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 May 6, 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 May 6, 2025
7:00 PM

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentations:

Page:

1. **Proclamation Recognizing May 4th through May 10th Municipal Clerk's Week 2025**
   (Mayor – M. Andy Moore) See attached information.....1

2. **Proclamation Recognizing Public Works Week 2025 May 18th through May 25th**
   (Mayor – M. Andy Moore) See attached information.....2

3. **FY 2023-2024 Audit Presentation**
   (Finance Director – Andrew Harris) See attached information.....3

4. **Downtown Traffic Study and NCDOT Recommendations**
   (Planning Director – Stephen Wensman and Town Manager Mike Scott) See attached information.....4

Public Hearings:

1. **West Smithfield Elementary School Site Annexation (ANX-25-02)**
   Johnston County Education Department has submitted a petition for voluntarily satellite annexation of the West Smithfield Elementary site, 27.78-acres, to the Town of Smithfield.
   (Planning Director – Stephen Wensman) See attached information.....18

Citizens' Comments:

Consent Agenda Items:

1. **Board Appointments:**

Page:

(Town Clerk – Elaine Andrews) See attached information.....39

- **Board of Adjustment**
  a. Gregory Evans has submitted an application for appointment to the Board of Adjustment.....41
  b. Jason Evans has submitted an application for appointment to the Board of Adjustment.....45

- **Appearance Commission**
  a. Pamela Yelle has submitted an application for appointment to the Appearance Commission.....47

2. **Approval of Minutes**
   a. March 13, 2025 – FY 2025-2026 Budget Session.....50
   b. March 13, 2025 – Closed Session Minutes (Under Separate Cover)

3. **Consideration and request for approval of Budget Ordinance Amendment - Capital Reserve Funds**
   (Finance Director – Andrew Harris) See attached information.....55

4. **Consideration and request for approval of Budget Ordinance Amendment - Pay Study Increases**
   (Finance Director – Andrew Harris) See attached information.....68

5. **Consideration and request for approval to adopt Resolution No. 772 (11-2025) for Capital Reserve Funds – Water and Sewer Fund**
   (Finance Director – Andrew Harris) See attached information.....75

6. **Consideration and request for approval to adopt Resolution No. 773 (12-2025) in opposition to House Bill 765**
   (Town Manager – Mike Scott).....78

7. **Consideration and request for approval to adopt Resolution No. 774 (13-2025) for a DSDC Board Appointment**
   (Town Clerk – Elaine Andrews) See attached information.....81

8. **Special Event - Blessing of the Bikes Event:** Bulldog Harley-Davidson is requesting to hold Blessing of the Bikes at 1043 Outlet Center Drive on May 3rd, 2025. This event will run from 11:00 am-4:00 pm and it will have amplified sound between 11:00 am-2:00pm. A food truck will be on-site selling food.
   (Planning Director – Stephen Wensman) See attached information.....87

9. **Special Event – Bike Night Event:** Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on May 8th, 2025.

This event will run from 5:00pm-8:00pm and it will have amplified sound during those same times. A food truck will be on-site selling food.
(Planning Director – Stephen Wensman) See attached information.....95

10. **Special Event - Test Ride Days:** Bulldog Harley-Davidson is requesting to hold Test Ride Days at 1043 Outlet Center Drive on May 10th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. A food truck will be on-site selling food.
(Planning Director – Stephen Wensman) See attached information.....103

11. **Special Event – Test Ride Days 2:** Bulldog Harley-Davidson is requesting to hold Test Ride Days 2 at 1043 Outlet Center Drive on May 17th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. A food truck will be on-site selling food.
(Planning Director – Stephen Wensman) See attached information.....111

12. **Special Event – Memorial Day Weekend Event:** Bulldog Harley-Davidson is requesting to hold a Memorial Day Weekend Event at 1043 Outlet Center Drive on May 24th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. A food truck will be on-site selling food.
(Planning Director – Stephen Wensman) See attached information.....120

13. **Special Event – Bike Night 2:** Bulldog Harley-Davidson is requesting to hold Bike Night 2 at 1043 Outlet Center Drive on May 29th, 2025. This event will run from 5:00pm-8:00pm and it will have amplified sound during those same hours. Holy Fries food truck will be on-site selling food.
(Planning Director – Stephen Wensman) See attached information.....130

14. **Special Event – Bulldog Harley-Davidson Grand Reopening:** Bulldog Harley-Davidson is requesting to hold their Grand Opening Event at 1043 Outlet Center Drive on May 31st, 2025. This event will run from 11:00am-8:00pm and it will have amplified sound during 4:15pm-9:00pm. Food trucks will be on-site selling food. A Harley Stunt Show will be scheduled and there will be two concerts.
(Planning Director – Stephen Wensman) See attached information.....138

15. **Consideration and request for approval of Sick Leave Donation Request**
(Human Resources Director – Shannan Parrish) See attached information.....152

16. **New Hire Report**
(Human Resources Director – Shannan Parrish) See attached information.....154

Page:

Business Items:

1. **Outlet Center Drive Street Resurfacing**
   (Public Works Director – Lawrence Davis) See attached information.....155

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

Councilmember's Comments

Town Manager's Report:

- Manager's Report (Will be provided at the Meeting)
- Financial Report.....157
- Departmental Monthly Reports.....163

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

Presentations

TOWN OF SMITHFIELD
PROCLAMATION
PROFESSIONAL MUNICIPAL CLERKS WEEK
MAY 4 to MAY 10, 2025

WHEREAS, in 1984 and 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May; and

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing body and agencies of government at multiple levels; and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Professional Municipal Clerk serves as the information center of functions of local government and the community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

BE IT RESOLVED, that I, M. Andy Moore, Mayor of Smithfield, along with the Smithfield Town Council, do hereby proclaim the week of May 4th through May 10th, 2025 as

Professional Municipal Clerks Week

and further extend appreciation to our Professional Municipal Clerk, Elaine Andrews, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

M. Andy Moore, Mayor

IN WITNESS WHEROF, I hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this 6th day of May in the year of our Lord Two Thousand Twenty-Five.

TOWN OF SMITHFIELD
PROCLAMATION
PUBLIC WORKS RECOGNITION WEEK
MAY 18-24, 2025
"People, Purpose, Presence"

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Smithfield; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are responsible for improving our streets, enhancing the appearance of the Town, maintaining the Town's fleet, and maintaining the solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens and civic leaders in the Town of Smithfield to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association,

NOW THEREFORE, I, M. Andy Moore, Mayor of Smithfield, along with the members of the Smithfield Town Council, do hereby proclaim the week of May 18- 24, 2025, as

National Public Works Week

I urge all citizens pay tribute to our public works employees and to recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life for all.

M. Andy Moore, Mayor

IN WITNESS WHEROF, I hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this 6th day of May in the year of our Lord Two Thousand Twenty-Five.

Request for Town Council

Presentation: FY 2023 - 2024 Audit
Date: 05/06/2025

Subject: Presentation of the 2023-2024 Annual Audit Results
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Presentation

Issue Statement

Thompson, Price, Scott, Adams & Co., P.A. (TPSA) will present Fiscal Year 2024 audit results. The Annual Financial Report provides readers (Town council members, citizens, bondholders, customers, vendors, lenders, bond rating agencies, Local Government Commission, granting agencies, etc.) with information useful in assessing the financial condition of the town and for making decisions.

Financial Impact

None

Action Needed

Make motion to accept the results of the 2023-2024 audit as presented

Recommendation

Approve the acceptance of the results of the 2023-2024 audit as presented

Approved: ☑Town Manager ☐ Town Attorney

Attachments:

1. Will be Provided by Thompson, Price, Scott, Adams & Co., P.A. at the Meeting

Request for Town Council Action

Presentation: **Downtown Smithfield Traffic Study**
Date: 05/06/2025

Subject: Downtown Smithfield Traffic Study – NCDOT Recommendations
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Presentation

Issue Statement

NCDOT will present their recommendations for the future transportation improvements identified in the Downtown Transportation Study.

Financial Impact

The financial impacts are identified in the transportation study.

Action Needed

None

Recommendation

None

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

- Staff Report
- Presentation

Staff Report

Presentation: **Downtown Smithfield Traffic Study**

Overview:

NCDOT hired VHB to conduct a transportation study of the Smithfield downtown from the Neuse River to Brightleaf Boulevard.

The study has been completed and has addressed:

- Traffic levels and flow
- Parking needs
- Bicycle and pedestrian infrastructure improvements
- Urban design solutions

NCDOT has reviewed the Study and will be presenting their implementation recommendations

NORTH CAROLINA
Department of Transportation

Smithfield Downtown Transportation Study

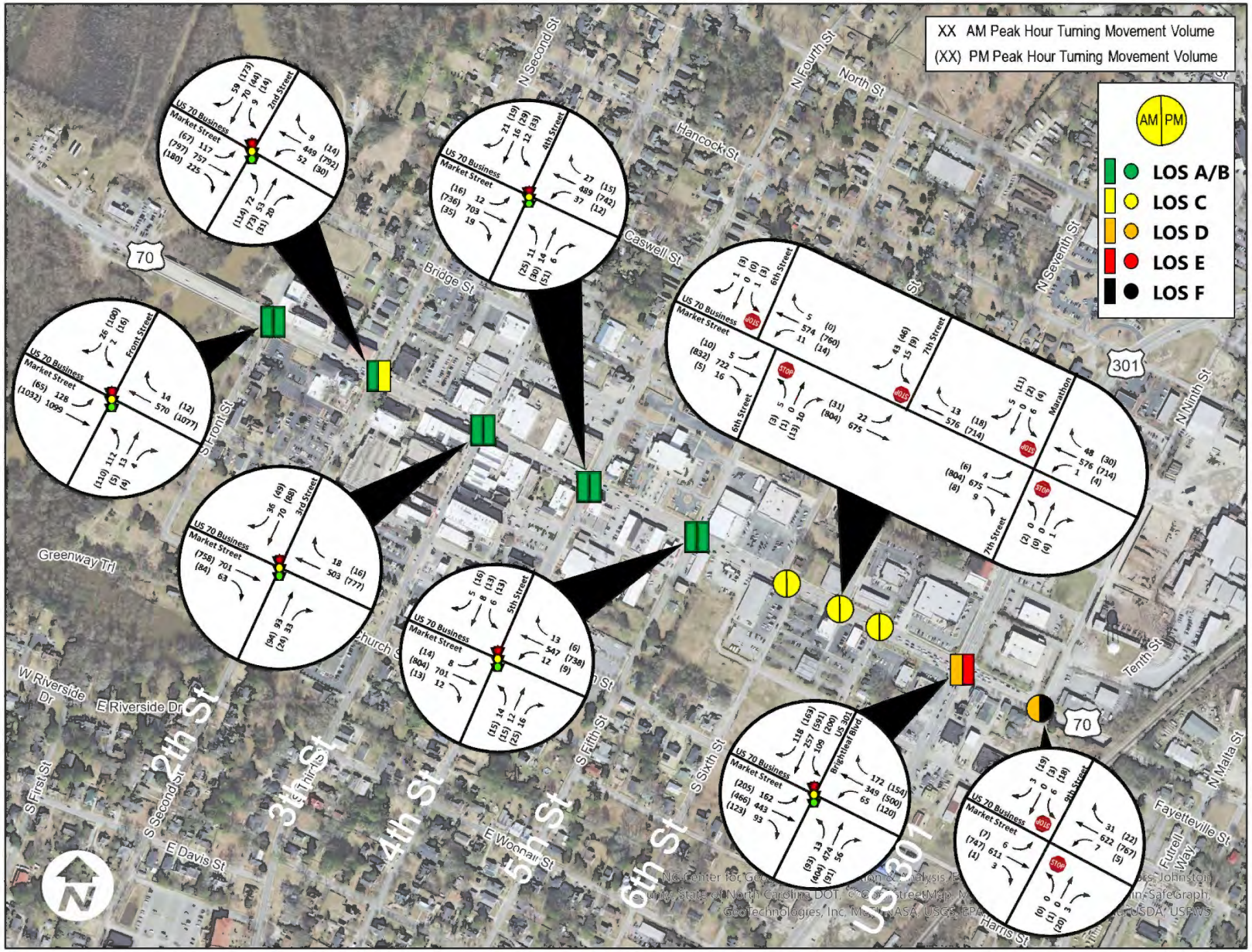
Council Meeting

05/06/2025

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

Existing Traffic (2024)

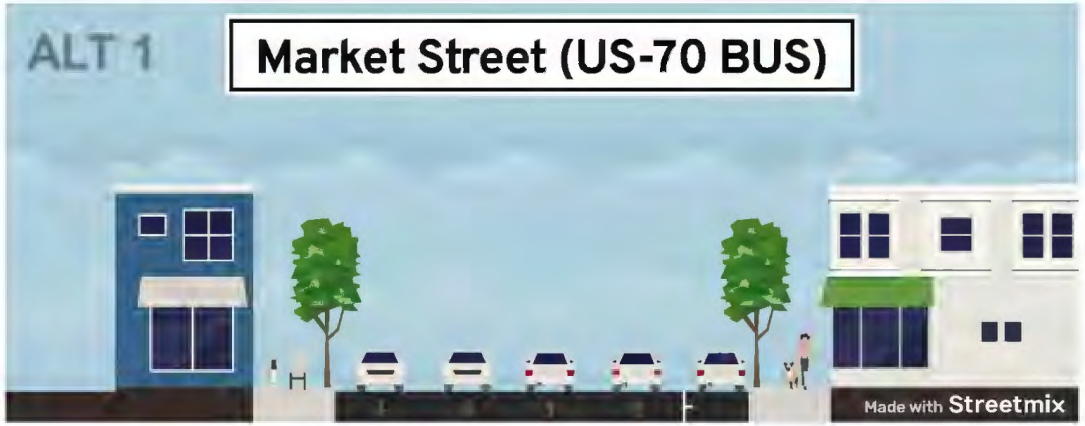
- Existing (2024) Turning Movement Counts and Level of Service
- Crash Analysis
  - Rate of crashes exceeds the critical rate for this facility type by more than 3.5 times.
  - 514 Crashes in 5 years
  - Over 50% of crashes were sideswipe/parked vehicle accidents



Alternatives

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



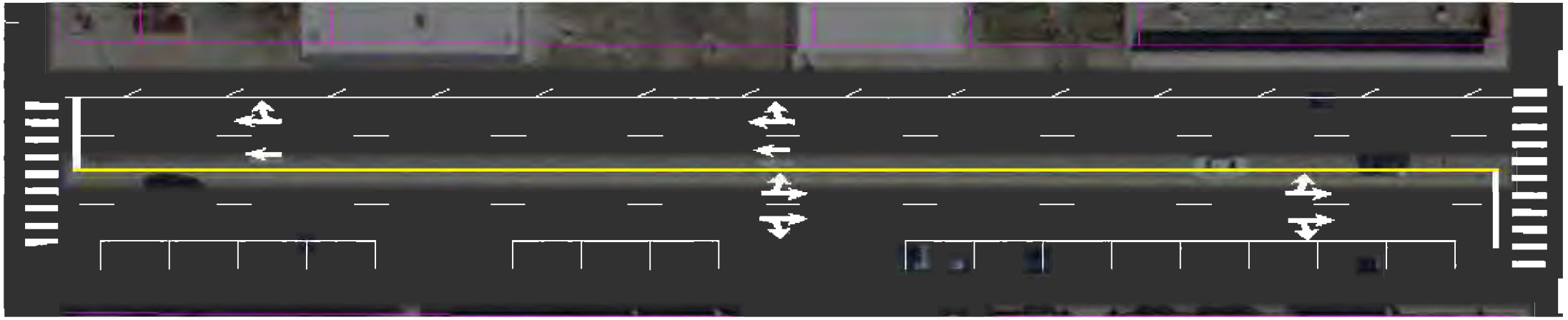
Inventory Map | Data Table

PARKING SUMMARY - Tuesday - 02-13-2024

Study Area	Observation Period	Selected Spaces	Selected Spaces	Selected Spaces
1,131	52%	1,138	594	544
Spaces	Occupancy	Surveyed	Occupied	Open

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

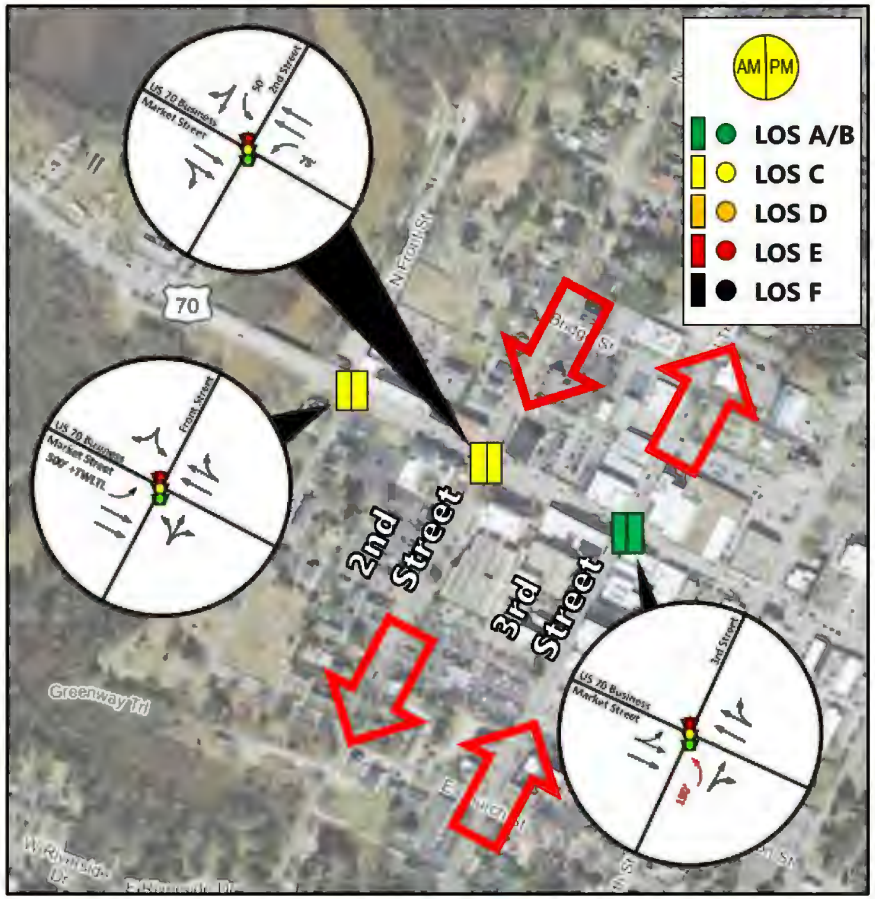


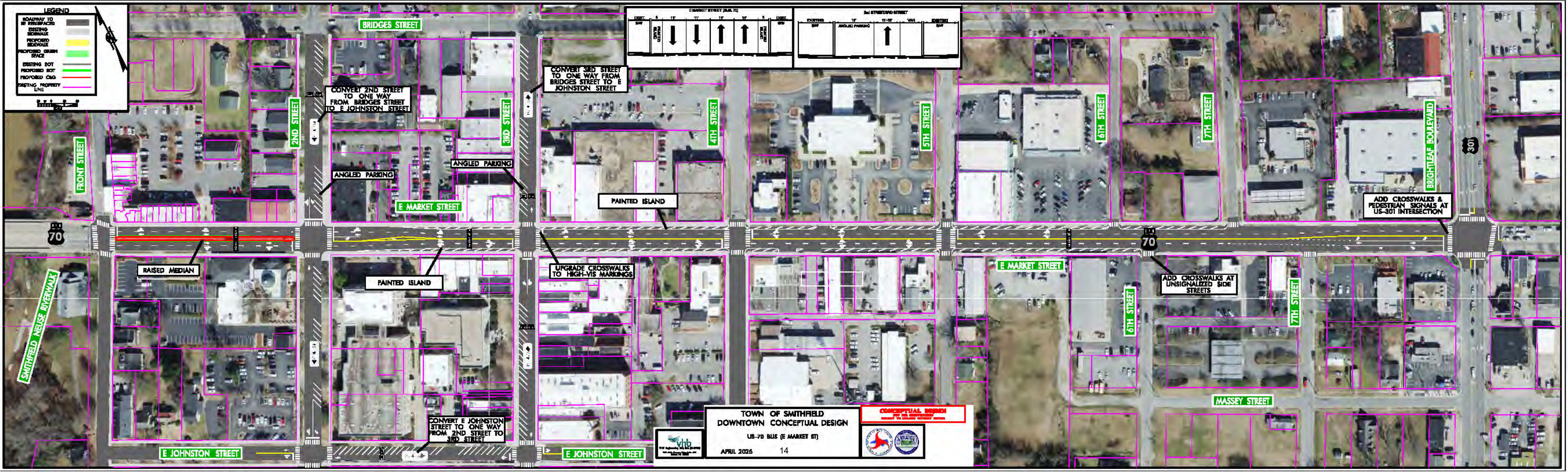
Alternative 2: Sidewalk Extensions

- Benefits:
  - Improved pedestrian facilities
  - Reduced risk of sideswipe crashes
  - Opportunities for beautification, landscaping
  - **Ability to implement a low cost solution by next summer**
    - **NCDOT Preference**
- Deficiencies:
  - Significant cost to relocate storm drain system
  - Major underground utility conflict
  - Low cost solution will avoid these issues.

Potential One-Way Pair Side Streets

- 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
- Possibility for NCDOT to help secure funding if Town wishes to proceed.




LEGEND
ROADWAY TO BE RESURFACED
EXISTING SIDEWALK
PROPOSED SIDEWALK
PROPOSED GREEN SPACE
EXISTING BOT
PROPOSED BOT
PROPOSED CMG
EXISTING PROPERTY LINE
BRIDGES STREET
FRONT STREET
2ND STREET
3RD STREET
4TH STREET
5TH STREET
6TH STREET
7TH STREET
BRIGHTLEAF BOULEVARD
US 301
US 70
E MARKET STREET
E JOHNSTON STREET
MASSEY STREET
SMITHFIELD NEUSE RIVERWALK
CONVERT 2ND STREET TO ONE WAY FROM BRIDGES STREET TO E JOHNSTON STREET
CONVERT 3RD STREET TO ONE WAY FROM BRIDGES STREET TO E JOHNSTON STREET
ANGLED PARKING
ANGLED PARKING
PAINTED ISLAND
RAISED MEDIAN
PAINTED ISLAND
UPGRADE CROSSWALKS TO HIGH-VIS MARKINGS
CONVERT E JOHNSTON STREET TO ONE WAY FROM 2ND STREET TO 3RD STREET
ADD CROSSWALKS & PEDESTRIAN SIGNALS AT US-301 INTERSECTION
ADD CROSSWALKS AT UNSIGNALIZED SIDE STREETS
TOWN OF SMITHFIELD
DOWNTOWN CONCEPTUAL DESIGN
US-70 BUS (E MARKET ST)
APRIL 2025
14
CONCEPTUAL DESIGN

Street	Segment	Existing Parking Spaces (Parallel)	Proposed Parking Spaces (Angled)
Market St	Neuse River to US 301	80	0
2nd St	South of Market St.	12	11
Johnston St	2nd St to 3rd St.	25	22
3rd St	South of Market St.	32	19
3rd St	North of Market St.	23	17
2nd St	North of Market St.	11	16
	Total	183	85

Number of existing spaces is approximate. Where specific parallel spaces were not marked, the number of spaces was estimated based on typical parallel parking space length and present obstructions (ie. driveways)

Most of the existing parallel spaces in this area are substandard widths. This leads to sideswipe accidents and a hesitancy to utilize the parallel spaces.

Inventory Map | Data Table

PARKING SUMMARY - Tuesday - 02-13-2024

Study Area	Observation Period	Selected Spaces	Selected Spaces	Selected Spaces
1,131	52%	1,138	594	544
Spaces	Occupancy	Surveyed	Occupied	Open

Thank you!

Public Hearings

Request for Town Council Action

Public Hearing:	**ANX-25-02**
Date:	05/06/2025

Subject:	Satellite Annexation Petition
Department:	Planning & Administration
Presented by:	Stephen Wensman - Planning Director
Presentation:	Public Hearing

Issue Statement

Johnston County Board of Education has submitted a petition for voluntarily satellite annexation of the West Smithfield Elementary site, 27.78-acres, to the Town of Smithfield.

Financial Impact

The annexation will require the Town to provide town services, i.e., school resource officers and police and fire protection.

Action Needed

The Town Council is asked adopt Ordinance No. 526-2025 approving the satellite annexation of the West Smithfield Elementary site.

Recommendation

Adopt Ordinance No. 526-2025

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Annexation Petition
3. Letter from Johnston County Board of Education Chair Lyn Andrews
4. Legal Description
5. Property Deed
6. Annexation Plat
7. Adjacent Property Owners List & Certification
8. Legal Advertisement
9. Annexation Ordinance No. 526-2025

Staff Report

Public Hearing: ANX-25-02

The Town of Smithfield received a petition from Johnston County Schools for a voluntarily satellite annexation of 27.78 acres to the Town of Smithfield, located at 2665 Galilee Road, about 1,100 feet south of the intersection of Galilee Road and NC 210 Highway, and north of Galilee Branch Drive.

ANNEXATION PROCEDURE:

On March 4th, the Council passed a resolution directing the Town Clerk to investigate the sufficiency of the annexation petition. The Clerk has found the petition sufficient for annexation.

On March 18th, the Council passed a resolution setting the date of the public hearing for April 15, 2025. Due to an error in the advertisement, the public notice was re-advertised and published on April 23, 2025 for the public hearing date of May 6, 2025.

Per NCGS 160A-58.2, the last step is the public hearing.

ANALYSIS:

Utilities. Water sewer and water utilities are currently provided by Johnston County. Electric provided by Duke.

Police. The Police Department will be providing School Resource Officers in the school.

Fire Protection. The area is already within the Town's fire district.

Public Works. The school district has and will contract private trash hauling.

Code Enforcement. The Town is already providing code enforcement in that area.

FINDINGS:

Pursuant to NCGS 160A-58.2, If the council then finds and determines that:

i. the area described in the petition meets all of the standards set out in G.S. 160A-58.1(b),
ii. the petition bears the signatures of all of the owners of real property within the area proposed for annexation (except those not required to sign by G.S. 160A-58.1(a)),
iii. the petition is otherwise valid, and

iv. the public health, safety and welfare of the inhabitants of the city and of the area proposed for annexation will be best served by the annexation,

then council may adopt an ordinance annexing the area described in the petition. The ordinance may be made effective immediately or on any specified date within six months from the date of passage.

ACTION REQUESTED:

Pursuant to NCGS 160A-58.2, the Town Council shall accept public comments and consider adopting Ordinance 526-2025 extending the Corporate Limits of the Town of Smithfield. The Ordinance may be adopted immediately or within six months.

Town of Smithfield
Planning Department
350 E. Market St. Smithfield, NC 27577
P.O. Box 761, Smithfield, NC 27577
Phone: 919-934-2116
Fax: 919-934-1134

Petition For Voluntary Annexation

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1.

Annexation Review and Approval Process

Review by Staff: The Planning, Engineering and Public Works Departments review the annexation submission. Comments will be sent to the applicant.

Annexation Plat Submission: After the map and legal description are deemed sufficient by the Town, the applicant is required to submit two (2) Mylar annexation plats to the Planning Department.

Town Council Meeting: The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.

Legal Advertisement: A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

Public Hearing/Town Council Meeting: The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Smithfield.

Recordation: If the annexation is approved by the Town Council, the Annexation Plats shall be recorded at the appropriate county Register of Deeds.

Petition For Voluntary Annexation

Submittal Information

Petitions for annexation are accepted by the Town of Smithfield Planning Department at any time. There is no fee required for submitting an annexation petition. **The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the Town Clerk.**

(The Town of Smithfield reserves the right to make exceptions to this general processing schedule when necessary.)

Summary Information / Metes and Bounds Descriptions

Development Project Name: N/A

Street Address: 2665 Galilee Road, Smithfield, NC 27577

Town of Smithfield Subdivision approval #	**Building Permit Transaction #**	**Site Plan approval # for multi-family**
(S- n/a -), or	n/a ,or	(SP- n/a - -)

Johnston County Property Identification Number(s) list below

P.I.N. 167300-68-4006	**P.I.N.**	**P.I.N.**
P.I.N.	**P.I.N.**	**P.I.N.**

Acreage of Annexation Site: 27.780	**Linear Feet of Public Streets within Annexation Boundaries:** 0 w/in annexation boundaries, but 1,361.11 ft of adjacent public roads

Annexation site is requesting Town of Smithfield: **Water** ☐ **and/or Sewer** ☐

Number of proposed dwelling units: 0

Type of Units:	**Single Family** _____	**Townhouse** _____	**Condo** _____	**Apartment** _____

Building Square Footage of Non-Residential Space:

Specific proposed use (office, retail, warehouse, school, etc.): Continued use as West Smithfield Elementary School

Projected market value at build-out (land and improvements): $ N/A

Person to contact if there are questions about the petition:

Name:
Dr. David Pearce, Assistant Superintendent of Johnston County Public Schools c/o Tia S. Overway, Esq.

Address:
301 Fayetteville Street, Suite 1900, Raleigh, NC 27601

Phone:	**Fax #:**	**Email:**
919-783-1050	919-783-1075	toverway@poynerspruill.com

Petition For Voluntary Annexation
Submittal Checklist

Please include all of the following (check off). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:

✓	**Electronic Word document of the written metes and bounds** must be e-mailed to: Stephen.Wensman@smithfield-nc.com or Chloe.Allen@smithfield-nc.com.	
✓	**Survey or Plat** showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.	
✓	**Copy of Approved Preliminary Site Plan or Final Site Plan** showing Town Permit number n/a	**Copy of Subdivision Plat** submitted for lot recording approval with Town file number n/a-___, etc.)
✓	**General Annexation Area Data:** Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.	
✓	**This application form** completed, dated and signed by the property owner(s) and attested **submitted by the deadlines noted in section B of this application**, page 2.	

Required, but often missing information. Please make sure to include the following:

✓	**Correct Parcel Identification Number(s) (PIN).** Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. **This is very important.** Please indicate if the property being requested for
✓	**Owner's Signatures and Date of Signatures.** See page 3 of this application. All real property owners must sign the application, and the date of signature MUST be filled in!
✓	**Corporate Seal** for property owned by a corporation. n/a
✓	**Rezoning Application,** if the property is currently outside Town of Smithfield. n/a
✓	Existing and Proposed Zoning

Petition For Voluntary Annexation
Plat Checklist

Please include all of the following (check off). If any information is missing from the annexation plat, you will be asked to revise the map and re-submit for an additional review, so please check the list below carefully before you submit:

☑	Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
☑	Any utility easements with metes and bounds.
☑	Accurate locations and descriptions of all monuments, markers and control points.
☑	Ultimate right-of-way widths on all streets.
☑	Entitle "ANNEXATION MAP FOR THE TOWN OF SMITHFIELD" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF SMITHFIELD," as appropriate.
☑	Name of property owner(s).
☑	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
☑	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 of NAD 27) or deed; graphic scale; and declination.
☑	Names of the township, county, and state.
☑	A detailed vicinity map.
☑	Include address of property if assigned.
☑	Show all contiguous or non-contiguous town limits.
☑	The following certification must be placed on the map near a border to allow the map to be sealed: Annexation #
☑	Leave 2 inch by 2 inch space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.

Petition For Voluntary Annexation

State of North Carolina, County of Johnston, Petition of Annexation of Property to the Town of Smithfield, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application respectfully request the annexation of said property to the Town of Smithfield, North Carolina. **The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Unified Development Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners.** The property to be annexed is:

☐	**Contiguous** to the present corporate limits of the Town Of Smithfield, North Carolina, or
☑	**Not Contiguous** to the municipal limits of the Town of Smithfield, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the Town of Smithfield, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967).

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? (Yes) No

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Print owner name(s) and information

Name Johnston County Board of Education Phone 919-934-6031

Address 2320 Highway 70 East, Smithfield, NC 27511

Print owner name(s) and information

Name _____ Phone _____

Address _____

Print owner name(s) and information

Name _____ Phone _____

Address _____

Received by the Town of Smithfield, North Carolina, this _____ day of _____ 20 _____, at a Council meeting duly held.

In witness whereof, Lyn Andrews an owner or partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this 27th day of Feb, 20 25.

Name of Owner or Partnership: Lyn Andrews, Board Chair
(Printed Name)

Signature of Owner or Partnership: Lyn Andrews
(Signature)

In witness whereof,_____an owner or partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this_____day of_____, 20_____.

Name of Owner or Partnership:_____
(Printed Name)

Signature of Owner or Partnership:_____
(Signature)

In witness whereof,_____a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this_____day of_____, 20_____.

Name of Owner or Partnership:_____
(Printed Name)

Signature of Owner or Partnership:_____
(Signature)

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

I, Cynthia T. Dance, a Notary Public in and for said County and State, do hereby certify that Lyn Andrews (Owner/Applicant) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal, this the 27 day of February, 20 25.

Notary: Cynthia T. Dance
(Printed Name)

(Signature)

County of Commission: Johnston

Commission Expires: July 1, 2027

(SEAL)

January 16, 2025

BY EMAIL

Michael Scott
Smithfield Town Manager
P.O. Box 761
Smithfield, NC 27577
michael.scott@smithfield-nc.com

Chief Pete Hedrick
Smithfield Police Department
110 S 5th Street
Smithfield, NC 27577
prhedrick@smithfieldpd.org

RE: Annexation of West Smithfield Elementary
2665 Galilee Road, Smithfield, NC 27577

Dear Mr. Scott and Chief Hedrick:

The Johnston County Board of Education (the "Board") requests that the Town of Smithfield annex the property located at 2665 Galilee Road, Smithfield, North Carolina 27577, PIN: 167300-68-4006. The Board voted to authorize this annexation on Tuesday, January 14, 2025.

As you know, the purpose of this annexation is to enable the Smithfield Police Department to supply a School Resource Officer at West Smithfield Elementary School. The Board appreciates the Town's willingness to provide this service, and welcomes the addition of West Smithfield Elementary School to the Town's corporate limits.

Please feel free to contact me if you have questions or need anything further.

Sincerely,

Lyn Andrews Lyn Andrews

Board Chair, Johnston County Board of Education

cc: David Pearce, Assistant Superintendent, Johnston County Public Schools

Legal Description of 2665 Galilee Road, Smithfield, NC 27577

BEGINNING at an iron pipe set in the southern right of way line of Black Creek Road near its intersection with North Carolina Highway 210, said stake being localed North 85 degrees 19 minutes 58 seconds East 5231.40 feet from N.C.G.S. monument "Albert AZ MK 2", having coordinates: N= 194365.988 Mand E = 661617.612 M, said beginning point being further identified as a common corner with the lands of Oris Edwin Matthews, Jr., described in the deed of record in Book 841, page 375, Johnston County Registry, and from said beginning point the lines runs thence with the right of way line of Black Creek Road and North Carolina Highway 210 North 51 degrees 10 minutes 11 seconds East 63.09 feet and North 58 degrees 47 minutes 09 seconds East 354.27 feet to an iron pipe, a new corner with the 6.00 acres parcel shown on the plat hereinafter mentioned; thence a new line South 74 degrees 19 minutes 52 seconds East 797.79 feet to an iron pipe set in the western right of way line of Galilee Road (N.C.S.R. 1341); thence with the right of way line of Galilee Road South 01 degrees 22 minutes 52 seconds West 1007.17 feet to an iron pipe,cornerwith the lands of Bolton W. Jones, Jr. and where the right of way intersects a ditch; thence with Jones' line, the run of the ditch, South 74 degrees 38 minutes 43 seconds West 710.34 feet to an iron pipe at the confluence of two ditches, a common corner with the lands of Oris E. Matthews, Jr., described in the deed of record in Book 1386, pagc38; thence with the Matthews line and with the run of a ditch North 44 degrees 01 minute 17 seconds West 168.0 feet and North 24 degrees 30 minutes 02 seconds West 490.31 feet to an iron pipe; thence continuing with the Matthews line and with the line of the lands of Oris Edwin Mallhews, Jr., described in the deed of record in Book 841, page 375, and with the run of a ditch, North 01 degree 01 minute 04 seconds East 218.23 feet and North 13 degrees 16 minutes 02 seconds West 413.14 feet to an iron pipe, the point and place of beginning and containing 27.78 acres, more or less, according to a plat and survey by Southwind Surveying and Engineering, Inc. dated May 29, 2002, styled "Survey for Johnston County Board of Education - Putnam Tract," a copy of which appears of record in Plat Book 60, page 292, Johnston County Registry, to which reference is hereby made for a more particular description.

State of North Carolina, Johnston Co.
Filed for Registration at 2:40 P M.
August 1 2002 in the
Register of Deeds Office
Recorded in Book 2267 Page 643
Carol M. Massengill
Register of Deeds
By Deputy

Excise Tax: $900.00
Parcel Identification Number:

JOHNSTON COUNTY NC 08/01/2002
$900.00
STATE OF NORTH CAROLINA
Real Estate Excise Tax

Recording Time, Book and Page

Mail after recording to:
Narron, O'Hale and Whittington, PA
P.O. Box 1567
Smithfield, North Carolina 27577

THIS INSTRUMENT WAS PREPARED BY: JAMES W. NARRON [NO TITLE EXAMINATION]

BRIEF DESCRIPTION FOR THE INDEX: Galilee Road & Hwy 210, Smithfield, North Carolina

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED MADE THIS THE 1st DAY OF August, 2002, BY AND BETWEEN THE FOLLOWING:

GRANTOR: JOHN DOUGLAS PUTNAM AND WIFE, JOYCE COLLINS PUTNAM

GRANTEE: JOHNSTON COUNTY BOARD OF EDUCATION
P.O. BOX 1336
SMITHFIELD, NORTH CAROLINA 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, in those certain lots or parcels of land situated in the City of _____, Smithfield Township, Johnston County, North Carolina and more particularly described as follows:

BEGINNING at an iron pipe set in the southern right of way line of Black Creek Road near its intersection with North Carolina Highway 210, said stake being located North 85 degrees 19 minutes 58 seconds East 5231.40 feet from N.C. G. S. monument "Albert AZ MK 2", having coordinates: N= 194365.988 M and E = 661617.612 M, said beginning point being further identified as a common corner with the lands of Oris Edwin Matthews, Jr., described in the deed of record in Book 841, page 375, Johnston County Registry, and from said beginning point the lines runs thence with the right of way line of Black Creek Road and North Carolina Highway 210 North 51 degrees 10 minutes 11 seconds East 63.09 feet and North 58 degrees 47 minutes 09 seconds East 354.27 feet to an iron pipe, a new corner with the 6.00 acres parcel shown on the plat hereinafter mentioned; thence a new line South 74 degrees 19 minutes 52 seconds East 797.79 feet to an iron pipe set in the western right of way line of Galilee Road (N.C.S.R. 1341); thence with the right of way line of Galilee Road South 01 degrees 22 minutes 52 seconds West 1007.17 feet to an iron pipe, corner with the lands of Bolton W. Jones, Jr. and where the right of way intersects a ditch; thence with Jones' line, the run of the ditch, South 74 degrees 38 minutes 43 seconds West 710.34 feet to an iron pipe at the confluence of two ditches, a common corner with the lands of Oris E. Matthews, Jr., described in the deed of record in Book 1386, page 38; thence with the Matthews line and with the run of a ditch North 44 degrees 01 minute 17 seconds West 168.0 feet and North 24 degrees 30 minutes 02 seconds West 490.31 feet to an iron pipe; thence continuing with the Matthews line and with the line of the lands of Oris Edwin Matthews, Jr., described in the deed of record in Book 841, page 375, and with the run of a ditch, North 01 degree 01 minute 04 seconds East 218.23 feet and North 13 degrees 16 minutes 02 seconds West 413.14 feet to an iron pipe, the point and place of beginning and containing 27.78 acres, more or less, according to a plat and survey by Southwind Surveying and Engineering, Inc. dated May 29, 2002, styled "Survey for Johnston County Board of Education – Putnam Tract," a copy of which appears of record in Plat Book 60, page 292, Johnston County Registry, to which reference is hereby made for a more particular description.

THIS DEED DOES NOT CONVEY CROP ALLOTMENTS OF ANY KIND, IN PARTICULAR, TOBACCO ALLOTMENTS.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 683, page 40, Johnston County Registry

A map showing the above described property is recorded in Plat Book 60, page 292.

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

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:

Subject to any and all easements, rights of way, and restrictions of record.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

_____ (Corporate Name)

By: _____ President

ATTEST:

_____ Secretary

(Corporate Seal)

John Douglas Putnam (SEAL)
JOHN DOUGLAS PUTNAM

Joyce Collins Putnam (SEAL)
JOYCE COLLINS PUTNAM

_____ (SEAL)

_____ (SEAL)

SEAL-STAMP

NORTH CAROLINA, Johnston County
I, a Notary Public of the County and State aforesaid, certify that JOHN DOUGLAS PUTNAM AND WIFE, JOYCE COLLINS PUTNAM, Grantor, personally appeared before me this day and acknowledged the execution of the foregoing instrument.
Witness my hand and official stamp or seal, this 1st day of August, 2002.

My commission expires: 5-17-06 Tina P. Pinder Notary Public

SEAL-STAMP

NORTH CAROLINA, _____ County _____
I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that ___he is _____ Secretary of _____ a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its _____ President, sealed with its corporate seal and attested by ____ as its _____ Secretary.
Witness my hand and official stamp or seal, this ____ day of _____, 200__.

My commission expires: _____ _____ Notary Public

The foregoing certificate(s) of Tina P. Pinder NP

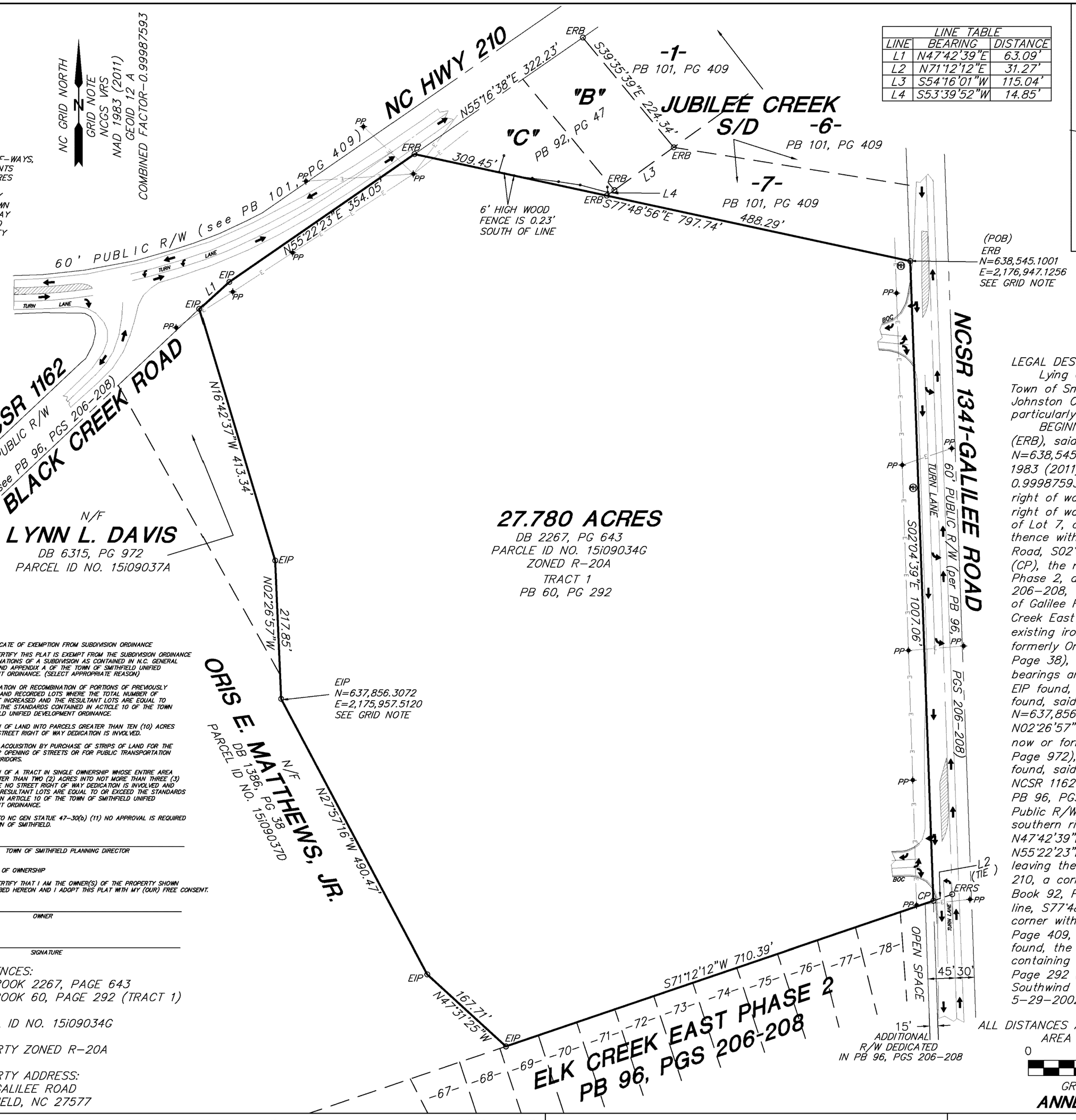
is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Carl A. Fussenegger REGISTER OF DEEDS FOR Johnston COUNTY

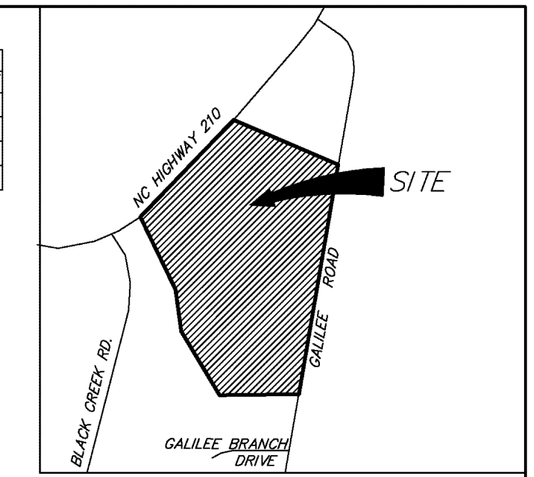
By [illegible] Deputy/~~Assistant~~-Register of Deeds

SURVEYOR'S DISCLAIMER:

THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND SURVEYED; HOWEVER, A NORTH CAROLINA LICENSED ATTORNEY SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH, AND LOCATIONS OF ANY EASEMENTS, RIGHTS OF WAY, CEMETERIES OR FAMILY BURIAL GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THIS SURVEYOR BY THE RECENT OWNER(S) AT THE TIME OF THIS SURVEY AND OTHER QUESTIONS THAT MAY BE REVEALED BY THE TITLE EXAMINATION INCLUDING ANY RESTRICTIVE COVENANTS. ALSO THIS SURVEYOR HAS NO KNOWLEDGE OF THE OWNERSHIP OR MAINTENANCE RESPONSIBILITIES OF ANY FENCES ON OR NEAR THE BOUNDARY LINES. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS WHICH MAY PRESENTLY EXIST BUT ARE UNKNOWN, SUCH AS CEMETERIES, FAMILY BURIAL GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIALS/SITES, WETLANDS, FLOOD HAZARD AREAS/SOILS, OR ANY UNDERGROUND UTILITIES, EXISTING OR PROPOSED EASEMENTS OR RIGHT-OF-WAYS, ETC. NOT SHOWN HEREON. ANY UTILITIES OR FEATURES AND ANY EASEMENTS RIGHT-OF-WAYS OR BUFFERS ASSOCIATED WITH SAID UTILITIES OR FEATURES SHOWN HEREON ARE SHOWN ACCORDING ONLY TO WHAT WAS KNOWN OR VISIBLE AT THE TIME OF THIS SURVEY BY THIS SURVEYOR. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL EASEMENTS OR RIGHT-OF-WAYS UNKNOWN TO THE SURVEYOR AT THIS TIME THAT A COMPLETE TITLE EXAMINATION MAY REVEAL. THIS SURVEYOR IS NOT AN ATTORNEY AT LAW AND IT IS ADVISED THAT THE OWNER OF THIS PROPERTY CONSULT WITH A LICENSED ATTORNEY AT LAW TO PERFORM A COMPLETE TITLE EXAMINATION TO CONFIRM ALL KNOWN ENCUMBRANCES AND REVEAL ANY POTENTIAL ENCUMBRANCES OR TITLE ISSUES ASSOCIATED WITH THIS PROPERTY OR ANYTHING ELSE THAT MAY BE IN THE RESTRICTIVE COVENANTS. ALSO AS USED IN THE SURVEYOR'S CERTIFICATION HEREON, THE WORD "CERTIFY" MEANS TO STATE OR DECLARE A PROFESSIONAL OPINION OF CONDITIONS REGARDING THOSE FACTS OR FINDINGS WHICH ARE SUBJECT OF THE CERTIFICATION AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER EXPRESS OR IMPLIED. THE MAP OR PLAT SHOWN HEREON SHALL NOT BE USED WITH AN AFFIDAVIT OR LETTER OF ANY KIND FOR REUSE INCLUDING, BUT NOT LIMITED TO FUTURE LOAN CLOSINGS, PLOT PLANS, CONSTRUCTION, LANDSCAPING, PERMITTING, ETC., IT IS A VIOLATION OF THE FEDERAL COPYRIGHT ACT TO COPY OR MODIFY AND REUSE THIS SURVEY BEYOND THE DATE AND SCOPE NOTED ON THE MAP. JIMMY BARBOUR SURVEYING, PA., ITS ASSOCIATES, AND/OR AGENTS SHALL NOT BE LIABLE FOR USE OF THIS SURVEY BY ANY OTHER ENTITIES OR PERSONS FOR ANY PURPOSE BEYOND THE DATE AND SCOPE AS NOTED ON THIS MAP OR PLAT.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N47°42'39"E	63.09'
L2	N71°12'12"E	31.27'
L3	S54°16'01"W	115.04'
L4	S53°39'52"W	14.85'



VICINITY MAP - NO SCALE

LEGAL DESCRIPTION

Lying and being located in Smithfield Township, Town of Smithfield's Extra Terrotorital Jurisdiction, Johnston County, North Carolina and being more particularly described as follows:

BEGINNING at an existing iron rebar found (ERB), said ERB having NC Grid Coordinates of N=638,545.1001, E=2,176,947.1256 (NCGS VRS, NAD 1983 (2011) Geoid 12 A, with a combined factor or 0.99987593), said ERB is located on the western right of way of NCSR 1341-Galilee Road (60' public right of way), and also being the south east corner of Lot 7, as recorded in Plat Book 101, Page 409, thence with the western right of way of Galilee Road, S02°04'39"E 1007.06' to a computed point (CP), the northeastern corner of Elk Creek East Phase 2, as recorded in Plat Book 96, Pages 206-208, thence leaving the western right of way of Galilee Road and along the common line with Elk Creek East Phase 2 S71°12'12"W 710.39' to an existing iron pipe found (EIP), a corner with now or formerly Oris E. Matthews, JR. (Deed Book 1386, Page 38), thence with Matthews' line the following bearings and distances: N47°31'25"W 167.71' to an EIP found, thence N27°57'16"W 490.47' to an EIP found, said EIP having NC Grid coordinates of N=637,856.3072, E=2,175,957.5120, thence N02°26'57"W 217.85' to an EIP found, a corner with now or formerly Lynn L. Davis (Deed Book 6315, Page 972), thence N16°42'37"W 413.34' to an EIP found, said corner located at the intersection of NCSR 1162-Black Creek Road (60' Public R/W per PB 96, PGS 206-208) and NC Highway 210 (60' Public R/W per PB 101, PG 409), thence along the southern right of way of NC Highway 210, N47°42'39"E 63.09' to an EIP found, thence N55°22'23"E 354.05' to an ERB found, thence leaving the southern right of way of NC Highway 210, a corner with Lot "C" as recorded in Plat Book 92, Page 47, thence with Lot C's southern line, S77°48'56"E 309.45' to an ERB found, a corner with Lot 7, as recorded in Plat Book 101, Page 409, thence S77°48'56"E 488.29' to an ERB found, the point and place of beginning and containing 27.780 Acres as shown in Plat Book 60, Page 292 (Tract 1) of a plat prepared by Southwind Surveying and Mapping, map dated 5-29-2002.

ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
AREA BY COORDINATE METHOD.

0 120 240 360

GRAPHIC SCALE 1"=120'

ANNEXATION MAP FOR:

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, REVIEW OFFICER OF _____ COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____

I, JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR No. L-2855, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION IN ACCORDANCE WITH G.S. 47-30.2 (F)(11).

JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR LICENSE No. L-2855

CERTIFICATE OF EXEMPTION FROM SUBDIVISION ORDINANCE

I HEREBY CERTIFY THIS PLAT IS EXEMPT FROM THE SUBDIVISION ORDINANCE UNDER DEFINATIONS OF A SUBDIVISION AS CONTAINED IN N.C. GENERAL STATUTES AND APPENDIX A OF THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE. (SELECT APPROPRIATE REASON)

- ☐ THE COMBINATION OR RECOMBINATION OF PORTIONS OF PREVIOUSLY SUBDIVIDED AND RECORDED LOTS WHERE THE TOTAL NUMBER OF LOTS IS NOT INCREASED AND THE RESULTANT LOTS ARE EQUAL TO OR EXCEED THE STANDARDS CONTAINED IN ACTICLE 10 OF THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE.
- ☐ THE DIVISION OF LAND INTO PARCELS GREATER THAN TEN (10) ACRES WHERE NO STREET RIGHT OF WAY DEDICATION IS INVOLVED.
- ☐ THE PUBLIC ACQUISITION BY PURCHASE OF STRIPS OF LAND FOR THE WIDENING OR OPENING OF STREETS OR FOR PUBLIC TRANSPORTATION SYSTEM CORRIDORS.
- ☐ THE DIVISION OF A TRACT IN SINGLE OWNERSHIP WHOSE ENTIRE AREA IS NO GREATER THAN TWO (2) ACRES INTO NOT MORE THAN THREE (3) LOTS, WHERE NO STREET RIGHT OF WAY DEDICATION IS INVOLVED AND WHERE THE RESULTANT LOTS ARE EQUAL TO OR EXCEED THE STANDARDS CONTAINED IN ARTICLE 10 OF THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE.

PURSUANT TO NC GEN STATUE 47-30(b) (11) NO APPROVAL IS REQUIRED BY THE TOWN OF SMITHFIELD.

DATE _____ TOWN OF SMITHFIELD PLANNING DIRECTOR _____

CERTIFICATE OF OWNERSHIP

I HEREBY CERTIFY THAT I AM THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND I ADOPT THIS PLAT WITH MY (OUR) FREE CONSENT.

DATE _____ OWNER _____

BY: _____ SIGNATURE _____

I, JIMMY C. BARBOUR, PLS, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK _____, PAGE _____, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK _____, PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THE GLOBAL POSITIONING ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT 1 CENTIMETER ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS _____ DAY OF _____, A.D., 20_____.

PRELIMINARY
NOT FOR RECORDING, SALES, OR CONVEYANCES

JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR, LICENSE NO. L-2855

REFERENCES:
DEED BOOK 2267, PAGE 643
PLAT BOOK 60, PAGE 292 (TRACT 1)

PARCEL ID NO. 15I09034G

PROPERTY ZONED R-20A

PROPERTY ADDRESS:
2665 GALILEE ROAD
SMITHFIELD, NC 27577

(POB)	POINT OF BEGINNING FOR LEGAL DESCRIPTION	MNS	MAGNETIC NAIL SET
DASHED LINES	LINES NOT SURVEYED	ERB	EXISTING IRON REBAR
WM / WV	WATER METER / WATER VALVE	MSS	MAGNETIC SPIKE SET
EIP	EXISTING IRON PIPE FOUND	N/F	NOW OR FORMERLY
EIS	EXISTING IRON STAKE FOUND	PP/SP/AL	POWER POLE/SERVICE POLE/AREA LIGHT
ECM	EXISTING CONCRETE MONUMENT FOUND	OHPL	OVERHEAD POWER LINE
C/L	CENTERLINE OF ROAD	CP	COMPUTED POINT FROM REFERENCED SOURCES
EPK	EXISTING PARKER-KALON NAIL FOUND	EMS	EXISTING MAGNETIC SPIKE FOUND
ERRS	EXISTING RAILROAD SPIKE FOUND	R/W	RIGHT OF WAY
SOLID LINES	LINES SURVEYED		
RBS	#5 IRON REBAR SET WITH RED PLASTIC CAP		
ECS	EXISTING COTTON SPINDLE FOUND		
EMN	EXISTING MAGNETIC NAIL FOUND		

BASED UPON GRAPHIC DETERMINATION, THE SURVEYED PROPERTY INDICATED ON THIS PLAT DOES NOT LIE IN THE FEMA/FIRM SPECIAL 100 YR. FLOOD HAZARD AREA. SEE COMMUNITY PANEL No. 3720166200 K DATED 6-20-2018.

JIMMY BARBOUR SURVEYING, PA
JIMMY C. BARBOUR, PLS, GSI
C-3109
213 S. SECOND STREET
P. O. BOX 28
SMITHFIELD, N.C. 27577
919 989-6642 919-989-3013
Email: jimmy@jbsurveying.com

THE TOWN OF SMITHFIELD

OWNER N/F JOHNSTON COUNTY BOARD OF EDUCATION (WEST SMITHFIELD ELEMENTARY SCHOOL CAMPUS)		
TOWNSHIP SMITHFIELD TOWN OF SMITHFIELD ETJ	COUNTY JOHNSTON	STATE NC
SURVEYED BY J SIMMONS	DRAWN BY CINDA S LASSITER	
DATE SURVEYED 2-5-2025	SCALE 1"=120'	DRAWING NO. 25-030

Name1	Name2	Address1	Address2	CityStateZip
JOHNSTON COUNTY BOARD OF ED			PO BOX 1336	SMITHFIELD, NC 27577-0000
BRICE, DUSTIN A.	BRICE, JAMIE H.	3076 NC HIGHWAY 210		SMITHFIELD, NC 27577-7933
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
WALLACE, TIMOTHY WAYNE		4516 BLACK CREEK RD		SMITHFIELD, NC 27577-7843
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
VASQUEZ, JACOBO PENA		3198 NC HIGHWAY 210		SMITHFIELD, NC 27577-7935
RENTERIA, MIGUEL ANGEL		3120 NC HIGHWAY 210		SMITHFIELD, NC 27577-7935
MCKENZIE, JAMES W		3006 NC HIGHWAY 210		SMITHFIELD, NC 27577-7933
JONES, RICHARD H	JONES, SHIRLEY T	3027 NC HIGHWAY 210		SMITHFIELD, NC 27577-7934
LILA, EDIBERTO HERNANDEZ		2728 GALILEE RD		SMITHFIELD, NC 27577-7993
POPE, GEORGE H		3550 NC HIGHWAY 210		SMITHFIELD, NC 27577-7927
BAKER, ANGELA MATTHEWS		6338 BLACK CREEK RD		SMITHFIELD, NC 27577-7819
POPE, GEORGE HOBSON		3550 NC HIGHWAY 210		SMITHFIELD, NC 27577-7927
WILLIAMS, MICHAEL BEDFORD		2670 GALILEE RD		SMITHFIELD, NC 27577-0000
POPE, GEORGE H		3550 NC HIGHWAY 210		SMITHFIELD, NC 27577-7927
ADAMS, CHRSTIAN BLAKE	BAREFOOT, JARED BLANE	6336 BLACK CREEK RD		SMITHFIELD, NC 27577-7819
CASEY, PORTER W	NEFF, JACKIE G		PO BOX 1270	CLAYTON, NC 27528-1270
WILLIAMS, BEDFORD E		2670 GALILEE RD		SMITHFIELD, NC 27577-7991
DAVIS, LYNN L.			PO BOX 1573	KENLY, NC 27542-1573
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
MURDOCK, SUSAN		282 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
CARRENO, HERMENEGILDO REYES	RESENDIZ, MARIA ELENA GALVAN	209 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
CRUDUP, WALTESIA MARIE	CRUDUP, KEITH ANTWAN	206 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
BULLOCK, BRUCE ALLEN	BULLOCK, SHERRE SUSAN	194 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
ROSERO, WAGNER	ROSERO, NUBIA STELLA	161 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
WELCH, VICKY MORRIS		229 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
JOHNSON, ERICKA YVONNE	JOHNSON, CRAVEN ANTHONY	279 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
WALKER, SUMMER ELISE	WALKER, MAXWELL ANDREW HUMPHREY	184 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
MCRAE, OTIS LAMONT	MCRAE, TAMIKA LITTLE	274 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
LITTLE, ETHAN WAYNE	LITTLE, KEOLENIKERENGEL CAMACHO	174 GALILEE RD		SMITHFIELD, NC 27577
BROWN, RENEE BETTS		257 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
MCKENZIE, JAMES W		3006 NC HIGHWAY 210		SMITHFIELD, NC 27577-7933
ELK CREEK HOMEOWNERS ASSOCIATION, INC			PO BOX 655	BENSON, NC 27504-0655
GOVERO, ERICA LYNN	GOVERO, NICHOLAS	294 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
GARCIA, ERICK	SALINAS, RACHEL NICOLE	264 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
MIZELL, JAMES EDWARD	MIZELL, LINDA DRYSDALE	228 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
DMV INVESTMENTS, INC		20900 GOLF VIEW DR		GAITHERSBURG, MD 20882-1946
GUIFARRO, MELKING OSMIN MARTINEZ	GUIFARRO, EDIL DANIEL MARTINEZ	265 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
DARENSBOURG, JEFFREY MICHAEL JOINT TENANTS (WROS)	DARENSBOURG, WHITNEY RENEE JOINT TENANTS (WROS)	130 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
ORELLANA, SONNY RAUL	ORELLANA, MARY ELIZABETH MARCHI	219 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
PETTIT, CHRISTOPHER RYAN	PETTIT, CAROLINE BYRD	6278 BLACK CREEK RD		SMITHFIELD, NC 27577-7817
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
KOPINKE, RENA	KOPINKE, JOSEPH	240 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
ARIAS, JUANA AGUILAR	DEPAZ, ANTONIO III	118 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
TUTTLE, ASHLEY ROSE	LEPORE, DAVID ALEXANDER	173 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
BATTS, ZHATRESSA MONIQUE		243 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
ELK CREEK HOMEOWNERS ASSOCIATION, INC			PO BOX 655	BENSON, NC 27504-0655
JOHNSON, NANCY MATTHEWS		218 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6515
MOHAMED, MOHAMED A		158 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
REAGAN, JAMES MICHEAL	CESAR, ELIZABETH	123 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
HORNER, DAVID NORMAN LIFE ESTATE	HORNER, SHIRLEY ANN LIFE ESTATE	187 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
MAHONEY, EILEEN		195 GALILEE BRANCH DR		SMITHFIELD, NC 27577-6514
ELK CREEK HOMEOWNERS ASSOCIATION, INC			PO BOX 655	BENSON, NC 27504-0655
MATTHEWS, ORIS E		6336 BLACK CREEK ROAD		SMITHFIELD, NC 27577-0000
COX, LARRY E. DBA	C & S PROPERTIES	110 WILSONS MILLS RD		SMITHFIELD, NC 27577-3244
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
ELK CREEK HOMEOWNERS ASSOCIATION, INC			PO BOX 655	BENSON, NC 27504-0655
GAVLAK, AMANDA WILLIAMS		2670 GALILEE RD		SMITHFIELD, NC 27577-7991
JONES, NANCY L		610 S VERMONT ST		SMITHFIELD, NC 27577-3826
AYCOCK, JUDY BENSON		2602 GALILEE RD		SMITHFIELD, NC 27577-7991
PURSER, ROBERT LEE	PURSER, CHONG SON	244 CARRIAGE CREEK DR		SMITHFIELD, NC 27577-6206
DAUGHTRY FARMS, LLC		299 VENTASSO DR		CLAYTON, NC 27527-7082
CMH HOMES INC		5000 CLAYTON RD		MARYVILLE, TN 37804-5550
MORGAN, RUSSELL OWEN		204 ALABAMA AVE		CAROLINA BCH, NC 28428-5751
MORGAN, RUSSELL O		204 ALABAMA AVE		CAROLINA BCH, NC 28428-5751
BARBOUR, NEEDHAM C		2964 NC HIGHWAY 210		SMITHFIELD, NC 27577-7929
PARKER, DARREN MITCHELL JOINT TENANTS (WROS)	BUTLER, MARY JO JOINT TENANTS (WROS)	3001 NC HIGHWAY 210		SMITHFIELD, NC 27577-7934
MCKENZIE, JAMES WILTON	MCKENZIE, JO	3006 NC HWY 210		SMITHFIELD, NC 27577-0000

PLANNING DEPARTMENT
Micah Woodard, Planner I

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Micah Woodard, hereby certify that the property owner and adjacent property owners of the following petition, S-25-02, ANX-25-02 and CZ-25-02 were notified by First Class Mail on 3/31/25 of the Public Hearing on April 15th, 2025.

Micah Woodard
Signature

Johnston County, North Carolina

I, Julianne Edmonds, Notary Public for Johnston County and State of North Carolina do hereby certify that Micah Woodard personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

31st day of March, 2025

Julianne Edmonds
Notary Public Signature

Julianne Edmonds
Notary Public Name

My Commission expires on 1-15-2028

Seal

JULIANNE EDMONDS NOTARY PUBLIC JOHNSTON COUNTY, N.C.

Town Of Smithfield
Notice of Public Hearing

Notice is hereby given that a Public Hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, May 6, 2025, at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

ANX-25-02 West Smithfield Elementary School site annexation. Public hearing for an annexation petition by Johnston County Schools for a satellite annexation of the 27.76-acres school site located at 2665 Galilee Road, about 1,100 feet south of the intersection of Galilee Road and NC 210 Highway, and north of Galilee Branch Drive with the Johnston County Tax ID 15I09034G.

All interested people are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the office if you need assistance. Further inquiries regarding this matter may be directed to the Town of Smithfield at (919) 934-2116 ext. 1111 or online at www.smithfield-nc.com.
The Johnstonian
April 23, 2025

ORDINANCE NO. 526-2025 TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SMITHFIELD, NORTH CAROLINA

WHEREAS, the Town Council has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Council Chambers of the Smithfield Town Hall at 7:00 pm on May 6, 2025 after due notice by publication in the Johnstonian News on April 23, 2025; and

WHEREAS, the Town Council finds that the area described therein meets the standards of G.S. 160A-58.1 (b), to wit:

a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;

b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town;

c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;

d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

e. The area within the proposed satellite corporate limits, when added to the area within al other satellite corporate limits, does not exceed ten percent of the area within the primary corporate limits of the Town of Smithfield; and

WHEREAS, the Town Council further finds that the petition has been signed by all the owners of the real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Smithfield, as of May 6, 2025:

BEGINNING at an iron pipe set in the southern right of way line of Black Creek Road near its intersection with North Carolina Highway 210, said stake being localed North 85 degrees 19 minutes 58 seconds East 5231.40 feet from N.C.G.S. monument "Albert AZ MK 2", having coordinates: N= 194365.988 Mand E = 661617.612 M, said beginning point being further identified as a common corner with the lands of Oris Edwin Matthews, Jr., described in the deed of record in Book 841, page 375, Johnston County Registry, and from said beginning point the lines runs thence with the right of way line of Black Creek Road and North Carolina Highway 210 North 51 degrees 10 minutes 11 seconds East 63.09 feet and North 58 degrees 47 minutes 09 seconds East 354.27 feet to an iron pipe, a new corner with the 6.00 acres parcel shown on the plat hereinafter mentioned; thence a new line South 74 degrees 19 minutes 52 seconds East 797.79 feet to an iron pipe set in the western right of way line of Galilee Road (N.C.S.R. 1341); thence with the right of way line of Galilee Road South 01 degrees 22 minutes 52 seconds West 1007.17 feet to an iron pipe, corner with the lands of Bolton W. Jones, Jr. and where the right of way intersects a ditch; thence with Jones' line, the run of the ditch, South 74 degrees 38 minutes 43 seconds West 710.34 feet to an iron pipe at the confluence of two ditches, a common corner with the lands of Oris E. Matthews, Jr., described in the deed of record in Book 1386, pagc38; thence with the Matthews line and with the run of a ditch North 44 degrees 01 minute 17 seconds West 168.0 feet and North 24 degrees 30 minutes 02 seconds West 490.31 feet to an iron pipe; thence continuing with the Matthews line and with the line of the lands of Oris Edwin Mallhews, Jr., described in the deed of record in Book 841, page 375, and with the run of a ditch, North 01 degree 01 minute 04 seconds East 218.23 feet and North 13 degrees 16 minutes 02 seconds West 413.14 feet to an iron pipe, the point and place of beginning and containing 27.78 acres, more or less, according to a plat and survey by Southwind Surveying and Engineering, Inc. dated May 29, 2002, styled "Survey for Johnston County Board of Education - Putnam Tract," a copy of which appears of record in Plat Book 60, page 292, Johnston County Registry, to which reference is hereby made for a more particular description.

Section 2. Upon and after May 6, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Smithfield and

shall be entitled to the same privileges and benefits as other parts of the Town of Smithfield. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy this ordinance. Such a map shall also be delivered to the Town Board of Elections, as required by G.S. 163-288.1.

Adopted this 6th day of May, 2025.

_____
M. Andy Moore, Mayor

ATTEST:

_____
Elaine S. Andrews, Town Clerk

Consent Agenda Items

Request for Town Council Action

Consent Agenda Item: **Advisory Board Appointments**

Date: 05/06/2025

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

Issue Statement

The Town Council is asked to consider two new applicants for Board of Adjustment appointments and one new applicant for appointment to the Appearance Commission.

Financial Impact

N/A

Action Needed

The Town Council is asked to consider the new appointment of Gregory Evans and Jason Evans to the Board of Adjustment and the new appointment of Pamela Yelle to the Appearance Commission.

Recommendation

Review for approval of these appointments

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Jason Evans – Board Application
3. Gregory Evans – Board Application
4. Pamela Yelle – Board Application

Staff Report

Consent Agenda Item: **Advisory Board Appointments**

Board Reappointment

Jason Evans and Gregory Evans have submitted an application for consideration to be appointed to a first term on the Town of Smithfield Board of Adjustment as in-town members.

Pamela Yelle has submitted an application for consideration to be appointed to a first term on the Appearance Commission.

Current Board vacancies are as follows:

- Appearance Commission – 3 positions
- Board of Adjustment – 2 In-Town position and 1 ETJ position
- Historic Properties Commission – 2 positions
- Library Board of Trustees – 0 positions
- Parks and Recreation Advisory Commission – 4 positions

SMITHFIELD
NORTH CAROLINA

Town of Smithfield
Board, Commission, or Committee Application

Name: Evans, Gregory L
(Last) (First) (MI)

Home Address: 1090 North Lakeside Drive Smithfield NC

Business Name & Address: Dell Technologies and Carolina Vintage Properties, LLC

Telephone Numbers: _____ 919-631-6271 _____ evansrlp@nc.rr.com
(Home) (Mobile) (Email)

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

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

Interests & Skills: Asked to help and willing to help. Resident of Smithfield, NC since 1991 (34 years)

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

Recent Job Experiences:
A managing director and general manager in a large coorporation, plos a developer, architect, engineer, building contractor, and business owner of 30+ years.

Civic or Service Organization Experience: bio attached

Town Boards previously served on and year(s) served: none

Please list any other Boards/Commissions/Committees on which you currently serve:
President and Board Director - Sands Villas Resort HOA Atlantic Beach, NC

Why are you interested in serving on this Board/Commission/Committee? _____
Nothing to personally gain and just willing to help our community evolve.

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: Gregory L Evans

Signature: Gregory Lee Evans Date: March 28, 2025

Return completed for to:
Shannan Parrish
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.parrish@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

Greg Evans

Current Position:

- Dell Technologies
  General Manager Site Leader - Durham Technology Center, Research Triangle Park, NC
  Managing Director – Engineering Cloud Operations

- Carolina Vintage Properties, LLC
  Owner

Personal:

- Born in Eastern NC
- Live in the RTP area with family – Smithfield 34 years

Career:

- Dell Technologies/EMC Corporation since Feb. 2008 for 16 years (RTP, NC)
- Prior to EMC Corporation worked 23 years at Northern Telecom/Bell Northern Research (RTP, NC)
- Engineer and manager in technology sector for 39 years
- Management experience with technology staff located in USA, Canada, Mexico, China, India, Turkey, Israel, Australia, Taiwan, and UK with over 30 years of management experience
- Leadership responsibility overseeing multi-million dollar engineering operations impacting revenue in the multi-billion dollar range

Career Focus Areas:

- Software Development
- Architect and Group-head of Software
- Hardware Component Engineering
- Customer Service and Technical Support
- Technical Field Support on Platforms (Operating Systems) and Applications
- Program and Project Management
- Site Development
- Systems Test and Engineering
- Software and Hardware Testing
- Engineering Operations Management
- Information Technology - Enterprise and Telecom
- Site Leadership
- Business Management
- Construction

Education:

- Electrical Engineering
- Computer Science Core
- Business Administration
- Six Sigma Black Belt

Community Involvement:

- Board Director – Sands Villa HOA President (2017 – present)
- Board Director – Beaufort Pointe HOA Past President and Architecture Chair (2014 – 2021)

- Executive Advisory Board Director – North Carolina State University – Poole College of Management (2011 – 2021)
- Executive ePartner – North Carolina State University – College of Engineering (2017 – 2021)
- Past Executive Advisory Board Director – North Carolina State University – College of Engineering – Professional Science Master's Program (2012 – 2015)
- McLauchlan Leadership Fellows Executive Speaker on Organizational Development – North Carolina State University – Poole College of Management – Jenkins MBA (2017)
- Past Board Director and President on NC Johnston County Education Foundation (9 years – past president) which supports NC Johnston County Public Schools
- Johnston County Schools Parent Advisor (2005 - 2008)
- Appointed Ambassador for University of Mount Olive (2001)

SMITHFIELD
NORTH CAROLINA

Town of Smithfield
Board, Commission, or Committee Application

Name: EVANS (Last) JASON (First) D. (MI)

Home Address: 1106 Baker St. Smithfield NC 27577

Business Name & Address: N/A

Telephone Numbers: N/A (Home) 919-946-7454 (Mobile) Jdevans17@gmail.com (Email)

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

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

Interests & Skills: Interest: Outdoors, sports, family. Skills: Leadership, mechanically inclined, motivator of people.

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

Recent Job Experiences: Sr. Operations Manager at Novo Nordisk

Civic or Service Organization Experience: Parks and Rec. Advisory Commission, Volunteer Coach (T-Ball, Basketball, Soccer)

Town Boards previously served on and year(s) served: Parks/Recreation Advisory Commission 2yrs and still serving.

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

Why are you interested in serving on this Board/Commission/Committee? Looking to get involved in matters regarding zoning and land use as our town continues to grow and develop.

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: N/A

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: N/A

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: Jason Evans

Signature: Jason Evans Date: 3/5/25

Return completed for to:
Shannan Parrish
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.parrish@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

From: noreply@smithfield-nc.com <noreply@smithfield-nc.com>
Sent: Friday, February 21, 2025 10:57 AM
To: Shannan Parrish <shannan.parrish@smithfield-nc.com>
Subject:

Name (Last, First, Middle Initial):
Yelle, Pamela G

Home Address:
132 N Front St. Smithfield, NC 27577

Business Name & Address:
Retired 132 N Front st Smithfield

Home Telephone:
252 423 0793

Mobile Telephone:
252 423 0793

Email:
Pamelayelle@gmail.com

Board which you are submitting an application:
Appearance Commission

Interests and Skills:
Very interested in contributing to the appearance of downtown Smithfield. Good organizational and computer skills. Work easily with a team.

Recent Job Experiences:
High school counselor

Civic or Service Organization Experience:
Board member, Friends of Youth (Mentoring Organization)

Previous Town Board Experience:
N/A

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?
We recently moved to Smithfield and would like to contribute to the community. The Appearance committee plays a vital role in a growing community like Smithfield.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?
NO

If "YES" to above question, please explain in the box below:
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?
NO

If "YES" to above question, please explain in the box below:
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.

Pamela Yelle

******* Email Details ********
From IP address: 69.133.184.156
Submitted date: 2/21/2025 10:05:59 AM ID: 966

The Smithfield Town Council reconvened at its March 4, 2025 meeting on Thursday, March 13, 2025 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

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

Councilmen Absent

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
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Timothy Short, Assistant Police Chief
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Stephen Wensman, Planning Director

Also Present

Administrative Staff Absent

Reconvene the March 4, 2025 Meeting

Mayor Moore reconvened the meeting the March 4, 2025 Council meeting at 6:30 pm to further discuss the Town's FY 2025-26 Budget.

Business Item

1. FY 2025-2026 Budget Discussions Continued

BUDGET OVERVIEW:

Town Manager, Mike Scott began discussions for the fiscal year 2025-2026 Town of Smithfield Budget. He started by listing a few fees that may be set to increase for the Town this year. They were:

- Landfill tipping fees
- Sewer rates
- Electric rates
- Wholesale water rates
- Property taxes
- Health Insurance
- Employee pension rates
- Supplies due to tariffs

Manager Scott elaborated with percentages for potential fee increases, being:

- 5% increase in landfill tipping fees
- 7% increase in sewer costs
- 6% increase in wholesale electric rates
- 3% increase in health insurance cost for employees
- 1% pension increase for all employees

Manager Scott also discussed storm water management, and how sewer infrastructure improvements are needed for the Town's raw water intake due to sand in the reservoir. He stated divers are needing to be hired more and more to clean out the sand, for which resources will be continually needed. More resources are also needed for capital projects on the East side of Town, on the far side of I-95 highway to address inflow and infiltration issues. He added infiltration and intrusion issues are happening everywhere and was discussed at a meeting with legislators.

Electric department issues the Manager discussed were for the golden conversion project, which he projects to continue for another 10 years. Delivery point One requires upgrades. Money has been set aside for this in the current budget, and will need to continue forward to the next couple of budgets. This involves upgrading the delivery point at Hospital Road for all the new progress in development. Manager Scott also mentioned inventory needs, such as buying new transformers for new subdivisions, which again due to the Town's increasing development will be a significant budget. Manager Mike Scott stated the Town needs to budget for the purchase of a new digger derrick truck. There is also a need to purchase more AMI meters for Nexgrid water and sewer.

Manager Scott mentioned the following personnel requests:

Finance Department:

- Replacing the part time Assistant Finance Director with a full time Assistant Finance Director

Police Department:

- Partially Grant Funded Traffic Officers
- Task Force Officer
- School Resource Officer
- Community Police Officer
- Community Safety Aid
- Public Safety Aid
- Records Clerk

Fire Department:

- Full Time Fire Inspector
- 15 Full Time Fire Fighters
- 6 additional promotions

Sanitation Department:

- 2 new Sanitation Workers

Utilities Department:

- Line Locator
- Line Inspector for Water & Sewer

Parks & Recreation:

- NC Hwy 210 Soccer Complex
- Existing parks maintenance

Manager Mike Scott also discussed managing the allocation of sanitary sewer, currently at 1.1 million, which may need to be scaled back for the Town's own needs due to growth.

Manager Scott identified other needs that are a priority. They were:

- Identifying any additional land for sale for use for town growth
- Prioritizing personnel needs to meet the needs of citizens

- Town Hall expansion space
- Public Works expansion space
- Evaluate infrastructure and goals regarding tax re-evaluation and planning

STREET RESURFACING:

Town Manager Scott stated he would like to et bids for the repair of Outlet Center Drive put together. As of now there is 2 million budgeted. It was discussed that the budget was thought to be between 3 to 5 million. Mayor Andy Moore recommended the Board get a plan together to understand how much the cost will be, rather than putting a number out beforehand. Other streets mentioned for paving were Sussex and Canterbury. It was discussed that the Town staff be sure before repairs that fiber optic companies are done in that area, and to also make sure companies that breach our road for installation of infrastructure in turn repair it with a high-quality product.

Councilman Travis Scott asked the Board to consider the purchase of equipment or investment into additional staff to help with preventative maintenance of streets, not letting them fall into disrepair. He stated he looked to staff and the town's engineer to gauge road needs beforehand. Councilman Scott stated that even if it meant hiring experts and different sub-contractors for the town's road repairs, we need someone to help us get ahead of the issue. Mentioning the Smithfield Crossing project that the Town is indebted for until year 2044, Councilman Scott suggested the Town be thoughtful with regard to taxpayer money, noting what we've gotten for the money so far is not quality work.

Public Works Director, Lawrence Davis sought input from the Board on how to move forward with repairs be it by district, or by larger projects first. He stated he is gathering bid estimates to move forward with repairs on Outlet Center Drive. Mayor Pro Tem Roger Wood recommended continuing the trend with repairing the worst to best streets, regardless of district.

The Board discussed the types of equipment on hand in Public Works for street repair jobs, and available staff to perform the tasks. Davis stated he was compiling a list that would enable him to make the most efficient progress. Mayor Moore encouraged Davis to look at the main thoroughfares too.

Councilman David Barbour suggested having an Engineer do a study, and give a professional opinion of what needs to be done with the Town's roads to solve its problems. Councilman Sloan Stevens and Travis Scott concurred with the idea of the Town hiring its own staff to perform such work long term, rather than using Powell Bill funds or debt service.

Town Manager Mike Scott stated he appreciated the conversation and feedback from the Board.

FIRE DEPARTMENT STAFFING:

Town Manager Mike Scott informed the Council that the Town is in a time-sensitive situation regarding the SAFER Grant.

Fire Chief Jeremey Daughtry outlined the following information for the Board:

- In 2017, the town received a SAFER grant for three personnel
- Original funding model: FEMA paid 65% first two years, town paid 35%
- Third year: Town paid 65%, FEMA paid 35%
- Current model: 100% funded by FEMA for three years
- Grant application process typically opens this time of year
- Concern: Application has not yet opened
- Spoke with Donna Black's office (US Fire Administration)
- No information yet about this or other FEMA grants

Daughtry further stated they're not exactly sure what's going to get funded this year and what will not but there are sources that say they feel confident that Fire Department grants will still go on. However, they don't have any idea when they will come up. Daughtry stated he recommended the use of a grant writer that the Town of

Clayton has used who will only get paid if the Town receives the grant. The grant writer's rate is 2% of the grant.

The Fire Chief, Jeremy Daughtry highlighted his staffing and equipment needs as follows:

- Current staffing:
  - Station 1: 4 personnel per shift - Station 2: 3 personnel per shift
- Proposed change: Add 1 person per shift at Station 2 to create a 4-person engine company (total staff request is 15 additional full-time employees)
- Primary goal: Staff a service company (ladder/rescue) to respond to different incident types
- Current staffing model struggles to deploy all available apparatus
- Significant challenge: 59.8% increase in call volume over the last 4 years
- Call volume increase attributed to town growth
- Department has good equipment but needs adequate staffing to utilize it effectively

Daughtry also summarized call response challenges and mutual aid from neighboring Fire Departments noting:

- Increasing call volume leads to more overlapping calls
- Heavy reliance on mutual aid partners for additional resources
- Johnson County is the fastest-growing rural county in North Carolina
- Mutual aid departments are also experiencing increased call volumes
- As call volumes rise for partner departments, their ability to respond to Smithfield's requests decreases
- This creates a critical challenge in maintaining emergency service coverage

Councilman Travis Scott asked whether the additional staff request would be used to cover the new fire station, or would additional staff also be needed for that location. Daughtry stated he would need additional staff at the new fire station. Daughtry further noted comparisons for Smithfield's call volume to neighboring Towns, such as Clayton who ran 3,569 calls to Smithfield's 3,315 calls last year, with Clayton having over double the full-time staff.

There was some discussion for partnership with Johnston Community College through an apprenticeship program.

Daughtry also discussed the department's cost share funding with Johnston County for apparatus replacement and equipment needs.

Councilman Travis Scott asked Fire Chief Daughtry what would be a reasonable number of employees to add without the grant being considered, in the interest of being conservative. Daughtry stated the need is for 15 new staff, but he would accept any additional staff he could get. Councilman David Barbour said that 15 is not foreseeable at this time, given the current times—due to which, the grant may not come through. Mayor Andy Moore suggested that we find out more about the grant and reach out grant writers for best preparation.

NEW TAX EVALUATIONS – TOWN OF SMITHFIELD REVENUE NEUTRALITY:

Town Manager Mike Scott began with discussing the term "revenue neutral" to the Board.

Revenue Neutral Rate Explained:

- Revenue neutral is not simply maintaining last year's revenue
- Includes all ad valorem taxes: property, motor vehicle, boats, and personal property

Calculation method:

1. Look at ad valorem tax levy increases for the past 4 years
2. Calculate the average annual increase
3. Add that average increase to the current year's revenue
4. The resulting figure is the revenue neutral rate

Tax Evaluation and Rate Impact Summary:

- Real estate property tax evaluation is 70% higher than last year
- Personal property tax remains unchanged

- Lowering property tax rate (e.g., from 57 to 50 cents) affects both real estate and personal property taxes
- Reduced tax rate means less revenue from personal property taxes
- This reduction must be offset by increases in real estate property taxes to maintain revenue neutrality

Town Manager Mike Scott further explained with an Amazon Tax Example, stating that an $80 million building and $111 million in personal property, lowering the tax rate from 57 to 50 cents means less revenue from personal property taxes. To maintain revenue neutrality across all property types, the real estate property tax rate must increase to offset the reduction in personal property tax revenue. This ensures the total tax collection remains consistent when considering the entire property tax group. The Manager further explained that revenue neutral rate is a statutory definition that requires the town manager to include a tax rate decision in the budget message. The rate will be calculated to maintain current revenue levels while incorporating the town's growth rate, ensuring compliance with legal requirements. Manager Scott further added that the Town has not raised their property tax rate since 2003. He also noted that going revenue neutral would not allow the Town to fund things like adding 15 new fire fighters. Adding one penny to the current tax rate results in $230,000 more per year.

Councilman Travis Scott asked for clarification for the growth rate formula. Manager Scott stated it is to collect property tax evaluation data for the past four years from audit numbers from the General Fund, calculate the average increase over that period, and use that average to project the growth rate for the upcoming year.

The Manager agreed to send a written follow-up to the Board regarding revenue neutrality.

CLOSED SESSION – Pursuant to NCGS 142-318.11 (a)(5)

Councilman David Barbour made a motion, seconded by Councilman John Dunn to go into closed session pursuant to NCGS 142-318.11 (a)(5) at approximately 8:35 pm. Unanimous.

RECONVENE INTO OPEN SESSION

Councilman Travis Scott made a motion, seconded by Councilman Steve Rabil to reconvene into open session at approximately 9:19 pm. Unanimous.

ADJOURN

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood to adjourn the meeting at approximately 9:21 pm. Unanimously approved.

_____
M. Andy Moore, Mayor

ATTEST:

_____
Elaine Andrews, Town Clerk

Request for Town Council Action

Consent Agenda Item:	Budget Amendment
Date:	05/06/2025

Subject: Budget Amendment
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Consent Agenda

Issue Statement

Amendments are often required to balance the budget ordinance. An explanation is provided with the proposed budget amendment. All budget changes can be accomplished using dollars appropriated in the fiscal year 2024-2025 budget.

Financial Impact

None

Action Needed

Board approval is required for the budget ordinance amendment.

Recommendation

Staff recommends board approve the attached Budget Amendment

Attachments

1. Staff Report
2. Budget Amendment for 2024-2025
3. Budget Amendment Attachment A (General Fund)
4. Budget Amendment Attachment B (Water and Sewer Fund)
5. Budget Amendment Attachment C (Electric Fund)
6. Budget Amendment Attachment D (Water Sewer Capital Project Fund)
7. Budget Amendment Attachment E (General Capital Project Fund)
8. Budget Amendment Attachment F (Electric Capital Project Fund)
9. Budget Amendment Attachment G (Water and Sewer Capital Reserve Fund)
10. Budget Amendment Attachment H (General Capital Reserve Fund)
11. Budget Amendment Attachment I (Electric Capital Reserve Fund)

Approved: ☑Town Manager ☐ Town Attorney

Staff Report

Consent Agenda Item: **05/06/2025**

Budget amendments are often required during the fiscal year to balance the budget ordinance due to estimated revenues and appropriations not known during the budgeting process. All budget changes can be accomplished using dollars appropriated in the fiscal year 2024-2025 budget. This amendment is to comply with NC General Statutes and provide consistency between the three operating funds.

No additional fund balance appropriations were needed.

AMENDMENT TO BUDGET ORDINANCE

TOWN OF SMITHFIELD

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that the following amendment is made to the budget ordinance for the fiscal year ending June 30, 2025:

Section 1: To amend the General Fund, the estimated revenues are to be changed as follows:

(See Attachment A)

Section 2: To amend the Water and Sewer Fund, the estimated revenues are to be changed as follows:

(See Attachment B)

Section 3: To amend the Electric Fund, the estimated revenues are to be changed as follows:

(See Attachment C)

Section 4: To amend the Water and Sewer Capital Project Fund, the appropriations estimated revenues are to be changed as follows:

(See Attachment D)

Section 5: To amend the General Capital Project Fund, the appropriations and estimated revenues are to be changed as follows:

(See Attachment E)

Section 6: To amend the Electric Capital Project Fund, the appropriations and estimated revenues are to be changed as follows:

(See Attachment F)

Section 7: To amend the Water Sewer Capital Reserve Fund, the estimated revenues are to be changed as follows:

(See Attachment G)

Section 8: To amend the General Capital Reserve Fund, the estimated revenues are to be changed as follows:

(See Attachment H)

Section 9: To amend the Electric Capital Reserve Fund, the estimated revenues are to be changed as follows:

(See Attachment I)

All expenditures in the Capital Reserve Funds have been committed by Town Council and funds need to be properly transferred to the appropriate funds to meet general statute requirements and account for capital reserves consistently.

Section 10: Copies of the budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 6th day of May 2025 by the Smithfield Town Council.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

Attachment A

Acct #	Description	Decrease	Increase
Revenues:			
10-00-3900-3900-0000	Fund Balance Appropriated	-	50,000
10-10-3400-3400-0006	Recreation Development Fees	50,000.00	-
10-76-5300-5970-9100	Transfer to General Capital Project Fund	230,000.00	-
10-76-6200-5970-9100	Transfer to General Capital Project Fund	210,000.00	-
10-76-5300-5970-0072	Transfer to General Capital Reserve Fund	-	230,000
10-76-6200-5970-0072	Transfer to General Capital Reserve Fund	-	210,000

Expenditures:

Check:	**Decrease**	**Increase**
Revenues	490,000	490,000
Expenditures	-	-
Totals	490,000	490,000
Check Figure		-

Attachment B

Acct #	Description	Decrease	Increase
Revenues:			
30-71-3500-3523-0010	Water System Development Fee	40,000	-
30-71-3500-3525-0010	Sewer System Development Fee	200,000	-
30-76-7220-5970-9101	Transfer to Water Sewer Capital Project Fund	350,000	-
30-76-7220-5970-0070	Transfer to Water Sewer Capital Reserve Fund	-	590,000
Expenditures:			

Check:	**Decrease**	**Increase**
Revenues	590,000	590,000
Expenditures	-	-
Totals	590,000	590,000
Check Figure		-

Attachment C

Acct #	Description	Decrease	Increase
Revenues:			
31-76-7230-5970-0071	Transfer to Electric Capital Reserve Fund	-	200,000
31-76-7230-5970-9102	Transfer to Electric Capital Project Fund	200,000	-
Expenditures:			

Check:	**Decrease**	**Increase**
Revenues	200,000	200,000
Expenditures	-	-
Totals	200,000	200,000
Check Figure		-

Attachment D

Acct #	Description	Decrease	Increase
Revenues:			
45-75-3870-3870-0318	Transfer WF (1/3 Vacuum Truck)	350,000	-
Expenditures:			
45-71-7220-5700-7434	1/3 Vacuum Truck	350,000	-

Check:	**Decrease**	**Increase**
Revenues	350,000	-
Expenditures	350,000	-
Totals	-	-
Check Figure		-

Attachment E

Acct #	Description	Decrease	Increase
Revenues:			
46-75-3870-3870-0313	Transfer from General Fund	210,000	-
46-00-3900-3900-0000	Fund Balance Appropriated	-	210,000
Expenditures:			

Check:	**Decrease**	**Increase**
Revenues	210,000	210,000
Expenditures	-	-
Totals	210,000	210,000
Check Figure		-

Attachment F

Acct #	Description	Decrease	Increase
Revenues:			
47-75-3870-3870-0000	Transfer from Electric Fund	200,000	-
Expenditures:			
47-72-7230-5700-7411	Bucket Truck / Tractor	200,000	-

Check:	**Decrease**	**Increase**
Revenues	200,000	-
Expenditures	200,000	-
Totals	-	-
Check Figure		-

Attachment G

Acct #	Description	Decrease	Increase
Revenues:			
70-71-3500-3523-0010	Water System Development Fees	-	40,000
70-71-3500-3525-0010	Sewer System Development Fees	-	200,000
70-75-3980-3560-0030	Transfer from Water Sewer Fund	-	590,000
70-00-9990-9990-0000	Fund Balance Appropriated	240,000	-
70-00-9990-9990-0001	Fund Balance Committed - System Development Water	40,000	-
70-00-9990-9990-0002	Fund Balance Committed - System Development Sewer	200,000	-
70-00-9990-9990-0003	Fund Balance Committed - Vacuum Truck	350,000	-
Expenditures:			

Check:	**Decrease**	**Increase**
Revenues	830,000	830,000
Expenditures	-	-
Totals	830,000	830,000
Check Figure		-

Attachment H

Acct #	Description	Decrease	Increase
Revenues:			
72-00-3400-3400-0006	Recreation Development Fees	-	50,000
72-75-3980-3560-5601	Transfer from General Fund	-	230,000
72-75-3980-3560-5602	Transfer from General Capital Projects Fund	-	210,000
72-00-9990-5300-0000	Fund Balance Committed - Public Safety	230,000	-
72-00-9990-6200-0000	Fund Balance Committed - Recreation	260,000	-
Expenditures:			

Check:	**Decrease**	**Increase**
Revenues	490,000	490,000
Expenditures	-	-
Totals	490,000	490,000
Check Figure		-

Attachment I

Acct #	Description	Decrease	Increase
Revenues:			
71-75-3980-3560-7230	Transfer from Electric Fund	-	200,000
71-00-2990-2990-0001	Fund Balance Committed - Bucket Truck	200,000	-
Expenditures:			
Check:		**Decrease**	**Increase**
Revenues		200,000	200,000
Expenditures		-	-
Totals		200,000	200,000
Check Figure			-

Request for Town Council Action

Consent Agenda Item:	**Budget Amendments**
Date:	05/06/2025

Subject: Budget Amendment
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Consent Agenda

Issue Statement

Amendments are often required to balance the budget ordinance. An explanation is provided with the proposed budget amendment. All budget changes can be accomplished using dollars budgeted in each of the operating funds (General, Water and Sewer and Electric).

Financial Impact

Transferring $170,129 to the each of the respective departments from amounts budgeted in the non-departmental budget. Transferred monies out of contingency for both the Water and Sewer Fund and Electric Fund to cover salaries and benefits affected by the pay study increases.

Action Needed

Board approval is required for the budget ordinance amendment.

Recommendation

Staff recommends board approve the attached Budget Amendment

Attachments

1. Staff Report
2. Budget Amendment for 2024-2025
3. Budget Amendment Attachment A (General Fund)
4. Budget Amendment Attachment B (Water and Sewer Fund)
5. Budget Amendment Attachment C (Electric Fund)

Approved: ☑Town Manager ☐ Town Attorney

Staff Report

Consent Agenda Item: Budget Amendments

Budget amendments are often required during the fiscal year to balance the budget ordinance due to estimated revenues and appropriations not known during the budgeting process. An explanation is provided with the proposed budget amendment. All budget changes are accomplished using amounts previously budgeted in each operating fund.

Current Budget Amounts for salary increases are as follows:

- General Fund $330,000
- Water & Sewer Fund $114,794
- Electric Fund $ 72,629

No additional fund balance appropriations were needed.

AMENDMENT TO BUDGET ORDINANCE

TOWN OF SMITHFIELD

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that the following amendment is made to the budget ordinance for the fiscal year ending June 30, 2025:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

(See Attachment A)

Section 4: To amend the Water and Sewer Fund, the appropriations are to be changed as follows:

(See Attachment B)

Section 5: To amend the Electric Fund, the appropriations are to be changed as follows:

(See Attachment C)

The Salaries and Wages, FICA, and Retirement in each of the respective funds are to be increased for the pay raises as a result of the salary study. Another budget amendment will be prepared before year end to properly reflect the actual results of the study and operations.

Section 3: Copies of the budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 6th day of May 2025 by the Smithfield Town Council.

_____
M. Andy Moore, Mayor

ATTEST:

_____
Elaine Andrews, Town Clerk

Attachment A

Acct #	Description	Decrease	Increase
Revenues:			
Expenditures:			
10-10-4110-5300-3306	GF Salary Adjustment	197,600	
10-10-4100-5100-0200	Salaries and Wages		4,375
10-20-4200-5100-0200	Salaries and Wages		3,025
10-20-4300-5100-0200	Salaries and Wages		575
10-20-4900-5100-0200	Salaries and Wages		8,325
10-20-5300-5100-0200	Salaries and Wages		53,675
10-60-5500-5100-0200	Salaries and Wages		10,150
10-30-5600-5100-0200	Salaries and Wages		4,100
10-30-5650-5100-0200	Salaries and Wages		2,725
10-30-5800-5100-0200	Salaries and Wages		24,400
10-30-5900-5100-0200	Salaries and Wages		1,400
10-60-6200-5100-0200	Salaries and Wages		13,100
10-60-6200-5100-0210	Salaries - Part Time		25,000
10-60-6220-5100-0200	Salaries and Wages		9,075
10-10-4100-5100-0500	FICA		350
10-20-4200-5100-0500	FICA		250
10-20-4300-5100-0500	FICA		50
10-20-4900-5100-0500	FICA		650
10-20-5300-5100-0500	FICA		4,125
10-60-5500-5100-0500	FICA		800
10-30-5600-5100-0500	FICA		325
10-30-5650-5100-0500	FICA		225
10-30-5800-5100-0500	FICA		1,875
10-30-5900-5100-0500	FICA		125
10-60-6200-5100-0500	FICA		2,950
10-60-6220-5100-0500	FICA		700
10-10-4100-5100-0700	Retirement		825
10-20-4200-5100-0700	Retirement		575
10-20-4300-5100-0700	Retirement		125
10-20-4900-5100-0700	Retirement		1,550
10-20-5300-5100-0700	Retirement		10,000
10-60-5500-5100-0700	Retirement		1,900
10-30-5600-5100-0700	Retirement		775
10-30-5650-5100-0700	Retirement		525
10-30-5800-5100-0700	Retirement		4,550
10-30-5900-5100-0700	Retirement		275
10-60-6200-5100-0700	Retirement		2,450
10-60-6220-5100-0700	Retirement		1,700

Attachment A

Check:	Decrease	Increase
Revenues	-	-
Expenditures	197,600	197,600
Totals	197,600	197,600
Check Figure		-

Attachment B

Acct #	Description	Decrease	Increase
Revenues:			
Expenditures:			
30-71-7200-5100-0200	Salaries and Wages	-	19,775.00
30-71-7200-5120-0500	FICA	-	1,525.00
30-71-7200-5127-0700	Retirement	-	3,700.00
30-71-7220-5100-0200	Salaries and Wages	-	10,500.00
30-71-7220-5120-0500	FICA	-	825.00
30-71-7220-5127-0700	Retirement	-	1,950.00
30-00-9990-5300-0000	Contingency	38,275.00	-

Check:	**Decrease**	**Increase**
Revenues	-	-
Expenditures	38,275	38,275
Totals	(38,275)	(38,275)
Check Figure		-

Attachment C

Acct #	Description	Decrease	Increase
Revenues:			
Expenditures:			
31-72-7230-5100-0200	Salaries and Wages	-	10,950
31-72-7230-5120-0500	FICA	-	3,150
31-72-7230-5127-0700	Retirement	-	1,300
31-00-9990-5300-0000	Contingency	15,400	-

Check:	**Decrease**	**Increase**
Revenues	-	-
Expenditures	15,400	15,400
Totals	15,400	15,400
Check Figure		-

Request for Town Council Action

Consent Agenda Item:	**Resolution No. 772 (11-2025)**
Date:	05/06/2025

Subject: Resolution for Capital Reserve Fund – Water and Sewer Fund
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Consent Agenda Item

Issue Statement

A Resolution is a formal statement of a governing body's intent that is used to address a specific matter. Capital Reserve Fund is needed to be established to properly account for various reserves set up for future capital projects, purchases, and improvements for the Water and Sewer Fund.

Financial Impact

None.

Action Needed

Separate Town Council approval is required for the establishment of a capital reserve fund resolution to properly account for various reserves.

Recommendation

Staff recommends town council approve the attached capital reserve fund resolution.

Attachments:

1. Staff Report
2. Resolution No. 772 (11-2025)

Staff Report

Consent Agenda Item: **05/06/2025**

A Resolution is a formal statement of a governing body's intent that is used to address a specific matter. General statutes require Water and wastewater systems capital project reserve funds. For consistency, the Town will account for all capital reserves (General, Water and Sewer, and Electric) in the same fashion as dictated by the general statutes. This will allow for proper accounting treatment for "true" capital projects and capital reserves.

A budget amendment will be required and fund balance appropriation will be needed to account for prior year transfers specifically for project reserves.

Town of Smithfield
Resolution No. 772 (11–2025)
Capital Reserve Fund Resolution

WHEREAS, there is a need in the Town of Smithfield to provide funds for future capital projects related to its combined water and wastewater system, and to make debt payments on existing debt related to past capital projects for its water and wastewater system, and WHEREAS, NCGS 159-18 authorizes the creation of the capital reserve fund, and WHEREAS, NCGS 162A, Art. 8 requires that all system development fee proceeds be accounted for in a capital reserve fund,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT

Section 1. The Governing Board hereby creates a Capital Reserve Fund for the purpose of funding the following capital projects related to the Town's water and wastewater system:

Vacuum Truck. This project is to replace the large vacuum truck used to clean sewer lines and assist utility crews during water and sewer leaks. Currently, the Town anticipates funding of 100% from Water and Sewer Fund transfers ($575,000), 2024-2025 $350,000 and 2025-2026 $225,000, respectively.

The 2024-2025 appropriation from the budget ordinance to the CRF of Water and Sewer transfers for this purpose of $350,000.

Section 2. This CRF shall remain effective until all the above-listed projects, and any projects added in the future, are completed. The CRF may be amended by the governing board as needed to add additional appropriations, modify or eliminate existing capital projects, and / or add new capital projects.

Section 3. This resolution shall become effective and binding upon its adoption.

Adopted this day May 6, 2025.

_____
M. Andy Moore, Mayor

ATTEST:

_____
Elaine Andrews, Town Clerk

Request for Town Council Action

Consent Agenda Item:	**Resolution No. 773 (12-2025)**
Date:	05/06/2025

Subject:	Resolution to Oppose HB 765
Department:	General Government
Presented by:	Town Manager - Mike Scott
Presentation:	Consent Agenda Item

Issue Statement

The Town Manager requests consideration to approve the draft of Resolution No. 773 (12-2025) which opposes legislation intended to reform local government development in the state of North Carolina.

Financial Impact

None

Action Needed

Approve draft Resolution 773 (12-2025)

Recommendation

To approve draft Resolution 773 (12-2025)

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Draft Resolution 773 (12-2025)

Staff Report

Consent Agenda Item:	Resolution No. 773 (12-2025)

The attached draft resolution offers the Town of Smithfield's opposition to HB 765, which limits local government authority over local zoning and development in the State of North Carolina. Further, this resolution encourages other city leaders to examine and oppose HB 765 in defense of local decision-making authority.

TOWN OF SMITHFIELD
RESOLUTION NO. 773 (12-2025)
OPPOSING HOUSE BILL 765: AN ACT TO REFORM LOCAL GOVERNMENT DEVELOPMENT IN THE STATE OF NORTH CAROLINA

WHEREAS, the Town of Smithfield, through its elected governing body, holds the responsibility of managing land use and development in a manner that reflects the unique needs, values, and priorities of its residents; and

WHEREAS, House Bill 765, a comprehensive 22-page piece of proposed legislation currently under consideration by the North Carolina General Assembly, includes numerous provisions that would significantly undermine the authority of local governments to manage land use within their jurisdictions; and

WHEREAS, HB 765 introduces a range of state mandates and prohibitions that would replace thoughtful local oversight with unregulated or incompatible development, threatening the character of our community and diminishing existing property values; and

WHEREAS, Section 9 of HB 765 eliminates the long-established ability of local governments and developers to negotiate voluntary conditions as part of the Conditional Zoning process—an essential tool in shaping development that fits community needs—and additionally prohibits municipalities from regulating parking or adopting street design standards that exceed the minimum requirements set by the North Carolina Department of Transportation; and

WHEREAS, Section 4(a) of the bill establishes vague and subjective conflict-of-interest rules that bar elected officials from voting on land-use matters if they possess a "fixed opinion," a term undefined in the legislation and ripe for inconsistent application, thus undermining the basic function of representative governance; and

WHEREAS, Section 17(b) imposes new civil penalties on local officials who may unknowingly or inadvertently violate land-use rules, thereby creating an environment of legal uncertainty and exposing public servants to undue risk during the course of their normal duties; and

WHEREAS, Section 10(b) mandates minimum housing density requirements based solely on population size, overriding local zoning decisions and allowing certain development projects to proceed “by right” without the approval of local elected officials or the input of affected residents; and

WHEREAS, these provisions—among numerous others within HB 765—represent a profound intrusion into the rights of communities like Smithfield to chart their own future, protect quality of life, attract sustainable economic development, and reflect the will of their voters; and

WHEREAS, the North Carolina League of Municipalities (NCLM) has urged all city leaders to closely examine the ramifications of HB 765 and to voice their concerns to state legislators in defense of local decision-making authority;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Smithfield hereby formally opposes House Bill 765 in its current form and urges members of the North Carolina General Assembly to reject any legislation that restricts local land-use authority, imposes burdensome and vague legal standards on local officials, or otherwise weakens the ability of municipalities to govern in the best interest of their citizens.

Adopted this 6th day of May, 2025, by the Smithfield Town Council.

(SEAL)

_____
M. Andy Moore, Mayor

ATTEST:

_____
Elaine S. Andrews, Town Clerk

Request for Town Council Action

Consent Agenda Item	DSDC Board Appointments
Date:	05/06/2025

Subject:	Appointment to the Downtown Smithfield Development Corporation's Board of Directors
Department:	General Government
Presented by:	Town Clerk – Elaine Andrews
Presentation:	Consent Agenda Item

Issue Statement

The DSDC is requesting the Town Council to appoint Julia Narron 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. 774 (13-2025)

Recommendation

Staff recommends approval of this appointment and adoption of Resolution No. 774 (13-2025)

Approved: ☑ Town Manager ☐ Town Attorney (not required)

Attachments:

1. Staff Report
2. Julia Narron – DSDC Board Application
3. Resolution No. 774 (13-2025)

Staff Report

Consent Agenda: DSDC Board Appointments

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Julia Narron 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.

TOWN OF SMITHFIELD
RESOLUTION NO. 774 (13-2025)
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 has recommended the new appointment of Julia W. Narron; 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 Julia W. Narron to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 6th day of May, 2025

_____
M. Andy Moore, Mayor

Attest:

_____
Elaine Andrews, Town Clerk

Downtown SMITHFIELD DEVELOPMENT CORPORATION

Downtown Smithfield Development Corporation
Board of Directors Candidate Application

Name Julia W. Narron

Business
Narin Real Estate Investments

Business Address
105 Bridge Street jnarron3@gmail.com Email
Smithfield NC Cell Phone (same)

Business Phone 919.631.5470 ~~Home Phone~~

Home Address

Brief Biography

born + raised in Richmond, VA. attended public schools, graduated from UNC at Greensboro, NC. masters degree from UNC Chapel Hill. Taught school in Hilton Head, South Carolina, worked at NationsBank in Virginia Beach, Virginia

lived in Smithfield, N.C. since 1996.

manage Nairn Real Estate Investments

since 1996

Specific Qualifications for DSDC Board of Directors

been on and off the board since Ray

Gibbs was the Executive Director.

Vice President under Troy Brindle's

tenure.

Committee (indicate which committee best suits your interests):

€ **Promotions**

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

€ **Design & Physical Improvement**

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

€ **Economic Development**

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

List three results you would like to see the DSDC accomplish

1. complete traffic / parking issues on Market Street
2. complete library corner
3. continue downtown improvements & increase usage of the ampitheater

Membership in other organizations

Organization	Dates	Activities/Leadership
Appearance Commission	2023 - present	—
		—

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

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Blessing of the Bikes on May 3rd, 2025.

Financial Impact

None

Action Needed

Requesting 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. Map

Staff Report

Consent Agenda Item: Application for Temporary Use Permit

Bulldog Harley-Davidson is requesting to hold Blessing of the Bikes at 1043 Outlet Center Drive on May 3rd, 2025. This event will run from 11:00 am-4:00 pm and it will have amplified sound between 11:00 am-2:00pm. Carolina Fish Fry food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ 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) _____

Blessing of the Bikes
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use (exact street address)

APPLICANT:

Name: Michelle Winn
Address: 1043 Outlet Center Dr
Phone number: 919-938-1592
Email address: Michelle@bulldogharleydavidson.com
Event date: 5/3/25

PROPERTY OWNER:

Name: Carson Baker
Address: 1508 Hope Mills Rd, Fayetteville, NC 28304
Phone number: 9107348504
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: 11am-4pm
Event set up and clean up time: 8am-4:30
Sound Amplification Type: Speakers
Sound Amplification Start and End Times: 11AM-2

Food Trucks (if applicable): 1 Carolina Fish Fry

(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 applicab 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. N/A

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____ **Check#**_____ **Credit Card**_____ **Amount $**_____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn	Michelle Winn	4/15/25
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: Stephen Wenn Date: 4/25/25

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@bulldoghardleydavidson.com

Signature: *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: Blessing of the Bikes **Submittal Date:** 4/16/25

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 Carson Baker *Print Name* 4/15/25 *Date*

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

☑ PERMIT ☐ TRANSITIONAL PERMIT

WCID#1061

Date: 10/18/2024

Name of Establishment: Carolina Fish Fry
Location Address: 1566 Benson Rd
City: Garner State NC Zip: 27529
Billing Name:
Billing Address: 1566 Benson Rd
City: Garner 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: ☑ M ☐ 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 Category # 0 1 2 3 4
Water Supply: ☐ Municipal/Community ☐ On-Site

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: Manager/Person In Charge Title: Owner Date: 10/18/2024

Signed: Dan W. Adcock Division of Public Health REHS#: 1134 Date: 10/18/2024

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)

EHS 1341 (Revised 07/12)
Environmental Health Section

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
StateFarm
Tommy Kelaher
1057 Dresser Ct
Raleigh NC 27609

CONTACT NAME: Shelita Carter
PHONE (A/C, No, Ext): 919-348-2121 FAX (A/C, No):
E-MAIL ADDRESS: shelita@mysfnc.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B : State Farm Mutual Automobile Insurance Company	25178
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Karos Food Inc.
Carolina Fish Fry
1556 Benson Rd.
Garner NC 27529

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [ ] LOC OTHER:			93-AP-N236-1	12/26/2023	12/26/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			412-3909-B15-33H	08/15/2024	02/15/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ $ 100,000 $ 300,000 $ 50,000 $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		93-LF-2914-6	03/15/2024	03/15/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Restaurant and Food Truck

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Bike Night on May 8th, 2025.

Financial Impact

None.

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. Map

Staff Report

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

Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on May 8th, 2025. This event will run from 5:00pm-8:00pm and it will have amplified sound during those same times. Levy's Jerk Stand food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ 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) _____

Bike Night
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use **(exact street address)**

APPLICANT:

Name: Michelle Winn
Address: 1043 Outlet Center Dr
Phone number: 919-938-1592
Email address: Michelle@bulldogharleydavidson.com
Event date: 5/8/25

PROPERTY OWNER:

Name: Carson Baker
Address: 1508 Hope Mills Rd, Fayetteville, NC 28304
Phone number: 9107348504
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: 5-8pm
Event set up and clean up time: 4pm-8:30pm
Sound Amplification Type: speakers
Sound Amplification Start and End Times: 5-8pm

Food Trucks (if applicable): 1 Levy's Jerk Stand
(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

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____ **Check#**_____ **Credit Card**_____ **Amount $**_____

Payment Received By:_____

Date:_____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn — Applicant's Name (Print)

Signature

4/15/25 — Date

Town Planning Director Signature: Stephen Wise

Date: 4/25/25

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 919-938-1542 *Email* carson@bulldoghorleydavidson.com

Signature: *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: Bike night **Submittal Date:** 4/16/25

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 Carson Baker *Print Name* 4/15/25 *Date*

N.C. Department of Environment and Natural Resources
Division of Environmental Health

PERMIT/TRANSITIONAL PERMIT FOR PUSHCART OR MOBILE FOOD UNIT

A ☒ Permit ☐ Transitional Permit is hereby issued to:

Levy's Jerkstand LLC. Levy's Jerkstand (WCID#791)
Owner or Operator

Eagle's Exxon Express 6132 Knightdale Blvd. NC 27545
Address

Tues-Fri 12pm-6pm

4901 Stony Falls Way. Knightdale NC 27545
Mailing Address synicay@levysjerkstand.com 919-538-2570

operating in conjunction with

Kitchen Archive 04092025292
Name of Restaurant or Commissary I.D. Number

2201 S. Wilmington St. Raleigh NC 27603
Address

Contact: Melissa Dupree 919-943-7074
~~Mailing Address~~ contact@kitchenarchweek.com

to operate a ☐ Pushcart ☒ Mobile Food Unit County Wake

Date 10/29/20 Signed Rebecca Robbins, REHS, Agent
Division of Environmental Health

This Permit must be posted on the Pushcart or Mobile Food Unit during operating hours. A permit may be suspended or revoked for failure to comply with "Rules Governing the Sanitation of Food Service Establishments" (15A NCAC 18A .2600).

MFU = mobile food unit
COMM = Commissary

Conditions or Remarks: Any menu, equipment, or construction changes must have prior approval from Wake Co. Environmental Services. MFU must be taken to comm. each operational day for cleaning, servicing, and supplies. MFU must provide operational dates, times, and locations to local health dept/env. services prior to setting up. Menu limited to: Jerk/BBQ Chicken & Ribs, Curry Chicken, Brown Stew Chicken, Rice & Peas, Mac & Cheese, Coleslaw, Oxtails. All these items must be cooked in comm. and transferred in hot box to MFU. Steam well must be preheated to greater than 135°F before being placed on steam table. Jerk/BBQ Chicken & Ribs will have a hot glaze added prior to being placed on steam table. Plantains will be fresh cut in MFU and fried to order. Canned/bottled drinks only. Frozen meat patties. Some back up raw ready to cook meats may be on MFU in case additional food is needed to be prepared after bulk product from commissary is used.

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. This form is to be used in issuing permits or transitional permits to pushcarts or mobile food units. Preparation: Local environmental health specialists shall issue permits or transitional permits every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the responsible person. 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: Division of Environmental Health, 1632 Mail Service Center, Raleigh NC 27699-1632 (Courier 52-01-00)

DENR 2901 (Revised 07/05)
Environmental Health Services Section (Review 07/08)

Freightliner Truck
VIN: 1HL7AAN[redacted]BWHCT31198 License: T[illegible]

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

StateFarm

Kevin Cooke
200 Timberhill Pl Unit 202
Chapel Hill NC 275141964

CONTACT NAME: Kevin Cooke
PHONE (A/C, No, Ext): 919-918-4478 FAX (A/C, No):
E-MAIL ADDRESS: kevin.cooke.e3t6@statefarm.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

LEVY'S JERKSTAND LLC
11720 COPPERGATE DR UNIT 105
RALEIGH NC 276148575

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUB'R WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC OTHER:	N	N	93-AP-M446-5	12/28/2024	12/28/2025	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

This form was system-generated on 01/03/2025

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Test Ride Days on May 10th, 2025.

Financial Impact

None

Action Needed

Consideration for the 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. Map

Staff Report

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

Bulldog Harley-Davidson is requesting to hold Test Ride Days at 1043 Outlet Center Drive on May 10th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. A food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ Over 100 people in attendance
  - ☒ Live Band or Amplified Sound live
  - ☐ 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) _____

Test Ride Days
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use **(exact street address)**

APPLICANT:

Name: Michelle Winn
Address: 1043 Outlet Center Dr
Phone number: 919-938-1592
Email address: Michelle@bulldogharleydavidson.com
Event date: 5/10/25

PROPERTY OWNER:

Name: Carson Baker
Address: 1508 Hope Mills Rd, Fayetteville, NC 28304
Phone number: 9107348504
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: 11am-4pm
Event set up and clean up time: 8am-5pm
Sound Amplification Type: speakers
Sound Amplification Start and End Times: ~~1~~ 12-3

Food Trucks (if applicable: 1 OinKnMoo **(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. N/A

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____ **Check#**_____ **Credit Card**_____ **Amount $**_____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn — Applicant's Name (Print)

Signature — 4/15/25 Date

Town Planning Director Signature: _____ Date: 4/25/25

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: *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: TEST RIDE DAYS **Submittal Date:** 4/16/25

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 of Owner Carson Baker *Print Name* 4/15/25 *Date*

Division of Environmental Health

PERMIT/TRANSITIONAL PERMIT FOR PUSHCART OR MOBILE FOOD UNIT

A ☒ Permit ☐ Transitional Permit is hereby issued to:

Oink N Moo LLC Oink N Moo (ID#820)

Owner or Operator

2201 S Wilmington St Raleigh NC 27603

Address

612 Future Islands Way Wendell NC 27591

Mailing Address Jeff Groce 919-559-6465 om.bytwobrothers@gmail.com

operating in conjunction with

Kitchen Archive 04092025292

Name of Restaurant or Commissary I.D. Number

2201 S Wilmington St Raleigh NC 27603

Address

contact: Melissa or Travis 336-343-2072 contact@kitchenarchivenc.com

Mailing Address

to operate a ☐ Pushcart ☒ Mobile Food Unit County Wake

Date 4/21/21 Signed Rebecca Tribble REH, Agent

Division of Environmental Health

This Permit must be posted on the Pushcart or Mobile Food Unit during operating hours. A permit may be suspended or revoked for failure to comply with "Rules Governing the Sanitation of Food Service Establishments" (15A NCAC 18A .2600).

Conditions or Remarks: Any menu, equipment or construction changes must
mobile food unit/commissary. I have prior approval from Wake Co. Env. Services. MFU
be taken to comm. each operational day for cleaning, servicing, and supplies
ner must provide local health dept/env. services operational dates, times, and
of operation prior to set up in that county. Menu limited to: Roasted chicken and
pork (both meats marinated in comm and either cooked in comm. or on MFU. Meats
e pulled, sauced, and reheated to 165°F. Then placed in hot box (bulk)
ed on preheated steam table for service. Mac n Cheese preparation
s meats, Green beans made in comm. and placed in hot transport equip
commercial hamburgers and french fries Potato Salad and coleslaw
made in comm, cooled in comm.
work in cooler, and transported to MFU refrigerator
or below. NO COOLING ALLOWED ON MFU. Canned/bottled drinks

rpose: 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 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 ued 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 e 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 ued, 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 es 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 nimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23. **This form is to be used in issuing permits or nsitional permits to pushcarts or mobile food units.** Preparation: Local environmental health specialists shall issue permits or transitional permits every time a change in permit tus is indicated. Prepare an original and one copy for: 1. Original to be left with the responsible person. 2. Copy for the local health department. Disposition: Please refer to cords Retention and Disposition Schedule 8.B.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional ms may be ordered from: Division of Environmental Health, 1632 Mail Service Center, Raleigh, 27699-1632 (Courier 52-01-00)

NR 2901 (Revised 07/05)

vironmental Health Services Section (Review 07/08)

VIN#4UZAARBW61CH12843

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER

State Farm

JAMES ZEWE
3500 WESTGATE DR STE 901
DURHAM NC 27707

CONTACT NAME: WENDY SITES
PHONE (A/C, No, Ext): 919-489-0804 FAX (A/C, No): 9194890804
E-MAIL ADDRESS: WENDY.N.SITES.TGR7@STATEFARM.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Jeff Groce
Oink N Moo LLC
PO BOX 916
Knightdale NC 27545

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [X] LOC OTHER:	Y		93-LZ-9427-6	02/04/2025	02/04/2026	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y		93-LT-8088-2	09/27/2024	09/27/2025	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT– Town of Smithfield

CERTIFICATE HOLDER

Town of Smithfield

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

WSites

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

1001486 132849.12 03-16-2016

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Test Ride Days 2 on May 17th, 2025

Financial Impact

None

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. Map

Staff Report

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

Bulldog Harley-Davidson is requesting to hold Test Ride Days 2 at 1043 Outlet Center Drive on May 17th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. Smash Masters food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ Over 100 people in attendance
  - ☒ Live Band or Amplified Sound live
  - ☐ 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) _____

Test Ride Days 2
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use **(exact street address)**

APPLICANT:

Name: Michelle Winn
Address: 1043 Outlet Center Dr
Phone number: 919-938-1592
Email address: Michelle@bulldogharleydavidson.com
Event date: 5/17/25

PROPERTY OWNER:

Name: Carson Baker
Address: 1508 Hope Mills Rd, Fayetteville, NC 28304
Phone number: 9107348504
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: 11a m-4p m
Event set up and clean up time: 8am-5pm
Sound Amplification Type: speakers
Sound Amplification Start and End Times: ~~[illegible]~~ 12-3

Food Trucks (if applicable: 1 Smash Masters **(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. N/A

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____ **Check#**_____ **Credit Card**_____ **Amount $**_____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn		4/15/25
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: _____ Date: 4/25/25

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@bulldoghardleydavidson.com

Signature: *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: TEST RIDE DAYS 2 **Submittal Date:** 4/16/25

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 Carson Baker *Print Name* 4/15/25 *Date*

Food Establishment Inspection Report

Score: 100

Establishment Name: SMASH MASTERS **Establishment ID:** 4035030045

Location Address: P O BO X432
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	IN	OUT	N/A		PIC Present, demonstrates knowledge, & performs duties	1		0			
2	IN	OUT	N/A		Certified Food Protection Manager	1		0			
	Employee Health .2652										
3	IN	OUT			Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0			
4	IN	OUT			Proper use of reporting, restriction & exclusion	3	1.5	0			
5	IN	OUT			Procedures for responding to vomiting & diarrheal events	1	0.5	0			
	Good Hygienic Practices .2652, .2653										
6	IN	OUT			Proper eating, tasting, drinking or tobacco use	1	0.5	0			
7	IN	OUT			No discharge from eyes, nose, and mouth	1	0.5	0			
	Preventing Contamination by Hands .2652, .2653, .2655, .2656										
8	IN	OUT			Hands clean & properly washed	4	2	0			
9	IN	OUT	N/A	N/O	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0			
10	IN	OUT	N/A		Handwashing sinks supplied & accessible	2	1	0			
	Approved Source .2653, .2655										
11	IN	OUT			Food obtained from approved source	2	1	0			
12	IN	OUT		N/O	Food received at proper temperature	2	1	0			
13	IN	OUT			Food in good condition, safe & unadulterated	2	1	0			
14	IN	OUT	N/A	N/O	Required records available: shellstock tags, parasite destruction	2	1	0			
	Protection from Contamination .2653, .2654										
15	IN	OUT	N/A	N/O	Food separated & protected	3	1.5	0			
16	IN	OUT			Food-contact surfaces: cleaned & sanitized	3	1.5	0			
17	IN	OUT			Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0			
	Potentially Hazardous Food Time/Temperature .2653										
18	IN	OUT	N/A	N/O	Proper cooking time & temperatures	3	1.5	0			
19	IN	OUT	N/A	N/O	Proper reheating procedures for hot holding	3	1.5	0			
20	IN	OUT	N/A	N/O	Proper cooling time & temperatures	3	1.5	0			
21	IN	OUT	N/A	N/O	Proper hot holding temperatures	3	1.5	0			
22	IN	OUT	N/A	N/O	Proper cold holding temperatures	3	1.5	0			
23	IN	OUT	N/A	N/O	Proper date marking & disposition	3	1.5	0			
24	IN	OUT	N/A	N/O	Time as a Public Health Control; procedures & records	3	1.5	0			
	Consumer Advisory .2653										
25	IN	OUT	N/A		Consumer advisory provided for raw/ undercooked foods	1	0.5	0			
	Highly Susceptible Populations .2653										
26	IN	OUT	N/A		Pasteurized foods used; prohibited foods not offered	3	1.5	0			
	Chemical .2653, .2657										
27	IN	OUT	N/A		Food additives: approved & properly used	1	0.5	0			
28	IN	OUT	N/A		Toxic substances properly identified stored & used	2	1	0			
	Conformance with Approved Procedures .2653, .2654, .2658										
29	IN	OUT	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	IN	OUT	N/A		Pasteurized eggs used where required	1	0.5	0			
31	IN	OUT			Water and ice from approved source	2	1	0			
32	IN	OUT	N/A		Variance obtained for specialized processing methods	2	1	0			
	Food Temperature Control .2653, .2654										
33	IN	OUT			Proper cooling methods used; adequate equipment for temperature control	1	0.5	0			
34	IN	OUT	N/A	N/O	Plant food properly cooked for hot holding	1	0.5	0			
35	IN	OUT	N/A	N/O	Approved thawing methods used	1	0.5	0			
36	IN	OUT			Thermometers provided & accurate	1	0.5	0			
	Food Identification .2653										
37	IN	OUT			Food properly labeled: original container	2	1	0			
	Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657										
38	IN	OUT			Insects & rodents not present; no unauthorized animals	2	1	0			
39	IN	OUT			Contamination prevented during food preparation, storage & display	2	1	0			
40	IN	OUT			Personal cleanliness	1	0.5	0			
41	IN	OUT			Wiping cloths: properly used & stored	1	0.5	0			
42	IN	OUT	N/A		Washing fruits & vegetables	1	0.5	0			
	Proper Use of Utensils .2653, .2654										
43	IN	OUT			In-use utensils: properly stored	1	0.5	0			
44	IN	OUT			Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0			
45	IN	OUT			Single-use & single-service articles: properly stored & used	1	0.5	0			
46	IN	OUT			Gloves used properly	1	0.5	0			
	Utensils and Equipment .2653, .2654, .2663										
47	IN	OUT			Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0			
48	IN	OUT			Warewashing facilities: installed, maintained & used; test strips	1	0.5	0			
49	IN	OUT			Non-food contact surfaces clean	1	0.5	0			
	Physical Facilities .2654, .2655, .2656										
50	IN	OUT	N/A		Hot & cold water available; adequate pressure	1	0.5	0			
51	IN	OUT			Plumbing installed; proper backflow devices	2	1	0			
52	IN	OUT			Sewage & wastewater properly disposed	2	1	0			
53	IN	OUT	N/A		Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0			
54	IN	OUT			Garbage & refuse properly disposed; facilities maintained	1	0.5	0			
55	IN	OUT			Physical facilities installed, maintained & clean	1	0.5	0			
58	IN	OUT			Meets ventilation & lighting requirements; designated areas used	1	0.5	0			
					TOTAL DEDUCTIONS:	0					

Comment Addendum to Food Establishment Inspection Report

Establishment Name: SMASH MASTERS

Establishment ID: 4035030045

Location Address: PO BOX 432

☒ Inspection ☐ Re-Inspection Date: 10/18/2024

City: BUNN State: NC

☐ Educational Visit Status Code: A

County: 35 Franklin Zip: 27508

Comment Addendum Attached? ☐ Category #: II

Wastewater System: ☒ Municipal/Community ☐ On-Site System

Water Supply: ☒ Municipal/Community ☐ On-Site System

Email 1: smashmastersfood@gmail.com

Permittee: SMASH MASTERS

Email 2:

Telephone: (919) 414-9170

Email 3:

Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp

Person in Charge (Print & Sign): *First* *Last*

Regulatory Authority (Print & Sign): *First* Charles *Last* Valentin

REHS ID: 2293 - Valentin, Charles Verification Dates: Priority: Priority Foundation: Core:

REHS Contact Phone Number: (919) 496-8100

Authorize final report to be received via Email:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		
Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME:	
	PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):
	E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hiscox Insurance Company Inc	10200
INSURED	INSURER B :	
Smash Masters LLC 15 Winners Circle Louisburg, NC 27549	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			P103.438.963.1	05/27/2024	05/27/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Memorial Day Weekend Event on May 24th, 2025.

Financial Impact

None

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. Map

Staff Report

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

Bulldog Harley-Davidson is requesting to hold a Memorial Day Weekend Event at 1043 Outlet Center Drive on May 24th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00pm-3:00pm. Flippin Wings food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ Over 100 people in attendance
  - ☒ Live Band or Amplified Sound live
  - ☐ 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) _____

Memorial Day Weekend
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use **(exact street address)**

APPLICANT:

Name: Michelle Winn
Address: 1043 Outlet Center Dr
Phone number: 919-938-1592
Email address: Michelle@bulldogharleydavidson.com
Event date: 5/24/25

Event start and end time: 11am-4pm
Event set up and clean up time: 8am-5pm
Sound Amplification Type: speakers
Sound Amplification Start and End Times: ~~12~~ 12-3

PROPERTY OWNER:

Name: Carson Baker
Address: 1508 Hope Mills Rd, Fayetteville, NC 28304
Phone number: 9107348504
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

Food Trucks (if applicable: 1 Flippin Wings **(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. N/A

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____ **Check#**_____ **Credit Card**_____ **Amount $**_____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn		4/15/25
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: _____ Date: 4/25/25

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@bulldogbarleyobrien.com

Signature: _____ *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: Memorial Day Weekend **Submittal Date:** 4/16/25

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.

_____	Carson Baker	4/15/25
Signature of Owner	*Print Name*	*Date*

Food Establishment Inspection Report

Score: 97.5

Establishment Name: FLIPPIN' WINGS **Establishment ID:** 4051011551

Location Address: 11466 US BUS 70W

City: CLAYTON State: North Carolina

Zip: 27520 County: 51 Johnston

Permittee: FLIPPN WINGS LLC

Telephone: (919) 879-8293

⊗ Inspection ○ Re-Inspection ○ Educational Visit

Wastewater System:

⊗ Municipal/Community ○ On-Site System

Water Supply:

⊗ Municipal/Community ○ On-Site Supply

Date: 02/06/2025 Status Code: A

Time In: 2:45 PM Time Out: 4:00 PM

Category#: III

FDA Establishment Type:

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 1

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	COI	R	VR
Supervision				.2652				
1	IN	OUT	N/A	PIC Present, demonstrates knowledge & performs duties	1	0		
2	IN	OUT	N/A	Certified Food Protection Manager	K	0	X	
Employee Health				.2652				
3	IN	OUT		Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0	
4	IN	OUT		Proper use of reporting, restriction & exclusion	3	1.5	0	
5	IN	OUT		Procedures for responding to vomiting & diarrheal events	1	0.5	0	
Good Hygienic Practices				.2652, .2653				
6	IN	OUT		Proper eating, tasting, drinking or tobacco use	1	0.5	0	
7	IN	OUT		No discharge from eyes, nose, and mouth	1	0.5	0	
Preventing Contamination by Hands				.2652, .2653, .2655, .2656				
8	IN	OUT		Hands clean & properly washed	4	2	0	
9	IN	OUT	N/A	NO	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0
10	IN	OUT	N/A	Handwashing sinks supplied & accessible	2	1	0	
Approved Source				.2653, .2655				
11	IN	OUT		Food obtained from approved source	2	1	0	
12	IN	OUT		NO	Food received at proper temperature	2	1	0
13	IN	OUT		Food in good condition, safe & unadulterated	2	1	0	
14	IN	OUT	N/A	NO	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination				.2653, .2654				
15	IN	OUT	N/A	NO	Food separated & protected	3	1.5	0
16	IN	OUT			Food-contact surfaces: cleaned & sanitized	3	1.5	0
17	IN	OUT			Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature				.2653				
18	IN	OUT	N/A	NO	Proper cooking time & temperatures	3	1.5	0
19	IN	OUT	N/A	NO	Proper reheating procedures for hot holding	3	1.5	0
20	IN	OUT	N/A	NO	Proper cooling time & temperatures	3	1.5	0
21	IN	OUT	N/A	NO	Proper hot holding temperatures	3	1.5	0
22	IN	OUT	N/A	NO	Proper cold holding temperatures	3	1.5	0
23	IN	OUT	N/A	NO	Proper date marking & disposition	3	1.5	0
24	IN	OUT	N/A	NO	Time as a Public Health Control: procedures & records	3	1.5	0
Consumer Advisory				.2653				
25	IN	OUT	N/A		Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations				.2653				
26	IN	OUT	N/A		Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical				.2653, .2657				
27	IN	OUT	N/A		Food additives: approved & properly used	1	0.5	0
28	IN	OUT	N/A		Toxic substances properly identified stored & used	2	1	0
Conformance with Approved Procedures				.2653, .2654, .2658				
29	IN	OUT	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	COI	R	VR
Safe Food and Water				.2653, .2655, .2658				
30	IN	OUT	N/A	Pasteurized eggs used where required	1	0.5	0	
31	IN	OUT		Water and ice from approved source	2	1	0	
32	IN	OUT	N/A	Variance obtained for specialized processing methods	2	1	0	
Food Temperature Control				.2653, .2654				
33	IN	OUT		Proper cooling methods used, adequate equipment for temperature control	1	0.5	0	
34	IN	OUT	N/A	NO	Plant food properly cooked for hot holding	1	0.5	0
35	IN	OUT	N/A	NO	Approved thawing methods used	1	0.5	0
36	IN	OUT			Thermometers provided & accurate	1	0.5	0
Food Identification				.2653				
37	IN	OUT			Food properly labeled; original container	2	1	0
Prevention of Food Contamination				.2652, .2653, .2654, .2656, .2657				
38	IN	OUT			Insects & rodents not present; no unauthorized animals	2	1	0
39	IN	OUT			Contamination prevented during food preparation, storage & display	2	1	0
40	IN	OUT			Personal cleanliness	1	0.5	0
41	IN	OUT			Wiping cloths: properly used & stored	1	0.5	0	X
42	IN	OUT	N/A		Washing fruits & vegetables	1	0.5	0
Proper Use of Utensils				.2653, .2654				
43	IN	OUT			In-use utensils: properly stored	1	0.5	0
44	IN	OUT			Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0
45	IN	OUT			Single-use & single-service articles: properly stored & used	1	0.5	0
46	IN	OUT			Gloves used properly	1	0.5	0
Utensils and Equipment				.2653, .2654, .2663				
47	IN	OUT			Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0
48	IN	OUT			Warewashing facilities: installed, maintained & used; test strips	1	0.5	0
49	IN	OUT			Non-food contact surfaces clean	1	0.5	0
Physical Facilities				.2654, .2655, .2656				
50	IN	OUT	N/A		Hot & cold water available; adequate pressure	1	0.5	0
51	IN	OUT			Plumbing installed; proper backflow devices	2	1	0
52	IN	OUT			Sewage & wastewater properly disposed	2	1	0
53	IN	OUT	N/A		Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0
54	IN	OUT			Garbage & refuse properly disposed; facilities maintained	1	0.5	0
55	IN	OUT			Physical facilities installed, maintained & clean	1	0.5	0
56	IN	OUT			Meets ventilation & lighting requirements; designated areas used	1	0.5	0

TOTAL DEDUCTIONS: 2.5

Comment Addendum to Inspection Report

Establishment Name: FLIPPIN' WINGS **Establishment ID:** 4051011551

Date: 02/06/2025 **Time In:** 2:45 PM **Time Out:** 4:00 PM

Observations and Corrective Actions

Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-406.11 of the food code.

2 2-102.12 (A) Certified Food Protection Manager (C) While the food service is in operation, there should be a manager on duty that is certified in food safety. There was not a food safety certified manager on duty at the time of inspection.

41 3-304.14 Wiping Cloths, Use Limitations (C) There was not a properly mixed sanitizer solution at the start of the inspection for the purpose of holding wiping cloths. Always make a sanitizer solution in the bucket at 200ppm when using quat ammonia. Keep wiping cloths stored in this bucket between uses.

49 4-601.11 (B) and (C) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces, and Utensils (C) Food spills, debris and build up on equipment. Clean the inside and outside of all coolers and freezers. Clean the fryers and prep stations.

At the end of the night, the employees are leaving dirty dish water in the dish sink, food containers with cut potatoes in them at the prep sink and not cleaning equipment. All areas of the kitchen need to be cleaned after a days use. Empty and clean the dishsink, make sure all containers are cleaned and prep area cleaned as well

55 6-501.12 Cleaning, Frequency and Restrictions (C) The floors in the kitchen need to be cleaned to remove the grease build up. Clean the floors around and below the fryers to remove a heavy grease build up.

Comment Addendum to Food Establishment Inspection Report

Establishment Name: FLIPPIN' WINGS

Establishment ID: 4051011551

Location Address: 11466 US BUS 70W

[X] Inspection [ ] Re-Inspection Date: 02/06/2025

City: CLAYTON State: NC

[ ] Educational Visit Status Code: A

County: 51 Johnston Zip: 27520

Comment Addendum Attached? [X] Category #: III

Wastewater System: [X] Municipal/Community [ ] On Site System

Water Supply: [X] Municipal/Community [ ] On-Site System

Email 1:

Permittee: FLIPPN WINGS LLC

Email 2:

Telephone: (919) 879-8293

Email 3: christie.rafferty@gmail.com

Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp

Person in Charge (Print & Sign): First: Ashley Last: Aburto

Regulatory Authority (Print & Sign): First: Ashley Last: Blake

REHS ID: 2014 - Blake, Ashley Verification Dates: Priority: Priority Foundation: Core: 05/07/2025

REHS Contact Phone Number: (919) 989-5160

Authorize final report to be received via Email:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Next First Insurance Agency, Inc.
PO Box 60787
Palo Alto, CA 94306

CONTACT NAME:
PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No):
E-MAIL ADDRESS: support@nextinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Next Insurance US Company	16285
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Flippin Wings
2164 Cole Rd
Clayton, NC 27520

COVERAGES **CERTIFICATE NUMBER:** 231558230 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			NXT3YTJ9CT-00-GL	03/18/2025	03/18/2026	EACH OCCURRENCE	$1,000,000.00
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000.00
							MED EXP (Any one person)	$15,000.00
							PERSONAL & ADV INJURY	$1,000,000.00
							GENERAL AGGREGATE	$2,000,000.00
							PRODUCTS - COMP/OP AGG	$2,000,000.00
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER
Flippin Wings
2164 Cole Rd
Clayton, NC 27520

LIVE CERTIFICATE
Click or scan to view

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Ann Ryan

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 Bike Night 2 on May 29th, 2025.

Financial Impact

None

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. Map

Staff Report

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

Bulldog Harley-Davidson is requesting to hold Bike Night 2 at 1043 Outlet Center Drive on May 29th, 2025. This event will run from 5:00pm-8:00pm and it will have amplified sound during those same hours. Holy Fries food truck will be on-site selling food. Two beers will be given away to customers 21 and older.

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_____
  - ☐ Over 100 people in attendance
  - ☒ Live Band or Amplified Sound live
  - ☐ 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) _____

Bike Night 2	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event	Location of Event/Use **(exact street address)**

APPLICANT:

Name: Michelle Winn

Address: 1043 Outlet Center Dr

Phone number: 919-938-1592

Email address: Michelle@bulldogharleydavidson.com

Event date: 5/29/25

Event start and end time: 5-8pm

Event set up and clean up time: 4pm-9pm

Sound Amplification Type: speakers

Sound Amplification Start and End Times: ~~[illegible]~~ 5-8pm

Food Trucks (if applicable): 1 Holy Fries **(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).**

PROPERTY OWNER:

Name: Carson Baker

Address: 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number: 9107348504

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

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. N/A

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash_____**Check#**_____**Credit Card**_____**Amount $**_____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn	[signature]	4/15/25
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: [signature] Date: 4/25/25

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@bulldoghardleydavidson.com

Signature: _____ *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: Bike Night 2 **Submittal Date:** 4/14/25

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	Carson Baker *Print Name*	4/15/25 *Date*

NC Department of Health and Human Services
Division of Public Health
Environmental Health Section

[X] Permit [ ] Transitional Permit
Date: 01/15/2025

Name of Establishment: Holy Fries
Permittee: Jorge Morales
Location Address: 93 Carson Dr.
Manager/Person in Charge: Jorge Morales
City: Garner State: NC Zip: 27529
County: Johnston
Billing Name: Jorge Morales
Status Code: I - New Permit/Opening Sheet
Billing Address: 93 Carson Dr.
Establishment ID: 4051031989
City: Garner State: NC Zip: 27529
Map #: Parcel ID:
Email Address: authenticjorgitos@gmail.com
Lat: Long:
Phone: (919) 621-8191 Fax:
Emergency Phone Number: (919) 621-8191

Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(l) 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 Systems: [X] Municipal/Community [ ] On-Site Capacity: Category #: [0] [1] [2] [X] [4]
Water Supply: [X] Municipal/Community [ ] On-Site

Pushcart/Mobile Food Unit operating in conjunction with: THE NEUSE COUNTRY CLUB / 4051011553
Restaurant or Commissary Name and ID number

Conditions/Remarks:
Unit must report to the commissary EVERYDAY for fresh water fill up, wastewater disposal, food prep, food storage, restocking supplies, trash disposal and for utensil washing. No food prep or servicing of MFU can occur at any other location! Bulk processing of fruits, vegetables and raw meats must NOT be processed on MFU. Washing of fruits/vegetables must occur at the commissary in approved location. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper,etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists! You must operate some in Johnston County so that an unannounced inspection can be conducted! If inspections are not conducted, permit suspension/revocation may occur. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager. Keep permit on the unit at all times for review. Contact this office on a MONTHLY basis to notify of locations of operation. Email for locations of operations: mfuinspection@johnstonnc.com
Tag# HOLYFRYS Vin# 3A91F2184SC316451

[ ] Attachments

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

Received By: Jorge Morales Manager/Person in Charge Title: owner Date: 01/15/2025

Signed By: John Phillips REHS Division of Public Health REHS#: 1848 - Phillips, John Date: 01/15/2025

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)

919-921-0109

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Next First Insurance Agency, Inc.
PO Box 60787
Palo Alto, CA 94306

CONTACT NAME:
PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No):
E-MAIL ADDRESS: support@nextinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Next Insurance US Company	16285
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Jorgito's LLC dba Holy Fries
93 Carson Dr
Garner, NC 27529

COVERAGES **CERTIFICATE NUMBER:** 985008220 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			NXTPLWCCTQ-00-GL	01/09/2025	01/09/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000.00 $500,000.00 $15,000.00 $1,000,000.00 $2,000,000.00 $2,000,000.00 $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER
Jorgito's LLC dba Holy Fries
93 Carson Dr
Garner, NC 27529

LIVE CERTIFICATE
Click or scan to view

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Ann Ryan

Outlet Center Dr
Center Dr
Valvoline Instant Oil Change
Bulldog Harley-Davidson
1035

Request for Town Council Action

Consent Agenda Item:	**Application for Temporary Use Permit**
Date:	05/06/2025

Subject:	Bulldog Harley-Davidson
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 their Grand Reopening Event on May 31st, 2025.

Financial Impact

None

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 Information
3. Event Maps

Staff Report

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

Bulldog Harley-Davidson is requesting to hold their Grand Opening Event at 1043 Outlet Center Drive on May 31st, 2025. This event will run from 11:00am-8:00pm and it will have amplified sound during 4:15pm-9:00pm. Pancakii Express, Gent's Bounty BBQ and Carolina Fish Fry food trucks will be on-site selling food. A Harley Stunt Show will be scheduled and there will be two concerts. Non-alcoholic beverages and beer will be sold. An ABC Special Permit has been obtained.

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

- [x] Special Event
- [ ] Town recognized event_____
  - [x] Over 100 people in attendance
  - [x] Live Band or Amplified Sound live
  - [ ] Requires closure or blockage of Town Street
  - [x] Involves Food Trucks
  - [x] Requires Security (potential safety, security concerns)
  - [x] 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) _____

~~Bike Night~~ GRAND REOPENING EVENT
Name of Event

1043 Outlet Center Dr Smithfield, NC 27577
Location of Event/Use **(exact street address)**

APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 5/31/25

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Event start and end time 11am-8pm

Event set up and clean up time 8am-10pm

Sound Amplification Type speakers

Sound Amplification Start and End Times 4:15pm-9pm

Will food or goods be sold? Y or N

Pancakii Express
Gents Bounty BBQ
Carolina Fish Fry.

Food Trucks (if applicable 3 **(Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).**

Security agency name & phone, if applicable: Smithfield PD and Matt Gordon 919-610-6164
(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

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

We will have 3 food trucks onsite, Harley Stunt Show, 2 Concerts

Selling beverages-N/A and Beer + ABC Special Permit obtained

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	[signature]	~~4/15/25~~ 4/15/25
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: [signature] Date: 4/15/25

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: _____ *Date:* 4/15/25

OWNER'S CONSENT FORM

Name of Event: Grand Reopening Event **Submittal Date:** 4/16/25

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	Print Name	Date
	Carson Baker	4/15/25

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

PERMIT TRANSITIONAL PERMIT

Date: 04/20/2023

Name of Establishment: Pancakii Express
Permittee: Valerie Hernandez
Location Address: 121 Cabin Bar Dr.
Manager/Person in Charge:
City: Clayton State: NC Zip: 27520
County: JOHNSTON
Billing Name: Valerie Hernandez
Status Code: I T K
Billing Address:
Establishment ID. 04051031779
City: State: Zip:
Map #: Parcel ID:
Email Address: Pancakii2023@gmail.com
Lat. Long.
Phone: (919) 333-9295 Fax:
Emergency Phone Number: (919) 333-9295

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

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

Conditions/Remarks:
Unit must report to the commissary each day of operation for fresh water fill up, to empty waste water, to prepare food, store food, restock supplies, trash disposal and for utensil washing. No food prep or servicing of MFU can occur at any other location. Bulk processing of fruits,vegetables and raw meats must NOT be processed on MFU. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding,cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper,etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists!
Call this department for notification of locations where you will operate. You must operate some in Johnston County so that an inspection can be conducted! If inspections are not conducted, permit suspension/revocation may occur. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager. Keep permit on the unit at all times for review. Contact this office on a MONTHLY basis to notify of locations of operation
Vin# 54GVC1617014383
Tag# CP-72365

ATTACHMENTS

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

Received By: Manager/Person In Charge Title: owner Date: 04/20/2023

Signed: John Pullin REHS Division of Environmental Health RS#: 1848 Date: 04/20/2023

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 lessee 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 must 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 for a transitional permit to 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 suspended or 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 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. Permittee 2. Copy for the local health department. **Disposition:** Please refer to Records Retention and Disposition Schedule 8 B for County District Health Departments which is published by the State Archives of North Carolina. **Additional forms may be ordered from:** 1632 Mail Service Center, Raleigh, NC 27699-1632. (Counter 52-01-00) EHS 1341 (Revised 07/12) Environmental Health Section

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

☑ PERMIT ☐ TRANSITIONAL PERMIT

WCID#1061

Date: 10/18/2024

Name of Establishment: Carolina Fish Fry
Location Address: 1566 Benson Rd
City: Garner State NC Zip: 27529
Billing Name:
Billing Address: 1566 Benson Rd
City: Garner 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: ☑ I ☐ 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 Category # 0 1 2 3 4
Water Supply: ☐ Municipal/Community ☐ On-Site

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: Manager/Person In Charge Title: Owner Date: 10/18/2024

Signed: Dan W. Adcock Division of Public Health REHS#: 1134 Date: 10/18/2024

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)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

StateFarm

Tommy Kelaher
1057 Dresser Ct
Raleigh NC 27609

CONTACT NAME: Shelita Carter
PHONE (A/C, No, Ext): 919-348-2121 FAX (A/C, No):
E-MAIL ADDRESS: shelita@mysfnc.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B : State Farm Mutual Automobile Insurance Company	25178
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Karos Food Inc.
Carolina Fish Fry
1556 Benson Rd.
Garner NC 27529

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [ ] LOC OTHER:			93-AP-N236-1	12/26/2023	12/26/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			412-3909-B15-33H	08/15/2024	02/15/2025	COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$ 100,000
							BODILY INJURY (Per accident)	$ 300,000
							PROPERTY DAMAGE (Per accident)	$ 50,000
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		93-LF-2914-6	03/15/2024	03/15/2025	[X] PER STATUTE [ ] OTH-ER	$
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Restaurant and Food Truck

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

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	IN	OUT	N/A		PIC Present, demonstrates knowledge, & performs duties	1		0			
2	IN	OUT	N/A		Certified Food Protection Manager	1		0			
Employee Health					.2652						
3	IN	OUT			Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0			
4	IN	OUT			Proper use of reporting, restriction & exclusion	3	1.5	0			
5	IN	OUT			Procedures for responding to vomiting & diarrheal events	1	0.5	0			
Good Hygienic Practices					.2652, .2653						
6	IN	OUT			Proper eating, tasting, drinking or tobacco use	1	0.5	0			
7	IN	OUT			No discharge from eyes, nose, and mouth	1	0.5	0			
Preventing Contamination by Hands					.2652, .2653, .2655, .2656						
8	IN	OUT			Hands clean & properly washed	4	2	0			
9	IN	OUT	N/A	N/O	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0			
10	IN	OUT	N/A		Handwashing sinks supplied & accessible	2	X	0	X		
Approved Source					.2653, .2655						
11	IN	OUT			Food obtained from approved source	2	1	0			
12	IN	OUT		N/O	Food received at proper temperature	2	1	0			
13	IN	OUT			Food in good condition, safe & unadulterated	2	1	0			
14	IN	OUT	N/A	N/O	Required records available: shellstock tags, parasite destruction	2	1	0			
Protection from Contamination					.2653, .2654						
15	IN	OUT	N/A	N/O	Food separated & protected	3	1.5	0			
16	IN	OUT			Food-contact surfaces: cleaned & sanitized	3	1.5	0			
17	IN	OUT			Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0			
Potentially Hazardous Food Time/Temperature					.2653						
18	IN	OUT	N/A	N/O	Proper cooking time & temperatures	3	1.5	0			
19	IN	OUT	N/A	N/O	Proper reheating procedures for hot holding	3	1.5	0			
20	IN	OUT	N/A	N/O	Proper cooling time & temperatures	3	1.5	0			
21	IN	OUT	N/A	N/O	Proper hot holding temperatures	3	1.5	0			
22	IN	OUT	N/A	N/O	Proper cold holding temperatures	3	1.5	0			
23	IN	OUT	N/A	N/O	Proper date marking & disposition	3	1.5	0			
24	IN	OUT	N/A	N/O	Time as a Public Health Control; procedures & records	3	1.5	0			
Consumer Advisory					.2653						
25	IN	OUT	N/A		Consumer advisory provided for raw/ undercooked foods	1	0.5	0			
Highly Susceptible Populations					.2653						
26	IN	OUT	N/A		Pasteurized foods used; prohibited foods not offered	3	1.5	0			
Chemical					.2653, .2657						
27	IN	OUT	N/A		Food additives: approved & properly used	1	0.5	0			
28	IN	OUT	N/A		Toxic substances properly identified stored & used	2	1	0			
Conformance with Approved Procedures					.2653, .2654, .2658						
29	IN	OUT	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	IN	OUT	N/A		Pasteurized eggs used where required	1	0.5	0			
31	IN	OUT			Water and ice from approved source	2	1	0			
32	IN	OUT	N/A		Variance obtained for specialized processing methods	2	1	0			
Food Temperature Control					.2653, .2654						
33	IN	OUT			Proper cooling methods used; adequate equipment for temperature control	1	0.5	0			
34	IN	OUT	N/A	N/O	Plant food properly cooked for hot holding	1	0.5	0			
35	IN	OUT	N/A	N/O	Approved thawing methods used	1	0.5	0			
36	IN	OUT			Thermometers provided & accurate	1	0.5	0			
Food Identification					.2653						
37	IN	OUT			Food properly labeled: original container	2	1	0			
Prevention of Food Contamination					.2652, .2653, .2654, .2656, .2657						
38	IN	OUT			Insects & rodents not present; no unauthorized animals	2	1	X			X
39	IN	OUT			Contamination prevented during food preparation, storage & display	2	1	0			
40	IN	OUT			Personal cleanliness	1	0.5	0			
41	IN	OUT			Wiping cloths: properly used & stored	1	0.5	0			
42	IN	OUT	N/A		Washing fruits & vegetables	1	0.5	0			
Proper Use of Utensils					.2653, .2654						
43	IN	OUT			In-use utensils: properly stored	1	0.5	0			
44	IN	OUT			Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0			
45	IN	OUT			Single-use & single-service articles: properly stored & used	1	0.5	0			
46	IN	OUT			Gloves used properly	1	0.5	0			
Utensils and Equipment					.2653, .2654, .2663						
47	IN	OUT			Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0			
48	IN	OUT			Warewashing facilities: installed, maintained & used; test strips	1	0.5	0			
49	IN	OUT			Non-food contact surfaces clean	1	0.5	0			
Physical Facilities					.2654, .2655, .2656						
50	IN	OUT	N/A		Hot & cold water available; adequate pressure	1	0.5	0			
51	IN	OUT			Plumbing installed; proper backflow devices	2	1	0			
52	IN	OUT			Sewage & wastewater properly disposed	2	1	0			
53	IN	OUT	N/A		Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0			
54	IN	OUT			Garbage & refuse properly disposed; facilities maintained	1	0.5	0			
55	IN	OUT			Physical facilities installed, maintained & clean	1	0.5	0			
56	IN	OUT			Meets ventilation & lighting requirements; designated areas used	1	0.5	0			
					TOTAL DEDUCTIONS:	1					

Comment Addendum to Food Establishment Inspection Report

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Location Address: 718 BUCK SWAMP RD

City: GOLDSBORO State: NC

County: 96 Wayne Zip: 27530

Wastewater System: [X] Municipal/Community [ ] On-Site System

Water Supply: [X] Municipal/Community [ ] On-Site System

Permittee: WILLIAM VANSKIKE

Telephone: (919) 750-2812

[X] Inspection [ ] Re-Inspection Date: 08/22/2024

[ ] Educational Visit Status Code: A

Comment Addendum Attached? [X] Category #: III

Email 1: gentsbountybbq@gmail.com

Email 2:

Email 3:

Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
Brisket/Hot hold unit	180				
Mac and cheese/Reheating	165				
Chicken/Reheating	161				
Shredded cheese/Top of prep cooler	41				
Cole slaw/Cooling	55				
Ribs/Cooling	115				
Sanitizer/Spray bottle-Quat (ppm)	300				
Hot water/Hand wash sink	129				

Person in Charge (Print & Sign): *First* *Last*

Regulatory Authority (Print & Sign): *First* Jessica *Last* Carter

REHS ID: 2208 - Carter, Jessica Verification Dates: Priority: Priority Foundation: 09/01/2024 Core:

REHS Contact Phone Number: (919) 731-1181

Authorize final report to be received via Email:

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.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

StateFarm

Brian Allen
807 Royall Avenue
Goldsboro NC 275342537

CONTACT NAME: Brian Allen
PHONE (A/C, No, Ext): 919-778-2300 FAX (A/C, No):
E-MAIL ADDRESS: brian.allen.vaahil@statefarm.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B : State Farm Mutual Automobile Insurance Company	25178
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

GENTS BOUNTY BBQ LLC
718 BUCK SWAMP RD
GOLDSBORO NC 275308037

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	N	N	93-AP-F122-0	08/15/2024	08/15/2025	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	N	N	473 0899-E07-33	05/07/2024	11/07/2024	COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

This form was system-generated on 09/20/2024

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

State Farm

LEFCHECK INSURANCE AGENCY INC
KELLY LEFHCECK STATE FARM
3221 BLUE RIDGE RD STE 109
RALEIGH, NC 27612

INSURED

VALS FOOD LLC
121 CABIN BAR DR
CLAYTON, NC 27520

CONTACT NAME: KELLY LEFCHECK
PHONE (A/C, No, Ext): 919-788-0395 FAX (A/C, No):
E-MAIL ADDRESS: KELLY@RALEIGHINSURANCEAGENT.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
		Y		93-GL-V318-2	06/08/2024	06/08/2025	PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INTERESTED PARTY:
CHARLES R BARNES STORE
13726 BUFFALO RD
CLAYTON, NC 27527

CERTIFICATE HOLDER

CANCELLATION

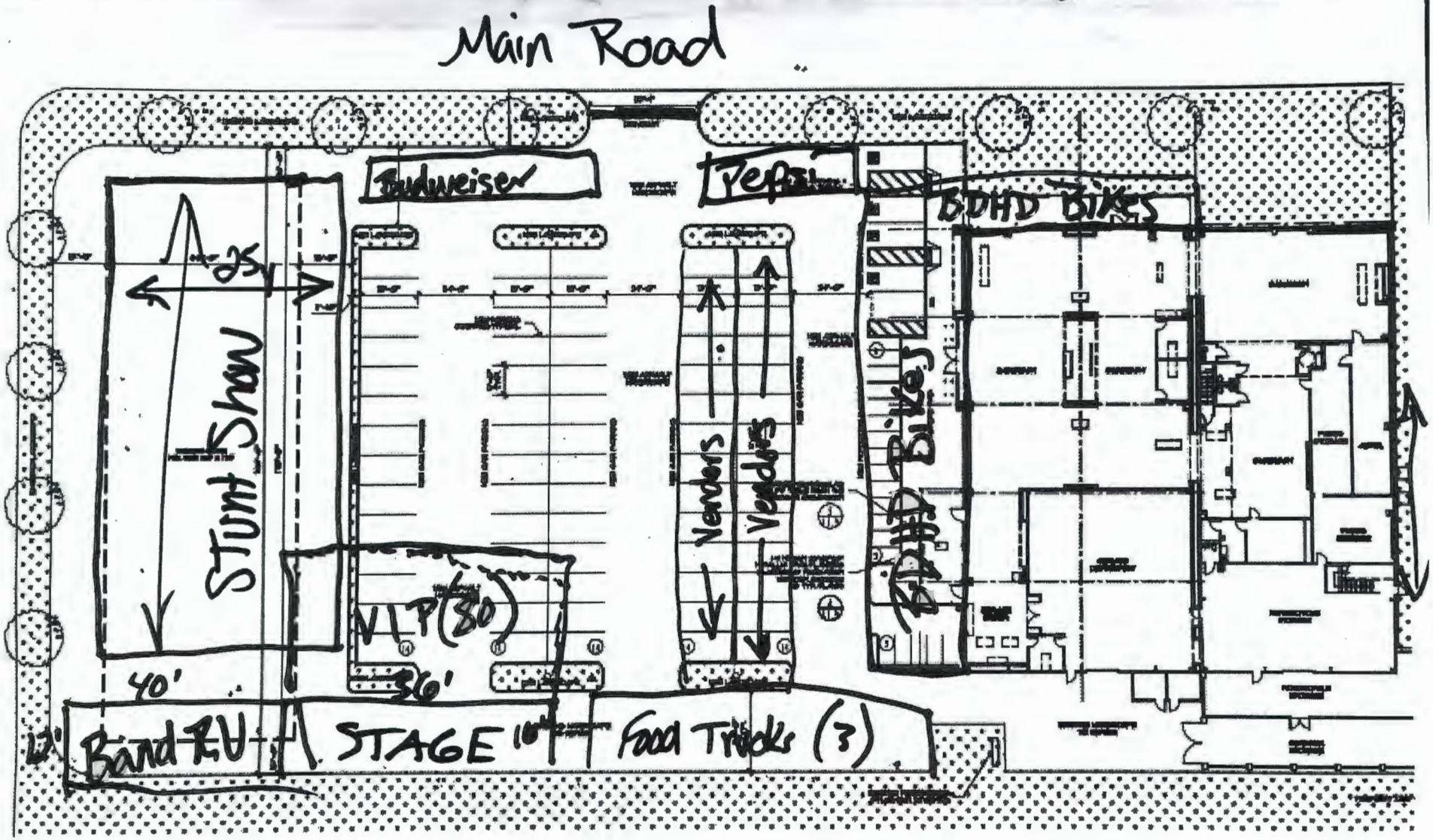
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

Stunt Show - 55yds (Min) 75yd - 100yd - pref. - Long

Bulldog H-D Event Map



Request for Town Council Action

Consent Agenda Item:	**Donation of Sick Leave**
Date:	05/06/2025

Subject:	Request for Approval of Donation of Sick Leave
Department:	Human Resources Department
Presented by:	Human Resources Director – Shannan Parrish
Presentation:	Consent Agenda Item

Issue Statement

Staff is requesting the approval of the donation of sick time to a requesting employee from fellow employees

Financial Impact

None expected

Action Needed

It is respectfully requested that the Council approve this request

Recommendation

Staff recommends that the Council allow employees to donate sick leave to an employee in the Customer Service Department

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. New Hire Report

Staff Report

Consent Agenda Item: Donation of Sick Leave

The employee in question is a highly valued member of the Town's workforce. Due to a non-work-related medical condition, she has already been out of work for approximately four weeks and is expected to remain out for an additional four weeks. This absence falls within the scope of her approved Family and Medical Leave Act (FMLA) entitlement, allowing for up to 12 weeks of leave.

In accordance with Section 76 of the Town of Smithfield Employee Handbook, the employee has exhausted all of her accumulated sick and vacation leave. She is now requesting other employees be permitted to donate up to 160 hours of sick leave to support her during this extended absence.

Staff has reviewed the request and is seeking Council approval to allow employees to donate sick leave for this purpose. If approved, all donated hours must be submitted by Monday, May 12, 2025, and the total amount of donated time shall not exceed 160 hours.

No donated sick leave hours will be used until the employee has also exhausted any available compensatory time. Additionally, any new sick leave accrued by the employee must be used prior to utilizing donated hours.

New Hire Report

Consent Agenda Item:	New Hire / Vacancy Report
Date:	05/06/2025

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:

Position	Department	Budget Line
Assistant Town Manager	General Government	10-10-4100-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200
Police Officer (1 position)	Police	10-20-5100-5100-0200
Police Officer – SRO	Police	10-20-5100-5100-0200
Public Works Crew Leader (Streets)	PW – Streets	10-30-5600-5100-0200
Street Maintenance Worker	PW – Streets	10-30-5600-5100-0200
PT – Facility Maintenance Worker	PW – Appearance	10-60-5500-5100-0200
Administrative Support Specialists P & R	Parks and Recreation	10-60-6200-5100-0200
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.

Position	Department	Budget Line	Rate of Pay
PT Firefighter	Fire	10-20-5300-5100-0210	$17.60 hr.
PT SRAC Staff (4)	Aquatics	10-60-6220-5100-0210	$12.00 hr.
PT Pool Staff/Instructor (3)	Aquatics	10-60-6220-5100-0230	$12.00 hr.

Business Items

Request for Town Council Action

Business Item:	**FY 2024/2025 Street Resurfacing Project**
Date:	05/06/2025

Subject:	FY 24/25 Outlet Center Drive
Department:	Public Works Department
Presented by:	Public Works Director – Lawrence Davis
Presentation:	Business Item

Issue Statement:

The Public Works Department has sent out RFPs to resurfacing vendors for repair, patch work and resurfacing of **Outlet Center Drive** in the Town of Smithfield. Bid estimate will be presented to the council upon all estimate bid packages received.

Financial Impact

Amount of Bid & Agreement

Action Needed

Approval of Bid & Agreement

Recommendation

Staff will make recommendations for award at the meeting.

Approved: ☑ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report

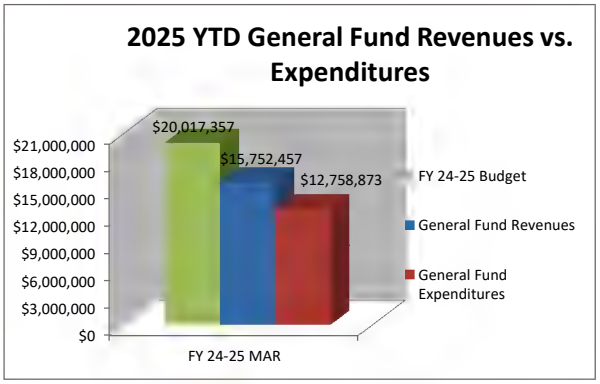
Staff Report

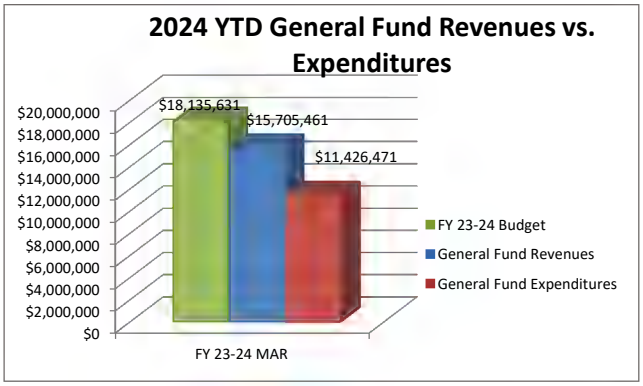
Business Item:	FY 2024/2025 Street Resurfacing Project

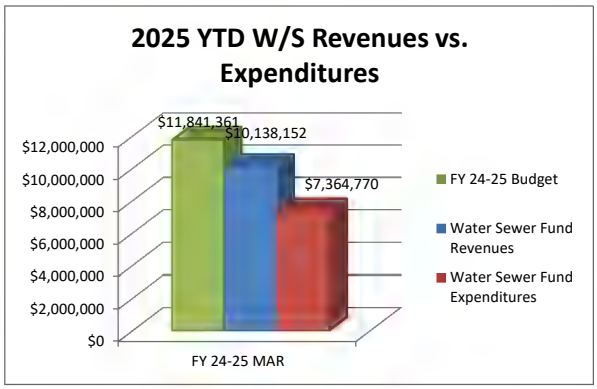
RFPs have been requested from qualified vendors and the results will be provided to the Town Council upon their receipt.

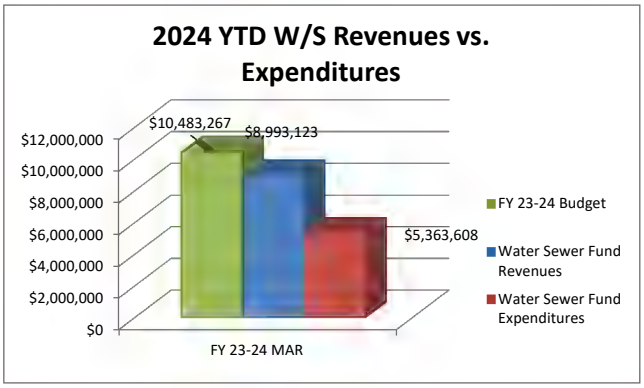
Financial Report

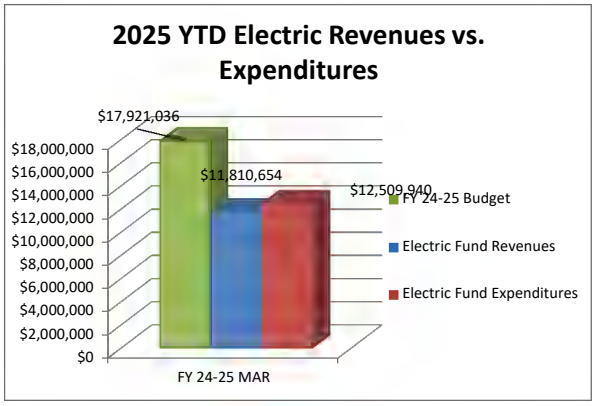
Town of Smithfield
Revenues vs. Expenditures

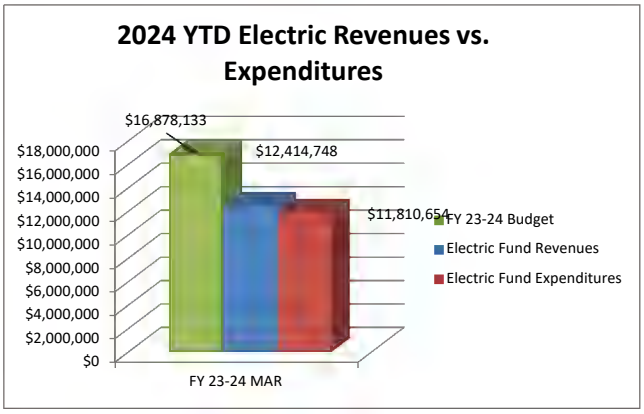












TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
March 31, 2025
Gauge: 9/12 or 75 Percent **75.00%**

GENERAL FUND

Revenues	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Collected
Ad Valorem Taxes	$ 8,477,180	$ 8,778,100	$ 8,923,049	101.65%
Other Taxes and Licenses	108,314	69,400	146,283	210.78%
Unrestricted Intergovernmental	3,967,058	4,922,000	2,922,200	59.37%
Restricted Intergovernmental	430,850	676,390	467,976	69.19%
Permits and Fees	1,948,280	2,453,750	2,049,908	83.54%
Investment Earnings	407,859	373,339	328,794	88.07%
Miscellaneous	334,925	884,063	814,500	92.13%
Transfer From Other Funds	-	712,790	-	0.00%
Sale of Fixed Assets	30,995	51,275	51,747	100.92%
Insurance Recovery	-	46,500	48,000	103.23%
Fund Balance Appropriated	-	1,049,750	-	0.00%
Total	$ 15,705,461	$ 20,017,357	$ 15,752,457	78.69%

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
March 31, 2025
Gauge: 9/12 or 75 Percent

Expenditures	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	75.00% YTD % Spent
General Gov.-Governing Body	$ 364,519	$ 730,967	$ 451,877	61.82%
Non Departmental	838,836	1,181,994	897,044	75.89%
Debt Service	389,739	419,096	370,560	88.42%
Finance	112,478	159,150	102,236	64.24%
IT	176,818	190,775	134,665	70.59%
Planning	252,492	444,950	306,146	68.80%
Police	3,090,210	5,908,835	4,098,160	69.36%
Fire	1,934,002	3,403,656	2,152,740	63.25%
General Services/Public Works	501,532	1,230,323	633,202	51.47%
Streets	304,362	825,027	306,634	37.17%
Motor Pool/Garage	124,043	173,700	134,720	77.56%
Powell Bill	463,085	398,195	138,440	34.77%
Sanitation	1,089,640	1,706,469	1,189,912	69.73%
Stormwater	23,469	286,480	169,423	59.14%
Parks and Rec	808,015	1,416,944	854,410	60.30%
SRAC	920,515	1,236,800	788,684	63.77%
Sarah Yard Center	32,716	51,300	30,020	58.52%
Contingency	-	252,696	-	
Total	$ 11,426,471	$ 20,017,357	$ 12,758,873	63.74%

YTD Fund Balance Increase (Decrease)	4,278,990	-	2,993,584

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
March 31, 2025
Gauge: 9/12 or 75 Percent **75.00%**

WATER AND SEWER FUND

Revenues	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Collected
Water Sales	$ 4,460,485	$ 5,560,000	$ 4,625,904	83.20%
Sewer Sales	3,912,403	$ 5,000,000	4,054,049	81.08%
Connection and Tap Fees	100,269	74,475	73,117	98.18%
Miscellaneous	276,092	325,125	717,971	220.83%
Interest Earnings	243,874	200,000	208,864	104.43%
Sale of Fixed Assets	-	350	351	100.29%
Transfer from Booker Dairy Rd Fund	-	457,896	457,896	100.00%
Fund Balance Appropriated	-	223,515	-	0.00%
Total	$ 8,993,123	$ 11,841,361	$ 10,138,152	85.62%

Expenditures	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Spent
Water Plant (Less Transfers)	$ 1,627,505	$ 2,564,715	$ 1,604,259	62.55%
Water Distribution/Sewer Coll (Less Transfers)	3,276,700	5,449,924	4,479,516	82.19%
Transfer to W/S Capital Proj. Fund	-	1,975,000	-	0.00%
Capital Outlay	164,084	271,700	220,749	81.25%
Debt Service	295,319	1,020,336	1,060,246	103.91%
Contingency	-	559,686	-	
Total	$ 5,363,608	$ 11,841,361	$ 7,364,770	62.20%

YTD Fund Balance Increase (Decrease)	3,629,515	-	2,773,382

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
March 31, 2025
Gauge: 9/12 or 75 Percent **75.00%**

ELECTRIC FUND

Revenues	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Collected
Electric Sales	$ 11,920,450	$ 16,270,040	$ 12,795,606	78.65%
Connection Fees	69,875	92,000	67,075	72.91%
Miscellaneous	103,859	101,500	102,120	100.61%
Penalties	71,121	85,000	75,965	89.37%
Investment earnings	249,443	250,000	179,252	71.70%
Insurance Recovery	-	12,975	14,655	112.95%
Fund Balance Appropriated	-	1,109,521	-	0.00%
Total	$ 12,414,748	$ 17,921,036	$ 13,234,673	73.85%

Expenditures	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Spent
Administration/Operations	$ 2,364,918	$ 3,273,579	$ 2,254,849	68.88%
Purchased Power - Non Demand	3,617,173	3,940,660	4,265,910	108.25%
Purchased Power - Demand	4,611,990	7,828,164	4,747,559	60.65%
Purchased Power - Debt	867,132	1,156,176	867,132	75.00%
Debt Service	342,585	342,586	342,585	109.31%
Capital Outlay	6,856	35,000	31,905	91.16%
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	$ 11,810,654	$ 17,921,036	$ 12,509,940	69.81%
YTD Fund Balance Increase (Decrease)	604,094	-	724,733	

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
March 31, 2025
Gauge: 9/12 or 75 Percent **75.00%**

CASH AND INVESTMENTS FOR MARCH 2025					
General Fund (Includes P. Bill and ARPA)	26,598,421				
Water and Sewer Fund	16,956,136				
Electric Fund	11,694,547				
NCOBM Fund (21)	497,871				
JB George Endowment (40)	141,938				
Water Plant Expansion (43)	954,817				
Capital Project Fund: Wtr/Sewer (45)	712,026				
Capital Project Fund: General (46)	1,230,094				
Capital Project Fund: Electric (47)	(69,070)				
FEMA Acquisitions and Elevations (48)	550				
Firemen Relief Fund (50)	104,715				
Fire District Fund (51)	437,576	1st CITIZENS		41,171,673	1.75% / 4.29%
General Capital Reserve Fund (72)	183,403	NCCMT		5,580,300	5.000%
Total	59,443,024	KS BANK		2,449,050	3.00%
		TRUIST		10,242,001	3.25%
			$	59,443,024	

Account Balances Confirmed By Finance Director on 4/22/2025 -

Department Reports

FINANCE DEPARTMENTAL REPORT FOR MAY 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), approximately $2,000 in bank service charges (General, Water Sewer, Electric Fund), and $1,300 in telephone charges
- Implemented invoice and pre audit approval process for accounts payable
- Updated all grant and capital project ordinances to comply with ordinance and resolution statutory requirements
- Drafted the revised employee handbook for manager and council approval
- Assisted with the phone and internet implementation projects
- Set up capital reserve funds for general statute compliance
- Wrote financial statements and made substantial corrections to the accounting records
- Corrected pre-tax and post-tax payroll deductions for affected full time employees
- Improved service order process between customer service representatives and utility technician via e-mailing service orders

WORK IN PROGRESS

- In process of implementing purchase card program with potential savings of $85K based on historical spending patterns (module training up next)
- 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 project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- In process of implementing a training plan for each employee in finance and customer service departments
- In process of correcting planning boards payroll payments

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, 15005022	Shovel Ready Johnston, Inc	3/5/2025	4/3/2025	5/6/2025			CD's in first review
S-25-02	Powell Tract Subdivision	15I08014I / 15I080	Crantock Land	1/7/2025	3/6/2025	4/15/2025			
S-25-01	Buffalo Ridge	140001021	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025		
S-24-08	Local 70 Residential Developmer	14057011X / 14057011Y	Smithfiled Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025		2nd CD review complete
S-24-07	Buffalo Road Subdivision	14A033005	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025		No CDs yet
S-24-06	Local 70 (Interim) plat	14057011Y, 14057011X	Smithfiled Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A	
S-24-05	Powell Tract Subdivision	15I08014	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied	denied	denied by Council
S-24-03	Wellons Woods	15049017/ 15049010	BRL Engineering	4/8/2024					Tabled by owner
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024		CDs not approved
S-24-01	Jubilee Creek	167300-68-6746	CMH Homes Inc/McIntyre & Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024	

Final Plats

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Approval Date	Note
S-22-02	Finely Landing Phase 3		CE Group		1/31/2025	
S-22-02	Finley Landing Phase 2		CE Group		12/19/2024	
S-24-06	Local 70 Interim Plat		Smithfield Growth LLC		12/19/2024	

Conditional Zonings

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
CZ-25-01	Finley Landing Phase 5 Alt	15077035H	CE Group	2/7/2025	3/6/2025	3/18/2025	Approved	
CZ-25-02	Johnston Hotel	15025020/ 15025021	Noviomagus LLC	2/27/2025	4/3/2025	4/15/2025		
CZ-24-08	Village on the Neuse	14001001/14075 011A	Village on the Neuse LLC	8/19/2024	11/14/2024	12/3/2024	Approved	
CZ-24-07	Waddell Drive Townhomes	15005031, 15005029 ,15005031A	Spectrum Realty, LLC and 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 Subdvision	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, 14057011Y	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	
CZ-24-01	Carmax	15L10061	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 Proprties	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	

Rezonings

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	Villlage on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn	
RZ-24-06	400 Brightleaf to B-3	15015033/15016033/15016032	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved	
RZ-24-05	Watershed Boundary Update		Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved	
RZ-24-04	Heavner Property to R-8	15089019A/15K09010A /15K09010P	Terra Eden	4/5/2024	5/2/2024	5/21/2024	Approved	
RZ-24-03	1558 W Market St to B-3	15077033B	Lena Patterson Parks	4/28/2024	5/2/2024	5/21/2024	Approved	
RZ-24-02	Joco Massey Tract to O/I	15L11014A / 15L11014E	JOCO	3/20/2024	5/2/2024	5/21/2024	Approved	
RZ-24-01	Swift Creek Proprety to LI	15j08015b /15J08014C	Tulloss/Grosclose	3/2/2024	4/4/2024	5/7/2024	Approved	

Site Plans

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	First Review Complete	2nd Review Complete	3rd Review Complete	Approval Date	Notes
SP-25-02	Johnston Hotel	15025020/ 15025021	Noviomagus LLC	3/5/2025					1st review
SP-25-01	West Market Office Bldg	15080053	Lee and Gudgins						incomplete
SP-24-14	Gates Concrete	15079005F	Larry Gates	11/14/2024	12/23/2024				1st review complete
SP-24-13	JCC Repaving	169308-87-5887	JCC	10/21/2024	12/11/2024	2/24/2025	3/21/2025		
SP-24-12	Smithfield West	15084003D/ 15084003F	Jim Perricone	10/17/2024	11/18/2024				second review complete
SP-24-11	Smithfield Storage	15077023	Adams and Hodge	10/16/2024	12/9/2024				in second review
SP-24-10	Town Place Suites	15008046T	Barllett Engineering	6/2/2024	7/30/2024				first review completed
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024		7/2/2024	
SP-24-08	Market Street Plaza	15K10023	Adams and Hodge	5/16/2024	10/9/2024				in second review
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-Davison	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 appears to be on hold
SP-23-12	Smithfield Venue	15008045C	Anchor Properties	12/1/2023	1/2/2024	2/1/2024		2/1/2024	Project appears to be moving forward

Annexations

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision
ANX-25-02	West Smithfield Elementary	15I09034G	JC Board of Education	2/17/2025	4/15/2025	
ANX-25-01	Barbour Road	17K09016J	Town of Smithfield	3/2/2025	3/18/2025	Approved
ANX-24-02	Local 70	14057011Y	Smithfiled Growth LLC	11/25/2024	2/5/2025	Approved
ANX-24-01	SST Properties	15077033C	SST Properties	3/15/2024	5/21/2024	Approved

Variances

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	BOA Review Date	Decision	Notes
BA-25-01	Lynda Carroll Pool Variance	15J11023P	michael and Linda Carroll	2/28/2025	3/27/2025		
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	
BA-24-07	Equipment Share					Withdrawn	
BA-24-06	Brightleaf Plaza Signs-setback variance	15005041	Jim Perricone	8/2/2024	8/29/2024	approved	
BA-24-05	Reginald Barnes - street frontage variance	15063037	Reginald Barnes	7/24/2024	8/29/2024	approved	
BA-24-04	Market Street Plaza - 8' Streetyard Variance	15K10023	Adams and Hodge Engineering, PC	7/10/2024	8/29/2024	Approved	
BA-24-03	Holly's Open Air Market - 35' front setback variance	15041023	Professional Permits	1/18/2024	4/25/2024	Approved	
BA-24-02	Packing Plan Road						Incomplete
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 March 2025

Permit Type	# Issued	Permit Fees
Minor Site Plan	2	$125.00
Sign	2	$100.00
Single Family & Two-Family Zoning	40	$1,000.00
Land Use	14	$1,400.00
Report Period Total:	**58**	**$2,625.00**
Fiscal YTD Total:	**212**	**$11,650.00**

Individual Permit Breakdown for February18th – March 21st 2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Site Plan	Minor Site Plan	SP25-000009	174 Country Lane	02/19/2025	25
Site Plan	Minor Site Plan	SP25-000010	1289 OUTLET CENTER Drive	03/06/2025	100
Site Plan Total	**Minor Site Plan Total**			2	125
Site Plan Total				2	125
Zoning	Land Use	Z25-000086	1547 East Market Street Suite 101	03/13/2025	100
Zoning	Land Use	Z25-000087	834 Brogden Road	03/14/2025	100
Zoning	Land Use	Z25-000075	36 East Edgerton Street	02/28/2025	100
Zoning	Land Use	Z25-000089	1299 North Brightleaf Boulevard	03/14/2025	100
Zoning	Land Use	Z25-000090	7 West Edgerton Street	03/17/2025	100

Zoning	Land Use	Z25-000091	210 Bridge Street	03/17/2025	100
Zoning	Land Use	Z25-000076	214 Wilsons Mills Road	03/06/2025	100
Zoning	Land Use	Z25-000070	30 Noble Street	02/28/2025	100
Zoning	Land Use	Z25-000051	725 North Brightleaf Boulevard	02/24/2025	100
Zoning	Land Use	Z25-000052	1006 North Brightleaf Boulevard	02/24/2025	100
Zoning	Land Use	Z25-000053	24 Noble Street	02/24/2025	100
Zoning	Land Use	Z25-000066	332 North Brightleaf Boulevard	02/28/2025	100
Zoning	Land Use	Z25-000068	400 Outlet Center Drive	02/28/2025	100
Zoning	Land Use	Z25-000056	829 South Brightleaf Boulevard	02/26/2025	100
Zoning Total	**Land Use Total**			14	1,400.00
Zoning	Sign	Z25-000069	903 South Brightleaf Boulevard	02/28/2025	50
Zoning	Sign	Z25-000083	1241 North Brightleaf Boulevard	03/12/2025	50
Zoning Total	**Sign Total**			2	100
Zoning	Single Family & Two Family Zoning	Z25-000088	316 Wilsons Mills Road	03/14/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000092	17 Runnymede Place	03/17/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000093	336 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000094	346 New Twin Branch Court	03/18/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000095	333 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000096	315 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000097	301 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000098	243 New Twin Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000099	179 New Twin Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000100	263 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000101	279 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000102	283 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000103	301 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000104	313 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000105	53 Ascott Circle	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000037	2161 Galilee Road Lot 26	03/13/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000084	300 Westerman Place	03/13/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000085	107 Cobblestone Court	03/13/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000071	237 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000072	233 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000073	229 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000074	225 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000077	2959 NC 210 Highway	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000078	2941 NC 210 Highway	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000079	600 Powell Street	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000080	502 West Wellons Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000081	508 Crump Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000082	510 Crump Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000067	241 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000054	872 Olive Branch Drive	02/25/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000055	810 Olive Branch Drive	02/26/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000057	300 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000058	296 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000059	292 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000060	288 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000061	284 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000062	280 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000063	193 North Finley Landing Parkway	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000064	512 Crump Street	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000065	245 Lily Patch Lane	02/28/2025	25
Zoning Total	**Single Family & Two Family Zoning Total**			40	$1,000
Zoning Total				56	$2,500
All Permits Total				58	$2,625

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

MONTHLY STATISTICS

MONTH ENDING March 31, 2025

	MONTHLY TOTAL	*YEAR TO DATE TOTAL*
CALLS FOR SERVICE	**1855**	**5010**
INCIDENT REPORTS TAKEN	**144**	**408**
BURGLARY	**4**	**14**
CASES CLOSED	**108**	**273**
ACCIDENT REPORTS	**86**	**242**
ARREST REPORTS TAKEN	**92**	**263**
DRUGS	**22**	**55**
DWI	**9**	**20**
CITATIONS ISSUED	**217**	**579**
PARKING/PAID	**61/10**	**104/14**
SPEEDING	**24**	**38**
NOL/DWLR	**73**	**205**
FICT/CNCL/REV REG CARD/TAG	**62**	**138**

REPORTED UCR OFFENSES FOR THE MONTH OF MARCH 2025

PART I CRIMES	March 2024	March 2025	+/-	Percent Changed	Year-To-Date 2024	Year-To-Date 2025	+/-	Percent Changed
MURDER	0	1	1	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	1	1	0	0%
ROBBERY	0	0	0	N.C.	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	2	0	-2	-100%
ASSAULT	3	2	-1	-33%	8	13	5	63%
* VIOLENT *	3	3	0	0%	12	15	3	25%
BURGLARY	2	4	2	100%	8	14	6	75%
Residential	2	1	-1	-50%	6	7	1	17%
Non-Resident.	0	3	3	N.C.	2	7	5	250%
LARCENY	14	29	15	107%	59	111	52	88%
AUTO THEFT	3	1	-2	-67%	8	3	-5	-63%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	19	34	15	79%	75	128	53	71%
PART I TOTAL:	22	37	15	68%	87	143	56	64%
PART II CRIMES								
Drug	16	31	15	94%	58	72	14	24%
Assault Simple	7	16	9	129%	23	35	12	52%
Forgery/Counterfeit	1	1	0	0%	3	6	3	100%
Fraud	4	6	2	50%	12	25	13	108%
Embezzlement	0	2	2	N.C.	2	5	3	150%
Stolen Property	0	1	1	N.C.	3	4	1	33%
Vandalism	6	7	1	17%	12	15	3	25%
Weapons	1	1	0	0%	2	6	4	200%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	2	2	N.C.
D. W. I.	7	8	1	14%	17	20	3	18%
Liquor Law Violation	0	0	0	N.C.	1	1	0	0%
Disorderly Conduct	0	0	0	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	24	39	15	63%	62	83	21	34%
PART II TOTAL:	66	112	46	70%	196	276	80	41%
GRAND TOTAL:	88	149	61	69%	283	419	136	48%

N.C. = Not Calculable

Town of Smithfield

Fire Department

March 2025

I. Statistical Section

	Mar.	YTD
Confirmed Structure Fires	**6**	**18**
EMS Responses	**187**	**567**
Misc./Other Calls	**35**	**88**
Mutual Aid Calls	**13**	**31**
TOTAL EMERGENCY RESPONSES	**279**	**825**

	Mar.	YTD
Fire Inspections	96	229
Public Fire Education Programs	3	4
# Of Children Educated	46	61
# Of Adults Educated	13	23
Plans Review Construction/Renovation Projects	29	77
Fire Department Permits reviewed / Issued	54	132
Business Preplans	1	4
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Mar.	YTD
Inspections/Permits	$1,381.50	$2,481.50
Fire Recovery USA	$1,310.40	$2,747.10

III. Personnel Update:

Continuous Part-time positions available, 16 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 13 of 21 days
- Training Hours for the month = 642 hours
- Total Training Hours = 1,602 hours
- Website Updating (Continuing)

- Follow-ups and Re-inspections.
- New Projects Meeting with Building Inspections.
- Budget Process Continues.
- Professional Development – Career Ladder.
- Medical Mall Walk Through with Fire Sprinkler Contractor
- Knox Box for Apparatus Order and Installation
- Amazon Annual Inspection (Postponed from last month)
- New Construction/Inspection Checklist Development

V. Upcoming Plans

- Budget Process continues.
- Continue Professional Development.
- Insulation installation at Station 2 rescheduled.
- Government in Touch Meetings
- Pre-Incident Survey Implementation/Training (Postponed)
- Knox Box for Apparatus Order and Installation

SMITHFIELD NORTH CAROLINA

Reporting

03/01/2025 - 03/31/2025 | Last Month

Work Orders | Asset Health | Reporting Details

Recent Activity | Export Data | Custom Dashboards

Assigned To | Due Date | Signage | + Add Filter | Reset Filters

- Work Orders 11
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Vendors

Work Orders

Created vs. Completed >

+ Add to Dashboard

63	64	101.6%
Created	Completed	Percent Completed

More Work Orders were completed than created during this time period

70
60
50
40
30
20
10
0

Work Orders by Type

-	-	-	%
Preventive	Reactive	Other	Total Preventive Ratio

Support

Lawrence Davis
Settings

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

I. Statistical Section

3 Burials

0 Works Orders – Buildings & Facilities Division

1 Work Orders – Grounds Division

62 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	$ 0.00
Riverside Ext Cemetery Lot Sales:	$ 5,000.00
Grave Opening Fees:	$ 2,325.00
Total Revenue:	$ 7,325.00

III. Major Expenses for the Month:

Paid Barbour Beaver control $3,255.00 for Quarter beaver control.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. Public Works safety training "Blood Pressure Screenings" With Jamie Pearce

Town of Smithfield
Public Works Department
March 31, 2025

63	Total Work Orders completed by the Public Works Department
3	Burials, at $775.00 each = $2,325.00
0	Cremation Burial, $425.00 each = $0
$0.00	Sunset Cemetery Lot Sales
$5,000.00	Riverside Extension Cemetery Lot Sales
452.59	tons of household waste collected
148.00	tons of yard waste collected
3.30	tons of recycling collected
0	gallons of used motor oil were recycled
0	scrap tires were recycled

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

I. Statistical Section

__1__ Preventive Maintenances

__0__ North Carolina Inspections

_15_ Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Department safety meeting

Work Orders List for 03/01/2025 - 03/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4812 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$3.34 13m 21s **$3.34**	
ID: #4813 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$1.64 6m 33s **$1.64**	
ID: #4814 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$1.83 7m 19s **$1.83**	
ID: #4815 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$2.06 8m 14s **$2.06**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4816 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$1.33 5m 20s **$1.33**	
ID: #4817 **Stopsign leaning** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time **Total Costs**	$1.53 6m 8s **$1.53**	
ID: #4842 **Divided highway sign torn down** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/06/2025	Total Time Costs Total Time **Total Costs**	$6.39 25m 34s **$6.39**	
ID: #4850 **Stopsign leaning** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time **Total Costs**	$2.16 8m 38s **$2.16**	
ID: #4852 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time **Total Costs**	$3.34 13m 21s **$3.34**	
ID: #4853 **Pothole** Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time	$1.68 6m 43s	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
Signage J.B. Young			**Total Costs**	**$1.68**	
ID: #4854 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time **Total Costs**	$3.32 13m 17s **$3.32**	
ID: #4855 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time **Total Costs**	$1.86 7m 27s **$1.86**	
ID: #4856 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time **Total Costs**	$3.36 13m 27s **$3.36**	
ID: #4862 **Faded No Parking Anytime Sign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/11/2025	Total Time Costs Total Time **Total Costs**	$3.79 15m 10s **$3.79**	
ID: #4863 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/11/2025	Total Time Costs Total Time **Total Costs**	$2.08 8m 19s **$2.08**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4864 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/11/2025	Total Time Costs Total Time **Total Costs**	$1.85 7m 25s **$1.85**	
ID: #4865 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/11/2025	Total Time Costs Total Time **Total Costs**	$1.80 7m 13s **$1.80**	
ID: #4873 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/12/2025	Total Time Costs Total Time **Total Costs**	$1.51 6m 3s **$1.51**	
ID: #4875 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/12/2025	Total Time Costs Total Time **Total Costs**	$2.59 10m 22s **$2.59**	
ID: #4876 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/12/2025	Total Time Costs Total Time **Total Costs**	$4.70 18m 47s **$4.70**	
ID: #4880 **Potholes** Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/12/2025	Total Time Costs Total Time **Total Costs**	$9.45 37m 48s **$9.45**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
Signage J.B. Young					
ID: #4888 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/14/2025	Total Time Costs Total Time **Total Costs**	$3.45 13m 48s **$3.45**	
ID: #4889 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/14/2025	Total Time Costs Total Time **Total Costs**	$1.53 6m 8s **$1.53**	
ID: #4890 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/14/2025	Total Time Costs Total Time **Total Costs**	$1.99 7m 57s **$1.99**	
ID: #4891 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/14/2025	Total Time Costs Total Time **Total Costs**	$8.23 32m 55s **$8.23**	
ID: #4896 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/17/2025	Total Time Costs Total Time **Total Costs**	$4.04 16m 9s **$4.04**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4900 **Stopsign torn down** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/17/2025	Total Time Costs Total Time **Total Costs**	$8.37 33m 28s **$8.37**	
ID: #4901 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/17/2025	Total Time Costs Total Time **Total Costs**	$2.07 8m 17s **$2.07**	
ID: #4902 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/17/2025	Total Time Costs Total Time **Total Costs**	$1.30 5m 13s **$1.30**	
ID: #4903 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/17/2025	Total Time Costs Total Time **Total Costs**	$1.97 7m 53s **$1.97**	
ID: #4911 **Blind corner** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/18/2025	Total Time Costs Total Time **Total Costs**	$6.11 24m 26s **$6.11**	
ID: #4915 **Potholes** Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/19/2025	Total Time Costs Total Time **Total Costs**	$3.86 15m 26s **$3.86**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
Signage J.B. Young					
ID: #4916 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/19/2025	Total Time Costs Total Time **Total Costs**	$2.00 8m 1s **$2.00**	
ID: #4920 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/20/2025	Total Time Costs Total Time **Total Costs**	$3.58 14m 18s **$3.58**	
ID: #4921 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/20/2025	Total Time Costs Total Time **Total Costs**	$2.17 8m 41s **$2.17**	
ID: #4922 **Street blades missing** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/20/2025	Total Time Costs Total Time **Total Costs**	$29.79 1h 59m 10s **$29.79**	
ID: #4927 **Stopsign leaning** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/21/2025	Total Time Costs Total Time **Total Costs**	$1.53 6m 7s **$1.53**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4931 **Faded street blades** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/21/2025	Total Time Costs Total Time **Total Costs**	$20.38 1h 21m 30s **$20.38**	
ID: #4935 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/24/2025	Total Time Costs Total Time **Total Costs**	$5.25 21m 0s **$5.25**	
ID: #4937 **Faded stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/24/2025	Total Time Costs Total Time **Total Costs**	$4.34 17m 21s **$4.34**	
ID: #4938 **Faded stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/24/2025	Total Time Costs Total Time **Total Costs**	$4.15 16m 35s **$4.15**	
ID: #4939 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/24/2025	Total Time Costs Total Time **Total Costs**	$2.06 8m 14s **$2.06**	
ID: #4940 **Potholes** Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/24/2025	Total Time Costs Total Time **Total Costs**	$4.71 18m 51s **$4.71**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
Signage J.B. Young					
ID: #4942 **Faded stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$4.35 17m 24s **$4.35**	
ID: #4943 **Faded stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$5.24 20m 57s **$5.24**	
ID: #4946 **Faded 4-way sign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$2.83 11m 20s **$2.83**	
ID: #4948 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$1.94 7m 45s **$1.94**	
ID: #4950 **Limbs blocking view of stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$5.24 20m 58s **$5.24**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4952 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/25/2025	Total Time Costs Total Time **Total Costs**	$2.28 9m 8s **$2.28**	
ID: #4957 **Blind corner** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/26/2025	Total Time Costs Total Time **Total Costs**	$6.93 27m 42s **$6.93**	
ID: #4959 **Blind corner** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/26/2025	Total Time Costs Total Time **Total Costs**	$4.55 18m 12s **$4.55**	
ID: #4961 **Blind corner** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/26/2025	Total Time Costs Total Time **Total Costs**	$6.56 26m 15s **$6.56**	
ID: #4962 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/26/2025	Total Time Costs Total Time **Total Costs**	$2.09 8m 21s **$2.09**	
ID: #4963 **Pothole** Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/26/2025	Total Time Costs Total Time **Total Costs**	$1.53 6m 7s **$1.53**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
Signage J.B. Young					
ID: #4165 **Graffiti on stopsign** Type: Reactive Signage Lawrence Davis J.B. Young	Appearance Division	✓ Done Completed by Lawrence Davis on 03/26/2025	Total Time Costs Total Time **Total Costs**	$3.56 14m 15s **$3.56**	
ID: #4968 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/27/2025	Total Time Costs Total Time **Total Costs**	$3.95 15m 49s **$3.95**	
ID: #4972 **Limbs blocking view of stopsign** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/27/2025	Total Time Costs Total Time **Total Costs**	$1.65 6m 37s **$1.65**	
ID: #4971 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/27/2025	Total Time Costs Total Time **Total Costs**	$5.50 21m 59s **$5.50**	
ID: #4973 **Blind corner** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/28/2025	Total Time Costs Total Time **Total Costs**	$4.79 19m 9s **$4.79**	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST		PROCEDURE ANSWERS
ID: #4977 **Faded street blades** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/28/2025	Total Time Costs Total Time **Total Costs**	$21.89 1h 27m 34s **$21.89**	
ID: #4984 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/31/2025	Total Time Costs Total Time **Total Costs**	$2.93 11m 44s **$2.93**	
ID: #4985 **Potholes** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/31/2025	Total Time Costs Total Time **Total Costs**	$5.23 20m 54s **$5.23**	
ID: #4986 **Pothole** Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/31/2025	Total Time Costs Total Time **Total Costs**	$1.80 7m 12s **$1.80**	

Signed off by

Date

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
March 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.** 10Work Orders –1,626lbs. of Cold Patch was used for 48 Potholes.

II. Major Revenues

None

III. Major Expenses for the Month:

Paid $11,785.00 to Hinton constructions for Sidewalk repair on front Street. Paid NC, Department of Public Safety/ Correct Enterprise $908.50 for stop signs and street blades and for letter "D"

IV. Personnel Update:

No new hires for the month of April.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting "Blood Pressure Screenings" With Jamie Pearce

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

I. Statistical Section

The Division collected from approximately 4,452 homes, 4 times during the month

- **a.** Sanitation forces completed 46 work orders
- **b.** Sanitation forces collected tons 452.59 of household waste
- **c.** Sanitation forces disposed of loads 74 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 0 tons of construction debris (C&D)
- **f.** Town disposed of 0 scrap tires that was collected at Convenient Site Center
- **g.** Recycling forces collected 3.30 tons of recyclable plastic
- **h.** Recycled 800 lbs. of cardboard material from the Convenient Site Center
- **i.** A total of 0 ibs of Anti-freeze was collected at the Convenient Site Center
- **j.** Recycled 2,900 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- **a.** Received $0 from Sonoco Products for cardboard material
- **b.** Sold 0 lbs. of aluminum cans for
- **c.** Sold 3,000 lbs. of shredder steel for $245.80 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid $2,812 for disposal of yard waste and debris. Evan's Tire was paid $2,865.80 for new tires for TK#320. Velocity Truck Centers was paid $695.62 for transmission Service supplies for TK#'s 304,319, and 320.

IV. Personnel Update:

No New person was added in the month of March.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Blood Pressure Screenings" With Jamie Pearce. Public works had no events for the month of February.

Community Service Workers worked 8 Hrs.

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

I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

Paid $11,974.50 to Pro City & Sewage for cleaning ditches in West Smithfield

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

Street Sweep and storm drain cleaning and repair.

V. The Public Works safety meeting

MONTHLY REPORT FOR MARCH, 2025

PROGRAMS SATISTICS	MARCH, 2025	24/25 FY YTD	MARCH, 2024
NUMBER OF PROGRAMS	17	160	19
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1439	1166	1463

	MARCH, 2025	24/25 FY YTD	MARCH, 2024	23/24 FY YTD
SRAC MEMBER VISITS	4459	36054	4181	34826
DAY PASSES	1454	12598	1178	11519
RENTALS (SRAC)	38	314	42	177
USERS (SRAC RENTALS)	4378	22950	1340	22316
TOTAL UNIQUE CONTACTS	**11,730**	**72,768**	**8,162**	**94,739**

FINANCIAL STATISCTICS	MARCH, 2025	24/25 FY YTD	MARCH, 2024	23/24 FY YTD
SRAC REVENUES	$ 69,714.00	$ 566,559.00	$ 60,441.00	$ 561,399.00
SRAC EXPENDITURES	$ 82,701.00	$ 767,019.00	$ 86,499.00	$ 817,194.00
CAPITAL OUTLAY EXPENDITURES	$ -	$ 21,664.00	$ 23,026.00	$ 103,347.00
SRAC MEMBERSHIPS	4214		3828	

HIGLIGHTS
Pottery Classes
Spring Sharks Swim Program

SMITHFIELD
PARKS AND RECREATION

MONTHLY REPORT FOR MARCH, 2025

PROGRAMS SATISTICS	MARCH, 2025		MARCH, 2024
NUMBER OF PROGRAMS	9	74	10
TOTAL ATHLETICS PARTICIPANTS	575	5096	477
TOTAL NON/ATHLETIC PARTICIPANTS	184	6975	561
SARAH YARD CENTER	133	1097	114
NUMBER OF GAMES PLAYED	18	928	19
TOTAL NUMBER OF PLAYERS (GAMES)	720	19463	570
NUMBER OF PRACTICES	143	990	167
TOTAL NUMBER OF PLAYER(S) PRACTICES	1723	13224	2101

	MARCH, 2024	24/25 FY YTD	MARCH, 2024	23/24 FY YTD
PARKS RENTALS	88	314	84	504
USERS (PARKS RENTALS)	4202	27394	3881	15081
TOTAL UNIQUE CONTACTS	**7,404**	**72,152**	**7,590**	**79,070**

FINANCIAL STATISCTICS	MARCH, 2025	24/25 FY YTD	MARCH, 2024	23/24 FY YTD
PARKS AND RECREATION REVENUES	$ 4,056.00	$ 104,150.00	$ 6,172.00	$ 78,261.00
PARKS AND RECREATON EXPENDITURES (OPERATIONS)	$ 8,537.00	$ 764,145.00	$ 88,934.00	$ 656,138.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	$ 16,226.00	$ 87,635.00	$ 12,550.00	$ 15,376.00
SARAH YARD CENTER EXPENSES (OPERATIONS)	$ 3,166.00	$ 25,719.00	$ 2,648.00	$ 25,241.00
SARAH YARD CENTER EXPENSES (CAPITAL OUTLAY EQUIP)	$ -	$ 30,019.00	$ -	$ 7,475.00

HIGHLIGHTS
Youth Baseball/Softball/T-Ball, Adult Softball
River Jam Concert Series - Spare Change

Utilities Department
Monthly Report
March 2025

- **Statistical Section**

  - Electric CP Demand 24,275 Kw relative to February's demand of 24,125 Kw.

  - Electric System Reliability was 99.9984%, with one (1) recorded main line outage; relative to February's 99.9975%.

  - Raw water treated on a daily average was 3.883 MG relative to 3.473 MG for February; with maximum demand of 5.662 MG relative to February's 4.117 MG.

  - Total finished water to the system was 110.659 MG relative to February's 89.192 MG.
    Average daily for the month was 3.570 MG relative to February's 3.185 MG.
    Daily maximum was 4.414 MG (March 19th) relative to February's 4.197 MG.
    Daily minimum was 2.801 MG (March 17th), relative to February's 2.407 MG.

- **Miscellaneous Revenues**

  - Water sales were $235,521 relative to February's $255,908

  - Sewer sales were $403,682 relative to February's $432,212

  - Electrical sales were $1,230,529 relative to February's sales of $1,482,703

  - Johnston County Water purchases were $191,032 for 75.209 MG relative to February's $165,624 for 65.206 MG.

- **Major Expenses for the Month**

  - Electricity purchases were $1,070,922 relative to February's $1,079,151

  - Johnston County sewer charge was $305,192 for 68.276 MG relative to February's $227,689 for 50.937 MG.

- **Personnel Changes**

  Willie Sanders was terminated from employment as a Utility Line Mechanic on March 19, 2025.

  Daniel Henry was hired as a Utility Line Technician on March 3, 2025

  Tim Honeycutt was hired as a Utility Line Technician on March 10, 2025

  Kyle Hamm was hired as a Water Operator Trainee on March 3, 2025.

Town of Smithfield
Electric Department
Monthly Report
March2025

I. Statistical Section

- Street Lights repaired –39
- Area Lights repaired-16
- Service calls – 37
- Underground Electric Locates -1257
- Poles changed out/removed or installed -14
- Underground Services Installed -0

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. short one employee.
- Process of conducting interviews.

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 south side of town.
- The Electrical Dept is continuing to work on the Pole Audit Town.

Public Utilities Water and Sewer

Monthly Statistics	Month Ending	3/31/2025
	Monthly Total	*Year to Date Total*
Water Calls	102	278
Sewer Calls	47	119
Utility Locates	1257	2845
Storm Drainage Calls	0	1
Total Calls	1406	3243
Quotes new services	7	10
Inspections	3	15
Locate existing water & sewer services	3	6
Disconnect water	3	12
Reconnect water	2	4
Test meter	12	14
Temp hydrant meter	0	2
Discolored water call	1	7
Low pressure call	6	30
Leak detection	18	65
Meter check	29	67
Meter leak	18	38
Service leak	7	20
Water main leak	2	21
Replace existing water meter	10	24
Install new water meter	43	85
Install new water service	1	3
Renew water service	3	7
Water blow off repair	0	0
Street cuts	7	21
Repair utility cut or sink hole	2	8

Fire hydrant repair	1	5
Fire hydrant replaced	2	10
Camera Sewer main or service	4	11
Sewer odor complaint	0	3
Sewer main repair	11	19
Clean out repair or install	10	19
LF of sewer main cleaned	2925	4475
LF of sewer service cleaned	1465	5320
LF of storm drain cleaned	0	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 March

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

Upcoming Projects for the month of April

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

Personnel Updates

- Daniel Henry started work on 3/3/2025
- Timothy Honeycutt started work on 3/10/2025

MONTHLY WATER LOSS REPORT

March 2025

(15) - Meters with slow washer leaks

(5)- ¾" Line, 1/8", 3 days.

¾" Line, split, 3 days

(3) - 2" Line, Shear, 1 day

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	03/10/25	1.5	15	7965	10	North Street	03/20/25	1	15	17820	40
Computer Drive	03/10/25	1.5	15	31860	10	West Street	03/20/25	1	15	78030	50
Castle Drive	03/10/25	1	15	7965	10	Regency Drive	03/20/25	1	15	63720	60
Parkway Drive	03/10/25	1.5	15	63720	40	Randers Court	03/20/25	1.8	15	15930	40
Garner Drive	03/10/25	0.8	15	63723	40	Noble Street	03/20/25	0.8	15	15930	40
Hwy 210 LIFT ST.	03/10/25	0.5	15	15930	40	Fieldale Dr#1(L)	03/20/25	1.8	15	63720	40
Skyland Drive	03/10/25	1	15	7965	10	Fieldale Dr#2(R)	03/20/25	1.5	15	63720	40
Bradford Street	03/11/25	1	15	15930	10	Heather Court	03/20/25	1.2	15	15930	40
Kellie Drive	03/11/25	1.8	15	7965	10	Reeding Place	03/20/25	1.2	15	15930	40
Edgewater	03/11/25	0.8	15	7965	10	East Street	03/20/25	0.8	15	63720	40
Edgecombe	03/11/25	0.8	15	15930	40	Smith Street	03/20/25	1.5	15	63720	40
Valley Wood	03/11/25	1.5	15	63720	40	Wellons Street	03/20/25	1	15	63720	40
Creek Wood	03/11/25	1	15	63720	40	Kay Drive	03/12/25	0.8	15	38985	15
White Oak Drive	03/11/25	1.2	15	7965	10	Huntington Place	03/12/25	0.8	15	38985	15
Brookwood Drive	03/11/25	1.5	15	22515	5	N. Lakeside Drive	03/12/25	1	15	9750	15
Runneymede Place	03/11/25	1.5	15	31860	10	Cypress Point	03/12/25	1	15	34890	12
Nottingham Place	03/11/25	1.8	15	38985	10	Quail Run	03/13/25	1.2	15	8715	12
Heritage Drive	03/11/25	1.2	15	38985	10	British Court	03/13/25	2	15	8715	12
Noble Plaza #1	03/12/25	1	15	9750	10	Tyler Street	03/13/25	2.2	15	78030	60
Noble Plaza #2	03/12/25	0.8	15	9750	10	Yelverton Road	03/13/25	1.5	15	63720	40
Pinecrest Street	03/12/25	1.8	15	19500	10	Ava Gardner	03/13/25	1	15	63720	40
S. Sussex Drive	03/12/25	1.8	15	31860	10	Waddell Drive	03/13/25	2	15	7965	10
Elm Drive	03/12/25	1.2	15	9750	10	Henly Place	03/17/25	2	15	8715	12
						Birch Street	03/17/25	1.5	15	34890	12
Coor Farm Supply	03/12/25	1	15	7965	10	Pine Street	03/17/25	2	15	38985	15
Old Goldsboro Rd,	03/12/25	1.8	15	7965	10	Oak Drive	03/17/25	1.5	15	37695	14
Hillcrest Drive	03/18/25	2	15	31860	10	Cedar Drive	03/17/25	1.5	15	31860	10
Eason Street	03/18/25	0.8	15	38985	40	Aspen Drive	03/17/25	1	15	34890	12
Magnolia circle	03/18/25	1.8	15	78030	40	Furlonge Street	03/17/25	1	15	34890	12
Rainbow Drive	03/18/25	1.5	15	19500	60	Golden Corral	03/17/25	1.5	15	40290	16
Rainbow Circle	03/18/25	1.5	15	19500	60	Holland Drive	03/17/25	1.5	15	9750	15
Moonbeam Circle	03/18/25	1.8	15	19500	60	Davis Street	03/17/25	1.5	15	34890	12
Ray Drive	03/20/25	1	15	15930	60	Caroline Ave.	03/17/25	1.5	15	31860	10
Will Drive	03/20/25	1.2	15	63720	40	Johnston Street	03/17/25	1	15	38985	15
Michael Lane	03/20/25	0.8	15	63721	40	Ryans	03/17/25	1	90	9750	15
Ward Street	03/20/25	0.8	15	15930	40						
				961954						1282815	2244769