garbage & refuse properly disposed; facilities maintained	1	0.5	0
55	<input checked="" type="checkbox"/> OUT	Physical facilities installed, maintained & clean	1	0.5	0
56	<input checked="" type="checkbox"/> OUT	Meets ventilation & lighting requirements; designated areas used	1	0.5	0
TOTAL DEDUCTIONS:					0



Valvoline Instant
Oil Change

Bulldog Harley-Davidson

1035



Request for Town Council Action

Consent
Agenda
Item: Personnel
Promotion
Date: 03/04/2025

Subject: Personnel Promotion
Department: Fire Department
Presented by: Fire Chief – Jeremey Daughtry
Presentation: Consent Agenda Item

Issue Statement

This is a request to promote a Fire Lieutenant to the position of Fire Captain.

Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2024/2025 Budget will be \$1,189.44 with an annual increase of \$3,865.68. The proposed promotion will result in an increase of \$29.15/hr. to \$30.92/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 03/10/2025.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder



Staff Report

Consent
Agenda
Item: Personnel
Promotion

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has completed an assessment of a prospective employee for the position of Fire Captain for the Fire Department. The Department has this vacancy in accordance with the approved **staffing levels in the current year's budget**. The prospective Fire Captain is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

I

PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC driver's license
- NC Fire and Rescue Commission Firefighter 1 & 2 Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management ICS 100, 200, 700, 800
- NC Class B Diver's License must be obtained within 6 months of hire date

Firefighter II

- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Lieutenant (This step is subject to position availability)

- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

Fire Marshal (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Deputy Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
 - Firefighter
 - Hazardous Materials Level 1 Responder
 - Driver/Operator
 - Technical Rescuer
 - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



Request for Town Council Action

Consent
Agenda
Item: Personnel
Date: Promotion
03/04/2025

Subject: Personnel Promotion
Department: Fire Department
Presented by: Fire Chief – Jeremey Daughtry
Presentation: Consent Agenda Item

Issue Statement

This is a request to promote a Fire Engineer to the position of Fire Lieutenant.

Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2024/2025 Budget will be \$1,800.96 with an annual increase of \$5,853.12.

The proposed promotion will result in an increase of \$26.47/hr. to \$29.15/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 03/10/2025.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder



Staff Report

Consent
Agenda
Item: Personnel
Promotion

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has completed an assessment of a prospective employee for the position of Fire Lieutenant for the Fire Department. The Department has this vacancy in accordance with the approved **staffing levels in the current year's budget**. The prospective Fire Lieutenant is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

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PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC driver's license
- NC Fire and Rescue Commission Firefighter 1 & 2 Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management ICS 100, 200, 700, 800
- NC Class B Diver's License must be obtained within 6 months of hire date

Firefighter II

- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Lieutenant (This step is subject to position availability)

- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

Fire Marshal (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Deputy Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
 - Firefighter
 - Hazardous Materials Level 1 Responder
 - Driver/Operator
 - Technical Rescuer
 - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



Request for Town Council Action

Consent
Agenda
Item: Personnel
Promotion
Date: 03/04/2025

Subject: Personnel Promotion
Department: Fire Department
Presented by: Fire Chief – Jeremey Daughtry
Presentation: Consent Agenda Item

Issue Statement

This is a request to promote a Firefighter II to the position of Fire Engineer.

Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2024/2025 Budget will be \$1,162.56 with an annual increase of \$3,778.32.

The proposed promotion will result in an increase of \$24.74/hr. to \$26.47/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 03/10/2025.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder



Staff Report

Consent
Agenda
Item: Personnel
Promotion

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has completed an assessment of a prospective employee for the position of Fire Engineer for the Fire Department. The Department has this vacancy in accordance with the **approved staffing levels in the current year's budget**. The prospective Fire Engineer is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

I

PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC driver's license
- NC Fire and Rescue Commission Firefighter 1 & 2 Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management ICS 100, 200, 700, 800
- NC Class B Diver's License must be obtained within 6 months of hire date

Firefighter II

- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Lieutenant (This step is subject to position availability)

- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

Fire Marshal (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Deputy Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
 - Firefighter
 - Hazardous Materials Level 1 Responder
 - Driver/Operator
 - Technical Rescuer
 - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



Request for Town Council Action

Consent Career
Agenda Ladder
Item: Promotion
Date: 03/04/2025

Subject: Career Ladder Promotion
Department: Fire Department
Presented by: Jeremey Daughtry – Fire Chief
Presentation: Consent Agenda

Issue Statement

This is a request to promote a Firefighter I to the position of Firefighter II.

Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2024/2025 Budget will be \$1,088.64 with an annual increase of \$3,538.08.

The proposed promotion will result in an increase of \$23.12/hr. to \$24.74/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 03/10/2025.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder



Staff Report

Consent	Career
Agenda	Ladder
Item:	Promotion

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Firefighter II for the Fire Department. The Department has this vacancy in accordance with approved the staffing **levels in the current year's budget**. The prospective Firefighter II is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

I

PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC driver's license
- NC Fire and Rescue Commission Firefighter 1 & 2 Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management ICS 100, 200, 700, 800
- NC Class B Diver's License must be obtained within 6 months of hire date

Firefighter II

- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Lieutenant (This step is subject to position availability)

- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

Fire Marshal (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Deputy Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
 - Firefighter
 - Hazardous Materials Level 1 Responder
 - Driver/Operator
 - Technical Rescuer
 - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus

Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



Request for Town Council Action

Consent Agenda Item: Date:	Donation of Sick Leave 03/04/2025
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Subject: Request for Approval of Donation of Sick Leave
Department: Public Works – Streets Division
Presented by: Human Resources Director – Shannan Parrish
Presentation: Consent Agenda Item

Issue Statement

Staff is requesting approval to allow employees to donate sick time to a fellow employee in need.

Financial Impact

None expected.

Action Needed

Council approval to allow employees to donate sick leave hours to an employee in the Public Works – Street Division not to exceed 480 sick leave hours.

Recommendation

In accordance with Section 76 of the Employee Handbook, staff recommends approval of the request to allow employees to donate accumulated sick leave hours to an employee in the Public Works – Streets Division not to exceed the maximum of 480 sick leave hours.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent Donation
Agenda of Sick
Item: Leave

A valued employee in the Public Works – Streets Division has a non-work-related medical condition that has required an extended absence. Previously, the Council approved a maximum of 480 hours of sick leave donations from other employees, and staff is now requesting authorization for an additional 480 hours, as the employee remains unable to work due to the debilitating illness. When the initial request was made, employees generously donated enough time to cover both the first approved 480 hours and the additional 480 hours now being requested.

Staff has reviewed the request and is seeking Council’s approval to allow employees to donate these additional sick hours to continue supporting the employee during this extended absence.

No donated sick leave hours will be used until the employee has exhausted all personal sick leave, compensatory time, and vacation hours. Additionally, any new sick leave accrued by the employee will be used before utilizing donated hours.



Request for Town Council Action

Consent
Agenda ANX-25-01
Item:
Date: 03/04/2025

Subject: Contiguous Annexation Petition
Department: Planning & Administration
Presented by: Planning Director – Stephen Wensman, Town Attorney – Bob Spence
Presentation: Consent Agenda Item

Issue Statement

The Town of Smithfield has submitted a petition to voluntarily annex 11.58 acres into the Town of Smithfield corporate limits.

Financial Impact

N/A

Action Needed

The Town Council is asked adopt Resolution 766 (05 – 2025) setting the date for public hearing to be held at 7:00pm on March 18, 2025

Recommendation

Adoption of Resolution 766 (05 – 2025) setting the date for the public hearing in accordance with NCGS 160A-31 (g)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Deed for property (Lot 10)
3. Final Settlement Agreement
4. Property Survey
5. Resolution 766 (05-2025)



Staff Report

Consent
Agenda ANX-25-01
Item

The Town of Smithfield has submitted a petition to voluntarily annex 11.58 acres into the Town of Smithfield corporate limits.

The property is owned by the Town because of a settlement agreement reached on May 2, 2024 (attached).

In accordance with NCGS 160A-31 (g), the Town of Smithfield does not have to file an annexation petition because the area to be annexed is owned by the Town and is contiguous to the corporate limits of the Town. (See below)

Staff is requesting that the Council adopt Resolution No. 766 (05-2025) setting the date for the Public Hearing to be held at 7:00 pm on March 18, 2025.

NCGS 160A-31 – Voluntary Contiguous Annexation

Municipal Owned Property

(g) The governing board may initiate annexation of contiguous property owned by the municipality by adopting a resolution stating its intent to annex the property, in lieu of filing a petition. The resolution shall contain an adequate description of the property, state that the property is contiguous to the municipal boundaries and fix a date for a public hearing on the question of annexation. Notice of the public hearing shall be published as provided in subsection (c) of this section. The governing board may hold the public hearing and adopt the annexation ordinance as provided in subsection (d) of this section.

(c) Upon receipt of the petition, the municipal governing board shall cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation. For petitions received under subsection (b1) or (j) of this section, the clerk shall receive the evidence provided under subsection (l) of this section before certifying the sufficiency of the petition. Upon receipt of the certification, the municipal governing board shall fix a date for a public hearing on the question of annexation, and shall cause notice of the public hearing to be published once in a newspaper having general circulation in the municipality at least 10 days prior to the date of the public hearing; provided, if there be no such paper, the governing board shall have notices posted in three or more public places within the area to be annexed and three or more public places within the municipality

(d) At the public hearing persons resident or owning property in the area described in the petition and persons resident or owning property in the municipality shall be given an opportunity to be heard. The governing board shall then determine whether the petition meets the requirements of this section. Upon a finding that the petition that was not submitted under subsection (b1) or (j) of this section meets the requirements of this section, the governing board shall have authority to pass an ordinance annexing the territory described in the petition. The governing board shall have authority to make the annexing ordinance effective immediately or on the June 30 after the date of the passage of the ordinance or the June 30 of the following year after the date of passage of the ordinance.

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax: \$232.00

Parcel Identifier No.: 17K09016J Verified by _____ County on the ____ day of _____, 2024
By: _____

Mail/Box to: Hewett Law Group, P.A., PO Box 369, Selma, N.C. 27576

This instrument was prepared by: Alan B. Hewett, Hewett Law Group P.A., (NO TITLE SEARCH, CERTIFICATION OR TAX ADVICE GIVEN)

Brief description for the Index: Lot 10, 11.58 acres, Barbour Road

THIS DEED made this 23rd day of July, 2024, by and between:

GRANTOR	GRANTEE
Heath Street #215 Limited Partnership, A North Carolina Limited Partnership 258 Meadowbrook Drive Four Oaks, NC 27524	Town of Smithfield, a Municipal Corporation PO Box 761 Smithfield, NC 27577

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple all that certain lot or parcel of land situated in Smithfield Township, Johnston County, North Carolina and being more particularly described as follows:

Being all of Lot 10 consisting of 11.58 acres according to a survey entitled "Map for KEB Associates" prepared by L. Dennis Lee, P.A. dated October 29, 1999 and recorded in Plat Book 55, Pages 230-235 of the Johnston County Registry, which is fully incorporated herein by reference.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed Book 1897, Pages 940-944 of the Johnston County Registry. This conveyance is made pursuant to a Settlement Agreement and Consent Order filed in Johnston County Superior Court File 23 CVS 000093-500.

All or a portion of the property herein conveyed does not include the primary residence of the Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

- 1. 2024 Johnston County ad valorem taxes.
- 2. County/City zoning ordinances.
- 3. Restrictions and easements of record.
- 4. Terms of Settlement Agreement and Consent Order in 23 CVS 000093-500.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal upon the foregoing as of the day and year first above written.

Heath Street #215 Limited Partnership

Russell L Barefoot (SEAL)
 By: Russell L. Barefoot, General Partner

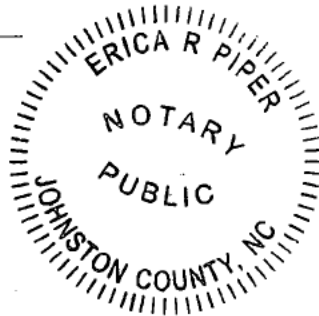
STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

I, the undersigned Notary Public of the County and State aforesaid, certify that **Russell L. Barefoot**, General Partner of Heath Street #215, Limited Partnership, a North Carolina Limited Partnership, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the Limited Partnership for the purposes therein expressed. Witness my hand and Notarial stamp or seal this the 23rd day of July, 2024.

Erica R Piper

Erica R Piper, Notary Public

My Commission Expires: 3/15/2026



CONTINGENT SETTLEMENT AGREEMENT

THIS CONTINGENT SETTLEMENT AGREEMENT (hereinafter the "Agreement") is made and entered into this 2nd day of May, 2024, by and between Heath Street #215 Limited Partnership ("Heath Street") and the Town of Smithfield (Town) collectively referred to hereinafter as the "Parties."

WHEREAS, the Town; and Heath Street are parties to an eminent domain action in Johnston County North Carolina in Superior Court file 23cvs000093-500;

WHEREAS, the Town of Smithfield took title by eminent domain to approximately 16.02 acres on Barbour Road, Smithfield, NC 27577 (tax id 15078011h), hereinafter referenced as the **16.02 acres** and more particularly described by the following metes and bounds description and from the survey of Jerry Ball:

BEGINNING at an existing iron stake in the centerline of Barbour Road (SR 1918) being the Southeast corner of the Alma Moore (Deed Book 3972, Page 535/Plat Book 88, Page 234, Johnston Registry) property and the southwest corner of this property; thence along the line of Alma Moore North 01 degrees 35 minutes 52 seconds West 41.25 feet to the northern right of way of Barbour Road, thence continuing with said line North 01 degrees 35 minutes 52 seconds East 490 feet to an existing iron stake; continuing along the Moore line North 01 degrees 35 minutes 52 seconds East 17.59 feet to an existing iron stake; thence along the line of Moses L. Moore North 00 degrees 59 minutes 31 seconds East 240.81 feet to an existing iron stake, thence continuing said direction and with the Moore line 203.75 feet to an existing iron stake, Ronald Williams southeast corner; thence along the Ronald Williams and Dennis Moore lines, respectively, North 00 degrees 53 minutes 26 seconds East 926.73 feet to an existing iron stake; a corner with E&F Properties, Inc., thence with the property line of E&F Properties, Inc. and with Poplar Creek the following distances: South 57 degrees 26 minutes 50 seconds East 255.94 feet; North 85 degrees 52 minutes 58 seconds East 122.65 feet; South 64 degrees 52 minutes 10 seconds East 65.98 feet; South 19 degrees 21 minutes 58 seconds West 45.14 feet; and South 57 degrees 15 minutes 50 seconds East 73.85 feet to a new corner; thence along the new property line created hereby shared with Heath Street #215 Limited Partnership the following distances: South 01 degrees 40 minutes 26 seconds West 1,090.37 feet; South 27 degrees 03 minutes 29 seconds West 551.06 feet; and North 88 degrees 59 minutes 15 seconds West 146.54 feet; thence along this new line with Heath Street #215 Limited Partnership South 01 degrees 40 minutes 25 seconds West 151.34 feet to an existing iron stake in the centerline of Barbour Road (SR 1918); thence along the centerline North 43 degrees 39 minutes 38 seconds West 21.02 feet; thence continuing with the centerline North 45 degrees 08 minutes 54 seconds West 47.99 feet to the point and place of beginning containing 16.020 acres, including the right of way, as shown on that plat entitled "Survey for the Town of Smithfield on the Lands of Heath Street #255 Limited Partnership", surveyed by Jerry Ball Land Surveying, PC, dated 1 5 2023. See Plat Book 98, page 100 showing the entire 16.020 acres, also showing the 10.09 portion annexed in 2023.

WHEREAS, the parties hereto desire to resolve all issues involved in the action between them in Superior Court file 23cvs000093-500 by swapping the **16.02 acre tract** described above for an approximate **11.580 acres** (namely parcel 17k09016j; NC Pin 168500-85-2901; being tract 10, 11.58 acres shown on the Map for KEB Associates in Plat Book 55 pages 230-235 on sheets 2

and 4) that Heath Street owns on the north side of Barbour Road and located further west on Barbour Road with the parties valuing both tracts (the 16.02 acre tract and the 11.580 acre tract) at Ten Thousand Dollars per acre so that Heath Street pays the town for the difference in acreage between the two tracts at the rate of Ten Thousand Dollars per acre;

NOW, THEREFORE, for and in consideration of the mutual covenants set forth in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Parties agree that:

1. **Swap & Purchase Price.** The Town agrees to swap the **16.02-acre** parcel 150780009k for the **11.580 acres** Heath Street owns to the west on the north side of Barbour Road, namely parcel 17k09016j. The parties have agreed to value both at \$10,000 per acre for the purpose of this swap with the parties further agreeing that Heath Street will pay the Town the difference in acreage at the rate of \$10,000 per acre at closing. The difference is approximately 4.44 acres so Heath Street will pay the Town \$40,440.00 at Closing since the parcel the town receives is 4.44 acres larger. Heath Street will make this payment from the funds Smithfield posted with the Clerk during the condemnation. The Town will execute a Special Warranty Deed for the **16.02 acres** taken in eminent domain from Heath Street since Heath Street was the prior owner and the latter will convey the **11.580** acres by General Warranty Deed.
2. **Definitions.**
 - (a) **“Closing”** shall mean the date of the completion of the process for inspection of the **11.580 acres**, this process being primarily referenced in Section 11 of NC Bar Association and Board of Realtor’s form 580-T, revised 7/2022. Closing shall occur on or before August 1, 2024.
 - (b) **“Contract Date”** means the date this Agreement has been fully executed by both Buyer and Seller.
 - (c) **“Examination Period”** shall mean the period beginning on the first day after the Contract Date and extending through 5:00 pm weekday (Monday through Friday) that is **sixty (60)** or more days from the Contract Date.
 - (d) **“Heath Street Notice Address”** shall be to Chip Hewett at Hewett Law Group, P.A. 101 Blackstone Lane, PO Box 369, Selma, NC 27576 and both by email to him at chip@hlgpa.com and by text to his cellphone.
 - (e) **“Town Notice Address”** shall be to Robert Spence at Spence, Carter, & Reed, P.A. 212 South Second Street, PO Box 1335, Smithfield, NC 27577 and both by email to him at spence@sst-law.com and by text to his cell phone.

3. Town Retains Easements. The Town will retain an easement for a Sewer Line and Pump Station on the **16.02-acres** for the Town to construct and maintain underground utility lines, manholes, water and sewerage lines to conduct sewage from the area, as part of the municipal sewerage system (hereinafter, “the System”) as well as such future utility lines and improvements as are reasonably necessary in the discretion of

the Town for the maintenance and improvement of the system. For this purpose, the Town will retain a 30-foot-wide permanent sewer easement and 40-foot-wide construction easement along the “**Burdened Easement Area**” extending from southwest corner of the 16.02-acres with the western line of the easement being along the western line of the 16.02-acres and extending out in width due east 30 feet for the permanent sewer easement and 40 feet in width for the construction easement. Thus, the construction easement will extend out in width ten feet beyond the permanent sewer easement. The western line of the sewer easements will be along the western line of the 16.02-acres from the southwest corner of said tract in the centerline of Barbour Road to the northwest corner of the tract in Popular Branch in the line of E&F Properties, NC Pin 168500-97-7612. Said western line is more particularly described as follows along the western boundary of the 16.02-acres from the southwest corner of the 16.02-acres in Barbour Road to the northwest corner of the 16.02-acres.

BEGINNING at an existing iron stake in the centerline of Barbour Road (SR 1918) being the Southeast corner of the Alma Moore (Deed Book 3972, Page 535/Plat Book 88, Page 234, Johnston Registry) property and the southwest corner of this property; thence along the line of Alma Moore North 01 degrees 35 minutes 52 seconds West 41.25 feet to the northern right of way of Barbour Road, thence continuing with said line North 01 degrees 35 minutes 52 seconds East 490 feet to an existing iron stake; continuing along the Moore line North 01 degrees 35 minutes 52 seconds East 17.59 feet to an existing iron stake; thence along the line of Moses L. Moore North 00 degrees 59 minutes 31 seconds East 240.81 feet to an existing iron stake, thence continuing said direction and with the Moore line 203.75 feet to an existing iron stake, Ronald Williams southeast corner; thence along the Ronald Williams and Dennis Moore lines, respectively, North 00 degrees 53 minutes 26 seconds East 926.73 feet to an existing iron stake; a corner with E&F Properties, Inc..

The Town will also retain a fifty-foot wide by fifty-foot-wide square easement tract for a Pumping Station cornering at the point where the northeast corner of the Dorothy Moore property (parcel 15078001b; Lot 1, Plat Book 69, page 118; 2.00 acres) and the southeast corner of the Williams property (parcel 15078002d, Lot 2 Plat Book 69, page 118) corner in the western line of the 16.01 acre tract and: extending south in length 50 feet along the western line of the 16.02-acre tract with the eastern line of Lot 1, Plat Book 69, page 118 and extending east in width fifty feet perpendicular to the fifty-foot western line of the square with lot 1.

Therefore, the deed will contain a reservation of the easement in the granting and habendum clause for both the easement and the pump station area as set forth herein:

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, *subject to the reservation of easement attached as Exhibit A*, all that certain lot or parcel of land situated in Smithfield Township, Johnston County, North Carolina and more particularly described as follows:

[Insert description here]

The property hereinabove described was devised to Grantor by instrument recorded in Book _____, page _____, Johnston County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple, *subject to the Reservation of Easement as attached as Exhibit A. (See easement terms at the beginning of this paragraph 3 for easement reservation which may appear as exhibit A in the deed or be incorporated in the body of the deed.*

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:

- 4. Heath Street Receives Tap.** For the parcels adjoining the **16.02-acres** tract, namely parcels with current County Tax Numbers 15078009k, 15078009j, and 15078009i, the Town will transfer free taps to the Town Sewer System at tap points on Barbour Road where its lines currently exist for a period of 5 years from the date of this Settlement Agreement.

As additional consideration for this Settlement Agreement and for a period of 5 years from the execution of this Settlement Agreement, the Town will waive the Town System Development Fee as to any lot subdivided from the adjoining parcels for up to a maximum of 45 lots. This waiver, limited by recipient, parcel, number and time, will extend to Heath Street but not to any assignee of Heath Street as the latter would have to pay the System Development Fee of the Town. The adjoining parcels are defined as current County GIS parcels 15078009k, 15078009j, and 15078009i.

- 5. Annexation of 37.28 Acres.** As soon as the exchange of properties herein agreed upon has been executed by recorded deeds, Heath Street asks and will ask the Town to annex the remaining portion of the 37.28 Acres (parcel 15078009k) into the city limits of Smithfield and will not withdraw the petition to do so until the Town has annexed the parcel.
- 6. Due Diligence Period.** The Town has 60 days of due diligence to inspect the **11.580 acres** and may withdraw and declare this contract void within those 60 days at no cost to either party, and without prejudice.

7. **Disclosures.** Heath Street will give the Town a full disclosure of any knowledge it or its principals have of the prior use of the 11.580 acres including the prior excavation and earth removal apparent there.
8. **Deliveries:** Heath Street agrees to use best efforts to deliver to Town, as soon as reasonably possible after the Contract Date, copies of all material information relevant to the 11.580 acres in the possession of Heath Street, including but not limited to: title insurance policies (and copies of any documents referenced therein), surveys, soil test reports, environmental surveys or reports, site plans, civil drawings, building plans, maintenance records and copies of all presently effective warranties or service contracts related to the 11.580 acres. Heath Street authorizes (1) any attorney presently or previously representing Heath Street to release and disclose any title insurance policy in such attorney's file to Town and both Town's and Heath Street's agents and attorneys; and (2) the Property's title insurer or its agent to release and disclose all materials in the Property's title insurer's (or title insurer's agent's) file to Town and both Town's and Heath Street's agents and attorneys. If Town does not consummate the Closing for any reason other than Heath Street default, then Town shall return to Heath Street all hard copy materials delivered by Heath Street to Town pursuant to this Section 4 (or Section 7, if applicable), if any, and shall, upon Heath Street's request, provide to Heath Street copies of (subject to the ownership and copyright interests of the preparer thereof) any and all studies, reports, surveys and other information relating directly to the 11.580 acres prepared by or at the request of Town, its employees and agents, without any warranty or representation by Town as to the contents, accuracy or correctness thereof.
9. **Evidence of Title:** Heath Street agrees to convey fee simple insurable title to the 11.580 acres without exception for mechanics' liens, free and clear of all liens, encumbrances and defects of title other than: (a) zoning ordinances affecting the Property, (b) Leases and (c) specific instruments on the public record at the Contract Date agreed to by Town (not objected to by Town prior to the end of the Examination Period) , which specific instruments shall be enumerated in the deed to the Town of the 11.580 acres, being collectively, "Permitted Exceptions", provided that Heath Street shall be required to satisfy, at or prior to Closing, any encumbrances that may be satisfied by the payment of a fixed sum of money, such as deeds of trust, mortgages or statutory liens.
10. **Conditions:** This Agreement and the rights and obligations of the parties under this Agreement are hereby made expressly conditioned upon fulfillment (or waiver by Town, whether explicit or implied) of the following conditions:
 - (a) **Title Examination:** After the Contract Date, Town shall, at Town's expense, cause a title examination to be made of the 11.580 acres before the end of the Examination Period. If such title examination shall show that Heath Street's title is not fee simple insurable, subject only to Permitted Exceptions under paragraph 9 above,

then Town shall promptly notify Heath Street in writing of all such title defects and exceptions, in no case later than the end of the Examination Period, and Heath Street shall have thirty (30) days to cure said noticed defects. If Heath Street does not cure the defects or objections within thirty (30) days of notice thereof, then Town may terminate this Agreement (notwithstanding that the Examination Period may have expired). If Town is to purchase title insurance, the insuring company must be licensed to do business in the state in which the 11.580 acres is located. Title to the 11.580 acres must be insurable at regular rates, subject only to standard exceptions and Permitted Exceptions.

(b) **Same Condition:** If the 11.580 acres is not in substantially the same condition at Closing as of the date of the offer, reasonable wear and tear excepted, then the Town may (i) terminate this Agreement or (ii) proceed to Closing whereupon Town shall be entitled to receive, in addition to the 11.580 acres, any of the Heath Street's insurance proceeds payable on account of the damage or destruction applicable to the 11.580 acres.

(c) **Inspections:** Town, its agents or representatives, at Town's expense and at reasonable times during normal business hours, shall have the right to enter upon the 11.580 acres for the purpose of inspecting, examining, conducting timber cruises, examining the subsoil and any soil or other thing located in or under the soil and surveying the 11.580 acres; provided, however, Heath Street understands that the town will conduct invasive subsoil and environmental testing on the 11.580 acres due to the indication of fill or other work on the site. The Town shall conduct all such on-site inspections, digging, examinations, testing, timber cruises and surveying of the 11.580 acres in a good and workmanlike manner, at Town's expense, shall repair any damage to the 11.580 acres caused by Town's entry and on-site inspections and shall conduct same in a manner that does not unreasonably interfere with Heath Street's use and enjoyment of the 11.580 acres. Town shall not need to give any advance notice to Heath Street of the testing since it is to clearly occur during the Examination Period as the Town can schedule the same. Town shall also have a right to review and inspect all contracts or other agreements affecting or related directly to the 11.580 acres and shall be entitled to review such books and records of Heath Street that relate directly to the operation and maintenance of the 11.580 acres, provided, however, that Town shall not disclose any information regarding this 11.580 acres (or any tenant therein) unless required by law, and the same shall be regarded as confidential, to any person, except to its attorneys, accountants, lenders, property inspectors, environmentalists, soil analysts and other professional advisors, in which case Town shall obtain their agreement to maintain such confidentiality, except as limited by the Public Records statutes as referenced in paragraph 12. Town assumes all responsibility for the acts of itself and its agents or representatives in exercising its rights under this Section and agrees to indemnify and hold Heath Street harmless from any damages resulting

therefrom. This indemnification obligation of Town shall survive the Closing or earlier termination of this Agreement. **Town shall have from the Contract Date through the end of the Examination Period to perform the above inspections, examinations and testing.** IF TOWN CHOOSES NOT TO PURCHASE THE 11.580 ACRES, FOR ANY REASON OR NO REASON, AND PROVIDES WRITTEN NOTICE TO HEATH STREET THEREOF PRIOR TO THE EXPIRATION OF THE EXAMINATION PERIOD, THEN THIS AGREEMENT SHALL TERMINATE WITH NEITHER PARTY LIABLE TO THE OTHER DUE TO THE TERMINATION.

(d) **Earnest Money/ Due Diligence.** The parties have elected not to have Earnest Money or Due Diligence Fees to secure the mutual covenants herein expressed.

11. **Voluntary Dismissal.** the Town of Smithfield agrees to execute and file a Voluntary Dismissal with Prejudice of the Civil Action upon Closing of the transactions herein contemplated including Heath Street's conveyance of the **11.580 acres** to the Town, the Town's reconveyance of the **16.58 acres** to Heath Street and the payment to the Town. Prior to the dismissal, the Town will cooperate with Heath Street for the release of the deposit to be used to fund this Agreement.

12. **Confidentiality.** In addition to the consideration noted above, the Parties agree to treat the terms of this Agreement, as well as the facts, contentions and circumstances surrounding this litigation (the "Confidential Information") however it appears not to be confidential under the Public Records Chapter of our statute and the Town may release the information upon receiving a public records request.

13. **Mutual Non-Disparagement.** Each of the Parties covenant and agree that neither they nor any of their respective agents, subsidiaries, affiliates, successors, assigns, officers or directors, shall in any way, directly or indirectly, alone or in concert with others, cause, express or cause to be expressed in a public manner, orally or in writing, any remarks, statements, comments or criticisms that disparage, call into disrepute, defame, slander or which can reasonably be construed to be defamatory or slanderous to the other Parties or such other Parties' subsidiaries, affiliates, successors, assigns, officers (including any current officer of a party or a parties' subsidiaries who no longer serves in such capacity following the execution of this Agreement), directors (including any current director of a party or a parties' subsidiaries who no longer serves in such capacity following the execution of this Agreement), employees, stockholders, agents, attorneys or representatives, or any of their products or services

14. **Further Assurances.** The Parties agree to take all reasonable steps necessary to effectuate the terms of this Agreement.

15. **Severability.** In the event that any provision of this Agreement is deemed to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions of this Agreement, and the remaining provisions of this Agreement shall continue in full force and effect.

16. **No Waiver.** The failure of any Party to immediately demand performance of any term of this Agreement by any other Party shall not be construed as a waiver of said Party's right to performance or said Party's right to demand, at any time, full performance of the terms of this Agreement.

17. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of North Carolina with a Johnston County venue.

18. **Interpretation.** No provisions of this Agreement shall be interpreted for or against any party because that party or the party's agent or legal representative drafted the Agreement or the particular provision, and the parties hereby unconditionally waive such defense or claim regarding this Agreement. The Parties are deemed to have cooperated in the drafting and preparation of this Agreement. This stipulation may be used in court regarding any claims or defenses based on this Agreement. Additionally, the captions and headings contained herein are merely for ease of reference and are not intended to create any additional terms or substantive meanings to any provisions of this Agreement.

19. **Complete Agreement.** This Agreement contains the complete agreement between the Parties and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral. The Parties affirmatively state and represent that no statement, representation, or warranty not contained in this Agreement has been relied upon to affix their signatures hereto or to agree to any of the terms, conditions or provisions of this Agreement. The terms of this Agreement may not be contradicted by evidence of any prior or contemporaneous agreement, and no extrinsic evidence may be introduced in any subsequent judicial proceeding to interpret this Agreement.

20. **No Oral Amendment.** No word, sentence, term, section, provision, or condition of this Agreement may be altered, modified, or changed in any way whatsoever except by virtue of a writing signed by all Parties hereto.

21. **Competency and Capacity.** Each Party represents, warrants, and covenants to the other as follows: (i) that it has the capacity and authority to execute this Agreement on its own behalf and on behalf of all other entities described in this Agreement as being bound by such party's execution; and (ii) that it has not assigned or subrogated or granted any third party any interest in any of the claims or liabilities released hereunder or pertaining to allegations or claims that were asserted or could have been asserted by the Parties in this Action, or authorized any other person or entity to assert any claim or liability in their stead or on their behalf.

22. **Advice of Counsel.** The Parties acknowledge that this Agreement has been voluntarily entered into and that each such Party has had the opportunity to consult with and review this Agreement with competent counsel. The Parties hereto further represent and declare that they have carefully read this Agreement and know the terms, conditions, warranties and Each Party shall bear their own attorney's fees and costs.

23. **Successors and Assigns.** This Agreement shall inure to the benefit of the Parties' respective heirs, successors and assigns, and each such party is hereby deemed a third-party beneficiary of this Agreement.

24. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

25. **Pre-Audit Certification.** This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act to assure compliance with NCGS 159-28.


Greg Siler, Town Budget Officer

26. **160A-271 Exchange Compliance.** The "Contract Date" is the date the last of the two parties signs this contract so that the contract is effective and binding from that date subject to the terms and conditions herein, some of which terminate the contract upon defined actions. However, this contract is subject to the terms of GS 160A-271 which requires a town to enter an exchange contract such as this only after the adoption of a resolution by the Board upon 10 days' notice of the hearing on passing the resolution as well as a defined notice by publication of the hearing. Therefore, Heath Street will execute this Agreement as will the Town to establish the Contract Date upon which the contract is binding upon the parties subject to the other provisions herein allowing the Town to then begin the notice and advertisement required by this statute to allow the Town to approve the transaction herein reflected per the statute. After the resolution, the appropriate Town officials will execute the contract and proceed to due diligence for a closing. If the Town does not approve the resolution after said notice, then the Contract becomes void immediately.

27. **Electronic Signatures** (Uniform Electronic Transactions Act, Chapter 66, Article 40). The electronic signature of a party to this Agreement or any of the other transaction documents shall be as valid as an original signature of such party and shall be effective to bind such party to such document. The Parties agree that any electronically signed document (including this Agreement) shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Such paper copies or "printouts," if introduced as evidence in any proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. No party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule. For purposes hereof, "electronic signature" means a manually signed original signature that is then transmitted via the internet as a "pdf" (portable document format) or other replicating image attached to an e-mail message, and "electronically signed document" means a document transmitted via e-mail containing an electronic signature.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement as of the day and year set forth above.

Michael L. Scott (SEAL)
Michael L. Scott, Town Manager
Town of Smithfield

Russell Barefoot (SEAL)
Russell Barefoot, General Partner
Heath Street #215 Limited Partnership

STATE OF NORTH CAROLINA

COUNTY OF Johnston

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Michael L. Scott personally came before me this day and acknowledged that he is the Town Manager of the town of Smithfield, a North Carolina Municipality, and that he as town manager being authorized to do so, executed the foregoing on behalf of the municipality..

Witness my hand and official seal this the 2nd day of May, 2024.

My Commission expires: 10-19-25 *Russell B* (NP)

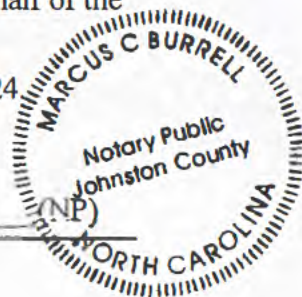
STATE OF NORTH CAROLINA

COUNTY OF JOHNSTON

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Russell Barefoot personally came before me this day and acknowledged that he is the General Partner of Heath Street #215 Limited Partnership a North Carolina limited partnership, and that he as general partner, being authorized to do so, executed the foregoing on behalf of the limited partnership.

Witness my hand and official seal this the 2nd day of May 2024.

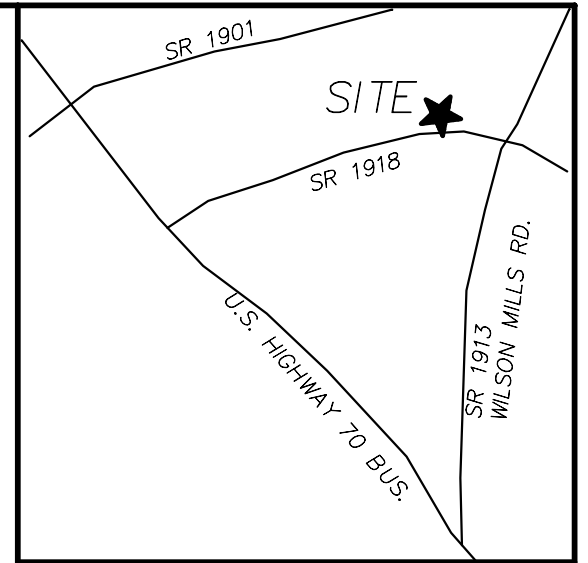
My Commission expires: 05/04/2026 *M. Burrell*



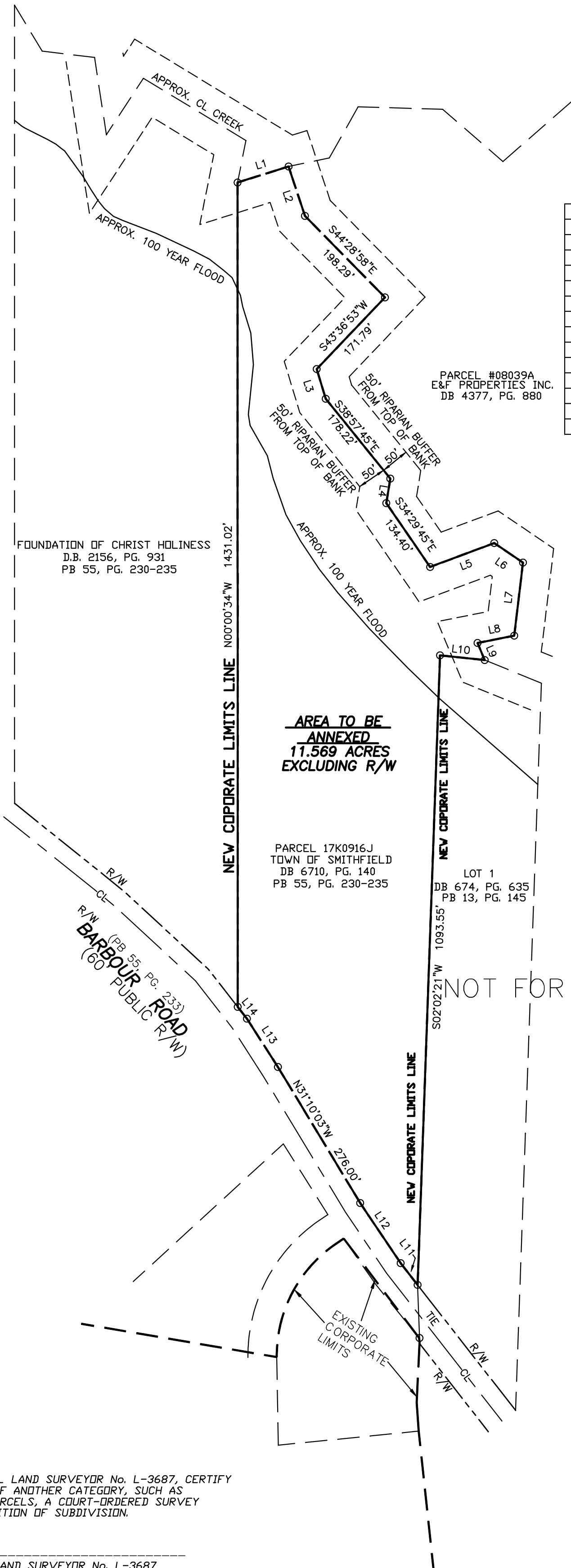
PLAT NORTH (PB 55, PG. 233)



NOTE: NO FIELD SURVEY WAS PERFORMED FOR THE PREPARATION OF THIS PLAT. ALL BEARINGS AND DISTANCES SHOWN WERE TAKEN FROM REFERENCES SHOWN HEREON. THIS PLAT DOES NOT REPRESENT A BOUNDARY SURVEY



VICINITY MAP - NO SCALE



LINE	BEARING	DISTANCE
L1	N72°35'12"E	92.84'
L2	S18°18'34"E	90.32'
L3	S16°54'52"E	53.92'
L4	S09°15'19"W	43.19'
L5	N69°34'08"E	118.82'
L6	S55°50'26"E	60.31'
L7	S06°50'22"W	127.78'
L8	S78°45'33"W	64.98'
L9	S22°45'50"E	32.19'
L10	N83°57'39"W	78.00'
L11	N37°58'03"W	47.92'
L12	N33°56'11"W	125.79'
L13	N32°43'10"W	99.65'
L14	N37°56'20"W	25.95'

LEGEND

MNS	MAG NAIL SET
EMN	EXISTING MAG NAIL
EIP	EXISTING IRON PIPE
EIS	EXISTING IRON STAKE
IPS	IRON PIPE SET
R/W	RIGHT-OF-WAY
CL	CENTERLINE
ALP	AREA LIGHT POLE
CP	COMPUTED POINT
EP	EDGE OF PAVEMENT
F.D.	FIBER OPTIC
---	NOT SURVEYED

AREAS ARE COMPUTED BY COORDINATE METHOD. UNLESS OTHERWISE NOTED ALL DISTANCES SHOWN ARE GROUND HORIZONTAL DISTANCES. NO NCGS MONUMENTS FOUND WITHIN 2000 FEET.

NOTE: WETLANDS EXIST ON THIS PROPERTY. NO ATTEMPT HAS BEEN MADE TO LOCATE ANY WETLANDS AS A PART OF THIS SURVEY

BEING A SURVEY OF A PORTION OF THE PROPERTY DESCRIBED IN D.B. 1897, PG. 940 OF THE JOHNSTON COUNTY REGISTER OF DEEDS OFFICE.

REFER TO FILE NUMBER 23 CVS 93 FOR

AREA TO BE ANNEXED
11.569 ACRES
EXCLUDING R/W

THIS PLAT IS A CORRECT REPRESENTATION OF THE LANDS SURVEYED; HOWEVER A NORTH CAROLINA LICENSED ATTORNEY SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH AND LOCATION OF ANY EASEMENTS, ANY CEMETERIES, OR FAMILY BURIAL GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THIS SURVEYOR BY THE RECENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS WHICH MAY EXIST BUT ARE UNKNOWN, SUCH AS: CEMETERIES, FAMILY BURIAL GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIAL, UNDERGROUND TANKS, ETC.

PRELIMINARY PLAT NOT FOR RECORDATION CONVEYANCES OR SALES

I HEREBY CERTIFY THAT THIS PLAT FOR ANNEXATION HAS FOLLOWED ALL REQUIREMENTS AND PROCEDURES AND A PUBLIC HEARING WAS HELD BY THE TOWN OF ANNEX THE PROPERTY HEREIN DESCRIBED, THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF SMITHFIELD ADOPTED THE RESOLUTION TO ANNEX ON _____ WITH THE EFFECTIVE DATE OF ANNEXATION ON _____

SHANNAN PARRISH, TOWN CLERK

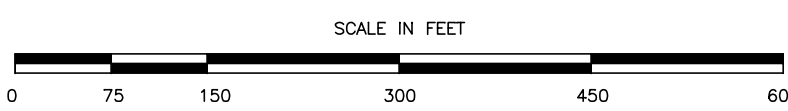
SEE TOWN ORDINANCE #516 RECORDED IN JOHNSTON COUNTY REGISTER OF DEEDS BOOK _____ PAGE _____

I, ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687

I, ADRIAN J. BALL III, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN EXISTING RECORDS AS NOTED; THAT THE RATION OF PRECISION AS CALCULATED IS 1 : 10000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 20TH DAY OF FEBRUARY 2025 AD.

ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687



JERRY BALL LAND SURVEYING, PC

PROFESSIONAL LAND SURVEYOR
205 S. POLLOCK STREET
SELMA, N. C. 27576
(919) 965-0077

CORP. #C-3000

**ANNEXATION PLAT FOR
THE TOWN OF SMITHFIELD**

SMITHFIELD
JOHNSTON COUNTY
SCALE: 1" = 150'

DWNER:
TOWN OF SMITHFIELD
POB 761
SMITHFIELD, NC 27577

TOWNSHIP
NORTH CAROLINA
DWN. BY: LSS

02-20-25

FILE# 25-018

**TOWN OF SMITHFIELD
RESOLUTION NO. 766 (05-2025)
RESOLUTION STATINF THE INTENT OF THE TOWN OF SMITHFIELD TO
ANNEX PROPERTY OWNED BY THE TOWN OF SMITHFIELD WHICH IS
CONTIGUOUS TO THE EXISTING MUNICIPAL BOUNDARIES**

**BEITRESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD
THAT:**

Section 1: It is the intent of the Town Council, pursuant to NCGS 160A-31, to annex the property described in Section 2, which is owned by the Town of Smithfield

Section 2: The legal description of the property is as follows:

Being all of Lot 10 consisting of 11.58 acres according to a survey entitled “Map for KEB Associates” prepared by L. Dennis Lee, P.A. dated October 29, 1999 and recorded in Plat Book 55, Pages 230-235 of the Johnston County Registry, which is fully incorporated herein by reference.

Section 3: The property described in Section 2 is contiguous to the current municipal boundaries.

Section 4: A public hearing on the question of annexation of the property will be held in the Smithfield Town Hall Council Chambers at 7:00pm on March 18, 2025.

Section 5: Notice of the public hearing shall be published once in the Johnstonian News, a newspaper having general circulation in the Town of Smithfield, at least ten (10) days prior to the date of the public hearing.

Adopted this the 4th day of March, 2025.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item:	Grant Budget Ordinance No. CP-02- 2025
Date:	03/04/2025

Subject: Stormwater Utility ERU Study and System and Mapping Grant
Project Budget Ordinance (SRP-SW-ARP-0056)

Department: Finance Department

Presented by: Finance Director – Andrew Harris

Presentation: Consent Agenda Item

Issue Statement – Budget Ordinances are required to comply with General Statute 159-13.2 and give authority to Town Management to expend grant funds to execute the Stormwater Utility ERU Study and System and Mapping Grant Project.

Financial Impact – N/A. All expenditures are funded by grant sources.

Action Needed – Separate Town Council approval is required for the grant project ordinance required by the grant policies of the North Carolina Department of Environmental Quality Division of Water Infrastructure. Town Council approval is required for the Stormwater Utility ERU Study and System and Mapping Grant Project Budget Ordinance.

Recommendation – Staff recommends town council approve the attached Grant Project Budget Ordinance.

Approved: Town Manager Town Attorney

Attachments

1. Staff Report
2. Grant Project Budget Ordinance for the Town of Smithfield Stormwater Utility ERU Study and System and Mapping



Staff Report

Grant
Consent Budget
Agenda Ordinance
Item: No. CP-
02-2025

Grant project budget ordinances are required to be approved by Town Council via NC G.S. 159-32 to give Town management authority to expend grant funds to execute a specified grant project.

The total grant project budget is \$500,000 for this grant and loan.

No appropriations are needed to fund this grant project.

Grant Project Ordinance for the Town of Smithfield Stormwater Utility ERU Study and System and Mapping Grant Project (Project #SRP-SW-ARP-0056)

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 North Carolina Department of Environmental Quality Division of Water Infrastructure. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Gather GIS Source Data,
2. Develop impervious compilation guidelines,
3. Pilot area Impervious layer compilation,
4. Final impervious layer compilation,
5. And develop an equivalent residential unit for a new stormwater fee

SECTION 2: The following amounts are appropriated for the project and authorized for expenditures:

Stormwater Utility ERU Study and System and Mapping Project	<u>\$ 500,000</u>
---	-------------------

SECTION 3: The following revenues are anticipated to be available to complete the project:

NC Department of Environmental Quality Division of Water Infrastructure	<u>\$ 500,000</u>
--	-------------------

SECTION 4: The Town intends to complete the project in accordance with the Application approved for financial assistance by Division of Water Infrastructure.

SECTION 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy. 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 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

SECTION 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

SECTION 7: This grant project ordinance is effective as of September 6, 2023, and expires on December 31, 2026, or when all the NC Department of Environmental Quality funds have been obligated and expended by the Town, whichever occurs sooner.

M. Andy Moore
Mayor

Elaine S. Andrews
Town Clerk



Request for Town Council Action

Consent
Agenda
Item
Date: 03/04/2025
DSDC Board
Appointment

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

Department: General Government

Presented by: Town Manager – Michael Scott

Presentation: Consent Agenda Item

Issue Statement

The DSDC is requesting the Town Council appoint Joelina Landa and Natasha Armstrong to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointments and adoption of Resolution No. 767 (06-2025) (14-2024)

Recommendation

Staff recommends approval of the appointments and adoption of Resolution No. 767 (06-2025)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Joelina Landa – Board Application
3. Natasha Armstrong – Board Application
4. Resolution No. 767 (06-2025)



Staff Report

Consent DSDC Board
Agenda: Appointment

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointments of Joelina Landa and Natasha Armstrong to serve on the DSDC Board of Directors.

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

Article VII – Directors Terms

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

Joelina



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

Name Joelina Landa

Business

United Community

Business Address

128 N. Second St, Smithfield, NC 27577 Email

Joelina_Landa@ucbi.com Cell Phone 919-924-9992

Business Phone 919-938-6302 Home Phone _____

Home Address 255 Spaniel Lane Clayton NC 27520

Brief Biography

I'm Originally from Texas, though I was raised in Florida. I've

lived in Johnston county for the past 10 years, and during that

time, I've had the privilege of working with United Community for eight years

where I currently serve as the branch manager. I am the proud mother of 2 boys -
one is 14 and the other is 15. My younger son plays football at his middle school
and the other attends high school and plays soccer, so they keep me busy with
their activities!

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

€ Economic Development

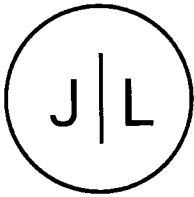
Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. Continue to enhance Downtown Smithfield in ways that local small businesses want to be in the downtown area 2.
 - Continue to enhance key areas of public spaces of downtown into more inviting and pedestrian friendly spaces, 3.
 - Continue to increase Community engagement and events that would draw people into downtown, promoting local culture, and foster a strong sense of community and pride among Smithfield resident.
- Membership in other organizations**

Organization	Dates	Activities/Leadership
Triangle East Chamber of Commerce	2023 - current	Ambassador
Hinnant Outreach Center.	December 2023 - December 2024	Toys for tots drive
Rotary Club of Johnston County	05-2024 - current	member

Please submit application to:
 Downtown Smithfield Development Corporation
 200 S. Front Street
 Smithfield, NC 27577



Joelina Landa

📍 Clayton, NC 27520 📞 919-924-9992 📧 joelina_landa@ucbi.com

PROFESSIONAL SUMMARY

Accomplished AVP, Branch Manager with a proven track record at United Community, adept at enhancing customer satisfaction and leading teams for career growth. Skilled in branch operations management and bilingual communication, I excel in conflict resolution and staff supervision, significantly improving service delivery and financial solutions.

WORK HISTORY

AVP, BRANCH MANAGER

05/2016 to CURRENT

UNITED COMMUNITY | 128 N SECOND ST SMITHFIELD, NC 27577

- Lead a team of banking professionals, providing regular coaching and development opportunities for career growth.
- Increase customer satisfaction with personalized banking solutions, tailoring services to meet individual financial goals.
- Enhance customer satisfaction by resolving disputes promptly, maintaining open lines of communication, and ensuring high-quality service delivery.
- Maintain confidentiality of bank records and client information to prevent mishandling of data and potential breaches.
- Submit loan applications to underwriter for verification and recommendation.
- Gather information to open Checking, IRA, HSA, or Certificate of deposit accounts.

SALES ASSOCIATE

10/2011 to 01/2016

Airport Wireless | Raleigh, NC

- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Built relationships with customers to encourage repeat business.
- Managed returns, exchanges and refunds in accordance with store policy.

ATTRACTIONS ATTENDANT

05/2006 to 10/2011

Universal Studios | Orlando, FL

- Delivered outstanding customer service by addressing guest concerns promptly and professionally.
- Collaborated with fellow attendants to maintain safety procedures, ensuring a secure environment for both guests and staff.
- Assisted guests with special needs, providing accommodations that ensured their enjoyment of the park's offerings.
- Educated new employees on safety protocols and attraction operations, ensuring a knowledgeable and skilled workforce.

- Operated rides and attractions according to written guidelines to reduce injuries.

EDUCATION

No Degree | Johnston Leadership

EXPECTED IN 11/2025

Johnston Community College, Smithfield, NC

Associate of Applied Science | Medical Office Administration

05/2020

Johnston Community College, Smithfield, NC

AFFILIATIONS

- Ambassador for Triangle East Chamber of Commerce
- Hinnant Community Outreach Center ~Toys for Tots drive
- Rotary Club of Johnston County

LANGUAGES

Spanish

English



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

Name Natasha Armstrong

Business

1st Choice Homecare & Infusion Services Inc

Business Address

502 A East Market St Smithfield
NC 27577

-natasha@jocohomecare.com
Email

Cell Phone 9192077641

Business Phone 919238-3551 Home Phone _____

Home Address 22 Cedardale Ct Clayton NC 27520

Brief Biography

I'm known as the Joco nurse, I have served the

healthcare community for over 24 years - 18 years

of dedicated to nursing. A proud alumna of NCCU,

I hold a BSN in Nursing, and MHM. My expertise

spans in women's health, home healthcare,
clinical research, nurse education, and

global nursing. I am a Joco native, grew up in
Selma NC. I am married with two boys.

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

€ Economic Development *

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

List three results you would like to see the DSDC accomplish

1. More diverse businesses downtown.

More activities for business owners. 2.

More training on how to strengthen 3.
Smithfield's economic base

Membership in other organizations

Organization	Dates	Activities/Leadership
Alpha Kappa Alpha Sorority	2019	Member
National Association University Women	2017	Vice-President

Please submit application to:

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

NATASHA ARMSTRONG

Clayton NC 27520 919-207-7641 Daysia25@yahoo.com

CAREER HIGHLIGHTS

- ✓ Expert knowledge and experience in-home healthcare and infusion services
- ✓ Developed and executed the inaugural home nursing service offering domestically and abroad
- ✓ Serve as a sales consultant during business development meetings to capitalize on new business opportunities
- ✓ Serve as integral member of business strategy plan on commercial development team for decentralized clinical trials
- ✓ Adept at recruiting, agency partnerships, and managing multiple payrollers
- ✓ Oversee organizational Nurse Network contract development domestic and abroad
- ✓ Maintain oversight, leadership and supervision contracting team related to negotiating, credentialing and contract management
- ✓ Extensive nurse management/supervisory experience domestically and abroad including remote nurses and phlebotomist
- ✓ Developed go-to-market strategy and protocols to conduct decentralized trials electronically via telemedicine
- ✓ Facilitate onboarding, hiring, education, and orientation of nurse and non-nursing staff for home care agencies
- ✓ Managed a multi-state territory, and white space supporting 9 HCV and HIV sales reps to promote a patient centric program to GIs, IDs, and support staff, while assisting with education and patient care

NURSING EXPERIENCE

Registered Nurse | Southeastern Wake Adult Day-Raleigh NC/On site/Virtual Nov 2022-April 2024

Vaccine Nurse for adults and pediatrics in Wake, Johnston, Harnett, and Franklin Counties. Served as the home care nurse for the agency. Performed nursing assessments on patients. Educated patients on Covid and Flu vaccinations and CDC guidelines. Initiated emergency therapy in the field when needed. Triage patients onsite as needed for medical treatment. RN on call services for the agency.

Director of Clinical Research Nursing | Science37 - Los Angeles, CA/Remote July 2020 – Nov2022

Lead the development, home care strategy, and daily management of the nursing department with oversight of Associate Directors, Nurse Managers, Lead Nurses, and Mobile Research Nurses. Manage nursing vendors, and develop vendor contractual agreements for equipment, legal, and staffing companies. Served as sales consultant during commercial sales meeting to discuss home nursing services. Ensure 100% compliance with certifications, licensure, health requirements, and training.

Key Accomplishments:

- Implemented home nursing programs for >80 clinical trials decentralized to include oncology, rare disease, and screening protocols
- Responsible for nursing execution of clinical trial via telemedicine
- Participate in commercial bids and assist with selling the decentralized clinical trial product
- Identified future service development and potential area for growth in the nursing division for in-home nursing service
- Develop, maintain, and update SOPs to meet industry standards per quality, and CAPA or GCP review
- Creation of training tools for phlebotomy, infusion, blinded trials, and specialized assessments
- Identifying developing and delivering necessary training for protocol-specific training, skills specific training, and nurse manager remediation
- Provide mentorship to nurse managers and team leads in territory management, clinical trial management, and managing per diem nurses in multiple states and globally
- Control departmental budget for Nurse Managers and Lead Nurses in the field and per diem team

Utilization Review Management | Humana – Cary, NC *August 2012 - December 2015*
Conducted medical necessity reviews on all inpatient, facility, and appropriate pre-authorization services. Determined contract and benefit eligibility; provided authorization for inpatient admission, outpatient precertification, prior authorization, and post-service requests.

Case Manager/Utilization Review | Blue Cross Blue Shield North Carolina – Chapel Hill, NC *April 2009 - April 2012*
Conducted medical necessity reviews. Evaluated documents to include denials/appeals, the progress of individual therapeutic programs, and contracts. Decreased ER visits, hospital admissions, and high claims by 40% percent by executing plans of care and disease management programs.

A D D I T I O N A L N U R S I N G E X P E R I E N C E

Clinical Nurse Supervisor Maxim Healthcare	<i>May 2007 - August 2009</i>
Drug Safety Nurse PPD (Product Pharmaceutical Development)	<i>February 2005 - May 2008</i>
Hemo-Oncology Nurse University of Chapel Hill Hospital	<i>January 2005 - August 2007</i>
Cardio telemetry Nurse University of Chapel Hill Hospital	<i>August 2004 - January 2005</i>

E D U C A T I O N

Master's in health services administration (*concentration in Public Health Management*) - Strayer University
Bachelor of Science in Nursing - North Carolina Central University

T E C H N O L O G Y

Microsoft Word, PowerPoint, Excel, Outlook, Argus, Inform, Concur, Axiom, Proceed, Epic, Veeva, Salesforce.com, Workpath, Mavenlink, Nora

TOWN OF SMITHFIELD
RESOLUTION NO. 767 (06-2025)
Supporting an Appointment to the Downtown Smithfield
Development Corporation's Board of Directors

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

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

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors has recommended the new appointments of Joelina Landa and Natasha Armstrong; and

WHEREAS, the Town Council is asked to consider these appointments and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointments of Joelina Landa and Natasha Armstrong to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 4th day of March, 2025

M. Andy Moore, Mayor

Attest:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

Consent Advisory
Agenda Board
Item: Appointment

Date: 03/04/2025

Subject: Advisory Board Reappointment
Department: General Government
Presented by: Town Clerk – Elaine Andrews
Presentation: Consent Agenda Item

Issue Statement

The Town Council is asked to consider a reappointment to the Appearance Commission

Financial Impact

N/A

Action Needed

The Town Council is asked to consider reappointing Carmen Zepp to the Appearance Commission for a second term.

Recommendation

Staff recommends the reappointment of Carmen Zepp to the Appearance Commission

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Carmen Zepp – Board Application



Staff Report

Consent Advisory
Agenda Board
Item Appointment

Board Appointment

Carmen Zepp has submitted an application for consideration to be reappointed to a second term on the Appearance Commission

Current Board vacancies are as follows:

- Appearance Commission – 2 positions
- Board of Adjustment – 1 In-Town position and 1 ETJ Alternate position
- Historic Properties Commission – 2 positions
- Parks and Recreation Advisory Commission – 4 positions



Town of Smithfield
Board, Commission, or Committee
Application

Name: _____
(Last) (First) (MI)

Home Address: _____

Business Name & Address: _____

Telephone Numbers: _____
(Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

Appearance Commission	Parks/Recreation Advisory Commission
Board of Adjustment In Town Resident	Planning Board In-Town Resident
Board of Adjustment ETJ Member	Planning Board ETJ Resident
Historic Properties Commission	Other: _____
Library Board of Directors	_____

Interests & Skills: _____

Circle highest level of education completed: (High School) 10 11 12 GED **College** 1 2 3 **4** 5 6

Recent Job Experiences: _____

Civic or Service Organization Experience: _____

Town Boards previously served on and year(s) served: _____

Please list any other Boards/Commissions/Committees on which you currently serve: _____

Why are you interested in serving on this Board/Commission/Committee? _____

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes No If yes, please explain disposition: _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council? Yes No If yes, please explain: _____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: _____

Signature: _____ Date: _____

Return completed for to:

Elaine Andrews
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: elaine.andrews@smithfield-nc.com

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions
and within the Town's ETJ for ETJ positions**



New Hire Report

Consent New
 Agenda Hire/Vacancy
 Item: Report
 Date: 03/04/2025

Subject: New Hire Report
 Department: Human Resources Department
 Presented by: Human Resources Director – Shannan Parrish
 Presentation: Consent Agenda Item

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer (1 position)	Police	10-20-5100-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Electric Line Technician	PU – Electric	31-72-7230-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Planner I	Planning	10-10-4900-5100-0200	\$27.80 hr. / \$57,824.00 yr.
Firefighter I (2 positions)	Fire	10-20-5300-5100-0200	\$23.12hr. / \$50,494.08 yr.
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$18.52 hr. / \$38,520.00 yr.
Customer Service Rep	Customer Service	31-72-7230-5100-0200	\$19.82 hr. / \$41,225.60 yr.
PT Maintenance Staff	Parks and Recreation	10-60-6200-5100-0210	\$12.00 hr.
PT SRAC Staff	Aquatics	10-60-6220-5100-0210	\$12.00 hr.

Business Items





Request for Town Council Action

Business **Vested**
Agenda **Rights**
Item: **Extension**
Date: 03/04/2025

Subject: Whitley Townes Vested Rights Extension Request
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business item

Issue Statement

The developer of Whitley Townes is requesting an extension of the vested rights for the project

Financial Impact

N/A

Action Needed

To decide whether to extend the vested rights for Whitley Townes.

Recommendation

It is the recommendation of staff to deny the request to extend the vested rights for Whitley Townes.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Letter requesting the extension of vested rights for Whitley Townes development
3. Approved Preliminary Plat (6/7/22)



Staff Report

**Business Vested
Agenda Rights
Item: Extension**

Overview:

Whitley Townes is a townhome development project that is proposed for the north side of West Market Street approximately 1,056 feet west of its intersection with Wilson's Mills Road and west of the former Heilig-Meyers store. The Town Council approved a B-3 conditional zoning for the project on October 5, 2021, the preliminary plat on 6/7/22 and staff approved the construction plans on 5/15/2022.

The vested rights expired two years after the approval of the construction plans, and the developer/owner of the Whitley Townes development is requesting an extension to February 1, 2026. The Council can extend them for a period up to 5 years.

Vested Right:

The Unified Development Ordinance (UDO) Section 4.71 establishes a developer's vested right when the Town Council approves a site-specific development plan. That vested right expires after a period of 2-years if no building permit applications have been filed with the town to construct the use or uses in the plan.

The vested right for the Whitley Townes project began with the staff approval of the construction plans on 5/15/2022. The vested rights expired on 5/15/2024.

Multi-family in the B-3 Zoning District:

On 8/13/24, after the vested rights for the project expired, the Town Council approved an ordinance ZA-24-03 that eliminated multi-family as a land use (special use with conditional zoning) in the B-3 zoning district. The intent of the ordinance was to preserve B-3 zoned land for non-residential commercial uses.

Adjacent Commercial Development:

Since the approval of the Townhouse development, the owner of the adjacent old Heilig Meiers/K-mart site has submitted plans (currently under review) for the reuse of the existing buildings and the addition of a commercial shopping center in the parking lot in front of the existing buildings. The area is slowly transforming back into a commercial center.

Summary:

The purpose of the vested right ordinance is to preserve the rights of developers and to recognize the large financial investment that they have made to secure the rights to develop property. The expiration of those rights after 2 years recognizes that a town's priorities, interests and plans can change over time and the expiration allows the town an opportunity to re-evaluate the project based on changes that may have occurred. In the case of the Whitley Townes project, the Town Council has made the determination that it did not want to see multi-family development in the B-3 with the adoption of Ordinance ZA-24-03. Additionally, the town has seen tremendous housing growth in West Smithfield, including many townhomes, and the adjacent property is being redeveloped for commercial uses. Retaining the commercial use of the site will strengthen the development of the area into a commercial center. Therefore, Staff recommends against extending the vested rights for the project.

Recommendation:

Staff recommend the Council oppose the extension of the vested rights for the Whitley Townes project and recommend rezoning the property back to B-3 at a future Council meeting.



2/14/2025

To: Stephen Wensman, Planning Director

Hello Stephen,

This letter serves to formally request an extension of the subdivision approval for Whitley Townes in Smithfield, NC. I was originally approved in 2022 and we purchased the shovel-ready project in October of 2023. However, at that same time, the housing market began to soften and banks severely restricted access to funding for site development.

We request an extension through February 1, 2026 to begin site work on the Whitley Townes project, to provide us sufficient time to secure funding and line up site work commencement. There are no requested changes to the plan or any terms of approval other than the timeline. We remain committed to bringing this beautiful community to the western corridor into Smithfield.

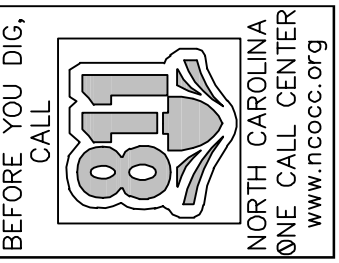
Please contact me at 919.995.5927 or matt@familybuildingco.com for any questions or discussion.

Thank you,

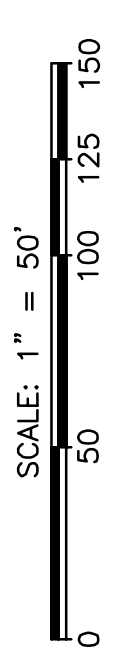
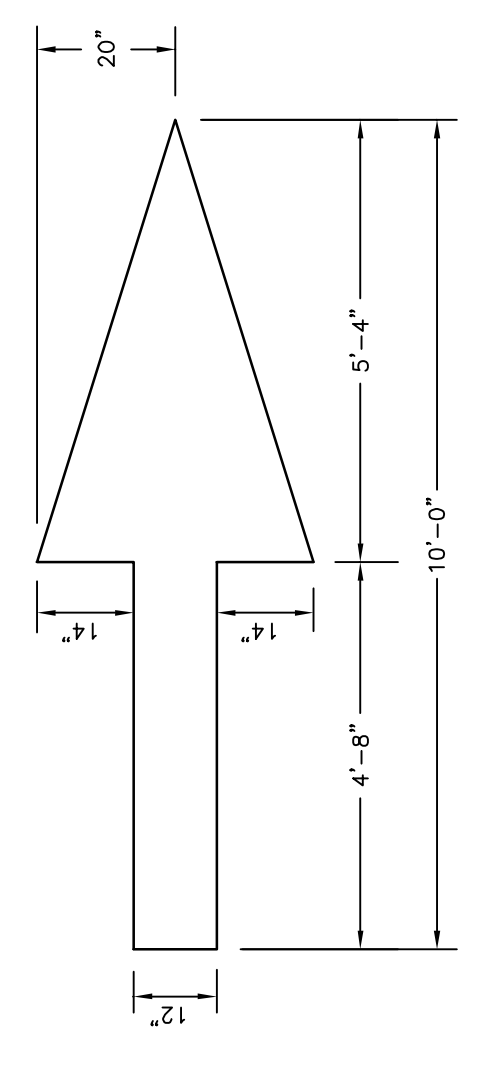
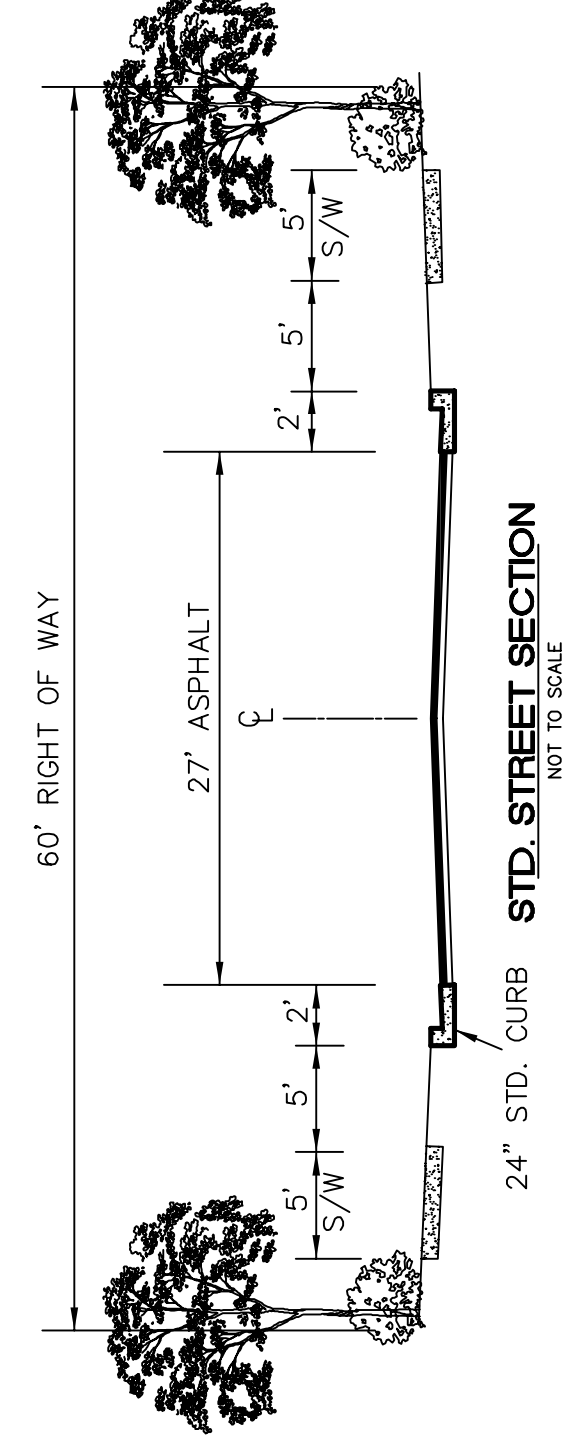
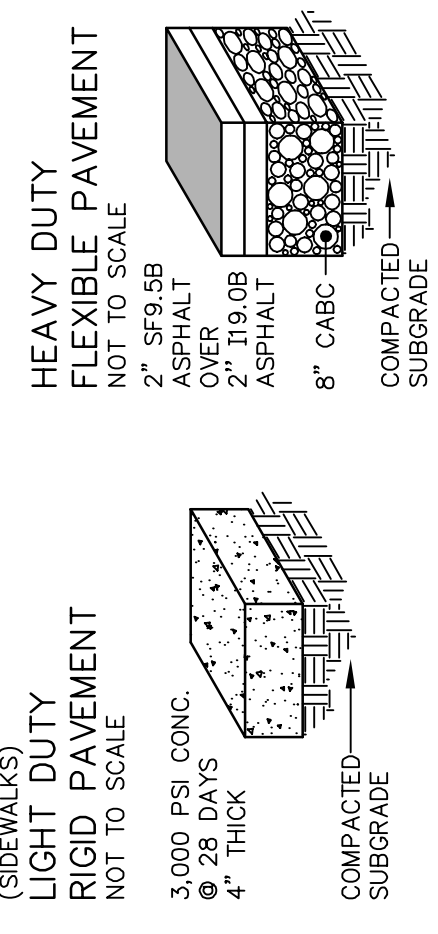
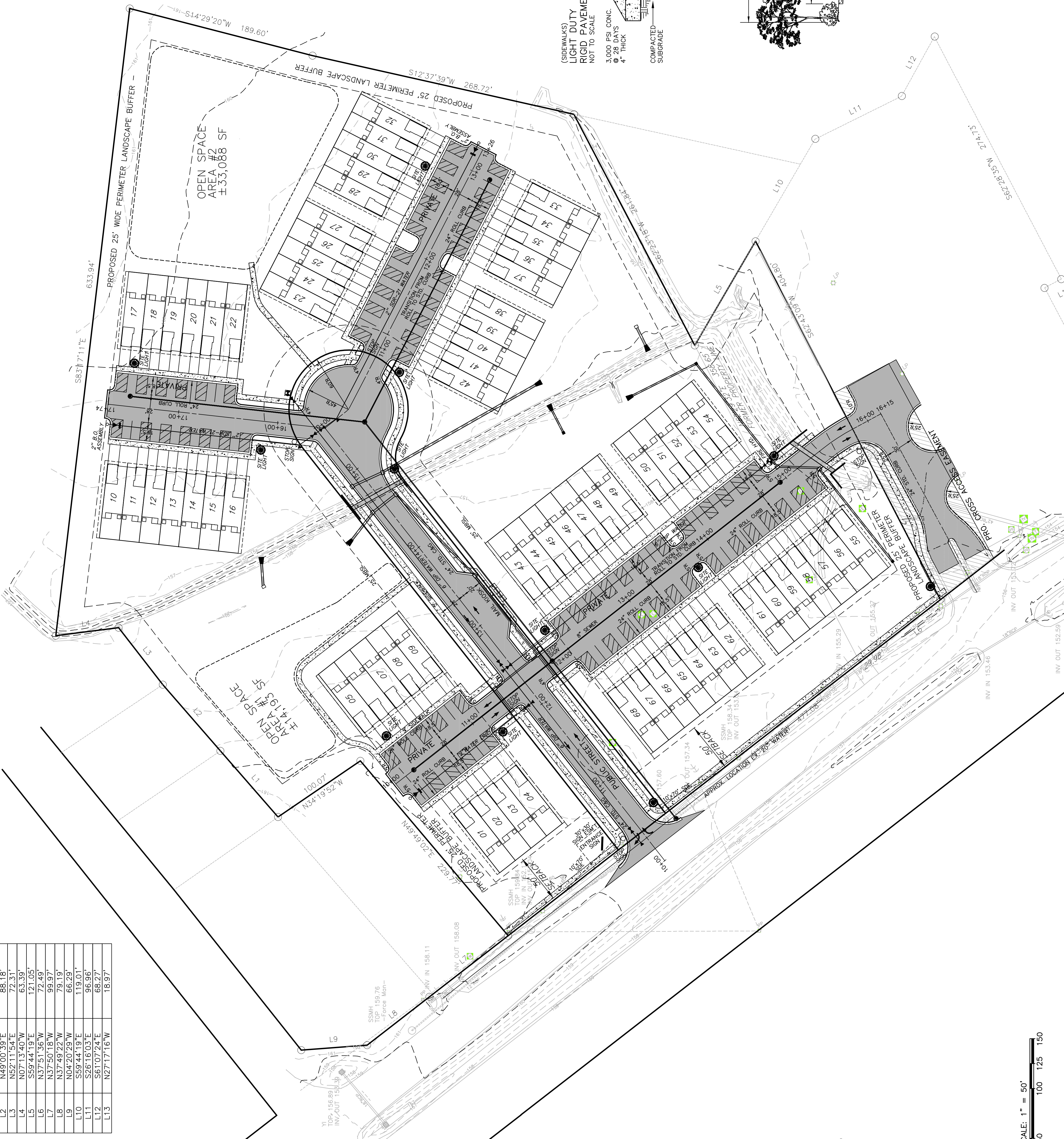
Matthew Szalecki

Managing Member - Whitley Townes, LLC





LINE	BEARING	DISTANCE
L1	N48°42'35"E	88.05'
L2	N49°00'39"E	88.18'
L3	N52°11'54"E	72.31'
L4	N07°13'40"W	63.30'
L5	S59°44'19"E	121.05'
L6	N37°51'16"W	72.49'
L7	N37°50'18"W	93.97'
L8	N07°43'22"W	79.19'
L9	N04°20'29"W	66.23'
L10	S59°44'19"E	19.01'
L11	S26°16'03"E	96.99'
L12	S61°07'24"E	68.27'
L13	N27°17'16"W	18.97'



MANY ARE THE PLANS IN A PERSONS HEART, BUT IT IS THE LORDS PURPOSE THAT PREVAILS. PROVERBS 19:21



CONSTRUCTION FLAT

REVISIONS

FILE NO.	DATE	BY	REVISION
19843	11-15-07	MS	ISSUE



Request for Town Council Action

Business FY 2026
Agenda Budget
Item:
Date: 03/04/2025

Subject: Budget Discussions
Department: General Government
Presented by: Town Manager – Michael Scott
Presentation: Business Item

Issue Statement:

Budget discussions to be held between Town Council and Town Staff.

Financial Impact:

None

Action Needed:

Discuss FY 2026 Budget

Recommendation

Discuss FY 2026 Budget

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report

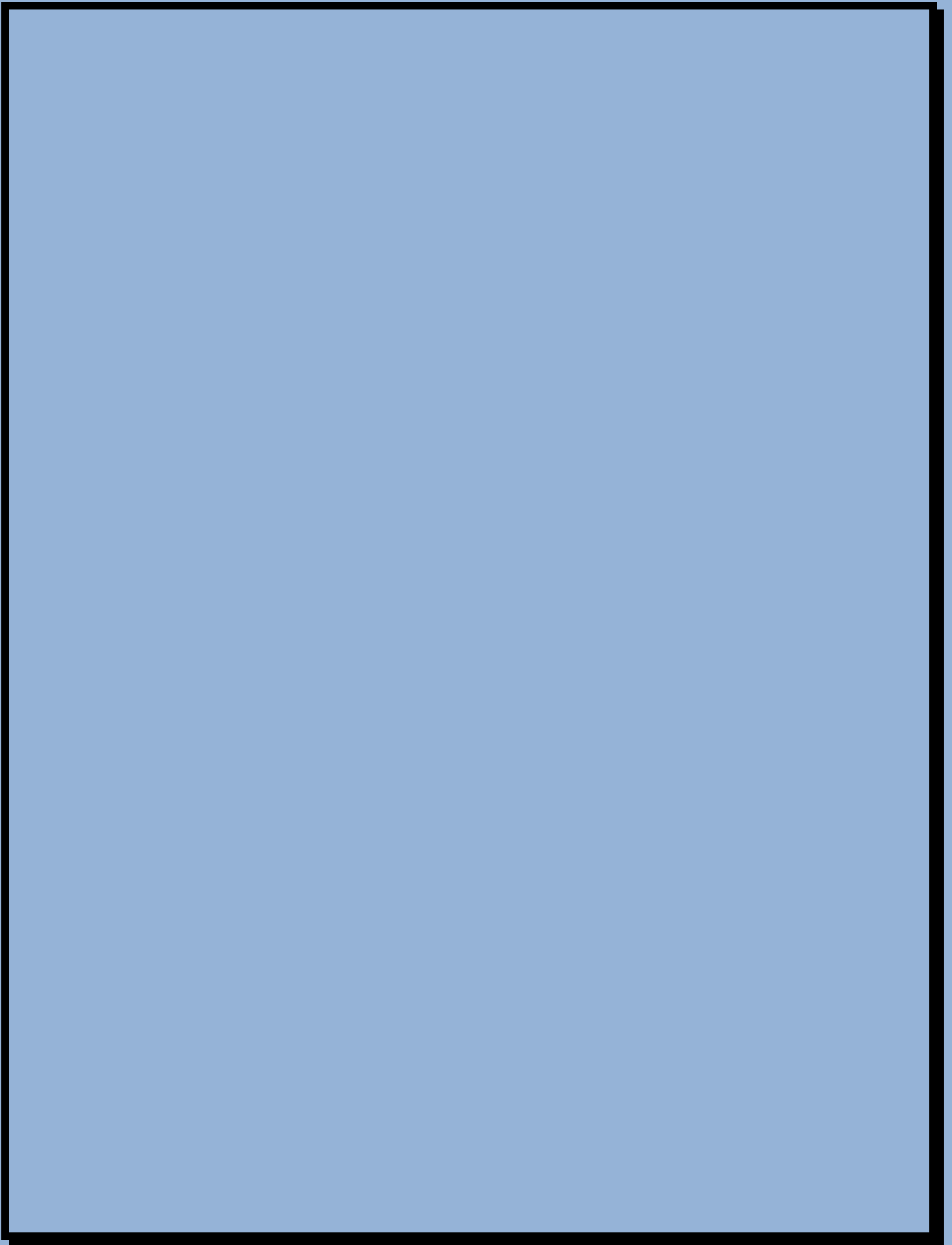


STAFF REPORT

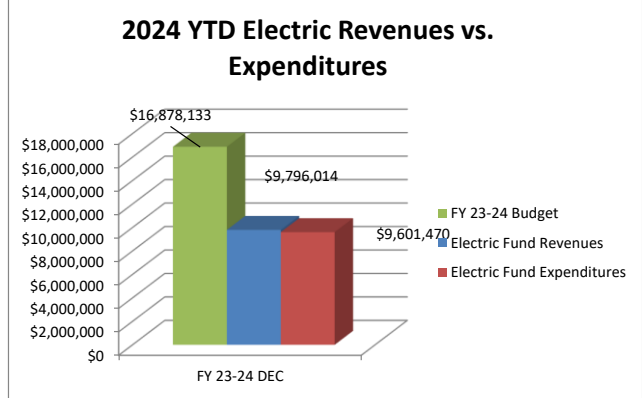
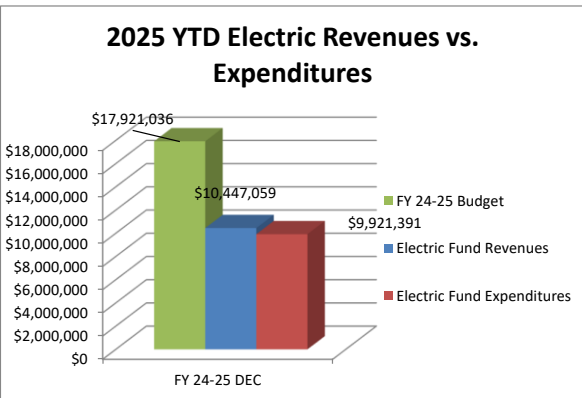
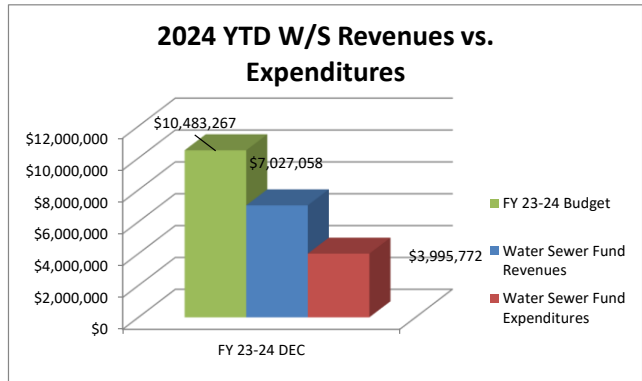
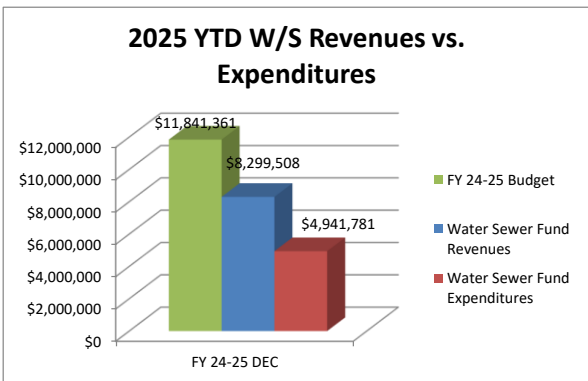
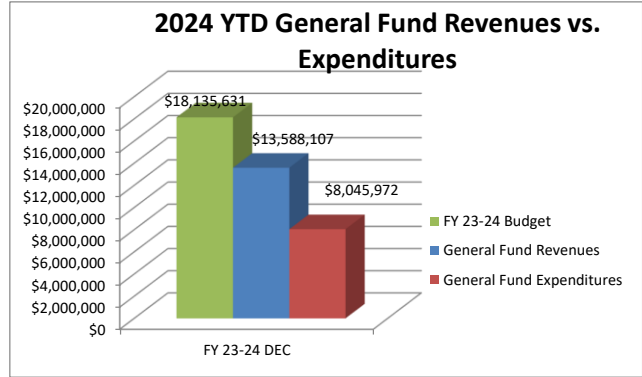
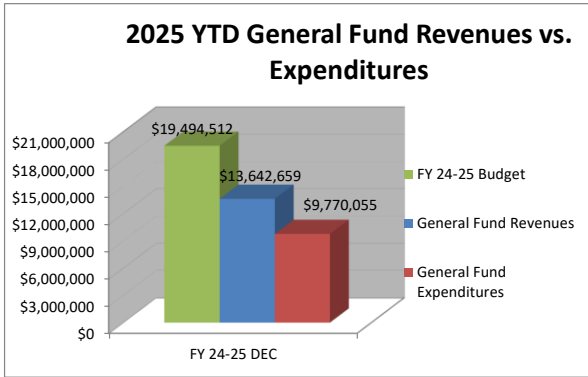
Business Agenda Item:	FY 2026 Budget
Date:	03/04/2025

Budget Discussions for FY 2026 regarding the planning and process of completing the Fiscal Year 2026 budget prior to July 1, 2025. This agenda item will allow for a meeting to be recessed to a future date to continue these discussions.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
January 31, 2025
Gauge: 7/12 or 58 Percent

58.33%

GENERAL FUND				
	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Revenues				
Ad Valorem Taxes	\$ 8,087,618	\$ 8,844,025	\$ 8,516,968	96.30%
Other Taxes and Licenses	102,545	65,350	121,761	186.32%
Unrestricted Intergovernmental	2,948,285	4,922,000	1,806,871	36.71%
Restricted Intergovernmental	418,270	676,390	458,818	67.83%
Permits and Fees	1,463,832	2,420,975	1,551,552	64.09%
Investment Earnings	318,096	373,339	282,062	75.55%
Miscellaneous	245,461	880,988	821,387	93.23%
Transfer From Other Funds	-	712,790	-	0.00%
Sale of Fixed Assets	4,000	50,700	51,297	101.18%
Insurance Recovery	-	31,925	31,943	100.06%
Fund Balance Appropriated	-	516,030	-	0.00%
Total	\$ 13,588,107	\$ 19,494,512	\$ 13,642,659	69.98%
	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Expenditures				
General Gov.-Governing Body	\$ 276,969	\$ 720,092	\$ 387,113	53.76%
Non Departmental	423,583	670,024	481,286	71.83%
Debt Service	366,324	419,096	347,145	82.83%
Finance	81,613	159,150	80,434	50.54%
IT	155,434	190,700	70,896	37.18%
Planning	190,513	445,025	242,341	54.46%
Police	2,226,757	5,908,835	3,203,688	54.22%
Fire	1,424,216	3,403,656	1,712,107	50.30%
General Services/Public Works	391,757	1,230,323	512,793	41.68%
Streets	221,741	825,027	232,689	28.20%
Motor Pool/Garage	94,304	173,700	109,252	62.90%
Powell Bill	43,844	398,195	21,657	5.44%
Sanitation	821,636	1,706,469	926,701	54.31%
Stormwater	13,529	286,480	145,808	50.90%
Parks and Rec	621,174	1,416,944	630,187	44.48%
SRAC	665,520	1,236,800	642,729	51.97%
Sarah Yard Center	27,058	51,300	23,229	45.28%
Contingency	-	252,696	-	
Total	\$ 8,045,972	\$ 19,494,512	\$ 9,770,055	50.12%

YTD Fund Balance Increase (Decrease) 5,542,135 - 3,872,604

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
January 31, 2025
Gauge: 7/12 or 58 Percent

58.33%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Water Sales	\$ 3,540,098	\$ 5,560,000	\$ 3,759,273	67.61%
Sewer Sales	3,052,973	5,000,000	3,218,155	64.36%
Connection and Tap Fees	49,784	65,650	60,106	91.56%
Miscellaneous	196,464	334,300	617,444	184.70%
Interest Earnings	187,739	200,000	186,283	93.14%
Sale of Fixed Assets	-	-	351	#DIV/0!
Transfer from Booker Dairy Rd Fund	-	457,896	457,896	100.00%
Fund Balance Appropriated	-	223,515	-	0.00%
Total	\$ 7,027,058	\$ 11,841,361	\$ 8,299,508	70.09%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Water Plant (Less Transfers)	\$ 1,189,493	\$ 2,564,715	\$ 1,251,972	48.82%
Water Distribution/Sewer Coll (Less Transfers)	2,455,131	5,449,924	3,277,846	60.14%
Transfer to W/S Capital Proj. Fund	-	1,975,000	-	0.00%
Capital Outlay	138,886	271,700	203,045	74.73%
Debt Service	212,262	1,020,336	208,918	20.48%
Contingency	-	559,686	-	
Total	\$ 3,995,772	\$ 11,841,361	\$ 4,941,781	41.73%

YTD Fund Balance Increase (Decrease) 3,031,286 - 3,357,727

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
January 31, 2025
Gauge: 7/12 or 58 Percent

58.33%

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Electric Sales	\$ 9,410,170	\$ 16,270,040	\$ 10,082,375	61.97%
Connection Fees	54,900	92,000	51,950	56.47%
Miscellaneous	82,798	108,375	90,273	83.30%
Penalties	54,929	85,000	55,620	65.44%
Investment earnings	193,217	250,000	166,841	66.74%
Fund Balance Appropriated	-	993,125	-	0.00%
Total	\$ 9,796,014	\$ 17,798,540	\$ 10,447,059	58.70%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Administration/Operations	\$ 1,927,845	\$ 3,151,083	\$ 1,839,570	58.38%
Purchased Power - Non Demand	2,860,191	3,940,660	3,374,938	85.64%
Purchased Power - Demand	3,789,557	7,828,164	3,689,862	47.14%
Purchased Power - Debt	674,436	1,156,176	674,436	58.33%
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	6,856	35,000	-	0.00%
Contingency	-	249,721	-	0.00%
Transfers to Electric Capital Proj Fund	-	1,000,000	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 9,601,470	\$ 17,798,540	\$ 9,921,391	55.74%

YTD Fund Balance Increase (Decrease)	194,544	-	525,668
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CASH AND INVESTMENTS FOR JANUARY 2025

General Fund (Includes P. Bill and ARPA)	27,392,750			
Water and Sewer Fund	16,647,543			
Electric Fund	11,505,437			
NCOBM Fund (21)	525,526			
JB George Endowment (40)	140,887			
Water Plant Expansion (43)	954,817			
Capital Project Fund: Wtr/Sewer (45)	894,336			
Capital Project Fund: General (46)	1,152,703			
Capital Project Fund: Electric (47)	(68,770)			
FEMA Acquisitions and Elevations (48)	550			
Firemen Relief Fund (50)	115,588			
Fire District Fund (51)	363,995	1st CITIZENS	41,569,070	1.75% / 4.29%
General Capital Reserve Fund (72)	183,165	NCCMT	4,447,224	5.000%
Total	59,808,527	KS BANK	3,559,436	3.00%
		TRUIST	10,232,797	3.25%
			<u>\$ 59,808,527</u>	

Account Balances Confirmed By Finance Director on

2/24/2025

Department Reports



FINANCE DEPARTMENTAL REPORT FOR NOVEMBER 2024

ACCOMPLISHMENTS

- Implemented monthly financial reporting for the appearance commission
- 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) and approximately \$2,000 in bank service charges (General, Water Sewer, Electric Fund)
- 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 and council approval

WORK IN PROGRESS

- Assisting with the phone implementation and internet / fiber projects (any day now)
- In process of implementing purchase card program with potential savings of \$85K based on historical spending patterns (next month)
- 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 working with Town Clerk and Town Manager to properly account for capital reserve / capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- Assisting with the transition of various tasks related to the exiting Human Resource Director, such as NEOGOV (delayed)
- In process of implementing a training plan for each employee in finance and customer service departments

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	CD Approval Date	Note
S-25-03	Heritage Townes at Waddell	15005023,	Shovel Ready Johnston,						
S-25-02	Powell Tract Subdivision	15005022	Inc	1/7/2025	3/6/2025				
S-25-01	Buffalo Ridge	15 080141 / 15 080	Crantock Land	1/3/2025	2/6/2025	3/18/2025			incomplete
		140001021	Smithfield Land Group						
		14057011X /							
S-24-08	Local 70 Residential Developmer	14057011Y	Smithfield Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025		
S-24-07	Buffalo Road Subdivision	14A033005	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025		
		14057011Y,							
S-24-06	Local 70 (Interim) plat	14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024		denied by Council
S-24-05	Powell Tract Subdivision	15 08014	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied		Tabled by owner
		15049017/							
S-24-03	Wellons Woods	15049010	BRL Engineering	4/8/2024					
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024		
			CMH Homes Inc/McIntyre						
S-24-01	Jubilee Creek	167300-68-6746	& Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024	

Final Plats

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Approval Date	Note
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 Date	TC Hearing Date	Decision	Notes
CZ-25-01	Finley Landing Phase 5 Alt	15077035H	CE Group	2/7/2025	3/6/2025			
		15025020/						
CZ-25-02	Johnston Hotel	15025021	Noviomagus LLC					incomplete
		14001001/14075						
CZ-24-08	Village on the Neuse	011A	Village on the Neuse LLC	8/19/2024	11/14/2024	12/3/2024	Approved	
		15005031,						
		15005029	Spectrum Realty, LLC and					
CZ-24-07	Waddell Drive Townhomes	,15005031A	Sun Auto Wash, LLC	10/8/2024	11/14/2024	12/17/2024	Approved	
CZ-24-06	Finley Landing Alt Plan	15077035H	CE Group	9/9/2024	10/3/2024	10/15/2024	Denied	
CZ-24-05	Buffalo Ridge	140001021	Smithfield Land Group	7/30/2024	9/5/2024	9/17/2024	Approved	

CZ-24-04	Massey Street Subdivision	15026055/15026054	Clay Pigeon Properties LLC	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,	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	
CZ-24-01	Carmax	15L110061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	
Special Use Permits								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
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				Tabled by applicant
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-24-09	36 East Edgerton HI- to B-3	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	14001001/14075011A 15015033/15016	Village on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn	
RZ-24-06	400 Brightleaf to B-3	033/15016032	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved	
RZ-24-05	Watershed Boundary Update	15089019A/15K09010A	Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved	
RZ-24-04	Heavner Property to R-8	/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	Approval Date	Notes
SP-25-02	Johnston Hotel	15025020/						
SP-25-01	West Market Office Bldg	15025021	Noviomagus LLC					incomplete
SP-24-14	Gates Concrete	15080053	Lee and Guiggins	11/14/2024	12/23/2024			incomplete
SP-24-13	JCC Repaving	15079005F	Larry Gates	10/21/2024	12/11/2024	1/29/2025		
		169308-87-5887	JCC					
		15084003D/						
SP-24-12	Smithfield West	15084003F	Jim Perricone	10/17/2024	11/18/2024			
SP-24-11	Smithfield Storage	15077023	Adams and Hodge	10/16/2024	12/9/2024			
SP-24-10	Town Place Suites	15008046T	Bartlett Engineering	6/2/2024	7/30/2024			
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024		
SP-24-08	Market Street Plaza	15K10023	Adams and Hodge	5/16/2024	10/9/2024			
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	11/25/2024		Email 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		5/16/2024 Project on hold

Annexations

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Hearing	Decision
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-24-09	Curated Collections Sign Variance	15L11008T	Carolina Venture Investments, LLC/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	Withdrawn
BA-24-07	Equipment Share						
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-24-04	Tattoo Establishments	Staff	10/18/2024	2/5/2025			on hold
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 February (1st-18th) 2025

Permit Type	# Issued	Permit Fees
Zoning:		
Land Use	2	\$200.00
Sign	3	\$150.00
Single Family & Two-Family Zoning	9	\$225.00
Report Period Total:	14	\$575.00
Fiscal YTD Total:	155	\$9,050.00

Individual Permit Breakdown for February (1st-18th) 2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Zoning	Land Use	Z25-000044	924 North Brightleaf Boulevard	02/04/2025	100
Zoning	Land Use	Z25-000050	159 Galilee Road	02/17/2025	100
Zoning	Sign	Z25-000048	1140 West Market Street	02/13/2025	50
Zoning	Sign	Z25-000038	2900 South Brightleaf Boulevard	02/04/2025	50
Zoning	Sign	Z25-000047	721 North Brightleaf Boulevard Suite 6	02/10/2025	50
Zoning	Single Family & Two Family Zoning	Z25-000043	187 North Finley Landing Parkway	02/04/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000037	2161 Galilee Road Lot 26	02/03/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000039	178 North Finley Landing Parkway	02/04/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000040	184 North Finely Landing Parkway	02/04/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000049	111 Retreat Run	02/14/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000045	190 North Finley Landing Parkway	02/05/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000042	199 North Finley Landing Parkway	02/04/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000041	196 North Finley Landing Parkway	02/04/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000046	202 North Finely Landing Parkway	02/10/2025	25

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 (# Units x 2.5)	Est. Construction Begin Year	Est. Build-out Year	Comments & Supplemental Information 2021-2022
15078012, 15077035C, 15077035H, 15079014, 15078012B		Floyds Landing	156.00	89		220		360		669		1673	2023	2029	construction plans approved for 89 detached single-family homes, 220 attached single-family townhomes, and 360 apartment units.
15026060, 15026057, 15026056, 15026058, 15026058A, 15026058B		Spring Branch Commons Ph 1	10	10						10		25	2022	2023	under construction
15077008		Marin Woods	141	49		94				143		358	2023	2025	Under construction
15084001		Whitley Townes		0		68				68		170	2023	2024	preliminary plat approved, construction plans approved
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.
15L11008M	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
15I09011B		Elk Creek Phase 1 and Phase 2	93	93						93		233	2022	2025	all phases final platted
15I08020	Kamdon Ranch		53		110					0	110		2020	2027	Phase 1 & 2 final platted
14075013		East River	293	162		131				293		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		Woodleaf		260		691		564		1515		3788			Conditional Zoning approved - to be annexed with development- project status unknown.
14A03005		Buffalo Road Subdivision		175						175		438			Preliminary Plat approved
140001021		Buffalo Ridge Subdivision		210						210		525			210-lot Conditional Zoning application in process
14057011X, 14057011Y and 14057011Z		Local 70	0	209		94		324		627		1568	2025	2028	Rezoned to PUD and preliminary platted. - 324 Apartment units, 94 townhouse and 209 detached single family.
169406-48-0447		Hillcrest/Poplar/Riverdale	7	10						10		25			Preliminary plat approved (infill development) - construction plans under review
167300-68-6861	Jubilee Creek	Heritage Townes at Waddell			7					0	7		2024	2025	Single family homes by W Smithfield Elementary
15055023, 15055022A		Harley Drive Townhomes				16				0					SUP for 16 townhomes
15K09010A/15K09010P/15089019A		Village on the Neuse				97				0					SUP for 97 townhomes
14001001 and 14075011A		Massey Street Subdivision		117											Conditional Zoning approved
15023055/15026054		Heritage Townes at NC-210		3											Conditional Zoning application for 3-lot SF Subd
15076012A															SUP for 51 townhomes

Total	893	1469	137	1507	113	1248	0	4124	130	10310
Percent SF vs MF Total (in-town)	35%	67%								



SMITHFIELD POLICE DEPARTMENT

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

MONTHLY STATISTICS

MONTH ENDING January 31, 2025

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	1608	1608
INCIDENT REPORTS TAKEN	140	140
BURGLARY	6	6
CASES CLOSED	60	60
ACCIDENT REPORTS	79	79
ARREST REPORTS TAKEN	78	78
DRUGS	10	10
DWI	6	6
CITATIONS ISSUED	164	164
PARKING/PAID	20/14	20/14
SPEEDING	8	8
NOL/DWLR	66	66
FICT/CNCL/REV REG CARD/TAG	31	31

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

REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2025

PART I CRIMES	January	January	+/-	Percent	Year-To-Date		+/-	Percent
	2024	2025		Changed	2024	2025		Changed
MURDER	1	0	-1	-100%	1	0	-1	-100%
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	1	0	-1	-100%	1	0	-1	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	1	0	-1	-100%	1	0	-1	-100%
ASSAULT	3	8	5	167%	3	8	5	167%
* VIOLENT *	5	8	3	60%	5	8	3	60%
BURGLARY	4	6	2	50%	4	6	2	50%
Residential	3	4	1	33%	3	4	1	33%
Non-Resident.	1	2	1	100%	1	2	1	100%
LARCENY	19	43	24	126%	19	43	24	126%
AUTO THEFT	4	2	-2	-50%	4	2	-2	-50%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	27	51	24	89%	27	51	24	89%
PART I TOTAL:	32	59	27	84%	32	59	27	84%
PART II CRIMES								
Drug	20	18	-2	-10%	20	18	-2	-10%
Assault Simple	10	9	-1	-10%	10	9	-1	-10%
Forgery/Counterfeit	2	4	2	100%	2	4	2	100%
Fraud	5	8	3	60%	5	8	3	60%
Embezzlement	1	1	0	0%	1	1	0	0%
Stolen Property	1	2	1	100%	1	2	1	100%
Vandalism	2	3	1	50%	2	3	1	50%
Weapons	0	4	4	N.C.	0	4	4	N.C.
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	2	2	N.C.	0	2	2	N.C.
D. W. I.	6	7	1	17%	6	7	1	17%
Liquor Law Violation	0	1	1	N.C.	0	1	1	N.C.
Disorderly Conduct	0	2	2	N.C.	0	2	2	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	20	25	5	25%	20	25	5	25%
PART II TOTAL:	67	86	19	28%	67	86	19	28%
GRAND TOTAL:	99	145	46	46%	99	145	46	46%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
January 2025**

I. Statistical Section

	Jan.	YTD
Confirmed Structure Fires	7	7
EMS Responses	202	202
Misc./Other Calls	28	28
Mutual Aid Calls	6	6
TOTAL EMERGENCY RESPONSES	292	292

	Jan.	YTD
Fire Inspections	59	59
Public Fire Education Programs	0	0
# Of Children Educated	0	0
# Of Adults Educated	0	0
Plans Review Construction/Renovation Projects	29	29
Fire Department Permits reviewed / Issued	40	40
Business Preplans	3	3
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Jan.	YTD
Inspections/Permits	\$600.00	\$600.00
Fire Recovery USA	\$501.50	\$501.50

III. Personnel Update:

Continuous Part-time positions available, 17 p/t positions currently filled including the p/t fire inspector. 2 Firefighter vacancies – Assessment Center scheduled for February 7th.

IV. Narrative of monthly departmental activities:

- Squad was in-service 10 of 23 days
- Total Training Hours = 551 hours
- Website Updating (Continuing)

- Follow-ups and Re-inspections.
- Vacant/Dangerous Building Listing.
- New Projects Meeting with Building Inspections.
- Exit/Emergency Light testing guide to be completed and provided for large occupancies.
- Budget Preparations.
- Completed assessment center for the following positions for Company Officers.
- Completed pump service tests on apparatus.
 - Engine 4 is Out of Service – Radiator.
- Professional Development – Career Ladder.
- Station 2 Roof repair.

V. Upcoming Plans

- Amazon Annual Inspection (Postponed from last month).
- Pre-Incident Survey Implementation/Training.
- Hospital Evacuation Drill (Postponed from last month).
- New Construction/Inspection Checklist Development.
- Digital Plans Review Training.
- Budget process continues.
- Continue Professional Development.
- Insulation installation at Station 2.



Reporting

01/01/2025 - 01/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Category

+ Add Filter

My Filter

Work Orders

Created vs. Completed >



175

Created

180

Completed

102.9%

Percent Completed
**More Work Orders were completed than created during this time period*

180 —
160 —
140 —
120 —
100 —
80 —
60 —
40 —
20 —
0 —

Work Orders by Type ⓘ >



Preventive

Reactive

Other

%
Total Preventive Ratio

161

Work Orders 13

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Support

Lawrence Davis >

Settings

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



I. Statistical Section

- 10 Burials
- 2 Works Orders – Buildings & Facilities Division
- 44 Work Orders – Grounds Division
- 23 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$6,000.00
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$7,400.00
Total Revenue:	\$13,400.00

III. Major Expenses for the Month:

Paid Craft Digging Services \$5,600.00 for opening and closing graves at all town cemeteries.

IV. Personnel Update:

No one for the month was hired.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, rights-of-way, buildings, and facilities. The Appearance Division safety meeting was on Weather Safety for outside workers with Jamie Pearce with wellness works.

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



175 Total Work Orders completed by the Public Works Department

10 Burials, at \$755.00 each = \$6,975

1 Cremation Burial, \$425 each = \$425.00

\$6,000. Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

456.92 tons of household waste collected

138.00 tons of yard waste collected

3.12 tons of recycling collected

0 gallons of used motor oil were recycled

250 scrap tires were recycled



Smithfield Appearance Commission

Smithfield Appearance Commission

Agenda

Tuesday, January 21, 2025

5:00 PM

Opening

Call to Order

Business:

Approval of Meeting Minutes

Financial Report

Agenda Items

Updates

- Library collab
- Social Media updates
- Planters
- Clean-up and supplies
- Ham and Yam
- Economic Development Meeting

Action Items

- Nominations for Chairperson Elections
- Potential Project areas?

Closing

Adjourn

Options for permanent Plants in Pots



Sky Pencil



Blue Point Juniper



Ivy



Proposal #3174

Date: 1/14/2025
PO #

Property:
Downtown Smithfield
200 South Front Street
Smithfield, NC 27577

More Permanent Plantings

There are 3 options to help lower costs and help with uniformity.

- Option 1-Leave existing specimen and install ivy as trailing plants with enough room to still put a few annuals in for seasonal interest
- Option 2-Change the remaining 25 pots to Sky Pencil with ivy for trailing plants with enough room to still put a few annuals in for seasonal interest
- Option 3-Change all specimens to Blue Point Juniper with ivy for the trailing plants with enough room to still put a few annuals in for seasonal interest

Option 1

Leave Current Specimens Option

Items	Quantity	Price
Ivy - Install plants-4"	120.00	\$891.66
Fall Annuals Generic Flat- 1801	12.00	\$335.04
Labor - Enhancement	12.00	\$780.00
Leave Current Specimens Option:		\$2,006.70

Option 2

Sky Pencil Option

Items	Quantity	Price
Sky Pencil - Install plants	25.00	\$866.33
Ivy - Install plants-4"	120.00	\$891.66
Fall Annuals Generic Flat- 1801	12.00	\$335.04
Labor - Enhancement	12.00	\$780.00
Sky Pencil Option:		\$2,873.03

Option 3

Blue Point Juniper Option

Items	Quantity	Price
Blue Point Juniper - Install plants	30.00	\$1,114.57
Ivy - Install plants-4"	120.00	\$891.66
Fall Annuals Generic Flat- 1801	12.00	\$335.04
Labor - Enhancement	12.00	\$780.00
	Blue Point Juniper Option:	\$3,121.27
	PROJECT TOTAL:	\$8,001.00

Terms & Conditions

Contract Limit or Minimum

All completed jobs have a minimum requirement of \$750, in order to avoid a trip charge of \$150. Trip charges can be avoided if approved work can be completed along with additional jobs in the area. This could be additional work at the subject property or with other sites in close proximity. This would be scheduled at the convenience of PLI, where by it can be completed with additional work in close proximity to the subject property.

Warranty - Pope Landscape & Irrigation warrants that all plants are as specified, healthy and true to name.

For irrigated plant materials with current maintenance agreements, Pope Landscape will replace, once without charge, any tree, shrub or vine that dies within 12 months of the date of installation. If property is irrigated but not managed by Pope Landscape for landscape maintenance, there will be a 30 Day Warranty only.

Plantings with no irrigation will not be warranted unless a watering service is approved prior to the installation of the plant material. Non irrigated plants, without a watering agreement will not be covered under warranty. Note this includes if property management decides to "self water" plant materials.

Replacements are limited to plants installed by Pope Landscape. All claims for loss must be reported within the warranty period. This warranty will be in effect subject to the following conditions:

1. Sod will carry a 30 day warranty if under irrigation, sod not under irrigation carries no warranty. Seeded turf areas are guaranteed to germinate and cover a minimum of 90% of area seeded, provided areas grassed are neither eroded, washed away nor damaged by others. Pope Landscape cannot be responsible for disease problems (Brown patch, Phythium blight, etc.)
2. Perennials under approved irrigation will carry a 30 day guarantee. Annuals are not guaranteed.
3. Pope Landscape & Irrigation is not responsible for losses due to neglect, physical damage by others, pet damage, rodents, insects, acts of God or other cause beyond our control.
4. Pope Landscape & Irrigation will take every precaution and will use proper horticultural techniques to move your transplanted materials, however, transplanted material carries no warranty.
5. Approved losses will be replaced at the appropriate time of year, at the original contracted size.

Replacements will generally be installed from October 1 through May 1 because of milder weather during that time.

6. Existing utilities: Owner will locate all lines (including property lines) and utilities not covered by ULOCO. Pope Landscape & Irrigation will not be held responsible for lines and utilities that are improperly located.

7. Concealed contingencies: this proposal is subject to extra charge for concealed contingencies such as buried rock or debris, Severe hardpan, poor drainage situations, etc. not readily apparent in estimating the material and work specified.

8. These prices are valid for 3 months, from proposal date.

9. Schedule: Owner agrees that Pope Landscape & Irrigation will not be held responsible for any delays caused by weather, acts of God, delays in shipment of materials or any other cause beyond our control.

10. This warranty does not include any watering or maintenance after substantial acceptance.

11. All materials and workmanship involved in the irrigation system carry a one year warranty.

12. All materials and workmanship involved in drainage work carry a one year warranty. This does not cover physical damage by others or acts of God.

By Ben Haulotte
Ben Haulotte

Date 1/14/2025
Pope Landscape and Irrigation Co.

By _____

Date _____
Downtown Smithfield



PO Box 1312
Garner, NC 27529

Invoice 3264

Date	PO#
11/08/24	
Sales Rep	Terms
Ben Haulotte	Net 30

Bill To
Town of Smithfield Appearance Commission 200 South Front Street Smithfield, NC 27577

Property Address
Downtown Smithfield 200 South Front Street Smithfield, NC 27577

Item	Qty / UOM	Rate	Ext. Price	Amount
#2593 - Fall Flower Installation				
Fall installation of 30 large planters.				
Flower Install Fall - 11/01/2024				\$4,500.00

Subtotal	\$4,500.00
Sales Tax	\$0.00
Total	\$4,500.00
Credits/Payments	(\$0.00)
Balance Due	\$4,500.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00



Proposal #2594

Date: 1/14/2025

PO #

Customer:
 Downtown Smithfield Development Corporation

Property:
 Downtown Smithfield
 200 South Front Street
 Smithfield, NC 27577

Flower Program 2025

Every other week maintenance on 30 annual planters. To include, watering, pruning, disease and insect control.

Estimated at 26 visits on the year.

Fixed Payment Services


Description of Services	Frequency	Annual Cost
Flower Maintenance		\$4,295.85
	Annual Maintenance Price	\$4,295.85

Payment Schedule

Schedule	Price	Sales Tax	Total Price
May	\$358.00	\$0.00	\$358.00
June	\$358.00	\$0.00	\$358.00
July	\$358.00	\$0.00	\$358.00
August	\$358.00	\$0.00	\$358.00
September	\$358.00	\$0.00	\$358.00
October	\$358.00	\$0.00	\$358.00
November	\$358.00	\$0.00	\$358.00
December	\$358.00	\$0.00	\$358.00
January	\$358.00	\$0.00	\$358.00
February	\$358.00	\$0.00	\$358.00
March	\$358.00	\$0.00	\$358.00
April	\$358.00	\$0.00	\$358.00
	\$4,296.00	\$0.00	\$4,296.00

Services Billed Upon Completion

Description of Services	Frequency	Cost per Occ.	Annual Cost
MT Flower Install Summer	1	\$3,000.00	\$3,000.00
MT Flower Install Fall	1	\$3,000.00	\$3,000.00

By 
 Michael Pope
 Date 1/14/2025
 Pope Landscape and Irrigation Co.

By _____
 Date _____
 Downtown Smithfield



Proposal #2594

Date: 9/17/2024
 PO #

Customer:
 Downtown Smithfield Development Corporation

Property:
 Downtown Smithfield
 200 South Front Street
 Smithfield, NC 27577

Flower Program 2025

Every other week maintenance on 30 annual planters. To include, watering, pruning, disease and insect control.

Estimated at 26 visits on the year.

Fixed Payment Services


Description of Services	Frequency	Annual Cost
Flower Maintenance		\$4,308.07
	Annual Maintenance Price	\$4,308.07

Payment Schedule

Schedule	Price	Sales Tax	Total Price
May	\$359.00	\$0.00	\$359.00
June	\$359.00	\$0.00	\$359.00
July	\$359.00	\$0.00	\$359.00
August	\$359.00	\$0.00	\$359.00
September	\$359.00	\$0.00	\$359.00
October	\$359.00	\$0.00	\$359.00
November	\$359.00	\$0.00	\$359.00
December	\$359.00	\$0.00	\$359.00
January	\$359.00	\$0.00	\$359.00
February	\$359.00	\$0.00	\$359.00
March	\$359.00	\$0.00	\$359.00
April	\$359.00	\$0.00	\$359.00
	\$4,308.00	\$0.00	\$4,308.00

Services Billed Upon Completion

Description of Services	Frequency	Cost per Occ.	Annual Cost
MT Flower Install Summer	1	\$4,600.00	\$4,600.00
MT Flower Install Fall	1	\$4,600.00	\$4,600.00

By 

 Michael Pope

Date 9/17/2024

 Pope Landscape and Irrigation

By _____

Date _____

 Downtown Smithfield



Reporting

01/01/2025 - 01/31/2025

Last Month

Export

- Work Orders
- Asset Health
- Reporting Details
- Recent Activity
- Export Data

Custom Dashboards

J.B. Young | Due Date | Category | + Add Filter | Save Filters | Reset Filters | My Filters

Work Orders 13

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings

Work Orders

Created vs. Completed

43

Created

43

Completed

100.0%

Percent Completed

+ Add to Dashboard

- 45
- 40
- 35
- 30
- 25
- 20
- 15
- 10
- 5
- 0

CREATING FILE

Download | Open

Work Orders - 01-01-2025 - 01-31-2025.pdf

View in Download Center

2025

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



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#4500 Stopsign leaning Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/02/2025	Total Time Costs Total Time 7m 4s Total Costs \$1.77	\$1.77
#4501 35mph sign faded Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/02/2025	Total Time Costs Total Time 19m 47s Total Costs \$4.95	\$4.95
#4504 Faded 35mph sign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/02/2025	Total Time Costs Total Time 20m 29s Total Costs \$5.12	\$5.12
#4506 Faded 25 mph sign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/02/2025	Total Time Costs Total Time 23m 57s Total Costs \$5.99	\$5.99
#4513 Stopsign been hit and leaning Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 01/03/2025	Total Time Costs Total Time 13m 12s Total Costs \$3.30	\$3.30

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

J.B. Young

Appearance Division

#4515
Stopsign leaning
Type: Reactive

[Signage](#)

J.B. Young

✓ Done
Completed by J.B. Young on
01/03/2025

Total Time Costs
Total Time
\$2.68
10m 44s
\$2.68

Appearance Division

#4528
Install new 3- way
stopsigns
Type: Reactive

[Signage](#)

J.B. Young

✓ Done
Completed by J.B. Young on
01/07/2025

Total Time Costs
Total Time
\$25.26
1h 41m 2s
\$25.26

Appearance Division

#4534
Scrape dirt roads
Type: Reactive

[Signage](#)

J.B. Young

✓ Done
Completed by J.B. Young on
01/08/2025

Total Time Costs
Total Time
\$17.78
1h 11m 7s
\$17.78

Appearance Division

#4536
Faded stopsign
Type: Reactive

[Signage](#)

J.B. Young

✓ Done
Completed by J.B. Young on
01/08/2025

Total Time Costs
Total Time
\$5.64
22m 34s
\$5.64

Appearance Division

#4546
Faded street blades
Type: Reactive

[Signage](#)

J.B. Young

✓ Done
Completed by J.B. Young on
01/09/2025

Total Time Costs
Total Time
\$18.60
1h 14m 23s
\$18.60

Appearance Division

#4554
Street blades missing

✓ Done

Total Time Costs
\$19.59

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

[Signage](#)

J.B. Young

Completed by J.B. Young on 01/10/2025

1h 18m 22s

Total Time

Total Costs \$19.59

#4566

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/13/2025

Total Time Costs \$4.14

16m 33s

Total Time

Total Costs \$4.14

#4567

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/13/2025

Total Time Costs \$3.68

14m 43s

Total Time

Total Costs \$3.68

#4568

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/13/2025

Total Time Costs \$2.11

8m 27s

Total Time

Total Costs \$2.11

#4569

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/13/2025

Total Time Costs \$3.88

15m 30s

Total Time

Total Costs \$3.88

#4570

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/13/2025

Total Time Costs \$2.27

9m 5s

Total Time

Total Costs \$2.27

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4573

Stopsign leaning

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/14/2025

Total Time Costs
Total Time

\$6.90
27m 37s

Total Costs \$6.90

#4574

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/14/2025

Total Time Costs
Total Time

\$2.60
10m 24s

Total Costs \$2.60

#4575

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/14/2025

Total Time Costs
Total Time

\$2.86
11m 26s

Total Costs \$2.86

#4576

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/14/2025

Total Time Costs
Total Time

\$3.24
12m 58s

Total Costs \$3.24

#4578

Faded street blades

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/14/2025

Total Time Costs
Total Time

\$20.55
1h 22m 13s

Total Costs \$20.55

#4595

Street blades bent

Type: Reactive

Appearance Division

✓ Done

Completed by J.B. Young on
01/17/2025

Total Time Costs
Total Time

\$20.29
1h 21m 9s

Total Costs \$20.29

[Signage](#)

J.B. Young

#4596

Faded stopsign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/17/2025

Total Time Costs

\$4.18

Total Time

16m 43s

Total Costs

\$4.18

#4603

Faded 25mph sign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/21/2025

Total Time Costs

\$2.98

Total Time

11m 56s

Total Costs

\$2.98

#4605

Street blades missing

OR Faded stopsign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/21/2025

Total Time Costs

\$31.61

Total Time

2h 6m 27s

Total Costs

\$31.61

#4619

Sign leaning divided

highway

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 01/23/2025

Total Time Costs

\$2.09

Total Time

8m 22s

Total Costs

\$2.09

#4620	Appearance Division	Done Completed by J.B. Young on 01/23/2025	Total Time Costs Total Time 1h 20m 23s	\$20.10	
Street blades torn down					
Type: Reactive			Total Costs	\$20.10	
Signage					
J.B. Young					
#4622	Appearance Division	Done Completed by J.B. Young on 01/24/2025	Total Time Costs Total Time 1h 26m 28s	\$21.62	
Faded street blades					
Type: Reactive			Total Costs	\$21.62	
Signage					
J.B. Young					
#4629	Appearance Division	Done Completed by J.B. Young on 01/27/2025	Total Time Costs Total Time 41m 57s	\$10.49	
Stopsign torn down					
Type: Reactive			Total Costs	\$10.49	
Signage					
J.B. Young					
#4635	Appearance Division	Done Completed by J.B. Young on 01/28/2025	Total Time Costs Total Time 45m 23s	\$11.35	
Dead end sign torn down					
Type: Reactive			Total Costs	\$11.35	
Signage					
J.B. Young					
#4639	Appearance Division	Done Completed by J.B. Young on 01/28/2025	Total Time Costs Total Time 10m 53s	\$2.72	
Stopsign leaning					
Type: Reactive			Total Costs	\$2.72	
Signage					
J.B. Young					
#4640	Appearance Division	Done Completed by J.B. Young on 01/28/2025	Total Time Costs Total Time 42m 4s	\$10.52	
25mph sign torn down					

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

[Signage](#)

J.B. Young

#4643

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/28/2025

Total Time Costs

\$4.53

18m 6s

Total Costs

\$4.53

#4651

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/29/2025

Total Time Costs

\$2.78

11m 7s

Total Costs

\$2.78

#4654

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/29/2025

Total Time Costs

\$3.46

13m 50s

Total Costs

\$3.46

#4656

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/29/2025

Total Time Costs

\$3.29

13m 10s

Total Costs

\$3.29

#4659

Faded 25mph sign &
no thru trucks sign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on
01/30/2025

Total Time Costs

\$7.52

30m 5s

Total Costs

\$7.52

#4660 Faded stopsign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/30/2025	Total Time Costs Total Time Total Costs	\$3.80 15m 12s \$3.80
#4661 Limbs blocking view of stopsign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/30/2025	Total Time Costs Total Time Total Costs	\$4.35 17m 25s \$4.35
#4665 Stopsign leaning Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/30/2025	Total Time Costs Total Time Total Costs	\$2.32 9m 17s \$2.32
#4666 25mph sign torn down Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/30/2025	Total Time Costs Total Time Total Costs	\$8.27 33m 5s \$8.27
#4670 Potholes Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 01/31/2025	Total Time Costs Total Time Total Costs	\$3.73 14m 55s \$3.73
#4672 Stopsign leaning Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 01/31/2025	Total Time Costs Total Time	\$3.03 12m 7s

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



I. Statistical Section

 3 Preventive Maintenances

 0 North Carolina Inspections

 27 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned. The Appearance Division safety meeting was on Weather Safety for outside workers with Jamie Pearce with wellness works.



Reporting

01/01/2025 - 01/31/2025

Last Month

Export

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Work Orders

13

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis
Settings

Custom Dashboards

Andrew Strickland

Due Date

Category

Add Filter

Reset Filters

Save Filters

My Filter

Work Orders

Created vs. Completed

27

Created

27

Completed

100.0%

Percent Completed

Add to Dashboard



Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Jan. 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. 13 Work Orders – 625lbs. of Cold Patch was used for 18 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$2,298.00 to CSX for annual fee for crossing signals.
Paid \$1,256.60 to Nc Dept, of Public Safety /correctional Enterprise
For Stop signs, street blades, U bolts and Hardware and 2.5mph speed limit sign.
(Powell bill) Paid \$115,933.25 to Daniels INC. Paving for first half of Street resurfacing.

IV. Personnel Update:

No one for the month of January

V. Narrative of monthly departmental activities:

The Public Works Department carried out the overall duties of signage, cutting back right-a-ways and potholes. The Appearance Division safety meeting was on Weather Safety for outside workers with Jamie Pearce with wellness works.

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



I. Statistical Section

The Division collected from approximately 4,385 homes, 4 times during the month

- a. Sanitation forces completed 55 work orders
- b. Sanitation forces collected 456.92 tons of household waste
- c. Sanitation forces disposed of loads 69 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 2.36 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.12 tons of recyclable plastic
- h. Recycled 1,240 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 5,280 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$44.40 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 2,220 lbs. of shredder steel for \$ 155.40 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2622.00 for disposal of yard waste and debris. Amick Equipment Co. was paid \$1,409.16 for filter elements for TK 320. Walker NAPA Auto Parts was paid \$533.88 for wheel bearing hub assembly for TK 300.

IV. Personnel Update:

Public Works Department had no new hires for the month of January.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Weather Safety for Outside Workers" With Jamie Pearce. Public works had no events for the month of January.

Community Service Workers worked 24 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
January 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:

Street Sweep and storm drain cleaning and repair.

V. The Public Works safety meeting was on "Weather safety for outside workers" with Jaime Pearce with Wellness Works.



MONTHLY REPORT FOR JANUARY, 2025

PROGRAMS STATISTICS	JANUARY, 2025	24/25 FY YTD	JANUARY, 2024	23/24 FY YTD
NUMBER OF PROGRAMS	3	59	5	61
TOTAL ATHLETICS PARTICIPANTS	357	4164	274	2291
TOTAL NON/ATHLETIC PARTICIPANTS	23	6509	14	7131
NUMBER OF GAMES PLAYED	77	810	59	160
TOTAL NUMBER OF PLAYERS (GAMES)	1386	16943	1062	5602
NUMBER OF PRACTICES	130	746	135	408
TOTAL NUMBER OF PLAYER(S) PRACTICES	1170	8868	1215	3741
SYCC VISITS	81	855	127	901
	JANUARY, 2025	24/25 FY YTD	JANUARY, 2024	23/24 FY YTD
PARKS RENTALS	2	177	1	253
USERS (PARKS RENTALS)	174	22176	15	12903
TOTAL UNIQUE CONTACTS	2,834	34,675	2,433	34,675
	JANUARY, 2024	24/25 FY YTD	JANUARY, 2024	23/24 FY YTD
PARKS AND RECREATION REVENUES	\$ 4,350.00	\$ 82,065.00	\$ 11,828.00	\$ 57,531.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 92,364.00	\$ 621,325.00	\$ 66,897.00	\$ 495,580.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 8,861.00	\$ 56,559.00	\$ 125,593.00
SYCC EXPENDITURES (OPERATIONS)	\$ 3,493.00	\$ 18,929.00	\$ 3,549.00	\$ 27,058.00
SYCC EXPENDITURES	\$ 190	\$ 4,300.00	\$ -	\$ 7,476.00

(CAPITAL OUTLAY EQUIP)

HIGHLIGHTS

Youth Basketball (41 teams with 357 players)

Adult League Basketball Registration

Youth Baseball and Softball Registration



SRAC MONTHLY REPORT FOR JANUARY, 2025

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	17	121	14
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	768	9452	2698

	JANUARY, 2025	24/25 FY YTD	JANUARY, 2024	23/24 FY YTD
SRAC MEMBER VISITS	3884	28018	4438	26498
DAY PASSES	1181	10038	990	9404
RENTALS (SRAC)	25	245	42	371
USERS (SRAC RENTALS)	3169	17244	5264	1877
TOTAL UNIQUE CONTACTS	9,002	64,752	13,390	67,683

FINANCIAL STATISTICS

	JANUARY, 2025	24/25 FY YTD	JANUARY, 2024	23/24 FY YTD
SRAC REVENUES	\$ 62,654.00	\$ 430,442.00	\$ 57,033.00	\$ 436,918.00
SRAC EXPENDITURES (OPERATIONS)	\$ 112,424.00	\$ 621,064.00	\$ 71,905.00	\$ 621,137.00
CAPITAL OUTLAY	\$ -	\$ 21,664.00	\$ 93,260.00	\$ 44,382.00
SRAC MEMBERS	4132		3727	

HIGHLIGHTS: Hosted 6 HS Swim Meets
Saturday Clay



- **Statistical Section**

- Electric CP Demand 28,831 Kw relative to December's demand of 24,749 Kw.
- Electric System Reliability was 99.9713%, with two (2) recorded main line outages; relative to December's 99.9999%.
- Raw water treated on a daily average was 4.457 MG relative to 4.465 MG for December; with maximum demand of 5.503 MG relative to December's 5.974 MG.
- Total finished water to the system was 126.991 MG relative to December's 125.440 MG. Average daily for the month was 4.096 MG relative to December's 4.046 MG. Daily maximum was 4.921 MG (January 27th) relative to December's 5.559 MG. Daily minimum was 3.193 MG (January 12th), relative to December's 2.882 MG.

- **Miscellaneous Revenues**

- Water sales were \$282,643 relative to December's \$252,132
- Sewer sales were \$483,740 relative to December's \$432,078
- Electrical sales were \$1,538,751 relative to December's sales of \$1,384,502
- Johnston County Water purchases were \$209,531 for 82.493 MG relative to December's \$184,790 for 72.752 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,291,664 relative to December's \$1,150,304
- Johnston County sewer charge was \$174,417 for 39.020 MG relative to December's \$192,505 for 43.066 MG.

- **Personnel Changes**

Jeff Stewart was hired as Electric Superintendent on January 7, 2025.



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

I. Statistical Section

- Street Lights repaired -28
- Area Lights repaired-10
- Service calls – 36
- Underground Electric Locates -748
- Poles changed out/removed or installed -7
- Underground Services Installed -3

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. short one employee.

V. Miscellaneous Activities:

- The electrical Dept Building 3 Phase Line on Outlet Center Dr. For Carmax
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept is continuing to work on the Pole Audit Town wide.
- The Electrical Dept. helped the Street Dept. Take down Christmas Decorations along Market St., Peedin Rd. and West Smithfield.



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	1/31/2025
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	117	117
Sewer Calls	46	46
Utility Locates	745	745
Storm Drainage Calls	1	1
Total Calls	909	909
Quotes new services	1	1
Inspections	2	2
Locate existing water & sewer services	0	0
Disconnect water	7	7
Reconnect water	1	1
Test meter	2	2
Temp hydrant meter	2	2
Discolored water call	2	2
Low pressure call	21	21
Leak detection	41	41
Meter check	25	25
Meter leak	12	12
Service leak	12	12
Water main leak	16	16
Replace existing water meter	9	9
Install new water meter	26	26
Install new water service	1	1
Renew water service	4	4
Water blow off repair	0	0
Street cuts	10	10
Repair utility cut or sink hole	4	4

Fire hydrant repair	2	2
Fire hydrant replaced	4	4
Camera Sewer main or service	7	7
Sewer odor complaint	2	2
Sewer main repair	4	4
Clean out repair or install	6	6
LF of sewer main cleaned	350	350
LF of sewer service cleaned	2485	2485
LF of storm drain cleaned	500	500

- Service 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 January

- Had Stuckey to make some water and sewer repairs that we were not able to.
- Still having work done on the Vac truck.
- Lumos is still destroying lines.
- Had major front-end repair done on backhoe.

Upcoming Projects for the month of February

- I 95 project continues.
- Floyd landing work should be concluding this month.
- Hydromechanics will continue replacing and repairing fire hydrants.

Personnel Updates

Interviews are still on going for utility line mechanic.



MONTHLY WATER LOSS REPORT

January 2025

(12) - Meters with slow washer leaks

(4) – ¾" Line, 1/8", 3 days

(5) – ¾" Line, 1/8", 3 hrs.

1 1/2" Line, 1/8", 1 day

(2)-2" Line, Shear, 3 hrs.

2" Line, 1/8", 1 day

(3)-6" Line, Shear, 1 day

(12)-6" Line, Shear, 3 hrs.

(2)-Fire Hydrants 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	01/14/25	3	15	7965	10	North Street	01/07/25	3	15	17820	40
Computer Drive	01/14/25	3	15	31860	10	West Street	01/07/25	3	15	78030	50
Castle Drive	01/15/25	3	15	7965	10	Regency Drive	01/13/25	3	15	63720	60
Parkway Drive	01/15/25	3	15	63720	40	Randers Court	01/13/25	3	15	15930	40
Garner Drive	01/15/25	3	15	63723	40	Noble Street	01/13/25	3	15	15930	40
Hwy 210 LFT ST.	01/15/25	3	15	15930	40	Fieldale Dr#1(L)	01/13/25	3	15	63720	40
Skyland Drive	01/15/25	3	15	7965	10	Fieldale Dr#2(R)	01/13/25	3	15	63720	40
Bradford Street	01/15/25	3	15	15930	10	Heather Court	01/13/25	3	15	15930	40
Kellie Drive	01/15/25	3	15	7965	10	Reeding Place	01/13/25	3	15	15930	40
Eggewater	01/15/25	3	15	7965	10	East Street	01/13/25	3	15	63720	40
Edgcombe	01/15/25	3	15	15930	40	Smith Street	01/13/25	3	15	63720	40
Valley Wood	01/15/25	3	15	63720	40	Wellons Street	01/13/25	3	15	63720	40
Creek Wood	01/15/25	3	15	63720	40	Kay Drive	01/27/25	2	15	38985	15
White Oak Drive	01/15/25	3	15	7965	10	Huntington Place	01/27/25	2	15	38985	15
Brookwood Drive	01/15/25	3	15	22515	5	N. Lakeside Drive	01/27/25	3	15	9750	15
Runnymede Place	01/16/25	3	15	31860	10	Cypress Point	01/27/25	3	15	34890	12
Nottigham Place	01/16/25	3	15	38985	10	Quail Run	01/27/25	3	15	8715	12
Heritage Drive	01/16/25	3	15	38985	10	British Court	01/27/25	3	15	8715	12
Noble Plaza #1	01/16/25	2.8	15	9750	10	Tyler Street	01/27/25	3	15	78030	60
Noble Plaza #2	01/16/25	3	15	9750	10	Yelverton Road	01/28/25	3	15	63720	40
Pinecrest Street	01/16/25	3	15	19500	10	Ava Gardner	01/28/25	3	15	63720	40
S. Sussex Drive	01/16/25	3	15	31860	10	Waddell Drive	01/28/25	3	15	7965	10
Elm Drive	01/16/25	3	15	9750	10	Henly Place	01/28/25	3	15	8715	12
						Birch Street	01/28/25	3	15	34890	12
Coor Farm Supply	01/16/25	2	15	7965	10	Pine Street	01/28/25	3	15	38985	15
Old Goldsboro Rd,	01/16/25	3	15	7965	10	Oak Drive	01/28/25	3	15	37695	14
Hillcrest Drive	01/06/25	3	15	31860	10	Cedar Drive	01/28/25	3	15	31860	10
Eason Street	01/06/25	3	15	38985	40	Aspen Drive	01/29/25	3	15	34890	12
Magnolia circle	01/06/25	3	15	78030	40	Furlonge Street	01/29/25	2	15	34890	12
Rainbow Drive	01/06/25	3	15	19500	60	Golden Corral	01/29/25	2	15	40290	16
Rainbow Circle	01/06/25	3	15	19500	60	Holland Drive	01/29/25	3	15	9750	15
Moonbeam Circle	01/06/25	3	15	19500	60	Davis Street	01/29/25	3	15	34890	12
Ray Drive	01/07/25	3	15	15930	60	Caroline Ave.	01/29/25	3	15	31860	10
Will Drive	01/07/25	3	15	63720	40	Johnston Street	01/29/25	3	15	38985	15
Michael Lane	01/07/25	3	15	63721	40	Ryans	01/29/25	3	90	9750	15
Ward Street	01/07/25	3	15	15930	40						

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