



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Dr. Gettys Cohen, Jr.

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Assistant Town Manager

Kimberly Pickett

Finance Director

Andrew Harris

Town Clerk

Elaine Andrews

Town Council Agenda Packet

Meeting Date: Tuesday, October 21, 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
October 21, 2025
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentation:

- 1. Proclamation – World Pancreatic Cancer Day**
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings: None

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes**
a. September 16, 2025 – Regular Session
b. September 16, 2025 – Closed Session (Under Separate Cover).....3
- 2. Consideration and request for approval to Award a Contract to Design an Extended Electrical Circuit to Booth & Associates, LLC:** The Public Utilities Department seeks to retain an engineering consultant to design an electrical circuit supporting new residential development in the Buffalo Road area between Smithfield Middle School and Buffalo Creek, as well as the Kellie Drive circuit extending along Buffalo Road and Hospital Road to connect with the existing circuit on US-301. Staff recommends approval of Booth & Associates, LLC as the selected consultant and requests authorization for the Town Manager to execute a \$100,000 contract for pole staking, project administration, and construction support services as detailed in the submitted proposal. (Public Utilities Director – Ted Credle) See attached information.....13

- 3. Consideration and request for approval for Career Ladder promotion of one police officer from the rank of Police Officer I to Police Officer II:** The Town Council is respectfully requested to approve a Career Ladder promotion for a qualifying officer in accordance with the Town's Career Ladder Policy. The officer has met all policy requirements for advancement. The promotion includes a salary adjustment to the minimum of the next pay grade or a 5% increase, whichever is greater.
(Police Chief – Pete Hedrick) See attached information.....27
- 4. Consideration and request for approval for the Parks and Recreation Department to purchase a Boom Sickle Mower and Loader Bucket from Ventrac Tractor dealers:** The Parks and Recreation Department requests Council approval to purchase a boom mower and loader bucket/pallet fork attachments. Quotes were solicited from three Ventrac dealers, and the Department recommends awarding the purchase to Blade Equipment, Inc. in the amount of \$28,010.00.
(Parks and Recreation Director – Gary Johnson) See attached information.....41
- 5. Consideration and request for approval for the Parks and Recreation Department to purchase a SCAG Mower from W. Landis Bullock Industrial and Contractor Supply:** The Parks and Recreation Department requests Council approval to purchase a 61" SCAG mower. Quotes were solicited from local SCAG dealers, and three responses were received. The Department recommends awarding the purchase to W. Landis Bullock Industrial and Contractor Supply in the amount of \$14,299.00.
(Parks and Recreation Director – Gary Johnson) See attached information.....49
- 6. Consideration and request for approval to adopt Resolution No. 790 (29-2025) accepting the Governor's Highway Safety Program (GHSP) Grant:** The Police Department requests Council approval to accept the Governors Highway Safety Program Grant (GHSP) by adopting Resolution No. 790 (29-2025). Funding from this grant would create a traffic safety officer.
(Chief of Police – Pete Hedrick) See attached information.....55

Business Items:

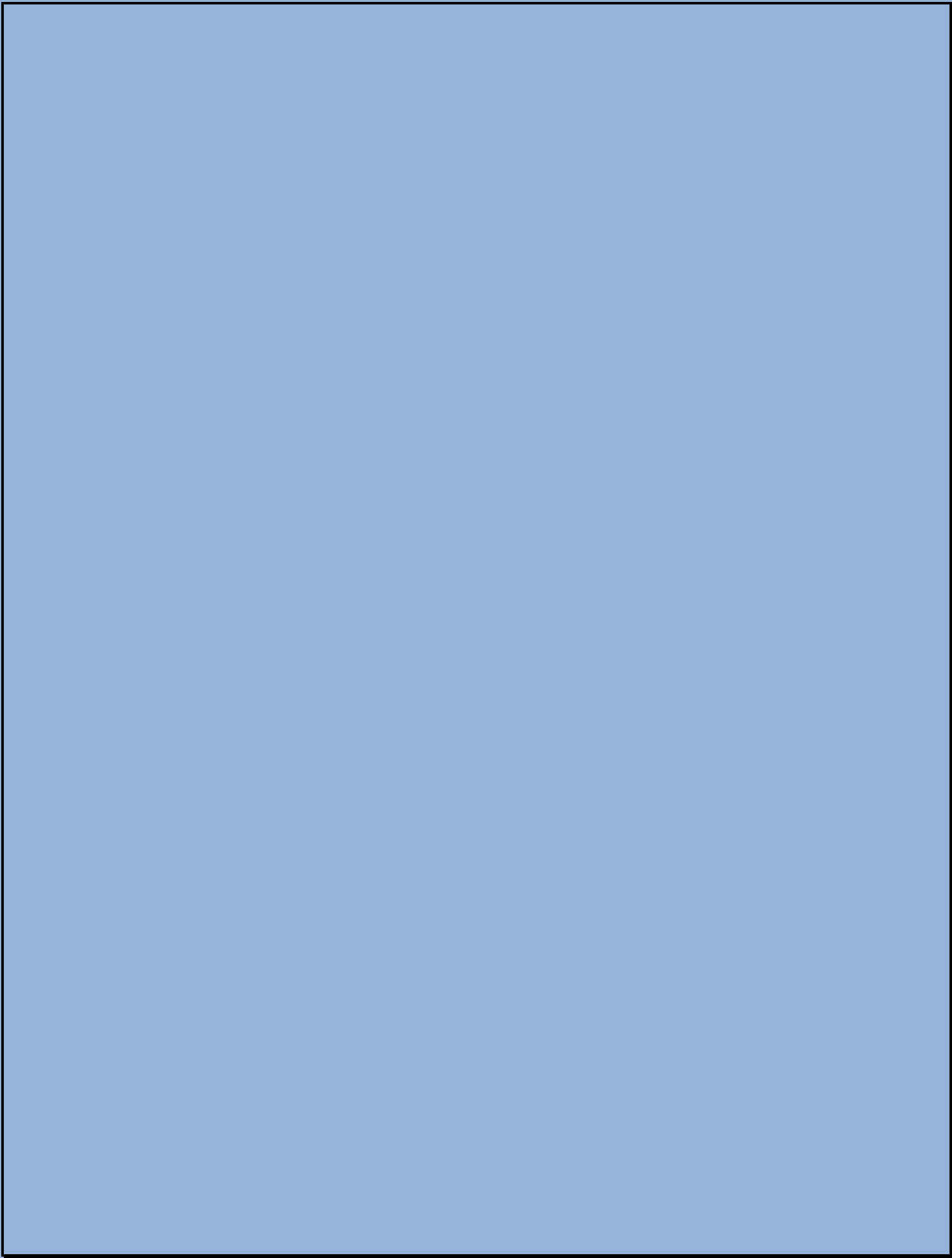
- 1. Consideration and request for approval of an Updated Capital Improvement Plan for the Public Utilities Department:** The Public Utilities Department has updated its proposed Capital Improvement Plan and is requesting the Town Council to approve the updated plan.
(Public Utilities Director – Ted Credle) See attached information.....59
- 2. Consideration and request for approval to award a bid to the lowest most responsible bidder for the Downtown Street Resurfacing Project**
(Public Works Director – Lawrence Davis) See attached information.....87

Councilmember's Comments

Town Manager's Report (Will be provided at the meeting)

Adjourn

Presentations



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

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

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

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

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

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

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

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

World Pancreatic Cancer Day

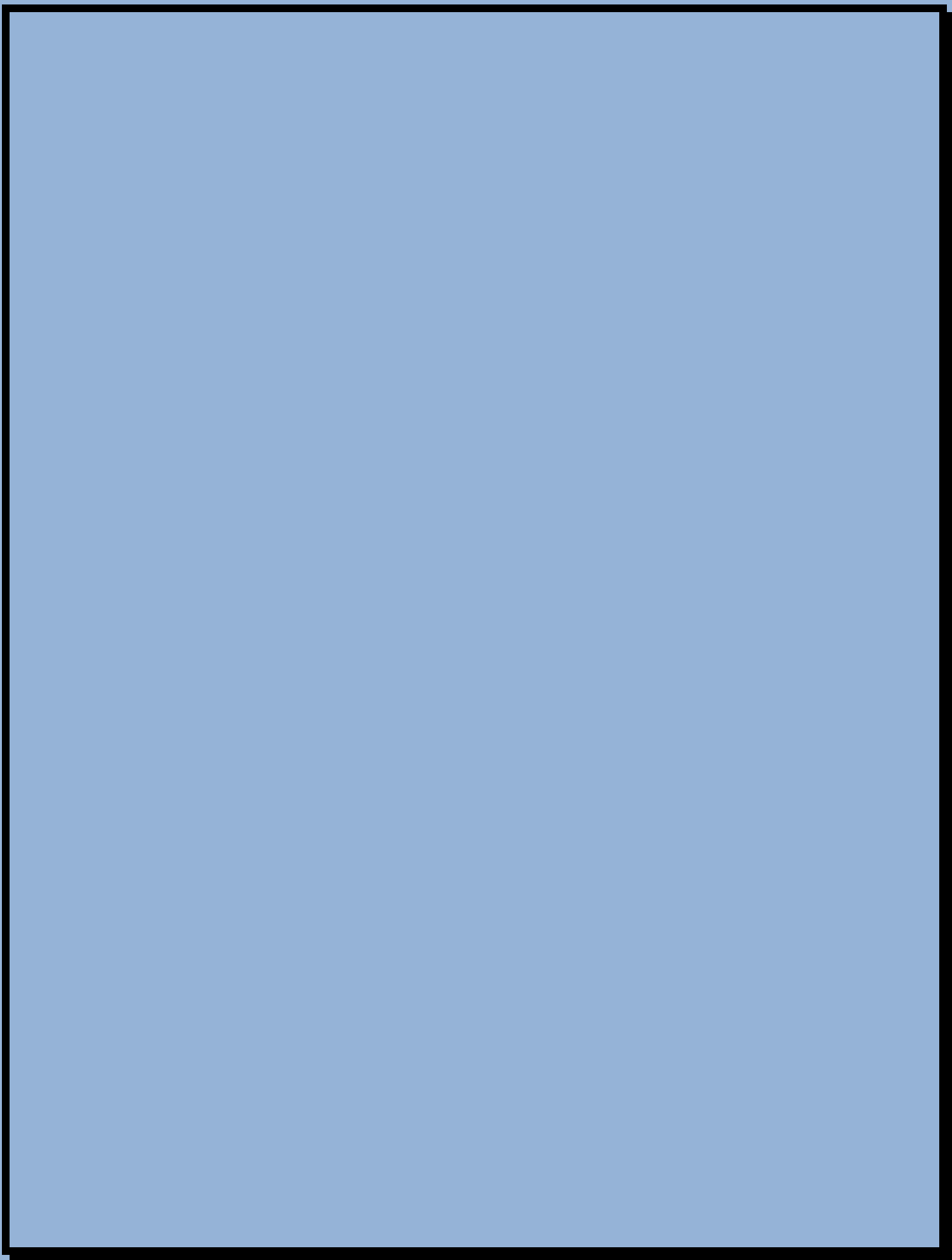
in the Town of Smithfield, and I encourage all residents to learn more about this disease and support efforts toward finding a cure.



M. Andy Moore, Mayor
Town of Smithfield, NC

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Twenty First Day of October in the year of our Lord Two Thousand and Twenty-Five.

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, September 16, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Dr. Gettys Cohen, Jr., District 1
Sloan Stevens, District 2
Dr. David Barbour, District 4
Jeremey Daughtry, Fire Chief
John Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Travis Scott, District 3

Administrative Staff Present

Michael Scott, Town Manager
Kimberly Pickett, Assistant Town Manager
Elaine Andrews, Town Clerk
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

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

INVOCATION

The invocation was given by Dr. David Barbour followed by a moment of silence for the community and then Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood, to approve the agenda, amended as follows. Unanimous:

Changes:

- Remove from Consent Agenda, item number 12; **Consideration and request for approval for SSS to Hold their homecoming parade** – this item has been cancelled due to impending rain.
- Add to Business Items number 2; **Memorandum of Understanding with Tobs Baseball Team**
- Add; **Closed Session Pursuant to NC G.S. 143-318.11 (a)(4)**

PRESENTATIONS: None

PUBLIC HEARINGS:

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

Mayor Andy Moore announced the public hearing. Planning Director Stephen Wensman incorporated his entire record regarding the request, and provided it to the Council in written form in the September 16, 2025 Town Council agenda packet. Staff also provided a copy of a draft of the Planning Board meeting minutes of September 4, 2025 meeting for review. The public hearing was not opened at this meeting.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn, that due to the response from the public, as well as at the request of the developer, that the case for annexation (ANX-25-04) be continued to the October 7, 2025 Town Council meeting. Unanimously approved.

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

Mayor Andy Moore announced the public hearing. Planning Director Stephen Wensman incorporated his entire record regarding the request, and provided it to the Council in written form in the September 16, 2025 Town Council agenda packet. Staff also provided a copy of a draft of the Planning Board meeting minutes of September 4, 2025 meeting for review. The public hearing was not opened at this meeting.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn, that due to the response from the public, as well as at the request of the developer, that the case for annexation (ANX-25-04) be continued to the October 7, 2025 Town Council meeting. Unanimously approved.

Mayor Andy Moore reiterated for clarity that both public hearings for ANX-25-04, and CZ-25-05 will be continued to the meeting of October 7, 2025 at 7:00 PM.

- 3. Rezoning Request (RZ-25-03) - Consideration and review of a request to rezone land adjacent to Mitchell Concrete:** Mitchell Concrete is requesting the rezoning of +/- 13 acres of land adjacent on the east and west of their existing facility from Highway Entranceway Business (B-3) and Residential-Agriculture (R-20A) to Heavy Industrial (HI).

Mayor Andy Moore announced the next case.

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

Planning Director Stephen Wensman explained that the rezoning request concerned two parcels totaling approximately 13 acres adjacent to the existing Mitchell Concrete facility. The current zoning is B3 and R-20A, and the proposed change is to heavy industrial to allow for industrial storage, specifically for curing concrete septic tanks. Wensman noted that the land is mostly open, grassy, and wooded, with minimal wetlands, and that the area is largely within the 100-year floodplain, making it unsuitable for most development but appropriate for the intended storage use.

Wensman continued, noting that the primary access to the site is not from Parrish Drive, which has had issues with gravel from the ready-mix plant, but from a separate driveway. Wensman emphasized that the comprehensive plan designates the area as conservation open space, but given the existing facility and its use, staff found the rezoning consistent with the amended growth plan and reasonable in the public interest. He also mentioned that the applicant plans to screen the storage area from the public right of way with a solid row of conifers, ensuring compatibility with surrounding commercial and industrial land uses, and recommended approval of the rezoning request.

Wensman provided an illustration of the petitioner's request in his staff report and presentations, which were incorporated in his entire record provided to the Town Council in written form as part of their September 16, 2025 agenda packet.

Wensman outlined staff's opinion of the consistency statement, below:

CONSISTENCY STATEMENT (Staff Opinion):

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

- **Consistency with the Comprehensive Growth Management Plan** - *The development is inconsistent with the town's comprehensive plan and the rezoning will result in an amendment to the Town's plan.*
- **Consistency with the Unified Development Code** – *The site will be developed in accordance with the Heavy Industrial standards.*
- **Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible with surrounding land uses. Portions of the land to be rezoned are already used for industrial storage and the area to be rezoned will result in a larger Heavy Industrial zoning district.*

Wensman asked if there were any questions from the Board.

Councilman David Barbour asked if the proposed request would interfere with plans for the multi-use path on that side of the road. Wensman stated no, noting they are a distance away. He stated explained that the driveway associated with the rezoning project crosses the planned multi-use path in two places, and that at these intersections, a more robust construction detail will be used to accommodate the crossings.

Councilman David Barbour expressed concern that gravel from the driveway could spill onto the new multi-use path, potentially creating hazards for both bicyclists and pedestrians. He emphasized the importance of considering the overall impact on the path's intended use and asked whether measures could be taken to prevent gravel and debris from encroaching onto the path.

Wensman noted that the driveways will remain gravel and that the use by Mitchell Concrete is low volume, so significant changes are not planned. Wensman also clarified that most of the dust and debris issues come from the nearby ready-mix plant, which has much higher traffic, and that the current plans already account for the necessary adjustments where the path and driveways intersect. He also stated that this was a regular rezoning case, not a conditional zoning case and the town cannot require the applicant to pave the driveway as a condition of approval. He stated that the most he can do is discuss the possibility with the applicant and ask if they are willing to pave the apron, but there is no authority to mandate such a change for an existing drive.

There was some discussion about the ownership of Parrish Drive, paving the path, and potential traffic from the neighboring grocery store.

Wensman explained that the primary change is in ownership and a modest expansion of the area, rather than a significant change in land use. Wensman added that the applicant is acquiring more land than originally intended as part of the transaction, and while not all of it may be used immediately, it could be utilized in the future. He concluded that, unless a new driveway is proposed, existing driveways typically remain unchanged under this type of rezoning, or it is left "as is".

Mayor Andy Moore asked if there were any persons wishing to speak on the matter in the audience.

Jamie Mitchell explained that Mitchell Concrete needs additional higher ground to store and cure septic tanks due to increased inventory requirements and past flood damage. He stated that the business's operations and driveway use will remain unchanged, and the expansion is necessary to adapt to industry standards and protect inventory.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Stephen Rabil to close the public hearing. Unanimous

Councilman Sloan Stevens made a motion, seconded by Mayor Pro Tem Roger Wood to approve the rezoning request. Unanimously approved.

CITIZEN'S COMMENTS:

- Rick Buckner highlighted the planning board's unanimous recommendation to deny a large proposed development due to concerns about traffic, land use compatibility, and impacts on rural infrastructure, noting strong opposition from both the board and the community.
- Stewart Lee, echoing Buckner's comments regarding the new large scale development proposal, expressed environmental concerns about the affected land, emphasizing its agricultural and wetland features and the importance of conducting a comprehensive environmental impact assessment before proceeding.

CONSENT AGENDA:

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn, to approve the following items as listed on the Consent Agenda, as amended. Unanimous:

Consent Agenda Items:

- 1. Approval of Minutes:**
 - a. 8/5/2025 Regular Session
- 2. Consideration and request for approval for the purchase of a work truck for the Public Works department:** The Town Council is requested to authorize the purchase of (1) 2026 Ford Super Duty XL Regular Cab four-wheel-drive truck through North Carolina State Contract #25-10A for the Street Division to replace a 2003 Ford 4X4 currently used for snowplow operations.
- 3. Consideration and request for approval to hire a contractor for grass cutting services for the Public Utilities Department:** Staff is asking Council to approve the proposed contractor to perform the mowing service for the amount of \$15,300.00, in accordance with services listed in the submitted proposal. The funds to pay for these services were budgeted as part of the approved FY2025-2026 budget.
- 4. Consideration and request for approval of Grant Project Ordinance No. GP-04-2025 for the West Smithfield Sanitary Sewer Improvements Project:** The Town Council is requested to approve the Grant Project Ordinance No. GP-04-2025 to comply with NC G.S. 159-13.2 giving authority to Town Management to expend grant funds to execute the West Smithfield Sanitary Sewer Improvements Project.

Ordinance No. GP-05-2025

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

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

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

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

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

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

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

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

SECTION 6: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, grant agreements, and federal regulations. The Town's accounting and fiscal records shall be maintained during the completion of the project, and these records shall be retained and made available for a period of at least three (3) years following completion of the project.

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

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

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

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

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

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

- 5. Consideration and request for approval for the Church of Jesus Christ of LDS to hold a Community Carnival on September 27, 2025:** The Church of Jesus Christ of Latter-Day Saints has requested to hold a free community carnival at 303 Canterbury Rd. on September 27, 2025 from 11:00 am to 1:00 pm. There will be carnival games and free food available. Over 100 people are expected to attend. A DJ will play music from 11:00 am to 1:00 pm.

- 6. Consideration and request for approval for Bulldog Harley Davidson to hold a Ride into Fall event on October 4, 2025:** Bulldog Harley-Davidson is requesting to hold a Ride into Fall Event at 1043 Outlet Center Drive on October 4, 2025. This event will run from 11:00 am to 4:00 pm. A food truck will be on-site to serve food and a live music will be provided from 12:00 pm to 3:00 pm.
- 7. Consideration and request for approval for Bulldog Harley Davidson to hold Bikers, Brews and BBQ on October 11, 2025:** Bulldog Harley-Davidson is requesting to hold Bikers, Brews and BBQ at 1043 Outlet Center Drive on October 11, 2025. This event will run from 11:00 am to 4:00 pm. A food truck will be on-site to serve food.
- 8. Consideration and request for approval for Bulldog Harley Davidson to hold a Parts and Gear Event on October 18, 2025:** Bulldog Harley-Davidson is requesting to hold a Parts and Gear Event at 1043 Outlet Center Drive on October 18, 2025. This event will run from 11:00 am to 4:00 pm. A food truck will be on-site to serve food and a live band will perform from 12:00 pm to 3:00 pm.
- 9. Consideration and request for approval for Bulldog Harley Davidson to hold a TourPak and Treat event on October 25, 2025:** Bulldog Harley-Davidson is requesting to hold a TourPak and treat event at 1043 Outlet Center Drive on October 25, 2025. The event will run from 11:00 am – 4:00 pm. A food truck will be on-site to sell food and a live band will perform from 12:00 pm to 3:00 pm.
- 10. Consideration and request for approval for Bulldog Harley Davidson to hold an End of Season Bike Night event on October 30, 2025:** Bulldog Harley-Davidson is requesting to hold End of the Season Bike Night at 1043 Outlet Center Drive on October 30th, 2025. This event will run from 5:00 pm to 8:00 pm. A food truck will be on-site to sell food and a live band will perform from 5:00 pm to 8:00 pm.
- 11. Consideration and request for approval for T-Mobile cell tower lease renewal:** The T-Mobile cell tower lease contract is set to expire on July 27, 2026. They have reached out for an amendment of contract to renew the terms.
- ~~12. Consideration and request for approval for SSS to Hold their homecoming parade:~~** ~~Smithfield Selma High School is requesting to hold a homecoming parade on September 16, 2025 from 4:00 pm to 4:30 pm. The applicant has requested to close a portion of Durwood Stephenson Parkway. Smithfield Police Department will provide a police presence.~~
- 13. Consideration and request for approval for DSDC to hold an Oktoberfest & Harvest Market on October 11, 2025:** DSDC is requesting to hold an Oktoberfest & Harvest Market on October 11, 2025 from 12:00 PM to 5:00 PM at the 100 Block of S. Third Street. A DJ will provide music from 12:00 PM to 4:00 PM. Food vendors will be onsite. Beer and wine will be sold. Ten trash cans have been requested for the event.

BUSINESS ITEMS:

- 1. Consideration and request for approval for Board Appointments:** The Town Council is requested to consider applications received for appointment to various Town of Smithfield Advisory Boards and Commissions.

Mayor M. Andy Moore discussed Board appointment with the Town Council. Mayor Moore clarified that there would be no alternate positions filled at tonight's meeting, and that all appointments made would be for regular memberships. There were no objections from the Council. Appointments were made for the Historic Preservation Commission, Recreation

Advisory Committee, the Planning Board, and the Appearance Commission. Mayor Andy Moore thanked all applicants for their willingness to serve the Town.

Historic Preservation Commission:

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood to appoint Emma Creech for a first term, and Elizabeth Temple for a second term on the Historic Preservation Commission. Unanimously approved.

Recreation Advisory Committee:

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Stephen Rabil to appoint Marcela Buccafusco for her first term on the Recreation Advisory Committee. Unanimously approved.

Planning Board:

Mayor Andy Moore opted to select Planning Board members by ballot process. He informed the Board that there were three regular member positions available, and that eight total applicants had applied. During the mayor's review, he noted that an applicant was omitted in clerical error. He asked the applicant, Christina Arena, whether she would like to be considered for one of the three available Planning Board positions. She agreed to be considered. Mayor Moore asked the Board to write her name in as a potential candidate for selection. He also made mention that a prior candidate, David Byrd had dropped out of consideration due to other obligations. The mayor also cited that citizens can serve on at least two boards for the Town.

Mayor Moore asked the Council to select their top three candidates by ballot. Ballot totals were handed down to the Clerk for tally. The result of the count of ballots showed the top three votes went to Jaime Beasley (5 votes), Nariman Jaminia (4 votes) and Luke Stancil (5 votes).

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood to approve the appointments of Jaime Beasley, Nariman Jaminia and Luke Stancil all to their first terms on the Planning Board. Unanimously approved.

Appearance Commission:

Mayor Moore also used the ballot process to select new Appearance Commission members. There were three candidates and only two vacant positions at this time. Due to the aforementioned ballot clerical error, Mayor Andy Moore asked Christina Arena, (who applied to be seated on the Planning Board, Recreation Advisory Committee as well as the Appearance Commission), to clarify her preference. Ms. Arena stated her preference was to be considered for either the Planning Board or the Appearance Commission.

Mayor Andy Moore reviewed the ballot choices for the Appearance Commission with the Board. The candidates for selection were Richard Buckner, Luke Stancil, and Christina Arena. Mayor Moore asked the Board to select their top two candidates by ballot. Ballots were handed to the clerk for tally. The result of the ballot count showed the top two candidates were Luke Stancil (3 votes) and Christina Arena (6 votes).

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Gettys Cohen to appoint Luke Stancil and Christina Arena to their first terms on the Appearance Commission. Unanimously approved.

The mayor thanked all candidates for their interest and applying to Town Boards, and encouraged those who were not appointed to continue their engagement with the Town.

- 2. Memorandum of Understanding with Tobs Baseball Team:** The Town Staff is recommending entering into a Memorandum of Understanding (MOU) with the Tobs Baseball franchise to move one step closer toward bringing the franchise to Smithfield and constructing a baseball stadium for this purpose.

Town Manager Mike Scott introduced the agenda item regarding the memorandum of understanding with the Wilson Tobs Baseball franchise, explaining that staff had been working with

the organization to bring the team to Smithfield as a means of promoting economic development and enhancing quality of life for residents. He described the memorandum as a non-binding agreement that would allow the town to move forward with contract discussions, secure funding, and begin planning for a new baseball stadium. Manager Scott recommended approval of the memorandum to continue advancing the project.

Councilman Sloan Stevens expressed enthusiasm for the potential economic impact of bringing the Tobs baseball team to Smithfield, noting that an economic analysis predicts the project could generate \$8-9 million annually for the town and surrounding areas. He emphasized the significance of the opportunity for both Smithfield and Johnston County, and encouraged broad support to help secure funding and ensure the project's success.

Mayor Pro Tem Roger Wood noted that the Tobs baseball team has a long history and a dedicated fan base in Wilson, and suggested that relocating the team to Smithfield could attract some of those fans as well. He emphasized the community's desire for more activities and expressed excitement about the positive impact the team could have on Smithfield, encouraging continued efforts to move the project forward.

Town Manager Mike Scott noted that the Tobs organization offers far more than just baseball games, hosting over 130 events annually, including training sessions for youth and college students. He noted that the venue would serve as a significant community event space, providing a wide range of activities beyond baseball.

Mayor Andy Moore expressed strong support for bringing the Tobs to Smithfield, highlighting the project's potential as a major tourism draw and economic benefit for the town and its hotels. He emphasized the positive discussions with the Tobs organization, the importance of financial responsibility, and the non-binding nature of the current agreement.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn to approve the Memorandum of Understanding between the Town of Smithfield and W.T.B.C., LLC (Tobs). Unanimously approved.

Councilmember's Comments

During the Councilmember comments, Councilman David Barbour announced the upcoming drone event on October 4, 2025 from 10 AM to 12 PM at Johnston Park. He stated the event would be featuring local emergency services, and the County. He also mentioned efforts to include additional drone activities.

Mayor Andy Moore reported the arrival of a new street sweeper in time for the fall season, reminded attendees about the October 3 concert at the amphitheater, and expressed appreciation to current board members and new appointees for their service.

Town Manager's Report

Town Manager Mike Scott mentioned that the public works department is ready to go out for requests for proposals for the new street resurfacing project that was approved at the last meeting. He anticipated that those proposals will go out next week.

Councilman David Barbour inquired whether the upcoming street resurfacing project would address the dip on Johnston and Third Street, noting frequent complaints from residents. Town Manager Mike Scott confirmed that the dip will be included in the project's scope and addressed during the repaving.

Closed Session Pursuant to NC G.S. 143-318.11 (a)(4)

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman David Barbour to go into closed session pursuant to NC G.S. 143-318.11 (a)(4) at approximately 8:01 PM.

Unanimously approved.

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood to come out of closed session at approximately 8:44 PM. Unanimously approved.

Adjourn

Councilman David Barbour made a motion, seconded by Councilman John Dunn to adjourn the meeting at approximately 8:46 PM. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item:	Award of Contract
Date:	10/21/2025

Subject: Award of Contract for a Design Extended Circuit
Department: Public Utilities Department
Presented by: Public Utilities Director - Ted Credle
Presentation: Consent Agenda Item

Issue Statement

As the Town continues to grow, one area that has been approved for a large number of new residents is the Buffalo Road area, between Smithfield Middle School and Buffalo Creek. Due to the large influx of customers, the Kellie Drive circuit will need to be extended from Kellie Drive, down Buffalo Road and along Hospital Road, to end by tying into the existing circuit along US-301.

Financial Impact

The funds (\$100,000.00) to pay for these services will be taken from the Voltage Conversion project line item (31-76-7230-5970-9102).

Action Needed

Approve the proposed design consultant (Booth & Associates), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of Booth & Associates, as the most qualified respondent and authorize the Town Manager to execute the contract

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Consultant Proposal
3. Proposed Contract Agreement & Scope of Services



Staff Report

**Consent Award of
Agenda Contract
Item:**

As the Town continues to grow, the area along Buffalo Road, between Smithfield Middle School and Buffalo Creek has been approved to see a large influx of new customers in the next few years. Due to the large increase of customers, the Kellie Drive circuit will need to be extended from Kellie Drive, down Buffalo Road, then along Hospital Road, and end by tying into the existing circuit along US-301.

The Town desires to hire an engineering consultant to design the appropriate circuit, stake out the poles, administer the project and provide construction support during build-out.

Staff is asking Council to approve the proposed consultant and to authorize the Town Manager to execute the contract with the proposed consultant, to perform the work, in the amount of \$100,000.00, per the submitted proposal.

**

**NORTH CAROLINA
TOWN OF SMITHFIELD**

SERVICE CONTRACT

THIS CONTRACT is made, and entered into this the _____ day of October, 2025, by and between the **TOWN of SMITHFIELD**, a political subdivision of the State of North Carolina, (hereinafter referred to as "TOWN"), and Booth & Associates LLC a corporation duly authorized to do business in the state of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this contract. Time is of the essence with respect to all provisions of this contract that specify a time for performance.

The TOWN will perform on-going contract monitoring to ensure that the terms of this contract are complied with. CONTRACTOR agrees to cooperate with the TOWN in its monitoring process and provide documentation and/or information requested during the term of this Agreement for the purpose of monitoring the services provided by CONTRACTOR.

2. **TERM OF CONTRACT.** The Term of this contract for services is from October 21, 2025 to October 31, 2027 unless sooner terminated as provided herein.

3. **PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from TOWN an amount not to exceed One Hundred Thousand and No Dollars (\$ 100,000.00) as full compensation for the provision of Services. TOWN agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the TOWN, in accordance with this contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to TOWN by the end of the month during which Services are performed. A Funds Reservation number may be assigned to encumber the funds associated with this contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by TOWN.

4. **INDEPENDENT CONTRACTOR.** TOWN and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or mediation) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
\$ 100,000 --- Property Damage Liability, or
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty-(30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract. Notwithstanding the foregoing, nothing contained in this section 5 shall be deemed to constitute a waiver of the sovereign immunity of the TOWN, which immunity is hereby reserved to the TOWN.

6. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
7. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by TOWN, and CONTRACTOR may be declared ineligible for further TOWN contracts.
8. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Johnston and the State of North Carolina.
9. **TERMINATION.**
 - 9.1 **EVENT OF DEFAULT.** Any one or more of the following acts or omissions of the Contractor shall constitute an Event of Default hereunder:
 - a. Failure to perform the Services satisfactorily or on schedule,
 - b. Failure to submit any report required hereunder; and/or
 - c. Failure to perform any other covenant, term, or condition of this Agreement.

Upon the occurrence of an Event of Default, the TOWN may take one or more or all of the following actions:

1. Give Contractor written Notice of the Event of Default, specifying the Event of Default and requiring it to be remedied within, in the absence of greater or lesser specification of time, seven (7) calendar days from the date of the notice; and if the Event of Default is not timely remedied, terminate the agreement, effective two (2) days after giving the Contractor written Notice of Termination; and/or
2. Deduct any and all expenses incurred by the TOWN for damages caused by the Contractor's Event of Default; and/or
3. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both, including damages and specific performance.

9.2 TERMINATION FOR CONVENIENCE. This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the Notice of Termination.

Termination of this Contract, under either section 9.1 or 9.2, shall not form the basis of any claim for loss of anticipated profits by either party.

- 10. SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of TOWN. CONTRACTOR has no authority to enter into contracts on behalf of TOWN.
- 11. COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.
- 12. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF SMITHFIELD
ATTN: PUBLIC UTILITIES DEPARTMENT
230 HOSPITAL ROAD
SMITHFIELD, NORTH CAROLINA 27577

CONTRACTOR
ATTN: Booth & Associates LLC
2300 REXWOODS DRIVE, SUITE 300
RALEIGH, NC 27607

- 13. AUDIT RIGHTS.** For all Services being provided hereunder, the TOWN shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.
- 14. TOWN NOT RESPONSIBLE FOR EXPENSES.** TOWN shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.
- 15. EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.
- 16. ENTIRE CONTRACT.** This contract, including Attachment 1, shall constitute the entire understanding between TOWN and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
- 17. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

18. EXISTENCE. CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

19. CORPORATE AUTHORITY. By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this contract and that he/she is duly authorized to execute this contract on behalf of the CONTRACTOR.

20. E-VERIFY. As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the TOWN.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

TOWN OF SMITHFIELD

Michael L. Scott, Town Manager

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

Andrew Harris, Town of Smithfield Chief Financial Officer

CONTRACTOR

By: _____
Authorized Representative

Print Name: _____

Title: _____

ATTACHMENT 1” to follow

ATTACHMENT 1

SCOPE OF SERVICES

This Scope of Services is an integral part of the contract between the Town of Smithfield (hereinafter referred to as “Town”), and Booth & Associates LLC (hereinafter referred to as “Contractor”), which contract is dated October 21, 2025.

CONTRACTOR hereby agrees to provide services and/or materials to the Town pursuant to the provisions set forth below.

I. Background/Purpose (Why): The purpose and intent of this request is to establish a contract with Booth & Associates LLC to perform engineering consulting services for the purposes of designing the extension of the Smithfield G4 circuit (Kellie Drive) and the overbuild of G5 (310 North) and G6 (Buffalo Road) for the municipal electric distribution system, in Smithfield, NC.

II. References: The following documents are incorporated herein by reference to them: The Contractor was given a set of Town infrastructure maps, a copy of the most updated Electric Distribution map of the collection system and was engaged through conversation about the goals & related issues.

III. Work/Requirements (What and Where): In accordance with the submitted proposal, provided by the contractor; the contractor will furnish the material, equipment, & labor to execute the work. Work is to be completed along Hospital Road, Buffalo Road and Durwood Stephenson Parkway, in Smithfield, NC.

IV. Schedules/Timelines (When): The Contractor shall proceed with engineering design services once the contract is executed and will have finished operations by October 31, 2027.

V. Transmittal/Delivery/Accessibility (How): The Contractor is required to provide the necessary labor, security and safety measures to uphold this contract. Work is to be completed throughout the Town of Smithfield sanitary sewer collection system, in Smithfield, NC.

VI. Payment: Invoices and required warranties, permits or additional submittals shall be forwarded to Town Representative for review. Upon payment authorization, invoices will be paid net 30. Invoices and forms submitted MUST reference Town of Smithfield funds reservation number assigned to this contract. Authorization of payments will be forwarded to Finance Department dependent on receipt of all forms. The Town may withhold payment if required reports or submittals are not received. For this work the contractor will be paid a lump sum fee not to exceed \$ 100,000.00; in accordance with the attached proposal, provided by the contractor.



Booth & Associates

Town of Smithfield
Circuit G4 Kellie Drive Extension
13.2 kV Distribution Line

Overbuild Circuit 5, 301 North and
Circuit 6, Buffalo Road

Overhead Distribution Design
and Engineering

August 2025 – Revision 1



Booth & Associates

1.0 Introduction:

Booth and Associates LLC (Booth) is pleased to provide a proposal for Distribution Engineering Services. This proposal is to provide design services requested by the Town of Smithfield on a one-time basis. Listed below is a brief description of the engineering deliverables that are anticipated at this time for the completion of the project. This is only a high-level description of the work, and it does not detail all work to be completed. Proposed Project Personnel and Cost Estimates may be found in sections 10.0 & 11.0 below.

2.0 Scope of Work:

2.1 The following are brief statements of Booth's understanding of the project scopes:

- 2.1.1 Design of an overhead electric distribution line for extending Circuit G4 Kellie Drive. This design will include overbuilding existing Circuit 5, 301 North and Circuit 6, Buffalo Road for approximately two (2) miles in accordance with existing Town of Smithfield, Electricities and NESC requirements.
- 2.1.2 Prepare design staking sheets.
- 2.1.3 Prepare 8.5 x 14 sketch drawings.
- 2.1.4 Preparation major items material list and utilizing the Town of Smithfield's existing material procurement processes
- 2.1.5 Preparation and administration of labor contract.
- 2.1.6 Coordinate and conduct a final inspection and inventory of the project.
- 2.1.7 Preparation as-built staking sheets and record drawings based on final inspection.

3.0 General Project Approach - Distribution

3.1 Project Planning and Administration

- 3.1.1 Booth's plan is to begin work on this project immediately upon receipt of the notice to proceed from the Town of Smithfield. The preliminary planning (kickoff) meeting with the owner for data acquisition to establish preliminary design parameters for overhead distribution. This meeting will be attended via video conference.
- 3.1.2 Booth will coordinate and review activities to ensure compliance with budget and schedule constraints.
- 3.1.3 Booth will plan and schedule personnel and scope in accordance with the project schedule.

3.2 Design/Staking

3.2.1 Field Visit

Booth intends to follow up the kickoff meeting with an initial site visit and field review of the project with the Town of Smithfield. The following information will be obtained:

- Field review of existing conditions and terrain
- Detailed field inventory of existing electric distribution facilities
- Field staking plan based on design layout and staking sheets
- Provide field stakes for locations of new overhead lines on a one-time basis only
- Any re-stake request will be at an additional cost

3.2.2 Generate Drawings

- Design shall comply with NESC
- Utilize Electricities construction assemblies or Owner's existing assemblies
- Preparation of design map sketch
- Preparation of staking sheets
- Compilation of assembly unit drawings
- Staking sheet design review
- Sketch design drawings review
- PEER review of design
- IFC review of design

3.2.3 Assumptions

This estimate assumes the following design parameters for the overhead line sections:

- Three-phase structures utilizing wood poles and crossarms construction. All angle, deadend and unbalanced loaded structures will be guyed.
- This estimate does not include any unguyed/self-supporting structures
- No new construction assembly drawings included in estimate

3.3 Easements/Right-of-Way Acquisition

Easements and Right-of-Way Acquisitions are not included in this estimate.

3.4 Design Calculations

- Preparation of guying calculations to assure line design and safety factors meet NESC requirements
- Preparation of structure loading calculations to determine pole size and class
- Preparation of vertical separation calculations
- Preparation of sag and tension tables for pulling operations during primary and neutral conductor installation

3.5 Permits

Permits are not included in this estimate

3.6 Assembly Unit Recapitulation

Preparation of Assembly Units Recapitulation Sheet

4.0 Material and Labor Unit Recap

Using the IFC design package, Booth will generate a major bill of material, including recommended manufacturer and catalog number as applicable, for use by the Town of Smithfield for material procurement. This material list will be based on the Town of Smithfield's standards and reference their

standard part numbers if applicable. The material list will be submitted to the Town of Smithfield for review and comment. Booth will then make any necessary adjustments and finalize the list for use by the Town of Smithfield.

5.0 Preparation and Administration of Labor Construction Contract

Using the IFC design packages, Booth will prepare plans, specifications, and proposal documents for a labor contract. This work will include:

- Booth will prepare and submit bid documents to bidders
- Preparation of Contractor's list with approval of final bidders by Town of Smithfield
- Preparation and posting of letter of interest to qualified contractors by Town of Smithfield
- Conduct a Pre-Bid Meeting and prepare Pre-Bid Meeting Notes
- Receipt of letters of interest, proposals and bid opening
- Evaluation of bids
- Presentation of recommendation to the Town of Smithfield for awarding of contract
- Notification to all bidders of the bid results with Engineer's recommendation of award to Town of Smithfield
- Preparation and coordination of contracts for execution between Contractor and the Town of Smithfield

6.0 Construction Support/RFI/Equipment Reviews

6.1 Field Reviews

Onsite construction observations can be included for an additional fee.

6.2 Office Reviews

Booth can provide office support during construction for contractor or the Town of Smithfield questions, RFI's or other issues that arise during construction. This estimate assumes 20 hours of construction support.

7.0 Final inspection and Inventory

- Coordinate and conduct a final field inspection and inventory of the Project
- Prepare a discrepancy report from final inspection
- Contractor invoice review for accuracy and completeness
- Assist with various forms and record keeping
- Provide Engineer's recommendation to Owner for invoice payment approval

8.0 Closeout and Final Documents

8.1 Booth can provide final drawings and staking sheets in PDF format based on final inspection and inventory.

8.2 Preparation reconciles of final construction units based on final inspection

9.0 Assumptions and Exclusions

- All deliverables, such as preliminary and final drawings, will be provided in electronic format. If required, prints of all documentation can be provided at additional cost.
- This is for the one-time performance of the above scope of work. Alternate or multiple designs are not included in this estimate.

Town of Smithfield

Circuit G4 Kellie Drive Extension - Overbuild 13.2kV Distribution Line - Circuit 5 & 6

- This estimate is valid for 60 days. If this project is delayed for more than 90 days, then Booth will bill all efforts to date. If the project is started back, then Booth will provide revised pricing and schedule for the remaining work.
- Any substantial change in the design after a previous discussion with Client is outside the scope of this estimate.
- This proposal is for an overhead line design. Any design changes in easements, design, or route alignment after notice to proceed shall result in additional charges.
- Permitting support for easements, encroachments, wetland crossings, etc., are not included in this proposal. If required, a separate proposal can be provided for these services upon clearer definition of project boundaries and general requirements.
- Right of way clearing contract not included in this estimate.

10.0 Cost Estimate

This project will be billed on a time and expense basis with a not to exceed cost of \$100,000. Booth will bill monthly as the project progresses.

11.0 Project Personnel

Project Manager: Tim Baker, PLS
Project Engineer: Mark Tracey, PE
Staking Technician: Carson McNally
Resumes available upon request.

12.0 Supplemental Information

For questions and clarifications during the evaluation process, please contact:

Mark Tracey, PE
Project Engineer III – Team Lead – Distribution
Mark.Tracey@booth-assoc.com
(252) 904-2170 (cell)
(919) 851-8770

Tim Baker, PLS
Manager, Distribution & Site Development
Tim.Baker@booth-assoc.com
(919) 817-6642 (cell)
(919) 851-8770

Alternate Contact:
David Huffstetler
Vice President, Transmission, Distribution, Civil/Structural
David.Huffstetler@booth-assoc.com
(919) 218-2310 (cell)
(919) 851-8770

COST SUMMARY

Section	DESCRIPTION	TOTAL COST
3.1	Project Administration	\$11,400
3.2.1	Overhead Design/Staking (Field)	\$15,900
3.2.4	Overhead Design/Staking (Office)	\$14,000
3.3	Easements / Right-of-Way Acquisition	N/A
3.4	Design Calculations	\$4,700
3.5	Permits	N/A
3.6	Assembly Unit Recapitulation / Material Lists	\$1,100
4.0	Preparation and Administration of Material Contract	\$5,800
5.0	Preparation and Administration of Labor Construction Cost	\$25,400
6.1	Construction Support/RFIs/Equipment Reviews – Field	N/A
6.2	Construction Observation – Office	\$3,600
7.0	Final Inspection and Inventory	\$9,800
8.0	Closeout and Final Documents	\$8,300
TOTAL ENGINEERING COST ESTIMATE		\$100,000

Booth & Associates will bill for all project related effort to date, should the project be cancelled, regardless of if any or no deliverables have been provided at the time of cancellation.

BILLABLE EXPENSES

EQUIPMENT USE

Automobile Mileage IRS Approved Rate

OTHER EXPENSES

Including: Subsistence, rooms, air fare, rental vehicles, and all other directly associated expenses are billed at the actual cost associated therewith with no adders.

LIMITATIONS

This is for the one-time performance of the above scope of work. Alternate or multiple designs are not included in this estimate.

DELAYED PROJECTS

This estimate is valid for 60 days. If this project is delayed for more than 90 days, it will be necessary for Booth to bill all efforts to date, regardless of any milestone billing. Booth will revise pricing and schedule for the remaining work.

CANCELLED PROJECTS

Cancellations must be in writing. Booth reserves the right to bill any cancelled projects for the engineering effort spent at the date of receipt of the letter/email notifying Booth of the cancellation. Booth will bill for all project related effort to date, regardless if any or no deliverables have been provided at the time of cancellation.

Accepted by Town of Smithfield:

Signature: _____
Name: _____
Title: _____
Date: _____

Accepted by Booth and Associates LLC:

Signature: _____
Name: _____
Title: _____
Date: _____



Request for Town Council Action

Consent Agenda Item:	Police Promotion
Date:	10/21/2025

Subject: Career Ladder Promotion POI to POII
Department: Police Department
Presented by: Police Chief - Pete Hedrick
Presentation: Consent Agenda Item

Issue Statement

This is a request to promote one officer from the rank of Police Officer I (POI) to Police Officer II (POII), moving from pay grade 801 to pay grade 802. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.

Financial Impact

Approved Budgeted Amount for FY 2025-2026: Covered by the Current Budget. This salary increase will be covered by the police department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the 2025/2026 Budget will cost will be \$2,151.72 which will be covered by budget.

Action Needed

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

Recommendation

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

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

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



Staff Report

**Consent Police
Agenda Promotion
Item:**

This is a request to promote Officer from the rank of Police Officer I (POI) to Police Officer (PO II), moving from pay grade 801 to pay grade 802. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.



Chapter 500

Personnel Policy 504: Promotions & Career Development

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

I. POLICY STATEMENT

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

II. COMMENTARY

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

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

III. PROCEDURES

A. Administration

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

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

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

B. Vacancy Announcements

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

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

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

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

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

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

C. Promotional Procedures

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

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

D. Minimum Qualifications for Promotion

1. Sergeant

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

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

2. Lieutenant

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

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

3. Captain

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

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

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

E. Review and Appeal

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

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

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

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

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

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

F. Career Ladder

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

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

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

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

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

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

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

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

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

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

2. Police Officer II

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

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

3. Master Police Officer

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

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

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

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

H. Additional Incentive (Sworn and/or Civilian)

1. Bilingual / Spanish Speaking

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

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

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

Smithfield Police Department

Interoffice Memorandum

To: Chief P. Hedrick 

From: POI

Date: August 29th, 2025

Subject: Request for POII advancement

In accordance with Smithfield Personnel Policy 504 (Promotions and Career Development), this memorandum is a formal request for advancement to Police Officer II.

I have been employed with the Town of Smithfield for 1 year, 2 months. My hire date was June 10th, 2024, and my required probationary status ended on June 10th, 2025.

I have been involved in numerous training courses to help further my career and abilities in law enforcement with the Smithfield Police Department. I have received multiple training hours that would help my advancement from Police Officer I to Police Officer II.

They are as follows:

-Radar Certification (34 Hours) on April 10th, 2024

-SFST Certification (24 Hours) completed on August 8th 2025

INTOX Certification (36 Hours) completed on August 1st 2025

I was awarded my Basic Law Enforcement certification in May 2022

I have not yet received an annual performance evaluation.

I have received a Performance Indicator from Lt. Tyndall for my performance as a K9 Handler.

I appreciate your time and consideration in this matter.

CC: Sgt. Blackman

Lt. Beyer



STATE OF NORTH CAROLINA



SPEED-MEASURING INSTRUMENT OPERATOR CERTIFICATION

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

HOLDS THE FOLLOWING CERTIFICATION(S):

CJ Speed Measuring Instrument Operator - RADAR

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

04/10/2024

CERTIFICATION DATE

A handwritten signature in black ink, appearing to read "Chris Blue".

Chief Chris Blue, Chairman
Criminal Justice Education and Training Standards Commission

04/10/2027

CERTIFICATION EXPIRATION DATE

A handwritten signature in black ink, appearing to read "Jeffrey Smythe".

J. Jeffrey Smythe, Director
Criminal Justice Standards Division



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Public Health

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

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

PERMIT NO.

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

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

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

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

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

In witness whereof, I set my hand and seal this

Effective:
08/01/2025

1st day of August, 2025

Expiration:
08/01/2027

Director, Division of Public Health



Kelly Kimple
Kelly Kimple, MD, MPH

Department of Health and Human Services

State of



North Carolina

Forensic Tests for Alcohol Branch

THIS CERTIFIES THAT

*Attended and satisfactorily applied him/herself to the
NHTSA / DWI Detection and Standardized Field Sobriety Testing
Training Course (24 Hours)*

Date:

August 6, 2025 - August 8, 2025

Location:

Johnston Community College



Lori Brown

Lori Brown

SFST Program State Coordinator



Request for Town Council Action

**Consent
Agenda
Item:**

**Boom
Mower
and
Bucket**

Date: 10/21/2025

Subject: Ventrac Boom Mower and Bucket / Pallet Forks Purchase

Department: Parks and Recreation Department

Presented by: Parks and Recreation Director – Gary Johnson

Presentation: Consent Agenda Item

Issue Statement:

The Parks and Recreation Department is requesting approval to purchase a boom sickle mower and loader bucket / pallet forks for its Ventrac Tractor from Blade Equipment Inc.

Financial Impact

Amount of Bid & Agreement: \$ 28,010.00.

Action Needed:

Approval to purchase a boom sickle mower and loader bucket / pallet forks for its Ventrac Tractor.

Recommendation:

Approval to purchase a boom sickle mower and loader bucket / pallet forks for its Ventrac Tractor.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Ventrac Price Quotes



Staff Report

**Consent
Agenda
Item: Boom
Mower
and
Bucket**

In the FY 25/26 Budget, Town Council allocated funds to the Parks and Recreation Department for the purchase of a sickle mower, loader bucket / pallet forks attachments for its Ventrac unit. \$ 32,000.00 was allocated for this purchase.

The Parks and Recreation Department requested and received quotes from 3 Ventrac dealers.

Quote amounts (total costs associated) were:

Blade Equipment Inc.: \$ 28,010.00

Nash Equipment: \$ 29,533.68

BT South: \$ 30,193.64

The Parks and Recreation Department is requesting approval to purchase the boom mower and loader bucket / pallet forks attachments from Blade Equipment, Inc. for the amount of \$ 28,010.00.



Pricing Quote

Quote #: 98403-1001

Date Quoted: September 5, 2025

Quote Expires: October 5, 2025

Prepared For:

Channing Byrd
Town Of Smithfield
PO Box 761

Prepared By:

BLADE EQUIPMENT INC
Kevin Crow
70 ROCK PILLAR RD
CLAYTON NC 27520
Phone: 919-989-6660

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Unit Price	Total
1	MA900 (39.55170)	Attachment: MOWERS - BOOM MA, MA900 Boom Mower	18,855.00	18,855.00
1	70.4164	Accessory: DUAL FRONT HYD AUX Kit, Dual Front Hyd Aux 4520/4500	620.00	620.00
4	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	120.00	480.00

Subtotal 19,955.00

DISCOUNTS

Other Discount: NC State Wide Term Contract 2210B
(5%) -997.75

CHARGES

Tax (6.75%) +1,279.61

TOTAL USD \$ 20,236.86



Pricing Quote

Quote #: 98430-1001

Date Quoted: September 5, 2025

Quote Expires: October 5, 2025

Prepared For:

Channing Byrd
Town Of Smithfield
PO Box 761

Prepared By:

BLADE EQUIPMENT INC
Kevin Crow
70 ROCK PILLAR RD
CLAYTON NC 27520
Phone: 919-989-6660

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Unit Price	Total
1	70.4169	Accessory: CANOPY Kit, Canopy	1,080.00	1,080.00
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	430.00	430.00

Subtotal 1,510.00

DISCOUNTS

Other Discount: NC State Wide Term Contract 2210B
(5%) -75.50

CHARGES

Tax (6.75%) +96.83

TOTAL USD \$ 1,531.33



Pricing Quote

Quote #: 98431-1002

Date Quoted: September 5, 2025

Quote Expires: October 5, 2025

Prepared For:

Channing Byrd
Town Of Smithfield
PO Box 761

Prepared By:

BLADE EQUIPMENT INC
Kevin Crow
70 ROCK PILLAR RD
CLAYTON NC 27520
Phone: 919-989-6660

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Unit Price	Total
1	KM500 (39.55601)	Attachment: LOADER & TOOLS KM, KM500 Loader	5,900.00	5,900.00
1	KM410 (70.8265)	Accessory: KM, KM410 Pallet Forks	1,400.00	1,400.00
6	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	120.00	720.00

Subtotal 8,020.00

DISCOUNTS

Other Discount: NC State Wide Term Contract 2210B
(5%) -401.00

CHARGES

Other Charge: Labor +1,040.00
Tax (6.75%) +584.48

TOTAL USD \$ 9,243.48



Pricing Quote

Quote #: 107787-1001
Contract #: 112624-TTC

Date Quoted: September 25, 2025
Quote Expires: October 25, 2025

Prepared For:

Gary Johnson
Town of Smithfield

Prepared By:

Nash Equipment Company, Inc.
Phillip Nash
1190 NC-53
Burgaw, NC 28425

Customer's Sourcewell Membership ID:

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	MA900 (39.55170)	Attachment: MOWERS - BOOM MA, MA900 Boom Mower	17,419.60	17,419.60
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	356.40	356.40
1	70.4164	Accessory: DUAL FRONT HYD AUX Kit, Dual Front Hyd Aux 4520/4500	572.00	572.00
1	70.4137	Accessory: MID-WEIGHT BAR KIT Kit, Weight Bar Mid 4500/4520	308.00	308.00
1	23.0212	SPOOL FLOAT KIT Service Kit, 4 Pos Spool W/Detent	71.28	71.28
8	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	110.00	880.00
1	70.4169	Accessory: CANOPY Kit, Canopy	998.80	998.80
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	400.40	400.40
1	KM500 (39.55601)	Attachment: LOADER & TOOLS KM, KM500 Loader	5,451.60	5,451.60
1	KM410 (70.8265)	Accessory: KM, KM410 Pallet Forks	1,232.00	1,232.00
1	KM660 (70.8244)	Accessory: KM, KM660 Bucket, Light Material	1,843.60	1,843.60

TOTAL USD \$ 29,533.68



NASH EQUIPMENT

BURGAW, NC



Pricing Quote

Quote #: 107788-1001
Contract #: 112624-TTC

Date Quoted: September 25, 2025
Quote Expires: October 25, 2025

Prepared For:

Smithfield Parks and Rec

Prepared By:

BT South
BT South Sales
4416 Groometown Road
Greensboro, NC 27407
Phone: 336-299-5000

Customer's Sourcewell Membership ID:

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	MA900 (39.55170)	Attachment: MOWERS - BOOM MA, MA900 Boom Mower	17,419.60	17,419.60
1	70.4164	Accessory: DUAL FRONT HYD AUX Kit, Dual Front Hyd Aux 4520/4500	572.00	572.00
1	23.0212	SPOOL FLOAT KIT Service Kit, 4 Pos Spool W/Detent	71.28	71.28
4	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	110.00	440.00
1	70.4169	Accessory: CANOPY Kit, Canopy	998.80	998.80
1	70.4170	Accessory: FAN FOR CANOPY Kit, Fan for Canopy	400.40	400.40
1	KM500 (39.55601)	Attachment: LOADER & TOOLS KM, KM500 Loader	5,451.60	5,451.60
1	KM410 (70.8265)	Accessory: KM, KM410 Pallet Forks	1,232.00	1,232.00
Subtotal				26,585.68

CHARGES

Other Charge: Freight From Ventrac to BT South (6%) +1,595.14

Setup Charges (4.75%) +1,262.82

Delivery +750.00

TOTAL USD \$ 30,193.64



Request for Town Council Action

Consent Agenda Item:	SCAG Mower Purchase
Date:	10/21/2025

Subject: SCAG Mower Purchase
Department: Parks and Recreation Department
Presented by: Parks & Recreation Director - Gary Johnson
Presentation: Consent Agenda Item

Issue Statement:

Parks and Recreation is requesting approval to purchase a 61" SCAG Mower from W. Landis Bullock Industrial and Contractor Supply.

Financial Impact

Amount of Bid & Agreement: \$ 14,299.00

Action Needed

: Approval to purchase a SCAG Mower from W. Landis Bullock Industrial and Contractor Supply in the amount of \$ 14,299.00

Recommendation:

Approval to purchase a SCAG Mower from W. Landis Bullock Industrial and Contractor Supply in the amount of \$ 14,299.00

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. SCAG Mower Quotes



Staff Report

Consent **SCAG**
Agenda **Mower**
Item: **Purchase**

In the FY 25-26 Budget, Town Council allocated funds to the Parks and Recreation Department for the purchase of a mower to replace a 2008 model. The amount allocated was \$ 17,000.

Requests for quotes were sent to local SCAG dealers and three quotes were received.

Quoted amounts were:

W. Landis Bullock Industrial and Contractor Supply Co.	\$ 14,299.00
Clay's Power Equipment	\$ 14,449.00
Aycock Tractor Co.	\$ 16,799.00

Parks and Recreation is requesting approval to purchase a 61' SCAG Mower from W. Landis Bullock Industrial and Contractor Supply in the amount of \$ 14,299.00

W. Landis Bullock

Industrial and Contractor Supply

A Division of Jondis Industrial and Contractor Supply, Inc.

September 24th, 2025

Quote

TOWN OF SMITHFIELD

350 E Market Street
Smithfield, N.C. 27577

Gary Johnson

Phone: (919) 934-2148

Email: gary.johnson@smithfield-nc.com

Channing Byrd

Email: channing.byrd@smithfield-nc.com

Reference: SCAG Commercial Mower.

Model: STTII – 61V – 40BV – EFI
61" Velocity Deck
40 HP Briggs Vanguard Big Block EFI

****This Unit Has a Higher Horse Power Engine. ****

List Price:	\$18,749.00
Sourcwell Price:	\$14,624.00*
Bid/Fleet Price:	\$14,299.00
Sales Tax:	\$ 965.18
Total Cost:	\$15,264.18

AUT 96630



*Pending Town of Smithfield Sourcwell contract number.
**Includes First Engine – Mower 15 Hour Service At No Charge.
***Quote is good for 30 days from issuance.

Gary Johnson

From: Gary Johnson
Sent: Friday, September 5, 2025 10:11 AM
To: brian .
Subject: Re: Scag Mower Quote

Thank you!

Get [Outlook for iOS](#)

From: brian . <brian@claysequipment.com>
Sent: Friday, September 5, 2025 10:04:16 AM
To: Gary Johnson <gary.johnson@smithfield-nc.com>
Subject: RE: Scag Mower Quote

We would have to order that mower. You would be looking at \$14449.00 plus tax with Military discount

-----Original Message-----

From: "Gary Johnson" [gary.johnson@smithfield-nc.com]
Date: 09/05/2025 08:39 AM
To: "Clay's Power Equipment" <brian@claysequipment.com>
Subject: RE: Scag Mower Quote

Brian -

Can you quote me the 61" with the 40HP Briggs Vanguard Big Block EFI?

Thanks,

Gary

-----Original Message-----

From: Clay's Power Equipment <brian@claysequipment.com>
Sent: Wednesday, September 3, 2025 8:09 AM
To: Gary Johnson <https://urldefense.proofpoint.com/v2/url?u=http-3A_gary.johnson-40smithfield-2Dnc.com&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-y5A_Cdp gnVfiiMM&r=Uj6fmU8UWowyJ_DeVtbi_GdmkNFcWAK1EiUsC89tNo8&m=ajPAf6qmCf1niCHb_nbxVZBnK6A5gOpddxJnNZNjyYtV8LsA2T5TrR1kUqYYKGvw&s=cqO266alcqmtRenC6xgaPgujt0eNo0bz3CK7Cp4ySaw&e=>>
Subject: Scag Mower Quote

This is the quote for the Scag 61" Turf Tiger you were asking for. Please let me know you received this quote and if you have any questions. Brian@claysequipment.com

Thank You,

Brian G

Gary Johnson

From: Russell Aycock <aycocktractor@bellsouth.net>
Sent: Monday, September 8, 2025 1:38 PM
To: Gary Johnson
Subject: Re: Grasshopper mower

We do have a Turf Tiger II midmount, 61" deck that has the Vanguard EFI 40hp engine. This mower will run you \$16,799 (cash price). If you need anything else, just email me back.

Thank you,
Russell Aycock
Aycock Tractor
(919)735-0753 or (919)222-0753

On Monday, September 8, 2025 at 12:23:00 PM EDT, Gary Johnson <gary.johnson@smithfield-nc.com> wrote:

Midmount

From: Russell Aycock <aycocktractor@bellsouth.net>
Sent: Monday, September 8, 2025 10:37 AM
To: Gary Johnson <gary.johnson@smithfield-nc.com>
Subject: Re: Grasshopper mower

Do you want a frontmount or mid-mount mower?

Russell Aycock

On Friday, September 5, 2025 at 08:41:09 AM EDT, Gary Johnson <gary.johnson@smithfield-nc.com> wrote:

Hey Russell –

Can you quote me the 61" with the 40HP Briggs Vanguard Big Block EFI



Request for Town Council Action

**Consent
Agenda
Item**

**GHSP
Traffic
Grant
Acceptance**

Date: 10/21/2025

Subject: GHSP Traffic Grant

Department: Police Department

Presented by: Chief of Police – Pete Hedrick

Presentation: Consent Agenda Item

Issue Statement

The Police Department is requesting to accept the Governors Highway Safety Program (GHSP) This grant would cover personal expenses and equipment expenses for the one officer.

Financial Impact

The Grant will pay 85% of the cost for the first year, 70% of the cost for the second year and 50% of the cost for the third year.

Action Needed

It is requested that this issue be discussed by the Town Council and the Council accept the police department's grant to the Governors Highway Safety program to create a traffic safety officer by adopting Resolution No. 790 (29-2025)

Recommendation

It is requested this issue be discussed by the Town Council and the Council approve the police department's grant to the Governors Highway Safety program to create a traffic safety officer by adopting Resolution No. 790 (29-2025)

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. GHSP Highway Safety Grant Award Letter
3. Resolution No. 790 (29-2025)



Staff Report

Consent	GHSP
Agenda	Traffic
Item	Grant
Item:	Acceptance

The grant has been approved by the State and the Police Chief is requesting that the town council accept the grant. This will enable the Police Department to move forward with our traffic unit.

The grant will cover all personnel expenses and equipment expenses for the one officer traffic safety team. This includes vehicles, vehicle equipment, radios, video cameras, officer salary and benefits, the officer's equipment, potential salary increases during the grant period, fuel and radar unit. The town match amounts for the grant are 15% for year 1, 30% for year 2 and 50% for year 3. Equipment purchases are all included in year one and not spread over the 3-year period.

It is estimated the year one grant would be \$178,590.00. The match amount for the Town would be \$26,788.00 with the grant funding covering \$151,802.00. In year 2, the grant amount would be \$105,090.00 with the town's match amount being \$31,527.00. The grant funding would cover \$73,563.00. Year 3 the amount would be \$105,090.00, the town amount would be \$52,545.00 and the grant would fund \$52,545.00. Following year three of the grant, all equipment becomes the property of the town, and the town is under no obligation to continue the program.

In summary, the Town would receive assets and police officer time equal to \$494,000 at a three-year total cost to the Town of about \$135,000. The Town is under no obligation to accept these funds until after the grant resolution has been signed.

Thank you for your consideration of this request.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

October 10, 2025

James Grady
TOWN OF SMITHFIELD
PO Box 761
SMITHFIELD, NC 27577

Application #: 1000024378
Agreement #: 2000086324
Project #: GHSP2026#PERSONNEL/EQUIP

Dear James Grady,

Your grant application for FY 2026 has been approved as part of North Carolina's comprehensive Annual Grant Application with the National Highway Traffic Safety Administration. You are authorized to implement the above-referenced Agreements as described in its narrative and budget detail and subject to the conditions stated in the Agreement of Conditions.

The Approved Contract Period will be from October 1, 2025 through September 30, 2026. This means you can begin incurring expenses for the grant activities starting on October 1st. All costs must be incurred by September 30, 2026. Requests for reimbursement for costs incurred after September 30, 2026 will be denied. Additionally, GHSP must receive final claim for reimbursement no later than October 31, 2026. Only allowable costs incurred during the approved contract period are eligible for reimbursement.

Any changes in the nature, scope, or funding of this grant must be in writing and have GHSP's prior written approval before changes are made. Any proposed changes must be submitted via the Grants Management System on a Change Request and be received by the GHSP at least 30 days prior to the effective date of such revision. The deadline for budget revisions is June 30, 2026.

Should you need additional information or assistance in scheduling a press event announcing the award of this grant, please contact your Grants Specialist. I look forward to a successful project and I thank you for your commitment to highway safety.

Sincerely,

Mark Ezzell
Director

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
GOVERNOR'S HIGHWAY SAFETY PROGRAM
1508 MAIL SERVICE CENTER
RALEIGH, NC 27699-1508

Telephone: 919-814-3650
Fax: 919-733-0604
Customer Service: 1-877-368-4968

Website: www.ncdot.gov/programs/GHSP

Location:
215 EAST LANE STREET
RALEIGH, NC 27601

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

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

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

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

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

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

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

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

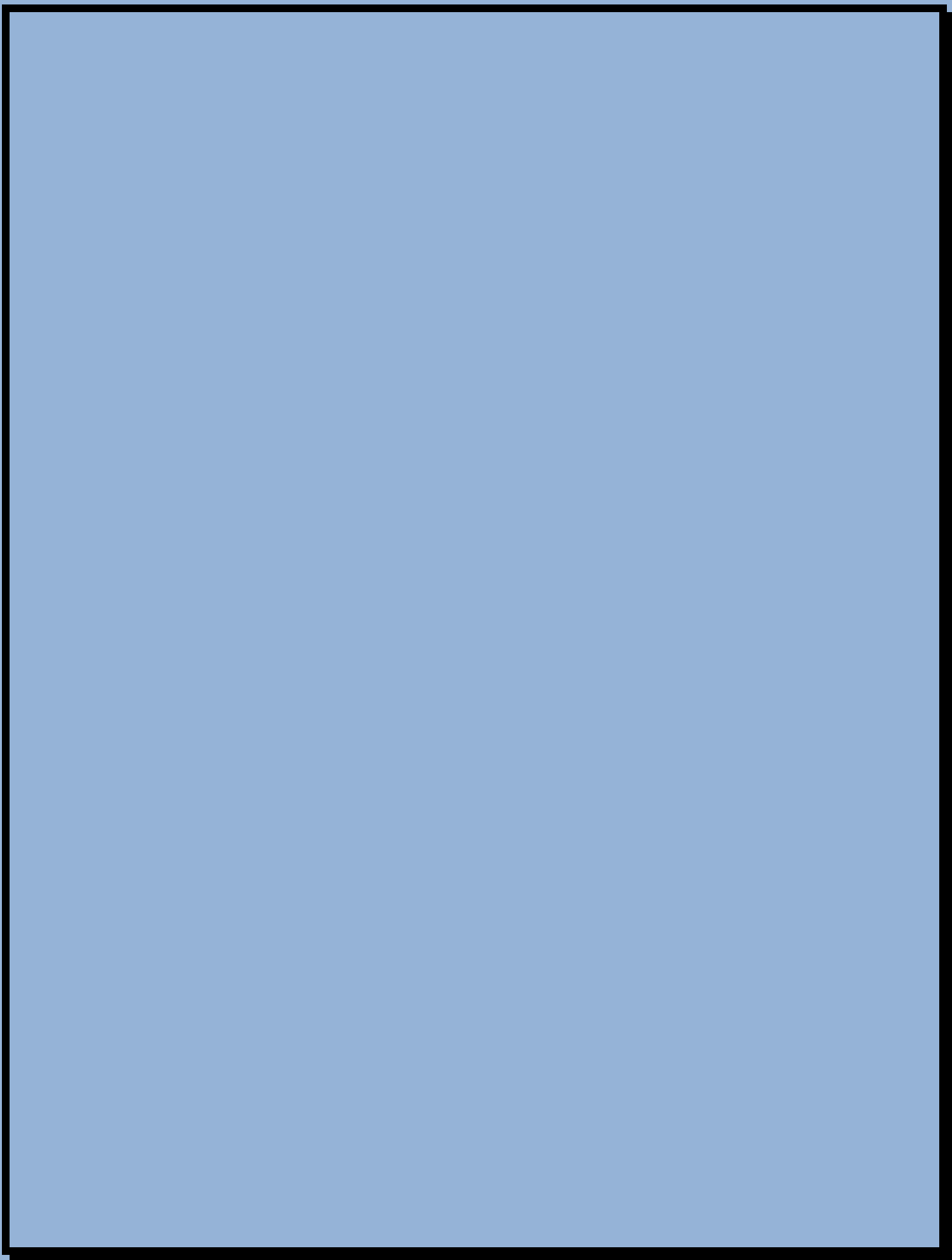
Duly adopted this the 21st day of October, 2025

M. Andy Moore, Mayor
Town of Smithfield

ATTEST:

Elaine Andrews, Town Clerk

Business Items





Request for Town Council Action

Business **Update the**
Agenda **Capital**
Item: **Improvement**
Plan
Date: 10/21/2025

Subject: Approve the Capital Improvement Plan for the Public Utilities Department

Department: Public Utilities

Presented by: Public Utilities Director – Ted Credle

Presentation: Business Agenda Item

Issue Statement

The Public Utilities Department has updated its proposed Capital Improvement Plan and is requesting Council to approve the updated plan.

Financial Impact

None. The update to the plan is without cost.

Action Needed

Approve the updated Capital Improvement Plan for the Public Utilities Department.

Recommendation

Staff recommends Town Council approve the updated Capital Improvement Plan.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Existing Capital Improvement Plan
3. Proposed Capital Improvement Plan



Staff Report

**Business
Agenda
Item:** **Update the
Capital
Improvement
Plan**

In order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the Public Utilities Department. The current 10-year CIP was approved in January of 2023.

This plan addresses the long-term direction of the Department; as well as, addresses future Town needs in the areas of growth management and stability of water supply. The updated CIP furthers the long running issues of electric voltage conversion, management of the sanitary sewer collection system, and the upgrade of the Town utility infrastructure.

The Public Utilities Department recognizes that funding for any capital improvement project must be approved by Town Council as part of the fiscal year's budget process and that the 10-year CIP is a projected road map of where the Department believes future capital expenditures will be needed.



TOWN OF SMITHFIELD

PUBLIC UTILITIES

10 YEAR CAPITAL PLAN

January 3, 2023

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- Digitized Mapping of Water & Sewer System
- Manhole Rehabilitation
- Dump Truck/Vactor Truck
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- Replace Utilities in Alleys
- System Improvements on Buffalo Road

Public Utilities 10-Year Capital Improvement Plan

Electric Division

Project: Smart Meter Deployment

Description: The Town proposes to finalize the installation of Smart Grid metering infrastructure for the electric utility and residential & commercial customers. The project has been “phased in” over the course of many years to accommodate the capital expenditure.

Justification: The benefits of Smart Grid technology are widely known (accuracy in metering, alerts to incidents, customer self-management, etc.). Finishing the Commercial & Industrial customers will enable all Town customers to reap the benefits; as well as, reduce the need for contracted services.

Fiscal Year Estimated Expenditure:	2022-2023	\$100,000
	2023-2024	\$50,000
	2024-2025	\$0
	2025-2026	\$50,000
	2026-2027	\$0
	2027-2028	\$50,000
	2028-2029	\$0
	2029-2030	\$50,000
	2030-2031	\$0
	2031-2032	\$50,000
	2032-2033	\$0

Project: Town-wide Voltage Conversion

Description: Replacement of distribution transformers in service areas fed by the Brogden Road transformer.

Justification: The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come.

Fiscal Year Estimated Expenditure:	2022-2023	\$450,000
	2023-2024	\$500,000
	2024-2025	\$500,000
	2025-2026	\$500,000
	2026-2027	\$500,000
	2027-2028	\$500,000
	2028-2029	\$900,000
	2029-2030	\$900,000
	2030-2031	\$900,000
	2031-2032	\$900,000
	2032-2033	\$900,000

Project: Replace Electric Bucket/Service Truck

Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30'-40' in the air. The Service truck will allow for minor service calls without the use of the larger, more difficult-to-manage vehicle.

Justification: The large bucket truck in the fleet is aged (~20 years old by the time we replace it) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of the trucks over separate, two-year periods.

Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$200,000
	2024-2025	\$200,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$250,000
	2029-2030	\$250,000
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

Project: Delivery Point #1 Upgrade

Description: The Town will need to upgrade the original delivery point along Hospital Road to replace the aged infrastructure that exists.

Justification: The need to update the aged electric infrastructure grows ever more pressing each year. The "lower" supply-side voltage lines (115 kVa) are being phased out by Duke Energy, so there is a need to upgrade the station, to be placed on the "higher" supply-side voltage (230kVa). This is the more stable supply of power that the Town is converting our infrastructure to, and this updated delivery point will dovetail into the Town conversion project.

Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$300,000
	2025-2026	\$400,000
	2026-2027	\$400,000
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

Project: Design & Construct Additional Circuit

Description: Although the Town has constructed a new circuit on the north side of Town, it is likely that a second "northern" circuit will be required, should development occur as anticipated.

Justification: The Brogden Road station was constructed with enough capacity to carry about twice as much load than the station currently is burdened. A big advantage of having excess capacity is the ability to support growth. The Town may need another new circuit north of the Booker Dairy Road corridor to support growth in that area of Town.

Fiscal Year Estimated Expenditure:

2022-2023	\$0
2023-2024	\$0
2024-2025	\$0
2025-2026	\$500,000
2026-2027	\$750,000
2027-2028	\$500,000
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0

Water Plant Division

Project: River Intake Improvements

Description: The Water Plant will rehabilitate the river intake to increase the intake flow, in response to increased demand.

Justification: The water plant will need to be able to increase the intake of water from the river to maintain the demand for treated water. This project will add capacity to the intake and allow the plant to withdraw the additional water from the river, without the abundance of organic substances we normally take in.

Fiscal Year Estimated Expenditure:

2022-2023	\$0
2023-2024	\$75,000
2024-2025	\$750,000
2025-2026	\$750,000
2026-2027	\$500,000
2027-2028	\$0
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0

Project: East Smithfield Water System Improvements
 Description: The distribution will need to be expanded and "looped-in" on the east side of I-95
 Justification: As the Town experiences growth on the east side of I-95, it is likely that the core distribution system will need to be extended down Mallard Road and returned back across I-95 to close the loop. The new water system would be able to provide water to a growing section of Town.

Fiscal Year Estimated Expenditure:	2022-2023	\$400,000
	2023-2024	\$600,000
	2024-2025	\$400,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

Project: SCADA Upgrade
 Description: The Town will institute SCADA system upgrades at all lift stations and at the water meters at the delivery points for the County.
 Justification: The evolving technologies used in modern communications will out-date itself within 3-5 years. The Town will undertake an upgrade to keep the communication devices at its remote sites modern and efficient. This will take place over the course of multiple years to help offset the high cost.

Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$50,000
	2024-2025	\$0
	2025-2026	\$50,000
	2026-2027	\$0
	2027-2028	\$50,000
	2028-2029	\$0
	2029-2030	\$50,000
	2030-2031	\$0
	2031-2032	\$50,000
	2032-2033	\$0

Project: South Smithfield System improvements
 Description: The Town will construct water lines and a booster station to incorporate the South Smithfield Water District into the Town water system.
 Justification: The expected growth of the Town, in the northern end will pose a challenge to the Town to maintain appropriate quantity and pressure for the southern end of the Town. A new booster pump station, with associated main lines, will provide a solution to water pressure and supply issues.

Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$350,000
	2025-2026	\$500,000
	2026-2027	\$850,000
	2027-2028	\$850,000
	2028-2029	\$850,000
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

Project: Pump Rebuilds
 Description: As pumps age, the need to rebuild the pumps and motors will become a maintenance task for the high-use pumps at the Water Plant
 Justification: Certain pumps at use in the Water Plant will undergo significantly larger usage hours. These pumps will need to be rebuilt and motors rewound, as normal maintenance, after a few years. There is also the likely need to rebuild or replace the impellers; due to wear & tear from the intake of organic material in the river.

Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$150,000
	2025-2026	\$0
	2026-2027	\$150,000
	2027-2028	\$0
	2028-2029	\$150,000
	2029-2030	\$0
	2030-2031	\$150,000
	2031-2032	\$0
	2032-2033	\$150,000

Water & Sewer Division

Project: Reduction of Inflow & Infiltration (I&I) into Sanitary Sewer Collection System
Description: The reduction of I&I into the collection system will be a continuous issue that will need funding on a continuous basis
Justification: The reduction of I&I will reduce wear and tear on the collection system, extend the useful life of the collection system and help reduce the payments the town makes to the County, as there will be less water in the system flowing through the County WWTP meter.

Fiscal Year Estimated Expenditure:	2022-2023	\$200,000
	2023-2024	\$200,000
	2024-2025	\$250,000
	2025-2026	\$250,000
	2026-2027	\$250,000
	2027-2028	\$250,000
	2028-2029	\$250,000
	2029-2030	\$250,000
	2030-2031	\$250,000
	2031-2032	\$250,000
	2032-2033	\$250,000

Project: Lift Station Repair
Description: The Town will establish a program to rehabilitate each of the 16 lift stations in the collections system, in need of repair & refurbishment.
Justification: The lift stations in the sanitary sewer system have suffered from a bit of neglect and as a result, are operation at less than top efficiency. The Town will begin to update control panels, refurbish and replace pumps, and repair dilapidated fencing. Such a program will lead to less malfunctions, less repair calls and reduce the risk of sanitary sewer spills.

Fiscal Year Estimated Expenditure:	2022-2023	\$150,000
	2023-2024	\$150,000
	2024-2025	\$150,000
	2025-2026	\$150,000
	2026-2027	\$150,000
	2027-2028	\$150,000
	2028-2029	\$150,000
	2029-2030	\$150,000
	2030-2031	\$150,000
	2031-2032	\$150,000
	2032-2033	\$150,000

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the water utility and residential & commercial customers. The project will be “phased in” over the course of six (6) years to accommodate the capital expenditure.

Justification: The benefits of Smart Grid technology are widely known. Building upon the success of the pilot program will enable all Town customers to reap the benefits. The smart grid technology will also drastically reduce the need for contracted services.

Fiscal Year Estimated Expenditure:	2022-2023	\$300,000
	2023-2024	\$300,000
	2024-2025	\$300,000
	2025-2026	\$300,000
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

Project: Fire Hydrant Valve Insertion & Replacements

Description: The Town will take on the task of inserting, or repairing, hydrant valves where, currently, none exist; or the existing one is damaged. This will allow the hydrant to be turned off for maintenance and not necessitate the shutting down of a main line.

Justification: A healthy fire protection system is a necessity in the Town. Currently the hydrants operate; however, the absence of a hydrant valve means that repair and maintenance of these hydrants require the Town to shut the main off. The insertion of, or repair of, the hydrant valves will keep the fire protection system operable and allow maintenance on the hydrants while keeping the mains flowing.

Fiscal Year Estimated Expenditure:	2022-2023	\$100,000
	2023-2024	\$100,000
	2024-2025	\$100,000
	2025-2026	\$250,000
	2026-2027	\$300,000
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$150,000
	2032-2033	\$150,000

Project: Water Line Upgrades Around Town
 Description: The Town will establish a program to rehabilitate water mains in the distribution system throughout the Town.
 Justification: The water mains in the water distribution system are aged and have suffered from a bit of neglect. As a result, these water mains are operating at less than top efficiency. The Town will begin to update these lines by rehabilitation and replacement. Such a program will lead to more stable water pressure, less repair calls, and reduce the risk of water main breakage.

Fiscal Year Estimated Expenditure:	2022-2023	\$100,000
	2023-2024	\$200,000
	2024-2025	\$200,000
	2025-2026	\$200,000
	2026-2027	\$200,000
	2027-2028	\$200,000
	2028-2029	\$200,000
	2029-2030	\$200,000
	2030-2031	\$200,000
	2031-2032	\$200,000
	2032-2033	\$200,000

Project: Digitized Mapping of Water & Sewer System
 Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.
 Justification: The Town will have a surveyor "on-call" to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2022-2023	\$300,000
	2023-2024	\$0
	2024-2025	\$30,000
	2025-2026	\$0
	2026-2027	\$30,000
	2027-2028	\$0
	2028-2029	\$30,000
	2029-2030	\$0
	2030-2031	\$30,000
	2031-2032	\$0
	2032-2033	\$30,000

Project: Manhole Rehabilitation

Description: The Town will establish a program to rehabilitate manholes in need of repair, in conjunction with those manholes identified by annual infrastructure assessments.

Justification: The Town sanitary sewer collection system is aged and certain sections have suffered from a bit of neglect. As a result, these lines are operating at less than top efficiency. The Town will begin to rehabilitate the worst manholes identified by annual assessments, refurbishing the interiors by cementitious re-build and epoxy coating. Such repair and rehabilitation will result in extended infrastructure life and further reduce I&I into the Town sanitary sewer collection system.

Fiscal Year Estimated Expenditure:

2022-2023	\$50,000
2023-2024	\$50,000
2024-2025	\$75,000
2025-2026	\$75,000
2026-2027	\$75,000
2027-2028	\$75,000
2028-2029	\$75,000
2029-2030	\$75,000
2030-2031	\$75,000
2031-2032	\$75,000
2032-2033	\$75,000

Project: Construction Vehicles

Description: The Town will split the cost of a new twin-axle dump truck and a replacement Vactor truck over the course of two years each, making the purchase in the second fiscal year.

Justification: The Town will need a second dump truck, with larger hauling capacity, as the incidence for increased underground utility repairs is on the rise. Also, a new, or newer, Vactor truck to replace an aged vehicle. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure. The timing of this replacement can be put off for a few years as the current need is not pressing.

Fiscal Year Estimated Expenditure:

2022-2023	\$75,000
2023-2024	\$75,000
2024-2025	\$0
2025-2026	\$0
2026-2027	\$0
2027-2028	\$200,000
2028-2029	\$200,000
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0

Project:	Replace Utilities in Alleys	
Description:	The Town will replace the existing water line and sewer line in the alley between Wilson Street & Stevens Street; as well as in the alley between Stevens Street & Holding Street.	
Justification:	As the entire utility system ages, the number of repairs for both water and sewer has been steadily on the rise. This section of Town has shown the highest number of repairs and, as a result, exhibits the greatest need of attention.	
Fiscal Year Estimated Expenditure:	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$200,000
	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0

10-Year Capital Improvement Plan

Priority	Electric	Approved FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28	Proposed FY 28-29	Proposed FY 29-30	Proposed FY 30-31	Proposed FY 31-32
1	Advanced Metering Infrastructure/Smart Grid	100,000	50,000		50,000		50,000		50,000		50,000
2	Voltage Conversion	450,000	500,000	500,000	500,000	500,000	500,000	900,000	900,000	900,000	900,000
3	Electric Dept. Bucket Truck		200,000	200,000				250,000			
4	Delivery Point #1 - Rehabilitation			300,000	400,000	400,000					
5	Additional Circuit Construction				500,000	750,000	500,000			50,000	
6	Work Truck			40,000			50,000				
	Totals	550,000	750,000	1,040,000	1,450,000	1,650,000	1,100,000	1,150,000	1,200,000	950,000	950,000
	Water Plant										
1	Intake Improvements			75,000	750,000	750,000	500,000				
2	East Smithfield Water System Improvements	400,000	600,000	400,000							
3	SCADA Upgrades		50,000		50,000		50,000	850,000	50,000		50,000
4	South Smithfield System Improvements			350,000	500,000	850,000	850,000	150,000		150,000	
5	Pump Rebuilds			150,000		150,000					
6	Work Truck		40,000				40,000				
	Totals	400,000	690,000	975,000	1,300,000	1,750,000	1,440,000	1,000,000	50,000	150,000	50,000
	Water and Sewer										
1	Reduction of I/I into Sanitary Sewer	200,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
2	Lift Station Repair (fence & signage included)	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
3	AMI - Automated Metering Infrastructure	300,000	300,000	300,000	300,000						
4	Fire Hydrant Valve Insertion/Replacements	100,000	100,000	100,000	100,000	250,000	300,000	200,000	200,000	200,000	150,000
5	Water Line Upgrades Throughout Town	100,000	200,000	200,000	200,000	200,000	200,000	30,000	30,000	30,000	200,000
6	Digitized Mapping of Water & Sewer System	30,000	30,000	30,000	75,000	30,000	75,000	75,000	75,000	75,000	75,000
7	Manhole Rehabilitation	50,000	50,000	75,000			200,000				
8	Dump Truck & Vector Truck	75,000	40,000			40,000			40,000		
9	Work Vehicles										
10	Replace SS in alleys behind Wilson St. & Holding St.			200,000							
11	Extend Infrastructure Along Buffalo Road	100,000	100,000								
12	Pump Station #1 & Outfall Improvements	1,500,000									
13	Pump Station #11 Capacity Improvements	1,500,000									
14	West Smithfield SS Improvements (PS#3 & Outfall)	1,095,880									
	Totals	5,200,880	1,215,000	1,305,000	1,075,000	995,000	1,175,000	905,000	715,000	705,000	825,000



**TOWN OF
SMITHFIELD**

PUBLIC UTILITIES

**10 YEAR
CAPITAL PLAN**

October 21, 2025

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- Digitized Mapping of Water & Sewer
- Brightleaf Water Line Relocation
- Pump Station #1 & Outfall Improvements
- Pump Station #11 System Improvements
- West Smithfield Sanitary Sewer System Improvements
- Excavator
- Construction Vehicles

Public Utilities 10-Year Capital Improvement Plan

Electric Division

Project: Town-wide Voltage Conversion
Description: Replacement of distribution transformers in service areas fed by the Brogden Road transformer.
Justification: The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come.

Fiscal Year Estimated Expenditure:	2025-2026	\$450,000
	2026-2027	\$500,000
	2027-2028	\$500,000
	2028-2029	\$500,000
	2029-2030	\$500,000
	2030-2031	\$500,000
	2031-2032	\$500,000
	2032-2033	\$500,000
	2033-2034	\$500,000
	2034-2035	\$500,000
	2035-2036	\$500,000

Project: Replace Electric Bucket/Service Truck
Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30'-40' in the air. The Digger Derek is the vehicle that drills the holes in the ground for poles to be placed.
Justification: The large bucket truck in the fleet is aged (~20 years old by the time we replace it) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of the trucks over separate, two-year periods.

Fiscal Year Estimated Expenditure:	2025-2026	\$200,000
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$250,000
	2030-2031	\$250,000
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$250,000
	2035-2036	\$250,000

Project: Delivery Point #1 Upgrade

Description: The Town will need to upgrade the original delivery point along Hospital Road to replace the aged infrastructure that exists.

Justification: The need to update the aged electric infrastructure grows ever more pressing each year. The "lower" supply-side voltage lines (115 kVa) are being phased out by Duke Energy, so there is a need to upgrade the station, to be placed on the "higher" supply-side voltage (230kVa). This is the more stable supply of power that the Town is converting our infrastructure to, and this updated delivery point will dovetail into the Town conversion project.

Fiscal Year Estimated Expenditure:	2025-2026	\$300,000
	2026-2027	\$3,500,000
	2027-2028	\$3,500,000
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: Design & Construct Additional Circuit

Description: Although the Town has constructed a new circuit on the north side of Town, it is likely that a second "northern" circuit will be required, should development occur as anticipated.

Justification: The Brogden Road station was constructed with enough capacity to carry about twice as much load than the station currently is burdened. A big advantage of having excess capacity is the ability to support growth. The Town needs another new circuit north of the Booker Dairy Road corridor to support growth along Buffalo Road.

Fiscal Year Estimated Expenditure:	2025-2026	\$600,000
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: Brightleaf Boulevard Relocation
 Description: Due to the NCDOT improvements along US-301, the Town will need to relocate every pole from the CVS, northward, to the edge of Town – on both sides of the road.
 Justification: The relocation of the electric poles is non-optional. The NCDOT is widening the road and part of our encroachment agreement deems such relocation to be the responsibility of the Town.

Fiscal Year Estimated Expenditure:	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$400,000
	2028-2029	\$400,000
	2029-2030	\$200,000
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: Work Truck Purchase
 Description: the fleet of pick-up trucks used in everyday work, will need to be upgraded, one at a time, over the course of the next few years.
 Justification: In order to perform the daily work, such work trucks need to be purchased to replace the aged fleet. The Purchase should be done every few years to avoid a mass purchase as eth fleet ages out of use.

Fiscal Year Estimated Expenditure:	2025-2026	\$0
	2026-2027	\$0
	2027-2028	\$0
	2028-2029	\$50,000
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$50,000
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$50,000
	2035-2036	\$0

Water Plant Division

Project: River Intake Improvements
Description: The Water Plant will rehabilitate the river intake to increase the intake flow and reduce the sand intake, in response to increased demand.
Justification: The water plant will need to be able to increase the intake of water from the river to maintain the demand for treated water. This project will add capacity to the intake and allow the plant to withdraw the additional water from the river, without the abundance of organic substances we normally take in.

Fiscal Year Estimated Expenditure:	2025-2026	\$300,000
	2026-2027	\$800,000
	2027-2028	\$3,000,000
	2028-2029	\$150,000
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: PFAS Treatment
Description: The Water Plant will have to add a process to treat PFAS, in compliance with EPA mandates.
Justification: As mandated by federal law, the water plant will need to treat the incoming water from the Neuse River to remove 100% of PFAS from the water. This treatment will be expensive and likely end with operational costs that continue.

Fiscal Year Estimated Expenditure:	2025-2026	\$0
	2026-2027	\$500,000
	2027-2028	\$500,000
	2028-2029	\$2,500,000
	2029-2030	\$2,500,000
	2030-2031	\$750,000
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: East Smithfield Water System Improvements

Description: The distribution will need to be expanded on the east side of I-95, to be able to support growth east of I-95

Justification: As the Town experiences growth on the east side of I-95, it is likely that the core distribution system will need to be extended down Brogden Road, crossing I-95 to make the water available. The new water system would be able to provide water to a growing section of Town.

Fiscal Year Estimated Expenditure:	2025-2026	\$400,000
	2026-2027	\$625,000
	2027-2028	\$0
	2028-2029	\$0
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$2,500,000
	2034-2035	\$4,500,000
	2035-2036	\$2,500,000

Project: West Smithfield Elevated Storage Tank

Description: The Town will construct an elevated water storage tank in West Smithfield that is located on high enough ground to ease the low-pressure issues that customers have had issues with.

Justification: Customers in West Smithfield have had less than ideal water pressure for the last few years. As growth continues, it is likely the problem will worsen. As such, the Town desires to construct an elevated storage tank to raise the system pressure on that side of Town.

Fiscal Year Estimated Expenditure:	2025-2026	\$0
	2026-2027	\$1,500,000
	2027-2028	\$2,500,000
	2028-2029	\$2,000,000
	2029-2030	\$0
	2030-2031	\$0
	2031-2032	\$0
	2032-2033	\$0
	2033-2034	\$0
	2034-2035	\$0
	2035-2036	\$0

Project: South Smithfield System Improvements

Description: The Town will construct water line to serve the area south of Wal-Pat Road, all the way to the Neuse River bridge.

Justification: This area of Town is considered a “third” water system and should not exist, as there is no permit to run this system. The NCDEQ is aware of the Town’s efforts to bring these customers into the Town system and supports this plan.

Fiscal Year Estimated Expenditure:

2025-2026	\$425,000
2026-2027	\$500,000
2027-2028	\$0
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: Pump Rebuilds

Description: As pumps age, the need to rebuild the pumps and motors will become a maintenance task for the high-use pumps at the Water Plant

Justification: Certain pumps at use in the Water Plant will undergo significantly larger usage hours. These pumps will need to be rebuilt and motors rewound, as normal maintenance, after a few years. There is also the likely need to rebuild or replace the impellers; due to wear & tear from the intake of organic material in the river.

Fiscal Year Estimated Expenditure:

2025-2026	\$0
2026-2027	\$150,000
2027-2028	\$
2028-2029	\$150,000
2029-2030	\$0
2030-2031	\$150,000
2031-2032	\$0
2032-2033	\$0
2033-2034	\$150,000
2034-2035	\$0
2035-2036	\$0

Water & Sewer Division

Project: Fire Hydrant Fix & Paint
Description: The Town will take inspect each and every one of the 1,800 fire hydrants in our system. Repairs will be made to those in need and new paint will be applied to older hydrants.
Justification: A healthy fire protection system is a necessity in the Town. In keeping with maintaining the hydrants, the Town should repair any deficiencies. A new coat of paint will help us determine which have been examined and add to the beautification of the Town.

Fiscal Year Estimated Expenditure:	2025-2026	\$100,000
	2026-2027	\$150,000
	2027-2028	\$150,000
	2028-2029	\$150,000
	2029-2030	\$0
	2030-2031	\$75,000
	2031-2032	\$0
	2032-2033	\$75,000
	2033-2034	\$0
	2034-2035	\$75,000
	2035-2036	\$0

Project: Digitized Mapping of Water & Sewer System
Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.
Justification: The Town will have a surveyor "on-call" to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2025-2026	\$0
	2026-2027	\$35,000
	2027-2028	\$0
	2028-2029	\$50,000
	2029-2030	\$0
	2030-2031	\$50,000
	2031-2032	\$0
	2032-2033	\$50,000
	2033-2034	\$0
	2034-2035	\$50,000
	2035-2036	\$0

Project: Brightleaf Water Line Relocation

Description: Due to the NCDOT improvements along US-301, the Town will need to relocate the water main from the CVS, northward, to the edge of Town. Relocation of water meters and reconnection of all water services, on both sides of the road, will be part of this project. The Town will likely pay the NCDOT to make it part of their utility work – similar to what occurred at the US-70 and I-95 interchange.

Justification: The relocation of the water line is non-optional. The NCDOT is widening the road and part of our encroachment agreement deems such relocation to be the responsibility of the Town.

Fiscal Year Estimated Expenditure:

2025-2026	\$0
2026-2027	\$400,000
2027-2028	\$400,000
2028-2029	\$400,000
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: Pump Station #1 & Outfall Improvements

Description: The Town has begun to make improvements to the pump station located at 240 West Market Street. This project, partially funded by AARP funds will continue to completion for another 20 months, due to outfall conditions.

Justification: The improvements at the pump station are necessary as West Smithfield grows. This is the focal point of all sewage in West Smithfield, and the aged station needs enlargement.

Fiscal Year Estimated Expenditure:

2025-2026	\$0
2026-2027	\$300,000
2027-2028	\$300,000
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: Pump Station #11 System Improvements

Description: The Town has begun to make improvements to the pump station located at 209 Mallard Road. This project, partially funded by AARP funds will continue to completion for another 16 months, due to outfall conditions.

Justification: The improvements at the pump station are necessary as the area east of I-95, in Smithfield, grows. This is the focal point of all sewage from East Smithfield. The aged station, and undersized outfall, needs improvement.

Fiscal Year Estimated Expenditure:

2025-2026	\$0
2026-2027	\$250,000
2027-2028	\$0
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: West Smithfield Sanitary Sewer Improvements

Description: The Town has begun to make improvements to the sanitary sewer collection outfall from Heavner Furniture, down to Pump Station #3. The intent is to enlarge this undersized sewer system to be ready for future growth in West Smithfield.

Justification: The improvements along the outfall are necessary as the West Smithfield area grows. The existing line is too small to accommodate the scale of growth coming and this project allows the growth to proceed.

Fiscal Year Estimated Expenditure:

2025-2026	\$286,782
2026-2027	\$0
2027-2028	\$0
2028-2029	\$0
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: Excavator

Description: The Town will purchase a new Excavator for use in the Public Utilities Department. This machine digs the earth and allows access to underground utilities.

Justification: The existing machine is older and has many work hours logged. The machine is used as a work machine every day to repair subsurface utilities.

Fiscal Year Estimated Expenditure:

2025-2026	\$0
2026-2027	\$0
2027-2028	\$150,000
2028-2029	\$150,000
2029-2030	\$0
2030-2031	\$0
2031-2032	\$0
2032-2033	\$0
2033-2034	\$0
2034-2035	\$0
2035-2036	\$0

Project: Work Vehicles

Description: The Town will purchase work trucks to rotate the older trucks out of the fleet and keep the fleet from needing to purchase 3-4 trucks at the same time.

Justification: The work trucks are used every day to carry personnel and equipment to the jobsite, and back. Replacement of older trucks is necessary to keep operations flowing. Replacing the trucks one at a time enables the Town to keep the fleet moving and avoids the eventual need of purchasing 3-4 trucks, at once.

Fiscal Year Estimated Expenditure:

2025-2026	\$35,000
2026-2027	\$0
2027-2028	\$0
2028-2029	\$50,000
2029-2030	\$0
2030-2031	\$0
2031-2032	\$50,000
2032-2033	\$0
2033-2034	\$0
2034-2035	\$50,000
2035-2036	\$0

10-Year Capital Improvement Plan

Priority	Electric	Approved FY 25-26	Proposed FY 26-27	Proposed FY 27-28	Proposed FY 28-29	Proposed FY 29-30	Proposed FY 30-31	Proposed FY 31-32	Proposed FY 32-33	Proposed FY 33-34	Proposed FY 34-35	Proposed FY 35-36
1	Voltage Conversion	450,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
2	Electric Dept. Bucket Truck	200,000				250,000	250,000				250,000	250,000
3	Delivery Point #1 - Rehabilitation	300,000	3,500,000	3,500,000								
4	Additional Circuit Construction	600,000										
5	Brightleaf Boulevard Relocation		400,000	400,000	400,000	200,000						
6	Work Truck				50,000			50,000			50,000	
	Totals	1,550,000	4,000,000	4,400,000	950,000	950,000	750,000	550,000	500,000	500,000	800,000	750,000
	Water Plant											
1	River Intake Improvements	300,000	800,000	3,000,000	150,000							
2	PFAS Treatment		500,000	500,000	2,500,000	2,500,000	750,000			2,500,000	4,500,000	2,500,000
3	East Smithfield Water System Improvements	400,000										
4	West Smithfield Elevated Water Tank		1,500,000	2,500,000	2,000,000							
5	South Smithfield System Improvements	425,000	500,000				150,000			150,000		
6	Pump Rebuilds		150,000						50,000			
7	Work Truck			40,000								
	Totals	1,125,000	3,775,000	6,040,000	4,800,000	2,500,000	900,000	0	50,000	2,650,000	4,500,000	2,500,000
	Water and Sewer											
1	Fire Hydrant Fix & Paint		150,000	150,000	150,000							
2	Digitized Mapping of Water & Sewer System	100,000	35,000	50,000	50,000		75,000		75,000		75,000	
3	Brightleaf Water Line Relocation		400,000	400,000	400,000							
4	Pump Station #1 & Outfall Improvements		300,000	300,000								
5	Pump Station #11 System Improvements		250,000									
6	West Smithfield SS Improvements (EDA)	286,782		150,000	150,000							
7	Excavator				50,000			50,000			50,000	
8	Work Vehicles	35,000										
	Totals	421,782	1,135,000	1,000,000	800,000	0	125,000	50,000	125,000	0	200,000	0



Request for Town Council Action

Business Agenda Item Date:	Downtown Street Resurfacing 10/21/2025
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Subject: Downtown Street Resurfacing
Department: Public Works Department
Presented by: Lawrence Davis
Presentation: New Business

Issue Statement

The Town of Smithfield Public Works Department has initiated outreach to multiple paving and construction companies regarding the upcoming Street Resurfacing Project for Fiscal Year 2025–2026.

Financial Impact

Amount of Bid & Agreement: to be determined when bids are opened on Friday, October 17, 2025 (an email will be sent to the Mayor and Council with the bid tabulations)

Action Needed

1. Approve Contract Award:
Approve awarding the Street Resurfacing Project FY 2025–2026 to the lowest responsible and responsive bidder as determined by the Public Works Department.
2. Approval of Budget Allocation:
Confirm and approve budget allocation or transfer of funds necessary to support the awarded resurfacing contract.

Recommendation

Staff recommends review of bids and approval of lowest most responsible bidder.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

Business Agenda Item	Downtown Street Resurfacing
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A total of 20 companies were contacted and invited to submit bids for this project.

Companies Contacted:

S.T. Wooten Corporation, Turner Asphalt Incorporated, Fred Smith Company, Raleigh Paving, Garriss Grading and Paving, Daniel's Inc. of Garner, Trip Brothers Inc., Lanier Construction Company Inc., Wayne Denton Contracting, Lucas Pavement Maintenance and Construction, RDU Paving Inc., Legion Asphalt Incorporated, Jimmy Edwards, Barnhill Contracting Company, Asphalt Service on Demand, Browe Construction Company, Coastline Contracting, Construct Connect, Blythe Construction Company, Prime Vender Incorporated

All received bids will be opened publicly on Friday October 17, 2025, at 9:00 AM

Location: Public Works Building, 231 Hospital Rd., Smithfield, NC 27577

The contract will be granted to the lowest responsible and responsive bidder in accordance with Town of Smithfield procurement policies and applicable North Carolina General Statutes.

Date of Advertisement: October 2, 2025