

The Smithfield Town Council met in regular session on Tuesday, January 8, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Dr. David Barbour, District 4  
Emery Ashley, At-Large  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

Tim Kerigan, Human Resources/PIO

## CALL TO ORDER

Mayor Moore called the meeting to order at 7:00.

## INVOCATION

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance led by members of Cub Scout Pack 64.

## APPROVAL OF AGENDA:

Councilman Ashley made a motion, seconded by Councilman Dunn, to amend the agenda as follows:

Remove from the Consent Agenda:

3. Career Ladder: The Public Utilities Water/ Sewer Department is requesting approval for a career ladder promotion for the Water/ Sewer Pump Station Mechanic
8. Bid Award to Performance Automotive Group in the amount of \$133,644 for the purchase of six vehicles for the Police Department

Add to the Consent Agenda

11. Consideration and Approval to appoint Daniel Evans to serve as a Commission on the Smithfield Housing Authority.

Add a Close Session: Pursuant to NCGS 143-318.11 (a) (6) to discuss the Town Manager's Annual Evaluation

Unanimously approved

## PRESENTATIONS:

1. 2018 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the year and Award for Sanitary Sewer Collection System of the year

Kevin Irby of the NC AWWA-WEA informed the Council that Smithfield had received the Overall Collections System of the Year Award and the Small Distribution System of the Year Award. Mr. Irby explained the NC AWWA-WEA was very lucky to have the talent and support of many extraordinary volunteers and water professionals. Over the past 96 years, they expanded the awards program as a way to recognize some of the most exceptional volunteers and some of the best and brightest of North Carolina's water industry. The North Carolina Collection and Distribution Systems of the Year awards are selected by the NC AWWA-WEA Wastewater Collection and Water Distribution Systems Committee. The purpose of these awards is to identify and recognize municipalities that protect the public health and natural beauty of the environment through pro-active practices of management, operations, and maintenance beyond what is required of their NC DENR permits. The Town of Smithfield has demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer over flows during both wet weather and dry weather conditions. The award honors the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their wastewater collection system facilities. In the area of distribution, the

Town of Smithfield owns & operates 122 miles of pressurized water main, 4 above-ground water storage tanks, and 2 pumping stations all serving over 6,000 customers. The entire system is operated and maintained by 10 permanent staffers, 8 of which are solely dedicated to system field operations.

**PUBLIC HEARING: None**

**CITIZENS' COMMENTS:**

- Jud Patterson of 418 Westerman Place, Smithfield addressed the Council on his concerns about parking on Third Street explaining that many of his customers cannot locate parking close to his business, Oak City Collection. Mayor responded that staff was continuing to look at ways to remedy this issue.

**CONSENT AGENDA:**

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

1. The following minutes were approved
  - December 4, 2018 – Regular Meeting
  - December 4, 2018 – Close Session
2. Approval of a Career Ladder promotion in the Police Department. The officer was promoted from the rank of Police Officer II to the rank of Master Police Officer.
3. Approval was granted for the promotion of Lieutenants and Engineers for Fire Station 2.
4. Bid was awarded to Deacon Jones in the amount of \$36,960 for the purchase of an SUV to be utilized by the Fire Department . Bids received were as follows:
  - Deacon Jones: \$36,960.00
  - Capital Chevrolet: \$38,347.91
  - Kenly Chevrolet \$39,608.00
5. Bid was awarded to Dun-Right Services in the amount of \$15,661 for manhole rehabilitation services. Bids received were as follows:
  - Dun-Right Services \$15,661.00
  - CMT \$39,758.00
  - Osbourne Contract Services No bid submitted
6. Bid Award to ACMS in the amount not to exceed \$182,270 for the fabrication and installation of the Wayfinding signage.  
 {Attached hereto and made a part of these official minutes is a copy of the Agreement between the Town of Smithfield and ACMS}
7. The following Downtown Smithfield Development Corporation Board of Directors appointments were approved:
  - Reappointments of Rick Childrey, T. Ruffin Johnson, Jr and Billie Stevens
  - New appointments of K. Todd Johnson, Judson Patterson, Jeremy Pearce and Cathy Shuler.

**8. New Hire Report**

| <u>Position</u>             | <u>Department</u>  | <u>Budget Line</u>   | <u>Rate of Pay</u>            |
|-----------------------------|--------------------|----------------------|-------------------------------|
| Electric Line Technician    | PU – Electric      | 31-72-7230-5100-0200 | \$18.27/hr. (\$38,001.60/yr.) |
| Marketing & Comm Specialist | General Government | 10-10-4100-5100-0200 | \$20.37/hr. (\$42,369.60/yr.) |
|                             | PU – Water/Sewer   | 30-71-7220-5100-0200 | (1/3)                         |
|                             | PU – Electric      | 31-72-7230-5100-0200 | (1/3)                         |
| P/T Labor                   | PU – Water/Sewer   | 30-71-7220-5100-0200 | \$12.00/hr.                   |
| P/T Lifeguard               | P&R – Aquatics     | 10-60-6220-5100-0220 | \$7.50/hr.                    |
| P/T Staff                   | P&R – Aquatics     | 10-60-6220-5100-0210 | \$8.00/hr.                    |
| P/T Staff                   | P&R – Aquatics     | 10-60-6220-5100-0210 | \$9.00/hr.                    |
| Utility Line Mechanic       | PU – Water/Sewer   | 30-71-7220-5100-0200 | \$12.83/hr. (\$26,686.40/yr.) |

**Current Vacancies**

| <u>Position</u>               | <u>Department</u>  | <u>Budget Line</u>   |
|-------------------------------|--------------------|----------------------|
| Police Officer I              | Police             | 10-20-5100-5100-0200 |
| P/T Lifeguard                 | P & R – Aquatics   | 10-60-6220-5100-0220 |
| Sanitation Equipment Operator | PW – Sanitation    | 10-40-5800-5100-0200 |
| Utility Line Mechanic         | PU – Water / Sewer | 30-71-7220-5100-0200 |

9. Approval to appoint Daniel Evans to serve as a commissioner on the Smithfield Housing Authority.  
 {Attached hereto and made a part of these official minutes is the Certificate of Appointment of Commissioner of the Smithfield Housing Authority.

Unanimously approved.

**Business Items : None****Councilmembers Comments:**

Mayor Moore expressed his appreciation to everyone who participated in the annual Christmas Parade stating it was an outstanding event. He commended the Public Utilities staff for their entry in the parade. Mayor Moore stated the Town had an outstanding 2018 and he was looking forward to an even better 2019. To the Cub Scouts in attendance, he encouraged them to stay in scouting as it was an incredible program that would assist them for their life journey ahead.

**Town Manager's Report:**

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Marketing and Communication Specialist Brian Eaves was introduced to the Council and welcomed to the Town. The Town Manager explained Mr. Eaves was doing an outstanding job and had already increased the Town's social media presence by 50%- 75%.
- Comprehensive Plan: The next Public Comprehensive Plan Meeting is scheduled for February 19th from 6:00 pm to 8:00 pm at the fire department training room.
- FY 2018 Audit: The Town's auditor has yet to complete the Town's annual audit. The firm was set back by hurricanes Florence and Michael. The auditor also has not completed Johnston County's annual audit.
- CDBG Grant: We have been advised that Smithfield was not selected as an award grantee in the current round of CDBG grant money for housing rehabilitation. Staff will be evaluating the grant application with our grant writer and state officials to see if any changes might assist in a future application scoring higher so funding is received.
- The Town Manager expressed his appreciation to the community, volunteers, community partners and staff for a wonderful 2018. He explained the Town was off to a great start in 2019, but there was a lot to do. A highlight of each department's monthly activities was given to the Council

**Close Session:** Pursuant to NCGS 143-318.11 (a) (6) to discuss the Town Manager's annual evaluation.

Councilman Dunn made a motion, seconded by Councilman Stevens to go into closed session pursuant to NCGS 143-318.11 (a) (6). Unanimously approved at 7:17

**Reconvene in Open Session**

Mayor Pro-Tem Scott made a motion, seconded by Councilman Stevens, to reconvene in open session. Unanimously approved at 9:19 pm.

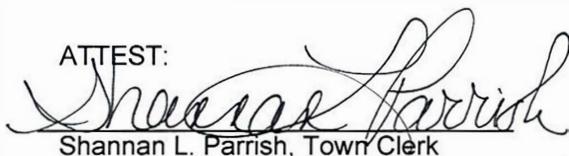
**Town Manager's Annual Evaluation**

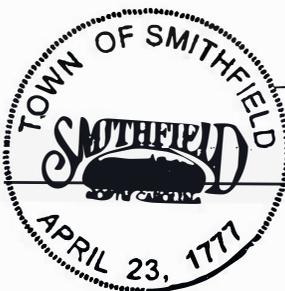
Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to increase the Town Manager's salary to \$110,000 effect at the next pay period. Unanimously approved.

**Adjourn**

Being no further business, Councilman Dunn made a motion, seconded by Councilman Rabil, to adjourn the meeting. The meeting adjourned at approximately 9:20 pm.

ATTEST:

  
Shannan L. Parrish, Town Clerk



  
M. Andy Moore, Mayor