

The Smithfield Town Council met in regular session on Tuesday, June 17, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

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

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

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

INVOCATION

The invocation was given by Councilman John Dunn followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

- *Add to the Consent Agenda - **Item 5: Consideration and request for Jesus Co. Ministries Church Service:** The Council is being asked to allow Jesus Co. Ministries to hold a Church Service and Family Day on June 29th, 2025. There will be amplified sound from 9:00 AM to 1:00 pm.*
- *Add to Business Items – **Item 1: Consideration and request for budget amendment to Purchase Police Department Vehicle:** The Police Chief is requesting to purchase a used vehicle for the narcotics unit. The vehicle is being purchased from a local used car dealership.*
- *Add to Business Items – **Item 2: Consideration of draft application discussion for District 1 Town Council Seat Vacancy:** The Council currently has a vacancy for the District One Representative due to the death of Councilman Marlon Lee. A draft application has been created to spur discussion and possible approval of a document to be used to seek applicants who are interested in filling the vacant District One seat.*

Citizens Comments:

Mayor Andy Moore opened the meeting to Citizens Comments, asking anyone wishing to speak to come forward.

Tamara Barbour, a resident of District One, addressed the council to advocate for the Sarah Yard Center. She

shared her personal background, explaining how community support at the former Johnson County Training School gym, which existed before the Sarah Yard Center. Barbour stated attending this facility helped her overcome adverse childhood experiences and contributed to her success as an educator and nursing student. Ms. Barbour emphasized the importance of the Sarah Yard Center as a transformative space for local youth and urged the council to actively engage the community for support, noting that while funding has been allocated, additional manpower and involvement from local organizations, businesses, and churches are needed. She requested that the council reach out to the community to help the center fulfill its potential for the children of District One.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman David Barbour to approve the consent agenda. Unanimously approved.

Consent Agenda Items:

1. Approval of Minutes:

- a. March 27, 2025 – Budget Session
- b. April 1, 2025 – Regular Session
- c. April 1, 2025 – Closed Session

2. **Consideration and request for approval to adopt Grant Project Ordinance No. for the CMAQ Walking Trail:** The Town of Smithfield was awarded a CMAQ Grant from NCDOT, TIP #BN-0001. The scope of work is to design, permit and construct a multi-use path along US 70 Business from Wilson’s Mills Road to the Neuse River Bridge. Staff requests approval of a grant project ordinance to manage funds effectively and comply with grant requirements.

Ordinance # GP-03-2025

Grant Project Ordinance for the Town of Smithfield W Market St Multi-Use Path Grant Project (Project #BN-0001)

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 US Federal Highway Administration allocated by the IIJA, Infrastructure Investment and Jobs Act. The Town of Smithfield has approved the 20% required match to accept the project. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Construct a multi-use path from Wilson’s Mills Road to Neuse River bridge in Smithfield, NC

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

Professional Engineering - Design and Environmental	\$ 225,000
Right-of-Way Acquisition and Utility Relocation	100,000
Construction	2,019,400
Total appropriations	<u>\$ 2,344,400</u>

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

US Federal Highway Administration - Congestion Mitigation and Air Quality	\$ 629,118
US Federal Highway Administration - Carbon Reduction Program	1,246,402
Town of Smithfield - Transfer from General Fund	468,880
Total revenues	<u>\$ 2,344,400</u>

SECTION 4: The Town intends to complete the project in accordance with the agreement approved between the Town of Smithfield and NC Department of Transportation dated December 7, 2023.

SECTION 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy. The Town’s accounting and fiscal records shall be maintained during the completion of the project, and these records shall be retained and made available for a period of at least three (3) years following completion of the project.

SECTION 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

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

SECTION 7: This grant project ordinance is effective as of December 7, 2023, and expires when all the US Federal Highway Administration and Town of Smithfield funds have been obligated and expended by the Town, whichever occurs sooner.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

3. **Consideration and request for approval for year-end Budget Amendments**
(attached hereto)
4. **Consideration and request for approval of the 2024-25 Annual Financial Statement Audit Contract:** Thomson, Price, Scott, Adams & Co., P.A., (TPSA) has presented a Fiscal 2025 audit contract and engagement letter for approval.
5. **Consideration and request for Jesus Co. Ministries Church Service:** The Council is being asked to allow Jesus Co. Ministries to hold a Church Service and Family Day on June 29th, 2025. There will be amplified sound from 9:00 AM to 1:00 pm.

PRESENTATIONS: None

BUSINESS ITEMS: (added)

1. Consideration and request for budget amendment to Purchase Police Department Vehicle: The Police Chief is requesting to purchase a used vehicle for the narcotics unit. The vehicle is being purchased from a local used car dealership.

Police Chief Pete Hedrick requested approval to use existing funds from the *Special Investigation Narcotics Division* to purchase a used vehicle for the department's fleet, explaining that the current reliance on a rental vehicle for the narcotics unit is costly and that the department lacks a suitable unmarked vehicle for surveillance. The Chief noted that while there is an older vehicle in the fleet, it is well known and primarily used for surveillance, and the department needs a vehicle that does not resemble a typical police car.

Board members inquired about the type and condition of the vehicle being considered, with Councilman Travis Scott suggesting the possibility of finding a vehicle with lower mileage. Chief Hedrick responded that the specific type of vehicle required for their operations often comes with higher mileage. The department explored local options and planned to trade in the vehicle as needed. The Board discussed the financial aspects, confirming that the purchase would be covered by existing budget allocations and would eliminate the need for ongoing rental expenses.

Councilman Travis Scott made a motion, seconded by Mayor Pro Tem Roger Wood to approve the police vehicle purchase. Unanimous.

The Manager and Board briefly discussed the budget amendment to purchase the vehicle.

Councilman Travis Scott made a motion, seconded by Councilman John Dunn to also approve the associated budget amendment, moving funds within the department's current budget to facilitate the purchase. Unanimously approved.

Budget Amendment is as follows:

Acct #	Description		Decrease		Increase
Revenues:					
Expenditures:					
10-20-5100-5300-3700	Drug Enforcement		5,000		-
10-20-5100-5700-7400	Capital Outlay		-		5,000
Check:			Decrease		Increase
Revenues			-		-
Expenditures			5,000		5,000
Totals			(5,000)		(5,000)
Check Figure					-

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

2. Consideration of draft application discussion for District 1 Town Council Seat Vacancy: The Council currently has a vacancy for the District One Representative due to the death of Councilman Marlon Lee. A draft application has been created to spur discussion and possible approval of a document to be used to seek applicants who are interested in filling the vacant District One seat.

Town Manager Mike Scott presented a draft application form and process for filling the vacant District One council seat, explaining that the application form was developed after reviewing similar processes in other communities. He emphasized that the application is straightforward, contains relevant questions, and would be considered public information once submitted. Manager Scott clarified that the council is legally required to fill the seat by appointment. A special election is not allowed, nor can the Board wait for the next general election in November, per Town Charter. Manager Scott stated the Board's consensus on the application process allows the Council to receive applications and eventually narrow down and vote on someone to fill the seat. He stressed the importance of transparency and consistency in the process, and cautioned applicants to consider their applications as public record.

Councilman Travis Scott expressed appreciation for the effort in preparing the application and highlighted the need to clarify the interview process and establish a timeline for receiving applications. He noted that while the application questions were generally appropriate, some might not be relevant for all applicants, such as those who are retired. The board agreed that further consideration of the interview process and timeline would be necessary and should be discussed at the next meeting.

Councilman David Barbour made a motion, seconded by Councilman John Dunn to approve to the application form as presented. Unanimous.

It was further the consensus of the Board that the council would discuss and finalize the interview process and application timeline at the following meeting.

3. Fy 2025-2026 Budget Discussions

Mayor Pro Tem Roger Wood opened the discussion, and expressed the desire to schedule an additional budget session to address remaining budget issues. He suggested holding a budget session the following week, preferably on Tuesday or Thursday. After polling members' availability, the Board agreed that Tuesday, June 24th at 6:30 PM was the most suitable date.

Councilman Travis Scott confirmed his availability for Tuesday but not Thursday, and the Board agreed to wait until the session to discuss budget priorities.

Town Manager Mike Scott indicated he was available for the proposed date of Tuesday, June 24th at 6:30 PM.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman David Barbour to recess the meeting at the end of Manager's comments, and reconvene on Tuesday, June 24th at 6:30 PM to continue budget discussions.

Councilman Travis Scott stated he had information to offer regarding the electric rates for the next budget discussion. It was agreed that the information could be forwarded to the Manager to distribute for the next session.

PUBLIC HEARINGS: None

COUNCILMEMBER'S COMMENTS:

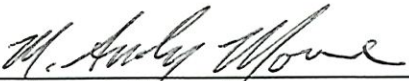
Mayor Andy Moore commented on the recent economic growth in Smithfield, highlighting several new business openings over the past two weeks, including a car wash, Home2 Suites, First Choice Home Care, and Chicken Salad Chick. He noted the positive economic impact these businesses bring to the town through increased tax value, personal property, and sales tax, as well as job creation, with nearly 100 new positions filled among the mentioned businesses. Mayor Moore encouraged residents to support these new establishments and participate in community events, such as the upcoming downtown concert featuring the band *Liquid Pleasure* and the ribbon cutting for Chicken Salad Chick. He emphasized the importance of community involvement in supporting local businesses and fostering economic development.

TOWN MANGER'S REPORT:

Town Manager Mike Scott announced that the ribbon cutting for Chicken Salad Chick would take place the following morning at 9:00 a.m. and encouraged everyone to attend. He also informed the public that reconstruction work on Outlet Center Drive is being conducted at night, from 7:00 p.m. to 5:00 a.m., to minimize disruption and enhance worker safety. Additionally, Mr. Scott highlighted upcoming community events, including the Juneteenth Celebration at Smith Collins Park on Saturday and a youth baseball tournament at Community Park, inviting residents to participate and support these activities.

RECESS:

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman David Barbour, to recess the meeting for furth budget discussions until Tuesday, June 24, 2025 at 6:30 pm. Unanimously approved. The meeting recessed at approximately 7:31 pm.


M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

