



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

David Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

## Town Council

## Agenda

## Packet

Meeting Date: Monday, May 18, 2020

Meeting Time: 7:00 p.m.

Meeting will take place via Conference Call

(919)391-3517 or 1-800-719-7514

Conference Code 808829





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING MAY 18, 2020  
7:00 PM**

**Via Conference Call  
(919) 391-3517 or 1-800-719-7514  
Conference Code 808829**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentation: None**

**Public Hearing: None**

**Citizens Comments:**

**Consent Agenda Items:**

- 1. Approval of Minutes:**
  - a. April 7, 2020 – Regular Meeting
  - b. April 23, 2020 – Special Session (Budget conference call)
  - c. April 28, 2020 – Recessed meeting (Budget conference call).....1
  
- 2. Consideration and request for approval to adopt Resolution #658 (07-2020) accepting the Town’s annual update to its Local Water Supply Plan (LWSP)**  
(Public Utilities Director – Ted Credle) See attached information.....23
  
- 3. Consideration and request for approval to promote an employee from Utility Line Mechanic to Water/ Sewer Crew Leader due to a recent retirement**  
(Public Utilities Director – Ted Credle & HR Director – Tim Kerigan)  
See attached information.....31

**4. Police Department Promotions: Consideration and request for approval to promote three Master Police Officers to the rank of Sergeant**  
(Chief of Police – R. Keith Powell) See attached information.....33

**5. Consideration and request for approval to adopt Resolution #659 (08-2020) awarding the service badge and weapon to retired Police Sergeant Robert Dale Wood**  
(Chief of Police – R. Keith Powell) See attached information.....35

**6. Consideration and request for approval to appoint Rick Herndon and Kay Kennedy to the Downtown Smithfield Development Corporation’s Board of Directors**  
(Town Clerk – Shannan Parrish) See attached information.....39

**7. Advisory Board Appointment**

- a. David Johnson has submitted an application for consideration to be reappointed to a second term on the Board of Adjustment
- b. Jan Branch has submitted an application for consideration to be reappointed to a fifth term on the Historic Properties Commission
- c. Alesia Sanders has submitted an application for consideration to be appointed to a first term on the Library Board of Trustees
- d. Richard Childrey has submitted an application for consideration to be reappointed to a second term on the Library Board of Trustees
- e. Ashley Spain has submitted an application for consideration to be reappointed to a fourth term on the Planning Board as an ETJ member

(Town Clerk – Shannan Parrish) See attached information.....47

**8. New Hire Report**  
(HR Director/ PIO – Tim Kerigan) See attached information.....59

**Business Items:**

- 1. FY 2020-2021 Budget Discussions**  
(Town Manager – Michael Scott)

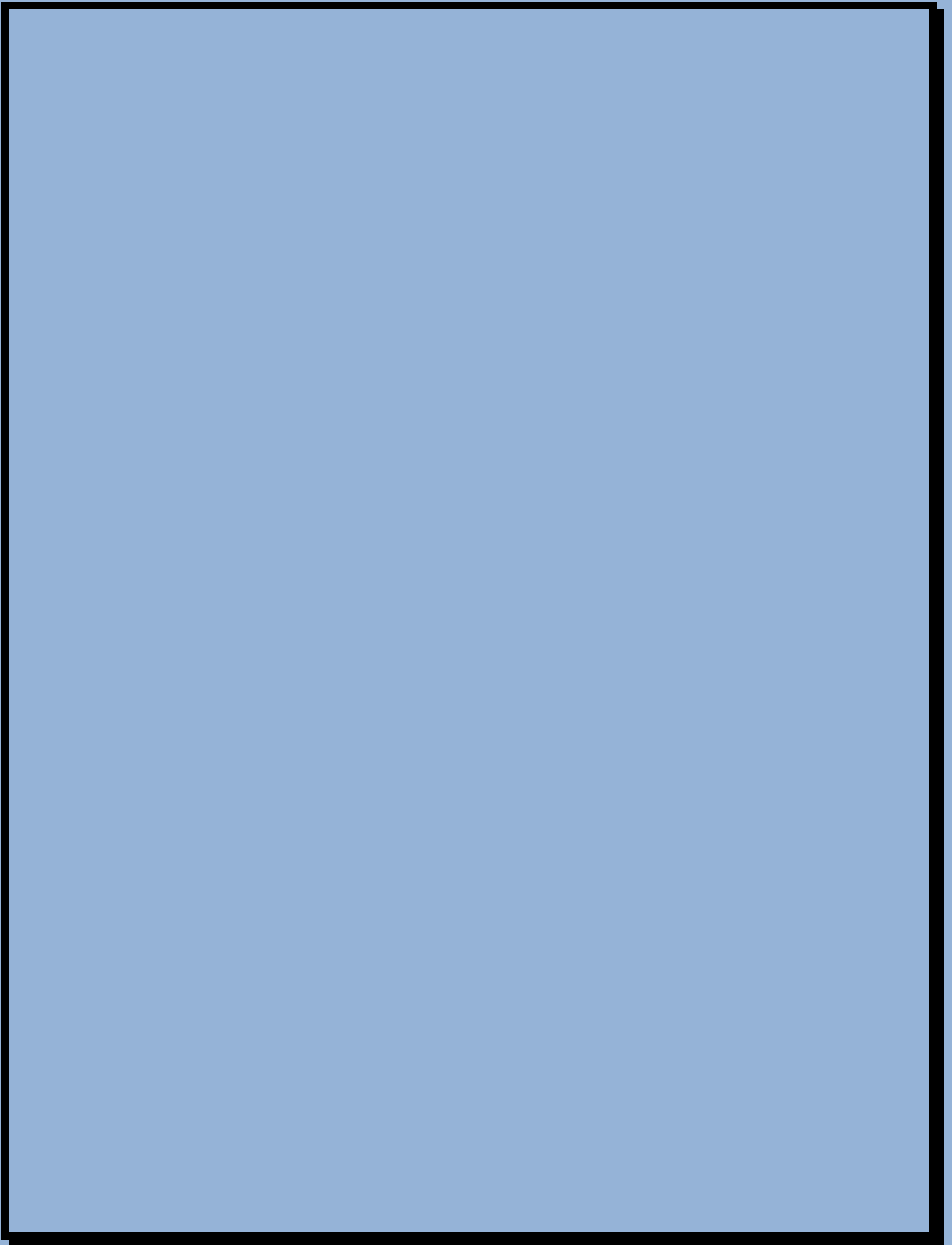
**Councilmember’s Comments**

**Town Manager’s Report**

- Financial Report (See attached information).....61
- Department Reports(See attached information).....65
- Manager’s Report

**Recess** until a date and time approved by the Town Council

# Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, April 7, 2020 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

John A. Dunn, Mayor Pro-Tem  
David Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
Shannan Parrish, Town Clerk  
Stephen Wensman, Planning Director

Councilmen not in attendance due to Governor's Executive Order No. 121

Marlon Lee, District 1  
Stephen Rabil, At-Large  
Roger A. Wood, At-Large

Also Present:

Bob Spence, Town Attorney

**Recessed March 3<sup>rd</sup> Meeting (Meeting was to be held March 18<sup>th</sup>)**

Mayor Moore reconvened the March 3, 2020 meeting.

Mayor Pro- Tem Dunn made a motion, seconded by Councilman Barbour to adjourn the March 3, 2020 meeting. Unanimously approved

**CALL TO ORDER**

Mayor Moore called the meeting to order at 7:03 pm.

**INVOCATION**

The invocation was given by Mayor Pro-Tem Dunn followed by the Pledge of Allegiance led by Councilman Scott.

**APPROVAL OF AGENDA:**

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

Move from the Consent Agenda to the Presentations:

- Item #3 - Proclamation – Proclaiming April 18, 2020 as Electric Lineman Appreciation Day in the Town of Smithfield

Removed from the Consent Agenda and tabled until a later date

- Item #6 – Consideration and request for approval to enter into negotiations with Carolina Recreation and Design for the design build of the Splash Pad at Smith Collins Park

Unanimously approved.

**PRESENTATIONS:**

1. Proclamation – Proclaiming April 18, 2020 as Electric Lineman Appreciation Day in the Town of Smithfield.

**Town of Smithfield  
Proclamation  
Electrical Lineman Appreciation Day  
April 18, 2020**

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

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

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

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

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

**NOW, THEREFORE**, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim April 18, 2020 as “Electrical Linemen Appreciation Day”; and we call upon the citizens of the Town of Smithfield to recognize and appreciate the hard work, innovation and dedication that these public servants make every day to our health, safety, comfort, and quality of life.

**PUBLIC HEARINGS: None**

**CITIZEN’S COMMENTS:**

(To comply with Executive Order no. 121, all comments were submitted to the Clerk prior to the meeting electronically)

The following comment was read by Councilman Scott on behalf of Pam Lampe and Emma Gemmel

To send appreciation and gratitude for so many overcoming the obstacles that have occurred from the result of this Corona Virus Pandemic for our Town, County, State, Country and the World. With a calm but knowledgeable presents this type of energy is passed on to personal and the community. We just wanted to express our feelings of Gratitude and Appreciation to everyone.

1. For the Town Departments that have kept our Town safe (Police), clean (Sanitation), Fire Department and other Departments working behind the scenes diligently.
2. For the direction of our Mayor and Town Manager for following guidelines keeping our community from spreading this Corona Virus, therefore keeping us safe.
3. For our restaurants, grocery stores, banks and other essential businesses staying open in safe ways but supporting the community needs.



4. For the people of our Town and Communities coming together to follow the guidelines and helping others by physical distancing with social interaction kept to our devices, for support and connection.

5. The communities as a whole are shedding their clutter and cleaning yards and homes. So a double thanks you to Sanitation pickup for hauling this away since we are sheltered in place. Thank you so much!

6. To the Town Council for its leadership in a time of uncertainty for so many. Knowing the Town Council is there for us all, in so many ways we are unaware. Another Thanks!

Knowing that we will come out on the other side of this Pandemic better than before because we have a better understanding and awareness. It has made us more thoughtful and aware of how fragile but yet resilient Humanity is when we work as a team. Which is what the World is doing! It makes us proud.

## CONSENT AGENDA:

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

1. The following minutes were approved
  - March 3, 2020 – Regular Meeting
  - March 3, 2020 – Closed Session
2. Approval to adopt a remote meeting policy for the Smithfield Town Council  
*{Attached by reference is the Smithfield Town Council Remote Meeting Policy which is on file in the Office of the Town Clerk}*
3. Approval was granted to amend the Nextgrid Hosting Services Agreement between the Town and Electricities
4. Approval was granted to enter into an agreement with CSX to allow the Town to work within the railroad's right-of-way.
5. Approval of Resolution #657 (06-2020) accepting the public improvements in in Bella Square Subdivision for maintenance.

**Resolution # 657 (06-2020)  
Accepting the Dedication  
Of Public Improvements for  
Bella Square**

**Whereas**, Gencom/Genesis Living Inc., (Developer) has constructed the Bella Square residential subdivision 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 3/29/2018; and

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

**Whereas**, the Developer has now completed construction of the public improvements to Town standards and has provided the appropriate certifications indicating the public improvements were constructed to Town standards; and

**Whereas**, the Town Engineer, Public Works Director and Planning Director have 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

**Whereas**, the Developer and Owner's Association agree to operate and maintain the storm water management facilities 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 7<sup>th</sup> day of April, 2020, the Town of Smithfield accepts the dedication of the streets, walks, storm drainage, water and sewer for Bella Square as constructed and as shown Final Plat recorded at the Johnston County Register of Deeds.

6. Approval was granted to enter into an easement agreement with Allen Wellons for a G-1 Wayfinding gateway sign to be located at 3195 Buffalo Road.
7. Approval was granted to authorize the Police Department to purchase five Dodge Durando vehicles from Performance Automotive
8. Approval was granted to proceed with the production of the Town's welcome and informational booklet.

9. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Staff	P&R – Aquatics	10-60-6220-5100-0230	\$7.50/hr.
P/T Pool Staff	P&R – Aquatics	10-60-6220-5100-0230	\$7.50/hr.
P/T SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$9.00/hr.
P/T SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$9.00/hr.
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$14.88/hr. (\$30,950.40/yr.)

Current Vacancies			
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	
Assistant Finance Director	Finance	10-10-4200-5100-0200	
Police Officer I (6 positions)	Police	10-20-5100-5100-0200	
Utility Line Mechanic (3 pos.)	PU – Water/Sewer	30-71-7220-5100-0200	

**Business Items:**

1. **East River Planned Unit Development (PUD) and Preliminary Plat Reapproval – S-18-01**  
 Donnie Adams and Reid Smith were invited to the meeting and chose to attend via conference call.

Planning Director Stephen Wensman addressed the Council on a preliminary plat reapproval for the East River Planned Unit Development. Mr. Wensman explained the Town Council approved the East River PUD/Preliminary Plat on December 4, 2018 and Phase I construction is nearly complete. The developer submitted Phase II showing a significant change to how stormwater management is being addressed, which is a significant change from the approved PUD/preliminary plat, requiring reapproval. Originally, an existing pond near the Neuse River was going to be used for stormwater

purposes, but NCDEQ determined that the pond can only be used for stormwater attenuation and not to treat stormwater for quality. As a result, a significant portion of the planned passive open space is now proposed to be used as for constructed stormwater wetlands. A Final Plat is supposed to substantially agree with the approved PUD Master Plan/Preliminary Plat (Section 5.8.2.2). Given the significant change to the planned open space, approval of the changes are required. The changes that have occurred since the original approval or were conditions of approval to be addressed are as follows:

1. The original development narrative describes pocket parks within the common open space. These pocket parks, shown as long green strips between rows of homes, were to include paved pedestrian trails, attractive landscaping that may be used for soccer, football, cornhole, horseshoes, fire pits and cook outs. Portions of this open space is now proposed for constructed wetlands – a significant change from the approved preliminary plat.
2. The proposed HOA trail in the HOA open space was originally proposed to run down the center of the open space. With the revised preliminary plat, the trail will be located on the rear property line of some lots to make room for the Constructed Wetlands.
3. The original preliminary plat approval was conditioned requiring the public trail in the Shore Court cul-de-sac be modified such that it is independent of the sanitary sewer pump station access way and that the greenway trail shall go around the cul-de-sac rather than through it.
4. With the approval of the original preliminary plat, the Council added a condition that requires the developer to work with staff to incorporate overflow parking areas into each phase of the development. Phase I had no overflow parking. Proposed Phase II shows no overflow parking. Additionally, the developer has incorporated into the HOA declarations a prohibition on street parking.
5. The HOA declarations include a prohibition on parking on the public street.

The Planning Department recommends approval of the East River PUD Master Plan/Preliminary Plat subdivision with the following conditions:

1. That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
2. That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
3. That there be no attached single-family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
4. That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
5. That the public trail be constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.
6. The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.

Councilman Scott questioned the loss of greenspace acreage lost due to the need for constructed wetlands. Reid Smith responded the UDO requires 15% of open space and this development still has 45% of open space.

Councilman Scott questioned if by rerouting the trails was there any linear feet of trails lost. Mr.

Smith responded there were no loss of trails.

Councilman Scott questioned if there were any safety concerns with these constructed wetlands or the need for fencing to protect the public safety. Donnie Adams responded the shallow ponding areas did not pose a risk. Mr. Smith responded this was a common technique to deal with stormwater.

Councilman Barbour questioned if there were landscaping plans for the wetlands. Mr. Smith responded he would provide a landscaping plan to Mr. Wensman for approval.

Councilman Scott expressed his concerns about the HOA maintaining the wetlands. Mr. Smith responded there would be additional language in the HOA agreement stating the HOA was responsible for maintaining the wetlands.

Councilman Barbour questioned who would inspect the stormwater pond and wetlands. Mr. Wensman responded a certified engineer would inspect them annually and submit a report to the Town.

Mayor Pro-Tem Dunn questioned the fate of the stormwater pond in the event the HOA does not remain active. Mr. Smith responded there would be additional language in the HOA agreement stating the HOA was responsible for maintaining the wetlands.

Councilman Scott questioned if the developer would agree to adding language in the HOA agreement specifically designated for the wetlands. Mr. Smith responded he struggled with this because it was not originally part of the agreement.

Mayor Moore stated that since the wetlands are becoming more prominent in the development would it be possible to have provision in the HOA agreement to allocate funds to the maintenance of the wetlands. Mr. Wensman responded the maintenance agreement would become an attachment to the HOA agreement.

Councilman Barbour questioned if the plan followed the guideline of the UDO. Mr. Wensman responded the developers have followed the guidelines.

Town Attorney Bob Spence stated a repair fund could be established for the wetlands and the pond. Mr. Smith stated that was an acceptable solution and he was willing to contribute \$5,000 to start the fund. Additional funding could be charged to the homeowner at \$ 1 to \$2 per month per house, but he asked the Town to allow him flexibility to work with staff on the amount needed.

Councilman Scott made a motion, seconded by Councilman Barbour approval of the East River PUD Master Plan/Preliminary Plat subdivision with the following conditions:

1. That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
2. That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
3. That there be no attached single-family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
4. That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
5. That the public trail be constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.

6. The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.
7. The developer will establish a repair fund for the wetlands/stormwater initially contributing \$5,000. Town Staff has the flexibility to work with the developer to determine an appropriate amount of not less than \$1 per month for each home (to be outlined in the HOA covenant) for wetland/stormwater repair fund.

Unanimously approved.

**Councilmembers Comments:**

- Councilman Scott expressed his appreciation to the citizens for their patience as the Town moves through the COVID-19 pandemic. He asked that moving forward, Town staff be conservative during the budget process.
- Councilman Barbour expressed his appreciation to the Council, Town staff and business owners for all their efforts during the COVID-19 pandemic.
- Mayor Pro-Tem Dunn expressed his appreciation to the citizens for following the recommended guideline. He reminded people to look out for the people around them and to protect yourself and those around you.
- Councilman Stevens stated the citizens of Smithfield were doing a good job and to keep doing what they were doing. He suggested using this time to enjoy your family.
- Mayor Moore expressed his appreciation to the Town Council for agreeing on this meeting format. He explained that due to the COVID-19 pandemic, the Town was operating differently, but it was still operating. After closing Town Hall to the public, the Town Manager had a video camera installed in the vestibule to allow citizens to still come in and pay their utility bill with a credit card. He commended the Town Manager for his out of the box thinking. Mayor Moore expressed his appreciation to Town staff for all the teamwork that has been displayed. He explained teamwork was something that made the Town of Smithfield great and made him proud to be the Mayor of Smithfield. He explained to the citizens that they were in good hands.

**Town Manager's Report:**

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

- Managers throughout all of Johnston County are working together on a daily basis to ensure that all Town are doing their very best for all the citizens of Johnston County.

**Adjourn**

Being no further business, Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to adjourn the meeting. The meeting adjourned at approximately 8:16 pm

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in Special Session on Thursday, April 23, 2020 via Conference Call at 6:00 pm, Mayor M. Andy Moore presided

Councilmen Present:

Mayor Pro-Tem Dunn (5:48 pm until 7:42 pm)  
Marlon Lee – District 1 (5:55 pm until 7:41 pm)  
David Stevens, District 2 (6:00 pm until 7:42 pm)  
Travis Scott, District 3 (5:52 pm until 7:42 pm)  
Dr. David Barbour, District 4 (5:52 pm until 7:47pm)  
Stephen Rabil, At-Large (5:49 pm until 7:42 pm)  
Roger Wood, At-Large (5:51 pm until 7:42pm)

Administrative Staff Present

Michael Scott, Town Manager  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Shannan Parrish, Town Clerk

**CALL TO ORDER**

Mayor Moore called the meeting to order at 6:00 pm.

**Roll Call of Councilmembers in Attendance**

Town Clerk Shannan Parrish conducted the roll call of the Council present. All members were present for the conference call.

**Business Items**

**1. Consideration and request for approval to enter into negotiations with Carolina Recreation and Design for the design build of the Splash Pad at Smith Collins Park**

Parks and Recreation Gary Johnson addressed the Council on a request to enter negotiations with Carolina Recreation and Design for the design and then the build of the splash park at Smith Collins Park. Mr. Johnson explained three bids were submitted, but staff was more impressed with Carolina Recreation and Design. The splash park has not been designed. The contractor will start from the beginning and design what we need and what we want before building the splash pad. Staff is only requesting to be allowed to move forward with this company to begin the design phase of the splash park

Mayor Moore questioned if this company had designed other splash parks. Mr. Johnson responded this firm has designed and constructed splash parks in Fuquay Varina, in the Raleigh area and in Erwin.

Councilman Scott stated this item had been tabled from the last meeting because Councilman Lee had some concerns and was unable to attend the meeting.

Mayor Moore questioned if staff was seeking authorization to move forward with Carolina Recreation and Design to begin the design and ultimately complete the project. Mr. Johnson stated that was correct.

Councilman Stevens made a motion, seconded by Councilman Wood, to approve the request. Councilman Stevens, Councilman Wood, Mayor Pro-Tem Dunn, Councilman Barbour and Councilman Rabil voted in favor of the motion. Councilman Lee and Councilman Scott voted against the motion. Motion passed with a vote of five to two.

Councilman Lee stated he voted against the motion because of the amount of the project.

**2. 2020 Meeting Schedule**

Town Manager Michael Scott addressed the Council on a request to amend the regular meeting schedule. The Town Manager explained that due to the COVID-19 pandemic, he was recommending adjusting the May meeting schedule from May 5<sup>th</sup> to May 19<sup>th</sup>. Town staff has

received requests for two Special Use Permits requiring quasi-judicial public hearings. By moving the May schedule back, we can have a better chance of holding the public hearings without the current restrictions placed on public meetings. Public notice would need to be given for the public hearings, as well as the change in meeting schedule.

Moore Moore stated the Governor issued the state home order which would last until May 8th eighth and could extend it further.

Councilman Scott stated he felt the Council was much more productive in the normal setting, if possible. The face to face discussion were important, especially during this budget time.

Councilman Barbour questioned if the meeting was moved to May the 19<sup>th</sup>, were there any projects that would be affected by it. The Town Manager responded moving these hearing until the 19<sup>th</sup> would not be a problem and they could be moved to the June meeting if necessary.

Councilman Stevens questioned if the meeting could be moved to Johnston Community College's auditorium. The Town Manager responded the Council was still limited to ten people in a room and that would not work for the quasi-judicial hearings.

Councilman Wood stated he would like the meeting moved to May 19<sup>th</sup>.

Councilman Barbour questioned if there was any way to conduct a zoom or WebEx meeting instead of a conference call. Mayor Moore responded since typically in the regular budget sessions, Council is only reviewing their budget binders, he and the Manager elected to hold a conference call instead of a zoom meeting.

Councilman Scott stated he had a conflict on May 19<sup>th</sup>.

Councilman Barbour made a motion, seconded by Councilman Wood, to amend the current Meeting schedule to meet on May the 18<sup>th</sup> at 7 pm instead of May 5<sup>th</sup>. Unanimously approved.

## **FY 2020-2021 Budget Discussion**

### **1. Budget Overview**

Town Manager Michael Scott provided a brief overview of the budget process and governmental accounting. The Town Manager explained the town has two enterprise funds an electric fun and a water and sewer fund. Each of these funds are supported by fees derived from the services being provided to customers. Enterprise funds are intended to be operated as a business and that the fee should pay for the services provided. However, we continue to strive to attain and maintain a cost to service balance as opposed to a desire to operate at a profit margin. Enterprise funds should be able to pay for the services being provided, as well as future capital costs and the maintenance of equipment and the grounds.

The general fund includes everything that is not included in another fund. The general fund is primarily funded by tax dollars. That includes property taxes, sales taxes, automobile taxes and other fees. Services included in the general fund our police, fire, parks and recreation, public works the SRAC Sara Yard Center, the general administration of the town and its finances. At this time, the town as a reserve fund balance, which is not committed to any future expenses, in the amount of about eight and a half million dollars. Budget document presented to you is very status quo, meaning much of the ongoing expenses remain the same as the previous year. There are no new positions in the budget, though different departments did request additional staff. The budget maintains property tax rate at 57 cents.

Regarding our electricity, we had a 1.2% increase in our wholesale costs on April 1 of last year that was absorbed by the town as opposed to being passed on to our customers via our rate Stabilization Fund. We just witnessed a 1.2% rollback of our electric wholesale rates effective April

1 of this year. This should allow us to keep our rates stable for the upcoming year. We do have USF completing a refresher of our electric rates and our electric fun to make sure that we understand the health of our electric utility, which we believe is strong. In this budget, there are increases in water and sewer consistent with planned increases approved by the Council in 2016. This will be the last set of water and sewer rate adjustments that are a result of that 2016 Wooten rate analysis. The recent USF study confirm these increases, though indicated that following these, we should not need any increase for at least the next two years. The increase is equivalent to about 80 cents a month for water for the typical residential utility customer, and about \$3 and 72 cents a month for sewer customers. That is a total of \$4 and 52 cents a month per customer. For those residential customers using less than 4000 gallons of water month which is typical.

The general fund was decreased in revenues by \$536,000 when compared to what we would have normally anticipated for revenues for next year due to the environment that we have right now with COVID-19. The budget also includes state mandated retirement increases. The retirement costs increased from 8.95% for general service workers to 10.15%. And for police, this increased from 9.7% to 10.9%.

Our health insurance rates have also increased. However, they have been minimal compared to many of our neighbors. The town staff saw two plans from our insurance provider, Cigna. The first plan is a status quo plan, which is exactly the benefit package employees have today, which resulted in 6.1% increase over current costs. The second plan decreased deductibles for employees, which staff felt was important during this time. This added an additional increase of 3.95% to our health care costs. The enhanced insurance plan is what is included in your draft budget. We can pull 3.95% of those costs back out if the council wants to remain status quo, or we can leave it in there to provide the employees with a little better benefit in the way of deductibles. The employee contribution rates remain unchanged. There are no salary increases for employees in any of the line items. However, on the contingency page of each fund, there is a 2.5% lump sum there for the council to use as it sees fit for salary increases or other items.

## **2. Utilities**

### **a. Electric**

- Revenues - Town Manager Michael Scott explained electric sales were the primary revenue source followed by penalties. Sales estimated \$16,300,000 and penalties were \$138,500. In the current budget, we are anticipating the penalties line item to be considerably down because we are not charging any penalties and have not for almost a month. By July, we anticipate being back to more normal operations with electric sales, an electric cutoff However, this budget does remove \$25,000 in sales and penalties from what would normally be budgeted.
- Salaries and Wages – the Town Manager explained this was the only department that was not totally status quo. A crew leader in the electric department was going to retire in early July. Because of the pending retirement, we did not adjust his pay based on the salary study results. The employee elected not to retire in July. Included in this budget are funds to bring him back to the same pay as the other crew leader position. This crew leader is a senior crew leader
- Items not included in this budget – The Public Utilities Director requested a bucket truck at a cost of \$150,000. Included in this budget is half of the cost (\$75,000) of that with half of it being included in next year's budget. Also requested but not included was \$400,000 for a generator to offset some electric costs. Mr. Credle requested one new crew leader position at a cost just over \$66,025 (including salary and benefits) and one new electric line technician at a cost of about \$56,370 (including salary and benefits). Neither positions were included in this budget.

Public Utilities Director Ted Credle informed the Council that most of the department's budget remained status quo. Mr. Credle highlighted some line items in the Electric Department proposed FY 20-21 budget. They are as follows:



- Training and Education – Councilman Barbour questioned if there were adequate funds in this line for training. Mr. Credle responded he felt the funds were adequate. Councilman Barbour questioned the infrared camera training. Mr. Credle responded that technology was used to locate “hot spots” and areas that needed repairs. Councilman Barbour further questioned if Mr. Credle considered the use of drones. Mr. Credle responded the use of drones would be beneficial after major storm events.
- Legal fees – Councilman Rabil questioned why \$5,000 was needed for legal fees. The Town Manager explained legal fees are placed in each fund so if something comes up the funds are there.

Mayor asked for year to date expenses to be sent to the Council.

- Supplies and Operations – Status quo from last year, but an additional line item has been added for supplies needed for new residential developments.
- East River Supplies – New line item added for development supplies of East river subdivision’s phase 2.
- Service Contracts – This line increased \$10,000 for tree trimming services.
- Electricity Purchase – has a 1% decrease due to the wholesale rate decrease.

Councilman Scott stated the Town was still budgeting contract services to read meters, but we are supposed to be able to read them remotely now. Mr. Credle responded 100% of the residential meter have been replaced. Commercial and industrial clients require more costly meters because they read demand charges. Those meters must be programmed individually. With the changing of the industrial and commercial customers there should be a decline in meter reading services and expenses.

Councilman Scott questioned the implementation of the load management program. Mr. Credle responded he was working with Electricities on this and it has been a slow process. Software is continually being investigated for this project that will meet the Town’s needs and still be reflective of savings to the consumer and to the Town.

Mayor Moore suggested that Councilman Scott work with Mr. Credle on the load management plan. It was suggested that a plan be brought before the Council at the August meeting.

- Capital Outlay- Included in the Capital Outlay was \$40,000 for work truck for the meter technician.

Councilman Rabil questioned if \$40,000 was needed for a truck when the Town only paid \$27,000 for a truck for the Police Department last year. Mr. Credle responded a sensible truck would be purchased, but before the purchase, it would be approved by the Council.

- Debt service – The Town Manager explained there is one loan out that is all we have out in electric substation loan that came out in 2007. We have budgeted at \$342,586 for that payment this year and that matures in fiscal year 2027.
- Contingency – The Town Manager explained \$305,814 was included for a contingency on anticipated expenses. \$31,000 was also included that could be used for that salary adjustment

## **b. Water Plant**

- Revenues – The Town Manager explained water sales and sewer sales are the primary revenue source including wholesale bulk water sales, which are sales made by Johnston County for their use. The draft budget reflects about \$100,000 in decreased revenues when compared to what would have been projected for next

year, due to the COVID-19 issues that we are having. These revenue totals include the plan water and sewer increases from 2016 Wooten study and supported by the UFS study. Water rate increases include a similar increase in bulk water sales and this increase has already been noticed to the county so the increase can be placed into effect on or near July 1. Again, this will increase the water bill for the average residential customer about 80 cents a month, about \$3 and 72 cents a month for sewer.

- Items not included in this budget - The Public Utilities Director requested one new water plant operator at a cost of \$50,340 (including salaries and benefits).

Public Utilities Director Ted Credle informed the Council that most of the department's budget remained status quo. Mr. Credle highlighted some line items in the Water Plant's proposed FY 20-21 budget. They are as follows:

- Salaries and Wages – Slight increased due to at least one possibly two career ladder promotions of one, possibly two, water plant operators.
- Utilities – A 4% increased was proposed we believe since we'll be producing more water in the coming year, we'll be using more pump energy
- Professional Services – 25% decrease due to a new SCADA service company coming in last year and because of the purchase of new items that we do that we do not anticipate buying again

Councilman Scott questioned if all the water plant operators were certified and being paid accordingly. Mr. Credle responded they were all certified and drawing a wage. There is a tiered program in place for promotions.

- Supplies and Operations – There is no change from last year. Mr. Credle explained staff verified that bulk chemical cost will remain unchanged which is surprising since two or three of our chemicals come from Asia. There is one chemical that you can only get from China.

Mayor Moore questioned if there was a contingency plan in place in the event a supplier could not get the necessary chemicals needed for the water plant. Mr. Credle responded there were three or four chemical suppliers used by the Town and there was one chemical that was only manufactured in China. The suppliers are now looking for alternative supply sources in the event they cannot receive it from China. These suppliers do not anticipate any supply line issues and have indicated they have sufficient chemicals for the remainder of the calendar year. If something does occur, Mr. Credle has sufficient time to notify the Council of any supply line breakdown.

Mayor Moore questioned if the chemicals were something the town purchased yearly or were there various shipments throughout the year. Mr. Credle responded the chemicals were shipped at various times throughout the year because there is a shelf life on some of these chemicals. Some chemicals can obviously be bought a well ahead of time, and then we would need storage tanks.

- Transfer to W/S Capital Project Fund - \$350,000 will be allocated for the water plant improvements.

Town Manager Michael Scott stated that last year, the council originally voted to move forward with the water plant expansion that has been put on hold. Just recently, the town received approval from the Corps of Engineers on our engineering plans. The Council will have to make some decisions during this budget process, as if you want to take out the \$12 million loan that is available to you to expand the water plant or to not expand the water plant. Either way, the water plant does have a significant need of replacement of some of the items and mechanical items within the plant. So this \$350,000 is to be used for either one replacement of those items that need to be replaced, or it can be used as part of the

debt service payment that would be made should we take out that loan to expand the water plan. That is what that money is.

- Capital Outlay - \$268,000 has been included in this budget for upgrades to the SCADA for the remote sites out at the water tanks, replacing filter media and the rebuilding of the raw pump, the settled pump, and the grind pump and a work truck

Councilman Scott questioned if the bulk wholesale water rate increase had been accepted by the County and when would the increase take effect. Mr. Credle responded the County has been notified and the increase would take effect on July 1<sup>st</sup>. It went from \$2.20 to \$2.35 per thousand gallons which is in accordance with the Wooten plan enacted five years ago by the Council.

Mayor questioned if there has been any feedback from the County. The Town Manager responded that he has had a conversation with the County Manager on this subject. He doesn't believe the town will see any decrease in water purchases due to the cost increase. The Manager was sure the county would simply pass that onto their customer

### **c. Water/Sewer**

- Items not included in this budget - The Public Utilities Director requested one utility line mechanic position at a cost of \$45,515 (including salaries and benefits)
- Salaries and Wages - 2% increase due to the anticipated career ladder adjustment.
- Overtime – 20% increase due to increase after hours work
- Training – In this department is where we saw some issues with OSHA. It was not that we did not have training in place, the issue was we didn't apply the training immediately after someone was hired. That has been rectified and all newly hired employees are given the OSHA approved training on day one.
- Equipment Maintenance & Repair – 17% increase because of the increased cost of degreaser which is put into the wet wells to prevent sewer clogs. There has been a decrease in grease backups since staff started using the degreaser.
- Vehicle Maintenance and Supplies – 33% increase due to aging fleet. It is presumed more maintenance will be needed as the fleet ages.
- Supplies and Operations – 6% increase because the cost of supplies have increased.
- Sewage Treatment – 10% increase due to anticipating that the County will increase their costs.

Mayor Moore questioned if the cost of sewage treatment was increasing or was the county using these increased revenues to fund a new sewage treatment plant. Mr. Credle responded he was unsure why the charge what they charge. they might have chemical increases in energy pump issues and things of the same nature. their capacity fee is supposed to be what's funding this new water wastewater plant. Mayor Moore further questioned if the Town was paying more than we should be paying because of growth throughout the county.

- Service Contracts – 8% increase this line was increased in anticipation of additional street repairs due to utility cuts in the roadways.
- Transfer to W/S Capital Projects – There is a \$100,000 reduction in this line from last year. Projects included in this line are the ongoing I & I reduction project, lift

station repair and upgrades, next grid water meters and phase two of the Durwood Stevenson water line. There are funds allocated for the water line project in this fiscal year and \$350,000 will be added to those funds. Also, \$400,000 is budgeted for the replacement of the force main along Highway 210.

- Capital Outlay – Included in this line was rehabilitation of aged manholes, waterline updates throughout town and mapping systems for our asset inventory. There's an alleyway behind Wilson and Holding street that we've repaired three- or four-times in the last year. We're going to go manhole, the manhole and replace the entire line. And in doing so we got a contracted budgetary number of \$170,000.
- Debt Service – There are two loans in the amounts of \$166,144 and \$131,343 and both will mature in 2026. The larger loan in the amount of \$313,676 is the Booker Dairy Road Project where new water and sewer lines were installed. Due to refinancing this loan, it will mature in March 2022. There will be two more payments to make before that matures and that is important as we go forward. If we acquire any more debt in the future to see that debt payment mature.
- Contingency - \$333,005 for next year and again and salary adjustments of \$32,000 for water/ sewer and water plant.

Councilman Scott questioned the undercutting of the roadway to make repairs to water lines. Does your department fix those, another department or is it contracted? Mr. Credle responded the current situation is we will notify public works. And I think Lenny's guys go out and fix or they could either fix it themselves or contract it. We purchase all the materials and I believe they contract it out at a small price.

**Recess**

Councilman Scott made a motion, seconded by Councilman Wood to recess the meeting until Tuesday, April 28, 2020 at 6:30 pm. The meeting recessed at approximately 7:41 pm.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened its April 23, 2020 meeting on Tuesday, April 28, 2020 at 6:30 p.m. via Conference Call, Mayor M. Andy Moore presided.

Councilmen Present:

John Dunn, Mayor Pro-Tem (6:22 pm until 9:01 pm)  
Marlon Lee, District 1 (6:30 pm until 9:00 pm)  
David Stevens, District 2 (6:23 pm until 9:01 pm)  
Travis Scott, District 3 (6:21 pm until 8:57 pm)  
Dr. David Barbour, District 4 (6:20 until 9:09 pm)  
Stephen Rabil, At-Large (6:20 until 9:01 pm)  
Roger Wood, At-Large (6:26 pm until 9:01 pm)

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  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

**Reconvene: April 23, 2019 Meeting**

Mayor Moore reconvened the meeting at 6:30 pm

**Roll call of Councilmembers in Attendance**

Town Clerk Shannan Parrish conducted the roll call of the Council present. All members were present for the conference call.

Town Manager Michael Scott explained that the budget included a breakdown of each non department organization funded in the current budget and the funding level of each organization. The draft budget allocates funding for all currently funded organizations at a status quo. He encouraged the Council not to make funding decisions tonight but to wait until all General Fund departments had a chance to present their draft budget request. We'll return to a discussion regarding the request following the full presentation in the general fund.

**1. Non-Departmental / Nonprofit Requests**

**a. Annie D. Jones Child Enrichment Fund**

The Annie D. Jones Child Enrichment Fund requested \$3,000. Funding for FY 2019-2020 was \$3,000. Executive Director Kayrese McDuffie expressed her appreciation to the Council for supporting the organization for the last three years. The Annie D. Jones Child Enrichment Fund is a nonprofit organization designed to provide financial support for underprivileged children to participate in recreational and cultural activities. The targeted age group is six through eight and the targeted area is the East Smithfield community. This is the organization's fifth year and we continue to be passionate and committed to exposing children to new experiences that hopefully they might choose to pursue in their future.

**b. Ava Gardner Museum**

The Ava Gardner Museum requested \$25,000. Funding for FY 2019-2020 was \$22,000. Executive Director Lynell Seabold explained the Gardner Museum was an integral part of the local economy. The museum has from all over the country, as well as from all around the world. The funds received from the Town of Smithfield are used to pay a portion of the museum director salary, and my salary has continued to be paid, but our income has been drastically reduced during this time due the museum being closed because of the COvid-19 pandemic. The funding provided by the Town, will assist with operations when the museum can finally reopen to the public.

Councilman Scott questioned the requested increase in funding. Ms. Seabold responded last year she received a salary increase and since the Town's funding paid for a portion of her salary, some of the additional funds would be used to offset the increase.

**c. Bright Spot Ministries**

Bright Spot Ministries requested \$1,000. This is a new request before the Council. Executive Director Gaile Brittain explained Bright Spot Ministries was founded in September of 2011. It is a 501c3 nonprofit organization located in South Smithfield. The mission is to do whatever we can daily to bring light into a dark world, one random act of kindness at a time. Care packages are provided to local businesses, the fire department, the police department, local schools, the Hospice House. The organization also sponsors a random acts of kindness club at Career and Technical Leadership Academy where we partner with the students. The newest outreach is a community garden. Funds from the Town would help to sustain the community garden.

Mayor Moore questioned how the community garden works and how the produce is distributed. Ms. Brittain responded it is our first time doing the garden. The plan is neighbors will be help pick the produce and have it available for whoever needs it. Mayor Moore questioned the location of the garden. Ms. Brittain responded it was located at her home on West Heath Avenue.

**d. Community and Senior Services of Johnston County**

Community and Senior Services of Johnston County requested \$3,500. Funding for FY 2019-2020 was \$3,500. Executive Director Neal Davis expressed his appreciation for the continued support. Mr. Davis explained Community and Senior Services of Johnston County provided services for the aging population. Programs are designed to help elderly citizens continue to live independently in their own home. The organization provides the community transportation program. They also manage several apartment complexes, one of which is in Smithfield off Seventh Street. They operate several senior centers around the county, one of which is also located in Smithfield. We provide home delivered meals. In Smithfield, they will average about 60 to 70 meals every day. The amount of funding requested will purchase over 800 meals for the elderly citizens in the Smithfield community.

Mayor Moore if Mr. Davis new in general how many citizens one of your programs touch in Smithfield. Mr. Davis responded the organization serves about 250 different citizens and not all of those are Smithfield residents. But based on the meal count previously provided, Smithfield would represent one third of the total.

Town Manager Michael Scott stated he has had the pleasure of assisting with some of the meal deliveries and they were much needed and much appreciated by the people who participate in that program.

**e. Downtown Smithfield Development Corporation**

Town Manager Michael Scott explained the Town has tried to keep the DSDC's funding to \$150,000 which is a total of taxes and the Town's donation. The Town Manager pointed out there was a mathematical error in the contributions line. Instead of \$8,305, it should be \$9,705 and that adjustment has been made. Currently, the DSDC is requesting an additional \$20,000 over their current funding levels.

Executive Director Sarah Edwards explained the DSDC has been an economic development partner to the town for about 35 years. Since 1985, the DSDC has contributed to more than \$20 million in private investments in the downtown area. DSDC assisted with writing a grant for the Wayfinding signage which are a great addition to the Town. The DSDC has increased its event programming to attract more people to downtown. With the restriction on mass gatherings, the events will be different, but they look forward to being able to hold some of the events. Most of the downtown business have adapted to the Covid-19 restrictions, but small business assistance will be a priority for the DSDC going forward. Ms. Edwards stated that the DSDC would be moving forward with the downtown master plan update.

Mayor Pro-Tem Dunn stated in the application, you felt your tax collections would be \$95,000, he questioned how that compared to past years. Ms. Edwards responded the tax rate has remained

consistent with the exception of the motor vehicle tax. Mayor Pro-Tem Dunn questioned if the reevaluation had any impact on the DSDC. Ms. Edwards responded a few buildings came off the tax rolls because they were purchased by the county or a nonprofit entity.

Councilman Barbour questioned if the \$55,000 provided by the Town last year covered the director's salary. Ms. Edwards responded the funding from the town was used for our program expenses. It allows the DSDC to use some of the recruitment programs that we offer and some of the facade improvement programs. Some of our events, certainly not all of them, but that's where that that funding comes from. The salaries and operating expenses of the organization are really paid to get through the municipal service district tax.

Councilman Wood questioned the increase in funding. Ms. Edwards responded it was for increased operating expenses. The funding would also be used to expand on current programs and services. The DSDC had planned to roll out some additional events this summer that would bring more people to Smithfield and to the businesses. Small business assistance will be needed to help the downtown businesses get through the Covid-19 pandemic. In this year's budget, the DSDC is looking at how they can increase the overall economic impact of downtown Smithfield in a way that benefits the town and its citizens

Councilman Wood questioned the additional events mentioned. Ms. Edwards responded improvements to the events like the Christmas tree lighting, food truck rodeos, events similar to the wine walk, additional music events and additional outdoor events.

Councilman Barbour questioned how the DSDC decided it needed an additional \$32,000 since the town provided funding of \$43,316 last year. Ms. Edwards responded the downtown tax district was created in the 1980s at the request of property owners. The agreement was the town would match the funding created by the municipal service district as a contribution to the DSDC. In 2014, the DSDC was receiving \$75,000 from the Town and the Municipal Service District was generating about \$80,000. Over time, the funding from the Town decreased. The \$75,000 represents some of the additional programs we would like to do and projects we would like to take on. The DSDC operated on a lean budget and there has not been a lot of room to do anything new for a few years.

Town Manager Michael Scott stated everyone was experiencing change in revenues for this year because of this COVID-19. He questioned if the DSDC chose not to put on the Ham and Yam festival that would help with the DSDC's budget. Ms. Edwards responded the DSDC does receive a bit of a profit from the festival. Those profits are used for the Independence celebration. At this point, the DSDC is unsure if the Independence Day Celebration can be held because it would have to raise \$12,000 for the event to pay for the fireworks, the band, and some other components of the event.

**f. Harbor, Inc.**

Harbor, Inc. requested \$2,500. Funding for FY 2019-2020 was \$2,500. Executive Director Kay Johnson explained the requested funds would be used to provide services for residents of the town of Smithfield. The organization has served over 250 residents from the Smithfield area through our sheltering, core advocacy, victim advocacy, program services that we provide on a consistent basis. Even though the shelter is not operational, Harbor continues to provide services for those in need.

Councilman Barbour expressed his appreciation to Ms. Johnson for the work that she and he staff do to assist those in need.

**g. Public Library of Johnston County and Smithfield**

The Library of Johnston County and Smithfield was requesting \$400,000. Funding for FY 2019-2020 was \$270,000. Library Executive Director Renita Barksdale provided an overview of the library's operations, its services, its affiliate libraries, and the number of citizens it served. She explained that over 205,147 people enter the library. Each month, 6,917 residents of Smithfield are using the library. The library is going to continue to need funding to provide services to the community. She explained the costs of books have increased and digital collections costs have increased. She explained that earlier in the fiscal year, we did not realize that the fund balance was

almost depleted. In the past, the fund balance was used for increased expenditures. When we realized the error, we informed the Town and the County and requested additional funds. The County provided some of those additional funds.

Councilman Barbour questioned the Town the library served besides Smithfield. Ms. Barksdale responded the main library serves the libraries of Benson, Four Oaks, Selma, Princeton and Kenly. The only thing we do for them is their cataloguing and book jackets. All funding from Smithfield stays in Smithfield.

Councilman Barbour inquired as to how much the other Towns contribute to the library. Ms. Barksdale responded those Town have their own library budgets. The main library only assists them with cataloguing.

Mayor Moore questioned if the other communities paid into the system for the cataloguing. Ms. Barksdale responded they do not because they would not be able to afford the system.

Councilman Wood questioned if the library was asking the Town of Smithfield citizens to fund all the libraries in the County. Ms. Barksdale get receive money from the state which helps with the assistance of the affiliates. Councilman Wood questioned the cost to catalogue books for the other libraries. Ms. Barksdale responded the cost was minimal. Councilman Wood questioned the salary of the person who performs cataloguing for the libraries. Ms. Barksdale responded the salary was \$29,000

Councilman Barbour questioned what would happen to the library if the town did not provide all of the requested funding. Ms. Barksdale responded there would have to be layoffs and no additional books could be purchased. She explained the previous library director used the appropriated fund balance to cover increased expenditures. Now there are no savings to supplement the general fund.

Councilman Wood stated the library was asking the town to bail them out of their current financial situation because of the past financial mistakes of the library board.

Councilman Barbour questioned the amount of the increase would the county would be contributing to the library to offset its costs. Ms. Barksdale replied the library was asking for an additional \$99,000 from the county.

Councilman Scott stated the library board Chairman made a request to the Town several months ago for additional funding. Councilman Scott questioned what steps the library had taken to reduce expenses. Ms. Barksdale responded the library reduced expenses by \$100,000.

Councilman Scott stated the citizens of Smithfield also pay Johnston County taxes so essentially the citizens help fund the library with town and county tax dollars. He stated he felt it would be difficult for the town to meet the request of the library.

Mayor Moore questioned the amount of the requested increased would be allocated to salaries and benefits. Ms. Barksdale responded \$9,772 would be allocated to salaries and benefits. Mayor Moore questioned how the remainder of the funding would be used. Ms. Barksdale responded additional computer classes and outreach programs such as sewing and crocheting and STEM classes for students would be added. Mayor Moore questioned if the library's employees were considered Johnston County employees. Ms. Barksdale responded in the affirmative. Mayor Moore questioned how many Smithfield citizens were library card holders. Ms. Barksdale responded 6,917 citizens are library patrons. Mayor Moore questioned how the library determined residency. Ms. Barksdale responded the information is taken from the patron's drivers license. Mayor Moore stated the 27577-zip code stretches far beyond the town limits therefore not all people with Smithfield zip codes are tax payers to the Town of Smithfield

Mayor Pro-Tem Dunn stated that based on the presentation provided, the library was requesting 18% of additional funding from the county and 48% of additional funding from the Town. He questioned what additional measures the library has done to decrease expenses. Ms. Barksdale responded the library has cut everything except for salaries and benefits.



Mayor Moore questioned how many were employed at the Smithfield library. Ms. Barksdale responded there were 19 employees.

Town Manager asked Ms. Barksdale to clarify if the \$400,000 request was a one-time request or would it be the same request in future years. Ms. Barksdale responded it would be an on-going amount. The Town Manager further asked her to clarify how much of the requested funds would be used for salaries and benefits. Ms. Barksdale responded \$97,000 would be used for salaries and benefits.

Councilman Scott stated he appreciated the library, but hoped Ms. Barksdale understood that the Council had to do its due diligence when allocating the tax payers' money.

**h. Reach Mentoring Ministries**

Reach Mentoring Ministries requested \$1,000. This is a new request before the Council. Executive Director Susan Stem explained during the time of being a foster mom, she was made aware of the plight of foster children, and especially those that aged out of the system. In 2016, she founded this nonprofit to reach out to foster kids at risk and assist foster children that aged out with mentors. The organization provides hygiene kits, assist with mentoring, provide emotional support, classes for the older children and provide additional support as needed. Every donation is used for the children.

Councilman Lee commended Ms. Stem for this organization. He explained he was involved with mentoring programs and would contact Ms. Stem on how he could assist.

Mayor Pro-Tem Dunn questioned how long the organization had been in existence. Ms. Stem responded it started in 2016 and became a nonprofit organization in 2018.

**i. Smithfield Rescue Mission**

The Smithfield Rescue Mission requested \$10,000. This is a new request before the Council. Executive Director Ben Olsen explained the Smithfield Rescue Mission is a 501c# nonprofit organization, Founded by his parents. Currently, there are 21 beds for men, 7 beds for women and children. In 2019, they provided 7,420 nights of lodging. The Rescue Mission is a therapeutic community-based approach to helping people with just gaining control of life wherever it's out of control. The emergency shelter for men is located near downtown Smithfield. The Rescue Mission offers a variety of programs and direct services. Three meals are provided every day and approximately 34,000 meals were served in 2019.

Councilman Scott questioned the cost of utilities for the two facilities. Mr. Olsen stated he was unsure but would be happy to provide that information. Councilman Scott questioned if Mr. Olsen would give staff permission to provide the utility bills to the Council for review. Mr. Olsen consented to that request.

Councilman Barbour expressed his appreciation to Mr. Olsen for the work he and his family were doing.

**j. Triangle East Chamber of Commerce**

Triangle East Chamber of Commerce requested \$4,000. Funding for FY 2019-2020 was \$4,000. Economic Development Vice Chair Mark McDonald explained the requested funding would be used for economic development. From an economic development standpoint, the Chamber has established a transportation committee which is focused on anything that impacts our community. Our focus in the last year has been working on the rail study projects and supporting not only the towns but the county at various rail meetings. We have also formed a real estate group. This group gathers once a month to brainstorm what is working in their communities. The other group established by the Chamber is a branding committee that focuses on the marketing of the Chamber and the communities. This involves attending trade shows to market the Towns and the Chamber.

**k. Career and Technical Leadership Academy**

The Career and Technical Leadership Academy requested \$1,000. This is a new request before the Council. Principal Sheila Singleton explained the Career and Technical Leadership Academy

is the early college on the campus of Johnston Community College. The requested funds were going to be used for the prom, but with the Covid-19 pandemic the event has been cancelled. Ms. Singleton explained the student body has approximately 200 students and that number will continue to grow. Funding is limited and everything costs money.

Councilman Lee stated he supported her request.

Mayor Moore asked for an explanation of the programs offered at the Career and Technical Leadership Academy. Ms. Singleton responded the program basically offers our students to be able to finish with high school graduation requirements being met, but when they finished with us, they will also have an associate degree in one of five pathways. Those pathways are early childhood, medical assistant, nurse aide, applied engineering, or information technology. When the students leave in their super senior year because they don't graduate in their fourth year but in their fifth year. This program allows students who may not be able to afford college to earn college credits.

**i. Innovation Academy**

The Innovation Academy requested \$1,000. Funding for FY 2019-2020 was \$1,000. Principal Kelly Johnson explained the Innovation Academy's students engage in project-based learning opportunities. The primary population serves is along the I-95 corridor in Johnston County. Of the rising 6<sup>th</sup> graders, 29 will be from Smithfield. The funding would be used for "Cinderella's Closet" where a student's basic needs can anonymously be met.

Councilman Lee expressed his appreciation to Ms. Johnson for her leadership at the Innovation Academy. He stated he supported her request.

**m. Neuse Charter School**

Neuse Charter School requested \$1,000. Funding for FY 2019-2020 was \$1,000. Nicki Lewinsky of Neuse Charter School explained staff appreciated the support the Council has shown in the past. We are requesting \$1,000 to help fund Chromebooks for our K2 students. We feel like we have enough calculators now that we want to focus our technology needs to our younger students who need these computers, especially right now in this virtual time that we have in schools.

**n. Smithfield Middle School**

Smithfield Middle School requested \$1,000. Funding for FY 2019-2020 was \$1,000. Principal LaShunda Faison explained the funding received from the town is used to support our general fund for various initiatives that ultimately benefit our students and staff that are outside of the scope of Title One. Funds from the town will also help support those students that may not otherwise be afforded certain educational opportunities.

**o. Smithfield Selma High School**

Smithfield Selma High School requested \$1,000. Funding for FY 2019-2020 was \$1,000. Principal David Allen explained the support from the Town in the past has been used to show appreciation to our teachers and staff. Smithfield Selma High School is also a Title One school.

Mayor Moore asked Mr. Allen to provide the Council with an overview of the 3-D masks the students are doing. Mr. Allen responded the students were able to print 3D masks and make them available to our first responders in Smithfield and surrounding areas. The masks will be made out of plastic filament that can be reused. A filter such as a coffee filter will be placed inside the mask and can be replaced every 24 hours. Currently there are 50 masks printed. The robotics team and the engineering department students are working on these masks.

**p. South Smithfield Elementary**

South Smithfield Elementary School requested \$1,000. Funding for FY 2019-2020 was \$1,000. Principal Laura Makey explained the funding would help the school continue its efforts to build an all-inclusive community playground. \$20,000 of the \$90,000 had been raised.

**q. West Smithfield Elementary**

West Smithfield Elementary School requested \$1,000. Funding for FY 2019-2020 was \$1,000. Principal Sharon Bryant explained the requested funds would be used to fund teacher appreciation and to replenish playground items.

Councilman Lee stated he supported Principal Bryant for all she was doing at the school and in the community. He stated he would like for the Council to consider providing more funding to West Smithfield Elementary because they really need it. The families of these children are financially struggling, and they cannot afford to offer any support to the school.

**Recess**

Councilman Scott made a motion, seconded by Councilman Wood, to recess the meeting to Tuesday, May 5<sup>th</sup> at 6:00 pm. The meeting recessed at approximately 8:58 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk

DRAFT





# Request for Town Council Action

**Consent**   **Resolution**  
**Agenda**   **Adopting**  
**Item:**   **LWSP**  
**Date:**   **5/18/2020**

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**Subject:** Adopting the Local Water Supply plan for the Town of Smithfield

**Department:** Public Utilities

**Presented by:** Ted Credle – Public Utilities Director

**Presentation:** Consent Agenda Item

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## Issue Statement

The annual report to the NCDEQ has been filed; however, acceptance will only be finalized once the Town Council adopts the update to the Town's Local Water Supply Plan (LWSP)

## Financial Impact

None

## Action Needed

Adopt Resolution #658 (07-2020) for the Town's Local Water Supply Plan

## Recommendation

Staff recommends adoption of the resolution

Approved:  Town Manager  Town Attorney

## Attachments:

1. Filed Plan for 2019
2. Letter of Notification
3. Resolution #658 (07-2020)



# Staff Report

**Consent Resolution  
Agenda Adopting  
Item: LWSP**

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The Public Utilities Department must file an annual update to the North Carolina Department of Environmental Quality (NCDEQ) regarding the Town's annual update to its Local Water Supply Plan (LWSP). After the filing is reviewed by the NCDEQ, and clarifications are made, the State accepts the plan as public record. This annual update is finalized only after the local governing body passes a resolution approving the update, in accordance with General Statute 143-555 (l).

# Smithfield

2019 ▼

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

## 1. System Information

### Contact Information

Water System Name: Smithfield PWSID: 03-51-010  
Mailing Address: PO Box 761  
Smithfield, NC 27577 Ownership: Municipality  
Contact Person: Ted Credle Title: Public Utility Director  
Phone: 919-934-2798 Cell/Mobile: --  
Secondary Contact: Dale Boyette Phone: 919-934-2661  
Mailing Address: 515 N. 2nd Street  
Smithfield, NC 27577 Cell/Mobile: --

**Complete**

### Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-16	22.40 %
Cast Iron	6-8	21.80 %
Ductile Iron	6-24	24.10 %
Galvanized Iron	1-2	7.60 %
Polyvinyl Chloride	2-12	24.10 %

What are the estimated total miles of distribution system lines? 116 Miles

How many feet of distribution lines were replaced during 2019? 215 Feet

How many feet of new water mains were added during 2019? 2,640 Feet

How many meters were replaced in 2019? 730

How old are the oldest meters in this system? 25 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 0

What is this system's finished water storage capacity? 2.0000 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

### Programs

Does this system have a program to work or flush hydrants? Yes, Weekly

Does this system have a valve exercise program? No

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? No

Does this system have a leak detection program? No

## Water Conservation

What type of rate structure is used? Increasing Block

How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

## 2. Water Use Information

### Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Neuse River (10-1)	100 %	Johnston	100 %

What was the year-round population served in 2019? 12,500

Has this system acquired another system since last report? No

### Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	4,517	1.0030	0	0.0000
Commercial	992	0.2690	0	0.0000
Industrial	17	0.0060	0	0.0000
Institutional	82	0.0312	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0750 MGD

### Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Johnston County Utilities	03-51-070	2.3620	365	2.5000	2024	Yes	Yes	16	Regular

## 3. Water Supply Sources

### Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	3.4600	3.9580	May	4.3920	5.6500	Sep	3.7950	4.4340
Feb	3.5030	4.0000	Jun	4.2320	5.3600	Oct	3.5940	4.3720
Mar	3.6980	3.9940	Jul	4.5960	5.3710	Nov	3.6320	4.5070
Apr	3.7710	4.2780	Aug	4.0120	5.2330	Dec	3.6990	4.3930

### Surface Water Sources

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
Neuse River	Peal Reservoir	3.8640	365	5.6500	6.2000	T	0.0000

\* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

### Surface Water Sources (continued)

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
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Neuse River      Peal Reservoir      1,200      Yes      Neuse River (10-1)      Johnston      Regular

What is this system's off-stream raw water supply storage capacity? 12 Million gallons

Are surface water sources monitored? Yes, Daily

Are you required to maintain minimum flows downstream of its intake or dam? No

Does this system anticipate transferring surface water between river basins? No

**Water Purchases From Other Systems**

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract			Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
				MGD	Expiration	Recurring			
Johnston County	03-51-070	0.0000	0	0.0000	2024	Yes	No	6	Emergency

**Water Treatment Plants**

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Smithfield Water Plant	6.2000	Yes	Yes	Neuse River

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2019? No

If yes, was any water conservation implemented?

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2019? No

If yes, was any water conservation implemented?

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? Yes

**4. Wastewater Information**

**Monthly Discharges**

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	2.7300	May	1.5200	Sep	2.0100
Feb	2.8500	Jun	1.7300	Oct	1.5500
Mar	2.7900	Jul	1.8200	Nov	1.3900
Apr	2.7000	Aug	1.8500	Dec	2.0500

How many sewer connections does this system have? 5,170

How many water service connections with septic systems does this system have? 123

Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

**Wastewater Permits**

Permit Number	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0083348	0.3000	0.3000	0.1100		Buffalo Creek	Neuse River (10-1)

Permit NC0083348 is specific to the Smithfield WTP process water discharged into Buffalo Creek. Any amount associated with this permit should not be included in any calculation or flow value sent to JoCo waste plant.

**Wastewater Interconnections**

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
Johnston County	03-51-070	Discharging	2.0800	365	0.0000

## 5. Planning

### Projections

	2019	2020	2030	2040	2050	2060
Year-Round Population	12,500	12,500	12,650	12,750	12,850	12,950
Seasonal Population	0	0	0	0	0	0
Residential	1.0030	1.1773	1.1891	1.1985	1.2079	1.2173
Commercial	0.2690	0.2600	0.2678	0.2758	0.2841	0.2926
Industrial	0.0060	0.0046	0.0046	0.0046	0.0046	0.0046
Institutional	0.0312	0.0225	0.0225	0.0225	0.0225	0.0225
System Process	0.0750	0.1880	0.1900	0.1920	0.1940	0.1960
Unaccounted-for	0.1178	0.1000	0.1000	0.1000	0.1000	0.1000

### Demand vs Percent of Supply

	2019	2020	2030	2040	2050	2060
Surface Water Supply	6.2000	6.2000	6.2000	6.2000	6.2000	6.2000
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	6.2000	6.2000	6.2000	6.2000	6.2000	6.2000
Service Area Demand	1.5020	1.7524	1.7740	1.7934	1.8131	1.8330
Sales	2.3620	2.5000	2.5000	2.5000	2.5000	2.5000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	3.8640	4.2524	4.2740	4.2934	4.3131	4.3330
Demand as Percent of Supply	62%	69%	69%	69%	70%	70%

The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 80 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs? none

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? none

How does the water system intend to implement the demand management and supply planning components above? no plan

### Additional Information

Has this system participated in regional water supply or water use planning? No

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

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ROY COOPER  
Governor  
MICHAEL S. REGAN  
Secretary  
S. DANIEL SMITH  
Director



NORTH CAROLINA  
Environmental Quality

April 27, 2020

Ted Credle  
Public Utility Director  
City of Smithfield  
P.O. Box 761  
Smithfield, NC 27577

**Subject: LWSP Meet Minimum Criteria**  
City of Smithfield Water System  
PWSID#: 03-51-010  
Johnston WSEDAZ County

Dear Mr. Credle,

This letter is to notify you that our staff has reviewed the information contained in the 2019 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the City of Smithfield's Water System hereby meets the minimum criteria established in North Carolina General Statute 143-355(l).

Your water system's 2019 LWSP is now viewable online from the LWSP website found at: [https://www.ncwater.org/Water\\_Supply\\_Planning/Local\\_Water\\_Supply\\_Plan/search.php](https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/search.php). The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2019 LWSP complete.

The 2019 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: [https://www.ncwater.org/Water\\_Supply\\_Planning/Local\\_Water\\_Supply\\_Plan/learn.php](https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php). A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Louis Murray at [louis.murray@ncdenr.gov](mailto:louis.murray@ncdenr.gov) or (919)707-9017, or Linwood Peele at [linwood.peele@ncdenr.gov](mailto:linwood.peele@ncdenr.gov) or (919) 707-9024, if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Linwood E. Peele".

Linwood E. Peele, Supervisor  
Division of Water Resources  
NCDEQ



**TOWN OF SMITHFIELD  
RESOLUTION #658 (07-2020)  
FOR APPROVING LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Smithfield, has been developed and submitted to the NCDEQ for approval; and

WHEREAS, the NCDEQ finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Smithfield, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Local Water Supply Plan entitled, Town of Smithfield dated 2019, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 18<sup>th</sup> day of MAY, 2020.

Name: M. Andy Moore

Title: Mayor

Signature: \_\_\_\_\_

ATTEST:

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



# Request for Town Council Action

**Consent  
Agenda  
Item:** Personnel  
Promotion  
**Date:** 5/18/2020

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**Subject:** Internal Promotion – Water/Sewer Crew Leader  
**Department:** Public Utilities  
**Presented by:** Ted Credle – Public Utilities Director  
**Presentation:** Consent Agenda

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## Issue Statement

This is a request to promote a current employee from the position of Utility Line Mechanic to Water/Sewer Crew Leader. The vacancy is the result of a recent retirement of a long-time Water/Sewer Crew Leader. If approved, this promotion will create a vacancy for a Utility Line Mechanic.

## Financial Impact

The employee's pay will be advanced to the minimum rate of the new position at an increase of \$1,002.73 for the remainder of FY 2020. The employee being promoted currently earns \$15.25/hour and will advance to \$18.13/hour. He is replacing an employee that was earning \$23.56/hour, thus there is a significant decrease for the overall budget going forward. The pay for the proposed promotion is included in the adopted FY 2019 – FY 2020 Adopted Budget (30-71-7220-5100-0200).

## Action Needed

Consider and approve the recommendation for the promotion of the Utility Line Mechanic to Water/Sewer Crew Leader at an hourly rate of 18.13 per hour (\$37,710.40/year) and to approve the advertisement/hiring a Utility Line Mechanic to fill the created vacancy.

## Recommendation

Staff recommends the approval of the promotion.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

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

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In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Water/Sewer Crew Leader for the Water Distribution & Sewer Collection Division of Public Utilities. The Department has this vacancy due to a previous employee's retirement. The prospective Crew Leader is an in-house candidate and such a hire would be consistent with a career ladder promotion. The candidate is qualified for this position and has been a highly regarded member of Town staff for many years. Council is asked to approve this hire/promotion.



# Request for Town Council Action

**Consent** **Police**  
**Agenda** **Department**  
**Item:** **Promotions**  
**Date:** 05/18/2020

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**Subject:** Officer Promotions  
**Department:** Police Department  
**Presented by:** R. Keith Powell – Chief of Police  
**Presentation:** Consent Agenda Item

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## Issue Statement

The Police Department is requesting to be allowed to fill three vacant Sergeant Positions within the agency. A Sergeant's assessment was conducted with Seven Candidates applying for the three vacant positions. The department is asking to promote three Master Patrol Officers to the rank of Sergeant.

## Financial Impact

It will cost the department a total of 2,006.63 for the remainder of 2019/2020 Budget. The cost will be covered by the current budget. It will cost the department a total of \$12,040.00 for the 2020/2021 Budget.

## Action Needed

I request the council approve these promotions, so the agency can continue to grow and maintain the outstanding service that we provide to our citizens.

## Recommendation

Allow these three Sergeant Positions to be filled with the three Master Patrol Officers selected during the promotional process.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report



# Staff Report

**Consent** **Police**  
**Agenda** **Department**  
**Item:** **Promotions**

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The Police Department is requesting to be allowed to fill three vacant Sergeant Positions within the agency. Two of these vacancies have been held open for almost a year. A Sergeant's assessment was conducted with seven candidates applying for the vacant positions. The department is asking to promote three Master Patrol Officers to the rank of Sergeant.





# Request for Town Council Action

**Consent**   **Service**  
**Agenda**   **Badge &**  
**Item:**   **Weapon**  
**Date:**   05/18/2020

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**Subject:** Sergeant Wood's Service Weapon and Badge  
**Department:** Police Department  
**Presented by:** R. Keith Powell – Chief of Police  
**Presentation:** Consent Agenda

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### Issue Statement

Sergeant Wood is officially retiring in May of 2020 with 20 years of service with the Smithfield Police Department. Sergeant Wood worked with the Benson Police Department and the JOCO Sheriffs office before coming to work with us. He is retiring with a total of 30 years in law enforcement. I am requesting he be allowed to purchase his service weapon and badge.

### Financial Impact

No financial Impact

### Action Needed

Council approve Resolution # 659 (08-2020) allowing Sergeant Wood to purchase his service weapon, a Sig 227, Serial Number 51C000468 and service badge for \$1.00

### Recommendation

Adopt Resolution # 659 (08-2020) allowing Sergeant Wood to purchase his service badge and weapon for his retirement

Approved:  Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. Resolution # 659 (08-2020)



# Staff Report

**Consent  
Agenda  
Item:** **Service  
Badge  
&  
Weapon**

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Sergeant Wood is officially retiring in May of 2020 with 20 years of service with the town of Smithfield but with a total of 30 years in law enforcement. Sergeant Wood worked with Benson Police Department and the JOCO Sheriffs Office before coming to work in Smithfield. I am requesting, he be allowed to purchase his service weapon and badge for \$1.00. This has been an ongoing tradition with prior officers that retired. I would like to also take the opportunity to thank Sergeant Wood for his hard work and dedication over the years. Congratulations on your retirement.

**TOWN OF SMITHFIELD  
RESOLUTION # 659 (08-2020)  
AWARDING THE SERVICE BADGE AND WEAPON  
TO RETIRED POLICE SERGEANT ROBERT DALE WOOD**

**BE IT RESOLVED** that the Town Council of the Town of Smithfield hereby awards the service weapon, Sig 227, Serial Number 51C000468 and service badge to retired Police Sergeant Robert Dale Wood, at a price of \$1.00.

Adopted this 18<sup>th</sup> day of May, 2020

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

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





# Request for Town Council Action

**Consent  
Agenda  
Item** **DSDC Board  
Appointments**  
Date: 05/18/2020

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**Subject:** Appointments to the Downtown Smithfield Development Corporation's Board of Directors

**Department:** General Government

**Presented by:** Shannan Parrish – Town Clerk

**Presentation:** Consent Agenda

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## Issue Statement

The DSDC is requesting the Town Council appoint Rick Herndon & Kay Kennedy to serve on its Board of Directors

## Financial Impact

There will be no impact to the budget.

## Action Needed

Approve the Appointments

## Recommendation

Staff recommends approval of this appointments

Approved:  Town Manager  Town Attorney (not required)

## Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Rick Herndon
4. Application – Kay Kennedy



# Staff Report

**Consent DSDC Board  
Agenda: Appointment**

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The Downtown Smithfield Development Corporation's Board of Directors would like to recommend the appointments of Rick Herndon and Kay Kennedy, to serve on the DSDC Board of Directors.

Pursuant to the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by the Town Council.



April 21, 2020

Mrs. Shannan Parrish  
Town Clerk  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Re: DSDC Board Appointments

Dear Mrs. Parrish and the Smithfield Town Council,

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

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

The Board of Directors of the Downtown Smithfield Development Corporation would like to recommend that Rick Herndon and Kay Kennedy be appointed to the Downtown Smithfield Development Corporation board. I have attached their applications for your review.

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

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

Sincerely,

Sarah Edwards  
Executive Director







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

Name Rickey (Rick) Dean Herndon  
Business N/A  
Business Address N/A  
Email callingrdh@aol.com Cell Phone 703-568-5242  
Business Phone N/A Home Phone 919-938-8169  
Home Address 203 West Woodlawn Drive, Smithfield, NC

**Brief Biography**

I was born and raised in a small farming and lumber mill town in northeast Mississippi. After earning college degrees in biology and law, I practiced law at a firm in Jackson, MS, for a few years before joining the Office of General Counsel at the U.S. Department of Agriculture in Washington, D.C. I served there until my retirement in 2016. I moved to Smithfield, NC, in February, 2017. Since then, I've pursued my interests in art, music, history, genealogy, photography, travel and artifact hunting.

**Specific Qualifications for DSDC Board of Directors**

For over twenty years, I had the honor and responsibility of providing legal counsel to USDA's Secretary and other department officials. I provided advice on an enormous array of complex matters of national and international significance, such as

outbreaks of infectious diseases of livestock, humans and crops and the prosecution of those who adulterate meat and poultry products. Through these years, I've demonstrated my ability to quickly understand complex issues, and communicate effectively with diverse agency officials, state officials, regulated entities, Congressional staff and the public.

**Committee** (indicate which committee best suits your interests):

**Promotions**

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

**Design & Physical Improvement**

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

**Economic Development**

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

\* I can serve wherever there is the most need.

**List three results you would like to see the DSDC accomplish**

1. Enhancement of Market Street to ensure the safety of pedestrians and motorists while facilitating ~~the~~ efficient traffic flow
2. Physical improvements to the Neuse Little Theatre and the surrounding area. It is a great asset which increases the desirability and liveability of the community.
3. Attracting and securing tenants to downtown buildings that provide a diverse array of services and products.

**Membership in other organizations**

Organization	Dates	Activities/Leadership
SECV Hospice House	3/18 to present	Volunteer
Neuse Little Theatre	2/17 to present	Volunteer

**Please submit application to:**  
 Downtown Smithfield Development Corporation  
 200 S. Front Street  
 Smithfield, NC 27577



## Downtown Smithfield Development Corporation Board of Directors Candidate Application

Name Kay J. Kennedy

Business K Rental Properties LLC

Business Address P.O. Box 1297; 106 E Johnston Street, Smithfield, NC 27577

Email kay@kennedync.com Cell Phone 919-631-4743

Business Phone 919-934-3236 Home Phone 919-934-3505

Home Address 121 W. Riverside Drive, Smithfield, NC 27577

### Brief Biography

I have lived in Smithfield since 1985. I am married to William (Bill) Kennedy. I was previously on the Board from 1989-1994. Lillian Lawrence, Margaret Davis, and I operated a business downtown, "Fine Print Books and Stationery." I was asked to be on the Board and served for a few years. Jan Branch came on when I stepped down.

Since 1994 we have been active in the rental business and have most of our properties in Smithfield. I have a great interest in downtown Smithfield and love the downtown area. We strive to improve the properties that we buy and improve the neighborhood and that is my goal for Smithfield.

### Specific Qualifications for DSDC Board of Directors

\*Owner and operator of K Rental Properties LLC

\* Bill is part owner of Market Plaza and owns some property downtown (formerly Johnston County Hams) with partner

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**Committee** (indicate which committee best suits your interests):

**Promotions**

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

**Design & Physical Improvement**

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

**Economic Development**

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

**List three results you would like to see the DSDC accomplish**

1. Improve areas that are run down: buildings and sidewalks
  
2. Improve codes enforcement for town
  
3. Improve retail and add restaurants downtown. Encourage others to create new venues and become All America City of the Year!

**Membership in other organizations**

Organization	Dates	Activities/Leadership
Johnston Health Foundation	2016 - present	Board and Social
Johnston Comm. Coll. Foundation	2010-2016	Social Committee & Golf Committee
St Ann Catholic Church	1985 - 1990	President Ladies Group
St Ann Catholic Church	2005-2009	Parrish Council
St Ann Catholic Church	2010- Present	International Food Festival

**Please submit application to:**

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



# Request for Town Council Action

**Consent** **Advisory**  
**Agenda** **Board**  
**Item:** **Appointments**

Date: 05/18/2020

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**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Town Clerk - Shannan Parrish  
**Presentation:** Consent Agenda

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## Issue Statement

The Town Council is asked to consider a reappointment to the Board of Adjustment, a reappointment to the Historic Properties Commission, a new appointment to the Library Board of Trustees, a reappointment to the Library Board of Trustees, and a reappointment to the Planning Board as an ETJ member.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the reappointment of David Johnson to the Board of Adjustment, the reappointment of Jan Branch to the Historic Properties Commission, the new appointment of Alesia Sanders to the Library Board of Trustees, the reappointment of Richard Childrey to the Library Board of Trustees. The Town Council will need to make a recommendation to the Johnston County Board of Commissioners for the reappointment of Ashley Spain to serve on the Planning Board representing the ETJ

## Recommendation

Staff recommends approval of these appointments.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Davis Johnson – Board Application
3. Jan Branch – Board Application
4. Aleshia Sanders – Board Application
5. Richard Childrey – Board Application
6. Ashley Spain – Board Application



# Staff Report

Consent Agenda Item    Advisory Board Appointments

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## **Board of Adjustment**

David Johnson has submitted an application for consideration to be reappointed to serve a second term on the Board of Adjustment

## **Historic Properties Commission**

Jan Branch has submitted an application for consideration to be reappointed to serve a fifth term on the Historic Properties Commission

## **Library Board of Trustees**

Alesia Sanders has submitted an application for consideration to be appointed to a first term on the Library Board of Trustees

Richard Childrey has submitted an application for consideration to be reappointed to serve a second term on the Library Board of Trustees

## **Planning Board**

Ashley Spain has submitted an application for consideration to be reappointed to serve a fourth term on the Planning Board representing the ETC. Since this is an ETJ appointment, the Town Council must make a recommendation to the Johnston County Board of Commissioners who will approve the appointment.

## **Current Board vacancies are as follows:**

- Appearance Commission – 3 positions
- Board of Adjustment – 2 In Town positions
- Library Board of Trustees – 1 position
- Parks and Recreation Advisory Commission – 2 positions



# Town of Smithfield Board, Commission, or Committee Application

Name: JOHNSON (Last) DAVID (First) \_\_\_\_\_ (MI)

Home Address: 125 CYPRESS PT SMITHFIELD

Business Name & Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ (Home) 919-915-1963 (Mobile) dejglass@icloud.com (Email)

Please check the Board(s) that you wish to serve on:

<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Parks/Recreation Advisory Commission
<input checked="" type="checkbox"/> Board of Adjustment In Town Resident	<input type="checkbox"/> Planning Board In-Town Resident
<input type="checkbox"/> Board of Adjustment ETJ Member	<input type="checkbox"/> Planning Board ETJ Resident
<input type="checkbox"/> Historic Properties Commission	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Library Board of Directors	_____

Interests & Skills: ✓

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6 ✓

Recent Job Experiences: ✓

Civic or Service Organization Experience: ✓

Town Boards previously served on and year(s) served: BOARD OF ADJ

Please list any other Boards/Commissions/Committees on which you currently serve: BOARD OF ADJ

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

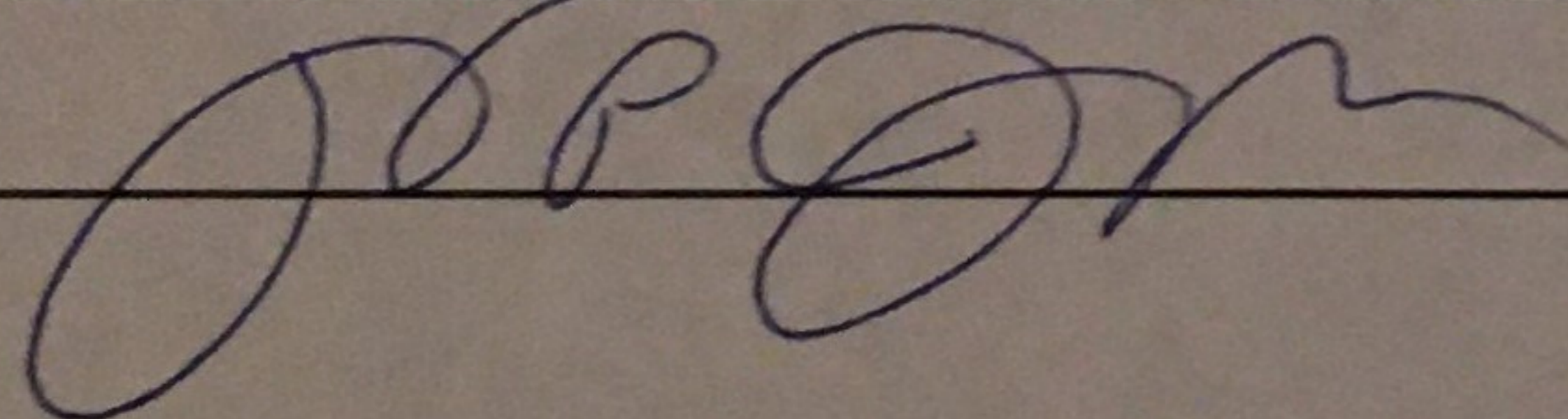
Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: DAVID P JONSSON

Signature:  Date: 4/10/20

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions  
and within the Town's ETJ for ETJ positions**





**Town of Smithfield**  
**Board, Commission, or Committee**  
**Application**

Name: \_\_\_\_\_  
(Last) (First) (MI)

Home Address: \_\_\_\_\_

Business Name & Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_  
(Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

Appearance Commission	Parks/Recreation Advisory Commission
Board of Adjustment In Town Resident	Planning Board In-Town Resident
Board of Adjustment ETJ Member	Planning Board ETJ Resident
Historic Properties Commission	Other: _____
Library Board of Directors	_____

Interests & Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Civic or Service Organization Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Boards previously served on and year(s) served: \_\_\_\_\_  
\_\_\_\_\_

Please list any other Boards/Commissions/Committees on which you currently serve: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed for to:

Shannan Parrish

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions  
and within the Town's ETJ for ETJ positions**



Town of Smithfield
Board, Commission, or Committee
Application

Name: Sanders Alesia R.
(Last) (First) (MI)

Home Address: 1106 Chestnut Drive Smithfield NC 27577

Business Name & Address:

Telephone Numbers: (919)539-2968 cclear9@yahoo.com
(Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

Form with checkboxes for various boards: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, Other.

Interests & Skills: I have a desire to give back to the community and seat on this board. I understand the importance of reading, being it's the foundation of learning.

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: KindergartenTeacher for Johnston County Schools

Civic or Service Organization Experience: Modernettes/President, National Association of University Women/Assistant Treasurer, PTA President and Treasurer, School Improvement Team at SSE

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve: N/A

Why are you interested in serving on this Board/Commission/Committee? As an educator I understand the importance of reading and learning something new each and every day. The library serves as a great resource for those interested in teaching and learning.

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**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

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Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

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I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Alesia R. Sanders

---

Signature: \_\_\_\_\_ Date: 4/22/20

Return completed for to:

Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

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and within the Town's ETJ for ETJ positions**



Town of Smithfield
Board, Commission, or Committee
Application

Name: Childrey Richard W.

(Last) (First) (MI)
Home Address: 1105 S. Crescent Drive, Smithfield, NC 27577

Business Name & Address:

Telephone Numbers: 919-934-0747 (Home) 919-915-5588 (Mobile) rwchildrey@embarqmail.com (Email)

Please check the Board(s) that you wish to serve on:

Grid of checkboxes for various boards: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, Other.

Interests & Skills: Non-profit management, public relations, community marketing, economic development

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: President, Greater Smithfield-Selma Area Chamber of Commerce, 1986-2016

Civic or Service Organization Experience: Rotary Club of Central Johnston County, 1990-present, currently Membership Vice President; Downtown Smithfield Development Corporation Board of Directors, 1986-2020, president Jan 2018 to Jan 2020; Smithfield Jaycees, 1978-1995, president 1982-1983; Smithfield Selma High School Alumni Hall of Fame Committee, 2018

Town Boards previously served on and year(s) served: Library Board of Directors, 2017-present

Please list any other Boards/Commissions/Committees on which you currently serve: Johnston County Tourism Authority, currently vice chair

Why are you interested in serving on this Board/Commission/Committee? I have enjoyed serving on the Library Board for the past 3 years and have learned very much about the importance of the library to our community.. I would be honored to serve another term, as the library is such an integral part of the educational and cultural enhancement of children and adults in Smithfield and Johnston County.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

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Printed Name: Richard W. Childrey  
Signature: Richard W. Childrey Date: 4-17-2020

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

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Town of Smithfield
Board, Commission, or Committee
Application

Name: Spain Ashley L
(Last) (First) (MI)

Home Address: 19 British Ct. Smithfield NC 27527

Business Name & Address: Spain Farms 1975 Yelverton Grove Rd Smithfield

Telephone Numbers: (Home) (Mobile) 919-524-6922 (Email) spainfarms1@nc.rr.com

Please check the Board(s) that you wish to serve on:

Form with checkboxes for various boards: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, Other.

Interests & Skills: Fishing & Hunting or anything outdoors

Circle highest level of education completed: (High School) 10 11 (12) GED College 1 2 3 4 5 6

Recent Job Experiences: My company cuts multiple solar farms, own solid waste landfill, land clearing debris landfill, waste dirt & spoils facility, small grading company, dirt pits

Civic or Service Organization Experience: Helped coach baseball for youth in Smithfield, Assistant Scout Master

Town Boards previously served on and year(s) served: Town Planning Board

Please list any other Boards/Commissions/Committees on which you currently serve: None

Why are you interested in serving on this Board/Commission/Committee? To be involved with positive growth in Smithfield, to try to make Smithfield a business attractive to new businesses through positive growth

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

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Printed Name: Ashley L. Spain

Signature: Ashley L. Spain Date: 4-18-2020

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**





# Staff Report

**Consent  
Agenda  
Item:** **New  
Hire /  
Vacancy  
Report**

## **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.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Facility Maintenance Specialist II	P&R – Recreation	10-60-6200-5100-0200
Part-time Zoning Compliance Assistant	Planning	10-10-4900-5100-0200
Police Officer I (7 positions)	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

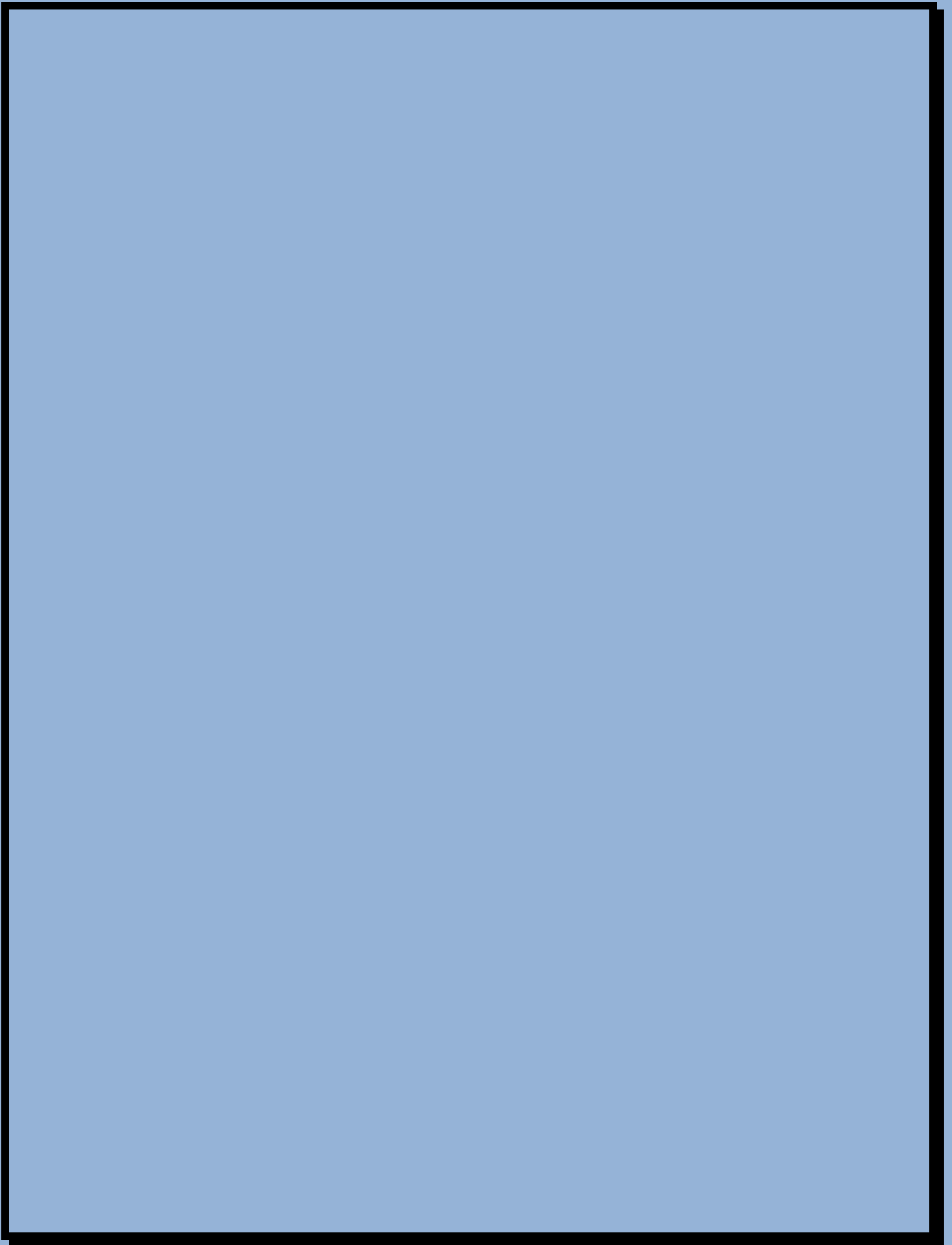
## **Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 19-20 Budget.

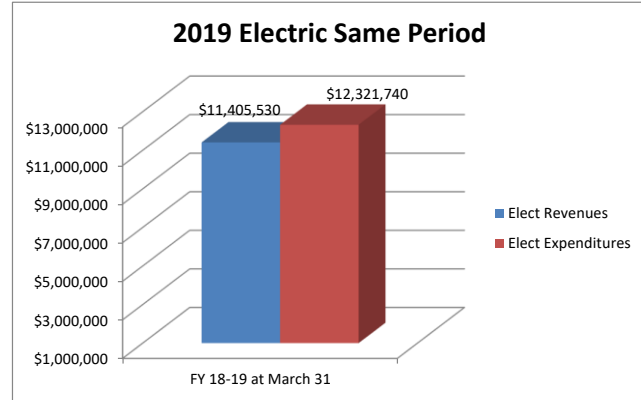
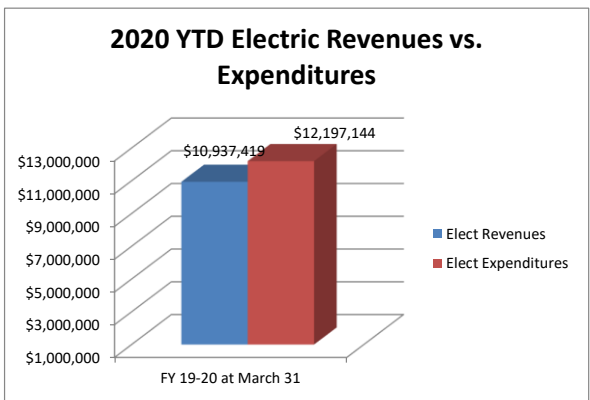
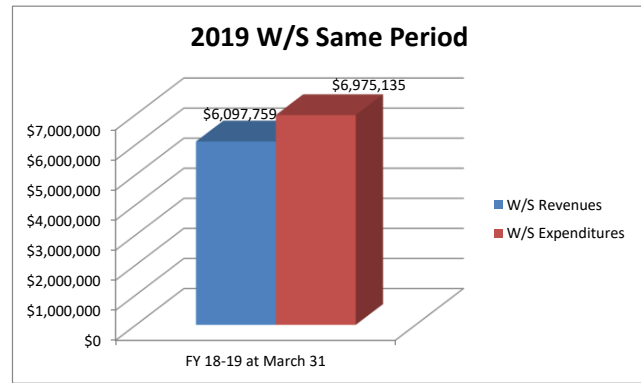
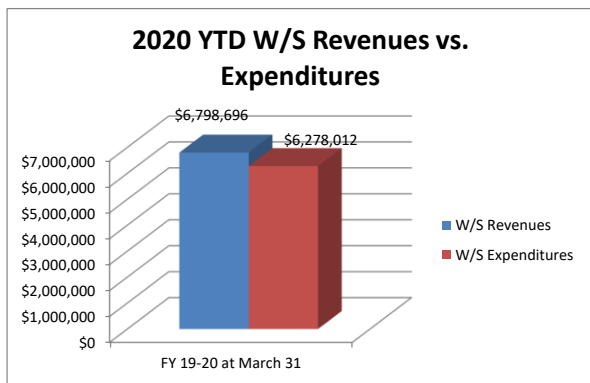
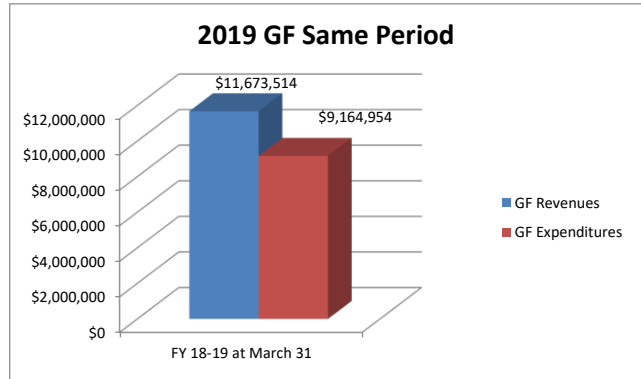
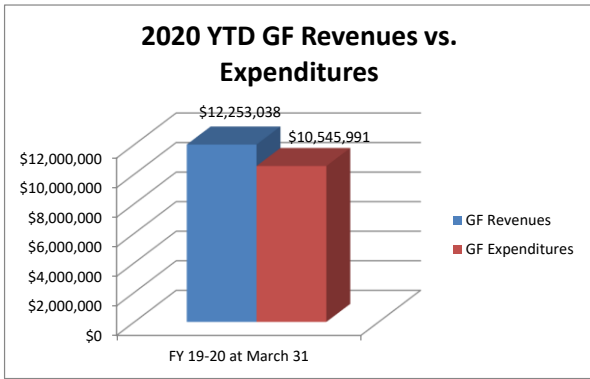
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$14.88/hr. (\$30,950.40/yr.)



# Financial Report



## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**March 31, 2020**  
**Gauge: 9/12 or 75 Percent**

**GENERAL FUND**

<b>Revenues</b>	Frequency	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
		<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Current & Prior Year Property Taxes	Monthly	\$ 5,620,818	\$ 6,276,000	\$ 6,362,751
Motor Vehicle Taxes	Monthly	422,282	505,000	455,466
Utility Franchise Taxes	Quarterly	740,754	975,000	736,071
Local Option Sales Taxes	Monthly	1,592,560	2,400,000	1,634,882
Aquatic and Other Recreation	Monthly	514,854	738,000	517,605
Sanitation (Includes Penalties)	Monthly	930,021	1,335,300	921,576
Grants		200,563	49,500	311,491
All Other Revenues		1,390,057	1,394,636	1,313,196
Loan Proceeds		-	-	-
Transfers (Electric and Fire Dist.)		261,614	261,214	-
Fund Balance Appropriated		-	1,673,056	-
<b>Total</b>		<b>\$ 11,673,523</b>	<b>\$ 15,607,706</b>	<b>\$ 12,253,038</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
General Gov.-Governing Body	\$ 314,165	\$ 459,438	\$ 324,163
Non Departmental	682,048	929,616	693,008
Debt Service	988,702	939,258	828,743
Finance	71,245	115,511	70,549
Planning	353,732	455,635	232,938
Police	2,343,495	4,073,619	2,517,824
Fire	1,563,472	2,169,318	1,570,215
EMS	-	-	-
General Services/Public Works	342,594	601,590	416,237
Streets	297,383	1,664,371	1,145,826
Motor Pool/Garage	56,310	103,816	73,531
Powell Bill	24,626	333,815	36,518
Sanitation	787,121	1,287,765	835,646
Parks and Rec	634,733	1,199,243	1,093,962
SRAC	688,339	981,173	687,480
Sarah Yard Center	16,989	46,500	19,350
Contingency	-	247,038	-
Appropriations/Contributions	-	-	-
<b>Total</b>	<b>\$ 9,164,954</b>	<b>\$ 15,607,706</b>	<b>\$ 10,545,989</b>

YTD Fund Balance Increase (Decrease)

- -

**WATER AND SEWER FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Water Charges	\$ 1,844,682	\$ 2,852,000	\$ 1,893,205
Water Sales (Wholesale)	1,049,585	\$ 1,400,000	\$ 1,229,858
Sewer Charges	2,952,227	4,180,000	3,053,137
Tap Fees	1,265	2,500	7,240
All Other Revenues	101,913	110,400	115,256
Grants	148,087	-	500,000
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	132,941	-
<b>Total</b>	<b>\$ 6,097,759</b>	<b>\$ 8,677,841</b>	<b>\$ 6,798,696</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Water Plant ( <b>Less Transfers</b> )	\$ 1,247,953	\$ 1,980,216	\$ 1,307,844
Water Distribution/Sewer Coll ( <b>Less Transfers</b> )	3,102,400	4,553,441	3,132,124
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	1,350,000	1,250,000	1,250,000
Debt Service	1,274,782	653,574	588,043
Contingency	-	240,610	-
<b>Total</b>	<b>\$ 6,975,135</b>	<b>\$ 8,677,841</b>	<b>\$ 6,278,011</b>

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Electric Sales	\$ 11,137,488	\$ 16,550,000	\$ 10,680,908
Penalties	112,095	150,000	91,939
All Other Revenues	140,873	156,000	164,572
Grants	15,074	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	100,000	-
<b>Total</b>	<b>\$ 11,405,530</b>	<b>\$ 16,956,000</b>	<b>\$ 10,937,419</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '18-19</b>	<b>FY '19-20</b>	<b>FY '19-20</b>
Administration/Operations	\$ 1,555,099	\$ 2,363,740	\$ 1,618,614
Purchased Power - Non Demand	3,604,517	12,750,000	3,520,517
Purchased Power - Demand	4,757,500	-	4,776,748

Purchased Power - Debt	867,132	-	867,132
Debt Service	351,278	351,279	351,307
Capital Outlay	-	120,000	112,826
Contingency	-	332,481	-
Transfers to Electric Capital Proj Fund	1,100,000	950,000	950,000
Transfer to Electric Capital Reserve		-	-
Transfers to General Fund	86,214	88,500	-
Total	<u>\$ 12,321,740</u>	<u>\$ 16,956,000</u>	<u>\$ 12,197,144</u>

**CASH AND INVESTMENTS FOR APRIL**

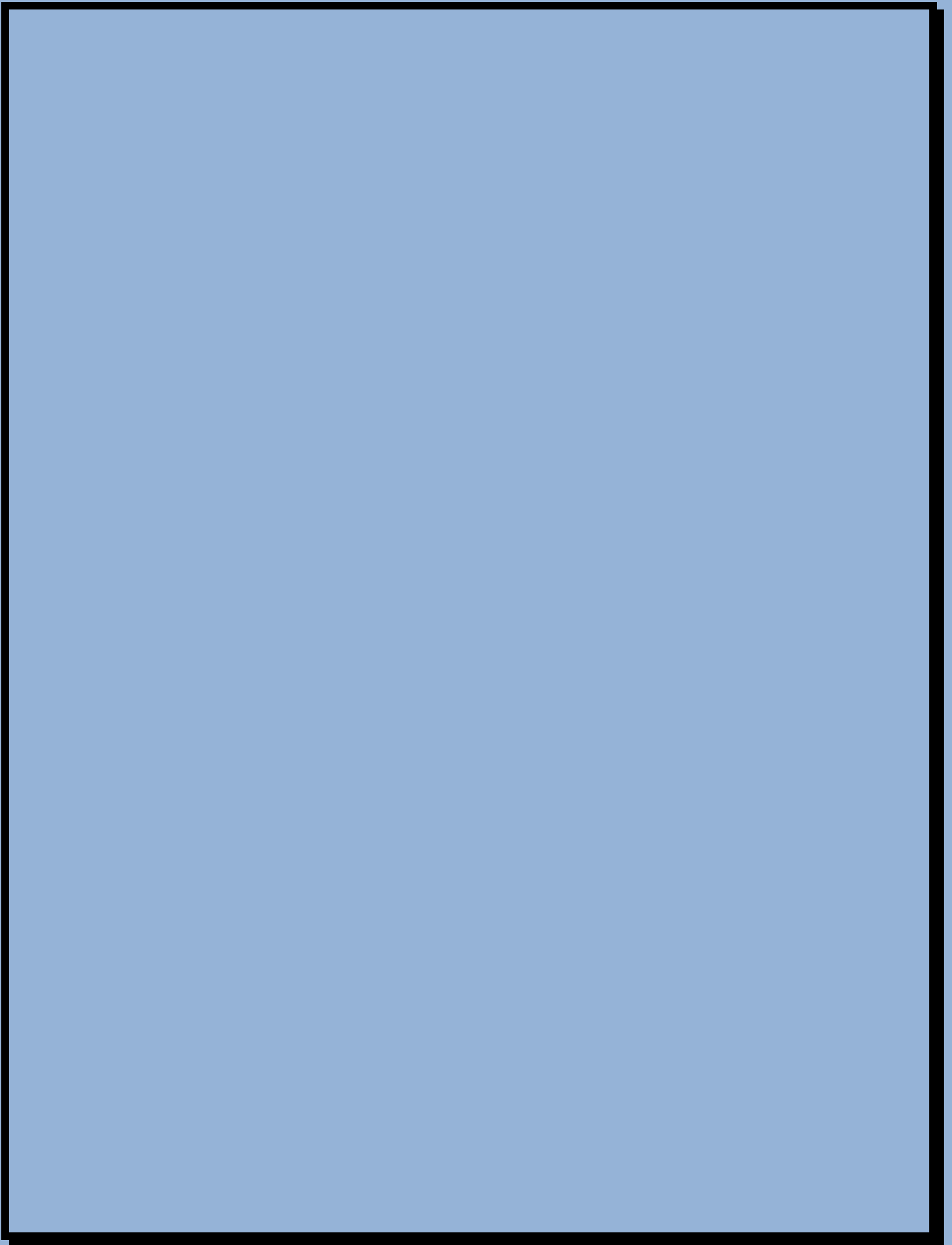
General Fund (Includes P. Bill)	13,796,525		
Water and Sewer Fund	7,501,845		
Electric Fund*	9,579,571		
JB George Endowment (40)	133,940		
Water Plant Expansion (43)	2,623,645		
Booker Dairy Road Fund (44)	457,896		
Capital Project Fund: Wtr/Sewer (45)	1,036,037		
Capital Project Fund: General (46)	1,112,498		
Capital Project Fund: Electric (47)	1,331,493	1st CITIZENS	30,731,645
FEMA Acquisitions and Elevations	(3,034)	NCCMT	2,379,237
Firemen Relief Fund (50)	109,291	KS BANK	3,715,291
Fire District Fund (51)	255,597	UNITED COMM	1,290,135
General Capital Reserve Fund (72)	181,004	PNC BANK	-
Total	<u>\$ 38,116,308</u>		<u>\$ 38,116,308</u>

\*Plug

**Account Balances Confirmed By Finance Director on 4/22/2020**



# Department Reports





# Staff Report

**Annual  
Economic  
Development  
Update**

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## **Update**

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.

Attached is a list of mentionable activities for March/April 2020.

## **Action Requested**

No action requested.

## Smithfield Economic Development Implementation Activities MAR/APR20

1. Economic Development Plan of Work/Strategic Plan – Tim and Rocky identified priority areas of focus for the economic development program. They included some areas that are carry-overs and new items. The areas of focus include:

- Identifying available sites for economic growth. There will be an effort to identify sites suitable for industrial use and also sites that would accommodate commercial businesses. The latter would include sites that would be conducive for the development of office parks. Office parks could include medical offices and, as a need for office space has been identified, should be a high priority of the program.
- Website. The economic development page on the website will be examined to identify any areas needed for improvement.
- Market Downtown apartments to JCC. This is a carry over from previous years, but there will be a more concerted effort to catalog the available Downtown apartments and identify those students with housing needs in order to match demand with supply.
- Strengths. Some of Smithfield's strengths were discussed that underpin the ideas outlined above. Among the strengths discussed were:
  - Johnston Health
  - SRAC
  - Downtown
  - Johnston Community College

These strengths will be emphasized in developing strategies for the program.

- Recruitment targets. Several industry sectors were discussed as being desirable and compatible with Smithfield. Among those were:
  - Information Technology – most of these companies do not have large infrastructure needs other than internet access and provide quality, high paying jobs. Their space needs can be accommodated by former grocery or big box stores.
  - Distribution/Logistics – Smithfield's geographic location and its tremendous transportation corridors make it a prime location for a distribution/logistics company.
  - Firearms – companies in this sector sometime have a difficult time finding a welcoming community. It is believed that Smithfield could be one of those communities.

Input is still needed from the leadership regarding these and other items.

2. Internal Marketing – Tim and Rocky discussed enhancing internal communications with other key town departments and also with Johnston County Economic Development. Going forward, regular meetings, whether in person or via video/teleconference, will be scheduled with Stephen Wensman and Chris Johnson. These meetings may be scheduled during the days Rocky is in Smithfield, but some will also likely be held on other days due to scheduling conflicts and time constraints.

3. Internal Marketing – Tim and Rocky discussed the economic development forum. The forum, as has been noted, will be a tremendous opportunity to inform the public as to the town’s economic development efforts, the great things that are happening in the town, and how they can get involved. Additional planning for the forum will be required when a date when public gatherings can take place is identified, and protocols for those meetings are issued.
4. New Business Recruitment – An inquiry regarding available sites with access to spring or ground water was forwarded to the economic development office. The information stated the company was early in its research, and is seeking to increase its water supply, which is core to its business. The company is considering an expansion at its current location and, if it cannot increase its supply there, a second operation at another site. We have asked an engineer to provide information on ground water in our area and will follow-up with the company to further define their plans and needs.



**FINANCE DEPARTMENTAL REPORT FOR MARCH, 2020**

**SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):**

Daily Collections/Property Taxes/Other.....	\$2,208,698
Franchise Tax.....	239,141
Sales & Use Tax.....	256,714
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$2,704,553</b>

Expenditures: General, Water, and Electric.....\$2,585,171

**FINANCE:**

- Compiled and submitted monthly retirement report on 3/30/2020
- Issued 62 purchase orders
- Processed 637 vendor invoices for payment and issued 368 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on 3/6 and 3/20/2020
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,436
- Processed 8 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$18,869.01 (EMS = \$4,246.12; SRAC = \$2,630.16; Utility= \$11,992.73; and Other = \$0).
- Invoiced 3 grave opening for a total of \$2,100.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$1,313.28 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$7,035.08 in credit/debit/Tyler card fees, but earned \$5,007.96 in convenience fees

**FINANCE DIRECTOR**

- Attended Town Council Meeting on March 3, 2020
- Attended Town Council Conference call on March 20, 2020
- Attended Department Head Meetings on March 2 and March 23, 2020
- Attended half day budget meeting with department heads on March 9, 2020
- Attended budget meeting with Town Council on March 17, 2020
- Participated in USDA compliance meeting on March 10, 2020
- Closed on Hook Lift truck loan with BB&T on March 12, 2020
- Completed MOP (Memorandum of Participation) for FY2020 Law Enforcement Separation Study on March 16, 2020
- Webinar with Tyler Technologies on benefits of increasing online payments on March 24, 2020



**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**

## Permit Issued for March 2020

Zoning	Land Use	Permit Fees	Permits Issued
Zoning	Land Use	500.00	5
Site Plan	Minor Site Plan	\$450.00	15
Zoning	Sign	\$200.00	4
Report Period Total:		\$1,150.00	24
Fiscal YTD Total:		\$13,825.00	219

SP20-000023	Site Plan	Minor Site Plan	Hanger 4, 5 & 12	3146 SWIFT CREEK Road
SP20-000024	Site Plan	Minor Site Plan		3974-H West US 70 Highway
Z20-000043	Zoning	Land Use	Microwave Dish Addition	2491 US 70 Bus Highway E
Z20-000042	Zoning	Sign	Planet Fitness	1248 N Brightleaf Blvd
SP20-000017	Site Plan	Minor Site Plan	Single Family Dwelling	1235 Wilson's Mills Road
SP20-000018	Site Plan	Minor Site Plan	Single Family Dwelling	609 River Birch Court
SP20-000019	Site Plan	Minor Site Plan	Single Family Dwelling	Stancil Street
SP20-000020	Site Plan	Minor Site Plan	Single Family Dwelling	Stancil Street
Z20-000041	Zoning	Land Use	Convenience Store	600 S Brightleaf Blvd
SP20-000022	Site Plan	Minor Site Plan	Two Family Dwelling	908 & 910 Martin Luther King Dr
Z20-000044	Zoning	Sign	First Baptist Church	125 S Fourth St
Z20-000045	Zoning	Land Use	Nutrition Club	12-A Noble Street
Z20-000047	Zoning	Land Use	Johnston County Industries	912 N Brightleaf Blvd
Z20-000048	Zoning	Land Use	Sami's Pizza & Pasta	312 East Market Street
Z20-000049	Zoning	Sign	Sherwin Williams	932 N Brightleaf Blvd
SP20-000025	Site Plan	Minor Site Plan	Single Family Dwelling	199 Sunfish Street
SP20-000026	Site Plan	Minor Site Plan	Single Family Dwelling	171 Sunfish Street
SP20-000027	Site Plan	Minor Site Plan	Single Family Dwelling	165 Sunfish Street
SP20-000028	Site Plan	Minor Site Plan	Single Family Dwelling	191 Sunfish Street
SP20-000029	Site Plan	Minor Site Plan	Single Family Dwelling	147 Sunfish Street
SP20-000030	Site Plan	Minor Site Plan	Single Family Dwelling	139 Sunfish Street
SP20-000031	Site Plan	Minor Site Plan	Single Family Dwelling	117 Sunfish Street
SP20-000032	Site Plan	Minor Site Plan	Single Family Dwelling	109 Sunfish Street
SP20-000033	Site Plan	Minor Site Plan	40' x 42' accessory building	4395 Swift Creek Rd
SP20-000034	Site Plan	Minor Site Plan	Single Family Dwelling	210 Sunfish Street
Z20-000050	Zoning	Sign	Circle K sign face change out	1137 N Brightleaf Blvd



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING March 31, 2020**

**I. STATISTICAL SECTION**

Month Ending March 31, 2020	March 2020	March 19	Total 2020	Total 2019	YTD Difference
Calls for Service	1437	1617	4658	4749	-91
Incident Reports Completed	108	145	349	393	-50
Cases Closed	89	96	269	271	-2
Accident Reports	51	67	185	216	-31
Arrest Reports	96	99	270	261	10
Burglaries Reported	3	5	20	19	1
Drug Charges	28	48	69	98	-29
DWI Charges	9	7	22	22	0
Citations Issued	111	165	424	521	-97
Speeding	29	36	119	113	6
No Operator License	13	43	57	128	-71
Registration Violations	16	18	63	67	-4

**II. PERSONNEL UPDATE**

The police department is currently short 6 sworn officer positions. Two employees are currently in BLET and have roughly 4 weeks left before the State Exam. The Department is currently completing two backgrounds for potential employees.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in March. The agency's training is being done online thru the NC Justice Academy. The Police Department has seen a large reduction in crime statistics and community events as a result of COVID 19. We are still working diligently to protect the citizens of Smithfield, while making sure that our officers health and well being are being observed during this time of crisis.



## REPORTED UCR OFFENSES FOR THE MONTH OF MARCH 2020

PART I CRIMES	March	March	+/-	Percent	Year-To-Date		+/-	Percent
	2019	2020		Changed	2019	2020		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	1	0	-1	-100%
ROBBERY	1	0	-1	-100%	2	2	0	0%
Commercial	0	0	0	N.C.	1	0	-1	-100%
Individual	1	0	-1	-100%	1	2	1	100%
ASSAULT	4	3	-1	-25%	22	11	-11	-50%
* VIOLENT *	6	3	-3	-50%	25	13	-12	-48%
BURGLARY	5	2	-3	-60%	17	17	0	0%
Residential	3	0	-3	-100%	13	10	-3	-23%
Non-Resident.	2	2	0	0%	4	7	3	75%
LARCENY	18	28	10	56%	52	93	41	79%
AUTO THEFT	3	1	-2	-67%	3	3	0	0%
ARSON	0	1	1	N.C.	0	2	2	N.C.
* PROPERTY *	26	32	6	23%	72	115	43	60%
PART I TOTAL:	32	35	3	9%	97	128	31	32%
PART II CRIMES								
Drug	33	19	-14	-42%	76	43	-33	-43%
Assault Simple	6	4	-2	-33%	18	10	-8	-44%
Forgery/Counterfeit	3	1	-2	-67%	10	16	6	60%
Fraud	11	4	-7	-64%	27	18	-9	-33%
Embezzlement	0	0	0	N.C.	0	6	6	N.C.
Stolen Property	2	0	-2	-100%	3	2	-1	-33%
Vandalism	8	6	-2	-25%	14	12	-2	-14%
Weapons	0	0	0	N.C.	1	3	2	200%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	1	1	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	2	2	N.C.	2	4	2	100%
D. W. I.	9	8	-1	-11%	26	22	-4	-15%
Liquor Law Violation	0	0	0	N.C.	4	5	1	25%
Disorderly Conduct	2	0	-2	-100%	2	0	-2	-100%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	29	17	-12	-41%	92	58	-34	-37%
PART II TOTAL:	103	61	-42	-41%	276	200	-76	-28%
GRAND TOTAL:	135	96	-39	-29%	373	328	-45	-12%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
March 2020**

**I. Statistical Section**

Responded to	2020 Mar	Mar IN	Mar OUT	2019 Mar	2020 IN	2020 OUT	2020 YTD	2019 YTD
<b>Total Structure Fires Dispatched</b>	8	2	6	5	12	18	30	30
*Confirmed Structure Fires (Our District)*	1	1	0	2	7	0	7	8
*Confirmed Structure Fires (Other Districts)*	2	0	2	2	0	7	7	9
<b>EMS/Rescue Calls</b>	92	85	7	141	346	26	372	373
<b>Vehicle Fires</b>	2	1	1	1	2	2	4	2
<b>Motor Vehicle Accidents</b>	13	8	5	17	42	8	50	54
<b>Fire Alarms (Actual)</b>	3	3	0	11	18	1	19	26
<b>Fire Alarms (False)</b>	11	11	0	8	35	2	37	25
<b>Misc./Other Calls</b>	27	19	8	29	73	11	84	79
*Mutual Aid (Received)*	3	0	0	3	0	0	17	14
*Mutual Aid (Given)*	4	0	0	2	0	0	15	16
*Overlapping Calls (Calls at the same time)*	33	0	0	43	0	0	118	116
<b>TOTAL EMERGENCY RESPONSES</b>	151	128	23	211	523	57	580	576

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Mar	YTD
Fire Inspections/Compliance Inspections	24	71
Public Fire Education Programs	0	1
Children in Attendance	0	2
Adults in Attendance	0	2
Plans Review Construction/Renovation Projects	8	19
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	7	15
Re-Inspections	2	25

**II. Major Revenues**

	Mar	YTD
<b>Inspections</b>	\$700.00	\$2,675.00
<b>False Alarms</b>	\$100.00	\$325.00
<b>Fire Recovery USA</b>	\$0.00	\$396.00
<b>EMS Debt Setoff</b>	\$3,268.24	\$3,855.95

**Major Expenses for the Month:**

**III. Personnel Update:**

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

- Due to the COVID-19 all events were cancelled.

## Appearance Commission March 2020 Monthly Report:

### South Bright Leaf Blvd Welcome Sign

- Staff installed new landscape bed around South Bright Leaf welcome sign. New bed consist of Two (2) Nellie Stevens trees, Two (2) Hydrangea Snow Queen, Five (5) Loropetalum Jazz hand and Twenty Five (25) Variegated Liriope were installed.

Next Appearance Commission meeting will be scheduled at later date due Coronavirus.

**Town of Smithfield  
Public Works Department  
March 31, 2020**



152 Total Work Orders completed by the Public Works Department

3 Burials, at \$700.00 each = \$2,100.00

0 Cremation Burial, \$400.00 each = \$0.00

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

426.73 tons of household waste collected

158 tons of yard waste collected

5.59 tons of recycling collected

125 scrap tires were recycled

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**March 31, 2020**



**I. Statistical Section**

3 \_\_\_\_\_ Burials  
6 \_\_\_\_\_ Works Orders – Buildings & Facilities Division  
15 \_\_\_\_\_ Work Orders – Grounds Division  
37 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$0.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,100.00
Total Revenue:	\$2,100.00

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

\$5,500.00 to Molina's Tree Service for removal of 3 hazardous trees. 415 S 5<sup>th</sup> Street, 315 N 5<sup>th</sup> Street and 810 E Market Street.

**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 safety meeting was on "Air Borne Pathogens".

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
March 31, 2020**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 17.14 Tons of Asphalt was placed in 2 root damaged areas and 2 large pothole.
- d. 52LF of gutter and 26LF of sidewalks were replaced
- e. 27 - Work Orders – 1,905lbs. Of Cold Patch was used for 57 Potholes.

**II. Major Revenues**

None for the month

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

\$1,380.00 to Core and Main for 2 pallets of Perma Patch, \$1,275.75 to Southern Vac. for vacuum hose on Street Sweeper, \$727.00 to NC Dept. of Public Safety for u-channel poles.

**IV. Personnel Update:**

None for the month

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

The Public Works Department safety meeting on "Air Borne Pathogens".

**Town of Smithfield  
Public Works Department  
March 2020 Drainage Report**

Location: S 1<sup>st</sup> Street, Gaston Street and Hood Street.  
 Starting Date: 3/2/2020  
 Completion Date: 3/2/2020  
 Description: Scraped gravel roads.  
 Man-hours: 8hrs.  
 Equipment: 420 Cat backhoe, Bobcat tractor.  
 Materials: NA

Location: 915-917 East Street.  
 Starting Date: 3/3/2020  
 Completion Date: 3/3/2020  
 Description: Cleaned 150LF of storm drain line.  
 Man-hours: 3hrs.  
 Equipment: Jet truck.  
 Materials: NA

Location: Rosewood and Wellons.  
 Starting Date: 3/4/2020  
 Completion Date: 3/4/2020  
 Description: Repaired two large (16x20, 6x17) bad areas in asphalt.  
 Man-hours: 22.5hrs.  
 Equipment: 420 Cat backhoe, 405 dump truck, 408 flatbed.  
 Materials: 8 tons of asphalt.

Location: Woodsdale Drive, S 5<sup>th</sup> and Lee, North Ave and West, North Street, Strickland and W Market, 116 Henley Place, Coats and Powell, Coats and Hartley, 190-270, 735 Equity Drive, 1025-1051 Outlet Center Drive, Pitchie Street, 231 Hospital Road, 816 S 2<sup>nd</sup> Street, 869 Berkshire Road, 7<sup>th</sup> and Caswell, 4-9-11-13 Eden Drive, 31 Brookwood, S 5<sup>th</sup> and Davis, 915 Second Ave, Stevens and 2<sup>nd</sup>, 35 Towbridge,  
 Starting Date: 3/4/2020  
 Completion Date: 3/31/2020  
 Description: Repaired 57 potholes with Perma Patch asphalt.  
 Man-hours: 7.6hrs.  
 Equipment: 412.  
 Materials: 31.75 bags of Perma Patch.

Location: MLK and Furlong.  
 Starting Date: 3/5/2020  
 Completion Date: 3/5/2020  
 Description: Removed high shoulder for positive drainage.  
 Man-hours: 2hrs.  
 Equipment: 420 Cat backhoe  
 Materials: NA



Location: 1114 MLK Drive.  
Starting Date: 3/6/2020  
Completion Date: 3/6/2020  
Description: Repaired sinkhole in storm drain line for positive drainage.  
Man-hours: 2hrs.  
Equipment: 412 plus hand tools.  
Materials: Two 80lbs bags of concrete.

Location: Old Goldsboro Road between Ash and Pine, E Davis between SBL and 7<sup>th</sup>, Hancock between 10<sup>th</sup> and 11th Street, Sherwood Ct, Woodsdale Drive.  
Starting Date: 3/10/2020  
Completion Date: 3/16/2020  
Description: Sealed cracks in roadway for upcoming resurfacing project.  
Man-hours: 42.75hrs.  
Equipment: 412 plus crack seal machine.  
Materials: 68 boxes of crack seal material.

Location: 412-414 Sanders Street.  
Starting Date: 3/18/2020  
Completion Date: 3/18/2020  
Description: Repaired root damage (7x15, 7x30) in roadway.  
Man-hours: 17.5hrs.  
Equipment: 420 Cat backhoe, 405 dump truck, 408 flatbed.  
Materials: 9.14 tons of asphalt.

Location: 5<sup>th</sup> and Mill Street.  
Starting Date: 3/17/2020  
Completion Date: 3/17/2020  
Description: Replaced faded stop sign.  
Man-hours: 1hr.  
Equipment: 412 plus hand tools.  
Materials: 30x30 stop sign plus hardware.

Location: S 5<sup>th</sup> Street Community Garden.  
Starting Date: 3/19/2020  
Completion Date: 3/19/2020  
Description: Cut and sprayed community garden.  
Man-hours: 7hrs.  
Equipment: 2 scag mowers plus hand tools.  
Materials: NA

Location: Ditch bank behind Crickets hotdogs.  
Starting Date: 3/24/2020  
Completion Date: 3/24/2020  
Description: Removed obstructions from outlet structure and 100ft of ditch bank.  
Man-hours: 6hrs.  
Equipment: 420 Cat backhoe, 408 flatbed truck.  
Materials: NA

Location: Front Street at boat ramp.  
Starting Date: 3/27/2020  
Completion Date: 3/27/2020  
Description: Repaired sinkhole at catch basin.  
Man-hours: 4hrs.  
Equipment: 412 plus hand tools.  
Materials: Three 80lbs. bags of concrete.

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
March 31, 2020**



**I. Statistical Section**

- 3   Preventive Maintenances
- 0   North Carolina Inspections
- 34  Work Orders

**II. Major Revenues**

None for the month

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

None for the month

**IV. Personnel Update:**

None for the month

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

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department safety meeting was on "Air Borne Pathogens". Installed the Benpak Model XPR-18CL 2 post lift for the garage.

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**March 31, 2020**



**I. Statistical Section**

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

- a. Sanitation forces completed 27 work orders
- b. Sanitation forces collected tons 426.73 of household waste
- c. Sanitation forces disposed of 79 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 7.58 tons of construction debris (C&D)
- f. Town disposed of 125 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.49 tons of recyclable plastic
- h. Recycled 2140 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 3140 lbs. of plastics & glass (co-mingle) from the Convenient Site Center
- k. Sanitation forces disposed 2.14 tons of (yard waste 2)

**II. Major Revenues**

- a. Received \$0.00 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 4220 lbs. of shredder steel for \$179.35 to Omni Source

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

Spain Farms Nursery was paid \$2,409.00 for disposal of yard waste and debris. Paid \$924.79 to Dartco, for Transmission Control Mod and programming for Knuckle boom Truck #311. Paid \$ 580.98 to Whites Tire Service of Wilson. Inc. for tires for Knuckle Boom Truck #304

**IV. Personnel Update:**

No new personnel were hired this month. Dept. continued to utilize temporary labor in the vacant position.

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

The Public Works Department safety meeting was on "Air Borne Pathogens." Community Service Workers worked 48 hrs.



## MONTHLY REPORT FOR MARCH, 2020

PROGRAMS STATISTICS	MARCH, 2020		MARCH, 2019	
NUMBER OF PROGRAMS	9		12	
TOTAL ATHLETICS PARTICIPANTS	181		388	
TOTAL NON/ATHLETIC PARTICIPANTS	32		176	
SARAH YARD CENTER	98		305	
NUMBER OF GAMES PLAYED	4		18	
TOTAL NUMBER OF PLAYERS (GAMES)	320		344	
NUMBER OF PRACTICES	6		43	
TOTAL NUMBER OF PLAYER(S) PRACTICES	78		590	
	MARCH, 2020	19/20 FY YTD	MARCH, 2019	18/19 FY YTD
PARKS RENTALS	23	219	110	279
USERS (PARKS RENTALS)	365	9363	3830	13920
<b>TOTAL UNIQUE CONTACTS</b>	<b>976</b>		<b>5,328</b>	
	MARCH, 2020	19/20 FY YTD	MARCH, 2019	18/19 FY YTD
PARKS AND RECREATION REVENUES	\$ 6,070.00	\$ 561,155.00	\$ 9,378.00	\$ 55,642.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 61,437.00	\$ 518,230.00	\$ 53,381.00	\$ 537,565.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 174.00	\$ 204,521.00	\$ 23,454.00	\$ 97,168.00
SARAH YARD CENTER EXPENSES	\$ 1,486.00	\$ 19,350.00	\$ 1,802.00	\$ 16,989.00
<b>HIGHLIGHTS</b>				

**DUE TO COVID-19, PARKS AND RECREATION ACTIVITIES WERE SUSPENDED ON MARCH 16th**



## MONTHLY REPORT FOR MARCH, 2020

<b>PROGRAMS SATISTICS</b>	<b>MARCH, 2020</b>		<b>MARCH, 2019</b>	
NUMBER OF PROGRAMS	220		27	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1389		4062	
	<b>MARCH, 2019</b>	<b>19/20 FY YTD</b>	<b>MARCH, 2019</b>	<b>18/19 FY YTD</b>
SRAC MEMBER VISITS	1903	0	4179	33802
DAY PASSES	279	0	892	6709
RENTALS (SRAC)	19	0	60	476
USERS (SRAC RENTALS)	1160	0	1508	27990
<b>TOTAL UNIQUE CONTACTS</b>	<b>4,731</b>	<b>0</b>	<b>10,641</b>	<b>106,028</b>
<b>FINANCIAL STATISTICS</b>	<b>MARCH, 2020</b>		<b>MARCH, 2019</b>	
		<b>19/20 FY YTD</b>		<b>18/19 FY YTD</b>
SRAC REVENUES	\$ 43,132.00	\$ 461,503.00	\$ 61,074.00	\$ 458,335.00
SRAC EXPENDITURES	\$ 49,330.00	\$ 682,685.00	\$ 82,471.00	\$ 688,339.00
SRAC MEMBERSHIPS	2307		2004	

**DUE TO COVID-19, THE SRAC POOLS WERE CLOSED ON MARCH 15th**

**DUE TO COVID-19, THE S**



- **Statistical Section**

- Electric CP Demand 16,493 Kw relative to February's demand of 20,098 Kw.
- Electric System Reliability for was 99.999%, with zero (0) recorded outages; relative to February's 99.998%.
- Raw water treated on a daily average was 3.453 MG relative to 3.535 MG for February; with maximum demand of 4.195 MG relative to February's 4.128 MG.
- Total finished water to the system was 98.033 MG relative to February's 93.661 MG. Average daily for the month was 3.162 MG relative to February's 3.021 MG. Daily maximum was 4.005 MG (March 29<sup>th</sup>) relative to February's 3.698 MG. Daily minimum was 2.720 (March 10<sup>th</sup>), relative to February's 2.887 MG.

- **Miscellaneous Revenues**

- Water sales were \$208,445 relative to February's \$216,097
- Sewer sales were \$346,490 relative to February's \$352,920
- Electrical sales were \$1,171,909 relative to February's sales of \$1,267,725
- Johnston County Water purchases were \$128,731 for 58.514 MG relative to February's \$129,050 for 58.659 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$796,197 relative to February's \$885,898.
- Johnston County sewer charge was \$149,202 for 41.046 MG relative to February's \$300,827 for 81.315 MG.

- **Personnel Changes –**

- Chris Smith retired from employment on March 31
- Jerry McDonald began work as a Utility Line Mechanic on March 30
- Adam Woodall began work as a Utility Line Mechanic on March 30



**Town of Smithfield  
Electric Department  
Monthly Report  
March, 2020**

**I. Statistical Section**

- Street Lights repaired –29
- Area Lights repaired -9
- Service calls – 47
- Underground Electric Locates –135
- Poles changed out or installed -1
- Underground Services Installed -1

**II. Major Revenues**

- N/A

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

- N/A

**IV. Personnel Update:**

- The Utility Dept. had no Safety Meetings due to the Coronavirus.

**V. Miscellaneous Activities:**

- Contractors are continuing to work on the North Circuit.
- The Electrical Dept. is continuing to install services at East River Subdivision.
- The Electrical Dept. is continuing to install conduit along Kellie Dr.





## **MONTHLY WATER LOSS REPORT**

**MARCH 2020**

**(3) Meters with slow washer leaks**

**(2) 3/4" Line, 1/8" hole – 1 Day**

**1" Line, 1/8" hole – 1 Day**

**2" Line, Full Shear – 1 Day**



## WATER & SEWER

### MARCH 2020 MONTHLY REPORT

● DISCONNECT WATER	4
● RECONNECT WATER	2
● TEST METER	0
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	0
● LOW PRESSURE CALLS	2
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	8
● METER CHECKS	3
● METER REPAIRS	3
● WATER MAIN/SERVICE REPAIRS	4
● STREET CUTS	4
● REPLACE EXISTING METERS	1
● INSTALL NEW METERS	9
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	4

- CLEANOUTS INSTALLED 2
  - INSPECTIONS 1
  - SEWER MAIN CLEANED 899LF
  - SERVICE LATERALS CLEANED 700LF
  - SERVICE CALLS 64
  - LOCATES 145
- 
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
  - INSPECTED ALL AERIAL SEWERS ONE TIME
  - INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH OF MARCH

- SLS #5 finished being installed.

## PERSONNEL UPDATES

- Keith Worley was hired
- Adam Woodall was hired
- Jerry McDonald was hired.

## UPCOMING PROJECTS FOR THE MONTH OF JUNE

**Smithfield Water Plant**  
Distribution Sampling Site Plan

March 2020

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	03/09/20	1	15	7965	10	North Street	03/17/20	0.6	15	17820	40
Computer Drive	03/09/20	1.2	15	31860	10	West Street	03/17/20	0.5	15	78030	50
Castle Drive	03/09/20	1.4	15	7965	10	Regency Drive	03/17/20	0.5	15	63720	60
Parkway Drive	03/09/20	1.2	15	63720	40	Randers Court	03/17/20	1	15	15930	40
Garner Drive	03/09/20	1.2	15	63723	40	Noble Street	03/17/20	1	15	15930	40
Hwy 210 LIFT ST.	03/09/20	1.2	15	15930	40	Fieldale Dr#1(L)	03/17/20	1.2	15	63720	40
Skyland Drive	03/09/20	1.5	15	7965	10	Fieldale Dr#2(R)	03/17/20	1.4	15	63720	40
Bradford Street	03/09/20	1.2	15	15930	10	Heather Court	03/17/20	0.9	15	15930	40
Kellie Drive	03/09/20	1.5	15	7965	10	Reeding Place	03/17/20	0.9	15	15930	40
Edgewater	03/09/20	1.2	15	7965	10	East Street	03/17/20	0.5	15	63720	40
Edgecombe	03/09/20	1.2	15	15930	40	Smith Street	03/17/20	0.8	15	63720	40
Valley Wood	03/09/20	0.5	15	63720	40	Wellons Street	03/17/20	0.4	15	63720	40
Creek Wood	03/09/20	0.5	15	63720	40	Kay Drive	03/18/20	0.5	15	38985	15
White Oak Drive	03/09/20	1.5	15	7965	10	Huntington Place	03/18/20	1.6	15	38985	15
Brookwood Drive	03/10/20	1	15	22515	5	N. Lakeside Drive	03/18/20	2	15	9750	15
Runnymede Place	03/10/20	1.8	15	31860	10	Cypress Point	03/18/20	2	15	34890	12
Nottingham Place	03/10/20	1.8	15	38985	10	Quail Run	03/18/20	1.8	15	8715	12
Heritage Drive	03/10/20	0.5	15	38985	10	British Court	03/18/20	2	15	8715	12
Noble Plaza #1	03/10/20	1	15	9750	10	Tyler Street	03/23/20	2.1	15	78030	60
Noble Plaza #2	03/10/20	1.2	15	9750	10	Yelverton Road	03/23/20	2	15	63720	40
Pinecrest Street	03/10/20	1	15	19500	10	Ava Gardner	03/23/20	0.5	15	63720	40
S. Sussex Drive	03/10/20	1.8	15	31860	10	Waddell Drive	03/23/20	1.2	15	7965	10
Elm Drive	03/10/20	1.5	15	9750	10	Henly Place	03/23/20	1.2	15	8715	12
Coor Farm Supply	03/11/20	1	15	7965	10	Birch Street	03/23/20	0.5	15	34890	12
Old Goldsboro Rd.	03/11/20	1	15	7965	10	Pine Street	03/23/20	0.6	15	38985	15
Hillcrest Drive	03/12/20	1.4	15	31860	10	Oak Drive	03/23/20	0.6	15	37695	14
Eason Street	03/12/20	1.6	15	38985	40	Cedar Drive	03/23/20	0.5	15	31860	10
Magnolia circle	03/12/20	1	15	78030	40	Aspen Drive	03/23/20	0.5	15	34890	12
Rainbow Drive	03/12/20	2	15	19500	60	Furlonge Street	03/23/20	0.5	15	34890	12
Rainbow Circle	03/12/20	2	15	19500	60	Golden Corral	03/23/20	1.2	15	40290	16
Moonbeam Circle	03/12/20	2.2	15	19500	60	Holland Drive	03/23/20	1.2	15	9750	15
Ray Drive	03/16/20	0.2	15	15930	60	Davis Street	03/23/20	0.6	15	34890	12
Will Drive	03/16/20	0.2	15	15930	60	Caroline Ave.	03/23/20	0.6	15	31860	10
Michael Lane	03/16/20	0.5	15	63720	40	Johnston Street	03/23/20	0.8	15	38985	15
Ward Street	03/16/20	0.5	15	63720	40	Ryans	03/23/20	0.5	90	9750	15
				977883							
										1282815	2260698