



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING APRIL 5, 2016
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

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Closed Session: Pursuant to NCGS 143-318.11 (a) (3) and (6) to consult with the Town Attorney and to review Town Manager candidates.

Adjourn

Presentations

Proclamation
The Week of the Young Child
April 9 - 16, 2016

WHEREAS, the Partnership for Children of Johnston County and other local organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child, April 9 through April 16, 2016; and

WHEREAS, these organizations are working to promote and inspire high quality early childhood experiences for our state's youngest citizens, that can provide a foundation of learning and success for children throughout Smithfield, North Carolina; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in the Town of Smithfield deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children's futures and to the prosperity of our society.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council hereby proclaims April 9 - 16, 2016 as The Week of the Young Child in the Town of Smithfield and encourages all citizens to work to support and invest in early childhood in Smithfield.



M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Fifth day of April in the year of our Lord Two Thousand Sixteen.

PROCLAMATION
ELECTRICAL LINEMEN APPRECIATION DAY
APRIL 18, 2016

Whereas, the Town of Smithfield honors the profession of linemen, as this profession is steeped in personal, family and professional tradition; and

Whereas, electrical linemen are often first responders during storms and other catastrophic events, working to repair broken lines to make the scene safe for the citizens of the Town of Smithfield; as well as, other public safety workers; and

Whereas, electrical linemen work on the Town of Smithfield power lines 24 hours a day, 365 days a year, to keep the electricity flowing; and

Whereas, due to the danger of their work with thousands of volts of electricity high atop power lines, these linemen put their lives at risk every day for the citizens of the Town of Smithfield; and

Whereas, the U.S. Senate in 2013 first recognized the efforts of electrical linemen in keeping the power on and protecting public safety, and has designated the celebration of a National Linemen Appreciation Day.

Now, Therefore, I, M. Andy Moore Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim April 18, 2016 as "Electrical Linemen Appreciation Day"; and we call upon the citizens of the Town of Smithfield to recognize and appreciate the hard work, innovation and dedication that these public servants make every day to our health, safety, comfort, and quality of life.

Proclaimed this the 5th day of April 2016.



M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Fifth day of April in the year of our Lord Two Thousand Sixteen.

**Town of Smithfield
Town Council
Action Form**

Item: Police Swear In

Date of Meeting: April 05, 2016

Date Prepared: March 21, 2016

Staff Work By: Chief Michael L. Scott

Presentation: Presentation/Reports

Presentation:

The police department has hired one new officer to fill an existing vacancy within the police department. Virginia (Bre) Harter was hired to fill this position. Officer Harter is currently a resident of Four Oaks and is a graduate from Appalachian State University. Officer Harter has been assigned to "B" Team Patrol.

Action Requested:

It is requested Officer Harter be sworn in and welcomed to North Carolina law enforcement and the Smithfield Community.



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Virginia Harter, the undersigned, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as a law enforcement officer according to the best of my skill, abilities and judgment, so help me God."

Virginia Harter

Date

*Oath administered this the
5th day of April, 2016*

M. Andy Moore, Mayor



Public Hearing



Town of Smithfield
Planning Department
350 East Market Street
P.O. Box 761
Smithfield, NC 27577
Phone: 919-934-2116
Fax: 919-934-1134

STAFF REPORT

Application Number: CUP-16-01
Project Name: Extra Mile Motors
TAX ID number: 15080019 and 15080055
Town Limits/ETJ: Town Limits
Applicant: Seamus Ian Costello
Owners: Roy Willard Whitley
Agents: N/A

PROJECT LOCATION: West Market Street approximately 500 feet east of its intersection with NC Hwy 210.

REQUEST: The applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district.

SITE DATA:

Acreage: A portion of a 1.04 acre parcel
Present Zoning: B-3 (Highway Entrance Business)
Proposed Zoning: N/A
Existing Use / Previous: PTI Transportation / Retail sales and service

DEVELOPMENT DATA:

Proposed Use: Automobile Sales Lot

ENVIRONMENTAL: The entireties of the properties are located within the 100 year flood plain of the Neuse River but are not located within its floodway.

ADJACENT ZONING AND LAND USES:

North:	Zoning:	R-20A (Residential-Agricultural)
	Existing Use:	Cox Auto Repair with nonconforming automobile storage lot
South:	Zoning:	B-3 (Highway Entrance Business)
	Existing Use:	Plan B Private Nightclub
East:	Zoning:	B-3 (Highway Entrance Business)
	Existing Use:	Whitley's Grocery and Supply
West:	Zoning:	B-3 (Highway Entrance Business)
	Existing Use:	Cox Auto Repair with nonconforming automobile storage lot

STAFF ANALYSIS AND COMMENTARY: The proposed automobile sales lot is a permitted use within the B-3 (Business) zoning district with a Town Council approved conditional use permit. The applicant has provided a revised sketch plan on February 26, 2016 showing improvements to the property to include a paved parking area for 13 automobiles and a designated area for the parking of tractor trailers. The site plan also indicates that an unpaved area in the rear of the existing building that is not being improved for the parking of automobiles. Landscape improvements shown on the site plan include screening of the storage area, screening of the tractor trailers and loading zoning. NCDOT right-of-way improvements are properly addressed on the sketch plan.

- **Consistency with the Strategic Growth Plan**

The proposed automobile sales lot is inconsistent with the recommendations of the Comprehensive Growth Management Plan which calls for Conservation / Open Space land uses in areas where there is the potential for flooding (100-year floodplain) or the need for buffering. Buffering is used to separate areas that may have the potential to become conflicting land uses. The future land use map indicates areas having the potential existence of wetlands. Any development in these areas should be at low density and closely coordinated with regulations governing wetlands development.

- **Consistency with the Unified Development Code**

An automobile sales lot is a permitted use within the B-3 (Highway Entrance Business) zoning district with a valid conditional use permit. The applicant will be responsible for submitting a preliminary site plan that shows all applicable minimum development standards can and will be met prior to site plan approval and issuance of a valid zoning permit to include paved parking and non-vehicular storage with screening.

- **Compatibility with Surrounding Land Uses**

An automobile sales lot at this location will pose a compatibility issue with surrounding land uses and may contribute to the urban blight found throughout this portion of the entrance corridor.

- **Signs**

Signs shall be permitted in accordance with the Town of Smithfield Unified Development

Ordinance which will allow for a maximum height of 6 feet and 75 square feet in area for all ground signs located within the B-3 (Highway Entrance Business) zoning district.

OTHER:

FIRE PROTECTION: Town of Smithfield
SCHOOL IMPACTS: NA
PARKS AND RECREATION: NA
ACCESS/STREETS: West Market Street
WATER/SEWER PROVIDER: Town of Smithfield
ELECTRIC PROVIDER: Town of Smithfield

Planning Department Recommendations:

The Planning Department recommends approval of the proposed automobile sales lot based on the site plan dated received on February 19, 2016 that's shows paved parking for the automobile sales lot, screening of the non-automotive related storage area, and safe separation between tractor trailer trucks and automobiles.

Planning Board Actions:

The Planning Board, at is February 4, 2016 meeting, unanimously voted to continue the hearing until their March 3, 2016 meeting in order to give the applicant time to submit a revised plan showing the screening of the proposed storage yard and a further refined parking lot layout plan.

Planning Board Actions:

The Planning Board, at its March 3, 2016 meeting, voted to recommend approval of the request to construct and operate an automobile sales lot on property located within the B-3 (Highway Entrance Business) corridor in accordance with the finding of fact for a conditional use permit. Unanimous

Town Council Action Requested:

The Smithfield Town Council is requested to review the petition for an automobile sales lot on property located within B-3 (Highway Entrance Business) corridor and make decision in accordance with the finding of fact for a conditional use permit.

Town of Smithfield
Conditional Use Permit Application
Finding of Fact / Approval Criteria

Application Number: CUP-16-01 **Name:** Extra Mile Motors

Request: Applicant seeks a CUP for automotive sales

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

1. Finding One of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.

The proposed automobile sales lot at this location will not materially endanger the public were shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)

The proposed automobile sales lot at this location may endanger the public were shown if more automobiles exist on the lot than what the site is designed to safely hold resulting in automobiles parking within the public right-of-way and within designated landscape yards and required buffer yards.

Finding Two of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The proposed automobile sales lot at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances providing the applicant submits a detailed site plan for planning staff approval that shows required landscaping and paved parking prior to issuance of site plan approval and issuance of a valid zoning permit for an automobile sales lot.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations in the following ways or for the following reasons:

The proposed automobile sales lot at this location does not conform to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances because the applicant is proposing parking within the required 15 foot street yard that is measured from the property line.

3. Finding Three of Four:

CUP-16-01

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.

The proposed automobile sales lot at this location will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses providing required landscape buffers and street yards are installed and maintained in accordance with minimum development standards and that no more than 10 automobile sales for sale are on the lot at any given time.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons.

The proposed automobile sales lot at this location may be detrimental to the adjacent land uses due to increased traffic and noise generated by activities associated with automobiles sales. Increased blight will be created by the over represented used car sales industry in a corridor in need of rehabilitation and redevelopment.

4. Finding Four of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.

The proposed automobile sales lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development proving all minimum development standards are met to include landscaping, lighting, paved parking and all other minimum development standards.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)

The proposed automobile sales lot at this location will adversely affect the adopted plans and policies of the Town of Smithfield, and violate the character of existing standards for development if automobile sales occur without minimum development standards being met to include paved parking, landscaping and lighting.

4. Once all findings have been decided one of the two following motions must be made:

Motion to Approve: *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Conditional Use Permit Application # CUP-16-01*

Motion to Deny: *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to deny of Conditional Use Permit Application # CUP-16-01 for the following stated reason:*

5. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council Conditional Use Permit Application Number CUP-16-01 is hereby:

_____ approved upon acceptance and conformity with the following conditions; or,

_____ denied for the noted reasons.

Decision made this _____ day of _____, 20__ while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

Planning Board Report for
CUP-16-01
Extra Mile Motors

Public hearing held on February 4, 2016

(Excerpt from approved draft minutes)

CUP-16-01 Extra Mile Motors: Mr. Foy opened the public hearing.

Mr. Helmer stated the applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the north side of West Market Street approximately 500 feet east of its intersection with NC Hwy 210. The property is further identified as Johnston County Tax ID# 15080019.

Mr. Helmer stated the applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district. There does not appear to be any environmentally sensitive areas on the property considered for a Conditional Use Permit to include flood plains or designated wetlands. The proposed automobile sales lot is a permitted use within the B-3 (Business) zoning district with a Town Council approved conditional use permit. The applicant has provided a sketch plan of the .76 acre site showing improvements to the property to include a paved parking area for 9 automobiles and 8 required parking spaces. The site plan also indicates that an unpaved area in the rear of the existing building will be used for parking of automobiles. The only landscape improvements shown on the site plan are those provided by the proposed NCDOT corridor improvement plan. The proposed automobile sales lot is inconsistent with the recommendations of the Comprehensive Growth Management Plan which calls for Conservation/Open Space land uses in areas where there is the potential for flooding (100 year floodplain) or the need to become conflicting land uses. The future land use map indicates areas having the potential existence of wetlands. Any development in these areas should be at low density and closely coordinated with regulations governing wetlands development.

Mr. Helmer stated an automobile sales lot is a permitted use within the B-3 (Highway Entrance Business) zoning district with a valid conditional use permit. The applicant will be responsible for submitting a preliminary site plan that shows all applicable minimum development standards can and will be met prior to site plan approval and issuance of a valid zoning permit to include paved parking and paved vehicular storage with screening. An automobile sales lot at this location will pose a compatibility issue with surrounding land uses and may contribute to the urban blight found throughout this portion of the entrance corridor. Signs shall be permitted in accordance with the UDO which will allow for a maximum height of 6 feet and 75 square feet in area for all ground signs located within the B-3 (Highway Entrance Business) zoning district. The Town of Smithfield will provide fire protection as well as water/sewer, and electric services.

Mr. Helmer stated the Planning Department recommends approval of the proposed automobile sales lot providing that all parking spaces are paved and screening of the storage yard is installed in accordance with the minimum development standards of the Town of Smithfield UDO.

The Planning Board is requested to review the petition for an automobile sales lot on property located within the B-3 (Highway Entrance Business) corridor and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

Mr. Foy asked if anyone wanted to speak for or against the proposal.

Mr. Foy asked if this property was on the right side after the going over the bridge in West Smithfield, and if it was near the flood plain.

Mr. Helmer stated that the property is located within the 100 year flood plain of the Neuss River.

Daniel Sanders asked if there were wetlands.

Mr. Helmer stated that the comprehensive land use plan has identified the area as generally being wet. However, no wetland study exists that identifies this property as containing delineated wetlands.

Daniel Sanders asked if the applicant will be doing any automobile repairs.

Mr. Helmer stated that is a question for the applicant; however it was not requested specifically for auto repair.

Stephen Upton asked why the plan states parking area for 9 automobiles and 8 required parking spaces.

Mr. Helmer stated the staff report was written based on the first copy of the plan that was submitted which did not include all of the details. However, the employee parking will be shared between the existing tenant and the new tenant. When the final zoning permit is written it will be based on the final plan submitted.

Ashley Spain asked if the storage area in the rear needs to be paved.

Mr. Helmer stated the area would have to be paved if there is more than a total of 5 total parking spaces.

Ashley Spain asked if the vehicles being displayed or stored are drivable.

Mr. Helmer stated that's a question for the applicant but that the permit for automobile sales does NOT include the storage of automobiles that are not operable and able to run on their own power.

Ashley Spain stated he was concerned for the environmental sensitive areas near the property considered for automobile sales and truck parking.

Mr. Foy asked where the fence with fabric would be on the property.

Mr. Helmer stated the fence is shown around the storage yard but it was unclear from the plan submitted for board review as to how the screening from view of the public-right-way would be accomplished.

Mr. Foy asked if cars will be displayed in the front of the building.

Mr. Helmer stated the applicant is proposing employee parking as well as cars for sale to the side of the existing building but the plan has not labeled which is which.

Mark Lane asked if there is a need for landscaping.

Mr. Helmer stated that NCDOT has approved the landscaping improvement plan within the right-of-way of this corridor. The applicant has not showed any proposed landscaping within the boundaries of the site including screening of the storage area.

Mark Lane asked how many vehicles the applicant plans on storing in area labeled as storage.

Mr. Helmer stated that is a question for the applicant but parking of vehicles in the "storage area" was only being paved to accommodate 5 vehicles.

Jack Matthews asked if the property will look better than it does at this present time.

Mr. Helmer stated the screening of existing and proposed storage yards as required by the Town of Smithfield Unified Development Ordinance would go a long way in improving the appearance of this corridor.

Stephen Upton asked if this property has grandfather status.

Mr. Helmer stated the building is considered existing but the proposed parking and storage areas would need to meet modern standards as required by the UDO for the health, welfare and safety of the public.

Daniel Sanders asked that since the parking will be shared with the existing tenant, how many tractor trailer trucks will be parked there at one time.

Mr. Helmer agreed that the plan does not appear to address the number of tractor trailer the lot can accommodate and does not adequately demonstrate safe tractor trailer movements.

Roy Willard Whitley, Hatteras, stated he has managed this property for the last 15 years. The show room area in the front of the building will be office space. Mr. Whitley stated there cannot be more than 10 cars on the lot at one time. The tenant usually has 5 vehicles or less out for display and does this through internet sales. He stated he is interested in improving the property. The existing tenant, PTI, has been renting for about 3 years and has approximately 7 trucks. The trucks that are parked there are either waiting for new assignment or repair. The fence on the side of the building will be moved to the rear storage for screening.

Mr. Foy asked if there's 10 parking spaces and one is handicapped, that will only give you 9 spaces that doesn't include customer parking. In reality there will only be about 7 spaces for cars on display.

Mr. Helmer stated resulting permit will allow for 10 spaces for cars for sale. This is minimum parking spaces required for the applicant to secure a dealers licensed by the DMV. Adequate parking for employees for both businesses would need to be included on the plan.

Mr. Whitley stated the storage in the rear is for vehicles that are not ready to be displayed for sale.

Daniel Sanders asked where the trucks are getting repaired.

Mr. Whitley stated they are repaired inside the building.

Gerald Joyner asked if any of the vehicles being sold will be worked on premise.

Mr. Whitley stated PTI could do the repairs but that is something both tenants would have to work out. Cars on display come and go very quickly.

Be no further questions Daniel Sanders made a motion, seconded by Jack Matthews to continue the hearing at the March meeting to allow more time for the applicant to develop a plan drawn to scale that adequately addresses parking requirements, adequate screening of the storage yard and tractor trailer parking and movement. Unanimous

Public hearing continued on March 3, 2016

(Excerpt from draft minutes)

Mr. Helmer stated the applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the north side of West Market Street approximately 500 feet east of its intersection with NC Hwy 210. The property is further identified as Johnston County Tax ID# 15080019.

Mr. Helmer stated the applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway

Entrance Business) zoning district. There appears to be an environmentally sensitive area and is located within the 100 year flood plain. The proposed automobile sales lot is a permitted use within the B-3 (Business) zoning district with a Town Council approved Conditional Use Permit. The applicant has provided a revised sketch plan on February 26, 2016 showing improvements to the property to include a paved parking area for 13 automobiles and a designated area for the parking of tractor trailers. The site plan also indicates that an unpaved area in the rear of the existing building that is not being improved for the parking of automobiles. Landscape improvements shown on the site plan include screening of the storage area, screening of the tractor trailers and loading zoning. NCDOT right-of-way improvements are properly addressed on the sketch plan. The proposed automobile sales lot is inconsistent with the recommendations of the Comprehensive Growth Management Plan which calls for Conservation/Open Space land uses in areas where there is the potential for flooding (100 year floodplain) or the need to become conflicting land uses. The future land use map indicates areas having the potential existence of wetlands. Any development in these areas should be at low density and closely coordinated with regulations governing wetlands development.

Mr. Helmer stated an automobile sales lot is a permitted use within the B-3 (Highway Entrance Business) zoning district with a valid conditional use permit. The applicant will be responsible for submitting a preliminary site plan that shows all applicable minimum development standards can and will be met prior to site plan approval and issuance of a valid zoning permit to include paved parking and paved vehicular storage with screening. An automobile sales lot at this location will pose a compatibility issue with surrounding land uses and may contribute to the urban blight found throughout this portion of the entrance corridor. Signs shall be permitted in accordance with the UDO which will allow for a maximum height of 6 feet and 75 square feet in area for all ground signs located within the B-3 (Highway Entrance Business) zoning district. The Town of Smithfield will provide fire protection as well as water/sewer, and electric services.

Mr. Helmer stated the Planning Department recommends approval of the proposed automobile sales lot providing that all parking spaces are paved and screening of the storage yard is installed in accordance with the minimum development standards of the Town of Smithfield UDO.

The Planning Board is requested to review the petition for an automobile sales lot on property located within the B-3 (Highway Entrance Business) corridor and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

Mr. Foy asked if anyone wanted to speak for or against the proposal.

Paul Embler, Planning Director, stated he prepared the exhibit located in the agenda packet based on the information that was faxed to him by the applicant. He stated the applicant is a charter boat captain and is in the Florida Keys. He stated the applicant sent a revised sketch to the Planning Department. Similar to the one you saw last month but with some modifications.

Teresa Daughtry asked about the water runoff and drainage.

Paul Embler stated based on preliminary investigations done on the property, the water is moving away from Highway 70.

Daniel Sanders asked if the property was in the flood zone.

Paul Embler stated yes.

Teresa Daughtry asked if there is a ditch in the back of the property.

Paul Embler stated there was many years ago but has since been filled in.

Being no further questions, Mr. Foy closed the public meeting for CUP-16-01.

Stephen Upton made a motion, seconded by Jack Matthews, to move to the Finding of Fact.

Article 13 Section 13-17 of the Town of Smithfield Unified Development Ordinance requires all applications for a zoning map amendment to address the following eight findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application.

The governing body has the responsibility to determine if the zoning map amendment is warranted. The Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this rezoning application by motion and vote on each of the following eight findings of fact. Any motion to find against the application must be supported by statement of specific reason or conclusions reached in support of the motion.

- 1. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.***

The proposed automobile sales lot at this location will not materially endanger the public where shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

- 2. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.***

The proposed automobile sales lot at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances providing the applicant submits a detailed site plan for planning staff approval that

shows required landscaping and paved parking prior to issuance of site plan approval and issuance of a valid zoning permit for an automobile sales lot.

3. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.***

The proposed automobile sales lot at this location will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses providing required landscape buffers and street yards are installed and maintained in accordance with minimum development standards and that no more than 10 automobiles for sale are on the lot at any given time.

4. ***Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.***

The proposed automobile sales lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development proving all minimum development standards are met to include landscaping, lighting, paved parking and all other minimum development standards.

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

Stephen Upton made a motion, seconded by Daniel Sanders to recommend approval requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district.

Duly adopted this the 3rd day of March 2016.

Mr. Eddie Foy, Planning Board Chairman

ATTEST

Mark E. Helmer, AICP, CZO
Senior Planner



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

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Article 13, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Conditional Use. Conditional Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.

Conditional Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.

SITE INFORMATION:

Name of Project: Extra Mile Motors Acreage of Property: 1.04 acres
 Parcel ID Number: 15080019/15080055 Tax ID: N/A
 Deed Book: 1813 Deed Page(s): 359
 Address: 528-A West Market Street, Smithfield, NC 27577
 Location: Less than 1 mile west of Neuse River bridge on Hwy 70 Business.

Existing Use: PTI Transport, Inc. (trucking) Proposed Use: Additional Internet Auto Sales
 Existing Zoning District: B-3
 Requested Zoning District N/A
 Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): Highway overlay district

FOR OFFICE USE ONLY

File Number: CUP-16-01 Date Received: 1/4/10 Amount Paid: \$300.00

OWNER INFORMATION:

Name: Roy Willard Whitley
Mailing Address: P.O. Box 777, Hatteras, NC 27943
Phone Number: 252-996-0199 **Fax:** 252-986-4000
Email Address: wwhtiley@embarqmail.com

APPLICANT INFORMATION:

Applicant: Seamus Ian Costello
Mailing Address: 59 Holiday Island Drive, Garner, NC 27529
Phone Number: 919-675-9100 **Fax:** 214-543-4867
Contact Person: Seamus Costello
Email Address: seamus_200@msn.com

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Conditional Use Permit application. This information is required to be present on all plans, except where otherwise noted:

- All required plans (please see the plan requirements checklist).
- A signed and sealed traffic impact analysis.
- Verification of wastewater allocation (granted or requested).
- Driveway permits (Town of Smithfield or NCDOT encroachment with associated documentation).
- Other applicable documentation: Site Plan

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

I am seeking approval to add an internet auto sales business to my premises at 528 West Market Street. The property is 1.04 acres and has an office/warehouse space of 7,560 square feet. the current tenant, PTI Transport, Inc., operates a trucking business out of a portion of the building basically performing maintenance and providing storage for his trucks and equipment when not in use. The additional tenant, Extra Mile Motors, would require office space and parking for a maximum of ten vehicles. We have a lease agreement in place for 2016 granting the auto sales business 1600 square feet of office space and ten exterior vehicle parking spaces in two separate areas of the property.

This property was originally a Studebaker dealership owned and operated by my father, James W. Whitley. It consists of a glass enclosed showroom with office/storage/bathroom (1600 sq. ft.), a large service area with bathroom (3200 sq. ft.), a smaller two bay service area (870 sq. ft.), a prep bay and paint booth (1350 sq. ft.) and an office/storage space with bathroom (540 sq. ft.). Uses over the years since have been mostly automotive related with few exceptions. We have plans to make improvements to building and parking areas to coincide with the upcoming NCDOT improvement project.

REQUIRED FINDINGS OF FACT

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for a Conditional Use Permit to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

- 1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

Ingress and egress to and from property would be unchanged and conform to NCDOT criteria. No planned changes would have any adverse effect on visibility or general traffic safety.

- 2. That the use meets all required conditions and specifications;

The use will be subject to Conditional Use Permit criteria and approval by the associated processes.

- 3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and

Property use will not change in any appreciable or noticeable way. Improvement and rearrangement of parking scheme would only redistribute and relocate vehicles for safety and efficiency. No additions or objectionable changes are planned for the exterior of the property. Type and placement of signage would be subject to approval of the appropriate entities.

- 4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).

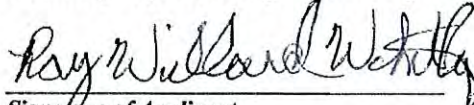
This property was originally designed for express use as an auto sales and service dealer and has existed amicably through the years with adjacent businesses.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Conditional Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

Roy Willard Whitley

Print Name



Signature of Applicant

01/04/2016

Date



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

OWNER'S CONSENT FORM

Name of Project: Extra Mile Motors Submittal Date: January 4th, 2016

OWNERS AUTHORIZATION

I hereby give CONSENT to Seamus Ian Costello (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Roy Willard Whitley Roy Willard Whitley 01/04/2016
Signature of Owner *Print Name* *Date*

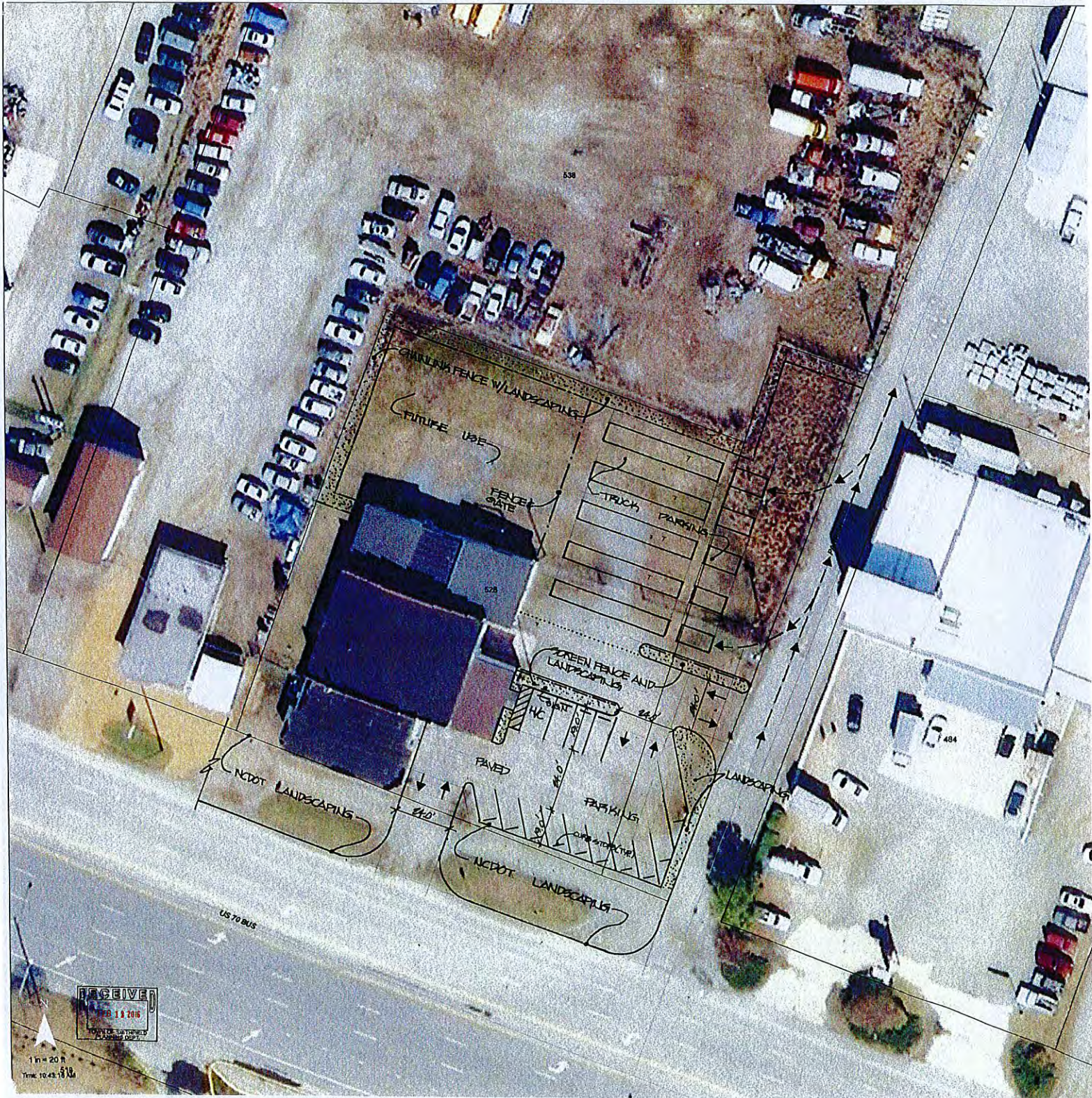
CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

Roy Willard Whitley Roy Willard Whitley 01/04/2016
Signature of Owner/Applicant *Print Name* *Date*

FOR OFFICE USE ONLY

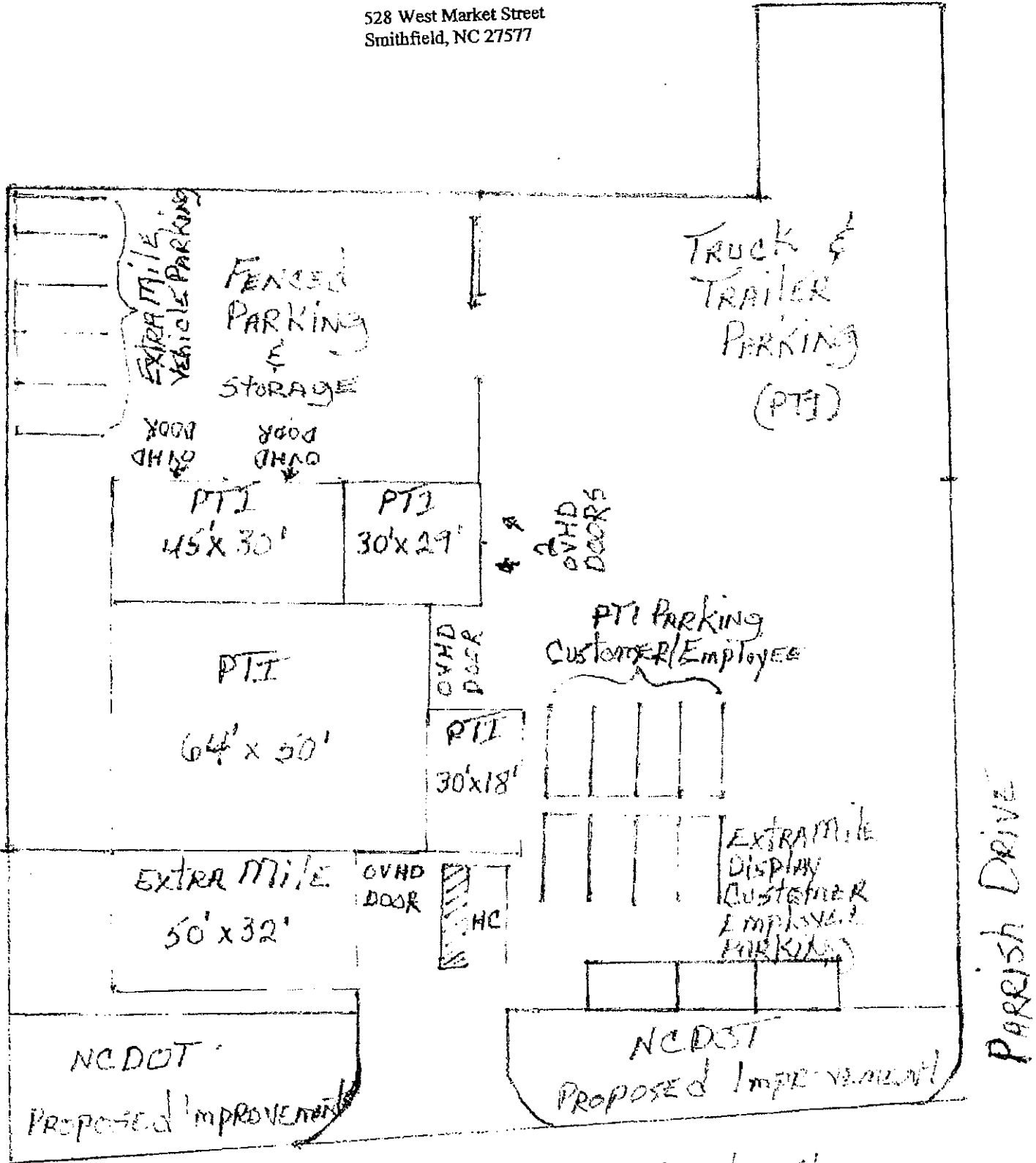
File Number: CP-16-01 Date Received: 1/4/16 Parcel ID Number: 15080019/15080055



STAFF Recommendation

Site Plan

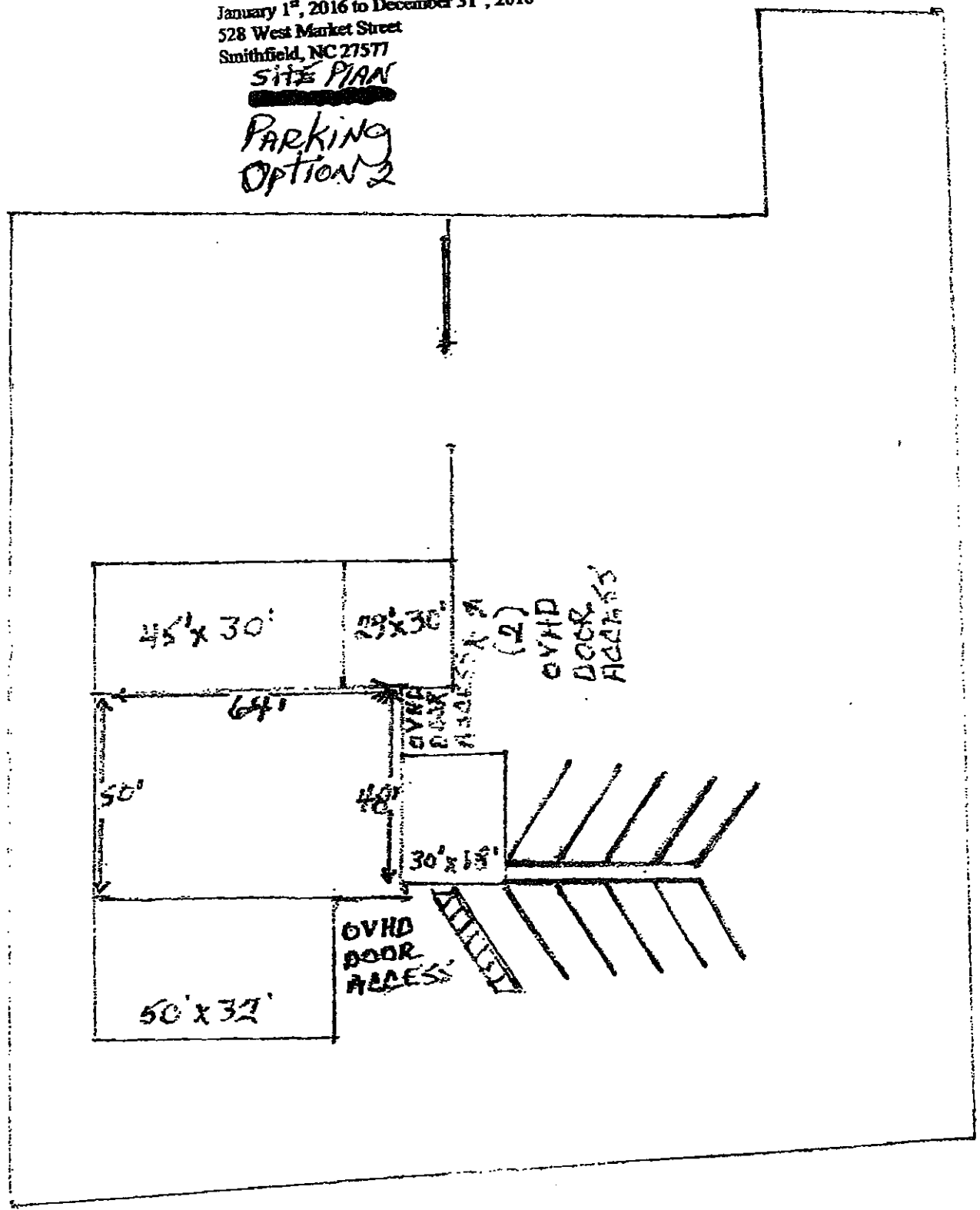
528 West Market Street
Smithfield, NC 27577

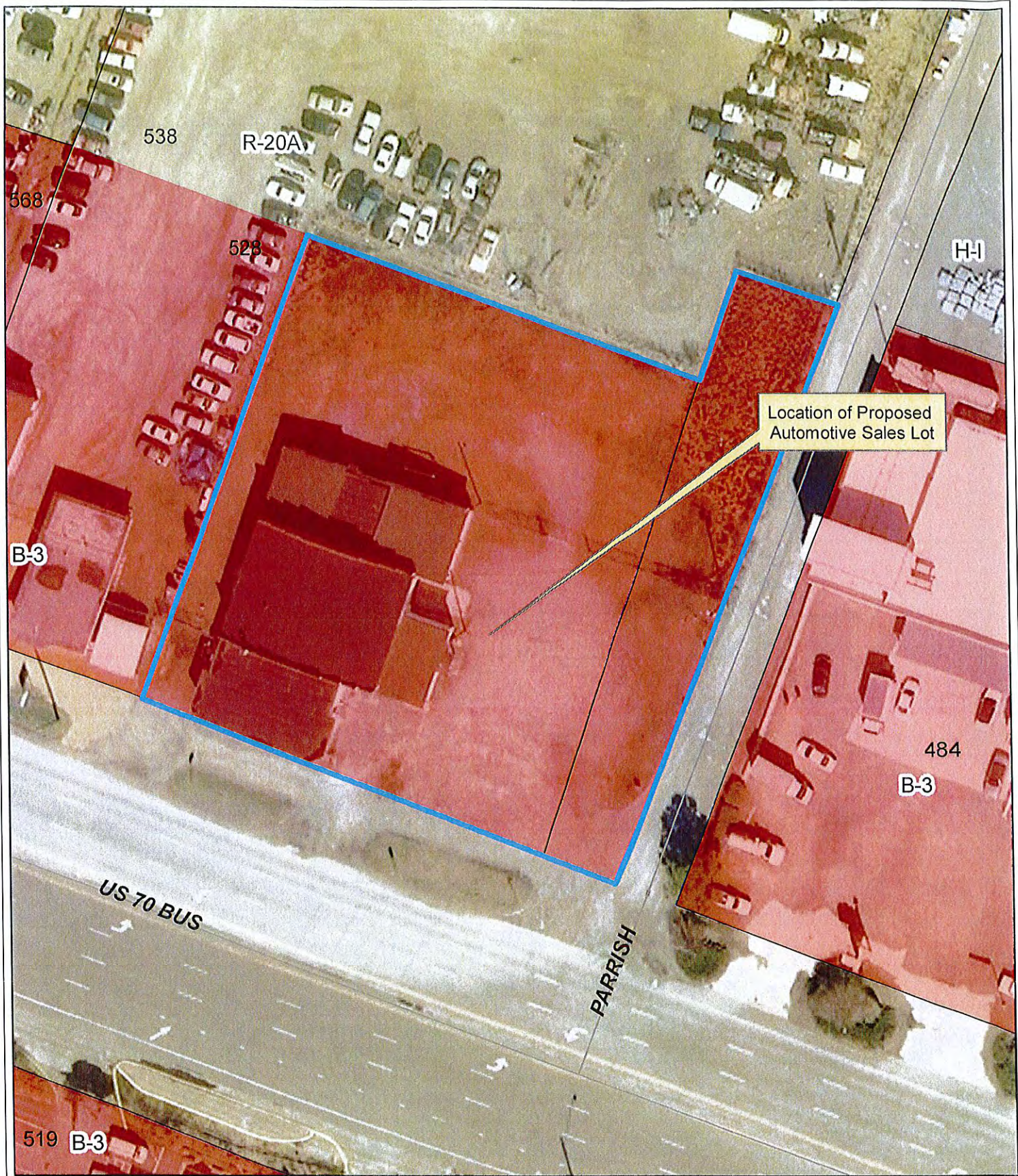


Hwy 70 - West Market Street

Commercial Lease Agreement
January 1st, 2016 to December 31st, 2016
528 West Market Street
Smithfield, NC 27577

SITE PLAN
PARKING
OPTION 2





Location of Proposed Automotive Sales Lot

Vicinity Map for:
CUP-16-01
Applicant:
Extra Mile Motors



Map Created by The
Town of Smithfield
Geographic Information Services



1 inch = 50 feet



Adjacent Property Owners of
CUP-16-01

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15080019	169413-13-5475	WHITLEY, ROY WILLARD	P O BOX 777	HATTERAS	NC	27943-0000
15080016	169413-13-8670	MITCHELL, JAMES NELSON	P O BOX 585	SMITHFIELD	NC	27577-0000
15080017	169413-13-7490	JOHNSON, JAMES RANDY	1671 GALILEE RD	SMITHFIELD	NC	27577-7713
15080019A	169413-13-6606	COX REPAIR SERVICE	568 W MARKET STREET	SMITHFIELD	NC	27577-0000
15080020	169413-13-3553	COX, LLOYD J	568 W MARKET ST	SMITHFIELD	NC	27577-0000
15080012B	169413-13-4742	COX, LLOYD J & ALVIN E COX	568 WEST MARKET STREET	SMITHFIELD	NC	27577-0000
15080062	169413-12-6816	TWIN STATES FARMING INC	P O BOX 1352	SMITHFIELD	NC	27577-1352
15080055	169413-13-6484	WHITLEY, ROY WILLARD	P O BOX 777	HATTERAS	NC	27943-0000
15080062A	169413-13-2025	GODWIN LLP	PO BOX 607	SELMA	NC	27576-0000
15080065	169413-13-4136	GODWIN LLP A LIMITED LIABILITY	PO BOX 607	SELMA	NC	27576-0000



PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CUP-16-01, were notified by First Class Mail on 3-25-16.

Mark E. Helmer
Signature

Johnston County, North Carolina

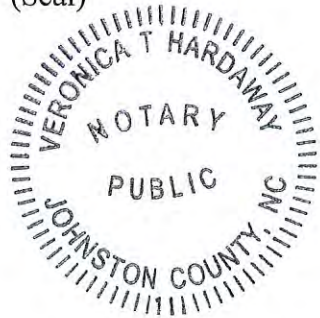
I, Veronica Hardaway, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

28th day of March, 2016

Veronica T. Hardaway
Notary Public Signature

Veronica T. Hardaway
Notary Public Name

My Commission expires on 11-4-18
(Seal)





PLANNING DEPARTMENT

Paul C. Embler, Jr., Director

Notice Of Public Hearing

Notice is hereby given that a public hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, April 5, 2016 at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

CUP-16-01 Extra Mile Motors: The applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the north side of West Market Street approximately 500 feet east of its intersection with NC Hwy 210. The property is further identified as Johnston County Tax ID# 15080019.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.



PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

Notice Of Public Hearing

Notice is hereby given that a public hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, April 5, 2016 at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

CUP-16-01 Extra Mile Motors: The applicant is requesting a conditional use permit to operate an automotive sales lot designed to accommodate 10 vehicles and located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the north side of West Market Street approximately 500 feet east of its intersection with NC Hwy 210. The property is further identified as Johnston County Tax ID# 15080019.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at www.smithfield-nc.com.

Run "Legal Ad" in the Smithfield Herald on 3/23/16 and 3/30/16

Consent Agenda Items

The Smithfield Town Council met in regular session on Tuesday, March 1, 2016 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall Mayor M. Andy Moore, presided.

Councilmen Present:

Emery D. Ashley, Mayor Pro-Tem
Marlon Lee, District 1
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Jim Freeman, Interim Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works Director
Pete Connet, Interim Public Utilities Director
Ted Credle, Public Utilities Director
Paul Embler, Planning Director
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Michael Scott, Chief of Police
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney

Staff Absent:

Bill Dreitzler

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

APPROVAL OF AGENDA:

Councilman Harris made a motion, seconded by Councilman Scott to approve the agenda with the following amendments:

Add to Presentations: 2. Proclamation Recognizing the 2015 – 2016 Smithfield Selma Senior High School Boys' Varsity Basketball Team

Add to Business Items: 4. Authorization to apply for the SAFER Grant (Staffing for Adequate Fire and Emergency response) by the Fires Department.

Remove from the Consent Agenda and add as Business Item 5: *Bid Award and contract approval for the 2015-2016 Street Resurfacing Project.*

Unanimously approved.

PRESENTATIONS:

1. Smithfield Police Department's Officer of the Year – Richard Conerly

Chief of Police Michael Scott addressed the Council on the Smithfield Police Department's Officer of the Year, Officer Rick Conerly. This employee is nominated by secret ballot, completed by every member of the police department. The officer receiving the most votes is then reviewed by a recognition committee consisting of four lieutenants and the Patrol Commander. The committee then makes a recommendation for Officer of the Year to the Police Chief, who has the final say as to this award. The Officer of the Year for the Smithfield Police Department, 2015 is Officer Rick Conerly. This is Officer Conerly's second time to receive this award.

Officer Conerly is a member of Patrol Team "D". Officer Conerly has been extremely dedicated to the department and its mission during 2015. Officer Conerly often gives freely of his personal time to attend recognition announcements for new hires, as well as other officers. He has served as an acting sergeant on his squad, while also training several probationary officers through the department's field training program. He is also one of the two certified Drug Recognition Experts (DRE) who are members of the Smithfield Police Department.

Mayor Moore presented Officer Rick Conerly with a plaque identifying him as the 2015 Police Officer of the Year.

2. Proclamation – SSS High School Boys’ Varsity Basketball Team

Councilman Lee and Mayor Moore presented the 2015-2016 SSS High School Boys’ Varsity Basketball Team with a proclamation recognizing their outstanding accomplishments.

PROCLAMATION Recognizing the 2015 – 2016 Smithfield Selma Senior High School Boys’ Varsity Basketball Team

WHEREAS, the Smithfield Selma Senior High School Boys’ Varsity Basketball Team under Coach Cuddington and Assistant Coach Holder, is to be recognized and honored for their outstanding basketball season; and

WHEREAS, this has been an exciting; hard fought and successful basketball season for the 2015 – 2016 boys’ varsity team; and

WHEREAS, by its extraordinary efforts, this dynamic team was successful in being named the Two Rivers 3A Conference Champions and ending the season with an amazing record of 17-10; and

WHEREAS, the team’s accomplishments are consistent with Coach Cuddington’s and Coach Holder’s dedication to academic excellence, personal growth and team unity; and

WHEREAS, special commendation is due all team members, to Coach Cuddington and to Assistant Coach Holder; and

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Smithfield Town Council congratulates the Smithfield Selma Senior High School, its boys’ varsity basketball team, its coaches, its athletic department and all people associated with the basketball team for the outstanding accomplishments

PUBLIC HEARINGS:

1. Rezoning Request by Royal Property: (RZ-16-01)

Councilman Wood made a motion, seconded by Councilman Harris, to open the Public Hearing. Unanimously approved.

Planning Director Paul Embler addressed the Council on a rezoning request by Royal Property. Mr. Embler explained that the applicant is requesting to rezone approximately a .18 acre tract of land from the R-8 (Residential) zoning district to the B-3 (Highway Entrance Business) zoning district. The property considered for rezoning is located on the east side of Waddel Drive approximately 120 feet north of its intersection with North Brightleaf Boulevard. The property is further identified as Johnston County Tax ID# 15005031.

Planning Director Paul Embler has incorporated his entire record and provided it to Council in written form in the March 1, 2016 agenda packet.

The Planning Board, at its February 4, 2016 meeting, unanimously voted to recommend approval of the request to rezone approximately .18 acres of land from the R-8 (Residential) zoning district to B-3 (Highway Entrance Business) zoning district.

The Planning Department recommends approval of the request to rezone approximately .18 acres of land from the R-8 (Residential) zoning district to B-3 (Highway Entrance Business) zoning district.

Mayor Moore asked if there were any comments/questions from those present in the audience.

Mike McLamb, of Four Oaks, stated he is the applicant for the proposed project and owns Sun Auto Wash. Mr. McLamb was in agreement with the staff report offered by Mr. Embler.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashely questioned if any of the neighbors had contacted the Planning Department regarding this rezoning. Mr. Ember responded that the planning department staff had not been contacted.

Councilman Lee stated that he had no issues with the rezoning, but a nearby resident had expressed concerns because the building needed to be exterminated and it was causing problems with his property.

Mr. McLamb responded that he would speak with the resident because the intent was to demolish the residential structure currently on the property.

Mayor Pro- Tem Ashley made a motion, seconded by Councilman Harris, to close the Public Hearing. Unanimously approved.

The Written Finding of Facts

Article 13 Section 13-17 of the Town of Smithfield Unified Development Ordinance requires all applications for a zoning map amendment to address the following eight findings. The Council has the responsibility to determine if the zoning map amendment is warranted. The Town Council of the Town of Smithfield decided the matter of this rezoning application by motion and vote on each of the following eight findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to vote in the affirmative to the below Finding of Facts. Unanimously approved

Finding One of Eight: Approved

The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield

The rezoning request from a Residential zoning district to a Business zoning district meets all the Town's plans and policies and will blend in well with the adjacent land uses. The Comprehensive Land Use Plan directly indicates the subject property is adjacent to properties identified as best suited for commercial land uses.

Finding Two of Eight: Approved

The rezoning petition is compatible with established neighborhood patterns of the surrounding area

Although no know compatibility issues with adjacent land uses have occurred in the past, rezoning the property to the B-3 (Business) zoning district will allow for wider range of land uses to include professional offices, retail sales, and car washes.

Finding Three of Eight: Approved

The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning

Rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning because the North Bright Leaf Boulevard corridor is a heavily traveled corridor considered ideal for intense commercial endeavors. Most of the lots that existed from many years ago were very small and it is not uncommon for multiple lots to be rezoned and recombined into larger lots to accommodate modern commercial endeavors.

Finding Four of Eight: Approved

The rezoning request is in the community interest

The rezoning will allow for a wider range of commercial and office uses and provide additional office space and services for the residents of Smithfield. The development that will occur from the rezoning will increase the tax base as an additional benefit.

Finding Five of Eight: Approved

The request does not constitute "Spot Zoning"

Since adjacent nearby properties are presently zoned B-3 (Business) then it is unlikely an argument could be made for "spot zoning" or "small scale" zoning.

Finding Six of Eight: Approved

Present regulations deny or restrict the economic use of the property

The property is currently zoned R-8 (Residential). The R-8 zoning district allows for single family dwellings and rezoning the property to B-3 (Business) will not create a nonconformity since single family dwellings are permitted in the B-3 (Business) zoning district as well. However, additional office and commercial uses such as those permitted in the B-3 (Business) zoning district cannot occur unless the property is rezoned.

Finding Seven of Eight: Approved

The availability of public services allows consideration of this rezoning request

In addition to public water and sewer being available to the site, the property is served by Town of Smithfield with electricity. CenturyLink and Time Warner also serve the area with phone and

Finding Eight of Eight: Approved

Physical characteristics of the site prohibit development under present regulations

There are no physical restraints to the area considered for rezoning such as wetlands, stream buffers, potential flood hazard areas and storm water. There is no limiting geological and hydrological formation that would prohibit development (rock outcrops, lakes, etc.).

Record of Decision: Approval of Rezoning Request #RZ-16-01

Mayor Pro- Tem Ashley made a motion, seconded by Councilman Scott that based upon satisfactory compliance with the above stated eight findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative moved to approve the Rezoning Petition RZ-16-01. Unanimously approved.

2. Conditional Use Permit request by Run Right Auto (CUP-16-02)

Town Clerk Shannan Williams affirmed those that wished to offer testimony during the Public Hearing.

Mayor Pro- Tem Ashley made a motion, seconded by Councilman Dunn, to open the Public Hearing. Unanimously approved.

Planning Director Paul Embler addressed the Council on a request by Run Right Auto. Mr. Embler stated that the applicant was requesting a conditional use permit to allow for an outdoor storage yard of automobiles designed to accommodate 16 vehicles and located within a B-3 (Highway Entrance

Business) zoning district. The property considered for approval is located on the south side of Whitley Farm Road approximately 5200 feet southwest of its intersection with Brogden Road. The property is further identified as Johnston County Tax ID# 15K11026H. Mr. Embler explained that the applicant had submitted a revised site plan showing a paved and screened parking lot designed to accommodate 16 automobiles. Outdoor storage is consistent with the Comprehensive Land Use Plan and permitted at most locations providing screening requirements are met.

Planning Director Paul Embler has incorporated his entire record and provided it to Council in written form in the March 1, 2016 agenda packet.

The Planning Board at its February 4, 2016 meeting unanimously voted to recommend approval of the petition for an automobile storage lot on property located within the B-3 (Highway Entrance Business).

The Planning Department recommends approval of the proposed storage yard of automobiles providing that all parking spaces are paved and screening of the storage yard is installed in accordance with the minimum developments standards of the Town of Smithfield Unified Development Ordinance.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony.

Mr. Purmul, the applicant of 106 Muirfield Lane, Clayton, stated that he was in agreement with the testimony offered by Mr. Embler and asked that the Council consider allowing him to gravel the proposed parking lot instead of paving it.

Mayor Moore asked if there were any questions from Council.

Councilman Harris questioned if there would be a fence around the storage area. Mr. Purmul responded that there is a fence around the area and vehicles could not be seen from the road

Mayor Pro-Tem Ashley questioned if the applicant had any code violations. Mr. Embler responded that the applicant had code violations in the past, but he corrected those issues. Mr. Purmul stated that he just wanted to do it the right way.

Councilman Rabil questioned if there would be more than 16 cars in the storage area. Mr. Purmul responded that there would not be more than 16 cars in the storage area at any one time.

Councilman Wood made a motion, seconded Mayor Pro-Tem Ashley, to close the Public Hearing. Unanimously approved.

The Written Finding of Facts

Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to vote in the affirmative to the below Finding of Facts. Unanimously approved

Finding One of Four: Approved

Based on the evidence and testimony presented it is the finding of the Town Council that the application will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.

The proposed automobile storage lot at this location will not materially endanger the public where shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

Finding Two of Four: Approved

Based on the evidence and testimony presented it is the finding of the Town Council that the application meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The proposed automobile storage lot at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances. The revised site plan shows a screened parking area designed to accommodate 16 vehicles and meets all other parking requirements of the Town of Smithfield Unified Development Ordinance.

Finding Three of Four: Approved

Based on the evidence and testimony presented it is the finding of the Town Council that the application will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.

The proposed automobile storage lot at this location will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses providing required landscape buffers, street yards and screening are maintained in accordance with minimum development standards and that no more than 16 automobile awaiting repair are on site at any given time and are located in the designated parking area.

Finding Four of Four: Approved

Based on the evidence and testimony presented it is the finding of the Town Council that the application would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.

The proposed automobile storage lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development proving all minimum development standards are met to include landscaping, lighting, paved parking and all other minimum development standards.

Record of Decision: Approval of Conditional Use Permit Application # CUP-16-02

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, that based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions (The applicant cannot have any more than 16 cars in the storage area and the lot must be paved) and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, moved to recommend approval of Conditional Use Permit Application # CUP-16-02. Unanimously approved.

3. Financing of multiple Water and Sewer Projects and to allow citizen input on an application to the Local Government Commission for the financing of these projects and approval of Resolution # 577 (04-2016)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to open the Public Hearing. Unanimously approved.

Finance Director Greg Siler addressed the Council stating that the North Carolina General Statute 160A-20 requires a unit of local government to hold a public hearing before entering into a contract involving the purchase or improvement of real estate. Mr. Siler explained that the Town of Smithfield was considering the financing of multiple water and sewer projects. The projects are as follows:

- Install NC210 Sewer Line and Pump Station #3 Upgrade (\$265,000)
- Install a Chlorine Dioxide System (\$130,000)
- Install SCADA System (\$60,000)
- Install a Bypass Lift Station (\$50,000)
- Purchase 9 Spare Pumps for Lift Stations (\$50,000)
- Purchase Gently Used Backhoe (\$81,500)
- Purchase Sludge Handling Equipment (\$100,000)
- Purchase Air Compressor/Concrete Saw/Trench Shoring Equipment (\$41,000)
- Replace Switch Gear Control at High Service Pump (\$62,000)
- Replace Electric Panels, Breakers and Elevate 2 Transformers (\$80,000)
- Replace Automatic Switch and Control Panels on Generator (\$90,000)
- Replace Valves around Plant (\$30,000)
- Replace Water Values Around Town (\$50,000)
- Replace 2 Inch Water Line Off Vermont Street (\$25,000)
- Upgrade SCADA for Modem Line (\$37,000)
- Rebuild Raw Water Pump (\$30,000)

Mr. Siler explained that the loan amount was approximately \$1,181,500. Interest is fixed at an indicative rate of 3 % for 7 or 10 years. Payments would be made twice a year, estimated at \$94,198 (\$188,396 annually) for seven (7) years or \$68,823 (\$137,646 annually) for ten (10) years if offered.

Mayor Moore asked if there were any questions/comments from those in attendance. There were none.

Mayor Moore asked if there were any questions/comments from the Council. There were none.

Councilman Harris made a motion, seconded by Councilman Lee, to close the public hearing. Unanimously approved.

Councilman Harris, seconded by Councilman Roger Wood, to approve Resolution # 577 (04-2016) authorizing the filing of an application for approval of a financing agreement authorized by NCGS 160A-20. Unanimously approved.

RESOLUTION # 577 (04-2016)
RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Smithfield, North Carolina, desires to secure financing for the Installation of NC210 Sewer Line and Pump Station #3 Upgrade, installation of a Chlorine Dioxide System, SCADA System and bypass Lift Station; the purchase of 9 Spare Pumps for Lift Stations, Gently Used Backhoe, Sludge Handling Equipment, Air Compressor/Concrete Saw/Trench Shoring Equipment; replace Switch Gear Control at High Service Pump, Electric Panels, Breakers and Elevate 2 Transformers, Automatic Switch and Control Panels on generator, Valves around Plant and Town, 2 Inch Water Line Off Vermont Street; Upgrade SCADA for Modem Line; and Rebuild Raw Water Pump and

WHEREAS, The Town of Smithfield, North Carolina, desires to finance the Projects by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North

Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Smithfield, North Carolina, meeting in regular session on the 1 day of March, 2016, make the following findings of fact:

1. The proposed contract is expedient because the installation, replacement, upgrade, or purchase of items is needed to maintain the water and sewer system, and the proposed contract would make the project feasible while ensuring proper debt management.
2. The proposed contract is preferable to a bond issue for the same purpose because the Town can correct the maintenance items in a more timely manner while taking advantage of current purchase cost and practicing proper debt management. The Town can also service the debt on this project, fund other projects, and keep a healthy fund balance without significantly increasing the tax burden on the residents of the Town. The proposed amount of up to \$1,181,500 could not be prudently raised with current appropriations, unappropriated fund balance and non-voted bonds that could be raised in a timely manner.
3. The cost of financing under the proposed contract is expected to be approximately the same as the costs of issuing general obligation bonds.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purpose. The Town will carefully review proposed financing rates with the help of the LGC and will closely monitor proposed construction costs to ensure sums are not excessive.
5. The Town of Smithfield debt management procedures and policies are good, as verified by the Town's Finance Director and through annual audits. The Town is in compliance with all applicable laws and will continue to manage its debt in such a manner.
6. The maximum increase in taxes necessary to meet the sums to fall due under the proposed contract will be no greater than 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Smithfield, North Carolina, is not in default in any of its debt service obligations.
8. The attorney for the Town of Smithfield has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Interim Town Manager is hereby authorized to act on behalf of the Town of Smithfield, North Carolina, in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 1day of March 1, 2016.

The motion to adopt this resolution was made by Councilman J. Perry Harris, seconded by Councilman Roger Wood and passed by a vote of 7 to 0.

Bid Award to BB & T in the Amount of \$1,181,500 for multiple water and sewer projects and approval of Resolution # 579 (06-2016) and Resolution # 580 (07-2016)

Finance Director Greg Siler addressed the Council on consideration to award the lowest bid to BB&T for the financing in the amount of \$1,181,500 for multiple water and sewer projects. Mr. Siler explained that the Town received financing bids from 2 of 7 lenders on a \$1,181,500 loan request. BB&T proposed 1.79% for 7 years and 2.06% for 10 years while PNC Bank proposed 1.92% for 7 years. The bids were based on a 7 year or 10 year term with semi-annual payments. The fixed semi-annual payment using BB&T's rate of 2.06% for 10 years is \$65,671 or \$131,342 annually. The fixed semi-annual payment using BB&T's rate of 1.79% for 7 years is \$90,167 or \$180,334 annually. Mr. Siler recommended that in anticipation of higher water/sewer rates, a loan term of 10 years instead of 7 years to keep annual payments lower.

Councilman Harris made a motion, seconded by Councilman Wood, to approve Resolution # 579 (06-2016) declaring the Town's official intent to reimburse itself with the proceeds of the Borrowing for any of the expenditures incurred by it prior to the issuance of the borrowing. Unanimously approved.

**TOWN OF SMITHFIELD, NORTH CAROLINA
RESOLUTION # 579 (06-2016)
DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the "Declaration") is made pursuant to the requirements of the Unified States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of The Town of Smithfield, North Carolina, (the "issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "expenditures") for multiple water and sewer projects (the "projects").
2. **Plan of Finance.** The Issuer intends to finance the costs of the projects with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$1,181,500.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the expenditures incurred by it prior to the issuance of the borrowing.

Adopted this 1st day of March, 2016.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, to award the bid to BB & T in the amount of \$1,181,500 at an interest rate of 2.06% not to exceed 10 years and to approve Resolution # 580 approving the financing terms with BB & T. Unanimously approved.

**TOWN OF SMITHFIELD, NORTH CAROLINA
RESOLUTION # 580 (07-2016)
APPROVING FINANCING TERMS WITH BB & T**

WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of water and sewer equipment, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through Branch Bank and Trust Company ("BB&T"), in accordance with the proposal dated February 26, 2016. The amount financed shall not exceed \$1,181,500.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.06%, and the financing term shall not exceed 10 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Town Manager, Interim Town Manager, and/or Mayor of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the Town of Smithfield or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this 1st day of March, 2016.

CITIZENS' COMMENTS:

- Mark Lee addressed the Council on conditions at the Smithfield Selma High School's field house. Mr. Lee explained that there is black mold and terrible conditions in an area that high school students frequented. He requested that the Town Council contact the school and the School Board to assist in getting the field house repaired/demolished. Mayor Moore responded that he would send a letter to the school and to the chairman of the School Board so that these issues can be addressed and corrected.
- Mickey Lamm expressed his concerns to the Council about the Planning Department staff and requirements of the Unified Development Ordinance.

In response to Mr. Lamm's complaints, Mayor Moore explained that the Council was investigating all issues with the UDO. At the last meeting, the Council approved hiring a consultant to update the UDO. Mayor Moore stated that he would like to appoint a committee of Council Members and possibly business owners to discuss and review the UDO with the consultant and staff. He stated that it was important for the consultant to get feedback at the beginning of the process instead of waiting until the end of the process. Mayor Pro-Tem Ashley and Councilman Dunn volunteered to serve on this committee.

Mayor Pro-Tem Ashley indicated that he received more complaints about the landscaping requirements and thus would like to review that section of the UDO first.

Mayor Moore asked Planning Department staff to do some benchmarking. He stated that he would like for staff to take the Family Dollar Store landscape plans of surrounding Towns and compare them to the requirements of the Town of Smithfield's UDO. Councilman Harris suggested that UDOs from other Municipalities be reviewed and compared.

Interim Town Manager Jim Freeman responded that he had conversation with the consultant and the update should be completed by September or October. Mr. Freeman also informed Council that by way of a required procedure, such Ordinance sections could be amended to address concerns if the Board desired.

Councilman Scott made a motion, seconded by Councilman Lee, to suspend the UDO, specifically the landscaping ordinance, and allow the Planning Board and the Town Council to look at each business on a case by case basis until the UDO is updated.

Mayor Pro-Tem Ashley asked if Councilman Scott would amend his motion stating that all landscape requirements for site plans be reviewed by the Council via e-mail. Mr. Scott agreed to that amendment stating that the committee could also review the site plans.

Mr. Freeman questioned the motions as stated and cautioned Council. According to Mr. Freeman, it appears the motions are not following a due procedural ordinance amendment process and may be an immediate ordinance moratorium and if so conflicts with requiring landscaping conditions reviewed on a case by case basis. Mr. Freeman generally explained that in order to pass an moratorium suspending an ordinance, there were legal procedural requirements such as a public hearing and evidence that the Ordinance was somehow related a threat to public health and safety.

Councilman Harris cautioned the Council about reviewing and approving site plans on a case by case basis. He explained that the landscape requirements are bases on a mathematical equation and it should be followed until the UDO is revised. Mr. Harris suggested the Council table any further discussion until the Council has had time to discuss this matter with the Interim Town Manager and the Town Attorney. Mayor Pro-Tem Ashley responded that he just wants to monitor the landscape plans and make sure they are in compliance with the UDO and investigate the problems related to those requirements.

Town Attorney Bob Spence cautioned the Council on passing a moratorium and/or immediately suspending the landscape ordinance at this evening's meeting. Mayor Moore highly recommended that the Council not take action on the proposed motion because the Town Attorney needs time to research the process of passing a moratorium.

Councilman Scott stated that his motion stood. Councilman Scott and Councilman Lee voted in favor of the motion. Mayor Pro-Tem Ashley, Councilman Harris, Councilman Wood, Councilman Dunn and Councilman Rabil voted against the motion. Motion failed 5-2

CONSENT AGENDA:

Councilman Harris made a motion, seconded by Councilman Lee, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes:

January 26, 2016 – Special Meeting
 January 26, 2016 – Closed Session
 February 2, 2016 – Regular Meeting
 February 2, 2016 – Closed Session
 February 17, 2016 – Closed Session
 February 22, 2016 – Closed Session

2. Bid award and purchase approval of three Police squad cars from Deacons Jones in the amount of \$24,200 per vehicle. This purchase was approved in the FY2015-2016 budget. Bids were received from the following vendors:

- Ilderton Dodge \$25,903 (1) vehicle (State Contract Dealership)
- Deacon Jones Dodge \$24,200 (1) vehicle

3. Bid award and purchase approval of a 2016 Ford F550 Dump truck from Deacons Jones, Inc. Goldsboro in the amount of \$ 63,268.90. This purchase was approved in the FY2015-2016 budget. Bids were received from the following vendors:

- Deacon Jones Inc. Goldsboro - \$63,268.90
- Deacon Jones Inc. Smithfield - \$65,493.00
- Classic Ford Smithfield - \$67,051.00

4. Approved the Pole Attachment agreement with Fiber Technologies Network LLC.

5. Bid award to Process Wastewater Technologies (PW Tech) for the purchase and start-up of Dewatering Screw Press Equipment, per the Specifications for this project, in the amount of \$200,000.00, to dewater the waste material at the Smithfield Water Treatment Plant before disposal.

6. Approved various FY 2015-2016

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Exenditures			
10-4120-9529 Debt Service/EMS Building	\$ 26,424	\$ 241,892	\$ 268,316
10-4120-9530 Debt Service/Streetscape	<u>15,125</u>	<u>205,195</u>	<u>220,320</u>
	<u>\$ 41,549</u>	<u>\$ 447,087</u>	<u>\$ 488,636</u>
 Revenue			
10-3990-0000 General Fund - Fund Balance	<u>\$ 240,300</u>	<u>\$ 447,087</u>	<u>\$ 687,387</u>

To fund early payoff of two USDA loans using General Fund fund balance as approved by Council at the December 8, 2015 meeting. Paying off 22 years early.

2. Exenditures			
10-4100-0400 General Gov. - Professional Services	\$ 90,437	\$ 9,000	\$ 99,437
10-9990-5300 General Fund Contingency	<u>222,420</u>	<u>(9,000)</u>	<u>213,420</u>
	<u>\$ 312,857</u>	<u>\$ -</u>	<u>\$ 312,857</u>

To fund DM2 Engineering, PLLC - a three (3) month trial basis for engineering and technical support

3. Exenditures

	\$	\$	\$
10-5100-1700 Police -Equip. Maint. & Repair	47,530	3,000	50,530
10-5100-3000 Police -			
Fuel	<u>105,000</u>	<u>(3,000)</u>	<u>102,000</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>152,530</u>	<u>-</u>	<u>152,530</u>

To construst an Internet Purchase Exchange Zone in the front parking lot of the police department

4. Exenditures

	\$	\$	\$
10-4900-3501 Planning - Contract Services	15,000	30,000	45,000
10-4900-3700 Planning - Condemnation	<u>50,000</u>	<u>(30,000)</u>	<u>20,000</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>65,000</u>	<u>-</u>	<u>65,000</u>

To fund the Unified Development Ordinance as approved by Council at the February 2, 2016 meeting

WATER FUND

5. Exenditures

	\$	\$	\$
30-7220-0400 Water/Sewer Professional Services	30,582	22,000	52,582
30-9990-5300 Water/Sewer Contingency	<u>183,325</u>	<u>(22,000)</u>	<u>161,325</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>213,907</u>	<u>-</u>	<u>213,907</u>

To fund Water/Sewer Rate Study with The Wooten Company as approved by Council at the February 2, 2016 Council meeting.

7. Approved **Resolution # 578 (05-2016)** Authorizing the disposition of certain surplus property and auctioning of that property by the electronic auction service of GovDeals.com.

**TOWN OF SMITHFIELD RESOLUTION # 578 (05-2016)
Authorizing the Sale of Certain
Personal Property at Public Auction**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

- The following described property is hereby declared to be surplus to the needs of the Town:

Dept.	Vin/Ser.#	Description
Gen Gov	NTDU82/NTDU92	52) Nortel Network Telephones
Gen Gov	T7316	10) Nortel Network Telephones

Gen Gov	T7298	2) Nortel Network Telephones
Gen Gov		3) Key indicator Modules
Gen Gov		Assorted Power Supplies & cables for telephones
Gen Gov		Assorted Desk Stands for telephones
Gen Gov		25) obsolete desktop computers –hard drives removed

- The 25 obsolete computers will be disposed and recycled instead of auctioned as they have no real value.
- The Interim Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
- The public electronic auction will be held beginning no earlier than March 14, 2016.
- The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
- The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
- The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

8. Advisory Board/ Committee Appointments

- Carolyn Ennis was reappointed to serve a fourth term on the Library Board of Trustees.
- Terri Lee was reappointed to serve a second term on the Library Board of Trustees.

9. North Carolina Eastern Municipal Power Agency Board of Commissioners Appointment: Consideration and approval to endorse the appointment of Public Utilities Director Ted Credle to serve as First Alternate Commissioner representing the Town of Smithfield

10. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Public Utilities Director	Public Utilities	31-7230-0200	\$43.269/hr (\$89,999.520/yr)
Fire Chief	Fire	10-5300-0200	\$33.654/hr (\$70,000.32/yr)
P/T Firefighter	Fire	10-5300-0210	\$10.00/hr
Water Plant Operator I	PU – Water Plant	30-7200-0200	\$13.49/hr (\$28,059.20/yr)
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T SRAC Staff	P&R – Aquatics	10-6220-0210	\$9.00/hr

Unanimously approved.

BUSINESS ITEMS:

1. Approval of an Internet Purchase Exchange Zone at the Smithfield Police Department

Chief of Police Michael Scott addressed the Council on a recommendation that the Town move forward with creating an "Internet Purchase Exchange Zone" in the front parking lot of the Smithfield Police Department. Chief Scott explained that the area will be video monitored and recorded and proper signage placed in the parking lot area. The total cost of the project is about \$3,000. The police department's expenditure line for fuel is under budget due to decreased costs in fuel during the current fiscal year. \$3,000 can easily be moved from the department's Fuel line item to pay for this expenditure. This is a non-budgeted expenditure that was to be recommended for FY 2016-17 however, due to the cost and the availability of funds within the police department's current budget, it is recommended we move forward with this initiative during the current fiscal year.

Councilman Scott made a motion, seconded by Councilman Wood, to approve the initiative to create an Internet Purchase Exchange Zone in the front (Fifth Street) parking lot of the Smithfield Police Department and approve a budget amendment to move the needed \$3,000 for this expenditure from the police department Fuel expenditure line to the police department's Equipment and Maintenance expenditure line to pay for this project. Unanimously approved.

2. Award of bid to S & C Electric Company for the purchase of 1 circuit switcher in the amount of \$89,521.00 as part of the second transformer project at the Brogden Road Substation

Interim Public Utilities Director Pete Connet addressed the Council on consideration of a bid award to S&C Electric Company for the purchase of (1) Circuit Switcher in the amount of \$89,521.00 as part of the second transformer project at the Brogden Road Substation. Mr. Connet explained that this is part of the Brogden Road Substation Project and is included in the overall budget for this Capital Project. The Circuit Switcher is installed on the power line that delivers power from the Duke Energy Progress (DEP) transmission line to the second transformer. It acts as a circuit breaker to protect DEP's transmission line from any problems that we may have at the substation. There is a fifteen to eighteen week delivery time on this equipment, which puts delivery about mid-June or early July.

Councilman Harris made a motion, seconded by Councilman Wood, to award the purchase of (1) Circuit Switcher to S&C Electric Company in the amount of \$89,521.00 as part of the second transformer project at the Brogden Road Substation, per the Engineer's letter of recommendation. Unanimously approved.

3. Downtown Revitalization State Grant Application Funds

Interim Town Manager Jim Freeman addressed the Council on a request to consider a downtown project activity for submission in the State's \$96,107 grant application and grant agreement. Mr. Freeman explained that at the February 2nd meeting, Council was presented with suggested downtown projects from the Appearance Commission and the Downtown Smithfield Development Corporation. Mr. Freeman stated that due to the nature of the grant, the Council should consider choosing a project to move forward with.

A decision was tabled at that meeting pending a more condensed list of projects. Attached hereto are the top three recommendations by the Appearance Commission, the Downtown Smithfield Development Corporation and a list of all suggested projects.

- 1st Appearance Commission Priority – *Market Streetscape Lighting*
- 2nd Appearance Commission Priority – *Streetscape (sidewalk) improvements to the 100 block of South 3rd Street*

- 3rd Appearance Commission Priority – *Parking Lot Improvements: Market Street across from the Court House*
- 1st DSDC Priority – *Market Streetscape Lighting as proposed by the Appearance Commission*
- 2nd DSDC Priority – *Greenway related enhancements such as benches, picnic tables, water fountains, etc. . . .*
- 3rd DSDC Priority - *WayFinding System, Downtown components including monumental gateways*

Mayor Moore stated that he would also like to see the clock downtown repaired.

Councilman Scott made a motion, seconded by Councilman Harris, to move forward with the Appearance Commission's first priority – The Market Streetscape Lighting Project. Once cost estimates for that project are complete, the Council should discuss other projects that could be funded with any remaining grant funds. Unanimously approved.

4. Consideration and approval to allow the Fire Department to apply for the SAFER (Staffing for Adequate Fire and Emergency Response) Grant.

Fire Chief John Blanton addressed the Council on consideration to authorize the Fire Department to apply for the SAFER Grant. Chief Blanton explained that The SAFER grant process opened on February 22nd, 2016 and closes on March 25th, 2016. The SAFER grant allows fire departments to apply for personnel. We would be applying for 12 additional needed personnel (one additional engine company per shift). The amount for the grant application would be \$1,091,904.00. The Town's responsibility if, awarded, would be of no cost to the Town for two years. After the two years, the Town would have to continue employing the personnel for one additional year. The cost to the Town would be \$545,952.00 for the third year, the fourth year there is no obligation to the Town to continue employment. The process could take between 8-12 months before notification of awarded grants. This would put, if awarded, in the 2016-2017 budget year. The Town will be responsible for providing turnout gear and uniforms to meet the NFPA standards. The costs of the turnout gear and daily uniforms would be \$3,500. 00 per person that would total if awarded \$42,000.00. This grant would not cover overtime accrued during their employment and would be the responsibility of the Town.

Councilman Harris made a motion, seconded by Mayor Pro-Tem Ashley to table this request until the next available meeting.

5. Bid Award and contract approval with J P Edwards in the amount of for the 2015-2016 Street Resurfacing Project

Since this was removed from the Consent agenda by Councilman Lee, Mayor Moore questioned if he had specific questions about the project.

Councilman Lee questioned how the streets were chosen to be repaved. He stated that Lemay Street is in need of paving and it hasn't been paved in 30 years. Public Works Director Lenny Branch responded that in 2006 an outside firm rated all the streets in Smithfield from best to worst. Working from the list, staff paves the streets in order what it can with the available Powell Bills Funds.

Councilman Rabil asked if the pavement survey needed to be revisited. Mr. Branch responded that he would like to have a firm come back and rerate the Town streets. Councilman Harris questioned that cost associated with the study. Mr. branch responded that he would provide that information to the Council.

Mayor Moore explained that he was on the Council when the pavement study was completed. An outside firm was used primarily to take the politics out of road paving. He suggested that Mr. Branch work with Bill Dreitzler to review the conditions of the streets in Town.

Councilman Scott made a motion, seconded by Councilman Harris, to approval (1) Award the bid to JP Edwards for the amount of \$255,325.80. (2) Grant staff permission to use the left over funds \$44,674.20 to repair 156LF of curb and gutter (\$5,000), full depth patch (FDP)

276LF of damaged asphalt (\$12,696), 1"1/2 overlay 3,250.3 SY of parking lot (\$23,565.00) and restripe spaces in town parking lot behind Wells Fargo. Also, Mr. Branch and Mr. Dreitzler to look at the other streets specifically Lemay Street and bring that information back to Council. Unanimously approved.

Councilmembers Comments:

- Councilman Lee expressed his appreciation to Tony Nixon and members of staff for attending the South Campus Walk to School event. Councilman Lee also questioned if Parks and Recreation staff was charging the non-resident fees for those that do not live in Town. Parks and Recreation Director Gary Johnson responded that non-residents are charged a higher rate for services than residents. Councilman Lee also questioned if the committee that was formed to review the Pine Acres buffer had met. Mayor Pro-Tem Ashley gave a brief update on the committee's activities.
- Councilman Wood welcomed new Public Utilities Director Ted Credle to Smithfield and expressed his appreciation to Interim Public Utilities Director Pete Connet for his service to the Town.
- Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to appoint Councilman Scott, to serve on the NCEMPA Board of Directors as the 2nd Alternate Commissioner representing the Town of Smithfield

Town Manager's Report:

Mr. Freeman submitted a written report to the Council and offered a brief update on the Town Manager hiring process.

- **Department Reports**

- A highlight of each department's monthly activities was given to the Council.

Closed Session: Pursuant to NCGS 143-318.11 (a) (6)

Councilman Harris made a motion, seconded by Councilman Lee, to go into closed session pursuant to NCGS 143-318.11 (a) (6) to discuss Town Manager applications. Unanimously approved at 9:32 pm.

Reconvene in Open Session:

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott, to reconvene in open session. Unanimously approved at 10:49pm.

Adjourn

There being no further business, Councilman Rabil made a motion, seconded by Councilman Dunn, to adjourn the meeting. Unanimously approved.

The meeting adjourned at approximately 10:50 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Williams, Town Clerk



March 24, 2016

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: Street Closings for 32nd Annual Ham & Yam Festival

Dear Mayor, Council and Staff,

The 32nd Annual Ham & Yam Festival will be held Saturday, May 7, 2016. Tens of thousands of individuals from Smithfield, Johnston County, and the state of North Carolina attend, enjoy, and benefit from this annual Smithfield event, with many of them staying overnight in our hotels, as well as shopping and dining at Smithfield businesses.

As you know, the Ham & Yam Festival is the largest event that brings our community together and offers entertainment in a family-friendly environment. We are very excited about this year's activities, including the Saturday evening concert headlined by rising country artist James Wesley.

As in previous years, we request permission to close downtown streets used during the festival:

6:00 p.m., Friday, May 6
Johnston Street from Second to Front Street
Church Street from Second Street to Front Street
Front Street from Church Street to Market Street

10:00 p.m., Friday, May 6
Johnston Street from Second to Fourth Street
Third Street from Market Street to Church Street
Second Street from Market Street to Church Street

We request that these streets remain closed until 11:00 p.m. on Saturday, May 7, or such time that automobile traffic is appropriate, in order to ensure the safety of festival attendees and ensure that the festival runs as smoothly as possible.

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887

The Downtown Smithfield Development Corporation appreciates the support of the Town in making the Ham & Yam Festival possible. We hope you all will join us on May 7.

Sincerely,

A handwritten signature in black ink, appearing to read 'S Edwards', with a stylized flourish at the end.

Sarah Edwards
Executive Director



Town of Smithfield's Planning Department
 P.O. Box 761 or
 350 East Market Street
 Smithfield, NC 27577
 Effective: January 2008

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPE OF EVENT

- Expansion or replacement of existing facilities
- Sale of agricultural products grown off-site
- Sale of fireworks
- Special event, over 100 people in attendance
- Athletic event on streets, greenways
- Other (please describe) _____

PERMIT FEE \$50.

- Construction Trailer
- Real estate sales office or model home
- Sale of non-agricultural products, except fireworks
- Not-for-profit event, over 100 people in attendance
- Town recognized event Ham and Yam Festival
- Live Band / Concert _____

Ham and Yam Festival
 Name of Event

Downtown Smithfield
 Location of Event (exact street address)

Applicant name Sarah Edwards E-mail address dscdc.sarah@aol.com
 Address 200 S Front St Smithfield, NC Zip 27577
 Day phone (919) 934-0007 Mobile phone (919) 796-2899
 Event set-up/start time/date 6pm, 5/6/2016 Event clean-up/end date/time 11pm, 5/7/2016
 Sound amplification hours 9am - 9:30pm Will food or goods be sold? Yes
 Security provided by Smithfield Police or private security (describe duties): Smithfield Police
 Private agency name & phone, if applicable: _____

Will any Town property be used (i.e., streets, parks, greenways)? Streets, Town Commons

Do you wish to: Restrict animals at this event? (circle Yes No) Prohibit Fireworks? (circle Yes No)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Sarah Edwards
 Applicant's name (print)

[Signature]
 Signature

3/24/2016
 Date

PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.

Method of payment: Cash _____ Check _____ Credit card _____ Amount \$ _____ HTE _____

Reviewing Planner: _____ Date: _____
 (Note: See attached letter)



March 24, 2016

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: Wineries at 2016 Ham & Yam Festival

Dear Mayor and Council,

The purpose of this request is to again seek Town Council permission to allow wineries to participate as vendors at the 2016 Ham & Yam Festival. The request is to allow these wineries to offer tastings and sales of their products within the festival area. This provision is allowed under Smithfield Town Code – Chapter 17, Section 17-7 pending Town Council approval.

Wineries have participated in this manner for the last five years without incident, in addition to other community events throughout North Carolina, and have all applicable NC ABC licenses and permits for festival events. Furthermore, all wineries allowed to participate shall have appropriate insurance giving hold harmless coverage to the Ham & Yam Festival and Town of Smithfield.

Under their NC ABC license, each winery will be responsible for checking identification and instructing the purchaser that bottles of their product may not be opened within the Ham & Yam Festival area. Tastings will be limited to pill-size dispensing cups, to prevent anyone being overserved.

The purpose of this request is not to change the family-friendly reputation of the festival, but to allow recognized agricultural businesses to showcase their products.

Thank you for your consideration. Should you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards".

Sarah Edwards
Executive Director

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887



March 24, 2016

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: Street Closings for Third on Third Summer Concert Series

Dear Mayor, Council and Staff,

Downtown Smithfield's Third on Third Summer Concert Series will include concerts on Friday, May 20, June 17, and September 16, 2016.

As in previous years, we request permission to close downtown streets used during the event:

5:00 p.m., Friday, May 20, June 17, and September 16, 2016
Johnston Street from Third Street to Second Street

We request that these streets remain closed until 11:00 p.m., or such time that automobile traffic is appropriate, in order to ensure the safety of attendees and ensure that the event runs as smoothly as possible.

The Downtown Smithfield Development Corporation appreciates the support of the Town in making this event possible. We hope you all will join us for our concerts.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards", with a long, sweeping flourish extending to the right.

Sarah Edwards
Executive Director



Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPE OF EVENT

PERMIT FEE \$50.

- | | |
|--|---|
| <input type="checkbox"/> Expansion or replacement of existing facilities | <input type="checkbox"/> Construction Trailer |
| <input type="checkbox"/> Sale of agricultural products grown off-site | <input type="checkbox"/> Real estate sales office or model home |
| <input type="checkbox"/> Sale of fireworks | <input type="checkbox"/> Sale of non-agricultural products, except fireworks |
| <input checked="" type="checkbox"/> Special event, over 100 people in attendance | <input checked="" type="checkbox"/> Not-for-profit event, over 100 people in attendance |
| <input type="checkbox"/> Athletic event on streets, greenways | <input checked="" type="checkbox"/> Town recognized event _____ |
| <input type="checkbox"/> Other (please describe) _____ | <input checked="" type="checkbox"/> Live Band / Concert _____ |

Third on Third Summer Concert Series 200 block of E. Johnston Street
 Name of Event Location of Event (exact street address)

Applicant name Sarah Edwards E-mail address dsdc.sarah@aol.com
 Address 200 S Front St Smithfield NC Zip 27577
 Day phone (919) 934-0887 Mobile phone (919) 796-2899
 Event set-up/start time/date 5/20, 6/17, 9/16 5pm Event clean-up/end date/time 10pm
 Sound amplification hours 7-10pm Will food or goods be sold? No
 Security provided by Smithfield Police or private security (describe duties): n/a

Private agency name & phone, if applicable: _____

Will any Town property be used (i.e., streets, parks, greenways)? Johnston Street

Do you wish to: Restrict animals at this event? (circle Yes No) Prohibit Fireworks? (circle Yes No)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Sarah Edwards [Signature] 3/24/14
 Applicant's name (print) Signature Date

PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.

Method of payment: Cash _____ Check _____ Credit card _____ Amount \$ _____ HTE _____

Reviewing Planner: _____ Date: _____
 (Note: See attached letter)



March 24, 2016

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: Street Closings for Smithfield's Independence Celebration

Dear Mayor, Council and Staff,

Smithfield's Annual Independence Celebration will be held Sunday, July 3, 2016. Hundreds of people from Smithfield and across Johnston County attend and enjoy this event celebrating our nation.

As in previous years, we request permission to close downtown streets used during the event:

12:00 p.m., Sunday, July 3
Third Street from Market Street to Johnston Street

5:00 p.m., Sunday, July 3
Johnston Street from Second to Fourth Street
Third Street from Johnston Street to Church Street

We request that these streets remain closed until 11:00 p.m. on Sunday, July 3, or such time that automobile traffic is appropriate, in order to ensure the safety of attendees and ensure that the event runs as smoothly as possible.

The Downtown Smithfield Development Corporation appreciates the support of the Town in making this event possible. We hope you all will join us on July 3.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards", with a long, sweeping flourish extending to the right.

Sarah Edwards
Executive Director

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887



Town of Smithfield's Planning Department
 P.O. Box 761 or
 350 East Market Street
 Smithfield, NC 27577
 Effective: January 2008

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

- | | |
|---|---|
| <p>TYPE OF EVENT</p> <p><input type="checkbox"/> Expansion or replacement of existing facilities</p> <p><input type="checkbox"/> Sale of agricultural products grown off-site</p> <p><input type="checkbox"/> Sale of fireworks</p> <p><input checked="" type="checkbox"/> Special event, over 100 people in attendance</p> <p><input type="checkbox"/> Athletic event on streets, greenways</p> <p><input type="checkbox"/> Other (please describe) _____</p> | <p style="text-align: right;">PERMIT FEE \$50.</p> <p><input type="checkbox"/> Construction Trailer</p> <p><input type="checkbox"/> Real estate sales office or model home</p> <p><input type="checkbox"/> Sale of non-agricultural products, except fireworks</p> <p><input checked="" type="checkbox"/> Not-for-profit event, over 100 people in attendance</p> <p><input checked="" type="checkbox"/> Town recognized event <u>Fireworks</u></p> <p><input checked="" type="checkbox"/> Live Band / Concert _____</p> |
|---|---|

Independence Celebration Name of Event 100-200 block of S. Third St, 100-200 block of E. Johnston Location of Event (exact street address)

Applicant name Sarah Edwards E-mail address dscdsarah@aol.com

Address 200 S. Front St Smithfield NC Zip 27577

Day phone (919) 934-0887 Mobile phone (919) 796-2899

Event set-up/start time/date 11pm, 7/2/16 Event clean-up/end date/time 11pm, 7/3/16

Sound amplification hours 5pm-10pm Will food or goods be sold? Yes

Security provided by Smithfield Police or private security (describe duties): Smithfield Police

Private agency name & phone, if applicable: _____

Will any Town property be used (i.e., streets, parks, greenways)? streets

Do you wish to: Restrict animals at this event? (circle **Yes** No) Prohibit Fireworks? (circle Yes **No**)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Sarah Edwards Applicant's name (print) [Signature] Signature 3/24/16 Date

PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.

Method of payment: Cash _____ Check _____ Credit card _____ Amount \$ _____ HTE _____

Reviewing Planner: _____ Date: _____
 (Note: See attached letter)



March 24, 2016

Ms. Shannan Williams
Town Clerk
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: DSDC Board Appointment

Dear Ms. Williams and the Smithfield Town Council,

As stated in Paragraph 8 of the Downtown Smithfield Development Corporation bylaws:

Vacancies on Board. When a vacancy shall occur on the Board of Directors, the remaining members of the Board shall nominate and elect a person to fill the vacancy and the nominee shall become a Director upon approval by resolution of the Smithfield Town Council.

The Board of Directors of the Downtown Smithfield Development Corporation would like to recommend that Mr. Ross Lampe be appointed to the Downtown Smithfield Development Corporation board and serve the remaining term of the vacant seat, which expires in January 2017.

The Downtown Smithfield Development Corporation is formally requesting approval and asks that this be placed under the consent agenda for the Town Council's next meeting.

Thank you in advance for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sarah Edwards".

Sarah Edwards
Executive Director

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887



**Downtown Smithfield Development Corporation
Board of Directors Candidate Application**

Name Ross Lampe
Business Guy C Lee mfg Co.
Business Address 235 E. MARKET ST.
Email LampeR@GUYCLEE.com Cell Phone 252-671-0159
Business Phone 919 938-4900 Home Phone 919 934 2290
Home Address 711 S. Crescent Dr, Smithfield NC

Brief Biography

BORN : Aug 7. 1929
Education: N.C. State Univ 1951
WORK : Guy C Lee mfg Co.
1954 - 2015 (61 years)

Specific Qualifications for DSDC Board of Directors

Former Chairman, J.C.C. Board of Trustees
" " Southern Forest Product Ass
" " Southern Pine Inspection Bureau
" " CAROLINA Lumber Dealer Assoc.

Committee (indicate which committee best suits your interests):

Promotions

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

Design & Physical Improvement

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

Economic Development

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. More PARKING.
2. Rehab old city Hall.
3. Income from Johnston County For Parking

Membership in other organizations

Organization	Dates	Activities/Leadership
Guy C Lee mfg Co	1954 - 2015	President
The Lamps Co.	1969 - 2015	V- Pres.
Lamps + Maple Knave Lumber	1954 - 2015	Sec - Treas.
The 1953 company	1959 - 2015	Partner
Market St 235 Ltd Ptz.	2003 - 2015	Partner

Please submit application to:

Downtown Smithfield Development Corporation
200 S. Front Street
Smithfield, NC 27577

**Town of Smithfield
Town Council
Action Form**

**Consent Item: Consideration and Approval of Resolution # 581 (08-2016)
Requesting the NCDOT Fund and construct school access improvements at the
Smithfield Selma High School and Neuse Charter School**

Date of Meeting: April 5, 2016
Presentation: Consent Agenda

Date Prepared: February 19, 2016

Consent Agenda Item:

The Town of Smithfield was contacted by Tim Little of the North Carolina Department of Transportation requesting that the Town adopt a resolution to support school access improvements at the Smithfield Selma High School and Neuse Charter School. Attached hereto is the proposed resolution.

Action Requested

Staff is requesting that the Council consider adopting Resolution # 581.

RESOLUTION # 581 (08-2016)
Requesting the North Carolina Department of Transportation to
Fund and Construct School Access Improvements at Smithfield Selma High School and
Neuse Charter School

WHEREAS, the North Carolina Department of Transportation promotes the wellbeing and safe public travel for communities across the State by providing new roadways, improvements to existing roadways, roadway maintenance, and public transportation; and

WHEREAS, the Town of Smithfield Town Council considers the general safety of the motoring public as well as the safe and efficient ingress and egress access at all school facilities in the Town of Smithfield is the utmost of importance; and

WHEREAS, certain conditions now exist along Booker Dairy Road in the vicinity of the Smithfield Selma High School and the Neuse Charter School that creates unsafe conditions for students, parents, pedestrians, school staff, and the traveling public during school hours; and

WHEREAS, the Department of Transportation has requested the Smithfield Town Council endorse their efforts to fund and construct needed improvements at Smithfield Selma High School and the Neuse Charter School to mitigate the current unsafe conditions.

NOW, THEREFORE, BE IT RESOLVED that the Smithfield Town Council does hereby support and endorse the North Carolina Department of Transportation's efforts to fund and construct the necessary transportation improvements at Smithfield Selma High School and the Neuse Charter School in support of assuring safe roadway conditions.

Adopted this the ____ day of _____, 2016.

M. Andy Moore, Mayor
Town of Smithfield

Attest:

Shannan L. Williams
Town Clerk





JOHNSTON COUNTY EMERGENCY SERVICES

Post Office Box 530, 120 South Third Street
Smithfield, NC 27577
(919) 989-5050
(919) 989-5052 (Fax)

MEMORANDUM

TO: Shannan Williams, Town Clerk

FROM: Sandy Wood, Emergency Management Planner

DATE: March 1, 2016

SUBJECT: Agenda Item – Hazard Mitigation Plan Adoption and Resolution

Johnston County Emergency Services, in collaboration with North Carolina Emergency Management, has received approval from FEMA to be a part of the Cape Fear Regional Hazard Mitigation Plan. This regional effort is in conjunction with multiple counties in the Domestic Preparedness Region to increase Emergency Management efforts. In order to be a part of this regional effort, Johnston County and its local municipalities must adopt the Cape Fear Regional Hazard Mitigation Plan. As part of this process, Johnston County is required to update/revise its specific portion of the plan every five years which includes the Town of Smithfield as well as the other local municipalities. In the latest update, the Johnston County Emergency Services staff has performed a complete rewrite to follow the most recent guidelines from our State and Federal partners.

Johnston County Emergency Services respectfully requests the Smithfield Town Council to review the Cape Fear Regional Hazard Mitigation Plan which includes the section specific to the Town of Smithfield and consider a resolution adopting the Cape Fear Regional Hazard Mitigation Plan. Staff from our Emergency Services Department will be on hand at your Town Council meeting to answer any questions.

In the meantime, please do not hesitate to contact me at (919) 209-8325 if I can answer any questions prior to the Council's next meeting.

**RESOLUTION # 582 (09-2016) TO ADOPT THE
CAPE FEAR REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Smithfield is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Smithfield desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Smithfield Town Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Smithfield Town Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Smithfield; and

WHEREAS, the Town of Smithfield, in coordination with Johnston County, Chatham County, Harnett County, Lee County, Moore County and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Cape Fear Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Smithfield Town Council hereby:

1. Adopts the Cape Fear Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted this the 5th day of April, 2016.

M. Andy Moore, Mayor

ATTEST:

Shannan Williams, Town Clerk



Transportation

PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

March 3, 2016

Ms. Shannan Williams, Town Clerk
Town of Smithfield
P.O. Box 761
Smithfield, North Carolina 27577

Dear Ms. Williams:

The North Carolina Department of Transportation recently reviewed the speed limit on SR 1923 (M. Durwood Stephenson Hwy / Booker Dairy Road). The section that was previously constructed between US 70 Business (Market Street) and SR 1003 (Buffalo Road) was signed as a 45mph speed limit.

Please find enclosed the Municipal Ordinance forms which the Town of Smithfield will need to execute in order enact the above speed limit correctly throughout the section between US 70 Business (Market Street) and US 301 (Brightleaf Blvd.). Please have the enclosed Municipal Certificates completed by the proper town officials and return the originals to us for further processing. These actions will not affect the speed limit signing currently in place.

Thank you in advance for your help with this matter and if you have questions or need additional information, please advise.

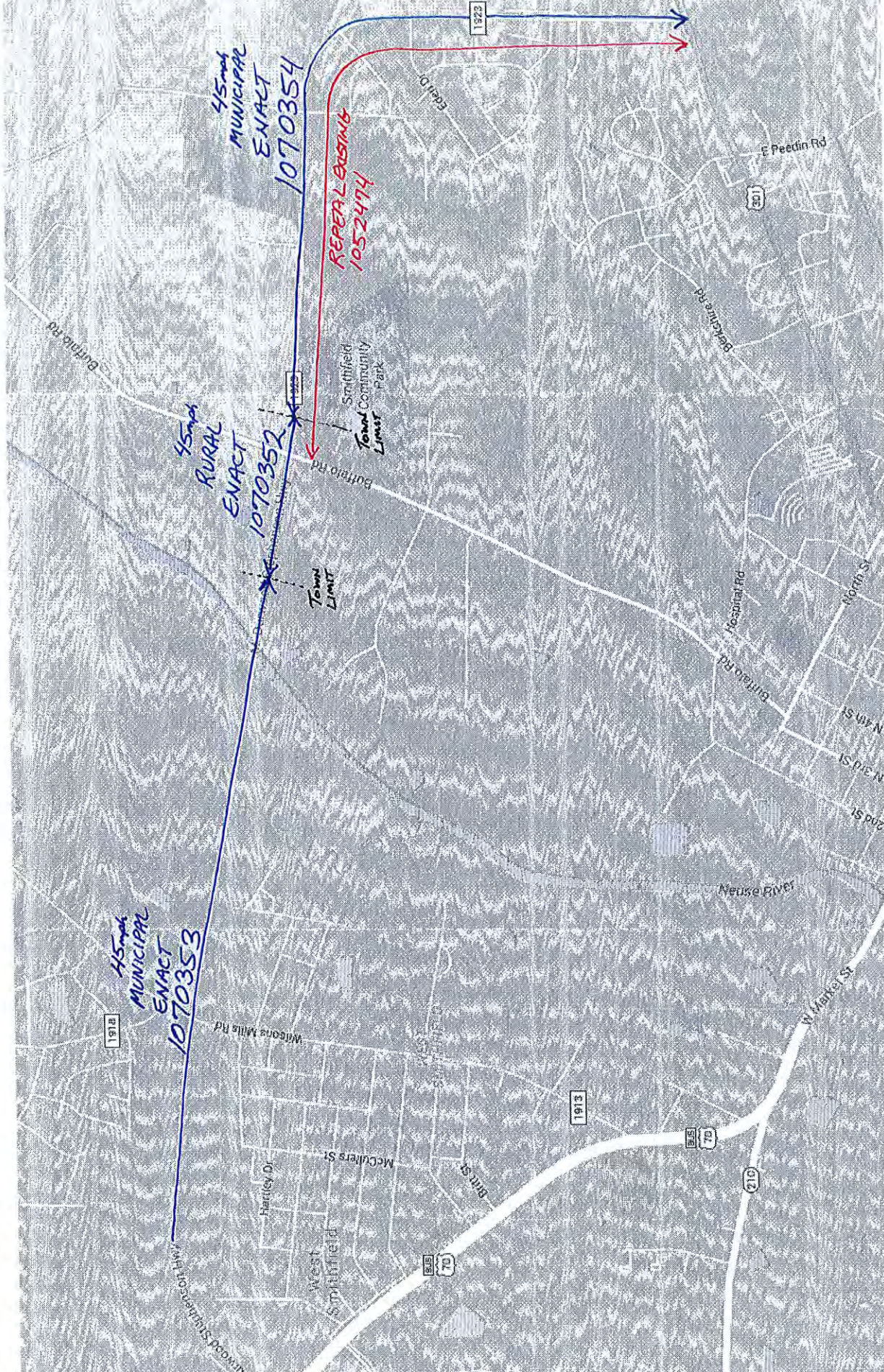
Sincerely,

Todd Lewis, PE
Assistant Division Traffic Engineer

CTL

c: Mr. J.P. Harrell, PE
Mr. P.H. Daughtry, III, PE
File

Nothing ComparesSM



45mph
MUNICIPAL
ENACT
1070354

REPEAL BOUND
1052474

45mph
RURAL
ENACT
1070352

45mph
MUNICIPAL
ENACT
1070353

Smithfield
Town
Community
Park
Town
LIMIT

Town
LIMIT

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1070353

Division: 4 **County:** JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: SR 1923

Car: 45 MPH

Truck: 45 MPH

Description: Between US 70 Business (Market Street) and 0.44 mile west of SR 1003 (Buffalo Road).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ **Title:** _____ **Date:** _____

Region: _____ **Title:** _____ **Date:** _____

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1070354

Division: 4 **County:** JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: SR 1923

Car: 45 MPH

Truck: 45 MPH

Description: Between US 301 (Brightleaf Boulevard) and 0.013 mile east of SR 1003 (Buffalo Road).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1052474

Division: 4 County: JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: SR 1923

Car: 45 MPH

Truck: 45 MPH

Description: SR 1923 (Booker Dairy Road) from US 301-NC 96 northward to SR 1003

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance/Resolution Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____



**Town of Smithfield
Town Council
Action Form**

Item Title: Replacement of HVAC units at Hastings House

Date of Meeting: April 5, 2016 **Date Prepared:** March 22, 2016

Staff Work By: Lenny Branch, Public Works Director,

Presentation By: Lenny Branch

Presentation Description:

The HVAC units at the Hastings House are over 28 years old and in desperate need for replacement. In this year's (FY 15-16) budget, \$14,000 was approved to replace the units. The scope of work consists of replacing Two (2) 1.5 ton units at the Hastings house including new lineset, ductwork, pad for condenser and thermostats. A total of Ten (10) HVAC companies showed interest in the work, only Six (6) of the Ten (10) contractors submitted prices. The estimates received for the replacement project are as follows:

Lee Heating & Air Conditioning Inc.	=\$9,800.00
Hines Heating & Air	=\$10,350.00
Pernell Heating & Air	=\$11,889.00
Carolina Comfort	=\$12,773.47
HTS/Heating & Air	=\$15,800.00
SPC Mechanical Corporation	=\$16,923.00

Action Requested:

Council is requested to award the HVAC replacement work to lowest bidder (Lee Heating & Air Conditioning Inc.) in the amount of \$9,800.00

Heat Pump Replacement Tabulation Sheet
Hastings House (Downtown Development)
200 S. Front St., Smithfield, NC 27577

Vendor	Proposed Cost to Replace 2 split heat pump systems	
Lee Heating & Air Conditioning, Inc. PO Box, 626 Clayton, NC 27520	\$9,800.00	
Hines Heating & Air PO Box 2360 Smithfield, NC 27577	\$10,350.00	
Pernell Heating & Air 519 S. Bright Leaf Blvd. Smithfield, NC 27577	\$11,889.00	
Carolina Comfort Air, Inc. 5212 US 70 Business W. Clayton, NC 27520	\$12,773.47	
HTS / Heat Transfer Solutions PO Box 445 Garner, NC 27529	\$15,800.00	
SPC Mechanical Corporation PO Box 90455 Raleigh, NC 27675	\$16,923.00	
Vendor	No Bids Submitted	
Suburban Services 201 Sandy Lane Smithfield, NC 27577	No Bid	
B & S Air Conditioning Co., Inc. 5446 Elevation Rd. Benson, NC 27504	No Bid	
FSI Maintenance and Repair 6518-B Old Wake Forest Rd. Raleigh, NC 27616	No Bid	
Starling Heating & Air Conditioning 484 W. Market St. Smithfield, NC 27577	No Bid	

Proposal

Page No.

of

Pages

LEE HEATING & AIR CONDITIONING, INC.

P.O. BOX 626
CLAYTON, NORTH CAROLINA 27520
PHONE 553-6957 FAX 553-0333
STATE LICENSE #9568

PROPOSAL SUBMITTED TO Town of Smithfield	PHONE 919-934-2580	DATE 2/29/2016
STREET PO Box 761	JOB NAME Hastings House	
CITY, STATE and ZIP CODE Smithfield, NC 27577	JOB LOCATION 200 S Front St, Smithfield	
ARCHITECT	DATE OF PLANS	JOB PHONE

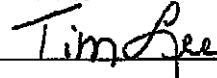
We Propose hereby to furnish material and labor --- complete in accordance with specifications below, for the sum of:

Nine thousand eight hundred and no/100 ----- dollars (\$ **9,800.00**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature



Tim Lee

Note: This proposal may be withdrawn by us if not accepted within

30

days.

We hereby submit specifications and estimates for:

Upstairs:

- 1 - Rheem 1 1/2 ton 14 seer heat pump including new lineset, ductwork, pad for condenser and thermostat, disconnect box wiring

Downstairs:

- 1 - Rheem 1 1/2 ton 14 seer heat pump including new lineset, ductwork, pad for condenser and thermostat, disconnect box wiring

Warranty:

10 year parts warranty, 10 years compressor warranty and 1 year labor warranty by Lee Heating & Air Conditioning from date of installation.

RECEIVED FEB 29 2016



February 24, 2016

Lenny Branch
Town of Smithfield Public Works Department
PO Box 761
Smithfield, NC 27577

RE: Hastings House

Dear Lenny,

Thank you for considering Hines Heating and Air for the Town of Smithfield's HVAC needs. Our proposal for the subject property is as follows:

Provide labor and materials to install (2) 1.5 ton split heat pumps and replace trunk ducts and flex runouts for both systems. Includes air handlers, condensing units, new line sets, programmable thermostats, new disconnects and wiring from disconnects to units. Also includes permits for work.

Total = \$10,350.00

Equipment to be Heil (Carrier equivalent) 14 SEER, R410-A
1 year parts and labor warranty, 5 year compressor warranty

All work will be performed during regular business hours. This quote is good for 30 days.

Regards,

Susan Wise

Susan Wise
Hines Heating and Air
919-934-3959

Proposal
Chandler
PERNELL, INC.

Since 1977
P.O. Box 2200 * Smithfield, North Carolina 27577
(919) 934-0153 * License # 30087

PROPOSAL SUBMITTED TO Town of Smithfield	PHONE 919-934-2580	DATE February 29, 2016
STREET PO Box 761	JOB NAME Downtown Development Office (Hastings House)	
CITY, STATE, ZIP Smithfield, NC 27577	JOB LOCATION 200 S. Front St.	

**** Heat Pumps ****

Furnish materials and labor to replace two (2) split heat pump systems exactly as requested :

Capacity: 1.5 Tons
Seer: 14
Refrigerant: R410A

1. Install new air handler in place of existing in attic and crawl space.
2. Install new outdoor units in place of existing.
3. Install new refrigerant piping between indoor and outdoor units.
4. Install new programmable thermostat.
5. Replace sheet metal trunk duct and flex runouts.
6. Install new electrical disconnects. Replace wiring from disconnects to units.
Reuse breakers and wire from breakers to disconnects.

All work will be performed during regular business hours.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: \$11,889.00
Eleven Thousand Eight Hundred Eighty-Nine and 00/100 _____ dollars

Payment to be made as follows: Balance due at completion.

If an attorney's is used to collect the balance, attorney fees and costs shall be added to the balance due Chandler Pernell Inc.: Interest shall run on the balance at 1 1/2% per month

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature _____

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be
withdrawn by us if not accepted within

10 days

Signature _____

Date of Acceptance: _____

Signature _____



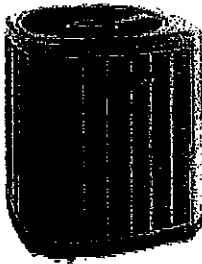
Comfort is Our Middle Name

Name: Hasting House .
 Site Address: 200 S. Front Street
 City: Smithfield
 State: NC
 Phone: 919-934-2580 Zip: 27577

Date: 2/22/2016
 Proposal #: R102222016162946-1

Consultant: Travis Tart
 Billing Address:
 City:
 State:
 Phone: Zip:

TRANE XR 14 HEAT PUMP	TRANE AIR HANDLER	System Investment
-----------------------	-------------------	-------------------



Base System:	\$14,192.74
Optional Items Total:	\$0.00
CCA Discount	<\$1,419.27>
	<\$0.00>
Sales Tax:	\$0.00
System Total:	\$12,773.47
Initial Investment:	\$0.00
Balance:	\$12,773.47
Term:	Rate: % Est. Payment: \$0.00
Investment Type:	Check
Net Investment After Credit & Rebates	\$12,773.47

Purchased Accessories



Model No:- ONE FLOOR

Description:- PRESSURE TEST TO ENSURE DUCT WORK IS PROPERLY SEALED



By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.

Customer

Date

Representative

Date

Approved by

Date



Comfort is Our Middle Name

Name Hasting House .

Proposal Number R102222016162946-1

Date 2/22/2016

Components in Base System Investment			Tax Credits and Rebates
Qty.	Model#	Description	Inclusions
2	TEM4A0C18	TEM4 SERIES - 1.5 TON TRANE AIR HANDLER	Air Quality Package Clean up work area before leaving worksite Complete system start up Copper refrigerant lines, highest quality material Energy saving setback thermostat Energy Savings Package Ensures proper drainage Ensures safety and insurability Includes Permits. Reliability Package Remove and recycle used equipment for environmental safety. Sealed connections for greater energy
2	4TWR4018D1000A	XR14 - 1.5 TON TRANE HEAT PUMP	
2	WEM0502	5KW TRANE STRIP HEATER FOR TEM3 SERIES	
2	TH7220U1035	HONEYWELL FOCUSPRO 7000 PROGRAMMABLE 3H/2 THERMOSTAT	
3	3/4-3/8-25	3/4 X 3/8 LINESET UP TO 25 FEET	
2	ANNIVERSARY CLEAN	CLEAN AND SERVICE AFTER ONE YEAR OF INSTALL DATE	
2	ELEC-RECON-OD2	REPLACE DISCONNECTS ON COMPRESSOR AND A/H - REWIRE AND REPLACE BREAKER	
2	CONDRAIN-GRAVITY	CONDENSATE GRAVITY DRAIN	
1	DRIPPAN-FS	DRIP PAN FOR AIR HANDLER WITH FLOAT SWITCH	
2	14 INCH SUPPLY RUN		
2	ONE FLOOR	PRESSURE TEST TO ENSURE DUCT WORK IS PROPERLY SEALED	
16	6 INCH SUPPLY RUN	6 INCH SUPPLY RUN	
2	PLENUM-LINED	SUPPLY PLENUM LINED	
2	RETURN-LINED- PLENUM	RETURN PLENUM LINED	
8	8 INCH LEVELING BLOCK	ADD 8 INCH LEVELING BLOCK	
4	4 INCH LEVELING BLOCK	ADD 4 INCH LEVELING BLOCK	
2	36 X 36 PAD	36 X 36 OUTDOOR PAD	
1	COMMERCIAL PERMIT	COMMERCIAL PERMIT	
2	HP-AH-2	INSTALL H/P AND NEW AIR HANDLER - LEVEL 2	

Exclusions

Installation Instructions

Remove and replace existing system with a 1.5ton 14.00SEER Trane heat pump, pad for outdoor unit, emergency heating element, programmable Honeywell 7000 comfort control, new complete 1.5ton duct system(R.8 insulated), install balancing dampers to allow even airflow, replace drains to assure proper drainage, replace refrigerant lines to assure proper operation and maximize efficiency, all low and high voltage, and all permit and inspection fees are included.

Warranty: 10yr Compressor 10yr Coils 10yr Parts 1yr Labor

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions.

Representative

Date

Customer

Date

Approved by

Date



Comfort is Our Middle Name

Name: Hasting House .
Site Address: 200 S. Front Street
City: Smithfield
State: NC
Phone: 919-934-2580 Zip: 27577

Date: 2/22/2016
Proposal #: R102222016162946-1

Consultant: Travis Tart
Billing Address:
City:
State:
Phone: Zip:

Your Home

Consultant

Proposal Notes

Terms & Conditions: This proposal is valid for 30 days from creation. At that point it may be voided by us at our discretion. Payment will be due upon completion of said work.

The homeowner must be present during inspection. If the inspection fails due to the homeowner not being present or to any fault of their own, the homeowner is responsible for any re-inspection fees.

We hereby propose to furnish material and labor in complete accordance with the above specifications for the sum of:
Twelve Thousand Seven Hundred Seventy Three Dollars and Forty Seven Cents \$12,773.47
(Total extended Price with Tax after Discount)

By signing this agreement I acknowledge that I have read and understand each page, including the terms and conditions. Representative Date
Customer Date Approved by Date

• 5212 US • 70 Business W. • Ph: 919-550-7711 • www.CarolinaComfortAir.com • CL: #31589/30936/29077



Date: February 29 2016

Quote # Q1-02-29-HVAC

Heat Transfer Solutions

To:	Lenny Branch Smithfield Public Works Department P.O. Box 761 Smithfield N.C. 27577	From:	Greg Stephenson Heat Transfer Solutions P.O. Box 445 Garner N.C. 27529
Phone:	919-934-2596	Phone:	919-630-4476
Fax:	919-934-1522	Fax:	919-938-9276
Email:	Lenny.branch@smithfield-nc.com	EMAIL:	gregstephenson@htsnc.com

Project: HASTINGS HOUSE NEW HVAC SYSTEM.
Location: 200 S FRONT STREET SMITHFIELD N.C. 27577

REPLACEMENT SYSTEM COMPONENTS:

Heat Transfer Solutions, Inc. Proposes to install Two (2) New 14-SEER, R-410A 1.5 Ton Heatpump Systems, (1) system for downstairs and (1) system for upstairs. Both systems to include new refrigeration line sets, condensatation drain lines, programmable thermostats, service disconnects, load side wiring from service disconnect to both air handler and condensing units, condenser unit pads, condensation drain lines and sheet metal trunk duct & flexible runouts.

This proposal includes (2) new 1.5 Ton 14-SEER, R-410A Heatpump Systems:

- Primary Air Handler System
- Primary Condenser System
- Auxiliary electric strip heat
- Metal trunk and flexible air ducts
- Refrigeration lines
- Thermostat control wire
- Service Disconnects
- Load side wiring from service disconnect to unit
- Auxiliary drain pan
- Condenser unit ground pad
- Condensation drain lines
- Programmable thermostat
- Required materials to properly install

Continue to Page 2

RECEIVED FEB 29 2016

Hastings House HVAC System Replacement

From page 1

Base Price Sum For The Smithfield Public Works Department.....\$15,800.00

Clarifications:

1. This proposal includes installation of only items listed above.
2. This proposal includes installation of Two (2) new 1.5 Ton Heatpump cooling and heating systems as stated above.
3. This proposal includes removal of existing HVAC units and associated items connected to them.
4. Price is based on having access to all required areas during normal business hours (8am-5pm) Mon-Fri.
5. No lift or scaffold has been included in the above price. Lift or Scaffold if required to be provided by owner.
6. This proposal includes new programmable thermostats.
7. Price is based on new thermostat wire.
8. This proposal includes new service disconnects and load side wiring for each system.
9. This proposal includes load side wiring including final terminations the HVAC equipment.
10. This proposal excludes replacement of primary breakers serving the HVAC units.
11. This proposal excludes replacing or repairing line side wiring from breaker to service disconnect.
12. This proposal excludes all wiring to the lighting, security system or Fire Alarm System.
13. This proposal excludes smoke detectors and or connecting to them.
14. This proposal includes required permits.
15. All work to meet local and state code requirements.

Firm _____

Accepted By _____

Title _____

Date _____

By: _____

Greg Stephenson

Signature: _____

Date: _____

Important: Agreement Prices good for 30 days only from proposal date unless time is extended in writing

N.C. Electrical License # 19938

N.C. HVAC License # 19132

PROPOSAL

SPC Mechanical Corporation
P. O. Box 90455
Raleigh, North Carolina 27675
(919) 957-7225
FAX (919) 957-8768

NC License #19479

PROPOSAL SUBMITTED TO Town of Smithfield	DATE March 2, 2016
STREET P O Box 761	JOB NAME Heat Pump Replacement
CITY, STATE AND ZIP CODE Smithfield NC 27577	JOB LOCATION Hastings House
ARCHITECT	DATE OF PLANS

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

SPC Mechanical proposes to provide labor and materials to replace two split heat pump systems at the Hastings House. One system serves the upstairs and one the downstairs. Systems will have a capacity of 1.5 tons each. New systems will be 14 SEER and use R410A refrigerant. We include the following:

1. Install new air handler in place of existing in attic and crawl space.
2. Install new outdoor units in place of existing.
3. Install new refrigerant piping between indoor and outdoor units.
4. Install new programmable thermostat.
5. Replace sheetmetal trunk duct and flex supports.
6. Install new electrical disconnects. Replace wiring from disconnects to units. Reuse breakers and wire from breakers to disconnects.

All work will be performed during regular business hours.

We appreciate the opportunity to offer this service. Please call if you have any questions.

We hereby propose to furnish material and/or labor - complete in accordance with above specifications, for the sum of **SIXTEEN THOUSAND NINE HUNDRED TWENTY THREE DOLLARS (\$16,923.00)**

PAYMENT TO BE MADE AS FOLLOWS:

PAYMENT DUE 30 DAYS FROM DATE OF INVOICE

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY DISTURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE.

AUTHORIZED SIGNATURE Bill Dail
BILL DAIL

NOTE: WE MAY WITHDRAW THIS PROPOSAL IF NOT ACCEPTED WITHIN 10 DAYS.

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE _____
DATE _____

**Town of Smithfield
Town Council
Action Form**

Item: Various Budget Amendments

Date of Meeting: April 5, 2016

Date Prepared: March 22, 2016

Staff Work By: Greg Siler, Finance Director

Presentation: Consent Agenda

Background: Budget amendments to fund:

- Fund Sludge/Dewatering Project
- Revised cost of second transformer purchase/installation. Increased cost by \$31,515

See description under each budget amendment.

Action Requested: Approve as Presented

BUDGET AMENDMENTS

April, 2016

WATER FUND

1. Exenditures

30-7200-9101 Water Plant - Transfer to W/S Capital Project Fund	\$ -	\$ 279,700	\$ 279,700
30-7200-3300 Water Plant - Supplies/Operations	\$ 469,000	\$ (45,000)	424,000
30-7200-3500 Water Plant - C.S./J.C. Water Purchase	137,000	(30,000)	107,000
30-7200-3501 Water Plant - Service Contracts	543,400	(180,000)	363,400
30-7200-0400 Water Plant - Professional Services	92,500	(24,700)	67,800
	<u>\$1,241,900</u>	<u>\$ -</u>	<u>\$ 1,241,900</u>

To fund and move the Sludge Dewatering Project to Fund 45 (Water/Sewer Capital Project Fund) as approved at the March 1, 2016 Council Meeting

ELECTRIC FUND

2. Exenditures

31-7230-9102 Transfer to the Electric Capital Project Fund (47)	<u>\$1,200,000</u>	<u>\$ 31,515</u>	<u>\$ 1,231,515</u>
Revenue			
31-3970-0000 Electric Fund - Fund Balance	<u>\$1,567,152</u>	<u>\$ 31,515</u>	<u>\$ 1,598,667</u>

Revised Cost Figures: To fund second transformer at substation (purchase and installation) as approved at the February 2, 2016 Council meeting.

WATER CAPITAL PROJECT FUND

3. Revenue

45-3980-1401 Transfer From Water/Sewer Fund (Fund 30)	<u>\$ -</u>	<u>\$ 279,700</u>	<u>\$ 279,700</u>
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Expenditures

45-7200-7406 Sludge Dewatering	<u>\$ -</u>	<u>\$ 279,700</u>	<u>\$ 279,700</u>
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To fund and move the Sludge Dewatering Project to Fund 45 (Water/Sewer Capital Project Fund) as approved at the March 1, 2016 Council Meeting

ELECTRIC CAPITAL PROJECT FUND

4. Revenue

47-3980-1400 Transfer From Electric Fund	<u>\$1,200,000</u>	<u>\$ 31,515</u>	<u>\$ 1,231,515</u>
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Expenditures

47-7230-7406 Substation - 2nd Transformer	<u>\$1,200,000</u>	<u>\$ 31,515</u>	<u>\$ 1,231,515</u>
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Revised Cost Figures: To fund second transformer at substation (purchase and installation) as approved at the February 2, 2016 Council meeting.

Approved by the Smithfield Town Council this the 5th day of April, 2016

M. Andy Moore

ATTEST:

Shannan Williams, Town Clerk

**Town of Smithfield
Town Council
Action Form**

Item: Renewal of FY 2016-2017 Workers Compensation Insurance with the North Carolina Interlocal Risk Management Agency

Date of Meeting: April 5, 2016

Date Prepared: March 24, 2016

Staff Work By: Shannan Williams

Presentation: Consent Agenda

Presentation:

Attached for the Council's review and consideration is the 2016-2017 Workers Compensation Renewal Application from the North Carolina Interlocal Risk Management Agency (NCIRMA). The Workers Compensation Insurance Trust is administered by the North Carolina League of Municipalities (NCLM). The NCIRMA was created to allow small- to mid-sized municipalities to collectively enjoy the benefits self-insuring like larger cities do while avoiding the volatility that occurs if not done collectively.

The Town of Smithfield has used the services of the NCIRMA to administer Workers Compensation because of the excellent customer service provided to the Town and our employees. The NCIRMA works with Johnston Health's Wellness Works Program to ensure that our employees are able to get the best possible medical treatment when an accident occurs. The Town also has access to risk management tools, information and services to help us reduce injuries and return our employees to work quickly.

The 2016-2017 estimated workers compensation renewal premium is \$186,758.20. This is a \$56,716.45 reduction from FY 2015-2016. The renewal premium has been included in the FY 2016-2017 proposed budget.

Action Requested:

It is requested that the Town Council approve the FY 2016-2017 Workers Compensation renewal with the North Carolina Interlocal Risk Management Agency (NCIRMA) and authorize Interim Town Manager Jim Freeman to execute the renewal application of behalf on the Town.

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Member's Name & Address: Town of Smithfield
PO Box 761
Smithfield, NC 27577

NCIRMA Contact: Tim Kerigan
Title: Human Resource Director
Telephone: (919) 934-2116
Fax: (919) 989-8937
Email: tim.kerigan@smithfield-nc.com

(If any of the above information has changed PLEASE change as necessary)

Renewal Instructions:

1. Review the enclosed information & update as necessary
2. Keep a copy of this renewal application for your records
3. Sign & Return to NCLM - Underwriting Department
NCLM Risk Management Services
Attn: Gary Burkhardt or Steve Hulme
308 West Jones Street
Raleigh, NC 27603

Please call Gary Burkhardt (919-715-2914) or Steve Hulme (919-715-3923) if you have any questions.
Email all questions to: gburkhardt@ncim.org or shulme@ncim.org

CANCELLATION REMINDER: As a member of the North Carolina Interlocal Risk Management Agency, you are required by contract to provide a 30 day Cancellation Notice in writing. If your entity will terminate your Workers Compensation coverage with the North Carolina Interlocal Risk Management Agency, you are required to notify our office in writing by May 30th, otherwise your entity will be subject to an exiting fee.

I (the undersigned) am authorized by and acting on behalf of the entity and all persons or concerns seeking this coverage. I declare that all statements are true and accurate and that I will immediately advise North Carolina Interlocal Risk Management Agency (NCIRMA) in writing of any occurrence or event taking place which makes these statements inaccurate or untrue. I acknowledge and agree that my submission and North Carolina Interlocal Risk Management Agency's (NCIRMA) receipt of any such additional information is a condition precedent to coverage.

A Late Fee will be charged if this application is received after June 1st.

Please check one of these processing options:

I'm NOT getting quotes from another carrier this year, please go ahead with processing my renewal application AND provide me with my FINAL renewal premium numbers.

I'm getting quotes from another carrier this year, please process my renewal application and provide me with my renewal quote. Per Cancellation requirement, we need to know by May 30th if you do not plan to renew coverage.

Name (please print)

Title

Signature

Date

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application Town of Smithfield

**IMPORTANT: ONLY PAYROLL AMOUNTS CAN BE CHANGED AFTER JULY 1, 2016.
Deductibles, Payment Methods and Employers Liability Limits cannot be changed after
renewal has been completed.**

This section indicates the current coverages provided by NCIRMA. If you would like to make changes to your current limits and deductibles please indicate in the appropriate column and a quote will be provided for your review.

<u>Coverage Options</u>	<u>Bodily Injury By</u>	<u>Current Coverage Limits</u>	
Employers Liability	Each Accident	\$1,000,000	
	Disease Each Employee	\$1,000,000	
	Disease Coverage Limit	\$1,000,000	
<i>I would like our Employers Liability Limit to be the same as last year (X) Yes () No. If no, select from options below.</i>			
	<u>Each Accident</u>	<u>Disease Each Employee</u>	<u>Disease Coverage Limit</u>
Standard Limits:			
<input type="checkbox"/>	\$100,000	\$100,000	\$500,000
Optional Limits: Additional Charge			
<input type="checkbox"/>	\$500,000	\$500,000	\$500,000
<input type="checkbox"/>	\$1,000,000	\$1,000,000	\$1,000,000
<input type="checkbox"/>	\$2,000,000	\$2,000,000	\$2,000,000
<u>Deductible Options</u>			
Current Deductible			\$0
<i>I would like our deductible to be the same as last year (X) Yes () No. If no, select from options below.</i>			
	<input type="checkbox"/>	\$0	
	<input type="checkbox"/>	\$500	
	<input type="checkbox"/>	\$1,000	
	<input type="checkbox"/>	\$2,500	
	<input type="checkbox"/>	\$5,000	
	<input type="checkbox"/>	\$10,000	
	<input type="checkbox"/>	\$25,000	
	<input type="checkbox"/>	\$50,000	

<u>Payment Method</u>
<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Quarterly
If you fail to check one of the above, you will be billed annually. Four percent (4%) of the total annual contribution will be assessed if you choose to pay quarterly.

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
For the operations listed below, please indicate if your EMPLOYEES provide the following services / operations:			
Airport/Aircraft Operations - If yes, provide list of employees (if any) that may fly aircraft on official entity business	Yes / No	No	No
Ambulance Service/EMS/Rescue - municipally operated - No firefighting duties	Yes / No	No	No
Amusement devices - Mechanically or electrically operated	Yes / No	No	No
Animal Control	Yes / No	Yes	Yes
Blasting Operations	Yes / No	No	No
Building Inspector	Yes / No	No	No
Bus Drivers	Yes / No	No	No
Cemeteries (Municipal)	Yes / No	Yes	Yes
Building Structural Type Work	Yes / No	No	No
Day Care Activities - municipally operated	Yes / No	No	No
Fire Department - Full/Part-time Firefighters (Municipally operated)	Yes / No	Yes	Yes
Fire Department - Volunteer Firefighters (Municipally operated)	Yes / No	Yes	Yes
Golf Courses (Municipal)	Yes / No	No	No
Hazardous Materials (Hazmat) Operations	Yes / No	No	No
Inmate Labor	Yes / No	No	No
Landfill - Municipally operated	Yes / No	No	No
Library Operations - municipally operated	Yes / No	No	No
Museums - municipally operated	Yes / No	No	No
Nurses - on site	Yes / No	No	No
Parks & Recreation Department - includes all mowing operations	Yes / No	Yes	Yes
Police Department	Yes / No	Yes	Yes
Auxiliary Police (ordinance required)	Yes / No	No	No
Public Housing units - Municipally operated or owned	Yes / No	No	No
Recycling Operations	Yes / No	No	No
Senior Citizen Services	Yes / No	No	No
Transportation System (Bus) - municipally operated	Yes / No	No	No
Tree trimming/removal (not in Electric Company Operations)	Yes / No	No	No
Utilities: Electric Distribution	Yes / No	Yes	Yes
Utilities: Electric Generation	Yes / No	No	No
Utilities: Gas Distribution	Yes / No	No	No
Utilities: Gas Lines - New Construction	Yes / No	No	No
Utilities: Gas Lines - Maintenance of existing lines	Yes / No	No	No

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Operations

Question	Unit Of Measure	Previous Response	Renewal Response
Sanitation/ Garbage Collection	Yes / No	Yes	Yes
Utilities: Water Treatment Operations	Yes / No	Yes	Yes
Utilities: Water Plant	Yes / No	Yes	Yes
Utilities: Water Lines - New Construction	Yes / No	No	No
Utilities: Water Lines - Maintenance of existing lines	Yes / No	Yes	Yes
Utilities: Wastewater (Sewer) Treatment Operations	Yes / No	No	No
Utilities: Sewer Plant	Yes / No	No	No
Utilities: Sewer Lines - New Construction	Yes / No	No	No
Utilities: Sewer Lines - Maintenance of existing lines	Yes / No	Yes	Yes
Utilities: Streets - New Construction	Yes / No	No	No
Utilities: Streets - Maintenance	Yes / No	Yes	Yes
Utilities: Streets - Repaving/Patching	Yes / No	Yes	Yes
Utilities - Cable Company - municipally operated	Yes / No	No	No
Utilities - Telephone Company - municipally operated	Yes / No	No	No

WC - Estimated Renewal Payroll

Question	Unit Of Measure	Previous Response	Renewal Response
Do you accept the estimated payroll figures that are shown on the attached Proposal sheet? If no, please make your payroll changes on the attached Proposal sheet.	Yes / No	Yes	Yes

WC - Number of Employees

Question	Unit Of Measure	Previous Response	Renewal Response
WC - Number of Full-time employees?	Number	138	135
WC - Number of Permanent Part-time employees?	Number	17	19
WC - Number of Estimated Seasonal Positions?	Number	80	100
WC - Total number of Elected Officials on your Governing Board (include Mayor)?	Number	8	8

WC - Public Safety

Question	Unit Of Measure	Previous Response	Renewal Response
Public Safety Officers are trained and certified to perform both firefighting and police operations		*	
Do you have any Public Safety Officers?	Yes / No	No	No

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Fire Department

Question	Unit Of Measure	Previous Response	Renewal Response
Does your municipality operate a Municipal Fire Department (paid firefighter EMPLOYEES only - Full-time and Part-time)?	Yes No N/A	Yes	Yes
Does your Municipal Fire Department also include volunteers (Hybrid - where both paid firefighter employees and volunteer firefighters are on the same fire roster)?	Yes No N/A	Yes	Yes
Does your municipality operate a Municipal Volunteer Fire Department (volunteer firefighters ONLY - volunteer firefighters can be paid a stipend)	Yes No N/A	No	No
Is your municipality serviced by a separately chartered or Incorporated Volunteer Fire Department?	Yes No N/A	No	No
Do any of your full-time employees that are volunteer firefighters answer calls during normal business hours?	Yes No N/A	Yes	Yes
Do you have any volunteer firefighters that fill-in for paid firefighters and receive an hourly wage?	Yes No N/A	No	No
Do you have any Junior Firefighters? (Junior Firefighters are not covered under this Workers Compensation policy)	Yes No N/A	No	No
If you have Junior Firefighters, do you have a separate accident coverage policy for these individuals?	Yes No N/A	No	No
Do you have any firefighters under the age of 18 that are not considered Junior Firefighters?	Yes No N/A	No	No
Do you participate in a Boy Scouts of America Firefighter Explorer program?	Yes No N/A	No	No
Junior Firefighters, Retired Volunteer Firefighters and Ladies Auxiliary are not covered by this Workers Compensation policy, even if listed on fire roster.			

WC - Police Department

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity operate a Police Department?	Yes / No	Yes	Yes
Do you have an Auxiliary Police force? (auxiliary police officers cannot receive compensation - must be on a volunteer basis only)	Yes No N/A	No	No
Do you have an ordinance in place authorizing an Auxiliary Police force (volunteer only - not paid) as defined by G.S. 160A-282?	Yes No N/A	No	No
If you have an auxiliary police force, please provide us with a roster of the names.		N/A	N/A
Do you use Part-Time or Reserve (paid) police officers?	Yes No N/A	Yes	Yes
Do you have motorcycle police officers?	Yes No N/A	No	No

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Parks and Recreation

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity have a Parks and Recreation Department?	Yes / No	Yes	Yes
How many paid Full-Time employees are in your Parks and Recreations Department?	Number	11	11
How many paid Permanent Part-Time employees are in your Parks and Recreation department?	Number	2	3
How many paid Seasonal employees are in your Parks and Recreation department?	Number	80	100
Do your park and recreation department employees perform maintenance duties ONLY (no recreational activities)?	Yes No N/A	Yes	Yes
Do your Park and Recreation department employees supervise athletic or educational programs?	Yes No N/A	Yes	Yes
Does your Parks and Recreation Department have volunteers? (Volunteers are not covered by this Workers Compensation policy)	Yes No N/A	Yes	Yes
Do you have volunteers sign a waiver?	Yes No N/A	Yes	Yes
If you have your volunteers sign a waiver, have you provided underwriting with a sample of the waiver agreement you use?	Yes No N/A	Yes	Yes
Does your entity use Umpires or Referees?	Yes No N/A	Yes	Yes
If you use Umpires, are your umpires paid on payroll?	Yes No N/A	Yes	Yes
If you use Referees, are your referees paid on payroll?	Yes No N/A	Yes	Yes
Do you use an association / booking agent that provides your entity with Umpires or Referees?	Yes No N/A	Yes	Yes
If you use an association / booking agent, does the association / booking agent provide Workers Compensation coverage for the Umpires or Referees?	Yes No N/A	No	No
If the association / booking agent does not provide Workers Compensation coverage, do you have the association / booking agent sign the Independent Contractor versus Employee checklist?	Yes No N/A	Yes	Yes
Do you use educational / arts / crafts instructors?	Yes No N/A	Yes	Yes
If you have educational / arts / crafts instructors, are they paid on payroll?	Yes No N/A	Yes	Yes
Do you have Certificates of Insurance for your Parks and Recreation contracted services?	Yes No N/A	Yes	Yes
If your educational / arts / crafts instructors are not paid on payroll, how are they compensated?			N/A

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Inmate Labor

Question	Unit Of Measure	Previous Response	Renewal Response
Do you use inmates that prison guards supervise? (entity is not responsible for Workers Compensation if prison guards supervise inmates)	Yes No N/A	No	No
For prison inmate labor, are you responsible for the Workers Compensation of the inmate? (inmate is under your control - you pay one dollar a day by contract)	Yes No N/A	No	No
If you use prison inmates and are responsible for the Workers Compensation, please attach a copy of the contract between you and the correctional facility.		N/A	N/A

WC - Building Structural Type Work

Question	Unit Of Measure	Previous Response	Renewal Response
Do your employees engage in any new or renovation structural (contractor) type work? (for example: construction of park shelters or other buildings; roofing; etc.)	Yes No N/A	No	No

WC - Miscellaneous

Question	Unit Of Measure	Previous Response	Renewal Response
Do you provide payroll services to individuals who you have on your payroll records but who are NOT your employees or under your control?	Yes / No	No	No
Does your entity have a planning and/or zoning board? (Planning and Zoning boards are not covered by this Workers Compensation policy)	Yes No N/A	Yes	Yes
If your entity has a planning and/or zoning board, how are they compensated? (W-2, 1099, Not Paid)		W-2	W-2
Does your entity provide municipal services to other entities?	Yes No N/A	No	No
Do you have any Mutual Aid agreements or contracts with other entities where you assume the Workers Compensation benefits for those individuals?	Yes No N/A	No	No
Do you provide payroll services to other organizations?	Yes / No	No	No
If your entity provides municipal services to other entities, list the entity and the services for which services are provided.			

North Carolina Interlocal Risk Management Agency

Workers Compensation Insurance Trust administered by the NC League of Municipalities

2016-2017 Workers Compensation Renewal Application

Town of Smithfield

Please enter a response to all applicable questions in the "Renewal Response" column. If the answer in the "Previous Response" column is blank, then we did not have a response recorded in our system

WC - Independent Contractor

Question	Unit Of Measure	Previous Response	Renewal Response
Does your entity use outside contractors?	Yes No N/A	Yes	Yes
Are all contractors required to show proof of Workers' Compensation coverage?	Yes No N/A	Yes	Yes

WC - Number of employees in Buildings - General

Question	Unit Of Measure	Previous Response	Renewal Response
Do you have any buildings that have at least 50 employees in it on a normal business day?	Yes No N/A	No	No
If you have a building with at least 50 employees in it, please complete the information for Bldg # 1, 2, 3 or 4 as needed.		N/A	N/A
How many buildings do you have that have at least 50 employees in a given building?			

WC - Bldg # 1 - Building with at least 50 employees

Question	Unit Of Measure	Previous Response	Renewal Response
Bldg # 1 - What is the number of employees that are normally in this building?	Number		
Bldg # 1 - What department(s) is in this building?			
Bldg # 1 - What is the address of this building?			
Bldg # 1 - What is the construction of this building? (Frame, Joisted Masonry, Non-Combustible, Masonry Non-Combustible, Fire Resistive)			
Bldg # 1 - What is the number of stories of the building?	Number		

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
Proposal Detailed Estimate

Town of Smithfield
 PO Box 781
 Smithfield, NC 27577

For the Program Year: 2016/2017
 Effective Dates: 7/1/2016 to 7/1/2017
 Policy Number: WC-60-2016-00

Proposal Number: 51728
 Proposal Date: 03/04/2016

Code	Classification	Payroll	Rate	Premium
5506	Street Paving, Repairing, Curbing, Line Painting	\$101,039	5.8500	\$5,910.78
7520	Waterworks Operation & Drivers	\$389,240	3.5800	\$12,144.79
7539	Electric Light & Power Company	\$423,595	3.5000	\$14,825.83
7580	Sewer Disposal Operations and Line Maintenance	\$29,331	3.5800	\$1,050.06
7581	Water & Sewer Combined Operations/Line Maint.	\$286,356	3.5800	\$10,251.54
7704	Firefighters, Rescue Squad, EMTs	\$765,729	3.9700	\$30,399.44
7705	Volunteer Firefighters	\$104,339	7.1000	\$7,408.07
7720	Police Officers	\$1,982,600	3.7000	\$73,356.20
8380	Garage Operations (Auto Repair)	\$38,398	4.0500	\$1,555.12
8810	Clerical	\$782,411	0.3600	\$2,816.68
9015	Buildings: Maintenance, Janitorial	\$64,576	4.3000	\$2,776.77
9102	Parks and Recreation (not otherwise classified)	\$780,262	2.5500	\$19,896.68
9403	Garbage & Bulk Collection (Sanitation)	\$502,662	5.8500	\$29,405.73
9410	Municipal Employees (not otherwise classified)	\$869,147	1.5500	\$6,721.78
9554	Sign Installation	\$31,078	16.8220	\$5,227.94
9990	City Manager office duties only	\$119,764	0.3600	\$431.15
9996	Mayor and Council	\$40,000	0.3600	\$144.00
Totals:		\$6,760,527		\$223,322.55

	Premium	Limit	Rate	Result	
Estimated Manual Premium:				\$223,322.55	
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000			0.028000	+	\$6,253.03
Employers Liability Minimum Premium Balance:				+	\$0.00
Deductible: \$0		\$0	0.000000	-	\$0.00
Estimated Subject Premium:				=	\$229,575.58
Ex Mod (used):				x	1.0100
Estimated Modified Premium:				=	\$231,871.34
Schedule Adjustment:			1.0000	+	\$0.00
Schedule Adjusted Premium:				=	\$231,871.34
Package Discount:			0.9700	+	(\$6,956.14)
Package Adjusted Premium:				=	\$224,915.20
WC Minimum Premium Balance:				+	\$0.00
Expense Constant:				-	\$0.00
Estimated Standard Premium:				=	\$224,915.20
Expense Constant:				+	\$0.00
Estimated Annual Premium:				=	\$224,915.20
Pro-rata:				x	1.0000
Estimated Pro-rata Annual Premium:				=	\$224,915.20
Incentive Credit				-	\$38,157.00
Estimated Final Premium:				=	\$186,758.20

Estimated Final Premium: \$186,758.20

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
Proposal

Town of Smithfield
 PO Box 761
 Smithfield, NC 27577

Program Year: 2016/2017
 Policy Period: 7/1/2016 to 7/1/2017
 Policy Number: WC-60-2016-00

Proposal Number: 51728
 Proposal Date: 03/04/2016

Code	Classification	Estimated	Revise Payroll to:
5506	Street: Paving, Repairing, Curbing, Line Painting	\$101,039	
7520	Waterworks Operation & Drivers	\$339,240	
7539	Electric Light & Power Company	\$423,595	
7580	Sewer Disposal Operations and Line Maintenance	\$29,331	
7581	Water & Sewer Combined Operations/Line Maint.	\$286,358	
7704	Firefighters: Rescue Squad EMTs	\$765,729	
7705	Volunteer Firefighters	\$104,339	
7720	Police Officers	\$1,982,600	
8380	Garage Operations (Auto Repair)	\$38,398	
8810	Clerical	\$782,411	
9015	Buildings: Maintenance, Janitorial	\$64,576	
9102	Parks and Recreation (not otherwise classified)	\$780,262	
9403	Garbage & Bulk Collection (Sanitation)	\$502,662	
9410	Municipal Employees (not otherwise classified)	\$369,147	
9554	Sign Installation	\$31,078	
9990	City Manager, office duties only	\$119,764	
9996	Mayor and Council	\$40,000	
Total Payroll:		\$6,760,527	

Renewal Quote Information

Experience Modifier:	1.0100
Employers Liability Limits:	\$1,000,000/\$1,000,000/\$1,000,000
Deductible:	\$0
Schedule:	N/A
IRFFNC Member?:	Yes
Estimated Annual Premium:	\$224,915.20
Incentive Credit:	\$38,157
Estimated Final Premium:	\$186,758.20

Signature

Date

This is not an invoice. Invoices will be mailed at a later date.

Town of Smithfield Town Council Information Form

Item: Filled Vacancies

Date of Meeting: April 05, 2016 **Date Prepared:** March 25, 2016

Staff Work By: Tim Kerigan, HR Director

Background

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

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 15-16 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-5100-0200	\$15.27/hr (\$34,143.72/yr)
Records Clerk	Police	10-5100-0200	\$15.00/hr (\$31,200.00/yr)
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T SRAC Staff	P&R – Aquatics	10-6220-0210	\$7.25/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$15.00/hr
Utility Line Mechanic	PU – Water/Sewer	30-7220-0200	\$12.643/hr (\$26,297.44/yr)

Business Items

**Town of Smithfield
Town Council
Action Form**

Item: Consideration for Approval of Lowest Bidder on Rolling Stock Financing

Date of Meeting: April 5, 2016

Date Prepared: March 18, 2016

Staff Work By: Greg Siler, Finance Director

Presentation: Work Session Agenda

Background: Board approval to proceed with financing rolling stock in the General Fund was decided with the approval of the 2016 Fiscal Year Budget and Budget Ordinance.

The Town of Smithfield wishes to enter into an Installment Purchase Contract (G.S. 160A-20) to finance the purchase of multiple pieces of rolling stock totaling \$376,928. Purchases include: five police vehicles (\$154,300), one flat bed dump truck (\$65,500), one knuckle boom truck (\$128,628) and a ¾ ton pickup truck (\$28,500).

Loan quotes were received from 6 lenders. First Citizens Bank offered the lowest interest rate at 1.42 percent for 54 months (A list of all proposals is attached).

Loan Notes:

- Loan amount is \$376,928
- Total interest over 54 months is \$13,418
- First annual payment of \$78,069 is payable in October, 2016.

Attachment(s):

1. Rate and Term Comparison Spreadsheet
2. Resolution of Governing Body – Approving Terms with First Citizens Bank, the lowest bidder
3. Declaration of Official Intent to Reimburse
4. Amortization Schedule

Action Requested: Award the lowest bidder, First Citizens Bank, the financing agreement on rolling stock purchases totaling \$376,928 at 1.42% for 54 months.

Resolution # 583 (10-2016) Approving Financing Terms

WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of General Fund rolling stock, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through First Citizens Bank ("FCB"), in accordance with the proposal dated March 15, 2016. The amount financed shall not exceed \$376,928.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.42%, and the financing term shall not exceed 5 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Town Manager, Interim Town Manager, and/or Mayor of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the Town of Smithfield or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the FCB financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 5th day of April, 2016.

By: _____
Shannan Williams (Clerk)

By: _____
M. Andy Moore (Mayor)

SEAL

**TOWN OF SMITHFIELD, NORTH CAROLINA
RESOLUTION # 584 (11-2016)
DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the "Declaration") is made pursuant to the requirements of the Unified States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of The Town of Smithfield, North Carolina, (the "issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "expenditures") for rolling stock totaling \$376,928; five police vehicles (\$154,300), one flat bed dump truck (\$65,500), one knuckle boom truck (\$128,628), and one ¾ ton truck (\$28,500); (the "projects").

2. **Plan of Finance.** The Issuer intends to finance the costs of the projects with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.

3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$376,928

4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the expenditures incurred by it prior to the issuance of the borrowing.

Adopted this 5th day of April, 2016.

SEAL

BY: _____
Shannan Williams, Town Clerk
Town of Smithfield, North Carolina

BY: _____
M. Andy Moore, Mayor
Town of Smithfield, North Carolina

**Town of Smithfield Financing Proposal Results for Rolling Stock Loan of \$376,928
5 year Term**

	<u>First Citizens</u>	<u>BB&T</u>	<u>KS Bank</u>	<u>SunTrust</u>	<u>Four Oaks</u>	<u>PNC</u>	<u>Wells Fargo</u>
Rate	1.420%	1.59%	1.78%	1.880%	2.63%	2.680%	No Response
Documentation Fees	\$0	\$0	\$0	\$250	\$0	\$350	
Prepayment Penalty	None 30 day notice required	None	None	1%	None	None after 2 Years	
Annual Payment	Fixed at \$78,069.24	Fixed at \$78,411.24	Not Provided	Fixed at \$78,954.87	Fixed at \$80,467.22	Fixed at \$80,471.40	
Total Repayment (Including Doc Fees)	\$390,346	\$392,056	Not Provided	\$395,024	\$402,336	\$402,707	

AMORTIZATION SCHEDULE

Loan Amount	Interest Rate	Term in Months	Number of Payments	Payment Structure	Payment Frequency
\$376,928.00	1.42%	54	5	Installment	Annual
Disbursement Date	First Payment Date	Maturity Date	Pre-Paid Finance Fees	Other Fees	
04/07/2016	10/07/2016	10/07/2020	\$0.00	\$0.00	
Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	10/07/2016	\$78,069.24	\$2,639.53	\$75,429.71	\$301,498.29
2016					
TOTALS :		\$78,069.24	\$2,639.53	\$75,429.71	
2	10/07/2017	\$78,069.24	\$4,281.28	\$73,787.96	\$227,710.33
2017					
TOTALS :		\$78,069.24	\$4,281.28	\$73,787.96	
3	10/07/2018	\$78,069.24	\$3,233.49	\$74,835.75	\$152,874.58
2018					
TOTALS :		\$78,069.24	\$3,233.49	\$74,835.75	
4	10/07/2019	\$78,069.24	\$2,170.82	\$75,898.42	\$76,976.16
2019					
TOTALS :		\$78,069.24	\$2,170.82	\$75,898.42	
5	10/07/2020	\$78,069.24	\$1,093.08	\$76,976.16	\$0.00
2020					
TOTALS :		\$78,069.24	\$1,093.08	\$76,976.16	
TOTALS:					
		\$390,346.20	\$13,418.20	\$376,928.00	

Notice: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

**Town of Smithfield
Town Council Action Form**

Business Item: Consideration of Award of bid to Mizelle Construction Services, Inc. for the construction and improvements at pump station #3 and the force main extension in NC Highway 210, per the project plans & specifications, in the amount of \$350,000.00; and approve the Cost Estimate from Duke Energy for \$61,677.11.

Date of Meeting: April 5, 2016

Date prepared: March 21, 2016

Staff Work by: Ted Credle, Pat Butler

Presentation: Ted Credle

Item:

Plans and Specifications were developed by the Wooten Company and Town Staff for the renovation to pump station #3 and the extension of the force main in NC Highway 210. These plans are dated January 14, 2016. Bid advertisements were then issued in early February 2016 for a bid opening on March 1, 2016, for this project. The low bid of \$350,000.00 was received from Mizelle Construction Services, Inc. and is recommended for your approval.

As we have mentioned in earlier meetings, this project will make much needed repairs and upgrades to pump station #3, which serves the Rose Manor area in West Smithfield. Additionally, the force main extension will tie directly into the County force main, and reduce some of the burden on pump station #1; which has caused maintenance issues and excessive pump run times, in the past at pump station #1.

This bid is one of two bids that pertain to this project. The second bid is a bid submitted by Duke Energy and is for \$61,677.11; to provide required electrical services for this project. The total cumulative cost of both bids totals 411,677.11; which is under the project budget, previously approved by Council, which is \$414,000.00.

Action Requested:

Approve a motion to award the low bid to Mizelle Construction Services, Inc. for the construction and improvements at pump station #3 and the force main extension in NC Highway 210, in the amount of \$350,000.00; and approve the Cost Estimate from Duke Energy for \$61,677.11.

**BID TABULATION
PUMP STATION No. 3 RENOVATION & HIGHWAY 210 FORCE MAIN EXTENSION
TOWN OF SMITHFIELD
SMITHFIELD, NC**

TWC No. 2698-BP

BID DATE/TIME: March 1, 2016 @ 2:00 P.M.

CONTRACTORS	LICENSE NO.	CLASSIFICATION	BID BOND	ADD. 1	ADD. 2	TOTAL BASE BID	REMARKS
E.L.J., INC. 133 Bating Cage Trail Jacksonville, NC 28540	47340	UL: BLDG, PU	✓	✓	✓	\$406,680.00	
HERRING-RIVENBARK 415 Central Avenue Kinston, NC 28504	3937	UL: PU	✓	✓	✓	\$405,332.00	
MIZELLE CONSTRUCTION SERVICES, INC. 1311 Elkhorn Road Garner, NC 27529	60575	Limited: BLDG, PU (WL&SL)	✓	✓	✓	\$350,000.00	Apparent Low Bidder.
R.D. BRASWELL CONSTRUCTION CO. 3241 US 70 East, Suite 101 Smithfield, NC 27577	25994	UL: UC	✓	✓	✓	\$421,124.17	
STEP CONSTRUCTION, INC. 3423 Brothers Road LaGrange, NC 28551	67060	UL: HWY, PU (WL&SL), PU (WP&SD)	✓	✓	✓	\$370,060.00	
SPAN BUILDERS, LLC 3434 Edwards Mill Road, Suite 112-305 Raleigh, NC 27612	74522	Limited: BLDG, HWY, PU (WL&SL)	✓	✓	✓	\$444,757.00	
JYMC CONSTRUCTION CO., INC. 4187 US HWY 70 East Smithfield, NC 27577	76371	UL: UC	✓	✓	✓	\$403,110.00	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 p.m. on the 1st day of March, 2016, in the offices of The Town of Smithfield, 350 E. Market Street, Smithfield, North Carolina, and that all said bids were accompanied by either a certified check or bidder's bond except as otherwise noted.

THE WOOTEN COMPANY

120 N. Boylan Avenue
Raleigh, NC 27603
919-828-0531
License No. F-0115



Brian J.P. Oschwald

Brian J.P. Oschwald, P.E.



Customer Cost Estimate

WR Nbr: 1177960

WR Revision: 1

Operating District: ZEBULON
 WR Type: COMNB - NON RESIDENTIAL TYPE B
 Customer Name: SMITHFIELD TOWN OF
 Customer Address: 501 LONGVIEW DR
 SMITHFIELD, NC 27577

Scheduled Start Date:
 Customer #: 724155720

Requested Completion Date: 05/01/2016
 WR Owner: JOHNNY R HOUSE

WR Description: WEST SMITHFIELD 23KV reconductor 10 span and add 3rd phase for pump station

ITEM	Total
DESIGN AND PROJ MGT PEC	2,601.92
EST-VEG MGMT BID COSTS	10,124.40
MANAGEMENT & SUPPORT PEC	10,118.59
	22,844.91

CONSTRUCTION DETAILS:	Materials	Labor	Total
CONDUIT	\$77.78	\$181.99	\$259.77
CROSSARM	\$141.39	\$36.26	\$177.65
FUSE	\$566.37	\$777.31	\$1,343.68
GROUNDING	\$317.20	\$1,500.96	\$1,818.16
GUY	\$518.47	\$2,252.98	\$2,771.45
JOINT USE	\$0.00	\$4.70	\$4.70
LIGHTING	\$0.00	\$875.18	\$875.18
METERS	\$0.00	\$72.51	\$72.51
MISC	\$0.00	\$58.01	\$58.01
OH MISC	\$1,440.50	\$10,778.22	\$12,218.72
OH PRIMARY COND	\$466.12	\$2,893.20	\$3,359.32
OH SEC COND	\$0.00	\$1.63	\$1.63
OH TRANSFORMER	\$1,413.93	\$3,948.10	\$5,362.03
POLE	\$3,011.25	\$5,234.45	\$8,245.70
UG PRIMARY COND	\$0.00	\$14.50	\$14.50
UG SEC COND	\$293.32	\$280.25	\$573.57
Subtotal:	\$8,246.33	\$28,910.25	\$37,156.58

Subtotal Construction Cost **\$60,001.49**

Revenue Credit **\$14,792.02**

Contribution in Aid of Construction Costs

Construction Cost	\$45,209.47
Fixed CIAC Cost	\$0.00
Misc CIAC Cost	\$0.00
Gross Up	\$12,432.62
Utility Tax	\$4,034.95
Total CIAC	\$61,677.11

Proposed Capital Project Budget Ordinance

NC 210 Sewer Line and Pump Station #3 Upgrade Project

Appropriations:

Account #	Account Name	Total Budget
	Professional Services	\$ 29,000
	New Pumps and Control Equipment	\$ 100,000
	Pump installation (inc. bypassing)	\$ 25,000
	Electrical PS 3 Improvements	\$ 30,000
	New 150 Kw Generator and related equipment	\$ 80,000
	New Electrical Service Lines/transformer	\$ 70,000
	1800 LF of 8" force main	\$ 80,000
		<u>\$ 414,000</u>

Revenue Sources:

Transfer from Water/Sewer Fund FY 2016	\$ 264,000
Transfer from Electric Fund FY 2016	\$ 150,000
	<u>\$ 414,000</u>

Town of Smithfield

Town Council

Action Form

Item: Employee Wellness Program

Date of Meeting: April 5, 2016 **Date prepared:** March 28, 2016

Staff Work by: Dale Ham, SRAC Director

Presentation: Presentation/Reports

Presentation:

Implementation of an employee wellness program is expected to encourage healthier and happier employees by decreasing absenteeism, reducing medical costs, increasing productivity, increasing employee retention and decreasing workers' compensation and disability claims for the employees of the Town of Smithfield. By participating in Biometric Readings and Health Risk Appraisals (see attached), we will be able to provide education to our employees so that they may be able to make better personal health decisions for themselves.

By incentivizing employees to participate in biometrics and participating in the wellness program, we anticipate a 90% participation rate. If a Town employee was to participate in Biometrics Readings, they would receive 100% payment of personal health insurance premiums (as they currently do) in the coming year. If they chose not to participate, they would simply be required to pay \$50/month towards their premium. This allows us to provide better premiums and better health for our employees, both now and in the future.

Under this proposal there is no adverse budget consequence. In fact, we foresee savings – perhaps in FY 16-17 and hopefully much greater in FYs to follow. We have already budgeted \$20k for implementation during the FY 15-16 budget for this program.

Action Requested by:

It is requested the Town Council approve the proposed employee wellness program at the recommended \$50/month premium differential for all employees that participate in the program. The program would be implemented for the FY 16-17 year, while providing employees up to 6 months to complete their Biometrics Readings and Risk Appraisals. We plan to host both on-site and off-site testing opportunities.



Project: Employee Biometric Screening including Health Risk Assessment and Executive Summary

March 24, 2016

Prepared for: Town of Smithfield
Tim Kerigan

Prepared by: Sandy Altman
Corporate Health Consultant
Johnston UNC Health Care

Biometric screening and coaching on-site with a detailed individual health report available to each participant upon completion of on-line health risk assessment.

Town of Smithfield will receive an Executive Summary report with comparisons to U.S. norms, prioritizing risks and making suggestions for improvement.

Cost: \$32 per person

The following instant screenings are included in this package:

- Full Lipid Panel & Blood Glucose: Fasting finger stick with results in 5 minutes. Results include total cholesterol, HDL, LDL, triglycerides and glucose readings.
- Height, Weight, Waist Circumference
- Blood Pressure

**Town of Smithfield
Town Council
Action Form**

Item: Downtown State Grant Application Funds (\$96,107)

Date of Meeting: April 5, 2016

Date Prepared: March 23, 2016

**Staff Work By: Jim Freeman, Interim Town Manager
Shannan Williams, Town Clerk**

Presentation: Business Item

Background:

At the March 1, 2016 meeting, Council was presented with suggested downtown projects from the Appearance Commission and the Downtown Smithfield Development Corporation. The Council approved moving forward with the Market Streetscape Lighting pending a final cost estimate. Public Utilities Director Ted Credle will present those findings to the Council at the April 5th meeting.

Below is the list of recommendations by the Appearance Commission, the Downtown Smithfield Development Corporation and a list of all suggested projects. In summary such are bulleted as follows:

- 1st Appearance Commission Priority – *Market Streetscape Lighting*
- 2nd Appearance Commission Priority – *Streetscape (sidewalk) improvements to the 100 block of South 3rd Street*
- 3rd Appearance Commission Priority – *Parking Lot Improvements: Market Street across from the Court House*
- 1st DSDC Priority – *Market Streetscape Lighting as proposed by the Appearance Commission*
- 2nd DSDC Priority – *Greenway related enhancements such as benches, picnic tables, water fountains, etc....*
- 3rd DSDC Priority - *WayFinding System, Downtown components including monumental gateways*

Board Action Request: The Council is being requested to consider/approve the cost estimate for the Downtown Streetscape Lighting Project and/or any other projects that can be funded with the State Downtown Revitalization Grant Funds (\$96,107)

**Town of Smithfield
Town Council
Action Form**

Item: United Development Ordinance Process: *Committee Appointments*

Date of Meeting: March 1, 2016

Date Prepared: February 23, 2016

Staff Work By: Jim Freeman, Interim Town Manager

Presentation: Business Item

Background:

Per Council's March 1st meeting there was some discussion as to revisiting the representation composition of the proposed five (5) members UDO Advisory Committee. Therefore at said meeting, Council only appointed Council members Ashley and Dunn to serve and later consider others. Since, the Planning Department has provided a recommendation of Advisory Committee candidates for consideration: Planning Board members Steve Upton and Teresa Daughtry and Appearance Commission Member Robert Worsham.

Also, please find provided related background communication regarding this matter for reference.

Board Action Request: The Council is being requested to consider the following:

- A. Either approve of staff's earlier proposed five (5) member UDO Advisory Committee or increase said committee to seven (7) members; and
- B. Appoint members to fill remaining vacant slots of the UDO Advisory Committee. Noting that Council could consider the Planning Board members or Appearance Commission member provided recommendations or others.

Interim Manager's Opinion: If Council desire to expand the committee, the Interim Manager is not opposed to considering up to a seven (7) member committee. However, it is the Interim Manager's opinion, that the UDO Advisory Committee should be a "small working" five (5) member committee that is comprised of two (2) Council members, two (2) Planning Board members and one (1) other. The one (1) other appointment consideration could be either another Planning Board member or Planning Board Extra-Territorial member or Appearance Committee member.

As soon as this committee is formed, UDO Planning Consultant Dale Holland can begin scheduling committee tasks/reviews. Furthermore, the consultant is not opposed to begin on the UDO Landscape Ordinance Section task with the committee. The longer it takes this committee to be organized and engaged, the possibility of completing the full UDO revisions may be extended beyond the projected September/October timeline.

Town of Smithfield, NC
Interim Manager's General Report
March 1, 2016

The following brief report items may be of general Council interest:

1. Unified Development Ordinance Update Process: *Advisory Committee*

In reference to Council's February 2nd Holland Consultant Planning (HCP) contract approval, a February 17th staff meeting with HCP consultant Dale Holland was held as to the Unified Development Ordinance (UDO) revision process and timeline. At said meeting, discussion noted that it may be best that an Ad Hoc Advisory Committee be formed to address initial consultant drafting/questions. Thereafter, the Planning Board would review and later present recommendations to Council. It was suggested that the proposed Ad Hoc Committee be comprised of three (3) Planning Board members and Mayor and/or Council appointed two (2) Council members (**Exhibit #1A**). In the past, this responsibility was usually tasked to the planning board/staff and later presented for Council's consideration.

Therefore, unless Council desires otherwise, it is recommended that by next Council meeting, Mayor/Council consider appointing two (2) council members to serve on the UDO Ad Hoc Committee. The Committee is considered to be a working committee charge with completing the full revised UDO by September 2016 for Planning Board review and October 2016 for Council consideration.

Jim Freeman

Subject: FW: General Info.
Attachments: UDOCitizenParticPlan.docx; RE: UDO Committee; DOC031716-03172016081633.pdf

From: Jim Freeman
Sent: Thursday, March 17, 2016 11:52 AM
To: Andy Moore; Emery Ashley; Travis Scott; Marlon Lee; John Dunn; Stephen Rabil; Perry Harris; Roger Wood
Cc: Shannan Williams
Subject: General Info.

Mayor/Council,

Please find provided the following brief information which may be of interest:

- 1. UDO Update Committee Status** – Per Council’s March 1st discussion regarding a potential member composition change of the proposed five (5) UDO Ad Hoc Committee (attach), staff seeks specific Council direction on who and/or how many to include. To date, please find shared attach (email UDO Committee) only received input. Also only two (2) council members (Council members Ashley and Dunn) have been appointed to said committee...*delayed planning appointments until received council feedback on committee composition/numbers.* Recent contact with the Planning Consultant (Dale Holland) indicates that he is open to start Landscape Ordinance Section of the UDO verses other sections revision work. As of now, the Planning Consultant is scheduled to appear at Council’s April 5th meeting to present the UDO review process and citizen participation plan. Soon thereafter, he would like to begin working with the committee and/or Planning Board.

Jim Freeman

From: Jim Freeman
Sent: Wednesday, March 02, 2016 4:09 PM
To: 'Emery Ashley'; Shannan Williams; Andy Moore
Cc: Tim Kerigan
Subject: RE: UDO Committee

Emery,

In reference to the attached Exhibit #1A Participation Plan on my last night provided Manager's report and Council's discussion for adding a citizen, I have requested a meeting (Thursday) with the consultant to discuss plus/minus on amending paragraph 2 of said plan. As of this date, only the two Smithfield council members are appointed. Per my experience opinion only, one does not want a large committee if "time" is of essence and have an odd committee number...eliminate bog down drafting decisions? Maybe, relook at member composition and still keep 5???? But not opposed to considering increase.

jim

From: Emery Ashley [<mailto:emery.ashleysmfd@gmail.com>]
Sent: Wednesday, March 02, 2016 2:06 PM
To: Shannan Williams; Jim Freeman; Andy Moore
Subject: UDO Committee

If possible, I would like to obtain the UDO's for the following cities:

Clayton; Benson; Selma; Princeton; Johnston County; and Raleigh.

Digital copies are fine. Also, who are the others on the Committee? Mickey Lamm has sent me an email requesting that his wife, Anita and current County Commissioner DeVan Barbour serve on the Committee.

Thanks.

Emery

This email has been sent from a virus-free computer protected by Avast.
www.avast.com

**TOWN OF SMITHFIELD
CITIZEN PARTICIPATION PLAN
FOR UPDATE OF THE TOWN'S
UNIFIED DEVELOPMENT ORDINANCE**

Introduction

The Town of Smithfield has initiated the revision and update of the town's current Unified Development Ordinance (UDO). Updating the town's UDO will provide the town staff and Smithfield citizens with a more effective administrative and regulatory process relating to land use issues. A dedicated interactive project website will be established to accommodate information exchange throughout the project.

UDO Drafting Responsibility

The Town of Smithfield will appoint an *ad hoc* Advisory Committee to supervise the update of the Unified Development Ordinance. The Committee will be composed of three (3) Planning Board members and two (2) Town Council members. The town's staff and consultant will serve in an advisory capacity to the Advisory Committee. The revised UDO will be drafted by Holland Consulting Planners, Inc., the town's consultant.

Meetings

The Town of Smithfield will conduct the following meetings:

- § A public information meeting with Town Council to introduce and describe the project (may be conducted at a regularly scheduled Town Council meeting).
- § Open, advertised meetings of the Planning Board (from February to September, 2016) to discuss revisions to the UDO. It is estimated that eight (8) Planning Board meetings will be conducted for the revision of the UDO.
- § A meeting to present the draft UDO to the Town of Smithfield Planning Board.
- § A meeting to present the draft UDO to the Town Council.
- § A public hearing for consideration of the draft UDO.

Public Notification

To ensure that the public is informed of meeting times and has access to the draft UDO throughout this process, the following steps will be taken:

- § All Planning Board meetings will be advertised in a non-legal advertisement section of *The Smithfield Herald* at least ten (10) calendar days prior to the meeting.
- § Notices of all Planning Board meetings will be posted on the town's project website.
- § A sign-up sheet will be placed in the Smithfield Town Hall and at all Planning Board meetings. Individuals who place their names and addresses on this list will be

mailed/e-mailed notices announcing meeting times for review of the UDO. Individuals may also request that their name be added to this list through the "Contact Us" tab of the project website.

- § Notices will be posted at the Smithfield Municipal Building.

Dissemination of Information

The following procedures will be utilized to ensure the availability of information:

- § Sections of the proposed UDO will be provided to the Planning Board prior to any meetings at which the draft section(s) will be discussed.
- § Copies of the draft UDO will be available at all meetings to ensure that the citizens present can review items being discussed.
- § The draft UDO will be posted on the town's project website as it is developed so that citizens may either review the document online or print it out. Information regarding the location of the document online will be included in all published notices of meetings.
- § Copies of the document will be placed at the Smithfield Municipal Building, as developed, for citizen review.
- § Copies of draft sections of the UDO will be provided at the Smithfield Town Clerk's Office for check-out.
- § Copies of the draft UDO may be purchased from the Town of Smithfield for the cost of reproduction.

Public Comment

Throughout the process, the public will have the following opportunities for input:

- § A **dedicated interactive website** will be established to serve as an information exchange vehicle during development of the updated UDO. The website will be maintained by HCP.
- § At each Planning Board meeting, time will be allocated for public comments and/or questions.
- § At any time during the preparation of the draft UDO, the public may obtain information and/or offer comments via e-mail through the project website.
- § The Planning Board work sessions and public hearing will provide additional opportunities for public input and questions.

Schedule

Project Task

Phase I:	Notice to proceed. Evaluate the existing ordinance.	February 2016
Phase II:	Develop Unified Development ordinance update. Conduct Planning Board work sessions. Present draft to the Planning Board.	February – September 2016
Phase III:	Present UDO to Town Council for consideration. Present UDO at required public hearing.	October 2016

Adopted this the ___ day of _____, 2016.

Mayor

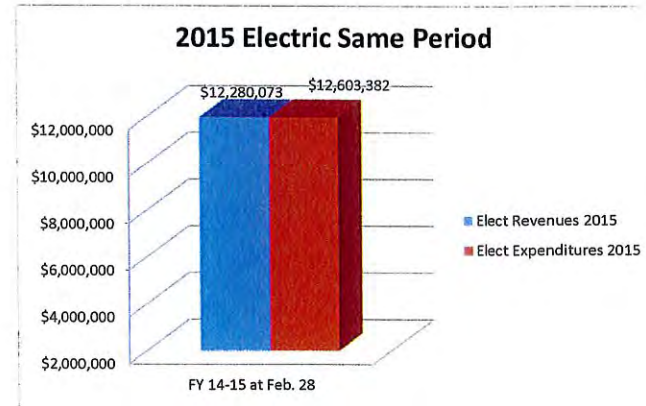
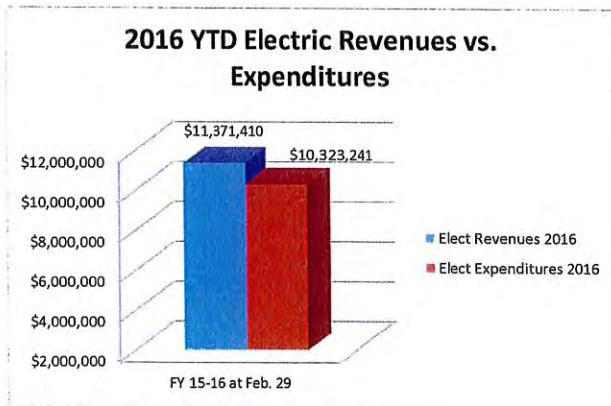
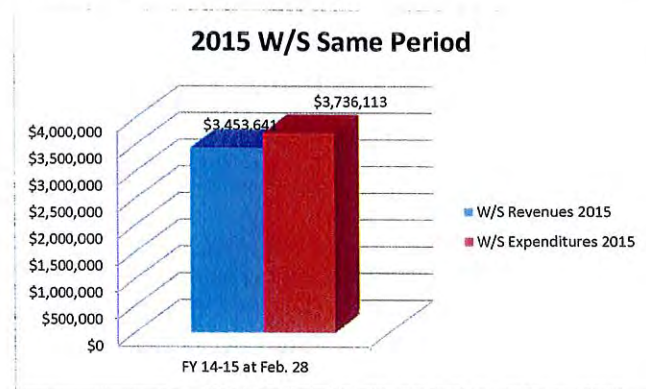
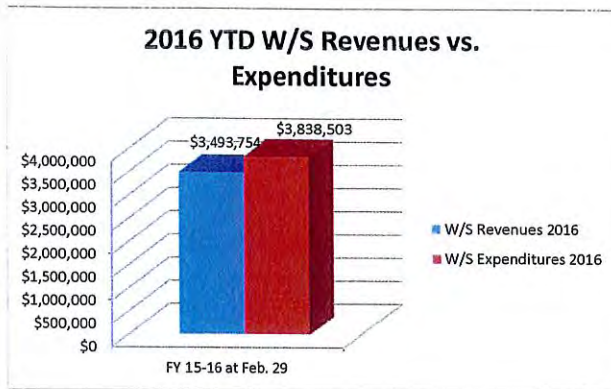
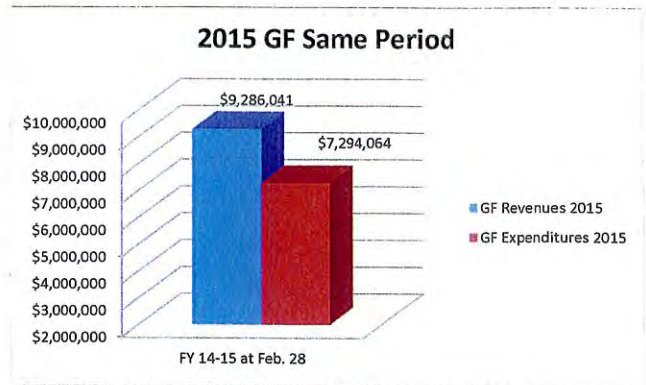
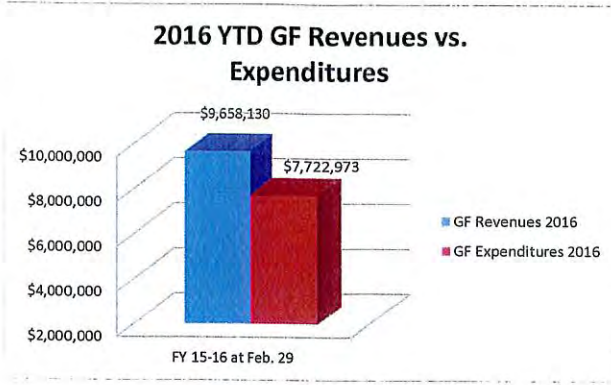
(seal)

Attest:

Town Clerk

Financial Report

Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 29, 2016
Gauge: 8/12 or 58.3 Percent

66.67%

GENERAL FUND

Revenues	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '14-5	FY '15-16	FY '15-16	Collected
Current & Prior Year Property Taxes	Monthly	\$ 5,609,217	\$ 5,499,200	\$ 5,384,082	97.91%
Motor Vehicle Taxes	Monthly	552,153	425,000	359,376	84.56%
Utility Franchise Taxes	Quarterly	1,018,994	810,000	531,247	65.59%
Local Option Sales Taxes	Monthly	2,131,536	1,990,000	1,092,361	54.89%
Aquatic and Other Recreation	Monthly	827,203	829,400	502,303	60.56%
Sanitation	Monthly	1,303,621	1,326,200	789,754	59.55%
All Other Revenues		1,571,522	1,281,581	999,007	77.95%
Loan Proceeds		140,000	182,000	-	0.00%
Transfers (Electric and Fire Dist.)		373,542	397,542	-	
Fund Balance Appropriated		-	240,300	-	0.00%
Total		\$13,527,788	\$ 12,981,223	\$ 9,658,130	74.40%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
General Gov.-Governing Body	\$ 316,851	\$ 278,783	\$ 216,199	77.55%
Non Departmental	1,121,506	1,253,919	484,360	38.63%
Debt Service	1,212,677	1,404,646	1,603,814	114.18%
Finance	159,910	135,812	83,985	61.84%
Planning	305,466	412,220	206,425	50.08%
Police	3,232,824	3,575,974	2,004,244	56.05%
Fire	1,410,974	1,378,921	866,389	62.83%
EMS	932	-	-	#DIV/0!
General Services/Public Works	497,970	494,969	275,729	55.71%
Streets	818,543	547,975	283,221	51.69%
Motor Pool/Garage	84,380	93,954	50,501	53.75%
Powell Bill	-	300,700	47,731	15.87%
Sanitation	992,876	1,095,415	632,219	57.72%
Parks and Rec	762,054	813,017	410,239	50.46%
SRAC	890,791	972,498	557,917	57.37%
Contingency (Previously Part Of Gen Gov)	-	222,420	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$11,807,754	\$ 12,981,223	\$ 7,722,973	59.49%

YTD Fund Balance Increase (Decrease)

- -

66.67%

WATER AND SEWER FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
Water Charges	\$ 2,044,310	\$ 2,144,580	\$ 1,264,031	58.94%
Water Sales (Wholesale)	\$ 702,966	\$ 670,000	\$ 521,952	77.90%
Sewer Charges	2,700,929	2,811,738	1,682,531	59.84%
Tap Fees	15,312	16,000	9,825	61.41%
All Other Revenues	40,485	10,500	15,415	146.81%
Loan Proceeds	415,735	510,000	-	0.00%
Fund Balance Appropriated	-	541,951	-	0.00%
Total	\$ 5,919,737	\$ 6,704,769	\$ 3,493,754	52.11%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
Water Plant	\$ 2,013,752	\$ 2,304,817	\$ 1,366,615	59.29%
Water Distribution/Sewer Coll (Less Transfers)	4,833,120	4,067,161	2,469,663	60.72%
Transfer to General Fund	110,404	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	-	-	#DIV/0!
Debt Service	174,443	149,466	2,225	1.49%
Contingency	-	183,325	-	0.00%
Total	\$ 7,131,719	\$ 6,704,769	\$ 3,838,503	57.25%

ELECTRIC FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Collected
Electric Sales	\$ 19,144,269	\$ 17,244,400	\$ 11,026,366	63.94%
Penalties	440,314	375,000	311,999	83.20%
All Other Revenues	249,365	41,000	-	0.00%
Loan Proceeds	75,600	-	33,045	
Fund Balance Appropriated	-	452,152	-	
Total	\$ 19,909,548	\$ 18,112,552	\$ 11,371,410	62.78%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '14-5	FY '15-16	FY '15-16	Spent
Administration/Operations	\$ 1,935,179	\$ 2,133,025	\$ 1,330,516	62.38%
Purchased Power	15,914,155	14,200,000	8,487,742	59.77%
Debt Service	377,579	366,240	350,491	95.70%
Capital Outlay	283,015	466,000	69,492	
Contingency	-	618,745	-	
Transfers to Electric Capital Proj Fund	-	85,000	85,000	
Transfers to General Fund	243,542	243,542	-	0.00%

Total

\$18,753,470 \$ 18,112,552 \$ 10,323,241 56.99%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	8,666,725			
Water and Sewer Fund	3,548,247			Interest Rate
Electric Fund*	7,895,748			
Capital Project Fund: Wtr/Sewer (45)	(219,641)	1st CITIZENS	13,190,657	0.20%
Capital Project Fund: General (46)	145,378	NCCMT	2,240,239	0.080%
Capital Project Fund: Electric (47)	62,872	STIFEL	26,261	Market
Firemen Relief Fund (50)	178,944	KS BANK	3,621,643	.2, .65, &.8
Fire District Fund (51)	169,247	FOUR OAKS	1,290,135	0.12%
JB George Endowment (40)	122,970	PNC BANK	201,555	0.10%
Total	<u>\$20,570,490</u>		<u>\$ 20,570,490</u>	

*Plug

Account Balances Confirmed By Finance Director on 03/18/2016

Department Reports



Memo

To: Jim Freeman, Interim Town Manager
From: William W. Dreitzler, P.E., Town Engineer
Date: March 24, 2016
Re: March Engineer's Staff Report

Please consider my staff report for March:

PARKS AND RECREATION DEPARTMENT:

Children's Inclusion Park and Miracle Field

We met with representatives from Burney & Burney Construction on Tuesday, March 1, 2016 to discuss the submitted lump sum fee proposal and review the project scope. The purpose of the meeting was to assure that all parties had a clear understanding of the scope of the project as it related to the lump sum fee proposal. The result was a discovery that the contractor had not included subbase materials and the synthetic surface within the bid price for the Miracle League Field. Based on language within the drawings and specifications, it was the contractor's interpretation that these items were to be "provided by others". The contractor followed up with a revised bid including the 2 ½ inches of asphalt binder, 1 ½ inches of asphalt surface course and the materials and installation for the synthetic field (to be installed by Surface America). The revised price was \$781,452.51 up from the original base bid of \$605,000. I had a follow up discussion with the contractor that in order to move forward, we would need to lower the cost of the project to at or near \$700,000. We met with Burney & Burney on Monday, March 14, 2016 to discuss cost reduction options. We are currently working with the contractor on value engineering and at the same time Gary is working to obtain material donations to bring the project into budget. We hope to be able to make a decision by the end of the month.

PLANNING DEPARTMENT:

Outlet Center Drive Drainage

Engineering has concurred with the Planning Department's solution of a concrete channel within the ditch section from South Equity Drive to North Equity Drive. Evaluation is being completed to determine if the concrete channel should also be installed along the ditch section in front of Texas Steakhouse. Engineering will assist the Planning Department with field observation during the construction process.

Hwy 70 Bypass Island Project

Provided support by attending a meeting with NCDOT staff to assure that the driveway access location was revised in front of the Last Resort to the satisfaction of the property owner. The location as indicated on the NCDOT plans was not functional.

Smithfield Crossing Screen Wall

On February 29, 2016 I submitted an initial memorandum and cost opinion to install a screen wall along a section of Smithfield Crossing. The recommendations were made based on our meeting of February 16th with some of the residents of the adjacent neighborhood and my follow up research. Our next step will be a meeting of the appointed committee to discuss the recommendations and achieve a consensus prior to meeting with the owner of the property located between the Smithfield Crossing right-of-way and the back property line of the adjacent neighborhood.

PUBLIC UTILITIES DEPARTMENT:

Johnson County Wastewater Treatment Metering and Billing

I have been assessing the connection locations between our wastewater collection system and the Johnston County system as it relates to metering and billing. Mr. Credle has coordinated an initial meeting with Chandra Coats, County Public Utilities. Mr. Credle and I will meet with Chandra at 10:00 AM on Wednesday, April 6th. A key point of discussion will be the amount of credit (currently 500,000 gallons per inch of rainfall) that the Town receives for inflow/infiltration.

PUBLIC WORKS DEPARTMENT:

111/125 Brook Place Drainage

Still working to arrange a meeting with the property owner. Mr. Silver was not at home for our last arranged meeting scheduled for the evening of March 23rd. Based on my assessment, the storm drainage issues for this property are not related to the drainage system in the streets and therefore, not a situation for the town to resolve. However, I have found it to be good practice to personally meet with individuals in this situation and discuss the drainage.

24 White Oak Drive Drainage

My partner, Nick Rightmyer, P.E., and myself took elevation shots from the White Oak Drive to the backyard area experiencing flooding. I had previously informed the property owner that the flooding in his backyard was not related to the storm water system in White Oak Drive. However, I did offer to shoot grades to let him know how much fall he had so he could install a ditch along his property line. Grade shots indicated 1.8 feet of fall from the backyard flooded area to the storm pipe in White Oak Drive.

Alley Stormwater Ponding

We have ponding within an alley that runs from First Street to Second Street and is between West Holding and West Stevens. My partner and I shot an elevation profile along the center of the alley from First to Second to assist with a determination as to how best to grade a ditch section to relieve the ponding. The elevation schematic was provided to Lenny Branch.

Miscellaneous Drainage

Coordinating with Lenny Branch and Russell Renfrow I have provided site evaluations of multiple drainage issues on an as requested basis. I am only including a detailed description for those locations that involve interaction with the public or a more detailed analysis than an individual site assessment.

Lemay Street

At the request of council, I provided a field pavement condition assessment of Lemay Street from Martin Luther King Jr. Drive to Collier Street. A memorandum detailing my findings was submitted to the Interim Town Manager and Lenny on March 16, 2016 for review and distribution.

2006 Pavement Condition Survey

I have reviewed the 2006 Pavement Condition Survey prepared by US Infrastructure of Carolina. I am in the process of providing a field assessment of the streets that have not yet been resurfaced. The report prioritized the town's streets after a field survey based on a final pavement condition rating (PCR). The rating system runs from "0" to "100" with "0" being the worst. Since 2006, we have addressed streets with a PCR from 0 to approximately 63. The purposed of my evaluation is to offer a recommendation as to whether or not to continue to use the 10-year old report as a guide for assigning streets for resurfacing or to consider having a new pavement condition survey prepared so we are working from current data rather than older data. My target is to complete the assessment and provide my recommendations prior to the end of April.

Sincerely,



William W. Dreitzler, P.E.
Town Engineer



FINANCE DEPARTMENTAL REPORT FOR FEBRUARY, 2016

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other.....	\$2,852,247
Franchise Tax.....	0
Sales & Use Tax.....	183,564
Powel Bill.....	0
Total Revenue	\$3,035,811

Expenditures: General, Water, Electric and Firemen’s Fund..... \$2,630,687

FINANCE:

- Compiled and submitted monthly retirement report on 2/29/2016
- Issued 69 purchase orders
- Processed 695 vendor invoices for payment and issued 373 accounts payable checks
- Prepared and processed 2 regular payrolls and 1 special payroll for Interim Fire Chief. Remitted federal and state payroll taxes on 2/12/2016, 2/23/2016, and 2/26/2016
- Issued 1 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$448.50 on past due privilege license fees. **NOTE:** This brings the total collected to \$9,104.50. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent.
- Processed 9 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$1,551 (EMS = \$673; SRAC = \$878; and Utility = \$0).
- Invoiced four (4) grave openings

FINANCE DIRECTOR

- Attended Town Council regular meeting on February 2, 2016
- Attended Department Head staff meeting and met separately with Utility Director on Capital Projects update, February 2nd
- Met with the Local Government Commission (LGC) on February 2nd for consideration of 1.43M loan approval
- Prepared and delivered public hearing notice to Town Clerk for 1.815M loan application request on Feb. 2nd
- Prepared request for proposal (RFP) on 1.815M loan request to local banks on Feb. 2nd
- Met with Interim Manager and Fire Chief on Fire Truck purchase contract
- Attended water and wastewater financial strategies class at UNC School of Government on Feb. 9th and 10th
- Attended NCCMT Quarterly Advisory Board Meeting in Fayetteville, NC, on February 17th
- Met with Interim Town Manager on Downtown Smithfield Development Corp Delinquent Loan Payments on February 18th
- Prepared budget workbook for 1st round of meetings with department heads
- Established code in utility system for easy identification of medical seal customers
- Prepared loan application to LGC on 1.815M Water/Sewer loan request
- Attended Legislative Action Committee meeting in Raleigh on February 23rd
- Prepared RFP to local lenders for 376K rolling stock loan on February 25th
- Invoiced Smithfield Housing Authority and JCC for resource officers
- **Implemented a 5% average electric rate reduction effective with the January 2016 bills.**

Finance Department totals for February 2016

Meter Reading

Actual Meters Read	9,998	
Meters Loaded to Hand Held	10,242	
Meter Tech Service Hours	0	\$0.00

Billing/Collections

Bills Mailed	6,089	\$2,308,001.98
Area Lights Billed	927	\$33,841.50
JoCo Wholesale water	63,850,000	\$95,781.02
Load Mgmt AC credit	0	\$0.00
Load Mgmt water heater credit	611	-\$3,732.00
Adjustments	115	-\$3,342.72
Delinquent Accts/Late Fees	1,427	\$23,788.01
NSF - Utility Only	5	\$962.01
Refund Checks Issued	16	\$1,929.49
Door Hangers	268	
Disconnect for non-pay	23	
Reconnect for payment received	14	
Bank Drafts	715	\$381,633.73
Lockbox	1,188	\$725,687.65
ECO Payment Totals		
	IVR-phone	196
	On-Line (website)	514
		\$133,924.13
Cash Window Transactions/Payments	4,491	\$1,692,951.57
Accts collected from Debt setoff	0	\$0.00 EMS
	0	\$0.00 SRAC
	0	\$1,550.91 Utility
Accts submitted to Debt Setoff	0	\$0.00 Utility
	0	\$0.00 SRAC

Service Orders

Requested Orders	268	
Completed Orders	260	
	Terminated Accounts	90
	Meters Rechecked	43
	New Turn on Accounts	73
Meter Tamper / Meter Missing	1	\$300.00

Phone Call Usage

CSR - Elaine		Duration
Inbound	883	17:58:35
Outbound	145	3:32:53

CSR/Collections - Audrey

Inbound		
Outbound	449	9:47:44
	284	5:00:12
Collections - Cash Window#2		
Inbound	86	2:05:30
Outbound	10	0:06:31
Switch Board Operator x1101		
Inbound	597	3:53:25
Outbound	149	4:37:03
Total Town (Trunk Lines)		
Inbound	5,941	176:07:42
Outbound	2,908	110:57:27



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

BOARD ACTIONS REPORT - 2016

	February	Calendar Year to date
Town Council		
Rezoning	0	0
Conditional Use	1	1
Ordinance Amendment	0	0
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	0
Planning Board		
Rezoning	1	1
Condition Use	2	3
Ordinance Amendment	0	0
Subdivisions	0	0
Annexations	0	0
Board of Adjustment		
Variance	1	1
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



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Permit Issued for February 2016

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	500.00	5
Zoning	Land Use	700.00	7
Zoning	<u>Sign</u>	100.00	2
	<u>Total:</u>	<u>1,300.00</u>	<u>14</u>
	YTD Total:	2,450.00	29

Permit#	Type	Sub Type	Business Name	Project Address
SP16-000003	Site Plan	Minor Site Plan	Single Family Dwelling	33 HUNTINGTON Place
Z16-000013	Zoning	Land Use	Burkes Outlet	1229 North BRIGHT LEAF Boulevard
Z16-000016	Zoning	Sign	Sign	1229 North BRIGHT LEAF Boulevard
Z16-000014	Zoning	Land Use	Keystone Fireworks	1273 North Brightleaf Boulevard
Z16-000015	Zoning	Sign	Keystone Fireworks	1273 North Brightleaf Boulevard
Z16-000017	Zoning	Land Use	Speedway	1016 North Brightleaf Boulevard
Z16-000018	Zoning	Land Use	Speedway	2103 South Brightleaf
SP16-000004	Site Plan	Minor Site Plan	Super 8 Motel Lighting Plan	170 INDUSTRIAL PARK Drive
SP16-000005	Site Plan	Minor Site Plan	Baymont Inn Lighting Plan	125 South EQUITY Drive
Z15-000030	Zoning	Land Use	Verizon Wireless	110 South Fifth Street
Z16-000019	Zoning	Land Use	C's IGA	721-1 North BRIGHTLEAF Boulevard
Z16-000020	Zoning	Land Use	A Healthy Life Raymond James & Associates,	320 STANCIL Street
SP16-000006	Site Plan	Minor Site Plan	Inc.	310 BRIDGE Street
SP16-000007	Site Plan	Minor Site Plan	Single Family Dwelling	70 BRANTLEY Circle



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CODE COMPLIANCE MONTHLY REPORT 2016

	Feb-16	Calendar Year To date
Written Violations	91	163
Resolved Violations	84	153
On Site Meetings	76	144
Temporary Signs Violations	128	203
Temporary Signs Removed	128	203
Comdemned Structures Removed	1	1
Community Volunteers	10	10
Families Helped By Helping Hand Volunteers	5	5
ADA Compliant Ramps Built By Volunteers	1	16



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING February 29, 2016**

I. STATISTICAL SECTION

Month Ending Feb. 29, 2016	Feb-16	Feb-15	Total 2015	Total 2016	YTD Difference
Calls For Service	1709	1640	3324	3482	-158
Incident Reports Completed	177	121	358	310	48
Cases Closed	173	143	326	302	24
Accident Reports	79	73	138	134	4
Arrest Reports	126	85	246	216	30
Burglaries Reported	14	03	23	16	7
Drug Charges	33	20	57	41	16
DWI Charges	12	04	22	11	11
Citations Issued	349	305	567	618	-51
Speeding	135	88	192	179	13
No Operator License	56	79	94	156	-62
Registration Violations	9	45	40	81	-41

II. PERSONNEL UPDATE

One new officer was hired and will be sworn in during the April Council Meeting. A conditional offer of employment was made to fill an existing police officer vacancy. Two sworn vacancies exist as well as one civilian vacancy for a records clerk position. Three officers remain on light duty due to injuries.

III. MISCELLANEOUS

The police chief assisted as an assessor during the search for a new public safety director in Kinston. The police department participated in the Black History Month event at South Campus. Coffee with a Cop has been scheduled at the Diner on Market Street during the month of March.

SMITHFIELD POLICE DEPARTMENT
2016 Support Service Vehicle Mileage/Condition

Vehicle	Assignment	Year/Model	Condition	Current	Annual Mileage
110	Administration	2009 Dodge	Good	39,000	5,000
114	Administration	2008 Chev Impala	Poor	81,500	10,000
126	Administration	2008 Chev Impala	Poor	74,000	5,000
102	Detective	2009 Dodge	Good	76,000	13,000
131	Detective	2008 Chev Impala	Poor	85,000	12,000
133	Detective	2010 Dodge	Good	69,000	14,000
130	Narcotics	2008 Chev Impala	Good	85,000	10,000
132	Narcotics	2009 Dodge	Good	67,500	12,000
145	Narcotics	2013 Ford Van	Good	3,000	1,000

2016 Patrol Vehicles and Mileage

Vehicle	Assignment	Year/Model	Condition	Current	Annual Mileage
107	K-9 Cutchins	2008 Chev Impala	Poor	94,500	10,000
116	K-9 Hundley	2008 Chev Impala	Poor	95,000	14,500
135	Patrol	2011 Dodge	Fair	71,000	15,000
136	Patrol	2011 Dodge	Fair	60,500	15,000
138	Patrol	2011 Dodge	Fair	73,000	15,000
139	Patrol	2011 Dodge	Fair	70,500	15,000
141	Patrol	2011 Dodge	Fair	71,000	15,000
142	Patrol	2011 Dodge	Fair	76,500	15,000
143	Patrol	2011 Dodge	Fair	55,000	15,000
144	Patrol	2011 Dodge	Fair	66,000	15,000
146	Patrol (LT)	2014 Dodge	Good	16,000	7,000
150	Patrol (LT)	2016 Dodge	Good	8,000	10,000
151	Patrol (SGT)	2016 Dodge	Good	9,000	10,000
152	Patrol (SGT)	2016 Dodge	Good	10,000	10,000
134	Patrol	2011 Kawasaki Mule	Good	542 (hrs.)	50
-	Radar Trailer	1999	Fair	-	

2016 SRO and Housing Vehicles
Condition Mileage

Vehicle	Assignment	Year/Model	Condition	Current	Annual Mileage
106	SRO	2009 Dodge Charger	Poor	90,100	5,000
108	JCC	2007 Chev Impala	Poor	90,000	4,500
129	SRO	2010 Dodge Charger	Fair	80,000	5,000
137	JCC	2011 Dodge Charger	Fair	76,000	4,500
109	Housing	2008 Chev Impala	Good	49,000	3,000

REPORTED UCR OFFENSES FOR THE MONTH OF FEBRUARY 2016

PART I CRIMES	February 2015	February 2016	+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
					2015	2016		
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	2	0	-2	-100%
ROBBERY	1	3	2	200%	2	3	1	50%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	1	3	2	200%	2	3	1	50%
ASSAULT	1	2	1	100%	2	5	3	150%
* VIOLENT *	3	5	2	67%	6	8	2	33%
BURGLARY	3	13	10	333%	16	22	6	38%
Residential	2	7	5	250%	10	12	2	20%
Non-Resident.	0	2	2	N.C.	4	4	0	0%
Commercial	1	4	3	300%	2	6	4	200%
LARCENY	25	46	21	84%	82	98	16	20%
AUTO THEFT	1	3	2	200%	2	4	2	100%
ARSON	0	1	1	N.C.	0	1	1	N.C.
* PROPERTY *	29	63	34	117%	100	125	25	25%
PART I TOTAL:	32	68	36	113%	106	133	27	25%
PART II CRIMES								
Drug	27	41	14	52%	58	65	7	12%
Assault Simple	13	6	-7	-54%	33	24	-9	-27%
Forgery/Counterfeit	1	3	2	200%	3	11	8	267%
Fraud	6	7	1	17%	18	18	0	0%
Embezzlement	0	1	1	N.C.	1	4	3	300%
Stolen Property	2	2	0	0%	4	3	-1	-25%
Vandalism	3	12	9	300%	12	16	4	33%
Weapons	2	3	1	50%	4	5	1	25%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	1	0	0%	2	1	-1	-50%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	2	1	-1	-50%	3	1	-2	-67%
D. W. I.	4	11	7	175%	10	20	10	100%
Liquor Law Violation	0	1	1	N.C.	0	1	1	N.C.
Disorderly Conduct	0	0	0	N.C.	2	1	-1	-50%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	1	1	N.C.
All Other Offenses	6	7	1	17%	12	17	5	42%
PART II TOTAL:	67	96	29	43%	162	188	26	16%
GRAND TOTAL:	99	164	65	66%	268	321	53	20%

N.C. = Not Calculable

(r_month1)



Town of Smithfield
Fire Department
 February, 2016

I. Statistical Section

Responded to	2016 Feb	2015 Feb	2016 YTD	2015 YTD
Total Structure Fires Dispatched	11	9	19	17
Confirmed Structure Fires (Our District)	3	2	4	2
Confirmed Structure Fires (Other Districts)	1	0	1	1
EMS/Rescue Calls	139	92	287	196
Vehicle Fires	0	2	4	2
Motor Vehicle Accidents	18	12	31	19
Fire Alarms (Actual)	7	4	19	7
Fire Alarms (False)	7	17	14	24
Misc./Other Calls	18	26	46	39
Mutual Aid (Received)	10	7	14	14
Mutual Aid (Given)	5	6	15	12
Overlapping Calls (Calls at the same time)	23	24	68	34
TOTAL EMERGENCY RESPONSES	200 +23%	162	420 +38%	304

* Denotes breakdown of calls *

	Feb	YTD
Fire Inspections/Compliance Inspections	24	37
Public Fire Education Programs	0	0
Children in Attendance	0	0
Adults in Attendance	0	0
Plans Review Construction/Renovation Projects	0	5
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	12	22
Re-Inspections	4	7

II. Major Revenues

	Feb	YTD
Inspections	\$850.00	\$1625.00
False Alarms	\$225.00	\$475.00
Fire Recovery USA	\$1140.00	\$3750.00
EMS Debt Setoff	\$673.00	\$673.00

Major Expenses for the Month:

III. Personnel Update:

- Posted to hire 1 firefighter, to replace the vacancy left from the Captain position after the Fire Chief appointment.
- High call volumes on numerous days are resulting in 2nd and 3rd duty crews (overlapping calls at the same time) are being activated more frequently.

IV. Narrative of monthly departmental activities:

- February 15, 2016- Snow/Inclement weather. We responded to many emergency calls.
- We continue to work on our departmental budget.
- We've started billing for vehicle, and structure fires with Fire Recovery USA, if the insurance information is present.
- We are updating all Town disaster response manuals, COOP, and the EOC user guide.

**Town of Smithfield
Public Works Department
February 29, 2016**



147 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800

0 Cremation Burial, \$400.00 each = \$0

\$2,000 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

358.43 tons of household waste collected

200 tons of yard waste collected

6.5 tons of recycling collected

45 Animal Control work orders completed

15 Cats transported to Animal Shelter

21 Dogs transported to Animal Shelter

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
February 29, 2016



I. Statistical Section

- 4 ___ Burials
- 10 ___ Works Orders – Buildings & Facilities Division
- 3 ___ Work Orders – Grounds Division
- 15 ___ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$2,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,800.00
Total Revenue:	\$4,800.00

III. Major Expenses for the Month:

\$535.00 to ERJ Hydraulics for repairs to bobcat tractor.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department had three staff safety meetings in February addressing any concerns within the department.

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
February 29, 2016**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 11 - Work Orders – 14.77Tons of Asphalt was placed in 10 utility cuts, and 1 overlay.
- c. Replaced 40LF of sidewalk panels and 122LF of curb and gutter were replaced see attached sheets for locations.
- d. 2 - Work Orders - 835 Linear Feet of ditches were cleaned
- e. 12 - Work Orders – 300lbs. of Cold Patch was used for 12 Potholes.
- f. 45 - Work Orders were completed regarding Animal Control related issues. 15 Cats and 21 Dogs were transported to the Animal Control Shelter.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

2,430 to Sherwin Industries for crack seal material, 6,900 to Hinton Construction for concrete repairs, 609.00 to Local Equipment for snow plow blades.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department had three staff safety meetings in February addressing any concerns within the department.

**Town of Smithfield
Public Works Department
February 2016 Drainage Report**

Location: Friday's route
 Starting Date: 2/1/2016
 Completion Date: 2/1/2016
 Description: Assisted debris crews with routes, due to heavy amounts from ice storm.
 Man-hours: 16.5hrs.
 Equipment: 420 Cat backhoe, 405 & 406 dump trucks.
 Materials: 10 loads were removed from route.

Location: Gaston, Hood, S Crescent, Walnut.
 Starting Date: 2/3/2016
 Completion Date: 2/3/2016
 Description: Scraped dirt roads.
 Man-hours: 9hrs.
 Equipment: 420 Cat backhoe, 405 dump truck and bobcat tractor.
 Materials: 39.58 tons of 57 stone.

Location: Resurfacing project 15-16
 Starting Date: 2/4/2016
 Completion Date: 2/5/2016
 Description: Marked streets on the upcoming resurfacing project. Prepared bid packets for contractors.
 Man-hours: 32hrs.
 Equipment: 900 pickup
 Materials: 24 cans of white traffic paint.

Location: 3rd and Caswell, East Street Dead End.
 Starting Date: 2/5/2016
 Completion Date: 2/5/2016
 Description: Cleaned 835LF of storm drain line for positive drainage.
 Man-hours: 7hrs.
 Equipment: Jet truck.
 Materials: N/A

Location: 318 Pace Street.
 Starting Date: 2/5/2016
 Completion Date: 2/5/2016
 Description: Clean 200LF of ditch bank for positive drainage.
 Man-hours: 4hrs.
 Equipment: 402 plus hand tools.
 Materials: N/A

Location: 108 Crestview.
 Starting Date: 2/8/2016
 Completion Date: 2/8/2016
 Description: Cleaned culvert for positive drainage.
 Man-hours: 7.5hrs.
 Equipment: 420 Cat backhoe, jet truck
 Materials: N/A

**Town of Smithfield
Public Works Department
February 2016 Drainage Report**

Location: Front and Bridge, 407 Bridge, 902 Berkshire, 410 Canterbury, 42-46 Peedin, 633-809-388-259 Venture Drive.
Starting Date: 2/9/2016
Completion Date: 2/9/2016
Description: Repaired 12 potholes.
Man-hours: 8hrs.
Equipment: 402 pickup.
Materials: 6 bags of cold patch.

Location: All city Streets.
Starting Date: 2/11/2016
Completion Date: 2/12/2016
Description: Applied 5,000 gallons of brine on streets and 800lbs. of salt on sidewalks and facility entrances.
Man-hours: 36hrs.
Equipment: 406 and 903 with brine tanks.
Materials: 5,000gallons of salt brine and 800lbs. office melt.

Location: 314, 316, 318 Pace Street.
Starting Date: 2/17/2016
Completion Date: 2/18/2016
Description: Removed debris from ditch bank that was obstructing the flow of water. Dug 80LF of ditch bank for positive drainage.
Man-hours: 18hrs.
Equipment: 420 Cat backhoe, 405 dump truck, jet truck.
Materials: N/A

Location: Johnston Street at courthouse, 3rd and Davis, 1021 & 888 NC 210 Hwy.
Starting Date: 2/19/2016
Completion Date: 2/19/2016
Description: Repaired 4 utility cuts with 12 asphalt.
Man-hours: 24hrs.
Equipment: 420 Cat backhoe, 405 dump truck, 402 plus hand tools.
Materials: 6.92 Tons of asphalt.

Location: 1407 Old Goldsboro Road.
Starting Date: 2/25/2016
Completion Date: 2/25/2016
Description: Cleared obstruction from drainage structure for positive drainage.
Man-hours: 6hrs.
Equipment: 420 Cat backhoe, 405 dump truck, 402 plus hand tools.
Materials: 1 yard of 3000psi concrete.

**Town of Smithfield
Public Works Department
February 2016 Drainage Report**

Location: 212 Bridge Street, 208 2nd Street, 215 N 4th Street, 413 Brogden, Equity Drive beside perfect 10 nails.
Starting Date: 2/26/2016
Completion Date: 2/26/2016
Description: Repaired 6 utility cuts and 1 overlay.
Man-hours: 26hrs.
Equipment: 420 Cat backhoe, 405 dump truck, 402 plus hand tools.
Materials: 7.85 tons of 12 asphalt.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
February 29, 2016**



I. Statistical Section

- 6 Preventive Maintenances
- 0 North Carolina Inspections
- 25 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Ace Industrial Supply, Inc. was paid \$724.90 for tools. ERJ Hydraulics was paid \$425 for repairs to the tire changing machine. Frame Works, Inc. was paid \$1,484.36 for vehicle repairs. Alan Tye & Associates, LC was paid \$637 for preventative maintenance and annual inspections of lifts in the shop.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department had three staff safety meetings in February addressing any concerns within the department.

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
February 29, 2016**



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 26 work orders
- b. Sanitation forces collected 358.43 tons of household waste
- c. Sanitation forces disposed of 109 loads 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 5.13 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires at the Convenient Site Center
- g. Recycling forces collected 4.45 tons of recyclable plastic
- h. Recycled 1040 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gallons of cooking oil was collected at the convenience site
- j. Recycled 3660 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$22.28 from Sonoco Products for cardboard recycling material.
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 0 lbs. of shredder steel for \$0.00 to Omni Source

III. Major Expenses for the Month:

Interstate Glass was paid \$507.88 to replace glass in hook lift truck.
Peterson Industries, Inc. was paid \$613.14 to replace hydraulic pump on the knuckle boom. Smithfield Diesel Repair was paid \$1,963.90 for repairs on garbage truck #303.
Spain Farms Nursery was paid \$3,360 for disposal of yard waste and debris.
Transaxle/Power Train Products was paid \$749.89 to replace the push button shift selector for garbage truck #303. White's Tire Service of Wilson was paid \$948.61 for tires.

IV. Personnel Update:

Tony Burnette and Rayford Twigg were out on medical leave. Due to the lack of man power a temporary employee was hired to help out the sanitation crew. Daniel Rodriguez was hired as Sanitation Equipment Operator on February 29, 2016.

V. Narrative of monthly departmental activities:

The Public Works Department had three staff safety meetings in February addressing any concerns within the department.



**PARKS & RECREATION
SMITHFIELD RECREATION AND AQUATICS CENTER
MONTHLY REPORT
FEBRUARY, 2016**

I. Parks and Recreation and SRAC Programs/Events

Programs/Events in progress or recently completed: **24**
Total Contacts with Program Participants: **5269** *(does not include spectators)
SRAC member visits > **5411***(does not include spectators, meeting attendees, etc.)
SRAC paid day pass visitors > **444 (\$ 3,250.00)**
SRAC complimentary day pass visitors > **16**
SRAC Facility Rentals (Banquet Room, Gym, M-P Room, Pool,) > **34 Rentals (\$7245)**
P&R Athletic games, practices and tournaments > **34**(participants included in "Total" above)
P&R Facility Rentals (fields, shelters, etc.) > **535** people (17 Rentals)
TOTAL DIRECT CONTACTS > 12,035

II. Budget Information

Through 2/28/16 & YTD:
Parks and Recreation Expenditures > approximately 51%
SRAC Expenditures > approximately 58.8%
SRAC Revenues collected > approximately 60%

III. Highlights

Held annual Daddy Daughter Dance with 180+ Fathers and Daughters attending
Hosted 2 Select Volleyball Tournaments.
Hosted the High School Scrimmages for Miracle Leagues with 12 High School Teams.



**Town Of Smithfield
WATER AND SEWER
Monthly Report
February 2016**

I. Statistical Section

- REPLACED 7 WATER METERS
- SET 5 METERS FOR NEW ACCOUNTS
- REPAIRED 6 WATER SERVICE OR METER LEAKS
- REPAIRED 1 1 ¼" OR LARGER WATER MAIN BREAKS
- WASHED 1567 FEET SEWER LINES
- WASHED OR RODDED 1220 FEET OF SERVICE LINES
- INSTALLED 5 SANITARY SEWER CLEAN OUTS
- MADE 5 SEWER REPAIRS
- MADE 2 WATER TAPS, AND 0 SEWER TAP

II. Major Revenues

- NA
-

III. Major Expenses for the Month:

IV. Personnel Update

-

V. Miscellaneous Activities:

- RODDED OR FLUSHED 35 SEWER SERVICES
- REPLACED 1 FIRE HYDRANTS
- REPAIRED 1 FIRE HYDRANTS
- SERVICE CALLS 136
- LOCATES 109
- CHECK 18 LIFT STATIONS DAILY
- FLUSHED DEAD ENDS 1 TIME
- FLUSHED ALL HYDRANTS ON HYDRANT LIST



MONTHLY WATER LOSS REPORT

February 2016

2" LINE -1/16" HOLE- 5 DAYS

6" FIRE HYDRANT 1/16" HOLE – 4 DAYS

6" FIRE HYDRANT 1/16" HOLE – 5 DAYS

¾" LINE 1/8" HOLE – 2 DAYS

¾" LINE 1/8" HOLE – 4 DAYS

¾" LINE 2" SPLIT – 4 DAYS

¾" LINE 1/16" HOLE – 1 DAY

¾" LINE 1/16" HOLE – 3 DAYS

METER LEAKING 1/16" HOLE – 3 DAYS

HYDRANT FLUSHING

SMITHFIELD WATER PLANT DISTRIBUTION SAMPLING SITE PLAN

STREET NAME	DATE	CHLORINE	TIME	GALLONS	PSI	STREET NAME	DATE	CHLORINE	TIME	GALLONS	PSI
Castle Drive	2/9/2016	3.4	15	5310	10	White Oak Drive	2/9/2016	0.8	15	5310	10
Stephson Drive	2/9/2016	3.4	15	5310	10	Brookwood Drive	2/22/2016	1.2	15	5655	5
Garner Drive	2/9/2016	3.4	15	7985		Runnymede Place	2/22/2016	1.6	15	5310	10
Computer Drive	2/9/2016	3.4	15	5310	10	Nottingham Place	2/22/2016	1.6	15	5310	10
Elm Drive	2/16/2016	3.4	15	5310	10	Heritage Drive	2/22/2016	1.4	15	5310	10
Hillcrest Drive	2/18/2016	4	15	5310	10	Regency Drive	2/18/2016	1	60	78000	60
Skyland Drive	2/16/2016	3.4	15	5310	10	Randers Court	2/22/2016	1.5	120	63720	40
Eason Street	2/18/2016	2.8	15	15930	40	Noble Street	2/22/2016	1.4	15	7920	
Holland Drive	2/16/2016	3	15	9750	15	Fieldale Dr#1(L)	2/18/2016	1	45	47790	40
Parkway Drive	2/9/2016	1.6	15	15930	40	Fieldale Dr#2(R)	2/18/2016	1	45	47790	40
Bratford Street	2/9/2016	1	15	7985		Noble Plaza #1	2/9/2016	1.4	15	5310	10
Kellie Drive	2/9/2016	1.2	15	7985		Noble Plaza #2	2/9/2016	1.4	15	5310	10
Edgewater	2/9/2016	1	15	7985		Pinecrest Street	2/9/2016	1.8	15	5310	10
Edgecombe	2/9/2016	1	15	15930	40	Ava Gardner	2/22/2016	1	120	19160	
Magnolia circle	2/17/2016	3.8	15	7985		Waddell Drive	2/16/2016	2	15	5310	10
Valley Wood	2/22/2016	1	15	15930	40	Heather Court	2/22/2016	1	60	63720	40
Creek Wood	2/22/2016	1	15	15930		Reeding Place	2/22/2016	1	60	63720	40
Kay Drive	2/22/2016	2.5	15	9750	15	S. Sussex Drive	2/22/2016	1.6	15	7965	
Huntington Place	2/22/2016	2.3	15	10095	1	Henly Place	2/16/2016	3	15	8715	12
N. Lakeside Drive	2/22/2016	2.5	15	9435	14	Furlonge Street	2/9/2016	3.7	15	8715	12
Cypress Point	2/22/2016	2.4	15	8715	12	Aspen Drive	2/9/2016	2.5	15	8715	12
Quail Run	2/22/2016	2.7	15	10095	1	Cedar Drive	2/9/2016	2.4	15	5310	10
British Court	2/22/2016	2.4	15	11550	2	Oak Drive	2/9/2016	3	15	9430	14
Tyler Street	2/22/2016	2.5	15	19500	60	Pine Street	2/9/2016	3.5	15	9750	15
Rainbow Drive	2/17/2016	4	15	19500	60	Birch Street	2/9/2016	3	15	8715	12
Rainbow Circle	2/17/2016	4	15	19500	60	East Street	2/18/2016	4	15	15930	40
Moonbeam Circle	2/17/2016	3.8	15	19500	60	West Street	2/18/2016	4	15	17620	50
Yelverton Road	2/9/2016	1.5	15	15930	40	Ward Street	2/18/2016	4	15	15930	40
Ray Drive	2/18/2016	4	15	31860	40	Ryans	22-Feb	1.5	120	127440	
Will Drive	2/16/2016	4	15	31860	40	Water Samples					40
Golden Corral	2/9/2016	3.6	15	10080	16	Davis Street	2/9/2016	4	15	8715	12
Shelterway						Weitons Street	2/17/2016	4	15	15930	40
THM Samples						Caroline Ave.	2/9/2016	4	15	5310	10
Michael Lane	2/17/2016	3.5	15	7965	40	Johnston Street	2/9/2016	4	15	9750	15
Crestview Drive						HWY 210 LIFT ST.	2/16/2016	3.4	15	7965	
Coor Farm Supply	2/17/2016	3.4	15	5080		Old Galtsboro Rd.	2/17/2016	3.4	15	10620	

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

**Feb-16
Plant Totals**

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.80	22.5	3.471	3.358	0.0090	3.349	96.49
2	3.80	19.5	3.100	3.087	0.0090	3.078	99.29
3	3.80	20.0	3.252	3.143	0.0090	3.134	96.36
4	3.80	20.5	3.197	3.204	0.0100	3.194	99.91
5	3.80	20.5	3.605	3.295	0.1000	3.195	88.63
6	3.80	21.0	3.688	3.237	0.0910	3.146	85.30
7	3.80	18.5	3.241	2.884	0.0880	2.798	86.27
8	3.80	19.5	3.616	3.241	0.0910	3.150	87.11
9	3.80	22.0	3.595	3.155	0.0900	3.065	85.26
10	3.80	21.5	3.293	3.150	0.0920	3.058	92.86
11	3.80	16.0	2.993	3.217	0.0090	3.208	107.18
12	3.80	19.5	3.510	3.241	0.0910	3.150	89.74
13	3.80	22.0	3.650	3.155	0.0900	3.065	83.97
14	3.80	21.5	3.524	3.150	0.0920	3.058	66.78
15	3.80	22.5	3.531	3.217	0.0090	3.208	90.85
16	3.80	22.0	3.263	3.264	0.0090	3.255	99.75
17	3.80	21.0	3.216	3.090	0.0070	3.083	95.86
18	3.80	22.0	3.499	3.444	0.0120	3.432	98.09
19	3.80	20.0	2.946	3.115	0.0900	3.025	102.68
20	3.80	18.5	3.257	3.054	0.0900	2.964	91.00
21	3.80	19.5	3.186	2.960	0.0880	2.872	90.14
22	3.80	19.5	3.623	3.284	0.0090	3.275	90.39
23	3.80	19.0	3.047	2.696	0.0090	2.687	88.19
24	3.80	20.5	3.552	3.300	0.0100	3.290	92.62
25	3.80	23.0	3.946	3.220	0.0190	3.201	81.12
26	3.80	22.5	3.903	3.236	0.0940	3.142	80.60
27	3.80	20.0	3.373	3.004	0.0850	2.919	86.54
28	3.80	21.0	3.626	3.052	0.0880	2.964	81.74
Total	106.40	575.5	95.703	88.453	1.490	86.963	90.87
Avg	3.80	20.6	3.418	3.159	0.053	3.106	
Max	3.80	23.0	3.946	3.444	0.100	3.432	
Min	3.80	16.0	2.946	2.696	0.007	2.887	



**Town of Smithfield
Electric Department
Monthly Report
February, 2016**

I. Statistical Section

- Street Lights repaired -39
- Area Lights repaired -16
- Service calls - 53
- Underground Electric Locates -105
- Poles changed out or installed -4
- Underground Services Installed -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Lock Out/Tag Out.

V. Miscellaneous Activities:

- Removed the last remaining Christmas Decorations.

