

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
July 7, 2025
6:00pm

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under Closed Session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Ana Gomez at agomez@townofzebulon.org by 3:00pm on July 7, 2025.

4. CONSENT AGENDA

A. Finance

- i. Wake County Tax Report – April 2025

B. Minutes

June 2, 2025	January 6, 2025
June 16, 2025	January 16, 2025
May 5, 2025	April 7, 2015
May 7, 2025	April 17, 2025
May 20 2025	March 3, 2025
February 3, 2025	March 20, 2025
February 24, 2025	

5. PUBLIC HEARING

A. Financing of Fire/EMS Facility

6. NEW BUSINESS

A. Fire

- i. Financing of the Fire/EMS Facility
 - a. Resolution 2026-01
 - b. Resolution 2026-02
- ii. Inter Interlocal Agreement with Wake County for Fire/EMS Station Construction

B. General

- i. Board Appointments

7. ADMINISTRATION

A. Amendment to Interim Town Manager's Contract

8. MANAGER'S REPORT

9. BOARD COMMENTS

10. CLOSED SESSION

As allowed Per N.C. General Statute § 143-318.11 for the purpose of:

- i. To consult with the Town's Attorney
- ii. Litigation Deacon Development, LLC v. The Town of Zebulon

11.ADJOURN



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SUSAN P. EVANS, CHAIR
DON MIAL, VICE-CHAIR
VICKIE ADAMSON
SAFIYAH JACKSON
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

June 3, 2025

Ms. Lisa Markland
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on June 2, 2025, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in blue ink that reads "Antoinette H. Womack".

Antoinette H. Womack
Deputy Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

04/01/2025 - 04/30/2025

DATE 05/14/2025
TIME 2:08:17 PM

Rebate Detail Report

ZEBULON

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	FOR TYPE	OWNER
INDIVIDUAL PROPERTY ACCOUNTS											
914683	283.43	30.00	0.00	0.00	313.43	4/17/2025	0007037399	2025	2024	000000	TONG, CAMILLE VERONICA
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	283.43	30.00	0.00	0.00	313.43	313.43		1	Properties Rebated		
TOTAL REBATED FOR ZEBULON	283.43	30.00	0.00	0.00	313.43	313.43		1	Properties Rebated for City		
GRAND TOTAL	214,401.99	520.00	235.75	0.00	215,157.74	215,157.74		95	Properties Rebated for all Cities		

Zebulon Board of Commissioner

Meeting Minutes

January 6, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr. - Manager, Kellianne Williams - Asst. Town Manager, Lisa Markland - Town Clerk, Bobby Fitts - Finance, Kaleb Harmon - Communications, Bob Grossman - Police, Tonya Easterwood – IT, Eric Vernon – Attorney

Mayor York called the meeting to order.

Pledge Of Allegiance

Mayor York asked Amy Sparks to lead the pledge of allegiance.

Approval Of Agenda

Commissioner Clark asked to amend the agenda to include a discussion of Town Clerk interviews.

Commissioner Baxter requested to remove the budget amendments for administration and add them to the work session agenda. Commissioner Miles requested that the closed session be removed from the agenda.

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to adopt the agenda as amended. There was no discussion, and the motion passed unanimously.

School Recognition

East Wake High School

Mayor York recognized the student Amy Sparks and teacher Andrew Baker from East Wake High School.

Public Comment

Wade Harris, representing the Raleigh Firebirds basketball team, invited people to attend games played at St. Augustine's gym.

Vickie Cole introduced a non-profit foundation called Bridging the Gap. She explained that the program's purpose is to bring together adopted children from different families, allowing them to maintain connections with their siblings even when living in different households.

Consent Agenda

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for September 9, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for September 24, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for October 7, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the Wake County Tax Report for October 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to adopt Ordinance 2025-21. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to adopt Ordinance 2025-22. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the 2025 Governor's Crime Commission Grant Process. There was no discussion, and the motion passed unanimously.

Old Business

Strategy/Visioning Consultants - Ordinance 2025-17

Town Manager Gilbert Todd, Jr. reported on the Board's request from the December 19th work session to explore alternatives for the Board retreat. He stated that they reached out to the League of Municipalities, who informed them that this was not a service they offered. The School of Government was also contacted, but due to numerous requests for January 2025, they were unable to provide the service.

Manager Todd explained that the School of Government typically charges on a graduating scale based on the municipality's population. For Zebulon, the cost would be upwards of \$10,000, depending on expectations and scope.

He then mentioned reaching out to DreamBuilders for information and a quote, which had been provided to the Board. Mr. Todd recommended bringing in DreamBuilders to facilitate the board retreat in late January or early February.

Commissioner Clark made a motion, seconded by Commissioner Miles, to approve Ordinance 2025-17 for DreamBuilders to provide the service of a board retreat. There was no discussion, and the motion passed unanimously.

Strategic Plan Grants

Assistant Town Manager Kellianne Williams stated that the Board had been considering this policy for a while and recommended its approval to allow for a competitive process for area non-profits.

Ms. Williams explained that the Strategic Plan Mini Grant Program was intended to create a competitive process for area nonprofits to receive funding from the Town for their community work. She emphasized that the program would have specific parameters for awarding grants and ensure an open and transparent process.

Commissioner Davis suggested that this topic be part of a work session for further discussion.

Commissioner Harrison made a motion, seconded by Commissioner Davis, to table the discussion on the Strategic Plan Mini Grants to the January 16, 2025 work session.

Commissioner Baxter requested that all questions and answers be sent to the Board ahead of time to facilitate moving forward with approval of this topic.

Mayor Glenn York called for a vote on the motion, and the motion passed unanimously.

Manager's Report

Finance Director Bobby Fitts reported the following budget transfers:

Public Works - Property & Project Management:

Moved \$5,000 to Part-time Salaries from Ground Maintenance;

Moved \$3,000 to Equipment Maintenance from Professional Services;

Moved \$750 Mowing Equipment Maintenance to Cell Phones;

Moved \$5,000 from Salaries (Overtime) to ZMC Maintenance.

Public Works - Operations:

Moved \$5,000 from Salaries (Overtime) to Equipment Maintenance;

Moved \$5,000 from Snow & Ice Materials & Supplies to Fuel Expense.

Public Works - Stormwater:

Moved \$2,000 from Professional Services to Materials & Supplies.

Town Manager Todd, Jr. shared his thoughts on the Town's core values, which were developed as part of the strategic plan in 2018. He expressed his goal to return to a place where these values truly define the town's identity and operations. Mr. Todd reviewed the core values and their meanings:

- Honesty and integrity
- Family (meaning dependence on each other)
- Respect
- Dependability (showing up on time)
- Teamwork (achieving group goals)

Commissioner Clark expressed a desire to move forward with the interviews for the Town Clerk position and set a date for those interviews.

Town Clerk Lisa Markland explained that a date had not been set because not all Board Members could be present. She mentioned the need to check with the applicants, as they were employed elsewhere and their availability would need to be considered.

Commissioner Harrison asked if additional meeting dates could be obtained.

Lisa Markland reiterated that she would need to contact the applicants to determine their availability, considering their current job schedules and meetings.

Commissioner Davis stated her willingness to waive her right to be present if it would allow the interview to be scheduled for January 20, 2025.

Lisa Markland confirmed that she would reach out to the applicants and attempt to schedule interviews for January 20, 2025.

Board Comments

Commissioner Davis wished everyone a Happy New Year.

Commissioner Clark encouraged everyone to continue coming to meetings.

Commissioner Baxter welcomed Town Manager Todd and all the other new employees. She spoke about Bee City USA, the Sustainability Board, Tree City USA and the MLK event.

Commissioner Miles welcomed Town Manager Todd. He thanked Interim Town Manager Taiwo Jaiyeoba for his work as the Interim Town Manager.

Commissioner Harrison welcomed Town Manager Todd. She also thanked Tai Jaiyeoba for serving as the Interim Town Manager and all those sharing their comments with the Board of Commissioners.

Mayor York requested a volunteer to serve as the alternate on the CAMPO Board. Commissioner Davis stated she would be willing to serve in that capacity. Mayor York stated that Preservation Zebulon had received a NC Humanities grant for 2025. Mayor York thanked Interim Town Manager Taiwo Jaiyeoba for his service to the Town. Town Manager Todd was welcomed as the new Town Manager. Former Police Chief Jacqui Boykin was thanked for all she had done for the Town of Zebulon. Finally, Mayor York stated that historic markers were placed at the Rosenwald School/James E. Shepard School/Zebulon Elementary and Mt. Pisgah Prince Hall Lodge #65.

Commissioner Harrison asked for an update on the Youth Advisory Council. Manager Todd read shared information from Sheila Long stating that they were seeking engagement with the teens to determine what it is they wanted. The plan would be to get things moving forward in February 2025.

Adjourn

Commissioner Harrison made a motion, second by Commissioner Miles to adjourn the meeting. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Work Session
Meeting Minutes
January 16, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr. - Manager, Kellianne Williams - Asst. Town Manager, Lisa Markland - Town Clerk, Bobby Fitts - Finance, Kaleb Harmon - Communications, Bob Grossman - Police, Tonya Easterwood – IT, Eric Vernon – Attorney

Mayor York called the meeting to order.

Approval Of Agenda

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

Old Business

Administration

Budget Amendments Administration

Lisa Markland, the Town Clerk, stated that at the last meeting, two budget amendments for administration were tabled.

Professional Services - Ordinance 2025-18

Lisa Markland explained that the professional services ordinance was associated with the hiring of recruiting firms to search for a Planning Director and Town Manager. It also included funds for Developmental Associates to conduct the Police Chief search. The total cost for these services was \$52,000.

Commissioner Baxter made a motion, second by Commissioner Clark to approve Ordinance 2025-18. There was no discussion, and the motion passed unanimously.

Advertising – Ordinance 2025-19

Lisa Markland stated that the second budget amendment was for the advertising budget for vacant positions, amounting to \$26,000.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2025-19. There was no discussion, and the motion passed unanimously.

Information Technology

Budget Amendments IT

Technology Projects - Ordinance 2025-20

Tonya Easterwood, the IT Director, explained that Ordinance 2025-20 was needed to allocate funding for upgrades at the fire station and to install fiber at the Public Works facility to address connectivity issues at that location.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-20. There was no discussion, and the motion passed unanimously.

General

Strategic Plan Grant

Assistant Town Manager Williams provided an overview of the process that had been ongoing since September 2024. She addressed several questions that had arisen:

- Why insurance was needed and why the Town of Zebulon was included as an additional insured: Williams explained that insurance was a standard practice for any nonprofit receiving funding from the Town. It would protect the Town from any liability that could impact the Town for work done by the nonprofit.
- Who would be on the Grant Committee and what they would do: Williams stated that the committee would prescreen the applications. The members would be selected by the Board. It would be a third-party prescreen and then make a recommendation to the Board.
- Quarterly reports and reporting out: Williams explained that these reports would be sent to the finance department, which would review how the funds were being spent.

Commissioner Baxter expressed concern about the need for verbiage regarding committee members being associated with organizations applying for grants. This led to a discussion about conflicts of interest for people serving on both a non-profit board and the committee simultaneously.

Eric Vernon, the Town Attorney, explained that statutorily, if someone was a member of an organization's board, they would have to recuse themselves from voting.

There was further discussion on the new committee, including how members would be selected and when.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the Strategic Plan Grant Policy. There was no discussion, and the motion passed unanimously.

CLOSED SESSION

Commissioner Harrison made a motion, second by Commissioner Clark to go into closed session for the purpose of consulting with the attorney on Deacon Development LLC. v. Town of Zebulon. There was no discussion, and the motion passed unanimously.

Mayor York declared a five minute recess.

NOTE: In closed session Commissioner Miles made a motion, second by Commissioner Harrison to come out of closed session there was no discussion, and the motion passed unanimously.

Adjourn

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

Adopted this the 7th day of July, 2025

Glenn L. York – Town Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Meeting Minutes
February 3, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr.-Manager, Kellianne Williams-Asst. Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Sheila Long-Parks & Recreation, Kaleb Harmon-Communications, Bob Grossman-Police, Eric Vernon – Attorney

Mayor York called the meeting to order.

PLEDGE OF ALLEGIANCE

Commissioner Baxter lead the pledge of allegiance

APPROVAL OF AGENDA

Mayor York requested that the agenda be amended to add a closed session for personnel discussions.

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

PROCLAMATION

Mayor York read a proclamation for Black History Month.

SCHOOL RECOGNITION

Mayor York stated that the student and teacher from Wakelon Elementary were not present so that would be done later in the meeting.

PUBLIC COMMENT

Ofie McCoy addressed the board about the annual migration of Monarch butterflies through Zebulon. She explained that hundreds of thousands of Monarchs travel from Mexico to Canada in the spring, passing over Zebulon on their journey. McCoy described the Monarchs' distinctive appearance and their unique migration pattern, noting that it takes three generations of butterflies to complete the journey from Mexico to Canada. McCoy expressed concern about the declining Monarch population due to habitat loss from herbicides and frequent mowing. She emphasized the importance of Monarch butterfly waystations, which provide necessary resources for the butterflies to produce successive generations and sustain their migration. McCoy requested that Zebulon consider establishing a Monarch Butterfly Waystation. She suggested this could be done on existing gardens or on an empty lot owned by the town, specifically mentioning the lot at the corner of Poplar and Vance as a potential location for a flower garden with milkweed. She explained that establishing a waystation requires a simple application to the MAR Watch Organization and a fee of \$18. The milkweed planting requirements involve a 10 by 10 protected area.

CONSENT AGENDA

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the minutes for November 4, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the minutes for November 21, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the Wake County Tax Report for November 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approved Ordinance 2025-23. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve Resolution 2025-09. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve Resolution 2025-10. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

Public Works

Traffic Signal Project – Construction Bid Award – Ordinance 2025-24

Mary Duffy gave a presentation on the Traffic Signal Project and the bidding process. She reported that six bids were received, with Cardinal being the lowest bidder at \$2,572,881. Duffy explained that the project is funded by Transportation Impact fees and Autumn Lakes fees in lieu. She detailed additional costs for the project beyond construction, including geotechnical work, architecture, inspections, and contingency, bringing the total project cost to \$3.92 million. This created a shortfall of \$610,792. There were several options presented to the Board that they could choose to adopt.

Staff recommended approval of Ordinance 2025-24 Option 1 and awarding the bid to Cardinal Contracting.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve Ordinance 2025-24 Option 1. There was no discussion, and the motion passed unanimously.

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to award the contract to Cardinal. There was no discussion, and the motion passed unanimously.

ADMINISTRATION

Board Appointments

Lisa Markland provided a summary of Board Appointments, noting vacancies on the Planning Board and the Sustainability Board. She mentioned that applicants were informed they could speak about why they wanted to serve on a specific board.

Mayor York stated that he had received a letter from Gina Bryant for the Sustainability Board, as she was unable to attend. The letter was read aloud.

Marvin Howell came forward and stated his reasons for wanting to be a part of the Sustainability Board.

MaryBeth Carpenter also came forward and explained why she wanted to join the Sustainability Board.

Commissioner Miles thanked everyone who spoke and submitted applications for appointments. He suggested waiting to make appointments to allow additional people the opportunity to apply, mentioning upcoming events where citizens could learn about the opportunity to serve on a board and submit applications.

Mayor York stated that it was the second time that the appointments had been delayed and did not think that waiting any longer would make a difference.

Commissioner Clark said that she would like to move forward with the Planning Board appointment and appoint David Hughes.

Commissioner Harrison stated it was a disservice to those that attended the meeting tonight and expressed why they wanted to serve on the appointed boards.

There was additional discussion on tabling the board appointments.

Commissioner Miles made a motion, seconded by Commissioner Baxter, to table appointments to the various boards until the March 20th work session. There was no discussion, and the motion passed with a vote of 3-2, with Commissioners Baxter, Miles, and Davis voting in favor, and Commissioners Harrison and Clark voting in opposition.

BOARD COMMENTS

Commissioner Miles thanked those who attended the meeting and spoke.

Mayor York thanked Chris Ray for his years of service to the Town of Zebulon and wished him well in his retirement. He announced that there would not be a work session on February 20th. Mayor York also stated that Tim Owens would be the Interim Public Works Director.

Tim Owens introduced himself and provided his background.

SCHOOL RECOGNITION

Wakelon Elementary School

Mayor York recognized Silvia Guiterrez Leyva the student and Patrice Williams the teacher from the Wakelon Elementary School.

Mayor York recognized Planning Director Matt Lower for the Fellows award and mentioned that he would be at the Chamber event of Coffee with the Mayor on Wednesday. Muter

Construction was recognized for receiving the Pinnacle Award for the renovation of the State Capital building. Finally, he announced that Talk of the Town would be on February 27.

MANAGER'S REPORT

Bobby Fitts reported on budget transfers that had been made during the month.

Public Works - Property & Project Management:

Moved \$5,000 from Part-time Salaries to Community Center Maintenance;

Moved \$1,500 from Salaries (Overtime) to Vehicle Maintenance;

Parks & Recreation:

Moved \$5,000 from Salaries to Salaries (Overtime);

Moved \$5,000 from Field Rake to Grounds Maintenance;

Moved \$800 from Community Center Programs to Insurance & Bonds;

Moved \$5,000 from Part-time Salaries (Programs/Events) to Part-time Salaries (Admin)

CLOSED SESSION

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to go into closed session as allowed by NC GS 413-318(a) for the purpose of personnel discussion. There was no discussion, and the motion passed unanimously.

NOTE: In closed session, Commissioner Davis made a motion, second by Commissioner Miles to come out of closed session. There was no discussion, and the motion passed unanimously.

ADJOURN

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

Adopted this the 7th day of July, 2025

SEAL

Glenn L. York – Mayor

Ana Gomez Rindahl – Town Clerk

**Zebulon Board of Commissioners
Work Session
Meeting Minutes
February 24, 2025**

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr.-Manager, Lisa Markland-Town Clerk, Kellianne Williams-Asst. Town Manager, Bob Grossman-Police, Sheila Long-Parks & Recreation, Sam Slater-Attorney

APPROVAL OF THE AGENDA

Commissioner Miles requested to add the Community Garden topic for discussion.

Commissioner Baxter made a motion, second by Commissioner Davis to adopt the agenda as amended. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

Budget And Retreat Planning Discussion

Town Manager Todd presented five questions to the Board regarding the budget process and asked each commissioner to provide their thoughts.

1. What aspects of past budget processes have been most effective?
 - Hearing from department directors and their priorities
 - Seeing both the requested department budgets and the Manager's recommended budgets
 - Department directors to present at work sessions what they are asking for and why
 - Incorporate and present alternative funding sources
 - Budget presented in sections and not all at one time
 - Incorporate alignment of Strategic Plan with department requests when presenting
 - One on one discussions with the department directors as needed

There was discussion about strategic goals and the Strategic Plan and how the budget process worked with those documents and desires.

2. Where do you see the greatest opportunities for improvement in the budget process, and what specific changes would you suggest?
 - Earlier involvement of the Board in the budget process
 - More community engagement and input
 - Increased work sessions on specific budget topics
 - Information on potential grant funding for projects

- Presenting fewer departments per work session
 - Ensuring staff input is incorporated
3. How should the budget reflect our strategic goals and the community's priorities?
- Hosting town halls for citizen input
 - Revisiting and updating strategic goals
 - Conducting community surveys
 - Ensuring inclusivity and diverse representation
 - Exploring multiple avenues for citizen feedback
4. How can staff best support the Board during the budget process to ensure informed decision making?
- Breaking down information into smaller increments
 - One-on-one meetings with department heads as needed
 - Additional meetings to improve the process
 - More information
 - Why departments want what they are asking for
 - One on one meetings with Manager
 - Better communication from Manager
 - Two-way communication between staff and board
 - Updates on past budget spending and project timelines
 - Budget should meet the needs of the community
5. Do you agree that the upcoming budget retreat should focus on identifying the Boards top budget priorities for the next fiscal year?

The Board expressed interest in having separate retreats - one for visioning/team building and another specifically for budget priorities.

MANAGER'S REPORT

Strategic Plan Grant Updates

Assistant Town Manager Kellianne Williams provided an update on the strategic plan grant. She informed the Board that the grant application was now live, and a promotion campaign would begin soon. The grant would also be mentioned at the upcoming Talk with the Town event.

Mrs. Williams directed the Board's attention to page 5 of the new grant policy, which outlined the new grant timeline. She explained that a new email address (clerk@townofzebulon.org) had been set up for grant-related inquiries, and that while the clerk would normally handle the process in conjunction with the finance department, Parks and Recreation may assist due to extended leave in the finance department.

Mrs. Williams reminded the Board that each commissioner would have the opportunity to appoint a committee member for the grant review process, and she would follow up with the Board, via email, to get that information. She emphasized that the process allowed for direct representation in the review process and ensured multiple levels of vetting before recommendations come before the Board.

GENERAL

Community Garden Discussion

Commissioner Miles initiated a discussion about implementing a community garden in Zebulon. He expressed a desire to start the conversation and get feedback from fellow commissioners on what a community garden might look like for the town. Commissioner Miles emphasized that the project should be community-driven with minimal staff involvement.

Commissioner Baxter suggested that the Sustainability Board should be tasked with this project. She noted that site selection, creating parameters and rules, and determining the application process should be part of their responsibilities.

There was discussion about the need to survey the community to ensure there was interest and support for a community garden. Town Manager Todd confirmed that a question about prioritizing a community garden was included in an upcoming budget survey.

After some debate, the Board reached a consensus to task the Sustainability Board with developing a plan for a community garden. They agreed that as the Sustainability Board requested information from staff, it will be provided. The Board also decided to mention the community garden initiative at the upcoming Talk with the Town event on February 27th and inform citizens about the opportunity to apply for the Sustainability Board.

Lisa Markland, Town Clerk, asked for a moment of the Board's time. Lisa Markland announced her retirement effective April 1st, with her last day being March 21st. She thanked the Town of Zebulon for the opportunity to serve the community and citizens for nearly 27 years, expressing that it has been an honor and privilege to serve the citizens and employees of the community. She stated that almost all of her 27 years with the Town had been great but 2025 had not been and that was the reason for her retirement.

CLOSED SESSION

Commissioner Baxter made a motion, to go into closed session as allowed per NC General Statue § 143-318.11 for the purposes of Personnel discussions, Economic Development, and Property Acquisition. There was no discussion, and the motion was approved by consensus.

Mayor York declared a 5-minute recess.

NOTE: In closed session, Commissioner Davis made a motion, second by Commissioner Harrison to come out of closed session.

ADJOURN

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

Adopted this the 7th day of July, 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners Meeting Minutes March 3, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr.-Manager, Kellianne Williams-Asst. Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Sheila Long-Parks & Recreation, Cate Farrell-Planning, Bob Grossman - Police, Sam Slater – Attorney

Mayor York called the meeting to order.

PLEDGE OF ALLIEGANCE

Commissioner Baxter led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Commissioner Baxter requested two amendments to the agenda:

- Pull Ordinance 2025-25 (UDO text amendments on regional mixed use) and table it until March 20th to allow staff time to address questions.
- Pull from new business the staffing addition in administration and asked staff to incorporate it into the 2026 budget cycle.

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

SCHOOL RECOGNITION

Zebulon Elementary School

Mayor York stated that student Alex Hancock could not be present. Mayor York recognized teacher Alicia Gregory, both from Zebulon Elementary School.

PROCLAMATION

Mayor York read a proclamation recognizing the Zebulon Elementary School Science Olympiad team. The proclamation highlighted the importance of science education and celebrated the team's sixth place finish. Elizabeth Baker was also recognized for her guidance and support in leading the students.

PUBLIC COMMENT

Scott Carpenter spoke about the February 27th Talk of the Town event. He expressed that while there were some helpful moments, the community wanted more dialogue with the Town rather than just talk. He stated that citizens submitted 70 questions at the event plus 14 questions beforehand, but only four questions were addressed. Mr. Carpenter requested copies of all questions submitted for the February 27th meeting, as well as communication between staff and elected officials about handling public comments from that meeting.

Daniqua Stansell spoke on behalf of Wake Enterprise's SPARK program. She explained that SPARK is a grant program working with youth and adults with intellectual or developmental disabilities to find customized employment opportunities. The program encompasses a benefits counselor, job coach and care navigator to ensure clients are work ready. Ms. Stansell stated

they are looking to partner with small businesses to create opportunities for their clients to grow.

CONSENT

Commissioner Baxter made a motion, second by Commissioner Clark to approve the minutes for December 2, 2024. There was no discussion, and the motion passed unanimously.

PRESENTATIONS

Smart Cities Presentations – Morrisville Commissioner Steve Rao

Commissioner Steve Rao from Morrisville presented on smart cities initiatives. He explained that smart cities leverage technology, data and innovation to enhance quality of services, reduce costs, and improve quality of life for residents. He provided examples from Morrisville, such as sensors on sports fields to notify staff and residents of flooding, and visibility into facility usage for tennis courts and swimming lanes.

Rao highlighted Morrisville's smart city task force that brought in technology leaders and worked with departments to identify opportunities. He mentioned they are using AI for improved document searchability and have developed a chatbot called "Morris the Cricket" to answer basic resident questions.

Rao emphasized the importance of broadband expansion to enable smart city technologies. He suggested Zebulon could create jobs and spur innovation by working with organizations like RIOT that connect startups with towns to solve municipal problems.

Rao recommended next steps for Zebulon, including:

- Creating a Wake County Smart City Task Force to share best practices
- Forming an AI task force to explore uses in local government
- Identifying quick win pilot programs
- Establishing digital access hubs

He noted that leveraging technology could create a more connected, efficient and sustainable future for Zebulon residents.

Commissioner Baxter thanked Rao for his presentation and agreed it is important for Zebulon to consider how to make the town more accessible and utilize AI safely. She emphasized the importance of expanding broadband access in eastern Wake County.

Parks & Recreation Advisory Board Update – Quinton Taylor and Brandon Wiggins

Brandon Wiggins, Chair of the Parks and Recreation Advisory Board, and Quinton Taylor, Vice Chair, presented an update on recent Parks and Recreation successes and priorities.

They highlighted significant growth in Parks and Recreation programs from FY2023 to FY2024:

- 18% growth in summer camps
- 41% growth in athletics
- 36% increase in program attendance
- 4% increase in event attendance
- 12% increase in programs offered

- 10% increase in events offered
- 31% increase in rentals

For the FY2026 budget, the Advisory Board identified two priority areas:

- Land acquisition
- Increased staffing for programs and maintenance

Wiggins explained that while Zebulon currently has 167.8 acres of parkland, population growth will quickly outpace this. He emphasized the need to acquire land now before it is developed for other purposes. Benefits of land acquisition include protecting natural resources, ensuring green space access for future generations, and providing space for new recreation facilities.

For staffing, Wiggins noted recent hires of a general programmer and athletics coordinator will enhance programs. He stated additional maintenance staff are needed, especially during peak seasons, to keep facilities in good condition and avoid expensive contracted work.

Commissioner Baxter expressed excitement about moving forward with the Little River master plan. The presenters thanked the Board for their support and commitment to Parks and Recreation in Zebulon.

OLD BUSINESS

Planning

Annexation Little River Park – Ordinance 2025-26

Cate Farrell presented on the proposed annexation of Little River Park. She explained the property is outside Zebulon's ETJ and consists of two parcels totaling 22.23 acres at 1800 West Gannon Avenue and 1228 Water Plant Road.

Ms. Farrell outlined the annexation standards from the UDO, including owner approval, ability to provide services, any outstanding debt obligations, and impact on public health/safety/welfare.

Public Hearing

Mayor York opened the public hearing.

Mayor York asked for anyone wishing to speak in favor. There were none.

Mayor York asked for anyone who wished to speak in opposition. There were none.

Mayor York asked for anyone who wished to speak neither for nor against but just had comments.

Dr. Don Crohn spoke, asking about the goals and benefits of the annexation for Zebulon citizens.

No other public comments were made.

Mayor York declared the public hearing closed.

Commissioner Harrison made a motion, second by Commissioner Clark to approve Ordinance 2025-26

Mayor York asked if there was discussion.

Commissioner Baxter explained that annexation is necessary to move forward with the Parks and Recreation master plan and Little River master plan. She noted it would allow for legal improvements to the property and connection to City of Raleigh water.

Parks and Recreation Director Sheila Long clarified that annexation would allow the Town to follow Zebulon's development standards rather than Wake County's. She stated there would be little change in services since it is already a town park.

There was no further discussion, and the motion passed unanimously.

Ordinance 2025-27 – Little River Park Rezoning

Cate Farrell presented on the proposed rezoning of the newly annexed Little River Park property. She explained this would assign zoning to allow for proper development and public utilities at the park. The proposed zoning was Residential Suburban (R2).

Cate outlined the standards for consideration, including public health/safety/welfare impacts, appropriateness for the location, and reasonableness in the public interest. She noted the Planning Board recommended approval as did staff.

Commissioner Baxter expressed excitement about moving forward with the Little River master plan.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-27 for rezoning of 1800 West Gannon Avenue and 1228 Water Plant Road to R2, finding it consistent with the comprehensive land use plan and that standards of Section 2.2.25.J have been met. There was no discussion, and the motion passed unanimously in a roll call vote.

MANAGER'S REPORT

Town Manager Todd thanked the Board for attending the recent Talk of the Town event. He stated it was a great opportunity to interact with residents and get their perspectives. Manager Todd said they were working through all questions submitted and would post answers on the Town website. He emphasized transparency, accountability and communication as priorities.

BOARD COMMENTS

Commissioner Davis announced an upcoming event on March 15th for the Elijah J. Hawkins Manor Foundation. The foundation would be collecting donations at Share Thrift Boutique in partnership with a local radio station. Davis encouraged support for this Zebulon-based organization that focuses on academic achievement, community outreach, mentorship and benevolence.

Commissioner Clark requested moving the March work session from the 20th to the 27th due to a conflict. After discussion, no alternative date was identified. Clark also inquired about the status of several open positions, including Police Chief, Public Works Director, HR Director and Clerk. The Town Manager provided updates on recruitment efforts for these roles.

Commissioner Baxter reported on her recent attendance at the Town and State dinner in Raleigh. She highlighted concerns about House Bill 173, which would prohibit further expansion of extraterritorial jurisdiction for Wake County municipalities. Baxter explained this could be damaging to Zebulon's operations and hurt current and future residents.

Commissioner Baxter also mentioned her upcoming trip to Washington D.C. to speak with federal legislators on behalf of Zebulon. Finally, she recognized Women's History Month.

Mayor York thanked staff who assisted with the Black History Month program at the community center. He specifically recognized Mr. Desi Campbell for his work on genealogy and ancestry.

Mayor York also thanked local schools for inviting him to read to students for Black History Month. He expressed appreciation for the first Talk with the Town event and hoped to continue engaging citizens through similar programs.

CLOSED SESSION

Commissioner Baxter made a motion, second by Commissioner Miles to go into closed session for personnel discussions as allowed by NC GS 143-318(a). There was no discussion, and the motion passed unanimously.

Mayor York called for a five minute recess.

NOTE: In closed Session Commissioner Harrison made a motion, second by Commissioner Davis to come out of closed session. There was no discussion, and the motion passed unanimously.

ADJOURN

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

Adopted this the 7th day of July, 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Work Session
Meeting Minutes
March 20, 2025

Present: Mayor Glenn York, Jessica Harrison, Shannon Baxter, Quentin Miles, Gilbert Todd, Jr.-Manager, Lisa Markland-Town Clerk, Kellianne Williams-Asst. Town Manager, Bob Grossman-Police, Chris Perry-Fire, Matt Lower-Planning, Sheila Long-Parks & Recreation, Eric Vernon-Attorney

Absent: Commissioners Beverly Clark and Amber Davis

Mayor York called the meeting to order.

APPROVAL OF THE AGENDA

Mayor York asked to amend the agenda to remove the closed session scheduled and to add an update on the Town Clerk position.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the agenda and amended.

OLD BUSINESS

Fire/EMS Station - Appointment of Special Counsel

Chief Perry provided an update on the Fire/EMS station project. He reminded the board that they had previously authorized an agreement with Wake County to develop the design and construction documents. The project was nearing the point where bids would be ready and a decision to start the project would need to be made.

Chief Perry noted that the project had just completed the 50% construction drawing stage and final tweaks were being made. He explained to the Board that there were four different funding sources for the project: the Town of Zebulon, Wake County General Fund, Wake County Fire Tax funding, and United States Department of Agricultural grant funds.

To manage the financial aspects of the project, Chief Perry introduced Clay Richards from Davenport Public Finance to discuss the next steps over the coming months.

Clay Richards presented a brief project overview and key next steps in the financing process. He stated that the Town was expecting to have the guaranteed maximum price (GMP) in early June. Current estimates for the project were around \$17,300,000. The Town had received a \$7,500,000 grant from USDA, leaving approximately \$10,000,000 as the local funding requirement. Mr. Richards explained that the allocation of funding between the Town and county would be memorialized through an interlocal agreement. It was anticipated that the Town would be responsible for 51% of the local funding requirement, with the county responsible for the remaining 49%.

To fund the Town's portion, a direct bank loan installment financing was being considered. That would require Local Government Commission (LGC) approval. Mr. Richards noted that the LGC was aware of the project and no concerns regarding approval had been raised at that time. A preliminary financing schedule was presented, which revolved around the final GMP being received by the Town on June 2nd. That aligned with the LGC application deadline of June 3rd. The LGC approval was expected on July 1st, with closing anticipated in mid-July. Prior to closing, it was explained that several approvals would be needed from the Board. On June 2nd, the Board would be asked to approve the winning bank lender, adopt a preliminary findings resolution, and hold a public hearing on the financing. On July 7th, the Board would be asked to approve the final resolution.

Mr. Richards outlined several key steps in the process, including coordinating with USDA on grant requirements, conducting debt affordability analysis, holding an LGC pre-application call, finalizing the interlocal agreement with Wake County, and completing the facility design and project bidding.

Commissioner Baxter asked about Wake County's role as a lender. Chief Perry clarified that Wake County had initially discussed lending the money but had since retracted that offer. He added that the Bobby Fitts believed they might get a better rate commercially than what Wake County had initially offered.

Commissioner Baxter sought clarification on the timing of receiving bank proposals and when the Board would have access to review them. Mr. Richards explained that bank proposals were expected back in mid-May, and the Board would see them at the June 2nd meeting.

Commissioner Baxter also inquired about the impact of the bond referendum not passing on the Town's credit rating. The Board was assured that for a direct bank loan, the banks would not consider the Town's credit rating.

Chief Perry emphasized the aggressive nature of the schedule, explaining that most pricing guarantees from contractors were only valid for about 90 days. That necessitated completing all steps outlined by Mr. Richards and awarding contracts within that time frame to guarantee prices.

Chief Perry then introduced Paul Jacobson from Sands Anderson to discuss the legal components of the project.

Paul Jacobson, accompanied by his colleague Ashley Anderson, explained their role as bond counsel or special counsel for the installment financing. He detailed the importance of complying with both state law requirements for borrowing and federal law requirements for tax-exempt treatment of interest on the debt.

Mr. Jacobson outlined the services Sands Anderson would provide, including discussions with the Local Government Commission staff, drafting necessary resolutions and agreements, coordinating publication of public hearing notices, and working with the bank and their counsel to negotiate terms.

Commissioner Baxter asked about the potential impact if EMS services were to be privatized in the future. Jacobson explained that there were ways to structure agreements to preserve tax

exemption if a private party were to provide services, but it would need to comply with specific requirements in the tax regulations.

The Board discussed the need for two motions: one to appoint Sands Anderson as special counsel and another to authorize appropriate town representatives to sign the agreement.

Commissioner Baxter made a motion, second by Commissioner Miles to appoint Sands Anderson as the special counsel for the Fire/EMS project. There was no discussion, and the motion passed unanimously.

UDO TEXT AMENDMENTS - Ordinance 2025-25

Planning Director Lower presented on the Unified Development Ordinance (UDO) text amendment for a regional mixed-use district. He reminded the board of the specific standards that should be applied when considering a text amendment, as outlined in the UDO.

Mr. Lower explained that the amendment was proposed because Zebulon is growing, and the comprehensive plan requires staff to plan for the entire future growth area, which includes approximately 10,000 acres of parcels 5 acres or larger. He emphasized the need to consider various types of development, including rural, suburban, and urban.

Matt presented examples of regional mixed-use developments from other areas, highlighting that such developments are not currently permissible by right in Zebulon. He noted that other municipalities in the region, including Morrisville, Clayton, and Burlington, have already enabled regional mixed-use development to occur by right.

The proposed amendment included dimension standards similar to downtown mixed-use, with the addition of a master plan requirement. Lower explained that this requirement was included due to the potential significant impact of these developments.

Matt detailed changes made to the amendment since the January 13th public hearing, including clarifications on stormwater retention facilities, adjustments to the table of permitted uses, and updates to utility standards.

The Board engaged in extensive discussion about various aspects of the proposed amendment:

- Commissioner Baxter raised concerns about specific uses permitted in the regional mixed-use zone, such as blood and tissue collection sites, outdoor display sales, campgrounds, games of skill, pawn shops, and RV parks. The rationale was explained behind including these uses and noted that the board could choose to remove or modify them if desired.
- The Board discussed building height restrictions, setbacks, and the transition from higher-density areas to residential zones. Mr. Lower explained that the amendment included specific distance requirements that triggered decreases in building height near residential districts.
- Parking requirements were debated, with Commissioner Baxter expressing concern about potential inadequate parking in mixed-use developments. Matt stated that the lack of minimum parking requirements was intended to allow market forces to determine appropriate parking levels, but he acknowledged that alternative approaches could be considered.
- The Board discussed the open space requirements and the authority given to the planning department to adjust the number of residential units. Matt Lower explained

the rationale behind the 15% adjustment allowance but noted that the Board could modify this if desired.

- Commissioner Baxter sought clarification on how the Board would maintain control over the design and character of regional mixed-use projects. Mr. Lower assured that the master plan requirement and existing mixed-use design standards would provide opportunities for board input and control.

Throughout the discussion, Matt emphasized that the proposed amendment was based on best practices in urban planning and was designed to make Zebulon more competitive in attracting high-quality development. He also noted that the Planning Board had unanimously recommended approval of the amendment.

Commissioner Baxter made a motion, second by Commissioner Miles to table this until the April 7th meeting so that the two commissioners who were not present would have the opportunity to review the recording from tonight's meeting and have the ability to vote on the amendments. There was no discussion, and the motion passed unanimously.

TOWN CLERK UPDATE

Mayor York provided an update on the clerk position. The interim candidate they had previously considered was unable to attend meetings due to existing commitments but was willing to prepare minutes from recordings.

The Board discussed options for filling the position, including expanding the search and utilizing the services of Good Hope Works for recruitment.

The Board agreed to have Good Hope Works continue handling the recruitment process, with the Town potentially assisting in broadening the reach of the job posting. They emphasized the need to make the job posting easily accessible on the Town's website and social media channels.

Mayor York reminded the Board of a special called meeting on March 26th for the East Wake Local Government Association meeting at Wake Tech East, sponsored by Wendell.

Commissioner Miles acknowledged that this would be Town Clerk Lisa Markland's last meeting after 27 years of service, expressing appreciation for her work.

ADJOURN

Commissioner Baxter made a motion, second by Commissioner Harrison to adjourn the meeting. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July, 2025

Glenn L. York – Mayor

SEAL

Zebulon Board of Commissioners
Meeting Minutes
April 7, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr.-Manager, Bobby Fitts-Finance, Sheila Long-Parks & Recreation, Bob Grossman - Police, Cate Farrell-Planning, Eric Vernon – Attorney

Mayor York called the meeting to order.

PLEDGE OF ALLEGIANCE

The meeting was called to order and the Pledge of Allegiance was led by Chloe Brooks.

APPROVAL OF AGENDA

Commissioner Davis requested to remove from consent item B - Parks and Recreation property acquisition to new business item C.

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

SCHOOL RECOGNITION

Zebulon GT Magnet Middle School

Mayor Glenn York recognized student Chloe Brooks from Zebulon Gifted and Talented Magnet Middle School and teacher Maryann Martin.

MAYOR'S RECOGNITION

Main Street Champion

Mayor Glenn York announced that Patricia Robinson had been selected as Zebulon's first Main Street Champion. He highlighted Patricia's instrumental role in shaping the success of the downtown association's community programs, which led to Zebulon's acceptance into both the North Carolina Main Street community. The Mayor praised Patricia's passion and countless volunteer hours, noting they set a high standard for future honorees. He mentioned that Patricia was formally recognized at the 2025 North Carolina Main Street Conference on March 13th in the presence of her family and members of the Zebulon Main Street Board.

PUBLIC COMMENT

Jennifer Acevedo Holmes, founder, president, and CEO of Community Culture Celebrations (C3), addressed the Board. She requested town support, through fee reimbursements and shared services, for their upcoming Hispanic Heritage Festival. Holmes also suggested improvements to make town processes more accessible, including an email option for submitting applications and implementing consistent interpretation options for Spanish-speaking residents at public meetings.

George Rao introduced himself as a resident of Zebulon and shared information about a new grassroots initiative called Zebulon en Español. He explained that the Facebook group's mission is to translate important town information into Spanish to keep Spanish-speaking

neighbors informed and connected. He encouraged the town to consider hiring a bilingual communications manager to support engagement and access for the growing Latino population in Zebulon.

Ellar Baxter, a student from East Wake High School, presented a poem addressing social and political issues. The poem touched on themes of women's rights, American values, and the importance of speaking up for change.

Tamesha Thomas introduced herself as a candidate for the sustainability committee. She shared her background from a small town in Alabama and her recent relocation to Weaver's Pond in Zebulon. Ms. Thomas expressed her desire to serve the community and help shape Zebulon's future. She emphasized her interest in addressing educational disparities between school systems and her commitment to maintaining Zebulon's charm while supporting growth and development.

Mary Beth Carpenter, executive director of Preservation Zebulon, announced the organization's third historic homes tour scheduled for April 12. She mentioned that six homes in the historic district would be open for tours along East and West Sycamore Street, West North Street, and Gannon Avenue.

A representative from the Zebulon Boys and Girls Club spoke about their recent success at the Kings and Queens basketball tournament. He thanked the board and community for their support and recognized the coaches and players for their hard work in winning the championship.

CONSENT

A motion was made to approve the consent agenda.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Resolution 2025-11. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

Parks & Recreation – Consideration of Non-Profit Event Rental

Boys & Girl's Club 8k Event – Resolution 2025-12

Director Long presented the Boys and Girls Club's request for their annual 8k event. She noted that this would be the third year of the 8k, which was previously a 5k. Ms. Long highlighted changes made in previous years, including moving the race off Arendell Avenue for safety reasons. She mentioned that the event is scheduled for September 20, 2025, from 7 AM to 1 PM, with the race time from 10:30 AM to noon.

Sheila Long explained that the event would utilize the back portion of the parking lot area for staging and would require a temporary closure of a portion of Judd Street. She stated that the rest of the race route would remain open to residents and traffic, with volunteers ensuring runner safety and providing directions. Per the fee schedule, the Town could charge up to \$2,622.70 for the event. She noted that if approved, staff may need to request a budget amendment to cover expenses before the end of the fiscal year.

Commissioner Baxter asked if the fees could be incorporated into the budget if waived. Sheila confirmed that there was still time to incorporate this into the budget. Commissioner Baxter also requested that the race organizers chalk the route for added safety, to which John Hanlon, representing the Boys and Girls Club, agreed.

John thanked the Board for their support and mentioned that the previous year's event had a good turnout with participants from out of town and local children enjoying the race.

Commissioner Clark made a motion, second by Commissioner Miles to approve Resolution 2025-12 with a complete fee waiver for the Boys and Girls Club 8k Event.

Commissioner Baxter requested that the Boys and Girls Club provide a recap of the event after it takes place, including information on funds raised and future plans.

There was no further discussion, and the motion passed unanimously.

Angel Prints Annual Awareness Walk – Resolution 2025-13

Director Long presented the Angel Prints Corporation's request for their fourth annual awareness walk. She explained that Angel Prints is a nonprofit serving Zebulon and the surrounding area, supporting families who have experienced pregnancy loss, stillbirth, and infant loss.

Sheila Long noted that the event is proposed for Saturday, October 11, from 7 AM to 2 PM, with the main event running from 10 AM to 1 PM. She mentioned that the event would take place on the Town Hall campus and would not require any street closures. The 3k awareness walk would use the front driving loop and sidewalks along Arendell Avenue. Sheila informed the Board that per the fiscal year 2025 fee schedule, the Town could charge up to \$1,567 for the event. She stated the event organizers had requested a fee waiver.

Brandon Wiggins, co-founder of Angel Prints Corporation, thanked the Board for their continued support. He shared that in 2024, the organization supported 87 families through their outreach program, and to date, they have supported 206 families. Wiggins also mentioned that their awareness events supported 129 people last year, with a total of 230 to date.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Resolution 2025-13 with a full fee waiver for the Angel Prints Annual Awareness.

Commissioner Baxter requested that Wiggins provide a recap of the event after it takes place, similar to the request made for the Boys and Girls Club event.

There was no further discussion, and the motion passed unanimously.

Planning – Judd Street Annexation

Public Hearing – Annexation of Lots on Judd Street – Ordinance 2025-28

Cate Farrell presented the annexation request for two properties at the end of Judd Street. She explained that the applicant was William J Pennington II, and the owners were DJI Properties LLC. The properties had no assigned address but were identified by their PIN numbers: 2705074425 and 2705074498. The combined acreage of the lots is 0.8 acres.

Cate noted that public hearing notifications were posted on both lots, mailed to neighbors within 750 feet, published in the Wake Weekly newspaper, and posted on the Town website. She explained that the properties were currently in the Town's Extra Territorial Jurisdiction (ETJ) and zoned as R4 (Residential Neighborhood District). Annexation was required for these lots to receive water and sewer services from the City of Raleigh.

Cate reviewed the annexation standards, confirming that the application was complete, services could be provided, and there were no debt obligations or public health, safety, and welfare concerns. Cate stated that staff was recommending approval.

There was some discussion on the extension of water and sewer lines.

Mayor York opened the public hearing for comments on the annexation request.

Mayor York asked for anyone wishing to speak in favor. There were none.

Mayor York asked for anyone wishing to speak in opposition. There were none.

Mayor York asked for anyone wishing to speak neither for nor against but just had comments. There were none.

Mayor York closed the public hearing.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2025-28 for the annexation of Wake County PIN 2705074425 and 2705074498 into the Zebulon corporate boundaries, finding that the standards of section 2.2.2.G are met. There was no discussion, and the motion passed unanimously.

Parks & Recreation – Property Acquisition

Commissioner Davis asked for a brief update on what property was being acquired for the citizens.

Director Long presented information on the town's plan to purchase properties at 305 and 307 South Arendell Avenue. She explained that the properties were located between the community center and community park, and their acquisition would allow for future expansion of both facilities.

Sheila stated the master plan identified the need to expand the community park and potentially add facilities like a splash pad. She emphasized that securing these properties now would provide flexibility for future development and better serve the community's needs. Sheila explained that once funding was secured, the next step would be to develop a site plan incorporating all the parcels. The process would involve community engagement, similar to the Little River Park process, to ensure the plan reflected current community needs.

Commissioner Davis expressed appreciation for the explanation, noting the importance of keeping citizens informed and involved in the process.

Commissioner Miles made a motion, second by Commissioner Davis, to ratify the contract for the purchase of 305 and 307 South Arendell Avenue. There was no discussion, and the motion passed unanimously.

MANAGER'S REPORT

The Town Manager provided updates on hiring processes for various positions:

- Communications Manager: 122 applications received, 15 virtual interviews scheduled.
- HR Director: 75 applications received and reviewed.
- IT Specialist: 181 applications received, 16 forwarded for review.
- Public Works Director: 23 applications received, closing date extended to April 12.
- Equipment Operator: Posting remains open until two positions are filled.
- Public Works Ops Manager: Internal posting, closes April 12.
- Police Officer: Multiple positions posted for various levels.
- Part-time Recreational Aid: Year-round position reposted with updated job description.

The Manager also mentioned that a budget survey was live on the Town website, with a Spanish version to be available soon.

BOARD COMMENTS

Commissioner Harrison reported on her attendance at a conference in Myrtle Beach, South Carolina, focused on regional mixed-use development and youth sports as economic drivers for small municipalities. She expressed excitement about potential collaborations and ideas that could benefit Zebulon.

Commissioner Harrison also addressed safety concerns in the Wedgewood Shopping Center following a recent break-in at the Dollar Tree. She invited Interim Chief Grossman to discuss how the police department is addressing these concerns.

Chief Grossman encouraged business owners to contact the police department with any suspicious activity and provided the non-emergency number (919-829-1911) for after-hours observations.

Lastly, Commissioner Harrison announced her upcoming participation in the 19th Annual North Carolina Black Summit as a panel leader, representing Zebulon and the North Carolina Black Elected Municipal Officials.

Commissioner Clark acknowledged citizens' concerns about town vacancies and assured the public that the Board was working hard to address these issues.

Commissioner Davis expressed appreciation for the diversity represented at the meeting and the Board's efforts to engage with all community members. She emphasized the dedication of the Board members in their roles and their constant engagement with citizens' concerns and ideas.

Commissioner Baxter expressed excitement about the Latino community's participation in the meeting and the projects presented. She highlighted recent accomplishments of local youth, including the Boys and Girls Club basketball championship and a high-ranking student in the Boys and Girls Club Student of the Year competition.

She mentioned upcoming events and developments, including:

- The Spring Fest on April 26
- Her recent advocacy efforts in Washington, D.C.
- Her upcoming transition to the role of President of Women in Municipal Government in North Carolina

Mayor York announced several upcoming events and meetings:

- Boys and Girls Club grand opening of the American Tower on April 9
- A closed session with Wake County Commissioners regarding the Mudcats stadium
- The NC League of Municipalities Conference in Greenville at the end of April

CLOSES SESSION

Commissioner Baxter made a motion, second by Commissioner Harrison to go into closed session for personnel discussions as allowed by North Carolina General Statutes 143-318.11. There was no discussion, and the motion passed unanimously.

Mayor York declared a 10 minute recess.

NOTE: In closed session, Commissioner Harrison made a motion, second by Commissioner Baxter to come out of closed session. There was no discussion, and the motion passed unanimously.

ADJOURN

Commissioner Davis made a motion, second by Commissioner Clark to adjourn. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July, 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Work Session
Meeting Minutes
April 17, 2025

Present: Mayor Glenn York, Jessica Harrison, Shannon Baxter, Quentin Miles, Beverly Clark, Amber Davis, Gilbert Todd, Jr.-Manager, Sheila Long-Parks & Recreation, Edwin Killette-Police, Kerry Burke-Police, Bob Grossman-Police, Chris Perry-Fire, Cate Farrell-Planning, Eric Vernon-Attorney

Mayor York called the meeting to order.

APPROVAL OF THE AGENDA

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

Town Manager Todd read a statement of resignation stating that certain expectations from the Board he thought required him to do things that were unethical. He thanked the staff, residents and members of the Board who supported him. His resignation was effective immediately.

Gilbert Todd, Jr. left the meeting.

OLD BUSINESS

Parks & Recreation – Gill Street Park Update

Sheila Long provided an update on the status of Gill Street Park. She reminded the Board that Gill Street Park was a former landfill from pre-1960's that was redeveloped as a park in the 1960's. In fall 2023, there was public engagement regarding playground improvements and Board discussion about adding bathrooms. In April 2024, preconstruction soil testing identified elevated lead levels, confirming contamination. In August 2024, the Board accepted DEQ's offer to join the pre-regulatory landfill program for additional soil testing and assessments.

Sheila reported that DEQ hired Hart Hickman to conduct further investigation and develop a plan to address the contamination. She noted that repurposing landfills as parks was common practice during that time frame, and many communities were dealing with similar issues. Hart Hickman submitted another report to DEQ the previous week and was working to secure access to neighboring properties for additional testing.

Sheila proposed creating a capital project fund using \$785,850 available in the FY 2025 budget, including \$500,000 for bathrooms, \$110,000 for playground replacement, and \$30,000 for community planning. She explained that this would recognize the project would occur over multiple years and prevented funds from reverting to the general fund annually. She presented two ordinances to establish the fund and move the existing funds into it.

Sheila also presented an opportunity to consider relocating the park to a larger parcel of town-owned land near Zebulon Middle School and East Wake Academy, which could allow for

additional amenities and potential partnerships. She emphasized this was just an option to consider and not a recommendation for immediate action.

Commissioner Miles expressed concern about moving funds without engaging citizens first, as they had expected the funds to be used for a bathroom. Sheila Long clarified that creating the capital fund would solidify the Town's commitment to the project and keep the funds dedicated to Gill Street Park.

Commissioner Baxter asked about the timeline for receiving the full DEQ report. Sheila estimated it could take another year due to difficulties securing access to neighboring properties and the involvement of multiple state agencies.

There was extensive discussion about how long it would take for the bathrooms to be built at Gill St. Park and the possibility of partnering with others in the area to do more.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve Ordinance 2025-30. There was no discussion, and the motion passed with a vote of 3-2 with Commissioners Davis and Miles voting against, and Commissioners Clark, Harrison, and Baxter voting in favor.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2025-31. There was no discussion, and the motion passed with a vote of 3-2 with Commissioners Davis and Miles voting against, and Commissioners Clark, Harrison, and Baxter voting in favor.

PLANNING – REGIONAL MIXED-USE

Cate Farrell presented an update on the proposed Regional Mixed Use (RMU) district text amendment. She reviewed the standards for UDO text amendments, including consistency with the comprehensive plan, addressing community needs, and ensuring efficient development.

Cate provided context on vacant land in Zebulon's future growth area and explained how the RMU district fit into the range of densities allowed in town. She presented examples of what RMU developments could look like and how they compare to existing non-residential districts.

Cate outlined the benefits of allowing RMU as a by-right district choice, including promoting fiscally productive development, providing predictability for investors, and enhancing quality of life for residents. She detailed the proposed changes to the UDO, including dimensional standards, design standards, and updates to the table of uses.

There was discussion about the utility allocation policy points and how that worked with a mixed-use development

The Board discussed lowering the threshold for changes to the number of residential units before requiring board approval from 15% to 10%. The Board agreed to lower the percentage to 10%.

They also debated removing blood and tissue collection sites from the allowed uses table, Pawn shops were discussed and the thought of removing them from the use table and ultimately decided to keep it as a special use permit.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2025-25, finding that the RMU district is consistent with the Grow Zebulon comprehensive land use plan and meets the standards of UDO 2.2.0.21.G as amended to lower the threshold of amending the number of residential units from 15% to 10%. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

Police – C.A.R.E. Unit Update

Captain Killette provided an update on the Community Advocacy and Resource Enhancement (CARE) Unit, which embedded two master's level social worker interns in the Zebulon Police Department. The unit had received over 140 referrals since September, impacting 213 children and their families.

For Q1 2025, the CARE Unit offered services to 54 children who had experienced trauma. The most common issue addressed were mental health (38.5%), family support (33.3%), and youth and peer support (28.2%). Captain Killette reported that 82% of cases assigned during Q1 were still open, with about 1 in 10 families accepting services.

Captain Killette presented data showing that 83% of households that accepted and engaged with CARE services did not have another call to their residence, while 100% of households that did not accept services had repeat calls. He emphasized the program's success in breaking the cycle of repeat calls and trauma for children.

Sarah Jump, one of the social work interns, shared personal experiences from the program. She described how families often felt neglected or dismissed by other services in the past, and how the CARE Unit provided genuine connection and support. Ms. Jump shared success stories, including helping a family find specialized dental care for a child with autism and supporting a teenager with mental health needs.

Officer Burke, who initiated the program, expressed her excitement and gratitude for its development. She highlighted the emotional impact on families who finally felt heard and supported.

The Board expressed appreciation for the program's success and requested comprehensive data for the entire duration of the project.

CLOSED SESSION

Commissioner Harrison made a motion, second by Commissioner Baxter to go into closed session. There was no discussion, and the motion passed unanimously.

Mayor York called for a 5 minute recess.

Note: In closed session, Commissioner Harrison made a motion, second by Commissioner Baxter to come out of closed session.

ADJOURN

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

Adopted this the 7th day of July, 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

**Zebulon Board of Commissioners
Work Session
Minutes
May 5, 2025**

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Beverly Clark-Commissioner, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Interim Town Clerk, Chris Medina-Planning, Tonya Easterwood-IT, Shannon Johnson-Economic Development, Tim Owens-Public Works, Bob Grossman-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Samuel A. Slater-Attorney.

Mayor York called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Harrison led the pledge of allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Harrison made a motion, second by Commissioner Baxter. There was no discussion, and the motion passed unanimously.

SCHOOL RECOGNITIONS

A. East Wake High School

Mayor York recognized East Wake High School student Kai King and teacher Christopher Torr.

B. Proclamations

The Town of Zebulon, led by Commissioner Baxter, officially recognized the Zebulon Gifted and Talented Magnet Middle School Family, Career and Community Leaders of America (FCCLA) students for their outstanding achievements at the North Carolina FCCLA State Conference.

The Town of Zebulon, led by Commissioner Baxter, officially recognizes the Zebulon Gifted and Talented Magnet Middle School Health Occupations Students of America (HOSA) students for their top two achievements at the North Carolina HOSA State Conference

PUBLIC COMMENTS

Mayor York reminded those who spoke that there was a time limit of 15 minutes, allowing each speaker 3 minutes, speakers were not permitted to discuss public hearing items or matters requiring a closed session, nor could they speak more than once or yield their time to others.

Jennifer Acevedo-Holmes, Weaver's Pond resident, CEO of C3 nonprofit, urged the Town of Zebulon to support inclusive, community-driven initiatives aligned with its strategic plans. She highlighted successful collaboration during Spring Fest and requested the to approve and support

Board of Commissioners Meeting
Minutes
May 5, 2025

Zebulon's first Latino Festival, with town partnership, event fee waivers, logistical support, and a clear review timeline. She emphasized that the community sought partnership, not charity, and was already doing the work outlined in the town's vision.

Emilio Reyes, Community Leader in East Wake, shared his passion for soccer and desire to promote the sport locally. He respectfully requested access to town fields, emphasizing his long-standing love for Zebulon and its people.

Robert Terry, 10608 Staghound Trail, thanked the Town of Zebulon, particularly the planning staff, planning board, and citizens, for their support and collaboration with the Gateway Zebulon Project. He praised the Town staff's responsiveness and the planning board's unanimous recommendation. He expressed gratitude for community advocacy and conveyed eagerness to move the project forward with the board's approval.

Cindy Mallard, 900 N. Church Street, spoke in support of the *Clean Slate* petition. She explained she signed it after thoughtful consideration to ensure her voice and others could be heard. She mentioned her concerns were not personal but focused on issues such as slow or absent decision-making, lack of policy adherence, staff not being heard, and the resulting financial and emotional toll. She also acknowledged and thanked town employees for their visible, consistent efforts, agreeing with the Mayor's statement that Zebulon was open for business.

Robin Hasslen, 808 N. Church Street, expressed concern over unresolved issues within the Town government, referring to them as the "elephant in the room." She referred to the *Clean Slate* petition as a community effort to confront these issues. As a retired university professor who taught critical race theory, she emphasized her commitment to truth and transparency. After speaking with former town staff members, Mr. Todd and Ms. Williams, following their resignations, she believed harm was done by some members of the Board of Commissioners and staff. She pledged to pursue justice and support a collaborative, functional local government.

Scott Carpenter, a Zebulon resident, introduced the Zebulon Citizens Advisory Partnership (ZCAP), a citizen-led, non-political group focused on open dialogue and collaborative problem-solving. He mentioned ZCAP had already engaged with town departments, including police and planning, and discussed topics like public safety, code enforcement, and the budget. He thanked officials and staff for their support and encouraged all residents to attend the May 20th meeting to raise issues and work together on solutions.

CONSENT

Mayor Pro Tem Harrison made a motion, second by Commissioner Clark to approve the consent agenda (which included the following):

A. Finance

- i. Wake County Tax Report – December 2024
- ii. Wake County Tax Report – January 2025
- iii. Wake County Tax Report – February 2025
- iv. Audit Contract

B. Public Works

- i. Ordinance 2025-26 – Budget Amendment

C. Fire

- i. Resolution 2025-11 – Adoption of Wake County Multi-Jurisdictional Hazard Mitigation Plan

There was no discussion, and the motion passed unanimously.

PRESENTATIONS

Interim Manager Jaiyeoba opened the presentation with an overview of the accelerated budget process for fiscal year 2025 - 2026, noting that due to the April 17th start date and the state-mandated adoption deadline in June, the town must complete in two months what typically takes six. He mentioned, unlike in prior years, each department will present both operating and capital budgets together, beginning with Information Technology, Economic Development, and Public Works that evening. Additional departments will follow in the coming work sessions, with a combined draft budget presentation scheduled for May 20th. He mentioned a public hearing was set for June 2nd, and a proposed budget retreat was to be held on June 7th to allow for deeper discussion. He emphasized the importance of community engagement, noting that a recent Facebook post about the budget had reached approximately 4,400 residents. He commented that to build on that input, an open house was tentatively scheduled for June 14th to allow more residents to participate and ask questions.

Tai also introduced consultant David Hill, who presented findings from the town's compensation study, commissioned as part of the FY24–25 budget, to ensure Zebulon remains competitive as an employer and to support employee morale. He mentioned the recommendations from the study will be incorporated into upcoming budget presentations.

Board members were asked to treat the departmental presentations as listening sessions, encouraged clarifying questions and feedback, and asked board members to reach out to department directors as needed. He reiterated the difficulty of the compressed schedule and the commitment to align public input with the board's strategic goals.

A. Departmental Budget Requests

- i. Information Technology

Tonya Easterwood, Zebulon's IT Director, presented the proposed FY26 technology budget, emphasizing strategic priorities aimed at securing and supporting the town's growing technological needs. With just two staff members in the IT department, including herself and a newly approved IT specialist, Ms. Easterwood outlined how the team handles everything from strategic planning and project management to daily tech support across all departments.

The presentation focused on three core pillars: user support, data governance, and infrastructure. She explained efforts to equip staff with standardized, efficient devices, like tablets and laptops, especially for fieldwork, ensuring seamless operations regardless of location. The department was also developing an accurate inventory of technology assets and improving data-driven decision-making, while addressing connectivity gaps such as previously unreliable internet at the community center.

Ms. Easterwood highlighted the importance of involving IT in the early stages of software procurement to minimize redundancy and ensure better integration across departments. She noted improvements in infrastructure, including upgrades to servers, switches, and firewalls, and stressed the critical, though often invisible, role these elements play in security and daily operations. Examples included Office 365 licensing and cybersecurity tools to reduce phishing threats—staff, including board members, are occasionally tested as part of ongoing training.

On the budget side, she noted a modest increase, partly due to the new IT position. Tonya mentioned key expense areas including professional and contracted services, hardware upgrades, and network needs. She concluded by explaining that while the IT budget was previously folded into Administration, it was now presented as a standalone department for greater transparency as the town continues to grow.

ii. Economic Development

Shannon Johnson, Community and Economic Development Director, presented a draft budget focused on maintaining and expanding support for downtown revitalization, small business growth, and infrastructure planning. She began by discussing the Zebulon Downtown Development Association (ZDDA), highlighting the continued \$15,000 allocation for facade improvement grants, with five grants already issued and one pending. She noted the reintroduction of the Downtown Improvement Grant for building upfits, proposing \$15,000 contingent on ZDDA's implementation by mid-year.

She outlined a new \$19,000 capital improvement project to fund the Main Street Tourism Plan, developed with guidance from the NC Main Street Program and a consultant group, Uplift. This initiative, which began with a kickoff meeting and itinerary themes, was featured on regional tourism platforms. She highlighted that insurance coverage for ZDDA was necessary now that it operates as a nonprofit.

New funding for small business programming was introduced, including a business launch course at East Wake Tech beginning in September, and Zebulon's first comprehensive business retention and expansion program, aimed at surveying and supporting local businesses over the next 9–12 months.

For infrastructure, she requested \$30,000, which was reduced from \$50,000, for assessments at the historic 200 E. Horton Street property and to evaluate downtown water and sewer infrastructure. Additional budget items included \$10,000 for increased marketing, the completion of a new promotional video and website, and modest office furniture upgrades to make the department's current space more professional and public-friendly.

She closed the presentation noting that the overall request was less than the FY24–25 budget and welcomed follow-up questions from the board.

iii. Public Works

Tim Owens, Interim Public Works Director, began his remarks by providing a high-level overview of the department's budget and projects, noting that detailed backup information has been submitted to the Interim Town Manager. He introduced key staff members present, Mary Duffy-Administrative and Contracts Manager, Joel Collins-Capital Projects Manager, and Kevin Watson-Stormwater Manager, who were there mainly for support and to answer questions. Mr. Owens acknowledged current vacancies in the operations team and emphasized ongoing efforts to fill these positions.

He explained that the budget was divided among four divisions: property and project management, operations, Powell Bill, and stormwater, with most employees in property/project management and operations. He highlighted that much of the budget increase from the previous year reflected capital expenditure, including \$1.45 million in property/project management and \$5.5 million in operations projects. He detailed staffing changes, such as upgrading a part-time receptionist to full-time and promoting an administrative assistant.

He touched on capital project ordinances that span multiple budget years, noting that some projects were underway or nearly completed. He summarized key upcoming capital needs for FY 25–26, including replacing aging equipment like the town hall mower and bucket truck, expanding and upgrading the public works office, and adding paving funds. He stressed the importance of finding smarter ways to maintain service delivery without significantly increasing staffing.

He concluded by expressing appreciation for his team's expertise and dedication, emphasizing the need to fill vacancies to move forward effectively.

Interim Town Manager Jaiyeoba emphasized that the upcoming fiscal year will be a lean budget cycle, focused on maintaining essential operations rather than pursuing major new initiatives. He mentioned department directors have been instructed to keep requests minimal unless they were critical. He mentioned that most budget pressures were expected in Public Works, Parks & Recreation, and Police, with likely requests involving only filling vacancies or minor staffing adjustments, such as converting part-time roles to full-time.

Tai proposed moving the next work session from May 8th to May 7th due to scheduling conflicts and suggested holding a budget retreat on Saturday, June 7 to allow more in-depth review, given the compressed timeline. He confirmed the May 7 session would include presentations from the Fire, Police, Planning, and Parks & Recreation departments, and that the time for the June retreat was tentatively planned for the morning.

B. Compensation Study: David Hill Consultant

Finally, Tai introduced consultant David Hill, who would present the findings from the Town's compensation study. Mr. Hill, an expert in municipal compensation, was engaged after last year's budget adoption and would share comparative data and recommendations to support future staffing and salary planning.

David Hill from the Piedmont Triad Regional Council presented the results of a six-month compensation market study for the Town of Zebulon. The purpose of the study was to evaluate the competitiveness of the town's pay structure compared to similar municipalities and to recommend adjustments to support recruitment and retention. He noted that since the last comprehensive study in 2021, the town's average employee tenure has declined from 8.9 years to 6.28 years, indicating a younger workforce and higher turnover.

Mr. Hill commented that the study found that while the distribution of employee salaries across pay grades was generally healthy, the town appears to be hiring new employees at higher levels within the pay range, likely due to uncompetitive entry-level salaries. Hill mentioned the salary compression has improved since 2021, dropping from 40% to 27% of employees earning within 10% above the minimum for their range.

To assess competitiveness, Zebulon's positions were compared with similar roles in various North Carolina municipalities.

David Hill recommended adopting a "smoothed" pay plan with a standardized 50% range and consistent 5% steps between grades, which would also simplify the grade numbering system. He presented three options for implementing the new pay structure. The first option would affect 95% of the employees and cost \$1.1 million including payroll and benefits. The second option adjusted salaries based on years of service, placing employees at the midpoint by year eight, costing about \$312,000. The third option built on option two by also applying a 3% cost-of-living (COLA) with an estimated cost of about \$495,000.

Mr. Hill highlighted the importance of keeping salaries aligned with the market to maintain a competitive edge in hiring and retaining qualified staff.

During the discussion following the presentation, board members expressed interest in being able to follow up with David Hill if they had questions in the future.

Interim Town Manager Jaiyeoba mentioned that Mr. Hill's contact information would be shared, but that any communications should be coordinated through Finance Director Bobby Fitts to ensure efficiency and organization. He emphasized the importance of using one of the presented compensation scenarios as part of the upcoming budget plan. He noted that a similar study had been conducted in 2020 but had not been implemented, which contributed to the Town's ongoing challenges in retaining staff. He stressed that maintaining the status quo would not support the goal

of making Zebulon an employer of choice. Instead, the Town needed to adopt a strategy that attracted and retained employees long-term.

Tai explained that each scenario outlined in the study would have a positive impact, but some would affect more employees than others. He mentioned the inclusion of a 3% COLA adjustment in the third scenario was based on that analysis. He concluded that ultimately the goal was to determine which scenario was both beneficial and financially feasible within the constraints of the upcoming fiscal year's budget.

OLD BUSINESS

A. Planning

- i. Ordinance 2027-27 – Zebulon Mixed Use Development for 0, 1928, and 1938 Zebulon Rd

Chris Medina, Planner I, presented the rezoning request PD2025-02 for the Zebulon Mixed-Use Planned Development, which had been previously introduced at the April 14th joint public hearing. The 14.5-acre site, located at 01, 1928, and 1938 Zebulon Road, was proposed for rezoning from Heavy Commercial and Suburban Residential to a Planned Development district. He noted that the plan, submitted by Beth Bailey of McKim & Creed on behalf of property owners Martha and Lonnie Stancil, included three commercial outparcels, two mixed-use buildings with retail and apartments, and four standalone apartment buildings.

He highlighted pedestrian connectivity to the Beaver Creek Dam Trail, resident amenities, and compliance with perimeter, streetscape, and utility allocation requirements. He mentioned the developer also committed to road improvements along Zebulon Road. He confirmed that the proposal met or exceeded Unified Development Ordinance (UDO) standards and that the Planning Board had voted unanimously, with one recusal due to conflict of interest, to recommend approval. Mr. Medina highlighted staff also recommended approval, contingent on meeting Sections 2.2.25.J and 3.5.5 of the UDO.

The developer briefly recapped the Zebulon Mixed-Use project, highlighting two new commitments: incorporating pollinator plants and reserving 5% or 13 units for workforce housing. The plan proposed rezoning 14.5 acres to Planned Development, with commercial uses at the front, mixed-use buildings in the center, and residential units at the rear. It included 250 units, 25,000 sq. ft. of commercial space, various amenities, and greenway connectivity. The Developer highlighted that road improvements would be handled directly or through a fee-in-lieu. The developer emphasized the project's uniqueness for Zebulon and readiness to address any board questions.

Mayor Pro Tem Harrison made a motion, second by Commissioner Miles to approve Ordinance 2025-27 for the rezoning of the Zebulon Mixed-Use project, finding it consistent with the Grow Zebulon Comprehensive Land Use Plan and confirming that the standards of Section 2.2.25.J had been met as outlined in the prepared statement per UDO Section 2.2.15.8.

Commissioner Miles expressed enthusiasm about the project, noting it offered a product not currently available in the community and looked forward to seeing its impact.

There was no further discussion and by roll vote the motion passed unanimously.

MANAGER'S REPORT

A. Financial Statement Update – Addendum

Interim Town Manager Jaiyeoba reported that the financial statement showed a summary of revenues and expenditures, noting there was nothing significant at this point in the year with two months remaining in the fiscal year. He stated that the Town was in a very good financial position. He mentioned a few minor budget transfers for the month, including reallocating funds within the governing board, police, and parks and recreation departments.

Bobby Fitts reported the following budget transfers.

Governing Board:

Moved \$5,000 from Retirement to Travel & Training;

Police:

Moved \$5,000 from Recruitment to Salaries (Overtime);

Parks & Recreation:

Moved \$5,000 from Team Uniforms to Grounds Maintenance;

B. Budget and Staffing Updates

Interim Town Manager Jaiyeoba updated that the Town faced some vacancies due to retirements and resignations, but progress was being made with interviews for Public Works Director and Human Resources Director positions underway. He mentioned he appointed Chris Perry and Teresa Piner to co-chair an interview panel, aiming to make job offers by mid-May. He noted that over 200 applicants had applied for director level roles, and he expected to provide more updates at the May 14th Work Session.

Additionally, he noted that Lisa Markland had agreed to join as Interim Town Clerk, with hopes of finalizing that by the end of June.

BOARD COMMENTS

Commissioner Clark shared that she had attended the North Carolina League of Municipalities conference the previous week, which she found very informative. She noted that Commissioner Baxter was appointed President of the Women in Municipal Government. Commissioner Clark expressed appreciation for the learning opportunities from various towns.

Commissioner Harris thanked the staff for their hard work organizing and safely dismantling Spring Fest, expressing excitement for upcoming events. She also highlighted that it was Teacher Appreciation Week and encouraged everyone to recognize the efforts of teachers and school staff, noting that her own children were taught by some of them.

CLOSED SESSION

As allowed Per N.C. General Statute § 143-318.11:

- ii. Litigation Deacon Development, LLC v. The Town of Zebulon / Case #24-CVS-020692-910
- iii. Personnel Discussions

Commissioner Miles made a motion, second by Commissioner Baxter to go into the closed session. There was no discussion, and the motion passed unanimously.

NOTE: In the closed session, Commissioner Miles made a motion, second by Commissioner Davis to come out of closed session. There was no discussion, and the motion passed unanimously

There was no discussion, and the motion passed unanimously.

ADJOURN

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

Adopted this the 7th day of July 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
May 7, 2025

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Beverly Clark-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba- Interim Town Manager, Lisa Markland- Interim Town Clerk, Chris Perry-Fire, Matt Lower-Planning, Bob Grossman-Police, Edwin Killelte, Shiela Long-Parks & Recreation, Samuel A. Slater-Attorney

Absent: Commissioner Amber Davis

Mayor York called the meeting to order at 6:00pm.

APPROVAL OF AGENDA

Jessica Harrison-Mayor Pro Tem Harrison made a motion, second by Commissioner Clark to approve the agenda. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

A. Budget Presentations

Interim Town Manager Jaiyeoba outlined the meeting's budget presentations from the Planning, Parks and Recreation, Police, and Fire Departments. He noted the shift to a "priority budget" due to time constraints and growth needs. He explained some departments requested new or filled positions to expand service. He reviewed the upcoming schedule, including department presentations on May 14th, a public open house, the draft budget presentation on May 20th with three compensation scenarios, a public hearing on June 2nd, and a budget retreat on June 7th. He then invited the Planning Director to begin.

i. Planning

Planning Director Matt Lower presented the fiscal year 2026 budget for the department, emphasizing the need to prepare for Zebulon's continued growth. He noted that even without new development, current entitlements would bring an estimated 6,600 new residents. He mentioned the budget aimed to maintain existing staffing levels, five planners, a technician, and two code enforcement officers, while formally transferring the transportation engineer contract from Public Works to Planning. He mentioned the plan included strategic spending to maximize public benefit, such as procuring an on-call planning firm and conducting a value-per-acre study to guide future updates to the comprehensive plan.

He highlighted three major budget increases: salaries, due to standard raises; professional services, largely from contract transfer; and travel and training to support staff development. He noted these increases were to be funded through approximately \$100,000 in lapsed salaries from unfilled

positions and an anticipated \$60,000 to \$120,000 rise in permit revenue based on current development trends.

He focused on promoting staff retention and growth by supporting certifications like AICP, floodplain management, and zoning officer credentials, as well as participation in relevant conferences. He explained that these efforts would help make Zebulon a more attractive employer for planning professionals. He proposed using professional services for specialized planning areas and UDO updates and preparing for a future comprehensive plan revision by conducting a value-per-acre study to better align planning decisions with fiscal impacts.

ii. Parks & Recreation

Parks and Recreation Director Sheila Long provided a comprehensive update on department operations, growth challenges, and budget priorities. She emphasized that growing demand from the expanding population had outpaced current staffing and funding levels. She noted maintenance standards had been reduced to accommodate increased workloads, including extending mowing intervals and handling a 70% increase in work orders compared to the previous year, without added staff. She commented that athletic participation had more than doubled since FY19, general program participation rose over 35%, and private facility rentals increased revenue by 133%.

She explained that the FY26 budget proposal was guided by the Parks and Recreation Advisory Board, which prioritized right-sizing services, focusing on high-impact efforts, and preparing for continued growth. She commented that through meetings and feedback since September, staff crafted a proposal to increase the operating budget by \$169,000, mostly driven by fixed costs like salaries and utilities, and no program fee increases were recommended. She mentioned that key reductions included delays to new programs such as after-school offerings, fewer adult arts and non-league sports programs, postponement of equipment purchases, and scaling back special events, particularly proposing to limit holiday programming to one major winter and one major spring event due to limited staff capacity.

She commented that staffing adjustments were also recommended, including repurposing a vacated recreation assistant position into an athletic supervisor to meet increasing demands without adding a new position. She noted the department also proposed delaying the addition of new maintenance technicians, instead relying on part-time support to meet growing parks' needs.

She mentioned that on capital priorities, the Advisory Board reaffirmed land acquisition as the top priority, followed by enhancements to existing parks. She highlighted a \$2 million CIP request, primarily funded by recreation impact fees. She noted that key projects included additional funding for Little River Park Phase I, site-specific planning for Community Park, stream restoration, and improvements at Zebulon Elementary's volleyball court. She stressed that external funding, grants, partnerships, or potentially a parks bond would be necessary to meet long-term needs, especially for a recreation center, sports complex, neighborhood parks, and greenways.

She concluded with a specific call to address the critical shortage of soccer fields due to rapid growth in the youth soccer program, which had strained current field availability and conditions,

with no backup fields and increased use of non-traditional spaces. She noted that upcoming construction at Town Hall campus would further impact field and parking capacity. She urged the Town to prioritize land acquisition for both neighborhood parks and a future sports complex to sustain and grow recreational services.

iii. Police

Interim Police Chief Bob Grossman provided a summary of the Police Department's accomplishments and presented the proposed FY26 budget. He highlighted that in FY25, the department implemented a peer support program, launched the CARE unit, and partnered with Cary Psychology for officer wellness. He noted the department received a \$7,500 ABC grant to help start wellness services, installed additional Automated License Plate Readers (ALPR) cameras, and transitioned to upgraded firearms with improved optics, resulting in higher accuracy scores. He mentioned the key goals for FY26 included crime prevention, improved traffic enforcement, accreditation, and employee wellness.

Chief Grossman requested funding for two new police officers and a full-time social worker to ensure minimum staffing of three officers per shift, alleviate call volume strain, and support proactive policing. Calls for service had increased significantly from 8,000 in 2015 to over 27,000 in 2023 and were projected to exceed 30,000 in 2025. The CARE unit showed promising results among residents who accepted services, 83% had no repeat calls; those who declined had a 100% repeat rate.

The proposed additions were expected to improve response times, reduce staff fatigue, and enhance community engagement. Bob mentioned that grant funding was sought to cover personnel and equipment costs, including a \$125,000 Victim of Crimes Act (VOCA) grant for the social worker and a \$250,000 federal earmark request for two fully outfitted police vehicles. He noted that no other fleet replacements or capital projects were planned for the year. Police Captain Edwin Killelte was introduced to present on the department's LPR camera program.

Police Captain Edwin Killelte explained that Zebulon's LPRs, primarily Flock cameras, were used to identify vehicles tied to crimes, issuing real-time alerts and providing 30 days of investigative data. He noted that access was limited to sworn officers, with all use being logged and audited, and that neighborhood HOAs could install their own cameras and grant or revoke police access. He mentioned the Department has six cameras and access to two or three more. He highlighted the system helped solve 23 serious local crimes and provided numerous leads, and the Officers received training, and audits ensured proper use. Each camera costs about \$3,000 annually.

iv. Fire

Fire Chief Chris Perry reviewed the FY26 budget request, highlighting increased service demands with over 2,200 incidents and 515 simultaneous calls in 2024. He mentioned staffing was expanded through ARPA funds, enabling two fully staffed four-person crews, and a replacement fire truck was ordered but won't arrive until 2028. He noted that the new fire station project required extensive interdepartmental effort, and a records management system was implemented to support

Board of Commissioners Work Session

Minutes

May 7, 2025

data-driven decision-making. He mentioned the budget increases under \$50,000 covered staffing-related costs, maintenance, and dispatch. He mentioned that capital items included funding placeholders for the new station, a traffic light project, defibrillator replacements, and turnout gear. He commented that despite a slight drop in the town's cost share to 34.48%, call volume continues to rise across both municipal and county areas.

CLOSED SESSSION

As allowed Per N.C. General Statute § 143-318.11 for the purpose of personnel discussions.

Commissioner Miles made a motion, second by Commissioner Baxter to go into closed session. There was no discussion, and the motion passed unanimously.

NOTE: In closed session, Commissioner Harrison made a motion, second by Commissioner Miles to come out of closed session. There was no discussion, and the motion passed unanimously.

ADJOURN

Commissioner Clark made a motion to adjourn the meeting, second by Commissioner Harrison. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025

Glenn L. York—Mayor

SEAL

Ana Gomez Rindahl –Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
May 20, 2025

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Commissioner Beverly Clark, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Interim Town Clerk, Eric Vernon-Attorney.

1. CALLED TO ORDER

Mayor York called the meeting to order at 6:00pm.

2. APPROVAL OF THE AGENDA

Mayor Pro Tem Harrison made a motion to approve the agenda, seconded by Commissioner Davis. There was no discussion, and the motion passed unanimously.

Mayor York stated there needed to be a Special Called Meeting on May 28, 2025, at 6:00 p.m. to discuss personnel matters and asked for a motion.

Commissioner Miles made a motion, seconded by Mayor Pro Tem Harrison to call for a special called meeting on May 28, 2025 at 6:00pm for the purposed of personnel discussions. There was no discussion, and the motion passed unanimously.

3. CONSENT

Commissioner Baxter made a motion, second by Commissioner Clark to approve the agenda, (which consisted of the following:

A. Minutes

August 26, 2024	October 14, 2024
January 29, 2025	October 24, 2024
September 25, 2024	May 19, 2025
March 6, 2025	November 8, 2024
September 30, 2024	November 11, 2024
April 2, 2025	December 9, 2024
April 8, 2025	April 23, 2025
October 29, 2024	

There was no discussion, and the motion passed unanimously.

4. BUDGET PRESENTATION FY 25-26

Interim Town Manager Jaiyeoba opened the budget presentation by thanking the Board for their engagement during recent work sessions and recognizing staff and department directors for their efforts in preparing the budget over the past four weeks. He emphasized that the proposed budget was a collaborative effort, with special appreciation given to staff who had returned to assist with the process.

It was confirmed that the budget process adhered to North Carolina General Statute 159, including timely submission of budget requests, revenue estimates, and the recommended budget, as well as scheduling a public hearing and planning for adoption before the start of the new fiscal year. Community input was collected through surveys reaching over 4,000 residents on Facebook and producing around 8,300 responses, in addition to two open houses and upcoming meetings.

The Manager characterized the budget as a reflection of the town's progress and challenges, with accomplishments organized into five key areas: public safety, infrastructure, amenities, economic development/planning, and staffing. In public safety, the Town supported hurricane response efforts, approved funding for emergency services infrastructure, and advanced officer mental health programs. Infrastructure improvements included forming an IT department, consolidating software for savings, upgrading connectivity, and launching project tracking plans. Parks and Recreation made progress on Little River Park and updated maintenance standards.

Tai noted that in economic development, the Town added 185 jobs, graduated 13 entrepreneurs from the "Launch Business" program, earned Main Street accreditation, and initiated a housing study. Town staffing saw the largest pay increase in 25 years, with additional restructuring and staff development initiatives, including hosting a Wellness and Safety Day.

The challenges related to growth, service demands, and staffing, particularly in public safety and infrastructure were acknowledged. Interim Manager Jaiyeoba concluded by expressing pride in the Team's accomplishments and reaffirmed the Town's commitment to responsible fiscal management and continuous improvement.

Commissioner Baxter asked how the 8,300 survey responses were verified to ensure that they came from actual residents, clarifying that she was not questioning the results themselves.

Interim Town Manager Jaiyeoba emphasized the importance of using zip codes in the survey to verify that respondents were actual residents of Zebulon, and asking key questions, such as where participants lived, helped to ensure the accuracy of the data. Residents were considered to be those who received daily town services like trash collection and water. He noted that the survey

responses came from verifiable residents, and they expressed appreciation for the large number of participants.

Commissioner Baxter expressed appreciation for the large response from the community, describing it as impressive. They thanked everyone who worked hard in a short time to create a budget that was both meaningful and fiscally responsible, and that reflected the community's needs. She also extended gratitude to the staff and Interim Town Manager Jaiyeoba for their comprehensive efforts in assembling the budget.

Mayor York thanked the staff for their hard work in preparing the budget within a short timeframe, noting that it was well presented and appeared to be something the Board could move forward with.

Commissioner Baxter asked where the community could access the budget, noting that copies were normally placed at the library, East Wake High School, and online. She also mentioned that the Chamber of Commerce typically received a copy and inquired if there were any other locations where residents could review the budget.

Interim Town Manager Jaiyeoba invited the Director of Finance Bobby Fitts to respond, who confirmed that all named locations would receive copies, and one would also be available at the current location. He added that the information would be posted on the website by the next day.

5. ADJOURN

Commissioner Baxter made a motion to adjourn, seconded by Commissioner Miles. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025

Glenn L. York – Mayor

SEAL

Ana Gomez Rindahl – Town Clerk

Zebulon Board of Commissioners
Minutes
June 2, 2025

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Beverly Clark-Commissioner, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba- Interim Town Manager, Cate Farrell-Planning, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Matt Lower-Planning, Bob Grossman-Police, Mary Duffy-Public Works, Shannon Johnson-Economic Development, Chris Perry-Fire, Lisa Markland-Town Clerk, Samuel A. Slater-Attorney

Mayor York called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by student Silvia Gutierrez Leyva from Wakeland Elementary School.

APPROVAL OF AGENDA

Mayor York requested to remove the "Old Bun Road annexation and plan development" from the agenda and tabled it until August 4, 2025.

Commissioner Baxter also requested to remove the "Board appointments" from the agenda and tabled it to the July 7, 2025, meeting due to the budget hearing scheduled for the evening.

Commissioner Baxter made a motion, seconded by Mayor Pro Tem Harrison to approve the agenda as amended. There was no discussion, and the motion passed unanimously.

SCHOOL RECOGNITION

Wakelon Elementary School

Mayor York recognized two individuals from Wakelon Elementary School, student Sylvia Gutierrez Leyva and teacher Patrice Williams.

PUBLIC COMMENT PERIOD

Mayor York reminded those who spoke that there was a time limit of 15 minutes, allowing each speaker 3 minutes, speakers were not permitted to discuss public hearing items or matters requiring a closed session, nor could they speak more than once or yield their time to others.

Cindy Mallard, 900 N. Church Street, Zebulon, requested consideration of the Clean Slate Petition regarding the citizens' discontent with the actions and inactions of the Board, including the failure to approve a transportation bond.

Winter Todd, 511 Shepard School Road, Zebulon, mentioned she was the nominated speaker for the Clean Slate Petition, which was signed by 479 supporters. She expressed concerns about

community suspicion and potential sabotage aimed at silencing community members who speak out against the board, and requested the resignation of Commissioners Baxter, Harrison, and Davis effective November 4th.

Commissioner Clark, commented on the growth of the Town, expressed support for the election of a new Board and Mayor. She resigned as Commissioner effective immediately, and requested the resignation of Commissioners Baxter, Davis and Harrison.

Kerwin Pittman, 210 Cook Street, Raleigh NC, mentioned he was the Director of Emancipate NC, a group that looked at structural racism and biases within the criminal justice system and governmental institutions. He expressed support for the current Board.

Tory Harrison, 512 Carissa Lane, Zebulon, stated he was the spouse of Mayor Pro Tem Harrison and described Commissioner Harrison and the Board as equitable and always fighting for what was right. He expressed opposition to the Clean Slate Petition.

CONSENT AGENDA

Commissioner Miles requested to remove the Little River Park Deed of Gift from the Consent Agenda. Lisa Markland stated the Little River Park Deed of Gift was moved as item “D” under New Business.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the agenda as amended (which included the following):

A. Finance

- i. Wake County Tax Report – March 2025
- ii. FY 2025 Appointment of Tax Collector – Resolution 2025-15
- iii. Budget Amendment – Recognizing Investment Proceeds - Ordinance 2025-29

A. Fire

- i. Wake County Fire Contract Renewal

B. General

- i. Meeting Calendar 2025-2026

There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Finance

Interim Town Manager Jaiyeoba presented on the proposed Budget for FY 25-26. He shared the requirements set out by the general statutes.

Mr. Jaiyeoba presented the Recommended Budget and proposed modifications made in Fiscal Year 24-25

The public was invited to express thoughts, ideas, concerns, and opinions regarding the recommended budget and the proposed modifications in the Public Hearing. He informed the public that the Board of Commissioners were not engaging in dialogue at that time, and the public could contact Town Staff with questions pertaining to the budget following the Public Hearing.

Mayor York declared the Public Hearing open and asked the public who wished to speak to come to the podium and state their names and address for the record.

Mayor York asked if there was anyone who wished to speak in favor. There were none.

Mayor York asked if there was anyone who wished to speak in opposition. There were none.

Mayor York asked if there was anyone who wished to speak neither for nor against but had something to say.

Nicholas Walton, 4014 Watsonia Drive, Zebulon, opposed items of the proposed budget, including the street light improvement project on Arendell Avenue, and favored using the budget and increasing property taxes for transportation alternatives to driving.

Milton Robinson, 336 Rustling Way, Zebulon, spoke on behalf of the youth, and requested the budget to set aside funding for children's programs.

Dr. Crohan requested the Board to provide the budget information ahead of the meeting for the public to research before the Board meeting, requesting transparency, accessibility and accountability from public servants.

Mayor York asked if there were electronic submissions or letters about the budget.

Lisa Markland stated there were none.

Mayor York closed the Public Hearing.

*B. Parks and Recreation
Youth Financial Aid Policy*

Sheila Long, Parks and Recreation Director, presented the revisions to the Youth Financial Aid Policy, adopted in February 2022 to raise additional funds to start the financial aid program.

Director Long recommended the Board adopt the following revisions to the Youth Financial Aid Policy:

- Special considerations, including review of the eligibility for financial aid.

Board of Commissioners

Minutes

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- Payment plans for families who do not qualify for financial aid and are facing financial difficulties.
- Review of eligibility by the Parks and Recreation Advisory Board.

Commissioner Baxter expressed concerns with appointed members of the Parks and Recreation Advisory Board having access to review the eligibility for financial aid and/or payment plans due to sensitive or uncomfortable financial situations that might get out into the public. Commissioner Baxter requested redacting names and addresses from the applications. Director Long concurred with Commissioner Baxter's recommendation to redact names and addresses from the applications.

Commissioner Davis asked what documentation the applicants would provide for eligibility if Federal Programs – such as, SNAP or Section 8 were to be eliminated.

Sheila Long mentioned she was not aware of the elimination of the Federal Programs, and if that was the case, the application process would be revisited for alternatives that facilitate the process for the applicants. She mentioned the current revisions to the Policy would make the application process easier for applicants.

Commissioners requested clarifications regarding the verbiage for extenuating circumstances and asked for the removal of the once-a-year eligibility for extenuating circumstances.

Commissioner Davis recommended the removal of language regarding "\$500 in a quarter" to be sure the funds are used for everybody under any extenuating circumstance.

Commissioner Baxter recommended approving the recommendation with the amendments from the Board.

Commissioner Miles made a motion, second by Commissioner Davis to table the revision of the Youth Financial Aid Policy to the August 4, 2025 meeting. The motion failed with a vote of 2-3 with Commissioners Miles and Davis voting in favor and Commissioners Baxter and Harrison voting against. There was a tie, and Mayor York voted again the motion.

There was additional discussion about what the Board wanted to see in the policy.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the Youth Financial Aid Policy with the following amendments:

Sheila Long stated the following changes as requested:

- Advisory Board review for those seeking special consideration would be through a blind process (removal of identifying and sensitive information)
- Removal of the \$500 balance for special consideration due to extenuating circumstances.
- Removal of the one-time eligibility per year.

There was no further discussion and by a roll call vote the motion passed with a 3-2 vote, with Commissioners Davis and Miles voting against and Commissioners Baxter and Harrison voting in favor. There was a tie, and Mayor York voted in favor of the motion.

Non-Profit Event Rental – Latino Festival

Director Long presented the request for a Non-Profit Event Rental for a Latino Festival to be held on July 12, 2026 – Resolution 2025-26, consideration for fee waiver for town resources dedicated to the Latino Festival.

- Applicant: Community Culture Celebrations (C3) and La Grande NC.
- Original event date: August 10, 2025
- Amended event date: July 12, 2026
- Event set-up: 9:00am to 12:00pm
- Event time: 12:00pm to 9:00pm
- Breakdown 7:00pm to 9:00pm
- Activities: Latino cultural festival, live music, performances, family activities, food trucks, and vendors.

Members of La Grande radio station, and Jennifer Acevedo-Holmes, Zebulon resident and President and CEO of C3 introduced herself and shared about C3 and La Grande radio station goals for the Latino Festival. Acevedo-Holmes noted the event would be alcohol-free.

Sheila Long requested the Board to approve or deny Resolution 2025-16 as requested for a Latino Festival, and to include whether they would - not waive fees, partially waive fees, or waive all fees.

There was considerable discussion about what it would look like, the capacity of staff to do another large event, how many large events the Board wanted and what that would look like for all departments, the cost to the Town to shut down Arendell Avenue and the process of making a request for special events like the one made by C3.

Commissioner Baxter made a motion to deny Resolution 2025-16 as requested for a Latino Festival, and to (not waive fees, partially waive fees, or waive all fees) pending an updated application by August 4, 2025, meeting explaining the partnership between the Town, C3 and La Grande radio station.

The motion died for lack of a second.

Major Pro Tem Harrison made a motion, second by Commissioner Davis to table the approval or denial of Resolution 2025-16 as requested for a Latino Festival, to the August 4, 2025 meeting. There was no discussion, and the motion was approved unanimously.

C. Planning

1729 Pearces Road Annexation

Cate Farrell, Planner II, presented 1729 Pearces Road Annexation Request, Ordinance 2025-32, including the Public Hearing Notification, Annexation Standards, and Staff Recommendation.

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June 2, 2025

- Applicant: TBM Partners LLC
- Property owners: Wall Purdy Family LLC
- Property Address: 0 & 1729 Pearces Road

Jason Barron with Morningstar Law Group on behalf of the Developer introduced himself expressed support of the annexation.

Commissioner Miles expressed citizens' concerns about the traffic on Pearces Road due to additional development of new houses.

Mayor York declared the Public Hearing open and explained to speak they were to come to the podium and state their names and address for the record.

Mayor York asked if there was anyone who wished to speak in favor. There were none.

Mayor York asked if there was anyone who wished to speak in opposition. There were none.

Mayor York asked if there was anyone who wished to speak neither for nor against but just had something to say. There were none.

Mayor York closed the Public Hearing.

Commissioner Baxter made a motion, seconded by Commissioner Harrison to approve Ordinance 2025-32 for the annexation of Wake County PIN 2707125054,1797914808 into the Zebulon Corporate Boundaries finding that the standards of Section 2.2.2.G are met. There was no discussion, and the motion passed with a 3-2 vote, with Commissioners Davis and Miles voting against and Commissioners Harrison and Baxter voting in favor. There was a tie and Mayor York voted in favor of the motion.

1729 Pearces Road Planned Development

Matt Lower, Planning Director, presented the Development for 1729 Pearces Road, including background, land use, transportation improvements, and recommendations and outcomes.

Some of the amenities that the developer was willing to do was to install a roundabout at Pearces and Proctor, as well as at Pearces and Pippin, install the Jones St. #1 connection, and additional road improvements to name a few. These would drastically help with traffic issues seen on Pearces Road as well as in the area of N. Arendell and Pearces.

Jason Barron with Morningstar Law Group on behalf of the Developer commended the staff for an incredible job in describing the project. Mr. Barron added a resident advisory board as a condition to the Homeowners Association (HOA) to be established per the recommendation of the Board. Mr. Barron noted the citizens' concerns about traffic were included in the traffic study. It was requested the Board approve Ordinance 2025-33

Chris Perry, Fire Chief, presented the impact of the project that could affect the response of the Fire Department in case of emergency. Chief Perry stated that the response times were based on where the current fire station was located on E. Vance St. and not the new station on W. Judd St. behind Town Hall. He continued by stating that by the time the homes were actually on the ground the new fire station should be constructed.

Bob Grossman, Interim Police Chief, presented the impact of the project on traffic that could affect the response of the Police Department. It was explained that the roundabouts and turn lanes, the developer would be constructing, would make it better for police response times.

Commissioner Miles brought to attention the increase of time for the Fire Department and the Police Department to respond in case of emergency due to the development, and the growth affecting the schools.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2025-33, finding that the action is reasonable, consistent with the Grow Zebulon Comprehensive Land Use Plan, and compliant with UDO Section 2.2.25.J, as described in the prepared statement per UDO Section 2.2.15.G.3, with the condition that the developer shall extend Jones Street approximately 375 linear feet, from the north side of 300 Jones Street to the south side of 460 Jones Street, in accordance with the Town of Zebulon's standard design manual for a local street, including curb and gutter on both sides but without sidewalk installation, should sufficient impact fees be available to offset such costs, and further authorize staff to credit the developer's transportation impact fee toward improvement costs, in fulfillment of said condition, or deem condition fulfilled if the Town chooses not to acquire any additional right-of-way if such acquisition is determined necessary jointly by staff and developer.

There was no discussion and Mayor York called for a roll vote. The motion passed with a vote of 3-1, with Commissioners Davis, Harrison and Baxter voting in favor and Commissioner Miles voting against. The motion passed.

D. Parks and Recreation
Little River Park Deed of Gift

Director Long presented the Little River Park Deed of Gift to the State of North Carolina for archive of archeological findings with no display value and answered questions from the Board. Pictures of the minute artifacts that would be gifted were handed out for the Board to review.

Commissioner Miles made a motion, second by Commissioner Davis to approve the Little River Park Deed of Gift. There was no discussion, and the motion passed unanimously.

E. Other New Business

Mayor York introduced Tracy Alford, Director of Miss Zebulon. Ms. Alford introduced Miss Zebulon's Teen 2025, Ella Marks, Ms. Marks' Community Service Initiative (CSI), and Ms. Marks' reminder that Kindness Day in Zebulon was scheduled for June 12, 2025, themed

“Kindness in Every Heart.” Ms. Alford introduced Miss Zebulon 2025, Ashtyn Thomas and her CSI.

MANAGER’S REPORT

Interim Town Manager Jaiyeoba invited Robert Fitts, Finance Director to report budget transfers.

Police:

Moved \$5,000 from Recruitment to Vehicle Maintenance;

Fire:

Moved \$4,500 from Medical Exams to Equipment Maintenance;

Moved \$5,000 from Part-time Salaries to Vehicle Maintenance.

Parks & Recreation:

Moved \$3,800 from Cultural and Recreation Programs to Grounds Maintenance;

Moved \$1,330 from Special Events to Parade;

Moved \$4,900 from Part-time Salaries (Programs) to Part-time Salaries (Community Center);

Moved \$4,015 from Salaries to Insurance & Bonds;

Moved \$2,900 from Vehicle Maintenance to Electricity/Water.

Interim Town Manager Jaiyeoba reiterated the Budget Retreat scheduled for June 7, 2025, from 8:30am to 12:30pm to finalize the FY 25-26 budget. He mentioned the survey sent to the community for feedback about the recruitment of the Police Chief and the Town Manager. He sought directions from the Board regarding the recruitment of the Town Manager to be conducted in-house instead of requesting the support of a consultant for the recruitment.

Commissioner Baxter and Mayor Pro Tem Harrison thanked Interim Town Manager Jaiyeoba for the initiative and informed him to move forward with the initiative. Commissioner Miles asked Interim Town Manager Jaiyeoba if there would be additional costs with the initiative. Interim Town Manager Jaiyeoba informed the Board there would be no additional costs besides the advertisement for the position.

BOARD COMMENTS

Commissioner Baxter highlighted June was Pride Month and Men’s Mental Health Awareness Month. She informed the Eastern Regional Center located at 1002 Dogwood Dr, Zebulon was having their free Human Immunodeficiency Virus (HIV) testing day on June 24, 2025, from 10:00am to 1:00pm. She reminded the public to wear sunscreen and hydrate as the summer approaches.

Commissioner Miles thanked the public who attended the meeting as their participation was vital to the community.

Mayor Pro Tem Harrison extended her condolences to the Town of Smithfield for the passing of Council member Maron Lee on May 27, 2025. She presented Council member Lee's family, on behalf of the Town of Zebulon, with a Resolution from the North Carolina Black Elected Municipal Officials. She addressed the Clean Slate Petition acknowledging the citizens for their engagement in democracy regardless of their position and expressed gratitude how the petition brought the Board closer together. She highlighted her commitment to continue to work diligently side-by-side with her fellow Board members and the Zebulon community to achieve progress through open dialogue and collaborative efforts. She thanked Commissioner Clark for her guidance on the Board.

Commissioner Davis congratulated the graduates of 2025 and wished them success on their endeavors. She reiterated Men's Mental Health Awareness Month as the importance to support men's mental health. She thanked the participants of the Budget Survey and all surveys that came before the Board and thanked every citizen that voted for her and continued to support her, and she served her role wholeheartedly. She thanked her fellow board for their dedication and work for the community.

Mayor York mentioned the Zebulon's Lions Club 75th anniversary and thanked the Zebulon's Lions Club for their services over the years and their community partnership. He appreciated all who participated in the democratic process and for speaking what they felt was their truth. He stated the Board had the best in their hearts for the Town.

ADJOURN

Mayor Pro Tem Harrison made a motion, second by Commissioner Davis to adjourn. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025

Glenn L. York—Mayor

SEAL

Ana Gomez Rindahl—Town Clerk

Zebulon Board of Commissioners
Work Session
Minutes
June 16, 2025

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba- Interim Town Manager, Lisa Markland- Interim Town Clerk, Sheila Long – Parks & Recreation, Bob Grossman-Police, Bobby Fitts-Finance, Tim Owens- Public Works, Matt Lower-Planning, Shannon Johnson-Economic Development, Tonya Easterwood-IT, Chris Perry-Fire, Monique Merriweather-Yarborough – HR, Samuel A. Slater-Attorney, Ana Gomez Rindahl, Town Clerk.

Mayor York called the meeting to order at 6:00pm.

1. APPROVAL OF AGENDA

Mayor York asked to amend the agenda.

Commissioner Miles made a motion to approve the agenda, seconded by Commissioner Davis. There was no discussion, and the motion passed unanimously.

2. OLD BUSINESS

A. Budget Fiscal Year 25-26 Consideration for Adoption

Interim Town Manager Jaiyeoba presented the proposed FY 2026 budget for adoption.

Finance Director Bobby Fitts presented a recap of the recommended budget presented on May 20, 2025, and outlined subsequent modifications.

- Budget Recap and Modifications
- Staffing Requests
 - Public Safety: Addition of two patrol officers and one social worker.
 - Public Works: Additional administrative support.
 - Parks & Recreation: Repurposing and reallocation of positions to meet community needs.
 - Information Technology: Funding for a summer student intern, potentially extending beyond summer.
 - Administration: Conversion of Assistant Town Manager to Executive Assistant to the Town Manager, Communications Director to Communications Manager.
 - Human Resources Budget: addition of a part-time HR Administrative Assistant.
- Employee Compensation
 - The consultant's compensation study presented three options:
 - \$1.1 million option: covers ~95% of employees.
 - \$500,000 and \$315,000 options: nearly all employees covered except new hires.
 - Recommendation to bring the consultant back next year for a follow-up, as compensation adjustments in neighboring towns could affect competitiveness.
 - Emphasis on regular, moderate adjustments to avoid large, infrequent increases.

Board of Commissioners Work Session

Minutes

June 16, 2025

- Goal: Boost employee morale and maintain competitive pay.
- Capital Needs
 - Roadway improvements
 - Land acquisition
 - \$1.89 million for Phase 1 of Little River Park development.
 - Police vehicles
 - Fire station
- Clarification: Approval of capital budget is not a blanket approval; specific projects (e.g., land acquisition, road improvements) will return to the Board for individual approval. Police vehicles may proceed without additional Board approval due to urgency and cost considerations.
- Tax Rate & Revenue
 - Tax rate remains unchanged at 57.7 cents per \$100 valuation.
 - Total recommended expenditure: \$28.8 million.
 - Revenue sources remain consistent with the previous year.
 - Budget aligns with the 2030 Strategic Plan, responds to community input (public safety, economic development, recreation), maintains a healthy fund balance, and supports town growth.
- June 7, 2025, Board Retreat & Budget Modifications driven by:
 - Staff Support: Training, development, and an efficient work order system to improve procurement and support small businesses.
 - Compensation Increases: Continued support for staff and creation of a new Support Specialist position (front-facing/help desk role for residents and staff).
 - Tuition Reimbursement: Continued support for employee education.
 - Commissioners asked clarifying questions on timelines for park development, police hiring schedule, and grant matching potential. Staff responded with projected timelines (park construction summer 2025, hires completed by FY start).
- Resident-Focused Modifications
 - Strategic Plan Update: Increased resident engagement.
 - Mayor's Youth Advisory Council: Formation and support for youth empowerment and summer internships.
 - Community Engagement Platform: \$10,000 allocated for a digital platform to facilitate resident-government interaction and education (e.g., Budget 101 sessions).
 - Town Services Application: Funding for an application to improve resident access to services.
 - Language Access: Enhanced services for non-English-speaking residents.
 - Special Community Event: Addition of a new flagship event, based on community feedback.
 - Tax Incentives & Home Infrastructure Program: Economic development to assist seniors and low-income homeowners with tax relief and home upgrades.
- Emphasis on the importance of ongoing community engagement, transparency, and responsiveness to resident needs.
- Board commended for supporting innovative engagement tools and staff development.

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-55, Operating Budget for Fiscal Year 2025-2033 as amended. There was no discussion, and the motion passed unanimously.

B. Acceptance of Resignation.

- a. Mayor York read a statement concerning the resignation of Commissioner Beverly Clark.

Mayor Pro Tem Harrison made a motion, second by Commissioner Baxter to accept the resignation of Commissioner Beverly Clark. There was no discussion and the motion passed unanimously.

Interim Town Manager Jaiyeoba introduced the new Human Resources Director - Monique Merriweather-Yarborough, Public Works Director - Richard Fletcher, and Town Clerk - Ana Gomez Rindahl.

3. CLOSED SESSSION

As allowed Per N.C. General Statute § 143-318.11:

- i. To consult with the Town's Attorney.
- ii. Litigation Deacon Development, LLC v. The Town of Zebulon.

Commissioner Miles made a motion, second by Commissioner Davis to go into closed session. There was no discussion, and the motion passed unanimously.

NOTE: In closed session, Commissioner Miles made a motion, second by Mayor Pro Tem Harrison to come out of closed session. There was no discussion, and the motion passed unanimously.

4. ADJOURN

Commissioner Davis made a motion, second by Mayor Pro Tem Harrison to adjourn. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025

Glenn L. York—Mayor

SEAL

Ana Gomez Rindahl—Town Clerk

STAFF REPORT
RESOLUTION 2026-01
FIRE/EMS STATION FINANCE FINDINGS
JULY 7, 2025

Topic: Fire/EMS Station Finance Findings Resolution 2026-01
Speaker: Bobby Fitts, Finance Director
From: Bobby Fitts, Finance Director
Prepared by: Bobby Fitts, Finance Director
Paul Jacobson, Sands Anderson PC, Special Council
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

Consideration of adoption of a resolution making required findings and authorizing the filing of an application for approval of a financing agreement for the Town's portion of funding for the Fire/EMS station.

Background:

It's intended to fund the Town's financial portion of the Fire/EMS station through direct bank loan installment financing. Securement of installment financing requires approval of the N.C. Local Government Commission (LGC). For this financing to be considered for approval, the LGC requires the local governing body to make findings of fact. This resolution stipulates the required finding of facts and authorizes the Town to make application to the LGC for consideration, authorizes other actions related to securing the financing, and reiterates the reimbursement resolution previously adopted by the Board. Adopting a findings resolution does not obligate the Town to borrow money but is a preliminary step to be taken before any future approval of financing.

Discussion:

The discussion before the Board is the adoption of the attached resolution.

Fiscal Analysis:

Although formal bidding has just begun, the current estimated cost of the Fire/EMS station project is \$17.3 million. A \$7.5 million USDA Rural Development grant has been awarded towards the project. The remaining cost (approximately \$10 million) will be funded by the Town of Zebulon and Wake County, at 51% and 49%, respectively. This cost share arrangement results in the Town financing about \$5 million for its portion. This resolution is necessary to initiate the process for obtaining LGC approval of the financing.

Policy Analysis:

N.C.G.S. 160A-20 authorizes a unit of local government to finance the construction of improvements on real property.

Staff Recommendation:

Staff recommends adoption of the attached Resolution 2026-01

Attachments:

1. Resolution 2026-01

RESOLUTION 2026-01
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF ZEBULON,
NORTH CAROLINA MAKING REQUIRED FINDINGS AND AUTHORIZING
THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING
AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE
160A-20 AND PROVIDING FOR CERTAIN OTHER MATTERS RELATED
THERE TO

WHEREAS, the Town of Zebulon, North Carolina (**the “Town”**) desires to finance capital costs of the design, construction, furnishing and equipping of a fire and emergency medical services station and related facilities in the Town, located on a site owned by the Town, and costs related to the execution and delivery of financing documents (**together, the “Project”**); and

WHEREAS, the Town desires to finance the Project by the use of a Town installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20, in a total principal amount expected not to exceed \$5,700,000 (**the “Proposed Contract”**); and

WHEREAS, the Town holds title to certain real property on which the Project will be located ; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission (**the “LGC”**) to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the Proposed Contract;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Zebulon, North Carolina, meeting in regular session on the 7th day of July, 2025, makes the following findings:

1. The Project is necessary and appropriate for the Town under all circumstances. The Project will increase the efficiency of the Town’s fire protection and emergency medical services for the benefit of the Town and its citizens.
2. The Proposed Contract is preferable to a Town bond issue for the same purpose because the Project constitutes the construction of improvements on real property and therefore is suited for installment contract financing under North Carolina General Statute 160A, Article 3, Section 20, the cost of an election necessary to approve a general obligation bond financing by the Town would result in the expenditure of significant funds, the time required for such election would cause an unnecessary delay which would thereby decrease the financial benefits of issuing such bonds and the Proposed Contract is the most expeditious method of raising funds quickly, and the Proposed Contract will provide financing for an essential project at an overall rate comparable to a general obligation bond issue without the cost, delay and uncertainty involved in a voted bond issue.

3. The sums to fall due under the Proposed Contract are adequate and not excessive for the proposed purpose.
4. The Town's debt management procedures and policies are good because the Town's existing and planned debt falls well within North Carolina's legal debt limitations for local governments, because past audit reports of the Town indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the Town has not been censured by the LGC, external auditors or any other regulatory agency in connection with such debt management and contract obligation payment policies.
5. The increase in ad valorem property taxes, if any, necessary to meet the sums to fall due under the Proposed Contract is estimated to be 1.5 cents per hundred dollars of assessed valuation of real property in the Town and any such increase would not be excessive.
6. The Town is not in default in any of its debt service obligations.
7. The attorney for the Town will render an opinion that the Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Interim Town Manager, the Town Finance Officer and other appropriate representatives of the Town including the Town's Financial Advisor are and each of them is hereby authorized to act on behalf of the Town of Zebulon in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and in taking such other actions not inconsistent with this resolution, including negotiation of the Proposed Contract and other relevant documentation necessary to complete the transactions set forth herein, and all such actions are hereby ratified.

BE IT FURTHER RESOLVED that acts of the Interim Town Manager, the Town Finance Officer and the Town's bond counsel in causing publication of notice as is required for the Board of Commissioners to hold a public hearing on the Proposed Contract in accordance with and as required by Section 160A-20 of the General Statutes of North Carolina are hereby authorized and ratified.

BE IT FURTHER RESOLVED that the Board intends that the adoption of this resolution will fulfill the requirements of Treasury Regulation Section 1.150-2 as a reiteration and confirmation of the Board's prior declaration of official intent adopted on December 2, 2024 as a declaration of the Town's official intent to reimburse Project expenditures from proceeds of the Proposed Contract with a revised description of the maximum principal amount of the Proposed Contract as set forth herein.

BE IT FURTHER RESOLVED that the actions of the Town's representatives, including the Interim Town Manager, the Town Finance Officer, the Town Attorney, Davenport & Company LLC as the Town's financial advisor and Sands Anderson PC as the Town's bond counsel, in furtherance of the purposes of this resolution, are hereby ratified.

This resolution is effective upon its adoption this 7th day of July, 2025.

The motion to adopt Resolution 2026-01 was made by Commissioner _____ seconded by Commissioner _____, and was approved by the following vote:

Ayes: _____

Noes: _____

* * * * *

The undersigned Clerk to the Board of Commissioners of the Town of Zebulon, North Carolina, DOES HEREBY CERTIFY that the foregoing has been carefully copied from the actually recorded minutes of said Board of Commissioners at a meeting held on July 7, 2025, and is a true copy of so much of said minutes as relates in any way to the adoption of the resolution set forth above. A quorum was present and acting throughout such meeting.

I further certify that due notice of such meeting was provided as required by North Carolina General Statutes Section 143-318.12.

WITNESS my signature and the seal of the Town of Zebulon, North Carolina, this ____ day of July 2025.

Glenn L. York – Mayor

[SEAL]

Ana Gomez Rindhal Clerk to the Board of
Commissioners Town of Zebulon, North
Carolina

**STAFF REPORT
RESOLUTION 2026-02
INSTALLMENT FINANCING AWARD – FIRE/EMS BUILDING
JULY 7, 2025**

Topic: Resolution 2026-02 – Installment Financing Award (Fire/EMS Building)

Speaker: Bobby Fitts, Finance Director
From: Bobby Fitts, Finance Director
Prepared by: Bobby Fitts, Finance Director
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board will consider the award of the installment financing of the construction of the Town of Zebulon Fire/EMS Building.

Background:

The design and construction of the Town of Zebulon Fire/EMS Building was approved with adoption of the Fire Station Capital Project Fund Budget. Staff solicited proposals from lenders to finance the construction through an installment-purchase agreement with the option of 15- or 20-year terms. Requests for Proposals were sent to over 50 national, regional and local lending institutions on May 22, 2025. Proposals were due by 1:00 PM on Tuesday, June 17, 2025. First National Bank, KS Bank and Webster Bank all submitted bids.

Discussion:

The discussion before the Board is whether to approve the attached resolution recommending Webster Bank as the lender on the Fire/EMS Building project.

Policy Analysis:

Local governments are authorized to purchase real or personal property by installment contracts (NCGS 160A-20). This purchase is consistent with the FY '26 Budget Ordinance.

Financial Analysis:

The following table summarizes the rates, fees and total costs received by each lending institution:

<u>Company</u>	<u>Term</u>	<u>Rate</u>	<u>Fees</u>	<u>Total Cost</u>
Webster Bank	15 yr	4.28%	\$ 7,500	\$ 6,446,376
	20 yr	4.59%	\$ 7,500	\$ 7,115,626
First National Bank*	20 yr (BQ)	4.36%	\$ 3,000	\$ 6,992,976
	20 yr (NBQ)	4.53%	\$ 3,000	\$ 7,078,248
KS Bank	15 yr	5.99%	\$ -	\$ 7,116,431
	20 yr	6.50%	\$ -	\$ 8,094,508
* Fixed Rate for 10 years, then will be reset based on market conditions at that time.				

STAFF REPORT
RESOLUTION 2026-02
INSTALLMENT FINANCING AWARD – FIRE/EMS BUILDING
JULY 7, 2025

First National Bank's rates are fixed for the first 10 years but will be reset at the end of the 10-year fixed rate term based on market conditions at that time.

Webster Bank provided the lowest overall rate that is able to be locked in for the life of the loan while also providing flexibility to prepay/refinance the loan prior to the final maturity. While the 15-year term provides the lower total debt service, the 20-year term provides the lowest annual payments over the first 15 years, with flexibility to apply partial prepayments and reduce the term in the future.

Staff Recommendation:

Staff recommends approval of Webster Bank proposal for the 20-year term for this installment financing through adoption of Resolution 2026-02.

Attachments:

1. Summary of Financing Proposals (Davenport Public Finance)
2. Resolution 2026-02

2025 IFC – Summary of Financing Proposals

Town of Zebulon, North Carolina



July 7, 2025

Bank Loan RFP Overview

- An RFP for a Direct Bank Loan financing was distributed on May 22, 2025 to over 50 National, Regional and Local lending institutions to finance the construction of a Fire / EMS Facility for the Zebulon Fire Department and Wake County EMS Department.
- After the initial distribution, Davenport reached out to the potential bidders to assess their interest in the financing and address any questions they had.
- Responding institutions were asked to provide proposals for an Installment Financing Contract (the “2025 IFC”) in an amount of up to \$5,700,000 with either 15-year or 20-year terms secured by a Deed of Trust on the new Fire / EMS Station being constructed.
- The Town received 3 proposals from the following banks:
 - First National Bank (“FNB”)
 - KS Bank
 - Webster Bank
- A summary of all proposals received is included on page 3 of this summary.


Summary of Interest Rates

A	B	C	D	E
Lender	Rate Lock	Call Provisions	15-Year Rate	20-Year Rate
1 Webster	Rate is locked through August 22, 2025, if accepted by July 8, 2025.	<p>15-Year Option: May be redeemed with at least 30 day notice on or after 8/1/30, 102% through 8/1/31, 101% through 8/1/32, and callable at par thereafter.</p> <p>20-Year Option: May be redeemed with at least 30 day notice on or after 8/1/30, 102% through 8/1/32, 101% through 8/1/34, and callable at par thereafter.</p>	4.28%	4.59%
2 First National Bank ¹	Rate is locked through August 21, 2025, if accepted in writing.	<p>15-Year Option: Prepayable in whole or in part on any date before 8/21/28 at 102%, on or after 8/21/28 at 101%, callable at par on or after 8/21/30.</p> <p>20-Year Option: Prepayable in whole or in part on any date before 8/21/30 at 102%, on or after 8/21/30 at 101%, callable at par on or after 8/21/32.</p>	<p>4.32% (BQ)</p> <p>4.49% (NBQ)</p>	<p>4.36% (BQ)</p> <p>4.53% (NBQ)</p>
3 KS Bank	KS Bank did not specify a date that the rate will be locked through. (Subject to confirmation)	No prepayment penalty.	5.99%	6.50%

Note: Banks without BQ or NBQ designation did not differentiate between the two.

¹ Rates provided by First National Bank are fixed for 10 years but will be reset at the end of the 10 year fixed rate term based on market conditions at that time.

Proposal Summary | Webster

A		B	
Lender		Webster Bank  WebsterBank®	
1 Interest Rate		15-Year Term 4.28%	20-Year Term 4.59%
2 Prepayment Language	<p>-Prepayable in whole or in part on any date with at least 30 day notice -Prepayable in whole or in part on any date with at least 30 day notice on or after 8/1/30 at 102%, on or after 8/1/31 at 101%, and callable on or after 8/1/30 at 102%, on or after 8/1/32 at 101%, and callable at par on or after 8/1/32.</p> <p>-Partial prepayments will be allowed once per year, on a payment date, and in inverse order. The minimum partial prepayment amount is \$300,000.</p>		
3 Acceptance / Rate Expiration	-Interest rate is locked through August 22, 2025, if accepted by July 8, 2025.		
4 Bank Fees	\$7,500		
5 Escrow/Project Fund Requirements	-Proceeds may be held in any account of the Town's choosing (e.g. NCCMT or other similar funds). Subject to requisition process (can be accepted via email notice).		
6 Credit Approval	Preliminary approval, final approval subject to documentation.		
7 Lender's Counsel	Gilmore & Bell (Janelle Jackson & Jason Schurke)		
8 Other Considerations	<p>1. Webster will require a Title Search, Title Insurance, and Environmental Survey. Webster will also run a flood search at no cost. Webster will require a Tax Opinion and an opinion of legal counsel attesting to the legal and enforceable nature of the IFC.</p> <p>2. Webster would like to have the construction documents/contracts, surveys or appraisals if available, but would not require them.</p> <p>3. Webster would need to be added as a dual obligee and additional insured / payee for the Payment & Performance Bonds and Insurance Policies.</p>		

Debt Service Comparison

Webster Bank 15-year vs. 20-year

	15-Year Term			20-Year Term			Difference
	A	B	C	D	E	F	
1 Bank		Webster Bank			Webster Bank		
2 Call Provisions		8/1/30-31: 102% 8/1/31-32: 101% after 8/1/32: 100%			8/1/30-32: 102% 8/1/32-34: 101% after 8/1/34: 100%		
3 Interest Rate		4.28%			4.59%		0.31%
4 Uses of Funds							
5 Project Fund*		4,602,750			4,602,750		
6 Cost of Issuance*		200,000			200,000		\$ -
7 Bank Fees*		7,500			7,500		
8 Additional Proceeds*		750			750		
9 Total		\$4,811,000			\$4,811,000		\$ -
15 Debt Service*		Debt Service	Tax Rate Equivalent ⁽¹⁾		Debt Service	Tax Rate Equivalent ⁽¹⁾	Debt Service
16 Fiscal Year							
17 2027		514,471	1.88¢		448,557	1.64¢	(65,914)
18 2028		513,215	1.83¢		450,809	1.60¢	(62,406)
19 2029		499,476	1.72¢		439,747	1.52¢	(59,729)
20 2030		485,737	1.63¢		428,685	1.44¢	(57,052)
21 2031		471,998	1.54¢		417,623	1.36¢	(54,375)
22 2032		458,260	1.45¢		406,561	1.28¢	(51,698)
23 2033		444,521	1.36¢		395,499	1.21¢	(49,021)
24 2034		430,782	1.28¢		384,438	1.15¢	(46,345)
25 2035		417,043	1.21¢		373,376	1.08¢	(43,668)
26 2036		403,304	1.13¢		362,314	1.02¢	(40,991)
27 2037		389,566	1.06¢		351,252	0.96¢	(38,314)
28 2038		375,827	0.99¢		340,190	0.90¢	(35,637)
29 2039		361,088	0.93¢		328,128	0.84¢	(32,960)
30 2040		347,392	0.87¢		317,112	0.79¢	(30,280)
31 2041		333,696	0.81¢		306,096	0.74¢	(27,600)
32 2042		-	0.00¢		295,080	0.69¢	295,080
33 2043		-	0.00¢		284,064	0.65¢	284,064
34 2044		-	0.00¢		273,048	0.61¢	273,048
35 2045		-	0.00¢		262,032	0.56¢	262,032
36 2046		-	0.00¢		251,016	0.52¢	251,016
37 Total		\$ 6,446,376			\$ 7,115,626		\$ 669,250

Observations

- The difference in interest rate between the Webster 15 and 20-year term is 0.31%.
- Overall, the 15-year term provides lower total debt service due to the slightly lower interest rate and 5-year shorter term.
 - Compared to the 20-year option, total debt service on the 15-year term is lower by approximately \$669,250.
- The 20-year term offers lower annual payments over the first 15 years when compared to the 15-year term.
 - The difference in annual payments range from approximately \$66,000 in year 1 to approximately \$28,000 in year 15.
 - Over the first 5 years, the payments on the 20-year term are \$299,477 lower in total, an average of \$59,895 per year.
- Both options provide flexibility to prepay the loan prior to maturity.
 - The 20 year rate is prepayable without penalty on/after 8/1/2034 providing an option to shorten the loan to 15-years in the future if desired.

* Preliminary and subject to change.

(1) Note: Per Town Staff, FY 2026 value of a penny is approximately \$265,000. Assumed to grow at 3.00% annually.

Recommendation and Next Steps

Recommendation

- Based upon our review of the proposals, related analyses, and discussions with the Town Staff and Bond Counsel, Davenport recommends that the Town select the Webster Bank proposal for the 20-year term. Webster Bank provided the lowest overall rate that is able to be locked in for the life of the loan (not subject to rate-reset), while also providing flexibility to prepay/refinance the loan prior to the final maturity. While the 15-year term provides the lower total debt service, the 20-year term provides the lowest annual payments over the first 15 years, with flexibility to apply partial prepayments and reduce the term in the future.

Next Steps

Date	Task
July 1 st	LGC Application Deadline for August 5 th LGC Approval
July 2 nd	Final GMP delivered to the Town
July 7 th (6:00pm)	<ul style="list-style-type: none">▪ Town Board Meeting (Agenda Deadline – June 20th)<ul style="list-style-type: none">– Town Board holds a Public Hearing– Town Board considers approval of winning bidder– Town Board considers adopting a Preliminary Findings Resolution
August 4 th (6:00pm)	<ul style="list-style-type: none">▪ Town Board Meeting (Agenda Deadline – July 18th)<ul style="list-style-type: none">– Town Board considers approving a Final Resolution– Town Board considers approving the Interlocal Agreement and Final GMP
August 5 th	LGC considers approving the financing
August 18 th (2:00pm)	<ul style="list-style-type: none">▪ Wake County Board Meeting<ul style="list-style-type: none">– County Board considers approving the Interlocal Agreement and Final GMP
By August 21 st	Close on 2025 IFC

Appendix

Debt Service Comparison

Webster Bank & FNB

	15-Year Term		20-Year Term		20-Year Term		
	A	B	C	D	E	F	G
1 Bank		Webster Bank	Webster Bank	FNB (BQ)		FNB (NBQ)	
2 Call Provisions		8/1/30-31: 102% 8/1/31-32: 101% after 8/1/32: 100%	8/1/30-32: 102% 8/1/32-34: 101% after 8/1/34: 100%		Before 8/21/30: 102% On or after 8/21/30: 101% After 8/21/32: 100%		
3 Interest Rate		4.28%	4.59%	4.36%		4.53%	
4 Uses of Funds							
5 Project Fund*		\$ 4,602,750	\$ 4,602,750	\$ 4,602,750	\$ 4,602,750		
6 Cost of Issuance*		200,000	200,000	200,000	200,000		
7 Bank Fees*		7,500	7,500	3,000	3,000		
8 Additional Proceeds*		750	750	250	250		
9 Total		\$ 4,811,000	\$ 4,811,000	\$ 4,806,000	\$ 4,806,000		
10							
11 Closing Date*		8/21/2025	8/21/2025	8/21/2025	8/21/2025		
12 First Interest Payment		8/1/2026	8/1/2026	8/1/2026	8/1/2026		
13 First Principal Payment		8/1/2026	8/1/2026	8/1/2026	8/1/2026		
14 Final Maturity		8/1/2040	8/1/2045	8/1/2045	8/1/2045		
15 Debt Service*							
16 Fiscal Year		Debt Service	Debt Service	Debt Service	Difference vs. Webster 20Yr	Debt Service	Difference vs. Webster 20Yr
17 2027		514,471	448,557	437,900	(10,656)	445,617	(2,940)
18 2028		513,215	450,809	440,078	(10,731)	447,840	(2,969)
19 2029		499,476	439,747	429,570	(10,177)	436,923	(2,825)
20 2030		485,737	428,685	419,062	(9,623)	426,005	(2,680)
21 2031		471,998	417,623	408,555	(9,068)	415,088	(2,535)
22 2032		458,260	406,561	398,047	(8,514)	404,171	(2,391)
23 2033		444,521	395,499	387,540	(7,960)	393,253	(2,246)
24 2034		430,782	384,438	376,032	(8,406)	381,336	(3,102)
25 2035		417,043	373,376	365,568	(7,808)	370,464	(2,912)
26 2036		403,304	362,314	355,104	(7,210)	359,592	(2,722)
27 2037		389,566	351,252	344,640	(6,612)	348,720	(2,532)
28 2038		375,827	340,190	334,176	(6,014)	337,848	(2,342)
29 2039		361,088	328,128	323,712	(4,416)	326,976	(1,152)
30 2040		347,392	317,112	313,248	(3,864)	316,104	(1,008)
31 2041		333,696	306,096	302,784	(3,312)	305,232	(864)
32 2042		-	295,080	292,320	(2,760)	294,360	(720)
33 2043		-	284,064	281,856	(2,208)	283,488	(576)
34 2044		-	273,048	271,392	(1,656)	272,616	(432)
35 2045		-	262,032	260,928	(1,104)	261,744	(288)
36 2046		-	251,016	250,464	(552)	250,872	(144)
37 Total		\$ 6,446,376	\$ 7,115,626	\$ 6,992,976	(122,650)	\$ 7,078,248	(37,378)
38 Difference to Webster 20-Year (First 10 Years)		\$ -	\$ -	\$ -	(90,153)	\$ -	(27,321)
39 Breakeven Rate Beginning 8/1/2036					5.29%		4.81%

* Preliminary and subject to change.

Note: Rates provided by First National Bank are fixed for 10 years but will be reset at the end of the 10 year fixed rate term based on market conditions at that time. The current DS shown is estimated as a constant fixed rate.

Municipal Advisor Disclosure

The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the "SEC") has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC ("Davenport") has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

This material was prepared by public finance, or other non-research personnel of Davenport. This material was not produced by a research analyst, although it may refer to a Davenport research analyst or research report. Unless otherwise indicated, these views (if any) are the author's and may differ from those of the Davenport fixed income or research department or others in the firm. Davenport may perform or seek to perform financial advisory services for the issuers of the securities and instruments mentioned herein.

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The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

**NOTICE OF PUBLIC HEARING ON WHETHER THE BOARD OF
COMMISSIONERS FOR THE TOWN OF ZEBULON, NORTH CAROLINA
SHOULD APPROVE A PROPOSED INSTALLMENT FINANCING
AGREEMENT TO FINANCE COSTS OF A TOWN FIRE AND EMS STATION
CAPITAL PROJECT**

NOTICE IS HEREBY GIVEN of a public hearing to be held by the Board of Commissioners (the “Board”) of the Town of Zebulon, North Carolina (the “Town”) at 6:00 p.m. (or as soon thereafter as the matter may be heard) on July 7, 2025, in the Board meeting room, Town Hall, 1003 N. Arendell Avenue, Zebulon North Carolina for the purpose of considering whether the Board should approve a proposed installment financing agreement and certain related documents pursuant to North Carolina General Statutes Section 160A-20, as amended, for the purpose of providing funds in an amount not to exceed \$5,700,000 for the construction and other accomplishment of the Project hereinafter described. The Town would secure the repayment by it of moneys advanced pursuant to such proposed agreement by granting a security interest in all or a portion of the Project fixtures and improvements and real property on which Project fixtures and improvements are located, but there would be no recourse against the Town or its property (other than the financed and improved property) if there were a default on the financing. The Town’s entering into the financing is subject to obtaining approval from the North Carolina Local Government Commission and final approval from the Town’s Board of Commissioners.

The Project consists of the design, acquisition, construction, improvement and equipping of a fire station and emergency medical services station and related facilities in the Town on a site near the Zebulon Town Hall. All interested persons will be heard at the public hearing. Persons wishing to make written comments in advance of the hearing or wishing more information concerning the subject of the hearing may contact Robert Fitts, Town Finance Officer, 1003 N. Arendell Avenue, Zebulon, NC 27597 (email at rfitts@townofzebulon.org and telephone number 919-823-1806).

RESOLUTION 2026-02
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF ZEBULON, NORTH
CAROLINA SELECTING LENDER FOR INSTALLMENT FINANCING

WHEREAS, the Board of Commissioners (the **“Board of Commissioners”**) of the Town of Zebulon, North Carolina (the **“Town”**) has expressed its desire to pursue installment financing (the **“Financing”**) of a portion of the capital costs of the design, construction, furnishing and equipping of a fire and emergency medical services station and related facilities in the Town (together, the **“Project”**) and in furtherance thereof the Town’s financial advisor, Davenport & Company LLC (the **“Financial Advisor”**) distributed a request for proposals to financial institutions for such financing in a principal amount not to exceed \$5,700,000 (the **“RFP”**); and

WHEREAS, the Financial Advisor has received responses to the RFP and along with Town staff has recommended that the Board of Commissioners select the proposal from Webster Bank (the **“Lender”**) dated June 17, 2025 (the **“Lender’s Proposal”**) as the most beneficial response to the RFP providing attractive terms to finance the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners as follows:

1. The Board of Commissioners accepts the Lender’s Proposal, subject to the requirement that the Financing may not close without final approval from the Board of Commissioners and the North Carolina Local Government Commission.
2. This resolution shall take effect immediately upon its adoption.

Glenn L. York – Mayor

[SEAL]

Ana Gomez Rindhal Clerk to the Board of
Commissioners Town of Zebulon, North
Carolina

STAFF REPORT
BOARD APPOINTMENTS
JUNE 2, 2025

Topic: Board Appointments
Speaker: Lisa Markland, CMC, Interim Town Clerk
From: Lisa M. Markland, CMC, Interim Town Clerk
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will consider applicants interested in serving on appointed boards.

Background:

The Board of Commissioners appoints members to volunteer Boards (Planning Board, Board of Adjustment, Parks and Recreation Advisory Board and Sustainability Board) who make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards present applications to the Board of Commissioners for consideration.

Discussion:

The discussion among the Board is to determine the most qualified people to be appointed to the advisory boards.

A. Planning Board

There is two ETJ vacancies – one unexpired term that would end in 2027 and the other seat would expire in 2028. There is one In-Town vacancy.

The Town received the following applications:

ETJ Applicants (2 Vacancies)

- David Hughes
- Stephanie Jenkins
- Antonio Perez

In-Town Applicants (1 Vacancy)

- Widiene Alcin
- Mike Diaz
- Natasha Drake
- Mercedes Lopez
- Matilda Tulloch

B. Parks and Recreation Advisory Board

There are two vacancies.

The Town received an application from the following:

- Orlando Reyes
- Dr. Wendi Watson
- Brandon Wiggins
- Solomon Williams
- Rufus Wilson, Jr

STAFF REPORT
BOARD APPOINTMENTS
JUNE 2, 2025

C. Board of Adjustment

There are **three** vacancies, **one** ETJ vacancy, **one** alternate ETJ vacancy and **one** in-town seat.

The Town received an application from the following:

In-Town Applicants (1 Vacancy)

- Widiane Alcin
- Monique Wheeler
- Sylvia Wheeler

There were no ETJ Applications for the BOA

D. Sustainability Board

The Sustainability Board is a new Board with seven (7) members. There is a need to appoint all the members of this Board and they will have staggered terms. There will be three (3) members appointed for one (1) year, two (2) members appointed for two (2) years, and two (2) members appointed for three (3) years.

The Town received an application from the following: Total of 7 Members

In-Town Applicants

- Widiane Alcin
- MaryBeth Carpenter
- Ayanna Glaize
- Matthew Fletcher
- Marvin Howell
- Devan Isenhower
- Mercedes Lopez
- Ashley Mitchell
- Peter Rubino
- Corinna Shuler
- Tamisha Thomas
- Katie Strickland
- Jayln Williams

ETJ Applicants

- Gina Bryant
- Nikki McIntyre

STAFF REPORT
BOARD APPOINTMENTS
JUNE 2, 2025

Policy Impact:

Municipalities are statutorily required to have a Planning Board to make recommendations on applications for rezoning, text amendments, and comprehensive land use plan updates or rewrites (§ 160D-604)

Municipalities are statutorily required to have a Board of Adjustment to hear appeals and variances for development projects (§ 160D-303(b)). Zebulon's Unified Development Ordinance lists processes and procedures to hear appeals (Article 2), and the powers, duties, and composition of the Board of Adjustment (Section 10.2). Much like the Planning Board, the Board of Adjustment requires ETJ representation because the UDO has jurisdictional authority over both the Corporate Limits and ETJ.

Any ETJ representation on a board requires approval from the Zebulon Board of Commissioners and the Wake County Board of Commissioners.

Fiscal Impact:

NA

Staff Recommendation:

Staff does not make recommendations on Board appointments.

Attachments:

1. Applications

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement *

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I Agree *

Yes

Name

Widiane Alcin

Home Address

1216 Channel Drop Lp, Zebulon, North Carolina 27597



Employer
NCDOT

Job Title
Legislative Analyst

Choice
Corporate Limits

How many years have you lived in Zebulon
1

Board Choice
Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

I moved to the town of Zebulon last year and I am looking to establish roots in the area. Serving on the board will provide me with the ability to be involved in matters pertaining to the betterment of the town that I now call home.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
No

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume
WA Resume (1).pdf

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

Disclaimer: This Demographics Section of the Application is **not required** and by completing it, I do so **voluntarily** and acknowledge that the information I provide in this application is subject to disclosure pursuant to the **North Carolina Public Records Laws**, and that I provide the information contained in this application **freely and voluntarily**, and that I **consent** to such disclosure pursuant to the **North Carolina Public Records Laws**, and that I **waive, release and discharge** the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are **voluntary** questions asked with the goal of having diverse representation.

Which age group describes you?
31 - 40

Gender
Female

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature

A handwritten signature in black ink, appearing to be 'L. A. S.', written over a light gray background.

Date

11/18/2024

Appointed Board Application

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I Agree *

Yes

Name

Mike Diaz

Home Address

2401 Cattail Pond Dr, Zebulon, North Carolina 27597

Employer

Sky's The Limit Lending

Job Title

Mortgage Loan Officer

Choice

Corporate Limits

How many years have you lived in Zebulon

10

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

N/a

N/a

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

I have attended 3-4 meetings since I have lived in Zebulon.

Untitled

How Zebulon handles the increasing growth.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I worked in elementary education for 18 years. I then went into the banking world for the last 2 years.

Education

I have Masters Degree in Curriculum & Instruction with an Adult Supervision certification

Volunteer Experience

I have been a volunteer coach for several years in Zebulon and the school district I taught in

Upload a Resume

Resume202412040809 2.pdf

Upload any additional documentation

ncsu.pdf

Untitled

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?

41 - 50

Gender

Male

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands,

- Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

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I Agree *

Yes

Signature

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a series of loops and a vertical line at the end.

Date

6/8/2025

Michael Diaz

Experience

Bank of America | Wake Forest, NC **Relationship Banker | 01/2024 - Present**

- Provides support to clients in meeting their financial needs through consultation and guidance
- Implements established processes and guidelines to ensure compliance with laws and regulations
- Collaborates with experts in various financial areas to enhance business knowledge and network
- Manages client appointments and outbound calls efficiently
- Drives exceptional client experience through proactive engagement

Franklin County Schools | Lenoir, NC **Elementary Literacy Specialist | 08/2017 - 08/2024**

- Provided support to schools in all literacy programs/resources through consultation, program monitoring, data collection, reporting, technical assistance, and professional development
- Lead district wide school planning and data analysis to help schools align to their Learning Intervention Plan (LIP)
- Collaborated with school teams to achieve school objectives and success with School Improvement Plans (SIP)
- Offered targeted coaching and professional development to school leaders, instructional coaches, and teachers to enhance content knowledge and curriculum implementation
- Organized/planned district wide reading camps in compliance with Read to Achieve (RTA) law to enhance student learning
- Analyzed school data, diagnosed instructional needs, identified research-based instructional strategies, and delivered professional development at the school & district levels
- Led district wide literacy core curriculum adoption

Franklin County Schools: Long Mill Elementary School | Youngsville, NC **Instructional Coach | 08/2016 - 06/2017**

- Analyzed data for Professional Learning Communities (PLC) & determined critical needs of the school
- Provided support to schools to align to our schools/districts Multi-Tiered System of Supports (MTSS)
- Conducted walk-throughs to gain insight on teachers' areas of strengths and weaknesses
- Facilitated Professional Learning Communities and provided professional development on best instructional practices
- Co-taught with teachers and modeled lessons in their area of need
- Provided leadership for school improvement planning and data analysis that aligned to each schools improvement plan.

Franklin County Schools: Bunn Elementary School | Bunn, NC **Elementary Teacher | 08/2003 - 06/2016**

Skills

Extensive Knowledge of College-and Career Ready Standards, Digital Learning Instructional Standards, Adult Learning Principles Trained , Analytical and Critical Thinking, Communication and Collaboration

Education

North Carolina State University | Raleigh, NC **M.ED Curriculum Instruction & Development/Supervision | 12/2014**

- Graduated summa cum laude—3.7+ GPA
- Educational Leadership: Administration and Supervision Praxis Certified
- Deans List all Semester s

Clarion University of Pennsylvania | Clarion, PA **Bachelor of Science | 12/2003**

- Graduated summa cum laude—3.7+ GPA
- Governors Scholarship Scholarship Recipient
- Division I collegiate wrestler
- Minored in Athletic Coaching

Certificates

LETRS Volume 1 certified, Wilson Foundation Level 1 & 2 Certified, NC New Teacher Support Program Certified, Developing Future-Focused Schools Certified, Rigorous Curriculum Design Team Certified, HillRAP methodology and components certified

Awards

Curriculum Specialist of the year- 2023, Teacher of the Year: Bunn Elementary Schools- 2015

No proof of
residence
received
7/2/25

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I Agree *

Yes

Name

Mrs Devan Isenhower

Home Address

2425 Village of Wakefield Dr, Zebulon, North Carolina 27597



Employer

Dev Digital Consulting, Llc

Job Title

Fractional CMO

Choice

ETJ

How many years have you lived in Zebulon

6

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

I've never served on a municipal board, but I have held leadership positions throughout my life (personally and professionally) and currently own and operate my own business. I have a passion for creating a better life for my family, friends, and community. I love Zebulon and we recently purchased our second home here in which we plan to reside for many years to come. I have two young children and am excited by the opportunity to serve and shape the town of Zebulon.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

Yes, I've attended a couple town board meetings.

Untitled

I'm interested in contributing to the planning of Zebulon's future. There is so much potential and demand for growth in new businesses to support the growth in housing. I'm also interested in how this growth will inform improvements to the public education system.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I work as a fractional CMO with midsize corporations to best allocate their marketing budgets to drive profitable growth. It's my job to connect the priorities of C-level executives to the needs of the customers. This is highly relevant to connecting the priorities of the leaders of Zebulon to the needs of the residents.

Education

I graduated from NC State in 2014 with a bachelor's in Business Administration.

Volunteer Experience

I have volunteered with Habitat for Humanity, and I often volunteer with my kids' school.

Upload a Resume

Upload any additional documentation

Untitled

I'm excited for the opportunity to serve on the board. I enjoy working alongside others for the common good, and I would consider myself a good arbitrator when conflict arises. It's not easy to work with others, but it is so rewarding when we can move Zebulon forward in the right direction.

Demographics

Demographics – Voluntary – Not Required

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31 - 40

Gender
Female

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- White: (Irish, German, English)

You may select more than one.

Race
White (Caucasian)

Accurate and Complete

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I Agree *
Yes

Signature

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Date
6/8/2025

Appointed Board Application

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I Agree *

Yes

Name

Stephanie Jenkins

Home Address

745 Water Plant Rd, Zebulon, North Carolina 27597



Employer

Wake County Smart Start

Job Title

Quality Enhancement Specialist

Choice

ETJ

How many years have you lived in Zebulon

23

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

Yes

Untitled

I've been honored to serve on the Zebulon Planning Board since July 2018, and previously on the Parks and Recreation Advisory Board from 2016 to 2018. These opportunities have given me a front-row seat to the growth and development of our town, and they've deepened my understanding of Zebulon's vision for

the future. More than anything, serving on these boards has shown me just how important community involvement is. I've come to truly appreciate the balance between progress and preserving the values that make Zebulon special.

Zebulon isn't just where I live, it's my home, and it means a lot to me. I truly care about this community, the people in it, and where we're headed as a town. I believe in our growth, our future, and the vision we're working toward together. That's why I've gotten involved in different boards and organizations because I want to be part of something that helps make Zebulon the best it can be.

Being on the Planning Board gives me a chance to stay connected and contribute in a meaningful way. I want to help make sure we grow in a way that makes sense for everyone where we're planning with purpose, listening to our citizens, and keeping the heart of our town intact.

Personally, one of the things I care a lot about is making sure we're supporting affordable, thoughtful housing and creating spaces where families, young people, and businesses can all thrive. I believe that when we work together and really listen to each other, we can build a future that reflects who we are and I'd be proud to keep serving and helping however I can.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

I've been consistently involved in attending various meetings over the years, Town Commission meetings, the Planning Board meetings I serve on, and Joint Public Hearings. I'm usually at, at least one meeting a month, and sometimes more if additional meetings are scheduled.

Being present at these meetings matters to me because it's a way to stay connected, stay informed, and really understand what's happening in our town. It's not just about showing up it's about being engaged in the process and making sure I'm doing my part to serve the people of Zebulon in the best way I can.

Untitled

I care deeply about making Zebulon a place where everyone feels at home. One of my biggest concerns is ensuring we have diverse housing options that are affordable and accessible for all. I also think it's important to focus on improving transportation and infrastructure as our town grows, while bringing in more local businesses, restaurants, and entertainment to make Zebulon even more vibrant.

I'm passionate about creating more opportunities for children and youth to learn and grow, as well as planning for senior living options that keep our older residents connected to the community. Finally, I believe in thoughtful mixed-use development that blends homes, businesses, and shared spaces to make Zebulon a more unified and thriving town.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Resume attached

Education

Resume attached

Volunteer Experience

I've been honored to serve on the Zebulon Planning Board since 2018, where I've had the opportunity to

help shape the future of our town. I also previously served as a member of the Zebulon Woman's Club, where I built meaningful connections and worked alongside other passionate community members.

In addition, I serve as an Ambassador for the Chamber of Commerce, helping to support local businesses and promote community engagement. I was also part of the Branding Steering Committee, where I contributed to defining and promoting Zebulon's unique identity.

I'm also proud to serve on the State Employees' Credit Union (SECU) Advisory Board, where I have the opportunity to represent members' interests and support SECU's mission of service and financial well being.

Each of these roles has given me a deeper appreciation for our community and its people. They've helped me stay connected, grow as a leader, and continue serving Zebulon in ways that are both meaningful and rewarding.

Upload a Resume

Stephanie Jenkins--Resume.doc

Upload any additional documentation

Untitled

I'm always looking for ways to deepen my understanding and improve my service to the community. In May 2024, I had the opportunity to attend the Planning Board Workshop: Legislative Zoning Decisions with the UNC School of Government. It was an eye opening experience that helped me better understand the ins and outs of zoning laws and how they shape our town's growth.

I was excited to bring this new knowledge back to the Planning Board and use it to make more informed decisions as we work together to shape Zebulon's future. I'm passionate about learning and growing in my role, and I'm eager to continue serving Zebulon in a way that reflects the town's needs and vision.

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?

51 - 60

Gender

Female

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- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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I Agree *

Yes

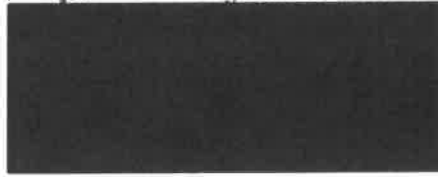
Signature

Date

4/15/2025

Stephanie T. Jenkins

Stephanie Tyler Jenkins



OBJECTIVE

To procure a career opportunity maximizing interpersonal, organizational and leadership capabilities and to augment in knowledge and practical experience.

SUMMARY OF QUALIFICATIONS

Detailed-oriented professional with 25 years of experience in the education field. Proven leadership, communication, organization, decision-making, and problem solving skills.

PROFESSIONAL EXPERIENCE

Wake County Smart Start – Raleigh, North Carolina.
Quality Enhancement Specialist

2003 - Present

- Train child care center staff on the use of the ITERS, FCCERS and ECERS-R rating scale for assessment of the environment and center practices.
- Use the ITERS, FCCERS and ECERS-R to assess the center's strengths and needs.
- Work with the center staff to develop a Quality Enhancement Plan for each classroom.
- Collaborate with centers to implement the Quality Enhancement Plan.
- Provide on-site consultation, training and technical assistance concerning developmentally appropriate practices.
- Identify and request age appropriate and quality child care equipment; including furniture, fixtures, educational materials, toys and outdoor playground equipment.
- Select suppliers, prepare purchase orders, track, receive, and arrange new equipment and materials in child-care centers.
- Identify and request pertinent community resources to meet the goals of the center's Quality Enhancement Plan.
- Facilitate collaboration with other agencies that support the enhancement of child-care center quality.
- Coordinate training and professional opportunities for child care center staff.
- Maintain accurate and timely documentation of center activities and progress through center plans, anecdotal notes, and reports.

**National Training Institute for Child Care Health Consultants
FPG Child Development Institute
University of North Carolina at Chapel Hill
Consultant Group Leader**

1999 - Present

- Conduct training sessions on using the Infant/Toddler Environment Rating Scales.
- Conduct training sessions on using Early Childhood Environment Rating Scales.
- Conduct training sessions on using Family Child Care Environment Rating Scales.

**Environmental Rating Scale Institute
Chapel Hill North Carolina
Consultant Group Leader**

1999- Present

- Conduct training sessions on using the Infant/Toddler Environment Rating Scales.
- Conduct training sessions on using Early Childhood Environment Rating Scales.
- Conduct training sessions on using Family Child Care Environment Rating Scales.

**Child Care Services Association – Durham, North Carolina.
Provider Services Coordinator**

1996 - 2003

- Hired, trained, and supervised qualified substitute caregivers and TA Associates to provide on-site child care and technical assistance.
- Conducted regular on-site visits.
- Ensured compliance with state regulation.
- Prepared monthly and quarterly reports.

**Saint James Migrant Head Start - Clayton, North Carolina.
Assistant Director/Education Coordinator**

1995 - 1996

- Hired and supervised educational staff.
- Provided education training for staff.
- Monitored staff in educational activities for children.
- Assisted with overall operation of childcare program.

**Wake County Public Schools, Raleigh North Carolina
Teacher Assistant**

1992 - 1995

- Assisted in all capacities needed in the classroom.
- Assisted families with accessing community resources.
- Participated in home visits.

**Wake Opportunities/Crosby Head Start. - Raleigh, North Carolina
Teacher**

1990 - 1992

- Provided students in the classroom with developmentally appropriate practices in the five areas of development: gross and fine motor, language, cognitive and social

skills.

- Completed home visits with program participants.

Stephanie Tyler Jenkins

Page 3

C.G. White Elementary School. - Powellsville, North Carolina
Teacher

1989 - 1990

- Provided an equal educational opportunity for students using visual tactics through formal and informal instruction.
- Taught seven subjects to fourth grade students.
- Participated in conferences with parents.
- Encouraged social development among young children.

Kid works Childcare Center - Raleigh, North Carolina
Assistant Teacher (Summer Employment)

1987 – 1991

- Interacted with children, ages 2- 4.
- Participated in lesson plans and activities.

Trinity Methodist Child Care - Raleigh, North Carolina
Assistant Teacher

1986 – 1989

- Participated in implementation of lesson plan and activities.
- Interacted with parents concerning their child's growth and development.

EDUCATION

Grand Canyon University - Phoenix, Arizona.
Master of Education in Early Childhood Development, December 2011.

Meredith College - Raleigh, North Carolina.
Pre-K Certification, 1993.

Saint Augustine's University - Raleigh, North Carolina.
Bachelor of Arts in Early Childhood Education, May 1989.

HONORS AND CERTIFICATIONS

Infant CLASS Certified
Toddler CLASS Certified
Pre K CLASS Certified
Honor Graduate
NAEYC Validator
All American Scholar, 1996
Teacher Assistant of the Year - Wake County Public School System, 1994 -1995
Teacher of the Month at Trinity Methodist
Dean's List

References available upon request

Appointed Board Application

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I Agree *

Yes

Name

Ms. Mercedes Lopez

Home Address

138 W Barbee St., Zebulon, North Carolina 27597



Employer

We do home care agency

Job Title

Full time Pca

Choice

Corporate Limits

How many years have you lived in Zebulon

3

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

I want to expand my knowledge. I live here now with my 6 year old son and want to know more about the town of Zebulon and help with anything I can and also learn while I'm doing it.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I worked for many different jobs and in different areas. Fast food, dealing with children and elderly people for more than 8 years.

Education

I completed my 12 grade of high school and received my GED. I then went to college for about 6 months to a year and started working with elderly people.

Volunteer Experience

I volunteered for my church a few times. Helped with the homeless and needy children and families.

Upload a Resume

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

Disclaimer: This Demographics Section of the Application is **not required** and by completing it, I do so **voluntarily** and acknowledge that the information I provide in this application is subject to disclosure pursuant to the **North Carolina Public Records Laws**, and that I provide the information contained in this application **freely and voluntarily**, and that **I consent** to such disclosure pursuant to the **North Carolina Public Records Laws**, and that **I waive, release and discharge** the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are **voluntary** questions asked with the goal of having diverse representation.

Which age group describes you?
25 - 30

Gender
Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Multi-racial

Accurate and Complete

Please Agree with the Following Statement.

I hereby certify and affirm that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said document may be cause for disqualification of my application or my immediate removal from a board or commissioner.

I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature

A handwritten signature in black ink, appearing to be 'J. H. H.', written over a horizontal line.

Date

3/4/2025

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

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I Agree *

Yes

Name

Mr. Antonio Perez

Home Address

1908 old bunn rd, Zebulon, North Carolina 27597



Employer

Fayetteville community college

Job Title

AI data labeling

Choice

ETJ

How many years have you lived in Zebulon

10

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

I am interested in serving as a member of the Planning Board because I want to contribute to the responsible growth and development of Zebulon. With my background in Intelligence Studies with a focus on Geographic Information Systems, data analysis, and community service, I believe I can help make informed, strategic decisions that align with the town's long term vision. My experience in volunteering, problem solving, and working with non profit organizations has given me insight into community needs. I want to ensure that development plans support sustainability, economic growth, and the well being of residents while preserving the friendly character of the town. My analytical skills and training in intelligence analysis allow me to assess complex data and trends, which can be valuable in planning for the town's future.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? Yes/No
Yes

Untitled

I have attended multiple online meetings to better understand the decision making process and the issues affecting our town.

Untitled

I would like the board to focus on responsible growth, our schools, sustainable development, improving transportation, ensuring proper zoning for businesses and housing, and maintaining green spaces. As the town grows, we also need to ensure smart urban planning, and more collaboration with law enforcement to enhance security.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

I am completing my Intelligence Studies degree at Fayetteville Technical Community College, maintaining a 3.95 GPA. Various certifications.

Volunteer Experience

As a volunteer with e-NABLE, I use 3D printing to create prosthetic limbs for those in need. As a volunteer with WWOOF, supporting sustainable farming and cultural exchange.

Upload a Resume

Upload any additional documentation

Untitled

Demographics

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Which age group describes you?
31 - 40

Gender
Male

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race
Other

Accurate and Complete

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I Agree *
Yes

Signature

Date
2/28/2025

AR

TOWN OF ZEBULON

Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

☐ Board of Adjustment
 ☒ Planning Board
 ☐ Parks & Recreation Advisory

Name DAVID A. HOGITES

Address 900 E. Horizon St. ZEBULON, NC 27597

Employer SELF Occupation RESIDENTIAL DESIGNER

Do you live in the Zebulon Corporate Limits ☐ ETJ ☒ Years in Zebulon 51 yrs

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes ☒ No ☐ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>Planning Bd. Vice Chair (2) appointed</u>	<u>7/30/11</u>	<u>12/1/11</u>
<u>8/10/11 to 2/13/12</u>		
<u>BOA</u>	<u>11/5/12</u>	<u>reappointed 6/15</u>

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes ☐ No ☒

Describe extent and meetings attended (SEE ABOVE)

Why do you want to serve on this board or commission? BOA DOESN'T MEET OFTEN, WHEN THEY DO SOMETIMES DOESN'T WORK FOR ME. NEED MORE STRUCTURED SCHEDULE LIKE PLANNING BDA

Why would you be an asset to this board or commission? EXPERIENCE AND KNOWLEDGE OF THE TOWN AND WHERE WE ARE HEADED.

What are your qualifications? KNOWLEDGE OF MAPS, HOUSING OF ALL TYPES, MY DESIGN EXPERIENCE FOR OVER 35 YEARS

What areas of concern would you like to see the Board or Commission address?

None at this time.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 9/3/20

Signature

[Signature]

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

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☒ I Agree *

Name

Ms	Matilda	Tulloch	
Title	First	Last	Suffix

Home Address

3213 Whispernut Lane

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code



Employer

Retiree

Job Title

Retiree

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

1

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☐ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

Because I feel my background and experience as outlined on the attached resume will serve as an asset to the board and the community

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
☐ Yes ☐ No

The meeting where concerns regarding a new home builder was discussed and where the Town Manager resignation and his replacement was discussed.

If you answered yes, please describe what meetings and how often.

The quality of new construction homes in the Zebulon area

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I have worked in the area of social services for over 30 years. In addition, I have first hand experience with two of the local builders and can speak to the issues and concerns local new home buyers may be experiencing. I feel my back ground and new home building experience can serve as an asset to this board.

Please describe your work experience or upload a resume.

Education

Masters of Public Administration from Rutgers University

Please describe your education or upload a resume.

Volunteer Experience

Through the years I have volunteered for various community services. The most recent was Jan. 2024 when I assisted with the clean up near the Zebulons Boys and Girls club
Please describe your volunteer experience or upload a resume.

Upload a Resume

MTullochResume022023.doc

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

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Which age group describes you?

61+

Gender

Female

For the following question, how would you define your race?
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- Black or African American. (Haitian, Jamaican, Nigerian, Somali)
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- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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☒ I Agree *

Signature

Date

12/24/2024

Matilda Tulloch

MATILDA P. TULLOCH

Philadelphia, PA

OBJECTIVE

To obtain a challenging and rewarding position in which my extensive experience in the area of social services can be fully utilized.

RELEVANT EXPERIENCE

Kelly Educational Staffing

Orlando, Florida

Substitute Teacher, Part-time

Was responsible for providing instruction in the absences of the full-time teacher. 11/23 – 1/23

Concilio

Philadelphia, PA

Manager, Family Social Services Department

Responsibilities included the oversight of the day-to-day operations of the Family Social Services Department, specifically supervising program supervisors and other staff as assigned. Responsibilities include ensuring the recruitment and training of new Foster Parents, certifying and recertifying foster homes, training Parents whose children were in care and providing Adoption Services such as Child and Family Profiles, Pre-Adoption Child Preparation, Adoption Finalization services, etc. Was also responsible for ensuring guidelines were followed and outcomes were achieved, while ensuring children were kept safe and stabilization, as well as the achievement of permanency. Monitored work to ensure agency complies with all Department of Human Services performance standards. Conducted regularly scheduled meetings and case reviews with case management staff to ensure the completion of work in a timely manner. In addition, was responsible for trouble shooting problems and addressing issues and concerns as they arose. Interviewed, hired and trained staff as needed and completed performance evaluations. 5/2019 – 5/2020

A Second Chance, Incorporated

Philadelphia, PA

Permanency Consultant

Responsibilities included developing Family Profiles and Child Profiles, providing Adoption Child Preparation services and Adoption Finalization Services. Update Profiles as required by DHS and/or county agencies. Input SWAN benchmark information on to the State Wide Adoption Network (SWAN) Portal. 2017-2020

Department of Children and Family Services – Held various positions in different departments as noted below:

Division of Child Behavioral Health

Trenton, NJ

Service Line Manager – Youth Case Management (YCM)

Oversaw and monitored fifteen Youth Case Management programs located throughout the state of New Jersey. This involved monthly meetings with YCM management staff, site visits and file reviews to ensure quality service delivery. The YCM Programs provided services to children and youth who were experiencing emotional and behavioral challenges. Planned and carried out continuous studies of YCM programs regarding functions, staffing patterns, work procedures to obtain information needed to appraise existing conditions and improve operating efficiency and service delivery. Provided technical assistance as needed. 4/08 – 6/11

DHS Evaluation, Support and Special Investigation Unit/Commissioners Office

Trenton, NJ

Administrative Analyst/Quality Assurance

Reviewed, analyzed and evaluated administrative practices, operational methods, and management operations, which included responsibility for the recommendation, planning, and the implementation of improvements in a government agency. Prepared briefing papers for the Commissioner as directed. Acted as a conduit for information shared between county systems and local divisional staff. Prepared reports on child fatalities and presented information to the Child Fatality Board, which consisted of community stakeholders. 5/06-4/08

Institutional Abuse Institutional Investigation Unit (IAIU)

Trenton, NJ

Administrator /Chief of Investigations

M.Tulloch

Was responsible for planning, organizing, developing, and coordinating all phases of investigative activities performed by the Institutional Abuse Investigation Unit in compliance with state statutes. In addition, planned and carried out continuous studies of operational units regarding organizational functioning, staffing patterns, work procedures, and the workflow to obtain information need to assess existing conditions and to improve operational efficiency. Planned, coordinated, and supervised the work activities of four regional supervisors located throughout the state of New Jersey; was responsible for overseeing all aspects of the regional offices, including budgeting, management, directing and evaluating outputs to ensure conformance with the purpose and scope of departmental and divisional goals and objectives. 3/04-5/06

Institutional Abuse Investigation Unit

Trenton, NJ

Assistant Administrator/Assistant Chief of Investigations

Planned, coordinated, and supervised the work activities of four regional supervisors located throughout the State of New Jersey; was responsible for overseeing all aspects of the regional offices, including budgeting, management, directing and evaluating outputs to ensure conformity with the purpose and scope of departmental and divisional goals and objectives. Provided technical and administrative guidance. Established and implemented uniform policies and procedures for use by investigative personnel. Monitored investigative program needs and directed the redeployment of personnel from various regional offices to meet changing priorities and deadlines. Planned and developed operating procedures to satisfy program requirements, employee and client needs, and applicable statutes and policies. Managed the work operations and functional programs and was responsible for employee evaluations and effectively recommending the hiring, promoting and/or disciplining of employees. Oversaw the maintenance of records, reports and files. 5/03-3/04

Central Region Office

Trenton, NJ

Administrative Review Officer (Administrative Analyst I)

Was responsible for the Implemented Dispute Resolution policy. Assessed the eligibility of complaints for review and determined proper jurisdiction for the review. Conducted hearings and interviews with clients, staff, and other eligible parties to establish a basis for the complaint, the position of the opposing parties and the relevant facts to be considered. Reviewed case records, applicable law, policy, and agency operating procedures to determine if actions and decisions were enacted properly. Prepared finding report and made recommendations for final agency decisions within established timeframes based on factual information. 2/01-5/03

Central Regional Office

Trenton, NJ

Executive Assistant

Under the direction of the Assistant Director of the DCF – Central Regional Office assisted in the supervision of administrative and professional programs. Ensured projected target dates and/or deadlines were met and resolved problems that arose. Advised Assistant Director of critical delays. Assisted in the development and implementation of measures to ensure that appropriate organizational unit properly carried out the directive of the Assistant Director. Served as liaison to other divisional units to alleviate management and administrative problems. Handled matters of classification, recruitment, payroll and employee problems as it related to staff. Performed special studies that required the analysis of highly sensitive information and made recommendations regarding appropriate action. Provided assignment, instruction and supervision to other staff which included organizing, assigning work and evaluating employee performance. Participated in the review of contract proposals submitted in response to and RFP and the awarding of contracts. 1/95 – 2/01

Special Response Unit (SPRU)

Trenton, NJ

Supervisor

Was responsible for the supervision of Special Response workers located within three counties of the State of New Jersey who responded to after hour crisis referrals of child abuse and neglect. Provided guidance and direction to Investigators concerning child abuse/neglect investigations. 2001 - 2004

Special Response Unit (SPRU)

SPRU Worker

Responded to after hour crisis referrals of child abuse and neglect. Completed the necessary field investigation and provided supportive services to stabilize the situation until the case was assigned on the next business day to a child protective service worker for follow-up. 1996-1999

Central Adoption Resource Center

Trenton, NJ

Adoption Supervisor

M.Tulloch

Managed and coordinated the diversified work activities of a team of professionals comprised of (4) Adoption Home finders and (2) Recruiters who provided direct service to the community in the area of Adoption. Staff conducted interviews of prospective Adoptive Parents and gathered the necessary information needed to prepare Family Profiles. Reviewed and approved Family Profiles. Oversaw the matching of children with perspective adoptive parents. Also, oversaw various recruitment activities. 1993-1995

Central Adoption Resource Center

Lawrenceville, NJ

Adoption Worker

Managed a caseload of children who parental rights were terminated and the case goal was Adoption. Was responsible for preparing the children and the necessary paperwork (i.e. Child Profiles) for adoption finalization. Assisted the staff from the Adoption Home finder Unit with accessing resources for purposes of matching a child/youth with a prospective adoption family. Prepared Affidavits, and participated in Adoption Court, when necessary. 1992-1993

Institutional Abuse Investigation Unit (IAIU)

Trenton, NJ

Investigator

Planned and conducted detailed investigations of allegations of child abuse and/or neglect occurring in various institutional and out of home settings such as schools, day care centers, residential facilities, camps, etc. This involved interviewing all involved parties, securing collateral reports and preparing detailed investigative reports, which included recommended course of action. 1991-1992

DCF Local Offices: Newark, NJ; Plainfield, NJ

Family Service Specialist III/II (Case Manager)

Was responsible for casework, which involved high-risk child abuse and other problematic situations. Investigated allegations of child abuse/neglect. Prepared detailed reports, which often included recommended course of action. 1983-86; 1989-91

OTHER WORK EXPERIENCE

Northeast Treatment Center, Philadelphia, PA - CMS

Cumberland County Dept. of Social Services, Fayetteville, NC - Case Manager in Adult Medicaid Dept.

Cumberland County Mental- Group Home Worker, Social Worker

Duplin/Sampson Mental Health Center- Social Worker (Therapist)

Trenton, NJ Board of Education - Substitute Teacher

SEARS & JC PENNY'S - Sales Person

EDUCATION

Rutgers University - BA, Sociology

Rutgers Graduate School of Social Work

Certified Public Managers Program 2002

Rutgers Executive Master of Public Administration Program (MPA) - 2003

Cumulative Average: 3.8 out of 4.0 (Honor Graduate) - Pi Alpha Alpha Honor Society - members

Relevant Courses: Human Resource Administration, Strategic Planning, Leadership, Political Economic and Public Administration, Analytical Methods (statistics), Ethical Issues & Public Policy, Policy and Program Assessment, Public and Non-Profit Productivity, Government Budgeting Systems.

COMPUTER SKILLS

Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook

REFERENCES FURNISHED UPON REQUEST

M.Tulloch

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☒ I Agree *

Name

Ms	Natasha	Drake	
Title	First	Last	Suffix

Home Address

933 Channel Drop Loop
Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

Optum Financial

Job Title

Client Service Manager

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

1

5/27/25
en-11 2/24
135

Board Choice

Planning Board

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

☐ Yes ☒ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

To bring fresh ideas and to assist with the development of the town.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No

☐ Yes ☒ No

If you answered yes, please describe what meetings and how often.

Developing the infrastructure to keep up with growth. Minimize the red tape making it easier for small and large business to come to Zebulon and revive the downtown area.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Please describe your work experience or upload a resume.

Education

Please describe your education or upload a resume.

Volunteer Experience

Please describe your volunteer experience or upload a resume

Upload a Resume

inbound940528925041723242.docx

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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pursuant to the **North Carolina Public Records Laws**, and that I provide the information contained in this application **freely and voluntarily**, and that I **consent** to such disclosure pursuant to the **North Carolina Public Records Laws**, and that I **wave, release and discharge** the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

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Which age group describes you?

41 - 50

Gender

Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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☒ **I Agree ***

Signature

Date

11/8/2024

nae

ONATASHA DRAKE

HUMAN RESOURCES PROFESSIONAL

Dedicated HR professional with over 17 years of experience in a broad range of HR functions, including recruiting, policies and procedures, administering benefits, and managing HR records. Assist with acquisitions and mergers, policies, and health and welfare integrations. Developed and managed corporate wellness programs for various locations.

HR SKILLS

<i>Mergers & Acquisitions Employment Law FMLA/ADA/EEO/WC ACA/ERISA/ COBRA Benefits Plan Design Benefits Administration</i>	<i>Vendor Relations HRIS Technologies Payroll Employee Relations Recruiting Defined Benefit Plans</i>	<i>Orientation & On-Boarding Training & Development Corporate Wellness HR Policies & Procedures Process Improvements Customer Service</i>
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PROFESSIONAL EXPERIENCE

OPTUM /UNITED HEALTHCARE- REMOTE

American Pharmacy and Benefit Manager and Healthcare Provider

Client Service Manager 2022 to Current

- ◆ Manage ongoing contract relationships and service delivery to clients for one or more accounts.
- ◆ Builds relationships with employer/group clients (not individual members) and serves as the primary point of contact for overall and day-to-day service delivery.
- ◆ Represents client internally and coordinates with other functions to implement client systems, complete projects, and address ongoing service needs.
- ◆ Manage the annual renewal process to ensure clients have a successful open enrollment period.
- ◆ Solves moderately complex problems and/or conducts moderately complex analysis.
- ◆ Offer advice to clients regarding new products and services.
- ◆ Plan and execute communication strategy for new benefit programs and initiatives.
- ◆ Conduct annual business reviews for clients to outline the success of products and to identify areas of improvement and remove barriers.
- ◆ Coaches, provides feedback, and guides other entry level colleagues.

OXFORD UNIVERSITY PRESS- CARY, NC

Department of Oxford University, World's Largest University Press with the widest global presence

Sr. Human Resources Benefits Analyst May 2016 to Current

- ◆ Managed health and welfare programs for over 600 employees located in US and Canada.
- ◆ Partnered with the Global Rewards manager and vendors on annual plan renewals to maintain competitive offerings.
- ◆ Oversee implementation and communication of new and revised benefit programs.
- ◆ Managed annual open enrollment process while partnering with the HRIS team to modify and updated existing plan data and develop new file feeds.
- ◆ Managed vendor relationships to ensure the quality & timeliness of the services provided to the employees. Serve as the point of escalation to resolve employee issues.

NATASHA DRAKE

Phone: (973) 280-6134 • Page 2

- ◆ Managed employees leave of absence programs regarding FMLA, STD, Paid Family Leave, ADA/ADAA. Provide counsel to HR Business Partners and executive leadership on employee relations related to leaving absence.
- ◆ Partnered with HR Business Partners, executive leadership, and legal to maintain and develop benefit policies assist with updating employee handbook policies while ensuring compliance with state and federal laws.
- ◆ Identified process improvements in benefits delivery systems (HRIS) and the outsourcing of benefit programs. Recommend cost-effective improvements.
- ◆ Managed all benefit billing processes for US and Canada. Reconcile and pay benefit invoices monthly to benefit carriers. Reconcile and resolve outstanding billing issues.
- ◆ Managed retirement plan changes and loan and distribution requests. Audit plans for contributions and funding issues. Work with payroll and vendor to resolve any plan discrepancies and/or errors. Assist Total Rewards Manager on plan updates and training.
- ◆ Responsible for state and federal government filings for all benefit plans, PPACA, discrimination testing, 5500's, OSHA, etc.
- ◆ Responsible for annual US retiree and retirement plan audits, partner with a vendor to provide necessary data to complete government filings and pass annual testing.
- ◆ Oversee the retiree health insurance programs and funding by providing oversight and direction to the external vendor on plan administration.
- ◆ Responsible for all worker's compensation claims, vendor management, and partner with employee and vendor and businesses to mitigate risk and ensure compliance
- ◆ Act as a subject matter expert to various committees such as Diversity Inclusion, COVID, Health and Safety to minimize risk and implement new global initiatives.

Comment (1):

IEEE — Piscataway, NJ

World's Largest Professional Association for the advancement of Technology

HR Benefits & Wellness Specialist - (Contract) May 2015 to May 2016

- ◆ Administered medical reimbursements and prepared pension packages for retirees.
- ◆ Managed leave of absence and worker's compensation for 2000 employees in the US.
- ◆ Prepared employee benefits communications for new and existing benefit plans.
- ◆ Assisted with processing and paying monthly vendor invoices and invoice reconciliation.
- ◆ Reviewed and provided recommendations for the current Wellness Program and activities.
- ◆ Assisted with implementation and testing of the new HRIS system.
- ◆ Assisted with the coordination of annual open enrollment
- ◆ Provide Ad-hoc reports as requested.
- ◆ Educate employees on plan design and structure.
- ◆ Track ACA temps to provide medical coverage according to ACA regulations.
- ◆ Review Standard Operation Procedures (Sops) and provided process recommendations.

ONE CALL CARE MANAGEMENT — Parsippany, NJ

Nationwide Leader in MRI/CT/ EMG Excellence

Sr. HR Benefits & Wellness Specialist, January 2001 to December 2014

- ◆ Optimized my expertise in health& welfare, 401k, and benefits by administering benefits conducting orientations, processing enrollments, resolving claim issues, disputes, and/or educating 3000 employees on plan designs.
- ◆ Assisted with the administration of state and federal leave of absence programs.
- ◆ Coached managers and employees to resolve grievances and disputes.
- ◆ Developed and managed a company-wide wellness program that reduced absenteeism and worker's compensation in addition to educating employees while lowering healthcare costs and utilization.

NATASHA DRAKE

Phone: (973) 280-6134 • Page 3

- ◆ Reduced benefits costs by meticulous recordkeeping and ensuring that the company did not pay for benefits for which employees were ineligible.
- ◆ Processed and reconciled monthly benefit plan invoices for payment.
- ◆ Administered and track Cobra enrollments and payments.
- ◆ Reconciled weekly retirement contribution reports and processed and approve loan and withdrawal requests.
- ◆ Managed the annual open enrollment process for US employees.
- ◆ Played a key role in successfully integrating several mergers and acquisitions.
- ◆ Assisted in implementing new programs and policies in the areas of training, benefits, employee incentives, and onboarding.
- ◆ Assisted in implementing the company's first formal performance review program and corporate leadership training.
- ◆ Conducted training for managers and supervisors on topics such as labor law, sexual harassment, and workers compensation, interviewing tips and hiring and terminating employees.
- ◆ On-boarded over 70 new hires in various locations monthly; ensuring new hire paperwork is completed pre-hire requirements are met. In addition to, tracking and facilitating new hire training.
- ◆ Liaison between payroll department and employees to resolve discrepancies.
- ◆ Compile job descriptions, review job functions, and verify on-the-job training for all new hires.
- ◆ Partner with HR director to maintain updated corporate-wide policies assist with updating employee handbook policies while ensuring compliance with state and federal laws.
- ◆ Responsible for state and federal government filings for all benefit plans, PPACA, discrimination testing, 5500's, OSHA, etc.

EDUCATION & CERTIFICATIONS

RUTGERS UNIVERSITY-NEW Brunswick, NJ

HR Management Essentials Certificate

SHRM - Morris County, NJ

PHR Training, Certificate Leadership Development

AFFILIATIONS

- ◆ Society for Human Resource Management (SHRM)
- ◆ Women's Chamber of Commerce
- ◆ American Society of Training and Development
- ◆ World at Work
- ◆ Toast Masters International
- ◆ Red Cross - Active Volunteer
- ◆ S.O.P.H.I.A (Domestic Violence Organization)- Active Volunteer
- ◆ Certified Domestic Violence Victim Advocate

REFERENCES:

Available Upon Request

Appointed Board Application

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I Agree *

Yes

Name

Widiane Alcin

Home Address

1216 channel drop lp, Zebulon, North Carolina 27597

Employer

NCDOT

Job Title

Legislative Analyst

Choice

Corporate Limits

How many years have you lived in Zebulon

1

Board Choice

Board of Adjustment

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

Serving on the board will afford me the ability to be involved in matters pertaining to the betterment of this town and its residents.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
No

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume
WA Resume (1).pdf

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?
31 - 40

Gender
Female

For the following question, how would you define your race?
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- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature

Date

11/18/2024

Widiane alcin

Appointed Board Application

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☒ I Agree *

Name

	Monique	Wheeler	
Title	First	Last	Suffix

Home Address

713 Frosty Way

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Primary Phone

Phone

Employer

eXp Realty

Job Title

Realtor

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

4

Board Choice

Board of Adjustment

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

N/A

If you answered yes, please tell us where you served, what board, and your experience on that board.

To become a resource for the community!

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☒ Yes ☐ No

Town Hall meetings

If you answered yes, please describe what meetings and how often.

713 Frosty Way

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

16 Senior Executive Assistant

Please describe your work experience or upload a resume.

Education

Some College

Please describe your education or upload a resume.

Volunteer Experience

Durham, NC Food Bank

Please describe your volunteer experience or upload a resume.

Upload a Resume

Copy of Monique Wheeler Resume
20250117.docx.pdf

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

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Which age group describes you?

51 - 60

Gender

Female

For the following question, how would you define your race?
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- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

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Race

Black or African American

Accurate and Complete

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☒ I Agree *

Signature

Date

2/10/2025

A handwritten signature in black ink, appearing to be 'M. A.', written over a light gray background.

MONIQUE A. WHEELER

Executive Assistant with 16+ years of experience providing high-level support to C-suite leaders. Adept at organizing, planning, and problem-solving in fast-paced environments. Skilled in MS Office, scheduling, meeting coordination, and fostering strong working relationships.

SKILLS

Software: MS Office, Lotus Notes, Peoplesoft, Concur, Workday, Zoom, MS Teams, Sharepoint, AI Solutions

Administrative: Travel planning, calendar management, meeting coordination, onboarding, office management

WORK EXPERIENCE

Fidelity Investments (Hybrid)

Durham, North Carolina

Executive Assistant

October 2007 – March 2024

- Effectively types letters, reports and other correspondence as required in Word, Excel and Outlook
- Expertly schedules executive travel both domestic and international
- Works adequately with all levels of executives, directors and managers to effectively to foster great relationships with other groups and or teams
- Consistently manages organizational charts, email distribution lists and files
- Successfully manages multiple calendars for SVP's, VP's and Directors
- Routinely schedules weekly staff meetings, large meetings, 1:1's and associate luncheons
- Reliably participates in the on-boarding process of all new hires in the North Carolina area
- Dependably handles all office coordination, procurement, maintenance issues, and office mail
- Efficiently manages office concerns of regular and urgent nature which has significantly led to an improved working environment
- Routinely handles all office requests and or issues for all associates across multiple sites
- Successfully helps facilities all office moves
- Assisted in the coordination of weekly, monthly and quarterly business and staff meetings
- Handled all executive correspondence, travel planning, and calendar management for SVPs, VPs, and Directors
- Onboarded new hires, resolved office concerns, and coordinated moves and logistics
- Organized weekly/monthly meetings and maintained org charts, distribution lists, and files

BETH ISRAEL DEACONESS MEDICAL CENTER

Brookline, MA

Administrative Coordinator

April 2004 – August 2007

- Provided varied administrative support to five directors in radiology administration
- Attended executive meetings with the Chief of Radiology transcribed meeting minutes and distributed via email to all attendees
- Scheduled various intricate executives' meetings accurately and timely as requested
- The main employee liaison for the entire radiology department for various requests
- Processed all directors and managers payroll in Peoplesoft
- Distributed weekly paychecks for all employees
- Maintained employee promotions, merit increases and hour adjustments in the filing system
- Handled tuition reimbursements, ceu's, and payroll adjustments for all employees
- Generated weekly departmental data in access and excel for weekly executive staff meetings
- Paid departmental invoices through the accounts payable system, FSI
- Ordered all office procurement for the entire department
- Provided administrative support to 5 Radiology department directors
- Transcribed meeting minutes, processed payroll, and maintained employee records
- Ordered supplies, paid invoices, and generated weekly department reports

EDUCATION

PEACE College

Raleigh, North Carolina

2017-2019

PROJECT EXPERIENCE

ACTIVITIES & COMMUNITY INVOLVEMENT:

AWARDS

Entry #: 39 - Yes **Status:** Submitted**Submitted:** 5/27/2025 2:51 PM

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I Agree *

Yes

Name

Ms. Sylvia Wheeler

Home Address

740 Rose Mallow Drive, Zebulon, North Carolina 27597



Employer

EXP Realty LLC

Job Title

Realtor

Choice

Corporate Limits

How many years have you lived in Zebulon

4

Board Choice

Board of Adjustment

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

Yes

Untitled

Already on the board-like to stay informed

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No

Yes

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume

Upload any additional documentation

Untitled

Demographics

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Which age group describes you?**Gender**

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- White: (Irish, German, English)

You may select more than one.

Race

Accurate and Complete

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I Agree *

Yes

Signature**Date**

5/27/2025

Appointed Board Application

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☒ I Agree *

Name

Dr
Title

Wendi
First

Watson
Last

Suffix

Home Address

265 Rustling Way

Address Line 1

Optional

Address Line 2

Zebulon
City

North Carolina
State

27597-2305
Zip Code



Employer

Empowered Citizens

Job Title

Executive Director/Founder

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

8

Board Choice

Parks & Recreation Advisory

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

☒ Yes ☐ No

I have had the privilege of serving two terms on the Zebulon Parks and Recreation Advisory Board, and it has been an incredibly rewarding experience. Throughout my time on the board, I've had the opportunity to collaborate with fellow community members, town staff, and local leaders to enhance the quality of life for residents through programs, events, and initiatives that promote wellness, engagement, and community pride.

During my service, I've contributed to discussions and decision-making related to the development of recreational spaces, programming for youth and families, and strategies for increasing access to parks and activities in underserved areas. I'm especially proud of the work we've done to ensure that our parks and recreation resources reflect the diverse needs and interests of the Zebulon community.

Serving on this board has strengthened my commitment to community engagement and highlighted the importance of creating inclusive and accessible spaces where everyone can thrive. It's been a true honor to play a role in shaping the vision and priorities of our Parks and Recreation Department, and I look forward to continuing to support our community in meaningful ways.

If you answered yes, please tell us where you served, what board, and your experience on that board.

Zebulon Parks and Recreational Advisory Board

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No

☒ Yes ☐ No

Yes, I have consistently attended the regularly scheduled Zebulon Parks and Recreation Advisory Board meetings during my two terms of service. These meetings are typically held on the third Monday of each month at the Zebulon Town Hall, and I have made it a priority to be present and engaged in the discussions and decision-making processes.

In addition to the monthly board meetings, I have also participated in special meetings and community events related to Parks and Recreation initiatives, such as strategic planning sessions, project site visits, and public input forums for the development of new recreational spaces.

My consistent attendance has allowed me to stay informed, contribute meaningfully to the board's work, and ensure that the voices and needs of the community are represented in shaping Zebulon's recreational offerings.

If you answered yes, please describe what meetings and how often.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I am a Licensed Clinical Social Worker (LCSW) and Licensed Clinical Addiction Specialist (LCAS) with over 19 years of experience in the mental health and substance use fields. My professional journey has spanned direct clinical practice, program development, community engagement, and higher education. I am currently a Clinical Lecturer in the Social Work Department at North Carolina Central University (NCCU), where I teach undergraduate and graduate courses, supervise students in field placements, and mentor future social work professionals.

In addition to my academic work, I serve as the Executive Director and Founder of Empowered Citizens, a nonprofit organization that provides youth and families with support services addressing mental health, substance use prevention, and intervention. Through this organization, I've led community-based programs, developed partnerships with local agencies, and facilitated outreach initiatives to address the unique challenges faced by marginalized populations, including justice-involved youth.

Please describe your work experience or upload a resume.

Education

Ph.D. in Social Work, Specialization in Addiction
Walden University, 2024

Focused on substance use prevention and intervention strategies for youth and families

Dissertation: August 2024

Master of Social Work (MSW), Advanced Standing Program, with Honors
North Carolina Central University, May, 2017

Bachelor of Social Work (BSW), with Honors
North Carolina Central University, December 2016

Please describe your education or upload a resume.

Volunteer Experience

NAACP Raleigh-Apex Chapter 04/2022- 2024
Member

Food Bank of Central & Eastern, Raleigh, NC 08/2015
Food Server

Healing Transitions for Women, Durham NC 2008 - 2015
Mentor

Cottage Health Care Services, Inc. 2014 -
2016

Social Work Intern

Please describe your volunteer experience or upload a resume.

Upload a Resume

Wendi Watson CV (1).docx

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

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Gender

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Race

Accurate and Complete

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☒ I Agree *

Signature

Date

5/27/2025

Wendy Watson

WENDI WATSON, PH.D., LCSW, LCAS

EDUCATION

Walden University, Minneapolis, MN 2024
Doctor of Philosophy, Ph.D., Social Work/Addiction
Concentration: Clinical Social Work and Addiction

Dissertation: *“Co-Occurring Disorders in the Juvenile Justice System: Clinicians’ Attitudes, Skills, and Knowledge”*

North Carolina Central University, NC 2017
Master of Social Work (MSW), Advanced Standing Program
Master Research Project: *“Mental Health Clinicians Screening for Co-Occurring Disorders among Adolescents”*

North Carolina Central University, NC 2016
Bachelor of Social Work (BSW)

LICENSURE

Licensed Clinical Addiction Specialist (LCAS) # LCAS-23849, North Carolina
Licensed Clinical Social Worker (LCSW) # C017084, North Carolina

TEACHING EXPERIENCE

Contributing Faculty

Walden University – Undergraduate Bachelor of Social Work 04/2025 - Present

Clinical Lecturer

2021-Present

North Carolina Central University – Department of Social Work, Durham, NC

Teach MSW and BSW Courses:

5305 Evaluation in Social Work Practice; 5201 Research Methods in Social Work; 3500 Human Behavior and Social Environment I; 3600 Human Behavior and Social Environment II; 4300 Applied Research in Social Work; 4400 Evaluative Methods in Social Work, Social Work Practice with Organizations and Communities, Special Topics in Mental Health/Substance Use
Knowledge of CSWE competencies and accreditation standards and practice behaviors

PROFESSIONAL EXPERIENCE

Adult/Youth/Teen Mental Health First Aid Instructor

2019-Present

Certified to instruct Adult, Youth, and Teen Mental Health First Aid (MHFA) courses through partnerships with North Carolina Central University and the University of North Carolina at Chapel Hill. Deliver evidence-based training to educators, youth-serving professionals, and community members across North Carolina, including 51 counties served through NCCU's TRACE initiative. Facilitate interactive and trauma-informed sessions designed to equip participants with the knowledge and skills to recognize and respond to signs of mental health challenges and substance use disorders. Promote early intervention, de-escalation techniques, and pathways to care. Serve as a statewide ambassador for MHFA to increase mental health literacy, reduce stigma, and strengthen community-level responses to behavioral health concerns.

Executive Director/Founder

2015-Present

Empowered Citizens (Non-Profit Organization), NC

Provide strategic leadership and oversight of all organizational operations, program development, and fiscal accountability. Serve as the Authorized Organizational Representative (AOR) with full legal authority to act on behalf of the organization for all federal, state, and local grants. Manage all aspects of grant administration, including submission, compliance, reporting, and performance monitoring. Oversee Juvenile Crime Prevention Council (JCPC) funded programming, including budget preparation, program implementation, data collection, and adherence to funding requirements and performance-based outcomes. Lead grant writing efforts and maintain communication with funding agencies to ensure alignment with program goals. Facilitate psychoeducational groups, provide individual and group therapy services, and oversee service delivery for youth involved in the juvenile justice system. Develop and maintain partnerships with schools and community agencies. Ensure compliance with all financial and programmatic obligations as outlined in grant award documents.

Clinical Lead/ Outpatient Therapist

2017- 2019

Cottage Health Care Services, Inc., NC

Provided individual and family therapy in practice settings; implemented various therapeutic techniques (CBT, DBT, Motivational Interviewing, and Solution Focused, etc.); conducted comprehensive clinical assessments; developed treatment and crisis plans; provided psychoeducation in a group setting for adults and youth; maintained task-oriented documentation; coordinated with CEO, Clinical Director, and Quality Assurance Director to develop programs targeting clinical education, overall departmental competencies, individual performance, patient safety and service related issues; improved research-based approaches through participation in research and evidence-based clinical audits; supervised social work students in clinical activities.

Human Resource Director

2009 – 2019

Cottage Health Care Services, Inc., NC

Recruited, hired, and trained new employees; developed hiring and recruitment policies for 30+ employees; streamlined onboarding processes by developing and implementing employee orientation program; managed payroll and employee benefits; assisted with credentialing process for licensed clinicians with MCO (Managed Care Organization) assisted with agency CARF accreditations (Commission on Accreditation of Rehabilitation Facilities); assisted with maintain agency state licensing.

COMMUNITY SERVICE

NAACP Raleigh-Apex Chapter
Member

04/2022- Present

Food Bank of Central & Eastern, Raleigh, NC
Food Server

08/2015

Healing Transitions for Women, Durham NC
Mentor

2008 - 2015

Cottage Health Care Services, Inc.
Social Work Intern

2014 - 2016

DEPARTMENT OF SOCIAL WORK COMMITTEES

Phi Alpha Honor Society for Social Work, *Advisor*

3/2021-Present

RESEARCH PROJECTS

Opioid Abatement and Recovery Research Program

2022- Present

Appointed Board Application

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I Agree *

Yes

Name

Solomon Williams

Home Address

3011 Watsonia Dr, Zebulon, North Carolina 27597



Employer

North Carolina State University

Job Title

Floor technician

Choice

Corporate Limits

How many years have you lived in Zebulon

2

Board Choice

Parks & Recreation Advisory

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

I want to get more involved with our community and also to see what we can do to make difference.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
No

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

25 years of commercial cleaning

Education

Diploma and some college

Volunteer Experience

Upload a Resume

My Indeed Profile.pdf

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?

51 - 60

Gender

Male

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands,

- Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature



Date

6/10/2025

Entry #: 35 - Yes **Status:** Submitted
Submitted: 4/2/2025 8:43 PM

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I Agree *

Yes

Name

Orlando Reyes

Home Address

536 Yulee Dr., Zebulon, North Carolina 27597



Employer

Sodexo

Job Title

Client Executive

Choice

Corporate Limits

How many years have you lived in Zebulon

3

Board Choice

Parks & Recreation Advisory

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

As a dedicated advocate for community engagement and cultural inclusion, I'm passionate about helping shape recreational programs that reflect the diverse needs of Zebulon's residents. Serving on the Parks & Recreation Board would allow me to support events and activities that unite families, celebrate culture, and create a stronger sense of belonging — especially for underrepresented communities like our growing Latino population. I believe parks and recreation are vital tools for connection, education, and joy, and I'd be honored to contribute to making Zebulon's spaces and programs more accessible, inclusive, and community-driven.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
No

Untitled

Untitled

I would like the board to focus on increasing cultural representation in community programming, expanding access to parks and events for underserved families, and strengthening community outreach efforts — especially to ensure all residents feel informed and invited to participate. I'm also interested in helping the board explore ways to create intergenerational programming, youth engagement opportunities, and partnerships with local organizations that reflect the town's diversity. Creating spaces and events where all community members see themselves represented is essential to a thriving Parks & Recreation system

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume

Upload any additional documentation

 Orlando Reyes - Resume 2025.pdf
3.8 MB



Untitled

As a Zebulon resident for the past three years, I've been deeply committed to building strong community ties and supporting initiatives that bring people together. With over 25 years of executive leadership in healthcare and hospitality, I bring a track record of managing complex operations, leading diverse teams, and fostering environments where inclusion and service thrive.

My past involvement in cultural nonprofit work has strengthened my dedication to civic engagement and community representation. I'm eager to contribute that same energy and leadership to the Parks and Recreation Board—working to ensure Zebulon's programs and public spaces reflect the needs, voices, and values of all who call it home.

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?

51 - 60

Gender

Male

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- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Other

Accurate and Complete

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I Agree *

Yes

Signature

Date

4/2/2025

orlando reyes

ORLANDO REYES

Bilingual Community Leader • Operations Executive • Cultural Advocate

Professional Summary

Highly motivated operator and customer service specialist with strong bilingual communication skills and over 20 years of management experience in healthcare, hospitality, commercial laundry, and food services. Proven success in driving patient satisfaction, improving operational metrics, leading high-performing teams, and building culturally inclusive environments. Deeply committed to community engagement and supporting initiatives that serve Zebulon's diverse population.

Work Experience

Client Executive – Sodexo (Raleigh, NC | 2022–Present)

- Oversee enterprise-level service partnerships with healthcare clients, focused on delivering operational excellence, improving patient experience, and aligning with client goals.
- Guide strategic planning, contract compliance, and customer satisfaction while fostering inclusive workplace practices.
- Manage a combined \$50M budget across two major healthcare systems, ensuring alignment with financial goals, resource efficiency, and strategic growth.
- Serve as executive liaison for internal and external stakeholders, advocating for innovation and service quality.

General Manager – Sodexo | UNC Rex Hospital (Raleigh, NC | 2016–2022)

- Directed general housekeeping activities for a 620-licensed bed hospital, managing over 1.2 million sq. ft. with 6 Sodexo Managers and 150 Client FTEs.
- Led environmental services operations through the COVID-19 pandemic with training, morale support, and bilingual staff communication.
- Spearheaded the launch of a 310,000 sq. ft. hospital wing in 2017, maintaining patient satisfaction in the 90th percentile.
- Improved HCAHPS room cleanliness scores from 10th to 75th percentile and reduced bed turnaround time by 50%.
- Created bilingual vaccine awareness videos for UNC Health System.
- Delivered operational savings plans while maintaining service standards.

Operations Manager – Sodexo | UNC Hospital (Chapel Hill, NC | 2010–2016)

- Managed \$12M+ environmental services operations covering 2.3 million sq. ft. and 250+ team members.

- Contributed to CDC compliance reporting and Joint Commission survey success.
- Achieved best-in-triangle patient room cleanliness scores for hospitals over 500 beds.

Plant Manager – Carolina Linen Services (Raleigh, NC | 2009–2010)

- Oversaw daily operations of a commercial laundry plant processing over 8M pounds annually.
- Managed production, transportation, and facility maintenance, while liaising with 40+ client facilities.

Director of Housekeeping & Food Services – Marriott International (Raleigh & Durham, NC; Uniondale, NY | 1994–2009)

- Led housekeeping and food service operations at multiple Marriott hotels, including a 375-room property in Raleigh and a large catering facility in NY.
- Drove guest satisfaction scores from bottom 5% to top 25% in the region.
- Managed full renovations, hiring/training, inventory, payroll, and executive committee responsibilities.

Volunteer & Community Leadership

President – Casa El Salvador (Raleigh, NC)

- Lead nonprofit organization serving Latino families in Wake County through cultural events, advocacy, and education.
- Promote civic engagement and represent Latino voices in municipal conversations.
- Organize community outreach initiatives, including coordinating with the Salvadorian Council to help residents obtain or renew passports and access consular services.

Co-Chair – Latinx Employee Resource Group, Sodexo

- Support Latinx professionals across the region through mentorship, leadership development, and equity-focused initiatives.

Awards & Recognition

- 2021 Triangle Business Journal Healthcare Heroes Award
- 2021 North Carolina Healthcare Association Healthcare Hero Award
- 2019 Sodexo Operational Excellence Award
- FY19 UNC REX Patient Experience Award
- Guardian of Excellence (HCAHPS > 90%ile)
- FY19 Cleanest Hospital in the Triangle

Appointed Board Application

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I Agree *

Yes

Name

Mr. Rufus Wilson Jr.

Home Address

1577 Sage Tree Dr., Raleigh, North Carolina 27616



Employer
SorTek, LLC

Job Title
CEO

Choice
Corporate Limits

How many years have you lived in Zebulon
5

Board Choice
Parks & Recreation Advisory

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled
Volunteer on Chamber committee

I'm interested in this committee for several reasons. The first being that I have invested a ton of manhours in volunteering in this community as it relates to Parks and Rec. I'm a firm believer in the communities growth, evolves around all things Parks and REC. That is why I am very interested In joining this committee.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

I attended to board appointed meeting back in 2023. I was up for consideration for two committees.

Untitled

N/A

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

15 Years of mentoring and coaching experience. Local government experiences operating youth programs for NC. Currently CEO of SorTek, LLC where we staff skilled workers for construction projects.

Education

4 years of College and Multiple certifications over the years in Construction and Education.

Volunteer Experience

Coaching - Zebulon Parks and Rec
High School Varsity Head Coach
Angel Prints
Church
Community cleanups

Upload a Resume

Upload any additional documentation

Untitled

Demographics

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Which age group describes you?

Gender

41 - 50

Male

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- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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I Agree *

Yes

Signature

A handwritten signature in black ink, appearing to be 'R. J. W. Smith', written over a horizontal line.

Date

2/22/2025

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☒ I Agree *

Name

Title	Brandon	Wiggins	
	First	Last	Suffix

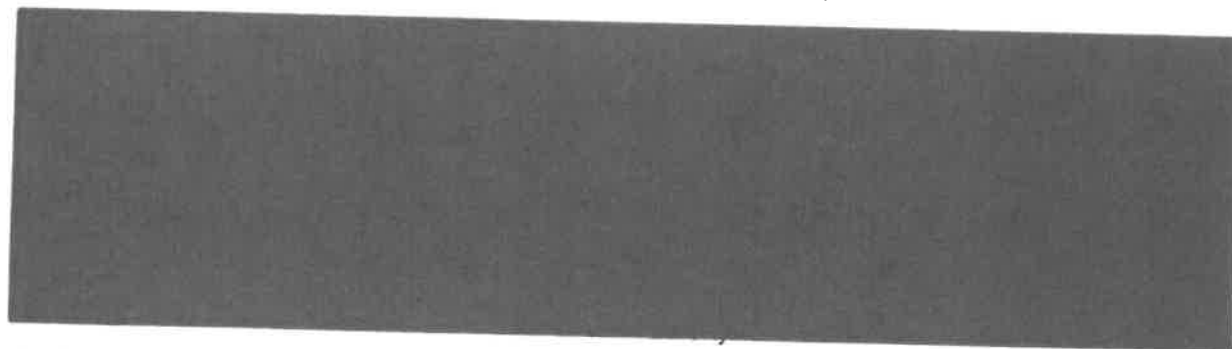
Home Address

3201 Lacewing Drive

Address Line 1

Address Line 2

Zebulon	North Carolina	27587
City	State	Zip Code



Employer

McLane

Job Title

Infrastructure Analyst

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

6

Board Choice

Parks & Recreation Advisory

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☒ Yes ☐ No

I currently serve as Chair for the Town of Zebulon Parks & Rec Advisory Board. I have served on the board for almost 6 years and continue to enjoy my role in serving this wonderful community.
If you answered yes, please tell us where you served, what board, and your experience on that board.

I would like to continue serving on the Advisory Board because it gives me the opportunity to play a vital role in making sure the recreational needs of our growing community are addressed and met.
Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☒ Yes ☐ No

I have attended numerous Board of Commissioners meetings, both as an Advisory Board representative and as a citizen.
If you answered yes, please describe what meetings and how often.

I would like us to continue to address the recreational needs of our community, meeting both the current needs and the needs of future residents.
What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Please describe your work experience or upload a resume.

Education

Please describe your education or upload a resume.

Volunteer Experience

Please describe your volunteer experience or upload a resume.

Upload a Resume

Brandon_Wiggins_Resume.docx (1).pdf

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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Which age group describes you?

Gender

31 - 40

Male

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- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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☒ I Agree *

Signature

Date

5/28/2025



BRANDON WIGGINS

Summary: A talented and results-driven IT professional with outstanding computer and network system experience including superior customer, technical, and maintenance support. Superb troubleshooting and analytical skills with the capacity to identify and assess problems before providing expert solutions. Outstanding communication and soft skills. Proven ability to function as a team player and alternatively work independently to achieve objectives. Exceptional track record of consistently meeting deadlines.

Experience:

Chief Executive Officer Angel Prints Corporation

March 2022 - Current

Develop and communicate Angel Print's vision and mission. Lead the senior management team in developing and executing strategies to achieve business objectives. Spearhead the development and execution of a robust communications and brand strategy, aligning messaging with Angel Prints' vision and values. Build and maintain a strong executive team, fostering a positive and productive work environment. Provide leadership and direction to senior management and staff, fostering a culture of innovation, collaboration, and performance excellence. Drive business development efforts to expand market presence and increase revenue streams. Serve as a thoughtful, visible spokesperson of Angel Prints' to stakeholders, including investors, partners, and the public. Report regularly to the board of directors on performance and strategic direction. Spearhead creative direction of Angel Prints, managing all client facing platforms such as social media and organization website.

Infrastructure Analyst Kinexo/McLane Co. Remote

October 2012 – Current

Providing nationwide remote support for an infrastructure of over 6000 clients, co-managed via SCCM and MS Intune. MS Azure experience with client management and Windows Update reporting. Managing multiple projects via JIRA ticketing system. Actively managing client health via Intune and Azure, ensuring clients are up to date on Windows Quality and Feature Updates as well as running suitable versions of Windows that are not nearing EOS. Actively implementing proactive remediations in Intune to improve common KPIs that relate to client health. Providing tier 3 support for an environment consisting of Windows 10 – Windows 11 laptops and desktops as well as Mac OS devices. Also managing SentinelOne antivirus solution. Providing 24/7 on-call support.

Technology Associate Braswell Memorial Library Rocky Mount, NC

July 2010 – October 2012

Provided technical support to 13 libraries across Nash, Edgecombe, and Halifax counties. Supported Windows XP Pro and Windows 7 desktops running mostly MS Office 2003 and 2010 applications. Supported both wireless and wired networks.

Office Operations Supervisor for Technology United States Census Bureau Rocky Mount, NC

April 2010 - July 2010

Supported MS Office 2007 Applications and Windows XP Professional, Supported VOIP phone system, Maintained all office copiers, printers and scanners, Tracked all issues and inquiries in Remedy ticketing system, Maintained inventory spreadsheet of all phone and computer equipment in the office, Set up equipment for web conferences, Set up and maintained U.S. Census Bureau employee user accounts via web-based tool.

Information Technician W.E.B. DuBois CDC Wake Forest, NC

Feb 2010-March 2010 (30-day contract)

Assisted LAN Engineer in managing the technical needs of 3 office branches. Built and deployed Windows XP images via Sysprep and Symantec Ghost. Provided help in management of Linux server. Provided tier I and tier II technical support to end users. Managed users and all workstations via Active Directory. Assisted with other duties as they were assigned (both technical and non-technical).

Local Technology Coordinator

MMC (Marsh & McLennan Companies) Washington D.C.

April 2007 - Feb 2009

Supported MS Office 2003 Applications and Windows XP Professional. Monitored helpdesk ticket queue via Remedy and CA Unicenter Service Desk to troubleshoot and resolve trouble tickets. Managed data backup via Veritas Netbackup. Performed tape changes for the daily backup. Provided on-demand technical support via phone or in person. Ensured that all computer images are up to date. Performed local and network printer maintenance. Performed quarterly refresh of user computer equipment. Maintained functionality of office copiers/scanners. Configured company Blackberries for use with Lotus Notes 6.5 as well as Microsoft Exchange. Supported company Blackberries. Oversaw and provided support for user e-mail migration from Lotus Notes to Microsoft Outlook.

VPN Phone Support Technician

PC Network Inc. (Amtrak Technologies) Washington D.C.

June 2005 - April 2007

Monitored Peregrine Service Center task queue to resolve VPN incidents to the customer's highest level of satisfaction. Administered VPN V-One SmartAdmin database (tool used for administering and editing user VPN accounts). Provided professional assistance in troubleshooting VPN installs in user workstations. Tracked and document all VPN support activities with Peregrine Service Center. Cross-trained fellow technicians in VPN support process. Responded to non-routine technical requests from customers in a prompt fashion.

IT/ Help Desk Technician

Prince George's County Public Schools Upper Mariboro, MD.

May 2004 - May 2005

Provided service for desktop computers and laptops running Windows XP and 2000, PDA's, and printers. Utilized McAfee Virus-Scan and Symantec Anti-Virus to remove numerous viruses from end-user PC's. Managed active directory of users and computers. Successfully installed PDA's (mostly Palm and Sony) for users so that they could synchronize their data and operate efficiently away from the office. Established deployments of computers and printers to many schools within Prince George's County. Developed a web page to expedite the process of a user adding a network printer to their PC. Serviced copiers and printers. Provided pc images via Symantec Ghost. Managed all Help Desk tickets and calls via File Maker Pro database. Managed PC's and laptops at all 3 branches of the P.G. County Board of Education.

Warehouse Assistant

Prince George's County Public Schools Landover, MD.

May 2003 - Oct 2003

Loaded/unloaded delivery trucks, palletized items for loading, transported pallets throughout warehouse via pallet jack, assisted with school furniture delivery.

Technical Skills:

Operating Systems:

Windows 10/11, Windows Server 2012/2016, Mac OS, Linux

Networking:

LAN, VPN, TCP/IP, Ethernet, VOIP

Application Tools:

MS-Office 2016/0365, MS Edge, Internet Explorer, Google Chrome, Mozilla Firefox, SentinelOne, Symantec Anti-Virus, McAfee VirusScan, Altiris, ESET Antivirus, Adobe Suite, Peregrine Service Center, Webex, Remedy, CA Unicenter Service Desk, JIRA Ticketing and Tracking, SysTrack

Hardware Experience:

PC, Apple Macbook, Macbook Air, iPad, iPhone

Education:

Midwest College of Theology

2016

- Associates Degree in Theology

ECPI College of Technology

2006 - 2008

- Majored in Network Security & Management. (38 credit hours completed)

Prince George's Community College

2004 - 2005

- Majored in Computer Information Systems. (22 credit hours completed)

Review 6/11/25
No proof of [unclear]
[unclear]

Appointed Board Application

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I Agree *
Yes

Name
Ms. Mercedes Lopez

Home Address
138 W Barbee St., Zebulon, North Carolina 27597



Employer
We do care home health care Agency

Job Title
Full time PCA

Choice
Corporate Limits

How many years have you lived in Zebulon
3

Board Choice
Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

I really would like to expand my horizon and knowledge. I absolutely love helping people especially children and the elderly. I also want to know more about the town I live in and learn how to be more active with the help of our committee and community.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume
Resume moody.pdf

Upload any additional documentation

Untitled

Demographics

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Which age group describes you?
25 - 30

Gender
Female

For the following question, how would you define your race?

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- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Multi-racial

Accurate and Complete

Please Agree with the Following Statement.

I hereby certify and affirm that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said document may be cause for disqualification of my application or my immediate removal from a board or commissioner.

I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.


I Agree *

Yes

Signature

Date

3/5/2025

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, followed by a period.



MERCEDES LOPEZ

EXPERIENCE

2024 – Present All-Team Staffing – Home Health
2022 – 2023 Magnolia Home Health Care
2020 – 2022 McDonald's Corporation

OBJECTIVE

Professional with over five years of experience in customer service/support, home healthcare and retail.

SKILLS

- Customer Service
- Geriatrics
- Home Health
- Microsoft Office: Excel, Word, Outlook, IE
- Cash Management
- Attention to detail and problem solving
- Medical/Healthcare scheduling experience

- Providing companionship to older adults and individuals with chronic conditions; this may include discussing shared interests or taking trips to cultural venues.
- Assisting with light housekeeping and meal preparation.
- Reminding clients about medications and appointments.
- Treating seniors and their property with utmost respect and dignity.
- Communicating with clients in a friendly and empathetic manner.
- Assisting with Activities of Daily Living (ADLs) such as bathing or dressing assistance
- Assisting with Instrumental Activities of Daily Living (IADLs) such as meal preparation, grocery shopping, and light housework.
- For clients with dementia, communicate effectively, provide mental stimulation, and/or safety supervision, as necessary.
- Provide prompt, efficient, and courteous customer service.
- Drive sales through effective communication with customers.
- Perform cashier duties (ring sales and maintain cash control).
- Perform all regular cleaning activities, and other tasks included in your job assignments.
- Forecast, order and stock merchandise (with appropriate training)
- Check in merchandise deliveries from vendors.

EDUCATION

2018 - 2020 • TIDEWATER COMMUNITY COLLEGE
Healthcare Administration

DIPLOMA • 2016 • CHESAPEAKE PUBLIC SCHOOLS
Diploma

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement *

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I Agree *

Yes

Name

Mrs Ashley Mitchell

Home Address

311 Lakeside Circle, Zebulon, North Carolina 27597



Employer

Jackson Lewis PC

Job Title

Business Immigration Paralegal

Choice

Corporate Limits

How many years have you lived in Zebulon

10

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

My husband lived in Zebulon his entire life, and Zebulon has become my hometown since we were married. This is where my children grow up and this is the community I am invested in. I want to see this town grow in a rate that benefits everyone. I want my children to grow up in a safe community that is interested in giving back and supporting the children.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
No

Untitled

Untitled
Infrastructure.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience
Please see attached Resume.

Education
Please see attached Resume.

Volunteer Experience
Please see attached Resume.

Upload a Resume
Ashley Mitchell Resume.pdf

Upload any additional documentation

Untitled
I am dedicated to helping the children in this community. That is where my main focus and concern is. I believe that our children are our future and that we need to provide a strong foundation in order for all children to succeed.

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?
31 - 40

Gender
Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

Please Agree with the Following Statement.

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature

Date

4/5/2025

Ashley Mitchell

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

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I Agree *

Yes

Name

Tamisha Thomas M

Home Address

556 Carissa Lane, Zebulon, North Carolina 27597



Employer
TooMuchTV Inc

Job Title
Marketing

Choice
Corporate Limits

How many years have you lived in Zebulon
4

Board Choice
Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
Yes

Untitled

It looks like you're filling out an application to serve on a board, commission, or committee in Zebulon. Here's a draft response based on your background and experiences:

Interests & Experiences

I am a dedicated community advocate with extensive experience in marketing, program development, and community engagement. My work has focused on bridging educational and economic gaps, particularly through initiatives that address the digital divide, affordable housing, and historical trauma in marginalized communities. Through my leadership in programs like the TMT Youth Community Foundation and the Century5101075 Campaign, I have worked to empower individuals through S.T.E.A.M. education, financial sustainability, and transformative leadership.

I am interested in serving on a board or commission in Zebulon to contribute my expertise in strategic communication, community organizing, and program development. I believe that strong civic engagement leads to meaningful change, and I am eager to help shape policies and initiatives that enhance the quality of life for all residents.

Municipal Experience

While I have not previously served on a Town of Zebulon board, I have collaborated with municipal partners through various community initiatives, including youth development programs, real estate marketing campaigns for opportunity zones, and technology access programs. These experiences have given me insight into local governance and a strong desire to contribute to Zebulon's continued growth and inclusivity.

Would you like to tailor this response further based on the specific board or commission you're applying for?

Yes! Given your background and interests, the Sustainability Committee aligns well with your experience in community development, economic empowerment, and bridging the digital divide. Here's a tailored response:

Interests & Experiences

I am deeply committed to sustainability as a holistic approach to community development, integrating environmental responsibility, economic empowerment, and social equity. My experience leading initiatives such as the P.O.P. Campaign and the TMT Youth Community Foundation has reinforced the importance of long-term planning, resource management, and education in creating thriving communities.

In Zebulon, I see an opportunity to support sustainability efforts that ensure smart growth, equitable access to resources, and environmentally conscious policies that benefit all residents. My background in marketing, community organizing, and program development allows me to engage diverse stakeholders, communicate complex ideas effectively, and drive actionable change.

I would be honored to contribute my skills and passion to the Sustainability Committee, helping to develop initiatives that align with Zebulon's growth while preserving its natural and cultural heritage.

Municipal Experience

While I have not previously served on a Town of Zebulon board, I have collaborated with municipal partners on projects related to youth education, housing, and economic development. These experiences have given me a deep appreciation for local governance and a desire to contribute to Zebulon's sustainable future.

Have you taken the opportunity to attend any previous board meetings prior to applying **Yes/No**

for this board?

No

Untitled

Untitled

Given your background and interests, here are some key areas the Sustainability Committee could address that align with your expertise:

1. Green Infrastructure & Smart Growth

- Promote sustainable development practices that balance growth with environmental conservation.
- Encourage green building initiatives and energy-efficient housing, particularly for affordable housing developments.

2. Digital Equity & Sustainable Technology

- Bridge the digital divide by advocating for increased access to broadband and technology in underserved areas.
- Support green technology initiatives that enhance sustainability, such as smart grids and energy-efficient public spaces.

3. Community Resilience & Environmental Justice

- Develop policies that ensure historically marginalized communities benefit from sustainability efforts.
- Address issues of environmental justice, such as access to clean water, air quality, and protection from climate-related risks.

4. Sustainable Transportation & Mobility

- Advocate for walkable, bike-friendly infrastructure and expanded public transit options.
- Support initiatives that reduce carbon emissions and promote alternative transportation.

5. Circular Economy & Local Business Support

- Encourage sustainable business practices, including waste reduction and local sourcing.
- Develop programs that support small businesses and entrepreneurs in adopting eco-friendly practices.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Here's a well-structured response based on your background:

Work Experience

I have an extensive background in marketing, community development, and program management, with over 20 years of experience leading initiatives that drive economic empowerment, education, and sustainability.

- Program Director, TMT Youth Community Foundation (2002–2024)
- Led the TMT Project Communications Fee-for-Service Program, providing marketing, event management, and digital media services to small businesses and nonprofits.
- Developed and managed the Camp TMT Robotics Series, a S.T.E.A.M. program designed to bridge achievement gaps for African American youth.
 - Marketing & Community Engagement Roles
 - Marketing Manager, WEUP Radio (1997–2002)
 - Marketing Assistant, Time Warner Cable (1995–1997)
 - In-House Sales, Comcast Cable (1994–1995)

- Coordinated community events, managed vendor relationships, and ensured brand consistency across multiple media platforms.
- Led marketing campaigns for real estate initiatives, including the Buy Fix Up the Block project within Opportunity Zones.

Education

- Extensive training and hands-on experience in digital marketing, community organizing, and leadership development.
- Certified in various marketing and analytics tools, including Google Analytics, HubSpot, and SEMrush.

Volunteer Experience

- P.O.P. Campaign (Prepare Our People) – Supporting a 100-year financial sustainability approach to community development.
- Association of African American Museums (2004 Conference Steering Committee) – Assisted in planning and hosting, engaging with scholars like John Hope Franklin.
- S.T.E.A.M. Education Advocacy – Developing curricula and leading programs that introduce youth to robotics, coding, and sustainable technology.

Would you like me to refine this further or format it for a resume upload?

Education

Education

- University of Alabama at Birmingham – Bachelor of Science in Business
- Additional Training & Certifications:
- Digital Marketing & Analytics: Google Analytics, HubSpot, SEMrush, Ahrefs
- Design & Media: Adobe Creative Suite, Canva, Hootsuite, Buffer, HighLevel, Clixio
- S.T.E.A.M. & Robotics Education: Developed curricula focused on technology, sustainability, and workforce development for youth.

Volunteer Experience

Association of African American Museums (2004 Conference Steering Committee)

- Assisted in planning and hosting the national conference, engaging with scholars and cultural leaders, including John Hope Franklin.
- Community Development & Advocacy
- Led initiatives addressing the digital divide, affordable housing, and economic empowerment for marginalized communities.
- Organized events and programs supporting entrepreneurship and sustainable business practices.

Upload a Resume

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

Disclaimer: This Demographics Section of the Application is **not required** and by completing it, I do so **voluntarily** and acknowledge that the information I provide in this application is subject to disclosure pursuant to the **North Carolina Public Records Laws**, and that I provide the information contained in this application **freely and voluntarily**, and that **I consent** to such disclosure pursuant to the **North Carolina**

Public Records Laws, and that **I waive, release and discharge** the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are **voluntary** questions asked with the goal of having diverse representation.

Which age group describes you?

41 - 50

Gender

Female

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

Please Agree with the Following Statement.

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I Agree *

Yes

Signature

Date

2/28/2025

2Mjw

5/27/25, 4:20 PM

Appointed Board Application - All Entries

Entry #: 34 - Yes **Status:** Submitted

Submitted: 3/27/2025 2:05 PM

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

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I Agree *

Yes

Name

Mr. Jayln Williams

Home Address

1400 Sage Tree Drive, Zebulon, North Carolina 27597



Employer

Wake County Health and Human Services

Job Title

Public Health Program Assistant

Choice

Corporate Limits

How many years have you lived in Zebulon

2

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

Serving on the Zebulon Sustainability Advisory Board aligns with my passion for sustainable initiatives and my current work in the field. As a student at UNC Gillings School of Global Public Health, I'd bring a strong academic foundation and a deep understanding of public health principles, which can complement the board's mission to promote sustainability in the community. My nonprofit, Urbivor, is already contributing to sustainable practices by promoting non-food waste solutions throughout the Town of Zebulon.

My involvement on the board would help advocate for more inclusive, sustainable policies and programs that benefit residents, including those in underserved areas. Being a part of the board would provide my public health leadership with a platform to influence local sustainability efforts, create lasting change, and potentially integrate public health perspectives into community-wide sustainability goals.

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
Yes

Untitled

Town of Zebulon Board of Commissioner's Meetings

Untitled

As a member of the Zebulon Sustainability Advisory Board, I would be interested in addressing several key areas that align with my work in sustainability and public health. These include expanding waste reduction and diversion programs, such as a Neighborhood Compost Pick-Up Program, to reduce food waste and promote zero-waste practices. Additionally, I would advocate for addressing environmental health disparities in underserved communities, ensuring that sustainability initiatives are inclusive and equitable. Supporting local food systems through community gardens, urban farms, and educational programs on sustainable farming would also be a priority, as would promoting renewable energy and energy-efficient practices to reduce the community's carbon footprint. Lastly, I would push for the development of green infrastructure and climate adaptation strategies to make Zebulon more resilient to environmental changes and foster a healthier, more sustainable future for all residents.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Education

Volunteer Experience

Upload a Resume

Upload any additional documentation

Jayln Williams Resume 2025.pdf
0.2 MB



Untitled

I would like to assure the Town of Zebulon and Board of Commissioners that my involvement with my non-profit, Urbivor, will not pose any conflict of interest with my potential service on the Sustainability Advisory Committee. I fully recognize the importance of maintaining impartiality, and as such, I am more than willing to recuse myself from voting on matters that may have direct ties to my nonprofit. However, I believe my expertise in sustainability, drawn from both my public health background and business experience, would greatly contribute to the committee's efforts. My experience with sustainable initiatives, particularly in waste reduction and community engagement, could provide valuable insights and strengthen the board's work in achieving its goals for a more sustainable Zebulon

Thank you for considering my involvement in this important initiative.

Demographics**Demographics – Voluntary – Not Required**

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Which age group describes you?

25 - 30

Gender

Male

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

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- White: (Irish, German, English)

You may select more than one.

Race

Multi-racial

Accurate and Complete

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I Agree *

Yes

Signature

Date

3/27/2025

A handwritten signature in black ink, appearing to be 'JRW' with a large loop at the start.

Jayln R. Williams



PROFESSIONAL SUMMARY

Dynamic, results-driven professional with over 13 years of top-notch customer service, administrative professionalism and military healthcare training/ experience and leadership. Customer focused, self-motivated, and passionate about meeting project deadlines on time and within scope. Excellent problem solver, time management skills, communication skills, and all about attention to detail. Able to maintain a positive and professional demeanor in a fast paced and demanding environment.

SUMMARY OF SKILLS

- Internet Sales/ Marketing
- Listening Skills
- Supply Management
- Contingency Planning
- Proactive Communication
- EHR/ Medical Record Management
- Critical Thinking
- Microsoft 365/ Adobe Pro
- Multitasking
- Resource Management
- Public Health Solutions
- Budget Analysis
- Google Suite
- Detail Oriented
- Customer Service
- Healthcare Management

WORK EXPERIENCE

PUBLIC HEALTH EXECUTIVE PROGRAM ASSISTANT

Wake County Government/ Health and Human Services, Raleigh, NC; JAN 2025 -- Present

Responsibilities require use of technology for communication, organization of information and management of workflow. The Program Assistant is also responsible for supporting work sessions and special projects with staff in multiple programs and buildings within Wake County. Our clients are the staff that serve in public health clinics, schools, community settings, emergency shelters and the behind-the scenes places that ensure our environment is a healthy place to live. The Public Health Quality Management team advances excellence by monitoring adherence to standards, leading quality improvement initiatives, promoting best practices and continually adapting to changes. We also provide support by ensuring healthy and safe working conditions for County employees.

Other work responsibilities:

- Organize and maintain confidential records as required by HIPAA, OSHA and other federal and state entities for regulatory compliance and internal management

- Serve as a member of the Public Health Quality Management Team, Building Safety Team(s), and the Infection Prevention and Control Representatives Team
- Administrative tasks such as- produce electronic documentation including meeting minutes, documentation of quality improvement initiatives, time study logs, spreadsheets and periodic reports, manage group email lists, draft correspondence, schedule meetings and manage calendar of recurring events, tasks and reports
- Provide hands-on assistance with employee health fit testing masks for respiratory protection. Use appropriate procedures for using specialized medical equipment
- Participate in disaster response in the event of activation of the Wake County Emergency Operations Plan
- Participate in planning and supporting special projects and events including process documentation, procurement of supplies and space, preparation of materials, distribution of information, scheduling and registration of participants and follow-up filing and data entry
- Serve as a liaison with other program areas, departments, and organizations to support effective QM operations and communication of information

ADMINISTRATIVE ASSISTANT

Cummins Rocky Mount Engine Plant, Rocky Mount, NC; MAR 2023 – MAY 2024

As an administrative assistant at Cummins Engine Plant, it has a crucial role in supporting the daily operations of the plant management team and ensuring efficient administrative processes. Responsible for handling various administrative tasks, providing clerical support, and facilitating communication within the plant and with external stakeholders.

Other work responsibilities:

- Manage executives' calendars and arrange appointments, meetings, and conferences.
- Prepare and distribute correspondence, memos, reports, and presentations as needed.
- Monitor and maintain office supplies inventory, anticipating needs and placing orders, as necessary.
- Coordinate maintenance and repair of office equipment, ensuring smooth operation.
- Support the onboarding process for new employees, including preparation of workspaces and orientation materials.
- Serve as a primary point of contact for internal and external communications, including answering phones, ordering supplies and directing inquiries.
- Liaise with other departments, suppliers, and customers as directed by management.
- Assist in coordinating company events, meetings, and special projects.
- Assist in maintaining health and safety records and documentation as per company policies and regulations.
- Support initiatives related to environmental health and safety within the plant.

ELITE SERVICE ASSOCIATE

Delta Vacations (Minot, ND), WFH Remote Position; OCT 2022 – MAR 2023

Elite Service Associates demonstrate strong verbal and written communication skills, a professional attitude, excellent dependability, the ability to handle stressful situations, possess

strong computer skills, flexibility in a fast-paced environment, and the ability to learn and react quickly.

- Effective listening/ communication
- Following up with travel clients
- Marketing online sales
- Quickly identifying and owning customer issues
- Actively searching for solutions to problems
- Making quality decisions
- Interacting with a globally diverse group of customers and colleagues
- Commendable and priority handling of inbound service calls
- Communicating applicable information to customers regarding DLV Inc.'s products, services, policies, and procedures

MEDICAL RECORDS SERGEANT/ HEALTHCARE MANAGER; STAFF SERGEANT/ SUPERVISOR/ OFFICE MANAGER

United States Army, Multiple Locations; FEB 2015 – AUG 2022

Medical Records Sergeants (Supervisor & Office Manager) have a diverse and critical role in maintaining the health and readiness of military personnel. Their duties range from clinical care and administrative tasks to emergency response and training. By providing essential medical support in various settings, including combat zones, they contribute significantly to the overall mission success and well-being of the Army's forces.

- Recognized with many military medals and awards over the career path.
- Specialized in handling medical equipment for battalion and brigade levels, totaling an estimated worth of \$10.5 million.
- Excelled during Change of Command inventory with Zero incidents and 100% accountability of all medical equipment.
- Consecutively managed three military installation hospitals and clinics (Camp Humphreys, South Korea / Camp Casey, South Korea / Fort Bragg, North Carolina).
- Responsible for the request, receipt, issue, and accountability, of individual, organizational and installation medical records.
- Operated EHR software (Electronic Health Records); tracks and inventories all available healthcare records and other sensitive items.
- Responsible for the training and personal welfare of over 3,500 Soldiers. Achieved the rank of Staff Sergeant.
- Managed 10 Soldiers while in supervisory position; conducting managerial duties like overseeing schedules, delegating tasks, etc.

EDUCATION AND TRAINING

- **Master in Public Health (Leadership in Practice) (University of North Carolina – Chapel Hill, Chapel Hill, North Carolina) January 2025-Present**
- **Bachelor of Science in Healthcare Administration (2024) (North Carolina Wesleyan University, Rocky Mount, North Carolina)**
- **Associates of Arts (2023) (Fayetteville Technical Community College, Fayetteville, North Carolina)**
- **Associates of General Education (2020) (Fayetteville Technical Community College, Fayetteville, North Carolina)**
- **Advanced High School Diploma (2013) (Forest Park High School, Forest Park, Georgia)**
- **Microsoft Office (2010)**
- **Basic Combat Training (Fort Leonardwood, Missouri, 2015)**
- **Advanced First Aid (2018, 2015, 2013)**
- **HAZMAT Transportation and Handling (2015, 2021)**
- **Equal Opportunity (2019)**
- **Master Resiliency Training (2018)**

CERTIFICATIONS

- **Certification in Healthcare Administration Leadership (North Carolina Wesleyan University, Rocky Mount, North Carolina)**
- **Certification in Organizational Leadership (North Carolina Wesleyan University, Rocky Mount, North Carolina)**

COMMUNITY INVOLVEMENT

- **North Carolina Public Health Association Member (2025)**
- **Veteran’s Advisory Committee, North Carolina Wesleyan University (2025)**
- **University Teaching Awards Committee, UNC Chapel Hill (2024)**
- **Habitat for Humanity, Atlanta, GA (2013, 2014)**
- **New Life Church of God in Christ, Atlanta, GA (2010, 2013)**

PROFESSIONAL REFERENCES

***Upon request**

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

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I Agree *

Yes

Name

Nikki McIntyre

Home Address

6011 Watsonia Drive, Zebulon, North Carolina 27597

Employer
Wake County

Job Title
Hosuling Specialist

Choice
ETJ

How many years have you lived in Zebulon
11

Board Choice
Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
No

Untitled

To help with the growth and change of Zebulon

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled
Town Meeting

Untitled

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience
Housing and Permit Technician

Education
Associate Architectural Technology
Associate Mechanical Engineering

Volunteer Experience
Food Bank and Shelters

Upload a Resume
Nikki Resume.pdf

Upload any additional documentation

Untitled

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?
41 - 50

Gender
Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

Please Agree with the Following Statement.

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

I Agree *

Yes

Signature



Date

2/28/2025

Nikki McIntyre

SUMMARY

My goal is to secure a challenging full-time opportunity that will allow me to utilize the education and skills I have acquired over the years. I am an organized and assertive worker who is not afraid to take the lead and see the project through to completion. If you feel my background is what you are looking for, I welcome the opportunity to further discuss your needs and expectations.

EDUCATION

AAS Mechanical Engineering Technology, *Wake Technical Community College*

AAS Architectural Technology, *Wake Technical Community College*

Certificate in Architectural CAD

Building Standard Inspection Level I

Industrial Leadership Accredited Course

EMPLOYMENT HISTORY

Mass Care Branch Director/Placement Coordinator (EOC-Mass Care Branch)

Wake County Government

March 2020 – June 2021

- ☐ Respond to the referrals of clients in a timely manner including completing intake form & assessment of the client's needs
- ☐ Communicated regularly & effectively with all the Site Managers
- ☐ Supervise 4 site managers & sign any timesheets submitted
- ☐ Attend in-person & virtual meetings with doctors, division directors, contact trackers, and other individual for updates and improvements
- ☐ Interview individuals for current open positions
- ☐ Assisted with the placement of the homeless in hotels
- ☐ Customer Service – Provided answers to questions about the program by phone or email
- ☐ Assisted local agencies & individuals with housing resources
- ☐ Supported the Housing Supervisor & Housing Logistics – Giving daily morning/afternoon updates
- ☐ Entered homeless personal data in Housing App
- ☐ Call Center – Answered calls about concerns dealing with the COVID19
- ☐ One Call from the close of business day until the office opens for normal business hours
- ☐ Faxed/Scanned Intake form to Site Supervisor

Plans and Permit Technician

Wake County Government

March 2016 - present

- ☐ Provide comprehensive responses to requests and inquiries while maintaining a positive, professional approach to all customers, staff, and other parties; and asks appropriate questions to gather relevant information before directing customers or advising senior staff on pertinent issues.
- ☐ Provide verbal and written information and education to the public about County building permit processes and procedures to ensure a thorough understanding.

- ☐ Accept and process building permit applications and related documents from the public; review applications and supporting documents for accuracy and completeness and determine the correct permit type needed; and issues all types of building permits received by fax, mail, online via email, and the customer service counter.
- ☐ Assist the public in completion of forms and documents related to building permit process; provide technical assistance via phone calls and counter contact regarding the application process and county development codes; and process information related to administrative and construction codes.
- ☐ Provide technical and functional guidance to other building permit staff related to the intake and processing of building permits; and respond to inquiries from the public and other permit staff in the absence of supervisory personnel.
- ☐ Coordinate the entire permit process of projects that are larger in scope and complexity including the intake, review, processing, and issuance of building permits.
- ☐ Assist inspectors with daily inspection reports and investigations.
- ☐ Manage public records pertaining to all permit types; prepares, maintains, organizes, and updates department files and records; and searches and compiles information.
- ☐ Calculate fees for all building permit applications. Provides cashier responsibilities for a variety of county functions, including building permits, records research, and map and document sales.
- ☐ Accurately enter data into the automated permit software database system.
- ☐ Monitor the permit review process by routing applications and plans; track applications through the entire approval process; and ensures timely processing of application requests.
- ☐ Assist field inspectors, plans examiners, planners, other County departments, other agencies, and the public with research of permit records in the computer tracking database, project files, microfiche, chronological logbooks, or permit cards.
- ☐ Coordinate with inspectors, plans examiners, and planners, to determine if a permit is ready for final building inspection and issuance of a Certificate of Occupancy.

Wake County Public School System

Kindergarten Teacher Assistant

August 2014 - March 2015

- ☐ Assisted classroom teacher in performing specific duties, including student assessments.
- ☐ Assisted in providing individual and small-group instruction.
- ☐ Checked students work for accuracy.
- ☐ Organized educational materials.
- ☐ Helped maintain individual records for each student.
- ☐ Collected money/wrote receipts for field trips.

AU11 (Autistic Grades 3rd-5th) Teacher Assistant

July 2013 - August 2014

- ☐ Assisted teacher with six autistic students.
- ☐ Determined student progress by collecting and monitoring appropriate data.
- ☐ Assisted teacher with instructional strategies to help support each student.
- ☐ Established and maintained a cooperative and professional relationship with parents.
- ☐ Selected, adapted and appropriately used teaching methods and materials to meet individual needs of students.

CCR (Cross-Categorical Resource) Teacher Assistant

December 2012 – June 2013

- ☐ Assisted teacher with IEP (Individualized Education Program) students that needed individual or group assistance.
- ☐ Acted as a substitute teacher when teachers were in IEP meetings.

Harris & Sons, Raleigh, NC

August 2004 – December

2010 Construction Administrative Assistant

- ☐ Home improvements that consisted of renovations, remodeling, and painting
- ☐ Managed the cleaning of job sites at the completion of all projects.
- ☐ Communicated with clients/owners/landlords to discuss plans and changes.
- ☐ Oversaw the permit process for all projects.
- ☐ Managed the procurement of all supplies needed for construction remodel projects.
- ☐ Routinely met with owner to request approvals on job orders and changes.
- ☐ Scheduled client meetings and prepared, estimates, floor plans and timelines of projects.
- ☐ Visited project sites to evaluate progress and respond to customers' concerns or questions.
- ☐ Coordinated with suppliers and vendors to ensure our construction teams have the equipment and materials they need.

Outlook
Adobe
Bluebeam
WebEx
Deputy

Internet Explorer
Blueprint Reading
Microsoft Edge

Excel
Auto Cad
Jabber

PowerPoint
Site Plans

Word
EnerGov
Teams

NC Commissioned Notary Public
First Aid/CPR NCI Trained

Appointed Board Application

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I Agree *

Yes

Name

Mrs Corinna Shuler

Home Address

2010 Bunnfield Drive, Zebulon, North Carolina 27597

Employer

Wake county government

Job Title

Administration

Choice

Corporate Limits

How many years have you lived in Zebulon

9

Board Choice

Sustainabillity

Interests & Experiences

Piese tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

No

Untitled

I consistently walk the streets of zebulon and i have an awareness of the environment and things i see up close

Have you taken the opportunity to attend any previous board meetings prior to applying for this board? **Yes/No**
Yes

Untitled

I was involved in the towns economic growth and focus group. I attend important chamber meeting's such as the transportation bond, the meeting on bringing new RV park, and many of the online sessions when possible.

Untitled

I am interested in a keep Zebulon clean campaign due to the growing amounts of trash i see on the roadside and in neighborhoods

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I have worked in private industry in the financial sector mainly as benefits specialist. I worked for 6 years in state government with the nc department of revenue and i have been with wake county government for 14 years to speak working in tax administration

Education

Masters of Business

Volunteer Experience

Food bank of nc, was reading hero volunteer at zebulon elementary school last year, community volunteer with bread of life ministry at the Saturday food distribution at the Zebulon boy's and girls club. For nearly 2 years now.

Upload a Resume

Resume 1.docx 2019.pdf

Upload any additional documentation

Untitled

Demographics

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51 - 60

Gender
Female

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Race
Black or African American

Accurate and Complete

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I Agree *
Yes

Signature



Date
2/28/2025

CORINNA SHULER

SUMMARY

Multi-Skilled professional with experience in the financial sector as well as 9 previous years in the Pharmaceutical industry as a processing technician seeking reentry into the field. Excellent communicator, both verbal and written with great attention to detail.

SKILLS

- Detail oriented and excellent documentation skills
- Knowledgeable of Standard Operating Procedures and cGMPs
- Familiarity with the importance of manufacturing batch record handling
- Attention to Safety awareness and following FDA regulated guidelines
- Positive attitude with a willingness to complete assignments
- Experienced with operating machinery and maintaining equipment

EXPERIENCE

06/2011 to Current

Revenue Agent Wake County Revenue Department

- Assist customers, both on the phone and in person, in the research, creation, billing and collection of property tax accounts.
- Provide customer service to attorneys, tax and real estate professionals, mortgage companies and the general public related to all property tax.
- Maintain tax accounts and negotiates, creates and monitors payment plans for compliance.

04/2008 to 06/2011

Benefits Service Center Specialist ACS/Xerox

- Perform, track and log all transactions related to Human Resources and /or Benefits processes.
- Follow up on outstanding issues to ensure resolution, keeping the customer informed on the status of research, and close out cases when completed.
- Handle confidential information with sensitivity and discretion.
- Answer and respond to incoming calls from employees and former employees and respond in a timely, courteous and professional manner.

06/2007 to 10/2007

Representative II Fidelity Investments

- Provide financial solutions in the area of retirement planning using a consultative approach.
- Utilize Microsoft Windows sufficiently to locate customer account information.
- Analyze customer financial data and perform transactions.
- Work in a team environment using good customer service skills and best practices.

11/2001 to 10/2006

Administrative Process Assistant

- Responsible for processing electronic payment transfer accounts and maintaining confidential Payroll and account information.
- Enter account information into the department of revenues integrated tax system.
- Maintain demographic data on accounts based on written communication from taxpayers.
- Obtain necessary information by researching accounts, correspondence or telephone contact.

- Prepared sufficient documents to permit deposit of payments and apply credit to proper accounts.

07/1999 to 12/2000

Teacher

Wake County Public Charter School East Wake Academy

- Prepare daily assignments for students in a self-contained classroom environment.
- Kept record of grading reports.
- Maintained communications with staff and parents to keep flow of information current.
- Attend Workshops to improve skill levels and to stay current with changing environment.

01/1989 to 01/1998

Processing Technician

Bristol-Myers Squibb – Morrisville, NC

- Responsible for ensuring ongoing production by following strict FDA protocol by using batch reports.
- Monitored and operated equipment and performed inspections for safety.
- Trained in accordance with Standard Operating Procedures and GMP's.
- Cleaned and sterilized equipment.
- Documented manufacturing processes for batch record reconciliation.

EDUCATION AND TRAINING

2009

**MBA: Business Management
Strayer University**

2002

Wake Technical Community College

1991

**B.A: Communications
Saint Augustine's University – Raleigh, NC**

REFERENCES



Appointed Board Application

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☒ I Agree *

Name

Mrs	Ayanna	Glaize	
Title	First	Last	Suffix

Home Address

232 Indian Summer Street
Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

North Carolina State Lab of Public Health

Job Title

Public Health Scientist

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

2

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No

☐ Yes ☒ No

NA

If you answered yes, please tell us where you served, what board, and your experience on that board.

I have always wanted to become more involved with the community that I lived in. When we bought our house here I knew that eventually that I would like to serve on one of the boards in the town. I believe in contributing to where I live and doing my part to make it a better place to live for everyone.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No

☒ Yes ☐ No

Yes, my husband and I have physically attend at least 3 town board meetings in the past year. We also make it a point to watch the board meetings on youtube, if we are not able to attend physically.

If you answered yes, please describe what meetings and how often.

For sustainability, I would like for the town to consider starting a composting service for the town and a community garden. Currently, convenience center 11 offers cooking oil and oyster shells recycling but does offer composting. I would like for this service to be added to the site or provide an alternative service.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

After graduating from NC State, I have worked for the North Carolina State Laboratory as a Medical Laboratory Specialist (1 year and 5 months) and as a Public Health Scientist (1 year and 9 months).

Please describe your work experience or upload a resume

Education

I have a Ph.D. in Comparative Biomedical Science (2021) and a B.S. in Microbiology (2016) from North Carolina State University. I graduated from Hoke County High School in 2012.

Please describe your education or upload a resume.

Volunteer Experience

I have volunteered with the Food Bank of Central & Eastern North Carolina as well as Meals on Wheels.

Please describe your volunteer experience or upload a resume.

Upload a Resume

Upload any additional documentation

I would love to serve Zebulon by making the community a more sustainable and beautiful place to live. I would like to see Zebulon offer more purposeful recommendations and support on matters that impact the environment.

Is there any other information you would like to share with the Town Board?

Demographics

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Which age group describes you?

25 - 30

Gender

Female

For the following question, how would you define your race?

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- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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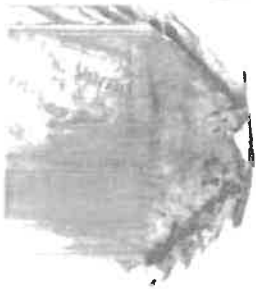
☒ I Agree *

Signature

Date

12/18/2024

Ayanna Glaize



Appointed Board Application

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☒ I Agree *

Name

	Peter	Rubino	
Title	First	Last	Suffix

Home Address

117 E Lee St
Address Line 1

Address Line 2

Zebulon	North Carolina	27591
City	State	Zip Code

Employer

Sustainable Pest Systems, Inc.

Job Title

Area Manager

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

2

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

As a steward of sustainability in the pest management industry, I have a strong sense of what true sustainability entails while overcoming the stigma of an exterminator. I am passionate about learning more of our eco system and how we the people influence it positively and negatively. Eco friendly, eco conscious, green chemistry, organic are all just words; It's the practices of an organization that make them true.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☐ Yes ☒ No

If you answered yes, please describe what meetings and how often.

From agriculture to mom and pop shops- what are we doing to prevent the overuse of chemicals, dumping practices, and who is profiting off of sustainability without actually upholding its purpose. What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Please describe your work experience or upload a resume.

Education

Please describe your education or upload a resume.

Volunteer Experience

Please describe your volunteer experience or upload a resume.

Upload a Resume
PJR.pdf

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

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Which age group describes you?

31 - 40

Gender

Male

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- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

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☒ I Agree *

Signature

Date

12/21/2024

1572

Peter Rubino

Sales and Operations Executive

OVERVIEW

Entrepreneurial-minded leader with experience in operations, sales, and team leadership. I excel at driving growth, improving efficiency, and building strong teams, all with an understanding of what drives a successful business. I am passionate about solving challenges and delivering results that positively impact the bottom line.

SKILLS

- ❖ **Strategic Sales Planning:** Identify key market trends and opportunities, develop comprehensive sales strategies, and navigate complex business landscapes to maximize revenue growth.
- ❖ **Customer-Centric Approach:** Deep understanding of customer preferences and behavior, enabling the development of tailored and customer-focused solutions that drive loyalty and retention.
- ❖ **Financial Acumen:** Proficient in managing budgets, analyzing financial reports, and optimizing resource allocation to maximize profitability while minimizing costs.

EXPERIENCE

SUSTAINABLE PEST SYSTEMS-----08/2016 -Present

Director of Sales. Operations Manager. Service Area Manager

- Responsible for hiring, training, and disciplinary action of all non-management representatives.
- Collaborate with ownership making critical companywide decisions based on the P&L, Balance Sheet, and Cash Flow figures
- Shepherd the organization to sell multiple million+ dollar contracts such as military bases, housing authorities, multi-unit housing portfolios, and more.
- Formulate competitive pricing and advertising strategies based on value, market, and competitor evaluations.

AT&T-----07/2013 - 08/2016

Client Solutions Executive. Team Leader – Store of the Future

- Exceeded monthly quotas consistently in a B2B hunter and consulting role by maintaining account management, building an internal team, and reviewing accounts for future opportunities.
- Navigated complex CRM systems, a smattering of products, and unique customer circumstances to deliver a seamless customer experience throughout the implementation and follow up of the customer's end solution.
- Exceeded targeted customer experience in store reputation, store sales, and store customer service, through managing Raleigh's only "Store of The Future" location.

- Coached personnel on how to extract opportunities while using key sales and reputation metrics as tools to measure productivity.
- Achieved 3rd QTR manager award and ranked #1 store in the country in October 2014.

Hy-Port Associates-----11/2010 - 07/2013

Owner/Director of Operations

- Networked to acquire funding for a management company comprised of the following:
 - Twin Brooks Golf Course (increased existing revenue 250% after purchase).
 - Resort and Conference Center Gift Shop (increased existing revenue 160% after purchase).
 - Hyannis Port News Shop (Increased existing revenue 200% after purchase).
 - Yellow Whale Art Gallery (New).
 - Hy-Port Associates Vending and ATM (New).
- Established a successful exit once my contract expired by selling the company back to the primary investor.

Penfield's Business Centers-----05/2004 - 11/2010

Project Manager

- Directed the construction, implementation of operations, and staff training for business centers located in three major cities
- Strategized with ownership by providing revenue forecasts which dictated obtaining contracts in new cities and where to allocate budgets for existing revenue generating locations.
- Conducted quality control visits at each location geared towards fixing operational inefficiencies.
- Oversaw and managed operations at Twin Brooks Golf Course on Cape Cod, MA, during peak tourist seasons.

EDUCATION

UNIVERSITY OF MASSACHUSETTS DARTMOUTH

Bachelors in Production and Operations Management-----2004 - 2009

Apprentice COO for the owner of the Mill Stores, Philip Baroni-----2004 - 2008

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☒ I Agree *

Name

Ms	MaryBeth	Carpenter	
Title	First	Last	Suffix

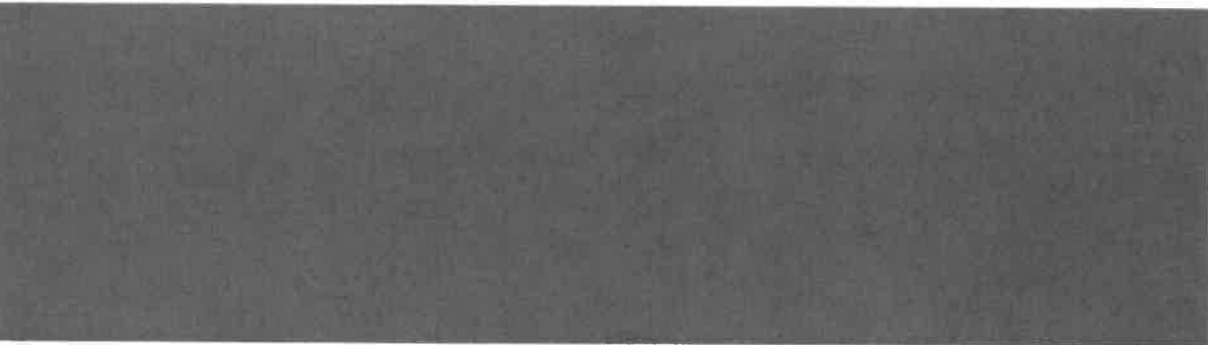
Home Address

214 East Horton Street

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code



Employer
Greater Gifts Consulting

Job Title
President

Choice
☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon
2

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

Not applicable

If you answered yes, please tell us where you served, what board, and your experience on that board.

The Sustainability Board is appealing to me as I would love to see conservation efforts in Zebulon and green spaces made available in a planned effort to keep our Town beautiful as development takes over our farms. Anyone who knows me has seen me outside planting and maintaining some extensive gardens on my restored home on East Horton Street, with an eye to attracting pollinators to the garden. To me, Sustainability also means affordable housing, and keeping some of our older housing stock viable for that effort. There have been other Towns and Cities that have applied policies to help residents to stay in older homes, thus keeping current housing stock sustainable. I'd also like to give back to the community by serving on this board.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☒ Yes ☐ No

I have regularly attended Board of Commissioner meetings and many work sessions over the past six years.

If you answered yes, please describe what meetings and how often.

Financial transparency and planning for growth while adding conservation principals into our future.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I run a fundraising business where I help small non profits with budgets under \$2 million to increase their funding base. I have 30+ years serving the non profit sector, including four universities in four states. I have worked in North Carolina for 23 years and raised \$48 million for my non profits with writing, budgeting, strategic planning, volunteer management, and grants and corporate and foundation fundraising. I was also a newspaper reporter for two years for the daily Lorain Journal in Ohio.

Please describe your work experience or upload a resume.

Education

I hold a bachelor's degree in Journalism from the Ohio State University and a master's degree in Business Administration from Case Western Reserve University with a marketing concentration. I also hold two certifications – CFRE, the highest one in the fundraising arena and in Gift Planning. I have also taught fundraising courses across North Carolina.

Please describe your education or upload a resume.

Volunteer Experience

I am the co-founder and Executive Director of Preservation Zebulon, active in Zebulon for the past seven years. I have served on four other local boards in Raleigh and Eastern Wake County, including leading as President of the Association of Fundraising Professionals and on the executive committee of the Wake County Historic Society. I have given more than a dozen lectures on historical topics to area history organizations, the Zebulon Chamber of Commerce, Zebulon Rotary, Raleigh Rotary, Little River Historical Society, Wake County Historical Society and Preservation Zebulon.

Please describe your volunteer experience or upload a resume.

Upload a Resume

MaryBeth Resume Nov 2024.pdf

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

Disclaimer: This Demographics Section of the Application is not required and by completing it, I do so voluntarily and acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive, release and discharge the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?

Gender

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Accurate and Complete

Please Agree with the Following Statement.

I hereby certify and affirm that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said document may be cause for disqualification of my application or my immediate removal from a board or commissioner.

I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

☒ I Agree *

Signature

Date

11/26/2024

Mary Beth Carpenter

MaryBeth Carpenter, MBA, CFRE

SUMMARY OF QUALIFICATIONS:

Extensive experience in all areas of fund development, raising \$48 million for non-profits in areas including major gifts, planned giving, annual fund, campaigns and corporate and foundation relations for higher education, social service, medical and arts non-profits. Also skilled in grant writing, communications, sponsorships, media relations, strategic planning, cause-related marketing, board training and development, volunteer management, team-building, photography, public speaking and financial administration. Founder and Executive Director of successful local non-profit. Seasoned speaker at conferences and in leading fundraising training for boards, practitioners and newcomers to the field. Master Trainer for AFP. Seasoned speaker on local history.

PROFESSIONAL EXPERIENCE:

Greater Gifts Consulting, Zebulon, NC January 2013 – Present

President

Strategic Planning and Fundraising Consulting for Triangle-based non-profit groups
Grant writing, general fundraising, events, development audits, campaign and strategic planning, private prospect research, feasibility studies, marketing and communications.

Preservation Zebulon, Inc. Zebulon, NC November 2016 – Present

Co-Founder and Executive Director

Non profit which promotes appreciation and preservation of historic structures in greater Zebulon area, and which seeks to establish a National Register Historic District.

Established non profit, gained tax exempt status, recruited active board, instituted downtown walking tours, helped gain funding for local survey of structures in preparation for NR nomination and saw successful nomination through to its awarding. Held several events to raise visibility, awareness and funding for historic district in Zebulon and to celebrate long time residents. Write newsletter and marketing materials to educate public on mission and raised funding from individual, corporate and governmental sources.

North Carolina State University Libraries – August 2010 – December 2012

Large Public Research University enrolling 35,000 students in Raleigh, North Carolina

Chief Library Fundraising Strategist, and Corporate and Foundation Officer

Raised \$4 million with team, set campaign strategy for library campaign.

- \$10 Million Hunt Library campaign
- Conducted Feasibility study
- Created and helped carry out campaign plan for team
- \$1.5 million personal production, \$3 million in anticipated gifts in pipeline
- Created and implemented new corporate and foundation gifting program for Libraries
- Created fundraising plan for NC Literary Festival with new funding sources

Greater Gifts Consulting, Raleigh, NC February 2010 – October 2010, Principal

Strategic Planning and Fundraising Consulting for Triangle-based non-profit groups

United Way of the Greater Triangle, Morrisville, NC 2009 – 2010

United Way covering Wake, Durham, Orange and Johnston Counties, 96 agencies in North Carolina

Senior Vice President

Responsible for raising \$4 million through the cultivation, stewardship and solicitation of over 3,000 Leadership Giving donors (annual gifts of \$1,200+). Techniques include seven affinity groups, a Direct Mail Program, Endowments and Planned Giving.

Manage the Donor Relations Team. Drive marketing and public relations, program budget and strategic planning for department. Work collaboratively with senior management team, board of directors, Tocqueville Society Cabinet, and numerous internal and external committees.

North Carolina State University, Raleigh, NC – June 2006 – March 2009
Large Public Research University enrolling 35,000 students in Raleigh, North Carolina
Assistant Director of Gift Planning

One of 3 Planned Giving officers on team, raised \$50 million of deferred gifts from donors in 33 month period.

- Identified and increased number of donors by 20%
- Developed market segmentation of 3,000 people for prospecting
- Mined target list from 250,000 rated prospects, provided forecasting, weekly updates, tracking
- Responsible for \$7 million of stock transactions
- Primary interface between donor and Development Team
- Executed calls and visits for 280 donor portfolio resulting in deferred gifts
- Instituted new marketing initiative to educate clients on gift annuities, trusts, IRAs and closed numerous six and seven figure deferred gifts
- Launched new Planned Giving e- newsletter for 8,000 donors ages 50+
- Wrote and helped produce semi-annual newsletter to donors resulting in increased gifts
- Conducted community-wide seminars to attract new deferred gifts

Alverno College - September 1999 – May 2001
Women's Liberal Arts, Teaching and Nursing College of 2,800 enrollment in Milwaukee, Wisconsin
Director of Planned Giving

Raised \$2 million in Major and Deferred Gifts during \$35 million campaign, responsible for implementation and expansion of planned giving program and securing major outright gifts.

- Developed relationships resulting in six and seven figure gifts
- Conducted marketing intelligence gathering resulting in donor base increase
- Increased donor participation by 150%
- Wrote and helped produce newsletter and direct mail activity to secure deferred gifts
- Conducted marketing intelligence gathering resulting in donor base increase

University of Virginia Medical Alumni Association, October 1995- August 1999
Large Research University with 21,000 enrollment in Charlottesville, Virginia
Contractor

Wrote and edited *Medical AlumNews* on contract basis
Researched, identified new prospects for articles and solicitation
Served as fundraising consultant for Medical Foundation Board and staff

University of Virginia Medical Alumni Association,- September 1992 – September 1995
Large Research University with 21,000 enrollment in Charlottesville, Virginia
Assistant Director

Raised \$2.1 million and set strategic plan to prepare school for university campaign

- Events - Directed all medical alumni activities, including eight receptions/meetings a year, increased attendance at Medical Reunion weekend by 120% over three years, Increased participation in Annual Meeting by 15%. Created an Alumni-Faculty Advisory Board and Editorial Board, increasing volunteer participation by 25%.
- Instituted formal phonathon program, established volunteer solicitors
- Oversaw direct mail activity surpassing 70,000 pieces a year
- Increased donor participation by 225%
- Raised number of overall clients to 52% of target population
- Oversaw 220 volunteers for Annual Fund effort, increasing volunteer base by 60 percent
- Managed office staff of six, with three direct reports

Mt. Sinai Medical Center, Cleveland, Ohio - May 1989 – Sept. 1992

Private research and teaching hospital in Cleveland, Ohio

Media Relations Specialist and Writer/Editor

Obtained media relations coverage valued at \$750,000, wrote and edited award winning publications

- Publications - Developed, edited, wrote several magazines which won local & national awards. Responsible for all aspects from concept inception, writing through design
- Obtained extensive media relations coverage for 450 bed teaching hospital
- Responsible for employee, community & physician marketing and communications at hospital
- Researched, wrote & produced award winning quarterly magazines for nurse recruitment & development,
- Produced brochures and implemented successful marketing campaign for hospital product lines

Case Western Reserve University School of Medicine - June 1987 – May 1989

Large Private Research University with 10,000 enrollment in Cleveland, Ohio

Assistant Director, Corporate & Foundation Relations

Raised \$2.3 million from corporate and foundation sources, \$6 million additional in private gifts pipeline

- Wrote proposals resulting in \$8 millions of gifts and donor retention
- Established corporate giving strategy, resulting in 50 percent gift increase
- Held events to promote university and its programs
- Conducted market research increasing donor base by 20 percent
- Acted as liaison between scientists and lay boards to promote giving

The Lorain Journal - July 1985 – June 1987

Daily newspaper with 50,000 circulation in Lorain, Ohio

Editor, Reporter, Feature Writer

Wrote feature, news stories for 50,000 circulation newspaper

PROFESSIONAL AWARDS and AFFILIATIONS:

- Heritage Award 2018, Little River Historical Society, December 2018
- Outstanding Fundraising Professional, AFP Triangle, November 2018
- Executive Director, Preservation Zebulon, 2016 – present
- Wake County Historic Preservation Commission member, 2018
- Association of Fund Raising Professionals, Triangle Chapter (265 members), President 2011
- During term, won four awards from AFP international for growth, programming and diversity
- AFP Triangle Past President, 2012,
- AFP Triangle 2013 At Large Board Member
- President Elect, 2010, National Philanthropy Day Chair 2010
- Member, AFP International Chapter Services Division Committee, 2012 – 2013
- AFP NC State Wide Conference Sponsorship Chair, 2014
- Program Presenter, AFP Triangle January 2010 "Ethics"
- Program Presenter, AFP Triangle January 2014 "Major Gifts in Small Shops"
- Roundtable Presenter, AFP Triangle Philanthropy Forecast January 2015 "Marketing"

- Taught CFRE Review Course module “Communications and Marketing” August 2014
- Taught CFRE Review Course module “Management” August 2014
- Taught CFRE Review Course module “Management” August 2015
- Taught Fundamentals of Fundraising module “Volunteers” August 2015
- Taught Nourish International conference module “Fundraising 101” Aug 2015
- Taught CFRE Review Course several modules August 2017
- Led AFP Triangle Roundtable “Making the Ask” March 2017
- AFP Triangle NPD Community Selection Committee Chair 2017 and 2018
- AFP Mentor 2018, 2015, 2013
- Founder, Major Gifts Affinity Group for AFP Triangle, 2018
- Membership Chair, Triangle Chapter 2008 - 2009
 - Undertook survey of all local members, findings implemented by board to increase attendance
 - Produced first-ever membership directory for Triangle Chapter,
 - Implemented successful strategy to reduce number of lapsed memberships
- Member, Board of Directors, North Carolina State University Library 2008- 2010
- Women’ Giving Network, Marketing and Communications committee, 2015 and 2016
- North Carolina Planned Giving Council – member 2006- 2017
- Leadmine Lake Homeowner Association Board member 2008 - 2016
- Philanthropic Planning Partners, member, 2006 - 2012
- Member of *Who’s Who in America*
- Won many professional awards from local, state and national agencies, including:
 - Council for Advancement and Support of Education
 - Cleveland Communicators’ Awards
 - Women in Communications Inc. Healthcare Marketing Report national competition
 - Ohio Society of Hospital Public Relations
- Former Vice President of Planned Giving Association, Milwaukee WI Chapter
- Secretary and Treasurer of Northeast Ohio Hospital Public Relations Association
- Women in Communications, Inc., Cleveland Chapter, Treasurer
- Virginia Hospital Marketing and Public Relations Association Member

ACADEMIC ACHIEVEMENTS / EDUCATION:

- Master’s of Business Administration, Weatherhead School of Management, Case Western Reserve University January 1992, Marketing concentration
- Bachelor of Arts in Journalism, The Ohio State University, June, 1985
- Association of Fundraising Professionals Master Trainer, March 2017
- Certified Fund Raising Executive (CFRE) – March, 2013, CFRE International, renewed 2016, 2019, 2022
- Certified Gift Planning Associate, November 2008, Crescendo.

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement *

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☒ I Agree *

Name

	Gina	Bryant	
Title	First	Last	Suffix

Home Address

9333 Wakefield's Oak Grove Drive

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

Wake County Public Schools

Job Title

Teacher(retired)

Choice

☐ Corporate Limits ☒ ETJ

How many years have you lived in Zebulon

64

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☐ No

Not officially but have worked with Zebulon Parks and recreation on several projects

If you answered yes, please tell us where you served, what board, and your experience on that board.

I have lived in Zebulon my whole life and would love to help with the town's future planning and growth.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☐ Yes ☐ No

I have attended several meetings, mostly about adding subdivisions, growth in general and just to see our local government at work. I also watch most meetings online.

If you answered yes, please describe what meetings and how often.

Growth.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I worked as a teacher in Wake County for 31 years. 16 at Charles R. Bugg in Southeast Raleigh and 15 at Zebulon Elementary. I have also taught Science Camps and classes(container gardening, planting natives, crops of NC) at Zebulon Parks and Recreation for about 10 years.

Please describe your work experience or upload a resume.

Education

I graduated from Zebulon High School in 1979. Attended the University of North Carolina in Greensboro from 1979-1983. Graduated with a BS in Early Childhood Education, minors in Science and Literature. I am an Environmental Educator.

Please describe your education or upload a resume.

Volunteer Experience

NC Museum of Natural Sciences-Bug Fest

Zebulon Parks and Recreation-help with Sylvan Park Activities

Zebulon Elementary-Reading Tutor

Food Bank of Eastern North Carolina-help with a pop up Food Distribution each month at our church

Please describe your volunteer experience or upload a resume.

Upload a Resume

Upload any additional documentation

I have always loved nature and the outdoors. I understand how plants and animals factor in to a healthy environment. I understand how flooding and erosion can be slowed. I am very passionate about keeping our environment healthy and happy while still allowing for growth and development. I have taken a course at NCSU on how to plan playgrounds with natural spaces that allow for gardening as well as exploration of the natural environment.

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?

61+

Gender

Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

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for disqualification of my application or my immediate removal from a board or commissioner.

I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

☒ I Agree *

Signature

Date

11/21/2024

Lino P. Bryant

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

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☒ I Agree *

Name

	Widiane	Alcin	
Title	First	Last	Suffix

Home Address

1216 Channel Drop Lp

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

NCDOT

Job Title

Legislative Analyst

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

1

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

Serving on the board will afford me the ability to be involved in matters pertaining to the betterment of this town and its residents.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☐ Yes ☒ No

If you answered yes, please describe what meetings and how often.

I don't have a particular area of concern but would love to be involved in making sure the needs of the town and its residents are being met.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Please describe your work experience or upload a resume.

Education

Please describe your education or upload a resume.

Volunteer Experience

Please describe your volunteer experience or upload a resume.

Upload a Resume
WA Resume (1).pdf

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?

31 - 40

Gender

Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Black or African American

Accurate and Complete

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☒ **I Agree ***

Signature

Date

11/18/2024

Widiane Alcin

Widiane Alcin

Education

- Masters in Public Administration Barry University, Miami, FL

Leadership in Public Purpose Organizations, Applied Projects, Public Planning, and Growth Management, Public Policy and Administration Process, Productivity Improvements in Public Sector, Seminar In Public Financial Administration, Seminar in Public HR Administration, Public Policy Analysis and Evaluation, Values and Ethics in Administration, Research Methodologies, Theories, Principles, and Practices of Public Administration.

- Bachelor of Science in International Relations and Political Science Florida International University, Miami Florida

Experience

May 2023-Present

Program Analyst-Legislative Analyst

North Carolina Department of Transportation

- Formulate regulatory and legislative proposals across all Sections of the Division and direct the research, development, composition, planning and implementation of specific initiatives approved by the Office of the Commissioner.
- Responsible for the Division's legislative initiatives, monitor, track, draft special provision language and respond to fiscal research inquiries; rulemaking; writing and/or coordinating completion of legislative reports.
- Research and analyze strategic choices and initiatives and make recommendations to further the mission of the entire Division.
- Work with other personnel to amend, repeal and/or adopt directives to insure that the goals set forth by the Division are met.
- Manage the DMV administrative rule program.
- Collaborate with internal and external stakeholders to determine the needs of the branches/units of the Division.
- Gather and analyze data and information to determine the feasibility, functionality, logistical and financial considerations needed to make programmatic recommendations and justifications.
- Provide the Division's leadership with written recommendations and drafting reports that bring solutions to identified problems.

January 2021-May2023

**Legislative Director/Legislative Coordinator
New York State Senate**

- Tracked bills that are of interest to the Senator and monitoring relevant news and political developments that affect the work interests of the Senator and the State
- Managed the Senator's committee assignments(codes, labor, women's health, transportation, cities 1, children and families, health disabilities, social services amongst others)
- Drafted, researched new policies and provide analytical support to the Senator
- Networked with relevant advocacy, state agencies, and constituent groups
- Monitored and analyzed proposed legislation, regulatory changes, and budget proposals that affect New Yorkers
- Provided information and generated ideas for press, mass mailings, and newsletters
- Organized and participating in special projects, including those that are related to the implementation of NYC and NYS related legislation
- Drafted budget memos for specific areas
- Drafted constituent response letters, proclamations, and resolutions
- Prepared policy briefs and talking points for the Senator
- Prepare the Senator for Committee's hearings and attended various hearings
- Review testimony documents
- Supervised fellows and interns

December 2020-December 2021

**Acting Legislative Director
New York State Senate**

- Framed legislative initiatives for assigned issue areas
- Drafted memoranda analyzing policy initiatives and state legislation
- Organized and participating in special projects, including those that are related to the implementation of NYC and NYS related legislation
- Prepare the Senator for Committee's hearings and attended various hearings
- Worked with different stakeholders and agencies
- Coordinated High-level assignments and issues
- Monitored and analyzed proposed legislation, regulatory changes, and budget proposals that affect New Yorkers
- Drafted constituent response letters, proclamations, new legislation and resolutions
- Supervised fellows and interns
- Provided information and generated ideas for press, mass mailings, and newsletters
- Organized and participating in special projects, including those that are related to the implementation of NYC and NYS related legislation
- Drafted budget memos for specific areas
- Network with relevant parties

June 2020-December 2020

**Legislative Aide/Acting Legislative Director
New York State Senate**

- Monitored and analyzed proposed legislation, regulatory changes, and budget proposals that affect New Yorkers

- Generated new ideas for potential legislation
- Provided information and generated ideas for press, mass mailings, and newsletters
- Drafted new legislation
- Networked with relevant advocacy, state agencies, and constituent groups
- Monitored and analyzed proposed legislation, regulatory changes, and budget proposals that affect New Yorkers
- Organized and participating in special projects, including those that are related to the implementation of NYC and NYS related legislation

September 2019- June 2020

New York State Fellow

New York State Senate

- Monitored and analyzed proposed legislation, regulatory changes, and budget proposals that affect New Yorkers
- Generate new ideas for potential legislation
- Networked with relevant advocacy and constituent groups
- Provided information and generated ideas for press, mass mailings, and newsletters
- Drafted briefings, policy memos, legislative updates, and other materials as needed
- Drafted constituent response letters, proclamations, and resolutions
- Research key policy issues and maintained timely awareness of legislation and policy developments related to New
- Prepare the Senator for Committee's hearings and attended various hearings
- York State, particularly Senate District 19
- Met with constituents, NGO's and interest group Framed legislative initiatives for assigned issue areas

January 2019- June 2019

Graduate Scholar | Intern| New York State Intern Committee

New York State Assembly

- Framed legislative initiatives for assigned issue areas
- Tracked legislation and other events in the selected issue area
- Informed former Assemblywoman Michele R. Titus, Chair of Governmental Operations NYS Assembly, her Director and Chief of Staff of various floor work, committee work; work / activities in the district, and outside related activities
- Acted as a liaison with committee and agency staffs
- Met with constituents such as MWBE members and interest groups
- Provided information on and generated ideas for press, mass mailings, and newsletters

January 2018-January2019

Customer Service Representative/Money Mart

- Ensured full compliance with all Anti Money Laundering policies and procedures
- Assisted the Manager with collection process and prepared files for collections

January-October 2017

GL Staffing

Supervisor Assistant

- Supported the office with screening applicants for possible positions.
- Supervised Temporary Staff
- Conducted training sessions and drug test applicants for new and current employees.
- Accountable for assisting both the manager and supervisor in the supervision of employees

2013-2016

Seasonal Volunteer Executive Assistant/ Intercultural Family Health and Education

- Responsible for resolving administrative problems
- Supported office in preparing and administering annual planning grant applications
- Assisted applicants with various applications including but not limited to unemployment, SNAP benefits, housing assistance, and immigration

March-June 2015

Intern Office Assistant/ International Rescue Committee Office

- Conducted pre-United States Citizenship and Immigration Services interviews with customers
- Prescreened and thoroughly reviewed and screened applications for benefits to ensure the accuracy and validity of all documentation

Skills

- Lean Six Sigma Principles-Green Belt
- Understand the New York State and Federal legislative procedures
- Understand NC Motor Vehicle Laws and Legislative procedures
- Understand legislative and administrative systems
- Research and analyze policies and constituent issues
- Office and personnel management skills
- Computer chart, table, word processing, Excel, PowerPoint, and graph formatting
- Bilingual French/Creole, with some Spanish

Appointed Board Application

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Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement *

I hereby acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive, release and discharge the Town of Zebulon, its agents, employees and elected and appointed officials, from any liability related to disclosure of any information and images provided herein.

☒ I Agree *

Name

Mr.	Marvin	Howell	
Title	First	Last	Suffix

Home Address

214 Easy Sycamore Street

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

Retired

Job Title

Retired

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

37

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

I am interest in serving to work with others and share ideas, to assist in the Town of Zebulon and its Citizens to be energy and environmentally aware.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☒ Yes ☐ No

Parks and Recreation Board Meeting

If you answered yes, please describe what meetings and how often.

Work with conservation of Energy and Environmental amenities.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

Raleigh Parks, Recreation and Cultural Resources Department (33 years 4 months)

Please describe your work experience or upload a resume.

Education

1983 Associate in Arts Degree from Brevard College (Brevard University)

1983 Bachelor of Science Degree in Community Recreation Education from Mars Hill College (Mars Hill University)

Please describe your education or upload a resume.

Volunteer Experience

Special Olympics (4 years), North Carolina Senior Games 10 years as Event Manager, Hershey Track Program (6 years) and many special events with Raleigh Parks, Recreation and Cultural Resources.

Please describe your volunteer experience or upload a resume.

Upload a Resume

Upload any additional documentation

I was the Historic Attraction Director overseeing Pullen Amusement Park and John Chavis Memorial Park Carousel until my retirement in 2018. In 1985, I started out as the only full-time staff person and supervised 17 part-time staff. Upon my retirement, I increased Pullen Park by three additional full-time staff and supervised 82 part-time staff.

When I moved to Zebulon in 1987, I also worked with Lovallo Florist: Interiors and Antiques for 36 years until another retirement in 2023.

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

Disclaimer: This Demographics Section of the Application is not required and by completing it, I do so voluntarily and acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive, release and discharge the Town of Zebulon, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?

61+

Gender

Male

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

Please Agree with the Following Statement.

I hereby certify and affirm that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said document may be cause for disqualification of my application or my immediate removal from a board or commissioner.

I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

☒ I Agree *

Signature

Date

11/16/2024

Marvin Howell

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement *

I hereby acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive, release and discharge the Town of Zebulon, its agents, employees and elected and appointed officials, from any liability related to disclosure of any information and images provided herein.

☒ I Agree *

Name

Mr	Matthew	Fletcher	
Title	First	Last	Suffix

Home Address

5000 Silver Spruce Way

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

First National Bank

Job Title

Branch Manager

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

4

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☐ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

I am interested in helping the town grow and be a place people love to work, live, and play.
Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☒ Yes ☐ No

I often watch the live/recorded meetings each week.
If you answered yes, please describe what meetings and how often.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I have been in banking since 2018. Prior to that I was in insurance sales for 2 years.
Please describe your work experience or upload a resume.

Education

Attended Apex High and NCCU
Please describe your education or upload a resume.

Volunteer Experience

Volunteer as a Sunday school teach at HBC Wendell.
Please describe your volunteer experience or upload a resume.

Upload a Resume

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are **voluntary** questions asked with the goal of having diverse representation.

Which age group describes you?

31 - 40

Gender

Male

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

Accurate and Complete

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☒ I Agree *

Signature

Date

11/14/2024

M H FLD

Appointed Board Application

We are pleased that you are interested in volunteering to serve on an appointed board.

To be appointed to serve you must live within the Corporate limits or the ETJ of the Town of Zebulon.

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☒ I Agree *

Name

	Katie	Strickland	
Title	First	Last	Suffix

Home Address

205 E Sycamore St

Address Line 1

Address Line 2

Zebulon	North Carolina	27597
City	State	Zip Code

Employer

State of North Carolina Historic Preservation Office

Job Title

Administrative Assistant

Choice

☒ Corporate Limits ☐ ETJ

How many years have you lived in Zebulon

25

Board Choice

Sustainability

Interests & Experiences

Please tell us about yourself and why you want to serve.

Do you currently, or have you previously, served on any Town of Zebulon or other municipal board, commission or committee?

Yes/No
☐ Yes ☒ No

If you answered yes, please tell us where you served, what board, and your experience on that board.

I would like the opportunity to do my part to keep this town beautiful and energy efficient. I was born and raised here, and would like to see this town thrive. My father, Curtis Strickland served as a commissioner for several years so I would love to carry on his legacy and to serve this town, as he did.

Why are you interested in serving on a board or commission?

Have you taken the opportunity to attend any previous board meetings prior to applying for this board?

Yes/No
☐ Yes ☒ No

If you answered yes, please describe what meetings and how often.

What areas of interest or concerns would you like to see the board or commission address?

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

My prior work experience consists of administrative duties for companies such as PNC Bank, Biothermal LLC (located at Hospira Pharmaceuticals) and Kohl's Department Stores. Will provide resume if needed.
Please describe your work experience or upload a resume.

Education

East Wake Academy, class of 2007
Please describe your education or upload a resume.

Volunteer Experience

I have served on the volunteer board for the Zebulon Farmers Market.
Please describe your volunteer experience or upload a resume.

Upload a Resume

Upload any additional documentation

Is there any other information you would like to share with the Town Board?

Demographics

Demographics – Voluntary – Not Required

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Purpose: The Town of Zebulon seeks to have our Boards and Commissions be representative of the Town's residents. The following are voluntary questions asked with the goal of having diverse representation.

Which age group describes you?

31 - 40

Gender

Female

For the following question, how would you define your race?
Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of

- Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race

White (Caucasian)

Accurate and Complete

Please Agree with the Following Statement.

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I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation.

☒ I Agree *

Signature

Date

2/4/2025

Katie W Strickland

Wake County
North Carolina

FIRST AMENDMENT TO AGREEMENT FOR EMPLOYMENT AS INTERIM TOWN
MANAGER

THIS FIRST AMENDMENT TO AGREEMENT for Employment as Interim Town Manager (hereinafter "First Amendment") is made and entered into effective as of this the 7th day of July, 2025 by and between the Town of Zebulon, North Carolina (hereinafter "Town"), by and through the Town's Board of Commissioners (hereinafter "Board") and City Development Advisors, LLC on behalf of Taiwo Jaiyeoba, (hereinafter "Jaiyeoba"), to establish and set forth the term and conditions of the employment of Jaiyeoba as the Interim Town Manager.

WITNESSETH:

WHEREAS the Board and Jaiyeoba entered into an Agreement for Employment as Interim Manager dated April 15, 2025 (the "Agreement").

WHEREAS the Town desires to extend the term of employment for the services of Jaiyeoba as the Interim Town Manager, pursuant to the terms, conditions and provisions of this Agreement (this First Amendment and the Agreement shall be collectively referred to as the "Agreement").

WHEREAS Jaiyeoba has agreed to accept employment as the Interim Town Manager, subject to and on the terms, conditions, and provisions agreed to and set forth in this Agreement; and

NOW, THEREFORE, in consideration of Jaiyeoba accepting employment with the Town, and other good and valuable consideration, including the mutual covenants herein contained, the receipt and legal sufficiency of which are hereby acknowledged, the Town and Jaiyeoba hereby contract, covenant, and agree as follows:

Section 1. Term

Subject to earlier termination as provided for in Section 4, Subsection D of this First Amendment, the term of this Agreement shall be extended and continue, and Jaiyeoba shall serve as Interim Town Manager, until the earlier of (i) a permanent Town Manager commences work or (ii) November 7, 2025.

Section 2. Salary.

The Town agrees to pay Jaiyeoba \$120.00 per hour, payable on the same schedule as the other employees of the Town are paid.

Section 3. Hours of Work.

Jaiyeoba agrees to devote a minimum of twenty-four (24) hours per week to discharge the obligations as Interim Town Manager. Typically, such work shall be performed during a three (3) day span between Mondays and Wednesday, adjusted as needed to accommodate scheduled appointments or other responsibilities.

Jaiyeoba agrees to be available by telephone for consultation and advice on days that he is not physically working in the Town. Jaiyeoba also agrees to respond to the Town for emergency situations.

Section 4. General Provisions

- A. Governing Law. Agreement shall be construed in accordance with, and governed by, the laws of the State of North Carolina. Venue shall lie exclusively in Wake County, North Carolina.
- B. Entire Agreement. This Agreement incorporates all the agreements, covenants, and understandings between the Town and Jaiyeoba concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- C. Amendment. This Agreement shall not be modified or amended except by a vote of the Board and, upon approval of the Board, a written instrument executed by Jaiyeoba and the duly authorized representative of the Board.
- D. Resignation/Termination. Notwithstanding anything herein to the contrary, Jaiyeoba serves at the pleasure of the Board and this Agreement may be terminated and canceled by Board, with or without cause, at any time and without recourse from Jaiyeoba. This Agreement shall be terminated upon receipt of a written notice from either the Board or Jaiyeoba requesting termination of the Agreement. Jaiyeoba shall provide not less than five (5) days prior written notice of his decision to resign.
- E. Full Force and Effect. Except as amended pursuant to this First Amendment, the terms and conditions set out in the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Town and Jaiyeoba have executed this First Amendment effective as of the date first written above.

TOWN OF ZEBULON, NORTH CAROLINA

Glenn L. York, Mayor

ATTEST,

Ana Gomez Rindahl, Town Clerk

(Town Seal)

AGREED AND ACCEPTED this the 7th day of July 2025

City Development Advisors, LLC

Taiwo Jaiyeoba, Manager

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to North Carolina General Statutes §159-28 in the manner required by the Local Governmental Budget and Fiscal Control Act.

THE TOWN OF ZEBULON

Robert Fitts, Chief Financial Officer

