



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Shannan Parrish

Town Council

Agenda

Packet

Meeting Date: Tuesday, June 4, 2024

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING JUNE 4, 2024
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations: None

Public Hearings:

1. **FY 2024-2025 Budget:** In accordance with NCGS 159 -12 (b), before adopting the budget ordinance, the Town Council shall hold a public hearing at which time any persons who wish to be heard on the budget may appear before the board
(Town Manager – Michael Scott) See attached information.....1

Citizens Comments

Consent Agenda Items:

1. Minutes

- a. April 16, 2024 – Regular Meeting
- b. April 22, 2024 – Recessed Meeting
- c. April 29, 2024 – Recessed Meeting.....5

2. **Special Event: Rocktoberfest** – The Downtown Smithfield Development Corporation (DSDC) is requesting to hold an event in the 100 block of South Third Street on Saturday, October 12, 2024 from 10:00 am until 6:00 pm. The request includes amplified sound and the closure of 100 block of South Third Street. There will also be food, beer/wine, vendor sales and activities for children.
(Planning Director – Stephen Wensman) See attached information.....23

3. Special Event: Holiday Bazaar – The owners of the Twisted Willow are requesting to hold an event in the 100 block of South Third Street on Saturday, November 9, 2024 from 9:30 am until 3:00 pm. The request includes amplified sound and the closure of 100 block of South Third Street. Food and goods will be sold.
(Planning Director – Stephen Wensman) See attached information.....27

4. Consideration and request for approval to promote a Firefighter I to the rank of Firefighter II
(Fire Chief – Jeremy Daughtry) See attached information.....31

5. Consideration and request for approval to promote the Assistant Aquatic Center Supervisor to the position of Aquatic Center Supervisor
(Parks and Recreation Director – Gary Johnson) See attached information.....37

6. Consideration and request for approval to promote a Water/Sewer Utility Line Mechanic to the position of Pump Station Mechanic
(Public Utilities Director – Ted Credle) See attached information.....39

7. Consideration and request for approval to award a bid in the amount of \$50,400.00 to JDR Lawn Care for Ground Maintenance Services
(Public Works Director – Lawrence Davis) See attached information.....41

8. Consideration and request for approval to award a bid in the amount of \$19,000.00 to WithersRavenel, Inc. for surveying services for improvements to pump station #11
(Public Utilities Director – Ted Credle) See attached information.....55

9. New Hire Report
(HR Director – Tim Kerigan) See attached information.....65

Business Items:

1. CZ-23-01 Buffalo Road Rezoning Request: Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 -acres of land from R-8 and R-20A to R8-CZ with a master plan for a planned development consisting of 222 single-family lots. The applicant is also requesting this be tabled until the July 9, 2024 Town Council Meeting.
(Planning Director – Stephen Wensman) See attached information.....67

2. Consideration and request for approval to grant Johnston County additional easement space to allow for maintenance of force main
(Public Utilities Director – Ted Credle) See attached information.....77

3. Discussion concerning the establishment of a Stormwater Utility Fee
(Planning Director – Stephen Wensman) See attached information.....85

Councilmember’s Comments

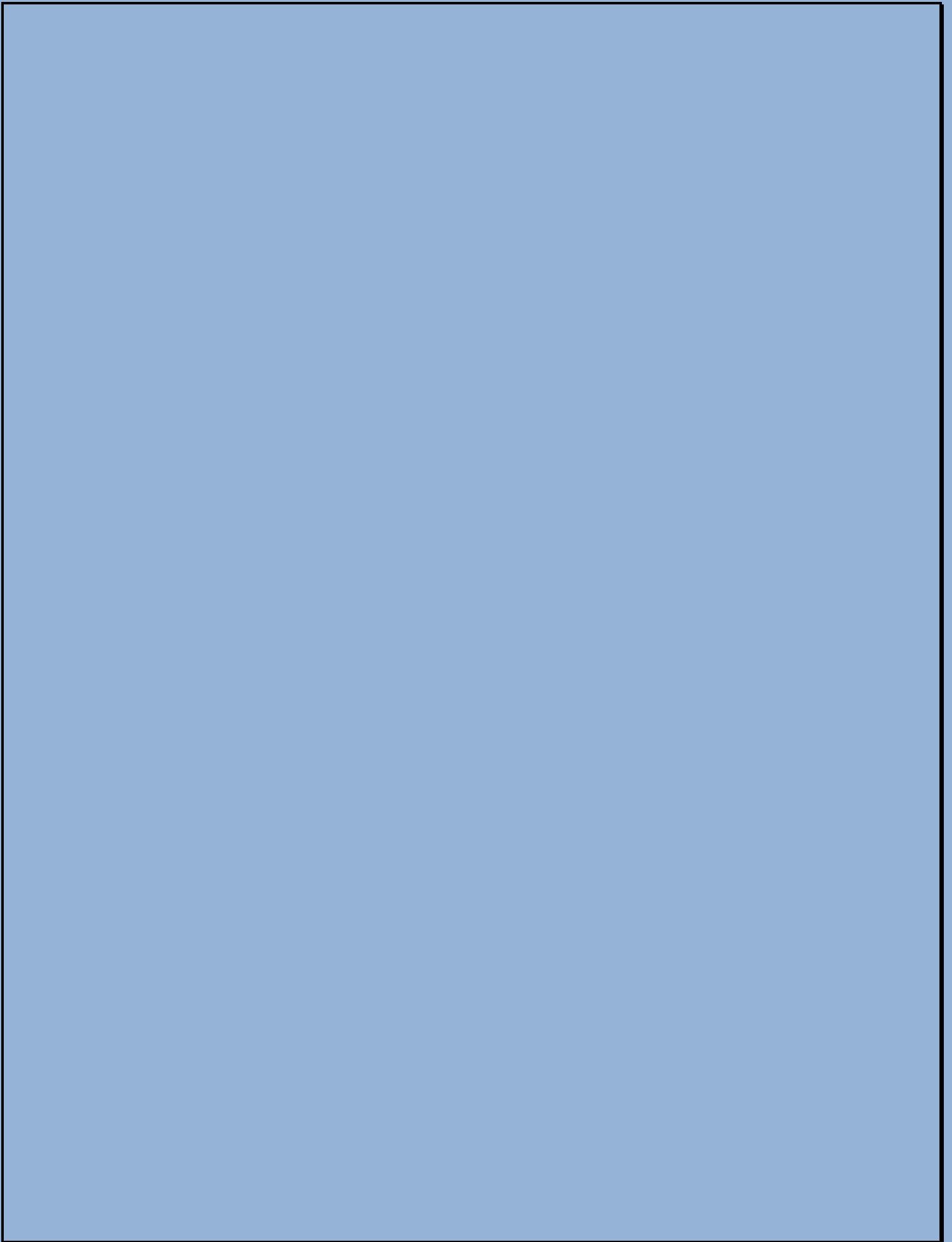
Town Manager's Report

- Financial Report (See attached information).....101
- Department Reports (See attached information).....105
- Manager's Report (Will be provided at the Meeting)

Closed Session: Pursuant to NCGS 143-318.11 (a) (3), to consult with the Town Attorney

Adjourn

Public Hearing





Request for Town Council Action

Public Hearing **FY 2024-
2025 Budget**
Date: 06/04/2024

Subject: FY 2024-2025 Budget Proposal

Department: General Government

Presented by: Town Manager – Michael Scott & Finance Director – Andrew Harris

Presentation: Public Hearing

Issue Statement

The Manager's Proposed Budget was provided to the Town Council on May 22, 2024. The following presentation is in accordance with the public hearing requirements of NC General Statute, 159-11 (b) and 159-12.

Financial Impact

Total Town Budget for FY 2025.

Action Needed

Hold a Public Hearing for the Proposed FY 2024-25 Budget for the Town of Smithfield.

Recommendation

Complete the Presentation and Public Hearing. Evaluate approving proposed budget and ordinance.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Affidavit of Publication



STAFF REPORT

Public Hearing **FY 2024-2025 Budget**
Date: 06/04/2024

Town staff has provided input and worked since December 2023 to create a draft budget for the Town. The draft budget was provided to the Town Council on March 1, 2024 and a series of workshops were held in March, April and May. The Manager’s proposed budget was provided to the Mayor and Town Council on May 22, 2024 with a copy available for viewing on the Town’s website and in the Town Clerk’s office. Notice was also provided to the media. A presentation will be made to the Mayor, Town Council, and the Public at the Council Meeting on June 4, 2024 at 7:00 pm at Town Hall. A public hearing must be held in conjunction with this presentation in order to fulfill the requirements of NC General Statute 159-12. A Balanced Budget ordinance must be adopted by the majority of the sitting Town Council before July 1, 2024.

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Hadley Christman, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Johnstonian News - (Johnston County), a newspaper printed and published in the City of Smithfield, County of Johnston, State of North Carolina, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:
May. 22, 2024

NOTICE ID: rEuFXKNolSw4m4qruga8
NOTICE NAME: FY 2024-2025 Budget- PH
Publication Fee: 80.90

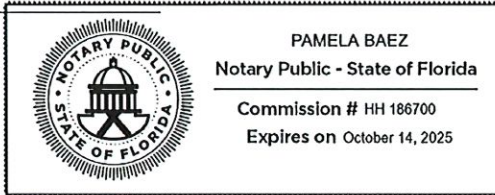
I declare under penalty of perjury under the laws of North Carolina that the foregoing is true and correct.

Hadley Christman

(Signed)

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: 05/22/2024

[Signature]

Notary Public
Notarized remotely online using communication technology via Proof.

**TOWN OF SMITHFIELD
NOTICE OF PUBLIC HEARING
PROPOSED ANNUAL BUDGET
FOR
FISCAL YEAR 2024-2025**

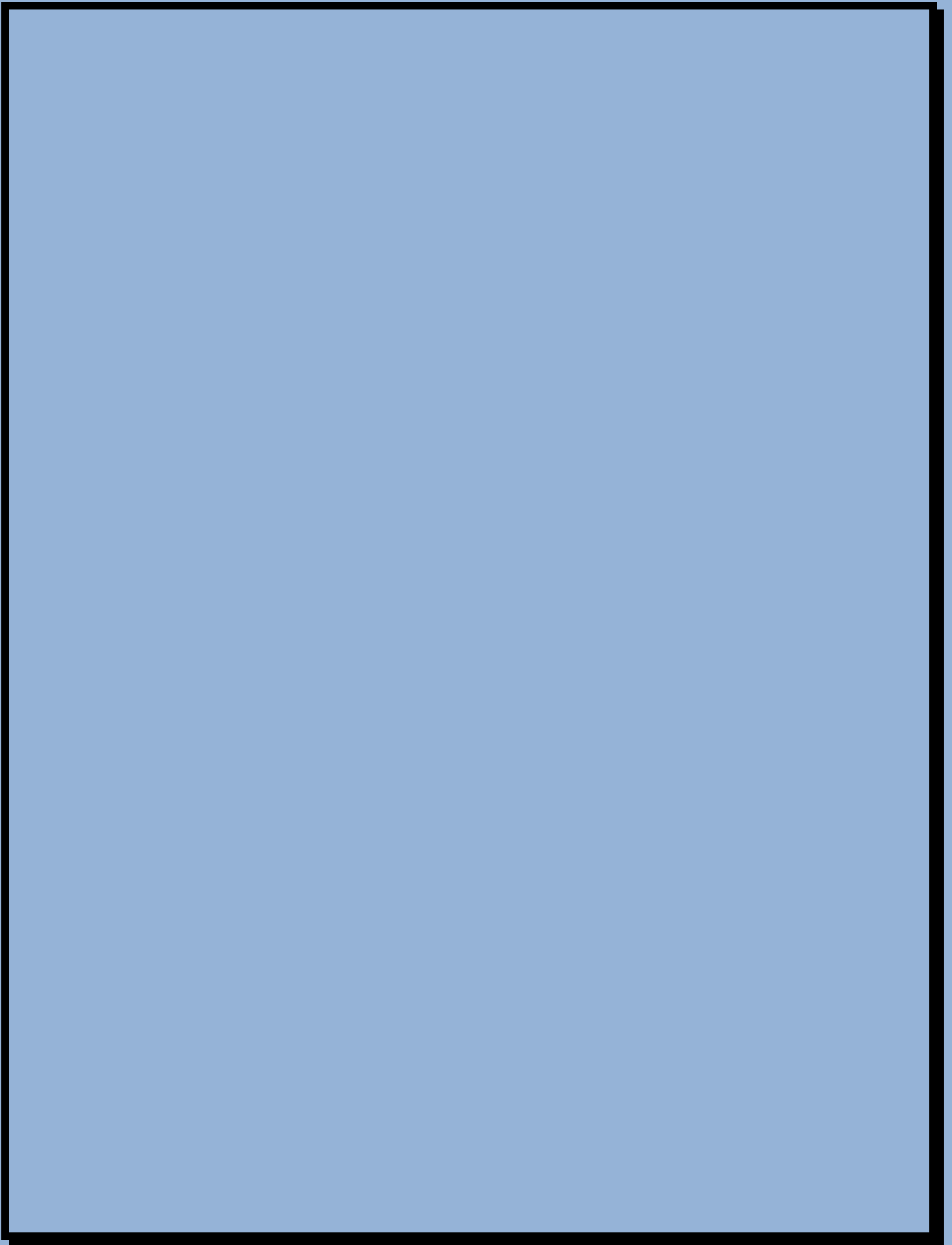
The Public is hereby notified that the Budget Officer of the Town of Smithfield, in accordance with N.C. General Statute, Chapter 159, has submitted to the Town Council a copy of the proposed budget for the fiscal year beginning July 1, 2024 through June 30, 2025. A copy of the proposed budget can be found on the Town's website at <https://www.smithfield-nc.com> and can be reviewed in the Office of the Town Clerk.

The Town Council of the Town of Smithfield has called for a public hearing to be held on June 4, 2024 at 7:00 p.m. in the Town Hall Council Chamber located at 350 East Market Street, Smithfield, NC, for the purpose of receiving comments on the proposed budget. Comments can be submitted to the Town Clerk via email at shannan.parrish@smithfield-nc.com or via mail at Town of Smithfield, Attn: Shannan Parrish, P O Box 761 Smithfield, NC 27577 on or before June 3, 2024.

In accordance with Title II of the Americans with Disabilities Act (ADA), the Town of Smithfield does not discriminate on the basis of disability in conducting its meetings. Individuals with disabilities who require auxiliary aids or services other than accommodations for effective communication and participation in a meeting may contact the Town Clerk at (919) 934-2116 ext. 1108. Request should be made 72 hours prior to the meeting.

The Johnstonian
May 22, 2024

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, April 16, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Travis Scott, District 3
Dr. David Barbour, District 4
John Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1
Sloan Stevens, District 2

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremy Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Shannan Parrish, Town Clerk
Chloe Allen, Planner

Also Present

Bob Spene, Jr., Town Attorney

Administrative Staff Absent

Stephen Wensman, Planning Director
Greg Siler, Finance Director

Call To Order

Mayor Moore called the meeting to order at 7:01 pm

Invocation

The invocation was given by Councilman Barbour followed by the Pledge of Allegiance.

Approval of the Agenda

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood, to approve the agenda with the following changes:

Move from the Consent Agenda to the Business Items

1. Consideration and request for approval to adopt Resolution No. 745 (06-2024) to submit a grant application for the College Pond Retrofit project

Add to the Business Items

2. Consideration and request for approval to use contingency funds to replace the sewer line at the Talton Fields Restrooms and allow Stuckey's Backhoe Services to perform the work
3. Consideration and request for approval to release funds not to exceed \$21,905 from the Downtown Special Projects line item to the Downtown Smithfield Development Corporation for the lease of 2 billboard spaces on I-95.
4. S-24-01 Jubilee Creek Subdivision: CMH Homes Inc. is requesting approval of the preliminary plat of a 4.83-acre parcel (Johnston County Tax ID# 15109034M), located southwest of the Galilee Road and Hwy 210 Intersection, adjacent to and north of the West Smithfield Elementary School into a 7-lot single-family residential subdivision.

Unanimously approved.

Presentations:

1. 2024 Ham & Yam Tee Shirt Poster Design Award

Town Manager Michael Scott introduced Mariah Allen, a sophomore from South Johnston High School, and winner of the Ham and Yam Tee Shirt & Poster design. Downtown Smithfield Development Corporation John

Bilott presented her with a \$300.00 from the DSDC.

Public Hearings:

1. **Rezoning Request – Swift Creek Property (RZ-24-01):** Harrison Tulloss/ Aaron Groschlose are requesting the rezoning of two parcels (0.72 acre and 14.30 acres) located on north side of Swift Creek Road near the entrance to the Johnston County Regional Airport from R20-A (Residential-Agriculture) to LI (Light Industrial). The properties are further identified as Johnston County Tax ID Nos. 15J08015B and 15J08014C.

Mayor Moore explained to the Council that there were some technicalities with this request because the rezoning application was incomplete. Town Attorney Bob Spence suggested that the Council conduct the public hearing and delay any final decision.

Councilman Scott made a motion, seconded by Mayor Pro-Tem Wood, to open the public hearing. Unanimously approved.

Planner Chloe Allen explained the applicants were requesting to rezone two properties from R20-A to LI. The smaller of the parcels was a former residential lot. The larger parcel was vacant but was temporarily used for a gravel parking lot by Blue Line Aviation. There were no wetlands or environmental issues associated with these parcels. The 14.30-acre parcel was annexed into the town in 2022. The .072-acre parcel is in the ETJ. The 14.30-acre parcel was previously rezoned to B-3-CZ with a master plan, but that plan was no longer viable, and the owner would like to rezone the property and the 0.72-acre adjacent property to light industrial to market the properties for sale. This rezoning was consistent with the Comprehensive Plan.

Recommendation: Planning Staff and the Planning Board recommend approval of RZ-24-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Planner Chloe Allen has included all pertinent information in the April 16, 2024, agenda packet and provided it to the Council in written form.

Mayor Moore asked if there were any questions or comment from the Council.

Councilman Scott and Councilman Dunn questioned if there was a sewer capacity issue for these properties. They recalled that was an issue when it was originally approved for conditional zoning. Ms. Allen responded she believed it was an issue at that time because the plan called for multiple buildings on that lot. Public Utilities Director Ted Credle responded that the developer would have to work out any capacity issues with Johnston County.

Mayor Moore questioned if the Council chose to rezone the properties, would a master plan be submitted to the Council for approval at a later date. Ms. Allen stated that not all plans would come back to the Council if it was a Light Industrial use by right of the zoning.

Mayor Moore inquired if anyone in the audience wished to comment on the matter. No one in attendance responded.

Councilman Barbour made a motion, seconded by Councilman Rabil, to close the public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to table a decision on the request until the May 7, 2024 due to the application being incomplete. Unanimously approved.

Town Clerk Shannan Parrish administered affirmations to those wishing to testify during the public hearing.

2. Preliminary Plat Request –Hillcrest Dr/Poplar Dr/Riverdale Cir Subdivision (S-24-02):

BRL Engineering and Surveying is requesting approval of the preliminary plat of a 33.99-acre parcel into a 10-lot single-family residential subdivision in the R-10 zoning districts. The property is further identified as Johnston County Tax ID No.15083049B

Mayor Pro-Tem Wood made a motion, seconded by Councilman Scott, to open the public hearing. Unanimously approved.

Planner Chloe Allen testified that the applicant was requesting preliminary approval for a 10-lot single-family residential development on 34 acres within the R-10 and R-28 zoning districts. The location of this project is shown on the map, which includes Hillcrest Drive, Riverdale Road, and Poplar Road. The applicant, Brian Leonard of BRL Engineering and Surveying, represents the property owners, Market Street 1500 LLC. The land was currently zoned R-20A and R-10 and was vacant, proposed for single-family residential use. The development will utilize Town of Smithfield water and sewer lines, and Duke Energy will provide electricity.

The preliminary plat has been presented, highlighting a large 34-acre tract with homes planned only for the northwestern part. The 100-year floodplain is marked, and while Lot 10 was partially within this floodplain, the home built on it will not be. No new public infrastructure was proposed, although the utilities department may require a new waterline, which the developer must provide. This project was considered a major subdivision because it exceeds three lots, but no new roads are being built. The development was exempt from stormwater retention due to the large undeveloped floodplain area, which should be deed-restricted for stormwater management. This proposal aligned with the comprehensive and growth management plans, guiding for medium-density residential development within the AR-10 zoning district.

Lot 10, although partially within the floodplain, has sufficient space for building outside the floodplain, necessitating a floodplain certificate. Major residential subdivisions typically require sidewalks along one side of the streets; however, since no new streets are being constructed and there are no existing sidewalks in the area, the staff does not require new sidewalks. The existing streets are about 20 feet wide with ditch drainage. Lot 7 is a flag lot with 60 feet of road frontage, meeting UDO requirements. There is a land gap between the current property owner and the right-of-way, which was being reviewed, with plans to deed this gap to the existing homeowner.

The R-10 District regulations in the UDO state that single-family dwellings must be on a minimum lot size of 8,000 square feet with a minimum lot frontage of 70 feet. All of these lots meet those requirements, except for one flag lot, which meets the UDO requirement of 60 feet of road frontage for flag lots.

The plan was consistent with the adopted comprehensive plan, complies with all parts of the UDO, and has adequate infrastructure to serve the development. The plat will not be detrimental to the use or development of adjacent properties or neighborhood uses.

Finding of Fact:

To approve a preliminary plat, the Town Council shall make the following finding (staff's opinion in Bold/Italic):

1. The plat is consistent with the adopted plans and policies of the town; ***The plat is consistent with the adopted comprehensive plan.***
2. The plat complies with all applicable requirements of this ordinance; ***The plan complies with all applicable requirements of this ordinance.***
3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. ***There is adequate infrastructure.***
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. ***The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

Recommendation: Staff recommends approval of the Hillcrest/Poplar/Riverdale preliminary plat, S-24-02, with three conditions:

1. That the undeveloped land within the flood plain be deed restricted from further development.
2. That the preliminary plat approval be contingent on staff approval of the construction drawings.
3. That the "land gap" be deeded to the property owner of 102 Riverdale Circle

Planner Chloe Allen has included all pertinent information in the April 16, 2024, agenda packet and provided it to the Council in written form.

Mayor Moore asked if there were any questions or comment from the Council.

Councilman Scott asked for a definition of a flag lot, and Ms. Allen provided an explanation.

Councilman Scott questioned if the setbacks were met according to town requirements. Ms. Allen responded it was a preliminary plat so the exact locations for each house was unknown, but the developer provided approximate house boxes which met all setback requirements.

Mayor Moore questioned the proposed extension of the water line. Public Utilities Director Ted Credle testified the town map indicated there was an existing water line on Poplar Drive between Hillcrest and Riverdale circle. If they develop, they'd have to extend that line to serve the lots 7,9 & 10 on Poplar Drive.

Mayor Moore asked if the applicant if he agreed with the testimony offered by Ms. Allen. Brian Leonard, of BRL Engineering and Surveying, responded he was in agreement with the testimony offered by Ms. Allen.

Mr. Leonard testified the subdivision was unique because we don't have infrastructure to install, other than the waterline we recently learned about. Extensive surveys were conducted to determine existing lot frontages and boundaries. Apart from the approximate house locations, this will closely resemble the final recorded plat. Surveyed adjacent properties and lot frontage identified the 100-year floodplain. All but one lot were outside this floodplain. Considering the entire 34-acre area, this was a low-density development, which fell below the stormwater thresholds for low-density projects. Recording this plat will formalize the right of way and benefit both the neighborhood and the town.

Regarding the land gap, the owner intended to deed it to the adjacent property owners to ensure they have access and no gap between their property and the right of way. According to the updated stormwater regulations, developments below 24% impervious area are classified as low-density and do not require stormwater ponds. We are well below this threshold. The planning director requested a deed restriction on the undeveloped portion of the land within the floodplain to prevent future impervious area additions. To avoid encumbering the entire remaining 34 acres, we proposed calculating the necessary acreage to stay below 24% impervious area. We calculated that dedicating 6.7 acres for the development, with 3 acres for the lots and the remaining 3.7 acres as open space, would suffice. We requested that only this 6.7-acre portion be deed-restricted, and the staff and planning board agreed with this approach.

Mr. Leonard further testified he agreed to do the water line extension as recommend by Mr. Credle. There were also some stormwater suggestions that he is working with Planning Staff.

Councilman Barbour questions if sidewalks would be required. Mayor Moore stated because they were not constructing streets, there was no requirement for sidewalks.

Councilman Scott questioned if the developer had any idea how the additional acreage would be used. Mr. Leonard responded he did not believe that would be developed due to delineated wetlands.

Councilman Scott inquired if there was any plan to construct duplexes and not single-family dwellings. Mr. Leonard responded it has always been the intension to construct single-family houses.

Mayor Moore asked if there was anyone in attendance that was sworn to testify wished to speak on this matter. There was no on in attendance that wished to speak on the matter.

Councilman Barbour made a motion, seconded by Councilman Dunn, to close the

public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Councilman Scott, to agree with the four finding of fact. Unanimously approved.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the Hillcrest/Poplar/Riverdale preliminary plat, S-24-02, with three conditions:

1. That the developer will subdivide/ develop out enough of the undeveloped land to meet the current stormwater management plan approved by Planning Staff.
2. That the preliminary plat approval be contingent on staff approval of the construction drawings.
3. That the "land gap" be deeded to the property owner of 102 Riverdale Circle

developer will subdivide, develop out enough of the undeveloped land to meet current stormwater management. that is approved by planning staff

Citizens Comments: None

Consent Agenda

Mayor Pro-Tem Wood made a motion, seconded by Councilman Dunn, to approve the item listed on the consent agenda. Unanimously approved.

1. Approval was granted to adopt Resolution No. 746 (07-2027) accepting \$900,000 in state appropriated grant funding.

TOWN OF SMITHFIELD
RESOLUTION NO. 746 (06-2024)
ACCEPTING NORTH CAROLINA DIRECTED GRANT FUNDS

WHEREAS, in the 2023 State Appropriations Act, the State of North Carolina appropriated directed grants totaling \$900,000 for the Neuse River Amphitheater, Community Safety and the Ava Gardner Museum; and

WHEREAS, the Town of Smithfield received \$300,000 for capital costs and equipment associated with renovations at the Neuse River Amphitheater; and

WHEREAS, the Town of Smithfield received \$450,000 for capital improvements and equipment to support community safety and accessibility; and

WHEREAS, the Town of Smithfield received \$150,000 for a fire suppression system in the Ava Gardner Museum; and

WHEREAS, the Town of Smithfield intends to perform said projects in accordance with the agreed scope of work.

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

- That Town of Smithfield does hereby authorize the acceptance of these funds from the State of North Carolina.
- That The Town of Smithfield does hereby give assurance to the State of North Carolina that any conditions or assurances contained in the funding offer and acceptance (award offer) will be adhered to; has substantially complied or will substantially comply, with all that any Conditions or Assurances contained in the Funding Offer and Acceptance (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State

of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

- That the Smithfield Town Council delegates to Michael L. Scott, Town Manager and successors so titled, is hereby authorized and directed to furnish such information as the State of North Carolina may request in connection with these project; to make the assurances as contained above; and to execute such other documents as may be required by the State of North Carolina

2. Approval was granted to adopt Resolution No. 747 (08-2024) accepting \$6,250,000 in state appropriated water infrastructure grants

TOWN OF SMITHFIELD
RESOLUTION NO. 747 (08-2024)
BY GOVERNING BODY OF RECIPIENT

WHEREAS, the North Carolina General Assembly's Session law (S.L.) 2023-134 Section 12.2 (e) allocated funding to assist eligible units of local government with meeting their drinking water and/or wastewater and/or stormwater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality Division of Water Infrastructure will disburse funding in the amount of \$6,250,000 to perform the work detailed in the submitted applications, and

WHEREAS, the Town of Smithfield intends to perform said projects in accordance with the agreed scopes of work.

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

- That the Town of Smithfield does hereby accept the Water and Wastewater Direct Projects grants outlined in the North Carolina General Assembly's Session law (S.L.) 2023-134 Section 12.2 (e) offer of \$6,250,000; and
- That the Town of Smithfield does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Funding Offer and Acceptance (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and
- That Michael L. Scott, Town Manager and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Business Items:

1. Consideration and request for approval to adopt Resolution No. 745 (06-2024) to submit a grant application for the College Pond Retrofit

Town Manager Michael Scott explained this project, originally on the consent agenda, would enable the Town to seek grant funds to modify the spillway at College Pond. The project included installing a mechanism that would monitor weather forecasts and, in the event of an impending hurricane or heavy rain, automatically lower the pond's water level. This preemptive drainage would help manage inflow during storms and reduce downstream flooding in Spring Branch. This initiative was identified as part of the Spring Branch project some time ago and was crucial. The Town had the opportunity to secure grant funds for it.

The reason for removing this item from the consent agenda was the projected cost has increased. Initially, the agenda listed the grant application amount as \$750,000. However, new projections received this week have revised the requested amount to \$866,874. This change in the funding request is the only modification from what was originally on the consent agenda.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to adopt Resolution No. 745 (06-2024) authorizing staff to submit a grant application for the College Pond Retrofit Project. Unanimously approved.

RESOLUTION NO. 745 (06-2024) BY GOVERNING BODY OF APPLICANT

WHEREAS, The Town of Smithfield, NC has need for and intends to construct, plan for, or conduct a study in a project described as College Pond CMAC Retrofit Project, and

WHEREAS, The Town of Smithfield, NC intends to request State loan and/or grant assistance for the project,

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

That Town of Smithfield, NC, the Applicant, will arrange financing for all remaining costs of the project, if approved for a state loan and/or grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Smithfield, NC to make a scheduled repayment of the loan, to withhold from the Town of Smithfield, NC any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan. If applying for a regional project, that the Applicant will partner and work with other units of local government or utilities in conducting the project, including (not applicable).

That Michael Scott, Town Manager, the Authorized Representative and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Representative, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

- 2. Consideration and request for approval to use contingency funds to replace the sewer line at the Talton Field restrooms and all Stuckey's Backhoe Services to perform the work**
Parks and Recreation Director Gary Johnson addressed the Council on a request to replace the sewer line at Talton Field and allow Stuckey's Backhoe to perform the work. Mr. Johnson explained staff has been dealing with issues with the sewer line from the Talton Field Restrooms to the sewer main located in

Buffalo Road. Because the sewer line was installed years ago, roots from the oak tree adjacent to the restrooms have grown into and creating blockages within the sewer line.

Town Manager Michael Scott explained that there was a \$10,000 surplus in the Parks and Recreation Capital Projects line; therefore, only \$5,000 of general fund contingency funds would be needed for this project.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the request as submitted. Unanimously approved.

3. Consideration and request for approval to release funds not to exceed \$21,905 from the Downtown Smithfield Development Corporation (DSDC) for the lease of two billboard spaces on I-95

Town Manager Michael Scott explained that the DSDC was requesting the Town Council release \$21,905 from the DSDC Special Projects line for additional advertising, specifically to create at least two billboards—one facing north and one facing south—to attract people to the downtown area. The billboards would be located on I-95, near interchange 95. The total cost could range from \$20,000 to \$22,000, with a maximum of \$21,905. All expenses would be reimbursed through receipts before the funds are allocated.

Mayor Moore stated he was unsure if this constituted as a special project. He asked if Johnston County Visitor's Bureau had been asked to assist with this project. The Town Manager responded that 2% occupancy tax/tourism funds could be used for this project.

Councilman Barbour stated he was in favor of the billboards along I-95 to advertise for Downtown Smithfield.

DSDC President John Bilott explained the urgency for the request is due to the two billboards becoming available for rent.

Mayor Pro-Tem Wood made a motion, seconded by Councilman Barbour to approve the request using Tourism 2% funds. Unanimously approved.

4. S-24-01 Jubilee Creek Subdivision: CMH Homes Inc. is requesting approval of the preliminary plat of a 4.83-acre parcel (Johnston County Tax ID# 15109034M), located southwest of the Galilee Road and Hwy 210 Intersection, adjacent to and north of the West Smithfield Elementary School into a 7-lot single-family residential subdivision.

Town Manager Michael Scott informed the Council that this item would need to be tabled until the May 7, 2024 meeting.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to table this item until the May 7, 2024 meeting. Unanimously approved.

Prior to item #5, Mayor Moore called for a five-minute recess.

5. FY 2024-2025 Continued Budget Discussion

i. Federal Grant Funding Opportunity – North Smithfield Fire Station

Town Manager Michael Scott explained that he was recently contacted by Congressman Wiley Nickel asking if the Town had any projects that might qualify for federal funding. After reviewing potential projects, the most impactful option was to request a grant for an additional fire station, which will be needed on the north side of Town, likely near Durwood Stevenson Parkway. The estimated cost was about \$4.1 million, based on a recent county fire station.

Fire Chief Jeremy Daughtry explained that based on call volume and locations of those calls, it would be beneficial to have an additional fire station on the north side of Town.

Councilman Scott made a motion, seconded by Councilman Barbour, to allow staff to move forward with the federal grant application for a new fire station on the north side of Town. Unanimously approved.

ii. Public Utilities

a. Water Plant

Public Utilities Director Ted Credle highlighted some line items in the Water Plant's proposed FY 24-25 budget. They are as follows:

- Training and Education – 36% increase due to an increase in state permitting fees.
- Telephone – 17% increase due to adding a stipend for an additional employee
- Vehicle Supplies and Maintenance – 25% increase due to the rising costs of parts
- Supplies & Operations – 9% increase due to rising chemical costs that are only sources from China/ Indonesia
- Transfer to Water/Sewer Capital Projects - \$625,000
 - \$400,000 for the East Smithfield water improvements
 - \$75,000 for plant intake improvements
 - \$150,000 for South Smithfield water improvements
- Capital Outlay – \$150,000 for rebuilds of the raw water and river pumps

Councilman Barbour questioned if there was any resolution to the water pressure issues in West Smithfield. Mr. Credle responded that staff has submitted a grant application for state funding for an elevated water tower.

Councilman Scott questioned if there was any fund balance usage in this draft budget. Town Manager Michael Scott responded the \$150,000 of fund balance would be transferred to a Capital Project line for the future purchase of a vac truck for the Water/Sewer department.

Mayor Moore and Councilman Scott questioned the sand intake issues at the Water Plant. Mr. Credle explained the issues with sand intake and the measures staff has to take to ensure that it manageable.

Mayor Moore questioned what the \$75,000 would be used for in regards to the plant intake improvements. Mr. Credle explained that the Wooten Company completed the last river intake study back in 2013 or 2014 and he would prefer a second opinion.

Recess

Councilman Scott made a motion, seconded by Mayor Pro-Tem Wood, to recess the meeting on Monday, April 22, 2024 at 6:30 pm in the Council Chambers of the Town Hall. Unanimously approved. The meeting recessed at approximately 9:32 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened the April 16, 2024 meeting on Monday, April 22, 2024 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
John A. Dunn, At-Large
Steve Rabil, At-Large

Councilmen Absent

Dr. David Barbour, District 4

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Eric McDowell, IT Director
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Reconvene the April 16, 2024 Meeting

Mayor Moore reconvened the meeting at 6:31 pm

Business Item

1. FY 2024-2025 Budget Discussions Continued

a. Water/Sewer Department

Public Utilities Director Ted Credle highlighted some line items in the Water /Sewer Department's proposed FY 24-25 budget. They are as follows:

- Training and Education – 6% increase due to increased cost of certifications
- Telephone – 59% increase due to additional phone stipends for employees
- Equipment Maintenance and Repair – 50% increase due to rising costs of materials.
- Vehicle Supplies/ Maintenance – 40% increase due to anticipated repairs for aging fleet
- Supplies & Operations – 10% increase due to increased cost of materials.
- Sewage Treatment – There may be an increase in this line if the County increases its fees. All increases will be passed through to the consumer.
- County System Development Fees – Fees paid to Johnston County for sewer system development. There is a revenue line that corresponds to this expenditure line.
- Transfer to W/S Capital Projects - \$1,350,000
 - \$100,000 for I & I Reduction
 - \$200,000 for AMI Nextgrid
 - \$300,000 for FH Valve inserts
 - \$200,000 for Water Line Upgrades
 - \$350,000 for 1/3 of a Vac Truck

Mayor Moore questioned if staff had investigated the cost of renting a vac truck. Mr. Credle

responded that he had not, but he would.

The Town Manager explained that \$150,000 of Water/Sewer fund balance would be used for the vac truck purchase.

- Capital Outlay - \$75,000 was included for manhole rehabilitation and \$30,000 was included for the digitized mapping of the water/ sewer system

Councilman Dunn inquired as to the status of the AMI Nextgrid meter project. Mr. Credle responded that ¼ of the water meters are installed. He estimated the project would be completed in three to four years.

- Requested but not included in the budget
 - 1 – New Position – Line Locator: Mr. Credle explained this position would be responsible for locating lines and performing building inspections. He requested this position last year.

b. Electric

Public Utilities Director Ted Credle highlighted some line items in the Electric Department's proposed FY 24-25 budget. They are as follows:

- Revenues – The major source of revenue in the Electric Department was the sale of electricity.

The Town Manager explained that based on the rate study, there would be a 6% increase in rates. Also \$1 million was appropriated from Fund Balance for capital projects

- Training and Education – 67% increase due to the increased cost of the lineman project. Also included \$12,400 for the Lineman Apprenticeship Program.
- Equipment Maintenance and Repair – 13% increase due to increase in parts
- Supplies & Operations - 15% increase due to the rising cost of materials.
- Service Contracts – 11% increase due to the increased cost of tree trimming services
- Transfer to Electric Fund Capital Projects Fund - \$1million
 - \$500,000 for voltage conversion
 - \$200,000 for ½ of a large bucket truck
 - \$300,000 for delivery point improvements

Councilman Stevens questioned if there were any issues offering electricity to new developments. Mr. Credle explained that the Town could only provide power in the areas not serviced by Duke Energy Progress (DEP). However, there were some areas in Town that could be serviced by either and that would be the choice of the developer.

Councilman Scott questioned if North Smithfield and the Brogden Road area of the Town could be serviced by Smithfield. Mr. Credle responded that both areas would be Town of Smithfield customers.

- Capital Outlay – \$35,000 for a new work truck. The Town Manager informed the Council that this was reduced from the requested \$50,000 for this purchase.

Councilman Scott stated that the payment in lieu of taxes line would have to increase at some point. The Town Manager responded that it would be reevaluated next year during

Johnston County's tax reevaluation.

Councilman Stevens questioned if the Town could absorb some of the rate increase. The Town Manager responded the Town may be able, but he suggested waiting until next year. He further stated that once the defeasance debt was paid off, the Council could look at the rate structure and determine if there could be any rate reductions.

c. General Fund

i. General Government

Town Manager Michael Scott highlighted some line items in the General Government's proposed FY 24-25 budget. They are as follows:

- Salaries (Council) – 50% increase in salaries for the Council. The members of Council will be paid \$7,500/ annual and the Mayor will be paid \$10,500/ annual. The Council's salaries are split between the General Fund, Water/Sewer Fund and Electric Fund.
- Legal Fees – The Town Manager explained that legal fees are continuing to rise.
- Contract Services – \$20,400 has been added to the budget for Neo-Gov software needed for the Human Resources Department.
- Capital Outlay - \$50,000 for the repaving of the Town Hall parking lot and curbing repairs. Fund balance will be used for this expenditure.

Councilman Scott stated he felt it was important for the Council to consider adding an Assistant Town Manager position since the current Town Manager will be retiring in late 2025. The Town Manager responded that he would like for the Council to consider adding that position, but staff would have to find space in Town Hall for another employee.

- Not included in the budget - \$72,130 for a Human Resources Generalist. This was a total cost (salary & benefits) for a new employee

Human Resources Director Tim Kerigan explained the position and why it was needed.

Councilman Dunn stated that with the new HR software, it should lessen the work load. He questioned where the employee would work since space was limited in Town Hall.

ii. Non-Departmental

Town Manager Michael Scott highlighted some line items in the Non-Departmental proposed FY 24-25 budget. They are as follows:

- Insurance & Bonds – 30% increase due to increased premiums
- SHARP Reimbursement – The Town Manager explained that there are no proposed reimbursements in this budget, but there will be next year because of the Amazon and Neyer projects. It is anticipated that the Town will net approximately \$300,000 after tax reimbursements for the Amazon project.

iii. Debt Service

Town Manager Michael Scott explained that there was no new debt proposed in this budget.

Mayor Moore stated he would like for the Downtown Smithfield Development Corporation to be reminded that they still owed the Town for the Streetscape Loan

even though the Town paid it off several years ago. The Town Manager responded that he would make sure they were aware of the obligation.

Town Manager Michael Scott requested guidance on where Temporary Use Permit requests (Special Events) should be placed on the agenda. It was his understanding that any event with alcoholic beverages should be placed as a business item instead of a consent agenda item. It was the consensus of the Council to place the Temporary Use Permit requests on the consent agenda.

Recess

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood, to recess the meeting until Monday, April 29, 2024 at 6:30 pm. The meeting recessed at approximately 8:44 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council reconvened the April 16, 2022 (also continued on April 22,2024) meeting on Monday, April 29, 2024 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour
John A. Dunn, At-Large (left at 9:01 pm)
Steve Rabil, At-Large (arrived 6:49 pm)

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Eric McDowell, IT Director
Shannan Parrish, Town Clerk
Greg Siler, Finance Director

Reconvene the April 16, 2024 Meeting

Mayor Moore reconvened the meeting at 6:31 pm

Special Event: Bulldog's Harley Davidson's May the Fourth Event

Prior to discussing the business items, the Town Manager informed the Council that staff had received a temporary use permit application for an event at Bulldog's Harley Davidson to be held on May 4, 2024 at their location on 1043 Outlet Center Drive from 12:00 pm until 5:00 pm.

Mayor Pro-Tem Wood made a motion, seconded by Councilman Stevens, to approve the temporary use permit request. Unanimously approved.

Business Item

1. FY 2024-2025 Budget Discussions Continued

a. General Fund

i. General Government

Councilman Barbour questioned the amount of money the Town was spending for legal fees. Town Manager Michael Scott responded that \$160,000 has been spent in legal fees. He explained it would take \$180,000 - \$240,000 in salary and benefits to hire an attorney.

Councilman Stevens inquired if any other Town employs an attorney. The Town Manager responded Johnston County, Clayton and Garner are the only ones in our area that has a full-time attorney on staff.

Mayor Pro-Tem Wood stated he felt it was more important to hire an Assistant Town Manager than to have a full-time attorney on staff

Since the Council meets twice a month, it was suggested that the Town Attorney only attend one of those meetings to reduce legal fees. Another option would be that another attorney from his office one meeting and Mr. Spence attend the other.

ii. Non-departmental

Town Manager Michael Scott asked for clarification on the DSDC's request for billboards on I-95. He thought that it was the intent of the Council to have one sign northbound and one southbound. There was already a sign southbound at exit 105. He questioned if two were sufficient or if the Council wanted three

billboards for Downtown. It was the consensus of the Council that only one additional sign was needed.

Councilman Barbour stated he understood what the DSDC was trying to accomplish. They wanted to do whatever they could to promote their businesses and bring people downtown. While he did not agree with alcoholic beverages at events, he hoped the Council would support the downtown. Town Manager Michael Scott clarified that the Council had no control over alcohol at events on private property, as it was a matter between the property owners and the state. The Council could only exercise jurisdiction if the event was on public property or right of way. Denying permits for private property events solely due to alcohol presence was not within their authority. They could deny permits for other reasons, such as amplified sound, but not for alcohol on private property.

iii. Finance

Finance Director Greg Siler highlighted some line items in the Finance Department's proposed FY 24-25 budget. They are as follows:

- Decreases in Salaries, FICA, Group Insurance and Retirement due to Mr. Siler's upcoming retirement at the end of May.
- Training and Education – 11% increase due to Finance Director's certification training.
- Capital Outlay - \$2,500 for a new intercom system at the cash windows.

Mayor Pro Tem Wood questioned if the Manager was not going to hire an Assistant Finance Director. Town Manager Michael Scott responded that Mr. Siler would work part-time in that role.

Mr. Siler asked for the Council to consider some kind of career ladder program for the Finance Department and other similar departments to help retain quality employees. It's something he will be working on with Andrew in the future.

iv. Information Technology

Information Technology Director Eric McDowell highlighted some line items in the IT Department's proposed FY 24-25 budget. They are as follows:

- Training and Education – Significant increase due to the staff's training needs
- IT Supplies – Police & Fire – Significant decreases in both these lines due to more computers being purchased last year than is proposed this year.
- Drones for Police & Fire – Mr. McDowell explained that he requested drones for both Police and Fire, but they were not included in the budget. He stated both departments would benefit from the use of drone technology.

Town Manager Michael Scott explained that with the new federal legislation effective July 1st, it changes the minimum salary requirement for exempt and nonexempt employees. The IT Specialist will be affected by this change and will move from an exempt employee to a nonexempt employee.

v. Planning

Planning Director Stephen Wensman highlighted some line items in the Planning Department's proposed FY 24-25 budget. They are as follows:

- Salaries, FICA and Group Insurance – These lines will increase due to

the hiring of a full-time code enforcement officer. This one full-time position would eliminate 2 part-time positions.

- Training and Education & Professional Fees – These lines will decrease due to the retirement of the Senior Planner last fall.

Councilman Scott questioned if staff had considered an increase in pay for the Planning Board and Board of Adjustment members. Staff did not recommend increasing the pay for the advisory board members.

- Condemnations – Town Manager Michael Scott informed the Council that \$31,775 would be carried over from this fiscal year to the FY 24-25 fiscal year.

vi. Police

Chief of Police Pete Hedrick highlighted some line items in the Police Department's proposed FY 24-25 budget. They are as follows:

- Salaries – 5% increase. Eliminates the full-time Animal Control Officer and replaces it with a full-time Police Officer. The Animal Control Office will be a part-time position.
- Overtime – 25% increase due to staff shortage and the need for Police presence at Town events.
- Training and Education – significant increase due to new officers needing much more training and the cost of training has increased.
- Vehicle Maintenance and Repair – 10% increases due to anticipated maintenance needed.
- Police K-9 Supplies – This was a new line created for the supplies needed for the K-9 officers.

Mayor Moore stated he was unaware that the Town had three K-9 officers. Chief Hedrick explained that one dog was a gift and has only been trained to detect narcotics. K-9 officers' training and usage are tracked.

- Uniforms – 8% increase uniforms needed for new Police Officers.
- Community Policing – \$3,500 increase for additional community policing events/efforts.

Councilman Stevens questioned if the federal grant for body cameras included upkeep costs. The Town Manager responded he was waiting for the grant award letter, but he believed it was the total cost for all the needed body cameras, maintenance and warranty for three years.

Councilman Barbour questioned the starting salary of a patrol officers. Chief Hedrick responded that the salary for police officers is \$49,000. Chief Hedrick further explained that he's no longer losing new officers, but he's also losing seasoned officers. He has one Lieutenant retiring and one Lieutenant who's accepted a position with the Sherriff's Department. At some point, the Council would have to address the salaries of Police personnel. Hopefully, the completed salary study will address the salary issue.

- Capital Outlay
 - \$110,500 was included for 2 Explorer vehicles,
 - \$98,000 was included for taser replacement
 - \$9,000 was included for 2 cameras

- \$6,000 was included for ASP Baton Replacement
- \$18,000 was included for Flock Camera System

Chief Hedrick explained the Flock Camera System to the Council. He further stated that the Carolina Premium Outlets may be interested in partnering with the Town so that more cameras can be installed. They currently use a system similar to the proposed system. \$18,000 would be used for six cameras and software. Then it would move to service contracts unless additional camera were added.

- Requested but not included in the budget
 - 2 SUV Patrol Vehicles \$110,000
 - 2 Vehicle Cameras \$ 9,000
 - 1 Polaris UTV \$ 21,000
 - 1 Drone \$ 9,200
 - 1 Additional Detective \$ 74,740 + \$55,000 for vehicle
 - 5 Additional Officers:
 - 2 Patrol Officers \$149,480 + \$119,000 for vehicle
 - 2 COP Officers \$149,480 + \$119,000 for vehicle
 - 1 Task Force Officer \$ 74,740 - vehicle supplied by Fed Govt
 - 6 SROs \$165,400-Year 1- Working with School System.

Chief Hedrick explained that a new UTV was needed because the current one was fifteen years old and not as useful as it needed to be. Also, the drone would be useful in certain situations, but it also has to have the necessary software.

Councilman Dunn questioned the status of the Police fleet. Chief Hedrick responded that every officer has a vehicle and there are a few spare cars.

Councilman Dunn inquired if Town assets were being used during off-duty jobs. Chief Hedrick responded that assets were being used when a Police Officer works off duty. Command staff was investigating ways in which the Town could recoup some costs associated with assets being used during off-duty work.

Chief Hedrick also explained that new furniture would be needed for the building.

Town Manager Michael Scott explained included several potential uses for the \$450,000 that were not initially in the budget. Suggestions included purchasing a police UTV for \$21,000, acquiring six SRO vehicles with necessary camera systems, and buying \$45,000 worth of electric extrication tools for the fire department. Additionally, they could also consider installing button-controlled lights at the Smith Collins crossing to the splash pad on Martin Luther King Jr. Drive to improve safety. This would allow children to safely cross by stopping traffic with the push of a button, addressing a public safety issue more effectively than just a crosswalk.

Recess

Councilman Scott made a motion, seconded Councilman Dunn, to recess the meeting until Wednesday, May 1, 2024 at 6:30 pm. The meeting recessed at approximately 9:05 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT



Request for Town Council Action

Consent
Agenda
Item:
Date: 06/04/2024

Application
for
Temporary
Use Permit

Subject: Rocktoberfest
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The DSDC is requesting to hold Rocktoberfest on October 12, 2024 in the 100 block of South Third Street

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

The DSDC has requested to hold Rocktoberfest at in the 100 block of South Third Street on October 12, 2024. The event will begin at 10:00 am and end at 6:00 pm. Amplified sound will be used in the form of live music between those same times. Alcohol will be sold, as well as food. Smithfield Police will provide security. The 100 block of S. Third Street has been requested to be closed. 8 event trash cans have been requested. This event will consist of live music, food, drinks, retail vendors and kid activities.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event Rocktoberfest
- Over 100 people in attendance
- ~~Live Band~~ or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

<u>ROCKTOBERFEST</u> Name of Event	<u>119 S. Third St Smithfield</u> Location of Event/Use (exact street address)
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APPLICANT:

Name JOHN BILOTT

Address 119 S. Third St Smithfield

Phone number 984-222-9692

Email address wt hunter 142@gmail.com

Event date 10/12/24

PROPERTY OWNER:

Name John Bilott

Address Same

Phone number _____

Email address _____

Event start and end time 10^A -

Event set up and clean up time 8^A-10^A/6^P-7^P

Sound Amplification Type live music

Sound Amplification Start and End Times 10^A - 6^P

Will alcohol be sold or served? Yes No
(If yes, please supply an ABC Permit)

Will food or goods be sold? Yes No

Food Trucks (if applicable) 4-6 (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: Smithfield Police
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? YES 100 Block S. Third St

If any town streets require closure, please list all street names. 100 block S. Third St

Are event trash cans needed? Or N How many? 8

Please provide a detailed description of the proposed temporary use or special event:

Music, food, drink, retail vendors & kid activities, An Oktoberfest experience with live polka bands mixed with classic and country rock music.
DSDC event

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment: Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

John Bilott _____ [Signature] _____ 2/3/24 _____
 Applicant's Name (Print) Signature Date

Town Planning Director Signature: [Signature] _____ Date: 2/9/24 _____



Request for Town Council Action

Consent
Agenda
Item:
Date: 06/04/2024

Application
for
Temporary
Use Permit

Subject: Holiday Bazaar
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow the owners of the Twisted Willow to hold a Holiday Bazaar on November 9, 2024.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

The owners of the Twisted Willow are requesting to hold a Holiday Bazaar on November 9, 2024. This event will operate between 9:30 am- 3:00 pm in the 100 Block of South Third Street. Amplified sound will be used in the form of speakers during the same times. Alcohol will not be sold or served. Food or goods will be sold. This event is the last bash for the year. Vendors will sell crafts, baked goods and Christmas themed items. The applicant has asked for the 100 block of South Third Street to be closed. Also, the County Manager has approved the usage of the parking lot on Johnston Street (behind the courthouse) for vendors.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

<u>Holiday Bazaar</u> Name of Event	<u>100 Block of South Third Street</u> Location of Event/Use (exact street address)
--	--

APPLICANT:

Name Terri Bilott

Address 119 South Third St.

Phone number 9198170010

Email address The twisted willow 2021@gmail.com

Event date Nov 9th

Event start time 9:30 AM

Event set up time 6:30 AM

Sound Amplification Type small band or speakers

Sound Amplification Time 9:30-3 PM

PROPERTY OWNER:

Name _____

Address _____

Phone number _____

Email address _____

Will alcohol be sold or served? Y or (N)

Event end time 3 pm

Event cleanup time 3 pm

Will food or goods be sold? (Y) or N

Food Trucks (if applicable) 3 or 4 **(Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).**

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? 100 block South Third Street + parking Lot by Sadosapp

If any town streets require closure, please list all street names. "

Are event trash cans needed? Y or N How many? _____

Please provide a detailed description of the proposed temporary use or special event:

Last "Bash" for the year. Crafters & Baked goods, Christmas Themed items, Santa, Grinch Etc.

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment: Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Tara Bilott _____ [Signature] _____ 2/19/24
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] _____ Date: 2/28/24



Request for Town Council Action

**Consent
Agenda
Item:** Career
Ladder
Promotion
Date: 06/04/2024

Subject: Career Ladder Promotion
Department: Fire Department
Presented by: Jeremey Daughtry – Fire Chief
Presentation: Consent Agenda

Issue Statement

This is a request to promote a Firefighter I to the position of Firefighter II. Under the Town’s Employee Handbook, promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum, or to an increase of up to 10% at the Manager’s discretion. Career Ladder promotions will carry a 5% increase. If approved, this promotion would be a 5% increase.

Financial Impact

This salary increase will be covered by the Fire Department’s current budget and will not require a budget amendment to the current salary line item. The annual salary increase will be \$2,644.37 which is allotted in the FY 25 Budget as requested. The proposed promotion will result in an increase from \$19.57/hr. to \$20.55/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 06/17/2024.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder



Staff Report

**Consent Career
Agenda Ladder
Item: Promotion**

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Firefighter II for the Fire Department. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Firefighter II is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 1 of 7

PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Inspector I, and Fire Inspector II, Division Chief – Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC drivers license
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- NC Class B Diver's License must be obtained within 6 months of hire date



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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Firefighter II

- Must have served twenty-four (24) months as a Firefighter I with The Town of Smithfield Fire Department
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management ICS-100
- National Incident Management ICS-200
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- Must have served twenty-four (24) months as Firefighter II with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 3 of 7

Fire Lieutenant (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Engineer with the Town of Smithfield Fire Department
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Lieutenant with the Town of Smithfield Fire Department
- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months



Request for Town Council Action

**Consent
Agenda
Item:** **Personnel
Promotion**
Date: 06/04/2024

Subject: Promotion to Aquatics Center Supervisor
Department: Parks and Recreation – Aquatics
Presented by: Parks and Recreation Director – Gary Johnson
Presentation: Consent Agenda Item

Issue Statement

Approval of a promotion for an employee in the Parks and Recreation – Aquatics Department. This promotion will advance this employee from Assistant Aquatics Center Supervisor to Aquatics Center Supervisor.

Financial Impact

The requested effective date of this promotion is June 03, 2024. The funds for this advancement were included in the approved and adopted FY 2023 - FY 2024 budget. While the promotion will be to minimum of the pay grade for the position and there will be no financial impact to the adopted budget, the employee will receive an increase of \$385.48 for FY 2023-2024.

Action Needed

Approve the requested promotion.

Recommendation

Staff recommends approval of the promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

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

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed prospective candidates for the position of Aquatics Center Supervisor. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The favored prospective Aquatics Center Supervisor is an internal candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff.

The requested effective date of this promotion is June 03, 2024. The funds for this advancement were included in the approved and adopted FY 2023 - FY 2024 budget. While the promotion will be to minimum of the pay grade for the position and there will be no financial impact to the adopted budget, the employee will receive an increase of \$385.48 for FY 2023-2024.

Town Council is asked to approve this promotion.



Request for Town Council Action

**Consent
Agenda
Item:** Personnel
Promotion
Date: 06/04/2024

Subject: Promote an Internal Candidate to Pump Station Mechanic
Department: Public Utilities – Water/Sewer
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Ageda Item

Issue Statement

Obtain Council approval to offer the position of Pump Station Mechanic to a qualified candidate.

Financial Impact

The pay for the proposed personnel is included in the adopted FY 2023 – FY 2024 budget. This new hourly rate for the promoted employee is less than the previous employee, who held this position. The impact to the promoted employee in the current year’s budget is \$351.87.

Action Needed

Approve the offer for the proposed Pump Station Mechanic at an hourly rate of \$19.59 per hour (\$40,747.20/year)

Recommendation

Staff recommends the approval of the offer

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

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

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Pump Station Mechanic for the Water Distribution & Sewer Collection Division of Public Utilities. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Pump Station Mechanic is an in-house candidate and such a hire would be consistent with a career ladder promotion. The candidate is qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this hire/promotion.

**



Request for Town Council Action

FY
Consent 2024/2025
Agenda Grounds
Item: Maintenance
Agreement
Date: 06/04/2024

Subject: FY 2024-2025 Grounds Maintenance Agreement

Department: Public Works Department

Presented by: Public Works Director – Lawrence Davis

Presentation: Consent Agenda Item

Issue Statement

The Public Works Department is requesting to enter an agreement between the Town of Smithfield and JDR Lawn Care for the FY 2024-2025, this agreement is renewable for two years on an annual basis.

Financial Impact

Amount of Bid & Agreement: \$50,400.00 annual/ \$4,200 monthly

Action Needed

A motion to approve the agreement with JDR Lawn Care for grounds maintenance of DOT Right of Ways, I-95 Exits, Operation Centers and Towns easements and medians and authorize the Town Manager to execute the agreement on behalf of the Town.

Recommendation

Staff recommends awarding the FY 24-25 Grounds Maintenance agreement to JDR Lawn Care amount of \$50,400

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid Tabulation
3. JDR Lawn Care Agreement



Staff Report

FY
Consent 2024/2025
Agenda Grounds
Item: Maintenance
Agreement

This agreement is renewable for 2 years on an annual basis. The contract consists of cutting DOT Right of Way areas, I-95 Exits, Operation Centers all Towns easements and medians. Bid packets were sent out to area contractors. We received proposal from two (2) companies as follows:

- | | |
|-------------------|---------------------|
| 1. Lane Lawn Care | \$52,228.00/ annual |
| 2. JDR Lawn Care | \$50,400.00/ annual |

Funds for all the above services were budgeted in the FY 2024-2025 Adopted budget.



NORTH CAROLINA

TOWN OF SMITHFIELD

231 Hospital Rd.

PO Box 761

Smithfield, NC 27577

(919) 934-2596

FYs 2024-2026 Grounds & Right-of-Ways

Public Works Department

RFP Opening – (May 20, 2024, 10:00 AM)

COMPANY	MONTHLY BID AMOUNT	BI-WEEKLY BID AMOUNT	ANNUAL BID AMOUNT
JDR Lawn Care	\$4,200.00	\$2,100.00	\$50,400.00
Lane Lawn Care	\$4,352.33	\$2,176.17	\$52,228.00

**BID FORM
TOWN OF SMITHFIELD
GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER
THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE
ATTACHED SPECIFICATIONS.**

FROM: Lane Lawn Care

BIDDER: Mark Lane

SUBMITTED: 5/20/2024

ADDRESS: 2108 Yelverton Grove Rd

PHONE: 919-669-3615

Smithfield NC

The lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached.

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2024 through June 30, 2026. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Right-of-Ways	\$	<u>42228</u>
ITEM # 2: I-95 Exit 93	\$	<u>10000</u>
TOTAL BID:	\$	<u>52228</u>

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into; that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

Signature of Bidder:

Joelina Landa

Mark Lane

Notary Signature

Joelina Landa

Printed Name

My Commission Expires: May 21, 2024



**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name Gary Johnson Years Known 20
 Address Smithfield Community Park Phone 919-934-2116
 Services Provided Maintained all parks outside the fences

Name Trent Lassiter Years Known 10
 Address 215 Batten Road Selma Phone _____
 Services Provided Maintain The Farm @ 95, The Farm @ 42 & Springsh. 110 with sites

Name Town of Benson Years Known 12
 Address Main Street Benson Phone 252-916-7525
 Services Provided Maintain interchanges, Parks & Right of ways.

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

Name on License Mark Lane Name of Applicator Mark Lane
 License No. 2640 Expiration Date 6/2026
 Classification Aquatic Rightaway Certification Code(s) C, A, RAI, 026
Ornamentals & Turf Care

PROPOSED SUBCONTRACTOR (S) IF ANY WILL BE USED:

Name	Address	Type and Extent of Work



VENDOR INFORMATION FORM

VENDOR # _____ (Assigned by the Town of Smithfield)

Legal Name (Business or Owner) Lane Lawn Care

Doing Business As (DBA) _____

Remit Address 2108 Yelverton Grove Rd

City Smithfield State NC Zip Code 27577

Telephone# 919 669 3615 Fax# _____

Email MarkF12@Abl.com Website _____

Is this a minority owned business? NO

Products or services you wish to sell: Lawn Maintenance

Federal Law requires that taxpayer identification numbers from individuals and businesses be obtained for anyone receiving payment from the Town of Smithfield. Please complete the Form W-9 and return with Vendor Information Form.

The federal E-Verify program which is operated by United States Department of Homeland Security is used to verify the work authorization of newly hired employees pursuant to federal law. In accordance with NCGS §160A-169.1, no town may enter into a contract unless the contractor and the contractor's subcontractors comply with these requirements. The Town of Smithfield requires vendors/contractors to complete and return a notarized copy of the E-Verify Affidavit for purchases and/or construction/repair contracts in the formal bidding range.

As a condition of doing business with the Town of Smithfield, all vendors performing services on town premises must provide a Certificate of Liability Insurance that includes evidence of Workers' Compensation Insurance, Automobile Liability Insurance, and evidence of General Liability Insurance with limits of liability not less than \$1,000,000.

If you have questions, please contact Jennifer Aycock at (919)934-2116 Ext. 1135 or jennifer.aycock@smithfield-nc.com. Please return all forms to:

Mailing
Attn: Jennifer Aycock
Town of Smithfield PO
Box 761 Smithfield
NC 27577

Fax
Attn: Jennifer Aycock
(919)934-1688

Email
jennifer.aycock@smithfield-nc.com

**BID FORM
TOWN OF SMITHFIELD
GROUNDS MAINTENANCE SERVICES**

FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.

FROM: JDB Lawn Care Inc
BIDDER: JDB Lawn Care Inc - Jamaal Rodgers SUBMITTED: 5/23/2024
ADDRESS: 607 Washington St
PO Box 386 PHONE: 252-508-1113
Williamston, NC 27892

The lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached.

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2024 through June 30, 2026. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Right-of-Ways	\$	<u>43,500.⁰⁰</u>
ITEM # 2: I-95 Exit 93	\$	<u>7,200.⁰⁰</u>
TOTAL BID:	\$	<u>50,700.⁰⁰</u>

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into; that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

Andrew Holtzclaw
Notary Signature
Andrew Holtzclaw
Printed Name

My Commission Expires: 5-7-2029

Signature of Bidder:

[Signature]
(SEAL)

ANDREW HOLTZCLAW
NOTARY PUBLIC
PITT COUNTY, NC
My Commission Expires 5-7-2029.

**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name Aisha Holton Years Known 6 years
 Address 1103 Broad St, Greenville, NC Phone 252-329-4070
 Services Provided Mowing services for Greenville Housing Authority Properties

Name Michael Turner Years Known 2 years
 Address 1500 Beatty St, Greenville, NC Phone 252-214-0371
 Services Provided Mowing services for City of Greenville right of ways and flood lots

Name SGT John Smith Years Known 6 years
 Address 2001 Dobbs Farm Rd, Kinston, NC Phone 252-521-7843
 Services Provided mowing services for multiple National Guard Armories

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

(JDR Lawn Care Inc)
 Name on License Jamaul Rodgers Name of Applicator Jamaul Rodgers
 License No. 026-32089 Expiration Date 12/31/2024
 Classification 026 Grounds Pesticide Applicator Certification Code(s) L, E

PROPOSED SUBCONTRACTOR (S) IF ANY WILL BE USED:

Name	Address	Type and Extent of Work
<u>N/A</u>		



VENDOR INFORMATION FORM

VENDOR # _____ (Assigned by the Town of Smithfield)

Legal Name (Business or Owner) JDR Lawn Care Inc

Doing Business As (DBA) JDR Lawn Care Inc

Remit Address 607 Washington St, PO Box 386

City Williamston State NC Zip Code 27892

Telephone# 252-508-1113 Fax# 252-289-8045

Email jdr.lawn.care.services@gmail.com Website n/a

Is this a minority owned business? yes

Products or services you wish to sell: lawn care and landscaping services

Federal Law requires that taxpayer identification numbers from individuals and businesses be obtained for anyone receiving payment from the Town of Smithfield. Please complete the Form W-9 and return with Vendor Information Form.

The federal E-Verify program which is operated by United States Department of Homeland Security is used to verify the work authorization of newly hired employees pursuant to federal law. In accordance with NCGS §160A-169.1, no town may enter into a contract unless the contractor and the contractor's subcontractors comply with these requirements. The Town of Smithfield requires vendors/contractors to complete and return a notarized copy of the E-Verify Affidavit for purchases and/or construction/repair contracts in the formal bidding range.

As a condition of doing business with the Town of Smithfield, all vendors performing services on town premises must provide a Certificate of Liability Insurance that includes evidence of Workers' Compensation Insurance, Automobile Liability Insurance, and evidence of General Liability Insurance with limits of liability not less than \$1,000,000.

If you have questions, please contact Jennifer Aycock at (919)934-2116 Ext. 1135 or jennifer.aycock@smithfield-nc.com. Please return all forms to:

Mailing
Attn: Jennifer Aycock
Town of Smithfield PO
Box 761 Smithfield
NC 27577

Fax
Attn: Jennifer Aycock
(919)934-1688

Email
jennifer.aycock@smithfield-nc.com



THIS AGREEMENT, made this 6th day of June, 2024, by and between the Town of Smithfield hereinafter called "Owner" and JDR Lawn Care doing business as (an individual,) or (a partnership,) or (a corporation) hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

The CONTRACTOR will commence work on July 1, 2024.

The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the SERVICES described herein.

The CONTRACTOR will maintain and keep current a monthly service report to document all maintenance functions performed by the contractor's personnel. This report will be submitted monthly to the Public Works Department by email. This report will be used to verify completed work and coordinate invoices.

The CONTRACTOR will report any noticed issues or concerns to the Town of Smithfield Public Works Department when performing SERVICES described herein.

The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 1 calendar day after the date of the NOTICE TO PROCEED or PURCHASE ORDER unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$50,400.00 for 12 months (\$4200.00 monthly).

The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth by the submission of invoices. The Town of Smithfield distributes payments bimonthly. This Agreement shall be binding upon all parties.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in 2 each of which shall be deemed an original on the date first above written.

OWNER
:Town of Smithfield _____

BY: _____

NAME: Michael L. Scott _____

TITLE: Town Manager _____

(SEAL)

ATTEST: _____

NAME: Shannan L. Parrish _____

TITLE: Town Clerk _____

CONTRACTOR
:JDR Lawn Care _____

BY: _____

NAME: _____

ADDRESS _____

ATTEST: _____

NAME _____

TITLE _____

This instrument has been preaudited in the manner required by the NC Local Government Budget and Fiscal Control Act.

Finance Director

Specifications for Grounds Maintenance Operations

Item # 1

Right-of-Ways

- 1.) Railroad Underpass, on Hwy 70 Business, between Futrell Way and 301
- 2.) Hwy 70 Business from the Neuse River Bridge to the western Town Limit, all landscape beds including median and sides
- 3.) Traffic Islands at Hwy 301 and Third Street including tree orchard beside BP Station
- 4.) Martin Luther King Jr. Blvd., from Johnston Tech Road and Furlong Drive
- 5.) Market Street, from Hwy 301 to the Neuse River Bridge
- 6.) South side of Brogden Road from Rail Road track to I-95
- 7.) 230 Hospital Road, Public Utilities
- 8.) 231 Hospital Road, Public Works

Turfgrass areas shall be maintained (mowed and trimmed) at a height of not more than two inches and shall be cut not less than once every 14 days from April 1 through November 1 of the growing season. If dry weather conditions adequately inhibit the growth of the turf, fewer cuttings shall be permitted.

The shrubbery shall be pruned to maintain an acceptable size and shape not less than once from April 1 through August 15 of the growing season, and not less than once during the dormant season. Prior to pruning operations, the contractor shall meet with the Contract Administrator. Shrubbery shall be fertilized not less than once each year at a rate not less than 10 lbs/1000 square feet utilizing a fertilizer with a ratio rating of 10-10-10.

Street trees shall be trimmed and trunked as needed to maintain acceptable shape throughout the growing season. Limbs shall be pruned from sidewalk walking areas, traffic, buildings and signs.

Insecticides shall be applied so as to control insect infestation and minimize damage to shrubs as needed, or as requested by the Contract Administrator.

Note: The contract does not require mulching shrub bed areas and trees.

Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition. Manual weeding will also be acceptable.

Litter shall be removed at each location as necessary prior to any mowing operation and as necessary during the intervals between each mowing.

Any and all debris left on sidewalks, parking lots, streets, or other surfaces from maintenance operations shall be removed prior to the end of each work day.

Contractor shall provide equipment and manpower to remove and replace shrubs or trees within contracted area.

Item #2

I-95 Exits (Exit 93 and 95)

Turfgrass areas shall be maintained (mowed and trimmed) at a height of not more than two inches and shall be cut not less than once every 14 days from April 1 through November 1 of the growing season. If dry weather conditions adequately inhibit the growth of the turf, fewer cuttings shall be permitted.

The shrubbery shall be pruned to maintain an acceptable size and shape not less than once from April 1 through August 15 of the growing season, and not less than once during the dormant season. Prior to pruning operations, the contractor shall meet with the Contract Administrator. Shrubbery shall be fertilized not less than once each year at a rate not less than 10 lbs./1000 square feet utilizing a fertilizer with a ratio rating of 10-10-10.

Insecticides shall be applied so as to control insect infestation and minimize damage to shrubs as needed, or as requested by the Contract Administrator.

Note: The contract does not require mulching shrub bed areas and trees.

Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition. Manual weeding will also be acceptable.

Litter shall be removed at each location as necessary prior to any mowing operation and as necessary during the intervals between each mowing.



Request for Town Council Action

**Consent
Agenda
Item:**
**Award of
Contract**
Date: 06/04/2024

Subject: Award of Contract for Surveying Services to Replace Pump Station #11 Outfall

Department: Public Utilities

Presented by: Public Utilities Director – Ted Credle

Presentation: Consent Agenda Item

Issue Statement

In 2023, the Town applied received notification of state budgeted funds, per NC Session Law 2023-134 for water & sewer projects, in the amount of a \$6,062,500. These funds were awarded to fund a multitude of projects that were submitted to the State legislature. One of these projects is the upgrade of pump station #11 and replacement of the associated outfall. This work was open bid and the low bidder has been submitted for approval.

Financial Impact

The funds (\$19,000.00) to pay for these services will be taken from the State designated & awarded funds, per North Carolina Session Law 2023-134, Section 12.2.(e).

Action Needed

Approve the proposed bidder (WithersRavenel, Inc.), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of WithersRavenel, Inc. as the low bidder and authorize the Town Manager to execute the contract

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Proposed Contract & Scope of Services
3. NCDEQ Letter of Intent to Fund (LOIF)



Staff Report

**Consent
Agenda
Item:** **Award of
Contract**

In 2023, the Town applied received notification of state budgeted funds, per NC Session Law 2023-134 for water & sewer projects, in the amount of a \$6,062,500. These funds were awarded to fund a multitude of projects in Smithfield that were submitted to the State legislature.

One of these projects is the improvements to pump station #11 (Mallard Road) and the replacement of the associated outfall, with a total project budget of \$2,000,000. To make such improvements, a survey of the outfall is necessary to identify the issues involved. This work was advertised for bid on March 7, 2024 and received no proposals. In accordance with NC Bidding Regulations, the job was re-advertised on April 15, 2024. The Town received the lone bid from WithersRavenel, Inc. The proposed bid for \$19,000.00 is well under the budgeted amount. The bidder for surveying services has been submitted for approval.

Staff is asking Council to approve the proposed contractor and to authorize the Town Manager to execute the contract with the proposed contractor, to perform the survey work, in the amount of \$19,000.00, per the submitted bid.

**

**NORTH CAROLINA
TOWN OF SMITHFIELD**

SERVICE CONTRACT

THIS CONTRACT is made, and entered into this the _____ day of _____, 2024, by and between the **TOWN of SMITHFIELD**, a political subdivision of the State of North Carolina, (hereinafter referred to as “TOWN”), and WithersRavenel, Inc. a corporation duly authorized to do business in the state of North Carolina, (hereinafter referred to as “CONTRACTOR”).

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in “Attachment 1” (hereinafter collectively referred to as “Services”). Attachment 1 is hereby incorporated herein and made a part of this contract. Time is of the essence with respect to all provisions of this contract that specify a time for performance.

The TOWN will perform on-going contract monitoring to ensure that the terms of this contract are complied with. CONTRACTOR agrees to cooperate with the TOWN in its monitoring process and provide documentation and/or information requested during the term of this Agreement for the purpose of monitoring the services provided by CONTRACTOR.

- 2. TERM OF CONTRACT.** The Term of this contract for services is from June 10, 2024 to August 31, 2024 unless sooner terminated as provided herein.

- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from TOWN an amount not to exceed Nineteen Thousand and No Dollars (\$19,000.00) as full compensation for the provision of Services. TOWN agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the TOWN, in accordance with this contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to TOWN by the end of the month during which Services are performed. A Funds Reservation number may be assigned to encumber the funds associated with this contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by TOWN.

- 4. INDEPENDENT CONTRACTOR.** TOWN and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of CONTRACTOR’s duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR’s activities in accordance with this Contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

- 5. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or mediation) arising out of or resulting from CONTRACTOR’s performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

- \$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
- \$ 100,000 --- Property Damage Liability, or
- \$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty-(30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract. Notwithstanding the foregoing, nothing contained in this section 5 shall be deemed to constitute a waiver of the sovereign immunity of the TOWN, which immunity is hereby reserved to the TOWN.

6. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
7. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by TOWN, and CONTRACTOR may be declared ineligible for further TOWN contracts.
8. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Johnston and the State of North Carolina.
9. **TERMINATION.**
 - 9.1 **EVENT OF DEFAULT.** Any one or more of the following acts or omissions of the Contractor shall constitute an Event of Default hereunder:
 - a. Failure to perform the Services satisfactorily or on schedule,
 - b. Failure to submit any report required hereunder; and/or
 - c. Failure to perform any other covenant, term, or condition of this Agreement.

Upon the occurrence of an Event of Default, the TOWN may take one or more or all of the following actions:

1. Give Contractor written Notice of the Event of Default, specifying the Event of Default and requiring it to be remedied within, in the absence of greater or lesser specification of time, seven (7) calendar days from the date of the notice; and if the Event of Default is not timely remedied, terminate the agreement, effective two (2) days after giving the Contractor written Notice of Termination; and/or
2. Deduct any and all expenses incurred by the TOWN for damages caused by the Contractor's Event of Default; and/or
3. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both, including damages and specific performance.

9.2 TERMINATION FOR CONVENIENCE. This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the Notice of Termination.

Termination of this Contract, under either section 9.1 or 9.2, shall not form the basis of any claim for loss of anticipated profits by either party.

- 10. SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of TOWN. CONTRACTOR has no authority to enter into contracts on behalf of TOWN.
- 11. COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.
- 12. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF SMITHFIELD
ATTN: PUBLIC UTILITIES DEPARTMENT
230 HOSPITAL ROAD
SMITHFIELD, NORTH CAROLINA 27577

CONTRACTOR
ATTN: WithersRavenel, Inc.
115 MACKENAN DRIVE
CARY, NC 27511

- 13. AUDIT RIGHTS.** For all Services being provided hereunder, the TOWN shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.
- 14. TOWN NOT RESPONSIBLE FOR EXPENSES.** TOWN shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.
- 15. EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.
- 16. ENTIRE CONTRACT.** This contract, including Attachment 1, shall constitute the entire understanding between TOWN and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
- 17. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

18. EXISTENCE. CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

19. CORPORATE AUTHORITY. By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this contract and that he/she is duly authorized to execute this contract on behalf of the CONTRACTOR.

20. E-VERIFY. As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the TOWN.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

TOWN OF SMITHFIELD

Michael L. Scott, Town Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Budget and Fiscal Control Act.

Andrew Harris, Finance Director

CONTRACTOR

By: _____
Authorized Representative

Print Name: _____

Title: _____

ATTACHMENT 1” to follow

ATTACHMENT 1

SCOPE OF SERVICES

This Scope of Services is an integral part of the contract between the **Town of Smithfield** (hereinafter referred to as “Town”), and **WithersRavenel, Inc.** (hereinafter referred to as “Contractor”), which contract is dated **June 10, 2024**.

CONTRACTOR hereby agrees to provide services and/or materials to the Town pursuant to the provisions set forth below.

I. Background/Purpose (Why): The purpose and intent of this request is to establish a contract with **WithersRavenel, Inc.** to perform survey location services to establish an accurate base map for the purposes of designing the replacement of the existing sanitary sewer infrastructure along US Highway 70 Business, Towne Centre Place, and Pine Street between Old Goldsboro Road and the cul-de-sac of Towne Centre Place in Smithfield, NC.

II. References: The following documents are incorporated herein by reference to them: The Contractor was given a set of Town infrastructure maps and a project bid package. Additionally, the contractor was engaged through conversation and visited the site, to clarify site access.

III. Work/Requirements (What and Where): In accordance with the submitted proposal, provided by the contractor; the contractor will furnish the material, equipment, & labor to execute the work. Work is to be completed along US Highway 70 Business, Towne Centre Place, and Pine Street between Old Goldsboro Road and the cul-de-sac of Towne Centre Place in Smithfield, NC.

IV. Schedules/Timelines (When): The Contractor shall proceed with survey location services once the contract is executed and will have finished operations by August 31, 2024.

V. Transmittal/Delivery/Accessibility (How): The Contractor is required to provide the necessary labor, security and safety measures to uphold this contract. Work is to be completed along US Highway 70 Business, Towne Centre Place, and Pine Street between Old Goldsboro Road and the cul-de-sac of Towne Centre Place in Smithfield, NC.

VI. Payment: Invoices and required warranties, permits or additional submittals shall be forwarded to Town Representative for review. Upon payment authorization, invoices will be paid net 30. Invoices and forms submitted **MUST** reference Town of Smithfield funds reservation number assigned to this contract. Authorization of payments will be forwarded to Finance Department dependent on receipt of all forms. The Town may withhold payment if required reports or submittals are not received. For this work the contractor will be paid a lump sum fee not to exceed **\$ 19,000.00**; in accordance with the attached proposal, provided by the contractor.

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADI ESKAF
Director



NORTH CAROLINA
Environmental Quality

February 5, 2024

Mr. Michael L. Scott, Town Manager
Town of Smithfield
350 E Market Street
Smithfield NC 27577-3920

Subject: Letter of Intent to Fund
S.L. 2023-134 Appropriations Act Directed Project
Replace Aged Sanitary Sewer Infrastructure
PS#11 and Outfall Improvements – Phase II
DWI Project No.: SRP-W-134-0012

Dear Mr. Scott:

The Division of Water Infrastructure (Division) has received your *Request for Funding* for the aforementioned project for up to \$2,500,000 from the Drinking Water/Wastewater State Reserve as established in Session Law (S.L.) 2023-134. Projects funded from the State Reserve must meet applicable State laws and guidance for expenditure of these funds. The following table shows total S.L. 2023-134 appropriations for your local government, awarded projects and their funding amounts identified to date, and any remaining unobligated appropriations at the time of this letter.

S.L. 2023-134 Appropriations Act Approved Projects

S.L. 2023-134 Approved Projects for S.L. 2023-134 Section 12.2.(e) Line # 168 Appropriation		
Appropriated Funds Available for Projects		\$6,062,500
Project Name	Project Number	Maximum Funding Amount
Replace Aged Sanitary Sewer Infrastructure & PS#11 and Outfall Improvements – Phase II	SRP-W-134-0012	\$2,500,000
Spring Branch Drainage Repairs – 2 nd Street & 4 th Street & CSX Culvert Improvement Project	SRP-S-134-0013	\$2,500,000
East Smithfield Water Main	SRP-D-134-0037	\$500,000
Total Appropriations requested		\$5,500,000
Total Appropriations remaining		\$562,500

* Federal requirements will also apply to S.L. 2023-134 projects co-funded with federal funds.



Mr. Michael L. Scott, Town Manager
 Town of Smithfield
 February 5, 2024
 Page 2 of 3

The first milestone for this project is the submittal of a bid-and-design package by **April 1, 2025**. Please note that this intent to fund is contingent on meeting **all** the following milestones:

Milestone	Milestone Date
Apply for all Necessary Permits*	ASAP
Bid-and-Design/Permit Package Submittal	April 1, 2025
Bid-and-Design Package Approval	August 1, 2025
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	December 1, 2025
Execute Construction Contract(s)	January 31, 2026

*An engineering alternatives analysis (EAA) may be required on certain projects. See: <https://deq.nc.gov/about/divisions/water-resources/water-quality-permitting/npdes-wastewater/permitting-process>

The Division will consider milestone timeline modification including extensions provided that appropriate justification for granting extension is provided.

Environmental Review Requirements

The State Environmental Policy Act exempts projects funded by the State Reserve (such as this project) from state-mandated environmental review. Federal requirements may still apply. [North Carolina General Statute (NC G.S.) 113A-12.(2).(h)]

Permitting Assistance

We are offering a free, permit assistance service to address any questions you may have about potential permitting requirements, pitfalls, fees, and timelines. If interested, please complete our online form at <https://deq.nc.gov/permits-rules/permit-assistance-and-guidance/permit-assistance-request-form> and a regional environmental coordinator will contact you. When applying for a permit, attach a copy of this letter to your permit application. Additional information on DEQ permit scoping services can be found at: www.deq.nc.gov/regional-office-scoping-meeting-flyer-deacs/download

Disbursement of Funds:

These funds will be disbursed to the local government unit after relevant costs are incurred by the local government and invoices are submitted to the Division. Up to 15% of the funds available for the project may be disbursed after costs are incurred during the pre-construction stage to cover design and planning costs. The remainder will be disbursed as invoices for incurred pre-construction and construction costs are submitted by the local government during construction. Only costs eligible under NC G.S. 159G may be covered by these funds. Projects must be administered in accordance with all applicable federal law and guidance, as well as North Carolina statutes.


Mr. Michael L. Scott, Town Manager
Town of Smithfield
February 5, 2024
Page 3 of 3

Electronic Document Submittal:

Recipients should now submit all project documents via the new supporting documentation submittal form located at <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. The use of this form provides more seamless document tracking, processing, filing, accessibility, and security via our electronic document repository, Laserfiche. The link and a list of frequently asked questions can also be accessed from the Division's I Have Funding page, <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding. If you have any questions concerning this matter or require general assistance regarding your project's Division-awarded funding, please contact, Trupti Desai, P.E., either by telephone at 919.707.9166 or by e-mail at trupti.desai@deq.nc.gov.

Sincerely,

DocuSigned by:

6300A872077B4C5...

Shadi Eskaf, Director
Division of Water Infrastructure

ec: Ted Credle (ted.credle@smithfield-nc.com)
Trupti Desai, P.E. (DWI, via DocuSign)
Mark Hubbard, P.E. (DWI, via DocuSign)
LF Project File (COM – LOIF)
DWI Agreement ID: 2000073655



Staff Report

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

Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

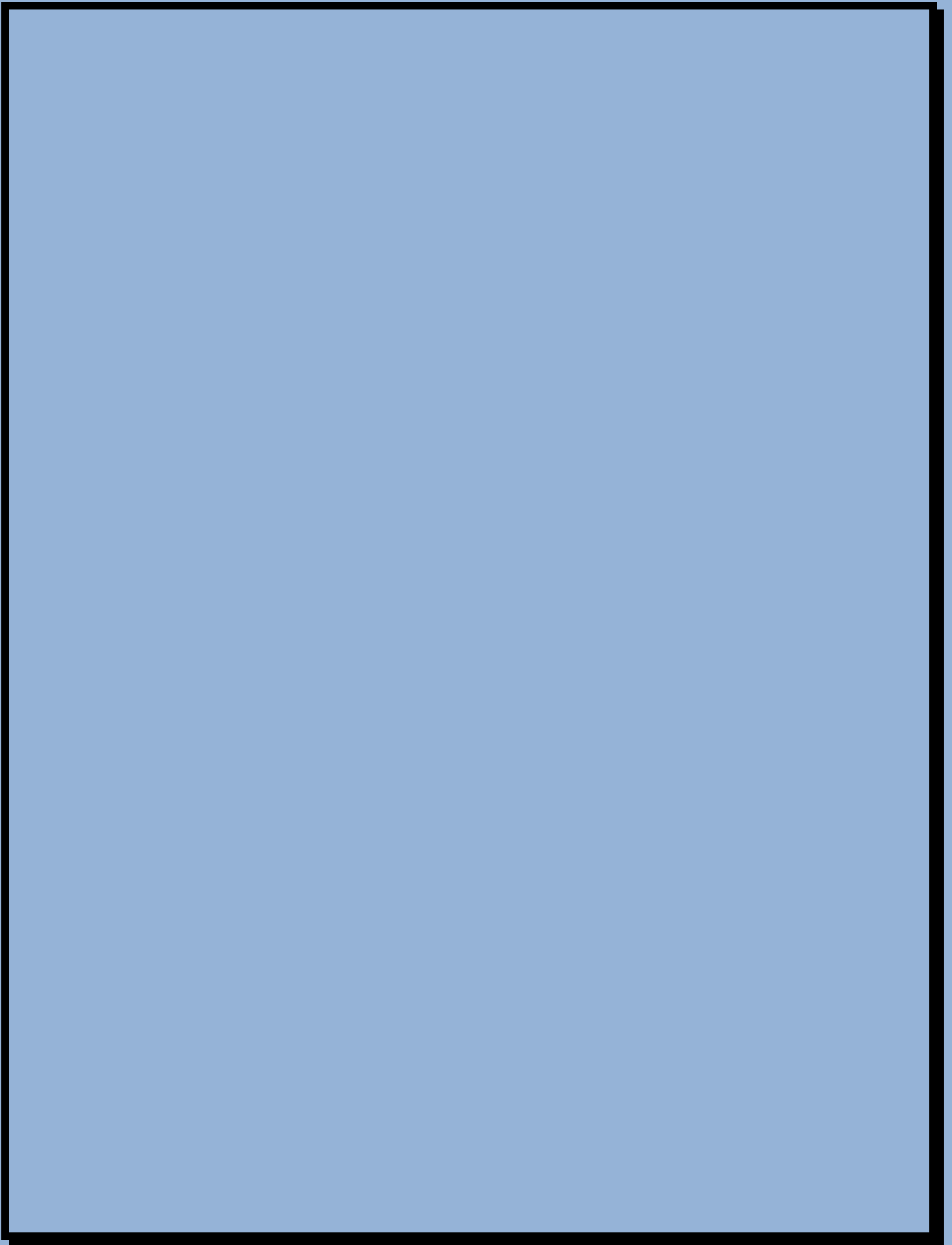
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician (2)	PU – Electric	31-72-7230-5100-0200
Police Officer (13)	Police	10-20-5100-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200	\$24.29/hr. (\$50,523.20/yr.)
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$16.11/hr. (\$33,508.80/yr.)
Firefighter I	Fire	10-20-5300-5100-0200	\$19.19/hr. (\$41,910.96/yr.)
Part-Time Athletic Staff (2)	P&R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
Part-Time Code Enforce. Asst.	Planning	10-10-4900-5100-0200	\$15.00/hr.
Part-Time SRAC General Staff(4)	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
Part-Time SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Police Officer	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
Pump Station Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$17.81/hr. (\$37,044.80/yr.)
Utility Line Mechanic (2)	PU – Water/Sewer	30-71-7220-5100-0200	\$17.37/hr. (\$36,129.60/yr.)
Volunteer Firefighter (2)	Fire	10-20-5300-5100-0200	

Business Items





Request for Town Council Action

**Business
Agenda Item:** CZ-23-01
Date: 06/04/2024

Subject: Buffalo Road Subdivision- Conditional Zoning Map Amendment

Department: Planning Department

Presented by: Planning Director – Stephen Wensman

Presentation: Business Item

Issue Statement

Applicant requests this item be tabled until the July 9, 2024 meeting

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 -acres of land from R-8 and R-20A to R8-CZ with a master plan for a planned development consisting of 222 single-family lots.

Financial Impact

If constructed, the development will add to the town's tax base.

Action Needed

The Town Council is respectfully requested to consider tabling this request until the July 9, 2024 meeting.

Recommendation

To table this request until the July 9, 2024 Town Council Meeting

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

REQUEST:

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 - acres of land from R-8 (Single, Two and Multi-family), R-10 (Single Family) and R-20A (Residential-Agriculture) to R8-Conditional Zone with a master plan for a planned development consisting of 222 single-family lots.

PROPERTY LOCATION:

1200 and 1176 Buffalo Road (East side of Buffalo Road approximately 2000 feet north of its intersection with Hospital Road).

APPLICATION DATA:

Applicant:	Adams and Hodge Engineering, PC.
Project Name:	Buffalo Road Subdivision
Parcel ID	14A03005
Property Owners	Guy and Ross Lampe
Acreage	+/- 138.63
Present Zoning:	R-20A/R-8
Proposed Zoning:	R8-CZ
Town/ETJ:	Town
Existing Use:	Mostly woods, wetlands and some former home sites.
Proposed Use:	Single-family residential
Fire District:	Smithfield
School Impacts:	Additional students
Parks and Recreation:	Parkland dedication of +/- 58 Acres and trail connection to Buffalo Creek Greenway
Water and Sewer Provider:	Town of Smithfield
Electric Provider:	Town of Smithfield
New roads:	+/- 7,421 linear feet
Proposed Sidewalk:	+/- 15,116 linear feet
Proposed Trail:	+/- 3,324 lineal feet
Proposed Density:	1.57 d.u.a.
Minimum Proposed Lot Size:	4200 sq. ft. (42' x 100')

ADJACENT ZONING AND LAND USES:

(see attached map)

	Zoning	Existing Land Uses
North	R-10 and O/I	Radio Station and Single-family residential
South	R-20A	Vacant woodland
East	R-10/R-20A	Single family residential

West	R-20A	Residential/Agricultural.
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NEIGHBORHOOD MEETING:

The developer held a neighborhood meeting prior to making formal application. The meeting was well attended. The neighbors:

- Were nearly unanimously opposed to the road connection to Parkway Drive.
- Have concerns about the small lots especially up against Bradford Park.
- Wanted more buffer between Bradford Park and the new development.
- Had concerns about drainage and that the development might worsen the already poor drainage in their back yards.
- Had concerns about potential cut through to Buffalo Road through Bradford Park and speeding (in previous proposal with a direct road connection to Bradford Park).
- Have concerns about increased traffic congestion on Buffalo Road and adjacent roadways because of new development.

EXISTING CONDITIONS/ENVIRONMENTAL:

The property consists of woodland and wetland areas, 500-yr and 100-yr floodplain, and a buffered blueline stream.

MASTER PLAN/ANALYSIS:

- **Comprehensive Land Use Plan.** The comprehensive plan guides this property for medium density residential, therefore the R-8 CZ zoning is appropriate.
- **Development Phasing.** No phasing has been proposed at this time, but would be required with a subdivision plat.
- **Site Access and Traffic.**
 - The development plans show access to Buffalo Road at two locations with approximately 620 feet between them. The nearest intersection is Holland Drive, approximately 415 feet to the north. Buffalo Road is state maintained roadway and all proposed access points will require NCDOT approval and compliance with state design criteria to include spacing requirements, turn lanes or other traffic controls.
 - With the future subdivision application, a Traffic Impact Study will be required.
 - The development provides a 20' emergency service trail between Parkway Drive and the Street A cul-de-sac that will meet Fire Code. The trail will be constructed to handle heavy fire trucks and will have locking barriers to prevent unwanted vehicle access at both ends of the trail. The UDO Section 10.111 requires a road connection to Parkview Drive.

- The development plans shows a stub road to the 75-acre parcel to the south, owned by MAC 2008 LLC (Tax ID 14A03007) where there is roughly 30-acre of developable area.
 - The development plans show Street F that will provide future access to the 4-acre Johnson Broadcast Ventures LTD (Tax ID 14075035) if this land were to be redeveloped. Street F terminates with a hammerhead meeting fire code apparatus turn-around requirements that also provides access to a 1-acre (triangular shaped) land-locked parcel (Tax ID 14K09007).
- **Streets and Right-of-Way Design.**
 - All of the roads will have 60' wide public rights-of-ways.
 - Streets A & B are proposed to be 31' wide B/B with sidewalks on both sides of the road. The recommended minimum street standard in the draft Standard Details and Specifications Manual is 27' wide B/B with a sidewalk on one side, so these streets exceed the Town's standards.
 - The remaining streets are proposed to be 27' wide B/B with sidewalks on both sides. This follows the draft Standard Details and Specifications Manual but with sidewalks on both sides rather than just one.
 - The cul-de-sac on Street A will have a 48' radius meeting fire code.
 - Buffalo Road is currently a rural road design with ditches. Staff recommends the frontage along Buffalo Road have an urban design with curb and gutter and underground drainage if acceptable to NCDOT.
 - Streets A and B will have additional right-of-way width at the intersection with Buffalo Road.
 - The developer is proposing valley curbs rather than standard curb and gutter. This is a deviation from standards.
 - The developer is proposing stop signs at intersections for traffic calming.
- **Lots and Setbacks.**
 - The R-8 minimum lot size is 8,000 sq. ft. (70' wide street frontage). The proposed R8-CZ minimum lot size is 4,200 sq. ft (42' wide street frontage). This represents nearly a 53% reduction in lot area and 60% reduction in lot frontage.
 - The R-8 minimum setbacks are: 30' front, 10' side, and 25' rear. The proposed R-8 CZ setbacks are: 18' front (garages 25'), 5' side, and 12' rear and corner side 18'.
 - The proposed 12' rear setback limits space for patios or sheds.
 - 25' setback is large enough for most large pickups to fit in the driveway.
 - The development plans show slightly larger lots on the back of the cul-de-sac. The 5 larger lots are 0.15 acres in size, or 6,534 sq. ft. in area.

- **Utilities.** Water, Sewer and Electric will be Town of Smithfield. Utilities will not likely be available for the project until spring of 2025.
- **Landscaping and Buffering.**
 - A Standard Street yard, berm with 6' fence is proposed along Buffalo Road in the common open space. The lots are setback 70 feet from the right-of-way. There is ample room to provide a large berm in this area to screen the backs of the future homes and yards. The developer has provided details of each in the plan set. This is consistent with what has been approved for other developments with conditional zoning.
 - Street trees are shown in accordance with the landscape ordinance.
 - Existing trees will provide the buffer adjacent to existing development where applicable. Where additional buffer is needed, a Standard Type A buffer is proposed.
 - The developer proposes additional landscape enhancements at the entrances from Buffalo Road.
- **Homeowner's Association (HOA) / Amenities.**
 - A HOA will own and maintain the open space and amenities which include: stormwater ponds, internal trails, parking, pickleball court, mail kiosk and street yard buffers.
 - A proposed trail will connect Buffalo Road to the Buffalo Creek Greenway through the development.
 - The mail kiosk is located adjacent to a parking lot that also serves the pickleball courts.
- **Parking.**
 - The master plan note indicates there will be 3 parking spaces per dwelling and 94 overflow spaces. This exceeds the UDO required 2 spaces per dwelling unit.
 - Each lot will provide parking for 3 vehicles, 2 in the driveway with one or two stall garages that will be a minimum of 12' x 20' or 20' x 20', large enough to fit one or two standard sized vehicles.
 - Overflow parking is located within 2 parking lots and in street bump-outs dispersed at various locations in the development.
- **Stormwater Management.** The developer has shown 2 stormwater ponds in the open space that will be maintained by the HOA.
 - The plans call for a maximum impervious of 50% per lot.
 - The developer plans on aerating the ponds to help with mosquito control.
- **Subdivision Signs.** The Masterplan shows locations for 2 ground mounted subdivision signs at the entrances from Buffalo Road.

- **Architectural Standards.** The developer has provided example elevations of homes and a standard lot detail. The homes will have vinyl siding, shingles, shutters and architectural trim details. Corner lots will incorporate the same details as fronts.
 - Written architectural standards should be provided and included in the HOA documents.
- **Deviations from UDO.** With conditional zoning, there is an opportunity for the developer and the Town to agree to deviations from the R8 Zoning and Subdivision Requirements. The developer is requesting the following deviations:

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> • Front=30' • Corner side = 15' • Side=10' • Rear = 25' • Cornerside = 30' 	<ul style="list-style-type: none"> • Front Home=18' • Front Garage = 25' • Side = 5' • Rear = 12' • Cornerside = 18'
Min. Lot Size	• 8,000 sq. ft.	• 4,200 sq. ft.
Lot Frontage	• 70 feet	• 42 feet
Curbing	• 6" Standard curb & gutter	• Valley curb
Lateral Connection	• Required connection to Parkview Drive	• 20' wide trail meeting Fire Code

- **Proposed Standards Exceeding UDO Requirements.**

Standard	R-8 Zoning/Subdivision Requirements	Proposed
Parkland Dedication	• Fee in Lieu	• +/- 58 acre of park land dedication.
Sidewalks	• One side of subdivision streets	• On both sides of subdivision streets
Streetyard Buffer	• Standard 15' Streetyard on Buffalo Road	• Standard 15' Streetyard, berm and fence and +/- 50 feet open space
Site Amenities	• None required	<ul style="list-style-type: none"> • +/- 4728 lin. ft. of trail • Pickleball court
Parking	• 2 spaces per lot	• + 2 spaces per lot and overflow parking.
Greenway trail	• Connection to trail	• Providing 8' multi-purposed trail across the development to Buffalo Road.
Lighting and Street Signs	• No specification	• Providing decorative lighting
Entrance landscaping	• Streetyard	• Enhanced landscaping at entrances.

Pond Aeration	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Aeration to help mosquito control
Looped watermain & extra fire hydrant	<ul style="list-style-type: none"> • Per Code 	<ul style="list-style-type: none"> • Adding hydrant by Greenway, looping water main with Bradford Park and oversizing if feasible.
Street Width	27' B/B	<ul style="list-style-type: none"> • 31' B/B (Streets A & B)

ANALYSIS SUMMARY:

- The UDO requires a street connection to Parkway Drive; however, the developer is proposing an emergency service access trail meeting fire code.
- The proposed lot minimums are nearly 53% smaller than the R-8 zone (4,200 sq/ ft. vs. 8,000 sq ft.) and nearly a 60% reduction in lot frontage (42 LF vs. 70 LF). The the Bradford Park development has a minimum of 10,000 sq. ft. lots and 75 lineal feet of road frontage by comparison.
- The developer is offering +/- 58 acres of parkland dedication, a greenway connection and other amenities. The 58-acres would be a nice addition to Community Park but believes it would have remained undeveloped into the future without park dedication due to the many small wetlands and buffered stream crossings that would have been required.
- Other amenities or conditions that could be considered with this rezoning include:
 - A greater number of lots that are larger than 4200 sq. ft.
 - HOA maintenance of the trail connection from the Buffalo Creek Greenway to Buffalo Road.
 - Greater side yard setbacks on corner lots.
 - Have the greenway connector trail be separated from the sidewalk alignment.
 - Provide traffic calming for Street A in the form of a round-about at Street B.
 - Additional architectural enhancements.
 - Require standard 6" curb and gutter.

PLANNING BOARD MEETING SUMMARY:

Staff recommended denial due to the small lot sizes, and lack of UDO required connection to Bradford Park. The Planning Board deliberated about the parkland dedication, lot sizes, the road connection to Bradford Park, traffic calming among other topics and recommended approval with the 9 conditions.

CONSISTENCY STATEMENT:

With the approval of the rezoning, the Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and

other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be inconsistent and not reasonable because of the lot sizes and lack of road connection to Bradford Park. The Planning Board recommended approval with the following:

- **Consistency with the Comprehensive Growth Management Plan** – *the development is consistent with the comprehensive plan.*
- **Consistency with the Unified Development Code** – *the property will be developed in conformance with the UDO and its conditional zoning requirements.*
- **Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible.*

RECOMMENDATION:

The Planning Board recommends the Town Council approve the conditional rezoning, CZ-23-01, with the following 10 conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the with the following deviations (this is a standard condition added):

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> • Front=30' • Corner side = 15' • Side=10' • Rear = 25' • Cornerside = 30' 	<ul style="list-style-type: none"> • Front Home=18' • Front Garage = 25' • Side = 5' • Rear = 12' • Cornerside = 18'
Min. Lot Size	• 8,000 sq. ft.	• 4,200 sq. ft.
Lot Frontage	• 70 feet	• 42 feet
Curbing	• 6" Standard curb & gutter	• Valley curb
Lateral Connection	• Required connection to Parkview Drive	• 20' wide trail meeting Fire Code

2. The driveway aprons to the parking lot and residential lots should conform to the town's standard details.
3. Provide written architectural standards should be provided to match the example elevations provided on the master plan.
4. Provide concrete curb and gutter along Buffalo Road (underground drainage) with NCDOT approval.
5. Provide 3-way and 4-way stop signs at intersections along Street A for traffic calming.
6. Provide decorative street lighting and street signs throughout the development.
7. Enhance the landscaping at the development entrances onto Buffalo Road
8. Propose to dedicate the land east of the Buffalo Creek Greenway for parkland.
9. Provide aeration of the wet (stormwater) ponds to assist with mosquito control.

10. Loop the watermains with the Bradford Park neighborhood (upside to an 8" line if feasible) and provide a fire hydrant beyond the cul-de-sac on the greenway for fire protection.

Additional Staff recommended conditions:

11. Provide traffic calming for Street A in the form of a round-a-bout at Street B.

12. Provide standard 6" curb and gutter throughout the development.

RECOMMENDED MOTION:

"Move to recommend approval to table this request until the July 9, 2024 Town Council Meeting."



Request for Town Council Action

**Business Grant of
Item: Easement**
Date: 06/04/2024

Subject: Grant of Sanitary Sewer Easement

Department: Public Utilities

Presented by: Public Utilities Director – Ted Credle

Presentation: Business Item

Issue Statement

Johnston County is requesting additional area be added to the easement granted in 2019. The additional area is needed to access what was constructed. From the attached plat, it is evident the turn of the force main is sharp; and this additional area would allow access to the County to maintain the constructed force main in the future.

Financial Impact

There is no financial impact to the Town.

Action Needed

Approve the proposed addition to the County Easement.

Recommendation

Staff recommends the Council approve the additional easement, as proposed by the County.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Proposed Survey of Area to be granted
3. Proposed agreement with the County



Staff Report

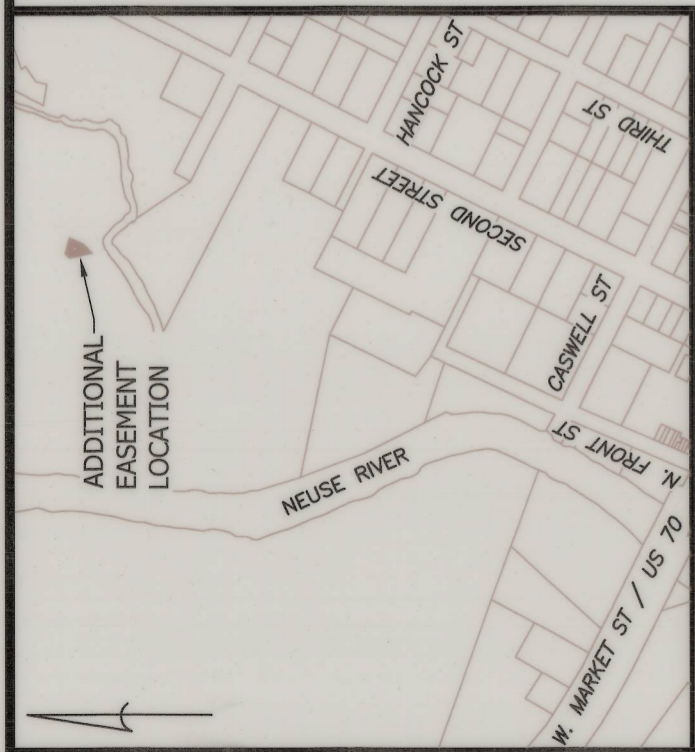
**Business Grant of
Item: Easement**

In 2019, the Town granted the County an easement through the Water Plant site, so the County could run a new force main to convey sewage to the Waste Water Treatment Plant. This new force main replaced an older, smaller pipe that was in poor condition and now can carry more sewer to support the growing population of Smithfield and Johnston County.

To avoid running through some designated wetlands, the new pipe was constructed to include a sharp turn of about 90-degrees, as seen on the attached survey. This turn makes an excellent spot to dig and perform maintenance because it allows the County to separate the pipe into "sections" for maintenance. The County is requesting 1,438 additional square feet of area to allow for such maintenance.

Town staff has reviewed the proposed additional easement and has no objection to the added area. Granting the additional easement will not affect operations at the Town Water Plant, nor does it interfere with the greenway or any future plans involving the reservoir. As such, staff is asking we grant the County the additional area, per the proposed plat.

**



VICINITY MAP (NOT TO SCALE)

NC GRID (NAD 83/NSRS 2011)
(COMBINED FACTOR 0.999888915)

OWNER EASEMENT AREA SUMMARY		
GIS ID	OWNER	TCE (SF)
15002005	THE TOWN OF SMITHFIELD	1,437.5

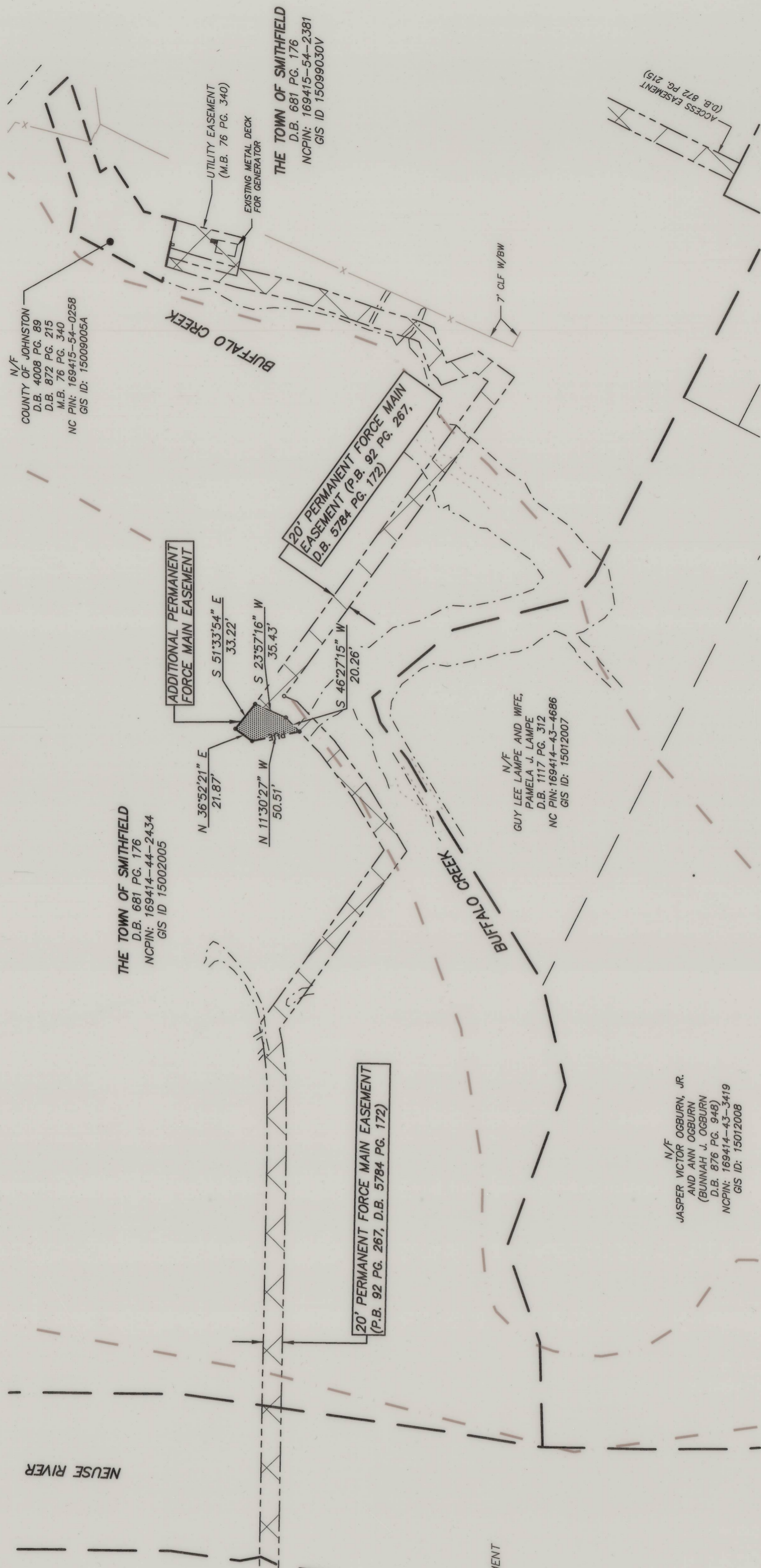
TOWN OF SMITHFIELD
I HEREBY CERTIFY THAT THE TOWN OF SMITHFIELD HAS APPROVED THIS PLAT FOR RECORDING IN THE OFFICE OF THE JOHNSTON COUNTY REGISTER OF DEEDS, AND ACCEPTS THE DEDICATION OF STREETS, EASEMENTS, RIGHT OF WAY, AND PUBLIC LANDS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL IN THE OPINION OF THE SMITHFIELD TOWN COUNCIL, IT IS IN THE PUBLIC INTEREST TO DO SO.

REGISTER OF DEEDS CERTIFICATE
NORTH CAROLINA JOHNSTON COUNTY
THIS INSTRUMENT IS DULY RECORDED AND VERIFIED THIS _____ DAY OF _____ A.D., 2020 AT _____ PAGE _____ MAP BOOK _____

REVIEW OFFICER
NORTH CAROLINA JOHNSTON COUNTY
A REVIEW OFFICER OF JOHNSTON COUNTY, N.C., CERTIFIES THAT THE MAP OR PLAT, WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

BY: _____ MANAGER, TOWN OF SMITHFIELD
DATE: _____

DATE: _____ REVIEW OFFICER: _____



LEGEND:

- P.B. PLAT BOOK
- D.B. DEED BOOK
- PG. PAGE
- M.B. MAP BOOK
- R/W RIGHT OF WAY
- N/F NOW OR FORMERLY
- P.N. PARCEL NUMBER
- CLF CHAIN LINK FENCE
- DITCH (TOP OF BANK)
- DITCH (TOE OF BANK)
- BOUNDARY LINE
- PARCEL LINES GIS
- FENCE
- EXISTING EASEMENT
- PERMANENT UTILITY FORCE MAIN EASEMENT
- FLOODWAY PER NCFRIS GIS WEBSITE
- DRAINAGE PIPES
- EXISTING EASEMENT
- PROPOSED PERMANENT FORCE MAIN EASEMENT

DWG. NO. Z-2691 SHEET NO. 1 OF 1

EASEMENT PLAT FOR BUFFALO CREEK FORCE MAIN UPGRADE

SMITHFIELD, SMITHFIELD TOWNSHIP, JOHNSTON CO., NC

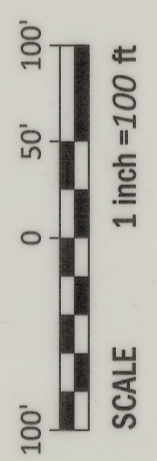
CLIENT: JOHNSTON COUNTY PUBLIC UTILITIES
ADDRESS: LAND USE CENTER, 309 E. MARKET STREET, SMITHFIELD, NC 27577, 919-989-5075

SURVEYED RB/MS/JA	PH/AB	CHECKED PWH	APPROVED BH	DATE 11/15/2022	SCALE 1" = 100'
-------------------	-------	-------------	-------------	-----------------	-----------------

Engineers: F-0834
Planners: _____
Surveyors: _____
Architects: _____
Landscape Architects: _____
107 East Second Street, Greenville, NC 27858, (252) 752-4135

Rivers & Associates, Inc.
Since 1918
riversandassociates.com

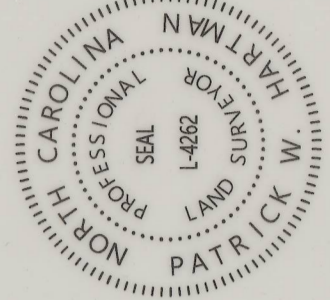
- NOTES:**
- ALL DISTANCES ARE HORIZONTAL GROUND.
 - AREA DETERMINED BY COORDINATE COMPUTATION.
 - PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
 - THIS PLAT WAS PREPARED FOR THE PURPOSE OF EASEMENT OR RIGHT-OF-WAY ACQUISITION ONLY. IT IS NOT INTENDED TO SERVE AS A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON.
 - BOUNDARY INFORMATION SHOWN WAS COMPILED FROM MULTIPLE RECORDED PLATS OR DEEDS AS SHOWN.
 - ADJACENT OWNER INFORMATION TAKEN FROM JOHNSTON COUNTY GIS.
 - NO POINTS SET UNLESS OTHERWISE INDICATED.



SURVEY CERTIFICATION
NORTH CAROLINA JOHNSTON COUNTY

I, PATRICK W. HARTMAN, PLS., CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY BY RB/JA FROM 7/07/2017 THRU 2/02/2018 & 11/3/2022 (DEED DESCRIPTIONS RECORDED IN BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+; THAT NORTH BASIS AND COORDINATES LISTED WERE DERIVED FROM MULTIPLE NCGS RTN OBSERVATIONS ON SURVEY CONTROL DURING JUNE 2017; CLASS A SURVEY WITH A POSITIONAL ACCURACY OF 2 CM. I FURTHER CERTIFY PURSUANT TO G.S. 47-30(f)(1)-c.4, THAT THIS SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 15TH DAY OF NOVEMBER, 2022.

SIGNED: _____
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4262



Prepared by: Jennifer J. Slusser, Johnston County Attorney
Project Name: Buffalo Creek WWPS Upgrade & FM
Brief Description for Index: 42.33 Acres +/-; Johnston County Tax Parcel No.: 15002005

NORTH CAROLINA
JOHNSTON
COUNTY

EASEMENT

THIS EASEMENT, made this ____ day of _____, 2024, by and between **Town of Smithfield**, a North Carolina body politic and corporate, with an address of P.O. Box 761, Smithfield, North Carolina 27577 hereinafter referred to as "Grantor", and **County of Johnston**, a North Carolina body politic and corporate with an address of P.O. Box 1049, Smithfield, North Carolina 27577 hereinafter referred to as "County".

WITNESSETH:

WHEREAS, Grantor is the owner of a tract of land located in the Smithfield Township, Johnston County, North Carolina, which is more particularly described in Deed Book 681, Page 176, Johnston County Register of Deeds, hereinafter referred to as the "Parcel"; and

WHEREAS, the County desires a permanent easement on part of the Parcel for the purpose of installing and maintaining utilities, including but not limited to wastewater transmission lines and the necessary appurtenances and accessories such as mains, meters, meter boxes, pipes, fittings, valves, and other devices (hereinafter referred to as "utility" or "utilities"); and

WHEREAS, Grantor requires the County to assume full liability for the County officials and other associated parties during the construction, operation, and maintenance of the County owned utilities;

NOW, THEREFORE, Grantor, for and in consideration of the sum of ten and 00/100th Dollars (\$10.00) and other valuable consideration, to it in hand paid, the receipt of which is hereby acknowledged by Grantor, does hereby give, grant, bargain, and convey to the County, its successors and assigns, the right to construct, maintain, inspect, operate, protect, repair, replace, change the size of, or remove underground wastewater distribution and transmission lines and the necessary appurtenances and the right of ingress and egress to and from the same for the purposes aforesaid, over, under, through and across the said tract of land of Grantor situated in Smithfield Township, Johnston County, North Carolina, said easement being more particularly described as follows:

PERMANENT EASEMENT:

Being a 1,437.5 square foot variable width permanent access and public utility easement, designated as "Additional Permanent Force Main Easement", as shown upon that plat and survey entitled, "Easement Plat for Buffalo Creek Force Main Upgrade" prepared by Rivers and Associates, Inc., said plat being recorded in Plat Book ____, Page ____, Johnston County Register of Deeds.

IT IS THE PURPOSE OF THIS EASEMENT to convey to the County a non-exclusive permanent easement as described hereinabove for utilities to serve the greater Buffalo Creek area and Johnston County for the purposes set forth hereinabove.

TO HAVE AND TO HOLD said permanent easement to the County, its successors and assigns, continuously and perpetually.

The Grantor covenants with the County that Grantor is seized of the said premises in fee simple, has the right to convey the easement described herein, that title is marketable and free and clear of all encumbrances.

The County shall have the right to clear vegetation and other obstructions from the herein granted right of way and Grantor agrees not to build, construct, create, or permit others to build, construct, or create any buildings or other structures on the herein granted right of way that will interfere with the normal operation and maintenance of said utilities and appurtenances herein referred to; provided, however, that Grantor retains the right to construct roads, driveways, and parking areas over the right of way (provided that there is at least 3.0 feet of cover over the pipeline) and to use fully the above described premises for any other purpose that is not inconsistent with the rights herein granted to the County. Any areas within the easement that are disturbed during the construction of the utilities will be repaired in accordance with state regulatory requirement for erosion and sedimentation control.

All utilities shall be installed, maintained owned and operated by the County in accordance with all applicable codes, laws, rules and regulations; and the County, by acceptance of this Easement, agrees to hold the Grantor harmless from and against any and all claims, demands, actions, causes of action, suits, judgments or liability whatsoever, arising by reason of the county's operation of the County owned utilities on Parcel.

This easement shall exist for so long as the utilities are used by the County or its assigns for the purposes set forth herein, it being understood that at such time as the utilities are permanently abandoned or removed from the Parcel that this easement shall terminate and be of no further force and effect.

IN WITNESS THEREOF, the undersigned have hereunto set their hand and seal the day and year set out above.

[The remainder of this page left blank intentionally]

Signature Page for Deed of Easement
Buffalo Creek WWPS Upgrade & FM
Town of Smithfield - 15002005

TOWN OF SMITHFIELD

BY: _____ (SEAL)
_____(Printed Name)
_____(Title)

NORTH CAROLINA
JOHNSTON COUNTY

I, _____, a Notary Public of said State and County, certify that
_____, personally appeared before me this day and
acknowledged to me that they are the _____ of the **Town of Smithfield** and being authorized to
do so, voluntarily executed the foregoing document for the purpose state therein on behalf of the Town.

Witness my hand and notarial seal/stamp this the ____ day of _____, 2024.

Signature of Notary Public

Printed Name

Notary Seal

My Commission Expires: _____

Signature Page for Deed of Easement
Buffalo Creek WWPS Upgrade & FM
Town of Smithfield - 15002005

County of Johnston

BY: _____ (SEAL)
Rick J. Hester, County Manager

ATTEST:

BY: _____
Dana G. Cuddington, Clerk

NORTH CAROLINA
COUNTY OF JOHNSTON

I, _____, a Notary Public of said State and County, certify Dana G. Cuddington, Clerk of the Johnston County Board of Commissioners, a corporate body, came before me and acknowledged that by authority given, the foregoing instrument was signed in its name by its County Manager, sealed with its corporate seal and attested by her as its Clerk.

This the ____ day of _____, 2024.

Signature of Notary Public

Printed Name

Notary Seal

My Commission Expires: _____



Request for Town Council Action

Business **Stormwater**
Agenda **Utility**
Item:
Date: 06/04/2024

Subject: Discussion concerning the establishment of a Stormwater Utility
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business Item

Issue Statement

Request to take next steps to establish a stormwater utility.

Financial Impact

The establishment of a stormwater utility will enable the Town to establish a stormwater utility fee to fund the Town's stormwater program, including various capital projects to minimize flooding.

Action Needed

To take next steps to establish a stormwater utility.

Recommendation

Staff recommends the Town Council adopt a stormwater utility fee of \$6/month.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft ordinance to create a stormwater utility
3. NCGS 160A-314



Staff Report

Business
Agenda
Item: Stormwater
Utility

STORMWATER UTILITY TIMELINE:

- In 2018, the Town hired Jewell Engineering to prepare the Stormwater Management Action Plan (the Plan) to identify, prioritize and plan to address flooding and stormwater quality problems throughout the community. The Plan was presented to the Town Council on July 7, 2019, with findings and recommendations.
- One of the action items in the Plan was the creation of a stormwater advisory committee (SWAC) which the Council created the SWAC in November 2019. The SWAC met monthly from January 2020-October 2020 with a mission to review and discuss a range of municipal stormwater services including regulatory programs and to make advisory-level recommendations to Town Management and Council regarding the extent and level of the Town's future stormwater program(s) and a program funding strategy.
- On February 2, 2021, the SWAC recommendation was presented to Council recommending a \$3 ERU based on a recommended Level 2 - level of service for the town's stormwater program.
- In August 2022, the Town Council adopted Resolution No. 709 (18-2022) By the Town of Smithfield to Develop and Implement a New Stormwater Utility with Stormwater Enterprise Fund as a requirement for an application for NCDEQ Stormwater infrastructure Investment (LASII) grant funding. Staff applied to NCDEQ and in April of 2023, the Town received notice that our application projects were eligible for funding.
- On September 5, 2023, the Town Council adopted Resolution#738 (21-2023) accepting the NCDEQ LASII ARPA stormwater grant funding in the amount of \$500.000.
- In June 2023, the Town hired KCI Engineering to study impervious in the corporate limits of the town for the purposes of creating a GIS impervious surface layer for the purposes of establishing an Equivalent Residential Unit (ERU), the basis for stormwater utility fees. KCI completed its study in March 2024.
- The study determined that the average residential impervious in the town is 4,111 sq. ft.

STORMWATER PROGRAM LEVEL OF SERVICE:

The Town of Smithfield is required by state law to develop and implement a stormwater program to comply with the State of North Carolina's Neuse River Basin – Nutrient Sensitive Waters Management Strategy (NSWMS). The stormwater portion of this strategy is known as the Neuse Stormwater Rule (NSR). The Town's stormwater program was effective February 1, 2001, and continues in force. Current requirements are:

- a. New development plan review and approval
- b. Stormwater control measure (SCM) maintenance
- c. Rule enforcement procedures
- d. Public education
- e. Storm sewer system mapping
- f. Illegal discharge removal

The current program may be described as reactive and comparable to similar-sized municipal programs in North Carolina that are funded by the general fund. A more comprehensive stormwater program could satisfy the Neuse Stormwater Rule (NSR) requirements, better maintain and replace aging public drainage infrastructure, plan for needed stormwater and stream system improvements on an objective and prioritized basis, help reduce drainage and flooding hazards, further protect the Neuse River and receiving water quality, and enable enhanced stormwater services for Smithfield residents and property owners.

In The SWAC reviewed three level of service alternatives found in the Plan and the level of funding needed for each and recommended Level 2 based on the needs of the Town (*Note the table was based on 2019 Dollars*):

Stormwater Program Function	Existing / Baseline Program GF Funding	Level 1 Enhanced Program SW Fee \$1/ERU	Level 2 Enhanced Program SW Fee \$3/ERU	Level 3 Enhanced Program SW Fee \$5/ERU
Program Administration & Engineering	\$13,500	\$120,000	\$158,000	\$263,000
NSR / Water Quality	\$3,000 (annual report)	\$10,000	\$32,000	\$53,000
Drainage System Operation & Maintenance	\$53,750 (includes 50% of leaf/limb, street sweeping)	\$80,000	\$182,000	\$384,000
Capital Improvement Program (CIP)	\$0	\$0	\$258,000	\$350,000
Totals	\$70,250	\$210,000	\$630,000	\$1,050,000

The baseline and alternatives are derived from the Town’s existing program costs, population of 11,342 and an estimated 15,879 – 18,714 ERUs.

WHAT IS AN “ERU” ?

ERU= Equivalent Residential Unit - a common billing unit for stormwater utility fees (charged monthly). An ERU is a measure of the average amount of impervious surface area for a single-family residential property located in the town. Residential properties will be billed at

a flat rate based on ERU. Multi-family and non-residential properties would be billed based on the amount of impervious area (ERUs) on the property.

STORMWATER FEE COMPARISONS:

NCGS 160A-314 is the statute that provides the authority to fix and enforce rates. The statute allows some municipalities to collect stormwater fees by property tax; however, the Town of Smithfield is only allowed to collect stormwater fees by a monthly utility billing.

The stormwater utility fee dashboard below shows the residential bill for properties and revenue per capita (normalized by population for 4000 sq. ft. of impervious area:

Municipality	ERU	Revenue per Capita (Normalized by Population)
Durham	17.42	\$76
Raleigh	12.21	\$54
Chapel Hill	11.07	\$54
Knightdale	6.75	\$50
Fayetteville	6.00	\$56
Wilson	6.00	\$88
Holly Springs	5.20	\$35
Hope Mills	4.00	\$46
Dunn	3.50	\$16
Spring Lake	2.75	
Erwin	2.50	\$97

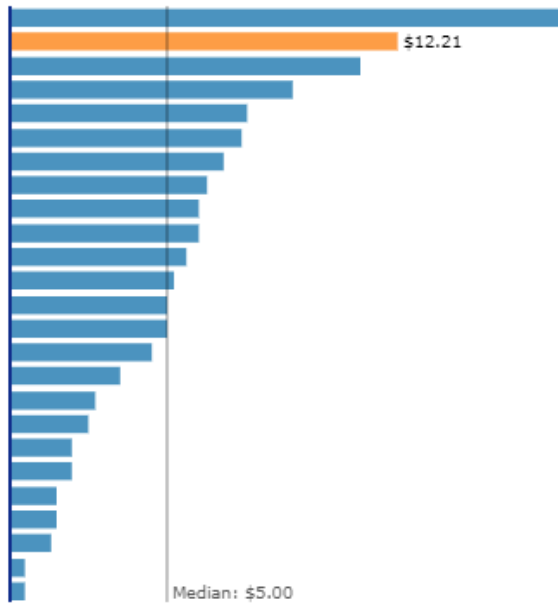
The median ERU is \$5.00 and the median Revenue per Capita is \$54.00 (normalized by population with a 4,000 sq. ft impervious area.

2023-2024 NC Residential Stormwater Utility Fee Dashboard

Fees as of January 1, 2023



Fees Across Comparison Group



Revenue Across Comparison Group



Data Source: 2023 North Carolina Stormwater Fee Survey: Environmental Finance Center at the University of North Carolina School of Government



Residential Stormwater Utility Fees within 50 Miles of Dunn.
 (Source: NCDEQ)

To provide a local perspective, the table below illustrates the impact a fee would have on some town non-residential properties (\$6 ERU):

Company	Site Acreage	Impervious sf	ERU (sf)	ERUs	ERU	Utility Fee/mo	Utility Fee/year
Penn Compression	8.24	133049.81	4111.142494	32.36	\$ 6.00	\$ 194.18	\$ 2,330.15
Tru Hotel	1.99	24642.38	4111.142494	5.99	\$ 6.00	\$ 35.96	\$ 431.57
Classic Ford	7.46	246845.74	4111.142494	60.04	\$ 6.00	\$ 360.26	\$ 4,323.10
Neuse Charter School	26.3	252011.02	4111.142494	61.30	\$ 6.00	\$ 367.80	\$ 4,413.56
First Baptist Church	2.9	104639.621	4111.142494	25.45	\$ 6.00	\$ 152.72	\$ 1,832.59
Heavner Furniture Showroom	12.45	245207.42	4111.142494	59.64	\$ 6.00	\$ 357.87	\$ 4,294.41
Deacon Jones Used Car lot	4.69	93515.596	4111.142494	22.75	\$ 6.00	\$ 136.48	\$ 1,637.77
Lowes	18.9	505300.55	4111.142494	122.91	\$ 6.00	\$ 737.46	\$ 8,849.52
Pine Needles Mall	10.73	415748.88	4111.142494	101.13	\$ 6.00	\$ 606.76	\$ 7,281.17
Carolina Pottery	58.37	1840704.607	4111.142494	447.74	\$ 6.00	\$ 2,686.41	\$ 32,236.96
JCC	143.88	1725536.96	4111.142494	419.72	\$ 6.00	\$ 2,518.33	\$ 30,219.98
Johnston Health	64.56	1377909.73	4111.142494	335.16	\$ 6.00	\$ 2,010.99	\$ 24,131.86
						\$	121,982.66

Company	Parcels Included					
Penn Compression	260419-52-0163					
Tru Hotel	260417-10-4438					
Classic Ford	260415-64-2955					
Neuse Charter School	260405-19-9924					
First Baptist Church	169418-40-6836	169418-40-3960	169418-40-3989	169418-40-7533	169418-40-7597	169418-40-9458
Heavner Furniture Showroom	168407-79-0256	168407-79-3023	168407-68-8893			
Deacon Jones Used Car lot	260414-23-7855	260414-23-5735				
Lowes	260414-33-9922	260414-44-3160				
Pine Needles Mall	169416-93-4124					
Carolina Pottery	260418-31-6044	260418-30-7435	260418-31-6821	260418-30-5300	260419-51-2551	260418-41-6231
JCC	169308-87-5887	169311-66-8706				
Johnston Health	169416-82-0969	169416-82-5882	169415-73-1511	169420-82-6066		

PROJECTED STORMWATER UTILITY REVENUE:

	# Lots	Impervious sf	ERU (sf)	ERUs	ERU	Utility Fee/mo	Utility Fee/year
Commercial	1009	42936446.59	4111.142494	10443.92	\$ 6.00	\$ 62,663.52	\$ 751,962.30
Residential	3591	14763112.7	4111.142494	3591.00	\$ 6.00	\$ 21,546.00	\$ 258,552.00
Total	4600	57699559.28	4111.142494	14034.92	\$ 6.00	\$ 84,209.52	\$ 1,010,514.30

If the Town adopted a a \$6.00 ERU, the per capita revenue in Smithfield would be approximately \$1 Million.

NEXT STEPS:

If the Town Council agrees with the recommendation to create a stormwater utility, the next step would be:

1. Determine the desired ERU dollar value to achieve the desired level of service.
2. Adopt an ordinance creating the stormwater utility (draft ordinance attached)

RECOMMENDATION:

Staff recommends the Council adopt Ordinance#___ and adopt an ERU fee value of \$6.00.

CHAPTER
18

Article VII – STORMWATER MANAGEMENT UTILITY

Sec. 18-174. -General Provisions

- (1) Findings
- (2) Purpose
- (3) Definitions Applicable to Article
- (4) Establishment of a Stormwater Management Utility and Enterprise Fund Section 18-5 Jurisdiction

Sec. 18-175. – Establishment of Stormwater Service Charge and Credits

- (1) Rate Structure
- (2) Schedule of Fees and Charges
- (3) Billing and Collection
- (4) Exemptions and Credits Applicable to Stormwater Management Service Charges

Sec. 18-176. – Use of Stormwater Utility Funds

- (1) Disposition of Service Charges and Fees
- (2) Miscellaneous

Sec. 18-174. - General Provisions.

(1) Findings.

- (a) Water quality standards mandated by state and federal law require that local governments develop more detailed, advanced, and costly stormwater programs.
- (b) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the town from the loss of life and property damage from flooding.
- (c) The construction, operation, and maintenance of stormwater conveyance systems requires long term planning and stable and adequate funding.
- (d) G.S. Chapter 160A, Article 16, authorizes the town to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of stormwater management programs designed to protect water quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and structural and natural stormwater and drainage systems of all types.
- (e) The establishment of a stormwater management utility that would be accounted for as a separate enterprise fund and would facilitate the provision of a stormwater management is reasonable and in the public interest.
- (f) G.S. 160A-314 authorizes the Town of Smithfield to establish and revise, from time to time, a schedule of rates and charges to fund the stormwater management program activities including both structural and natural stormwater conveyance and drainage system services provided by the stormwater management utility.

(2) Establishment and Purpose.

A stormwater management utility is hereby created for the purpose of comprehensively addressing the stormwater management needs of the town. The town's stormwater management needs are met herein (1) through programs designed to protect and manage water quality and quantity by controlling the level of pollutants in stormwater runoff, and the quantity and rate of stormwater received and conveyed by structural and natural stormwater and drainage systems of all types, (2) by providing for the establishment of a schedule of charges, (3) by defining the control, collection, and disbursal of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

(3) Definitions.

For the purpose of this article, the following words, terms, and phrases shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

Developed land shall mean a land parcel altered from its natural state.

Drainage system shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.

Equivalent residential unit (ERU) is a unit of measure of impervious surface (in square feet) that represents the impervious surface area on the average single-family residential parcel in the town as a unit of comparison. ERU shall mean, for the purposes of this article, **4,111 square feet** of impervious surface.

Impervious surface shall mean developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical impervious surfaces include, but are not limited to: Roofs, sidewalks, walkways, patios, swimming pools, private driveways, parking lots, access extensions, alleys and other paved, engineered, compacted or gravel surfaces containing materials that prevent or significantly impede the natural infiltration of stormwater into the soil.

Natural state shall describe existing undeveloped land where the soil and vegetation characteristics have not been substantially modified or disturbed by human activities and the hydrologic function is in an unaltered or natural condition.

Nonresidential parcel shall mean a parcel that is developed land not used as a single-family residence; this includes, but is not limited to, commercial, industrial, institutional properties, and apartment complexes.

Residential parcel shall mean a parcel with a single-family residential structure used as a single-family dwelling and whose primary uses is as a single-family residence; residential condominiums/townhomes subdivided as individual parcels are considered residential parcels.

Service charge shall mean a stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for stormwater management services provided by the town to properly control and manage stormwater runoff quantity and/or quality associated with the land parcel. The service charge may vary from one land parcel to another

based on the impervious surface and pollution load. The service charge may vary for the same class of service in different areas of the town limits and may vary according to classes of service.

Stormwater shall mean the runoff from precipitation that travels over natural state or developed land surfaces and enters a drainage system.

Stormwater utility manager is a person working for or on behalf of the town to administer the stormwater management program.

Stormwater management program shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

Stormwater management utility shall mean an organizational structure established by the town, that is responsible for funding, administering, and operating the town's stormwater management program, and that is supported through a rate structure based on the impervious surface area and found on land parcels located within the town limits.

Town limits shall mean all land within the corporate limits of the Town of Smithfield.

Undeveloped land shall mean all land that is not altered from its natural state.

(4) Establishment of a stormwater management utility and enterprise fund.

- (a) There is hereby established a Town of Smithfield Stormwater Management Utility that shall be responsible for implementing, operating, and administering the town's stormwater management program as defined herein.
- (b) There is hereby established a Town of Smithfield Stormwater Management Enterprise Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of the stormwater management utility including, but not limited to, rents, rates, fees, charges, and penalties as may be established after due notice having been given and a public hearing held by the Town Council as required by G.S. 160A-314(a1)(1). The hearing may be held concurrently with the public hearing on the proposed budget ordinance. Funding may also include other funds transferred or allocated to the stormwater management utility by the Town Council. All revenues and receipts of the stormwater management utility shall be placed in the stormwater management enterprise fund and all expenses of the stormwater management utility shall be paid from the stormwater management enterprise fund, except that other revenues, receipts, and resources not accounted for in the stormwater management enterprise fund may be applied to stormwater management activities as deemed appropriate by the Town Council.

(5) Jurisdiction

The jurisdiction of the stormwater management utility shall extend throughout the town limits of the Town of Smithfield.

Sec. 18-175. - Establishment of Stormwater Service Charge and Credits.

(1) Stormwater service charges shall accrue beginning on _____. Stormwater service charges shall apply to all property within the town limits that is served by the town's stormwater system without regard to ownership, except as set forth in section 18-175 (4). Such charges shall be based on the amount of impervious surface on each parcel as determined by the equivalent residential unit standard.

(2) Schedule of fees and charges.

The town council shall set a base rate for single-family residential uses and charges for non-single-family residential uses shall be calculated utilizing the equivalent residential unit. The schedule of rates, fees, charges, and penalties, if any, related to this article shall be adopted after notice and a public hearing as required by G.S. 160A-314. As set out in G.S. 160A-314, the hearing may be held concurrently with the public hearing on the town's proposed budget. The schedule of rates, fees, charges, and penalties shall apply to all land parcels within the town limits, except as may be altered by credits or exemptions provided in this article.

(3) Billing and collection.

(a) *Method of billing.* Billing and collection of the stormwater management utility service charges for stormwater management services and facilities which may be adopted shall be billed with property taxes under the general administration of the town manager. Stormwater management utility service charges may be made payable in the same manner as property taxes, or in such other manner as may be determined by the town manager.

(b) *Delinquencies.* Stormwater management utility service charge billings that are not paid within the time allowed for the payment of property taxes shall be collected by any remedy provided by law for collecting and enforcing private debts or in any other manner authorized by law.

(c) *Application of payment.* Payment will be applied to a customer's bill in the following order: (1) Interest, to the extent allowed by law.

(d) Civil penalties assessed pursuant to this article.

(e) Stormwater management utility service charge.

(f) *Appeal of disputed bills and adjustments.* If any citizen wishes to dispute a stormwater management utility service charge billing or any other rents, rates, fees, charges, or penalties adopted pursuant to this article, that citizen must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill shall be filed with the stormwater utility manager for review and disposition. If the citizen is not satisfied with the disposition of the appeal, the citizen may further appeal the disputed charge to the town manager or his designee who shall make the final ruling on the validity of the appeal.

(4) Exemptions and credits applicable to stormwater management service charges.

- (a) *Statement of policy.* Except as provided in this section, no public or private property shall be exempt from stormwater management utility service charges or receive a credit or offset against such stormwater management utility service charges. No exemption or reduction in stormwater management utility service charges shall be granted based on the age, tax or economic status, race, or religion of the customer, or other condition unrelated to the cost of providing stormwater services and facilities.
- (b) *Exemptions.* No public or private property shall be exempt from stormwater management utility service charges, with the following exceptions:
 - a. Publically dedicated roads, streets, greenways, sidewalks and other publically dedicated rights-of-way and easements for vehicular or pedestrian traffic that are available for use by the general public for transportation purposes, shall be exempt from town stormwater management utility service charges. This exemption shall not apply to internal site roadways within public or private facilities.
 - b. Railroad rights-of-way used or formerly used for trackage shall be exempt from town stormwater management utility service charges. This exemption shall not be construed to apply to railroad stations, maintenance buildings, or other developed land used for railroad purposes.
 - c. Parcels maintained by homeowner associations as open space or with engineered stormwater control measures.
 - d. Town-owned property.
- (c) *Credits.* The following credits may be allowed upon adoption of a credit application instruction manual by the Town Council:
 - a. Non-residential parcels that provide measures to mitigate the impacts of runoff on the stormwater system beyond what was required at the time the project was approved by the town may be eligible for one or more credits to the stormwater management utility service charge.
 - b. The credit application instruction manual may be approved by the Town Council and placed on file with the town clerk at which time it shall be followed in establishing applicable credits to a customer's stormwater management utility service charge.
 - c. Each credit allowed against a customer's stormwater management utility service charge shall be conditioned on continuing compliance with the performance standards set forth in the credit application instruction manual and may be rescinded for noncompliance with those standards.
 - d. Each credit for which a customer applies shall be subject to review and approval by the stormwater utility manager. The stormwater utility manager may approve or reject any application for a credit in whole or in part.

Sec. 18-176. Use of Stormwater Utility Enterprise Funds.

- (1) Disposition of service charges and fees.

Stormwater management utility service charge and fee revenues shall be assigned and dedicated solely to the stormwater management enterprise fund in the town budget and accounting system, which shall be and remain separate from other funds, and shall be used only to fund identified stormwater management program activities. The services charges and fees paid to and collected by virtue of the provision of this article shall not be used for general or other

governmental or proprietary purposes of the town, except to pay for costs incurred by the town in rendering services associated with the stormwater management utility.

(2) Miscellaneous.

- (a) The ordinance from which this article is derived supersedes all other town ordinances, or parts of ordinances in conflict herewith.
- (b) Any part or provision of the ordinance from which this article is derived found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

§ 160A-314. Authority to fix and enforce rates.

(a) A city may establish and revise from time to time schedules of rents, rates, fees, charges, and penalties for the use of or the services furnished or to be furnished by any public enterprise. Schedules of rents, rates, fees, charges, and penalties may vary according to classes of service, and different schedules may be adopted for services provided outside the corporate limits of the city.

- (a1) (1) Before it establishes or revises a schedule of rates, fees, charges, or penalties for stormwater management programs and structural and natural stormwater and drainage systems under this section, the city council shall hold a public hearing on the matter. A notice of the hearing shall be given at least once in a newspaper having general circulation in the area, not less than seven days before the public hearing. The hearing may be held concurrently with the public hearing on the proposed budget ordinance.
- (2) The fees established under this subsection must be made applicable throughout the area of the city. Schedules of rates, fees, charges, and penalties for providing stormwater management programs and structural and natural stormwater and drainage system service may vary according to whether the property served is residential, commercial, or industrial property, the property's use, the size of the property, the area of impervious surfaces on the property, the quantity and quality of the runoff from the property, the characteristics of the watershed into which stormwater from the property drains, and other factors that affect the stormwater drainage system. Rates, fees, and charges imposed under this subsection may not exceed the city's cost of providing a stormwater management program and a structural and natural stormwater and drainage system. The city's cost of providing a stormwater management program and a structural and natural stormwater and drainage system includes any costs necessary to assure that all aspects of stormwater quality and quantity are managed in accordance with federal and State laws, regulations, and rules.
- (3) No stormwater utility fee may be levied under this subsection whenever two or more units of local government operate separate stormwater management programs or separate structural and natural stormwater and drainage system services in the same area within a county. However, two or more units of local government may allocate among themselves the functions, duties, powers, and responsibilities for jointly operating a stormwater management program and structural and natural stormwater and drainage system service in the same area within a county, provided that only one unit may levy a fee for the service within the joint service area. For purposes of this subsection, a unit of local government shall include a regional authority providing stormwater management programs and structural and natural stormwater and drainage system services.
- (4) A city may adopt an ordinance providing that any fee imposed under this subsection may be billed with property taxes, may be payable in the same manner as property taxes, and, in the case of nonpayment, may be collected in any manner by which delinquent personal or real property taxes can be collected. If an ordinance states that delinquent fees can be collected in the same manner as delinquent real property taxes, the fees are a lien on the real property described on the bill that includes the fee.

This subdivision applies only to the Cities of Creedmoor, Durham and Winston-Salem, the Towns of Bolton, Butner, Fairmont, Garner,

Kernersville, Knightdale, La Grange, Morrisville, Pembroke, Proctorville, Rowland, St. Pauls, Stem, Wendell, and Zebulon, and the Village of Clemmons.

- (5) A city shall not impose a stormwater utility fee on a runway or taxiway located on military property.
- (6) For all airports other than those covered by the exemption in subdivision (5) of this subsection, a city shall list separately the amount of a stormwater utility fee levied on airport runways and taxiways from the amount levied on the remainder of the airport property. An airport shall be exempt from paying a stormwater utility fee levied on its runways and taxiways. To qualify for an exemption under this subdivision, an airport shall use the amount of savings realized from this exemption for attracting business to the airport and shall provide certification to the city that the savings realized shall be used for this purpose. Except as otherwise prohibited under federal law, and upon request, an airport shall provide the levying city with evidence that the full amount of savings realized from the exemption authorized under this subdivision has been used or encumbered for the purpose set forth in this subdivision. Any amount of savings realized from the exemption authorized under this subdivision that is not used or encumbered for the purpose set forth in this subdivision shall be remitted to the city to be used in accordance with applicable law governing the use of stormwater utility fee proceeds. Savings realized from the exemption authorized under this subdivision shall be in addition to, and not in lieu of, any local funding provided by the city to the airport.

(a2) A fee for the use of a disposal facility provided by the city may vary based on the amount, characteristics, and form of recyclable materials present in solid waste brought to the facility for disposal. This section does not prohibit a city from providing aid to low-income persons to pay all or part of the cost of solid waste management services for those persons. A city may, upon a finding that a fund balance in a utility or public service enterprise fund used for operation of a landfill exceeds the requirements for funding the operation of that fund, including closure and post-closure expenditures, transfer excess funds accruing due to imposition of a surcharge imposed on another local government located within the State for use of the disposal facility, as authorized by G.S. 160A-314.1, to be used to support the other services supported by the city's general fund.

(a3) Revisions in the rates, fees, or charges for electric service for cities that are members of the North Carolina Eastern Municipal Power Agency must comply with the public hearing provisions applicable to those cities under G.S. 159B-17.

(b) A city shall have power to collect delinquent accounts by any remedy provided by law for collecting and enforcing private debts, and may specify by ordinance the order in which partial payments are to be applied among the various enterprise services covered by a bill for the services. A city may also discontinue service to any customer whose account remains delinquent for more than 10 days. When service is discontinued for delinquency, it shall be unlawful for any person other than a duly authorized agent or employee of the city to do any act that results in a resumption of services. If a delinquent customer is not the owner of the premises to which the services are delivered, the payment of the delinquent account may not be required before providing services at the request of a new and different tenant or occupant of the premises, but this restriction shall not apply when the premises are occupied by two or more tenants whose services are measured by the same meter.

(b1) A city shall not do any of the following in its debt collection practices:

- (1) Suspend or disconnect service to a customer because of a past-due and unpaid balance for service incurred by another person who resides with the customer after service has been provided to the customer's household, unless one or more of the following apply:
 - a. The customer and the person were members of the same household at a different location when the unpaid balance for service was incurred.
 - b. The person was a member of the customer's current household when the service was established, and the person had an unpaid balance for service at that time.
 - c. The person is or becomes responsible for the bill for the service to the customer.
- (2) Require that in order to continue service, a customer must agree to be liable for the delinquent account of any other person who will reside in the customer's household after the customer receives the service, unless one or more of the following apply:
 - a. The customer and the person were members of the same household at a different location when the unpaid balance for service was incurred.
 - b. The person was a member of the customer's current household when the service was established, and the person had an unpaid balance for service at that time.

(b2) Notwithstanding the provisions of subsection (b1) of this section, if a customer misrepresents his or her identity in a written or verbal agreement for service or receives service using another person's identity, the city shall have the power to collect a delinquent account using any remedy provided by subsection (b) of this section from that customer.

(b3), (b4) Reserved.

(b5) **(Applicable to certain localities)** Except as provided in subsections (a1) and (d) of this section and G.S. 160A-314.1, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the person contracting for them, and shall in no case be a lien upon the property or premises served, provided that no contract shall be necessary in the case of structural and natural stormwater and drainage systems.

This subsection applies only to the Cities of Creedmoor, Durham and Winston-Salem, the Towns of Butner, Garner, Kernersville, Knightdale, Morrisville, Stem, Wendell, and Zebulon, and the Village of Clemmons.

(c) **(Applicable to other localities)** Except as provided in subsection (d) of this section and G.S. 160A-314.1, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the person contracting for them, and shall in no case be a lien upon the property or premises served, provided that no contract shall be necessary in the case of structural and natural stormwater and drainage systems.

(d) Notwithstanding subsection (b1) of this section, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the owner of the premises served when:

- (1) The property or premises is leased or rented to more than one tenant and services rendered to more than one tenant are measured by the same meter.
- (2) Charges made for use of a sewage system are billed separately from charges made for the use of a water distribution system.

(e) Nothing in this section shall repeal any portion of any city charter inconsistent herewith.

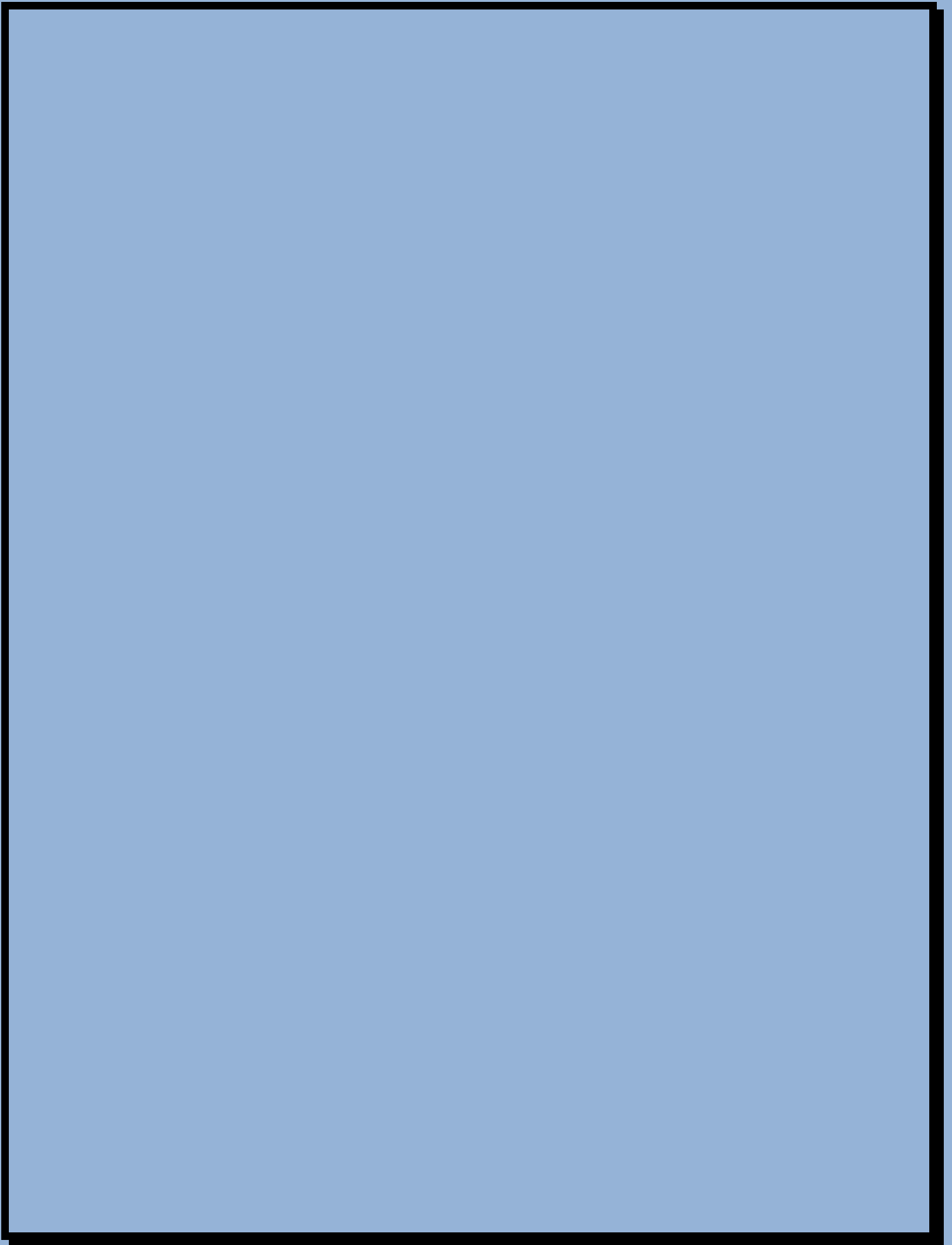
- (f) (1) A city may adopt an ordinance providing that a fee charged by the city for sewer services and remaining unpaid for a period of 90 days may be collected in any manner by which delinquent personal or real property taxes can be collected. If the ordinance states that delinquent fees may be collected in the same manner as delinquent real property taxes, the delinquent fees are a lien on the real property owned by the person contracting with the city for the service, and the ordinance shall provide for an appeals process. If a lien is placed on real property, the lien shall be valid from the time of filing in the office of the clerk of superior court of the county in which the service was provided and shall include a statement containing the name and address of the person against whom the lien is claimed, the name of the city claiming the lien, the specific service that was provided, the amount of the unpaid charge for that service, and the date and place of furnishing that service. A lien on real property is not effective against an interest in real property conveyed after the fees become delinquent if the interest is recorded in the office of the register of deeds prior to the filing of the lien for delinquent water or sewer services. No lien under this act shall be valid unless filed in accordance with this section after 90 days of the date of the failure to pay for the service or availability fees and within 180 days of the date of the failure to pay for the service or fees. The lien may be discharged as provided in G.S. 44-48.

The city shall adopt an appeals process providing notice and an opportunity to be heard in protest of the imposition of such liens. The county tax office, once notified of the city's lien, shall include the lien amount on any tax bills printed subsequent to the notification. The county tax office shall add or remove liens from the tax bill at the request of the city (such as in the case of an appeal where the city decides to cancel the lien).

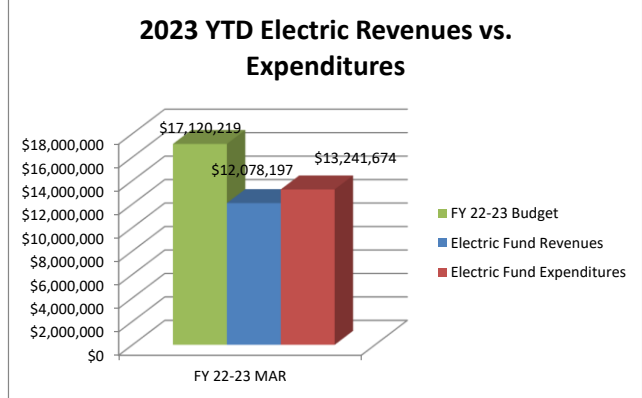
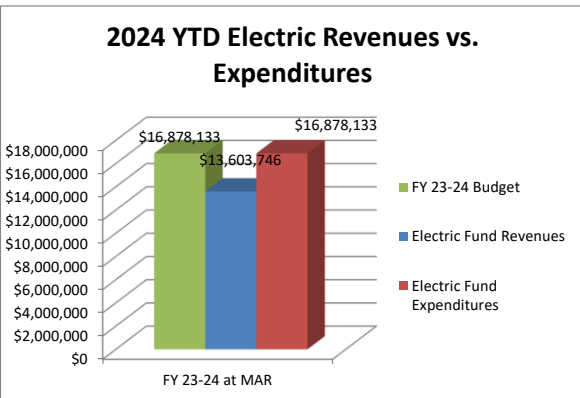
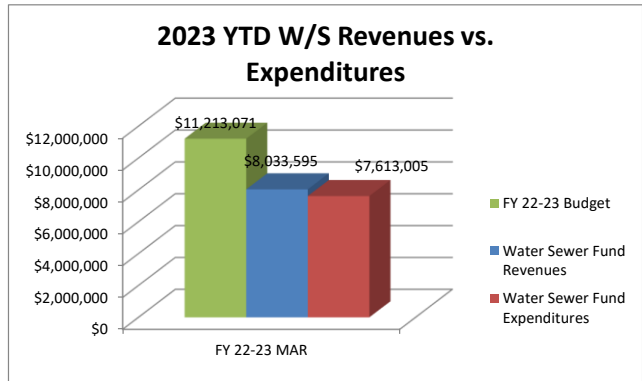
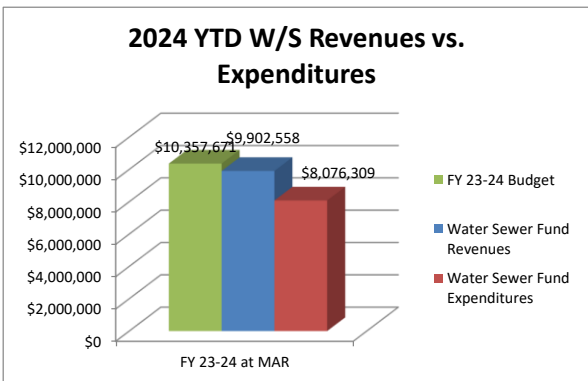
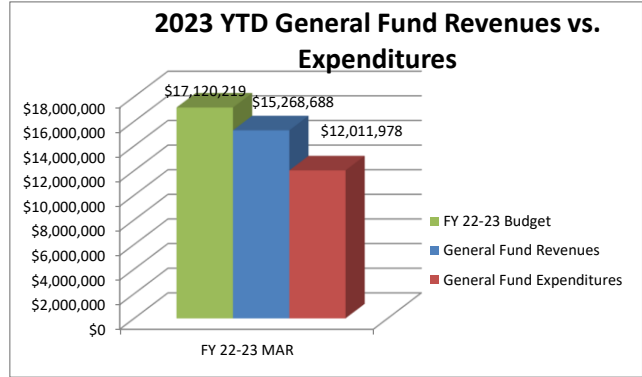
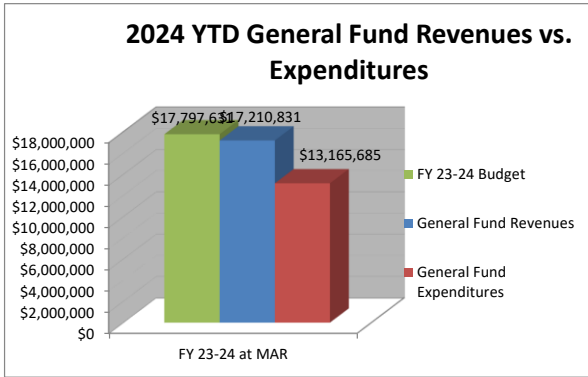
- (2) This section [subsection] applies only to the City of Locust and to the Towns of Bolton, Fairmont, La Grange, New London, Pembroke, Proctorville, Rowland, St. Pauls, and Stanfield.

(g) A city may require system development fees only in accordance with Article 8 of Chapter 162A of the General Statutes. (1971, c. 698, s. 1; 1991, c. 591, s. 1; c. 652, s. 4; 1991 (Reg. Sess., 1992), c. 1007, s. 46; 1995 (Reg. Sess., 1996), c. 594, s. 28; 2000-70, s. 4; 2005-441, ss. 3(a), (b), 4; 2009-302, s. 3(a), (b); 2010-59, ss. 1, 2; 2011-109, s. 1; 2012-55, s. 2; 2012-167, s. 2; 2013-413, s. 59.4(d); 2017-44, ss. 1, 2(a)-(c); 2017-132, s. 2; 2017-138, s. 4(a).)

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2024
Gauge: 10/12 or 83 Percent

83.33%

GENERAL FUND									
	Frequency	Actual to Date		Budget		Actual to Date		YTD %	
		FY '22-23	FY '23-24	FY '23-24	FY '23-24	FY '23-24	Collected		
Revenues									
Current & Prior Year Property Taxes	Monthly	\$ 7,198,143	\$ 7,436,900	\$ 8,122,867					109.22%
Motor Vehicle Taxes	Monthly	613,595	775,000	545,023					70.33%
Utility Franchise Taxes	Quarterly	735,559	965,000	810,764					84.02%
Local Option Sales Taxes	Monthly	2,564,676	3,100,000	3,310,850					106.80%
Aquatic and Other Recreation	Monthly	823,029	714,500	757,267					105.99%
Sanitation (Includes Penalties)	Monthly	1,181,215	1,519,310	1,307,428					86.05%
Grants		92,539	21,630	20,955					96.88%
All Other Revenues		1,482,142	1,784,484	2,122,887					118.96%
Transfers (Electric and Fire Dist.)		577,790	334,150	212,790					63.68%
Fund Balance Appropriated		-	1,146,657	-					0.00%
Total		15,268,688	\$ 17,797,631	\$ 17,210,831					96.70%

	Actual to Date		Budget		Actual to Date		YTD %	
	FY '22-23	FY '23-24	FY '23-24	FY '23-24	FY '23-24	Spent		
Expenditures								
General Gov.-Governing Body	\$ 378,357	\$ 488,076	\$ 399,853					81.92%
Non Departmental	837,272	1,240,026	901,198					72.68%
Debt Service	431,522	438,296	420,499					95.94%
Finance	120,415	162,590	125,522					77.20%
IT	83,896	303,162	189,399					62.47%
Planning	331,607	408,658	276,603					67.69%
Police	3,272,088	4,636,274	3,410,285					73.56%
Fire	2,055,879	3,042,526	2,504,135					82.30%
General Services/Public Works	502,750	706,233	552,582					78.24%
Streets	359,568	746,065	337,667					45.26%
Motor Pool/Garage	80,429	198,685	134,715					67.80%
Powell Bill	373,849	475,548	466,604					98.12%
Sanitation	1,186,726	1,936,360	1,517,994					78.39%
Stormwater	66,881	216,225	30,619					14.16%
Parks and Rec	878,110	1,223,107	905,306					74.02%
SRAC	1,004,820	1,275,305	957,185					75.06%
Sarah Yard Center	47,809	58,696	35,519					60.51%
Contingency	-	241,799	-					0.00%
Total	\$ 12,011,978	\$ 17,797,631	\$ 13,165,685					73.97%

YTD Fund Balance Increase (Decrease) 3,256,710 (0) 4,045,146

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2024
Gauge: 10/12 or 83 Percent

83.33%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Water Charges	\$ 2,212,965	\$ 2,912,000	\$ 2,608,010	89.56%
Water Sales (Wholesale)	1,629,306	2,080,380	2,293,071	110.22%
Sewer Charges	3,808,883	4,800,000	4,350,993	90.65%
Penalties	57,133	60,000	54,360	90.60%
Tap Fees	5,275	3,000	22,130	737.67%
Other Revenues	320,033	184,000	573,994	311.95%
Fund Balance Appropriated	-	318,291	-	0.00%
Total	\$ 8,033,595	\$ 10,357,671	\$ 9,902,558	95.61%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Water Plant (Less Transfers)	\$ 1,634,107	\$ 2,479,704	\$ 1,821,924	73.47%
Water Distribution/Sewer Coll (Less Transfers)	3,280,312	5,222,563	3,877,362	74.24%
Transfer to W/S Capital Proj. Fund	2,401,130	1,350,000	1,350,000	100.00%
Debt Service	297,456	1,030,957	1,027,023	99.62%
Contingency	-	274,447	-	0.00%
Total	\$ 7,613,005	\$ 10,357,671	\$ 8,076,309	77.97%

YTD Fund Balance Increase (Decrease) 420,590 - 1,826,249

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Electric Sales	\$ 11,720,696	\$ 16,320,000	\$ 13,069,118	80.08%
Penalties	72,237	80,000	79,299	99.12%
All Other Revenues	285,264	252,000	455,329	180.69%
Fund Balance Appropriated	-	226,133	-	0.00%
Total	\$ 12,078,197	\$ 16,878,133	\$ 13,603,746	80.60%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Administration/Operations	\$ 2,551,459	\$ 3,121,377	\$ 3,303,078	105.82%
Purchased Power - Non Demand	3,829,749	12,450,000	4,012,877	80.56%
Purchased Power - Demand	5,004,401	-	5,053,704	
Purchased Power - Debt	963,480	-	963,480	
Debt Service	342,585	342,586	342,586	100.00%
Capital Outlay	-	16,700	6,856	41.05%
Contingency	-	220,000	-	0.00%
Transfers to Electric Capital Proj Fund	550,000	632,320	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 13,241,674	\$ 16,878,133	\$ 13,682,581	81.07%

YTD Fund Balance Increase (Decrease) (1,163,477) - (78,835)

**TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2024**

Gauge: 10/12 or 83 Percent

83.33%

CASH AND INVESTMENTS FOR APRIL

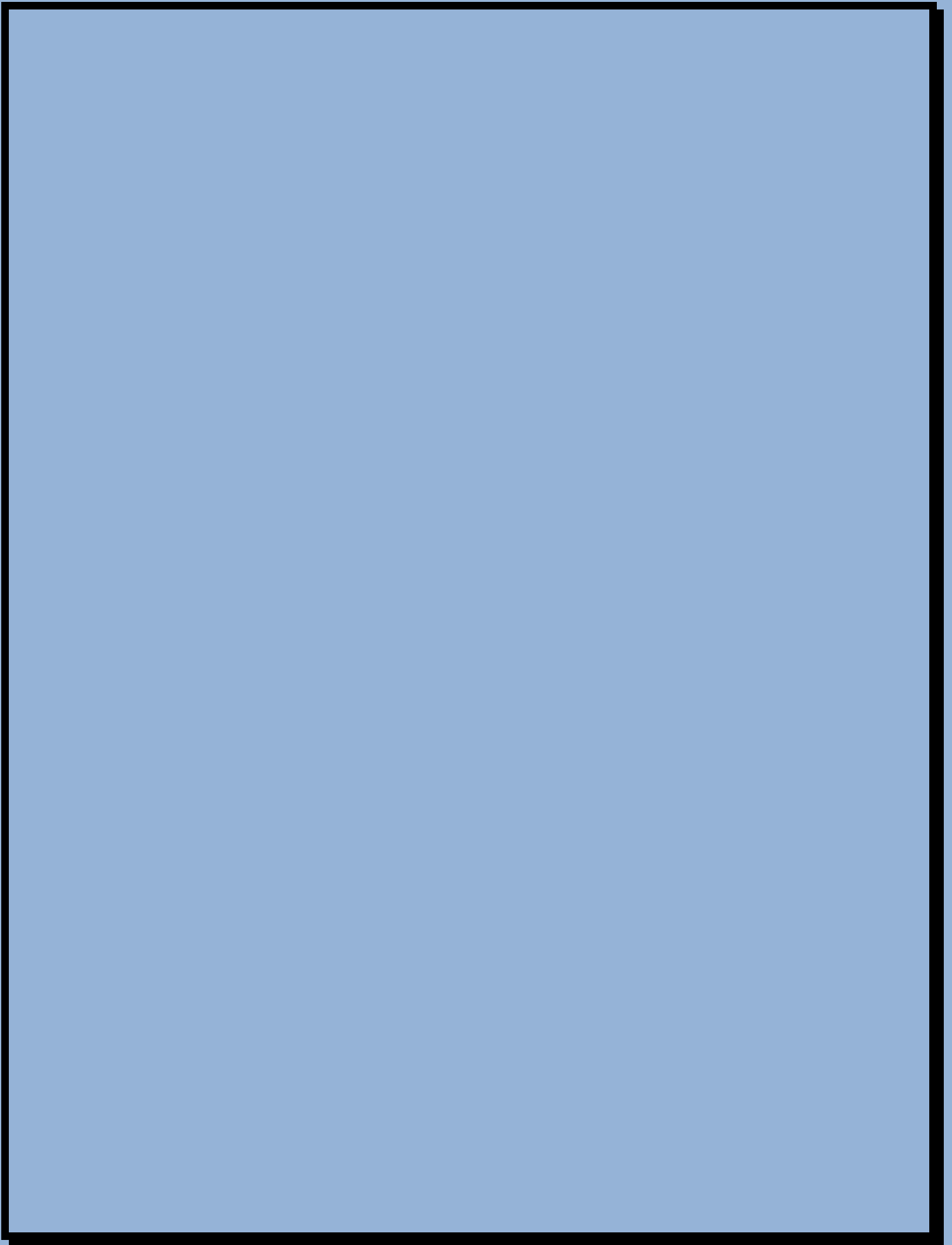
General Fund (Includes P. Bill)	20,943,299			
Water and Sewer Fund	12,809,510			
Electric Fund*	11,101,798			
ARPA (20)	2,165,669			
SCIF (21)	-			
JB George Endowment (40)	136,677			
Water Plant Expansion (43)	954,817			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	2,222,566			
Capital Project Fund: General (46)	1,523,926			
Capital Project Fund: Electric (47)	851,894			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(14,926)	1st CITIZENS	35,568,912	1.75%
Firemen Relief Fund (50)	100,856	NCCMT	5,374,280	5.000%
Fire District Fund (51)	222,953	KS BANK	2,420,754	3.00%
General Capital Reserve Fund (72)	6,523	TRUIST	10,120,063	3.25%
Total	\$ 53,484,008		\$ 53,484,009	

*Plug (0)

Account Balances Confirmed By Finance Director on

5/28/2024

Department Reports





FINANCE DEPARTMENTAL REPORT FOR APRIL, 2024

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

Daily Collections/Property Taxes/Other.....	\$3,176,328
Franchise Tax.....	0
Sales & Use Tax.....	299,853
Powel Bill.....	0
Total Revenue	\$3,476,181
Expenditures: General, Water, and Electric.....	\$6,306,263

FINANCE:

- Compiled and submitted monthly retirement report for April on 4/30/2024.
- Issued 79 purchase orders
- Processed 700 vendor invoices for payment and issued 378 account payable checks
- Paid federal and state payroll taxes on April 12 and 16, 2024.
- Issued total of 0 renewal privilege licenses for beer and wine sales with 9 outstanding
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$9,496.
- Processed 7 NSF Checks/Fraudulent Card Chargebacks (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$14,412.08 (EMS: \$2411; SRAC: \$771.10; Utility: \$11,229.98; and Other: \$0)
- Penn Credit - Bad Debt Collections received in August \$0; Total collections calendar year-to-date \$23,185.67
- Invoiced 1 grave opening (10-40-3400-3403-0003) for a total of \$725.
- Invoiced Johnston Community College for Police Security in April, 2024
- Earned \$53,092 in interest from FCB and paid \$3,198 in fees on the central depository account.
- Paid \$15,777 in credit/debit/Tyler card fees, but received \$9,074 (31-72-3550-3520-0002) in convenience fees

FINANCE DIRECTOR

- Attended Town Council Meeting on April 2 and 16, 2024
- Renewed J.B. George Trust CD at KS Bank
- Paid Utility Sales Tax on 04/12/2024
- Completed annual ARPA report on April 23,2024
- Attended Department Head Meetings on 04/01 and 04/23/2024



Planning Department Development Report

Wednesday, May 29, 2024

Project Name: **Neuse Charter Elementary School**
 Request: Construct Elementary School
 Location 907 M. Durwood St
 Tax ID#: 14057005E PIN#: 260405-19-9924
 Project Status **In First Review**
 Notes:

Site Plan 24-09	
Submittal Date:	5/21/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Market Street Plaza**
 Request: Retail Center
 Location 1551 East Market Street
 Tax ID#: 15K10023 PIN#:
 Project Status
 Notes:

Site Plan 24-08	
Submittal Date:	5/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Driveway Ordinance**
 Request:
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 24-02	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Buffalo Ridge Subdivision**
 Request:
 Location
 Tax ID#: 140001021 PIN#:
 Project Status
 Notes: 210 Lot SF Subdivision

Conditional Zoning 24-03	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Watershed overlay map amendment**

Request:

Location

Tax ID#: PIN#:

Project Status

Notes:

Map Amendment 24-05

Submittal Date: 5/3/2024

Planning Board Review: 6/6/2024

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **CarMax**

Request: Dealership and Auction

Location

Tax ID#: 15L10061 PIN#:

Project Status In First Review

Notes:

Site Plan 24-06

Submittal Date: 4/24/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Wellons Woods**

Request: 44 lot single family subdivision

Location

Tax ID#: 15049017 15049014 PIN#:

Project Status

Notes: Tabled by applicant

Subdivision 24-03

Submittal Date: 4/23/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Local 70**

Request: Mixed Use PUD with 627 dwelling units consisting of 324 multi

Location

Tax ID#: 14057011X, 14057011 PIN#:

Project Status Approved

Notes:

Conditional Zoning 24-02

Submittal Date: 4/22/2024

Planning Board Review: 5/2/2024

Board of Adjustment Review:

Town Council Hearing Date: 5/21/2024

Approval Date: 5/21/2024

Project Name: **Waddell Townes**
 Request: 17-unit townhome development on 1.92 acres
 Location 19 Waddell Street
 Tax ID#: 15005022, 15005023 PIN#: 260413-03-1645 260
 Project Status
 Notes: Incomplete application

Special Use 2024-01	
Submittal Date:	4/9/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Johnston County**
 Request: rezone R20A to O/I
 Location
 Tax ID#: 15L11014A 15L11014E PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-02	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **1558 West Market St.**
 Request: Rezone 2.41 acres from R-20A to B-3
 Location
 Tax ID#: 15077033B PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-03	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Heavner Properties**
 Request: Rezone 9.61 acres from R-10/R-20A to R-8
 Location
 Tax ID#: 15K09010A,15K09010 PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-04	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hillcrest-Poplar-Riverdale**
 Request: 11 lot subdivision
 Location
 Tax ID#: 15083049B PIN#: 169406-48-0447
 Project Status **Approved**
 Notes:

Subdivision 24-02	
Submittal Date:	3/27/2024
Planning Board Review:	4/4/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Express Oil Change**
 Request: Site Plan Approval
 Location 1266 North Bright Leaf Boulevard
 Tax ID#: 14074013A PIN#: 260414-44-7577
 Project Status **In First Review**
 Notes:

Site Plan 24-04	
Submittal Date:	3/3/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **SST Annexation**
 Request: Annexation of Samet Property
 Location
 Tax ID#: 15077033C PIN#:
 Project Status **Approved**
 Notes:

Annexation 2024-01	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hollys Open Air Market**
 Request: 15' Variance for Gas Canopy
 Location 716 South Brightleaf Boulevard
 Tax ID#: 15041023 PIN#: 169306-48-0172
 Project Status **Approved**
 Notes: April BOA Meeting

Variance 2024-03	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/25/2024

Project Name: **937 N BRIGHTLEAF**
 Request: 8' SIDE YARD VARIANCE
 Location 937 North Brightleaf Boulevard
 Tax ID#: 15007001 PIN#: 260413-13-3627
 Project Status **Approved**
 Notes:

Variance BA-24-01	
Submittal Date:	2/20/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Airport Industrial Park Lot 13**
 Request: Additional Building & Improvements with stormwater SCM
 Location 55 Airport Industri Drive
 Tax ID#: 15J08017P PIN#: 168500-40-5363
 Project Status **In Second Review**
 Notes:

Site Plan 2024-03	
Submittal Date:	2/7/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **CarMax Conditional Rezoning**
 Request: B-3 Conditonal Rezoning
 Location 1331 Outlet Center Drive
 Tax ID#: 15L10061 PIN#: 27577
 Project Status **Approved**
 Notes:

Conditional Zoning 2024-01	
Submittal Date:	2/2/2024
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	3/19/2024
Approval Date:	3/19/2024

Project Name: **Bulldog Harley-Davison**
 Request: Site and Store renovation
 Location 1043 Outlet Center Drive
 Tax ID#: 15074012R PIN#: 27577
 Project Status **Approved**
 Notes:

Site Plan 2024-02	
Submittal Date:	2/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Lynn's Automotive Repair**
 Request: Site Improvements and Building reuse
 Location 559 West Market Street
 Tax ID#: 15080062D PIN#: 27577
 Project Status **Approved**
 Notes:

Site Plan 2024-01	
Submittal Date:	1/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/17/2024

Project Name: **Jubilee Creek Subdivision**
 Request: 7-lot subdivision
 Location
 Tax ID#: PIN#: 167300-68-6746
 Project Status **Approved**
 Notes:

Subdivision 2023-01	
Submittal Date:	12/18/2023
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Johnston County Neuse River Pump Station**
 Request: new replacement pump station
 Location
 Tax ID#: 15J10015J PIN#: 168319-60-6281
 Project Status **In First Review**
 Notes:

Site Plan 2023-13	
Submittal Date:	12/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **SCC Real Estate**
 Request: Contractor Building and Yard
 Location
 Tax ID#: 15079005G PIN#:
 Project Status **First Review Complete**
 Notes:

Site Plan SP-23-11	
Submittal Date:	12/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Smithfield Venue - 230 N Equity Dr**
 Request: Reuse of building as an event venue
 Location 230 North Equity Drive
 Tax ID#: 15008045C. PIN#: 260417-20-2951
 Project Status **Approved**
 Notes:

Site Plan 2023-12
Submittal Date: 11/15/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 2/1/2024

Project Name: **Watershed Ordinance Update**

Request:
 Location
 Tax ID#: PIN:
 Project Status **Approved**
 Notes:

Text Amendment 2023-09
Submittal Date: 11/7/2023
Planning Board Review: 12/7/2023
Board of Adjustment Review:
Town Council Hearing Date: 1/9/2024
Approval Date: 1/23/2023

Project Name: **96 Gulf Stream Court Industrial**

Request: Site Plan review
 Location 96 Gulfstream Court
 Tax ID#: 15079005D PIN#: 168510-47-8027
 Project Status **Approved**
 Notes:

Site Plan 2023-10
Submittal Date: 10/25/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/8/2024

Project Name: **Rapid Response Electric**

Request: Site plan review for expansion
 Location 228 Tyler Drive
 Tax ID#: 15J11023N PIN#: 168206-38-3045
 Project Status **Approved**
 Notes:

Site Plan 2023-09
Submittal Date: 10/19/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/23/2024

Project Name: **JCC Greenhouses**
 Request:
 Location 1240 East Market Street
 Tax ID#: 15L11005N PIN#: 169308-89-4088
 Project Status **Approved**
 Notes:

Site Plan 2023-08	
Submittal Date:	10/5/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	10/6/2023

Project Name: **Johnson's Tire & Auto**
 Request: Rezoning from R-20A to B-3
 Location 267 NC Hwy 210
 Tax ID#: 15076014 PIN#: 168400-93-3800
 Project Status **Scheduled for Public Hearing**
 Notes: Rezones a .5 acre portion of 1.5 acre tract of land

Map Amendment 2023-02	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Outdoor vehicular display**
 Request: Lowers parking lot striping standards
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: Special considerations for automobile sales only.

Text Amendment 2023-10	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Special event ordinance revisions**
 Request: Reduces permit requirements for events held in town parks
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 2023-11	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Slim Chickens**
 Request: Free Standing Restaurant
 Location 1311 North Brightleaf Boulevard
 Tax ID#: 14074019A PIN#: 260411-55-9256
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2023-07	
Submittal Date:	7/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/9/2023

Project Name: **Buffalo Road Subdivision**
 Request: 222 unit subdivision
 Location Buffalo Road
 Tax ID#: 14A03005 PIN#: 260412-06-3802
 Project Status **In Second Review**
 Notes: TC tabled to the March TC meeting

Conditional Zoning 2023-01	
Submittal Date:	6/30/2023
Planning Board Review:	11/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	1/23/2024
Approval Date:	

Project Name: **Johnston County / Yelverton Grove Road Rezoning**
 Request: Rezone 49.02 acers from R-20A to OI
 Location Yelverton Grov
 Tax ID#: 15L11012 PIN#: 260300-46-7578
 Project Status **Approved**
 Notes: Planning Board Reccomends Approval

Map Amendment 2023-01	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	8/1/2023

Project Name: **Sidewalk Fee in lieu of**
 Request: Amend Article 2 to create a sidewalk fee in lieu of option
 Location
 Tax ID#: PIN#:
 Project Status **In First Review**
 Notes: Town Council tabled discussion to future workshop

Text Amendment 2023-07	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**
 Request: Car wash tunnel
 Location 100 Smithfield Cros
 Tax ID#: 15008045Y PIN#: 260305-09-6780
 Project Status **Approved**
 Notes: Old Checkers Site

Site Plan 2023-06	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/15/2023

Project Name: **Cox Automotive Addition**
 Request: Open canopy addition to building
 Location
 Tax ID#: PIN:
 Project Status
 Notes:

Site Plan 2023-05	
Submittal Date:	5/22/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/22/2023

Project Name: **General Design Standards**
 Request: Article 2,10 and Appendix A
 Location
 Tax ID#: PIN:
 Project Status **In First Review**
 Notes: Town Council tabled discussion to future workshop

Text Amendment 2023-06	
Submittal Date:	5/1/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	7/4/2023
Approval Date:	

Project Name: **Airport Industrial Lot 4**
 Request: 8000 sq ft Industrial Flex Space
 Location 154 Airport Ind Drive
 Tax ID#: 15J08017H PIN#: 68500-04-6994
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2023-04	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/9/2023

Project Name: Westerman Place Sub'd

Request: variance to create a lot on a private easement

Location 350 Westerman Place

Tax ID#: 15I07040 PIN#: 167500-74-2102

Project Status **Approved**

Notes: 10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement

Variance 2023-05	
Submittal Date:	4/7/2023
Planning Board Review:	
Board of Adjustment Review:	4/27/2023
Town Council Hearing Date:	
Approval Date:	4/27/2023

Project Name: Eagle Nest

Request: 7 Lot major subdivision

Location Galilee Road

Tax ID#: 15I09034M PIN#: 167300-68-6881

Project Status **Withdrawn**

Notes: Manufactured homes on septic tanks with shared driveways - appears to have been withdrawn

Subdivision 2023-01	
Submittal Date:	3/21/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: Home2Suites

Request: 98 Room Hotel

Location 180 Towne Center Place

Tax ID#: 15L11001H PIN#: 260305-08-8796

Project Status **Approved**

Notes: Construction Imminent

Site Plan 2023-03	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/22/2023

Project Name: Airport Overlay District

Request: Amends Section 10.95 Airport Height Hazard Overlay (AHH).

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes: PB recommends approval

Text Amendment 2023-03	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Gov. offices in the IND Zoning Districts**
 Request: Amends Section 6.6, Table of Permitted Uses
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: PB recommends approval

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Landscape Maintenance**
 Request: Amends Section 10.11. Landscape Maintenance
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: PB recommends approval

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Ram Rent-All**
 Request: Free standing storage building
 Location 804 North Brightleaf Boulevard
 Tax ID#: 15006010 PIN#: 260413-02-1766
 Project Status **Approved**
 Notes: 1,800 square foot metal building

Site Plan 2023-04	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	4/13/2023

Project Name: **Accessory Structures**
 Request: Allows 2 accessory structures perresidential zoned lot
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: PB recommended approval

Text Amendment 2023-02	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
Approval Date:	4/4/2023

Project Name: **Perfect Ride**
 Request: Variance from Street Yard, Paking lot trees, Parking lot striping
 Location 721 North Brightleaf Boulevard
 Tax ID#: 15006006 PIN#: 169416-92-9618
 Project Status
 Notes: Denied by TOSBOA

Variance 2023-03	
Submittal Date:	2/3/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
 Request: Exemption from parking lot striping
 Location 1109 North Brightleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status
 Notes: Denied by TOSBOA

Variance 2023-02	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
 Request: Exceed the maximum of four wall signs for a total of six
 Location 1109 North Brightleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status **Approved**
 Notes: Approved by TOSBOA

Variance 2023-01	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Building Height Ordinance**
 Request: Increases max building Height to 80' in the HI zoning district
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: PB recommended approval

Text Amendment 2023-01	
Submittal Date:	
Planning Board Review:	2/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	3/7/2023
Approval Date:	3/7/2023



Town of Smithfield
 Planning Department
 350 E. Market St Smithfield, NC
 P.O. Box 761, Smithfield, NC 27577
 Phone: 919-934-2116
 Fax: 919-934-1134

Permits Issued for April 2024

		Permit Fees	Permits Issued
Zoning	Land Use	\$1300.00	13
Subdivisions	Major Subdivision	\$50.00	2
Site Plan	Minor Site Plan	\$500.00	11
Zoning	Sign	\$300.00	6
Report Period Total:		\$2,150.00	32
Fiscal YTD Total:		\$6,900.00	140

Permit#	Permit Type	Sub Type	Address	File Open Date	Fees
SP24-000053	Site Plan	Minor Site Plan	159 Olive Branch Drive	04/02/2024	25
SP24-000054	Site Plan	Minor Site Plan	502 West Market Street	04/02/2024	100
SP24-000055	Site Plan	Major Site Plan	393 Hopewell Branch Court	04/03/2024	25
SP24-000056	Site Plan	Major Site Plan	254 New Twin Branch Court	04/03/2024	25
SP24-000057	Site Plan	Minor Site Plan	114 Castle Circle	04/05/2024	25
SP24-000058	Site Plan	Minor Site Plan	1008 Fuller Street	04/05/2024	25
SP24-000059	Site Plan	Minor Site Plan	525 South Third Street	04/10/2024	25
SP24-000060	Site Plan	Minor Site Plan	718 East Street	04/11/2024	25
SP24-000061	Site Plan	Minor Site Plan	215 Durham Street	04/11/2024	25
SP24-000062	Site Plan	Minor Site Plan	1511 East Booker Dairy Road	04/17/2024	25
SP24-000063	Site Plan	Minor Site Plan	807 Massey Street	04/24/2024	100
SP24-000064	Site Plan	Minor Site Plan	447 Venture Drive Suite H	04/26/2024	100
SP24-000065	Site Plan	Minor Site Plan	1109 Forbes Drive	04/29/2024	25
Z24-000041	Zoning	Land Use	817 Second Street	04/01/2024	100
Z24-000042	Zoning	Land Use	1541 West Market Street	04/02/2024	100
Z24-000043	Zoning	Land Use	1543 West Market Street	04/02/2024	100
Z24-000044	Zoning	Sign	136 South Third Drive	04/02/2024	50
Z24-000045	Zoning	Sign	145 South Equity Drive	04/05/2024	50
Z24-000046	Zoning	Land Use	829 South Brightleaf Boulevard	04/11/2024	100
Z24-000047	Zoning	Land Use	12B Noble Street	04/22/2024	100
Z24-000048	Zoning	Land Use	206 South Brightleaf Boulevard	04/22/2024	100
Z24-000049	Zoning	Land Use	1025 Outlet Center Drive Ste 40	04/23/2024	100
Z24-000050	Zoning	Land Use	716 East Market Street	04/23/2024	100
Z24-000051	Zoning	Land Use	101 West Market Street	04/24/2024	100
Z24-000052	Zoning	Land Use	1699 Booker Dairy Road	04/24/2024	100
Z24-000053	Zoning	Land Use	2301 South Brightleaf Boulevard	04/24/2024	100
Z24-000054	Zoning	Land Use	1327B North Brightleaf Boulevard	04/29/2024	100
Z24-000055	Zoning	Sign	1025 Outlet Center Drive Ste 600	04/30/2024	50
Z24-000056	Zoning	Sign	1311 North Brightleaf Boulevard	04/30/2024	50
Z24-000057	Zoning	Sign	1201 North Brightleaf Boulevard	04/30/2024	50
Z24-000058	Zoning	Land Use	502 East Market Street	04/30/2024	100
Z24-000059	Zoning	Sign	502 East Market Street	04/30/2024	50



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577
Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING APRIL 30, 2024

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1669	6533
INCIDENT REPORTS TAKEN	115	421
BURGLARY	2	4
CASES CLOSED	92	337
ACCIDENT REPORTS	78	319
ARREST REPORTS TAKEN	78	299
DRUGS	21	82
DWI	3	18
CITATIONS ISSUED	142	765
PARKING/PAID	101/16	323/82
SPEEDING	7	25
NOL/DWLR	47	257
FICT/CNCL/REV REG CARD/TAG	4	133

Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF APRIL 2024

PART I CRIMES	April	April	+/-	Percent	Year-To-Date		+/-	Percent
	2023	2024		Changed	2023	2024		Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	0	1	1	N.C.
ROBBERY	0	0	0	N.C.	1	2	1	100%
Commercial	0	0	0	N.C.	1	0	-1	-100%
Individual	0	0	0	N.C.	0	2	2	N.C.
ASSAULT	5	8	3	60%	21	16	-5	-24%
* VIOLENT *	5	8	3	60%	23	20	-3	-13%
BURGLARY	4	2	-2	-50%	20	10	-10	-50%
Residential	0	2	2	N.C.	9	8	-1	-11%
Non-Resident.	4	0	-4	-100%	11	2	-9	-82%
LARCENY	38	30	-8	-21%	116	89	-27	-23%
AUTO THEFT	1	0	-1	-100%	6	8	2	33%
ARSON	0	0	0	N.C.	1	0	-1	-100%
* PROPERTY *	43	32	-11	-26%	143	107	-36	-25%
PART I TOTAL:	48	40	-8	-17%	166	127	-39	-23%
PART II CRIMES								
Drug	19	25	6	32%	63	83	20	32%
Assault Simple	6	11	5	83%	36	34	-2	-6%
Forgery/Counterfeit	1	1	0	0%	5	4	-1	-20%
Fraud	9	1	-8	-89%	40	14	-26	-65%
Embezzlement	1	1	0	0%	2	3	1	50%
Stolen Property	0	1	1	N.C.	1	4	3	300%
Vandalism	6	4	-2	-33%	14	16	2	14%
Weapons	0	1	1	N.C.	1	3	2	200%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	1	0	0%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	4	3	-1	-25%	12	20	8	67%
Liquor Law Violation	0	2	2	N.C.	1	3	2	200%
Disorderly Conduct	1	1	0	0%	4	1	-3	-75%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	30	24	-6	-20%	113	86	-27	-24%
PART II TOTAL:	77	75	-2	-3%	294	272	-22	-7%
GRAND TOTAL:	125	115	-10	-8%	460	399	-61	-13%

N.C. = Not Calculable



Town of Smithfield
Fire Department
 April 2024

I. Statistical Section

Apr.

Confirmed Structure Fires	6
EMS Responses	180
Misc./Other Calls	42
Mutual Aid Calls	8
TOTAL EMERGENCY RESPONSES	286

Apr. YTD

Fire Inspections	79	308
Public Fire Education Programs	4	6
# Of Children Educated	14	36
# Of Adults Educated	54	70
Plans Review Construction/Renovation Projects	22	81
Fire Department Permits reviewed / Issued	44	122
Business Preplans	0	0
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

Apr. YTD

Inspections	\$1,000.00	\$3,750.00
Fire Recovery USA	\$2,847.26	\$5,618.66

III. Personnel Update:

1 vacant Full-time positions (1-Firefighter I). Continuous Part-time positions available, 18 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 12 of 22 days
- Total Training Hours for April = 478 hours
- Continue budget process

- Website Updating (Continuing)
- Complete the hiring process for vacant FF position (Interviews and Agility Testing)
- Plans Review
- Fire Evacuation Drill at 202 Skyland Drive with staff and residents
- Ham & Yam Planning/ Food Vendor Inspections
- Meeting with Skyware Global on Fire Pump work and additional tenant added to building
- Fire Marshal 101 Class (S Berry)
- FDIC (B Holloman)
- Apr. 4 – Live Fire – JCC Fire Training Grounds
- Apr. 6 – Public Education – Johnston Health Early Learning Center
- Apr. 8, 9, 11 – Quarterly Water Supplies Training
- Apr. 17 – Fire Inspections Con-Ed.

V. Upcoming Plans

- Website Updating (Continuing)
- Training New FF
- Command Staff Meeting
- Fee Schedule Study
- Ham & Yam
- Fire Investigation Program Work
- Fire Extinguisher Training with Town Utilities Department

**Town of Smithfield
Public Works Department
April 30, 2024**



159 Total Work Orders completed by the Public Works Department

4 Burials, at \$725.00 each = \$2,900.00

0 Cremation Burial, \$425.00 each = \$0

\$2,000.00 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

501.95 tons of household waste collected.

126.00 tons of yard waste collected.

3.03 tons of recycling collected.

0 gallons of used motor oil were recycled.

0 scrap tires were recycled.

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
April 30, 2024



I. Statistical Section

4 Burials

3 Works Orders – Buildings & Facilities Division

41 Work Orders – Grounds Division

5 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales: \$2,000.00

Riverside Ext Cemetery Lot Sales: \$0

Grave Opening Fees: \$2,900.00

Total Revenue: \$4,900.00

III. Major Expenses for the Month:

None

IV. Personnel Update:

No new employees were hired for the month of April.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The Public Works Dept. had safety meetings for the month of April. "Alcohol and drugs risk with CDL's " with Jaime Pearce with Wellness Works.

Smithfield Appearance Commission

Agenda

Tuesday, April 16, 2024

5:00 PM

Opening	Call to Order
Business:	Approval of Meeting Minutes Financial Report
Agenda Items	Updates <ul style="list-style-type: none">● 95 Signage● Donate-A-Tree promotion● DOT Litter Sweep with Parks and Rec<ul style="list-style-type: none">○ April 20th, 9:30 - 11:30am Action Items <ul style="list-style-type: none">● Ham and Yam<ul style="list-style-type: none">○ May 4th, 10am - 7pm● DSDC<ul style="list-style-type: none">○ Muralists: Hamilton Glass and Maximillian Mozingo
Closing	Adjourn



Reporting

04/01/2024 - 04/30/2024

Last Month

Summary Asset ... New Reporting Details Recent Activity Export Data

Work Orders 11

Purchase Orders

Reporting

Requests 1

Assets

Messages 1

127

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Support

Lawrence Davis Settings

Custom Dashboards

Assigned To

Due Date

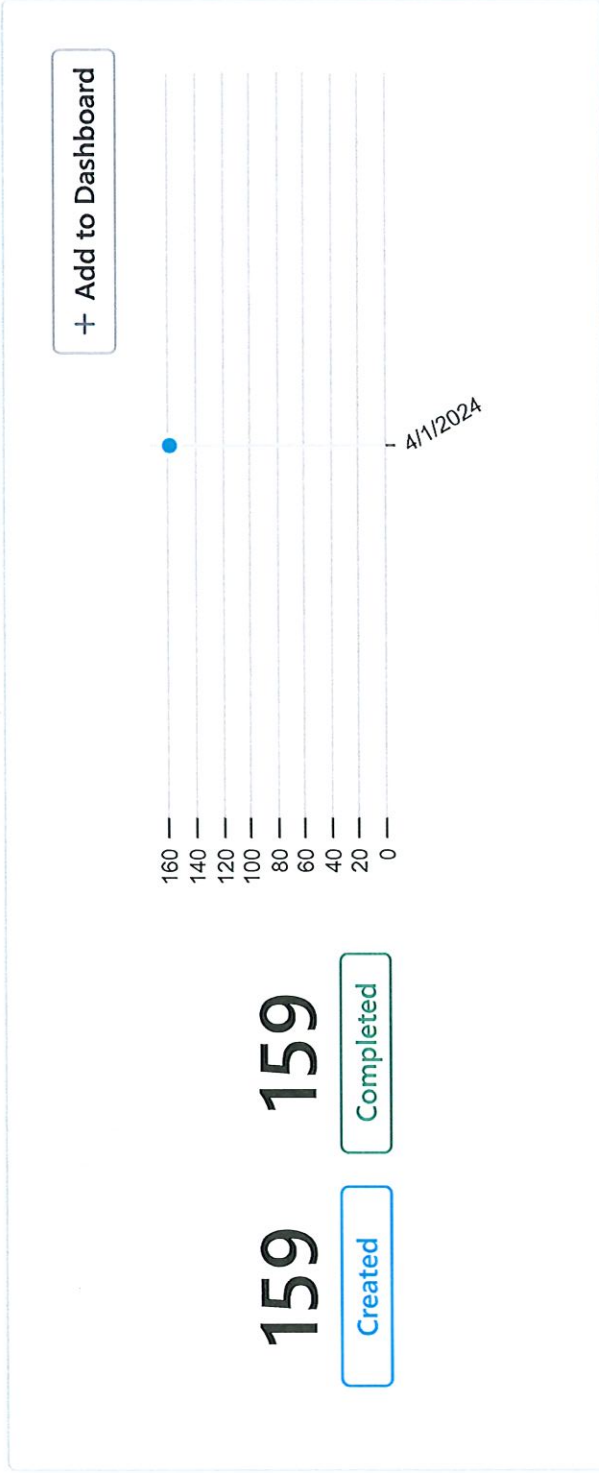
Category

+ Add Filter

My Filters

Created vs. Completed

Created vs. Completed



159

Created

159

Completed

+ Add to Dashboard

Grouped by: Team | User | Asset | Location | Category 1 - 10 of 10

Created vs. Completed

Category

Assigned

Completed

Completed Ratio

+



Reporting

04/01/2024 - 04/30/2024

Last Month

Summary Asset ... New Reporting Details Recent Activity Export Data

Work Orders 10

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Support

Lawrence Davis Settings

Custom Dashboards

Andrew Strickland

Due Date

Category

+ Add Filter

Reset Filters

Save Filters

My Filters

Created vs. Completed >

21

Created

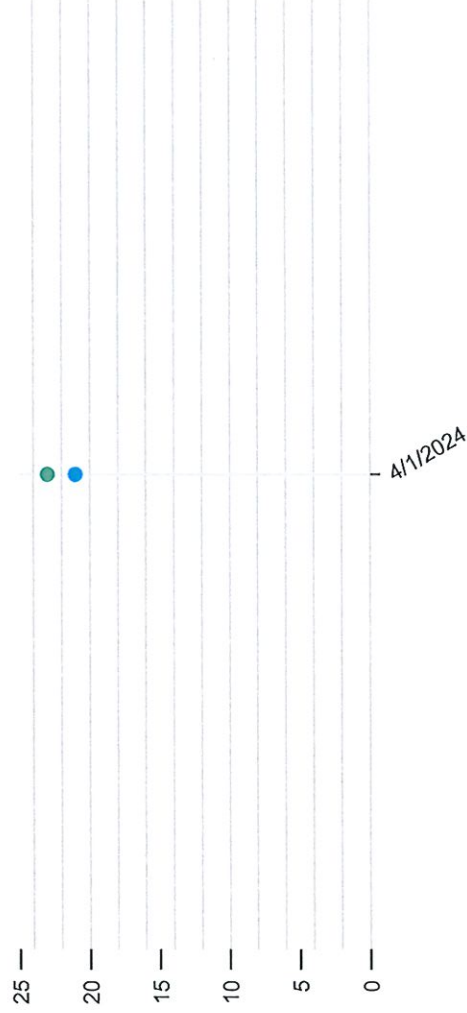
23

Completed

109.5%

Percent Completed

*More Work Orders were completed than created during this time period



+ Add to Dashboard

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
April 30, 2024**



I. Statistical Section

 2 Preventive Maintenances

 0 North Carolina Inspections (Outsourced Inspections)

 21 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$927.50 to Mid-Atlantic for lift inspection.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Dept. safety meetings for the month of April. was on "Alcohol and drugs risk with CDL's with Jaime Pearce with Wellness Works.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
April 30, 2024



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 2 Work Orders – 250 Linear Feet of ditches were cleaned
- e. 7 Work Orders – 575lbs. of Cold Patch was used for 11 Potholes.

II. Major Revenues

None

III. Major Expenses for the Month:

Paid \$6,718.63 to Duke Energy for streetlights

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Dept. had two safety meetings for the month of April. was on "Alcohol and drugs CDL risk " with Jaime Pearce with Wellness Works.



Work Orders List for 05/01/2024 - 05/31/2024

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3061 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 1h 1m 33s Total Costs \$21.19	
#3063 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 23m 6s Total Costs \$7.95	
#3064 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 43m 38s Total Costs \$15.02	
#3065 Remove Graffiti off of greenway Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/02/2024	Total Time Costs Total Time 35m 5s Total Costs \$12.08	
#3066 Cut back limbs on greenway Type: Reactive	Drainage Division	✓ Done Completed by Ethan Bryant on 05/02/2024	Total Time Costs Total Time 4h 19m 8s Total Costs \$89.23	

Drainage

Ethan Bryant

#3083
 Drainage Division
 Deliver cones and rollouts for ham&yam
 Type: Reactive
 Appearance Division
 Ethan Bryant
 Done
 Completed by Ethan Bryant on 05/03/2024
 Total Time Costs
 Total Time 1h 30m 54s
 Total Costs \$31.30

#3090
 Drainage Division
 Cut fema lots
 Type: Reactive
 Drainage
 Ethan Bryant
 Done
 Completed by Ethan Bryant on 05/03/2024
 Total Time Costs
 Total Time 3h 8m 34s
 Total Costs \$64.93

#3068
 Potholes on Henly place
 Type: Reactive
 Medium
 Drainage
 Ethan Bryant
 05/07/2024
 Done
 Completed by Ethan Bryant on 05/07/2024
 Total Time Costs
 Total Time 15m 28s
 Total Costs \$5.33

#3101
 Drainage Division
 301 Bridge Street, JoCo Building Association
 Type: Reactive
 High
 Drainage
 Ethan Bryant
 05/07/2024
 Done
 Completed by Ethan Bryant on 05/08/2024
 Total Time Costs
 Total Time 50m 11s
 Total Costs \$17.28

#3108 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time	\$5.82 16m 55s \$5.82
---	-------------------	---	--------------------------------	------------------------------------

#3109 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time	\$2.78 8m 5s \$2.78
---	-------------------	---	--------------------------------	----------------------------------

#3110 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time	\$3.09 8m 59s \$3.09
---	-------------------	---	--------------------------------	-----------------------------------

#3111 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time	\$5.78 16m 48s \$5.78
---	-------------------	---	--------------------------------	------------------------------------

#3113
Fill potholes
 Type: Reactive
Potholes and street repairs
 Ethan Bryant

Drainage Division
 ✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
 12m 16s
\$4.22
\$4.22

#3114
Fill pothole
 Type: Reactive
Potholes and street repairs
 Ethan Bryant

Drainage Division
 ✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
 6m 10s
\$2.12
\$2.12

104
 #3115
Fill pothole
 Type: Reactive
Potholes and street repairs
 Ethan Bryant

Drainage Division
 ✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
 17m 10s
\$5.91
\$5.91

#3102
Stopped up ditch tile
 Type: Reactive
High
Drainage
 michael Sliger
 Ethan Bryant

05/08/2024
 ✓ Done
 Completed by michael Sliger on 05/08/2024

WORK ORDER INFO **LOCATION & ASSET** **DUE & STATUS** **TIME & COST** **PROCEDURE ANSWERS**

#3117
Fix leaning stopsign
 Type: Reactive
Signage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 05/08/2024

Drainage Division
 Total Time Costs
 Total Time
 11m 11s
\$3.85
\$3.85

#3119
Clean catchbasins
 Type: Reactive
Drainage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 05/09/2024

Drainage Division
 Total Time Costs
 Total Time
 4h 47m 56s
\$99.15
\$99.15

#3127
Clean out ditch on Forbes St
 Type: Reactive
High
Drainage
 Ethan Bryant

05/13/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/13/2024

Total Time Costs
 Total Time
 4h 5m 24s
\$84.50
\$84.50

#3136
Fix sink hole beside Kiddie park
 Type: Reactive
Drainage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 05/14/2024

Drainage Division
 Total Time Costs
 Total Time
 4h 0m 9s
\$82.69
\$82.69

#3138
1900 block of S Vermont
 Type: Reactive
Medium
Streets

05/14/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/14/2024

Drainage Division
 Drainage Division
 Total Time Costs
 Total Time
 16m 54s
\$5.82
\$5.82

Division

Ethan Bryant

#3143
**Corner of Second and
 Stevens**
 Type: Reactive

Drainage Division
 Drainage Division

05/15/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/15/2024

Total Time Costs \$3.90
 Total Time 11m 19s
Total Costs \$3.90

High

Drainage

Ethan Bryant

#3132
**Eden Woods
 Subdivision**
 Type: Reactive

Drainage Division
 Street Division

05/15/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/15/2024

Total Time Costs \$11.23
 Total Time 32m 36s
Total Costs \$11.23

High

Streets
 Division

Ethan Bryant

#3146
2809 Buffalo Rd
 Type: Reactive

05/16/2024
 ✓ Done
 Completed by michael Sliger
 on 05/16/2024

High

Drainage

michael Sliger
 Ethan Bryant

#3150
**Sink hole beside
 catchbasin**
 Type: Reactive

Drainage Division

05/16/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/16/2024

Total Time Costs \$22.34
 Total Time 1h 4m 52s
Total Costs \$22.34

Drainage

Ethan Bryant

#3163
Faded streetblades
 Type: Reactive
Signage
 Ethan Bryant

Drainage Division

✓ Done
 Completed by Ethan Bryant
 on 05/17/2024

Total Time Costs
 Total Time
 1h 30m 17s
\$31.09
\$31.09

#3166
Cut limbs
 Type: Reactive
Signage
 Ethan Bryant

Drainage Division

✓ Done
 Completed by Ethan Bryant
 on 05/17/2024

Total Time Costs
 Total Time
 17m 12s
\$5.92
\$5.92

#3176
Put up American Flags
 Type: Reactive
Drainage
 Ethan Bryant

Drainage Division

✓ Done
 Completed by Ethan Bryant
 on 05/21/2024

Total Time Costs
 Total Time
 1h 32m 38s
\$31.90
\$31.90

#3177
Fill pothole
 Type: Reactive
Potholes and street repairs
 Ethan Bryant

Drainage Division

✓ Done
 Completed by Ethan Bryant
 on 05/21/2024

Total Time Costs
 Total Time
 15m 27s
\$5.32
\$5.32

#3179
Cut grass
 Type: Reactive
FEM A Lots

Drainage Division

✓ Done
 Completed by Ethan Bryant
 on 05/21/2024

Total Time Costs
 Total Time
 1h 15m 54s
\$26.13
\$26.13

Ethan Bryant

#3180
Clean catchbasins
 Type: Reactive
Drainage
 Ethan Bryant

Drainage Division
 Done
 Completed by Ethan Bryant
 on 05/21/2024

Total Time Costs
 Total Time
 2h 11m 12s
\$45.18
\$45.18

#2541

Check town owned ditch on Stevenson Dr.
 Type: Reactive
High
Drainage
 Jacqueline Smith
 Ethan Bryant

01/18/2024
 Done
 Completed by Jacqueline Smith
 on 05/22/2024

1388

#2345
drain pipe in ditch needs to be cleaned out
 Type: Reactive
Medium
Drainage
 michael Sliger
 Ethan Bryant

Drainage Division
 Drainage Division
 12/08/2023
 Done
 Completed by michael Sliger
 on 05/22/2024

Total Time Costs
 Total Time
 \$0.01
 0m 2s
\$0.01
\$0.01

#3186

515 Mill Street
 Type: Reactive
High
Drainage
 Ethan Bryant

Drainage Division
 Drainage Division
 05/22/2024
🔒 Open

#3187
924 Rand St
 Type: Reactive
Medium
Drainage
 Ethan Bryant

Drainage Division
 Drainage Division

05/22/2024
🔒 Open

 Signed off by

 Date

Town of Smithfield
Public Works Sanitation Division
Monthly Report
April 30, 2024



I. Statistical Section

The Division collected from approximately 4,252 homes, 4 times during the month

- a. Sanitation forces completed 47 work orders
- b. Sanitation forces collected tons 501.95 of household waste
- c. Sanitation forces disposed of loads 63 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 1.92 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.03 tons of recyclable plastic
- h. Recycled 1,600 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,400 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 4,340 lbs. of shredder steel for \$ 292.95 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,394.00 for disposal of yard waste and debris. Inline Fluid Power/Parker was paid \$625.97 for hose fittings for trucks 304,319, and 321.

IV. Personnel Update:

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Alcohol/Drug risks with CDL" With Jamie Pearce. Public works had no events for the month of April.

Community Service Workers worked 0 Hrs.

WATER/SEWER STREET CUTS - ASPHALT LIST

Date:	Address:	Size:	Emailed to PW on:
04/08/24	330 Dogwood St.	14 x 26	04/19/24
04/10/24	311 Pine St.	10 x 8	04/19/24
04/10/24	Near 212 S. 2nd St.	36 x 5	04/19/24
04/11/24	Hospital Rd. & N. 4th St.	6 x 10	04/19/24
04/15/24	101 E. Davis St.	6 x 10	04/19/24
04/17/24	503 Pine St.	15 x 15	04/19/24

Submitted to Denton Contracting 4/19/24

Total (6) utility cuts

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
April 30, 2024**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

Paid \$1,885.26 for Ravo double pump 11/6 cc

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was for "Alcohol and drugs risk CDL's." led by Jamie Pearce.



MONTHLY REPORT FOR APRIL, 2024

PROGRAMS STATISTICS	APRIL, 2024		APRIL, 2023	
NUMBER OF PROGRAMS	12		17	
TOTAL ATHLETICS PARTICIPANTS	446		508	
TOTAL NON/ATHLETIC PARTICIPANTS	507		974	
NUMBER OF GAMES PLAYED	104		89	
TOTAL NUMBER OF PLAYERS (GAMES)	1876		2304	
NUMBER OF PRACTICES	83		49	
TOTAL NUMBER OF PLAYER(S) PRACTICES	935		487	
SARAH YARD COMMUNITY CENTER	211		95	
	APRIL, 2024	23/24 FY YTD	APRIL, 2023	22/23 FY YTD
PARKS RENTALS	122	626	108	658
USERS (PARKS RENTALS)	5464	20545	4616	20247
TOTAL UNIQUE CONTACTS	9,439	88,509	8,984	
	APRIL, 2024	23/24 FY YTD	APRIL, 2023	22/23 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 4,979.00	\$ 83,240.00	\$ 4,835.00	\$ 86,134.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 78,170.00	\$ 732,950.00	\$ 70,822.00	\$ 682,711.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 19,121.00	\$ 172,356.00	\$ 2,767.00	\$ 195,399.00
SARAH YARD CENTER EXPENDITURES (OPERATION)	\$ 2,802.00	\$ 28,044.00	\$ 1,698.00	\$ 26,308.00
SARAH YARD CENTER EXPENDITURES (CAPITAL OL)	\$ -	\$ 7,475.00	\$ -	\$ 21,500.00

HIGHLIGHTS T-Ball, Youth Baseball/Softball, Fun and Fellowship Softball
 River Jam Concert Series, Senior Games, Mother Son Dance, Litter Sweep



SRAC MONTHLY REPORT FOR APRIL, 2024

PROGRAMS SATISTICS	APRIL, 2024		APRIL, 2023	
NUMBER OF PROGRAMS	21		21	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1405		2861	
	APRIL, 2024	23/24 FY YTD	APRIL, 2023	22/23 FY YTD
SRAC MEMBER VISITS	4174	39000	3328	33809
DAY PASSES	1842	15203	1889	13207
RENTALS (SRAC)	37	214	47	219
USERS (SRAC RENTALS)	1003	23319	2707	26335
TOTAL UNIQUE CONTACTS	8,424	103,163	10,785	
	APRIL, 2024	23/24 FY YTD	APRIL, 2023	22/23 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 87,462.00	\$ 648,861.00	\$ 68,299.00	\$ 605,333.00
SRAC EXPENDITURES (OPERATIONS)	\$ 53,712.00	\$ 859,074.00	\$ 791,126.00	\$ 838,904.00
SRAC EXPENDITURES (CAPITAL)	\$ -	\$ 98,110.00	\$ 153,902.00	\$ 165,915.00
SRAC MEMBERSHIPS	3873		3305	

HIGHLIGHTS

- Tigershark Swim Lessons
- Pottery Classes
- Doodlebugs
- Living Rythems Drumming



- **Statistical Section**

- Electric CP Demand 20,275 Kw relative to March's demand of 17,473 Kw.
- Electric System Reliability was 99.9983%, with one (1) recorded main line outage; relative to March's 99.9996%.
- Raw water treated on a daily average was 4.811 MG relative to 4.293 MG for March; with maximum demand of 5.896 MG relative to March's 5.244 MG.
- Total finished water to the system was 114.343 MG relative to March's 107.917 MG. Average daily for the month was 3.811 MG relative to March's 3.481 MG. Daily maximum was 4.528 MG (April 17th) relative to March's 3.993 MG. Daily minimum was 3.361 MG (April 13th), relative to March's 2.984 MG.

- **Miscellaneous Revenues**

- Water sales were \$254,583 relative to March's \$256,191
- Sewer sales were \$438,590 relative to March's \$435,953
- Electrical sales were \$1,148,668 relative to March's sales of \$1,198,456
- Johnston County Water purchases were \$210,683 for 82.946 MG relative to March's \$185,989 for 73.224 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$933,862 relative to March's \$829,325.
- Johnston County sewer charge was \$180,014 for 42.657 MG relative to March's \$198,330 for 46.998 MG.

- **Personnel Changes**

There were no changes in personnel in March



**Town of Smithfield
Electric Department
Monthly Report
April, 2024**

I. Statistical Section

- Street Lights repaired –14
- Area Lights repaired-10
- Service calls – 47
- Underground Electric Locates -300
- Poles changed out/removed or installed -24
- Underground Services Installed -15

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety meeting on Trenching & Shoring and also, we had Audiometric testing.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4 & 5 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept replaced the bulbs on 3rd St. between Market & Johnston St. with LED bulbs.



WATER & SEWER April 2024 Monthly Report

● DISCONNECT WATER	2
● Quote	7
● RECONNECT WATER	1
● TEST METER	1
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	8
● NEW/RENEW SERVICE INSTALLS	6
● LEAK DETECTION	22
● METER CHECKS	19
● METER REPAIRS	11
● WATER MAIN/SERVICE REPAIRS	6
● STREET CUTS	11
● REPLACE EXISTING METERS	3
● INSTALL NEW METERS	56
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	4
● SEWER REPAIRS/SINK HOLES	7
● CLEANOUTS INSTALLED	2
● INSPECTIONS	13
● CAMERA SEWER	2

- SEWER MAIN CLEANED 15899 LF
- SERVICE LATERALS CLEANED 920 LF
- SERVICE CALLS 140
- LOCATES 281
- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

Major Expenses for the Month of April

1. Major repair to PS#9.
2. Had McClung's to do repairs on multiple stations that had been waiting on parts for many months.
3. Hydrant Mechanics replaced 3 hydrants and 1 valve insertion.
4. Corbett still working on alley ways.

Personnel Updates

1. Keith Worley was Terminated

Upcoming projects for the Month of May.

1. Donald will be replacing more fire hydrants.
2. Corbett will be finishing alleys.
3. Work on Home 2 Suites continues.
4. Work on Floyd Landing.



MONTHLY WATER LOSS REPORT

April 2024

(10) - Meters with slow washer leaks

3/4" Line, 1/8" hole, 2 days

(2) 6" Line, Full Shear, 4hrs

(3) Fire Hydrants w/slow drip

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/24/24	3	15	7965	10	North Street	04/30/24	3	15	17820	40
Computer Drive	04/24/24	3	15	31860	10	West Street	04/30/24	3	15	78030	50
Castle Drive	04/24/24	3	15	7965	10	Regency Drive	04/30/24	3	15	63720	60
Parkway Drive	04/24/24	3	15	63720	40	Randers Court	04/30/24	3	15	15930	40
Garner Drive	04/24/24	3	15	63723	40	Noble Street	04/30/24	3	15	15930	40
Hwy 210 LIFT ST.	04/24/24	3	15	15930	40	Fieldale Dr#1(L)	04/30/24	3	15	63720	40
Skyland Drive	04/24/24	3	15	7965	10	Fieldale Dr#2(R)	04/30/24	3	15	63720	40
Bradford Street	04/24/24	3	15	15930	10	Heather Court	04/30/24	3	15	15930	40
Kellie Drive	04/24/24	3	15	7965	10	Reeding Place	04/30/24	2	15	15930	40
Edgewater	04/24/24	3	15	7965	10	East Street	04/30/24	2.5	15	63720	40
Edgecombe	04/24/24	3	15	15930	40	Smith Street	04/30/24	3	15	63720	40
Valley Wood	04/24/24	3	15	63720	40	Wellons Street	04/30/24	2.5	15	63720	40
Creek Wood	04/25/24	3	15	63720	40	Kay Drive	04/30/24	2.4	15	38985	15
White Oak Drive	04/25/24	2.8	15	7965	10	Huntington Place	04/30/24	2.4	15	38985	15
Brookwood Drive	04/25/24	3	15	22515	5	N. Lakeside Drive	04/30/24	2.8	15	9750	15
Runnymede Place	04/25/24	3	15	31860	10	Cypress Point	04/30/24	2.6	15	34890	12
Nottigham Place	04/25/24	3	15	38985	10	Quail Run	04/30/24	1.8	15	8715	12
Heritage Drive	04/25/24	3	15	38985	10	British Court	04/30/24	2.8	15	8715	12
Noble Plaza #1	04/25/24	2.8	15	9750	10	Tyler Street	04/30/24	1.4	15	78030	60
Noble Plaza #2	04/25/24	2.8	15	9750	10	Yelverton Road	04/30/24	1.8	15	63720	40
Pinecrest Street	04/25/24	3	15	19500	10	Ava Gardner	04/30/24	2.8	15	63720	40
S. Sussex Drive	04/26/24	3	15	31860	10	Maddell Drive	05/01/24	3.4	15	7965	10
Elm Drive	04/26/24	3	15	9750	10	Henly Place	05/01/24	1.2	15	8715	12
						Birch Street	05/01/24	3.4	15	34890	12
Coor Farm Supply	04/26/24	2	15	7965	10	Pine Street	05/01/24	3.4	15	38985	15
Old Goldsboro Rd,	04/26/24	3	15	7965	10	Oak Drive	05/01/24	3.4	15	37695	14
Hillcrest Drive	04/30/24	3	15	31860	10	Cedar Drive	05/01/24	3.4	15	31860	10
Eason Street	04/30/24	3	15	38985	40	Aspen Drive	05/01/24	3.4	15	34890	12
Magnolia circle	04/30/24	3	15	78030	40	Furlonge Street	05/01/24	3.4	15	34890	12
Rainbow Drive	04/30/24	3	15	19500	60	Golden Corral	04/30/24	1	15	40290	16
Rainbow Circle	04/30/24	3	15	19500	60	Holland Drive	04/30/24	2	15	9750	15
Moonbeam Circle	04/30/24	3	15	19500	60	Davis Street	04/30/24	1	15	34890	12
Ray Drive	04/30/24	3	15	15930	60	Caroline Ave.	04/30/24	0.8	15	31860	10
Will Drive	04/30/24	3	15	63720	40	Johnston Street	04/30/24	0.6	15	38985	15
Michael Lane	04/30/24	3	15	63721	40	Ryans	04/30/24	2.2	90	9750	15
Ward Street	04/30/24	2	15	15930	40						

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