



Mayor

M. Andy Moore

Mayor Pro-Tem

Sloan Stevens

Council Members

Dr. Gettys Cohen, Jr.

Travis Scott

Doris L. Wallace

Roger A. Wood

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, January 6, 2026

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
January 6, 2026
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentations: None

Public Hearings: None

Citizens Comments:

Consent Agenda Items:

Page:

- 1. Approval of Minutes**
 - a. 12/9/2025 – Recessed Budget Session.....1
- 2. Consideration and request to promote one employee to Wastewater Technician:** Town staff requests Council consideration of the promotion of an existing employee to the position of Wastewater Technician. The candidate is an internal applicant, and the proposed promotion is consistent with the Town’s established career ladder. Staff conducted interviews for the position and determined the candidate meets the qualifications for the Wastewater Technician role.
(Public Utilities Director – Ted Credle) See attached information.....6
- 3. Consideration and request to promote one employee to Pump Station Mechanic:** Town staff is requesting Council consideration of the promotion of an existing employee to the position of Pump Station Mechanic. The candidate is an internal applicant, highly qualified, and is a well-regarded member of town staff. The promotion is consistent with the Town’s established career ladder.
(Public Utilities Director – Ted Credle) See attached information.....8

- 4. Consideration and request for approval to adopt Resolution 793 (01-2026) Requesting a ninety-day extension from NCDOT for any changes to Market Street Parking:** At its regular meeting on 12/16/25, the Smithfield Town Council directed staff to draft a resolution of record for the Board's request for NCDOT to delay changes to Market Street Parking for ninety days. Staff respectfully requests adoption of resolution 793 (01-2026).
 (Assistant Town Manager – Kim Pickett) See attached information.....10
- 5. Consideration and request for approval to adopt Resolution 794 (02-2026) – Formal Establishment of the Market Street Task Force:** Pursuant to the authority granted to the Town Council under NC G.S. 160D-306, and Section 8 of the Town's Administrative code, at its regular meeting held on December 16, 2025, the Smithfield Town Council formally established a Market Street Task Force to address parking concerns along Market Street. Staff respectfully requests adoption of Resolution 794 (02-2026) for the Council's action and appointment of the Task Force for the official record.
 (Assistant Town Manager – Kim Pickett) See attached information.....11
- 6. Consideration and request for approval to adopt Resolution 795 (03-2026) directing the Town Clerk to certify Annexation Sufficiency – ANX-25-05:** E&F Properties has submitted a petition for the voluntary annexation of the +/-500 acres (Johnston County Tax ID 17K08039A and 17K08032) to the Town of Smithfield for the Bellamy development. In accordance with NC G.S. 160A-31 the first step in the annexation process is to have the Council pass resolution 795 (03-2026) directing the Town Clerk to investigate the sufficiency of the petition.
 (Planning Director – Stephen Wensman) See attached information.....12
- 7. Consideration and request for approval of a contract amendment:** In order to increase the sewer capacity of the Town's conveyance system the Town accepted ARPA funding from DEQ to rebuild existing Pump Station #1 (240 W Market Street). As part of this project, staff requests Council's approval of the proposed contract amendment. Staff requests authorization for the Town Manager to execute the amendment of contract with Stantec Consulting Services in the amount of **\$179,885.00**. Funding is consistent with grant plans and falls within the original grant budget.
 (Public Utilities Director – Ted Credle) See attached information.....25
- 8. Consideration and request for approval to award a contract for water line extension—construction, inspection and certification:** Staff requests Council approval of the consultant, Vision, NC, for the extension of waterlines for customers along Brightleaf Blvd., and authorization for the Town Manager to execute the contract agreement in the amount of **\$36,000.00**, consistent with the approved project budget.
 (Public Utilities Director – Ted Credle) See attached information.....33
- 9. New Hire Report:** The Town Council is respectfully requested to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2025–2026 Budget.
 (Human Resources Director – Shannan Parrish) See attached information.....42

Business Items:

- 1. Consideration and request for approval to adopt Resolution 796 (04-2026) adopting the Cape Fear Regional Hazard Mitigation Plan:** To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The Town participated in the Hazard Mitigation Plan and the State is requesting the Town adopt the Cape Fear Regional Hazard Mitigation Plan Resolution 796 (04-2026).
(Planning Director – Stephen Wensman) See attached information.....44
- 2. Consideration and request for approval of budgeted merit pay and modification of the Town's current pay plan. Staff is also recommending the planned elimination of the police officer hiring bonus:** As part of ongoing efforts to maintain competitive compensation practices, staff requests Council consideration of personnel compensation actions effective with the January 12, 2026 payroll. The proposed actions include approval of a 2% market adjustment to the current pay plan, authorization of up to 2% merit-based salary increases based on employee performance evaluations, and elimination of the \$5,000 police hiring bonus effective January 12, 2026.
(Human Resources Director – Shannan Parrish) See attached information.....48

Councilmember's Comments

Town Manager's Report

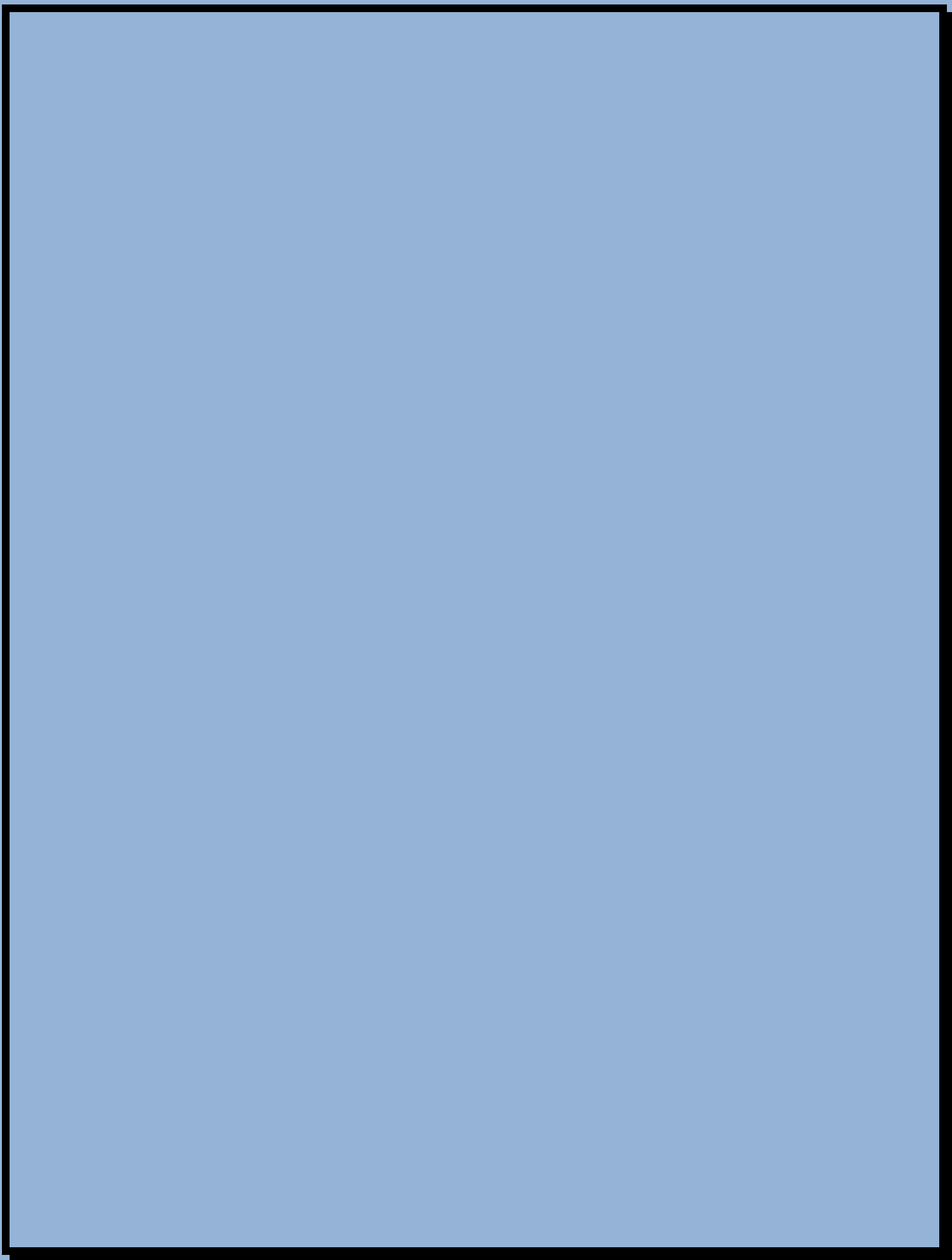
- **Department Reports**.....60

Closed Session

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

Adjourn

Consent Agenda Items



The Smithfield Town Council reconvened at its December 2, 2025 meeting on Tuesday, December 9, 2025 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Mayor Pro Tem Sloan Stevens
Travis Scott, District 3
Doris Wallace, District 4
Stephen Rabil, At-Large

Councilmen Absent

Gettys Cohen, Jr. District 1
Roger Wood, At-Large
John Dunn, At-Large

Administrative Staff Present

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

Also Present

Administrative Staff Absent

Lawrence Davis, Public Works Director

RECESSED BUDGET MEETING

CALL TO ORDER

Mayor Moore called the meeting to order at 6:35 pm.

Assistant Town Manager, Kim Pickett began the discussion for the fiscal year 2026-2027 Town of Smithfield Budget. She outlined major items for budget discussions for the evening, and requested Council feedback for goals and priorities in FY 2027.

Assistant Manager Pickett outlined the following items of note as needed in Town's FY 26-27 upcoming budget, by department:

Capital Items

Fire Department

- Engine 4 Replacement
- Radio Upgrades
- Rolling Rack Hose Management
- Water Rescue Raft
- Pump Test Diffuser
- Firehouse Beds
- Storage Building
- Land Purchase – Station 3

Parks & Recreation

- Ventrac Tractor
- Maintenance Trailer
- Soccer Goals
- Community Park Fencing & Sidewalk
- Restrooms & Press box Renovations
- Engineering & Design – Fishing Pier (Johnston Community College location)
- Parking Lot seal coat and stripe

SRAC:

- Carpet Replacement w/LVT
- Heater Replacement

- Parking lot seal, coat & stripe
- Scoreboard replacement
- Front desk reconfiguration

General Services

- 61" zero-turn mower
- New Christmas decorations

There was some general discussion regarding the need for new Christmas decorations, with Assistant Manager Pickett noting these were initial looks based on department requests received, but that the need would be further examined by staff.

Sanitation

- ½ Funding for Garbage Truck for FY 2028

Streets

- Snow Plows/Salt Spreaders
- Scag 72" zero-turn mower

Water/Sewer Fund

- Fire Hydrant Paint & Fix
- Digitized mapping
- Water relocation in US-301
- Pump Station 1 Improvements
- Pump Station 11 & Outfall Improvements

Water Plant

- East Smithfield Water System Improvements
- Water Plant Intake Improvements
- PFAS Treatment
- Pump Rebuilds
- West Smithfield Elevated Water Tank

Electric Fund

- Voltage Conversion
- Delivery Point 1 – Upgrade
- Digger Derek
- Materials for Approved Growth

Personnel Requests

Human Resources

- Safety & Risk Manager

Fire

- 12 Firefighters

Parks & Recreation

- Facility Maintenance Specialist I

Police

- GHSP (Grant Funded) Police Officer
- 2 Patrol Officers
- 1 Police Analyst
- 1 Special Victims Detective
- Public Safety Aid

Councilman Travis Scott asked for clarity regarding the personnel request for Parks & Recreation, and whether that Facility Maintenance Specialist I was in consideration of the draw from the new baseball stadium. Parks and Recreation Director, Gary Johnson noted he did not think the stadium would generate *more* work. The facilities are the same whether there is soccer or baseball there, other than maybe a bit more cleanup after the games for part-time staff.

Public Utilities - Water Plant

- Mechanic/Operator

General Fund - PIO

- (PT) Digital Media Specialist

Assistant Manager Pickett outlined prior year budget goals met and on-going as:

Completed:

- ✓ *Salary Study*
- ✓ *Amphitheater (tree trimming)*
- ✓ *Town Hall Parking Lot*
- ✓ *EMS Building Option (discussions ongoing)*
- ✓ *Smithfield Entrances/Gateways (completed unless currently under DOT construction)*
- ✓ *Additional Seasonal Cutting, Mulch & Weeding (added more to PT salaries and mulch line items)*

Ongoing:

- *Bradford Pear Trees (down but not replaced)*
- *West Smithfield Park Space (keeping land options open with new development)*
- *American Legion Hut (moving forward with the development of the PAC--former Howell Theatre)*
- *Sidewalk inventory (currently underway by staff)*

Assistant Manager Pickett asked for the Board's feedback for potential missed items, or anything they would like to mention.

Councilman Travis Scott, referencing the completed salary, asked if anything was currently a defined plan to address salary compression issues—noting it needed to be examined as an *ongoing* item. Assistant Manager Pickett made note of the concern.

The council discussed Johnston County's continued occupation of the Town of Smithfield's EMS building. Council members and staff noted that there have been ongoing conversations with the county regarding potential purchase or repurposing of the building, but significant challenges exist, primarily due to the integrated utilities and complexities in separating them, making a sale unfeasible. As a result, the county is no longer interested in purchasing the property but will continue leasing it from the town. Further discussion indicated that previous ideas to repurpose the building (such as for finance or other municipal uses) were reconsidered, but it was determined that the facility was not suitable for those purposes. The council also reviewed budget allocations for architectural planning and discussed recent and ongoing maintenance at the EMS building. No immediate changes to the county's lease or building use are anticipated; the town will maintain current arrangements with ongoing periodic maintenance and review.

Eagle Eye Consulting Update and Priorities for FY 2027

Assistant Town Manager Kim Pickett introduced KJ Stancil of Eagle Eye Consulting, along with his father Jackson Stancil of Jones Street Consulting. They discussed their successes and future goals for the next fiscal year for the Town of Smithfield, along with strategies for accomplishment.

KJ Stancil, Consultant and Jackson Stancil:

- Advised the board that the North Carolina Legislature has not passed a full state budget in two years, creating a highly competitive environment for municipalities seeking funds.
- Emphasized the importance of submitting a detailed, prioritized list of funding requests for the

coming year as early as possible (preferably by January), noting that “shovel-ready” plans with supporting documentation have the highest chance of success.

- Explained nuances in state and federal funding, indicating that projects related to infrastructure (e.g., water, sewer, utility, large transportation projects) are likely to be prioritized.
- Recommended strategic, proactive advocacy and detailed funding proposals for the upcoming session, including backup from capital improvement plans or technical studies.
- Offered to coordinate with newly elected representatives and lobby for Smithfield’s interests directly.

Mayor Andy Moore:

- Thanked the consultant for their ability to bring the Tobs baseball franchise to Smithfield
- Urged the board to think strategically and ambitiously about major infrastructure needs.
- Stressed the value in asking for “big” projects, noting the town’s past success in doing so.
- Stressed importance of guidance for readiness (e.g., having fully developed plans, costs, and justification documents prepared) to take advantage of funding that becomes suddenly available.
- Spoke to the need to balance local resources with requests for outside/state funding and highlighted water tower and underground infrastructure as top priorities.

Councilman Sloan Stevens:

- Raised the idea of prioritizing infrastructure requests, such as the water tower, the fishing pier at the community college and large-scale underground utilities replacement.
- Highlighted the benefits of asking for projects likely to receive broad public and legislative support.

Councilman Travis Scott:

- Suggested that even though some projects (like road/rail improvements) are costly and complex, they should still be considered and included because ambitious requests can pay off.
- Supported assembling a comprehensive, prioritized list to present to the Consultant and legislators.
- Discussed the importance of seeking expert guidance from consultants for legislative advocacy.

Asst. Town Manager Kim Pickett:

- Reinforced the need for supporting documents (CIP studies, engineering/hydraulic assessments) alongside funding requests.
- Shared experience with representatives who expect well-documented, needs-based, and shovel-ready proposals.

Board members and the Consultants further discussed proposed Market Street parking changes from NCDOT. It was a consensus that rapid decision making; stakeholder and business input will be important in dealing with the situation. The Council stressed timely board action to finalize and submit project priorities for the upcoming legislative session and noted the importance of collaborating with legislative representatives and consultants (KJ and his team) for effective state advocacy for a reasonable solution. Assistant Manager Pickett noted that staff has been able to have changes delayed until January. Mayor Andy Moore stated further delay may be necessary to buy time for the Board to come together with a proposal for a more effective change for Market Street--with consideration for how any change would affect not only downtown, but the entire town. There was also discussion for possibly forming a subcommittee, or focus group of non-quorum council and staff members to address the issue.

Town Manager Hiring Process:

The board engaged in a detailed discussion regarding the process for hiring a new town manager. Mayor Andy Moore outlined the council’s options, stating that hiring the manager is solely the council’s responsibility and that they could choose to proceed either internally or with the assistance of professional recruitment firms. Councilman Travis Scott highlighted the value of transparency, community input, and professional support, noting concerns around confidentiality and the comprehensive, months-long process required if using an outside firm. He also stressed the importance of balancing fairness, particularly for internal candidates, with the need to cast a wide net for qualified applicants. HR Director Shannan Parrish presented cost estimates and described previous hiring experiences, explaining that

both the MAPS Group (21K estimated cost) and Developmental Associates (28K estimated cost) provide comprehensive assessments and manage everything from stakeholder outreach to applicant screening, but at significant cost and lead-time.

Councilman Sloan Stevens and others discussed the alternative of handling advertisement and application review in-house, referencing past experiences where the town manager search was successfully managed internally and suggesting they proceed by advertising the position, then determining whether to engage a firm based on the pool of applicants. Mayor Moore emphasized that regardless of the approach, the process should include reviewing and, if necessary, revising the job description, publicizing the job widely, and narrowing the pool for council and stakeholder input. Additional discussion touched on legal and contractual matters, including who would review and draft the employment contract, as well as options for appointing an interim manager if needed. Assistant Town Manager Kim Pickett stated that she is fully open to whatever decision the Council makes regarding the hiring process. She emphasized her commitment to Smithfield, affirming that she considers it her home and intends to remain with the Town for the remainder of her career. Ultimately, there was consensus to gather council feedback, share the job description for review, and place the hiring approach on the agenda for the next council meeting to make a final decision on procedure, perhaps as an added agenda item.

Meeting Schedule Discussions:

The Board discussed the purpose and format of the Town's second meeting each month. Councilman Travis Scott expressed a preference for making these meetings more productive by focusing on specific topics or department needs and utilizing a workshop-style format, rather than duplicating the formality and workload of the regular meeting. Mayor Andy Moore acknowledged that prior (one meeting per month) format sometimes resulted in extended sessions, but agreed that greater flexibility for both staff and Council would be beneficial. Asst. Town Manager Kim Pickett shared her experience with digital solutions, such as *BoardBook* and electronic packets used in other towns, which can streamline meeting preparation and record-keeping, while also supporting those who prefer printed copies. The Board collectively recognized the benefits of tailored agendas, collaborative discussion, and technology integration, concluding that a more flexible structure could enhance efficiency and better leverage staff and councilmembers' time and expertise in a second monthly meeting.

There was further discussion, with the Mayor mentioning the Town's Christmas parade to be held Thursday, December 11, 2025.

Councilman Travis Scott requested it be noted for the record that he has been asked to serve on the Historic Smithfield Foundation, a subcommittee of the pack. He reported that he attended his first formal meeting, found it to be very productive, and looks forward to updating the Board on ways to support the committee's efforts.

Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to adjourn the meeting at approximately 8:38 p.m. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:**
**Personnel
Promotion**
Date: 01/06/2026

Subject: Promote an Internal Candidate to Wastewater Technician
Department: Public Utilities
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Agenda Item

Issue Statement

Obtain Council approval to offer the position of Wastewater Technician to a qualified candidate.

Financial Impact

The salary for the proposed personnel action is included in the adopted FY 2025–2026 budget and will not require a budget amendment. The cost associated with the salary adjustment for the remainder of the current fiscal year is \$2,636.40. The promotion will be effective with the January 12, 2026 payroll. The resulting hourly rate for the promoted employee is lower than the hourly rate of the previous employee who held this position.

Action Needed

Approve the offer for the proposed Wastewater Technician at an hourly rate of \$25.72 per hour (\$53,497.60/year)

Recommendation

Staff recommends the approval of the offer

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent
Agenda
Item:** **Personnel
Promotion**

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Pump Station Mechanic for the Water Distribution & Sewer Collection Division of Public Utilities. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Wastewater Technician is an in-house candidate and such a hire would be consistent with a career ladder promotion. The candidate is qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this hire/promotion.

**



Request for Town Council Action

**Consent
Agenda
Item:**
**Personnel
Promotion**
Date: 01/06/2026

Subject: Promote an Internal Candidate to Pump Station Mechanic
Department: Public Utilities
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Agenda Item

Issue Statement

Obtain Council approval to offer the position of Pump Station Mechanic to a qualified candidate.

Financial Impact

The salary for the proposed personnel action is included in the adopted FY 2025–2026 budget and will not require a budget amendment. The cost associated with the salary adjustment for the remainder of the current fiscal year is \$4,067.31. The promotion will be effective with the January 12, 2026 payroll. The resulting hourly rate for the promoted employee is lower than the hourly rate of the previous employee who held this position.

Action Needed

Approve the offer for the proposed Pump Station Mechanic at an hourly rate of 22.69 per hour (\$47,195.20/year)

Recommendation

Staff recommends the approval of the offer

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent
Agenda
Item:** **Personnel
Promotion**

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Pump Station Mechanic for the Water Distribution & Sewer Collection Division of Public Utilities. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Pump Station Mechanic is an in-house candidate and such a hire would be consistent with a career ladder promotion. The candidate is qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this hire/promotion.

**

**RESOLUTION 793 (01-2026) OF THE TOWN COUNCIL
THE TOWN OF SMITHFIELD, NORTH CAROLINA
REQUESTING A NINETY-DAY EXTENSION FROM THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
REGARDING PROPOSED CHANGES TO MARKET STREET**

WHEREAS, Market Street is a principal roadway within the Town of Smithfield's historic downtown district and serves as a vital corridor supporting local businesses, residents, and visitors; and

WHEREAS, on November 13, 2025, Town staff was notified by the North Carolina Department of Transportation (NCDOT) of its intent to eliminate on-street parking along Market Street in response to identified safety concerns; and

WHEREAS, on November 17, 2025, Town staff received a proposed timeline of activities from NCDOT indicating that work associated with the elimination of parking was scheduled to occur between November 25, 2025 and December 10, 2025; and

WHEREAS, the Town Council, Mayor, elected officials, and staff expressed concerns regarding the potential impacts of the proposed changes on downtown accessibility, traffic circulation, pedestrian safety, and the economic vitality of downtown businesses; and

WHEREAS, through coordinated efforts between the Town of Smithfield and NCDOT, Town staff was advised on December 2, 2025, that the proposed work could be postponed until January 1, 2026, to allow for further discussion; and

WHEREAS, at its regular meeting on December 16, 2025, the Smithfield Town Council appointed a **Market Street Task Force** to collaborate with NCDOT and stakeholders to evaluate safety concerns, assess alternatives, and work toward a balanced and sustainable solution for Market Street; and

WHEREAS, the Town Council believes that additional time is necessary to allow the **Market Street Task Force** to meaningfully engage with NCDOT, downtown business representatives, and the public, and to fully evaluate the long-term impacts of eliminating on-street parking along Market Street; and

WHEREAS, the Town of Smithfield values its partnership with NCDOT and remains committed to a cooperative approach that advances transportation safety while also supporting the needs of the downtown community;

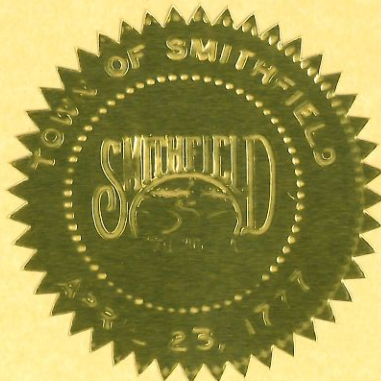
NOW, THEREFORE, BE IT RESOLVED by **Mayor M. Andy Moore** and members of the Town Council of the Town of Smithfield, North Carolina, as follows:

1. The Town Council formally requests that the North Carolina Department of Transportation grant the Town of Smithfield a ninety-day (90-day) extension from the currently proposed implementation date for the elimination of on-street parking along Market Street.
2. The purpose of the requested extension is to allow sufficient time for the **Market Street Task Force** to collaborate with NCDOT to review project elements, evaluate traffic and safety considerations, consider alternative design or operational solutions, and gather meaningful stakeholder and public input.
3. During the extension period, the Town of Smithfield commits to working diligently and in good faith with NCDOT to identify options that enhance safety while preserving accessibility, supporting downtown businesses, and maintaining the historic and economic character of the downtown corridor.
4. The Town Clerk is hereby directed to transmit a copy of this Resolution to the North Carolina Department of Transportation and any other appropriate agencies or officials as a matter of record.

ADOPTED this the 6th day of January, 2026, by the Town Council of the Town of Smithfield, North Carolina.

ATTEST:

Elaine S. Andrews, Town Clerk



M. Andy Moore, Mayor

RESOLUTION 794 (02-2026) OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, NC TO ESTABLISH A MARKET STREET TASK FORCE TO ADDRESS PARKING AND RELATED ISSUES ALONG MARKET STREET

WHEREAS, Market Street serves as the primary corridor for the Town of Smithfield's historic downtown and central business district, and decisions related to its configuration, particularly those affecting access and parking, carry significant and lasting consequences for local businesses, residents, and visitors; and

WHEREAS, the Town of Smithfield has been notified of proposed changes to Market Street, including the potential elimination of on-street parking, which have raised concerns regarding accessibility, safety, traffic circulation, and economic vitality within the downtown corridor; and

WHEREAS, Mayor Andy Moore and Mayor Pro Tem Sloan Stevens have formally requested a ninety-day extension from the North Carolina Department of Transportation (NCDOT) to allow time for additional collaboration, evaluation of alternatives, and thoughtful planning prior to the implementation of any permanent changes; and

WHEREAS, the requested extension period is intended to allow for meaningful public input, data gathering, and coordination between the Town of Smithfield, stakeholders and NCDOT to identify solutions that balance transportation objectives with the needs of the community; and

WHEREAS, while in regular session on **December 16, 2025**, the Smithfield Town Council voted unanimously to form a **Market Street Task Force** to address parking and related operational concerns along Market Street; and

WHEREAS, the Town Council authorized the **Market Street Task Force** to consist of the mayor, three members of the Town Council, and eight community stakeholders representing business and residential interests, with the Town Manager serving as an ex-officio staff member and supporting staff serving as needed; and

WHEREAS, the purpose of the **Market Street Task Force** is to assess operational and safety concerns, review traffic and safety data, evaluate the impacts of proposed changes, and identify viable alternatives that meet NCDOT's objectives while preserving accessibility and economic stability along Market Street;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, North Carolina, as follows:

1. The **Market Street Task Force** is hereby formally established as authorized by the Town Council on **December 16, 2025**.
2. The Task Force shall work collaboratively with Town staff, downtown business representatives, residents, other stakeholders, and the North Carolina Department of Transportation to review project elements affecting Market Street and to develop recommendations for the Town Council's consideration.
3. The Task Force's efforts shall include, but not be limited to, the evaluation of parking, traffic operations, safety considerations, accessibility, and the potential economic impacts of proposed changes along Market Street.
4. The Town Council affirms its commitment to a cooperative partnership with NCDOT and believes the work of the **Market Street Task Force** will support informed decision-making and thoughtful planning before any irreversible changes are implemented.
5. The Town Clerk is hereby directed to include this Resolution in the official records of the Town of Smithfield.

ADOPTED this the 6th day of January, 2026, by the Town Council of the Town of Smithfield, North Carolina.

ATTEST:

Elaine S. Andrews, Town Clerk



M. Andy Moore, Mayor



Request for Town Council Action

Consent ANX-25-05
Agenda
Item:
Date: 01/06/2026

Subject: Contiguous Annexation Petition Sufficiency
Department: Planning & Administration
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

E&F Properties has submitted a petition for voluntarily annexation of the +/-500 acres (Johnston County Tax ID 17K08039A and 17K08032) to the Town of Smithfield.

Financial Impact

The annexation will require the town to provide town services, i.e., code enforcement, police protection, fire protection, trash collection, etc., after the site is developed.

Action Needed

The Town Council is asked adopt Resolution No. 795 (03-2026) directing the Town Clerk to investigate the sufficiency of the annexation petition.

Recommendation

Adopt Resolution No. 795 (03-2026)

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Annexation Petition
3. Annexation Survey
4. Legal Description
5. Resolution No. 795 (03-2026)



Staff Report

Consent ANX-25-04
Agenda
Item

OVERVIEW:

The Town of Smithfield received a petition from E&F Properties Inc. for a voluntary contiguous annexation of +/- 500 acres into the Town of Smithfield, located on Wilson Mills Road and Lee-Youngblood Road, north and east of Poplar Creek.

The site is planned for the Bellamy Subdivision.

ANNEXATION PROCEDURE:

Per NCGS 160A-31, the first step in the annexation process is to have the Council pass a resolution directing the Town Clerk to investigate the sufficiency of the petition.

NCGS 160A-31 – Annexation by petition.

(c) Upon receipt of the petition, the municipal governing board shall cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation. For petitions received under subsection (b1) or (j) of this section, the clerk shall receive the evidence provided under subsection (l) of this section before certifying the sufficiency of the petition. Upon receipt of the certification, the municipal governing board shall fix a date for a public hearing on the question of annexation, and shall cause notice of the public hearing to be published once in a newspaper having general circulation in the municipality at least 10 days prior to the date of the public hearing; provided, if there be no such paper, the governing board shall have notices posted in three or more public places within the area to be annexed and three or more public places within the municipality.

(d) At the public hearing persons resident or owning property in the area described in the petition and persons resident or owning property in the municipality shall be given an opportunity to be heard. The governing board shall then determine whether the petition meets the requirements of this section. Upon a finding that the petition that was not submitted under subsection (b1) or (j) of this section meets the requirements of this section, the governing board shall have authority to pass an ordinance annexing the territory described in the petition. The governing board shall have authority to make the annexing ordinance effective immediately or on the June 30 after the date of the passage of the ordinance or the June 30 of the following year after the date of passage of the ordinance.



Town of Smithfield

Planning Department

350 E. Market St. Smithfield, NC 27577

P.O. Box 761, Smithfield, NC 27577

Phone: 919-934-2116

Fax: 919-934-1134

Petition For Voluntary Annexation

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

Annexation Review and Approval Process

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

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

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

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

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

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

Petition For Voluntary Annexation

Submittal Information

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

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

Summary Information / Metes and Bounds Descriptions

Development Project Name: Bellamy

Street Address: 2917 Wilson's Mills Rd

Town of Smithfield Subdivision approval #
(S- _____), or

Building Permit Transaction #
_____, or

Site Plan approval # for multi-family
(SP- _____)

Johnston County Property Identification Number(s) list below

P.I.N. 168500-97-7612

P.I.N.

P.I.N.

P.I.N. 169600-11-0117

P.I.N.

P.I.N.

Acreage of Annexation Site: 498.283

Linear Feet of Public Streets within Annexation Boundaries: ~ 46,000

Annexation site is requesting Town of Smithfield:

Water ☒ and/or Sewer ☒

Number of proposed dwelling units: 1,147

Type of Units:

Single Family 870

Townhouse 277

Condo -

Apartment -

Building Square Footage of Non-Residential Space: N/A

Specific proposed use (office, retail, warehouse, school, etc.): Residential

Projected market value at build-out (land and improvements): \$ 409,350,000

Person to contact if there are questions about the petition:

Name: David Bergmark

Address: 621 Hillsborough St, Suite 500, Raleigh NC 27603

Phone: 919-361-5000

Fax #: N/A

Email: bergmark@mcadamsco.com

Petition For Voluntary Annexation Submittal Checklist

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

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> | Electronic Word document of the written metes and bounds must be e-mailed to: stephen.wensman@smithfield-nc.com or micah.woodard@smithfield-nc.com | |
| <input checked="" type="checkbox"/> | Survey or Plat showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible. | |
| N/A <input type="checkbox"/> | Copy of Approved Preliminary Site Plan or Final SitePlan showing Town Permit number | Copy of Subdivision Plat submitted for lot recording approval with Town file number____-____, etc.) |
| <input checked="" type="checkbox"/> | General Annexation Area Data: Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed. | |
| <input checked="" type="checkbox"/> | This application form completed, <u>dated and signed</u> by the property owner(s) and attested <u>submitted by the deadlines</u> noted in section B of this application, page 2. | |
| Required, but often missing information. Please make sure to include the following: | | |
| <input checked="" type="checkbox"/> | Correct Parcel Identification Number(s) (PIN). Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for | |
| <input checked="" type="checkbox"/> | Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u> | |
| <input type="checkbox"/> | Corporate Seal for property owned by a corporation. | |
| <input checked="" type="checkbox"/> | Rezoning Application , if the property is currently outside Town of Smithfield. | |
| <input checked="" type="checkbox"/> | Existing and Proposed Zoning | |

Petition For Voluntary Annexation Plat Checklist

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

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

Petition For Voluntary Annexation

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

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



Contiguous to the present corporate limits of the Town of Smithfield, North Carolina, or



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

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

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

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

Print owner name(s) and information

Name E&F Properties INC Phone _____

Address PO Box 1352, Smithfield NC 27577

Print owner name(s) and information

Name _____ Phone _____

Address _____

Print owner name(s) and information

Name _____ Phone _____

Address _____

Received by the Town of Smithfield, North Carolina, this 6th day of January, 20 26, at a Council meeting duly held.

Glenn Andrews
Town Clerk, Smithfield, NC

In witness whereof, E & F Properties INC an owner or partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this 28 day of July, 2025.

Name of Owner or Partnership: E & F Properties INC
(Printed Name)

Signature of Owner or Partnership: Olivia B Holding
(Signature)

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

Name of Owner or Partnership: _____
(Printed Name)

Signature of Owner or Partnership: _____
(Signature)

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

Name of Owner or Partnership: _____
(Printed Name)

Signature of Owner or Partnership: _____
(Signature)

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

I, Anita C. Mitchell, a Notary Public in and for said County and State, do hereby certify that

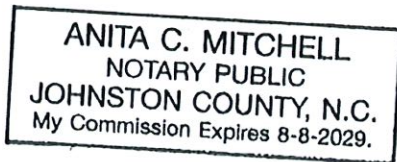
Olivia B Holding (Owner/Applicant) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal, this the 30th day of July, 2025.

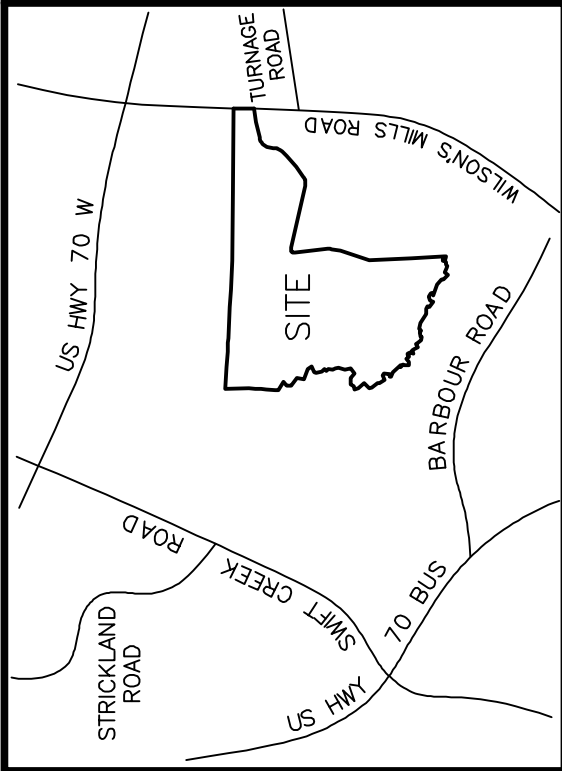
Notary: Anita C. Mitchell
(Printed Name)
Anita C. Mitchell
(Signature)

County of Commission: Johnston

Commission Expires: 8-8-2029



(SEAL)



VICINITY MAP (NOT TO SCALE)

- THIS SURVEY:
- ☐ A. CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
 - ☐ B. IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND.
 - ☒ C. IS ONE OF THE FOLLOWING:
 - 1) IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
 - 2) IS OF AN EXISTING FEATURE, SUCH AS A BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH SUCH AS A WATERCOURSE.
 - 3) IS A CONTROL SURVEY
 - 4) IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3.
 - ☐ D. IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.
 - ☐ E. THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF THE SURVEYOR'S PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

| | |
|--|----------|
| DATE | SURVEYOR |
| SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY CEMETERIES, WETLANDS, HAZARDOUS MATERIAL SITES, UNDERGROUND UTILITIES OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN. | |
| DATE | SURVEYOR |

STATE OF NORTH CAROLINA, _____ JOHNSTON _____ COUNTY

I, CURK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK _____, PAGE _____, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK _____, PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000±; THAT THE GLOBAL POSITIONING ACCURACY (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT 1 CENTIMETER ACCURACY CLASSIFICATION (95% CONFIDENCE) USING RTK NETWORK; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11 \Rightarrow A. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS _____ DAY OF _____, A.D. 2025

| |
|----------------|
| SURVEYOR |
| L — 3990 |
| LICENSE NUMBER |

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L1 | S18°38'49"W | 476.43' |
| L2 | S18°07'54"W | 275.39' |
| L3 | S89°51'14"E | 22.72' |
| L4 | N05°03'21"W | 50.01' |
| L5 | S64°57'01"W | 24.18' |
| L6 | S05°19'31"E | 481.93' |
| L7 | N88°32'11"E | 30.07' |
| L8 | S05°19'31"E | 60.49' |
| L9 | S05°19'31"E | 280.70' |
| L10 | S04°50'04"E | 346.94' |
| L11 | S87°16'00"W | 333.31' |
| L12 | S46°41'41"E | 502.97' |
| L13 | N46°44'00"W | 437.75' |
| L14 | S87°16'00"W | 255.56' |
| L15 | S77°24'22"W | 676.77' |
| L16 | S08°01'38"W | 9.15' |
| L17 | S49°35'08"W | 85.26' |
| L18 | N88°21'00"W | 634.68' |
| L19 | S07°48'47"E | 56.92' |
| L20 | S07°48'47"E | 705.69' |
| L21 | S12°27'40"W | 117.99' |
| L22 | S77°24'22"W | 684.42' |
| L23 | S08°01'38"W | 94.41' |
| L24 | S49°35'08"W | 634.68' |
| L25 | N88°21'00"W | 56.92' |
| L26 | S07°48'47"E | 705.69' |
| L27 | S62°30'21"W | 47.91' |
| L28 | S07°45'18"W | 207.45' |
| L29 | N80°46'18"W | 51.39' |
| L30 | N11°06'21"W | 68.82' |
| L31 | S87°20'52"W | 34.06' |
| L32 | S03°25'05"W | 36.80' |
| L33 | S32°10'46"W | 46.19' |
| L34 | S81°41'57"W | 66.71' |
| L35 | S43°44'56"W | 44.20' |
| L36 | N70°14'08"W | 50.99' |
| L37 | N70°14'08"W | 112.06' |
| L38 | S37°15'24"W | 94.73' |
| L39 | N43°28'48"W | 148.81' |
| L40 | N01°13'41"W | 52.50' |
| L41 | N56°58'09"W | 161.89' |
| L42 | N69°50'16"W | 267.35' |
| L43 | N66°31'05"E | 59.90' |
| L44 | N27°48'27"W | 44.92' |
| L45 | N62°44'50"W | 85.93' |
| L46 | S67°27'03"W | 100.77' |
| L47 | S16°51'42"W | 64.80' |
| L48 | N56°41'22"W | 148.33' |
| L49 | N19°56'26"E | 45.14' |
| L50 | N64°17'42"W | 65.98' |
| L51 | S86°27'26"W | 122.65' |
| L52 | N56°52'22"W | 255.94' |
| L53 | N81°07'27"W | 147.85' |
| L54 | S47°02'19"W | 59.08' |
| L55 | N61°15'41"W | 49.20' |

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L56 | S80°52'09"W | 72.20' |
| L57 | S48°18'24"W | 51.06' |
| L58 | N78°59'36"W | 89.68' |
| L59 | N43°27'33"W | 150.88' |
| L60 | S52°00'36"W | 78.20' |
| L61 | N30°51'12"W | 167.89' |
| L62 | S58°37'49"W | 81.39' |
| L63 | N10°52'43"E | 83.62' |
| L64 | N21°11'41"W | 63.65' |
| L65 | S89°50'44"W | 56.24' |
| L66 | N33°57'06"W | 82.22' |
| L67 | S47°50'04"W | 109.54' |
| L68 | S85°59'54"W | 68.34' |
| L69 | N19°14'56"W | 92.28' |
| L70 | N07°29'26"W | 101.10' |
| L71 | N49°45'01"W | 128.95' |
| L72 | N39°50'46"W | 95.24' |
| L73 | N67°20'17"W | 106.33' |
| L74 | N28°14'12"W | 32.19' |
| L75 | N79°17'11"E | 64.98' |
| L76 | N07°22'00"E | 121.78' |
| L77 | N55°18'48"W | 60.31' |
| L78 | S70°05'46"W | 118.82' |
| L79 | N33°58'07"W | 134.40' |
| L80 | N09°46'08"E | 43.21' |
| L81 | N38°26'07"W | 178.22' |
| L82 | N16°23'14"W | 53.92' |
| L83 | N44°08'31"E | 171.79' |
| L84 | N43°57'20"W | 188.29' |
| L85 | N17°46'56"W | 90.30' |
| L86 | N78°34'46"E | 72.20' |
| L87 | N30°00'44"E | 101.76' |
| L88 | S87°50'06"E | 146.78' |
| L89 | S48°34'47"E | 138.45' |
| L90 | N49°26'24"E | 157.59' |
| L91 | N14°34'31"W | 138.11' |
| L92 | N16°30'09"E | 152.27' |
| L93 | N06°21'11"W | 81.79' |
| L94 | N33°41'56"W | 67.35' |
| L95 | N09°00'49"E | 111.62' |
| L96 | N46°37'26"W | 64.76' |
| L97 | N33°29'09"E | 62.31' |
| L98 | N45°46'01"W | 83.64' |
| L99 | N13°05'06"W | 131.51' |
| L100 | N20°21'14"E | 53.24' |
| L101 | N63°12'29"E | 151.94' |
| L102 | N42°27'56"W | 110.53' |
| L103 | N68°08'16"W | 251.32' |
| L104 | N07°09'24"E | 166.40' |
| L105 | N54°42'11"W | 225.15' |
| L106 | N02°29'41"W | 96.17' |
| L107 | N47°41'28"E | 119.03' |
| L108 | N51°49'23"W | 225.63' |
| L109 | S18°02'24"W | 529.14' |

LEGEND

○

IPF

◻

CMF

◻

CONCRETE MONUMENT FOUND

◻

PAKER-KALON NAIL SET

●

RFS

●

RAILROAD SPIKE

●

CSF

●

COTTON SPIKE FOUND

●

CONTROL CORNER

○

COMPUTED POINT

○

OVERSIGHT LOWER LINE

○

R/W

○

S.F.

○

SQUARE FEET

○

DEED BOOK

○

PLAT BOOK

○

BOM

○

BOOK OF MAPS

○

LINEAR FEET

○

15S

○

LOT HAS OFFSITE SEWER

○

15SL

○

RECOMBINATION LOT

○

15R

○

ABOVE GROUND

○

B/YC

○

STREET ADDRESS

LINES NOT SURVEYED

- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
 - 2) AREAS COMPUTED BY COORDINATE METHOD.
 - 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
 - 4) NO. 5 REBAR IRON STAKES WITH CAPS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
 - 5) NO HORIZONTAL CONTROL FOUND WITHIN 2000' OF SURVEY
 - 6) GRID TIE BY GPS
 - 7) ZONING: R-20A
 - 8) PARENT TRACT DEED DB 4377 PG 880
 - 9) PARCEL NO. 17K08039A

REFERENCES:

- | | |
|----------------|--------------|
| DB 4377 PG 880 | PB 81 PG 286 |
| DB 4390 PG 928 | PB 77 PG 47 |
| DB 5184 PG 751 | PB 62 PG 481 |
| DB 5008 PG 504 | PB 25 PG 135 |
| DB 4952 PG 512 | |
| DB 6084 PG 289 | |
| DB 5314 PG 442 | |
| DB 6203 PG 690 | |
| DB 6625 PG 874 | |
| DB 4596 PG 054 | |
| DB 5038 PG 636 | |
| DB 1908 PG 697 | |
| DB 1897 PG 940 | |
| DB 6435 PG 343 | |
| DB 6710 PG 142 | |
| DB 3617 PG 255 | |
| DB 6169 PG 185 | |
| DB 6259 PG 324 | |
| DB 3588 PG 123 | |
| DB 5086 PG 290 | |
| DB 1207 PG 082 | |
| DB 6893 PG 984 | |
| DB 8851 PG 544 | |
| DB 5700 PG 098 | |

| CURVE | RADIUS | ARC LENGTH | CHORD LENGTH | CHORD BEARING |
|-------|---------|------------|--------------|---------------|
| C1 | 245.00' | 296.67' | 278.87' | S42°43'00"W |
| C2 | 555.00' | 129.82' | 129.52' | S14°43'41"W |
| C3 | 555.00' | 272.74' | 270.01' | S35°30'26"W |
| C4 | 280.00' | 205.57' | 200.98' | S70°37'04"W |
| C5 | 730.00' | 117.92' | 117.79' | N83°43'20"W |
| C6 | 35.00' | 66.41' | 56.89' | S46°32'46"W |
| C7 | 305.00' | 369.32' | 347.17' | S42°43'00"W |
| C8 | 495.00' | 359.04' | 351.22' | N28°48'23"E |
| C9 | 220.00' | 161.52' | 157.91' | S70°37'04"W |
| C10 | 670.00' | 108.23' | 108.11' | N83°43'20"W |
| C11 | 95.00' | 180.26' | 154.41' | S46°32'46"W |
| C12 | 330.00' | 112.87' | 112.32' | S17°36'41"E |

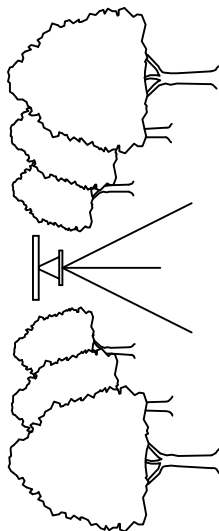
OWNER: E & F PROPERTIES INC.
P.O. BOX 1352
SMITHFIELD, N.C. 27577

BOUNDARY SURVEY
FOR

E & F PROPERTIES INC.

WILSON'S MILLS TWP, JOHNSTON COUNTY
NORTH CAROLINA
JULY 29, 2025
SHEET 1 OF 2

TRUE LINE SURVEYING, P.C.



205 WEST MAIN STREET
CLAYTON, N.C. 27520
TELEPHONE: (919) 359-0427
FAX: (919) 359-0428
www.truelinesurveying.com

| | |
|---------------|--------------|
| SURVEYED BY: | TL5 |
| DRAWN BY: | MIKE |
| CHECKED BY: | CURK |
| DRAWING NAME: | BOUNDARY.DWG |
| SURVEY DATE: | 7-27-25 |
| JOB NO. | 5368.001 |

E & F Properties Inc.
Wilson's Mills Tract 498 Acres
Legal Description

Commencing at a point, said point being a computed point at the northeastern corner of the E & F Properties Inc. property (PN 17K08039A) located along the western right-of-way of Wilson's Mills Road (SR 1913) in Wilson's Mills Township, Johnston County, North Carolina and recorded in Deed Book 4377 Page 880, Johnston County Registry. Said point further described as the southeastern corner of the Kendall L. Beasley (PN 17K08034B) as recorded in Deed Book 4596 Page 54 and the **POINT OF BEGINNING**. Thence S 05°19'31" E a distance of 481.93 feet to a computed point. Thence S 05°19'31" E a distance of 60.49 feet to a computed point. Thence S 05°19'31" E a distance of 280.70 feet to a computed point. Thence S 04°50'24" E a distance of 346.94 feet to an iron pipe found. Thence S 87°16'00" W a distance of 333.31 feet to a computed point. Thence N 46°44'00" W a distance of 437.75 feet to a computed point. Thence S 87°16'00" W a distance of 255.56 feet to a computed point. Thence S 08°01'38" W a distance of 85.26 feet to a computed point. Thence with a curve turning to the right with an arc length of 129.82 feet, with a radius of 555.00 feet, with a chord bearing of S 14°43'41" W, with a chord length of 129.52 feet to a computed point. Thence S 04°44'00" E a distance of 855.16 feet to a computed point. Thence N 80°16'29" W a distance of 913.33 feet to a computed point. Thence N 88°21'00" W a distance of 56.92 feet to a computed point. Thence with a curve turning to the right with an arc length of 117.92 feet, with a radius of 730.00 feet, with a chord bearing of N 83°43'20" W, with a chord length of 117.79 feet to a computed point. Thence N 79°05'41" W a distance of 1413.95 feet to a computed point. Thence with a curve turning to the left with an arc length of 66.41 feet, with a radius of 35.00 feet, with a chord bearing of S 46°32'46" W, with a chord length of 56.89 feet to a computed point. Thence S 07°48'47" E a distance of 705.69 feet to a computed point. Thence S 12°27'40" W a distance of 117.99 feet to a computed point. Thence S 62°30'21" W a distance of 47.91 feet to a computed point. Thence S 07°45'18" W a distance of 207.45 feet to a computed point. Thence S 16°22'29" W a distance of 717.17 feet to a computed point. Thence S 04°14'52" E a distance of 1825.32 feet to a point along the run of Little Poplar Creek. Thence along the run of Little Poplar Creek in a northwesterly direction the following bearings and distances: N 80°46'18" W a distance of 51.29 feet to a point; N 11°06'21" W a distance of 68.82 feet to a point; S 87°20'52" W a distance of 34.06 feet to a point; S 03°25'05" W a distance of 36.80 feet to a point; S 32°10'46" W a distance of 46.19 feet to a point; S 81°41'57" W a distance of 66.71 feet to a point; S 43°44'56" W a distance of 44.20 feet to a point; N 70°14'08" W a distance of 163.04 feet to a point; S 37°15'24" W a distance of 94.73 feet to a point; N 43°28'48" W a distance of 148.81 feet to a point; N 01°13'41" W a distance of 52.50 feet to a point; N 56°56'09" W a distance of 161.89 feet to a point; N 69°50'16" W a distance of 267.35 feet to a point; N 66°31'05" E a distance of 59.90 feet to a point; N 27°48'27" W a distance of 44.92 feet to a point; N 62°44'50" W a distance of 85.93 feet to a point; S 67°27'03" W a distance of 100.77 feet to a point; S 16°51'42" W a distance of 64.80

feet to a point; N 56°41'22" W a distance of 148.33 feet to a point; N 19°56'26" E a distance of 45.14 feet to a point; N 64°17'42" W a distance of 65.98 feet to a point; S 86°27'26" W a distance of 122.65 feet to a point; N 56°52'22" W a distance of 255.94 feet to a point; N 81°07'27" W a distance of 147.85 feet to a point; S 47°02'19" W a distance of 59.08 feet to a point; N 61°15'41" W a distance of 49.20 feet to a point; S 80°52'09" W a distance of 72.20 feet to a point; S 48°18'24" W a distance of 51.06 feet to a point; N 78°59'36" W a distance of 69.68 feet to a point; N 43°27'33" W a distance of 150.88 feet to a point; S 52°00'36" W a distance of 78.20 feet to a point; N 30°51'12" W a distance of 167.89 feet to a point; S 58°37'49" W a distance of 81.39 feet to a point; N 10°52'43" E a distance of 83.62 feet to a point; N 21°11'41" W a distance of 63.65 feet to a point; S 89°50'44" W a distance of 56.24 feet to a point; N 33°57'06" W a distance of 82.22 feet to a point; S 47°50'04" W a distance of 109.54 feet to a point; S 85°59'54" W a distance of 68.34 feet to a point; N 19°14'56" W a distance of 92.28 feet to a point; N 07°29'26" W a distance of 101.10 feet to a point; N 49°45'01" W a distance of 128.95 feet to a point; N 39°50'46" W a distance of 95.24 feet to a point; N 67°20'17" W a distance of 106.33 feet to a point; N 22°14'12" W a distance of 32.19 feet to a point; N 79°17'11" E a distance of 64.98 feet to a point; N 07°22'00" E a distance of 127.78 feet to a point; N 55°18'48" W a distance of 60.31 feet to a point; S 70°05'46" W a distance of 118.82 feet to a point; N 33°58'07" W a distance of 134.40 feet to a point; N 09°46'08" E a distance of 43.21 feet to a point; N 38°26'07" W a distance of 178.22 feet to a point; N 16°23'14" W a distance of 53.92 feet to a point; N 44°08'31" E a distance of 171.79 feet to a point; N 43°57'20" W a distance of 198.29 feet to a point; N 17°46'56" W a distance of 90.30 feet to a point. Thence leaving the run of Little Poplar Creek along the run of Poplar Creek the following bearings and distances: N 78°34'46" E a distance of 72.20 feet to a point; N 30°00'44" E a distance of 101.76 feet to a point; S 87°50'06" E a distance of 146.78 feet to a point; S 48°34'47" E a distance of 138.45 feet to a point; N 49°26'24" E a distance of 157.59 feet to a point; N 14°34'31" W a distance of 138.11 feet to a point; N 16°30'09" E a distance of 152.27 feet to a point; N 06°21'11" W a distance of 81.79 feet to a point; N 33°41'56" W a distance of 67.35 feet to a point; N 09°00'49" E a distance of 111.62 feet to a point; N 46°37'26" W a distance of 64.76 feet to a point; N 33°29'09" E a distance of 62.31 feet to a point; N 45°46'01" W a distance of 83.64 feet to a point; N 13°05'06" W a distance of 131.51 feet to a point; N 20°21'14" E a distance of 53.24 feet to a point; N 63°12'29" E a distance of 151.94 feet to a point; N 42°27'56" W a distance of 110.53 feet to a point; N 68°08'16" W a distance of 251.32 feet to a point. N 07°09'24" E a distance of 166.40 feet to a point; N 54°42'11" W a distance of 225.15 feet to a point; N 02°29'41" W a distance of 96.17 feet to a point; N 47°41'28" E a distance of 119.03 feet to a point; N 51°49'23" W a distance of 225.63 feet to a computed point. Thence leaving the run of Poplar Creek N 01°22'13" E a distance of 1188.43 feet to a computed point. Thence S 89°04'19" E a distance of 1086.38 feet to a computed point. Thence S 88°10'41" E a distance of 1246.67 feet to an iron pipe found. Thence N 00°27'00" E a distance of 2413.24 feet to an iron pipe found. Thence N 89°30'47" E a distance of 1547.49 feet to a concrete monument found. Thence S 18°38'49" W a distance of 476.43 feet to an iron pipe found. Thence S 17°48'26" W a distance of 1273.32 feet to an iron pipe found. Thence S 18°02'24" W a distance of 529.14 feet to an existing axle. Thence S 18°07'54" W a distance of 275.39 feet to an existing (bent) axle. Thence N 88°32'11" E a distance of 3457.38 feet to a computed point and the **POINT OF BEGINNING** and containing 498.283 acres (21705206 square feet).

TOWN OF SMITHFIELD
RESOLUTION NO. 795 (03-2026)
DIRECTING THE CLERK TO INVESTIGATE AN
ANNEXATION PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on January 6, 2026 by the Smithfield Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Smithfield deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this the 6th day of January, 2026 in Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

| | |
|-------------------------------------|-------------------------------|
| Consent Agenda Item: | Contract Amendment |
| Date: | 01/06/2026 |

Subject: Contract Amendment for Construction of Pump Station #1 and Associated Outfall

Department: Public Utilities

Presented by: Public Utilities Director - Ted Credle

Presentation: Consent Agenda Item

Issue Statement

To increase the sewer capacity of the Town's conveyance system, The Town accepted ARPA funding to rebuild the existing Pump Station #1 (240 W Market Street). In 2022, the Town bid out and Council approved Stantec Consulting Services to design & permit the project. Now, the consulting firm has proposed bidding services, construction observation, and construction management services, including construction certification, as an amendment to the original contract.

Financial Impact

The funds (\$179,885.00) to pay for these services will be paid through ARPA funds, delegated by the NCDEQ for this project.

Action Needed

Approve the proposed amendment, as recommended by staff.

Recommendation

Staff recommends the approval of the proposed amendment

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Proposed Amendment



Staff Report

**Consent Contract
Agenda Amendment
Item:**

In July of 2022, the Town entered into an agreement with Stantec Consulting Services to obtain design & permitting services to rehabilitate Pump Station #1 and the associated force main outfall. As the project is now fully approved and out for bid, the consultant has submitted a proposal for construction phase services, inspections & certification of the project. Staff believes that due to the construction of a new pump station (wet well, wiring, controls, SCADA, etc.) using the same consultant to manage construction, inspect and certify completion of the project is the wisest course of action.

The consultant, Stantec Consulting services, has issued a proposal to provide needed and necessary services to complete the project.

Staff is asking Council to approve the proposed amendment and to authorize the Town Manager to execute the amendment in the amount of \$179,885.00, per the submitted proposal.

**

September 12, 2025

Project/File: 175568555

Town of Smithfield

Ted Credle, P.E.
230 Hospital Road
Smithfield, NC 27577

Dear Ted Credle, P.E.,

**Reference: Pump Station #1 & Force Main Improvements – Request for Budget Modification for Services During Construction
American Rescue Plan Act (ARPA) Project No.: SRP-W-ARP-0063**

INTRODUCTION AND PURPOSE

The purpose of this letter is to request a modification to the Engineer's budget for services during construction for the above referenced project. The original contract for this project was executed between Stantec (CONSULTANT) and the Town of Smithfield on August 31, 2022 for the amount of \$169,500. A subsequent change order, approved by the Town of Smithfield, increased the amount to \$255,500. The additional amount was for services related to the design of a new pump station, instead of rehabilitation of the existing pump station as part of the original scope.

The original budget established for construction administration and inspections was based on the assumption that the work associated with the pump station would consist of miscellaneous improvements of mechanical and electrical equipment. As the analysis and evaluation of the existing pump station was performed, it was determined that the existing pump station should be removed and that a new pump station and infrastructure should be installed. As a result, more construction administration and inspection services will be required during construction of the new pump station. This is due to the increased complexity, size, cost, and time for construction of the project. In addition, the original construction administration and inspection fee was estimated in 2022 and staff billing rates have since increased.

This letter provides a brief overview of the project, followed by the detailed scope and fee for services during construction.

PROJECT BACKGROUND

The existing Pump Station 1 (PS1) in Smithfield, NC is located at 250 US 70 Business, and was built more than forty-five (45) years ago. PS1 is a typical duplex submersible pump station with fifteen (15) horsepower (HP) pumps on rails in a 12 feet (ft) x 7 ft concrete wetwell. Although there is a manual bar screen installed in the wetwell, the station is subject to extreme ragging issues. The interior of the wet well is showing signs of corrosion. The pump station has a design capacity of 600 gallons per minute (GPM) at 60 ft total dynamic head (TDH). The station currently has a propane emergency generator that was installed in 1998. The electrical controls for the pumps are outdated and obsolete. There is a small valve vault, and the station needs a flow measurement solution. The pump station collects wastewater from northwest Smithfield and pumps the flow via a 4-inch force main across US Hwy 70 Business before manifolding in with a Johnston

County-owned 20" force main that soon enlarges to a 24" force main for the duration of the run. From the manifold point, the existing force main travels approximately 5,000 linear feet (LF) cross-country parallel to, and eventually crossing, the Neuse River to end at an existing gravity sewer manhole southwest from the pump station site.

The project's primary goals are to gain storage capacity, replace dated pump station components cost effectively, increase PS1's reliability and pumping efficiency, provide for future pump upgrades including the addition of a grinder, address existing operations and maintenance concerns, and modify the pump station force main discharge point from the existing gravity sewer tie-in manhole approximately 4,300 LF to a new discharge point at the Central Johnston County Regional Wastewater Facility (CJCRWWF) south of Smithfield. In order to modify the pump station discharge point, it is anticipated that the existing County easement will be used via an inter-local agreement.

TASK 3000 BID PHASE SERVICES

Upon obtaining approvals from relevant permitting agencies, CONSULTANT will provide two (2) hard copies and one (1) electronic PDF file copy of the signed and sealed contract documents to the TOWN to be used to solicit bids for the construction of the project.

Bid Assistance

- Consultant will provide services during the bidding phase to include attending a pre-bid conference, providing technical interpretation of the bid documents, issuing addenda, assisting with responses to requests for information (RFIs), and attending the bid opening.
- It is assumed that the duration of the Bid Period will be forty-five (45) days and that the TOWN will be distributing the bid packages. An additional sixty (60) days is assumed from selection of the construction contractor to the issuance of the Notice to Proceed.

Award Recommendation

- CONSULTANT will review bids received and assist TOWN in evaluating the bids and recommending award of the contract. The CONSULTANT will provide the TOWN a letter of recommendation to award.

Conformed Documents

- CONSULTANT will prepare Conformed Documents that incorporate Addenda items. The Conformed Documents will be used for construction. The CONSULTANT will provide the TOWN and construction contractor each two (2) hard copy sets and (1) digital set (in Adobe PDF format) of the Conformed Documents.

The bidding phase will be considered complete upon commencement of the construction phase or upon cessation of negotiations with prospective construction contractors.

TASK 3500 CONSTRUCTION PHASE SERVICES

General Project Administration

CONSULTANT will manage the efforts of its project team members and sub-consultants, assign manpower, delegate responsibilities, review work progress, monitor budget and schedule, and otherwise direct the progress of the work. As part of general project administration, CONSULTANT will:

- Maintain regular contact with the TOWN's staff throughout the project.
- Coordinate internal team and schedule.
- Provide schedule updates to the TOWN pertaining to CONTRACTOR's work.
- Provide monthly invoicing to the TOWN.

The duration of this task is assumed to be approximately 17 months; including two (2) months for bidding, fourteen (14) months for construction, and one (1) month for close-out.

TASK 4100 CONSTRUCTION ADMINISTRATION

After award of the construction contract, CONSULTANT will assist the TOWN with contract administration and provide periodic observation of the construction work. It is anticipated that the construction period for the project will be fourteen (13) months for substantial completion and thirty (30) days for final completion, therefore a total construction duration of fourteen (14) months. An increase in the construction schedule may require an amendment to authorize additional construction services.

CONSULTANT will provide general services during construction as described herein. In the performance of its services during the construction phase, CONSULTANT shall not supervise, direct or have control over the construction contractor's work. Nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, procedures of construction or safety precautions and programs incident to the work selected by the construction contractor, or for any failure of the construction contractor's compliance with applicable laws, rules, regulations, ordinances, codes or orders.

General Administration of Construction Contract

As part of general administration of the construction contract, CONSULTANT will consult with and advise the TOWN and act as its representative during the construction period. CONSULTANT will provide contract administration and general services required for the project, including:

- As TOWN's representative for the duration of the construction contract, all communications to and from the contractor shall go through CONSULTANT. On behalf of the TOWN, CONSULTANT will administer the construction contract, respond to construction contractor's correspondence, and issue instructions from the TOWN.
- CONSULTANT will maintain a complete document file for the project. Documents to be maintained include, but are not limited to: correspondence, quality control procedures, quality control testing; site inspection records, shop drawing schedule, shop drawing submittals, requests for information (RFIs), potential and executed change orders, scheduling, project meeting agendas and minutes, cost and disbursement data, progress reports and all other documents pertaining to the construction contract.
- Hold a pre-construction meeting and monthly progress meetings that will address critical schedule requirements, payment procedures, emergency procedures, schedule updates, coordination issues, change orders, quality assurance testing approvals, and any other issues related to completion of the project.

- One (1) pre-construction meeting and fourteen (14) monthly progress meetings are assumed. CONTRACOR will submit meeting minutes of all meetings to the TOWN.

Submittal and Pay Application Review

- *Shop Drawing Review:* CONSULTANT will review and approve (or take other appropriate action with respect to) shop drawings and samples, the results of tests and inspections, and other data that the construction contractor is required to submit for conformance with the design concept of the project and compliance with the information given in the contract documents; and receive and review (for general content as required by the specifications) maintenance and operating schedules and instructions, guarantees, bonds and certificates of inspection which are to be assembled by the construction contractor in accordance with the contract documents, and transmit them to the TOWN with written comments.
- *Request for Information (RFI):* CONSULTANT will review and respond to the construction contractor's RFI as they relate to the contract requirements.
- *Preparation of Design Clarifications:* A necessary part of any construction project is the preparation of design clarifications and other routine supplementary information. This work will be performed by the CONSULTANT and reviewed with the TOWN. CONSULTANT will issue necessary interpretations and clarifications of the contract documents; have authority, as the TOWN's representative, to require special inspection or testing of the work; act as initial interpreter of the requirements of the contract documents and judge of the acceptability of the work thereunder, and make decisions on all claims of the TOWN and construction contractor relating to the acceptability of the work or the interpretation of the requirements of the contract documents pertaining to the execution and progress of the work.
- *Testing Results:* CONSULTANT will review testing results of test required by construction contractor for contract compliance and comment on any results that appear to be out of compliance.
- *Review of Applications for Payment:* Based on on-site observations and review of the applications for payment with the accompanying data and schedules, CONSULTANT will review the amounts payable to construction contractor on a monthly basis. CONSULTANT will then forward applications for payment to the TOWN for payments due to construction contractor.

Change Management

- *Change Orders and Time Extensions:* CONSULTANT will provide services in connection with change orders to the construction contract to reflect minor changes or deletions requested by the TOWN, CONSULTANT or the construction contractor and make revisions to drawings and specifications occasioned thereby. Upon receipt of a requested change order, CONSULTANT will review it in detail and then discuss it with the TOWN, and, together, will determine the manner in which to proceed. Larger changes or claims asserted by construction contractor and major redesigns requested by the TOWN or CONSULTANT may require additional analyses or evaluation beyond the scope of these services.

Completion Monitoring and Documentation

- *Quality Assurance Testing:* CONSULTANT will specify the quality assurance testing that is necessary for the project in the construction specifications relative to its designs.
- *Final Inspections:* CONSULTANT will perform the following:
 - Conduct a walk-through inspection with the construction contractor and the TOWN to determine if the project has reached substantial and/or final completion.

- Prepare a punch list of work items remaining.
- Conduct one (1) final inspection to determine if the work is acceptable, so that CONSULTANT may recommend, in writing, final payment to the construction contractor and may give written notice to the TOWN and the construction contractor that the work is acceptable.

TASK 4200 PERIODIC CONSTRUCTION OBSERVATION

- *Construction Observation:* CONSULTANT's project engineer will visit the site (excluding visits coinciding with monthly progress meetings) to observe the progress and quality of the executed work of the construction contractor and to determine, in general, if such work is proceeding in accordance with the contract documents. During CONSULTANT's visits, and on the basis of on-site observations, CONSULTANT will keep the TOWN informed of the progress of the work, will endeavor to guard the TOWN against defects and deficiencies in such work, and may recommend to the TOWN disapproval or rejection of work failing to conform to the contract documents.

This scope includes construction observation visits for fourteen (14) months by the project engineer. It is assumed that these visits may be split up into 3 half days per week, for a total of twelve (12) hours per week. If additional site visits are required, this contract will be amended to provide additional services.

BUDGET SUMMARY

The table below summarizes existing contract budget amounts, the requested budget increase (\$179,885.00), and the new revised total budget.

| Task Number | Task Name | Contract Budget | Additional Budget Request | Total Revised Budget |
|--------------------|-----------------------------|------------------------|----------------------------------|-----------------------------|
| 1100 | Surveying | \$ 22,473.00 | \$ - | \$ 22,473.00 |
| 1200 | Design | \$ 54,997.00 | \$ - | \$ 54,997.00 |
| 1300 | Geotech/Environmental | \$ 19,307.00 | \$ - | \$ 19,307.00 |
| 2100 | Permitting | \$ 8,264.00 | \$ - | \$ 8,264.00 |
| 3000 | Bid Phase Services | \$ 10,626.00 | \$ 8,438.00 | \$ 19,064.00 |
| 3100 | General Project Services | \$ 8,000.00 | \$ - | \$ 8,000.00 |
| 3200 | Geotechnical Investigations | \$ 3,000.00 | \$ - | \$ 3,000.00 |
| 3400 | Design | \$ 60,000.00 | \$ - | \$ 60,000.00 |
| 3500 | Construction Phase Services | \$ 15,000.00 | \$ 12,404.00 | \$ 27,404.00 |
| 4100 | Construction Administration | \$ 37,941.00 | \$ 40,927.00 | \$ 78,868.00 |
| 4200 | Periodic Const. Observation | \$ 15,892.00 | \$ 118,116.00 | \$ 134,008.00 |
| | TOTAL | \$ 255,500.00 | \$ 179,885.00 | \$ 435,385.00 |

If In agreement with this proposal, please sign below. All services will be provided in accordance with the contract between Stantec (CONSULTANT) and the Town of Smithfield, executed on August 31, 2022.

Stantec Consulting Services, Inc.

Robert Bernard

Signature

Robert Bernard

Name

Principal

Title

December 19, 2025

Date

Town of Smithfield

Signature

Name

Title

Date

We appreciate the Town's consideration of this proposal and look forward to hearing from you. We are available to review the scope and budget recommendations with you at your convenience.

Regards,

Stantec Consulting Services Inc.

Robert Bernard

Robert Bernard, PE

Principal

704.491.0297

Robert.bernard@stantec.com



Request for Town Council Action

| | |
|-------------------------------------|------------------------------|
| Consent Agenda Item: | Award of Contract |
| Date: | 01/06/2026 |

Subject: Award of Contract for Construction Inspection & Certification
Department: Public Utilities
Presented by: Public Utilities Director - Ted Credle
Presentation: Consent Agenda Item

Issue Statement

In 2023, Johnston County re-directed the potable water that enters the Town of Smithfield. One unintended consequence of this new water line, is the "by-pass" of some customers along Brightleaf Boulevard, between Wal-Pat Road and Galilee Road. To eliminate the "third" water system, the Town will extend our existing water system southward from Wal-Pat Road to the Flea market. The low bidder (Jymco) has been approved by Council. This final piece, is the contracting of a qualified firm to carry out project inspections & certifications.

Financial Impact

The funds (\$36,000.00) to pay for these services were budgeted as part of the approved South Smithfield Water Line Extension capital project (45-71-7200-5700-7414).

Action Needed

Approve the proposed consultant (Vision, NC), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of Vision, NC as the most qualified consultant and authorize the Town Manager to execute the contract

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

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



Staff Report

**Consent Award of
Agenda Contract
Item:**

In 2023, Johnston County re-directed the potable water that "feeds" the Town of Smithfield. This "re-direction" allowed the County to provide a more stable water supply for the Town and provided more water supply to other parts of the County. One unintended consequence of this new water line, is the "by-pass" of customers along Brightleaf Boulevard, between Wal-Pat Road and Galilee Road. This new supply situation created a third water system within the Town. This created a third water system in the Town and the NCEDEQ has directed the town to remedy the situation.

To eliminate the third system, the Town will extend our existing water system southward from Wal-Pat Road to the Flea market, to capture the customers along Brightleaf Boulevard. Plans were designed and permitted. Town Council has already approved a construction contractor to build the water line. The Town desires to hire a consulting firm to perform construction inspections and project certifications of the water line extension.

Staff is asking Council to approve the proposed consultant and to authorize the Town Manager to execute the agreement with the proposed contractor, to perform the inspections and certifications, in the amount of \$36,000.00, per the approved project budget.

**

**NORTH CAROLINA
TOWN OF SMITHFIELD**

SERVICE CONTRACT

THIS CONTRACT is made, and entered into this the 6 day of January, 2026, by and between the **TOWN of SMITHFIELD**, a political subdivision of the State of North Carolina, (hereinafter referred to as "TOWN"), and Vision, NC 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 January 6, 2026 to June 30, 2026 unless sooner terminated as provided herein.
- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from TOWN an amount not to exceed Thirty-Six Thousand and No Dollars (\$ 36,000.00) 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 County, which immunity is hereby reserved to the County.

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
320 HOSPITAL ROAD
SMITHFIELD, NORTH CAROLINA 27577**

**CONTRACTOR
ATTN: Vision, NC
7424 ACC BLVD. SUITE 106
RALEIGH, NC 27617**

- 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. COUNTY 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 Vision, NC (hereinafter referred to as "Contractor"), which contract is dated January 6, 2026.

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 Vision, NC to perform construction inspection services for the Town of Smithfield. This inspection service is needed to ensure the construction project along US-301 is completed to Town & State standards.

II. References: The following documents are incorporated herein by reference to them: The Contractor was given a set of Construction Plans and a project bid package. Additionally, the contractor was engaged through conversation and visited the site, to clarify site access.

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 at the Construction site, along US-301, south of Wal-Pat Road, in Smithfield.

IV. Schedules/Timelines (When): The Contractor shall proceed with inspection services once the contract is executed and will have finished operations by June 30, 2026.

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 along the right-of-way of US-301 south of Wal-Pat Road, 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 rate not to exceed \$ 36,000.00; in accordance with the attached proposal, provided by the contractor.

AMENDMENT TO BOILER PLATE CONTRACT

(131 East Market Street, Smithfield)

THIS AMENDMENT TO CONTRACT (“Amendment”) is made as of _____, 2026, by and among Vision, NC (“Contractor”), and the Town of Smithfield (“Town”).

RECITALS:

- A. Contractor desires to enter into a Contract with Town according to a form supplied, a boiler plate contract, by Contractor and used in its normal business, which agreement is hereinafter referenced as the Contract and dated approximately simultaneously with this Amendment.
- B. It is efficient for Town to enter small contracts such as this on forms supplied by Contractor so as to avoid the time and expense of more formally drafted contracts but Town desires to preserve for itself certain basic contractual provisions in all contracts.
- C. The Parties hereto have therefore agreed to the following Amendment to Contract.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties amend the Contract signed approximately simultaneously herewith and attached hereto by inserting the following provisions which shall be additional provisions of the Contract and shall control over any other provisions of the Contract that might appear contradictory hereto or appear to create ambiguities when read with the provisions agreed to herein.

1. Miscellaneous:

- a. Clause Control. Due to the volume of vender and independent contractor agreements submitted to the Town of Smithfield that would be too time consuming to redraft, this miscellaneous paragraph (subparagraphs a-n) is being inserted in Town Contracts and the provisions of this miscellaneous paragraph will control over all other provisions of the contract.
- b. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
- c. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- d. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- e. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- f. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.

- g. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- h. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims alleges tortious conduct (including negligence) or any other legal theory.
- i. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- j. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- k. Authority. Any corporate party or business entities and its designated partners, venturers, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
- l. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.
- m. Contract Termination. The Town may terminate this contract without cause on 5 days' notice.
- n. Pre-Audit Certification. This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act to assure compliance with NCGS 159-28.

Andrew Harris, Town Budget Officer

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Agreement as of the day and year first above written.

Town:

By: _____
Michael. L. Scott, Town manager

CONTRACTOR: _____

By: _____

Business Name: _____



Request for Town Council Action

| | |
|-------------------------------------|---|
| Consent Agenda Item: | New Hire/ Vacancy Report |
| Date: | 01/06/2026 |

Subject: New Hire Report
Department: General Government – Human Resources
Presented by: Human Resources Director – Shannan Parrish
Presentation: Consent Agenda Item

Issue Statement

When an employee is hired, the Town Manager or Department Head shall report the hire to the Town Council by including the item on the Consent Agenda of the next scheduled monthly Town Council meeting.

Financial Impact

All salaries were budgeted for FY 2025-2026

Action Needed

The Town Council is asked to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2025–2026 Budget.

Recommendation

Staff recommends that the Town Council acknowledge the positions that have been successfully filled in accordance with the adopted FY 2025–2026 Budget and take note of the current vacancies.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent
Agenda
Item:**

**New
Hire/Vacancy
Report**

Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2025–2026 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

| <u>Full Time – Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|-----------------------------------|-------------------|----------------------|--------------------|
| Administrative Support Specialist | Parks and Rec | 10-60-6200-5100-0200 | \$48,505.60/yr. |
| Street Maintenance Worker | PW – Streets | 10-30-5600-5100-0200 | \$38,771.20/yr. |
| Meter Reader | Customer Service | 30-71-7220-5100-0200 | \$36,004.80/yr. |
| Police Officer | Police | 10-20-5100-5100-0200 | \$60,014.24/yr. |

Current Vacancies

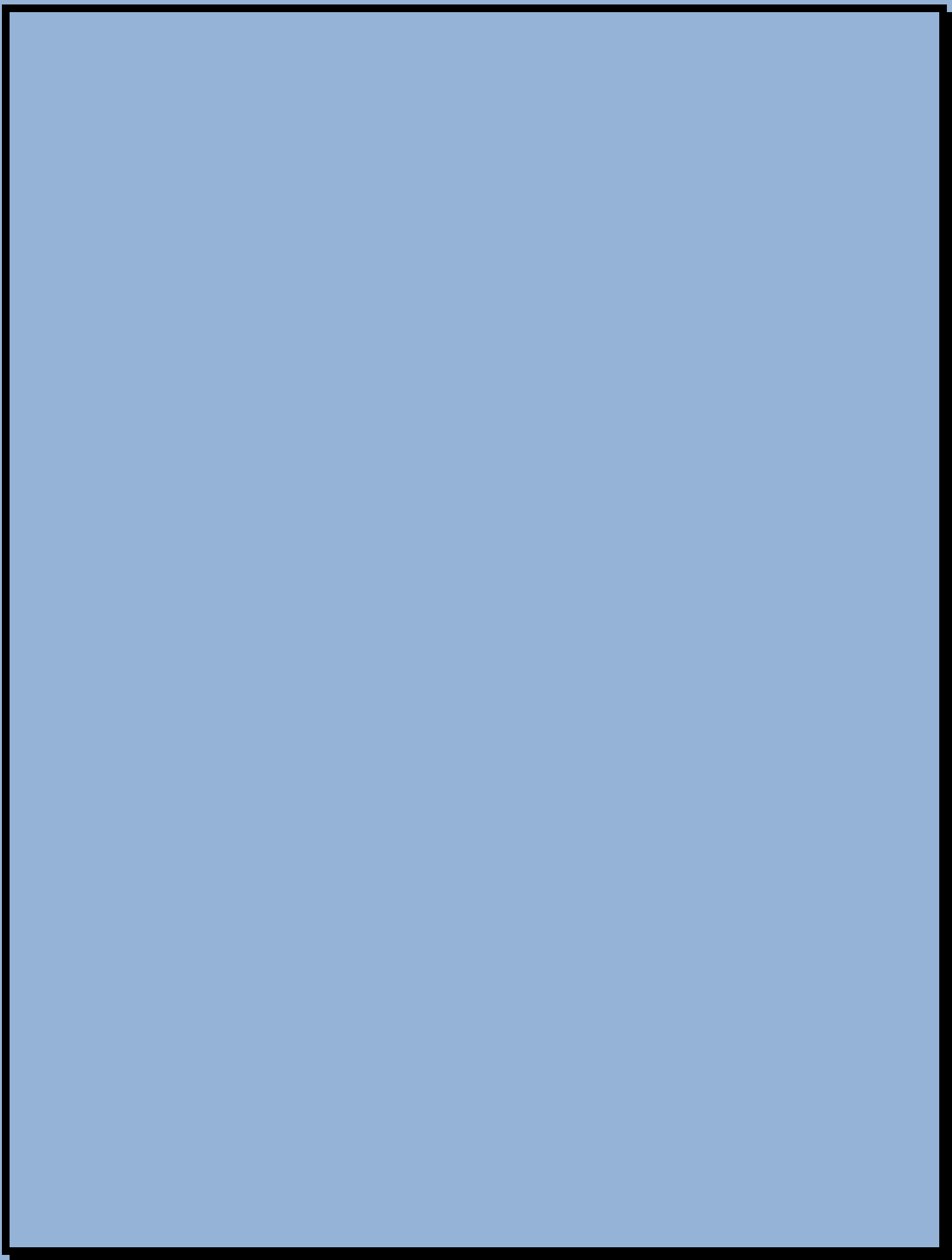
The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--|-------------------|--|
| Finance Director | Finance | 10-10-4200-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200 |
| Deputy Police Chief | Police | 10-20-5100-5100-0200 |
| Police Officer (SRO 1 position) | Police | 10-20-5100-5100-0200 |
| Police Officer | Police | 10-20-5100-5100-0200 |
| Firefighter (1 position) | Fire | 10-20-5300-5100-0200 |
| Facility Maintenance Worker | Appearance | 10-30-5600-5100-0700 |
| *Sanitation Equipment Operator (2 positions) | PW – Sanitation | 10-40-5800-5100-0200 |
| Utility Line Mechanic | PU – W/S | 30-71-7220-5100-0200 |
| *Waste Water Systems Technician | PU – W/S | 30-71-7220-5100-0200 |

* Vacancies due to pending retirement

Note – Only 1 Sanitation Equipment Operator Vacancy is due to retirement

Business Items





Request for Town Council Action

Business Item: **Resolution 796 (04-2026)**
Date: 01/06/2026

Subject: Cape Fear Hazard Mitigation Resolution
Department: Planning Department
Presented by: Planning Director - Stephen Wensman
Presentation: Business Agenda Item

Issue Statement

Adopt the Cape Fear Regional Hazard Mitigation Plan Resolution 796 (04-2026)

Financial Impact

N/A

Action Needed

Adopt Resolution 796 (04-2026)

Recommendation

Staff recommend the Town Council adopt Cape Fear Regional Hazard Mitigation Plan Resolution 796 (04-2026)

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Resolution 796 (04-2026)



Staff Report

**Business Resolution
Item: 796 (04-
2026)**

Overview:

To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000), which amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Section 322 of DMA 2000 emphasizes the need for state, local, and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds.

The Cape Fear Regional Hazard Mitigation Plan has been prepared in coordination with FEMA Region 4 and the North Carolina Division of Emergency Management (NCEM) to ensure that the Plan meets all applicable FEMA and state requirements for hazard mitigation plans. The Cape Fear Region includes the counties of Chatham, Lee, Harnett, Johnston, and Moore, as well as the municipal governments within those counties.

The Town participated in the Hazard Mitigation Plan and the State is requesting the Town adopt the Cape Fear Regional Hazard Mitigation Plan Resolution 796 (04-2026).

The purpose of the Cape Fear Regional Hazard Mitigation Plan is to:

- Complete update of existing Plan to demonstrate progress and reflect current conditions.
- Increase public awareness and education.
- Maintain grant eligibility for participating jurisdictions.
- Maintain compliance with state and federal legislative requirements for local hazard mitigation plans.

The Cape Fear Hazard Mitigation Plan can be found on the NCDPS.gov website at:

<https://www.ncdps.gov/our-organization/emergency-management/hazard-mitigation/hazard-mitigation-plans#CapeFearRegionalPlan-6697>

The specific Action Plan for the Town of Smithfield from the Plan is shown below:

Table 8-21: Town of Smithfield Mitigation Action Plan

| Jurisdiction | Action Type | Description | Hazards Addressed | Relative Priority | Lead Agency or Department | Potential Funding Sources | Cost Estimate | Implementation Timeline | Status | Implementation Details |
|--------------|--------------------------------|--|---|-------------------|---|------------------------------|---------------|-------------------------|-----------------|--|
| Smithfield | Prevention | Complete storm water GIS mapping project, with elevations showing where deficiencies exist in the storm water system. | Flood, Hurricane, Thunderstorm | High | Director of Public Works | General fund budget | Medium | 0-1 Years | In Progress | Data collection will be completed by the end of September 2025. This action will be updated as needed or during the next HMP update process |
| Smithfield | Prevention | The development of a Continuity of Operations Plan (COOP) for the Town of Smithfield. | All Hazards | High | Emergency Services Director, Town Manager | Grant | Medium | 2-5 Years | In Progress | The COOP is expected to be started in this fiscal year, and the goal is to have it completed by the fiscal year of 2028. This action will be updated as needed or during the next HMP update process. |
| Smithfield | Property Protection | Install generators at least two, possibly three, critical sewer lift stations within the Town of Smithfield. | All Hazards | High | Director of Public Works | Annual budget - utility fund | High | 1-2 Years | In Progress | Currently designed but not yet in construction. Action is in progress and will be updated as necessary or during the next HMP update process. |
| Smithfield | Property Protection | Provide backup power to critical facilities. | All Hazards | High | Director of Public Works | Grants | High | 5+ Years | To Be Continued | Opportunities for adding backup power will be evaluated as critical facilities without backup power are identified or as funding becomes available. This action will be updated as needed or during the next HMP Update Process. |
| Smithfield | Public Education and Awareness | On an annual basis, the FEMA repetitive loss property list will be obtained from NCEM. At that time, letters will be sent to the owners of the repetitive loss structures to notify them of their status and to offer information on programs that could help. | Flood, Hurricane, Thunderstorm | Moderate | GIS Application Analyst, Emergency Services Coordinator | In house staff | Low | 5+ years | To Be Continued | Opportunities for purchasing repetitive loss properties will be identified as properties are identified. This action will be implemented as funding becomes available. Reviewed annually and updated, as necessary. |
| Smithfield | Public Education and Awareness | Develop and print a brochure outlining wind proofing methods above and beyond Code. This will be offered in the Inspections Department receptionist area. | Hurricane, Thunderstorm, Tornado | Low | Steven Finn (Planning and Inspections Director) | In house staff | Low | | Deleted | We will defer to County inspections on this matter. |
| Smithfield | Public Education and Awareness | Update and maintain educational information and links on websites for the public to access in order to stay informed on all-natural hazard risks and mitigation techniques. | All Hazards | Low | Town Administration | In house staff | Low | 5+ years | To Be Continued | The Town of Smithfield continues to link information on the website from the County and other partners with educational information. The website will be updated as needed and the action will be updated as needed or during the next HMP update process. |
| Smithfield | Structural Project | Complete the Spring Branch Wetlands Restoration Project in order to improve the quality of stormwater runoff before it enters the Neuse River. | Flood, Hurricane, Thunderstorm | Moderate | Public Works Director | Local Funding, Grants | High | | Complete | Wetland facility was restored in 2019, and Spring Branch restoration was completed in 2022. |
| Smithfield | Structural Project | 2nd St Bridge Replacement at Spring Branch | Hurricane & Tropical Storm, Severe Weather, Flood | High | Stormwater Management | Grant | High | 2-5 Years | New | Design is complete and then we will put out for bid on construction. This project is expected to be implemented in 2027. |
| Smithfield | Structural Project | New pipe under CSX and I95 | Hurricane & Tropical Storm, Severe Weather, Flood | High | Stormwater Management | Grant | High | 5+ years | New | Currently in design phase. This action will be updated as needed or during the next HMP Process, but implementation is expected to be complete by 2030. |

**RESOLUTION NO. 796 (04-2026) FOR
THE TOWN OF SMITHFIELD, NC
TO ADOPT THE CAPE FEAR REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Smithfield and its residents are subject to the effects of natural and man-made hazards that may endanger life, safety, and property, including but not limited to drought, extreme heat, hurricanes and tropical storms, flooding, tornadoes, severe thunderstorms, winter storms, wildfires, and hazardous material incidents; and

WHEREAS, the Town of Smithfield seeks to reduce the impacts of such hazards through proactive planning and mitigation strategies; and

WHEREAS, the North Carolina General Assembly has granted local governments the authority and responsibility to adopt measures designed to protect the public health, safety, and general welfare pursuant to Chapter 160D of the North Carolina General Statutes; and

WHEREAS, North Carolina General Statute § 166A-19.41 requires local governments to have a FEMA-approved hazard mitigation plan in order to be eligible for certain state and federal disaster assistance funds following the declaration of a state of emergency; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, requires local governments to adopt and maintain an approved hazard mitigation plan as a condition of eligibility for Hazard Mitigation Assistance grants and other disaster-related funding, and further requires such plans to be updated and adopted on a five-year cycle; and

WHEREAS, the Town of Smithfield has reviewed and participated in the update of the Cape Fear Regional Hazard Mitigation Plan in accordance with 44 CFR Part 201 and guidance issued by the Federal Emergency Management Agency (FEMA) and the North Carolina Division of Emergency Management; and

WHEREAS, adoption of the Cape Fear Regional Hazard Mitigation Plan will help ensure the Town's continued eligibility for federal and state hazard mitigation and disaster recovery funding;

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

1. The Town Council hereby adopts the **Cape Fear Regional Hazard Mitigation Plan**, as approved by FEMA, as the official Hazard Mitigation Plan for the Town of Smithfield.
2. Johnston County Emergency Management is recognized as the coordinating agency for implementation, maintenance, and administration of the Plan, including coordination with federal, state, and local agencies.
3. The Town Council supports the annual review and five-year update of the Hazard Mitigation Plan, as required by state and federal regulations, to ensure continued compliance and eligibility for hazard mitigation funding.
4. The Town of Smithfield agrees to take such further actions as may be reasonably necessary to implement and carry out the goals and objectives of the Hazard Mitigation Plan.

Adopted this the 6th day of January, 2026.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

| | |
|--------------------------------------|---|
| Business Agenda Item: | Personnel Compensation Adjustments |
| Date: | 01/06/2026 |

Subject: Pay Plan Adjustment, Merit-Based Increases, and Elimination of Police Hiring Bonus

Department: Human Resources

Presented by: Shannan Parrish – Human Resources Director

Presentation: Business Agenda Item

Issue Statement

As part of ongoing efforts to maintain competitive compensation practices, staff is requesting Council consideration of several personnel compensation actions effective with the January 12, 2026 payroll. These actions are intended to address market competitiveness, reward employee performance based on evaluations, and reevaluate recruitment incentives for Police personnel.

Financial Impact

The proposed 2% increase to the pay plan and the authorization of up to 2% merit-based increases are included within the adopted FY 2025–2026 budget and will not require a budget amendment. Merit-based increases will be awarded based on completed employee evaluations.

Eliminating the \$5,000 police hiring bonus aligns recruitment practices with current staffing levels and will provide ongoing budgetary savings.

Action Needed

Approve a 2% increase to the pay plan effective with the January 12, 2026 payroll. Authorize up to 2% merit-based salary increases, based on employee evaluations, effective with the January 12, 2026 payroll.

Eliminate the \$5,000 hiring bonus for police personnel effective January 12, 2026.

Recommendation

Staff recommends approval of all three proposed actions to support competitive compensation practices, recognize employee performance, and align recruitment incentives with current staffing and budget priorities.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Current Salary Schedule
3. Proposed Salary Schedule



Staff Report

**Business
Agenda
Item:**

**Personnel
Compensation
Adjustments**

Staff has conducted a review of the Town's current compensation practices, recruitment trends, and budgetary considerations as part of the FY 2025–2026 personnel planning process. Based on this review, staff is recommending a combination of adjustments to the pay plan, authorization of merit-based increases, and modifications to recruitment incentives to ensure compensation practices remain competitive and fiscally responsible.

The proposed 2% increase to the pay plan is intended to address market pressures and support the Town's ability to attract qualified candidates. This adjustment ensures that entry-level compensation remains aligned with comparable local government employers and reduces salary compression over time.

In addition, staff is recommending authorization of up to 2% merit-based increases based on employee evaluations. Merit increases are designed to recognize and reward employee performance, encourage accountability, and support employee retention. All merit increases will be awarded based on established evaluation criteria and within the constraints of the adopted FY 2025–2026 budget and implemented prior to any approved changes to the current pay plan.

Staff is also recommending the elimination of the \$5,000 hiring bonus for police personnel. While hiring bonuses were previously implemented to address recruitment challenges, current staffing conditions and evolving recruitment strategies support reevaluating this incentive. Eliminating the hiring bonus promotes long-term fiscal sustainability and allows the Town to focus on competitive base compensation and retention efforts rather than one-time incentives.

These recommendations support a balanced compensation strategy that emphasizes market competitiveness, performance-based rewards, and responsible financial management, while continuing to position the Town as an employer of choice.

Current Salary Schedule

| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|---|----------------------|-------------|--------------------|--------------------|
| 700 | Less than 925 | | | |
| 701 | 925 | 1000 | \$36,000.00 | \$48,600.00 |
| Meter Reader Facility Maint PW Facility Maint P&R Street Maint Worker Sanitation Worker Water Plant Trainee | | | | |
| 702 | 1001 | 1100 | \$38,520.00 | \$52,002.00 |
| Utility Line Mechanic Police Public Safety Aid | | | | |
| 703 | 1101 | 1200 | \$41,216.40 | \$55,642.14 |
| Street Sign Specialist Police Records Clerk Customer Service Rep Meter Technician WP Operator I Admin Support Gen Gov | | | | |
| 704 | 1201 | 1300 | \$44,101.55 | \$59,537.09 |
| Sanitation Equip Operator Public Works Equip Operator Stormwater Equip Operator | | | | |
| 705 | 1301 | 1400 | \$47,188.66 | \$63,704.69 |
| Admin Support P&R Admin Support Planning Admin Support SRAC Admin Support Fire Engineering Tech Pump Station Mech | | | | |
| 706 | 1401 | 1500 | \$50,491.86 | \$68,164.01 |
| Sr Customer Service PW Crew Leader - Gen PW Crew Leader-Streets WP Mechanic WP Operator II Wastewater Systems Tech Zoning/ Code Enforcement Officer | | | | |
| WP Operator III (+5%) | | | \$53,016.46 | \$71,572.21 |

| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|---|--------------|-------------|--------------------|--------------------|
| 707 | 1501 | 1600 | \$54,026.29 | \$72,935.50 |
| Accts Payable Tech I Department Coordinator PU Department Coordinator PW Construction Inspector / Utility Line Locator | | | | |
| 708 | 1601 | 1700 | \$57,808.13 | \$78,040.98 |
| Planner I Electric Line Tech IT Specialist (E) Facility Maint Supv P&R W/S Crew Leader PW Crew Leader - Sanitation Asst Aquatics Supv | | | | |
| Journeyman Lineman (+ 5%) | | | \$60,698.54 | \$81,943.03 |
| | | | | |
| 709 | 1701 | 1800 | \$60,000.00 | \$81,000.00 |
| Electric Crew Leader | | | | |
| 710 | 1801 | 1900 | \$61,800.00 | \$83,430.00 |
| Payroll/Acct Tech | | | | |
| 711 | 1901 | 2000 | \$63,654.00 | \$85,932.90 |
| Equip Mechanic PW | | | | |
| 712 | 2001 | 2100 | \$65,563.62 | \$88,510.89 |
| WP Chemist | | | | |
| 713 | 2101 | 2200 | \$67,530.53 | \$91,166.21 |
| Police Accreditation Marketing & Communication (E) Rec Program Supv Athletic Program Supv Town Clerk (E) | | | | |
| 714 | 2201 | 2300 | \$69,556.44 | \$93,901.20 |
| IT Analyst/Billing (E) Chief WP Operator Senior Planner | | | | |
| 715 | 2301 | 2400 | \$71,643.14 | \$96,718.24 |
| | | | | |
| 716 | 2601 | 2700 | \$73,792.43 | \$99,619.78 |
| Rec Center Supervisor (E) Aquatics Center Supervisor (E) | | | | |

| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|--|--------------|-------------|--------------------|---------------------|
| 717 | 2801 | 2900 | \$76,006.20 | \$102,608.38 |
| WP Superintendent (E) W/S Superintendent (E) PW Superintendent (E) Asst Finance Director (E) | | | | |
| 718 | 3101 | 3200 | \$78,286.39 | \$105,686.63 |
| Rec & Aquatics Director (E) | | | | |
| 719 | 3501 | 3600 | \$80,634.98 | \$120,952.47 |
| | | | | |
| 720 | 3601 | 3700 | \$83,054.03 | \$124,581.05 |
| Electric Superintendent (E) | | | | |
| 721 | 3801 | 3900 | \$85,545.65 | \$128,318.48 |
| Assistant Town Manager (E) | | | | |
| Executive Band (E) | 3901+ | | \$88,112.02 | \$132,168.03 |
| Fire Chief HR Director Parks & Rec Director Planning Director PW Director PU Director Finance Director Police Chief | | | | |

| PS Schedule Grade | POLICE WAGE SCHEDULE FY 2025 | Minimum | Hourly | Maximum |
|-------------------|----------------------------------|--------------|----------|------------|
| 801 | Police Officer I (43 Hr/Wk) | \$ 60,014.24 | \$ 26.84 | 93,022.07 |
| 802 | Police Officer II (43 Hr/Wk) | \$ 63,010.48 | \$ 28.18 | 97,666.24 |
| 803 | Master Police Officer (43 Hr/Wk) | \$ 66,163.24 | \$ 29.59 | 102,553.02 |
| 804 | Police Sergeant (43 Hr/Wk) | \$ 69,472.52 | \$ 31.07 | 107,682.41 |
| 805 | Police Lieutenant (43 Hr/Wk) | \$ 76,583.00 | \$ 34.25 | 118,703.65 |
| 806 | Police Captain (E) | \$ 82,472.00 | \$ 39.65 | 127,831.60 |
| 807 | Deputy Chief (E) | \$ 90,916.80 | \$ 43.71 | 140,921.04 |

Specific titled positions employed at 40/Hr/Wk will maintain same minimum and maximum salaries

| PS Schedule Grade | FIRE WAGE SCHEDULE FY 2025 | | | | Hourly | Maximum |
|---|----------------------------|----|-----------|----|--------|---------------|
| 901 | Fire Fighter I (42 Hr/Wk) | \$ | 50,494.08 | \$ | 23.12 | \$ 68,167.01 |
| 902 | Fire Fighter II (42 Hr/Wk) | \$ | 54,032.16 | \$ | 24.74 | \$ 72,943.42 |
| 903 | Fire Engineer (42 Hr/Wk) | \$ | 57,810.48 | \$ | 26.47 | \$ 78,044.15 |
| 904 | Fire Lieutenant (42Hr/Wk) | \$ | 63,663.60 | \$ | 29.15 | \$ 85,945.86 |
| 905 | Fire Marshall (E) | \$ | 66,872.00 | \$ | 32.15 | \$ 90,277.20 |
| 906 | Fire Captain (42Hr/Wk) | \$ | 67,529.28 | \$ | 30.92 | \$ 91,164.53 |
| 907 | Assist Fire Chief (E) | \$ | 76,006.00 | \$ | 36.83 | \$ 102,608.10 |
| <i>Specific titled positions employed at 40/Hr/Wk will maintain same minimum and maximum salaries</i> | | | | | | |
| Inspections are a (40Hr/Wk) | | | | | | |
| 902.1 | Fire Inspector I | \$ | 56,600.00 | \$ | 27.22 | |
| 903.1 | Fire Inspector II | \$ | 58,800.00 | \$ | 28.27 | |
| 903.2 | Fire Inspector III | \$ | 61,740.00 | \$ | 29.68 | |

PROPOSED FY 2025-2026 SALARY SCHEDULE

| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|---|----------------------|-------------|--------------------|--------------------|
| 700 | Less than 925 | | | |
| 701 | 925 | 1000 | \$36,720.00 | \$49,572.00 |
| Meter Reader Facility Maint PW Facility Maint P&R Street Maint Worker Sanitation Worker Water Plant Trainee | | | | |
| 702 | 1001 | 1100 | \$39,290.40 | \$53,042.04 |
| Utility Line Mechanic Police Public Safety Aid | | | | |
| 703 | 1101 | 1200 | \$42,040.73 | \$56,754.98 |
| Street Sign Specialist Police Records Clerk Customer Service Rep Meter Technician WP Operator I Admin Support Gen Gov | | | | |
| 704 | 1201 | 1300 | \$44,983.58 | \$60,727.83 |
| Sanitation Equip Operator Public Works Equip Operator Stormwater Equip Operator | | | | |
| 705 | 1301 | 1400 | \$48,132.43 | \$64,978.78 |
| Admin Support P&R Admin Support Planning Admin Support SRAC Admin Support Fire Engineering Tech Pump Station Mech | | | | |
| 706 | 1401 | 1500 | \$51,501.70 | \$69,527.29 |
| Sr Customer Service PW Crew Leader - Gen PW Crew Leader-Streets WP Mechanic WP Operator II Wastewater Systems Tech Zoning/ Code Enforcement Officer | | | | |
| WP Operator III (+5%) | | | \$54,076.78 | \$73,003.66 |

| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|---|--------------|-------------|--------------------|--------------------|
| 707 | 1501 | 1600 | \$55,106.82 | \$74,394.21 |
| Accts Payable Tech I Department Coordinator PU Department Coordinator PW Construction Inspector / Utility Line Locator | | | | |
| 708 | 1601 | 1700 | \$58,964.30 | \$79,601.80 |
| Planner I Electric Line Tech IT Specialist (E) Facility Maint Supv P&R W/S Crew Leader PW Crew Leader - Sanitation Asst Aquatics Supv | | | | |
| Journeyman Lineman (+ 5%) | | | \$61,912.51 | \$83,581.89 |
| | | | | |
| 709 | 1701 | 1800 | \$60,000.00 | \$81,000.00 |
| Electric Crew Leader | | | | |
| 710 | 1801 | 1900 | \$61,800.00 | \$83,430.00 |
| Payroll/Acct Tech | | | | |
| 711 | 1901 | 2000 | \$63,654.00 | \$85,932.90 |
| Equip Mechanic PW | | | | |
| 712 | 2001 | 2100 | \$65,563.62 | \$88,510.89 |
| WP Chemist | | | | |
| 713 | 2101 | 2200 | \$67,530.53 | \$91,166.21 |
| Police Accreditation Marketing & Communication (E) Rec Program Supv Athletic Program Supv Town Clerk (E) | | | | |
| 714 | 2201 | 2300 | \$69,556.44 | \$93,901.20 |
| IT Analyst/Billing (E) Chief WP Operator Senior Planner | | | | |
| 715 | 2301 | 2400 | \$71,643.14 | \$96,718.24 |
| | | | | |
| 716 | 2601 | 2700 | \$73,792.43 | \$99,619.78 |
| Rec Center Supervisor (E) Aquatics Center Supervisor (E) | | | | |

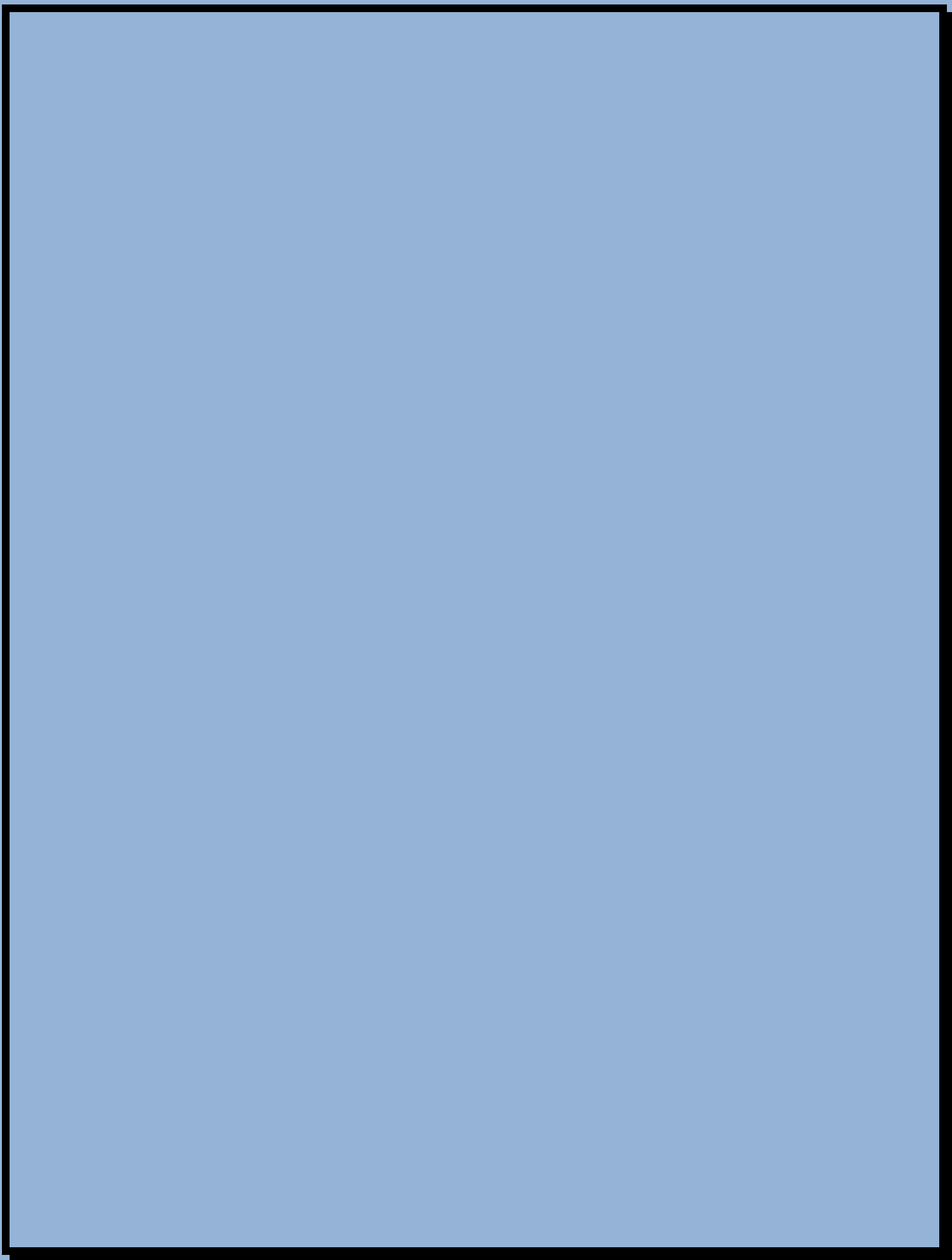
| New Pay Grade | Factor Range | | MINIMUM | MAXIMUM |
|--|--------------|-------------|--------------------|---------------------|
| 717 | 2801 | 2900 | \$76,006.20 | \$102,608.38 |
| WP Superintendent (E) W/S Superintendent (E) PW Superintendent (E) Asst Finance Director (E) | | | | |
| 718 | 3101 | 3200 | \$78,286.39 | \$105,686.63 |
| Rec & Aquatics Director (E) | | | | |
| 719 | 3501 | 3600 | \$80,634.98 | \$120,952.47 |
| | | | | |
| 720 | 3601 | 3700 | \$83,054.03 | \$124,581.05 |
| Electric Superintendent (E) | | | | |
| 721 | 3801 | 3900 | \$85,545.65 | \$128,318.48 |
| Assistant Town Manager (E) | | | | |
| Executive Band (E) | 3901+ | | \$88,112.02 | \$132,168.03 |
| Fire Chief HR Director Parks & Rec Director Planning Director PW Director PU Director Finance Director Police Chief | | | | |

| PS Schedule Grade | POLICE WAGE SCHEDULE FY 2025 | Minimum | Hourly | Maximum |
|-------------------|----------------------------------|--------------|----------|---------------|
| 801 | Police Officer I (43 Hr/Wk) | \$ 61,214.52 | \$ 27.38 | \$ 94,882.51 |
| 802 | Police Officer II (43 Hr/Wk) | \$ 64,270.69 | \$ 28.74 | \$ 99,619.56 |
| 803 | Master Police Officer (43 Hr/Wk) | \$ 67,486.50 | \$ 30.18 | \$ 104,604.08 |
| 804 | Police Sergeant (43 Hr/Wk) | \$ 70,861.97 | \$ 31.69 | \$ 109,836.06 |
| 805 | Police Lieutenant (43 Hr/Wk) | \$ 78,114.66 | \$ 34.94 | \$ 121,077.72 |
| 806 | Police Captain (E) | \$ 84,121.44 | \$ 40.44 | \$ 130,388.23 |
| 807 | Deputy Chief (E) | \$ 92,735.14 | \$ 44.58 | \$ 143,739.46 |

Specific titled positions employed at 40/Hr/Wk will maintain same minimum and maximum salaries

| PS Schedule Grade | FIRE WAGE SCHEDULE FY 2025 | | | | Hourly | Maximum |
|---|----------------------------|----|-----------|----|--------|---------------|
| 901 | Fire Fighter I (42 Hr/Wk) | \$ | 51,503.96 | \$ | 23.58 | \$ 69,530.35 |
| 902 | Fire Fighter II (42 Hr/Wk) | \$ | 55,112.80 | \$ | 25.23 | \$ 74,402.29 |
| 903 | Fire Engineer (42 Hr/Wk) | \$ | 58,966.69 | \$ | 27.00 | \$ 79,605.03 |
| 904 | Fire Lieutenant (42Hr/Wk) | \$ | 64,936.87 | \$ | 29.73 | \$ 87,664.78 |
| 905 | Fire Marshall (E) | \$ | 68,209.44 | \$ | 32.79 | \$ 92,082.74 |
| 906 | Fire Captain (42Hr/Wk) | \$ | 68,879.87 | \$ | 31.54 | \$ 92,987.82 |
| 907 | Assist Fire Chief (E) | \$ | 77,526.12 | \$ | 37.57 | \$ 104,660.26 |
| <i>Specific titled positions employed at 40/Hr/Wk will maintain same minimum and maximum salaries</i> | | | | | | |
| Inspections are a (40Hr/Wk) | | | | | | |
| 902.1 | Fire Inspector I | \$ | 57,732.00 | \$ | 27.76 | |
| 903.1 | Fire Inspector II | \$ | 59,976.00 | \$ | 28.83 | |
| 903.2 | Fire Inspector III | \$ | 62,974.80 | \$ | 30.28 | |

Department Reports



FINANCE DEPARTMENTAL REPORT FOR DECEMBER 2025

ACCOMPLISHMENTS

- Accounts Receivable related policies written for board approval
- Assisted with the implementation of the new employee benefit management team
- Refunded numerous utility accounts with credit balances or applied credit balances to new accounts for old utility accounts; cleaned up the inactive revenue codes on utility accounts
- Saved \$3,600 in professional fees (Finance Department), approximately \$2,000 in bank service charges (General, Water Sewer, Electric Fund), and \$1,300 in telephone charges
- Implemented invoice and pre audit approval process for accounts payable
- Updated all grant and capital project ordinances to comply with ordinance and resolution statutory requirements
- Drafted the revised employee handbook for manager, human resource director, and council approval
- Assisted with the phone and internet implementation projects
- Set up capital reserve funds for general statute compliance
- Wrote financial statements and made substantial corrections to the accounting records
- Corrected pre-tax and post-tax payroll deductions for affected full time employees
- Improved service order process between customer service representatives and utility technician via e-mailing service orders
- Converted Planning Board and Board of Adjustments to Payroll to comply with IRS regulations
- Wrote required ARPA Policies approved by the board
- Implemented purchase card program for each department

WORK IN PROGRESS

- In process of updating the Customer Service Policy Manual (approval delayed for new regulations) and creating a Red Flag Policy for utility billing customer information
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- In process of comprehensive inventory of fixed assets for all departments
- In process of comprehensive inventory of IT hardware and software town wide
- In process of working with Town Clerk, Town Manager, and Public Utility Director to properly account for capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- In process of implementing a training plan for each employee in finance and customer service departments

FINANCE DEPARTMENTAL REPORT FOR OCTOBER 2025 (CONTINUED)
WORK IN PROGRESS (CONTINUED)

- In process of changing the deposit procedures to save additional bank charges and increase the average daily balance to increase interest income
- In process of cleaning up the accounts receivable register and security deposit register

GOALS

- Update all policies and procedures related to finance and customer service in the near term for council approval
- Work with various departments to obtain a document management system so all departments can access documents for various town projects



Planning Department Development Report

Preliminary Subdivisions

| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review Date | TC Hearing Date | Approval Date | CD Approval Date | Note |
|---------|--|--------------------------------|--|----------------|-------------------|--------------------|------------------|----------------------|---|
| S-25-06 | West Smithfield Business Park | 15078011G/ 15077033C | SST Properties | 10/21/2025 | 11/6/2025 | | | | waiting on easement |
| S-25-05 | Waddell Drive TH | 15005031, 15005029 and part | Spectrum Realty, LLC and Sun Auto Wash, LLC | 10/17/2025 | 11/6/2025 | 12/16/2025 | 12/16/2025 | | CD's under review |
| S-25-04 | Village on the Neuse | 14075011A, 14001001 | HomeVestors - Eric Villeneuve | 4/8/2025 | 5/1/2025 | 7/15/2025 | 7/16/2025 | | CD's under review |
| S-25-03 | Heritage Townes at Waddell | 15005023, 15005022 | Shovel Ready Johnston, Inc | 3/5/2025 | 4/3/2025 | 5/20/2025 | 5/20/2025 | | An extension was granted |
| S-25-02 | Powell Tract Subdivision | 15108014I / 1510801 | Crantock Land | 1/7/2025 | 3/6/2025 | 5/20/2025 | 5/20/2025 | | |
| S-25-01 | Buffalo Ridge | 140001021 14057011X / | Smithfield Land Group | 1/3/2025 | 2/6/2025 | 3/18/2025 | 3/18/2025 | | |
| S-24-08 | Local 70 Residential Developmen | 14057011Y | Smithfield Growth LLC | 11/21/2024 | 12/5/2024 | 1/21/2024 | 2/5/2025 | 5/20/2025 | |
| S-24-07 | Buffalo Road (Skybrook) Subdivision | 14A033005 14057011Y, | Vesta Enterprises, Inc. | 11/18/2024 | 12/5/2024 | 1/21/2024 | 2/5/2025 | | CDs approved pending fee payments |
| S-24-06 | Local 70 (Interim) plat | 14057011X | Smithfield Growth LLC | 10/4/2024 | 11/14/2024 | 12/17/2024 | 12/17/2024 | N/A | |
| S-24-05 | Powell Tract Subdivision | 15108014 15049017/ | Crantock Land | 8/25/2024 | 10/3/2024 | 12/3/2024 | denied | denied by Council | |
| S-24-03 | Wellons Woods | 15049010 | BRL Engineering | 4/8/2024 | | | | Withdrawn | CDs not approved |
| S-24-02 | Hillcrest-Poplar-Riverdale | 15083049B | BRL Engineering | 3/7/2024 | 4/4/2024 | 4/16/2024 | 4/16/2024 | | |
| S-24-01 | Jubilee Creek | 167300-68-6746 | CMH Homes Inc/McIntyre & Assoc | 12/17/2023 | 3/7/2024 | 3/19/2024 | 5/7/2024 | 11/7/2024 | |

Final Plats

| Case ID | Project Name | Owner/Applicant | Submittal Date | Approval Date | Note |
|---------|------------------------|-----------------------|----------------|------------------|------|
| S-22-02 | Finley Landing Phase 4 | CE Group | 5/6/2025 | | |
| S-18-02 | Kamden Ranch Phase 2B | Laura and Scott Lee | 5/6/2025 | 6/13/2025 | |
| S-22-02 | Finley Landing Phase 3 | CE Group | | 1/31/2025 | |
| S-22-02 | Finley Landing Phase 2 | CE Group | | 12/19/2024 | |
| S-24-06 | Local 70 Interim Plat | Smithfield Growth LLC | | 12/19/2024 | |

Conditional Zonings

| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
|---------------------|---------------------------------|---|-------------------------------------|----------------|------------|------------|----------|------------------------------------|
| CZ-25-09 | Holt Lake Commercial | 15111023I | Two Magnolias | | | | | pending resubmittal with site plan |
| CZ-25-08 | Grace Homemade Flex Commmerc | 15021009 | Kelly Griffin/Dalton Gen Contractor | 12/5/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-07 | W. Smithfield Amazon Commercial | 15078011G | Samet/Real Zeal Proprty Grp LLC | 12/3/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-06 | Bellamy | 17K08039A/17K08032 | Twin States Farming | 12/5/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-05 | Bellamy | 17K08039A/17K08032 | Twin States Farming | 8/1/2025 | 9/4/2025 | 10/7/2025 | Denied | |
| CZ-25-04 | Local 70 PUD Map Amendment | 14057011Y | Carolina Commercial | 6/25/2025 | 8/7/2025 | 8/19/2025 | Approved | |
| CZ-25-03 | Mallard Crossing | 15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B | Contender | 6/6/2025 | 7/10/2025 | 8/5/25 | Approved | |
| CZ-25-02 | Johnston Hotel (MF) | 15025021 and 15025020 | Noviomagus LLC | 2/27/2025 | 4/3/2025 | 4/15/2025 | Approved | |
| CZ-25-01 | Finley Landing Phase 5 | 15077035H | FL Smithfield LLC | 2/25/2025 | 3/6/2025 | 3/18/2025 | Approved | |
| CZ-24-08 | Village on the Neuse | 14001001/14075011A | Village on the Neuse LLC | 10/9/2024 | 11/14/2024 | 12/3/2024 | Approved | |
| CZ-24-07 | Waddell Drive TH | 15005031, 15005029, 15005031a | Spectrum Realty, LLC | 10/8/2024 | 11/14/2024 | 12/17/2024 | Approved | |
| CZ-24-06 | Finley Landing Alt Plan | 15077035H | FL Smithfield LLC | 9/13/2024 | 10/3/2024 | 10/15/2024 | denied | |
| CZ-24-05 | Buffalo Ridge | 140001021 | Smithfield Land Group | 8/6/2024 | 9/5/2024 | 9/17/2025 | Approved | |
| CZ-24-04 | Massey Street Subd. | 15026054; 1502605 | Clay Pignons Properties | 7/3/2024 | 8/1/2024 | 8/20/2024 | Approved | |
| CZ-24-03 | Buffalo Ridge | 140001021 | Smithfield Land Group | 5/3/2024 | 6/6/2024 | 6/18/2024 | Denied | |
| CZ-24-02 | Local 70 PUD | 14057011Y, 14505 | Smithfield Growth llc | 3/11/2024 | 4/4/2024 | 5/21/2024 | Approved | under construction |
| CZ-24-01 | Carmax | 7011X, 14057011Y | Centerpoint/CE Group | 2/2/2024 | 3/7/2024 | 3/19/2024 | Approved | under construction |
| Special Use Permits | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
| SUP-25-02 | Aruza Pest Control | 14002010c | Allited Commercial Properteris LLC | 11/4/2025 | 12/4/2025 | 1/20/2025 | | |
| SUP-25-01 | Adrenaline Designs Tatou Est | 14074002/140740 | David Seigler/Adrenaline Designs | 10/27/2025 | 12/4/2025 | 1/20/2025 | | |
| SUP-24-05 | Stadler Station | 15074012E | Brown Investment Proprties | 8/13/2024 | 10/3/2024 | 11/19/2024 | Approved | |
| SUP-24-04 | Heritage Townes at NC210 | 15079012A | Shovel Ready Johnston, Inc | 8/6/2024 | | | | Project withdrawn |

| | | | | | | | | |
|-------------------|---|--------------------|--------------------------|-----------------------|------------------------------|----------------------------|----------------------------|--------------|
| SUP-24-03 | Country Club Townhomes | 15J11023 | Crantock Land, LLC | 8/12/2024 | 9/5/2024 | 11/19/2024 | Denied | |
| | | 15005023, | Shovel Ready Johnston, | | | | | |
| SUP-24-02 | Heritage Townes at Waddell | 15005022 | Inc | 7/5/2024 | 10/3/2024 | 12/17/2024 | Approved | |
| | | 15089019A/15K09 | | | | | | |
| SUP-24-01 | Hartley Drive Townhomes | 010A/15K09010P | Terra Eden | 7/1/2024 | 8/1/2024 | 8/20/2024 | Approved | |
| Rezoning | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
| RZ-25-04 | Johnson-US 70 Business | 15078019C | Kim and Chris Johnson | 9/30/2025 | 11/6/2025 | 12/16/2025 | Approved | |
| | | | | | | | | |
| RZ-25-03 | Mitchell Concrete to R-20A/B-3 H and 15080012 | Parts of 15O99004J | Marshall Concrete | 6/27/2025 | 8/7/2025 | 9/16/2025 | Approved | |
| RZ-25-01 | B-3/R-20A to LI | 17107032 | Clarius | 6/4/2025 | 7/10/2025 | 8/19/2025 | Approved | |
| | N/A | 15006015/ | JCC/New Vision Partners | | | | | |
| RZ-24-09 | | 15007014 | LLC | 11/8/2024 | 11/14/2024 | 12/17/2024 | Approved | |
| RZ-24-08 | 606 S 3rd Street | 15039027 | Syed Rizvi | 8/13/2024 | 9/5/2024 | 9/17/2024 | Denied | |
| | | 14001001/140750 | | | | | | |
| RZ-24-07 | Village on the Neuse to R-8 | 11A | Village on the Neuse LLC | 8/19/2024 | 10/3/2024 | | Withdrawn | |
| | | 15015033/150160 | | | | | | |
| RZ-24-06 | 400 Brightleaf to B-3 | 33/15016032 | David Dupree | 5/24/2024 | 7/11/2024 | 8/13/2024 | Approved | |
| RZ-24-05 | Watershed Boundary Update | | Town Staff | 12/22/2023 | 6/6/2024 | 6/18/2024 | Approved | |
| | | | | | | | | |
| RZ-24-04 | Heavner Property to R-8 | 15089019A/15K09 | Terra Eden | 4/5/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| RZ-24-03 | 1558 W Market St to B-3 | 15077033B | Lena Patterson Parks | 4/28/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| | | 15L11014A/ | | | | | | |
| RZ-24-02 | Joco Massey Tract to O/I | 15L11014E | JOCO | 3/20/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| | | 15j08015b | | | | | | |
| RZ-24-01 | Swift Creek Proprety to LI | /15J08014C | Tulloss/Grosclose | 3/2/2024 | 4/4/2024 | 5/7/2024 | Approved | |
| Site Plans | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | First Review Complete | 2nd Review Complete | 3rd Review Complete | Notes |
| SP-25-11 | Floyd Landing -Anthemnet Teleco | 15077022A | Keener Lumber | 11/24/2025 | 12/13/2025 | | | 12/16/2025 |
| SP-25-10 | 7 Brews Coffee | 14074013A | TNB Brews Smithfield LLC | 11/20/2025 | 12/17/2025 | | | |
| SP-25-09 | Ace Fabrication | 15079006 | Prince Holdings QOZB,LLC | 9/18/2025 | 10/22/2025 | 11/17/2025 | | 11/17/2025 |
| SP-25-08 | Twin Oaks Cabins | 15J10061F | David Parker | 8/5/2025 | 9/24/2025 | | | |

| SP-25-07 | Perfect Ride | 15006006 | Gray Creek Properties, LLC (Lee Stanley) | 6/30/2025 | 8/28/2025 | 10/16/2025 | |
|--------------------|----------------------------------|-----------------------|---|----------------|--------------------|---|---------------|
| SP-25-06 | Clarius Park Industrial | | | | | incomplete | |
| SP-25-05 | JNX Public Safety Hangar | 15079001 | JNX Public Safety Hanger | 4/17/2025 | 7/11/2025 | 8/10/2025 | 8/11/2025 |
| SP-25-04 | JNX Taxilane Rehab & Construct B | 15079017D | JNX Airport | 5/1/2025 | | | 5/20/2025 |
| SP-25-03 | Webster Accounting | 15044032 | Adam Webster | 3/18/2025 | 5/1/2025 | 6/24/2025 | 6/30/2025 |
| SP-25-02 | Johnston Hotel | 15025020/ 15025021 | Noviomagus LLC | 3/5/2025 | 5/12/2025 | | 7/3/2025 |
| SP-25-01 | 377 West Market Office Bldg | 15080053 | Lee and Hudgins | 8/21/2025 | 9/29/2025 | | |
| SP-24-14 | Gates Concrete | 15079005F | Larry Gates | 11/14/2024 | 12/23/2024 | Turned over to Bob for Code Enforcement | |
| SP-24-13 | JCC Repaving | 169308-87-5887 | JCC | 10/21/2024 | 12/11/2024 | 2/24/2025 | 3/24/2025 |
| | | 15084003D/ | | | | | |
| SP-24-12 | Smithfield West | 15084003F | Jim Perricone | 10/17/2024 | 11/18/2024 | 2/10/2025 | 6/9/2025 |
| SP-24-11 | Smithfield Storage | 15077023 | Adams and Hodge | 10/16/2024 | 12/9/2024 | 3/31/2025 | 4/29/2025 |
| SP-24-10 | Town Place Suites | 15008046T | Bartlett Engineering | 6/2/2024 | 7/30/2024 | | first review |
| SP-24-09 | Neuse Charter Elementary | 14057005E | Terra Eden | 5/21/2024 | 6/14/2024 | 7/2/2024 | completed |
| SP-24-08 | Market Street Plaza | 15K10023 | Adams and Hodge | 5/16/2024 | 10/9/2024 | 3/31/2025 | 7/2/2024 |
| SP-24-07 | JoCo Waste Water Plant Bldg | 15099006 | Dellinger Inc | 5/13/2024 | | | 6/10/2025 |
| SP-24-06 | CarMax | 15K10061 | CE Group | 4/22/2024 | 5/10/2024 | | 5/29/2024 |
| | | | | | | | 6/21/2024 |
| SP-24-05 | Equipment Share | 15060031 | Onyx Creative | 4/25/2024 | 8/15/2024 | | Email |
| | | | | | | | 11/25/2024 |
| SP-24-04 | Express Oil Change | | | | | | comments |
| | | | | | | | Project |
| | | | | | | | withdrawn |
| SP-24-03 | Airport Industrial Park Lot 13 | 15108017P | Capital Civil Engineering | 2/7/2024 | 2/22/2024 | | 12/6/2024 |
| | | | | | | | Project |
| | | | | | | | appears to be |
| SP-24-01 | Lynn's Automotive Repair | 15077009 | ECLS Global Inc | 2/1/2024 | 2/21/2024 | 4/2/2024 | 5/16/2024 |
| | | | | | | | on hold |
| Annexations | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | Council Hearing | Decision | |
| ANX-25-04 | Bellamy | 17K08039A/17K080 | Twin States Farming | 8/1/2025 | 10/7/2025 | denied | |
| | | | Alexis Barefoot - Heath | | | | |
| ANX-25-03 | Heath Street #215 Annexation | 15078009K | Street #215 | 7/22/2025 | 9/2/2025 | Approved | |
| ANX-25-02 | West Smithfield Elementary | 15109034G | JC Board of Education | 2/17/2025 | 5/6/2025 | Approved | |
| ANX-25-01 | Barbour Road | 17K09016J | Town of Smithfield | 3/2/2025 | 3/18/2025 | Approved | |

| ANX-24-02 | Local 70 | 14057011Y | Smithfield Growth LLC | 11/25/2024 | 2/5/2025 | Approved | |
|----------------------------|--|-------------------------|---|-----------------------|-------------------|-----------------|--------------|
| ANX-24-01 | SST Properties | 15077033C | SST Properties | 3/15/2024 | 5/21/2024 | Approved | |
| Variances | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | BOA Review | | |
| | | | | | Date | Decision | Notes |
| BA-25-07 | Smithfield West Landscape Variance | 15084003D/ 15084003F | Jim Perricone | 12/5/2025 | 1/29/2025 | | |
| BA-25-06 | Clarius Park Industrial Variance | 17J07032 | Clarius Partners LLC | 11/24/2025 | 12/18/2025 | Approved | |
| BA-25-05 | Carolina Premium Outlets Sign Variance | 15074012L | Simon Property Group DBA Carolina Premium Outlets LLC | 10/1/2025 | 10/30/2025 | Approved | |
| BA-25-04 | Chicken Salad Chick Sign Variance | 15005033 | Heather Damon | 6/3/2025 | 7/31/2025 | Approved | |
| BA-25-03 | Perry Harris South Second Street 57 Strickland Road ADU size | 15029033 | Perry Harris | 5/7/2025 | 6/12/2025 | Approved | |
| BA-25-02 | Variance | 17J07024E | Marilyn Mozingo | 4/1/2025 | 4/24/2025 | Approved | |
| BA-25-01 | Lynda Carroll Pool Variance | 15J11023P | michael and Linda Carroll | 2/28/2025 | 3/27/2025 | Approved | |
| BA-24-09 | Curated Collections Sign Variance | 15L11008T | Curated Collections of NC LLC | 12/3/2024 | 1/30/2025 | Approved | |
| BA-24-08 | Johnston Animal Hospital - Sign height variance | 15005056 | Jodee Langdon | 11/21/2024 | | Withdrawn | |
| BA-24-07 | Equipment Share | | | | | Withdrawn | |
| BA-24-06 | Brightleaf Plaza Signs-setback variance | 15005041 | Jim Perricone | 8/2/2024 | 8/29/2024 | approved | |
| BA-24-05 | Reginald Barnes - street frontage variance | 15063037 | Reginald Barnes | 7/24/2024 | 8/29/2024 | approved | |
| BA-24-04 | Market Street Plaza - 8' Streetyard Variance | 15K10023 | Adams and Hodge Engineering, PC | 7/10/2024 | 8/29/2024 | Approved | |
| BA-24-03 | Holly's Open Air Market - 35' front setback variance | 15041023 | Professional Permits | 1/18/2024 | 4/25/2024 | Approved | Incomplete |
| BA-24-02 | Packing Plan Road | | | | | | |
| BA-24-01 | 937 N Brightleaf- 8' side yard variance | 15007001 | Comfort Shield HVAC of NC | 2/14/2024 | 3/28/2024 | Approved | |
| UDO Text Amendments | | | | | | | |
| Case ID | Project Name | Applicant | Submittal Date | PB Review Date | TC Hearing | Decision | Notes |
| ZA-25-05 | Board membership and PB recommendation | Town and DSDC | | 9/18/2025 | | | |

| | | | | | | |
|----------|------------------------------|----------------|------------|-------------------|-----------|---------------------|
| ZA-25-04 | Private Clubs in B-1 with SS | Town and DSDC | 7/17/2025 | 8/7/2025 | | |
| ZA-25-03 | DT Overlay | Town and DSDC | 7/17/2025 | 8/7/2025 | | |
| ZA-25-02 | B-3 height from 40'-50' | Brown Property | 6/3/2025 | 7/10/2025 | 7/15/2025 | Approved |
| ZA-25-01 | Tattoo Establishments | Staff | 10/18/2024 | 2/5/2025 | | on hold PB reviewed |
| ZA-24-03 | Misc. MF Amendments | Staff | 10/7/2024 | 11/14/2024-1/2/25 | 1/21/2025 | on hold |
| ZA-24-02 | MF in B-3 | Staff | 7/1/2024 | 8/1/2024 | 8/13/2024 | Approved |
| ZA-24-01 | Driveways | Staff | 5/2/2024 | 6/6/2024 | 6/18/2024 | Approved |

Town of Smithfield Development Tracking Report

| Map Location (TAG) | Development Name in ETJ | Development Name in Town of Smithfield | Lots/Units Built (Final Platted) | Single or 2-Family Lots Approved (in town) | Single or 2-Family Lots Approved (ETJ) | Townhouse Lots Approved (in town) | Townhouse Lots Approved (ETJ) | Multi-family Units Approved (in Town) | Multi-family Units Approved (ETJ) | Total Town Lots/Units Approved | Total ETJ Lots/Units Approved | Projected ^{Town} Residents (# Unitsx 2.34) | Est. Construction Begin Year | Est. Build-out Year | Comments & Supplemental Information 2021-2022 |
|---|--|--|----------------------------------|--|--|-----------------------------------|-------------------------------|---------------------------------------|-----------------------------------|--------------------------------|-------------------------------|--|------------------------------|---------------------|---|
| 15078012, 15077035C, 15077035H, 15078014, 15078012B | | Floyds Landing | 156 | 108 | | 361 | | | | 469 | | 1097 | 2023 | 2029 | under construction |
| 15026060, 15026057, 15026056, 15026058, 15026058A, 15026058B | | Spring Branch Commons Ph 1 | 10 | 10 | | | | | | 10 | | 23 | 2022 | 2023 | under construction |
| 15077008 | | Marn Woods | 141 | 49 | | 94 | | | | 143 | | 335 | 2023 | 2025 | Under construction |
| 15084001 | | Whitley Townes | | 0 | | 68 | | | | 68 | | 159 | 2023 | 2024 | under construction |
| 15L11006 | | Britt Street Triplexes | 6 | 0 | | 6 | | | | 6 | | 14 | 2022 | 2023 | under construction |
| 15026056, 15026057, 15026058, 15026058A, and 15026058B | | Spring Branch Commons Phase 2 | | 6 | | | | | | 6 | | 14 | 2022 | 2023 | construction plans approved, project on hold |
| 15077009 | | Harvest Run (Youngblood Property) | | 96 | | 69 | | | | 165 | | 386 | 2024 | 2027 | preliminary plat and construction plans approved - project on hold Vested Rights extended until June 14 2026. |
| 15J11008M | Twin Oaks Subdivision, Section III, Phase VI | | | | 20 | | | | | 0 | 20 | 0 | 2024 | 2024 | Preliminary Plat approved for 20 two-family lots, construction plans approved - under construction |
| 1509011B | | Elk Creek Phase 1 and Phase 2 | 93 | 93 | | | | | | 93 | | 218 | 2022 | 2025 | under construction |
| 1508020 | Kardon Ranch | | 53 | | 110 | | | | | 0 | 110 | 0 | 2020 | 2027 | Phase 1 & 2 final platted |
| 14075013 | | East River | 293 | 162 | | 131 | | | | 293 | | 686 | 2019 | 2024 | Closed out |
| 15083049E | | Franklin Townhomes | 134 | | | 134 | | | | 134 | | 314 | 2022 | 2025 | Closed out |
| 15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B | | Mallard Crossing (formerly Woodleaf) | | 454 | | 873 | | 0 | | 1327 | | 3105 | | | Conditional Zoning amendment approved with lower density- no apartments |
| 14A03005 | | Skybrooke Subdivision (Buffalo Road) | | 175 | | | | | | 175 | | 410 | 2026 | | Preliminary Plat approved, CDs approved |
| 140001021 | | Buffalo Ridge Subdivision | | 210 | | | | | | 210 | | 491 | 2026 | | preliminary plat approved |
| 14057011X, 14057011Y and 14057011Z | | Local 70 Residential | | 209 | | 94 | | 324 | | 627 | | 1467 | 2025 | 2028 | preliminary plat approved and under construction |
| 169406-48-0447 | | Hillcrest/Poplar/Riverdale | | 10 | | | | | | 10 | | 23 | 2025 | | Preliminary plat approved (infill development) - construction plans approved |
| 167300-68-6881 | Jubilee Creek | | 7 | | 7 | | | | | 0 | 7 | 0 | 2024 | 2025 | Single family homes by W Smithfield Elementary under construction |
| 15005023, 15005022A | | Waddell Drive Townhomes Heritage Townes at Waddell | | | | 16 | 17 | | | 16 | | 37 | | | Preliminary plat & CDs under review |
| 15K09010A/15K09010P/15089019A | | Hartley Drive Townhomes | | | | | 97 | | | 97 | | 227 | | | preliminary plat approved/CDs approved |
| 14001001 and 14075011A | | Village on the Neuse | | 110 | | | | | | 110 | | 257 | | | SUP for 97 townhomes approved |
| 15023055/15026054 | | Massey Street Subdivision | 3 | 3 | | | | | | 3 | | 7 | | | preliminary plat approved |
| 15076012A | Powell Tract | Stadler Station | | 20 | | | | 168 | | 168 | | 393 | | | SUP approved |
| | | | | | | | | | | | 20 | 0 | | | preliminary plat approved |

Total Percent SF vs MF Total (in-town) In Town Percentages

| | | | | | | |
|-----|------|-----|------|-----|-----|---|
| 896 | 1715 | 137 | 1846 | 114 | 492 | 0 |
| 41% | | 56% | | | | |



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

Permit Summary Report for November 2025

| Permit Type | # Issued | Permit Fees |
|--|------------|--------------------|
| Site Plan Application: | | |
| Site Plan Application | 1 | 1450 |
| Total Site Plan Application | 1 | 1450 |
| Zoning Permit Application: | | |
| Wall Sign | 4 | 200 |
| Alteration/Repair | 1 | 100 |
| Driveway | 1 | 25 |
| Food Truck | 2 | 200 |
| Ground Sign | 2 | 100 |
| Land Use | 8 | 800 |
| New Construction | 13 | 475 |
| Total Zoning Permit Application | 31 | 1900 |
| REPORT PERIOD TOTAL: | 32 | \$3350.00 |
| FISCAL YTD TOTA: | 223 | \$15,950.00 |

Individual Permit Breakdown for November 1st – November 30th 2025

| Permit Type | Sub Type | Permit# | Address | Issue Date | Permit Fee |
|--|--------------------------------|--------------|-------------------------|------------|-------------|
| Site Plan Application | Site Plan Application | SIT25-000003 | 2501 Barbour Road | 11/20/2025 | 1450 |
| Site Plan Application Total | Site Plan Application Total | | | 1 | 1450 |
| Site Plan Application Total | | | | 1 | 1450 |
| Zoning Permit Application | Alteration/Repair | SZD25-000088 | 1209 West Market Street | 11/06/2025 | 100 |
| Zoning Permit Application Total | Alteration/Repair Total | | | 1 | 100 |

| | | | | | |
|--|--------------------------|--------------|------------------------------------|------------|------------|
| Zoning Permit Application | Driveway | SZD25-000092 | 513 South Vermont Street | 11/10/2025 | 25 |
| Zoning Permit Application Total | Driveway Total | | | 1 | 25 |
| Zoning Permit Application | Food Truck | SZD25-000071 | 1230 North Brightleaf Boulevard | 11/03/2025 | 100 |
| Zoning Permit Application | Food Truck | SZD25-000100 | 1025 Outlet Center Drive | 11/19/2025 | 100 |
| Zoning Permit Application Total | Food Truck Total | | | 2 | 200 |
| Zoning Permit Application | Ground Sign | SZD25-000097 | 837 South Brightleaf Boulevard | 11/14/2025 | 50 |
| Zoning Permit Application | Ground Sign | SZD25-000086 | 1150 North Brightleaf Boulevard | 11/06/2025 | 50 |
| Zoning Permit Application Total | Ground Sign Total | | | 2 | 100 |
| Zoning Permit Application | Land Use | SZD25-000099 | 404 North Brightleaf Boulevard | 11/18/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000082 | 101 East Market Street | 11/04/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000083 | 1117 -C West Market Street | 11/05/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000079 | 831 North Brightleaf Boulevard | 11/03/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000085 | 1025 Outlet Center Drive | 11/06/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000090 | 125 South Fourth Street | 11/10/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000104 | 1025 Outlet Center Drive Suite 870 | 11/21/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000105 | 403 South Brightleaf Boulevard | 11/24/2025 | 100 |
| Zoning Permit Application Total | Land Use Total | | | 8 | 800 |
| Zoning Permit Application | New Construction | SZD25-000106 | 1006 Wilsons Mills Road | 11/24/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000107 | 314 New Twin Branch Court | 11/24/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000108 | 291 New Twin Branch Court | 11/24/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000109 | 279 New Twin Branch Court | 11/24/2025 | 25 |

| | | | | | |
|--|-------------------------------|--------------|---------------------------------|------------|-------------------|
| Zoning Permit Application | New Construction | SZD25-000110 | 267 New Twin Branch Court | 11/24/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000098 | 101 Cloverdale Drive | 11/14/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000101 | 1960 Brogden Road | 11/19/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000102 | 1209-J West Market Street | 11/19/2025 | 100 |
| Zoning Permit Application | New Construction | SZD25-000103 | 1209-L West Market Street | 11/19/2025 | 100 |
| Zoning Permit Application | New Construction | SZD25-000095 | 258 Homestead Lane | 11/13/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000096 | 54 North Sussex Drive | 11/14/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000080 | 720 Martin Luther King Jr Drive | 11/04/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000081 | 722 Martin Luther King Jr Drive | 11/04/2025 | 25 |
| Zoning Permit Application Total | New Construction Total | | | 13 | 475 |
| Zoning Permit Application | Wall Sign | SZD25-000084 | 1025 Outlet Center Drive | 11/06/2025 | 50 |
| Zoning Permit Application | Wall Sign | SZD25-000087 | 519 Outlet Center Drive | 11/06/2025 | 50 |
| Zoning Permit Application | Wall Sign | SZD25-000093 | 101 East Market Street | 11/10/2025 | 50 |
| Zoning Permit Application | Wall Sign | SZD25-000089 | 519 Outlet Center Drive | 11/06/2025 | 50 |
| Zoning Permit Application Total | Wall Sign Total | | | 4 | 200 |
| Zoning Permit Application Total | | | | 31 | 1900 |
| All Permits Total | | | | 32 | \$3,350.00 |



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577

Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING NOVEMBER 30TH, 2025

| | MONTHLY TOTAL | YEAR TO DATE TOTAL |
|----------------------------|---------------|--------------------|
| CALLS FOR SERVICE | 1,760 | 20,603 |
| INCIDENT REPORTS TAKEN | 137 | 1,592 |
| BURGLARY | 3 | 39 |
| CASES CLOSED | 116 | 1,262 |
| ACCIDENT REPORTS | 87 | 978 |
| ARREST REPORTS TAKEN | 95 | 1,087 |
| DRUGS | 27 | 260 |
| DWI | 6 | 76 |
| CITATIONS ISSUED | 263 | 3,127 |
| PARKING/PAID | 2/2 | 304/86 |
| SPEEDING | 66 | 486 |
| NOL/DWLR | 87 | 1,056 |
| FICT/CNCL/REV REG CARD/TAG | 40 | 537 |

Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF NOVEMBER 2025

| PART I CRIMES | November 2024 | November 2025 | +/- | Percent Changed | Year-To-Date 2024 | Year-To-Date 2025 | +/- | Percent Changed |
|----------------------|------------------|------------------|-----|--------------------|----------------------|----------------------|-----|--------------------|
| MURDER | 0 | 0 | 0 | N.C. | 1 | 1 | 0 | 0% |
| RAPE | 1 | 0 | -1 | -100% | 2 | 4 | 2 | 100% |
| ROBBERY | 1 | 0 | -1 | -100% | 8 | 5 | -3 | -38% |
| Commercial | 0 | 0 | 0 | N.C. | 4 | 0 | -4 | -100% |
| Individual | 1 | 0 | -1 | -100% | 4 | 5 | 1 | 25% |
| ASSAULT | 4 | 1 | -3 | -75% | 51 | 27 | -24 | -47% |
| * VIOLENT * | 6 | 1 | -5 | -83% | 62 | 37 | -25 | -40% |
| BURGLARY | 3 | 3 | 0 | 0% | 38 | 38 | 0 | 0% |
| Residential | 1 | 2 | 1 | 100% | 19 | 24 | 5 | 26% |
| Non-Resident. | 2 | 1 | -1 | -50% | 19 | 14 | -5 | -26% |
| LARCENY | 29 | 31 | 2 | 7% | 329 | 411 | 82 | 25% |
| AUTO THEFT | 1 | 2 | 1 | 100% | 25 | 20 | -5 | -20% |
| ARSON | 0 | 0 | 0 | N.C. | 1 | 0 | -1 | -100% |
| * PROPERTY * | 33 | 36 | 3 | 9% | 393 | 469 | 76 | 19% |
| PART I TOTAL: | 39 | 37 | -2 | -5% | 455 | 506 | 51 | 11% |
| PART II CRIMES | | | | | | | | |
| Drug | 19 | 30 | 11 | 58% | 193 | 312 | 119 | 62% |
| Assault Simple | 12 | 20 | 8 | 67% | 114 | 156 | 42 | 37% |
| Forgery/Counterfeit | 2 | 0 | -2 | -100% | 16 | 20 | 4 | 25% |
| Fraud | 4 | 11 | 7 | 175% | 65 | 79 | 14 | 22% |
| Embezzlement | 0 | 1 | 1 | N.C. | 11 | 8 | -3 | -27% |
| Stolen Property | 1 | 3 | 2 | 200% | 9 | 23 | 14 | 156% |
| Vandalism | 3 | 4 | 1 | 33% | 61 | 60 | -1 | -2% |
| Weapons | 2 | 1 | -1 | -50% | 12 | 21 | 9 | 75% |
| Prostitution | 0 | 0 | 0 | N.C. | 0 | 1 | 1 | N.C. |
| All Other Sex Offens | 0 | 0 | 0 | N.C. | 4 | 2 | -2 | -50% |
| Gambling | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| Offn Agnst Faml/Chld | 2 | 0 | -2 | -100% | 8 | 13 | 5 | 63% |
| D. W. I. | 3 | 7 | 4 | 133% | 55 | 80 | 25 | 45% |
| Liquor Law Violation | 0 | 0 | 0 | N.C. | 4 | 3 | -1 | -25% |
| Disorderly Conduct | 0 | 0 | 0 | N.C. | 7 | 10 | 3 | 43% |
| Obscenity | 0 | 0 | 0 | N.C. | 1 | 0 | -1 | -100% |
| Kidnap | 0 | 0 | 0 | N.C. | 1 | 2 | 1 | 100% |
| Human Trafficking | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| All Other Offenses | 22 | 30 | 8 | 36% | 245 | 321 | 76 | 31% |
| PART II TOTAL: | 70 | 107 | 37 | 53% | 806 | 1111 | 305 | 38% |
| GRAND TOTAL: | 109 | 144 | 35 | 32% | 1261 | 1617 | 356 | 28% |

N.C. = Not Calculable



Town of Smithfield
Fire Department
 November 2025

I. Statistical Section

| | Nov. | YTD |
|----------------------------------|-------------|--------------|
| Confirmed Structure Fires | 10 | 62 |
| EMS Responses | 158 | 1,905 |
| Misc./Other Calls | 42 | 399 |
| Mutual Aid Calls | 22 | 116 |
| TOTAL EMERGENCY RESPONSES | 257 | 3,031 |

| | Nov. | YTD |
|---|-------------|------------|
| Fire Inspections | 89 | 793 |
| Public Fire Education Programs | 1 | 36 |
| # Of Children Educated | 125 | 1,904 |
| # Of Adults Educated | 50 | 781 |
| Plans Review Construction/Renovation Projects | 18 | 272 |
| Fire Department Permits reviewed / Issued | 41 | 401 |
| Business Preplans | 15 | 158 |
| Fire Related Injuries & Deaths | 0 | 0 |
| # Of Civilian Deaths | 0 | 0 |
| # Of Civilian Injuries | 0 | 0 |

II. Major Revenues

| | Nov. | YTD |
|----------------------------|-----------------|-------------|
| Inspections/Permits | \$1,400 | \$19,901.98 |
| Fire Recovery USA | \$873.60 | \$11,040.70 |

III. Personnel Update:

Continuous Part-time positions available, 14 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 3 of 20 days
- Training Hours for the month = 558 hours
- Total Training Hours = 5,350 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process preparation.
- Trial shift schedule change (48/96 ~ November 3rd)
- New Inspector Orientation and projected duties.
- Officer's Meeting
- Revise inspections and permit documents for website
- The Compliance Engine training.
- Completion of Apparatus Knox Box Installs

V. Upcoming Plans

- Continue professional development.
- Budget process.
- Programming and Training on new Knox Boxes
- ER Inspection Data extraction
- ESO Inspection Configuration
- Website Meeting and uploads
- Firewatch training
- New Permitting/multi-departmental records mgmt. software viewing.

**Town of Smithfield
Public Works Department
November 30, 2025**



122 Total Work Orders completed by the Public Works Department

2 Burials, at \$725.00 each = \$1,550.00

0 Cremation Burial, \$475.00 each = \$0

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

436.87 tons of household waste collected

194.00 tons of yard waste collected

3.04 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
November 30, 2025



I. Statistical Section

 2 Burials

 0 Works Orders – Buildings & Facilities Division

 33 Work Orders – Grounds Division

 0 Work Orders – Sign Division

II. Major Revenues

| | |
|-----------------------------------|------------|
| Sunset Cemetery Lot Sales: | \$ 0 |
| Riverside Ext Cemetery Lot Sales: | \$ 0 |
| Grave Opening Fees: | \$1,550.00 |
| Total Revenue: | \$1,550.00 |

III. Major Expenses for the Month:

Paid Craft digging Service \$1,200.00 for grave opening at town's cemetery.
Paid Power Mulch \$1,044.00 for mulch for downtown beautification.
Paid Deacon Jones CJDR of Clinton \$34,674.97 for 20235 ford crew cab 4wd Ranger.

IV. Personnel Update:

No new hire for the month of Nov.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. Public Works Safety Training was on "Tobacco Use" With Jamie Pearce.



Reporting



11/01/2025 - 11/30/2025

Last Month

Export

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data



Work Orders

7



Reporting



Requests



Assets



Messages



Categories



Parts Inventory



Library



Meters



Automations



Locations



Teams / Users

Support

Lawrence Davis

Settings

Custom Dashboards



Assigned To



Due Date



Location



Priority



Add Filter



My Filters

Work Orders

Created vs. Completed

122

Created

121

Completed

+ Add to Dashboard

99.2%

Percent Completed

140 —
120 —
100 —
80 —
60 —
40 —
20 —
0 —

11/1/2025



Work Orders List for 11/01/2025 - 11/30/2025

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|-----------------|--|--|---|---|--------------------------------|
| ID: #6341 | Pick up event cans and cones downtown | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/03/2025 | Total Time Costs Total Time Total Costs | \$21.28 1h 0m 0s \$21.28 |
| Type: Reactive | | Appearance Division | | | |
| Jesus Mier | | | | | |
| ID: #6342 | Check catch basins all over Smithfield | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/03/2025 | Total Time Costs Total Time Total Costs | \$42.56 2h 0m 0s \$42.56 |
| Type: Reactive | | Appearance Division | | | |
| Jesus Mier | | | | | |
| ID: #6356 | Pick up broken tree branch at resthaven cemetery | Appearance Division Truck 903 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/05/2025 | Total Time Costs Total Time Total Costs | \$10.64 30m 0s \$10.64 |
| Type: Reactive | | Appearance Division | | | |
| Jesus Mier | | | | | |
| ID: #6357 | Check Christmas angels replace bulbs and sockets if needed | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/05/2025 | Total Time Costs Total Time Total Costs | \$42.56 2h 0m 0s \$42.56 |
| Type: Reactive | | Appearance Division | | | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|--|---------------------|---------------------|---------------------------------------|------------------|-------------------|
| Jesus Mier | | | | | |
| ID: #6362 | | Appearance Division | ✓ Done | Total Time Costs | \$21.28 |
| Plant 12 plants at townhall garden area by black fence | | Truck 903 | Completed by Jesus Mier on 11/05/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Appearance Division | | | Total Costs | \$21.28 |
| Jesus Mier | | | | | |
| ID: #6361 | | Appearance Division | ✓ Done | Total Time Costs | \$10.64 |
| Cut branch on sixth and Davis st | | Pole saw | Completed by Jesus Mier on 11/05/2025 | Total Time | 30m 0s |
| Type: Reactive | Appearance Division | | | Total Costs | \$10.64 |
| Jesus Mier | | | | | |
| ID: #6358 | | Appearance Division | ✓ Done | Total Time Costs | \$21.28 |
| Take 12 event trash cans to JCC | | Truck 903 | Completed by Jesus Mier on 11/05/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Appearance Division | | | Total Costs | \$21.28 |
| Jesus Mier | | | | | |
| ID: #6365 | | Appearance Division | ✓ Done | Total Time Costs | \$21.28 |
| Put all flags half staff | | Truck #905 | Completed by Jesus Mier on 11/06/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Appearance Division | | | Total Costs | \$21.28 |
| Jesus Mier | | | | | |
| ID: #6367 | | Appearance Division | ✓ Done | Total Time Costs | \$42.56 |
| Mulch area next to townhall building I the | | | Completed by Jesus Mier on 11/06/2025 | Total Time | 2h 0m 0s |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|--|------------|--|---|--------------------------------|----------------------|-------------------|
| garden area Type: Reactive <div>Appearance Division</div> | Jesus Mier | Truck 903 Parent: Appearance Division | | | Total Costs | \$42.56 |
| | | | | | | |
| ID: #6370 Prune bushes at the front and side of townhall Type: Reactive <div>Appearance Division</div> | Jesus Mier | Appearance Division Truck 903 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/07/2025 | Total Time Costs Total Time | \$53.20 2h 30m 0s | \$53.20 |
| ID: #6375 Fill in hole at riverside cemetery right of way infront of st Paul's church Type: Reactive <div>Appearance Division</div> | Jesus Mier | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/10/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | \$21.28 |
| ID: #6371 Mulch parking lot island at townhall Type: Reactive <div>Appearance Division</div> | Jesus Mier | Appearance Division Truck 903 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/10/2025 | Total Time Costs Total Time | \$53.20 2h 30m 0s | \$53.20 |
| ID: #6380 Pick up event trash cans from jcc Type: Reactive | | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/10/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | \$21.28 |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|--|---------------------|-----------------------------|---------------------------------------|------------------|-------------|-------------------|
| Appearance Division | | | | | | |
| Jesus Mier | | | | | | |
| ID: #6384 | Appearance Division | Parent: Appearance Division | ✓ Done | Total Time Costs | \$42.56 | |
| Cut down and dispose of 2 trees across the street from the post office | Chain saw | | Completed by Jesus Mier on 11/12/2025 | Total Time | 2h 0m 0s | |
| Type: Reactive | | | | Total Costs | \$42.56 | |
| Appearance Division | | | | | | |
| Jesus Mier | | | | | | |
| ID: #6385 | Appearance Division | Parent: Appearance Division | ✓ Done | Total Time Costs | \$53.20 | |
| Mulch front and side of townhall building | Kubota BX1880 | | Completed by Jesus Mier on 11/13/2025 | Total Time | 2h 30m 0s | |
| Type: Reactive | | | | Total Costs | \$53.20 | |
| Appearance Division | | | | | | |
| Jesus Mier | | | | | | |
| ID: #6392 | Appearance Division | Parent: Appearance Division | ✓ Done | Total Time Costs | \$42.56 | |
| Finish mulching townhall garden area and the front | Kubota BX1880 | | Completed by Jesus Mier on 11/13/2025 | Total Time | 2h 0m 0s | |
| Type: Reactive | | | | Total Costs | \$42.56 | |
| Appearance Division | | | | | | |
| Jesus Mier | | | | | | |
| ID: #6397 | Appearance Division | Parent: Appearance Division | ✓ Done | Total Time Costs | \$21.28 | |
| Prune bushes at townhall garden by black fence hanging pass the sidewalk | Gas pruners | | Completed by Jesus Mier on 11/14/2025 | Total Time | 1h 0m 0s | |
| Type: Reactive | | | | Total Costs | \$21.28 | |

Appearance
Division

Jesus Mier

ID: #6396

Prune bushes at fire
station 1

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Gas
Parent:
Appearance
Division
pruners

✓ Done

Completed by Jesus Mier on
11/14/2025

Total Time Costs

Total Time

\$21.28

1h 0m 0s

\$21.28

Total Costs

ID: #6399

Prune bushes at fire
station 2

Type: Reactive

Appearance
Division

Jesus Mier

Appearance Division

Gas
Parent:
Appearance
Division
pruners

✓ Done

Completed by Jesus Mier on
11/14/2025

Total Time Costs

Total Time

\$42.56

2h 0m 0s

\$42.56

Total Costs

ID: #6394

Mulch welcome sign in
east smithfield by

Type: Reactive

burger King

Appearance
Division

Jesus Mier

Appearance Division

Kubota
Parent:
Appearance
Division
BX1880

✓ Done

Completed by Jesus Mier on
11/19/2025

Total Time Costs

Total Time

\$21.28

1h 0m 0s

\$21.28

Total Costs

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|--|---|--|-------------------|
| ID: #6411 Weed eat and spray round up at the east smithfield sign Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Parent: Weedeaters Appearance Division | ✓ Done Completed by Jesus Mier on 11/20/2025 | Total Time Costs Total Time 45m 0s Total Costs \$15.96 | |
| ID: #6412 Set out angels on 70 market st. Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Parent: Truck 903 Appearance Division | ✓ Done Completed by Jesus Mier on 11/20/2025 | Total Time Costs Total Time 4h 30m 0s Total Costs \$95.76 | |
| ID: #6413 Set up the reindeer, Santa and Christmas tree lights in front of food lion Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Parent: Truck 903 Appearance Division | ✓ Done Completed by Jesus Mier on 11/20/2025 | Total Time Costs Total Time 4h 0m 0s Total Costs \$85.12 | |
| ID: #6415 Set up the nut crackers at townhall Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Parent: Truck 903 Appearance Division | ✓ Done Completed by Jesus Mier on 11/21/2025 | Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28 | |
| ID: #6423 | Appearance Division | ✓ Done | Total Time Costs Total Time \$106.40 5h 0m 0s | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|--|-----------|---------------------|-----------------------------|---|--------------------------------|---------------------|
| Mulch leaves at okland cemetery Type: Reactive <div>Appearance Division</div> Jesus Mier | ID: #6428 | Scag mower #1 | Parent: Appearance Division | Completed by Jesus Mier on 11/21/2025 | Total Costs | \$106.40 |
| | | Appearance Division | Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/21/2025 | Total Time Costs Total Time | \$14.19 40m 0s |
| Put out 40 cones at church and second street Type: Reactive <div>Appearance Division</div> Jesus Mier | ID: #6433 | Truck #905 | Parent: Appearance Division | Completed by Jesus Mier on 11/21/2025 | Total Costs | \$14.19 |
| | | Appearance Division | Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/21/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s |
| Put up Berkshire and edgerton st sign up Type: Reactive <div>Appearance Division</div> Jesus Mier | ID: #6437 | Truck 903 | Parent: Appearance Division | Completed by Jesus Mier on 11/24/2025 | Total Costs | \$63.84 |
| | | Appearance Division | Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/24/2025 | Total Time Costs Total Time | \$63.84 3h 0m 0s |
| Mulch leaves at john thomas cemetery Type: Reactive | ID: #6438 | Scag mower #1 | Parent: Appearance Division | Completed by Jesus Mier on 11/24/2025 | Total Costs | \$21.28 |
| | | Appearance Division | Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 11/24/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s |

| | | | | |
|---|-----------------------------|---------------------------------------|------------------|-----------|
| <div> <div>Appearance Division</div> <div>Jesus Mier</div> </div> | | | | |
| ID: #6439 | Appearance Division | ✓ Done | Total Time Costs | \$63.84 |
| Mulch leaves at resthaven cemetary | Scag mower #1 | Completed by Jesus Mier on 11/26/2025 | Total Time | 3h 0m 0s |
| Type: Reactive | Parent: Appearance Division | | Total Costs | \$63.84 |
| <div> <div>Appearance Division</div> <div>Jesus Mier</div> </div> | | | | |
| ID: #6414 | Appearance Division | ✓ Done | Total Time Costs | \$31.92 |
| Put up Christmas wreaths at townhall fire stations | Truck 903 | Completed by Jesus Mier on 11/26/2025 | Total Time | 1h 30m 0s |
| Type: Reactive | Parent: Appearance Division | | Total Costs | \$31.92 |
| <div> <div>Appearance Division</div> <div>Jesus Mier</div> </div> | | | | |
| ID: #6453 | Appearance Division | ✓ Done | Total Time Costs | \$21.28 |
| Put out cones at Carolina outlet | Truck #905 | Completed by Jesus Mier on 11/26/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Parent: Appearance Division | | Total Costs | \$21.28 |
| <div> <div>Appearance Division</div> <div>Jesus Mier</div> </div> | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|--|---------------------|---------------------------------------|------------------|-------------------|
| ID: #6455 | | | | | |
| Put out cones and trash cans at 3rd and Johnston st | | | | | |
| Type: Reactive | | | | | |
| Appearance Division | | | | | |
| Parent: Appearance Division | | | | | |
| Truck #905 | | | | | |
| Appearance Division | | | | | |
| Jesus Mier | | | | | |
| | | Appearance Division | ✓ Done | Total Time Costs | \$21.28 |
| | | | Completed by Jesus Mier on 11/26/2025 | Total Time | 1h 0m 0s |
| | | | | Total Costs | \$21.28 |

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Nov. 30, 2025



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 5 Work Orders – 250 lbs. of Cold Patch was used for 6 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,208.92 to Classic Ford for replacement mirror damage on truck.

IV. Personnel Update:

No new hire for the month of Nov.

V. Narrative of monthly departmental activities:

The Public Works Department delivered traffic cones & event containers to DSDC and Parks and Rec. Carolina Pottery Black Friday Sale. Safety meeting on "Tobacco use" with Jamie Pearce



Reporting

11/01/2025 - 11/30/2025

Last Month

Export

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Work Orders 7

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis
Settings

Warren Summers

Priority

Location

Due Date

+ Add Filter

Reset Filters

Save Filters

Work Orders

Created vs. Completed

22

Created

22

Completed

+ Add to Dashboard

100.0%

Percent Completed

20

15

10

5

0

CREATING FILE

Download | Open

Work Orders - 11-01-2025 - 11-30-2025.pdf

View in Download Center

2025



Work Orders List for 11/01/2025 - 11/30/2025

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|-----------------|--|------------------|---|---|-------------------|
| ID: #6337 | Inspecting drains and flags | Type: Reactive | ✓ Done Completed by Warren Summers on 11/03/2025 | Total Time Costs Total Time 7h 3m 27s Total Costs \$145.81 | |
| | Drainage and Streets | Warren Summers | | | |
| ID: #6343 | Patching potholes and correcting sidewalk issues | Type: Preventive | ✓ Done Completed by Warren Summers on 11/04/2025 | Total Time Costs Total Time 7h 42m 53s Total Costs \$159.39 | |
| | Drainage Potholes and street repairs | Warren Summers | | | |
| ID: #6360 | Drainage and sidewalk inspection | Type: Preventive | ✓ Done Completed by Warren Summers on 11/05/2025 | Total Time Costs Total Time 3h 35m 0s Total Costs \$74.03 | |
| | Drainage Potholes and street repairs | Warren Summers | | | |
| ID: #6366 | | | ✓ Done | Total Time Costs \$140.69 | |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|------------------|---|--|-------------------|
| Sidewalk repairs Type: Reactive Streets Division Warren Summers | | Completed by Warren Summers on 11/06/2025 | Total Time 6h 48m 35s Total Costs \$140.69 | |
| ID: #6369 Remove glass from the street Type: Reactive Streets Division Warren Summers | | ✓ Done Completed by Warren Summers on 11/07/2025 | | |
| ID: #6368 Drainage and grass cutting Type: Reactive Drainage and appearance Warren Summers | | ✓ Done Completed by Warren Summers on 11/07/2025 | Total Time Costs Total Time 6h 28m 19s Total Costs \$133.71 | |
| ID: #6379 Inventory Type: Preventive Drainage Warren Summers | | ✓ Done Completed by Warren Summers on 11/10/2025 | Total Time Costs Total Time 3h 30m 0s Total Costs \$72.31 | |
| ID: #6383 Inspecting drainage Type: Preventive Drainage Warren Summers | | ✓ Done Completed by Warren Summers on 11/12/2025 | Total Time Costs Total Time 7h 52m 47s Total Costs \$162.80 | |
| ID: #6390 | | ✓ Done | Total Time Costs \$180.85 | |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|------------------|---|--|-------------------|
| Grass cutting and inspecting drainage basins Type: Reactive <div>Drainage and appearance</div> | Warren Summers | Completed by Warren Summers on 11/13/2025 | Total Time 8h 45m 13s Total Costs \$180.85 | |
| ID: #6402 Grass cutting Type: Reactive <div>Appearance Division</div> | Warren Summers | ✓ Done Completed by Warren Summers on 11/14/2025 | Total Time Costs Total Time 6h 30m 0s Total Costs \$134.29 | \$134.29 |
| ID: #6405 Drainage inspecting Type: Preventive <div>Drainage</div> | Warren Summers | ✓ Done Completed by Warren Summers on 11/17/2025 | Total Time Costs Total Time 4h 30m 0s Total Costs \$92.97 | \$92.97 |
| ID: #6407 Potting mulch/topsoil Type: Reactive <div>Appearance Division</div> | Warren Summers | ✓ Done Completed by Warren Summers on 11/18/2025 | Total Time Costs Total Time 2h 15m 8s Total Costs \$46.53 | \$46.53 |
| ID: #6406 Pothole on the corner of West St. And 3rd ave Type: Reactive <div>Streets Division</div> | Warren Summers | ✓ Done Completed by Warren Summers on 11/18/2025 | Total Time Costs Total Time 4h 48m 18s Total Costs \$99.27 | \$99.27 |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|--|------------------|---|--|-------------------|
| michael Sliger Warren Summers | | | | |
| ID: #6418 Pothole repairs and basin cleaning Type: Preventive <div>Drainage and Streets</div> | | ✓ Done Completed by Warren Summers on 11/19/2025 | | |
| Warren Summers | | | | |
| ID: #6419 Potholes and basins Type: Preventive <div>Drainage Potholes and street repairs</div> | | ✓ Done Completed by Warren Summers on 11/20/2025 | Total Time Costs Total Time \$168.35 8h 8m 55s Total Costs \$168.35 | |
| Warren Summers | | | | |
| ID: #6434 Clearing basins Type: Reactive <div>Drainage</div> | | ✓ Done Completed by Warren Summers on 11/21/2025 | Total Time Costs Total Time \$134.29 6h 30m 0s Total Costs \$134.29 | |
| Warren Summers | | | | |
| ID: #6435 Removing flags Type: Reactive <div>Streets Division</div> | | ✓ Done Completed by Warren Summers on 11/24/2025 | Total Time Costs Total Time \$53.37 2h 35m 0s Total Costs \$53.37 | |
| Warren Summers | | | | |
| ID: #6445 Inspect grate | | 11/25/2025 ✓ Done | | |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|------------------|---|--|---|
| ID: #6456 Inspecting drains Type: Reactive Drainage Warren Summers | | ✓ Done Completed by Warren Summers on 11/26/2025 | Total Time Costs Total Time Total Costs | \$144.62 7h 0m 0s \$144.62 |

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Nov. 30, 2025



I. Statistical Section

 2 Preventive Maintenances
 0 North Carolina Inspections
 23 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid Napa auto parts \$1,152.44 for HSW- 6000 Plasma Cutter for the shop.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. Public safety was on "Tobacco use" with Jamie Pearce.



Reporting

11/01/2025 - 11/30/2025

Export

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Work Orders 7

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis
Settings

Andrew Strickland

Due Date

Location

Priority

+ Add Filter

Reset Filters

Save Filters

Work Orders

Created vs. Completed

23

Created

23

Completed

+ Add to Dashboard

100.0%

Percent Completed

25 —

20 —

15 —

10 —

5 —

0 —

11/1/2025



Work Orders List for 11/01/2025 - 11/30/2025

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | | PROCEDURE ANSWERS |
|-----------------|--------------------------------------|--|--|--------------------------------|---------------------|-------------------|
| ID: #6344 | Repair 2 tires 602. | Appearance Division Shop Truck Parent: Garage | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$44.66 2h 0m 0s | |
| | Type: Reactive | | | Total Costs | \$44.66 | |
| | Garage | | | | | |
| | Andrew Strickland | | | | | |
| ID: #6345 | Replace and repair tires 321 | Public Works Facility Truck #321 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$44.66 2h 0m 0s | |
| | Type: Reactive | | | Total Costs | \$44.66 | |
| | Sanitation Division | | | | | |
| | Andrew Strickland | | | | | |
| ID: #6346 | Fix stabilizer leg 320 | Public Works Facility Truck #320 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$11.17 30m 0s | |
| | Type: Reactive | | | Total Costs | \$11.17 | |
| | Sanitation Division | | | | | |
| | Andrew Strickland | | | | | |
| ID: #6347 | Replaced light sockets and cable 318 | Drainage Division Truck #318 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$22.33 1h 0m 0s | |
| | Type: Reactive | | | Total Costs | \$22.33 | |
| | Sanitation Division | | | | | |
| | Andrew Strickland | | | | | |
| ID: #6348 | | Public Works Facility | ✓ Done | Total Time Costs | \$11.17 | |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|--|---|--|---|-------------------|
| Replaced Hydraulic hose 320 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | Truck #320 Parent: Sanitation Division | Completed by Andrew Strickland on 11/04/2025 | Total Time 30m 0s Total Costs \$11.17 | |
| ID: #6349 Replaced Hydraulic hose white leaf box Type: Reactive <div>Sanitation Division</div> Andrew Strickland | Public Works Facility White leaf box Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66 | |
| ID: #6350 Repaired tire 305 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | Drainage Division Truck #305 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33 | |
| ID: #6351 Replaced door hinge 305 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | Drainage Division Truck #305 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33 | |
| ID: #6352 Service 706 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | Drainage Division Truck# 17706 Parent: Public Utilities (Water and Sewer) | ✓ Done Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time 3h 0m 0s Total Costs \$66.99 | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS |
|------------------------|---|--|--------------|---|--------------------------------|---------------------|-------------------|
| ID: #6353 | Replaced deck belt John deere mower | Appearance Division Parent: Jd mower 1 Appearance Division | ✓ Done | Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$22.33 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$22.33 | |
| Appearance Division | | | | | | | |
| Andrew Strickland | | | | | | | |
| ID: #6354 | Replaced starter drainage 72 inch scag | Drainage Division Parent: Scag zero turn 72 inch drainage Division | ✓ Done | Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$22.33 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$22.33 | |
| Drainage | | | | | | | |
| Andrew Strickland | | | | | | | |
| ID: #6355 | Replaced tire appearance trailer | Appearance Division Parent: Equipment trailer #14 Division | ✓ Done | Completed by Andrew Strickland on 11/04/2025 | Total Time Costs Total Time | \$89.32 4h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$89.32 | |
| Appearance Division | | | | | | | |
| Andrew Strickland | | | | | | | |
| ID: #6376 | Replaced clearance lights 310 | Drainage Division Parent: Truck #310 Sanitation Division | ✓ Done | Completed by Andrew Strickland on 11/10/2025 | Total Time Costs Total Time | \$44.66 2h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$44.66 | |
| Sanitation Division | | | | | | | |
| Andrew Strickland | | | | | | | |
| ID: #6377 | Plug tire 709 | Drainage Division Parent: Truck# 15709 Public Utilities (Water and Sewer) | ✓ Done | Completed by Andrew Strickland on 11/10/2025 | Total Time Costs Total Time | \$22.33 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$22.33 | |
| Utilities | | | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|-------------------------------|---------------------|-----------------------------|--|------------------|-------------------|
| Andrew Strickland | | | | | |
| ID: #6378 | | Drainage Division | ✓ Done | Total Time Costs | \$22.33 |
| Replaced rear tire 319 | | Parent: Sanitation Division | Completed by Andrew Strickland on 11/10/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #319 | | Total Costs | \$22.33 |
| Andrew Strickland | | | | | |
| ID: #6420 | | Drainage Division | ✓ Done | Total Time Costs | \$22.33 |
| Replaced back up alarm 315 | | Parent: Sanitation Division | Completed by Andrew Strickland on 11/20/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #315 | | Total Costs | \$22.33 |
| Andrew Strickland | | | | | |
| ID: #6421 | | Public Works Facility | ✓ Done | Total Time Costs | \$22.33 |
| Fix pressure washer | | Parent: Sanitation Division | Completed by Andrew Strickland on 11/20/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | Sanitation Division | Power Washer/Trailer | | Total Costs | \$22.33 |
| Andrew Strickland | | | | | |
| ID: #6422 | | Drainage Division | ✓ Done | Total Time Costs | \$44.66 |
| Replaced bucket cylinder 319 | | Parent: Sanitation Division | Completed by Andrew Strickland on 11/20/2025 | Total Time | 2h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #319 | | Total Costs | \$44.66 |
| Andrew Strickland | | | | | |
| ID: #6440 | | Appearance Division | ✓ Done | Total Time Costs | \$11.17 |
| Replaced brake light bulb 905 | | Parent: Appearance Division | Completed by Andrew Strickland on 11/24/2025 | Total Time | 30m 0s |
| Type: Reactive | | Truck #905 | | Total Costs | \$11.17 |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|-----------------------------------|-------------------|-----------------------|--|------------------|-------------------|
| Appearance Division | Andrew Strickland | | | | |
| ID: #6441 | | Public Works Facility | ✓ Done | Total Time Costs | \$22.33 |
| Tighten belt white leaf box | | White leaf box | Completed by Andrew Strickland on 11/24/2025 | Total Time | 1h 0m 0s |
| Type: Reactive | | | | Total Costs | \$22.33 |
| Sanitation Division | Andrew Strickland | | | | |
| ID: #6442 | | Drainage Division | ✓ Done | Total Time Costs | \$44.66 |
| Repair tarp 304. | | Truck #304 | Completed by Andrew Strickland on 11/24/2025 | Total Time | 2h 0m 0s |
| Type: Reactive | | | | Total Costs | \$44.66 |
| Sanitation Division | Andrew Strickland | | | | |
| ID: #6443 | | Drainage Division | ✓ Done | Total Time Costs | \$11.17 |
| Replaced drivers side mirror 412 | | Truck #412 | Completed by Andrew Strickland on 11/24/2025 | Total Time | 30m 0s |
| Type: Reactive | | | | Total Costs | \$11.17 |
| Drainage | Andrew Strickland | | | | |
| ID: #6444 | | Drainage Division | ✓ Done | Total Time Costs | \$44.66 |
| Build and install tool holder 412 | | Truck #412 | Completed by Andrew Strickland on 11/24/2025 | Total Time | 2h 0m 0s |
| Type: Reactive | | | | Total Costs | \$44.66 |
| Drainage | Andrew Strickland | | | | |

Town of Smithfield
Public Works Sanitation Division
Monthly Report
November 30, 2025



I. Statistical Section

The Division collected from approximately 4,585 homes, 4 times during the month

- a. Sanitation forces completed 43 work orders
- b. Sanitation forces collected tons 436.87 of household waste
- c. Sanitation forces disposed of loads 97 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.04 tons of recyclable plastic
- h. Recycled 0 lbs. of cardboard material from the Convenient Site Center
- i. A total of 11.25 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 0 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 0 lbs. of shredder steel for \$0.00 to Foss.

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 3,686.00 for disposal of yard waste and debris. Deacon Jones of Clinton was paid \$34,674.97 for new ford Ranger.

IV. Personnel Update:

No new hires in the month of November.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Tobacco Use" With Jamie Pearce. The Public Works Department Supplied traffic control devices for Down Town Development and Parks and Rec with there events.

Community Service Workers worked 0 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
November 30, 2025**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

None

IV. Personnel Update:

None


V. Narrative of monthly departmental activities:

Street Sweep and storm drain cleaning and repair.


V. The Public Works Safety Training was on "Tobacco Use" With Jamie Pearce.

PARKS AND RECREATION / SRAC
MONTHLY REPORT
NOVEMBER 2025

| PARKS AND RECREATION | JULY 2025 | AUGUST 2025 | SEPTEMBER 2025 | OCTOBER 2025 | NOVEMBER 2025 | DECEMBER 2025 | JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 | FY 25/26 YTD |
|---|--------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|--------------|--------------|
| ATHLETICS PROGRAMS | 3 | 5 | 5 | 5 | 2 | | | | | | | | 20 |
| NUMBER OF PARTICIPANTS | 621 | 671 | 671 | 995 | 618 | | | | | | | | 3576 |
| NUMBER OF GAMES | 72 | 23 | 132 | 201 | 12 | | | | | | | | 440 |
| PLAYER GAME EXPERIENCES | 1728 | 834 | 2646 | 5250 | 360 | | | | | | | | 10318 |
| NUMBER OF PRACTICES | 3 | 149 | 67 | 12 | 7 | | | | | | | | 238 |
| PLAYER PRACTICE EXPERIENCES | 243 | 2520 | 1345 | 487 | 310 | | | | | | | | 4905 |
| NUMBER OF CAMPS | 1 | 0 | 0 | 0 | 0 | | | | | | | | 1 |
| CAMPS SESSIONS | 3 | 0 | 0 | 0 | 0 | | | | | | | | 3 |
| PLAYER CAMP EXPERIENCES | 144 | 0 | 0 | 0 | 0 | | | | | | | | 144 |
| PROGRAMS | 11 | 4 | 4 | 5 | 3 | | | | | | | | 27 |
| PROGRAMS EXPERIENCES | 996 | 402 | 322 | 895 | 109 | | | | | | | | 2724 |
| SPECIAL EVENTS | 1 | 0 | 1 | 1 | 1 | | | | | | | | 4 |
| ESTIMATED ATTENDANCE | 3000 | 0 | 275 | 825 | 250 | | | | | | | | 4350 |
| SARAH YARD VISITS | 109 | 114 | 163 | 193 | 158 | | | | | | | | 737 |
| PARKS AND FACILITY RENTALS | 11 | 29 | 47 | 53 | 16 | | | | | | | | 156 |
| NUMBER PARKS AND FACILITY RENTAL USERS | 247 | 1367 | 3973 | 2845 | 697 | | | | | | | | 9129 |
| TOTAL UNIQUE CONTACTS | 7088 | 5908 | 9395 | 11490 | 2502 | | | | | | | | 36383 |
| PARKS AND RECREATION REVENUES | \$ 19,382 | \$ 7,407 | \$ 13,332 | \$ 20,340 | \$ 3,089 | | | | | | | | \$ 63,550 |
| PARKS AND RECREATION OPERATIONS EXPENSES | \$ 82,116 | \$ 112,147 | \$ 102,780 | \$ 98,645 | \$ 86,526 | | | | | | | | \$ 482,214 |
| PARKS AND RECREATION CAPITAL EXPENDITURES | \$ - | \$ 19,075 | \$ 7,400 | \$ 310 | \$ 14,299 | | | | | | | | \$ 41,084 |
| SARAH YARD OPERATIONS EXPENSES | \$ 2,554 | \$ 4,802 | \$ 6,007 | \$ 2,492 | \$ 2,722 | | | | | | | | \$ 18,577 |
| SARAH YARD CENTER CAPITAL EXPENDITURES | \$ - | \$ - | \$ 4,197 | \$ - | \$ - | | | | | | | | \$ 4,197 |
| SRAC | | | | | | | | | | | | | |
| NO OF PROGRAMS | 26 | 5 | 3 | 3 | 5 | | | | | | | | 42 |
| PROGRAM PARTICIPANTS | 815 | 414 | 521 | 689 | 398 | | | | | | | | 2837 |
| PROGRAM CONTACTS | 2243 | 414 | 539 | 689 | 398 | | | | | | | | 4283 |
| FITNESS CLASSES | 11 | 12 | 14 | 14 | 14 | | | | | | | | 65 |
| FITNESS CLASSES CONTACTS | 588 | 531 | 690 | 580 | 601 | | | | | | | | 2990 |
| SRAC MEMBERSHIPS | 4357 | 4386 | 4379 | 4386 | 4407 | | | | | | | | 4386 |
| SRAC MEMBER VISITS | 5369 | 5032 | 4020 | 3911 | 3364 | | | | | | | | 21696 |
| DAY PASSES | 4867 | 2627 | 797 | 692 | 783 | | | | | | | | 9866 |
| FACILITY RENTALS | 39 | 48 | 31 | 29 | 30 | | | | | | | | 177 |
| SRAC FACILITY RENTAL USERS | 2984 | 2006 | 1402 | 1615 | 1563 | | | | | | | | 9570 |
| TOTAL UNIQUE CONTACTS | 16151 | 10610 | 7448 | 7487 | 6709 | | | | | | | | 48405 |
| SRAC REVENUES | \$ 84,029 | \$ 67,963 | \$ 64,118 | \$ 56,591 | \$ 49,077 | | | | | | | | \$ 321,778 |
| SRAC OPERATIONS EXPENSES | \$ 97,339 | \$ 145,094 | \$ 103,223 | \$ 94,859 | \$ 88,603 | | | | | | | | \$ 529,118 |
| SRAC CAPITAL EXPENSES | \$ - | \$ - | \$ 69,464 | \$ 43,481 | \$ - | | | | | | | | \$ 112,945 |
| TOTAL NUMBER OF CONTACTS | | | | | | | | | | | | | 84788 |



HIGHLIGHTS
SWIMSGIVING
FUN AND FELLOWSHIP SOFTBALL
FALL FRIDAYS ON FRONT CONCERT (LOVE TRIBE)



HIGHLIGHTS
TIGER SHARKS SWIM LESSONS
ABLE WITHOUT BARRIERS INCLUSION PROGRAM
POTTERY - WHEEL THROWING & SATURDAY CLAY



- **Statistical Section**

- Electric CP Demand 19,542 Kw relative to October's demand of 18,853 Kw.
- Electric System Reliability was 99.9996%, with one (1) recorded main line outage; relative to October's 99.9999%.
- Raw water treated on a daily average was 4.198 MG relative to 4.543 MG for October; with maximum demand of 5.408 MG relative to October's 5.893 MG.
- Total finished water to the system was 118.210 MG relative to October's 132.412 MG.
Average daily for the month was 3.813 MG relative to October's 4.271 MG.
Daily maximum was 4.663 MG (November 16th) relative to October's 5.366 MG.
Daily minimum was 2.865 MG (November 30th), relative to October's 2.519 MG.

- **Miscellaneous Revenues**

- Water sales were \$272,517 relative to October's \$279,814
- Sewer sales were \$481,592 relative to October's \$475,256
- Electrical sales were \$1,243,484 relative to October's sales of \$1,369,604
- Johnston County Water purchases were \$213,637 for 84.109 MG relative to October's \$306,126 for 120.522 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$885,773 relative to October's \$871,073
- Johnston County sewer charge was \$159,350 for 32.388 MG relative to October's \$173,492 for 35.263 MG.

- **Personnel Changes**

- There were no changes in Personnel in November



**Town of Smithfield
Electric Department
Monthly Report
November, 2025**

I. Statistical Section

- Street Lights repaired –23
- Area Lights repaired-12
- Service calls – 31
- Underground Electric Locates -307
- Poles changed out/removed or installed -7
- Underground Services Installed -2

II. Major Revenues

- Process starting to extend Kellie drive feeder to create a loop.

III. Major Expenses for the Month:

- Booth and Associates starting to lay out Kellie DR loop circuit.

IV. Personnel Update:

- The Electrical Dept. has a full staff at this time.
- Have four employees complete electric city school for line crew development program.

V. Miscellaneous Activities:

- Helped Public Works Dept. hang Christmas dec. along East Market and West Market St.
- Working on light circuit at Perfect Ride Dealer ship.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side Market St. area.
- Installing four additional lights at JCC truck driving school.



Public Utilities Water and Sewer

| Monthly Statistics | Month Ending | 11/30/2025 |
|--|----------------------|---------------------------|
| | | |
| | <i>Monthly Total</i> | <i>Year to Date Total</i> |
| Water Calls | 48 | 779 |
| Sewer Calls | 24 | 366 |
| Utility Locates | 307 | 5748 |
| Storm Drainage Calls | 0 | 10 |
| Total Calls | 452 | 6975 |
| | | |
| Quotes new services | 0 | 28 |
| Inspections | 15 | 96 |
| Locate existing water & sewer services | 0 | 23 |
| Disconnect water | 3 | 31 |
| Reconnect water | 1 | 13 |
| Test meter | 0 | 18 |
| Temp hydrant meter | 2 | 24 |
| Discolored water call | 2 | 33 |
| Low pressure call | 3 | 53 |
| Leak detection | 17 | 180 |
| Meter check | 21 | 241 |
| Meter repair | 15 | 149 |
| Meter leak | 11 | 80 |
| Service leak | 3 | 52 |
| Water main leak | 2 | 34 |
| Replace existing water meter | 7 | 98 |
| Install new water meter | 17 | 250 |
| Install new water service | 0 | 20 |
| Renew water service | 0 | 17 |
| Water blow off repair | 0 | 2 |
| Street cuts | 2 | 63 |

| | | |
|---------------------------------|------|-------|
| Repair utility cut or sink hole | 0 | 26 |
| Fire hydrant repair | 2 | 14 |
| Fire hydrant replaced | 0 | 26 |
| Camera Sewer main or service | 4 | 29 |
| Sewer odor complaint | 2 | 16 |
| Sewer main repair | 6 | 56 |
| Clean out repair or install | 3 | 59 |
| LF of sewer main cleaned | 1800 | 55254 |
| LF of sewer service cleaned | 850 | 11383 |
| LF of storm drain cleaned | 0 | 1100 |
| | | |

- Serviced and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- Helped public works with cleaning storm drain lines and catch basin during and before rain events

Major Expenses for the Month of November

- Had Stuckey to make some water and sewer repairs that we were not able to.

Upcoming Projects for the Month of December

- I 95 project continues.
- Finley Landing homes are being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.
- Park Construction working on outfall behind Rose Manor.

Personnel Updates



MONTHLY WATER LOSS REPORT

November 2025

(11) - Meters with slow washer leaks

$\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 1 Day

1" Line, Shear, 2 hrs

2" Line, Shear, 2 hrs

6" Line, Full, 10 hrs

