

The Smithfield Town Council met in regular session on Tuesday, July 1, 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
Kimberly Pickett, Assistant 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 Travis Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

Add to Presentations:

- *The consideration and request for funding for the ~~Heritage Commission~~ Historic Smithfield Foundation to purchase the Howell Theater*

Add to Business Items:

- *The consideration and request for the Police Department to purchase four used vehicles for fleet*

Add to the Consent Agenda:

- *The consideration and request for approval for Bulldog Harley-Davidson to hold a Red, White and BBQ Event on July 5, 2025*
- *The consideration and request for approval for Bulldog Harley-Davidson to hold a Bike Night Event on July 10, 2025*
- *The consideration and request for approval for Bulldog Harley-Davidson to hold a Ride for Redemption Event on July 12, 2025*

Mayor Andy Moore provided a quick update regarding the process for filling the District One Councilmember seat vacancy immediately following approval of the agenda. Mayor Andy Moore explained that the Council has agreed on the application process for filling the vacant Council seat and has asked the town manager to present a detailed plan at the next meeting on July 15. The intention is for the Council to approve the process at that meeting and to appoint someone to the seat in August.

Mayor Moore also introduced Kimberly Pickett, the Town's new Assistant Town Manager, and welcomed her to the Town.

Citizens Comments:

Mark Rogers representing *Street Reach of Johnston County*, located at 125 S. 4th Street, Smithfield addressed the Council to highlight the needs of the unsheltered population. He described the nonprofit's work providing meals, clothing, hygiene items, and support through a resource center. He emphasized the urgent need for shelter and requested the town's partnership in three areas: public support and visibility, access to underutilized town property for transitional shelter or safe camping, and assistance with funding, zoning, or grants. He stressed the importance of collaboration to address homelessness and offered informational materials to the Council.

Tamara Barbour, 35 Barrel Drive, Smithfield addressed the Council to request an update on the status, plans, bids, and timeline for safety measures to help children travel from Smith Collins Park to the Eva Ennis Splash Pad, a project previously discussed and included in the budget. She also noted errors in names in the April 15 meeting minutes and inquired about the process for submitting corrections. Mayor Andy Moore instructed Ms. Barbour to provide the name corrections to the Clerk. He also added that the Splash Pad crosswalk improvements were approved in the fiscal year 2025-26 budget.

Presentations:

1. Proclamation Recognizing the Month of July 2025 as Parks and Recreation Month in the Town of Smithfield

Mayor Andy Moore read the proclamation, designating the month of July as Parks and Recreation Month in the Town of Smithfield. He thanked the Parks and Recreation Department employees, commended their services as outstanding and noted that the Town was very fortunate to be able to provide these services to all age ranges in our community.

**PROCLAMATION
Designating July as Parks and Recreation Month
In the Town of Smithfield**

WHEREAS parks and recreation is an integral part of communities throughout this country, including in the Town of Smithfield; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer’s; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community’s economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, The Town of Smithfield recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, along with the members of the Town Council, do hereby proclaim July as Parks and Recreation Month in the Town of Smithfield.

M. Andy Moore, Mayor

2. Johnston County Parks and Open Space in association with Sound Rivers requests to install a trash trap at the South end of the Spring Branch restoration site.

Planning Director Stephen Wensman addressed the Council regarding Sound Rivers’ request to place a trash trap on the Spring Branch. He introduced Samantha Krop, a Neuse River Keeper with the nonprofit Sound Rivers, who spoke on behalf of the request. Samantha Krop, Neuse Riverkeeper with Sound Rivers, presented a proposal to install a trash trap in Smithfield’s Spring Branch as part of the Litter-Free Rivers program. She explained the device’s function, environmental benefits, and safety for aquatic life. The project is fully funded by a grant for two years, with Sound Rivers responsible for installation, maintenance,

and liability during that period. After two years, the city can choose to adopt the trap, seek further funding, or have it removed. Krop highlighted community involvement in maintenance and the program's success in other locations and offered to answer questions from the Council.

Councilman Travis Scott asked Samantha Krop about the frequency of cleaning the proposed trash trap; Krop responded that cleaning is typically required once a month, depending on rainfall.

Councilman David Barbour inquired about the costs, ownership, and future maintenance responsibilities; Krop explained that the grant covers all costs and liability for two years with trap under ownership of Sound Rivers. Upon the two-year expiration point, the Town could pay Sound Rivers to maintain the trap, could choose to assume ownership and maintenance for the trap on its own, or have the trap removed.

Mayor Andy Moore asked if the proposal was similar to one recently implemented in Clayton. Krop confirmed it was. Mayor Moore also raised concerns about potential flooding that could be related to trap cleanout schedules and the high volume of water flowing through that location at given times. Krop and Planning Director Stephen Wensman assured the Council that the trap is designed to avoid blockages and has been reviewed by environmental authorities. Wensman also noted that liability on the front end would fall upon Sound Rivers.

Councilman Sloan Stevens and Mayor Moore discussed the need for the trap and its location, with Stevens expressing support for the two-year trial period. Krop further clarified safety, liability, and the approval process.

Councilman Sloan Stevens made a motion, seconded by Councilman Stephen Rabil to approve Sound River's request for the installation of the trash trap at the location decided upon by staff, and for the Board to evaluate whether to keep or remove the device after the two-year from point of installation point. Unanimously approved.

Councilman Travis Scott noted the huge implication of the organization's title of River Keepers, and thanked Krop for the presentation.

3. **Consideration and request for funding for the ~~Heritage Commission~~ Historic Smithfield Foundation:** The Town Council is being asked to consider funding for the ~~Heritage Commission~~ Historic Smithfield Foundation for the Howell Theater Purchase.

Todd Johnson, a representative of The Historic Smithfield Foundation made clarification that the request was being made on behalf of their foundation, and not that of the Heritage Commission. He recognized the members of the Foundation who were present and not present at the meeting. He requested funding assistance from the town to help purchase the Howell Theater, which recently closed and was acquired by Grace Reformed Presbyterian Church. He noted that the church has agreed to sell the building to the Foundation under amenable terms. The Foundation aims to restore the theater as a cultural and entertainment venue for the community, with plans for movies, performances, and other events. The total project goal is \$1.8 million for purchase and restoration, and the Foundation is currently seeking \$115,000 to complete the down payment. He emphasized the project's community and cultural value as a win/win for the Foundation as well as the community and asked for the town's support.

Councilman Travis Scott thanked the Foundation for their efforts and expressed excitement about the potential for expanded cultural arts opportunities in the town. He noted the importance of supporting arts in addition to organized sports. Todd Johnson clarified that the Foundation plans to partner closely with Neuse Little Theatre and other community organizations, and that the theater would be used for a variety of cultural events. The Foundation's goal is to make the venue accessible and affordable for the community.

Councilman Sloan Stevens asked about the anticipated use of the theater full-time or as needed, noting the board's commitment to active programming, and the possibility of a town staff member serving on the Foundation's board to ensure accountability for public funds. Representative Johnson agreed to these suggestions and clarified the matching grant structure and fundraising goals, stating for example, the Foundation has to raise \$200,000 to receive \$100,000 in grant funds.

Councilman Travis Scott inquired about the total project budget and restoration plans. The representative confirmed the preliminary budget is \$1.8 million, including purchase and restoration, and that the intention is to restore the theater to its original single-auditorium design from 1935.

Councilman David Barbour asked about long-term management and sustainability. Todd Johnson stated that the Foundation anticipates hiring at least one full-time staff member and will rely on partnerships and ticket sales to support operations.

Councilman Sloan Stevens asked about the use of tourism funds for the project. Town Manager Mike Scott confirmed that the use of occupancy tax funds for this purpose would be appropriate and that sufficient funds are available.

Councilman Stephen Rabil asked about the relationship with Neuse Little Theatre and whether they would move to the new facility. Joyce Kilpatrick-Jordan, representing Neuse Little Theatre, explained that the theater would initially keep its current location but would benefit from the larger venue for certain productions.

Councilmembers discussed the anticipated timeline for the project, the ownership structure, and the need for additional fundraising beyond the down payment. Todd Johnson confirmed that the Foundation would pay the church the full purchase price and that the bank would hold the deed until the loan is paid.

Councilman John Dunn asked about the timeline for completed renovations, Johnson stated about three years.

Councilman David Barbour asked for clarification for who would own the building. Johnson established that the bank would own the building.

Councilman Travis Scott asked for clarification from the Manager for how the request would be funded. Manager Scott stated through tourism funds.

Mayor Andy Moore asked if there would be designated spaces in the theater to accommodate actors and actresses for costume changes, etc., and whether such was part of the planning. Johnson stated they were looking at ways to create backstage areas and orchestra pits as part of the plans.

Mayor Andy Moore noted that this project was a huge success for Downtown. He emphasized the importance of ensuring that Neuse Little Theatre has a home in the new facility and that the town has representation on the Foundation's board. He also encouraged the Foundation to seek support from county and state agencies, given the regional impact of the project.

Councilman John Dunn asked whether the Foundation anticipated any ongoing funding requests from the town. Todd Johnson replied that the current request is for upfront expenses only, with the goal of the theater becoming self-sustaining.

There was further discussion regarding Town representation on the Board for the plans for the theater, or perhaps through a memorandum of understanding for cultural arts representation. There was also clarification on what funding was being requested in order for the Heritage Foundation to move forward.

Councilman Sloan Stevens made a motion, seconded by Councilman Travis Scott to allocate \$150,000 from tourism funds for the down payment on the Howell Theater.

After additional comments, Councilman Sloan Stevens amended his motion to allocate \$150,000 from tourism funds for the down payment on the Howell Theater purchase, with the conditions that Neuse Little Theatre has a home in the facility and that the town has representation on the Foundation's board. The motion carried unanimously.

Councilman David Barbour expressed concern about the late addition of the funding request to the agenda and urged the Council to allow more time for review of similar requests in the future. Mayor Andy Moore stated per the Manager that the request was brought to him *after* the agenda packet had been sent out.

Business Items:

1. Consideration and request for approval to allow the Parks and Recreation Department to enter into a contract with Ledford Contracting Group, Inc.: The Parks and Recreation Department is requesting approval to enter into an agreement with Ledford Contracting Group, Inc. in the amount of \$218,480 for Hastings House renovations

Parks and Recreation Director Gary Johnson presented a request for approval to enter a contract with Ledford Contracting Group for the Hastings House renovation project. Johnson explained that the town received an emergency supplemental Historic Preservation Fund grant, which was increased to a total of \$319,174, with an additional \$30,000 allocated by the Council, bringing the total project budget to \$349,000. He noted that the bidding for architectural services had been completed and that after two rounds of bidding, only one contractor submitted a bid, which was vetted and recommended by both the architect and the State Historic Preservation Office, who are administering the grant for the Federal Government. Johnson requested the Town enter into the renovation contract with Ledford Contracting Group, Inc. for the total cost of \$218,480. He asked if there were any questions from the Board.

Councilman John Dunn asked if the \$30,000 allocated by the Council was a required match; Johnson clarified it was not required but necessary for the project, noting that the costs for the project came in under budget. Dunn also inquired about the handling of unused grant funds, and Johnson confirmed that any unspent funds would be returned to the state's granting agency.

The Council discussed the project timeline, with Johnson stating that the contractor was given 180 days to complete the repairs, though he anticipated the work would take less time.

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

2. Consideration and discussion for Noise Ordinance changes

The Town Manager Mike Scott presented proposed amendments to the town's noise ordinance. He explained that the changes were prompted by recent enforcement challenges, particularly regarding loud noise complaints that officers could not always witness firsthand. The amendments included removing language that limited enforcement to nighttime hours, warnings, and correcting typographical errors in the current ordinance. The revision ordinance will also add provisions—modeled after the Town of Clayton's ordinance regarding the

presumption of prosecution—that would allow officers to file charges based on evidence and complaints, even if they did not personally witness the violation. He noted that the Police Department would still issue warnings, when at all possible, with the exception of extreme circumstances.

Councilman David Barbour asked for clarification on the definition of “nighttime hours” and whether it was still relevant in the ordinance. Town Manager Scott explained that while the term was being removed from the noise ordinance, it remained defined elsewhere in the town’s code and was still applicable to other ordinances. There was also discussion about the change in the definition of nighttime hours from 11:00 p.m. to 10:00 p.m. Town Manager Scott stated that this change was made in response to citizen requests.

Councilman Travis Scott raised concerns about enforcement related to loud vehicles and asked if the new ordinance would allow officers to issue citations for such violations. Town Manager Scott confirmed that officers could enforce violations they witnessed and that the new language would also allow for citations based on complaints, without requiring a second visit.

Mayor Andy Moore asked about the fine structure being \$50 per violation, and whether repeat or egregious violations could be addressed as nuisances or criminal matters. The Town Attorney confirmed that the ordinance allowed for escalating enforcement, including nuisance and criminal charges if necessary.

Councilman Travis Scott asked about the process for obtaining permits for amplified sound at private events, and Town Manager Scott confirmed that such permits would still be available.

Councilman Travis Scott made a motion to approve the proposed noise ordinance amendments as written. The motion was seconded by Mayor Pro Tem Roger Wood and unanimously approved by the Council.

TOWN OF SMITHFIELD

North Carolina

ORDINANCE No. 527

An Ordinance to Amend Chapter 11 Offenses and Miscellaneous Provisions Article II Noise

Sections 11-31 through 11-35

Whereas, Chapter 11, Article II, Sections 11-31 through 11-34 of the Town of Smithfield’s Code of Ordinances outlines Offenses and Miscellaneous Provisions pursuant to Noise; definitions, noises prohibited; nuisances, exceptions, and violations in Sections 11-31 through 11-34; and

Whereas, Town Manager Michael Scott is requesting the ordinance be amended to update definitions, noises prohibited, nuisances, exceptions, violations to add a section for Presumption of Prosecution; and

Whereas, this update has extended the ordinance through to Section 11-35;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that Chapter 11, Offenses and Miscellaneous Provisions, Article II Noise, Sections 11-31 through 11-35 be amended and added as follows:

Sec. 11-31. Definitions.

[For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:]

Emergency work means any work performed for the purposes of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

Nighttime means between ~~11:00~~ 10:00 p.m. and 8:00 a.m.

Outdoor amplified sound means any sound using amplifying equipment whose sound is outside or whose source is inside and the sound propagates to the outside through open doors or windows or other openings in the building.

Sound amplifying equipment means any device for the amplification of the human voice, music, or any other sound including juke boxes, stereos and radios.

(Ord. of 4-12-94(1))

Sec. 11-32. Noises prohibited; nuisances.

(a) *General prohibitions.* It shall be unlawful to create, cause, or allow the continuance of any unreasonably loud, disturbing, unusual, frightening or unnecessary noise, ~~particularly during nighttime~~, which seriously interferes with neighboring residents’ reasonable use of their properties. Such noise may include, but is not limited to, the following:

- (1) *Yelling, shouting, whistling, or singing.* Yelling, shouting, whistling, or singing on the public streets or private property at nighttime.
- (2) *Noisy parties.* Congregating because of, or participating in any part of, gathering of people, during nighttime.
- (3) *Loading operations.* Loading, unloading, opening or otherwise handling boxes, crates, containers, garbage cans, or other similar objects during nighttime.
- (4) *Repair of motor vehicles.* The repair, rebuilding, or testing of any motor vehicle during nighttime.
- (5) *Radio, phonograph, television, or musical instrument.* The playing of any radio, phonograph, musical instrument, television, or any such device, ~~particularly during nighttime.~~

(b) *Specific prohibitions.* The following acts are prohibited and shall be considered nuisance acts:

- (1) *Horns and signaling devices.* The intentional sounding of any horn or signaling device of a motor vehicle on any street or public place continuously or intermittently, except as a danger or emergency warning.
- (2) *Motor vehicles.* Operating or permitting the operation of any motor vehicle or motorcycle not equipped with a muffler or other device in good working order so as to effectively prevent loud or explosive noises therefrom.

- (3) *Exterior loud speakers.* Operating or permitting the operation of any mechanical device or loudspeaker, without permit to do so, in a fixed or movable position exterior to any building, or any motor vehicle.
 - (4) *Amplified sound.* The use or operation of any radio, loud speaker, or any other instrument, or sound amplifying devices within a building or on a motor vehicle in a manner that disrupts or interferes unnecessarily with an individual's enjoyment of their property. The town council, however, may permit musical programs, speeches, or general entertainment as exception to this provision for limited time periods, and the town manager or his designee may permit musical programs, speeches, or general entertainment as exception to this provision for limited time periods Monday through Saturday, no later than 9:00 p.m. when the events are within town parks or no later than 10:00 p.m. when associated with the Town Commons Amphitheater.
 - (5) *Power equipment.* Operating or permitting the operation of any power saw, sander, drill, grinder, leaf blower, lawn mower, street sweeper or other garden equipment, or tools of a similar nature, outdoors, during nighttime.
 - (6) *Explosives.* The use or firing of explosives, firearms, fireworks, or similar device which create impulsive sounds.
 - (7) *Security alarms.* The sounding of a security alarm, for more than twenty (20) minutes after being notified by law enforcement personnel.
- (Ord. of 4-12-94(1); Ord. No. 519-2023, § 1, 10-3-23)

Sec. 11-33. Exceptions.

Sec. ~~11-34~~ **11-35**. Violations.

~~(a) Any person who violates any portion of this article shall receive an oral order to cease or abate the noise immediately, or within a reasonable time period. During nighttime, or if a second violation occurs within sixty (60) days, an oral order to cease or abate need not be issued prior to issuing a citation for violation of any portion of this article.~~

~~(b)~~ (a) ~~if the order to cease or abate is not complied with, the~~ The person or persons responsible for the violation may be charged with a violation of this article and subject to a fine of fifty dollars (\$50.00).

(Ord. of 4-12-94(1))

This amendment to the Town of Smithfield’s Code of Ordinances shall be effective upon adoption.

Adopted by motion made by Councilman Travis Scott, seconded by Mayor Pro Tem Roger Wood, and approved on a vote of 6 in favor and 0 against.

This the 1st day of July, 2025.

M. Andy Moore, Mayor

Attest:

Elaine Andrews, Town Clerk

APPROVED AS TO FORM:

Robert Spence, Jr., Town Attorney

3. Consideration and request for Police Department Purchase of Four Used Vehicles: The Town Council is being asked to consider the Police Chief’s request to purchase four used vehicles for fleet. The vehicles are being purchased from Asia Motors.

Police Chief Pete Hedrick presented a request to the Council for the purchase of four used police vehicles from a vendor previously used by the department. Chief Hedrick explained that acquiring these vehicles would allow the department to reassign three existing, fully equipped patrol vehicles from administrative staff back to patrol officers, thereby avoiding the need to purchase new patrol vehicles at a higher cost. The administrative staff (lieutenants and captains) would receive the used vehicles, which require less equipment.

Councilman Travis Scott thanked Chief Hedrick for providing documentation in advance and noted the vendor’s reputable track record. He expressed support for the cost-saving approach.

Councilman John Dunn asked about the typical mileage at which vehicles are retired from service. Chief Hedrick responded that patrol vehicles are usually replaced at 80,000–85,000 miles, while administrative vehicles accumulate mileage more slowly.

Councilman Sloan Stevens raised concerns about the higher mileage of used vehicles but acknowledged the logic of assigning them to administrative staff. He inquired about maintenance costs and suggested reviewing maintenance reports in the future. Chief Hedrick acknowledged that while used vehicles may not last as long as new ones, the purchase represents a cost-saving measure for the next two to three years. He also noted that the department is now fully staffed, increasing the need for additional vehicles.

Councilman David Barbour questioned the budget implications, noting that the original budget included funding for two vehicles, but the department was now requesting four. Chief Hedrick clarified that the purchase of four used vehicles meets the department’s current needs and provides additional fleet flexibility.

Mayor Andy Moore and Mayor Pro Tem Roger Wood asked and discussed with Chief Hedrick the reassignment of vehicles and the availability of spare cars for the department. Chief Hedrick confirmed that the plan would result in additional spare vehicles for patrol use.

Councilman Travis Scott commended the department’s stewardship of public funds. He also highlighted the benefits of the take-home car program, which encourages accountability for officers to maintain their assigned vehicles.

Councilman Travis Scott made a motion, seconded by Councilman Sloan Stevens to approve the request for the purchase of four used police vehicles as presented.

Councilman David Barbour requested clarification for the purchase, with Hedrick agreeing that instead of the department purchasing two new vehicles, it was able to purchase four used vehicles at the same cost. Upon clarification, the motion was approved unanimously by the Council.

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: Unanimously approved.

Consent Agenda Items:

- 1. Approval of Minutes**
 - April 15, 2025 – Regular Session
 - April 21, 2025 – Recessed Budget Session
- 2. Consideration and request for approval to adopt a Resolution No. 776 (15-2025) adopting a Records Retention Policy:** Adopting policies to comply with the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Award Requirements

**TOWN OF SMITHFIELD
RESOLUTION 776 (15-2025)
ADOPTING POLICIES TO COMPLY WITH THE AMERICAN RESCUE PLAN ACT
(ARPA) CORONAVIRUS AND LOCAL FISCAL RECOVERY FUNCS (CSLRF)
AWARD REQUIREMENTS**

WHEREAS, the Town of Smithfield, has received funding through the American Rescue Plan Act of 2021 (ARPA) under the Coronavirus State and Local Fiscal Recovery Funds (CSLRF) program; and

WHEREAS, effective record retention policies are essential and required to ensure compliance with federal guidelines and best practices for managing documents related to ARPA/CSLFRF-funded programs and projects;

WHEREAS, maintaining proper records is critical for transparency, accountability, and the ability to demonstrate the appropriate use of ARPA/CSLFRF funds;

WHEREAS, establishing a comprehensive record retention policy will facilitate the efficient organization, storage, and retrieval of documents pertaining to ARPA/CSLFRF awards, thereby supporting effective oversight;

WHEREAS, the adoption of a dedicated Record Retention Policy for ARPA/CSLFRF documents will align with federal requirements and enhance the Town’s ability to meet reporting obligations and respond to inquiries from oversight bodies;

WHEREAS, a standardized approach to record retention will promote consistency and clarity in managing ARPA/CSLFRF-related documentation across Town departments and agencies;

BE IT RESOLVED that the by the Town Council of the Town of Smithfield, North Carolina, that the aforementioned policies are hereby adopted as official governing policies of the Town of Smithfield for the purpose of ensuring compliance with the ARP/CSLRF Award requirements.

BE IT FURTHER RESOLVED that the Town Manager, Finance Director, and other appropriate staff are authorized and directed to implement and enforces these policies, and to take all actions to maintain compliance with federal guidance related to the ARPA CSLRF program.

Adopted this the 1st day of July, 2025

M. Andy Moore, Mayor

Attest:

Elaine Andrews, Town Clerk

3. **Consideration and request for approval to adopt a Resolution No. 777 (16-2025) adopting a Procurement Policy:** Adopting policies to comply with the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Award Requirements

**TOWN OF SMITHFIELD
RESOLUTION 777 (16-2025)
ADOPTING POLICIES TO COMPLY WITH THE AMERICAN RESCUE PLAN ACT
(ARPA) CORONAVIRUS AND LOCAL FISCAL RECOVERY FUNCS (CSLRF)
AWARD REQUIREMENTS**

WHEREAS, the Town of Smithfield, has received funding through the American Rescue Plan Act of 2021 (ARPA) under the Coronavirus State and Local Fiscal Recovery Funds (CSLRF) program; and

WHEREAS, effective procurement policies are essential and required to ensure compliance with federal guidelines and best practices for managing documents related to ARPA/CSLFRF-funded programs and projects;

WHEREAS, maintaining proper procurement records is critical for transparency, accountability, and the ability to demonstrate the appropriate use of ARPA/CSLFRF funds;

WHEREAS, establishing a comprehensive procurement policy for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part with federal financial assistance supports effective oversight pertaining to ARPA/CSLFRF awards;

WHEREAS, the adoption of a dedicated procurement policy for ARPA/CSLFRF documents will align with federal requirements and enhance the Town’s ability to meet reporting obligations and respond to inquiries from oversight bodies;

WHEREAS, a standardized approach to procurement will promote consistency and clarity in managing ARPA/CSLFRF-related documentation across Town departments and agencies;

BE IT RESOLVED that the by the Town Council of the Town of Smithfield, North Carolina, that the aforementioned policy is hereby adopted as official governing policies of the Town of Smithfield for the purpose of ensuring compliance with the ARP/CSLRF Award requirements.

BE IT FURTHER RESOLVED that the Town Manager, Finance Director, and other appropriate staff are authorized and directed to implement and enforce this policy, and to take all actions to maintain compliance with federal guidance related to the ARPA CSLRF program.

Adopted this the 1st day of July, 2025

M. Andy Moore, Mayor

Attest:

Elaine Andrews, Town Clerk

4. **Consideration and request for approval to allow Michael Overby to hold a Riders Meet Circuit Car Show:** The petitioner requests to hold a car show on October 26, 2025. There will be amplified sound.

5. **New Hire Report**

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer (1 position)	Police	10-20-5100-5100-0200
Police Officer – SRO	Police	10-20-5100-5100-0200
Public Works Crew Leader (Streets)	PW – Streets	10-30-5600-5100-0200
Asst. Aquatics Supervisor	SRAC	10-60-6220-5100-0200
Utility Line Mechanic (2)	PU – Water/Sewer	30-71-7220-5100-0200

Action Requested

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

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
PT – SRAC Aquatics (2)	SRAC	10-60-6220-5100-0200	\$10.00/hr.

- 6. **Consideration and request for approval for Bulldog Harley-Davidson to hold a Red, White & BBQ Event on July 5, 2025:** The Town Council is being asked to consider approval of a Temporary Use Permit Application for this event to be held at 1043 Outlet Center Drive. Tasty Turkey Que food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
- 7. **Consideration and request for approval for Bulldog Harley-Davidson to hold a Bike Night on July 10, 2025:** The Town Council is being asked to consider approval of a Temporary Use Permit Application for this event to be held at 1043 Outlet Center Drive. Carolina Fish Fry food truck will be on-site selling food. A live band will perform therefore amplified sound will be used during the same time. Two beers will be given away to customers age 21 and older.
- 8. **Consideration and request for approval for Bulldog Harley-Davidson to hold Ride for Redemption on July 12, 2025:** The Town Council is being asked to consider approval of a Temporary Use Permit Application for this event to be held at 1043 Outlet Center Drive. Holy Fries food truck will be on-site selling food. A live band will perform therefore amplified sound will be used from 12pm-3pm. Two beers will be given away to customers age 21 and older.

PUBLIC HEARINGS: None

COUNCILMEMBER COMMENTS:

Mayor Pro Tem Roger Wood welcomed the new Assistant Town Manager, Kim Pickett to Smithfield and stated he looked forward to working with her. He also commended the Police Chief for fiscally managing his budget well with the Police vehicle purchase.

Councilman Travis Scott commended community members and staff for a successful Juneteenth event. He stated he understood that the event was well done with a good turnout, and that Councilman Marlon Lee’s parents Betty and Alonza Lee were the Grand Marshalls of the event. Councilman Travis Scott also commended the Electric Line crew for their efforts to remedy a recent power outage. He also commended the Town’s Water Sewer staff’s mitigation of a water leak at the street rapidly and efficiently.

Councilman David Barbour commended the Police Department for assisting the Town’s homeless population well, and with care. He also mentioned the Fire Chief’s winning of a state competition for two years in a row. He also thanked the Town’s great sanitation workers for the hard job they do in the heat, stating that their hard work in hard times does not go unnoticed.

Mayor Andy Moore expressed appreciation to the council, town manager, and staff for their efforts in adopting the town’s budget, noting the collaborative process and the ability to maintain a favorable tax rate. He highlighted key investments in the budget, including over \$2.4 million for street resurfacing, significant funding for water, sewer, and electric system improvements, and the purchase of new vehicles for various departments. The mayor emphasized the importance of planning for the town’s growth and commended staff for their dedication to serving the community. He also praised the Parks & Recreation Department for successful recent events and invited residents to attend the upcoming Fourth of July celebration.

TOWN MANAGER’S REPORT:

Manager Mike Scott introduced Heidi Gilmond of Smithfield Downtown Development to announce details for the upcoming July 3rd celebration for the July 4th holiday. The event will begin at 5:00 p.m. with a watermelon social, followed by live music starting at 5:30 p.m. The Civil Air Patrol will present the colors between performances, and

fireworks are scheduled to begin around 9:05 p.m. The celebration will also feature food trucks and a kids' zone. All activities will take place at the Neuse River Amphitheater, with fireworks visible from the north side of Highway 70.

Manager Scott also reminded the public of the upcoming River Rat Regatta event. He also reminded the public to make sure they lock their vehicles due to an uptick in thefts as per the direction of the Police Chief.

ADJOURN:

Councilman David Barbour made a motion, seconded by Mayor Pro Tem Roger Wood, to adjourn the meeting until. The meeting adjourned at approximately 8:45pm. Unanimously approved.

ATTEST:


Elaine Andrews, Town Clerk




M. Andy Moore, Mayor