

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**August 17, 2023**

Present: Mayor Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

Absent: Jessica Harrison

Mayor York called the meeting to order at 8:12pm.

**APPROVAL OF AGENDA**

Commissioner Baxter asked to amend the agenda to add a discussion about lapsed salaries.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the agenda. There was no discussion and the motion passed unanimously.

Joe Moore spoke about the topics to be presented at the meeting.

**FY '24 QUARTERLY REPORT: FIRE**

Chris Perry spoke about the response calls for the quarter which increased over the last quarter. The call volume comparison of other local stations was shown. The Fire Department's call processing, turn out time, travel time and total response time goals were detailed. The response to trends included adding two new crews and Chief Perry spoke about how the increase in staff helped to meet the increased demand.

Chief Perry provided project updates on the Fire/EMS Station. The public engagement sessions were completed, and feedback was received. There was discussion about the federal earmark the Town received, and the work to be completed for the federal grant.

The sleeping quarters renovation construction was finished in May and included a new day room, nine sleeping rooms and additional bathrooms.

Another project update included the Emergency Operations Plan. Innovative Emergency Management ("IEM") completed a final draft of the Emergency Operations Plan document. Staff training and tabletop exercise will take place in the fall.

Chris Perry explained the department received approval to begin carrying continuous positive airway pressure ("CPAP") which assisted with provision of adequate ventilation of patients suffering from asthma, COPD, etc. Staff were trained in using the equipment and the devices were placed in vehicles.

Firefighter Jeremy Hodge began as a Junior Firefighter then was hired as a trainee Firefighter in May. Mr. Hodge completed his EMT training and transitioned to the Nash Community College Fire Academy. Chris Perry spoke about the expansion of the Junior Firefighter Program and how the department was expanding the recruitment process.

The staff updates included:

- Captain Philip Brown completing his N.C. Fire Officer II certification
- Lieutenant Zachary McLeod completed his N.C. Fire Officer II and Fire Investigator Technician certifications
- Lieutenant Justin Lee completed his N.C. Fire Officer I and II certifications
- Lieutenant John Winstead completed his N.C. Fire Investigator Technician certifications
- Senior Firefighter Jason Seago completed his N.C. Driver/Operator aerial certification
- Firefighter Greg Brantley completed his N.C. Technical Rescuer certifications
- Senior Firefighter Peyton Richardson was promoted to Senior Firefighter
- Firefighter J.D. Howard, III completed his N.C. Driver/Operator-Pumps certification

#### **FY '24 QUARTERLY REPORT: FIRE**

Mary Duffy gave details about FY 2023 operations and infrastructure growth. There was discussion about the increase in work orders. A big driver of the work order increase was trash carts with new residents moving into Town.

The Town acquired 6.25 miles in new streets and 5.43 miles in new stormwater pipe last year and Ms. Duffy explained the pavement condition rating improved from the previous year. Some projects for FY 2024 included Dulcimer Lane, 600 block of North Gill Street, 300 block of West Glenn Street, 100-200 blocks of West Horton Street and Mandolin Place. Approximately 41,375 LF of pavement preservation was planned for FY 2024 and those areas were detailed.

It was explained the Town received a notice of deficiency for the 2022 stormwater audit. Public Works submitted the self-audit and stormwater management plan and the plan to hire the Town Engineer by the end of 2023. Ms. Duffy stated the Engineer would take over the stormwater management program. There were investments needed to support the Engineer and to pass the next audit.

Mary Duffy provided details of the Green Pace and Arendell signal project. Construction was underway and on the utility relocation portion was being worked on. The project was projected to be completed by the end of 2023.

Another project in process was the Shepard School and Old Bunn signal. Design was 98% complete and all right of way was acquired except at the Boys and Girls Club. The next steps were detailed.

The final project detailed was the swimming pool demolition. The bids came in under budget and was awarded to 4 Seasons demolition.

### **GOVERNING BOARD PROCEDURE MANUAL: REMOTE MEETINGS**

Joe Moore explained the purpose of a procedure manual and stated they were intended to help boards reach informed decisions. The Board expressed interest in the ability to meet remotely and a draft policy was introduced to the Board at their April 20, 2023 work session. The amendments to the previous draft included planned absence, emergency absence and extend time for participant to reconnect.

The financial impact of adding a remote meeting to the rules of procedure was explained by Mr. Moore.

Commissioner Baxter stated she spoke to Sam Slater after the August regular meeting and the policy covered a reasonable amount of time for a commissioner to reconnect to a call. Sam Slater provided clarification about a reasonable time to reconnect to a virtual meeting.

Commissioner Miles asked who would decide about the financial investment for virtual meetings. Mr. Moore explained staff would provide the financial amount detailed in the staff report at their next regular meeting.

### **STRATEGIC PLAN GRANT POLICY REVISION**

Joe Moore stated the Board adopted a non-profit grant policy in 2007 and was amended in 2020. The policy changes were detailed. The North Carolina General Statute changed and now prohibits the award of grants to a non-profit if a Board member is associated with the non-profit in any way. The proposed policy reflects the language from the change in the general statute change.

Commissioner Miles asked about the grant amount. Joe Moore explained the amount did not change and remained \$5,000 total with the maximum being \$1,000 that a non-profit could receive.

Commissioner Baxter asked for an explanation of what an association with a non-profit was considered. Sam Slater explained the language from the statute. There was discussion about non-profit revenue sharing.

Commissioner Baxter stated she had no issues with the change to the policy and wanted to get back to funding non-profits.

### **LAPSED SALARIES**

Commissioner Baxter asked about the lapsed salaries to date.

Joe Moore explained the information about the fund balance growth would be reported in the audit for the previous fiscal year. For the current fiscal year not, all positions were funded a full year.

Commissioner Baxter wanted an idea of how much lapse salaries rolled into the general fund that could be used to fund other positions or projects.

Joe Moore clarified lapsed salaries should be used for a one-time expense and not be used toward an ongoing expense.

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Commissioner Loucks made a motion, second my Commissioner Baxter to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 11<sup>th</sup> day of September 2023.

SEAL



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk