

The Smithfield Town Council reconvened its June 7, 2022 meeting on Monday, June 27, 2020 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Councilman Scott presided until Mayor Pro-Tem Dunn arrived at 7:04 pm

Councilmen Present:
Mayor Pro-Tem Dunn
Marlon Lee – District 1
Sloan Stevens, District 2
Travis Scott, District 3
Stephen Rabil, At-Large
Roger Wood, At-Large

Councilmen Absent
M. Andy Moore, Mayor
Dr. David Barbour, District 4

Administrative Staff Present
Michael Scott, Town Manager
Michael Brown, Fire Chief
Lawrence Davis, Public Works Director
Gary Johnson, Parks and Recreation Director
Tim Kerigan, Human Resources/PIO
IT Director, Eric McDowell
Shannan Parrish, Town Clerk
R. Keith Powell, Chief of Police
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Prior to the start of the meeting, Town Manager Michael Scott informed the Council that Mayor Moore would be absent and Mayor Pro-Tem Dunn would be arriving late. In this instance, the Council would need to elect a chairperson to conduct the meeting.

Councilman Wood made a motion, seconded by Councilman Rabil, to elect Councilman Scott to serve as the Chairperson until Mayor Pro-Tem Dunn's arrival. Unanimously approved.

Reconvene: May 10, 2022 Meeting

Councilman Scott reconvened the meeting at 6:32 pm

Approval to Amend the Agenda

Town Manager Michael Scott informed the members of the Council that page six of the agenda contained an error. That page had been updated and provided to each of the Council for consideration and approval.

Councilman Scott asked that the Police Take Home Policy be added as Business Item 2

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

Consent Agenda Items

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

1. The following year end budget amendments were approved:

Attachment 1:

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Revenue			
10-00-3460-3100-0000 Occupancy Tax	<u>\$ 200,000</u>	<u>\$ 160,000</u>	<u>\$ 360,000</u>
Expenditures			
10-61-4110-5300-5601 Non-Depart. - Occupancy Tax	<u>\$ 194,000</u>	<u>\$ 160,000</u>	<u>\$ 354,000</u>
To increase occupancy tax expenses to match receipts			
2. Revenue			
10-40-3400-3403-0001 Cemetery - Riverside Ext.	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ 30,000</u>
Expenditures			
10-60-5500-5300-3410 Gen. Serv. - Riverside Ext. Reimb	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ 30,000</u>
To increase Riverside Cemetery expenses to match sales revenue			
3. Revenue			
10-40-3400-3403-0000 Cemetery Lot Sales	<u>\$ 20,000</u>	<u>\$ 17,000</u>	<u>\$ 37,000</u>
Expenditures			
10-60-5500-5300-3420 General Services - Grave Opening	<u>\$ 26,000</u>	<u>\$ 17,000</u>	<u>\$ 43,000</u>

To increase grave opening cost

4. Expenditures

10-40-5800-5300-1700 Sanitation - Equip. Maint. & Repair	17,000	85,000	102,000
10-40-5800-5300-3100 Sanitation - Vehicle Supplies/Maint	53,000	105,000	158,000
10-30-5600-5300-1700 Streets - Equip. Maint. & Repair	20,000	(9,026)	10,974
10-00-9990-5300-0000 General Fund Contingency	180,974	(180,974)	-
	<u>\$ 270,974</u>	<u>\$ -</u>	<u>\$ 270,974</u>

To increase budget to match unexpected cost of vehicle repairs

5. Expenditures

10-10-4100-5100-0250 Gen Gov - Overtime	\$ -	\$ 10	\$ 10
10-10-4110-5300-3305 Non-Depart. - Misc.	-	1,425	1,425
10-20-4120-5400-9548 Police Building Expansion	61,381	140	61,521
10-10-4200-5300-3300 Finance - Supplies	11,500	1,500	13,000
10-10-4200-5300-3305 Finance - Misc.	-	125	125
10-10-4200-5700-7400 Finance - Capital Outlay	1,500	5,000	6,500
10-10-4900-5125-0600 Planning - Group Insurance	30,005	2,800	32,805
10-10-4900-5300-3305 Planning - Miscellaneous	-	200	200
10-20-5100-5300-3710 Police - J.C. Board Of Education	-	4,793	4,793
10-20-5300-5300-2900 Fire - Professional Fees/Dues	5,000	7,000	12,000
10-30-5650-5300-3300 Garage - Supplies/Operations	11,500	7,000	18,500
10-40-5800-5300-0760 Sanitation - Temp Agency	-	40,000	40,000
10-40-5800-5300-1000 Sanitation - Debt Collection Fee	-	300	300
10-40-5800-5300-3300 Sanitation - Supplies/Operations	25,500	12,000	37,500
10-60-6240-5300-1701 Sarah Yard Center - BLDG Maint	5,000	4,000	9,000
10-20-5100-5100-0200 Police - Salaries	2,386,000	(86,293)	2,299,707
	<u>\$ 2,537,386</u>	<u>\$ -</u>	<u>\$ 2,537,386</u>

To balance departments at year end

WATER/SEWER FUND

6. Expenditures

30-71-7200-5300-1000 - Water Plant - Debt Collection Fee	\$ -	\$ 750	\$ 750
30-71-7220-5300-1000 Wtr/Sewer Dist - Debt Coll Fee	-	1,000	1,000
30-00-9990-5300-0000 Water/Sewer Contingency	248,859	(1,750)	247,109
	<u>248,859</u>	<u>-</u>	<u>248,859</u>

To fund Penn Credit Debt Collection Cost

7. Expenditures

30-71-7200-5700-7400 Water Plant - Capital Projects	\$ 35,000	\$ 39,875	\$ 74,875
30-00-9990-5300-0000 Water/Sewer Contingency	247,109	(39,875)	207,234
	<u>\$ 282,109</u>	<u>\$ -</u>	<u>\$ 282,109</u>

To fund installation of raw water pump (12 Inch) as approved at the April 25, 2022 Council meeting

8. Expenditures

30-71-7200-5300-1300 Water Plant - Utilities	\$ 182,000	\$ 30,000	\$ 212,000
30-00-9990-5300-0000 Water/Sewer Contingency	<u>207,234</u>	<u>(30,000)</u>	<u>177,234</u>
	<u>\$ 389,234</u>	<u>\$ -</u>	<u>\$ 389,234</u>

To increase budget for utility cost

9. Expenditures

30-71-7200-5700-7400 Water Plant -Capital Outlay	\$ 74,875	\$ 105,000	\$ 179,875
30-00-9990-5300-0000 Water/Sewer Contingency	<u>177,234</u>	<u>(105,000)</u>	<u>72,234</u>
	<u>\$ 252,109</u>	<u>\$ -</u>	<u>\$ 252,109</u>

To increase capital outlay budget for CLX Chlorine Analyzer, touch screen for water plant and SCADA items

10. Expenditures

30-71-7200-5300-4501 Water Plant - Service Contracts	\$ 250,300	\$ 35,000	\$ 285,300
30-00-9990-5300-0000 Water/Sewer Contingency	<u>72,234</u>	<u>(35,000)</u>	<u>37,234</u>
	<u>\$ 322,534</u>	<u>\$ -</u>	<u>\$ 322,534</u>

To increase budget for service contracts

11. Expenditures

30-76-7220-5970-9101 Wtr/Sewer - Transfer to W/S Cap Proj Fund	\$ 1,222,500	\$ 17,250	\$ 1,239,750
30-00-9990-5300-0000 Water/Sewer Contingency	<u>37,234</u>	<u>(17,250)</u>	<u>19,984</u>
	<u>\$ 1,259,734</u>	<u>\$ -</u>	<u>\$ 1,259,734</u>

To fund AIA Grant (awarded March 2022) 10% match and 1.5% fee for a total of \$17,250

12. Revenue

30-71-3900-3900-0000 Fund Balance	<u>\$ 257,730</u>	<u>\$ (1,573,340)</u>	<u>\$ (1,315,610)</u>
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Expenditures

30-76-7220-5970-9101 Transfer to W/S CAP. PROJ. FUND	<u>\$ 1,222,500</u>	<u>\$ (1,573,340)</u>	<u>\$ (350,840)</u>
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To partially change revenue source for Durwood Stephenson water line from W/S Fund balance to Johnston County Grant

ELECTRIC FUND

13. Expenditures

31-72-7230-5300-1000 Electric - Debt Collection Fee	\$ -	\$ 1,800	\$ 1,800
31-00-9990-5300-0000 Electric Contingency	<u>270,179</u>	<u>(1,800)</u>	<u>268,379</u>
	<u>\$ 270,179</u>	<u>\$ -</u>	<u>\$ 270,179</u>

To fund Penn Credit Debt Collection Cost

14. Expenditures

31-72-7230-5300-4800 Electric - NCEMPA/Non Demand	\$ 12,565,000	\$ (7,456,200)	\$ 5,108,800
31-72-7230-5300-4801 Electric - NCEMPA/Demand	-	6,300,000	6,300,000
31-72-7230-5300-4802 Electric - NCEMPA/Debt	-	1,156,200	1,156,200
	<u>\$ 12,565,000</u>	<u>\$ -</u>	<u>\$ 12,565,000</u>

To redistribute electric power purchase budget into specific categories

15. Expenditures

31-72-7230-5300-1700 Electric - Equipment Maint./& Repair	\$ 48,300	\$ 60,000	\$ 108,300
31-00-9990-5300-0000 Electric Contingency	<u>268,379</u>	<u>(60,000)</u>	<u>208,379</u>
	<u>\$ 316,679</u>	<u>\$ -</u>	<u>\$ 316,679</u>

To fund 3 replacement regulators at the delivery station on Hospital Road damaged by storm on 6/17/22

General Capital Projects Fund

16. Revenue

46-40-3800-3800-0000 State Grant -CSX	\$ -	\$ 950,000	\$ 950,000
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Expenditures

46-40-5900-5700-7400 CSX Culvert Improvement	\$ -	\$ 950,000	\$ 950,000
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To establish and fund CSX grant (State) and CSX Culvert Improvement

17. Revenue

45-71-3800-3800-0000 Grant - Jo. Co. /Durwood Stephenson Water Line	\$ -	\$ 1,573,340	\$ 1,573,340
45-75-3870-3870-0301 Transfer From W/S Fund	2,864,233	(223,340)	2,640,893
45-75-3870-3870-0305 Transfer From W/S Fund (Durwood Stephenson)	1,350,000	(1,350,000)	-
	<u>\$ 4,214,233</u>	<u>\$ -</u>	<u>\$ 4,214,233</u>

Expenditures

45-71-7220-5700-7422 16 " Water Line Along Durwood Stephenson	\$ 2,100,000	\$ -	\$ 2,100,000
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To change revenue source for Durwood Stephenson water line from complete W/S Fund transfer to part grant form Johnston County

18. Revenue

45-71-3700-7200-0003 AIA Grant 2	\$ -	\$ 150,000	\$ 150,000
45-75-3870-3870-0312 Transfer from W/S Fund (AIA - Water)	-	17,250	17,250
	<u>-</u>	<u>167,250</u>	<u>167,250</u>

Expenditures

45-71-7200-5700-7412 AIA Water (2)	\$ -	\$ 167,250	\$ 167,250
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To fund AIA Grant (awarded March 2022), 10% match and 1.5% fee for a total of \$167,250

Attachment 2:

ENCUMBRANCES FROM 2021-2022 TO 2022-2023			
GENERAL FUND			
10-61-4110-5300-5710	Non-Departmental - Economic Development		\$ 11,899
10-61-4110-5300-5711	Non-Departmental - Public Library (HVAC)		22,930
10-61-4110-5300-5712	Non-Departmental - S.H.A.R.P Reimbursements		39,000
10-10-4200-5700-7400	Finance Department - Capital Outlay (Chairs/Collection Window)		1,500
10-10-4900-5300-4501	Planning – Service Contracts (Engineering Standards		15,000
	Manual & Pedestrian Planning)		
10-10-4900-5700-4502	Planning - Condemnation		48,000
10-60-5500-5300-3440	General Serv. - Appearance Commission		15,863
10-60-5500-5700-7400	General Serv. - Capital Outlay (Replacement Dump Truck)		60,000
10-30-5600-5300-7300	Streets -Sidewalk & Curb Repair (NCDOT Sidewalk Agreement)		112,406
10-30-5600-5700-7400	Streets -Capital Outlay (195 Bridge Lighting)		93,000
10-60-6200-5700-7400	Recreation - Capital Outlay (2 Pick-Up Trucks)		<u>65,000</u>
			<u>\$ 484,598</u>

WATER FUND								
30-71-7220-5700-7400	Water Dist/Sewer - Capital Outlay (Work Truck)			\$	35,000			
30-76-7220-5970-9101 - Wtr/Sewer Dist. - Transfer to WSCPF	Water Plant - Transfer to W/S Cap Proj Fund				17,250			
30-71-7220-5300-5710	Water Dist/Sewer Coll. - Economic Development				<u>245,496</u>			
				\$	<u>297,746</u>			
Electric FUND								
31-72-7230-5300-5710 Electric - Economic Development					<u>\$ 195,496</u>			
J.B. GEORGE BEAUTIFICATION FUND								
40-61-4100-5300-3400	J.B. George Projects			\$	397			
40-61-4100-5300-3410	J.P. George Projects				<u>544</u>			
				\$	<u>941</u>			

Attachment 3:

G/L ACCOUNT	ACCOUNT DESCRIPTION	DEPARTMENT	VENDOR	PO#	AMOUNT
10-20-5100-5300-1700	Equip. Maint. & Repair	Police	Dell Marketing LP	20229074	\$ 6,260.56
10-20-5100-5300-3100	Vehicle Supplies/ Maint.	Police	Mary Jacobs	20229579	\$ 2,900.00
10-20-5100-5300-3300	Supplies/Operations	Police	American Uniforms Sales Inc	20229640	\$ 835.00
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply Inc	20229612	\$ 732.00
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply Inc	20229614	\$ 1,008.00
10-20-5100-5300-3600	Uniforms	Police	Lawmens Safety Supply Inc	20229615	\$ 732.00
10-20-5100-5700-7400	Capital Outlay	Police	Performance Chrysler Jeep Dodge	20229457	\$ 134,786.48
10-20-5100-5700-7400	Capital Outlay	Police	Communications International	20229585	\$ 24,237.40
10-20-5300-5300-1700	Equip. Maint. & Repair	Fire Dept	Batteries of NC	20229644	\$ 2,569.20
10-20-5300-5300-3100	Vehicle Supplies/ Maint.	Fire Dept	Dana Safety Supply	20229486	\$ 2,175.00
10-20-5300-5300-3100	Vehicle Supplies/ Maint.	Fire Dept	Atlantic Emergency Solutions	20229634	\$ 2,658.34
10-20-5300-5300-3100	Vehicle Supplies/ Maint.	Fire Dept	CW Williams & Co Inc	20229636	\$ 1,480.00
10-20-5300-5300-3300	Supplies/Operations	Fire Dept	Zones Inc	20229407	\$ 1,802.62
10-20-5300-5300-3300	Supplies/Operations	Fire Dept	Staples Advantage	20229635	\$ 1,700.97
10-20-5300-5300-3600	Uniforms	Fire Dept	Atlantic Emergency Solutions	20229535	\$ 9,500.00
10-30-5650-5700-7400	Capital Outlay	Public Works	Griffin Garage Doors	20229379	\$ 10,900.00
10-30-5700-5300-3300	Supplies/Operations	Public Works	ST Wooten Corp	20228966	\$ 2,000.00
10-30-5700-5300-3300	Supplies/Operations	Public Works	Blythe Construction	20228968	\$ 2,000.00
10-30-5700-5300-3300	Supplies/Operations	Public Works	Core & Main LP	20228967	\$ 2,900.00
10-30-5700-5300-3310	Drainage	Public Works	Hanson Aggregates Inc	20228964	\$ 1,087.74
10-30-5700-5300-3310	Drainage	Public Works	Argos USA LLC	20228965	\$ 1,834.50
10-30-5700-5700-7310	Patch & resurface	Public Works	Tripp Brothers	20229658	\$ 194,138.15
10-40-5800-5300-3100	Vehicle Supplies/ Maint.	Public Works	Velocity Truck Centers	20229450	\$ 632.49

10-40-5900-5300-3310	Drainage	Public Works	Hanson Aggregates Inc	20229516	\$ 1,501.58
10-40-5900-5700-7400	Capital Outlay	Public Works	Tracer Electronics	20229657	\$ 12,600.00
10-60-5500-5300-3440	Appearance Commission	Parks and Rec	Cutting Time Landscape Mgmt	20229377	\$ 4,900.00
10-60-6200-5300-1700	Equip. Maint. & Repair	Parks and Rec	Stuckey's Backhoe Service Inc	20229649	\$ 4,900.00
10-60-6200-5300-3300	Supplies/Operations	Parks and Rec	Beacon Athletics LLC	20229632	\$ 4,615.00
10-60-6200-5300-3300	Supplies/Operations	Parks and Rec	Dog Waste Depot	20229650	\$ 2,688.95
10-60-6200-5300-3300	Architecture Study	Parks and Rec	Maurer Architecture	20229680	\$ 25,000.00
10-60-6200-5700-7400	Capital Outlay	Parks and Rec	McAdams	20229401	\$ 44,156.60
10-60-6220-5300-1301	Generator Fuel/Maint.	Parks and Rec	PowerSecure Inc	20218864-R1	\$ 649.96
10-60-6220-5300-1700	Equip. Maint. & Repair	Parks and Rec	PowerSecure Inc	20229627	\$ 1,894.74
10-60-6220-5300-3300	Supplies/Operations	Parks and Rec	Capital Promotions Inc	20229630	\$ 1,200.00
10-60-6220-5700-7400	Capital Outlay	Parks and Rec	Coastal Carolina Supply Inc	20229489	\$ 3,255.00
10-60-6220-5700-7400	Capital Outlay	Parks and Rec	Duffield Aquatics	20229662	\$ 3,699.72
					\$ 519,932.00
30-71-7200-5300-4501	Service Contracts	Water Plant	Charles E Underwood	20229322	\$ 24,000.00
30-71-7200-5700-7400	Capital Outlay	Water Plant	Charles E Underwood	20229587	\$ 39,875.00
30-71-7220-5300-3300	Supplies/Operations	Water/Sewer	Core & Main LP	20229572	\$ 5,150.68
30-71-7220-5300-3300	Supplies/Operations	Water/Sewer	TEC Utilities Supply Inc	20229181	\$ 1,256.15
30-71-7220-5700-7400	Capital Outlay	Water/Sewer	Core & Main LP	20229440	\$ 47,644.60
					\$ 117,926.43
31-72-7230-5300-3300	Supplies/Operations	Electric	Wesco Receivables Group	20229600	\$ 1,709.50
31-72-7230-5300-3300	Supplies/Operations	Electric	Wesco Receivables Group	20229523	\$ 7,805.00
31-72-7230-5700-7400	Capital Outlay	Electric	Piedmont Truck Center	20229179	\$ 150,000.00
31-72-7230-5700-7400	Capital Outlay	Electric	Versalift Southeast	20229245	\$ 11,276.50
31-72-7230-5700-7401	East River Electric Infrastructure	Electric	Wesco Receivables Group	20229273	\$ 27,780.80
					\$ 198,571.80
				Total	\$ 836,430.23

- 2. Adoption of Resolution No. 700 (09-2022) Accepting the Department of Commerce Economic Development Administration (EDA) Funding.

TOWN OF SMITHFIELD
 RESOLUTION No. 700 (09-2022)
 ACCEPTING THE DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION
 (EDA) FUNDING

WHEREAS, The Department of Commerce Economic Development Administration (EDA) has awarded the Town of Smithfield a \$2,700,000 grant; and

WHEREAS, these funds will be used for sewer improvements to serve West Smithfield Business Park and facilitate needed capacity to Amazon fulfillment and sorting center; and

WHEREAS, the Town will contribute \$1,095,880 to the project thus making the total project cost \$3,795,880.

NOW, THEREFORE, BE IT RESOLVED BY THE SMITHFIELD TOWN COUNCIL:

- That Town of Smithfield does hereby authorize the acceptance of these funds from the Department of Commerce.
 - That the Smithfield Town Council delegates to its Town Manager, the responsibility to execute any necessary agreements required on behalf of the Council.
 - That The Town of Smithfield will substantially comply with all laws, rules, and regulations, pertaining thereto.
3. Contract was awarded to LJB, Inc. in the amount of \$193,700 for the engineering design and permitting for the CSX Culvert Improvement Project.
 4. Contracts were awarded to Lane Landscaping for Parks and Recreation and Public Works

Business Items:

1. Consideration and request for approval of the FY 2021-2022 Street resurfacing Project.

This item was tabled at the June 7, 2022 meeting

Town Manager Michael Scott informed the Council that there was \$181,275.70 in Powell Bill Funds. Staff proposed resurfacing Outlet Cent Drive from Equity Drive to Components Drive.

Public Works Director Lawrence Davis stated if the Council wished to resurface streets other than Outlet Center Drive, a portion of 8 streets could be resurfaced. The proposed streets are as follows: 700-799 block of East Street, 400-499 block of McCullers Street, 500-599 block of McCullers Street, 694-799 block of Hancock Street, 400-499 block of North Street, 900-1000 block of North Street, 100-199 block of Bridge Street and 100-199 block of Holding Street. This would cost approximately \$183,640.73.

Councilman Scott stated two different resurfacing project were being proposed: Outlet Center Drive or the eight streets proposed by the Public Works Director. Town Manager Michael Scott responded that both projects could be completed with funds from the current fiscal year and funds from the next fiscal year.

Councilman Scott stated that streets were a major expense. Powell Bill funds were not covering the cost of the needed street repairs. He stated he would like to have a workshop to discuss funding for streets.

Councilman Wood made a motion, seconded by Councilman Rabil, to award the bid to Tripp Brothers in the amount of 183,640.73 for the resurfacing of 8 streets outlined by Public Works Director Lawrence Davis. Unanimously approved

2. Police Department Take Home Car Policy Discussion

Councilman Scott asked Chief of Police R. Keith Powell to explain the proposed Take Home Car Policy. Chief Powell explained that a copy of the Policy had been provided to the Council. After reviewing other agency's policies, he developed a policy that would work best for Smithfield.

Councilman Scott asked if the policy could be implemented with the current fleet of vehicles. Chief Powell explained it could be implemented with the current fleet.

Councilman Rabil questioned how many officers would this affect. Chief Powell responded that all but two officers would be eligible because they live outside the 25-mile area.

Councilman Wood questioned if the Officers would be required to secure computers after their shift ended. Chief Powell responded the computers would be secured at the Police Department after every shift.

Councilman Stevens questioned if all the cars were equipped with GPS. Chief Powell responded that all cars were equipped with GPS and parameters could be set allowing supervisors to be alerted during different circumstances.

Councilman Wood stated he would like to have all Officers annually sign the policy. Town Manager Michael Scott responded that because of the CALEA requirements, all officers have to sign all policies.

Councilman Scott made a motion, seconded by Councilman Lee, to allow Chief Powell to implement the Take Home Car policy when he sees fit. Unanimously approved.

Budget Topics of Discussion

1. General Fund

a. Public Work

i. General Services

Public Works Director Lawrence Davis highlighted the General Services Department's FY 2022-2023 budget which included the following:

- Training and Education: funds were added for needed training
- Fuel: 53% increase due to rising fuel costs
- Grace Openings: 15% increase due to Craft Digging increasing their fees for grave openings

- Tree Trimming: 50% increase needed for trimming and removing hazardous trees through the Town.
- Service Contracts: 25% increase due to the increase in landscaping services
- Capital Outlay: \$5,000 was being proposed for new Christmas lighting
- Requested but not included in the budget: \$10,000 for new Christmas lighting

ii. Streets

Public Works Director Lawrence Davis highlighted the Street Department's FY 2022-2023 budget which included the following:

- Training and Education: \$600 was added for needed training
- Equipment Maintenance & Repair: 40% decrease because new equipment was purchased during the last few years.
- Sidewalk/ Curb Repairs: 47% increase due to the need to repair more sidewalks throughout Town.
- Capital Outlay: \$16,500 was being proposed for a new 61" mower.

iii. Garage

Public Works Director Lawrence Davis highlighted the Garage's FY 2022-2023 budget which included the following:

- Training and Education: \$700 was added for training for the mechanic.
Councilman Wood questioned if that was an adequate amount of funding. Mr. Davis responded it was a starting point for the needed training.
- Supplies/ Operations: 4% increase due to the rising cost of supplies
- Capital Outlay: No items were requested.

iv. Powell Bill

Town Manager Michael Scott informed the Council that funding for this Department is based on the Powell Bill funds received from the State. Currently, the Town maintains 62 miles of streets. The Council can elect to add additional funding for street resurfacing.

Councilman Stevens stated this was an ongoing issue. The Town Manager agreed stating the State needed to allocate more funding for street repairs.

v. Sanitation

Public Works Director Lawrence Davis highlighted the Sanitation Department's FY 2022-2023 budget which included the following:

- Training and Education: \$2,000 was added for needed training.
- Equipment Repairs and Maintenance: 47% increase due to the increased cost associated with repairing equipment
- Vehicle Supplies and Maintenance: 51% increase due to older vehicles requiring more maintenance.
- Supplies and Operations: 25% increase due to increased cost for roll out containers and needed supplies
- Landfill Fees: 4% increase due to the County increasing their landfill tipping fees. Also, staff was notified that Spain Farms would be increasing their fees by \$3 additional dollars per ton.
- Capital Outlay: \$23,000 was requested for a work order system.

vi. Stormwater

Public Works Director Lawrence Davis explained that staff was trying to educate the public about not placing their yard debris in the road way. This yard debris was a major cause of blocked storm drains.

Town Manager Michael Scott explained that this department was created several years ago because of a stormwater study that was conducted. He further explained the Town should consider an alternative revenue source to deal with stormwater related expenses. After the study was completed, the next step was to hire an engineering firm to conduct an impervious surface study. At some point, the Council must decide how to deal with stormwater issues and how to pay for it.

2. Fee Schedule

Public Works

Public Works Director Lawrence Davis explained that he was proposing a \$25.00 increase to the Grave Opening Fees due to the increase cost by the contractor. Also garage collection fees would increase by \$0.45 due to Johnston County increasing its landfill tipping fees.

Parks and Recreation & Aquatics

Parks and Recreation Director Gary Johnson explained that most of the changes in Parks and Recreation and Aquatics was to simply the fee schedule. Other change include:

- Tournament Fees: Tournament fees would be based on the number of teams instead of requiring half of the ticket sales. This ensured guaranteed revenues.
- Swim Lessons: These were adult swim lessons and the amount is based per lesson.

Councilman Lee questioned if there would be a fee for adult teams. Mr. Johnson responded that all teams would be charged a team fee which wasn't based on residency.

Councilman Lee stated funds were donated to the Sarah Yard Community Center. He questioned how those donations were accounted. Mr. Johnson responded that all donations were given to the Finance Department. Finance Director Greg Siler stated his staff has no accounting of those donations.

Councilman Stevens questioned the Park in Lieu Fees. Planning Director Stephen Wensman provided an explanation of those fees. He explained after investigating other Town fees, Smithfield was charging the least amount. Most municipalities charge a per unit/dwelling fee. Councilman Stevens stated this fee needed to be changed to the per unit/dwelling fee. Parks and Recreation Director Gary Johnson stated he could ask the firm that was conducting the Master Plan update to provide a recommendation of what the Town should be charging for Park in Lieu fees

Town Manager Michael Scott informed the Council that Johnston County increased its sewer rates by 5.2%, the Town would be increasing its fees by 4%. Also, the Town would be informing the County that wholesale water rates would be increasing by \$.10 effective 10/1/2022.

Mayor Pro-Tem Dunn stated staff should consider an increase in the fines associated with parking violations. The Town Manager responded those fees could be changed, but it required an Ordinance amendment.

3. Personnel Costs

Town Manager Michael Scott informed the Council that after doing a salary comparison, he realized that the Town doesn't have a compression issue. The salary study that was conducted in 2018 addressed that issue. He and the HR Director went back to that salary study and compared it to neighboring communities. What they discovered was the Police Department positions were 15% behind comparable communities' salaries. The Fire Department was 10% behind comparable communities' salaries and remaining General Fund departments were 9% behind comparable communities' salaries. By paying off the SRAC debts, the Town would be \$160,000 short in FY 2024 if these increases were implemented in FY 2023. He felt confident that the Town could afford the increase cost. If the Council was hesitant, ARPA funds could be used.

Councilman Scott questioned if the minimum pay for every employee would be \$15.48. The Town Manager responded the starting salary for every full-time position would be \$15.48, but anyone currently making less than that would be increased to that salary. With the additional proposed 9% increase, that hourly rate would increase to \$16.87. The Town Manager further explained that all part-time starting salaries would increase to \$10.00 an hour. Any part-time employee not making \$10 an hour, their hourly rate would be increased to \$10.

The Electric Department was 15% behind comparable communities' salaries. With proposed electric rate increases in the coming fiscal years and the defeasance debt being paid off in 2025, he felt the Town could afford that increase.

Water/Sewer was 10% behind comparable communities' salaries and the Water Plant was 15% behind comparable communities' salaries. By increasing the wholesale water rate paid by the County, the Town could afford these salary increases.

The Town Manager also indicated there were fifteen positions that warranted particular percentage increases based on the position.

Councilman Scott expressed his appreciation to the Town Manager for all his hard work on the personnel costs.

Councilman Scott asked that the Town Manager continue working on the health benefits for retirees' policy.

Councilman Scott made a motion, seconded by Councilman Rabil, to adopt the FY 2022-2023 budget. Unanimously approve.

Councilman Scott made a motion, seconded by Councilman Wood, to approve the FY 2022-2023 Fee Schedule. Unanimously approved.

Councilman Scott made a motion, seconded by Councilman Rabil, to implement the proposed salary

adjustments as outlined by the Town Manager to be effective by August 1,2022. Unanimously approved.

Adjourn

Having no further business, Councilman Wood made a motion, seconded by Councilman Stevens, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:32 pm.

ATTEST:

Shannan L. Parrish, Town Clerk




M. Andy Moore, Mayor