



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
SPECIAL MEETING DECEMBER 8, 2015
7:00 PM**

Call to Order

Approval of Agenda

Page

Consent Agenda Items:

1. **Bid Award and purchase approval** of a 2016 Ford F150 Service Truck to be utilized by the Public Works Sanitation Division in the amount of \$27,038.00. This is a FY 2014-2015 budgeted item.
(Public Work Director - Lenny Branch) See attached information.....**1**

2. Consideration and approval for a **Career Ladder and reclassification** for several positions in **Water / Sewer Department**.
(Interim Public Utilities Director – Pete Connet & Human Resources Director - Tim Kerigan)
See attached information.....**13**

3. Consideration and approval to proceed with bidding the **additional transformer at the Brogden Road Substation** when Plans and Specs are completed.
(Interim Public Utilities Director – Pete Connet) See attached information.....**15**

4. Consideration and Approval of various **FY 2015 - 2016 Budget Amendments**
(Finance Director - Greg Siler) See attached information.....**19**

5. Consideration and Approval to **pay off two high interest USDA Loans totaling \$479,832 utilizing general fund balance**
(Finance Director – Greg Siler) See attached information.....**23**

6. Consideration and approval to allow the solicitation of bids for the construction of the **Inclusion Playground and Miracle League Field at the Smithfield Community Park**
(Parks and Recreation Director – Gary Johnson) See attached information.....**25**

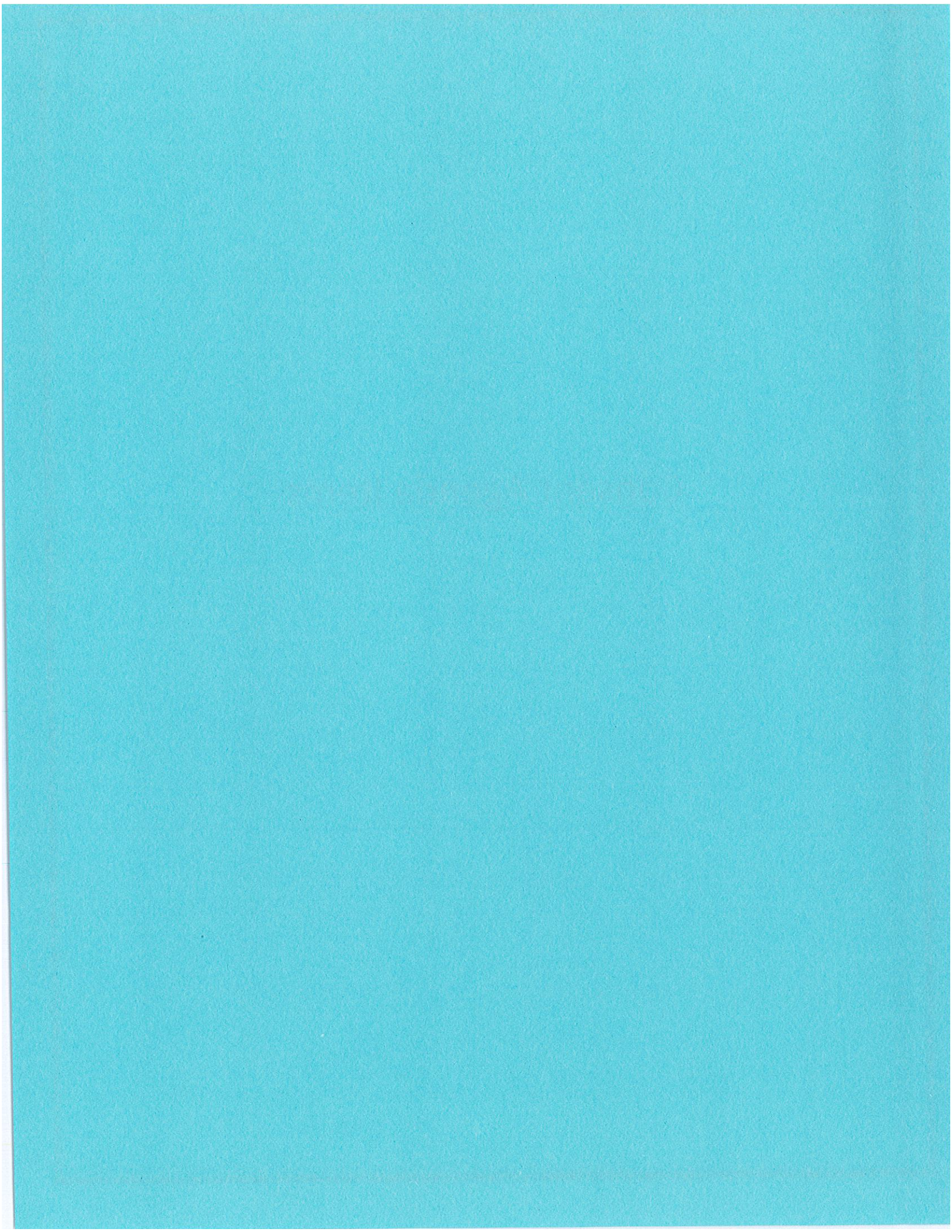
- 7. Consideration and approval of a **Memorandum of Understanding** between the Public Library of Johnston County and Smithfield, Johnston County and the Town of Smithfield as it relates to unbudgeted and unanticipated emergency expenses at the Library.
(Interim Town Manager – Jim Freeman) See attached information.....**27**

Business Items:

- 1. **Consideration for approval of lowest bidder on multiple water and sewer projects estimated to cost 1.43 million.**
(Finance Director – Greg Siler) See attached information.....**31**
- 2. **Bid Award for the construction and installation of related equipment for the Sand Removal System at the Smithfield Water Treatment Plant**
(Interim Public Utilities Director - Pete Connet) See attached information.....**33**
- 3. **Discussion on bidding new Sludge Handling Equipment for the Water Plant**
(Interim Public Utilities Director - Pete Connet) See attached information.....**39**
- 4. **Discussion regarding the Town Manager Hiring Process**
(Mayor – Andy Moore and Interim Town Manager – Jim Freeman)
See attached information.....**47**
- 5. **Discussion concerning setting the date for the rate and load management workshop in January.**
(Interim Public Utilities Director – Pete Connet) See attached information.....**51**
- 6. **Discussion concerning the State Health Plan**
(Human Resources Director – Tim Kerigan)

Adjourn

Consent Agenda Items





**Town of Smithfield
Town Council
Action Form**

Item Title: Purchase of a 2016 Ford F150 Service Truck

Date of Meeting:
December 8, 2015 Date Prepared: November 25, 2015

Staff Work By: Lenny Branch, Public Works Director,

Presentation By: Lenny Branch

Presentation Description:

In this year's (FY 15-16) budget, the Public Works Sanitation Division was approved \$28,000 to purchase a new service truck. The new service truck will replace a Chevy 1500 pickup that is over 15 years old. Bids were solicited from the following vendors:

➤ Deacon Jones Auto Group	-	\$27,038.00
➤ Capital Ford Inc.	-	\$29,603.00
➤ Kenly Ford Inc.	-	\$31,159.00

Action Requested: Council is requested to award the purchase of the service truck to the lowest bidder (Deacon Jones Inc.) in the amount of \$27,038.00



"We treat people the way we would like to be treated"
1014 Eleventh Street • Goldsboro, NC 27534 • Phone: (919) 736-3387

BID To: Town of Smithfield

Attn: Russell Renfrow

FROM: Jeff Hill, Deacon Jones Ford/Lincoln

Bid for 2016 F-150

F150 4X4 R/C; 145" WHEELBASE; OXFORD WHITE; VINYL 40/20/40; GRAY INTERIOR; XL SERIES; .17" SILVER STEEL; 3.5L TIVCT; 282 H.P. V6; ELEC 6-SPD AUTO; .265/ 70R-17 AT; 3.55 ELEC LOCK; CRUISE CONTROL; TRAILER TOW PKG; POWER EQUIP GROUP.

LOCAL GOV. BID PRICE: \$27,038.00

***TRUCK TO BE ORDERED EXTRAS INCLUDED**

3.55 ELECTRONIC =\$425.00

CRUISE CONTROL=\$203.00

POWER EQUIPMENT GROUP=\$1057.00

NO TAX OR TAG FEES INCLUDED

Jeff Hill

Office: 919-736-3387

Cell: 919-222-0090

CAPITAL FORD INC.
4900 CAPITAL BLVD
RALEIGH NC 27616

CUST #: 593745 INVOICE NO. [REDACTED]
FI: 85472F PRIDGEN, JESSE H
STOCK NO. 275853 09/18/2015
SALESMAN NO. 8093
MEMO. COMM.

SOLD TO
TOWN OF SMITHFIELD
231 HOSPITAL ROAD
SMITHFIELD, NC 27577-3920
919/934-2230
HM: 919/934-2230 WK:

YEAR	MAKE	MODEL	NEW OR USED
2015	FORD	F150 PICKUP	F
VEHICLE SERIAL NO.		1FTEW1EFXFFC62685	
SALESMAN	JIM TORR	KEY NO.	11267/76464

ODOMETER: 5

OPTIONAL EQUIPMENT

PO # :
REQ # :
TYPE : PU
COLOR : OXFORD WHITE

DISCLAIMER OF WARRANTIES
THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE.

IT IS UNDERSTOOD THAT LEGAL TITLE TO HEREIN DESCRIBED VEHICLE DOES NOT PASS TO SAID BUYER UNTIL SAID BUYER'S CHECK RENDERED AS FULL OR PARTIAL PAYMENT IS HONORED BY THE BANK ON WHICH IT WAS DRAWN.

USED VEHICLE TRADED			
YEAR	MAKE	MODEL	
TITLE NO.		VEHICLE SERIAL NUMBER	

DESCRIPTION	ACCT.	SALE	COST
F150 PICKUP		28663.00	28663.99
NEW VEH.			
USED CAR	37000	-	
USED TRUCK	37600	-	
TRADE ALLOWANCE			
NC HWY. USE TAX	21600	-	
DOCUMENTARY FEE			

DESCRIPTION	ACCT.	AMOUNT
CUSTOMER DEPOSIT	23000	+
VEHICLE ACCOUNTS REC.	11100	+
FINANCE CONTRACTS NEW	10200	+
FINANCE CONTRACTS USED	10300	+
PAYOFF BALANCE OWING FINANCE COMPANY ON TRADE-IN	23100	-
FINANCE RECEIVABLE	0128	+
INS. COM REC.	0128	+
INS. COM REC.	0128	+
FINANCE INCOME	05	-
INSURANCE INCOME	05	-
LICENSE & TITLE	7	-
USED VEHICLE STOCK NO.	Stock #	
INV. VALUE OF TRADE-IN-USE VEH.	13	+
INV. VALUE OF TRADE-IN-USE VEH.	13	+

Rebate _____ N/A Rebate _____ N/A EFT _____
 Rebate _____ N/A Rebate _____ N/A Reserve _____
 Rebate _____ N/A Rebate _____ N/A

Purchase Order
TOWN OF SMITHFIELD
PO Box 761
SMITHFIELD, NC 27577

Department

PO Number: 20164078
 Issued To: 9968

Date: 07/16/15
 Required: 07/20/15
 Ship Via: Best Method
 Ship To:

CAPITAL FORD INC
 4900 CAPITAL BLVE

TOWN OF SMITHFIELD PUBLIC UTILITIES
 HOSPITAL ROAD 230

RALEIGH NC 27616
 FOB : SMITHFIELD

SMITHFIELD NC 27577

Terms: Net 30

Quantity	UOM	Asset	Item Description	Unit Price	Extended
1	EA		2015 F-150 TRUCK	\$29,603.0000	\$29,603.00
Sub Total					\$29,603.00
Total Tax					\$0.00
Total					\$29,603.00

Account Number	Type	Account Description	Amount
31-7230-7400	E	CAPITAL OUTLAY	\$29,603.00
Total			\$29,603.00



Finance Officer



Purchasing Agent

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

THIS DOCUMENT IS GOVERNED BY THE PROVISIONS OF NCGS, CHAPTER 28 UNIFORM COMMERCIAL CODE ARTICLE 2. SALES.

Received By: _____

Date Received: _____

CNGP530
=>

VEHICLE ORDER CONFIRMATION

07/16/15 11:24:55

Dealer: F21027

Page: 1 of 2

Order No: T007 Priority: H2 2015 F-150 Ord FIN: Q9134 Order Type: 5B Price Level: 540
Ord PEP: 101A Cust/Flt Name: NC RETAIL PO Number:

W1E F150 4X4 CREW \$36055
145" WHEELBASE
Y2 OXFORD WHITE
A VINYL 40/20/40 NC
G GRAY INTERIOR
101A EQUIP GRP 2255
.XL SERIES
.POWER EQUIP GRP
.SYNC
.CRUISE CONTROL
.BOXLINK
.SELECTSHIFT
99F 5.0L V8 FFV ENG 1595
446 ELEC 6-SPD AUTO
.265/70R-17 A/T

XL3 3.31 ELEC LOCK \$420
7000# GVWR
FRT LICENSE BKT NC
53A TRAILER TOW PKG 695
23 GAL TANK
86A XL CHROME PKG 775

TOTAL BASE AND OPTIONS 42990
XL MID DISCOUNT (500)
XL DISCT CHRМ OR SPORT (250)
TOTAL 42240
THIS IS NOT AN INVOICE

* MORE ORDER INFO NEXT PAGE *

F1=Help
F4=Submit
S006 - MORE DATA IS AVAILABLE.
fmdealer@CFR-MJDEVZT
Jul 16, 2015 11:24:12 AM

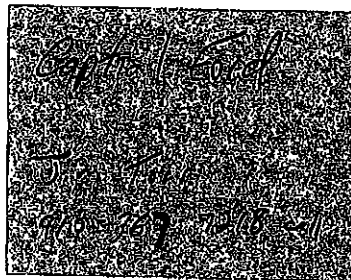
F2=Return to Order
F5=Add to Library

F8=Next
F3/F12=Veh Ord Menu

QC009781

GOOD PRICE \$29,603

[Handwritten signature]



CAR DEAL FORD

Rodney Johnson

From: Lee Whitlow <lee@kenlyford.com>
Sent: Monday, July 13, 2015 7:06 PM
To: RODNEY.JOHNSON@SMITHFIELD-NC.COM
Subject: Emailing: Build Sheet Town of Smithfield
Attachments: Build Sheet Town of Smithfield.pdf

Good evening Rodney,

Attached you will find the build sheets for a 100A as requested and a 101A for your viewing The 100A can be bought if ordered and available for 2015 build for \$31000.00 The 101A can be bought if ordered and available for 2015 build for \$31159.00 As you can see the 101A is only \$159.00 more expensive with a few more options including BoxLink

Let me know if I can answer any questions or help you any further.
Thanks Lee Whitlow

Kenly Ford Inc.
919-284-3123

Your message is ready to be sent with the following file or link
attachments:

Build Sheet Town of Smithfield

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

100A

CNGP530

VEHICLE ORDER CONFIRMATION

07/13/15 17:53:06

=>

2015 F-150

Dealer:

Page: 1 of 1

Order No: F713 Priority: H1 Ord FIN: QK776 Order Type: 5B Price Level: 540
Ord PEP: 100A Cust/Flt Name: TOWN OF SMITH PO Number:

W1E F150 4X4 CREW RETAIL \$36055
145" WHEELBASE
YZ OXFORD WHITE
A VINYL 40/20/40 NC
G GRAY INTERIOR
100A EQUIP GRP
.XL SERIES
.SELECTSHIFT
99F 5.0L V8 FFV ENG 1595
446 ELEC 6-SPD AUTO
.265/70R-17 A/T
XL3 3.31 ELEC LOCK 420
7000# GVWR
50S CRUISE CONTROL \$ 225
52B SYNC 420
F1=Help
F4=Submit

53A TRAILER TOW PKG RETAIL \$695
23 GAL TANK
85A POWER EQUIP GRP 1170
86A XL CHROME PKG 775
.FOG LAMPS
.17" SILVER ALUM
SP FLT ACCT CR
FUEL CHARGE
DEST AND DELIV 1195
TOTAL BASE AND OPTIONS 42550
XL BASE DISCT PEG & TT (500)
TOTAL 42050
THIS IS NOT AN INVOICE

F2=Return to Order
F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT
Emcdealr@SalesDesk
Jul 13, 2015 5:53:13 PM

QC00990

What you ask for 100A

101A

CNGP530

VEHICLE ORDER CONFIRMATION

07/13/15 17:48:09

2015 F-150

Dealer: F21608

Page: 1 of 1

Order No: F713 Priority: H1 Ord FIN: QK776 Order Type: 5B Price Level: 540
Ord PEP: 101A Cust/Flt Name: TOWN OF SMITH PO Number:

W1E F150 4X4 CREW RETAIL \$36055

145" WHEELBASE

YZ OXFORD WHITE NC

A VINYL 40/20/40

G GRAY INTERIOR 2255

101A EQUIP GRP

.XL SERIES

.POWER EQUIP GRP

.SYNC

.CRUISE CONTROL

.BOXLINK

.SELECTSHIFT

99F 5.0L V8 FTV ENG 1595

446 ELEC 6-SPD AUTO

.265/70R-17 A/T

XL3 3.31 ELEC LOCK \$420

7000# GVWR

53A TRAILER TOW PKG 695

23 GAL TANK

86A XL CHROME PKG 775

.FOG LAMPS

.17" SILVER ALUM

SP FLT ACCT CR

FUEL CHARGE

DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 42990

XL MID DISCOUNT (500)

XL DISCT CHR OR SPORT (250)

TOTAL 42240

THIS IS NOT AN INVOICE

F1=Help

F4=Submit

S099 - PRESS F4 TO SUBMIT

fmcdeair@SalesDesk

Jul 13, 2015 5:48:13 PM

F2=Return to Order

F5=Add to Library

F3/F12=Veh Ord Menu

QC00990

NEXT LEVEL UP

101A

* MORE options

* \$159⁰⁰ MORE

I thought you might want to look at this

2015 Fleet/Non-Retail Ford F-150 4WD SuperCrew 145" XL W1E

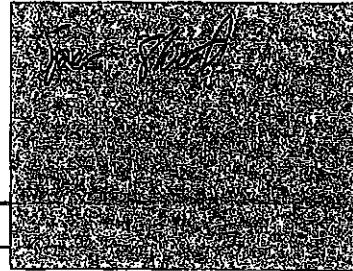
SELECTED MODEL & OPTIONS

SELECTED MODEL - 2015 Fleet/Non-Retail W1E 4WD SuperCrew 145" XL

<u>Code</u>	<u>Description</u>
W1E	2015 Ford F-150 4WD SuperCrew 145" XL

SELECTED VEHICLE COLORS - 2015 Fleet/Non-Retail W1E 4WD SuperCrew 145" XL

<u>Code</u>	<u>Description</u>
-	Interior: Medium Earth Gray
-	Exterior 1: Oxford White
-	Exterior 2: No color has been selected.



SELECTED OPTIONS - 2015 Fleet/Non-Retail W1E 4WD SuperCrew 145" XL

CATEGORY

<u>Code</u>	<u>Description</u>
ENGINE	
99F	ENGINE: 5.0L V8 FFV -inc: 3.31 Axle Ratio, GVWR: 7,000 lbs Payload Package
TRANSMISSION	
446	TRANSMISSION: ELECTRONIC 6-SPEED AUTOMATIC -inc: tow/haul mode (STD)
OPTION PACKAGE	
.100A	EQUIPMENT GROUP 100A BASE
AXLE RATIO	
XL3	ELECTRONIC LOCKING W/3.31 AXLE RATIO
WHEELS	
64F	WHEELS: 17" SILVER PAINTED ALUMINUM (Requires 861 or 86A)
TIRES	
	TIRES: P265/70R17 OWL A/T -inc: OWL A/T spare tire (STD)
PRIMARY PAINT	
YZ	OXFORD WHITE

2015 Fleet/Non-Retail Ford F-150 4WD SuperCrew 145" XL W1E

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2015 Fleet/Non-Retail W1E 4WD SuperCrew 145" XL

CATEGORY

Code Description

PAINT SCHEME

— STANDARD PAINT

SEAT TYPE

AG MEDIUM EARTH GRAY, VINYL 40/20/40 FRONT SEAT

ADDITIONAL EQUIPMENT

- 85A XL POWER EQUIPMENT GROUP -inc: Power Sideview Mirrors w/Black Skull Caps, manual-folding, Power Door Locks, flip key and integrated key transmitter keyless-entry (includes Autolock), Illuminated Entry, Power Front & Rear Windows, Daytime Running Lights On/Off cluster controllable, Autolamp Auto On/Off Headlamps, rainlamp windshield wipers, Perimeter Alarm, Power Tailgate Lock, MyKey Owner controls feature *GROSS* (With the selection of 100A and 53A, requires XL Power Equipment Group savings) (With the selection of 100A and 53C, requires XL Power Equipment Group savings)
- 86A XL CHROME APPEARANCE PACKAGE -inc: Fog Lamps (Fleet), Chrome Front & Rear Bumpers, body-color front fascia, Wheels: 17" Silver Painted Aluminum *GROSS* (With the selection of 101A, requires XL Chrome Appearance Package savings) (With the selection of 924, requires 100A)
- 53A TRAILER TOW PACKAGE -inc: Auxiliary Transmission Oil Cooler, Class IV Trailer Hitch Receiver, smart trailer tow connector and 4-pin/7-pin wiring harness, Upgraded Front Stabilizer Bar TOWING CAPABILITY up to 11,100 lbs.
 GVWR: 7,000 LBS PAYLOAD PACKAGE
- 595 FOG LAMPS
- 52B SYNC VOICE RECOGNITION COMMUNICATIONS -inc: Enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink, 1 smart charging USB port and auxiliary audio input jack w/100A&50S-inc: Compass display in instrument cluster (With the selection of 100A, requires 50S)
- 50S CRUISE CONTROL

Town of Smithfield Town Council Information Form

Item: Pay Plan Classification

Date of Meeting: December 08, 2015

Date Prepared: November 30, 2015

Staff Work By: Connet, Kerigan, Freeman

Presentation: Consent Agenda

Background:

The Career Ladder plan for the Water/Sewer Department was presented and approved at the November 10th meeting by the Council. However, one of the position classes was omitted.

Pump Station Mechanic is currently included in the approved Pay Plan at Pay Grade 12. Staff is recommending the following classification additions:

Pay Grade 10: Pump Station Mechanic Trainee (little to no experience)

Pay Grade 13: Pump Station Mechanic II

This salary increase will not require a budget amendment to the current salary line item for the Public Utility – Water/Sewer Department, 30-7220-0200. The Staff recommends the approval of this request in an effort to attract and retain qualified individuals who are dedicated to providing the best possible service to our citizens.

Action Requested:

Approve the above mentioned classification additions.

**Town of Smithfield
Town Council Action Form**

Business Item: Receive a request from Interim Utilities Director to proceed with bidding of the additional transformer at the Brogden Road Substation when the Plans and Specs are completed

Date of Meeting: December 8, 2015

Date prepared: November 25, 2015

Staff Work by: Pete Connet

Presentation: Pete Connet, Interim Utilities Director

Item:

I have contacted Booth and Associates regarding the status of the preparation of the Plans and Specs for the additional transformer for the Brogden Road Substation and they will be completed in late January or mid-February 2016. The Project estimate is still valid and equipment and construction costs are estimated to be around \$1.4 million (see attached budget estimate).

The new rate study took these numbers into account with the suggested electric rates that were approved at the November meeting. The rate study anticipates that the project could be funded from current revenues. Also, the latest audit report for FY 2015 shows that there are adequate reserves to pay for the project without borrowing addition funds.

Booth has provided some pros and cons of going on with the project in the spring of 2016 (see attached). They also told me that if the only transformer were bid and awarded in the spring of 2016, that the first payment for the transformer would not be due until it was delivered, which would be nine to ten months from the date of the order. That would mean that the financing and payment would be in the FY 2017 budget. If the Town did a loan for the project (which is not being recommended), rather than paying from our Electric Fund Balance, the first debt service payment would be in the FY 2018 budget.

Action Requested

Approve a motion authorizing the Manager, Staff, and Engineer to proceed with bidding the additional transformer project once the plans and specifications are complete in early 2016.

BOOTH & ASSOCIATES, LLC.

SUBSTATION COST ESTIMATE SUMMARY

Owner: Town of Smithfield	
Substation Name: Brogden Rd Substation	Date: May 16, 2016
Voltage/Transformer Size: 230 to 24 kV, 1050 BIL	By: JEH
Project No.: 15-0005-0053	

	Item	Quantity	Unit of Measure	Labor	Material	Labor & Materials	Extended Cost					
1	Foundations	45	Cu. Yds.	\$ 600.00	\$ 500.00	\$ 1,000.00	\$ 45,000.00					
2	Structures and Equipment	1	Lot	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00					
3	Transformer 3ø, 30.0 MVA, 230 kV	1	Each	\$ 5,000.00	\$ 1,050,000.00	\$ 1,055,000.00	\$ 1,055,000.00					
4	230 kV Circuit Switcher	1	Each	\$ 2,000.00	\$ 70,000.00	\$ 72,000.00	\$ 72,000.00					
5	Relaying Panel	1	Each	\$ 3,000.00	\$ 26,000.00	\$ 29,000.00	\$ 29,000.00					
6	Grounding	1	Lot	\$ 2,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00					
7	Gravel Cover (3" C/R; 3" W/S)	1,400	Sq. Feet	\$ 0.49	\$ 0.55	\$ 1.04	\$ 1,456.00					
8	Oil Containment	1	Lot	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	\$ 75,000.00					
9	Conduit/Control Wiring	1	Lot	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00					
Project Sub-Total				\$ 77,500.49	\$ 1,191,500.56		\$ 1,314,456.00					
Disclaimer: The amounts shown on this estimate are for planning purposes only and may vary at time of purchase. These values are valid only for the calendar year of 2015, and should be re-evaluated for more accuracy at time of purchase.						7.5 % Contingencies	\$ 98,584.20					
						Project Sub-Total						\$ 1,413,040.20
						Engineering						\$ 85,000.00
						PROJECT TOTAL						\$ 1,498,040.20

**TOWN OF SMITHFIELD
SMITHFIELD, NORTH CAROLINA
EXPANSION OF BROGDEN 230 TO 25 KV SUBSTATION**

PROS AND CONS OF SUBSTATION EXPANSION

Pros to completing construction in the next 12-16 months

- Transformers are at one the lowest price points in the last 5+ years. The cost difference between recent quotes and the existing unit is approximately 20% (lower). The volatility of commodities such as copper and steel have relaxed compared to the last five years. These materials make up nearly the entire transformer.
- Borrowing rates are at a historically low and are only expected to increase.
- Major expenditures such as the transformer would not be invoiced to the Town until they were delivered. Current Transformer lead times are approximately 30 to 40 weeks. The preparation of bid documents, bidding, bid evaluation and contract preparation could delay the invoice to the Town into the 3rd or 4th quarter of 2016.
- Construction expenditures would not occur in 2015. Construction labor cost/billing would not occur until the 2nd or 3rd quarter of 2016. Engineering will extend into 2016 thereby delaying the execution of any construction contract.
- Adding a second transformer in the next 18 months will reinforce the valuable on-going distribution conversion work that is taking place to improve system reliability and move load away from the 12kV Duke Energy Substation on to the Brogden Road Substation. Offloading the Duke Substation will eliminate the facility charges.
- In the event that one of the transformers needs to be serviced or repaired, the unit to be repaired can be isolated and removed from service without interrupting the service to town members. Each transformer would be capable carrying the full load of the town when necessary. Upgrading now will help protect the town from extended outages due to a transformer failure by switch over to the other transformer.

Cons to delaying construction

- Depending on the timeframe for construction, a delay will likely result in higher construction labor costs.
- Depending on the timeframe for construction, a delay will likely result in higher material procurement costs.
- Currently there is not a backup 25kV substation that can be used to back feed the system. This greatly increases the vital importance of the Brogden Road substation reliability. Delaying the addition of the transformer continues to carry the risk of losing this vital source for an undetermined window of time
- Delaying construction could result in extended outage times due to having the only substation transformer out of service. A transformer failure could cause an outage extending between days and months. If the transformer cannot be repaired on site, it will need to be craned out of place and transported by truck or rail to the nearest repair facility.

**Town of Smithfield
Town Council
Action Form**

Item: Various Budget Amendments

Date of Meeting: December 8, 2015

Date Prepared: Nov. 30, 2015

Staff Work By: Greg Siler, Finance Director

Presentation: Consent Agenda

Background: Various Budget Amendments. See the budget descriptions under each budget amendment.

Action Requested: Approve as Presented

BUDGET AMENDMENTS
Dec., 2015

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Expenditures			
10-4110-5711 Non-Departmental/Public Library	\$ 250,000	\$ 2,834	\$ 252,834
10-9990-5300 General Fund Contingency	<u>338,160</u>	<u>(2,834)</u>	<u>335,326</u>
	<u>\$ 588,160</u>	<u>\$ -</u>	<u>\$ 588,160</u>

To fund 1/3 of the library's HVAC compressor repair as approved at the November 10, 2015 council meeting

2. Revenue			
10-3560-0006 SRAC Vending	\$ 2,100	\$ (2,100)	\$ -
10-3541-0001 Recreation/Pepsi Sponsorship	<u>10,300</u>	<u>2,100</u>	<u>12,400</u>
	<u>\$ 12,400</u>	<u>\$ -</u>	<u>\$ 12,400</u>

To move SRAC vending budget to Pepsi sponsorship as they are one in the same

3. Revenue			
10-3900-1101 Cemetery - Riverside Lot Sales	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
10-5500-3201 General Services - Riverside Ext. Inc. Reim	<u>-</u>	<u>20,000</u>	<u>20,000</u>

To fund Riverside Ext. lot sales and reimbursements

4. Expenditures			
10-4110-5710 Non-Departmental/ Chamber Marketing Init	\$ 40,000	\$ (8,000)	\$ 32,000
10-4110-5717 Non-Departmental/Web Design and Mainte	<u>-</u>	<u>8,000</u>	<u>8,000</u>
	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 40,000</u>

To fund Town of Smithfield new web design/maintenance with chamber marketing initiative funds as approved by c

5. Expenditures			
10-4110-5503 Non-Departmental / Misc.- Settlements	\$ -	\$ 5,976	\$ 5,976
10-9990-5300 General Fund Contingency	<u>335,326</u>	<u>(5,976)</u>	<u>329,350</u>
	<u>\$ 335,326</u>	<u>\$ -</u>	<u>\$ 335,326</u>

To fund Town vs Partner's Equity condemnation settlement. File #11CVS4181

6. Revenue			
10-3700-0000 Gen. Fund Miscellaneous Revenue	\$ <u>8,000</u>	\$ <u>825</u>	\$ <u>8,825</u>
10-5100-3300 Police - Supplies/Operations	<u>75,710</u>	<u>825</u>	<u>76,535</u>

To increase police operations budget equal to the amount of auction proceeds as all remaining proceeds after expenses are turned over to the local school system

WATER/SEWER FUND

7. Expenditures			
30-9990-5300 Water/Sewer Distribution - Contingency	\$ 270,709	\$ (72,300)	\$ 198,409
30-7200-3502 Water Plant - Bldg Demo and Asbestos Re	<u>-</u>	<u>72,300</u>	<u>72,300</u>
	\$ <u>270,709</u>	\$ <u>-</u>	\$ <u>270,709</u>

To establish and fund the old water plant demolition and asbestos removal as approved at the November 10, 2015, council meeting.

Capital Projects -Water/Sewer Fund (Fund 45)

8. Expenditures			
45-7220-7412 I & I E. Smithfield	\$ 100,000	\$ (100,000)	\$ -
45-7220-7413 I & I S. & W. Smithfield	<u>800,000</u>	<u>100,000</u>	<u>900,000</u>
	\$ <u>900,000</u>	\$ <u>-</u>	\$ <u>900,000</u>

To combine two I & I projects into one at the Utility Director's request as invoices will come as one project. Also to change the name on 45-7220-7413 to I & I E.,S., & W. Smithfield

Approved by the Smithfield Town Council this the ____ day of December, 2015

M. Andy Moore , Mayor

ATTEST:

Shannan Williams, Town Clerk

Town of Smithfield Town Council Action Form

Item: Board Approval to Pay Off Two High Interest USDA Loans Totaling \$479,832

Date of Meeting: December 8, 2015 Date Prepared: November 13, 2015

Staff Work By: Greg Siler, Finance Director

Presentation Description

The Finance Director is requesting to pay off two USDA loans with high interest rates using fund balance. The payoff of these loans were not included in this year’s budget, therefore council approval is required. The chart below highlights all loans with the USDA, however the Finance Director is seeking to pay off EMS Bldg #1 and the Downtown Revitalization loans (highlighted in yellow).

The EMS and the Streetscape loans are two of the highest interest rate and longest term loans on our books. Originally 30 year loans, the USDA does not modify their loans and refinancing through other lenders is not an option unless the term is reduced or an adjustable rate is accepted. Paying these loans off early would reduce the Town’s annual debt service payments by \$32,741 and save approximately \$257,636 in interest expense over the next 22 years at today’s rates. Currently the funds are earning 0% in our central depository account at First Citizens Bank. Investing these funds in other investment options would yield approximately 2/10 of 1%.

General Fund fund balance at June 30, 2015 was 53.90% or \$6,113,971. Fund balance is estimated to be 42% or \$5,433,971 at June 30, 2016, using our current year’s budget numbers.

<u>Description</u>	<u>Original Loan Amount</u>	<u>Interest Rate</u>	<u>Original Term</u>	<u>Loan Date</u>	<u>Maturity Date</u>	<u>Annual Payment</u>	<u>12/15/2015 Pay Off</u>
EMS Bldg #1	300,000.00	4.130%	30	03/08/07	03/08/37	17,616	259,508
EMS Bldg #2	150,000.00	4.130%	30	03/08/07	03/08/37	8,808	129,754
Downtown Revitalization (Streetscape)	250,000.00	4.375%	30	12/07/06	12/07/36	15,125	220,325
Smfd Crossing USDA Loan	2,806,400.00	3.750%	30	07/28/14	07/28/44	157,411	2,752,229

Action Requested

The Town Council is asked to consider paying off on EMS Building #1 and the Downtown Revitalization Loans.

**Town of Smithfield
Town Council
Action form**

Item: Solicitation of Bids for the Construction of the Inclusion Playground and Miracle League Field at Smithfield Community Park.

Date of meeting: December 8, 2015

Date prepared: September 24, 2015

Staff work by: Gary Johnson/Paul Embler **Presentation:** Gary Johnson/Paul Embler

Presentation: The Parks and Recreation Department received a PARTF Grant in the amount of \$350,000 for the construction of the Inclusion Playground and Miracle League Field at Smithfield Community Park. This dollar for dollar grant is being matched by the Johnston County Partnership for Children and the Miracle League of Johnston County. Because the grant was awarded to the Town, the Town will oversee the construction. Matching funds will be turned over to the Town for the match and no Town funds will be used for the construction.

The engineering firm Withers and Ravenel has designed the project and put together the bid documents. The solicitation for bids is for the site work (grading, paving, concrete work etc.). Once bids are accepted, playground and other equipment will be selected based upon funds available.

Action Requested: Allow for the solicitation of bids for the construction of the Inclusion Playground and Miracle League Field at Smithfield Community Park.

**Town of Smithfield
Town Council
Action form**

Item: Consideration and approval of a Memorandum of Understanding between the Public Library of Johnston County and Smithfield, Johnston County and the Town of Smithfield as it relates to unbudgeted and unanticipated emergency expenses at the Library.

Date of meeting: December 8, 2015

Date prepared: December 2, 2015

Staff work by: Interim Town Manager Jim Freeman **Presentation:** Consent Agenda

Presentation: Members of Council, the Interim Manager and the Town Attorney have been working with representatives of the Library and Johnston County Board of Commissioners to draft a memorandum of understanding regarding unexpected facility maintenance repair issues. Attached hereto is the draft of the agreement.

It is the Interim Manager's opinion only, that approval of this initial corresponded cost share agreement should be a jump point to pursue a more formal inclusive fiscal year budget cost share agreement.

Action Requested: Consider approving the Memorandum of Understanding and authorize the Mayor to execute the agreement on behalf of the Town.

STATE OF NORTH CAROLINA

COUNTY OF JOHNSTON

DRAFT

MEMORANDUM OF UNDERSTANDING

Between Public Library of Johnston County and Smithfield, County of Johnston and Town of Smithfield

This Memorandum of Understanding is hereby made between the Public Library of Johnston County and Smithfield (hereinafter referred to as "Public Library"), County of Johnston (hereinafter referred to as "County") and Town of Smithfield (hereinafter referred to as "Town" and collectively referred to together as the "Parties").

WHEREAS, the collaboration between the Parties allows the Public Library to provide necessary library programs and services to citizens of County and Town;

WHEREAS, the collaboration between the Parties includes sharing financial responsibility for the costs of **non-budgeted** necessary facility maintenance and repair projects for that certain portion of property occupied by the Public Library located at 305 and 309 E. Market Street, Smithfield, North Carolina ("the Property");

WHEREAS, the Parties desire to memorialize their understanding and agreement regarding the payment of the costs of necessary facility maintenance and repair projects for the Property;

NOW, THEREFORE, the Parties agree as follows:

1. The Public Library agrees to pay for each individual maintenance and repair project for the Property in an amount not to exceed **\$4,000.00**. **The Johnston County Building and Grounds Manager will take the lead role in coordinating repair projects.**
2. If a proposed maintenance and repair project exceeds **\$4,000.00**, the Public Library will present the proposed maintenance and repair project to County and Town, and the Parties will evaluate the project for need. Once the project is evaluated for need and all Parties agree that the project is necessary and should be completed, the costs of the maintenance and repair project shall be divided as follows: The Public Library shall pay the first **\$4,000.00** of the costs of the maintenance and repair project; The County and Town shall divide the remaining costs of the maintenance and repair project over and above **\$4,000.00** with the County paying 60% of the costs of the maintenance and repair project over and above **\$4,000.00** and the Town paying 40% of the costs of the maintenance and repair project over and above **\$4,000.00**.

DRAFT

3. In the event of an emergency repair that is necessary to protect the life, safety, and health of patrons, citizens, and employees, the County agrees to immediately coordinate with the Public Library to make the repair and **notify the Town of Smithfield**. The Parties shall pay the costs of the project as described in paragraph 2 above, subject always to paragraph 5 below.
4. In the event the Public Library elects to do a voluntary facility upgrade project for the Property, the Public Library shall pay 100% of the facility upgrade.
5. The Public Library shall continuously maintain comprehensive commercial insurance covering the replacement cost of the Property for loss or damage. The Parties understand that certain property damage losses may be eligible for coverage under the Public Library's comprehensive commercial insurance policy. The Public Library shall timely file all claims for loss or damage pursuant to its contract for insurance. To the extent any loss to the Property is covered by insurance, the County and Town shall not be responsible for paying the costs for loss or damage covered by contracts for insurance.
6. This Memorandum of Understanding is effective upon execution by all Parties.

[THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.]

[SIGNATURE PAGE TO FOLLOW.]

DRAFT

SIGNATURE PAGE – MEMORANDUM OF UNDERSTANDING BETWEEN PUBLIC LIBRARY OF JOHNSTON COUNTY AND SMITHFIELD, COUNTY OF JOHNSTON, AND TOWN OF SMITHFIELD

PUBLIC LIBRARY OF JOHNSTON COUNTY
AND SMITHFIELD

Date

Chairman, Board of Trustees

Attest:

COUNTY OF JOHNSTON

Date

Chairman, Board of Commissioners

Attest:

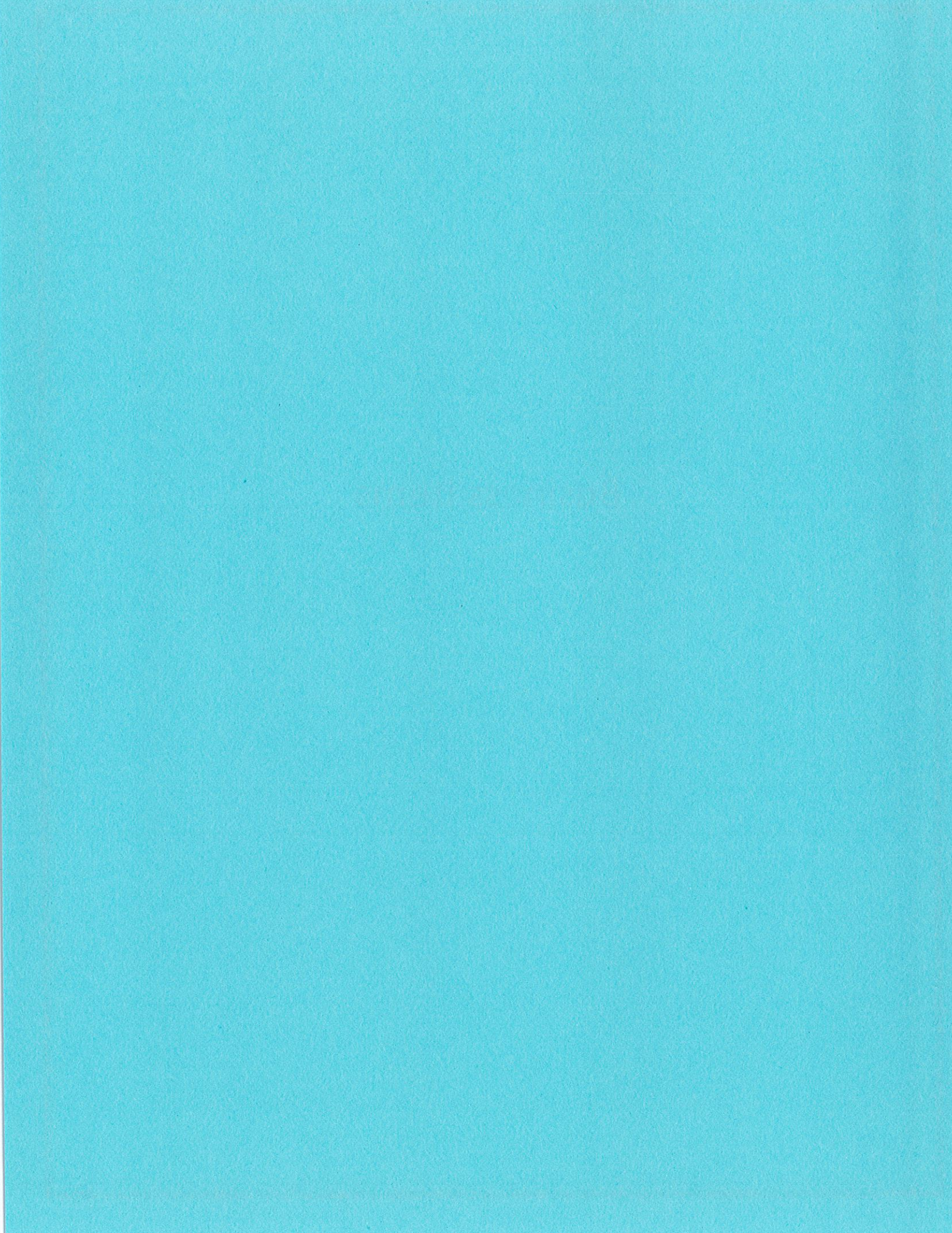
TOWN OF SMITHFIELD

Date

Mayor

Attest:

Business Items



**Town of Smithfield
Town Council
Action Form**

Item: Consideration for Approval of Lowest Bidder on Multiple water and sewer projects estimated to cost 1.43 million

Date of Meeting: December 8, 2015

Date Prepared: December 1, 2015

Staff Work By: Greg Siler, Finance Director

Presentation: Consent Agenda

Background: A request for proposal was sent out on November 30, 2015, soliciting bids for multiple water and sewer projects estimated to cost 1.43 million. These projects are for the Water Treatment Plant and Wastewater Collection Divisions, and are as follows:

- Closed Circuit TV inspection and cleaning of approximately 39,250 linear feet of sewer line and rehabilitation of approximately 10,000 linear feet of sewer lines, and replacement/rehabilitation of approximately 36 manholes in East, South and West Smithfield (\$900,000)
- Install a sand removal system and related equipment at the raw water intake at the Neuse River (\$530,000)

Board approval to proceed with financing was decided with the approval of the 2016 Fiscal Year Budget and Budget Ordinance. The bid deadline is December 4, 2015. The results will be provided at the December 8th meeting with a recommendation from the Finance Director. The Finance Director is attempting to meet the Local Governments Commission deadline for their January 5, 2016, meeting.

Attachment(s): These items will be provided at the December 8th meeting.

1. Rate and Term Comparison Spreadsheet
2. Resolution of Governing Body – Approving Terms with the Lowest Bidder
3. Resolution of official intent to reimburse
4. Amortization Schedule

Action Requested: Award the lowest bidder

**Town of Smithfield
Town Council Action Form**

Business Item: Consideration of Award of bids for the construction and installation of related equipment for the Sand Removal System at the Smithfield Water Treatment Plant

Date of Meeting: December 8, 2015

Date prepared: November 25, 2015

Staff Work by: Pete Connet, Dale Boyette

Presentation: Pete Connet, Interim Utilities Director
Brian Johnson (The Wooten Company)

Item:

As you will recall the pump and sand separation equipment was bid out in September of this year and the contract was awarded to Clearwater Inc. in the amount of \$125,744.91. We are now taking bids on the construction and site work where this equipment will be installed.

Bids will be opened at 10:00 a.m. on December 3, 2015 and the results will be sent to you as soon as they are verified by the Engineer.

As you know the timing on this project is critical so that we can time our plant shut down with the County's availability to provide water the entire Town for approximately 45 days.

Action Requested:

Receive the bids taken on December 3, 2015 and award the construction contract to the lowest Responsible bidder, per the Engineer's letter of recommendation.



THE
WOOTEN
COMPANY

ENGINEERING

PLANNING

ARCHITECTURE

December 3, 2015

Mr. Pete Connet, Interim Utilities Director
Town of Smithfield
P.O. Box 761
Smithfield, NC 27577

Re: Recommendation of Award
WTP Improvements – Raw Water Pump Station
Town of Smithfield
TWC No 2698-BS

Dear Mr. Connet:

Enclosed is the Bid Tabulation and Attendee List for the WTP Improvements – Raw Water Pump Station project for bids received December 3, 2015. Seven (7) contractors submitted a bid proposal for the work. The Low Bidder is R.D. Braswell Construction Co. from Smithfield, NC with a low bid of \$246,681.10.

The Low Bidder is properly licensed to perform the work in accordance with Chapter 87 of the North Carolina General Statutes. Additionally, the bid amount is within the budgeted funds available for the project including a recommended minimum 5% construction contingency. In consideration of the above, we recommend that the Town of Smithfield accept the low bid and make award of the Contract to R.D. Braswell Construction Co. in the amount of \$246,681.10.

Attached, please find three (3) copies of the Notice of Award document for signature. Once the Town has awarded the project, please execute all three copies and return them to our office for inclusion in the Contract Documents.

Should you have any questions or need additional information, please let us know.

Sincerely,

THE WOOTEN COMPANY
License No. F-0115

Charles W. Davis, P.E.

Enclosures

c: Mr. Richard Braswell, R.D. Braswell Construction Co. (w/o enclosures)

120 North Boylan Avenue
Raleigh NC 27603-1423

919.828.0531
fax 919.834.3589

**BID TABULATION
WTP IMPROVEMENTS- RAW WATER PUMP STATION
TOWN OF SMITHFIELD
SMITHFIELD, NORTH CAROLINA**

TWC No. 2698-BS

December 3, 2015, 10:00AM

CONTRACTORS	License No.	CLASS	BID BOND	ADD. #1	ADD. #2	ADD. #3	BASE BID	REMARKS
A.C. Schulties of Carolina, Inc. 3887 South NC 41 Wallace, NC 28466	48474	UL: PU	5%	✓	✓	✓	\$294,123.00	
Lisbon Contractors, LLC P.O. Box 509 Red Oak, NC 27868	75919	UL: PU	5%	✓	✓	✓	\$359,000.00	
T.A. Loving Company 400 Patetown Road Goldsboro, NC 27530	325	UL: UC	5%	✓	✓	✓	\$309,000.00	
Step Construction, Inc. 3423 Brothers Road La Grange, NC 28551	67060	UL: Hwy, PU: (WL & SL), (WP & SD)	5%	✓	✓	✓	\$265,000.00	
E.L.J., Inc. 133 Batting Cage Trail Jacksonville, NC 28540	47340	UL: PU, Bldg	-					No Bid
Enviro-Tech 8443 Caratoke Highway, Suite I Powells Point, NC 27941	63868	UL: PU (WL & SL), (WP & SD)	-					No Bid
H.G. Reynolds Company Inc. 3595 US 1 Business North Henderson, NC 27537	14149	UL: UC	5%	✓	✓	✓	\$334,000.00	
R.D. Braswell Construction 3241 US 70 East, Suite 101 Smithfield, NC 27577	25994	UL: UC	5%	✓	✓	✓	\$246,681.10	Apparent Low Bidder
Water and Waste Systems Construction, Inc. 14 Apothecary Court Garner, NC 27529	35745	UL: PU (WL & SL), (WP & SD)	5%	✓	✓	✓	\$361,000.00	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 10:00 a.m. on the 3rd day of December, 2015, in the offices of the Town Smithfield located at 350 East Market Street, Smithfield, North Carolina, and that all said bids were accompanied by either a certified check or bidder's bond except as otherwise noted.

THE WOOTEN COMPANY

120 N. Rowhan Avenue
Raleigh, NC 27605

REC'D NOV 27 2015

SEAL 26331

CHARLES W. DAVIS

3-DEC-15

BID TABULATION
WTP IMPROVEMENTS- WATER PUMP STATION
TOWN OF SMITHFIELD
SMITHFIELD, NORTH CAROLINA

TWC No. 2698-BS

BID DATE/TIME: December 3, 2015 @ 10:00 A.M.

NAME	COMPANY	PHONE #	EMAIL
Brandon Dennis	R. D. Braswell Const.	919-607-9252	bdennis@rdbraswell.com
MAE TARRANT	Step Const.	252 566-2182	StepConst@yahoo.
Gaye Rice	Water & Waste	919- 061-8002	wwsys@aol.com
Kyle Jefferys	AC Schultes of Carolina	(910) 285 7405	kyle@acschultesnc.com
Picki Pereira	Dishee Contractors, LLC	(252) 443-3403	lisboninc@RCM.com
DAVID PITMAN	TA Lounge Co	919-734-8400	dpitman@talounge.com
Math Beasley	H. G. Reynolds Comp.	252-432-4787	mbeasley@hgreynolds.net
Pete Connet	Town of Smithfield	919-934-2116 ext 1162	pete.connet@smithfield.nc.gov
Jim Freeman	" "	" " ext 1101	Jim.Freeman@ " " "
Dale Boyette	" "	" " ext 1183	Dale.Boyette@ " " "
CHARLIE DAVIS	THE WOOTEN COMPANY	919-828-0531	CDAVIS@THEWOOTENCOMPANY.COM



Notice of Award

Project: Water Treatment Plant Improvements – Raw Water Pump Station	Date:
Owner: Town of Smithfield	Owner's Contract No.: N/A
Contract: Water Treatment Plant Improvements – Raw Water Pump Station	Engineer's Project No.: 2698-BS
Bidder: R.D. Braswell Construction Co.	
Bidder's Address: (send Certified Mail, Return Receipt Requested) 3241 US 70 East, Suite 101	
Smithfield, NC 27577	

You are notified that your Bid dated December 3, 2015 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the following:

Water Treatment Plant Improvements – Raw Water Pump Station

The Contract Price of your Contract is Two Hundred Forty-Six Thousand, Six Hundred Eighty-One & 10/100 Dollars (\$246,681.10).

Three (3) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

Three (3) sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner three (3) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Bonds as specified in the Instructions to Bidders, General Conditions Paragraph 5.01, and Supplementary Conditions Paragraph SC-5.01.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

_____ Town of Smithfield
Owner
By: _____
Authorized Signature
_____ Jim Freeman, Interim Town Manager
Title

Copy to Engineer

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

this the _____ day of _____, 20__.

By: _____

Title: _____

Shannan Williams

From: Pete Connet <pete.connet@smithfield-nc.com>
Sent: Thursday, December 03, 2015 11:10 AM
To: Shannan Williams; Jim Freeman
Cc: Greg Siler
Subject: Sand Removal Project

Here is a budget update on this project:

Equipment bid that was award in October	\$125,145.00
Construction Bids opened today (Braswell)	\$246,681.10
Engineering Contract per Purchase Order	<u>\$67,000.00</u>
	\$438,826.10
Contingency (if needed)	<u>\$91,173.90</u>
Budget Amount	\$530,000.00

Unless we run into something really unforeseen, it is doubtful that we would use all of the contingency monies, if any.

Pete Connet
Interim Utilities Director
Town of Smithfield, NC
919-934-2116 ext 1162
Pete.connet@smithfield-nc.com

**Town of Smithfield
Town Council Action Form**

Business Item: Discussion on bidding new Sludge Handling Equipment for the Water Plant

Date of Meeting: December 8, 2015

Date prepared: November 25, 2015

Staff Work by: Pete Connet, Dale Boyette

Presentation: Pete Connet, Interim Utilities Director
Dale Boyette

Item:

The Water Plant Staff has been conducting some Pilot Tests on Sludge Handling Equipment for the Water Plant to try and reduce our costs for treatment and disposal of the sludge material left from the water treatment process.

Plant Superintendent Dale Boyette has visited the Town of Grifton between Greenville and Kinston and has seen the proposed type of equipment in operation. We have also had two vendors bring their mobile equipment on site to run pilot tests on our waste and to de-water it for disposal.

Currently we are pumping the liquid waste from waste holding basin and either applying to a permitted agriculture site during dry times or hauling it to the County treatment facility for dewatering and disposal. Currently the County charges around \$750/wet ton to process, or if it is dry they will only charge around \$58.00/ton to dispose of the de-watered waste.

The current budget has allocated \$200,000 for sludge removal by our contract hauler and \$150,000 for Landfill Charges to the County. A total of \$350,000.

Dale has sent me the following information on his estimated operational costs if the new equipment were available before July 2016:

Mr. Connet,

The \$90,000 estimate for FY 16-17 includes all annual operating costs. I plan to use Waste Management to haul our sludge to the landfill after we de-water it with our press. The landfill charges much less to dispose of dried sludge. \$58 per dry ton verse \$750 for wet.

After renting dumpsters, factoring in transportation costs and tipping fees with the landfill disposal will run about \$6,000 per month.

I have estimated a little over \$800 per month for electricity and approximately \$600 per month for polymer.

\$72,000 annually for disposal

\$10,000 for electricity

\$8,000 for polymer.

90,000 annual operating cost beginning FY 16-17

I am working with Granville farms to further reduce the disposal costs. Jason says he will haul the dried sludge away for \$42.00 per dry ton. That price includes dumpster rental. He plans to haul it to his composting site, compost it and resale it to landscapers and the like. My calculations suggest we can

reduce the disposal from \$72,000 per year to about \$40,000. Annual operating budget for sludge would be about \$60,000 in FY 16-17.

Dale and I feel that a proposed budget for this project would not exceed \$300,000 for the equipment and related engineering work. We have discussed this with the Finance Officer and Interim Manager and all of us see this project paying for itself in one year. Funds to pay for a portion of this cost can possibly come from savings in other line items and/or capital projects. A loan for the balance may be needed or an appropriation from Water/Sewer Fund Balance.

Action Requested:

Staff is asking for your permission to proceed with the purchase and installation of this equipment during the current fiscal year so that the FY 2017 budget for sludge handling can be reduced by approximately \$250,000.

Task Order No. 5

In accordance with the terms of the General Consulting Services Agreement between Owner and Engineer for Professional Services dated May 6, 2015 ("Agreement"), Owner and Engineer agree as shown for Task Order No. 5.

1. Specific Project Data

A. Title: **Sludge Dewatering Equipment Procurement Assistance**

Description: The Town of Smithfield is seeking assistance in procuring a sludge dewatering unit at the Smithfield Water Treatment Plant (WTP). The unit would be procured via formal bidding and delivered on-site by the equipment manufacturer. The Town will then hire a local contractor to install the equipment in the existing sludge vacuum drum building. Due to the price of the equipment, a formal bidding process is required. Three potential equipment suppliers have performed on-site pilot testing of their units at the WTP. The Wooten Company proposes to assist the Town in evaluation of these tests and preparation of bidding specifications and arrangement drawings to procure the equipment and bidding the equipment.

2. Services of Engineer

Scope of Services

The following tasks are necessary to complete the work as requested by the Town.

- 1) Evaluate pilot tests results and determine appropriate sludge dewatering equipment performance criteria meeting the Town's needs. This will include an evaluation of future sludge capacity needed at full WTP production.
 - i. The work will also include an evaluation of replacement of the existing submersible sludge feed pump in the existing sludge tank (to allow variable speed operation) or addition of an intermediate sludge day tank with a second progressing cavity pump. This will be assessed based on discussions with the sludge dewatering equipment manufacturers.
 - ii. The capacity of the existing 2-inch size discharge line from the existing sludge pump will be evaluated based on the desired sludge pumping rate.
 - iii. The Town will be consulted in the desired operating times for the new dewatering equipment in order to size the equipment. The

Wooten Company understands that the Town may wish to provide capacity for the existing sludge production now with one stepwise increase in capacity in the future (as required).

- iv. A brief memo will be prepared detailing the new equipment performance criteria.
- 2) Prepare two to three design drawings showing the general arrangement of the new sludge dewatering unit in the existing vacuum drum building. The 1995 drawing set will be used as the basis for these drawings (i.e. no new survey included in the scope of work). The Town is arranging for removal of the existing vacuum drum equipment so demolition will not be shown in the drawings. Items to be included are as follows:
- i. General arrangement plan and section drawings showing the location of one (1) new sludge dewatering equipment (including a 6 to 12-inch high concrete equipment pad), the equipment control panel, water and sewer line connections, electrical connections, and any changes to HVAC ducting. Based on the evaluation of the pilot results and Town desires, equipment from one of the three manufacturers from the pilot tests will be shown on the drawings.
 - ii. One to two electrical drawings showing sufficient detail so that the Town hired electrical installation contractor can provide the wiring and connections necessary from the existing power supply to the new equipment.
 - iii. The existing screw conveyor and screw conveyor control panel are also to be reused in their current state and location. Thus, no changes to the conveyor or the conveyor control panel are included in the scope of work. Determining how to transmit a signal from the new dewatering equipment control panel to the existing conveyor panel shall be in the scope of work. It is also assumed the existing metal equipment base will be removed during demolition and a new pad needed.
 - iv. The current electrical power supply will be evaluated to confirm it is adequate for the new dewatering equipment and any added day tank and second sludge feed pump. If changes are required to the power supply are needed, these changes shall be determined and communicated to the Town.
 - v. Water will be supplied from existing lines (adequate flow and pressure assumed) and water generated from the dewatering process will be discharged to the existing process building sewer.
 - vi. The existing HVAC is to be used with no changes except potential modifications to the duct runs as required.
- 3) Prepare specifications for equipment procurement bidding. The bid set will require fabrication and delivery of the new sludge dewatering equipment to the WTP site by the equipment supplier/manufacturer.
- i. The Wooten Company understands that the Town will separately hire a firm to install the equipment and the Town will

- arrange/contract necessary utility (water, sewer, and electric) connections for the new equipment.
- ii. The equipment supplier/manufacturer will be required as part of the bidding price to provide start-up services and operator training.
 - iii. If a new day tank and new progressive cavity feed pump are necessary, these will be specified in the bid set and supplied by the sludge dewatering equipment manufacturer/supplier.
 - iv. The Town will provide an area for storage of the new equipment when it arrives at the WTP location.
 - v. The time frame from submittal of equipment shop drawings to delivery of equipment to the WTP is estimated to range from 14 to 20 weeks.
- 4) The Wooten Company will assist the Town in the advertising, bidding, and contracting for the sludge dewatering equipment. There is a possibility that two bidding rounds may be necessary to acquire the desired equipment and this is included in the scope of work. The Town will pay directly for the advertisements in the newspaper.
 - 5) Based on discussions with state regulatory officials, replacement of the sludge dewatering equipment **does not** require an authorization to construct (ATC). Thus, there will be no regulatory submissions for this project.
 - 6) The Wooten Company will review and approve equipment shop drawings and provide communication assistance during the equipment fabrication stage.
 - 7) The Wooten Company will also provide on-site observation during the installation. It is estimated this observation will total approximately 16 hours total (equipment installed in approximately one month or less). This would be in the form of periodic visits to the WTP. Record drawings will also be prepared based on Contractor mark-ups (estimated at 2 hours CADD drafting time).

The Town desires to open bids in late February 2016. Thus, we propose to complete this Task Order by the last week of January 2016 and start bidding in the first week of February 2016. Assuming four weeks of bidding (two rounds) contracts could be finalized in mid to late March, the equipment would be delivered on-site anywhere from mid-July to late August 2016.

Additional Services Requiring an Amendment to Task Order

Any Additional Services will be billed using the labor rates of the employees involved as included in our Standard Schedule of Fees plus mileage at the standard IRS rate.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following:

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
<u>Equipment Installed</u>	<u>September 30, 2016</u>

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
Sludge Dewatering Equipment Procurement Assistance	Hourly, Not-To-Exceed	\$24,700

6. Attachments: Standard Hourly Rate Schedule

7. Terms and Conditions:

Execution of this Task Order by Owner and Engineer make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER:

Town of Smithfield

By (Signature):

Typed Name: **Jim Freeman**

Title: **Interim Town Manager**

Date Signed:

ENGINEER:

**L.E. Wooten & Company dba
The Wooten Company**

By (Signature):

Typed Name: **W. Brian Johnson, PE**

Title:

**Director, Civil/Env.
Engineering**

Date Signed:

12/2/15

Engineer License or Firm's
Certificate No.

F-0115

State of:

North Carolina

**DESIGNATED REPRESENTATIVE FOR
TASK ORDER:**

Typed
Name:

Pete Connet

Title:

**Interim Public Utilities
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**DESIGNATED REPRESENTATIVE FOR
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**Town of Smithfield
Town Council
Discussion Item**

Item: Town Manager Hiring Process

As of last reported, the Town has received thirty-three (33) applications for the Town Manager position. Seventeen (17) of those are in-state and sixteen (16) are out-of-state. Per Governing Body members' information, you can at this time arrange with the Clerk's office to review them in Town Hall. Please keep in mind that these are considered confidential.

Attached hereto is the Manager Hiring Process Timeline. Of importance is the highlighted note regarding the application screening/interview phase.

General discussion is needed as to the direction the Council wishes to pursue in the Manager Selection process.

Town of Smithfield

Manager Hiring Process Timeline

Initial Administrative Preparation

- | | |
|---|---|
| September 3 rd – 8 th | <ul style="list-style-type: none"> • In-House Team Strategy Mtg. • Develop Process Framework, i.e. steps, involvement, structured, etc. • Follow up Mtg. (Sept. 7th) – Review Process Framework and Finalize. |
|---|---|

Desired Manager Development Phase

- | | |
|---|--|
| September 9 th – 16 th | <ul style="list-style-type: none"> • Begin Governing Body Involvement/Input... seek desired manager traits, expectations, qualities, experience, qualifications, etc. by way of email/deliver survey and questions, (also provide timeline) (<i>realize public/press matter</i>). |
| September 9 th – 16 th | <ul style="list-style-type: none"> • Survey Others; i.e. department heads |
| September 17 th -18 th | <ul style="list-style-type: none"> • Compile a team and Assess Received Input Information for meeting presentation. |
| September 28 th | <ul style="list-style-type: none"> • Public Presentation & Input... staff present survey results and advertisement at Council meeting and open for Smithfield citizen input. |
| September 29 th – Oct. 1 st | <ul style="list-style-type: none"> • Following a Public Meeting, develop a Manager Advertisement... email provide and share with Governing Body(<i>realize public/press matter</i>) |
| October 2 nd – 5 th | <ul style="list-style-type: none"> • Submit to advertisement sources. |
| October 6 th – Nov. 16 th | <ul style="list-style-type: none"> • Town receives applications until Nov. 16th. Begin a minimum application screening phase. |

Application Screening/Interview Phase

NOTE:

Realizing there will be a new Mayor and maybe some Council change after November election, the below timeline is general and should be revisited after election.

- | | |
|---|---|
| December 1 st | <ul style="list-style-type: none"> • Provide to Governing Body results of the minimum application screening phase (closed session)...of course if Body would like to see and screen all, no problem. |
| December 14 th – Jan 4 th | <ul style="list-style-type: none"> • Governing Body further screen and determine their interview applicants. |
| Jan. 5 th | <ul style="list-style-type: none"> • Governing Body Conduct Interviews; Closed Session meeting to discuss interview process |

- Jan.-Feb. • Conduct reference and background checks on Governing Body's top 2-3 candidates.
- February • Governing Body conditionally select manager and enter into negotiations.
- Late Feb. – Early March • Announce Manager Hiring

**Town of Smithfield
Town Council
Discussion Item**

Item: Work Session on Load Management and Electric Rates

At the November 10, 2015 regular Council meeting, there was discussion by Council and staff to schedule a work session to further review electric rate reductions and load management efforts.

Interim Public Utilities Director Pete Connet contacted Cecil Rhodes of Electricities who is able to provide information on successful Load Management and Load Control Programs that other cities have implemented. Mr. Rhodes is available January 12th – 15th, 26th or the 28th to meet with the Council and staff.

Action Requested: Determine a date to conduct the work session.

