



Mayor

John H. Lampe, II.

Mayor Pro-Tem

Andy Moore

Council Members

Emery Ashley

J. Perry Harris

Marlon Lee

Travis Scott

Charles A. Williams

Roger A. Wood

Town Attorney

Robert Spence, Jr.

Town Manager

Paul Sabiston

Finance Director

Greg Siler

Town Clerk

Shannan Williams

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, January 6, 2015

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING JANUARY 6, 2015  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations: None**

**Public Hearings:**

- 1. Public Input on West Smithfield Beautification Project Conceptual Master Plan and consideration to approve Resolution # 553 (02-2015)**  
(Planning Director – Paul Embler) See attached information.....1

**Citizens Comments: Please limit all comments to 3 minutes each.**

**Consent Agenda:**

- 1. Approval of Minutes:**

**December 2, 2014 – Regular Meeting**

**December 16, 2014 – Closed Session (Under Separate Cover)**

**December 16, 2014 – Work Session.....5**

- 2. Special Event – First Missionary Baptist Church’s Annual Community March in honor of Martin Luther King, Jr. on January 20, 2015. Material provided is for informational purposes only as this was approved as an annual event in 2014.**  
(Planning Director – Paul Embler) See attached information.....13
- 3. Approval of Final Settlement in PLT v. Town of Smithfield Case**  
(Town Manager – Paul Sabiston) See attached information.....15

- 4. Consideration to approve **FY 2014-2015 Budget Amendments**  
(Finance Director – Greg Siler) See attached information.....19
- 5. **New Hire Report**  
(Human Resources Director / PIO – Tim Kerigan) See attached information.....21

**Business Items:**

- 1. **Consideration to approve the conversion of a Water Treatment Plant Operator Position to a Chemist/Water Treatment Plant Operator Position.**  
(Public Utilities Director – Ken Griffin) See attached information.....23
- 2. **Resolution # 552 (01-2015) of Intent for the Closing of the Right of Ways on Two Alleys**  
(Planning Director – Paul Emblar) See attached information.....29
- 3. **Smithfield Housing authority is requesting that the Town accept the street in the public housing on 301 South at Penny Drive**  
(Planning Director – Paul Emblar) See attached information.....35
- 4. **Resolution # 554 (03-2015) Dedication and Acceptance of Street for the Smithfield Business Park**  
(Planning Director – Paul Emblar) See attached information.....37
- 5. **Budget Meeting Schedule for FY 2015 – 2016 Budget**  
(Town Manager – Paul Sabiston) See attached information.....39

**Councilmember’s Comments**

**Town Manager’s Report**

- Financial Report (See attached information).....41
- Department Reports (See attached information).....47
- Manager’s Report (Will be provided at the meeting)

**Closed Session – Pursuant to NCGS 143-318.11 (a)(1) – (Information is under separate cover)**

**Adjourn**

# Public Hearing



**TOWN OF SMITHFIELD**  
**Town Council**  
**Action Form**

**The Smithfield Planning Staff** is requesting the Town Council to review the revised conceptual landscape master plan for improvements along US 70B between the Neuse River bridge and the vicinity of Wilsons Mill Road. After review and comment the Council is asked to pass a resolution asking for NCDOT approval and assistance in constructing the landscape improvements.

**Date of Meeting:** January 6, 2015

**Date Prepared:** December 15, 2014

**Staff Work By:** Paul Embler

**Presentation By:** Paul Embler

**Presentation Description:**

The Planning Department staff at the direction of the Town Council has developed a conceptual landscape improvement plan for US 70 B west of downtown to Wilsons Mill Road. Staff has met with NCDOT to receive guidance, prepared a plan, present the plan to the public at two separate meetings and has made modifications to the plan incorporating comments received at the meetings.

The results of the above listed efforts are shown as the revised conceptual master plan dated December 29, 2014, which is attached. Council is now asked to approve and/or amend the plan and adopt the attached resolution seeking NCDOT approval and participation.

**Action Requested:**

Approve revised conceptual master landscape plan and pass NCDOT resolution.





**TOWN OF SMITHFIELD  
RESOLUTION #553 (02-2015) SEEKING ASSISTANCE  
FROM NCDOT IN LANDSCAPING US 70B WEST**

**WHEREAS**, the Town of Smithfield seeks NCDOT assistance to plan and construct landscaping improvements plan at the intersection of Wilson Mills Road to the Neuse River; and

**WHEREAS**, the Town of Smithfield Town Council approves the conceptual landscape plan prepared by the Town Planning Department dated December 29, 2014; and

**WHEREAS**, the Town of Smithfield appreciates NCDOT assistance in past landscape improvement projects; and

**WHEREAS**, the Town of Smithfield agrees to maintain the landscape improvements after installation of the plant material.

**NOW THEREFORE BE IT RESOLVED THAT THE** Town Council of the Town of Smithfield seeks assistance from the NCDOT in the landscape improvements on US 70W from the Neuse River Bridge to Wilson Mills Road as shown on the conceptual landscape plan dated December 29, 2014.

ADOPTED THIS 6<sup>TH</sup> DAY OF JANUARY, 2015.

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John H. Lampe, II., Mayor

ATTEST:

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Shannan L. Williams, Town Clerk



## Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, December 2, 2014 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe II. presided.

Councilmen Present:

M. Andy Moore, Mayor Pro-Tem  
Marlon Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3  
Roger A. Wood, District 4  
Emery D. Ashley, At-Large  
Charles A. Williams, At-Large

Councilmen Absent

Administrative Staff Present

Paul Sabiston, Town Manager  
Lenny Branch, Public Works Director  
Paul Embler, Planning Director  
Kenneth C. Griffin, Public Utilities Director  
Patrick Harris, Emergency Services  
Gary Johnson, Interim Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Mike Scott, Police Chief  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney

Staff Absent:

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

**APPROVAL OF AGENDA:**

Mayor Pro-Tem Moore made a motion, seconded by Councilman Scott, to remove **Business Item # 3 - *Smithfield Housing authority is requesting that the Town accept the street in the public housing on 301 South at Penny Drive*** from the agenda. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Scott, to approve the agenda as amended. Unanimously approved.

Mayor Pro- Tem Moore recognized Boy Scout Jackson Parker of Smithfield Troop 77. Mr. Jackson is in the process of fulfilling all the requirements needed to obtain his Eagle Scout designation.

**PRESENTATIONS:**

**1. Administering Oath of Office to new Police Officer David Sholes**

Mayor Lampe administered the Oath of Office to new Police Officer David Sholes and welcomed him to the Town of Smithfield.

**2. Recognition of Public Utilities Director Ken Griffin for obtaining certification as a Public Power Manager by the American Public Power Association.**

Town Manager Paul Sabiston recognized Public Utilities Director Ken Griffin for obtaining certification as a Public Power Manager by the American Public Power Association.

**3. FY 2013 – 2014 Audit**

Phyllis Pearson with Petway Mills and Pearson PA presented the FY 2013-2014 audit to the Council.

**PUBLIC HEARING:**

**1. Zoning Amendment: Town of Smithfield (ZA-14-04)**

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

Planning Director Paul Embler addressed the Council on a zoning amendment request. Mr. Embler stated that The Town of Smithfield Planning Department is requesting a zoning text amendment to Article 19-4, On-Premise Signs which will allow for lots with more than one street front one additional ground sign.

The Planning Board, at its November 6, 2014 meeting, unanimously voted to recommend approval of the proposed zoning text amendment to allow for corner lots and double frontage lots one additional ground sign.

Mayor Lampe asked if there were any questions/comments from those persons in the audience. There were none.

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

Councilman Scott made a motion, seconded by Councilman Harris, to close the Public Hearing. Unanimously approved.

Councilman Harris made a motion, seconded by Councilman Wood, to approve Zoning Text Amendment (ZA-14-04) and ordinance # 482. Unanimously approved.

#### **ORDINANCE # 482**

#### **TO AMEND THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 19-4 ON-PREMISE SIGNS (B) ON-PREMISE SIGNS: SINGLE TENANT DEVELOPMENT**

**BE IT ORDAINED** by the Town Council of the Town of Smithfield that Article 19-4 On-Premise Signs (B) On-Premise Signs: Single Tenant Development to allow for lots with more than one street front one additional ground sign within the O-I, B-1, B-2, B-3 LI and HI zoning district and shall read in its entirety as follows:

Article 19-4 On-Premise Signs (B) On-Premise Signs: Single Tenant Development,

(2) O-I, B-1, B-2, and B-3. Signs allowed within the zoning district may be either:

(A) Two business or product identification signs are allowed per lot, only one of which shall be a freestanding ground sign. Corner lots and double frontage lots are allowed one additional attached sign on a separate street frontage and one additional ground sign on separate street frontage. Additional ground sign shall not exceed 40 square feet in area and no lot shall exceed a total of four separate signs. For freestanding or attached signs, the total allowable area per face of selected sign(s) shall not exceed 75 square feet per face, with two faces per sign allowed. In the event the freestanding sign is less than the 75 square feet per face allowed, the difference between the 75 feet per face allowed and the size of sign erected may be used to increase the size of the attached sign by that difference. Signs may be internally or externally illuminated.

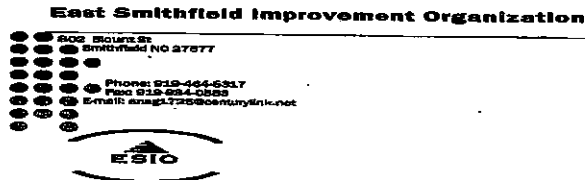
(3) LI and HI Districts. Signs allowed within the zoning district may be either:

(A) Two business or product identification signs are allowed per lot, only one of which shall be a freestanding ground sign. Corner lots and double frontage lots are allowed one additional attached sign and one additional ground sign on separate street frontage. Additional ground sign shall not exceed 40 square feet in area and no lot shall exceed a total of four separate signs. For freestanding or attached signs, the total allowable area per face of selected sign(s) shall not exceed 125 square feet per face, with two faces per sign allowed. Signs may be internally or externally illuminated.

Duly adopted this the 2<sup>nd</sup> day of December 2014.

## CITIZENS COMMENTS:

Tony Nixon – Chairman of the East Smithfield Improvement Organization read the following letter and asked that it be entered into the official record.



The East Smithfield Improvement Organization would like to applaud the Chief of Police Michael Scott on addressing our departments' position on recruitment during the working session of the Town Council Nov. 18, 2014. We would like to express again our position as an organization in a meeting with town officials Oct. 2, 2014 that we would like to see more representation of all the citizens of Smithfield in our Police Department and Town Government, with that being said we ask that more aggressive actions be taken on behalf of the Smithfield Police Department in recruitment of minorities within our Police Department and all departments within Town Government of Smithfield.

We formally ask Mayor Lampe to immediately form a task force that will address issues of diversity and inclusion within our Town to include; members of the Town Council, Human Resources, students from the local high school (SSS), businesses and community leaders that will drill down to the core issues that affect all stakeholders and how to implement the conclusions. We would like to see more diverse civil servants throughout Smithfield that are inclusive. An organization's journey to become inclusive begins with a critical but simple inquiry: what actions is my organization taking to foster an inclusive work culture where uniqueness of beliefs, backgrounds, talents, capabilities, and ways of living are welcomed.

We as a community have made great strides and we have much work to be done, together we can achieve our goal of a more diverse and inclusive government, representative of its citizens. These issues we feel will aid in the attraction and establishment of new businesses and subsequent employment of our citizens in and around Smithfield.

Humbly Submitted,

Tony D. Nixon, Chairman East Smithfield Improvement Organization  
Lucy Washington, Co-Chair East Smithfield Improvement Organization  
Alice King, Recording Secretary

## CONSENT AGENDA:

Mayor Pro-Tem Moore made a motion, seconded by Councilman Williams, to approve the following items as listed on the Consent Agenda:

1. Approval of Minutes:

November 5, 2014 – Regular Meeting  
November 5, 2014 – Closed Session  
November 18, 2014 – Work Session

2. Bid Award and Contract approval with Pepsi Bottling Ventures for an exclusive soft drink vending contract for the Smithfield Recreation and Aquatics Center and the Smithfield Community Park. Bids were as follows:

**PEPSI BOTTLING VENTURES**

	<b>ANNUAL</b>		<b>5 YEAR TOTAL</b>
SIGNING BONUS		(ONE TIME PAYMENT)	\$ 5,000.00
ANNUAL SUPPORT FUNDS:	\$ 5,000.00	(EACH YEAR FOR 5 YEARS)	\$ 25,000.00
REBATE:	\$ 4,000.00	(\$4.00 / CASE SOLD) 1000 CASES YEAR AVG	\$ 20,000.00
VENDING:	\$ 2,500.00	40% - 20Z BOTTLES	\$ 12,500.00
	\$ 2,100.00	35% - JUICE / SPORTS DRINKS ENERGY DRINKS COFFEES / ECT	\$ 10,500.00
EXPECTED REVENUE FROM CONTRACT OVER 5 YEARS			\$ 73,000.00

**COCA COLA BOTTLING CO**

SIGNING BONUS		(ONE TIME PAYMENT)	\$ -
ANNUAL SUPPORT FUNDS:	\$ 6,000.00	(EACH YEAR FOR 5 YEARS)	\$ 30,000.00
REBATE:	\$ 4,000.00	(\$4.00 / CASE SOLD) 1000 CASES YEAR AVG	\$ 20,000.00
VENDING:	\$ 2,175.00	35% - 20Z BOTTLES	\$ 10,937.50
	\$ 2,100.00	35% - JUICE / SPORTS DRINKS ENERGY DRINKS COFFEES / ECT	\$ 10,500.00
EXPECTED REVENUE FROM CONTRACT OVER 5 YEARS			\$ 71,437.50

3. Bid Award and Contract Approval to KS Bank in the amount of \$140,000 for a rolling stock loan to finance the purchase three Police Cars (\$80,000), a Flat Bed Truck (\$26,000), and a Pickup Truck (\$26,000). Also, Approval of Resolution # 551 (13-2014) approving the financing terms.

**Resolution #551 (13-2014)**  
**Approving Financing Terms**

**WHEREAS:** The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of 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 KS Bank in accordance with the proposal dated November 12, 2014. The amount financed shall not exceed \$140,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.55%, 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. All officers and employees 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. The Financing Documents may include a Financing Agreement, a Deed of Trust and/or a Project Fund Agreement as KS Bank may request.



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 taking 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 KS Bank 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 2<sup>nd</sup> day of December, 2014.

4. Approval of the North Carolina Eastern Municipal Power Agency's Retail Billing Service Agreement. The Retail Billing Services Agreement formalizes this service arrangement and continues these services without charge. The Town would incur a charge only if the Town requests NCEMPA to install a new meter or new data transmission hardware would there be a charge.

5. 2015 Regular Meeting Schedule

**Regular Meeting**

- Tuesday, January 6<sup>th</sup>
- Tuesday, February 3<sup>rd</sup>
- Tuesday, March 3<sup>rd</sup>
- Tuesday, April 7<sup>th</sup>
- Tuesday, May 5<sup>th</sup>
- Tuesday, June 2<sup>nd</sup>
- Tuesday, July 7<sup>th</sup>
- Tuesday, August 4<sup>th</sup>
- Tuesday, September 1<sup>st</sup>
- Tuesday, October 6<sup>th</sup>
- TBD
- Tuesday, December 1<sup>st</sup>

**Work Session**

- Tuesday, January 20<sup>th</sup>
- Tuesday, February 17<sup>th</sup>
- Tuesday, March 24<sup>th</sup>
- Tuesday, April 21<sup>st</sup>
- Tuesday, May 19<sup>th</sup>
- Tuesday, June 23<sup>rd</sup>
- Tuesday, July 21<sup>st</sup>
- Tuesday, August 18<sup>th</sup>
- Tuesday, September 22<sup>nd</sup>
- Tuesday, October 20<sup>th</sup>
- Tuesday, November 17<sup>th</sup>
- Tuesday, December 22<sup>nd</sup>

6. New Hire Report - The following positions were recently filled following vacancies in accordance with the Adopted FY 14-15 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Utility Line Mechanic	PU – Water/Sewer	30-7220-0200	\$12.643/hr. (\$26,297.44/yr.)
Utility Line Mechanic	PU – Water/Sewer	30-7220-0200	\$12.643/hr. (\$26,297.44/yr.)
Police Officer I	Police	10-5100-0200	\$15.270/hr. (\$34,143.72/yr.)
P/T MPO	Police	10-5100-0200	\$16.850/hr.

Unanimously approved.

**BUSINESS ITEMS:**

**1. Consideration to reallocate \$5,000 to purchase three scoreboards for the Smithfield Community Park and the Civitan Field.**

Interim Parks and Recreation Director Gary Johnson addressed the Council on a request to reallocate funds to purchase three scoreboards. The Council funded the purchase of 2 scoreboards in the FY 14/15 Budget Line Item 106200.7400 and those have been ordered. The Council also funded 2 shade structures for Smithfield Community Park in the same line item in the amount of \$11,900. Although, these are desperately needed, the scoreboards at this time are a larger priority as they are inclusive to our programs and tournaments held at Smithfield Community Park and Civitan Field. The Smithfield Parks and Recreation Department applied for and won a grant from the Johnston County Open Space fund in September in the amount of \$7,800.00 to replace the obsolete scoreboards at Smithfield Community Park. The replacement cost of each scoreboard is approximately \$4,250.00 and the total for the 3 remaining scoreboards needing to be replaced is \$12,750.00.

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Moore to reallocate funds to purchase two scoreboards at the Community Park and delay the purchase of one scoreboard for the Civitan Field. Unanimously approved.

**2. Authorization to advertise a Public Hearing to be held January 2015 for the Closing of the Right of Way on Two Alleys.**

Planning Director Paul Embler addressed the Council on a request by Cathy Scott to close and vacate an existing alley right of way in the block enclosed by South Brightleaf Blvd, Massey Street, 9th Street and E. Johnston Street. Mr. Embler stated that the petitioner was requesting that the Town Council take under consideration the closing of two alley ways on property located internal to the block bound on the north by Massey Street, to the east by 9th Street, to the south by E Johnston Street and to the west by S Brightleaf Blvd. There are a total of eight parcels of land in the block. All eight parcels of land abut the alley ways to some extent. In fact, some of the alley ways have structures from adjacent parcels encroaching into the alley right of way. Upon the closing of the right of ways, the land within the alley ways will revert to the adjacent property owners according to parcel frontage to the center line of each right of way. Mr. Embler explained that the purpose of petitioning the Council to close the alley right of way is so the property can be marketed as one parcel of land for sale. There is no Town utilities present within the alley ways. Mr. Embler further asked that the Town Council take the request under consideration and direct staff to advertise for a public hearing for the alley closings.

Councilman Ashley made a motion, seconded by Councilman Harris, to authorize staff to move forward with the request. Unanimously approved.

**3. West Smithfield Beautification Project – Update and schedule of the Public Hearing**

Planning Director Paul Embler gave the Council an update on the West Smithfield beautification Project. Mr. Embler stated that staff is in the process of meeting with property owners that abut the proposed landscape improvements. On Tuesday November 25, 2014 a meeting was held that involved the participation of six of the larger land owners (based on road frontage), the Public Works Director and the Planning Director. The proposed landscape plan showing the proposed drive way cuts was presented. Comments as well as issues and concerns were received from all in attendance. A second meeting with property owners has been scheduled in order to receive further comment. After receiving comment from the second property owners meeting, the plans will be finalized and once again presented to the Council for final review and comment. Once property owners and Council are satisfied with the proposed landscape improvements, Council will need to pass a resolution asking NCDOT to approve and assist in the landscape improvements. Once NCDOT approves the plan, they will be taking the lead in the project.

Councilman Scott questioned if sidewalks would be incorporated into the plan. Mr. Embler responded that this plan allows for sidewalks in the future should the Town be able to secure NCDOT funding.

Councilman Wood asked for staff to look into the possibility of adding sidewalks on Wilson's Mills Road due to the high volume of pedestrian traffic.

No action taken

### **Councilmembers Comments:**

- Mayor Pro-Tem Moore commended the Smithfield Police Department and the Johnston County Sheriff's Department for the manner in which the recent school lock down situation was handled. Mr. Moore requested that the beautification sign on Highway 70 East be removed.
- Councilman Harris informed the Council that during the holiday shopping season, the road improvements on Outlet Center Drive seemed to be effective. He commended Chief Scott and the Smithfield Police Department for being in force on Black Friday.
- Councilman Ashley expressed his appreciation to Town Staff for the excellent jobs they perform. He also encouraged everyone to participate in the holiday events that will be held in Town.

### **Town Manager's Report:**

- **Department Reports**

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

- **Financial Report**

- General Fund revenues for the month ending October 31, 2014 were \$658,309 and YTD revenues were \$ 2,854,388. The general fund expenditures for the month ending October 31, 2014 were \$982,960 and YTD expenditures were \$ 3,333,379.

- **Manager's Updates**

Mr. Sabiston gave the Council a brief update on the following issues:

- Mediation with PLT on December 9<sup>th</sup>
- Water Plant Operations – Due to staffing issues, the Water Plant is now utilizing the services of Envirolink to assist with plant operations.
- Johnston County Visitor's Bureau's Wayfinding Project

### **Adjourn**

There being no further business, Mayor Pro-Tem Moore made a motion, seconded Councilman Harris , to adjourn. Unanimously approved.

The meeting adjourned at approximately 8:09 pm.

ATTEST:

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John H. Lampe II., Mayor

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Shannan L. Williams, Town Clerk

The Smithfield Town Council held a work session on Tuesday, December 16, 2014, at 6:30 pm. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe II. presided.

Councilmen Present:

Roger A. Wood, District 4  
Emery D. Ashley, At-Large  
Charles A. Williams, At-Large

Councilmen Absent

M. Andy Moore, Mayor Pro-Tem  
Marion Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3

Administrative Staff Present

Paul Sabiston, Town Manager  
Shannan Williams, Town Clerk

The meeting was called to order at approximately 6:30 pm.

**Discussion**

**1. FY 2015-2016 Budget Goal Setting**

The Council discussed the following goals for FY 2015-2016:

- Serious plan for improving and upgrading water and sewer infrastructure especially to deal with the infiltration issues.
- Potentially utilizing more contract services.
- Possibly merging some services with the Town of Selma.
- Potentially purchasing body cameras for the Police Department.
- The need for a new fire engine and ladder truck.
- Continue to increase the Fund Balance Reserve
- Website Enhancement

No action was taken.

ATTEST:

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John H. Lampe, II , Mayor

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Shannan L. Williams, Town Clerk

**Town Of Smithfield  
Town Council  
Information Form**

**Overview**

The First Missionary Baptist Church has given notice of their annual community march in honor of Martin Luther King, Jr. on January 20, 2015. The event is to be held in conjunction with the Church's annual Martin Luther King, Jr. celebration activities and community worship service.

**Date of Meeting: January 6, 2015**

**Date prepared: December 29, 2014**

**Staff Work by: Paul Embler**

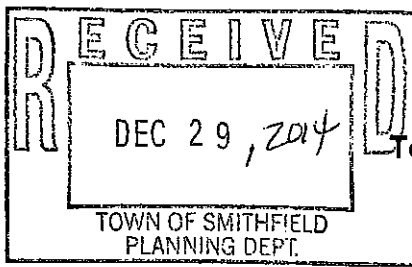
**Presented by: Paul Embler**

**Presentation Description:**

The march will begin by assembling in the parking lot of the shopping center located at the corner of Sixth Street and Market Street at 10:30 am. The march will progress westward along Market Street toward the river utilizing the sidewalk on Market Street to Fourth Street. The march will then turn north on Fourth Street and proceed to the Church located at the corner of Fourth Street and Caswell Street. The event will begin at 11:00 am with the march and conclude with the end of the community worship service at 12:45 pm.

**Action Requested:**

Council is reminded that the event was approved as an annual event. Staff has placed this information notice in the Council's agenda packet for reference only.



by Br. Forte

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) MK 3<sup>rd</sup> celebration

**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
- Live Band / Concert

Name of Event: 2014 March To Overcome Poverty and Injustice  
 Location of Event (exact street address): start from 6th St. near Market St. @ the Good Year Svc. Ctr. turn left onto Market St

Applicant name: Sterling K. Freeman, pastor E-mail address: past 5th st. to 6th st. Go right on 3rd st.

Address: First Missionary Baptist Church, 4th & Caswell Sts. zip 27577

Day phone: 919- Mobile phone: ?

Event set-up/start time/date: Assemble on 6th st. @ 10:30 AM march begins @ 11:00 AM on 1-20-14 Event clean-up/end date/time: no clean-up expected

Sound amplification hours: If needed, 11:00-1pm Will food or goods be sold? No

Security provided by Smithfield Police or private security (describe duties): SPD can "shadow the marchers"

Private agency name & phone, if applicable: NA

Will any Town property be used (i.e., streets, parks, greenways)? streets as indicated above (Market & 4th Sts., 6th)

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.

Applicant's name (print): Phyllis F. Ethridge Signature: Phyllis F. Ethridge Date: Dec. 29, 2014

**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: \_\_\_\_\_

DR. Phyllis F. Ethridge, Chairperson

## **Paul Sabiston**

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**From:** Paul Sabiston <paul.sabiston@smithfield-nc.com>  
**Sent:** Wednesday, December 10, 2014 5:21 PM  
**To:** andy moore; andy moore (andymoore@mfd@gmail.com); Emery Ashley (emery.ashleymfd@gmail.com); emeryashley@aol.com; John Lampe; Marlon Lee; Perry Harris; perry harris; psabiston; roger.wood@ccbcc.com; Spence@sst-law.com; Travis Scott (travis.scott@mfd@gmail.com)  
**Subject:** Confidential - Lawsuit

Mayor and Council,

As you may recall the Town had a mediation yesterday in the PLT v. Town lawsuit regarding the Crossings Project and PLT's claim for final payout. Subject to your approval, we were able to reach a proposed settlement yesterday after some 6 hours of mediation. I believe the settlement is very much to our favor and will help us to conclude the entire matter. Essentially, PLT was seeking some \$707,000 in a final payout for work completed on the project. We were able to settle for \$358,000. Most of these funds were for retainage funds on the project and other equipment/labor charges, surveying costs, and minor paving costs that were in dispute for the total project timeframe. If this is approved by Council, this will leave the Town with approximately \$263,000 in contingency funds. There still is some minor punch-list work to be completed on the project but relatively little in the total scope of the project. We would like to wrap up this project so we can begin to erect the fence/buffer for the benefit of the adjacent neighborhood as we have committed to do following the closeout of the project.

I would like to present this settlement to the Council for consideration before the scheduled work session this Tuesday, Dec. 16<sup>th</sup>.

Thanks,

*Paul Sabiston*

Town Manager  
Town of Smithfield, NC  
(919) 934-2116

## MEDIATED SETTLEMENT AGREEMENT

This Mediated Settlement Agreement ("Agreement") is entered into as of the 9<sup>th</sup> day of December by the following parties as a result of mediated settlement conference in the lawsuit among the parties pending in Johnston County Superior Court bearing docket number 14 CVS 2461 (the "Suit"): PLT Construction Company, Inc. ("PLT") and Town of Smithfield ("Town").

Subject to the approval of Town's Town Council, the parties agree to settle all known disputes arising between them from construction project which is the subject of the Suit, including PLT's claims for compensation under the contract, and Town's counterclaims. The terms of settlement to which the parties have agreed are as follows:

1. Town will pay to PLT a total of \$358,000.00, payable as follows:
  - a. An initial payment of \$216,000.00 on or before Wednesday, December 17, 2014; and
  - b. The balance of \$142,000.00 will be paid within ten (10) days of approval by USDA of close-out documentation. If the USDA has not approved the close-out documentation within thirty (30) days from submission, the balance will accrue simple interest at the rate of one-half of one percent (0.5%) per month or any portion thereof until paid.
2. The parties will cooperate to execute such project close-out documentation as Town or USDA may reasonably require, including but not limited to a final quantity change order and lien releases from PLT and all subcontractors of PLT. Town will submit close-out documentation to USDA within five (5) days of receipt from PLT. Except as set forth in this Agreement, each party, for itself and its successors and assigns, releases all claims and counterclaims it might have against the other and its successors and assigns arising from the project that is the subject of the Suit. Neither party has assigned its rights under the contract between the parties to any third party.
3. The parties stipulate and agree:
  - a. All work is accepted by Town as is. PLT will perform no further contract or punch list work.
  - b. PLT's one (1) year guarantee commenced upon substantial completion, which was May 15, 2014 and continues for one year from May 15, 2014. As of the date of this Agreement there are no known guarantee issues.
  - c. The Town acknowledges time extensions sufficient to deem PLT's work timely completed.
  - d. The obligations under the performance and payment bonds furnished by PLT continue in accordance with their terms, except as modified by this Agreement
4. The Suit will be dismissed without prejudice prior to final payment or with prejudice upon final payment, at Town's option
5. All agreements reached in mediated settlement conference are set forth in this Agreement.

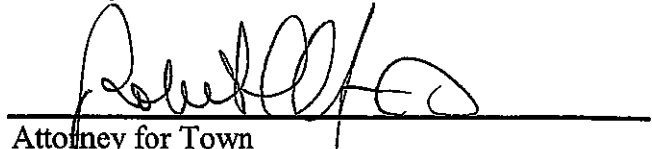


6. The parties shall be responsible for their own attorneys fees and costs of the Suit and related legal proceedings, and their respective shares of the costs of mediation.

  
\_\_\_\_\_  
For PCT

  
\_\_\_\_\_  
Attorney for PCT

  
\_\_\_\_\_  
For Town

  
\_\_\_\_\_  
Attorney for Town



**Town of Smithfield  
Town Council  
Action Form**

**Item: Budget Amendments**

**Date of Meeting: January 6, 2015**

**Date Prepared: December 19, 2014**

**Staff Work By: Fin. Director**

**Presentation: Consent Agenda**

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**Background: Various Budget Amendments. See description under each request.**

**Action Requested: Approve as Presented**

**BUDGET AMENDMENTS**  
**January, 2015**

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<b>1. Revenue</b>			
10-3900-1700 Grant Revenue (Designate for RADA)	\$ 21,000	\$ (21,000)	\$ -
10-3900-1701 Grant Revenue	<u>-</u>	<u>21,000</u>	<u>21,000</u>
	\$ 21,000	\$ -	\$ 21,000

To change the general grant line account number, from 10-3900-1700 to 10-3900-1701, so that 10-3900-1700 can be used for RADA funds only in order to satisfy RADA reporting requirements

<b>2. Revenue</b>			
10-3900-1700 Grant Revenue - RADA	\$ <u>-</u>	\$ <u>13,511</u>	\$ <u>13,511</u>
<b>Expenditures</b>			
10-4110-5706 Non-Departmental/RADA	\$ <u>-</u>	\$ <u>13,511</u>	\$ <u>13,511</u>

Justification: To fund final Raleigh Area Development Authority (RADA) revenues and expenditures and to retitle account 10-3900-1700 solely for RADA Grant to satisfy reporting requirements

Approved by the Smithfield Town Council this the 6th day of January, 2015

\_\_\_\_\_  
John H. Lampe, II

ATTEST:

\_\_\_\_\_  
Shannan Williams, Town Clerk

# Town of Smithfield Town Council Information Form

**Item:** Filled Vacancies

**Date of Meeting:** January 06, 2015

**Date Prepared:** December 19, 2014

**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 14-15 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
(5) P/T Firefighters	Fire	10-5300-0210	\$10.00
Engineering Tech	PU – Electric	31-7230-0200	\$15.63/hr. (\$32,510.40/yr.)
P/T SRAC Staff	P&R - SRAC	10-6220-0210	\$9.50/hr.



# Business Items





**Town of Smithfield  
Town Council  
Action Form**

**Item: Conversion of a Water Treatment Plant Operator Position to a Chemist/Water Treatment Plant Operator Position**

**Date of Meeting: January 13, 2014**

**Date Prepared: December 22, 2014**

**Staff Work By: Ken Griffin, PE, PhD, Director of Public Utilities**

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**Background:**

In 2012 when the Town lost its Water Treatment Chemist and lacking other in-house staff that could assume her duties, the Town decided to contract out for much of the sample collection and chemical and biological analyses that were performed by our Chemist. In the last two plus years, one of our Water Treatment Plant Operators, on his own initiative and his own expense, has earned an AA degree in BioProcess Technology and is now capable of performing much of the sample collection and analyses in house and in doing so could save the Town approximately \$43,202 per year in return much of our sample collection and analyses in house attached).

**Action Requested:**

The Town Council is asked to authorize reclassification of one of our Water Treatment Plant Operator's positions to Chemist/Water Treatment Plant Operators, who will work the first treatment plant shift to collect and analyze samples and continue to assist in operation of the plant. This Water Treatment Operator's current salary of \$29,570 will increase to \$41,579 as a Chemist/Water Treatment Plant Operator. The cost savings of \$43,202 per year exceeds the additional salary cost of \$12,009 by more than three-fold. Additionally, the Town will gain by the timeliness of having in-house chemical and bacteriological sampling and analysis. For example, every minute helps in being able to quickly collect samples for a retest and immediately analyze for absence of coliform bacteria and hence the ability to lift a boil water notice at the earliest possible time.



# **WATER PLANT CHEMIST/WATER PLANT OPERATOR**

## **General Statement of Duties**

Performs difficult professional work coordinating a water treatment plant laboratory necessary for the monitoring of municipal water operation and performs responsible operational, laboratory, and maintenance functions in a water treatment plant.

## **Distinguishing Features of the Class**

An employee in this class coordinates and performs a variety of chemical, biological, and microbiological tests designed to produce safe operation of domestic water treatment. Work includes establishing work schedules and timetables, supervising laboratory procedures, and preparing necessary reports and maintenance of computerized and manual records and files. The employee is subject to hazards associated with chemical work including exposure to electrical current, and chemicals, fumes, odors, dusts, mists, gases, and poor ventilation. This work is also subject to the final standards of OSHA on bloodborne pathogens. This work is performed under general supervision and is reviewed of conformance to testing and reporting procedures and accuracy. An employee in this class also performs a variety of operational, laboratory, and maintenance duties designed to produce safe treatment of potable water. Work is performed on the first (day) shift; but on occasion may be performed at other times for a serious water quality issue requiring timely laboratory analyses. Although rarely, after hour call in for emergency water quality sampling and laboratory testing may be required. This work includes monitoring the plant's operation through observation, mechanical readings and the results of standard chemical and biological tests and making necessary adjustments in the process as conditions or test results dictate. Other duties include performing standard laboratory duties and tests assisting with plant and facilities maintenance. This work also includes substantial record keeping of work activities. Employees are subject to hazards associated with water plant operations including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, working in small spaces, and oils. Workers may be required to wear respirators when working around chlorine tanks, ammonia, carbon and fluoride systems. This work is performed under regular supervision and reviewed by observation, conference, and reviewing records for adherence to operations standards, instructions, and safety practices.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

Supervises and performs a variety of complex laboratory tests  
Operates a microcomputer to analyze and track test results.  
Supervises and performs a variety of standardized laboratory tests and analysis of raw and treated water samples to determine efficiency of treatment.  
Supervises the preparation of solutions and reagents.

Supervises and performs collection of samples and tests to determine pH, alkalinity, bacterial content, metals, and other standard laboratory chemical and biological tests. Develops and monitors written Chemical Hygiene plan and Standard operating procedures for the laboratory.

Insures quality control testing and records required by state and federal agencies.

Interprets laboratory tests and prepares required reports.

Supervises the maintenance of an inventory of chemicals, solutions, culture media, required forms, and other laboratory supplies.

Supervises quality control program on equipment and supplies to assure reliable test results; maintains laboratory equipment in proper operating order; maintains safe laboratory certification.

Makes regular tours of plant, and checks engines, generators, pumps, settling tanks, filters, clarifiers, chlorinators, and other equipment for proper functioning; checks influent and effluent points for visual detection of any irregularities as well as proper functioning; starts and stops pumps and motors and adjusts chemical feed to control treatment process.

Takes and records data from various meters, gauges and dials; logs daily, weekly, and monthly activities; may enter various data into computer; reviews computerized information for trends and problems or anomalies.

Performs general preventive and scheduled maintenance; assists on major maintenance and repairs.

Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.

Performs routine building and equipment maintenance including cleaning and painting.

### **Additional Job Duties**

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of modern techniques, materials, and equipment, including those used in complex chemical and biochemical analysis of water, including the ability to conduct biological and chemical laboratory tests required for operation of a water treatment plant and compliance with North Carolina drinking water standards.

Thorough knowledge of principles of organic and inorganic chemistry.

Working knowledge of standard laboratory test and procedures used in a water treatment plant.

Working knowledge of chemical, and biological, principles pertinent to water treatment plant operations.

Considerable knowledge of applicable federal, state, and local laws, ordinances.

Ability to read and interpret technical federal guidelines on water treatment procedures and tests.

Ability to interpret City ordinances and state regulations related to water treatment testing.

Ability to prepare laboratory reagents and assemble laboratory apparatus for chemical and biological analysis.

Ability to take water samples and perform the necessary laboratory tests.  
Ability to prepare and keep accurate records and prepare reports.  
Ability to understand and carry out oral and written instructions.  
Ability to perform mathematical calculations.  
Ability to establish and maintain effective working relationships with regulatory officials, peers, Superiors and employees.  
Working knowledge of the operating characteristics and maintenance of water treatment plant.  
Working knowledge of the occupational hazards of the work in a water treatment plant and of necessary safety precautions.  
Some knowledge of the mechanical, electrical and hydraulic principles applied at a water treatment plant.  
Some knowledge of computers and their use in water treatment.  
Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.  
Ability to perform mathematical calculations.  
Ability to understand and follow moderately complex oral and written instructions.  
Ability to read metes, charts, and technical manuals and drawings accurately and to maintain records of shift operations.  
Ability to establish and maintain effective working relationships with peers and superiors.

### **Physical Requirements**

Must be able to perform the basic life functions of climbing, stooping, kneeling, walking, pushing, pulling, crouching, reaching, standing, lifting, fingering, grasping, talking, and repetitive motions.  
Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.  
Must possess visual acuity to perform extensive reading, prepare and analyze laboratory results, data, and figures to operate a microcomputer, to perform visual inspection of measurement devices. Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, and to record and review written records.

### **Desirable Education and Experience**

Graduation from an accredited college or university with an associate's or bachelor's degree in biology, chemistry, or related field, and experience in water treatment laboratory operations; or an equivalent combination of education and experience.

### **Special Requirements**

Certification in process control chemistry by the State.  
Certification in analysis of total and fecal coliforms by the State  
Certification in physical/chemical wastewater analyses by the State.  
Employee must obtain a Water Plant Operator's Grade C level certificate from the State of North Carolina within eighteen months of employment.



**TOWN OF SMITHFIELD  
Town Council  
Action Form**

**Applicant: Cathy Scott** is requesting the Town Council to set a hearing date for the closing and vacating of existing alley rights of way in the block enclosed by S Brightleaf Blvd, Massey Street, 9<sup>th</sup> Street and E. Johnston Street.

**Date of Meeting:** January 2, 2015

**Date Prepared:** December 15, 2014

**Staff Work By:** Paul Emblar

**Presentation By:** Paul Emblar

**Presentation Description:**

The petitioner is requesting that the Town Council take under consideration the closing of two alley ways on property located internal to the block bound on the north by Massey Street, to the east by 9<sup>th</sup> Street, to the south by E Johnston Street and to the west by S Brightleaf Blvd.

There are a total of eight parcels of land in the block (see attached property map). All eight parcels of land abut the alley ways to some extent. In fact some of the alley ways have structures from adjacent parcels encroaching into the alley rights of way (see attached aerial photo). Upon the closing of the rights of way the land within the alley ways will revert to the adjacent property owners according to parcel frontage to the center line of each right of way (see attached map).

Since the alley ways are not being utilized the purpose of petitioning the Council to close the alley rights of way is so the property can be marketed as one parcel of land for sale. Please see attached statements from all the owners of property in the block requesting that the alley rights of way be closed and revert to the adjacent property owners.

As directed at the November Council meeting the Public Utilities Director investigated if existing public utilities exist within the alley rights of way to be abandoned. The Public Utilities Director has investigated and has determined that no public water, sewer or electrical utilities exist within the rights of way only service lines. See attached memo from Ken Griffin.

The property owners will be required to provide a recombination map prepared by a professional land surveyor for recording if the Town Council grants the rights of way closings.

In order for the Council to carry forward with the alley way closings the Council must pass a resolution showing its intent to close the right of way. After the passing of the resolution the Town must advertise in the newspaper for four consecutive weeks, post the property and send via certified mail to affected property owners notice of intent to close the alley rights of way. Then the Council must hold a public hearing and take action based on information presented at the hearing. If the Council elects to close the alley ways then a record of the closing must be filed with the clerk of court and a map of reversion of vested rights to adjacent property owners must also be filed.

**Action Requested:**

The Town Council is asked to take the request under consideration and if so inclined to pass a resolution (attached) authorizing the public hearing.



**Town of Smithfield**

**Resolution # 552 (01-2015) of Intent**

**A RESOLUTION DECLARING THE INTENTION OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD TO CONSIDER THE CLOSING OF THE ALLEY RIGHTS OF WAY IN THE BLOCK ENCLOSED BY SOUTH BRIGHTLEAF BLVD, MASSEY STREET NINTH STREET AND EAST JOHNSTON STREET.**

**WHEREAS**, G.S. 160A-299 authorize the Town Council to close streets and public alleys; and

**WHEREAS**, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of the alley rights of ways in the block enclosed by South Brightleaf Boulevard, Massey Street, Ninth Street and East Johnston Street;

**NOW, THEREFORE, BE IT RESOLVED by the TOWN COUNCIL that:**

- (1) A meeting will be held at 7:00p.m. on the 3<sup>rd</sup> day of February, 2015, in the Smithfield Town Hall Council Chambers to consider a resolution closing that portion of the alley rights of ways in the block enclosed by South Brightleaf Boulevard, Massey Street, Ninth Street and East Johnston Street;
- (2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Herald, or other newspaper of general circulation in the area.
- (3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

Upon motion duly made by Councilmember \_\_\_\_\_, and duly seconded by Councilmember \_\_\_\_\_, the above resolution was duly adopted by the Town Council at the meeting held on the 6<sup>th</sup> day of January, 2015, in the Town Hall.

Upon call for a vote the following Councilmembers) voted in the affirmative:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

and the following Councilmembers voted in the negative:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This 6<sup>th</sup> day of January, 2015 at \_\_\_\_\_ o'clock p.m.

\_\_\_\_\_  
John H. Lampe, II., Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Williams, Town Clerk

## **Public Notice**

The public will take notice that the Town Council of the Town of Smithfield will on the 3<sup>rd</sup> day of February, 2015, in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield, NC 27577 pursuant to G.S. 160A-299, consider a resolution to close all alleys in the city block bound by Massey Street, East Johnston Street, South Brightleaf Boulevard and Ninth Street

All abutting property owners are hereby notified to appear at this meeting to present any objections that they may have with respect to the closing of the street.

---

Shannan L. Williams, Town Clerk



**TOWN OF SMITHFIELD  
Town Council  
Action Form**

**The Smithfield Housing Authority** is requesting the Town Council to place on the agenda a business item to accept the dedication of Finney Drive to the Town of Smithfield as a public street.

**Date of Meeting:** December 2, 2014      **Date Prepared:** November 30, 2014

**Staff Work By:** Paul Embler                      **Presentation By:** Paul Embler

**Presentation Description:**

The petitioner is requesting that the Town Council take under consideration the dedication of Finney Drive to the Town of Smithfield as a public street. The public housing project located on Finney Drive was constructed in the early 80's but for some reason the roadway was never dedicated to the Town. A recent HUD audit determined that that the paper work for the dedication was prepared but for whatever reason, the actual dedication never occurred. The Smithfield Housing Authority has been told by HUD that the dedication must be fulfilled or certain sources of future funding maybe withheld.

The street is approximate 725 feet in length and terminates with a cul-de-sac. The street section is 27 feet back of curb to back of curb and the cul-de-sac has a pavement cross section of 80 feet which both meet minimum Town standards. The SHA is proposing to dedicate a 60 foot right of way for the street and a 100 foot right of way for the cul-de-sac, which also meet Town standards.

Public utilities (water, sewer, electric and storm water) presently existing within the limits of the roadway. It appears that the Town has not been maintaining the roadway and utilities. Several years ago, the Public Works Department mistakenly tar sealed the pavement cracks.

The Public Works Director has inspected the roadway and finds the roadway not maintained and in need of repair. See attached email.

Staff's recommendation is not to accept the roadway in its present condition.

**Action Requested:**

The Town Council is asked to take the request under consider and render a decision as to whether or not to accept the dedication of Finney Drive.

## Shannan Williams

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**Subject:** FW: Finney Drive

**From:** Lenny Branch [<mailto:lenny.branch@smithfield-nc.com>]  
**Sent:** Thursday, December 18, 2014 10:36 AM  
**To:** Paul Embler  
**Cc:** Paul Sabiston; Ken Griffin  
**Subject:** Finney Drive

Paul Embler,

Due to the recent request to adopt Finney Drive as a town maintained street, the asphalt condition was inspected. The road is in subpar condition at best, it has severe cracking (alligator & block/transverse) throughout. The asphalt is actually starting the raveling process which indicates the aggregate and binder is breaking down and will require resurfacing. I also observed several areas that are dropping which indicates base failure, these particular areas will require the asphalt to be cut out and full depth patched. In my opinion this road is not a good option, it definitely has been neglected and will require a lot of work.

Thanks,

Lenny E. Branch  
Public Works Director  
Town of Smithfield  
PO BOX 761  
Smithfield, NC 27577  
(919) 934-2580 Office  
(919) 934-1522 Fax

**TOWN OF SMITHFIELD  
Town Council  
Action Form**

**Applicant: Smithfield Crossing, LLC** is requesting the Town Council accept the Dedication of the streets and utilities of Towne Centre Place, Smithfield Business Park.

**Date of Meeting:** January 6, 2015

**Date Prepared:** December 29, 2014

**Staff Work By:** Paul Embler

**Presentation By:** Paul Embler

**Presentation Description:**

On August 1, 2011 the final plat of the Smithfield Business Park was recorded at the Johnston County Register of Deeds by the developer Smithfield Crossings, LLC upon approval of the final plat at the previous Council meeting. The dedication of the road, storm water and the utilities did not occur at that time due to the construction of the road, storm water and utilities not meeting the Town of Smithfield Standard Specifications.

Since that time the engineer for the developer has worked with the Town bringing the construction of the road and utilities into compliance with the Town of Smithfield Standard specifications.

On November the 10, 2014 the engineer for the developer submitted under his seal the final calculations and certifications attesting to the fact that the construction in place on Town Centre Place and associated utilities meets or exceeds the Town of Smithfield specifications.

**Action Requested:**

The Town Council is asked to take the request under consideration and accept the dedication of the road, storm water and utilities to the Town by the Developer by adopting the attached resolution of dedication. The acceptance of the dedication will begin the one year warranty period to the Town.

**Resolution # 554 (03-2015)**  
**Accepting the Dedication**  
**Of Streets for the**  
**Smithfield Business Park**  
**Towne Centre Place**

**Whereas**, the Smithfield Crossings LLC. of 2514 W. Nash Street, Wilson, NC (Developer) has constructed the Smithfield Business Park including streets, walks, storm drainage, water and sewer; and

**Whereas**, the Developer has recorded a final plat of the subdivision with the Johnston County Register of Deeds on August 1, 2011; and

**Whereas**, the Town of Smithfield (Town) did not accept the dedication of the street, walks, storm drainage water and sewer at the time of recording because certain elements of construction were not constructed to Town standards; and

**Whereas**, the Developer posted a cash bond to be held by the Town until such time the construction was completed to Town standards; and

**Whereas**, the Developer's Engineer (Herring- Sutton) has overseen the bringing of construction to Town standards and the Engineer has certified by testing, engineering calculations and observations that the streets, walks, storm drainage, water and sewer are now constructed to minimum Town standards; and

**Whereas**, the Town has reviewed the information/documentation submitted by the Engineer and finds that the construction meets the minimum standards for acceptance of dedication of the subdivision improvements associated with the street, walks, storm drainage, water and sewer; and

**Whereas**, the Developer has requested the Town to accept the dedication of the street, walks, storm drainage, water and sewer and refund the cash bond; and

**Whereas**, the Developer and Smithfield Crossings Owner's Association agree to operate and maintain the storm water management facilities, including discharge swale to I-95, outlet works, pond and BMP drainage swales for perpetuity; and

**Whereas**, the Town staff requests the Town Council to take under consideration the acceptance of the dedication of the street, walks, storm drainage, water and sewer from the developer.

**NOW, THEREFORE, BE IT RESOLVED by the TOWN OF SMITHFIELD TOWN COUNCIL** on this the 6<sup>th</sup> day of January 2015, the Town of Smithfield accepts the dedication of the streets, walks, storm drainage, water and sewer for Smithfield Business Park (Towne Centre Place) as constructed and as shown on the Final Plat recorded at the Johnston County Register of Deeds.

\_\_\_\_\_  
John H. Lampe, II., Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Williams, Town Clerk





**FY 14/15 BUDGET ADOPTION SCHEDULE FOR  
FOR THE TOWN OF SMITHFIELD**

<b>January 23</b>	Budget info/packets to Department Heads
<b>February 6</b>	Preliminary budget requests back from DHs to Finance Officer (“FO”)/Town Mgr (“TM”)
<b>February 9– 23</b>	Meetings between DHs and FO/TM to review proposed budget requests (Will be scheduled by TM)
<b>February 24 – March 13</b>	FO/TM review and revise proposed budget.
<b>March 2 – March 13</b>	Second budget review with DHs as needed.
<b>March 30 – May 15</b>	Draft Budget Presented and Budget Workshops with Town Council/Staff:  <b>Wednesdays at 6pm – as needed</b>
<b>April 30 – May 1</b>	Recommended Budget and Budget Message – First Draft Submitted To Council
<b>May 1 – 22</b>	Scheduling of public hearing date for budget ordinance review/approval. Continuing budget review and consolidation of all revenue estimates from State and County (as available) and all expenditures  -Meetings As Needed
<b>May 22 – June 1</b>	Advertising for public hearing
<b>June 2 – June 30</b>	Public Hearing and Adoption of Ordinance – June 9 (Target Date)

\*Note - All budget meetings are open to the public and the public is encouraged to attend.

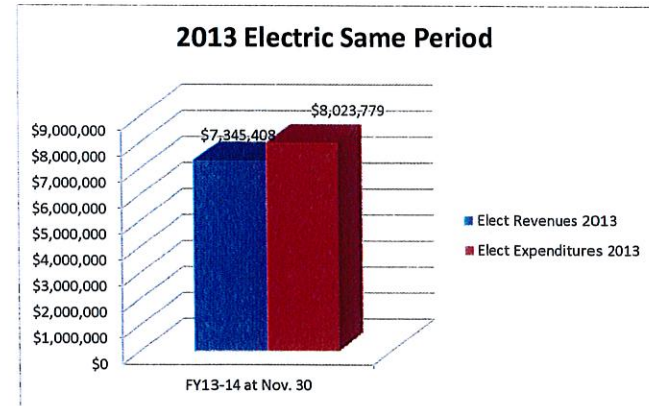
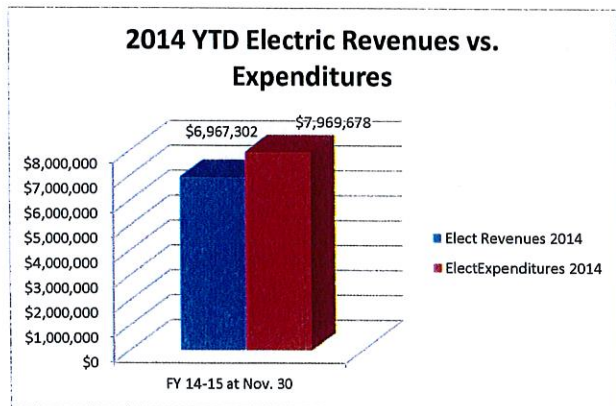
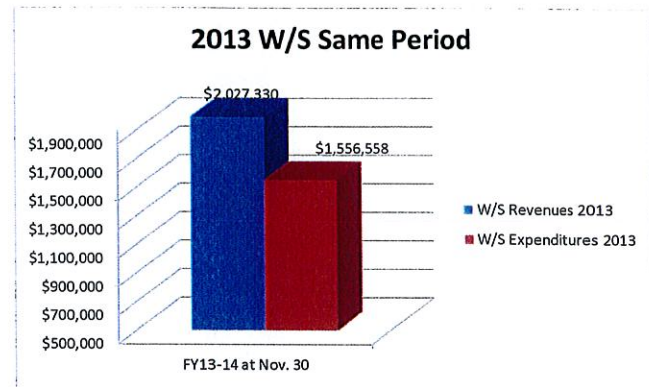
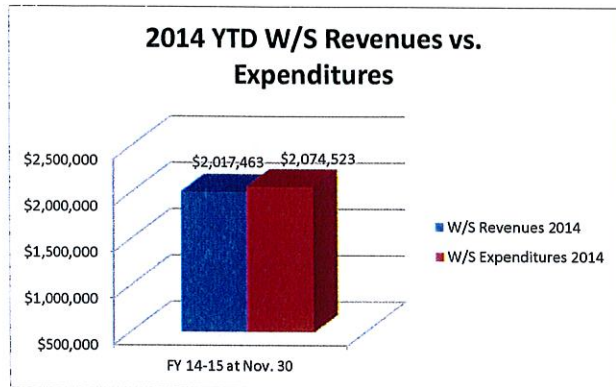
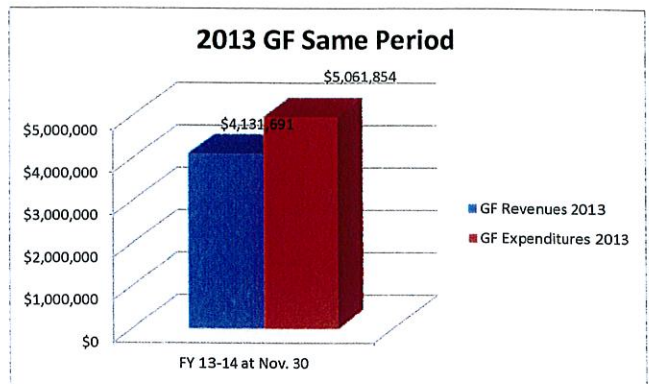
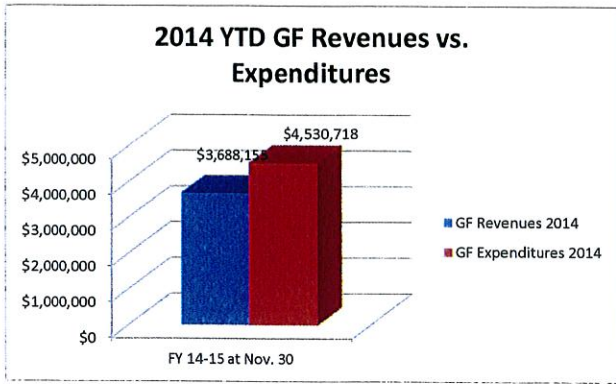


# Financial Report



# Town of Smithfield

## Revenues vs. Expenditures





**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**November 30, 2014**  
**Gauge: 5/12 or 41.67 Percent**

**41.67%**

**GENERAL FUND**

<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Collected</b>
Current & Prior Year Property Taxes	\$ 5,598,314	\$ 5,456,656	\$ 1,498,208	27.46%
Motor Vehicle Taxes	577,077	397,000	241,854	60.92%
Utility Franchise Taxes	812,577	829,000	-	0.00%
Local Option Sales Taxes	1,956,092	1,900,000	552,780	29.09%
Aquatic and Other Recreation	851,734	901,100	331,185	36.75%
Sanitation	1,327,104	1,301,200	461,517	35.47%
All Other Revenues	2,814,011	2,132,413	582,611	27.32%
Fund Balance Appropriated	-	-	-	0.00%
<b>Total</b>	<b>\$13,936,909</b>	<b>\$ 12,917,369</b>	<b>\$ 3,668,155</b>	<b>28.40%</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Spent</b>
General Gov.-Governing Body	\$ 508,374	\$ 286,529	\$ 184,166	64.27%
Non Departmental	1,092,064	1,231,356	402,283	32.67%
Debt Service	1,511,857	1,387,757	703,826	50.72%
Finance	270,954	150,911	51,662	34.23%
Planning	288,246	378,983	119,162	31.44%
Police	3,065,645	3,341,688	1,221,248	36.55%
Fire	1,281,128	1,407,927	425,218	30.20%
EMS	2,754	-	576	#DIV/0!
General Services/Public Works	491,956	514,491	163,106	31.70%
Streets	757,815	876,818	187,226	21.35%
Motor Pool/Garage	83,475	89,192	28,327	31.76%
Sanitation	992,136	1,066,367	374,125	35.08%
Parks and Rec	816,585	821,624	323,838	39.41%
SRAC	868,672	972,415	345,953	35.58%
Contingency (Previously Part Of Gen Gov)	-	391,311	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
<b>Total</b>	<b>\$12,031,661</b>	<b>\$ 12,917,369</b>	<b>\$ 4,530,716</b>	<b>35.07%</b>

YTD Fund Balance Increase (Decrease) - -

41.67%

**WATER AND SEWER FUND**

<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Collected</b>
Water Charges	\$ 2,772,525	\$ 2,100,000	\$ 759,537	36.17%
Water Sales (Wholesale)		\$ 650,000	\$ 245,166	37.72%
Sewer Charges	2,785,945	2,750,000	971,500	35.33%
Tap Fees	14,225	16,000	5,320	33.25%
All Other Revenues	11,124	12,800	35,940	280.78%
Loan Proceeds	-	415,585	-	0.00%
Fund Balance Appropriated	<b>336,809</b>	<b>530,515</b>	-	0.00%
<b>Total</b>	<b>\$ 5,920,628</b>	<b>\$ 6,474,900</b>	<b>\$ 2,017,463</b>	<b>31.16%</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Spent</b>
Water Plant	\$ 1,554,964	\$ 1,927,518	\$ 606,159	31.45%
Water Distribution/Sewer Coll ( <b>Less Transfers</b> )	3,498,839	4,056,647	1,379,775	34.01%
Transfer to General Fund	357,841	85,404	85,404	100.00%
Transfer to W/S Capital Proj. Fund	372,810	-	-	#DIV/0!
Debt Service	136,174	183,235	3,184	1.74%
Contingency	-	222,096	-	0.00%
<b>Total</b>	<b>\$ 5,920,628</b>	<b>\$ 6,474,900</b>	<b>\$ 2,074,522</b>	<b>32.04%</b>

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Collected</b>
Electric Sales	\$ 19,554,076	\$ 19,270,000	\$ 6,782,164	35.20%
Penalties	425,863	375,000	165,162	44.04%
All Other Revenues	29,700	35,000	19,976	57.07%
Loan Proceeds	-	75,600	-	
Fund Balance Appropriated	-	-	-	
<b>Total</b>	<b>\$ 20,009,639</b>	<b>\$ 19,755,600</b>	<b>\$ 6,967,302</b>	<b>35.27%</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '13-14</b>	<b>FY '14-15</b>	<b>FY '14-15</b>	<b>Spent</b>
Administration/Operations	\$ 2,012,095	\$ 1,893,766	\$ 916,267	48.38%
Purchased Power	16,438,243	16,212,548	6,684,524	41.23%
Debt Service	368,887	378,247	368,887	97.53%
Capital Outlay	36,443	580,239	-	
Contingency	609	447,258	-	
Transfers to General Fund	400,400	243,542	-	0.00%
<b>Total</b>	<b>\$ 19,256,677</b>	<b>\$ 19,755,600</b>	<b>\$ 7,969,678</b>	<b>40.34%</b>



**CASH AND INVESTMENTS**

General Fund (Includes P. Bill)	4,488,541			
Water and Sewer Fund	5,046,386			Interest Rate
Electric Fund*	5,777,489			
Capital Project Fund: Wtr/Sewer (45)	24,008	1st CITIZENS	8,483,474	0.20%
Capital Project Fund: General (46)	170,399	NCCMT	2,236,327	0.080%
Capital Project Fund: Electric (47)	5,836	FOUR OAKS	2,580,270	0.30%
Firemen Relief Fund (50)	191,059	KS BANK	2,341,688	.2 & .05%
Fire District Fund (51)	45,622	BB&T	-	0.12%
JB George Endowment (40)	93,806	PNC BANK	201,387	0.10%
Total	\$ 15,843,146		\$ 15,843,146	

\*Plug

Account Balances Confirmed By Finance Director on 12/17/2014



# Department Reports





**FINANCE DEPARTMENTAL REPORT FOR NOVEMBER, 2014**

**SUMMARY OF ACTIVITIES:**

Daily Collections.....	\$ 2,298,673
Tax & Vehicle License.....	19,279
Franchise Tax.....	0
Sales & Use Tax.....	180,602
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$2,498,554</b>

**Expenditures: General, Water, Electric and Firemen's Fund..... \$3,080,886**

**FINANCE:**

- Compiled and submitted monthly Retirement Report on November 26, 2014
- Issued 30 purchase orders
- Processed 635 vendor invoices for payment and issued 349 accounts payable checks
- Prepared and processed 2 regular payrolls and 1 longevity payroll for Police Chief, Michael Scott (per contract). Remitted federal and state payroll tax on 11/07, 11/21 and 11/20 respectively
- Issued 6 new privilege licenses; collected \$813 in payments
- Processed 18 NSF checks
- Processed 0 Debt Setoff letters for a total of \$0
- Calendar year-to-date bad debt collections total \$77,708 (EMS = \$29,460 ; SRAC = \$17,160 and Utility = \$31,088)

**FINANCE DIRECTOR**

- Attended Town Council meeting on November 5, 2014
- Attended Department Head meetings on November 6 and 18, 2014
- Completed the financial section of the Municipal Utility Annual Report to the N.C. Utilities Commission on Nov. 13
- Added 76 new bank draft customers since starting the promotion on June 25<sup>th</sup>. Total numbers of bank draft customers now at 665
- Invoiced Smithfield Housing Authority and Johnston Community College for resource officers
- Invoiced 5 grave openings
- Continued crossing training of payroll, accounts payable, customer service and utility billing.
- Reviewed outstanding balances on privilege license accounts in September. Collected \$240 in past dues this month bringing the total collected to \$814
- Officially completed the FY14 audit on November 14<sup>th</sup>.
- Moved 1.2 million dollars from Four Oaks Banks to KS Bank for better interest rate (from .03% to .85%)
- Appointed by the NC League of Municipalities to serve as a member of the Tax and Finance Legislative Action Committee for a two year term
- Completed audit of Fire Department checking account and submitted findings and recommendations to the Town Manager

## Finance Department totals for November 2014

### Meter Reading

Actual Meters Read	9,997
Meters Loaded to Hand Held	10,181

### Billing/Collections

Bills Mailed	6,083	\$2,155,841.00
Area Lights Billed	919	\$36,550.90
JoCo Wholesale water	41,495,000	\$58,097.97
Load Mgmt AC credit	0	\$0.00
Load Mgmt water heater credit	589	-\$3,606.00
Adjustments	89	\$1,828.88
Delinquent Accts/Late Fees	1,358	\$14,488.65
NSF - Utility Only	15	\$3,851.81
Refund Checks Issued	17	\$2,055.86
Door Hangers	62	
Disconnect for non-pay	87	
Reconnect for payment received	84	
Bank Drafts	665	\$379,272.31
Lockbox	1,235	\$472,556.32
Credit Card (Elaine/Melissa)	85	\$13,722.04
Cash Window Transactions/Payments	3,610	\$1,413,323.00
Accts collected from Debt setoff	0	\$0.00
Accts submitted to Debt setoff	0	\$0.00 utility
	0	\$0.00 Srac

### Service Orders

Requested Orders	278
Completed Orders	277
Terminated Accounts	107
Meters Rechecked	11
New Turn on Accounts	203
Meter Tamper / Meter Missing	0

### Phone Call Usage

#### CSR - Elaine

		Duration
Inbound	575	12:12:06
Outbound	109	2:09:56

#### CSR/Collections - Audrey

Inbound	309	7:53:51
Outbound	109	1:48:03

**Collections - Cash Window#2**

Inbound	167	4:09:26
Outbound	27	1:01:44

**Switch Board Operator x1101**

Inbound	463	2:57:22
Outbound	45	2:15:35

**Total Town (Trunk Lines)**

Inbound	3,583	100:37:09
Outbound	1,739	61:44:14



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 Monthly Report 2014

	November	Calendar Year to date
<b>Town Council</b>		
Rezoning	0	1
Conditional Use	1	7
Ordinance Amendment	0	3
Major Subdivisions	0	0
Annexations	0	0
Special Events	1	15
<b>Planning Board</b>		
Rezoning	0	1
Condition Use	0	7
Ordinance Amendment	1	4
Subdivisions	0	0
Annexations	0	0
<b>Board of Adjustment</b>		
Variance	0	2
Admin Appeal	0	0





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 Planning Department  
 350 E. Market St Smithfield, NC 27577  
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**Permit Issued for November 2014**

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	75	3
Zoning	Land Use	1,000.00	11
Zoning	Sign	350	7
	<b>Total:</b>	<b>1,425.00</b>	<b>21</b>
	<b>YTD Total:</b>	<b>8,129.50</b>	<b>111</b>

Permit#	Type	Sub Type	Business Name	Project Address
Z14-000070	Zoning	Land Use	CLOUD 9 VAPOR LOUNGE	515 OUTLET CENTER Drive
Z14-000071	Zoning	Sign	Cloud 9 Vapor	515 OUTLET CENTER Drive
Z14-000072	Zoning	Land Use	3G MART OWNER CHANGE	320 STANCIL Street
Z14-000073	Zoning	Land Use	DETACHED ACCESSORY	800 PACKING PLANT Road
Z14-000074	Zoning	Land Use	Tutoring Program	553 East MARKET Street
Z14-000075	Zoning	Land Use	Classic Country Vapors	527 South BRIGHTLEAF Boulevard
Z14-000076	Zoning	Land Use	ADVANTAGE AUTOSPORT LLC	808 North BRIGHTLEAF Boulevard
Z14-000077	Zoning	Sign	AUNTIE ANNE	1025 OUTLET CENTER DRIVE Drive
Z14-000078	Zoning	Sign	Classic Country Vapors	527 South BRIGHTLEAF Boulevard
SP14-000025	Site Plan	Minor Site Plan	CLASS B MANU HOME	3037 BUFFALO Road
Z14-000079	Zoning	Land Use	Occupation	140 BAYHILL Circle
Z14-000080	Zoning	Sign	NC HEART & VASCULAR	910 BERKSHIRE Road
Z14-000081	Zoning	Land Use	Food Lion / Tree sales	851 West MARKET Street
Z14-000082	Zoning	Sign	Advantage Autosport LLC	808 North BRIGHTLEAF Boulevard
Z14-000083	Zoning	Sign	Anna's Banna Nut Bread	938 North BRIGHTLEAF Boulevard
Z14-000084	Zoning	Sign	AG Lee Oil	825 Brogden Road
Z14-000085	Zoning	Land Use	SPANKY Tree sales	400 North BRIGHTLEAF Boulevard
Z14-000086	Zoning	Land Use	COACH	1025 OUTLET CENTER Drive
SP14-000026	Site Plan	Minor Site Plan	SFD ADDITION/ REMOD	320 DOGWOOD Street
SP14-000027	Site Plan	Minor Site Plan	DETACHED ACCESSORY	511 North FOURTH Street
Z14-000087	Zoning	Land Use	FOOD LION	901 South BRIGHTLEAF Boulevard



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## CODE COMPLIANCE MONTHLY REPORT 2014

	Nov-14	Calendar Year To date
Written Violations	82	1025
Resolved Violations	82	1013
On Site Meetings	101	951
Temporary Sign Violations	361	2028
Temporary Signs Removed	361	2014
Condemned Structures Removed	1	8
Volunteers	0	228
Families Helped By Volunteers	0	80



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING November 30, 2014**

**I. STATISTICAL SECTION**

Month Ending Nov. 30, 2014	Nov-14	Nov-13	Total 2014	Total 2013	YTD Difference
Calls For Service	2211	2286	24820	23,991	829
Incident Reports Completed	161	186	1946	2011	-65
Cases Closed	143	150	1798	1843	-45
Accident Reports	61	69	768	689	79
Arrest Reports	117	113	1358	1366	-08
Burglaries Reported	05	18	100	137	-37
Drug Charges	31	32	329	367	-38
DWI Charges	11	13	107	110	-03
Citations Issued	406	344	3636	3062	574
Speeding	155	149	1363	687	676
No Operator License	79	74	849	956	-107
Registration Violations	71	21	581	371	317

**II. PERSONNEL UPDATE**

One officer remains in a field training assignment. The department has one sworn vacancy. The existing Captain position remains vacant pending promotional testing.

**III. MISCELLANEOUS**

Traffic control was performed during the Thanksgiving weekend. Everything operated rather smoothly with minimal accidents in the shopping areas. Two lighted marquis signs were strategically placed to assist the motoring public in the area of the traffic circle and access to Outlet Center Drive from East Market Street. Officers conducted traffic for the Shriner's Parade that operated on Market Street. No incidents were reported. Additional traffic continues to be conducted at the entrance to the Neuse Charter School when school is dismissed.

### REPORTED UCR OFFENSES FOR THE MONTH OF NOVEMBER 2014

PART I CRIMES	November		+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
	2013	2014			2013	2014		
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	1	2	1	100%
ROBBERY	4	4	0	0%	21	25	4	19%
Commercial	4	2	-2	-50%	10	7	-3	-30%
Individual	0	2	2	N.C.	11	18	7	64%
ASSAULT	2	4	2	100%	44	53	9	20%
* VIOLENT *	6	8	2	33%	66	80	14	21%
BURGLARY	17	5	-12	-71%	134	95	-39	-29%
Residential	9	4	-5	-56%	76	58	-18	-24%
Non-Resident.	3	0	-3	-100%	20	11	-9	-45%
Commercial	5	1	-4	-80%	38	26	-12	-32%
LARCENY	50	34	-16	-32%	471	504	33	7%
AUTO THEFT	2	0	-2	-100%	21	14	-7	-33%
ARSON	0	0	0	N.C.	0	4	4	N.C.
* PROPERTY *	69	39	-30	-43%	626	617	-9	-1%
PART I TOTAL:	75	47	-28	-37%	692	697	5	1%
PART II CRIMES								
Drug	30	41	11	37%	405	422	17	4%
Assault Simple	13	12	-1	-8%	179	130	-49	-27%
Forgery/Counterfeit	3	3	0	0%	19	17	-2	-11%
Fraud	8	9	1	13%	93	91	-2	-2%
Embezzlement	0	2	2	N.C.	6	5	-1	-17%
Stolen Property	1	2	1	100%	8	16	8	100%
Vandalism	9	6	-3	-33%	87	98	11	13%
Weapons	2	3	1	50%	29	22	-7	-24%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	8	7	-1	-13%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	9	4	-5	-56%
D. W. I.	13	11	-2	-15%	108	106	-2	-2%
Liquor Law Violation	2	1	-1	-50%	25	13	-12	-48%
Disorderly Conduct	2	1	-1	-50%	16	12	-4	-25%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	3	3	N.C.
All Other Offenses	6	5	-1	-17%	82	69	-13	-16%
PART II TOTAL:	91	96	5	5%	1074	1015	-59	-5%
GRAND TOTAL:	166	143	-23	-14%	1766	1712	-54	-3%

N.C. = Not Calculable

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Town of Smithfield  
**Fire Department**  
 Month Ending: October 2014

I. Statistical Section

Responded to:

<u>8</u>	Total Structure Fires Dispatched
<u>2</u>	Confirmed Structure Fires (Our District)
<u>1</u>	Confirmed Structure Fires (Other Districts)
<u>96</u>	EMS/Rescue Calls
<u>3</u>	Vehicle Fires
<u>18</u>	Motor Vehicle Accidents
<u>7</u>	Fire Alarms (Actual)
<u>10</u>	Fire Alarms (False)
<u>15</u>	Misc./Other Calls
<u>3</u>	Mutual Aid (Received)
<u>3</u>	Mutual Aid (Given)

**157 TOTAL EMERGENCY RESPONSES**

Conducted	<u>112</u>	Fire Inspections/Compliance Inspections
Conducted	<u>3</u>	Public Fire Education Programs
	<u>31</u>	Adults in Attendance
	<u>216</u>	Children in Attendance
Conducted	<u>1</u>	Plans Review Construction/Renovation Projects
Issued	<u>0</u>	Fire Code Citations
Issued	<u>0</u>	Fire Lane Citations
Completed	<u>9</u>	Consultation/Walk Through
Completed	<u>5</u>	Re-Inspections
Completed	<u>    </u>	Fire Investigations

II. Major Revenues

Inspections : \$ 2,700.00

III. Major Expenses for the Month:

#### IV. Personnel Update:

#### V. Narrative of monthly departmental activities:

- Chief Harris attended the East Smithfield Improvement Organization meeting to discuss family safety and fire prevention.
- Department personnel continue to promote safety and fire prevention through stations visits and public appearances.
- Staff is assisting with the plans for an aircraft disaster drill scheduled for April 2015.

**Town of Smithfield  
Public Works Department  
November 30, 2014**



166 Total Work Orders completed by the Public Works Department

5 Burials, at \$700.00 each = \$3,500.00

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

\$0.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

320.80 tons of household waste collected

192 tons of yard waste collected

6.56 tons of recycling collected

37 Animal Control work orders completed

5 Cats transported to Animal Shelter

17 Dogs transported to Animal Shelter

**Town of Smithfield  
Public Works Appearance Division  
Cemetery, Landscapes, and Grounds Maintenance  
Buildings, Facilities, and Sign Division  
Monthly Report  
November 30, 2014**



**I. Statistical Section**

5\_\_\_ Burials

8\_\_\_ Works Orders – Buildings & Facilities Division

7\_\_\_ Work Orders – Grounds Division

8\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales: \$0.00

Riverside Ext Cemetery Lot Sales: \$0.00

Grave Opening Fees: \$3,500.00

Total Revenue: \$3,500.00

**III. Major Expenses for the Month:**

\$5,359.00 to B&S Air Conditioning for replacement unit at Police Department.  
\$901.00 to SPC for HVAC repairs (Planning Dept.) at Town Hal.l

**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 Appearance Division starting preparing Christmas decorations for Christmas Holiday.



**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
November 30, 2014**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 1 - Work Order – 5.07 Tons of Asphalt was placed in 14'x14' utility cut.
- c. 1 - Work Order – 120 Linear Feet Drainage Pipe installed.
- d. Crew assisted with traffic control devices for three little pigs race and black Friday event.
- e. 21 - Work Orders – 400lbs. of Cold Patch was used for 21 Potholes.
- f. 37 - Work Orders were completed regarding Animal Control related issues. 5 Cats and 17 Dogs were transported to the Animal Control Shelter.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$1,508.53 to ADS for purchase of drainage pipe material. \$1,350.00 to Smithfield Diesel for repairs front axle on flatbed 406.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

Drainage crew assisted Appearance division hanging Christmas decoration throughout city limits.

**Town of Smithfield  
Public Works Department  
November 2014 Drainage Report**

Location: 7 Edgecomb Court, Coats Street, Wellons and Rosewood, S 2<sup>nd</sup> and Davis Street, Hood and Crescent, 213 Hood Street, MLK and Fuller, East and North, 810 Third Ave, 633 Venture Drive, 275 Equity Drive.  
 Starting Date: 11/4/2014  
 Completion Date: 11/24/2014  
 Description: Repaired 21 Potholes with Perma Patch asphalt.  
 Man-hours: 8hrs.  
 Equipment: 404 pickup plus hand tools.  
 Materials: 8 bags (400lbs.) of Perma Patch asphalt.

Location: 1 Alpine Court.  
 Starting Date: 11/4/2014  
 Completion Date: 11/4/2014  
 Description: Repaired damaged drain line that runs underneath fence line.  
 Man-hours: 3hrs.  
 Equipment: 402 plus hand tools.  
 Materials: Fill dirt from shop.

Location: Intersection of Powell and McCullers.  
 Starting Date: 11/4/2014  
 Completion Date: 11/17/2014  
 Description: Installed 60LF (15inch) HDPE drain line in ditch for positive drainage.  
 Man-hours: 91.5hrs.  
 Equipment: 420 Cat backhoe, Bobcat tractor, 405 dump truck.  
 Materials: 120LF of 15" HDPE Pipe, two 15inch tees, three 15inch adapters, one 15inch coupling, two 15inch drop-in grate, 29.79 tons of 57 stone, 3 tandem truckloads of fill dirt from cemetery, One tandem load of topsoil, 6 bales of straw, 5lbs. of grass seed.

Location: 553 E Market Street behind Kidney Dialysis building.  
 Starting Date: 11/13/2014  
 Completion Date: 11/13/2014  
 Description: Removed large concrete top over catch basin, removed dirt and obstructions from box. Cleaned 160LF of storm drain line with jet truck for positive drainage.  
 Man-hours: 7hrs.  
 Equipment: 420 Cat backhoe, jet truck, 405 dump truck.  
 Materials: 2 yards of fill dirt was used in low spots.

Location: Downtown district.  
 Starting Date: 11/18/2014  
 Completion Date: 11/20/2014  
 Description: Put up Christmas banners and wrapped poles with garland.  
 Man-hours: 72hrs.  
 Equipment: 402 pickup with utility trailer.  
 Materials: One case of C7 clear bulbs.

Location: Smithfield Crossing.  
Starting Date: 11/19/2014  
Completion Date: 11/19/2014  
Description: Removed 5 temporary detour signs and u-channel poles from Outlet Center Drive.  
Man-hours: 3hrs.  
Equipment: 300 plus hand tools  
Materials: Signs and poles were stored at shop.

Location: SBL in front of Magic Tunnel carwash.  
Starting Date: 11/21/2014  
Completion Date: 11/21/2014  
Description: Repaired large 14'x14' utility cut with I2 asphalt.  
Man-hours: 20hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus roller.  
Materials: 5.07 tons of I2 asphalt.

Location: 508n S 4<sup>th</sup> Street.  
Starting Date: 11/21/2014  
Completion Date: 11/24/2014  
Description: Due to damaging sidewalk panel's two large Bradford pear trees were cut down and hauled off.  
Man-hours: 14hrs.  
Equipment: 420 Cat backhoe, 405 dump truck, 2 chainsaws.  
Materials: N/A

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
November 30, 2014**



**I. Statistical Section**

- 2   Preventive Maintenances
- 1   North Carolina Inspections
- 44  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$576.00 was paid to Consolidated Electricals Distributors for four shop lights in the bays at the garage.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators.

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
Nov. 30, 2014**



**I. Statistical Section**

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

- a. Sanitation forces completed 34 work orders
- b. Sanitation forces collected 320.80 tons of household waste
- c. Sanitation forces disposed of 96 loads of yard waste and debris at Spain Farms Nursery
- d. Recycling forces collected 0 tons of clean wood waste (pallets)
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town's forces disposed of 150 scrap tires
- g. Recycling forces collected 3.93 tons of recyclable plastic
- h. Town's forces collected 1560 lbs. of cardboard
- i. A total of 0 gallons of cooking oil was collected at the convenience site
- j. Disposed of 0 lbs. of plastics & glass
- k. Disposed of 1.88 tons of newspaper

**II. Major Revenues**

- a. Received \$0.00 from Omni Source for disposal of 0 lbs. of Appliances/Loose Scrap
- b. Received \$0.00 from Sonoco Products for cardboard material
- c. Sold 0 lbs. of aluminum cans for \$0.00
- d. Sold 0 lbs. of shredder steel for \$0.00 to Omni Source
- e. Received \$40.50 from News and Observer for newspaper.

**III. Major Expenses for the Month:**

Paid \$1,655.65 to Smithfield Diesel Truck Services for repairs to the leaf box/loader. Paid \$1,513.05 to Smithfield Diesel Truck Services for labor on Truck #313 (Knuckle Boom Loader) to repair broken chaise and repair wires for the hook lift. Spain Farms Nursery was paid \$3,060 for disposal of 102 loads of yard debris for Oct. 2014.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The department worked closely with the Police Dept. on providing traffic control devices for Shriner's Parade held on November 15, 2014 and Black Friday shopping at the Premium Outlets stores on Nov. 27- 29, 2014.



**PARKS & RECREATION  
SMITHFIELD RECREATION AND AQUATICS CENTER  
MONTHLY REPORT  
NOVEMBER, 2014**

**I. Parks and Recreation and SRAC Programs/Events**

Programs/Events in progress of recently completed: **37**  
Total Programs/Events participants: **4159** \*(does not include spectators)  
SRAC member visits > **4039\***(does not include spectators, meeting attendees, etc.)  
SRAC paid day pass visitors > **440 (\$2,943.00)**  
SRAC complimentary day pass visitors > **11**  
SRAC Facility Rentals (Banquet Room, Gym, M-P Room) > **434 (20 Rentals)**  
SRAC Pool Rentals (Parties, Churches, Day Camps, etc.) > **>1450 (29 Rentals)**  
P&R Athletic games, practices and tournaments > **286** (participants included in "Total" above)  
P&R Facility Rentals (fields, shelters, etc.) > **983 (13 Rentals)**  
**TOTAL DIRECT CONTACTS > 11786**

**II. Budget Information**

Through 11/30/14 & YTD:  
Parks and Recreation Expenditures > approximately 39%  
SRAC Expenditures > approximately 35%  
SRAC Revenues collected > approximately 27%

**III. Highlights**

Hosted Triangle Select League Baseball Tournament with 27 teams and 324 players  
All-Star Soccer team with Smithfield Representation won SWAC 12U State Championship



**Utilities Department  
Monthly Report  
November 2014**

- **Statistical Section**
  - Electric CP Demand was 24,452 kW relative to October's demand of 17,706 kW.
  - Electric System Reliability for was 99.9986% relative to October's 99.65%.
  - **Raw water treated on a daily average was 4.545 MG relative to 4.099 MG for October with maximum demand of 5.102 MG relative to October's 4.595 MG.**
  - Total finished water to the system was 107.158 MG relative to October's 106.605 MG. Average daily for the month was 3.572 MG relative to October's 3.047 MG. Daily maximum was 3.930 MG (Wednesday, November 5), relative to October's 4.740 MG. Daily minimum was 3.259 MG (Tuesday, November 4), relative to October's 1.786 MG.
  
- **Miscellaneous Revenues**
  - Electrical sales were \$1,422,122 relative to October's sales of \$1,501,143.
  - Water sales were \$176,180 relative to October's \$168,540.
  - Sewer sales were \$221,781 relative to October's \$224,362.
  - Johnston County Water purchases were \$58,098 relative to October's \$56,243. **Sales were higher in October and November than September will as Johnston County had shut down one of their filters for major maintenance and is purchasing a large amount of water from us. Our daily treatment of raw water peaked at 5.102 MGD, which is high for the late Fall.**
  
- **Major Expenses for the Month**
  - Electricity purchases were \$1,262,471 relative to October's \$1,165,747.
  - **Johnston County sewer charge was \$239,424 for 78.57 MG relative to October's \$230,153 for 75.48 MG. November rainfall was 3.6 inches relative to October's 4.4 inches.**
  
- **Personnel Changes**
  - **A Water Treatment Operator has recently resigned. We are currently interviewing for this vacant position.**



**Town Of Smithfield  
WATER AND SEWER  
Monthly Report  
NOVEMBER 2014**

**I. Statistical Section**

- REPLACED 18 WATER METERS
- SET 3 METERS FOR NEW ACCOUNTS
- REPAIRED 12 LEAKS
- REPAIRED 3 SEWERS
- WASHED 3618 FEET SEWER LINES
- MADE 3 WATER TAPS, AND 0 SEWER TAP

**II. Major Revenues**

- NA
- 

**III. Major Expenses for the Month:**

**IV. Personnel Update**

- Hired Jeremy Rouse
- Hired Frank Batey
- Hired Daniel Baker

**V. Miscellaneous Activities:**

- RODDED 13 SEWER SERVICES
- REPAIRED 2 FIRE HYDRANTS
- SERVICE CALLS 118
- LOCATES 74
- INSTALLED 1 - 6" VALVES
- CHECK 18 LIFT STATIONS DAILY
- FLUSHED DEAD ENDS 1 TIME





**Town of Smithfield  
Electric Department  
Monthly Report  
November, 2014**

**I. Statistical Section**

- Street Lights repaired -33
- Area Lights repaired -16
- Service calls - 35
- Underground Electric Locates -39
- Poles changed out or installed -6
- Underground Services Installed -2

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- The Utility Dept. had 2 Safety Meetings one on Load Securement & one on how to use the new AED equipment.

**V. Miscellaneous Activities:**

- Installed new Charging Station at the Operations Center.
- Installed new Flag pole for the Water Plant.
- Installed NEXGRID meter equipment for pilot program.
- Installed Christmas Decorations.

