

The Smithfield Town Council held a Special Meeting on Monday, June 22, 2015 at 6:48 pm in the Council Chambers of the Smithfield Town Hall. Mayor Pro-Tem M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

John H. Lampe II, Mayor

Administrative Staff Present

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

**Call to Order:**

Mayor Pro-Tem Moore called the meeting to order at approximately 6:48 pm.

**Approval of Agenda**

Councilman Ashley made a motion, seconded by Councilman Harris, to approve the agenda with the following amendment:

- **Add Closed Session pursuant to NCGS 143-318.11 (a) (5)**
- **Change Discussion Item 2:** *Consideration of request to extend Riverside Extension Cemetery Agreement to Item 1*
- **Change Discussion Item 1:** *Consideration and Approval of FY 2014-2015 Budget Amendments to Item 2*

Unanimously approved.

**Closed Session:**

Councilman Harris made a motion, seconded by Councilman Williams, to enter into Closed Session pursuant to NCGS 143-318.11 (a)(5). Unanimously approved at approximately 6:51 pm.

**Reconvene into Open Session:**

Councilman Ashley made a motion, seconded by Councilman Scott to reconvene in Open Session. Unanimously approved at approximately 7:11 pm.

**Items of Discussion:**

**1. Consideration of request to extend Riverside Extension Cemetery Agreement**

Town Attorney Bob Spence asked that the Council consider a motion to extend the Riverside Extension Cemetery agreement for ten years or whenever the investment is recouped or whenever all cemetery lots have been sold whichever comes first. He stated that he will ask for copies of all expenses incurred by the investor.

Councilman Ashley made a motion, seconded by Councilman Harris, to amend the Riverside Extension Cemetery Agreement for ten years or whenever the investment is recouped or whenever all cemetery lots have been sold whichever comes first. Unanimously approved.

## 2. Consideration and approval of FY 2015-2015 Budget Amendments

Finance Director Greg Siler addressed the Council on year-end budget amendments to balance departmental account for the year and to carry over funds for ongoing projects and/or items ordered through purchase orders.

### a. Year End Budget Amendments for 2014-2015

Councilman Williams made a motion, seconded by Councilman Wood, to approve the year end budget amendments as submitted. Unanimously approved.

<b>BUDGET AMENDMENTS – June 2015</b>			
<b>GENERAL FUND</b>	<b>BEFORE</b>	<b>ADJ.</b>	<b>AFTER</b>
<b>1. Expenditures</b>			
10-4100-0400 General Government - Professional Fees	\$ 115,407	\$ 45,000	\$ 160,407
10-4100-0200 General Government - Salaries	66,757	4,000	70,757
10-9990-5300 General Fund Contingency	<u>357,629</u>	<u>(49,000)</u>	<u>308,629</u>
	<u>\$ 539,793</u>	<u>\$ -</u>	<u>\$ 539,793</u>
To balance the General Government Department at year end. Legal Fees higher than budgeted and salaries adjusted for merits and slight shortage			
<b>2. Expenditures</b>			
10-4200-0200 Finance - Salaries	\$ 66,586	\$ 2,000	\$ 68,586
10-4200-0600 Finance - Group Insurance	12,739	10,000	22,739
10-4200-3300 Finance - Supplies	8,897	2,000	10,897
10-9990-5300 General Fund Contingency	<u>308,629</u>	<u>(14,000)</u>	<u>294,629</u>
	<u>\$ 396,851</u>	<u>\$ -</u>	<u>\$ 396,851</u>
To balance the Finance Department at year end. Insurance and supplies higher than budgeted and salaries adjusted for merits and slight shortage			
<b>3. Revenue</b>			
10-5300-0200 Fire - Salaries	\$ 703,034	\$ 48,600	\$ 751,634
10-5300-3100 Fire - Vehicles Supplies/Maintenance	26,000	10,000	36,000
10-9990-5300 General Fund Contingency	<u>294,629</u>	<u>(58,600)</u>	<u>236,029</u>
	<u>\$ 1,023,663</u>	<u>\$ -</u>	<u>\$ 1,023,663</u>
To balance the Fire Department at year end. Vehicle supplies/maintenance higher than budgeted and salaries adjusted for merits and shortage			
<b>4. Expenditures</b>			
10-5500-0200 General Services - Salaries	\$ 170,294	\$ 25,000	\$ 195,294
10-9990-5300 General Fund Contingency	<u>236,029</u>	<u>(25,000)</u>	<u>211,029</u>
	<u>\$ 406,323</u>	<u>\$ -</u>	<u>\$ 406,323</u>

To balance the General Services Department at year end. Salaries adjusted for merits and shortage						
<b>5. Expenditures</b>						
10-5600-0200 Streets - Salaries				\$ 174,611	\$ 3,000	\$ 177,611
10-9990-5300 General Fund Contingency				<u>211,029</u>	<u>(3,000)</u>	<u>208,029</u>
				<u>\$ 385,640</u>	<u>\$ -</u>	<u>\$ 385,640</u>
To balance the Street Department at year end. Salaries adjusted for merits						
<b>6. Expenditures</b>						
10-5650-0200 Garage - Salaries				\$ 36,143	\$ 1,500	\$ 37,643
10-5650-3300 Garage - Supplies				11,300	4,500	15,800
10-9990-5300 General Fund Contingency				<u>208,029</u>	<u>(6,000)</u>	<u>202,029</u>
				<u>\$ 255,472</u>	<u>\$ -</u>	<u>\$ 255,472</u>
To balance the Garage Department at year end. Supplies higher than budgeted and salaries adjusted for merits and slight shortage						
<b>7. Expenditures</b>						
10-5800-0300 Sanitation - Temp Agency Labor				\$ -	\$ 2,000	\$ 2,000
10-5800-0200 Sanitation - Salaries				<u>456,485</u>	<u>(2,000)</u>	<u>454,485</u>
				<u>\$ 456,485</u>	<u>\$ -</u>	<u>\$ 456,485</u>
To fund Temp Agency Labor due to one position vacancy and one out on sick leave						
<b>8. Revenue</b>						
10-3990-0001 Fund Bal. Approp. - Unauthorized Sub./Fed Forfeiture				<u>\$ 9,000</u>	<u>\$ 5,515</u>	<u>\$ 14,515</u>
10-5100-4000 Police - Drug Forfeiture				<u>9,000</u>	<u>5,515</u>	<u>14,515</u>
To Fund Drug Forfeiture from reserves for one squad car video camera as approved at the May, 2015, Council meeting						
<b>9. Revenue</b>						
10-3990-0001 Fund Bal. Approp. - Unauthorized Sub./Fed Forfeiture				<u>\$ 14,515</u>	<u>\$ 3,448</u>	<u>\$ 17,963</u>
10-5100-4000 Police - Drug Forfeiture				<u>14,515</u>	<u>3,448</u>	<u>17,963</u>
To Fund Drug Forfeiture from reserves for forensic DNA analysis						
<b>10. Revenue</b>						
10-3990-0000 Fund Balance Appropriated				<u>\$ 250,342</u>	<u>\$ 250,000</u>	<u>\$ 500,342</u>

<b>Expenditures</b>							
10-4110-5718 Transfer to Capital Projects				<u>-</u>	<u>250,000</u>	<u>250,000</u>	
To transfer monies from the General Fund to cover expenses for the Smithfield Crossing Project.							
Provided there are no additional unforeseen expenses, the monies will be transferred back once the project is complete and dollars currently held in escrow and grant monies are released.							
<b>11. Revenue</b>							
10-3990-1702 Grant - Open Space				<u>\$ -</u>	<u>\$ 7,800</u>	<u>\$ 7,800</u>	
<b>Expenditures</b>							
10-6200-7400 Recreation - Capital Outlay (Equipment)				<u>40,000</u>	<u>7,800</u>	<u>47,800</u>	
To fund the Open Space Grant Award from Johnston County. Proceeds used for scoreboards at local parks							
<b>WATER/SEWER FUND</b>							
<b>12. Expenditures</b>							
30-9990-5300 Water/Sewer Distribution - Contingency				\$ 198,096	\$ (49,000)	\$ 149,096	
30-7200-1700 Water Plant - Equipment Maint. And Repair				<u>87,000</u>	<u>49,000</u>	<u>136,000</u>	
				<u>\$ 285,096</u>	<u>\$ -</u>	<u>\$ 285,096</u>	
To balance the Water Plant Department at year end. Equipment maintenance and repair higher than budgeted.							
<b>13. Revenue</b>							
30-3970-0700 Fund Balance Appropriated				<u>\$ 530,515</u>	<u>\$ 1,300,000</u>	<u>\$ 1,830,515</u>	
<b>Expenditures</b>							
30-9990-5300 Water/Sewer Distribution - Contingency				\$ 149,096	\$ (149,096)	\$ -	
30-7220-3400 Water/Sewer Dist. - Sewage Treatment				<u>1,950,000</u>	<u>1,449,096</u>	<u>3,399,096</u>	
				<u>\$ 2,099,096</u>	<u>\$ 1,300,000</u>	<u>\$ 3,399,096</u>	
To balance the Water/Sewer Distribution Department at year end. Sewage treatment cost significantly higher than budgeted due to I&I problems resulting from rainfall							
See attachment A, illustrating the need for increased budget							
<b>Capital Projects - General Fund</b>							
<b>14. Revenue</b>							
46-3900-5600 Transfer From-GF				<u>\$ 260,000.00</u>	<u>\$ 600,000.00</u>	<u>\$ 860,000.00</u>	

<b>Expenditures</b>			
46-5600-7405 Smithfield Crossing Part B	\$5,624,431.00	\$ 600,000.00	\$6,224,431.00
To adjust budget to match expenditure. See attachment B, illustrating the need for increased budget			
<b>FIREMEN'S RELIEF</b>			
<b>15. Expenditures</b>			
50-4010-3600 Firemen's Relief Misc Expense	\$ -	\$ 3,129	\$ 3,129
50-4010-3500 Firemen's Supplemental Retirement	11,594	(3,129)	8,465
	\$ 11,594	\$ -	\$ 11,594
To fund hardship expenses for Norman Johnson. The cost of which is paid through the Firemen Relief Fund.			

**b. Year End Project and Purchases Encumbrances for 2014-2015**

Councilman Harris made a motion, seconded by Councilman Williams, to approve the Year End Project and Purchases encumbrances for 2014-2015 with the addition of encumbering funds from the 10-4110-5710 Economic Development Line Item.

<b>ENCUMBRANCES FROM 2014-2015 TO 2015-2016</b>			
<b>GENERAL FUND</b>			
10-4110-5712	Non Departmental - S.H.A.R.P.E. Reimbursement		4,000
10-4110-5710	Non Departmental - Chamber Marketing Initiative		20,000
10-4200-7400	Finance - Capital Outlay		16,300
			\$ 40,300
<b>ELECTRIC FUND</b>			
31-7230-3504	Electric - ESA-BAYWA Solar		180,432
			\$ 180,432

**c. Year End Purchase Order Encumbrances for 2014-2015**

Councilman Wood made a motion, seconded by Councilman Harris, to approve the Year End Purchase Order Encumbrances for 2014-2015. Unanimously approved.

**ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/15**

**WATER FUND**

30-7200-0400	Water Plant - Professional Services	Water Testing	\$ 660	PO#20153468
30-7200-7400	Water Plant - Capital Outlay	Filter Controls	49,965	PO#20153675
30-7200-7400	Water Plant - Capital Outlay	Rebuild Serv. Pump	14,630	PO#20153687
30-7220-7400	Water/Sewer - Capital Outlay	NC210 Sewer Line	13,746	PO#20153500
30-7220-0400	Water/Sewer - Professional Services	AMOS Project	14,200	PO#20153614
30-7220-0400	Water/Sewer - Professional Services	AMOS Project	8,500	PO#20153636
30-7220-0400	Water/Sewer - Professional Services	AMOS Project	900	PO#20153652
30-7220-0400	Water/Sewer - Professional Services	I & I Rehab Study	13,800	PO#20153801
			<u>\$ 116,401</u>	

**ELECTRIC FUND**

31-7230-7400	Electric - Capital Outlay	S. Smfld Conversion	\$ 4,201	PO#20153582
31-7230-0400	Electric - Professional Services	Electric Rate Study	\$ 20,700	PO#20153802
31-7230-3300	Electric - Supplies/Operations	Transformer	4,721	PO#20153786
			<u>\$ 29,622</u>	

**Adjourn**

There being no further business, Councilman Harris made a motion, seconded by Councilman Wood to adjourn. Unanimously approved.

The meeting adjourned at approximately 7:22 pm.

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M. Andy Moore, Mayor Pro-Tem

ATTEST:

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Shannan L. Williams, Town Clerk