

The Smithfield Town Council met in regular session on Tuesday, October 21, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Dr. Gettys Cohen, Jr., District 1  
Sloan Stevens, District 2  
Travis Scott, District 3  
Jeremey Daughtry, Fire Chief  
John Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Roger Wood, Mayor Pro-Tem  
Dr. David Barbour, District 4

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 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 amended as follows. Unanimously approved.

- *Add Closed Session Pursuant to NC G.S. 143-318.11 (a)(5)*

**PRESENTATIONS:**

**Proclamation – World Pancreatic Cancer Day**

Mayor M. Andy Moore read the Proclamation for declaring November 20, 2025 as World Pancreatic Cancer Day. Mayor Moore shared a personal note, and encouraged all citizens to get their regular health checks.

**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.

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M. Andy Moore, Mayor  
Town of Smithfield, NC

### **Public Hearings: None**

### **Citizens Comments:**

Elizabeth Temple of 904 Chestnut Drive, Smithfield, addressed the Council, making the following comments:

- She asked for citizens to vote for her for town council of district two, emphasizing her lifelong connection to Smithfield.
- Promoted the new Tuscarora Indian mural and explained the legend of the dream catcher.
- Invited attendees to the 21st annual historical Ghost Walk at Riverside Cemetery.

Temple further advocated for the town to acquire and preserve the historic Holland house on Buffalo Road.

- She stated Todd Johnson was not notified, as she is aware, of the home's impending demolition, as of the last HPC meeting
- Described its architectural beauty and historic value, suggesting it could be relocated
- Noted the developer may be open to donating the house but has not been directly approached by the town.
- Expressed frustration that her motion for the HPC Board to acquire the house was not seconded and urged action before potential demolition.

*Ms. Temple presented the dream catcher to the Clerk for historical reference.*

Stephanie Emerson of 102 E Sanders St., Smithfield introduced herself as a resident at 102 East Sander Street, highlighting previous attempts to get answers from town officials regarding sewer protocols.

- Raised concerns about a sewer cleanout incident on September 10, when high pressure caused sewer water to back up into her new home, resulting in thousands of dollars in damage.
- Noted that the town's insurance company is involved but expressed frustration with the lack of clear information or communication from officials.
- Stressed that her neighbors experienced similar problems, suggesting a recurring pattern in the area.
- Requested to know how such incidents would be prevented in the future and emphasized the need for improved notification policies—stating that residents should be warned before sewer cleanouts, just as they are about changes to trash pickup.
- Expressed fear about further damage and the impact on her family's sense of security, even considering moving because of ongoing issues.
- Reiterated her desire for accountability and solutions regarding utility emergencies.
- Thanked the Town Clerk for documenting

Assistant Town Manager, Kim Pickett stated that, as referenced by Manager Scott, going forward the Public Utilities Department is required to notify all residents who may be affected by a sewer cleanout operation. Staff will go door to door, knocking on every door to provide advance notice either the day before or the day of the work, and based on the urgency of the situation. This policy has been communicated to the relevant staff and the department director, Ted Credle via email, ensuring all impacted residents are properly informed in advance.

Mayor Andy Moore acknowledged Stephanie Emerson's concerns regarding sewer cleanouts and the associated property damage, and thanked her for reaching out. He reminded her that they did in fact have conversation, where he informed her that the Director was on vacation at the time of incident, assuring her that her concerns regarding protocol would be addressed upon his return. He explained that while he agrees that residents should be notified ahead of time, there may be emergency situations where prior notice is not possible, such as late-night incidents requiring an immediate response. The mayor stated all efforts will be made to notify residents in advance of scheduled maintenance. Mayor Moore noted that communication regarding the September 10 incident began promptly and involved discussions with the town manager, the insurance adjuster as well as Mrs. Emerson. He further assured that every effort will be made to keep residents informed about future maintenance whenever feasible. He emphasized that the town is actively working to review and improve policies in collaboration with staff now that the relevant personnel have returned, and he expressed his apologies to affected residents, noting his understanding that the Emersons have been put through a lot. He stated fortunately, she was home and saw the issue, and within minutes was able to address it, and the Town was able to stop the water flow.



### **Consent Agenda Items:**

Councilman Stephen Rabil asked for clarification for whether the Police Department received funding for one or two officers for the GSHP Grant item on the Consent Agenda. Police Chief Pete Hedrick stated the department did ask for two but were only given one officer.

*Councilman Stephen Rabil made a motion, seconded by Councilman John Dunn, to approve the following items as listed on the Consent Agenda as presented. Unanimously approved.*

### **Consent Agenda Items 10/21/25:**

#### **1. Approval of Minutes**

- a. September 16, 2025 – Regular Session
- b. September 16, 2025 – Closed Session (Under Separate Cover)

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.



**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 21<sup>st</sup> 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 21<sup>st</sup> day of October, 2025

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M. Andy Moore, Mayor  
Town of Smithfield

**ATTEST:**

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Elaine Andrews, Town Clerk

**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, addressed the Council. He presented an updated capital improvement plan for the department. He explained that the plan, reviewed and refreshed every few years, serves as a roadmap to guide infrastructure improvements, position the Town for grants and loans, and address growth-related demands. Mr. Credle summarized recent accomplishments in the electric division—including purchase of new service and bucket trucks, ongoing voltage conversion upgrades, and infrastructure improvements. He outlined similar progress and future plans in the water division, highlighting work on river intake improvements, distribution system upgrades, and preparing for mandated treatment requirements. For the sewer division, Mr. Credle described system-wide improvements, including new equipment acquisitions and rehabilitation of key infrastructure. The updated plan outlines continued investments in fire hydrants, sewer outfall enlargements, and equipment purchases for long-term needs. He emphasized that the plan is non-binding, will be adjusted as needs arise, and is vital for budgeting, growth management, and maintaining essential services for the Town. Credle summarized that the new capital improvement plan sets a roadmap for the next ten years for utility infrastructure and equipment planning needs. He asked the Board if there were any questions.

Mayor Andy Moore expressed support for the updated capital improvement plan presented by Public Utilities Director Ted Credle. He emphasized the importance of proactive, flexible planning to address the town's infrastructure needs and accommodate ongoing growth. The mayor noted that while growth presents challenges, the council's efforts, supported by staff and department heads, have enabled the town to make significant infrastructure investments without major increases in utility rates or taxes. He commended the



team for their work on these essential projects and stressed that the capital plan is a valuable guide to ensure the Town remains prepared for future demands.

Mayor Moore asked Credle to remind him of the improvements in store for East Smithfield. Public Utilities Director Ted Credle explained that since there is a very large development coming to that area, the Town is adding water and upgrading existing sewer infrastructure to support a large new subdivision, making it bigger. Improvements include expanding existing sewer capacity near the old Howard Johnson's and extending a water line along Brogden Road. He clarified that the Town's responsibility for water service would end at Whitley Farm and Brogden, after which developers are responsible for connecting to the municipal system, an arrangement the developers have agreed to.

Mayor Moore asked Credle to explain the West Smithfield Sewer developments. Credle reported that the Town has received a federal EDA grant to enlarge the sewer outfall running alongside Heavenner and behind the Rose Manor subdivision. The original line, built around the 1950s, is now undersized and showing signs of age. The project involves replacing the existing smaller line with a larger one, which will accommodate current and future growth—including development near the Amazon area and the airport—and ensure efficient transmission of wastewater to the county system.

Mayor Andy Moore noted that the enlarged sewer outfall not only provides capacity for future growth but also serves existing residents in West Smithfield, including those living along the replaced line. He acknowledged some contractor-related issues in the Rose Manor area and stated that the Town is working closely with both the contractor and local residents to address concerns. He observed that the project is progressing well. Credle noted they were a week ahead of schedule.

Councilman Sloan Stevens asked about proposed improvements for the infiltration and intrusion issues for pumps on the Neuse River. Public Utilities Director Ted Credle reported that regulatory restrictions limit the Town's ability to dredge the water intake, with seasonal moratoriums in place for fish spawning. Despite these constraints, the Town conducted dredging five times last year, which is considered excessive and costly in the long term. Credle stated that a consultant is currently evaluating options, including modifying or relocating the intake and adjusting sand treatment methods, to identify a more sustainable and cost-effective solution. He noted that while a permanent fix may require a significant investment, it could be justified by the potential long-term savings on maintenance and pump replacement.

*Councilman Travis Scott made a motion, seconded by Councilman Stephen Rabil to approve the amended Capital Improvement Plan. Unanimously approved.*

## **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 reported that bids were solicited from 20 contractors for the resurfacing of 23 streets in the Town of Smithfield. Five bids were received, with Coastline Contracting Company LLC submitting the lowest bid. Davis stated he is asking that the council recommend approval of contract to be awarded to this company.

Councilman Sloan Stevens asked had the Town used this contractor before. Davis noted that this contractor has not previously worked for the Town. Background checks and reference reviews are underway to ensure they are an appropriate choice before recommending contract approval to the council.

Mayor Andy Moore emphasized the importance of conducting thorough due diligence before awarding the significant street resurfacing contract, given the Town's unprecedented investment in paving this year. He noted that, despite recent growth, Smithfield remains a small community undertaking a substantial infrastructure project and stressed the need to ensure the selected contractor is reputable and capable. Mayor Moore further referenced recent completed paving projects and underscored the council's responsibility to ensure proper use of funds and quality results for residents.

Assistant Town Manager Kim Pickett noted that Coastline Contracting Company LLC has worked with several coastal clients, based on their website and customer list. She has reached out to her contacts for references, though responses are still pending. Given the significant financial investment involved, Pickett recommended that the council table the decision on awarding the contract until the November meeting to allow additional time for thorough reference and background checks.

*Councilman Travis Scott made a motion, seconded by Councilman Stephen Rabil to approve tabling the request until the next Council meeting to allow time to check the firm's references. Unanimously approved.*

Councilman Scott also added comments. He clarified that the business item was not just for downtown street resurfacing, but for multiple streets in town. He emphasized the importance of public transparency by publishing the list of streets to be resurfaced on the town's website to make the public aware, and also for safety and convenience. Councilman Scott also highlighted the need to carefully vet contractors for quality, referencing positive past experiences with certain firms. He encouraged staff to coordinate paving work with other infrastructure needs to minimize disruptions and ensure long-lasting results.

Mayor Andy Moore explained that the Town uses a systematic assessment, aided by a consulting engineer, to prioritize and select streets for resurfacing. While the list guides decisions, adjustments are made as street conditions change. He commended the progress on recent paving projects and shared positive community feedback.



Mayor Moore also reminded residents of upcoming trick-or-treating hours and highlighted the success of recent events, including Oktoberfest and a well-attended community fishing event, encouraging ongoing community engagement and safe participation.

#### COUNCILMEMBER COMMENTS:

Mayor Moore also reminded residents of upcoming trick-or-treating hours and highlighted the success of recent events, including Oktoberfest and a well-attended community fishing event, encouraging ongoing community engagement and safe participation. He also mentioned the possibility of grant opportunities that may fund development of the pond for a dock and kayak station.

#### TOWN MANAGER'S REPORT:

Assistant Town Manager Kim Pickett warned the public about fraudulent emails being sent to developers and contractors requesting payment for applications or planning fees. She clarified that the Town of Smithfield does not request payments via email or third-party links; all legitimate payments must be made directly through official channels. Ms. Pickett advised anyone receiving suspicious emails to refrain from clicking links or sending money and to report such emails to Town staff.

#### CLOSED SESSION PURSUANT TO N.C. GS. 143-318.11 (a)(5)

*Councilman John Dunn made a motion, seconded by Councilman Stephen Rabil, to go into closed session at approximately 7:45 pm. Unanimously approved.*

*Councilman John Dunn made a motion, seconded by Councilman Sloan Stevens, to reconvene in open session at approximately 8:51 pm. Unanimously approved.*

#### ADJOURN:

*Councilman John Dunn made a motion, seconded by Councilman Stephen Rabil, to adjourn the meeting until. The meeting adjourned at approximately 8:52 pm. Unanimously approved.*

ATTEST:

  
Elaine Andrews, Town Clerk



  
M. Andy Moore, Mayor