

The Smithfield Town Council met in regular session on Tuesday, February 6, 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
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1
John Dunn, At-Large

Administrative Staff Present

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

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:00 pm.

INVOCATION

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

APPROVAL OF AGENDA:

Mayor Pro-Tem Wood made a motion, seconded by Councilman Rabil, to approve the agenda as submitted. Unanimously approved.

PRESENTATIONS:

1. Introduction of Miss Smithfield's Teen 2024 Chloe Joyner

Miss Smithfield's Teen 2024 Chloe Joyner introduced herself to the Council. She explained her Community Service Initiative (CSI), Tabs for Time, which benefitted the Ronald McDonald House. She stated she would like to be more involved in the community and hoped the community would embrace her CSI.

2. FY 2022 – 2023 Audit Presentation

Finance Director Greg Siler introduced Stewart Hill from the auditing firm of Thompson, Price, Scott and Adams, PA. Mr. Hill stated the Town had a very good audit report. He reviewed the audit presentation summary with the Council.

Councilman Barbour asked if Mr. Hill could provide the weighted average to the Council as he felt that information was beneficial.

Councilman Stevens inquired as to the number of municipalities that have a fund balance of 108% which was the fund balance of the Town of Smithfield's General Fund. Mr. Hill responded there were not many.

Councilman Scott questioned if the water plant expansion project affected the Water/Sewer Fund balance. Mr. Siler responded that since staff had prepared for the debt service several years in advance, the fund balance was not affected.

PUBLIC HEARINGS:

1. Development Block Grant (CDBG) Close Out Public Hearing - The purpose of this hearing to enable citizens to submit comments of all aspects of CDBG performance and the performance of the Citizen Participation Plan.

Councilman Barbour made a motion, seconded by Councilman Scott, to open the public hearing. Unanimously approved.

Town Manager Michael Scott introduced Skip Green the administrator of the CDBG Grant. Mr. Green summarized the projects that were completed with the \$750,000 Community Development Block Grant which included 8 rehabilitated homes and 2 reconstructed homes.

Mayor Moore asked if there were any questions from Council

Councilman Barbour questioned if there were any types of surveys completed by the homeowners that addressed any issue they may have had. Mr. Green responded there was a post construction "walk-through" with the homeowner and the contractor. If there were any issues, they would be resolved. In order to close out a project, the homeowner had to sign a homeowner's satisfaction stating they were satisfied with the performed work. Everyone who participated signed the homeowner's satisfaction.

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

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

No action was taken

2. System Development Fees: In accordance with NC GS 162A-209 (b), the governing body shall conduct a public hearing prior to considering adoption of the analysis with any modifications or revisions.

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

Public Utilities Director Ted Credle explained that in accordance with NC law, the Town has reviewed the economic analysis that determines how the utility system development fees are set. This process began when Mr. Credle presented the conclusions of the analysis to the Council at the December 2023 meeting. In accordance with the law, staff posted the complete report on the Town website for at least 45 days and invited public comment. During this time, I did receive one inquiry from a concerned citizen and I placed that citizen in direct contact with the company that performed the analysis, in hopes that the concerns or questions would be addressed adequately. The next step in the process was to hold a public hearing to discuss any further input from the public or address any further concerns the public might have. Once this hearing is complete, council may set the fees to be at any level up to the maximum level as recommended by the analysis. This includes the possibility of keeping them at the present level. Also, the council may wish to enact any changes at specified dates, such as July 1 when the annual changes of the fee schedule historically go into effect. This analysis does address the county capacity fee by adding the statement to the published rate schedule that the Town will assess this charge in addition to the development fees assessed.

Mayor Moore asked if there were any questions from Council

Councilman Barbour asked if Mr. Credle had any type of comparison between the Town and other entities. Mr. Credle responded that while he did not have a chart, he did have both the Town of Clayton and Johnston County's information. Both of those entities have significantly higher system development fees than those proposed by the Town.

Councilman Barbour further questioned what the system development fees would cover the cost of. Mr. Credle responded they were fees levied for future growth. Town Attorney Bob Spence pointed out the Town could only charge what is needed for future capital improvements.

Councilman Scott stated the Town hired a qualified firm to complete the analysis and their recommendation was provided. He further questioned how depreciation affects this analysis. Mr. Credle responded that the more aged the system, the higher the fee. The debt for the water plant expansion was included in the analysis.

Councilman Scott stated he was concerned because the capital improvement plan was not detailed enough. Mr. Credle responded the Council was provided with a ten-year capital improvement plan every two years. Mr. Credle further stated he wanted the Council to be comfortable with adopting whatever level of fees it chose.

Mayor Moore asked if there was anyone in attendance who wished to speak on the matter.

Emma Gemmel stated it was important to know the average size of homes being built in Smithfield to be able to determine the system development fees. She stated if the capital improvement plan was a wish list and system development fees were based on that wish list, then the Town should plan big projects.

Pam Lampe stated that after meeting with Johnston County's Public Utilities Director, she had some concerns about the computations of the proposed system development fees. She agreed with Mrs. Gemmel that the Town's Capital Improvement Plan should be analyzed to include larger projects.

Councilman Scott stated he believed a system development fee analysis had to be completed every 5 years. Mr. Credle stated it should be completed between three and five years. It can be completed as often as the Council so desired.

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

Councilman Scott made a motion, seconded by Councilman Barbour, to table a decision on adopting the system development fees until the budget discussions regarding utilities. Unanimously approved.

CITIZEN'S COMMENTS: None

CONSENT AGENDA:

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

1. Special Event: River Jam Concert Series – Approval was granted to allow the Smithfield Parks and Recreation Department to hold a concert series at the Neuse River Amphitheater on March 22nd, April 19th, May 5th, May 17th, June 7th and June 21st. The request includes the closure of Front Street from Johnston Street to Market Street and food and alcohol sales.
2. Approval was granted to adopt Resolution No. 740 (01-2024) authorizing the disposition of certain surplus property and the auctioning of that property by the electronic service of GovDeals.com

**TOWN OF Smithfield RESOLUTION No. 740 (01-2024)
Authorizing the Sale of Certain
Personal Property at Public Auction**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

Dept.	Vin/Ser.#	Description
Public Works		Miller Tilt Top Trailer
Public Works	Engine Serial: 5030TF270B	2002 American Road Machinery Green Leaf Box
Public Works		7x 20 Trailer with walls
Public Works	802701510	Bobcat Skid steer Grader Blade
Public Works		Utility Pole Trailer
Public Works		7x 20 Trailer without sides
Public Works		7x20 Trailer with 2' sides
Public Works	STT61A-27KA / A6200689	Scag Turf Tiger
Public Works	LS-20/ A90127	Turfco Seed Spreader
Public Works	1FDWF36593EB91245	2003 Ford- F350
Public Works		Asplundh Eager Beaver 290 Wood Chipper
Public Works	7610	New Holland Brush Cutter
Public Works	2FZHATDC77AX27076	2007 Sterling L75000 Trash Truck
Public Works	3Z495	1978 80 Gallon 2 Stage 3 Phase Compressor
Public Works	07656	1994 Gas Powered Wood Chipper
Parks & Recreation	T0401CG733931	John Deere 410 C Turbo Backhoe
Police	2G1WS553681267253	2007 Chevrolet Impala
Police	2C3CDXAT4GHH259037	2016 Dodge Charger
Police		25 large interior can lights

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than February 17, 2024
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The

terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.

5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
 6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.
3. Bid was awarded to Sundek of North Carolina in the amount of \$22,776.00 for pool deck resurfacing at the Aquatics Center.
 4. Bid was awarded to Leonard Aluminum and Building Supplies, LLC in the amount of \$7,529.00 for the purchase of a storage building for Parks and Recreation.
 5. Approval was granted to adopt Resolution No. 741 (02-2024) appointing Carter Jones & Bill Johnson to the Downtown Smithfield Board of Directors

TOWN OF SMITHFIELD
 RESOLUTION NO. 741 (02-2024)
 Supporting an Appointment to the Downtown Smithfield
 Development Corporation's Board of Directors

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation's Board of Directors to appoint a member to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation's By-Laws, the Town Council must approve any appointments/ reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors have recommended the new appointments of Carter Jones & Bill Johnson; and

WHEREAS, the Town Council is asked to consider this appointment and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointments of Carter Jones & Bill Johnson to the Downtown Smithfield Development Corporation's Board of Directors.

6. New Hire Report

Recently Hired	Department	Budget Line	Rate of Pay
Assistant Fire Chief	Fire	10-20-5300-5100-0200	\$36.85/hr. (\$76,648.00/yr.)
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$25.46/hr. (\$52,956.80/yr.)
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$17.21/hr. (\$35,796.80/yr.)
Firefighter I (4)	Fire	10-20-5300-5100-0200	\$19.19/hr. (\$41,910.96/yr.)
Firefighter II (3)	Fire	10-20-5300-5100-0200	\$20.15/hr. (\$44,007.60/yr.)
Firefighter (9 - Part-time)	Fire	10-20-5300-5100-0210	\$17.60/hr.
Part-Time Athletics Staff	P&R – Recreation	10-60-6200-5300-0210	\$10.00/hr.
Police Officer I (4)	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$23.36/hr. (\$52,232.96/yr.)
Worker/Laborer	PW – Sanitation	10-40-5800-5100-0200	\$15.79/hr. (\$32,843.20/yr.)

Current Vacancies	Department	Budget Line
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Firefighter	Fire	10-20-5300-5100-0200
Police Officer (5)	Police	10-20-5100-5100-0200

BUSINESS ITEMS:

1. Consideration and request for approval to purchase a fire engine

Fire Chief Jeremy Daughtry addressed the Council on a request to purchase a new fire engine in the amount of \$889,788.00 from Atlantic Cost Fire Trucks. This truck would replace a 1992 International model. Chief Daughtry outlined the specifications of the fire engine. He further stated that since the average build time for this type of engine was three years, the Town could appropriate \$300,000 each fiscal year to pay for it in full.

Council had general discussion about the specifications of the engine.

Councilman Scott made a motion, seconded by Councilman Rabil, to approve the request. Unanimously approved.

2. Consideration and request for approval to purchase a fire compressor

Fire Chief Jeremy Daughtry addressed the Council on a request to purchase a fire compressor system in the amount of \$53,333 from AEST Fire & Safety. Chief Daughtry explained that \$20,000 was allocated in the current budget for the replacement of the containment unit which would be an unnecessary purchase as the new compressor is a full single unit to include SCBA containment. Staff was requesting to reallocate those funds and combine them with supplemental fire funds received from Johnston County for the purchase of a new breathing air compressor.

Mayor Moore questioned the age of the current compressor. Chief Daughtry responded it was 24 years old.

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

3. FY 2024-2025 Budget Discussion

Town Manager Michael Scott explained he was requesting directions concerning the salary study that was originally proposed to the Council at the January 23, 2024 meeting.

Councilman Barbour questioned if given the time constraints of adopting the FY 2024-2025 budget, would completing the study be beneficial. The Town Manager responded if the Council chose to budget a lump sum for salary changes, then those funds could be allocated once the study was complete. If the Council wanted the completed salary study before allocating any funds, then it would not assist with budget numbers. He further stated that salaries were an issue that would have to be addressed at some point.

Councilman Barbour asked for the Town Manager's recommendation. The Town Manager responded he was in favor of completing the salary study because it provided the information needed to make good decision. The cost of the study was \$27,250 to be divided equally between the general fund, water/sewer fund and the electric fund. It would be completed by the same firm that recently completed Johnston County's salary study.

Councilman Scott made a motion, seconded by Councilman Barbour, to authorize the Town Manager to move forward with the salary study in the amount of \$27,250. Unanimously approved.

Councilmembers Comments:

- Councilman Scott stated he would like for the Downtown Smithfield Development Corporation to follow the open meetings law because tax-payers money funded that organization and it allowed for greater transparency. Councilman Barbour and Town Manager Michael Scott responded that those meetings are open to the public.

Town Manager's Report:

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

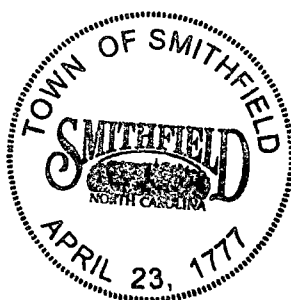
- The Downtown Smithfield Development Corporation has received applications for the director position and they have three candidates they would like to interview.
- The Martin Luther King Junior Parade was scheduled for Saturday, February 10th at 3:00 pm. Rain date is scheduled for February 17th.
- Daddy Daughter Dance was scheduled for Saturday, February 10th.
- Mother-Son Dance was scheduled for Saturday, April, 13th.
- The Heilig Meyers building was sold to Dukin Donuts Factory.
- The old Town Hall was undergoing some renovations. Staff received plans for the building
- Waste water pipes in Pine Acres and South Smithfield were scheduled to be treated for tree roots.


Adjourn

Mayor Pro-Tem Wood made a motion, seconded by Councilman Scott, adjourn the meeting. The meeting adjourned at approximately 9:19 pm.

ATTEST:

 Shannan L. Parrish, Town Clerk




 M. Andy Moore, Mayor