

The Smithfield Town Council held its continued meeting on Tuesday, June 22nd, 2015. The meeting was called to order at 6:00 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Andrew Gregory, Vice Mayor; Ms. Connie Chapman, Mr. Michael Smith, Dr. Milton Cook, Mrs. Denise N. Tynes, and Mr. Randolph Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; There were no (0) citizens present. The media was not represented.

Mayor Williams – Good evening ladies and gentlemen. I would like to call the June 22nd, 2015 continued meeting of the Smithfield Town Council to order. We will start with our Upcoming Meetings and Activities.

Town Manager – Administrative offices will be closed on July 3rd because July 4th is on Saturday. Fireworks are also on the July 3rd at approximately 9:30 p.m. The next regular Town Council meeting is July 7th at 7:30 p.m. We discussed Olden Days at our last staff meeting. I think we are pretty much set. It is always a busy weekend of activity in town. I believe we have covered all the bases. I hope we have good weather.

Mayor Williams – Thank you. Does anyone have any questions for our Town Manager? Everyone needs to get their evaluations into Councilman Smith or Councilwoman Chapman. We need to set a time before our regular Town Council meeting on July to meet to do the evaluations.

Councilwoman Chapman – We will meet at 6:30 p.m.

Mayor Williams – We will need to have these doors shut to keep the early birds from coming in.

Councilwoman Tynes – We should use another room.

Mayor Williams – That is a good idea. We will have Ms. Musick set up something for us. We will now move to the Action Section with a Resolution to Adopt Budget for Fiscal Year 2015/2016. We will hear from our Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Thank you, Mr. Mayor. We have a proposed budget for fiscal year 2015/2016. Our Town Treasurer has a few comments on that this evening.

Town Treasurer – Good evening. One of the things that I forgot to mention when I presented the budget at the last meeting was that we removed the boat tax from the personal property projected revenues as requested by Town Council. It is not a change.

It was a change from 2015. It was approximately \$6,600.00. I just wanted that on the record that it was removed from the potential revenues for next year. There were a few changes that have been made since we presented the budget. I highlighted those on the copy that our Town Clerk attached. None of them were very significant. Under Revenue from use of money and property, special events were bumped up \$2,000.00. It is the first full year that we have had special event revenues. It is coming in a little higher than what we anticipated. Under other Financing Sources Contributions we added \$9,940.00 to contributions for Windsor Castle Park for expected reimbursement for the stabilization of the outbuildings. It will not be finished this fiscal year so we moved that. Operating Reserves went up because of the increase in the revenues for special events and the outbuildings. On the expense side under Planning, Engineering, and Public Works we had an increase under the recycling expense. There is going to be a processing fee associated with recycling going forward for next fiscal year in order to continue with them. I have looked into it in detail. We are not currently paying a recycling fee even though it was showing up on a spread sheet that we received for informational purposes. We had only been paying the rate that we agreed upon with AVES. They said that our recycling is approximately forty-five tons a month. It will be \$25 per ton. It adds to about \$13,500.00 for next year so it was added as an expense to the recycling line item. Under Capital Outlay the offset to the contribution for the outbuildings was the expense for \$9,940.00 for the Windsor Castle Park outbuilding stabilization. We had another \$8,560.00 because the Smithfield Center Director needs to replace the speaker system in the main hall. I think there will be monies saved from this year's repairs and maintenance that she can utilize for that but it will not be reflected until next year. There were no changes on the utilities budget.

Councilman Pack – Are there any questions?

Councilwoman Tynes – Why did we remove the boat fees?

Town Treasurer – We talked about it in the Committee meetings. I thought that was the general consensus of the Town Council to not charge that next year.

Councilwoman Tynes – So if someone has a boat they do not have to register it?

Councilman Pack – No. There was a twenty-five cent per hundred personal property tax on boats assessed by the town in addition to the one dollar per hundred

that is assessed by the County. As a Council we chose to remove it from the budget. It had totaled \$6,600.00 per year.

Councilwoman Tynes – Are we going to remove cars?

Councilman Pack – No.

Councilwoman Tynes – Why are we removing boats?

Councilman Pack – We had this discussion in the Committee meetings.

Mayor Williams – The County is already charging a dollar. I think the Committee felt that it was really not fair for the town to also charge them twenty-five cents. The consensus led by Councilman Dr. Cook was that it would be a good gesture for the residents of the town.

Councilman Dr. Cook – It was also at the same meeting where we saved \$12,000.00 for negotiating our bonds.

Councilwoman Tynes – The reason I asked the question is because normally when you assess the taxing and then remove it then it is hard to bring it back. I understand that the County is already taxing them one dollar.

Councilman Dr. Cook – It is a very good point. We are not technically removing the tax. We are reducing it to almost nothing.

Town Treasurer – It was also to aid tourism because it was putting some people off.

Councilman Pack – Are there any other questions? At this time I would like to make the motion that we adopt the budget as presented with the Town Treasurer's changes for fiscal year 2015/2016.

Councilman Dr. Cook – Second.

Mayor Williams – A motion has been made and properly seconded. Are there any further questions for the 2015/2016 budget? Roll call vote.

On call for the vote, seven members were present. Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilman Smith voted aye, Councilwoman Tynes voted aye, Councilman Pack voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is a Motion to Amend the Town's Personnel Policy Manual and Pay Classification Plan. We will have consideration by the Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – We have some changes that have been recommended for the Personnel Policy Manual and Pay Classification Plan. The first is to do a little bit of restructuring in the organizational chart. I will have our Town Manager speak on that.

Town Manager – Largely it was indicating that the position title for Planner/GIS Coordinator has been changed to Planning and Zoning Administrator. The position of Director of Planning, Engineering, and Public Works is vacant. The Treasurer is adding a receptionist position. The Receptionist/Secretary position that was previously in Public Works will just be a secretary position. Those were the majority of changes at this time.

Councilman Pack – The next item was in some of the pay classifications. There was only one change in the pay classification which is the addition of an Office Manager to the Smithfield Center. Under emergency office closings the change is when the town offices are closed regular part-time employees who do not have to report to work will be compensated for their regularly scheduled work hours. Formerly it was just full time employees. We also have a change with the annual leave policy. We are making a change to the annual leave policy. Employees with a length of service of zero to one year will be at seven days per year. Employees from one to two years of service will be .883 days a month or ten days per year. Two to five years of service is one day per month or twelve days a year. After the change employees from five to ten years of service will be twelve hours per month or eighteen days per year. Ten to fifteen year employees are thirteen hours per month or twenty days per year. Employees with fifteen to twenty years of service will be fifteen hours per month or twenty-three days per year. An employee with twenty plus years will be sixteen hours per month or twenty-five days per year. I believe that is what we agreed upon. Also, employees are approved to use annual leave for one half day of a one half day holiday. They can deduct four hours accrued annual leave for that day. Under our sick leave policy we added the parameters for the Leave Sharing Program. It says employees who receive leave under this program are expected to participate as a donor during the course of their employment with the town. I believe that is all of the changes to the Personnel Policy Manual and Pay Classifications.

Town Manager – That is correct.

Councilman Pack – I would like to make a motion that we approve the changes to the Personnel Policy Manual and Pay Classification plan as presented.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilwoman Tynes voted aye, Councilman Pack voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is New Business. Does anyone have any new business? Hearing none, we move to Old Business. Does anyone have any old business? Is there anything else to come before Council tonight? We are adjourned.

The meeting adjourned at 6:15 p.m.



T. Carter Williams
Mayor



Peter Stephenson, AICP, ICMA-CM
Town Manager