

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
January 3, 2022  
7:00pm**

Due to COVID-19 we have limited in-person seating. If you would like to attend, please email Stacie Paratore (sparatore@townofzebulon.org) by 12:00pm on January 3, 2022 to reserve your seat.

All meetings are live streamed on YouTube (@TownofZebulon) and we share the link on Facebook.

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. Zebulon Middle School*

1. Myra Greene – Student
2. Shereka Greene – Teacher

**IV. PUBLIC COMMENT PERIOD**

If you wish to present in-person, please contact Stacie Paratore at sparatore@townofzebulon.org to reserve your seat. 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 Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on January 3, 2022.

**V. CONSENT**

*A. Minutes*

1. December 1, 2021 – Special Called Meeting
2. December 6, 2021 – Regular Meeting

*B. Finance*

1. Monthly Items
  - a. Wake County Tax Report – October 2021
  - b. Monthly Financial Report
2. Budget Amendments
  - a. Ordinance 2022-30 – Police Vehicle Repair & Public Works Materials & Supplies Replacement – Appropriation of Insurance Proceeds

**V. OLD BUSINESS**

*A. Administration*

1. Board Vacancy
2. Amendment to Board Meeting Calendar for 2022

**VI. NEW BUSINESS**

*A. Public Works*

1. Resolution 2022-09–Pearce’s Landing – Phase 1A Infrastructure Acceptance

*B. General*

1. December 16, 2021 – Work Session
2. Ordinance 2022-31 – Planning Vehicle Upfit

**VII. BOARD COMMENTS**

**VIII. MANAGER’S REPORT**

**Zebulon Board of Commissioners  
Special Called Meeting  
Minutes  
December 1, 2021**

Present: Robert S. Matheny, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Eric Vernon-Attorney

Absent: Beverly Clark

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

**HEALTH INSURANCE FOR CALENDAR YEAR 2022**

Bobby Fitts introduced the Town's insurance broker, Paul Sydor, from Independent Benefit Advisors ("IBA").

Paul Sydor presented a PowerPoint presentation and discussed the details of the insurance renewal. IBA negotiated a rate hold for dental, vision and life and disability.

United Healthcare, the Town's current health insurance provider, issued a 24.5% increase for 2022. IBA received proposals from Aetna and Blue Cross and Blue Shield. The proposal from Aetna was not competitive. The proposal received from Blue Cross and Blue Shield was competitive with a 10.3% rate increase and would provide a one time \$40,000 wellness grant to the Town.

A side-by-side benefit comparison was provided showing the benefit differences and the value of the Blue Cross benefits compared to the UHC benefits. The out-of-pocket deductible was being increased with Blue Cross and Blue Shield to \$1,000.

The renewal timeline was reviewed, and the deadline was December 3, 2021. The preparation to transition an employee's health insurance to a new insurer was explained.

There was discussion about the process of negotiating benefits.

Commissioner Loucks made a motion, second by Commissioner York to approve Blue Cross and Blue Shield as the health insurance provider, Delta Dental, Superior Vision and Hartford for the calendar year 2022. There was no discussion and the motion passed unanimously.

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

Adopted this the 3<sup>rd</sup> of January 2022.

SEAL

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Glenn L. York—Mayor

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Minutes**  
**December 6, 2021**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Miles.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITIONS**

Mayor York recognized student Jordan Noah Sanders and teacher Doreen Keeler, both from East Wake High School.

**PUBLIC COMMENT PERIOD**

No one signed up to speak.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the November 1, 2021 regular meeting. There was no discussion and the motion passed unanimously.

*B. Finance*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the Wake County tax report – September 2021. There was no discussion and the motion passed unanimously.

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

*C. General*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the quarterly reports from Fire, Public Works and Parks and Recreation. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2022-07 – Retention Schedule. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Administration*

#### 1. Board Appointments

Lisa Markland clarified there were no in-Town openings on the Board of Adjustment.

There was one ETJ regular vacancy and one ETJ alternate vacancy on the Board of Adjustment. The positions were three-year terms expiring on June 30, 2024. Applications were submitted by Adrian Harris and Quinton Crosson-Taylor who both lived in-Town and were not eligible for the ETJ vacancies.

The Parks and Recreation Advisory Board had two vacancies. Adrian Harris and Quinton Crosson-Taylor both submitted an application and comments to be read at the meeting.

Lisa Markland read the comments submitted.

Commissioner Baxter made a motion, second by Commissioner Clark to appoint Adrian Harris and Quinton Crosson-Taylor as members on the Parks and Recreation Advisory Board both with terms expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

#### 2. Meeting Calendar 2022

Joe Moore presented the 2022 meeting calendar and spoke about the changes. The work sessions would be the third Thursday at 6:00pm.

Commissioner Baxter stated the May 16, 2022 work session date should be May 19, 2022.

Joe Moore spoke about the proposed mini retreats that were proposed on the calendar. The January 12 and 13 strategic planning retreat was changed to January 27.

There was discussion about adding a July meeting date.

Commissioner Baxter made a motion, second by Commissioner Loucks to adopt the meeting calendar with the January 12 and 13 strategic planning retreat to be changed to January 27, May 16 work session changed to May 19 and adding a July 11 regular meeting. There was no discussion and the motion passed with a vote 3 to 1 with Commissioner Baxter, Loucks, and Miles voting in favor and Commissioner Clark voting in opposition.

## **BOARD COMMENTS**

Commissioner Baxter reminded everyone Candy Cane Lane was on Friday, December 10 and the pop-up market was December 11. The Eastern Regional Center was doing COVID testing by appointment only. The Town was awarded a \$5,000 grant from the United Arts Fund for a future mural project. Firefighters Austin Morgan and Dustin Thorne were congratulated for being promoted to Senior Firefighter. Chris Perry was recognized for his Fire Officer 3 Certification and Chris Bissette for being promoted to Fire Marshall and Town Safety Officer. Remembrance of Bob Doyle and Pearl Harbor Day was also mentioned.

Commissioner Clark congratulated the Fire Department on all of their accomplishments.

Commissioner Miles thanked the community for electing him as Commissioner and for their support and was looking forward to working together as a team with the Board.

Commissioner Loucks welcomed Commissioner Miles to the Board and reminded everyone to wear their mask.

Mayor York stated he was grateful for the opportunity to be Mayor of Zebulon and recognized former Commissioner Moore for her four years of service.

### **MANAGER'S REPORT**

Joe Moore spoke about upcoming topics to be discussed at the December 16 work session.

### **CLOSED SESSION**

Per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."

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

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

Commissioner Baxter made a motion, second by Commissioner Clark to adopt Resolution 2022-08. There was no discussion and the motion passed unanimously.

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

Adopted this the 3<sup>rd</sup> day of January 2022.

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk



## Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

SIG HUTCHINSON, CHAIR  
SHINICA THOMAS, VICE-CHAIR  
VICKIE ADAMSON  
MATT CALABRIA  
MARIA CERVANIA  
SUSAN EVANS  
JAMES WEST

December 7, 2021

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 December 6, 2021, 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,

Yvonne Gilyard  
Deputy Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details  
10/01/2021 - 10/31/2021

**ZEBULON**

DATE  
11/05/2021

TIME  
8:14:28 PM

PAGE  
1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
<b>BUSINESS REAL ESTATE ACCOUNTS</b>											
798016	9,343.65	0.00	0.00	0.00	9,343.65	10/11/2021	0000190619	2021	2021	000000	ZEBULON GREEN ASSOCIATES LIMITED PARTNER
<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b> 9,343.65    0.00    0.00    0.00    9,343.65    1 <b>Properties Rebated</b>											
<b>INDIVIDUAL REAL ESTATE ACCOUNTS</b>											
799539	411.07	0.00	0.00	0.00	411.07	10/28/2021	0000476756	2021	2021	000000	COGDELL, TIFFANY D
<b>SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS</b> 411.07    0.00    0.00    0.00    411.07    1 <b>Properties Rebated</b>											
<b>TOTAL REBATED FOR ZEBULON</b> 9,754.72    0.00    0.00    0.00    9,754.72    2 <b>Properties Rebated for City</b>											





Wake County Tax Administration

Rebate Details  
10/01/2021 - 10/31/2021

DATE  
11/05/2021

TIME  
8:14:28 PM

PAGE  
1

ZEBULON

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
<b>Grand Total:</b>	<b>119,365.24</b>	<b>70.00</b>	<b>3,752.43</b>	<b>0.00</b>	<b>123,187.67</b>		<b>84</b>	<b>Properties Rebated for All Cities</b>			

**Topic: FY 2022 Monthly Financial Statement Update**

Speaker: Bobby Fitts, Finance Director (if pulled from Consent)

Prepared by: Bobby Fitts, Finance Director

Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

This monthly report summarizes the status of the Town's revenues and expenditures.

**Background:**

The attached financials are a summary of revenues and expenditures to date. These monthly reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through December 17, 2021.

**Information:**

FY '22 Expenditures

Five and a half months into Fiscal Year 2022, the Town has spent approximately \$5,465,000 (~32% of its General Fund budget of \$16,989,562). Some larger expenditures are made earlier in the fiscal year, such as debt service payments on the fire pumper truck, ladder truck, leaf truck, payloader and other vehicle purchases; and premiums on annual property & liability insurance and workers compensation.

FY '22 Revenues

The following summary provides insight into some of the early revenue activity in the current fiscal year:

- Property Tax (largest revenue stream)
  - + FY 2022 collections: \$4,010,571 collected to date (53% of \$7,628,000 budget).
  - + Observations:
    - # 26.6% more than collected last fiscal year (\$3,167,613).
    - # Majority of property taxes are coming in during the next month.
  
- Sales Tax (second largest revenue stream)
  - + Comparisons (September's sales (reports lag 3-months)):
    - # \$60,017 (56.1%) more collected than last September for all sales tax.
    - # \$27,425 (57.4%) more collected than last September for "local" sales tax.
  
  - + Year-to-Date comparisons (sales through the first three months of the fiscal year)
    - # \$143,250 (+46.0%) more collected than at this time last year for all sales tax
    - # Collections are 35% of budgeted revenues (ahead of schedule).
  
- Utilities Sales Tax (5% of revenue stream): first quarterly disbursement received December 15
  - + FY 2022 (1<sup>st</sup> quarter totals) (reports received quarterly)
  - + \$6,388 (3.6%) collected under FY 2021 actual for same quarter
  - + Reflects natural gas and electricity sales and heavily weather dependent

- Permits & Zoning
  - + \$69,958 collected total (32% of budgeted revenues (\$220,000))
  - + 51.3% less than what was collected this time last fiscal year (\$143,564).
  - + An indication of development activity and corresponding support services.
  
- Transportation Impact Fees
  - + \$100,180 collected to date (50.1% of budgeted revenues (\$200,000)).
  - + 60.1% less than what was collected last fiscal year.
  - + Revenue placed in reserve for transportation projects to be spent within 10 years

**Policy Analysis: N/A**

**Financial Analysis:** Budgeted revenue in FY 2022 is \$16,989,562 while year to date revenue collected was \$6,222,237 (36.6% of budgeted). As shown in the chart on the Revenue Statement, 66.4% of year-to-date revenues come from property taxes as the total for the year has been collected.

**Staff Recommendation:**

No staff recommendation or Board action is necessary. These are informational only.

**Attachments:**

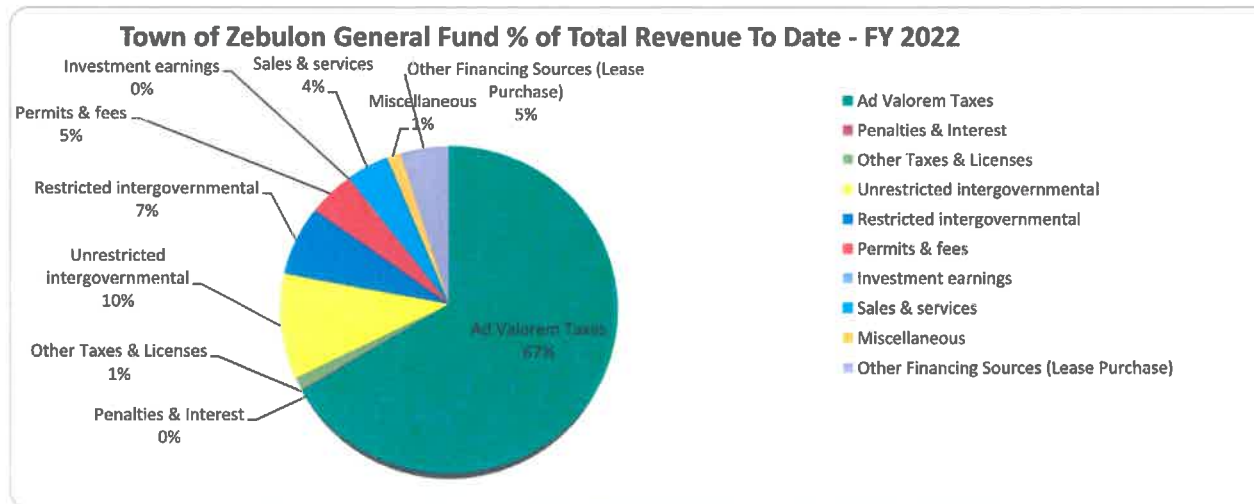
1. General Fund Fiscal Year 2022 Expenditure Statement and Revenue Statement (as of December 17, 2021)
2. Sales Tax – FY 2022

# ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON  
 Revenue Statement: 2021 - 2022      As of 12/17/2021  
 for Accounting Period 6/30/2022  
 GENERAL FUND

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$7,672,000	\$4,134,499	53.9%	66.4%
Penalties & Interest	\$13,500	\$9,320	69.0%	0.1%
Other Taxes & Licenses	\$145,400	\$73,266	50.4%	1.2%
Unrestricted intergovernmental	\$1,927,500	\$634,590	32.9%	10.2%
Restricted intergovernmental	\$926,500	\$435,150	47.0%	7.0%
Permits & fees	\$551,500	\$282,727	51.3%	4.5%
Investment earnings	\$3,500	\$619	17.7%	0.0%
Sales & services	\$931,400	\$265,425	28.5%	4.3%
Miscellaneous	\$67,840	\$81,642	120.3%	1.3%
Other Financing Sources (Lease Purchase)	\$315,000	\$305,000	0.0%	4.9%
Fund Balance Appropriated	<u>\$4,435,422</u>	<u>\$0</u>	<u>0.0%</u>	<u>0.0%</u>
<b>Total Revenues</b>	<b>\$16,989,562</b>	<b>\$6,222,237</b>	<b>36.6%</b>	<b>100%</b>





TOWN OF ZEBULON  
 Expenditure Statement:2021 - 2022  
 for Accounting Period 6/30/2022  
 GENERAL FUND

As of 12/17/2021

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$435,015	\$222,973	51.3%
420	FINANCE	\$407,016	\$176,890	43.5%
430	ADMINISTRATION	\$1,021,700	\$375,000	36.7%
490	PLANNING AND ZONING	\$652,366	\$282,501	43.3%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,854,915	\$467,693	16.4%
510	POLICE	\$2,746,880	\$1,359,312	49.5%
520	PUBLIC WORKS-OPERATIONS	\$3,333,400	\$1,123,809	33.7%
530	FIRE	\$3,038,614	\$964,917	31.8%
570	POWELL BILL	\$351,500	\$1,653	0.5%
620	PARKS & RECREATION	\$1,783,011	\$436,379	24.5%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$365,145	\$53,640	14.7%
	<b>Total Expenditures</b>	<b>\$16,989,562</b>	<b>\$5,464,765</b>	<b>32.2%</b>

Sales Tax

FY 2022

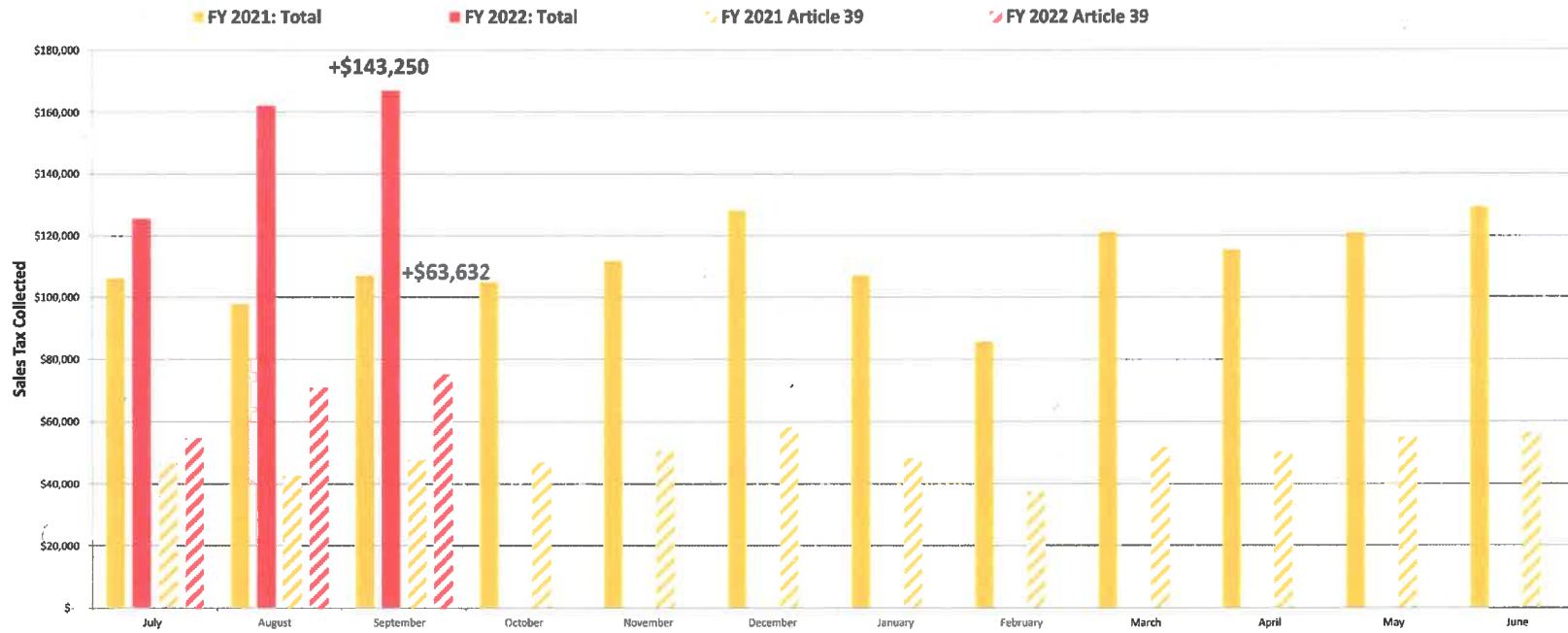
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2021)	% Inc (Dec) from Prior Yr
July	\$ 54,740	\$ 23,633	\$ 27,374	\$ (8)	\$ 19,820	\$ 125,560	\$ 106,293	18.1%
August	70,908	30,305	35,575	0	25,312	162,100	98,134	65.2%
September	75,195	30,242	37,636	(8)	23,969	167,034	107,017	56.1%
October	-	-	-	-	-	-	105,056	-100.0%
November	-	-	-	-	-	-	111,773	-100.0%
December	-	-	-	-	-	-	128,204	-100.0%
January	-	-	-	-	-	-	107,034	-100.0%
February	-	-	-	-	-	-	85,810	-100.0%
March	-	-	-	-	-	-	121,143	-100.0%
April	-	-	-	-	-	-	115,436	-100.0%
May	-	-	-	-	-	-	120,866	-100.0%
June	-	-	-	-	-	-	129,315	-100.0%
<b>Total</b>	<b>\$ 200,843</b>	<b>\$ 84,180</b>	<b>\$ 100,586</b>	<b>\$ (15)</b>	<b>\$ 69,101</b>	<b>\$ 454,694</b>	<b>\$ 311,444</b>	<b>46.0%</b>

FY 2021

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 21 Totals	Prior Year (FY 2020)	% Inc (Dec) from Prior Yr
July	\$ 46,727	\$ 19,891	\$ 23,331	\$ (7)	\$ 16,351	\$ 106,293	\$ 94,711	12.2%
August	42,713	18,626	21,327	11	15,457	98,134	96,820	1.4%
September	47,770	19,733	23,858	(2)	15,658	107,017	98,482	8.7%
October	46,956	19,326	23,433	(13)	15,354	105,056	101,205	3.8%
November	50,717	20,199	25,285	(2)	15,574	111,773	100,498	11.2%
December	58,329	23,016	29,146	10	17,704	128,204	108,478	18.2%
January	48,410	19,425	24,185	1	15,012	107,034	84,115	27.2%
February	37,570	16,223	18,734	1	13,282	85,810	85,027	0.9%
March	51,917	23,270	25,950	(2)	20,007	121,143	96,647	25.3%
April	50,198	21,765	25,058	(3)	18,418	115,436	81,112	42.3%
May	54,888	21,736	27,402	0	16,841	120,866	93,940	28.7%
June	56,533	24,213	28,255	2	20,313	129,315	112,742	14.7%
<b>Total</b>	<b>\$ 592,728</b>	<b>\$ 247,422</b>	<b>\$ 295,964</b>	<b>\$ (4)</b>	<b>\$ 199,972</b>	<b>\$ 1,336,082</b>	<b>\$ 1,153,778</b>	<b>15.8%</b>


\* Net proceeds of the Article 39 tax are returned to the county of origin.

# Monthly Summary of Sales Tax Collected



STAFF REPORT  
ORDINANCE 2022-30  
POLICE VEHICLE MAINTENANCE & OPERATIONS  
MATERIALS & SUPPLIES  
APPROPRIATION OF  
INSURANCE PROCEEDS  
JANUARY 3, 2022

**Topic: Ordinance 2022-30 – Police Vehicle Repair & Public Works Materials & Supplies Replacement – Appropriation of Insurance Proceeds**

Speaker: Bobby Fitts, Finance Director (if pulled from Consent)  
From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider appropriating insurance proceeds towards repair of a damaged vehicle and replacement of stolen equipment.

**Background:**

On November 5, 2021, a Police vehicle struck a deer resulting in approximately \$5,000 in damage. Insurance proceeds of approximately \$3,930 will go towards repair of the damaged vehicle.

On November 21, 2021, the Public Works yard was broken in to and numerous pieces of small equipment were stolen from three sheds and an enclosed trailer. Actual cash value of the items stolen was approximately \$6,400. Insurance proceeds of \$6,366 will go towards replacement of these pieces of equipment.

**Discussion:**

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward replacing this vehicle.

**Policy Analysis:**

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2022-30

**Attachments:**

1. Ordinance 2022-30



ORDINANCE 2022-30

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$9,296.00	
EXPENDITURES		
Operations—Materials & Supplies (Streets)	\$5,366.00	
Police—Vehicle Maintenance	3,930.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 3, 2022

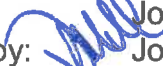
Effective: January 3, 2022

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

**Topic: Board Vacancy**

Speaker: Joseph M. Moore II, PE, Town Manager  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

This report proposes a process to fill a vacancy on the Zebulon Board of Commissioners.

**Background:**

The Municipal Election of November 2, 2021 created a vacancy on the Board of Commissioners. While NC General Statutes (§160A-63) specify vacancies “shall be filled by appointment of the city council”, they are silent on how governing bodies fill those vacancies. The Zebulon Board of Commissioners will discuss the steps and schedule associated with the process they will follow prior to filling the vacancy. Commissioners must be a registered voter, 21-years of age at the time of appointment and reside within the Town of Zebulon’s corporate limits.

**Discussion:**

The discussion before the Board centers about whether they want to adopt or amend the proposed steps and schedule to fill the Board vacancy.

Steps

- Application: Interested parties submit an application for public view (see attached).
- Presentation: All applicants make a 5-minute presentation at a scheduled Regular Meeting of the Board of Commissioners.
- Appointment: The Board of Commissioners vote on the appointment at a scheduled Regular Meeting.

Schedule (see attached)

- Application: Available January 4, 2022, due January 31, 2022 at 5PM.
- Presentation: February 7, 2022.
- Appointment: March 7, 2022.

**Policy Analysis: N/A**

**Financial Analysis: N/A**

**Staff Recommendation:**

Staff recommends adoption of a process and schedule.

**Attachments:**

1. Application
2. Schedule

**TOWN OF ZEBULON**  
**Application for Board of Commissioner's Vacancy**

Please type or print legibly when filling out this form.

(May be submitted electronically to [markland@townofzebulon.org](mailto:markland@townofzebulon.org) or  
in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought \_\_\_\_\_

**CANDIDATE INFORMATION**

Last Name \_\_\_\_\_ Suffix (Jr, Sr, II, III) \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

I am at least 21 years old  Yes  No (If "No" stop here – you are not eligible for this position)

---

**RESIDENTIAL ADDRESS**

Physical Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

My primary residence is located within Zebulon's Corporate Limits.  Yes  No

---

**MAILING ADDRESS**

Mailing Address  Same as Above

Address or PO Box \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

I am a registered voter in Wake County.  Yes  No

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**QUESTIONS**

**You may attach additional sheets of paper when answering questions.**

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)
  
2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less *for each topic*)

- Transportation
- Economic Development (business development and recruitment)
- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

**Prior Public Service**

Elected, Appointed or Civic Organization	Role	Years of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

*By my signature, I certify the above responses are true, accurate and my own.*

Date \_\_\_\_\_ Signature \_\_\_\_\_


- I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.
- I am available to attend a 2 hour "Government 101" seminar hosted by the Town Manager at Town Hall on either Thursday, February 3<sup>rd</sup> at 6 PM or Saturday February 5<sup>th</sup> at 10 AM.

**ZEBULON BOARD OF COMMISSIONERS**  
**Board Vacancy Schedule**

Monday	January 3, 2022 <b>Process Approval</b>
Tuesday	January 4, 2022 <b>Applications Available</b>
Monday	January 31, 2022 <b>Application Deadline</b>
Monday	February 7, 2022 <b>Applicant Presentations</b>
Monday	March 7, 2022 <b>Board Appointment</b>

STAFF REPORT  
AMENDMENT TO BOARD  
MEETING CALENDAR 2022  
JANUARY 3, 2022

**Topic: AMENDMENT TO BOARD MEETING CALENDAR 2022**

Speaker: Joe Moore, Town Manager  
From: Lisa Markland, Town Clerk  
Prepared by: Lisa Markland, Town Clerk  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners 2022 meeting calendar.

**Background:**

The Board adopted their meeting schedule for 2022 on December 6, 2021. To make changes to the meeting schedule the Board must amend the schedule by motion and adoption at a Board of Commissioners meeting.

Staff is proposing rescheduling the Strategic Planning mini retreat from January 27, 2022 to April 14, 2022.

**Discussion:**

The discussion before the Board is whether to adopt the proposed amendments to the meeting schedule for 2022.

**Policy Analysis:**

N/A

**Staff Recommendation:**

Staff recommends adopting the proposed amendment to the meeting schedule for 2022.

**Attachments:**

1. Proposed meeting schedule

**ZEBULON BOARD OF COMMISSIONERS  
2022 Regular Meeting Schedule**

**Day and Date**

**Board of Commissioners Meeting**

Monday	January 3, 2022	
<del>Thursday</del>	<del>January 27, 2022</del>	Mini-Retreat
Monday	February 7, 2022	
Wednesday	February 23, 2022	Mini Retreat
Monday	March 7, 2022	
Thursday	March 24, 2022	Mini Retreat
Monday	April 4, 2022	
<del>Thursday</del>	<del>April 14, 2022</del>	Mini Retreat
Monday	May 2, 2022	
Monday	June 6, 2022	Budget Public Hearing
Monday	July 11, 2022	
Monday	August 1, 2022	
Monday	September 12, 2022	
Monday	October 3, 2022	
Monday	November 7, 2022	
Monday	December 5, 2022	
Monday	January 9, 2023	

**Day and Date of Board of  
Commissioners Work Session**

Thursday	January 20, 2022	
Thursday	February 17, 2022	
Thursday	March 17, 2022	
Thursday	April 21, 2022	
Tuesday	May 10, 2022	} Budget - No Additional Items
Wednesday	May 18, 2022	
Thursday	May 26, 2022	
Thursday	June 16, 2022	
No Meeting in July		
Thursday	August 18, 2022	
Thursday	September 22, 2022	
Thursday	October 20, 2022	
Thursday	November 17, 2022	
Thursday	December 15, 2022	
Thursday	January 26, 2023	

STAFF REPORT  
RESOLUTION 2022-09  
PEARCES LANDING 1A ROADWAY AND  
STORM DRAINAGE ACCEPTANCE  
JANUARY 3, 2022

**Topic: Resolution 2022-09–Pearce’s Landing – Ph. 1A Infrastructure Acceptance**

Speaker: Chris D. Ray, Public Works Director  
From: Chris D. Ray, Public Works Director  
Prepared by: Chris D. Ray, Public Works Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider acceptance of roadway, and storm-drain infrastructure within Pearce’s Landing Phase 1A for ownership and maintenance per the executed Special Use Agreement 2019-08.

**Background:**

The Town of Zebulon follows a practice where the Board considers acceptance (i.e. ownership and maintenance) of roadway and storm-drain infrastructure installed in new subdivisions. In advance of this consideration, staff determines whether the infrastructure complies and meets the conditions of permits and town standards.

Pearce’s Landing has completed the construction of Phase 1A in accordance with the Special Use Permit 2019-08 (November 4, 2019), the latest version of Town of Zebulon Street and Storm Drainage Standards, and the City of Raleigh Utility Standards. Phase 1A includes 89 lots (with a total of 377 lots for all phases).

Staff and third-party inspectors/engineers have certified all completed work meets or exceeds Town standards and requirements.

**Discussion:**

The discussion before the Board is whether to accept the dedication of streets, sidewalks, curb and gutter, street signage, and storm drainage in Pearce’s Landing Phase 1A for ownership and maintenance.

**Policy Analysis:**

The infrastructure was installed per approved Special Use Permit 2019-08. The infrastructure complies with the latest version of the “Town of Zebulon Street & Storm Drainage Standards and Specifications” and consistent with the Town of Zebulon Uniform Development Ordinance section 6.10.4 for dedication of roadways. The phase 1A plat was recorded with the Wake County Registrar of Deeds on December 16, 2021 (Book: BM2021, Page:02235).

**Fiscal Analysis:**

Pearce’s Landing Phase 1A development will dedicate two (2) streets totaling 1,775 linear feet (approximately .336 miles), and 2,229 linear foot of storm drainage valued at \$1,015,506. The infrastructure will be added to the Town’s Capital assets (re. Comprehensive Annual Financial Report).



STAFF REPORT  
RESOLUTION 2022-09  
PEARCES LANDING 1A ROADWAY AND  
STORM DRAINAGE ACCEPTANCE  
JANUARY 3, 2022

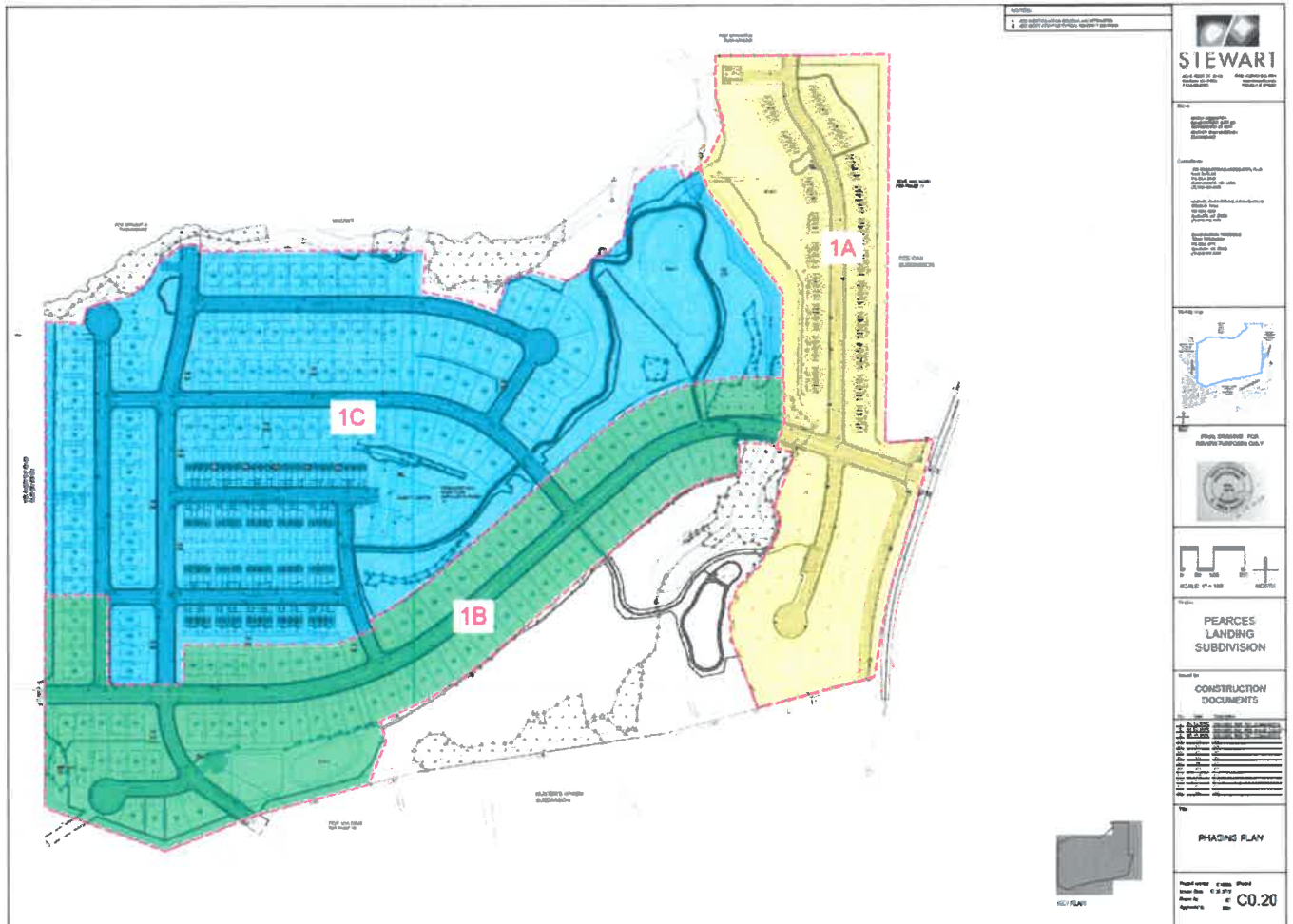
The Town has received a one-year warranty on all the dedicated assets. Staff will conduct an 11-month warranty inspection prior to the final overlay to ensure any issues or failures are repaired prior to the final asphalt overlay by the developer.

The Town has received a Site Improvement Performance Bond for \$588,586 (# 0235753 from Berkley Surety Group) to ensure the final completion of outstanding items (e.g., final overlay, striping, 5' sidewalks with handicap ramps, landscaping, mail kiosks, street trees and stormwater pond conversion).

The Subdivision Bond is automatically renewed or revised annually to reflect items completed. The Subdivision Bond will remain active until all items have been completed. All inspection and development fees were collected from the developer.

**Staff Recommendation:**

Staff recommends approval of Resolution 2022-09 for acceptance of Pearce's Landing Phase 1A roadway and storm drainage infrastructure, warranty, and site improvements bond.



STAFF REPORT  
RESOLUTION 2022-09  
PEARCES LANDING 1A ROADWAY AND  
STORM DRAINAGE ACCEPTANCE  
JANUARY 3, 2022

**Attachments:**

1. Engineer Certification of Roadway lengths and dedicated infrastructure
2. Engineering Estimate for Letter of Credit/Bond
3. Bond or Letter of Credit
4. Developer warranty and guaranty/Lien Release – Street and Stormwater
5. Developer warranty and guaranty/Lien Release – Water and Sewer
6. Third party engineering reports for sub-grade, stone, and asphalt (thickness and density) for Roadways (Summit and NV5)
7. Proof of payment for streetlights
8. City of Raleigh Conditional Acceptance
9. Payment of construction inspection and planning fees
10. As-built drawings
11. Resolution 2022-09



## PEARCES LANDING PHASE 1A COST TO CONSTRUCT ESTIMATE

LCP  
 11/2/21  
 Approved AS  
 Submitted

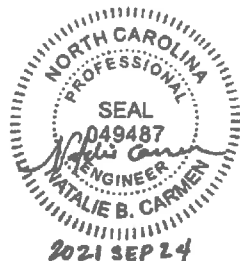
	Quantity	UOM	Unit Cost	Subtotal	Total
<b>PHASE 1A - EARTHWORK</b>					
CLEARING	19	ACRE	5565	\$ 105,735	
EROSION CONTROLS	1	LS	150000	\$ 150,000	
GRADING	1	LS	125000	\$ 125,000	
RETAINING WALLS	1	LS	62500	\$ 62,500	
			<b>TOTAL PHASE 1A EARTHWORK</b>	<b>\$ 443,235</b>	
<b>PHASE 1A - STORM DRAIN</b>					
36" RCP	550	LF	100	\$ 55,000	
30" RCP	366	LF	69	\$ 25,254	
24" RCP	514	LF	50	\$ 25,700	
18" RCP	542	LF	36	\$ 19,512	
15" RCP	131	LF	30	\$ 3,930	
JUNCTION BOX	2	EA	3250	\$ 6,500	
CATCH BASIN	24	EA	3000	\$ 72,000	
END SECTION	2	EA	2100	\$ 4,200	
			<b>TOTAL PHASE 1A - STORM DRAIN</b>	<b>\$ 212,096</b>	
<b>PHASE 1A - ROAD CONSTRUCTION</b>					
30" VALLEY CURB	4592	LF	12.6	\$ 57,859	
30" CURB & GUTTER	30	LF	12.6	\$ 378	
STONE UNDER CURB	1	LS	16000	\$ 16,000	
8" ABC	6800	SY	10.4	\$ 70,720	
2.5" R119.0C HD FIRST LIFT	1500	SY	9.75	\$ 14,625	
1.5" RS9.5C HD FINAL LIFT	1500	SY	7.45	\$ 11,175	
2" RS9.5C LD FIRST LIFT	5300	SY	8.85	\$ 46,905	
1" RS9.5B LD FINAL LIFT	5300	SY	6.25	\$ 33,125	
CONCRETE SIDEWALKS - SITE	23530	SF	3.4	\$ 80,002	
HANDICAP RAMPS - SITE	8	EA	1650	\$ 13,200	
CONCRETE SIDEWALKS - PEARCES ROAD	3,790	SF	3.40	\$ 12,886	
HANDICAP RAMPS - PEARCES ROAD	2	EA	1650	\$ 3,300	
			<b>TOTAL PHASE 1A - ROAD CONSTRUCTION</b>	<b>\$ 360,175</b>	
			<b>TOTAL PHASE 1A TOTAL COST OF DEDICATED STREETS</b>	<b>\$ 1,015,506</b>	

This estimate is based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and Contractor unit prices received July 23, 2021.

### ROADWAY SUMMARY TABLE

STREET NAME	STREET CLASSIFICATION	ROADWAY LENGTH	R/W WIDTH
GOLDEN PLUM LANE	COLLECTOR	500	60
INDIGO CREEK DRIVE	LOCAL	1275	50

Roadway Lengths based on Phasing in construction plan set approved on September 4, 2020.



Pearces Landing, LLC dedicates to the Town of Zebulon the above infrastructure associated with Pearces Landing Phase 1A.

**SITE IMPROVEMENT  
PERFORMANCE  
BOND**

**BERKLEY SURETY GROUP**  
Morristown, New Jersey 07960

*LEAD*  
*APPROVED*  
*AS SUBMITTED*  
*11-2-21*

Bond No.:0235753

KNOW ALL PERSONS BY THESE PRESENTS, that we, Pearces Landing, LLC, called the Principal, and BERKLEY INSURANCE COMPANY, of 412 Mt Kemble Rd Morristown, NJ 07960, called the Surety, are held and firmly bound unto Town of Zebulon, NC, called the Obligee, in the sum of Five Hundred Eighty Eight Thousand Five Hundred Eighty Six and 0/100 (\$588,586.00 ) for the payment thereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

*ORIGINAL ON*  
*FILE @*  
*PLANNING*  
*OFFICE.*

WHEREAS, in order to file a plat or subdivision map, or to obtain a permit, the Principal has entered into a contract with the Obligee which requires the Principal make certain improvements to the land as more particularly set forth in: Pearces Landing Phase 1A, (hereinafter referred to as the "Contract").

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall construct the improvements described in the Contract on or before 2 years (or within such further extensions of time that shall be granted by Obligee in writing and consented to in writing by Surety), then this obligation shall be void, otherwise to remain in full force and effect. This obligation is subject to the following conditions:

1. This bond runs to the benefit of the named Obligee only, and no other person shall have any rights under this bond. No claim shall be allowed against this bond after the expiration of one year from the date set forth in the preceding paragraph, or one year from the end of the latest extension of time consented to in writing by Surety, whichever occurs last. If the limitation set forth in this bond is void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
2. This bond is not a forfeiture obligation, and in no event shall the Surety's liability exceed the reasonable cost of completing the improvements described in the Contract not completed by the Principal, or the sum of this bond, whichever is less.
3. If the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving (30) days notice in writing to said Obligee. It is a condition of the bond that if it shall expire on the expiration date listed above, it will be deemed automatically extended without amendment for (1) year from the present or any future date of this bond, unless at least (60) days prior to the then current expiration date we notify the Beneficiary by registered letter or other receipted means of postal delivery that we elect not to consider this Bond renewed for such additional period. If such notice is given, then during such notice period (i.e. the sixty (60) day period commencing on the date of such notice and ending with then applicable expiration date of the Bond), this Bond shall remain in full force and effect and Beneficiary may draw up to the full amount of the sum when accompanied by the statement above.

Signed this 5th day of October , 2021.

(Principal)

Pearces Landing, LLC

By: 

Name & Title

THOMAS NATELY JR

BERKLEY INSURANCE COMPANY

By: 

Jessica Wright , Attorney-in-Fact

(Seal)



POWER OF ATTORNEY  
BERKLEY INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Christopher Brandon Pulliam; Neil B. Biller; Laurie Daugherty; Leah Moore; Bradley Harger; Chelsen Elizabeth Souza; or Jessica Wright of McGriff Insurance Services, Inc. of Richmond, VA* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

**RESOLVED**, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

**RESOLVED**, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

**RESOLVED**, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

**RESOLVED**, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 2<sup>nd</sup> day of March, 2021.

Attest:

(Seal)

By

Ira S. Lederman  
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter  
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 2<sup>nd</sup> day of March, 2021, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C RUNDRAKEN  
NOTARY PUBLIC  
CONNECTICUT  
MY COMMISSION EXPIRES  
APRIL 30, 2024

Maria C. Rundraken  
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 5 day of October, 2021.

(Seal)

Vincent P. Forte  
Vincent P. Forte

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and verification instructions (on reverse) must be in blue ink.

Please **verify the authenticity** of the instrument attached to this Power by:

Toll-Free Telephone: (800) 456-5486; or

Electronic Mail: [BSGInquiry@berkleysurety.com](mailto:BSGInquiry@berkleysurety.com)

---

Any written notices, inquiries, claims or demands to the Surety on the bond attached to this Power should be directed to:

Berkley Surety  
412 Mount Kemble Ave.  
Suite 310N  
Morristown, NJ 07960  
Attention: Surety Claims Department

**Or**

Email: [BSGClaim@berkleysurety.com](mailto:BSGClaim@berkleysurety.com)

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Please include with all communications the bond number and the name of the principal on the bond. Where a claim is being asserted, please set forth generally the basis of the claim. In the case of a payment or performance bond, please also identify the project to which the bond pertains.

Berkley Surety is a member company of W. R. Berkley Corporation that underwrites surety business on behalf of Berkley Insurance Company, Berkley Regional Insurance Company and Carolina Casualty Insurance Company.



**PEARCES LANDING PHASE 1A  
ENGINEER'S ESTIMATE  
COST TO COMPLETE**

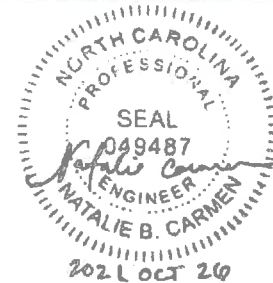
*Let Approved  
11/2/21*

Item	Quantity	UOM	Unit Cost	Subtotal
<b>EROSION CONTROL</b>				
ROW Erosion Control	1	LS	\$ 5,000.00	\$ 5,000
<b>STORMWATER PONDS</b>				
Pond Conversion and Pong Plantings	1	EA	\$ 37,500.00	\$ 37,500
Fencing Around SCM	1	LS	\$ 17,500.00	\$ 17,500
<b>ROAD CONSTRUCTION</b>				
Water Valve Adjustments	11	EA	\$ 350.00	\$ 3,850
Sewer Manhole Adjustments	15	EA	\$ 450.00	\$ 6,750
1.5" RS9.5C Overlay - Golden Plum	1,500	SY	\$ 7.45	\$ 11,175
1" RS9.5B LD Overlay	5,300	SY	\$ 6.25	\$ 33,125
Concrete Sidewalks - Site	23,530	SF	\$ 3.40	\$ 80,002
Handicap Ramps - Site	8	EA	\$ 1,650.00	\$ 13,200
Concrete Sidewalks - Pearces Road	540	SF	\$ 3.40	\$ 1,836
Handicap Ramps - Pearces Road	2	EA	\$ 1,650.00	\$ 3,300
Striping and Street Signage	1	LS	\$ 11,000.00	\$ 11,000
Concrete Repair - Allowance	1	LS	\$ 7,500.00	\$ 7,500
Asphalt Repair - Allowance	1	LS	\$ 25,000.00	\$ 25,000
<b>LANDSCAPE/KIOSK</b>				
Street Trees	97	EA	\$ 200.00	\$ 19,400
Buffer Landscaping	1	LS	\$ 44,050.00	\$ 44,050
Open Space/Park Landscaping	1	LS	\$ 35,700.00	\$ 35,700
Mail Kiosk	1	LS	\$ 24,975.00	\$ 24,975
<b>Subtotal of Improvements to Complete for Phase 1A</b>				<b>\$ 380,863</b>
			Constuction CPI @ 15%	\$ 57,129
			Geotechnical Services @ 1.5%	\$ 5,713
			Construction Inspecton Allowance @ \$760 per day for 20 days	\$ 15,200
			Constuction Design/Bidding/CA @ 20%	\$ 76,173
			<b>Total Proeject Cost</b>	<b>\$ 535,078</b>
<b>Bond Amount (110% of Total Project Cost)</b>				<b>\$ 588,586</b>

*These quantities are based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and observed construction progress through October 26, 2021.*

**CERTIFICATION**

My opinion of probable construction cost to complete outstanding items as listed above amount is based on current construction costs. The amount will be covered by a Letter of Credit in accordance with Town of Zebulon specifications.





# Pearces Landing, LLC

506 Main Street, 3<sup>rd</sup> Floor  
Gaithersburg, MD 20878

October 18, 2021

Mr. Chris D. Ray  
Town of Zebulon  
450 East Horton Street  
Zebulon, NC 27597

*✓ E-DIT  
Approved  
As Submitted  
11/2/21*

RE: Pearces Landing Phase 1A - Streets and Stormwater - Warranty, Lien Release, and  
Cost of Construction

Dear Mr. Ray:

This letter serves as requested for the Town of Zebulon's acceptance of the Roadway and Storm  
Drainage facilities installed at Pearces Landing Subdivision Phase 1A.

Pearces Landing, LLC as the developer, warrants the work for one year from date of acceptance and  
guarantees against failure due to faulty workmanship or materials. Pearces Landing LLC hereby  
agrees to indemnify, defend and hold harmless the Town of Zebulon from and against all cost, loss,  
and damage including attorney fees arising from the failure of the work to confirm to Town Standards.

Pearces Landing, LLC hereby certifies that the labor and materials for the water and sewer  
infrastructure have been paid in full and releases any lien rights against said improvements.

Pearces Landing, LLC hereby certifies the estimated cost of construction is as follows:  
Roadway and Storm Drainage - \$1,015,506.00

PEARCES LANDING, LLC

By: *Brian T. Massengill*  
Brian T. Massengill, Authorized Person

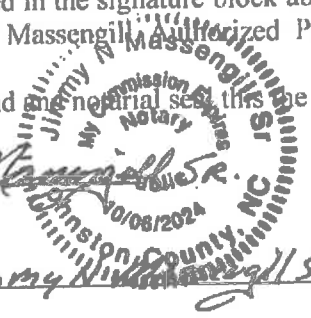
Date: 10-18-2021

STATE OF NORTH CAROLINA  
COUNTY OF Johnston

I, Jimmy N. Massengill Sr., a Notary Public of the County and State aforesaid,  
certify that the following person personally appeared before me and acknowledged to me that they are  
the person indicated in the signature block above and that they signed this document in the capacity so  
indicated: Brian T. Massengill, Authorized Person.

WITNESS my hand and notarial seal this 18 day of October, 2021.

*Jimmy N. Massengill Sr.*  
Notary Public



Print Name: Jimmy N. Massengill Sr. My Commission Expires: 10-6-24  
[Affix Seal]

# Pearces Landing, LLC

506 Main Street, 3<sup>rd</sup> Floor  
Gaithersburg, MD 20878

September 29, 2021

Mr. Tim Beasley  
City of Raleigh  
Raleigh, NC 27602

*LOK*  
*APPROVED*  
*AS SUBMITTED*  
*11/2/21*

RE: Pearces Landing Phase 1A - Warranty, Lien Release, and  
Cost of Construction (W-3706, S-4616)

Dear Mr. Beasley:

This letter serves as requested for the City of Raleigh's acceptance of the public water and sewer facilities installed at Pearces Landing Subdivision Phase 1A.

Pearces Landing, LLC as the developer, warrants the work for one year from date of acceptance and guarantees against failure due to faulty workmanship or materials. Pearces Landing LLC hereby agrees to indemnify, defend and hold harmless the City of Raleigh from and against all cost, loss, and damage including attorney fees arising from the failure of the work to conform to City Standards.

Pearces Landing, LLC hereby certifies that the labor and materials for the water and sewer infrastructure have been paid in full and releases any lien rights against said improvements.

Pearces Landing, LLC hereby certifies the estimated cost of construction is as follows:  
Water System (W-3706)- \$280,877 Sewer System (S-4616) - \$1,187,399.00

**PEARCES LANDING, LLC**

By:

*Brian T. Massengill*  
\_\_\_\_\_  
Brian T. Massengill, Authorized Person

Date:

*9/29/21*

STATE OF NORTH CAROLINA  
COUNTY OF *Johnston*

*Brian T. Massengill Sr.*, a Notary Public of the County and State aforesaid, certify that the following person personally appeared before me and acknowledged to me that they are the person indicated in the signature block above and that they signed this document in the capacity so indicated: Brian T. Massengill, Authorized Person.

WITNESS my hand and notarial seal this 29<sup>th</sup> day of September 2021.

*Brian T. Massengill Sr.*  
\_\_\_\_\_  
Notary Public

Print Name: Jimmy N. Massengill Sr. My Commission Expires: 10-6-24  
[Affix Seal]



Craig Duerr  
919.380.8750  
919.601.6962

223 S. West Street  
Suite 1100  
Raleigh, NC 27603

June 8, 2021

City of Raleigh Public Utilities  
Attn: Tim Beasley  
One Exchange Plaza #620  
Raleigh, NC 27601

RE: Pearces Landing Phase 1A  
Cost of Utilities - Water  
Permit Number: W-3706

Dear Tim,

Below is a cost estimate for those items associated with Pearces Landing Phase 1A:

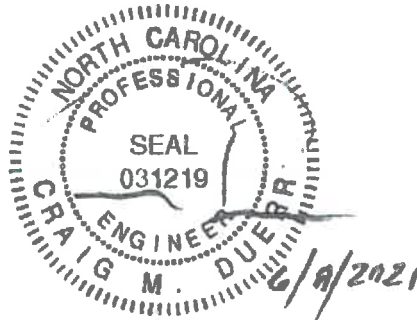
Description	QTY	UOM	Contract	
			Price	Amount
12" DIP	219	LF	\$ 52.00	\$ 11,388
8" DIP	1,823	LF	\$ 37.00	\$ 67,451
6" DIP	115	LF	\$ 31.00	\$ 3,565
3/4" COPPER	311	LF	\$ 18.00	\$ 5,598
FITTINGS	14	EA	\$ 600.00	\$ 8,400
8" TEMPORARY BOA	1	EA	\$ 3,000.00	\$ 3,000
12" VALVE	3	EA	\$ 3,000.00	\$ 9,000
8" VALVE	3	EA	\$ 1,750.00	\$ 5,250
6" VALVE	5	EA	\$ 1,325.00	\$ 6,625
HYDRANTS	5	EA	\$ 4,100.00	\$ 20,500
3/4" METER & RPZ	1	EA	\$ 8,000.00	\$ 8,000
SERVICES	100	EA	\$ 1,321.00	\$ 132,100

**Total Water Cost for Phase 1A: \$ 280,877**

Please let me know if you have any questions and/or require any additional information, please feel free to contact me at (919) 601-6962 or via email at [cduerr@stewartinc.com](mailto:cduerr@stewartinc.com).

Sincerely,

Craig Duerr, PE and LEED AP  
Senior Project Manager





Craig Duerr  
919.380.8750  
919.601.6962

223 S. West Street  
Suite 1100  
Raleigh, NC 27603

June 8, 2021

City of Raleigh Public Utilities  
Attn: Tim Beasley  
One Exchange Plaza #620  
Raleigh, NC 27601

*Handwritten:* APPROVED AS SUBMITTED 11/2/21

RE: Pearces Landing Phase 1A  
Cost of Utilities - Sanitary Sewer  
Permit Number: S-4616

Dear Tim,

Below is a cost estimate for those items associated with Pearces Landing Phase 1A:

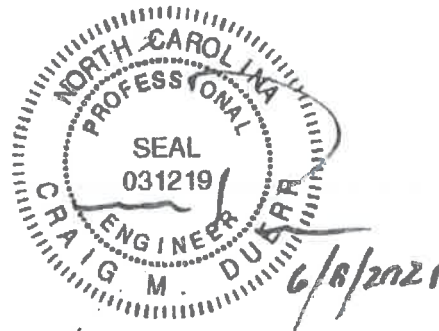
Description	Contract			
	QTY	UOM	Unit Price	Subtotal
8" DiP	255	LF	\$ 50.00	\$ 12,750
8" PVC SDR 21	1,299	LF	\$ 49.00	\$ 63,651
8" PVC SDR 35	640	LF	\$ 32.00	\$ 20,480
4" DiP	335	LF	\$ 50.00	\$ 16,750
4" PVC SCH 40	2,498	LF	\$ 32.00	\$ 79,936
MANHOLES	15	EA	\$ 3,250.00	\$ 48,750
CLEANOUTS	100	EA	\$ 350.00	\$ 35,000
PUMP STATION W/ ELECTRIC	1	LS	\$ 867,300.00	\$ 867,300
4" PVC SDR 21	1,546	LF	\$ 17.00	\$ 26,282
AIR RELEASE IN VAULT	1	EA	\$ 11,500.00	\$ 11,500
FITTINGS	5	EA	\$ 1,000.00	\$ 5,000

**Total Sanitary Sewer Cost for Phase 1A: \$ 1,187,399**

Please let me know if you have any questions and/or require any additional information, please feel free to contact me at (919) 601-6962 or via email at [cdurr@stewartinc.com](mailto:cdurr@stewartinc.com).

Sincerely,

Craig Duerr, PE and LEED AP  
Senior Project Manager



CHARLOTTE DURHAM RALEIGH WILMINGTON COLUMBIA



320 Executive Court, Hillsborough, NC 27278  
Phone // 919.732.3883 Web // www.summitde.net

June 21, 2021

Mr. Alex Pollard  
Fred Smith Company  
701 Corporate Center Drive Suite 101  
Raleigh, NC 27607

PHASE 1A

Let Approved  
AS Submitted  
10/21/21

**Subject: Pearces Landing Subdivision  
Asphalt Core Density Testing  
Zebulon, North Carolina  
Summit Project Number: 21-0086.050**

Dear Mr. Pollard:

The purpose of this letter is to provide you with the required CMT documentation regarding our asphalt core density testing. Asphalt cores were obtained, transported and tested following Town of Zebulon standards for verification of pavement density and thickness.

The RI 19.0C (JMF 18-0504-122) was placed on June 18, 2021 with the following density and thickness results:

Requirement 92.90 / 3.0"

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
8 ✓	92.7	3.0	9 ✓	94.5	3.0

Job Mix Formulas were provided by Fred Smith Company and the moving average was used for density comparison. The summary of asphalt core results and a copy of the Daily Field Report are attached.

**CLOSURE**

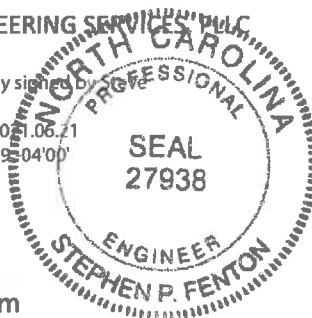
Summit appreciates the opportunity to serve you on this project. Should you have any questions concerning this report, or if we may be of further assistance, please contact us at your convenience.

Sincerely,

SUMMIT DESIGN AND ENGINEERING SERVICES, LLC

Digitally signed by Stephen P. Fenton  
Date: 2021.06.21 10:54:49 -04'00'

Stephen Fenton, PE, MSI  
Senior Project Manager




Attachments: QA/QC-5 Form  
Daily Field Report

# NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

## WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: 21-0086.050 TYPE MIX: RZ 19.0C MIN. % COMPACTION REQ.: 92%  
PEARCES LANDING # 1811841  
 CONTRACTOR: FREO SMITH COMPANY PLANT LOCATION: KINGDALE

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION (Y/N)	* QA / QC TECHNICIAN SIGNATURE
6-18-21	18-0504-122	8	3"	2526.5	2530.3	1415.6		2.267	2.445		92.7		 M. J. 6686
<u>1</u>	<u>1</u>	9	3"	2944.3	2947.9	1673.9		2.311	1		94.5		
		1		2526.7	2	2945.2							
				2526.5		2944.3							

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

\* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HiCAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.



320 Executive Court, Hillsborough, NC 27278  
 Phone // 919.732.3883 Web // www.summitde.net

### DAILY FIELD REPORT

<b>PROJECT NO: 21-0086.050</b>	<b>CLIENT: Fred Smith Company</b>
<b>PROJECT: Pearces Landing 1811841</b>	<b>WEATHER/TEMP: Clear /90s</b>

DATE	START TIME	END TIME	TOTAL HOURS
06/18/21	07:00	14:30	7.5

### FIELD TEST PERFORMED

Asphalt Coring

#### REMARKS:

Technician arrived on site to observe placement of surface mix RI 19.0C (JMF-18-0504-122) at the following locations: See Sketch Below. Asphalt placement was observed in regards to specified pavement section, mix design and temperature. Tests were performed on this date using the nuclear density gauge method. The asphalt temperature ranged from 290 degrees F to 300 degrees F throughout the placement period. Compaction results indicated that the material in the areas and elevations tested appeared to achieve the minimum compaction requirement of 92% for the area tested.

Test locations are based on information provided by others.

2 cores were also obtained, following the Town of Zebulon guidelines, and will be delivered to Summit's laboratory for thickness and specific gravity testing.

TECHNICIAN'S NAME: Andrew Elliott

TECHNICIAN'S SIGNATURE: Andrew Elliott

INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.

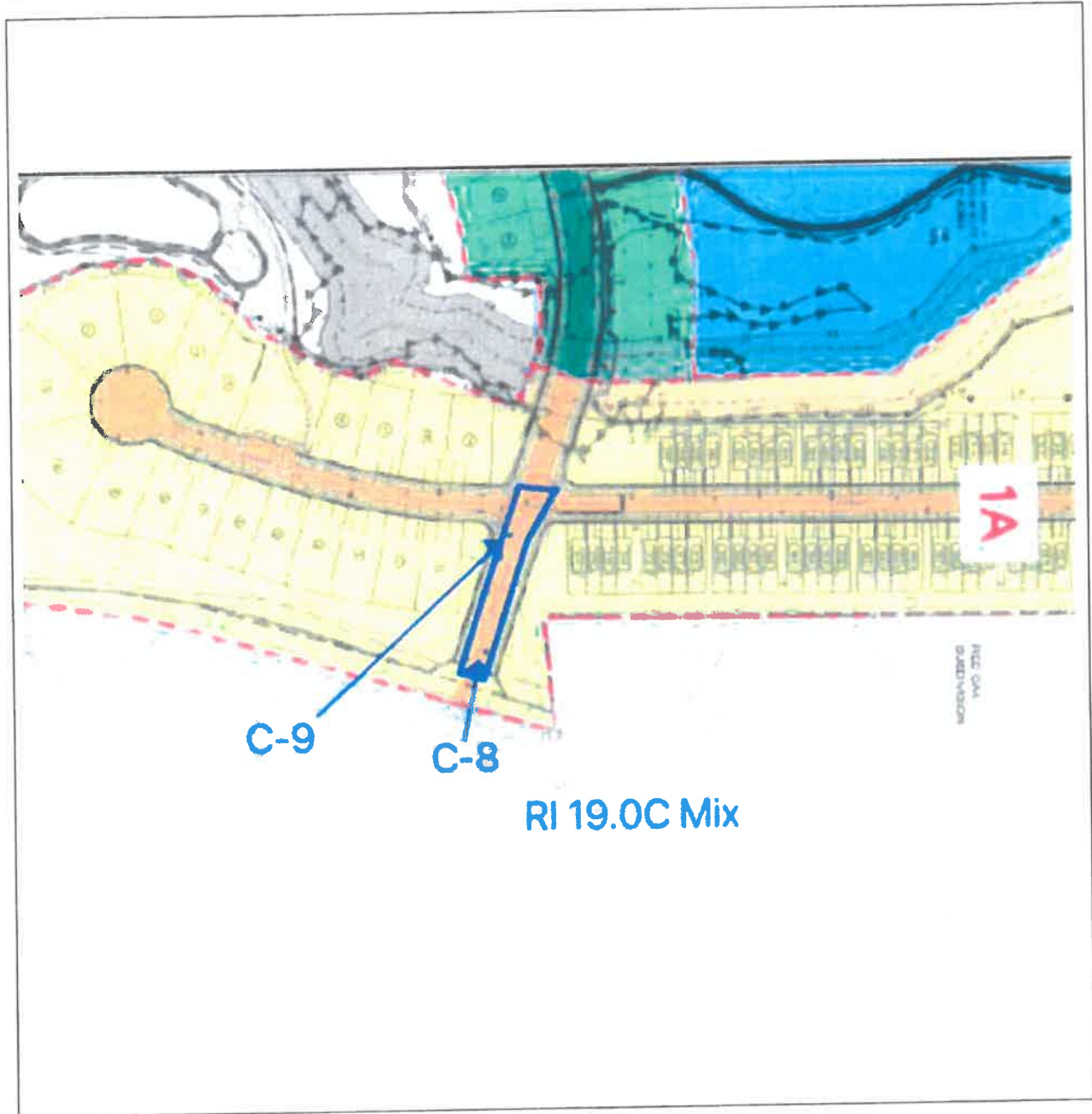




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Phone // 919.732.3883 Web // www.summitde.net

**DAILY FIELD REPORT**

<b>PROJECT NO:</b> 21-0086.050	<b>CLIENT:</b> Fred Smith Company
<b>PROJECT:</b> Pearces Landing 1811841	<b>WEATHER/TEMP:</b> Clear /90s



**TECHNICIAN'S NAME:** Andrew Elliott

**TECHNICIAN'S SIGNATURE:** Andrew Elliott

**INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.**





320 Executive Court, Millsborough, NC 27278  
 Phone // 919.732.3883 Web // www.summitde.net

PROJECT: Pearces Landing #1811841  
 PROJECT NO.: 21-0086.050  
 PROJECT ADDRESS: \_\_\_\_\_  
 CLIENT: Fred Smith Company

CONTRACTOR: Fred Smith Company  
 EQUIPMENT: \_\_\_\_\_

DATE: 2021-06-18  
 TECHNICIAN: Andrew Elliott

NUCLEAR GAUGE EQUIPMENT  
 MAKE / MODEL: Troxler | 3440  
 SERIAL #: 28652  
 STANDARD COUNT: 1742/646

REVIEWED BY: \_\_\_\_\_ M. Lill

**REPORT OF FIELD DENSITY OF ASPHALT IN-PLACE BY NUCLEAR BACKSCATTER METHOD (ASTM D2950)**

TEST INFORMATION				MIX TYPE	IN-PLACE DENSITY (lbs/ft <sup>3</sup> )	JOB MIX FORMULA DATA			TEST RESULTS		
TEST NO.	TEST DATE	LIFT THICKNESS (IN.)	TEST LOCATION			JMF	RICE (G <sub>mm</sub> )	TARGET DENSITY (lbs/ft <sup>3</sup> )	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
1	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.9	18-0504-122	2.445	152.6	92	93.7	PASS
2	2021-06-18	2.5	Pearces Landing	RI 19.0C	141.2	18-0504-122	2.445	152.6	92	92.5	PASS
3	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.5	18-0504-122	2.445	152.6	92	93.4	PASS
4	2021-06-18	2.5	Pearces Landing	RI 19.0C	141.2	18-0504-122	2.445	152.6	92	92.5	PASS
5	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.2	18-0504-122	2.445	152.6	92	93.2	PASS
6	2021-06-18	2.5	Pearces Landing	RI 19.0C	141.8	18-0504-122	2.445	152.6	92	92.9	PASS
7	2021-06-18	2.5	Pearces Landing	RI 19.0C	141.6	18-0504-122	2.445	152.6	92	92.8	PASS
8	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.4	18-0504-122	2.445	152.6	92	93.3	PASS
9	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.7	18-0504-122	2.445	152.6	92	93.5	PASS
10	2021-06-18	2.5	Pearces Landing	RJ 19.0C	141.1	18-0504-122	2.445	152.6	92	92.5	PASS
11	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.7	18-0504-122	2.445	152.6	92	93.5	PASS
12	2021-06-18	2.5	Pearces Landing	RI 19.0C	143.1	18-0504-122	2.445	152.6	92	93.8	PASS
13	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.6	18-0504-122	2.445	152.6	92	93.5	PASS
14	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.3	18-0504-122	2.445	152.6	92	93.3	PASS
15	2021-06-18	2.5	Pearces Landing	RI 19.0C	142.2	18-0504-122	2.445	152.6	92	93.2	PASS



320 Executive Court, Hillsborough, NC 27278  
Phone // 919.732.3883 Web // www.summitde.net

June 18, 2021

Mr. Alex Pollard  
Fred Smith Company  
701 Corporate Center Drive Suite 101  
Raleigh, NC 27607

PHASE I A

LOCAL  
STREETS

✓ CDL  
Approved  
AS  
Submitted  
6/21/21

**Subject:** Pearces Landing Subdivision  
Asphalt Core Density Testing  
Zebulon, North Carolina  
Summit Project Number: 21-0086.050

Dear Mr. Pollard:

Requirement 92% / 2.0"

The purpose of this letter is to provide you with the required CMT documentation regarding our asphalt core density testing. Asphalt cores were obtained, transported and tested following Town of Zebulon standards for verification of pavement density and thickness.

The RS9.5C (JMF 18-0505-122) was placed on June 17, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
1	91.4	2.75	5	92.2	2.0
2	91.9	2.25	6	91.5	2.0
3 ✗	90.8	1.75	7 ✗	90.9	1.75
4 ✗	90.5	2.0	--	--	--

Job Mix Formulas were provided by Fred Smith Company and the moving average was used for density comparison. The summary of asphalt core results and a copy of the Daily Field Report are attached.

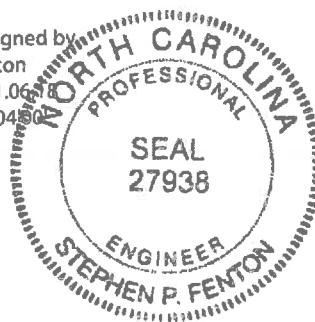
**CLOSURE**

Summit appreciates the opportunity to serve you on this project. Should you have any questions concerning this report, or if we may be of further assistance, please contact us at your convenience.

Sincerely,  
SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC

Digitally signed by  
Steve Fenton  
Date: 2021.06.18  
13:11:38 -0400

Stephen Fenton, PE, MSI  
Senior Project Manager



Attachments: QA/QC-5 Form  
Daily Field Report

✓ CDL  
PHASE I A  
Approved AS  
Submitted.  
Const. Inspector  
has Confirmed  
Any additional Depth  
CAN be achieved  
For Final overLAY.

# NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

## WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: 21-0086.050 TYPE MIX: RS9.5C MIN. % COMPACTION REQ.: 92%  
 PEARCES LANDING # 1811841  
 CONTRACTOR: FRED SMITH COMPANY PLANT LOCATION: KNIGHTDALE

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION* (Y / N)	QA / QC TECHNICIAN SIGNATURE
6-17-01	18-0505-122	1	2.75	2088.4	2092.8	1146.0		2.206	2.412		91.4		M Z 6686
		2	2.25	2271.7	2276.3	1251.5		2.217			91.9		
		3	1.75	1737.6	1741.0	947.7		2.190			90.8		
		4	2.0	1954.5	1960.0	1064.6		2.183			90.5		
		5	2.0	1768.5	1795.5	976.1		2.223			92.2		
		6	2.0	1763.3	1799.3	967.0		2.206			91.5		
		7	1.75	1483.5	1487.1	810.6		2.193			90.9		
		1	2090.1	2	2271.9	3	1739.4	4	1955.4	5	1769.1		
			2088.8		2271.7		1738.4		1954.5		1768.5		
			2088.4				1737.6						
		6	1766.2	7	1484.8								
			1765.1		1483.8								
			1764		1483.5								
			1763.3										

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

\* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.



320 Executive Court, Hillsborough, NC 27278  
 Phone // 919.732.3883 Web // www.summitde.net

### DAILY FIELD REPORT

PROJECT NO: 21-0086.050	CLIENT: Fred Smith Company
PROJECT: Pearces Landing 1811841	WEATHER/TEMP: Clear /90s

DATE	START TIME	END TIME	TOTAL HOURS
06/17/21	07:00	20:00	13

### FIELD TEST PERFORMED

Asphalt Coring

#### REMARKS:

Technician arrived on site to observe placement of surface mix RS 9.5C (JMF-18-0505-122) at the following locations: See Sketch Below. Asphalt placement was observed in regards to specified pavement section, mix design and temperature. Tests were performed on this date using the nuclear density gauge method. The asphalt temperature ranged from 290 degrees F to 300 degrees F throughout the placement period. Compaction results indicated that the material in the areas and elevations tested appeared to **NOT** achieve the minimum compaction requirement of 92% for the area tested with exception of test numbers 2 and 7 which achieved the minimum compaction requirement of 92%.

Test locations are based on information provided by others.

7 cores were also obtained, following the Town of Zebulon guidelines, and will be delivered to Summit's laboratory for thickness and specific gravity testing.

TECHNICIAN'S NAME: Andrew Elliott

TECHNICIAN'S SIGNATURE: Andrew Elliott

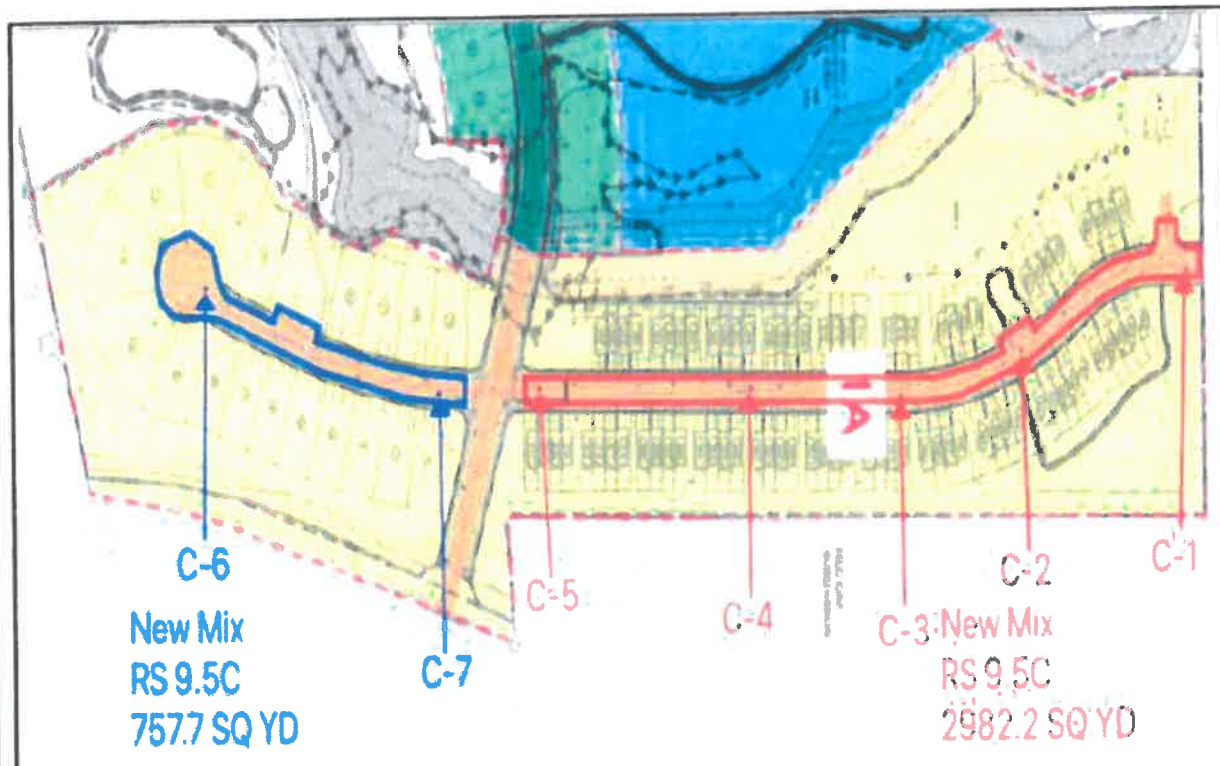
INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.



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**DAILY FIELD REPORT**

<b>PROJECT NO:</b> 21-0086.050	<b>CLIENT:</b> Fred Smith Company
<b>PROJECT:</b> Pearces Landing 1811841	<b>WEATHER/TEMP:</b> Clear /90s



**TECHNICIAN'S NAME:** Andrew Elliott

**TECHNICIAN'S SIGNATURE:** Andrew Elliott

**INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.**





320 Executive Court, Hillsborough, NC 27278  
 Phone // 919.732.3883 Web // www.summitde.net

PROJECT: Pearces Landing #1811841  
 PROJECT NO.: 21-0086.050  
 PROJECT ADDRESS: \_\_\_\_\_  
 CLIENT: Fred Smith Company

CONTRACTOR: Fred Smith Company  
 EQUIPMENT: \_\_\_\_\_

DATE: 2021-06-17  
 TECHNICIAN: Andrew Elliott

NUCLEAR GAUGE EQUIPMENT  
 MAKE / MODEL: Troxler | 3440  
 SERIAL #: 28652  
 STANDARD COUNT: 1757/646

REVIEWED BY: \_\_\_\_\_ M. Lih

**REPORT OF FIELD DENSITY OF ASPHALT IN-PLACE BY NUCLEAR BACKSCATTER METHOD (ASTM D2950)**

TEST NO.	TEST DATE	TEST INFORMATION		MIX TYPE	IN-PLACE DENSITY (lbs/ft <sup>3</sup> )	JOB MIX FORMULA DATA			TEST RESULTS		PASS/FAIL
		LIFT THICKNESS (IN.)	TEST LOCATION			JMF	RICE (G <sub>mm</sub> )	TARGET DENSITY (lbs/ft <sup>3</sup> )	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	
1	2021-06-17	2	Pearces Landing	RS 9.5C	137.4	18-0505-122	2.412	150.5	92	91.3	FAIL
2	2021-06-17	2	Pearces Landing	RS 9.5C	138.8	18-0505-122	2.412	150.5	92	92.2	PASS
3	2021-06-17	2	Pearces Landing	RS 9.5C	137.6	18-0505-122	2.412	150.5	92	91.4	FAIL
4	2021-06-17	2	Pearces Landing	RS 9.5C	137.9	18-0505-122	2.412	150.5	92	91.6	FAIL
5	2021-06-17	2	Pearces Landing	RS 9.5C	136.8	18-0505-122	2.412	150.5	92	90.9	FAIL
6	2021-06-17	2	Pearces Landing	RS 9.5C	138.2	18-0505-122	2.412	150.5	92	91.8	FAIL
7	2021-06-17	2	Pearces Landing	RS 9.5C	138.7	18-0505-122	2.412	150.5	92	92.2	PASS
8	2021-06-17	2	Pearces Landing	RS 9.5C	136.8	18-0505-122	2.412	150.5	92	90.9	FAIL
9	2021-06-17	2	Pearces Landing	RS 9.5C	136.3	18-0505-122	2.412	150.5	92	90.6	FAIL
10	2021-06-17	2	Pearces Landing	RS 9.5C	137.4	18-0505-122	2.412	150.5	92	91.3	FAIL
11	2021-06-17	2	Pearces Landing	RS 9.5C	136.1	18-0505-122	2.412	150.5	92	90.4	FAIL
12	2021-06-17	2	Pearces Landing	RS 9.5C	137.6	18-0505-122	2.412	150.5	92	91.4	FAIL
13	2021-06-17	2	Pearces Landing	RS 9.5C	137.2	18-0505-122	2.412	150.5	92	91.2	FAIL
14	2021-06-17	2	Pearces Landing	RS 9.5C	136.9	18-0505-122	2.412	150.5	92	91.0	FAIL
15	2021-06-17	2	Pearces Landing	RS 9.5C	138.1	18-0505-122	2.412	150.5	92	91.8	FAIL
16	2021-06-17	2	Pearces Landing	RS 9.5C	136.4	18-0505-122	2.412	150.5	92	90.6	FAIL
17	2021-06-17	2	Pearces Landing	RS 9.5C	136.8	18-0505-122	2.412	150.5	92	90.9	FAIL



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TEST INFORMATION				IN-PLACE	JOB MIX FORMULA DATA			TEST RESULTS			
TEST NO.	TEST DATE	LIFT THICKNESS (IN.)	TEST LOCATION	MIX TYPE	DENSITY (lbs/ft <sup>3</sup> )	JMF	RICE (G <sub>mm</sub> )	TARGET DENSITY (lbs/ft <sup>3</sup> )	REQUIRED COMPACTION (%)	RELATIVE COMPACTION (%)	PASS/FAIL
18	2021-06-17	2	Pearces Landing	RS 9.5C	137.4	18-0505-122	2.412	150.5	92	91.3	FAIL
19	2021-06-17	2	Pearces Landing	RS 9.5C	136.8	18-0505-122	2.412	150.5	92	90.9	FAIL
20	2021-06-17	2	Pearces Landing	RS 9.5C	137.4	18-0505-122	2.412	150.5	92	91.3	FAIL
21	2021-06-17	2	Pearces Landing	RS 9.5C	137.7	18-0505-122	2.412	150.5	92	91.5	FAIL
22	2021-06-17	2	Pearces Landing	RS 9.5C	136.9	18-0505-122	2.412	150.5	92	91.0	FAIL
23	2021-06-17	2	Pearces Landing	RS 9.5C	137.5	18-0505-122	2.412	150.5	92	91.4	FAIL
24	2021-06-17	2	Pearces Landing	RS 9.5C	137.8	18-0505-122	2.412	150.5	92	91.6	FAIL
25	2021-06-17	2	Pearces Landing	RS 9.5C	136.2	18-0505-122	2.412	150.5	92	90.5	FAIL
26	2021-06-17	2	Pearces Landing	RS 9.5C	138.1	18-0505-122	2.412	150.5	92	91.8	FAIL
27	2021-06-17	2	Pearces Landing	RS 9.5C	137.6	18-0505-122	2.412	150.5	92	91.4	FAIL
28	2021-06-17	2	Pearces Landing	RS 9.5C	136.7	18-0505-122	2.412	150.5	92	90.8	FAIL
29	2021-06-17	2	Pearces Landing	RS 9.5C	137.8	18-0505-122	2.412	150.5	92	91.6	FAIL
30	2021-06-17	2	Pearces Landing	RS 9.5C	138.1	18-0505-122	2.412	150.5	92	91.8	FAIL
31	2021-06-17	2	Pearces Landing	RS 9.5C	136.5	18-0505-122	2.412	150.5	92	90.7	FAIL



320 Executive Court, Hillsborough, NC 27278  
 Phone // 919.732.3883 Web // www.summitde.net

October 18, 2021

Mr. Alex Pollard  
 Fred Smith Company  
 701 Corporate Center Drive Suite 101  
 Raleigh, NC 27607

**Subject:** Pearces Landing Subdivision  
 Asphalt Core Density Testing  
 Zebulon, North Carolina  
 Summit Project Number: 21-0086.050

Phase I Aves - A  
 Core # 3 91.63 / 1.83  
 Core # 4 92.36 / 2.0  
 Core # 7 91.36 / 1.916

Local Specs Requirement 92% / 2.0"

Dear Mr. Pollard:

The purpose of this letter is to provide you with the required CMT documentation regarding our asphalt core density testing. Asphalt cores were obtained, transported and tested following Town of Zebulon standards for verification of pavement density and thickness.

The RS9.5C (JMF 18-0505-122) was placed on June 17, 2021 and check cores were obtained on October 15, 2021 with the following density and thickness results:

Phase IA

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
3A	91.6	1.75	3B	92.5	2.0
4A	93.5	2.0	4B	93.1	2.0
7A	91.2	2.0	7B	92.0	2.0

The R19.0C (JMF 18-0504-122) was placed on July 30, 2021 and check cores were obtained on October 15, 2021 with the following density and thickness results:

Core Number	% Compaction	Thickness (In)	Core Number	% Compaction	Thickness (In)
2A	89.6	2.5	2B	91.4	3.0
11A	--	2.5	11B	--	1.75

Please note that only core thickness was requested for check cores 11A and 11B

Job Mix Formulas were provided by Fred Smith Company and the moving average was used for density comparison. The summary of asphalt core results and a copy of the Daily Field Report are attached.

EDL  
 Approved  
 AS submitted  
 10/21/21



Fred Smith Company  
Pearces Landing Subdivision  
Asphalt Core Density Testing


Project Number: 21-0086.050  
October 18, 2021

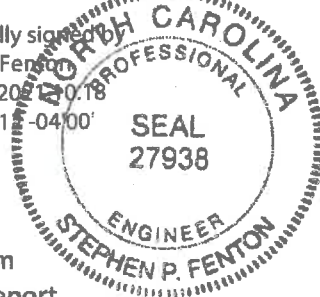
**CLOSURE**

Summit appreciates the opportunity to serve you on this project. Should you have any questions concerning this report, or if we may be of further assistance, please contact us at your convenience.

Sincerely,

SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC

  
Digitally signed by  
Steve Fenton  
Date: 2021.10.18  
06:27:13 -0400



SEAL  
27938  
ENGINEER  
STEPHEN P. FENTON  
NORTH CAROLINA  
PROFESSIONAL

Stephen Fenton, PE, MSI  
Senior Project Manager

Attachments: QA/QC-5 Form  
Daily Field Report

## NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

### WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: 21-0086.050                      TYPE MIX: RS9.5C                      MIN. % COMPACTION REQ.: 92%

CONTRACTOR: Fred Smith                      PLANT LOCATION: Knightdale

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION? (Y / N)	* QA /QC TECHNICIAN SIGNATURE
6/17/21	18-0505-122	3A	1.75	1374.2	1377.5	755.3		2.209	2.412		91.6		<i>[Signature]</i>
↓	↓	3B	2.0	1609.2	1611.9	890.6		2.231	↓		92.5		↓
↓	↓	4A	2.0	1568.9	1570.8	875.4		2.256	↓		93.5		↓
↓	↓	4B	2.0	1871.3	1871.3	1039.5		2.246	↓		93.1		↓
↓	↓	7A	2.0	1672.7	1676.5	915.7		2.199	↓		91.2		↓
↓	↓	7B	2.0	1553.2	1555.9	856.1		2.219	↓		92.0		↓

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.


\* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HiCAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.

# NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

## WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: 21-0086.050      TYPE MIX: R19.0C      MIN. % COMPACTION REQ.: 92%

CONTRACTOR: Fred Smith      PLANT LOCATION: Knightdale

DATE PLACED	JMF No.	SAMPLE No.	SAMPLE THICKNESS	DRY WT.	SSD WT.	IN WATER WT.	QA SP. GR.	QC SP. GR.	TARGET SP. GR.	QA %	QC %	LIMITS OF PRECISION! (Y/N)	* QA /QC TECHNICIAN SIGNATURE
7/30/21	18-0504-122	2A	2.5	1910.0	2463.1	1053.2		2.221	2.468		89.6		
↓	↓	2B	3.0	2460.0	2463.1	1376.9		2.265	↓		91.4		↓

**NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.**

**\* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND /OR HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED.**

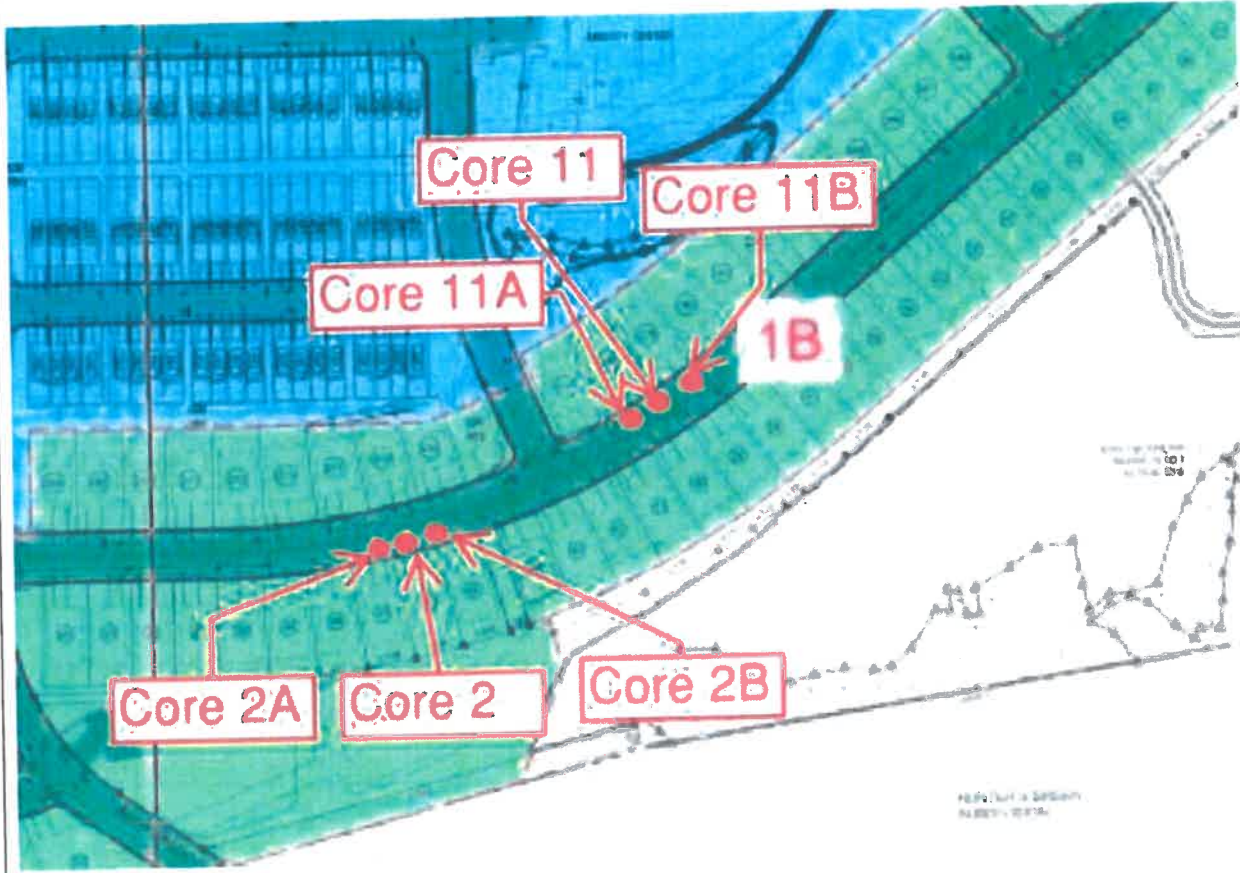




320 Executive Court, Hillsborough, NC 27278  
Phone // 919.732.3883 Web // www.summitde.net

**DAILY FIELD REPORT**

<b>PROJECT NO:</b> 21-0086.050	<b>CLIENT:</b> Fred Smith Company
<b>PROJECT:</b> Pearces Landing 1811841	<b>WEATHER/TEMP:</b> Clear /70s



**TECHNICIAN'S NAME:**                         Matt Lill                        

**TECHNICIAN'S SIGNATURE:**                         [Signature]                        

**INFORMATION STATED ON THIS REPORT IS SUBJECT TO ENGINEERING REVIEW AND COMMENT.**





October 19, 2021

Mr. Brian Massengill  
Natelli Communities  
[brian@natelli.com](mailto:brian@natelli.com)

*APPROVED  
AS SUBMITTED  
10/22/21*

**Summary of Observations and Testing  
Pearces Landing Subdivision  
Zebulon, North Carolina  
Our Project Number 121-20-97321**

Gentlemen:

As requested, representatives of NV5 Engineers and Consultants, Inc. periodically visited the site between January 18, 2021 and June 17, 2021 to perform construction material testing services during the construction of Road J, Road K, Golden Plum Lane from approximately Station 126+00 to Station 131+00, and the road widening for Pearces Road in Phase 1A. The following letter summarizes our observations and testing on the streets during this time period. Surveying was not part of our scope of services. Locations and depths noted were provided to us by others and should be considered approximate.

Our representative was periodically present to evaluate the exposed subgrade soils prior to placement of aggregate base course (ABC) at the above-mentioned locations. Our subgrade evaluation consisted of a combination of visual observations, proofroll observations, hand rod probing, and random soil density testing. Proofrolling was performed utilizing a loaded dump truck to identify areas of unstable subgrade soil. Isolated areas of movement were observed throughout the subgrade for the three roads. Soft, wet soils were removed in the areas of concern and replaced with an additional thickness of compacted ABC. The results of our random density testing, which are attached, indicated that the subgrade materials were compacted to at least 100% of their standard Proctor maximum dry density.

Our representative was periodically present to evaluate the exposed aggregate base course (ABC) prior to placement of asphalt concrete at the above-mentioned locations. Our ABC evaluation consisted of a combination of visual observations, proofroll observations, and random density testing. Proofrolling was performed utilizing a loaded dump truck to identify areas of unstable ABC stone. No excessive deflection or rutting of the exposed ABC stone was observed under the proofroll loading. The results of our random density testing, which are attached indicated that the ABC stone was compacted to at least 98% of the NCDOT modified Proctor maximum dry density in the locations tested. Our representative also determined that the thickness of ABC stone was at least 8 inches in the locations measured.

NV5 Engineers and Consultants, Inc.  
NC Engineering Corporation E-1333  
4905 Professional Court, Raleigh, North Carolina 27609  
(919) 876-9799



Page 2

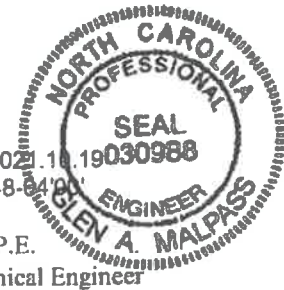
We appreciate the opportunity to provide these evaluations for Pearces Landing Subdivision in Zebulon, North Carolina. If you have any questions concerning this information, please contact us.

Sincerely,

NV5 Engineers and Consultants, Inc. (F-1333)

Addison N. Roe, E.I.  
Project Manager

Date: 2021.11.19  
16:49:48 -04'00'



Glen A. Malpass, Ph.D., P.E.  
Senior Principal Geotechnical Engineer

Enclosures

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Golden Plume Lane, Road J</u>	Date: <u>1/18/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
17	116.8	26.9	92.0	93.1	25.8	97321-1	D-2937	99	95
18	117.2	26.6	92.5	93.1	25.8	97321-1	D-2937	99	95
19	117.0	26.8	92.2	93.1	25.8	97321-1	D-2937	99	95
20	116.6	26.9	91.9	93.1	25.8	97321-1	D-2937	99	95
21	117.2	26.4	92.7	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
17	Golden Plume Ln., station 122+50	-2
18	Golden Plume Ln., station 123+75	-1
19	Road J, station 93+25	-1
20	Road J, station 94+00	-1
21	Road J, station 94+80	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe



Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Lots 21-23, Road J</u>	Date: <u>1/21/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
33	115.7	26.9	91.2	93.1	25.8	97321-1	D-2937	98	95
34	115.4	26.7	91.1	93.1	25.8	97321-1	D-2937	98	95
35	116.2	26.5	91.9	93.1	25.8	97321-1	D-2937	99	95
36	117.3	26.3	92.6	93.1	25.8	97321-1	D-2937	100	100
37	116.9	26.1	92.7	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
33	Lot 22	-4
34	Lot 23	-3
35	Lot 21	-2
36	Road J, station 97+50	-1
37	Road J, station 98+75	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.N. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Road J</u>	Date: <u>1/22/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
38	116.7	26.7	92.1	93.1	25.8	97321-1	D-2937	99	95
39	117.3	26.4	92.8	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
38	Road J, station 102+25	1
39	Road J, station 102+75	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Road J Utilities</u>	Date: <u>1/27/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
40	116.0	27.1	91.3	93.1	25.8	97321-1	D-2937	98	95
41	116.5	26.9	91.8	93.1	25.8	97321-1	D-2937	99	95
42	117.3	26.7	92.6	93.1	25.8	97321-1	D-2937	100	100
43	117.0	26.3	92.6	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
40	Road J water line, station 104+25 (Road K)	-1
41	Road J water line, station 105+00 (Road K)	-1
42	Road J water line, station 104+50 (Road K)	0
43	Road J water line, station 105+25 (Road K)	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A. R. Poe



Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Road J</u>	Date: <u>2/2/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
44	115.6	26.7	91.2	93.1	25.8	97321-1	D-2937	98	95
45	116.8	26.9	92.0	93.1	25.8	97321-1	D-2937	99	95
46	117.5	26.6	92.8	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
44	Road J, station 96+50	-2
45	Road J, station 97+00	1
46	Road J, station 96+75	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Road J</u>	Date: <u>2/8/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
47	115.8	26.2	91.8	93.1	25.8	97321-1	D-2937	99	95
48	116.3	26.5	91.9	93.1	25.8	97321-1	D-2937	99	95
49	117.2	26.7	92.5	93.1	25.8	97321-1	D-2937	99	100
50	117.4	26.3	93.0	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
47	Road J, station 98+00	1
48	Road J, station 99+25	1
49	Road J, station 98+20	0
50	Road J, station 99+00	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Soil Subgrade</u>	Date: <u>5/18/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
195	116.3	25.3	92.8	93.1	25.8	97321-1	D-2937	100	100
196	116.7	25.4	93.1	93.1	25.8	97321-1	D-2937	100	100
197	116.5	25.7	92.7	93.1	25.8	97321-1	D-2937	100	100
198	116.8	25.5	93.1	93.1	25.8	97321-1	D-2937	100	100
199	116.5	25.6	92.7	93.1	25.8	97321-1	D-2937	100	100
200	116.8	25.4	93.1	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
195	130+00 Golden Plum	0
196	128+50 Golden Plum	0
197	103+50 Street J (Street K)	0
198	105+00 Street J (Street K)	0
199	106+50 Street J (Street K)	0
200	108+00 Street J (Street K)	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

NC Corporation No. (F-1333)  
 4905 Professional Court  
 Raleigh, North Carolina 27609  
 Phone (919) 876-9799 Fax (919) 876-8291  
[www.nv5.com](http://www.nv5.com)

Reviewed by: A.R. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Road J Subgrade Soil</u>	Date: <u>5/20/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
207	116.7	25.8	92.7	93.1	25.8	97321-1	D-2937	100	100
208	117.0	25.6	93.1	93.1	25.8	97321-1	D-2937	100	100
209	116.9	25.9	92.8	93.1	25.8	97321-1	D-2937	100	100
210	116.5	25.7	92.7	93.1	25.8	97321-1	D-2937	100	100
211	117.0	25.8	93.0	93.1	25.8	97321-1	D-2937	100	100
212	116.6	25.7	92.8	93.1	25.8	97321-1	D-2937	100	100
213	117.0	25.6	93.1	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
207	91+50	0
208	93+00	0
209	94+50	0
210	96+00	0
211	97+50	0
212	99+00	0
213	100+50	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe



Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Aaron Williams</u>	Report Number: <u>1</u> of <u>1</u>		
Location: <u>Golden Plum Subgrade Soil</u>	Date: <u>6/8/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
235	116.7	25.9	92.7	93.1	25.8	97321-1	D-2937	100	100
236	117.0	26.1	92.8	93.1	25.8	97321-1	D-2937	100	100
237	116.8	26.0	92.7	93.1	25.8	97321-1	D-2937	100	100
238	117.2	26.0	93.0	93.1	25.8	97321-1	D-2937	100	100

Test No.	LOCATION OF TESTS	Elevation
235	127+00	0
236	124+00	0
237	121+00	0
238	118+00	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: \_\_\_\_\_

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
97321-1	D-698	93.1	25.8

Reviewed by: A.R. Poe



Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Kevin Dunleavy</u>	Report Number: <u>1</u> of <u>2</u>		
Location: <u>Road J and Golden Plum</u>	Date: <u>6/17/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
239	142.0	3.8	136.8	138.3	5.7	0098	D-6938	99	98
240	140.8	3.0	136.7	138.3	5.7	0098	D-6938	99	98
241	139.3	2.8	135.5	138.3	5.7	0098	D-6938	98	98
242	141.4	3.2	137.0	138.3	5.7	0098	D-6938	99	98
243	141.2	4.6	135.0	138.3	5.7	0098	D-6938	98	98
244	140.0	3.8	134.9	138.3	5.7	0098	D-6938	98	98
245	143.1	4.5	136.9	138.3	5.7	0098	D-6938	99	98
246	142.6	4.2	136.9	138.3	5.7	0098	D-6938	99	98
247	142.7	2.9	138.7	138.3	5.7	0098	D-6938	100	98
248	142.5	3.3	137.9	138.3	5.7	0098	D-6938	100	98

Test No.	LOCATION OF TESTS	Elevation
239	Street J sta. 108+00 (stone thickness 8") (Street K)	0
240	Street J sta. 106+50 (stone thickness 8") (Street K)	0
241	Street J sta. 105+00 (stone thickness 8.5") (Street K)	0
242	Street J sta. 103+50 (stone thickness 8") (Street K)	0
243	Street J sta. 102+00 (stone thickness 8")	0
244	Street J sta. 100+50 (stone thickness 8")	0
245	Street J sta. 99+00 (stone thickness 8")	0
246	Street J sta. 96+00 (stone thickness 8")	0
247	Street J sta. 94+50 (stone thickness 8")	0
248	Street J sta. 93+00 (stone thickness 8")	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: 3024

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
0098	Wakestone Knightdale	138.3	5.7

Reviewed by: A.N. Poe

Field Density Test Report			
Project Name: <u>Pearces Landing</u>	Project Number: <u>97321</u>		
Technician: <u>Kevin Dunleavy</u>	Report Number: <u>2</u> of <u>2</u>		
Location: <u>Road J and Golden Plum</u>	Date: <u>6/17/21</u>		

Test No.	Wet Density (pcf)	Moisture Content (%)	Dry Density (pcf)	Maximum Dry Density (pcf)	Optimum Moisture (%)	Proctor Control No.	ASTM Test Method	Compaction (%)	Required Compaction
249	142.1	3.6	137.2	138.3	5.7	0098	D-6938	99	98
250	414.4	3.3	136.9	138.3	5.7	0098	D-6938	99	98
251	141.0	3.5	136.2	138.3	5.7	0098	D-6938	99	98
252	142.4	3.4	137.7	138.3	5.7	0098	D-6938	100	98
253	142.6	3.0	138.4	138.3	5.7	0098	D-6938	100	98
254	142.0	3.7	136.9	138.3	5.7	0098	D-6938	99	98

Test No.	LOCATION OF TESTS	Elevation
249	Street J sta. 91+50 (stone thickness 8.5")	0
250	Golden Plum sta. 129+00 (stone thickness 8")	0
251	Golden Plum sta. 127+50 (stone thickness 8.25")	0
252	r/w sta. 14+00	0
253	r/w sta. 17+00	0
254	r/w sta. 20+00	0

Locations of tests should be considered approximate, and only accurate to the degree capable from measuring distances relative to reference points provided by others. Compaction of areas not specifically tested should not be inferred from these results.

Locations referenced from: Plans

Depth referenced from: Contractor

Full Time Monitoring:  Yes  No

Nuclear Gauge S/N: 3024

Proctor Control No.	Proctor Specification	Maximum Dry Density (pcf)	Optimum Moisture (%)
0098	Wakestone Knightdale	138.3	5.7

Reviewed by: A.N. Roe

# Pearces Landing, LLC

506 Main Street, 3<sup>rd</sup> Floor  
Gaithersburg, MD 20878

October 18, 2021

Mr. Chris D. Ray  
Town of Zebulon  
450 East Horton Street  
Zebulon, NC 27597

RE: Pearces Landing Phase 1A - Streets and Stormwater - Warranty, Lien Release, and  
Cost of Construction

Dear Mr. Ray:

This letter serves as requested for the Town of Zebulon's acceptance of the Roadway and Storm  
Drainage facilities installed at Pearces Landing Subdivision Phase 1A.

Pearces Landing, LLC as the developer, warrants the work for one year from date of acceptance and  
guarantees against failure due to faulty workmanship or materials. Pearces Landing LLC hereby  
agrees to indemnify, defend and hold harmless the Town of Zebulon from and against all cost, loss,  
and damage including attorney fees arising from the failure of the work to confirm to Town Standards.

Pearces Landing, LLC hereby certifies that the labor and materials for the water and sewer  
infrastructure have been paid in full and releases any lien rights against said improvements.

Pearces Landing, LLC hereby certifies the estimated cost of construction is as follows:  
Roadway and Storm Drainage - \$1,015,506.00

PEARCES LANDING, LLC

By: Brian T. Massengill  
Brian T. Massengill, Authorized Person

Date: 10-18-2021

STATE OF NORTH CAROLINA

COUNTY OF Johnston

I, Jimmy N. Massengill SR., a Notary Public of the County and State aforesaid,  
certify that the following person personally appeared before me and acknowledged to me that they are  
the person indicated in the signature block above and that they signed this document in the capacity so  
indicated: Brian T. Massengill, Authorized Person.

WITNESS my hand and notarial seal this the 18 day of October, 2021.

Jimmy N. Massengill SR.  
Notary Public

Print Name: Jimmy N. Massengill SR. My Commission Expires: 10-6-24  
[Affix Seal]



## PEARCES LANDING PHASE 1A COST TO CONSTRUCT ESTIMATE

	Quantity	UOM	Unit Cost	Subtotal	Total
<b>PHASE 1A - EARTHWORK</b>					
CLEARING	19	ACRE	5565	\$ 105,735	
EROSION CONTROLS	1	LS	150000	\$ 150,000	
GRADING	1	LS	125000	\$ 125,000	
RETAINING WALLS	1	LS	62500	\$ 62,500	
			<b>TOTAL PHASE 1A EARTHWORK</b>		<b>\$ 443,235</b>
<b>PHASE 1A - STORM DRAIN</b>					
36" RCP	550	LF	100	\$ 55,000	
30" RCP	366	LF	69	\$ 25,254	
24" RCP	514	LF	50	\$ 25,700	
18" RCP	542	LF	36	\$ 19,512	
15" RCP	131	LF	30	\$ 3,930	
JUNCTION BOX	2	EA	3250	\$ 6,500	
CATCH BASIN	24	EA	3000	\$ 72,000	
END SECTION	2	EA	2100	\$ 4,200	
			<b>TOTAL PHASE 1A - STORM DRAIN</b>		<b>\$ 212,096</b>
<b>PHASE 1A - ROAD CONSTRUCTION</b>					
30" VALLEY CURB	4592	LF	12.6	\$ 57,859	
30" CURB & GUTTER	30	LF	12.6	\$ 378	
STONE UNDER CURB	1	LS	16000	\$ 16,000	
8" ABC	6800	SY	10.4	\$ 70,720	
2.5" RI19.0C HD FIRST LIFT	1500	SY	9.75	\$ 14,625	
1.5" RS9.5C HD FINAL LIFT	1500	SY	7.45	\$ 11,175	
2" RS9.5C LD FIRST LIFT	5300	SY	8.85	\$ 46,905	
1" RS9.5B LD FINAL LIFT	5300	SY	6.25	\$ 33,125	
CONCRETE SIDEWALKS - SITE	23530	SF	3.4	\$ 80,002	
HANDICAP RAMPS - SITE	8	EA	1650	\$ 13,200	
CONCRETE SIDEWALKS - PEARCES ROAD	3,790	SF	3.40	\$ 12,886	
HANDICAP RAMPS - PEARCES ROAD	2	EA	1650	\$ 3,300	
			<b>TOTAL PHASE 1A - ROAD CONSTRUCTION</b>		<b>\$ 360,175</b>
<b>TOTAL PHASE 1A TOTAL COST OF DEDICATED STREETS</b>					<b>\$ 1,015,506</b>

*This estimate is based on the construction plan set approved on September 4, 2020 with revisions dated February 1, 2021 and Contractor unit prices received July 23, 2021.*

#### ROADWAY SUMMARY TABLE

STREET NAME	STREET CLASSIFICATION	ROADWAY LENGTH	R/W WIDTH
GOLDEN PLUM LANE	COLLECTOR	500	60
INDIGO CREEK DRIVE	LOCAL	1275	50

Roadway Lengths based on Phasing in construction plan set approved on September 4, 2020.



Pearces Landing, LLC dedicates to the Town of Zebulon the above infrastructure associated with Pearces Landing Phase 1A.

WAIVER AND RELEASE OF LIENS  
(MLA APPOINTED)

LOTT  
11/2/21

POTENTIAL LIEN CLAIMANT, Gaines and Company, Inc (hereinafter, "Potential Lien Claimant")

PROPERTY (Required): Pearces Landing Subdivision Phase 1A, Wake County Pin 2706090290, Real ID# 0027824.  
Deed Book 017995, Deed Page 00114-00148 Pearces Road, Zebulon, NC, 27597 Wake County.

APPROVED  
AS  
SUBMITTED

DEFINITIONS: The following capitalized terms as used in this Waiver and Release of Liens ("Waiver") shall have the following meanings:

- **Company:** any title insurance company issuing a title policy or policies insuring title to the Property in reliance on this Waiver.
- **Lender:** a lender making a loan secured by a deed of trust encumbering the Property.

1. **Certifications and Waiver:**

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and other benefits accruing, Potential Lien Claimant certifies that (i) he/she/it has signed this Waiver in the correct legal capacity and has the authority to sign this Waiver; (ii) such Potential Lien Claimant has not received any Notice of Claim of Lien upon Funds or Claim of Lien on Real Property from any other person or entity.

Potential Lien Claimant waives and releases any lien, claim of lien or other interest whatsoever which such Potential Lien Claimant or anyone claiming by, through, or under such Potential Lien Claimant might have in the Property. Potential Lien Claimant waives and releases any right or protection Potential Lien Claimant may have arising out of any Notice to Lien Agent that Potential Lien Claimant has filed relating to the Property in accordance with the provisions of NCGS 44A-11.2 for work performed prior to and after execution of this Waiver.

2. **Reliance:**

This Agreement may be relied upon by the purchaser in the purchase of the Property, Lender to make a loan secured by the Deed of Trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Potential Lien Claimant (and anyone claiming by, through or under them).

3. **NCLTA Copyright :**

THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Waiver, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

POTENTIAL LIEN CLAIMANT:

Gaines and Company, Inc. (SEAL)

By:

Printed or Typed Name/Title: George Brunner V.P.

By:

Printed or Typed Name/Title: \_\_\_\_\_

DATE:

10-22-2021



<u>Bill Status</u>	<u>Total Charges</u>	<u>Date Submitted</u>	<u>Date Invoiced</u>	<u>Date Paid</u>	<u>Result Set</u>
PAID	11,170.80	07/21/2021 1:41 PM	07/22/2021	09/02/2021	<input checked="" type="checkbox"/>

Email Invoice?



Mailing Address:

1903 N. HARRISON AVENUE, SUITE 101

State:

NC >>

City:

CARY >>

Zip Code:

27513

Country:

USA >>

Work State:

NC >>

Total CIAC Amount:

0.00

duke-energy.com X

*LCAT*  
*11/2/21*  
*Light Installed*



Public Utilities Department  
**Notification of Conditional Acceptance**  
for Water and Wastewater Infrastructure

Project Name: PEARCE'S LANDING

Project Phase: 1-A

Permit Number(s): W - 3706

S - 4616

The City of Raleigh Public Utilities Department has completed field inspections and testing on the water and/or wastewater infrastructure associated with the development project/phase referenced above. Installation meets CORPUD specifications and the infrastructure is available for use. This preliminary acceptance is conditional on a final review of digital as-built data, project records and other submitted documentation. Formal notification of acceptance is pending and will be provided on successful completion of the conditional review.

Inspector Name: MICHAEL R. FOWLER, SR.

Date: 12/01/2021

Notes:

FINAL / SIGNED ACCEPTANCE LETTER TO FOLLOW

Notes on Project Phasing: City of Raleigh Public Utility Department (CORPUD) acceptance occurs after water and sewer infrastructure in an approved phase is installed, inspected/tested and the required supporting documentation has been received. Phases of construction must extend from and/or connect to existing (or concurrently accepted) infrastructure to be considered for acceptance. Acceptance boundaries are defined by the limits identified in the CORPUD approved utility phasing plan(s). Acceptance of unapproved sub-phases and/or partially complete phases will not be considered. Additional information can be found in the CORPUD Handbook at [www.raleighnc.gov](#)



**Town of Zebulon**  
 1003 N. ARENDELL AVENUE  
 ZEBULON, NC 27597  
 (919)823-1806

<b>INVOICE #</b>
<b>22-00131</b>

YOU CAN PAY ONLINE BY CREDIT/DEBIT/ACH:  
 WWW.EDMUNDSGOVPAY.COM/ZEBULON  
 YOU WILL NEED YOUR ACCOUNT ID AND PIN

ACCOUNT ID: NATELLI PIN: 671645  
 INVOICE DATE: 11/04/21  
 DUE DATE:

Natelli Communitites  
 506 Main Street  
 Gaithersburg, MD 20878

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
5464.0000/LF	SIDEWALK	Sidewalk Construction Inspecti	1.000000	5,464.00
2229.0000/LF	STORMDRA	Storm Drainage Constr. Inspect	1.000000	2,229.00
1775.0000/LF	STREETCU	Streets/Curb/Gutter Constr Ins	2.500000	4,437.50
103.0000/LOT	PLAT PER	MAJ SUBDIVISION PLAT FEE/LOT	5.000000	515.00
			<b>TOTAL DUE:</b>	<b>\$ 12,645.50</b>

**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

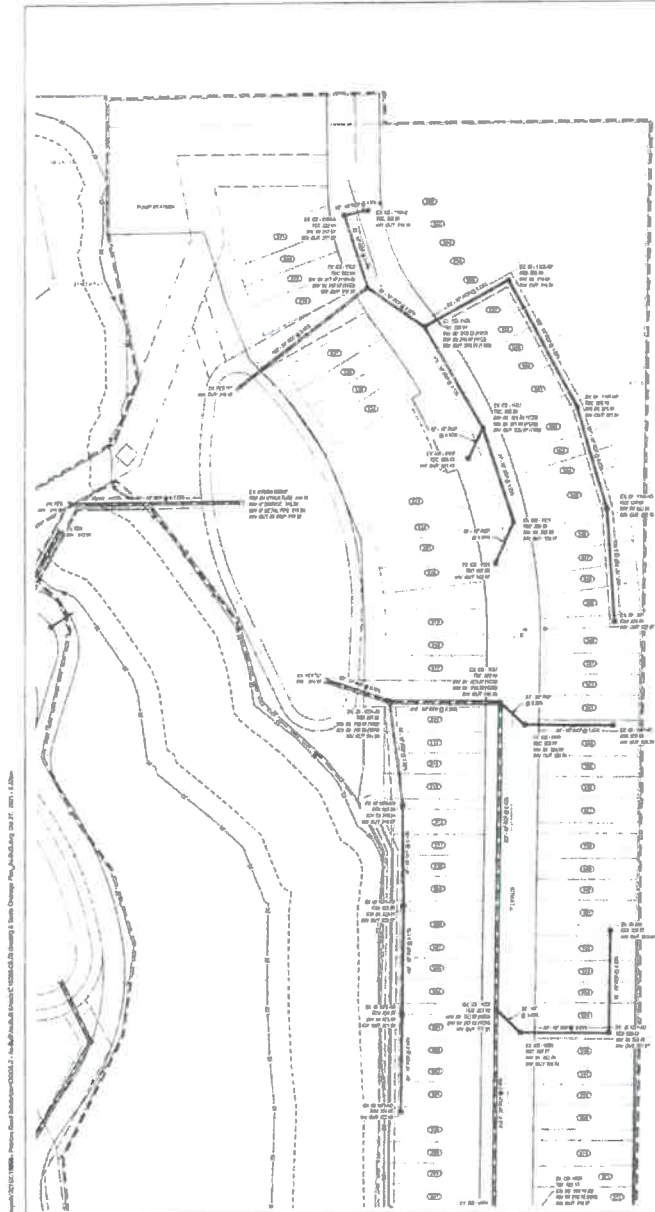
Town of Zebulon  
 1003 N. ARENDELL AVENUE  
 ZEBULON, NC 27597  
 (919)823-1806

INVOICE #: 22-00131  
 DESCRIPTION:  
 ACCOUNT ID: NATELLI PIN: 671645  
 DUE DATE:  
 TOTAL DUE: \$ 12,645.50

Natelli Communitites  
 506 Main Street  
 Gaithersburg, MD 20878







**NOTES**

SEE SHEETS C5.05 THROUGH C5.10 FOR OTHER SHEETS

**GRAVING LEGEND**

SYMBOL	DESCRIPTION	SCALE
	LANE OF IMPROVEMENT	AS SHOWN
	PROPOSED GRADE ELEVATION	AS SHOWN
	PROPOSED EXISTING GRADE ELEVATION	AS SHOWN
	EXISTING GRADE ELEVATION	AS SHOWN
	PROPERTY CORNER ELEVATION	AS SHOWN
	PROPOSED CURVE DATA	AS SHOWN
	PROPOSED AREA & DRAIN	AS SHOWN
	1:4 SLOPE INDICATION	AS SHOWN
	FILL INDICATION	AS SHOWN
	EXCAVATION INDICATION	AS SHOWN
	10% MAXIMUM SLOPE INDICATION	AS SHOWN

*LAKE Approved AS Submitted*

**DISCLAIMER**  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL DATA AND SURVEY INFORMATION USED IN THIS DRAWING. THE ENGINEER'S RESPONSIBILITY IS LIMITED TO THE DESIGN OF THE GRADING PLAN AND THE VERIFICATION OF THE SURFACE ELEVATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THIS DRAWING IS TO BE USED IN CONJUNCTION WITH THE GRADING PLAN AND THE SURVEY DATA PROVIDED BY THE CLIENT. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY ADDENDUMS OR REVISIONS. THIS DRAWING IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.

RECORD DRAWING  
 DATE: 11-11-2015  
 THIS RECORD DRAWING HAS BEEN PREPARED BASED ON INFORMATION SUBMITTED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION SUBMITTED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION SUBMITTED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION SUBMITTED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION SUBMITTED BY THE CLIENT.



**STEWART**

123 N. MAIN ST., SUITE 200, WYOMING, WY 82001  
 PHONE: (307) 232-1234  
 FAX: (307) 232-1234  
 WWW: WWW.STEWARTSURVEYING.COM

**CLIENT**

PEARCES LANDING SUBDIVISION  
 123 N. MAIN ST., SUITE 200, WYOMING, WY 82001

**CONTRACT**

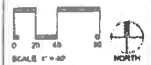
GRADING AND DRAINAGE PLAN FOR PEARCES LANDING SUBDIVISION

**DATE**

11/11/2015

**SCALE**

AS SHOWN



**PEARCES LANDING SUBDIVISION**

**AS-BUILT RECORD DRAWINGS**

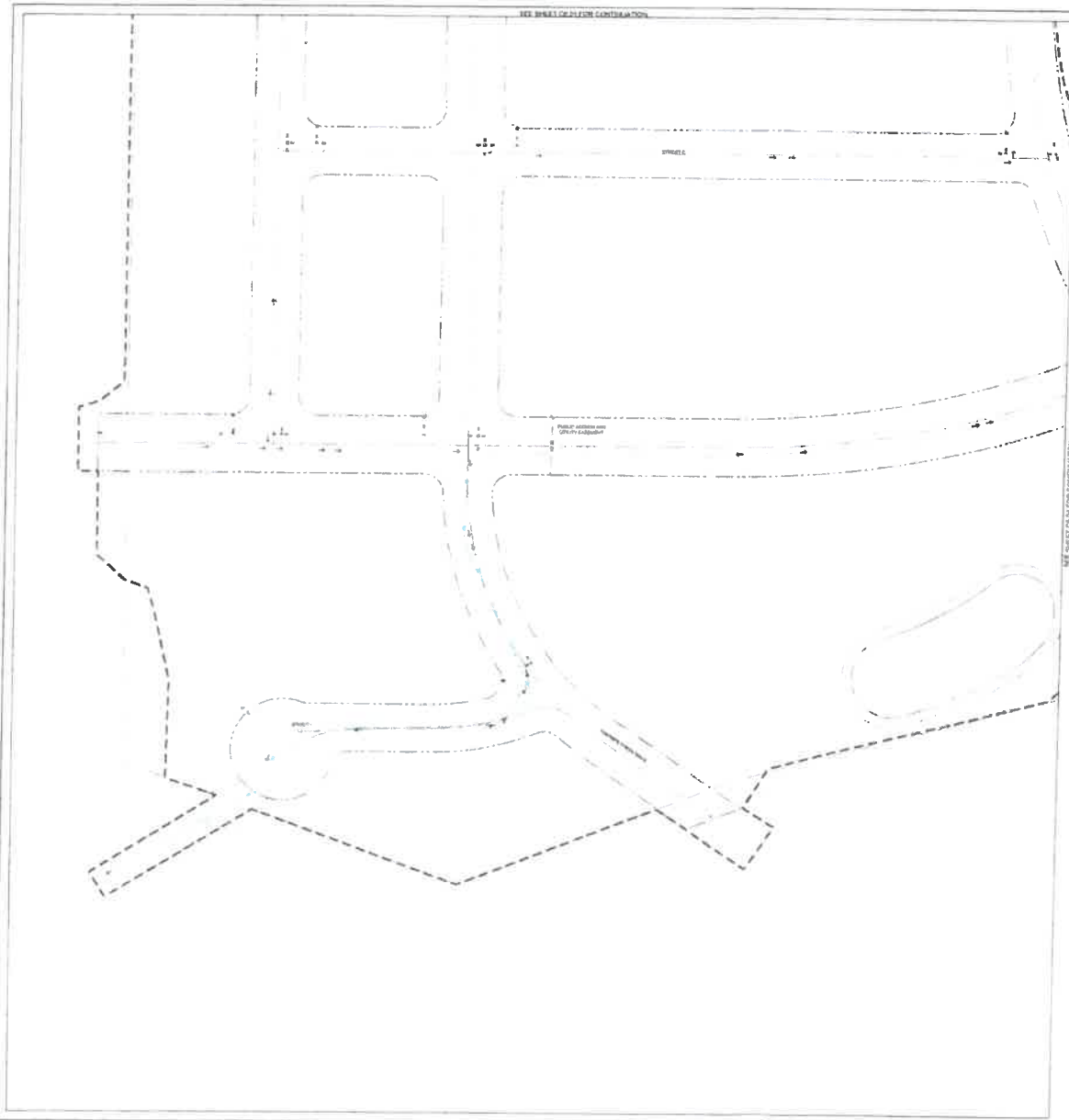
No.	Date	Description
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2	11/11/2015	AS-BUILT RECORD DRAWING
3	11/11/2015	AS-BUILT RECORD DRAWING
4	11/11/2015	AS-BUILT RECORD DRAWING
5	11/11/2015	AS-BUILT RECORD DRAWING
6	11/11/2015	AS-BUILT RECORD DRAWING
7	11/11/2015	AS-BUILT RECORD DRAWING
8	11/11/2015	AS-BUILT RECORD DRAWING
9	11/11/2015	AS-BUILT RECORD DRAWING
10	11/11/2015	AS-BUILT RECORD DRAWING

**GRADING PLAN NORTHEAST**

Project Number: 12345  
 Sheet Date: 11/11/2015  
 Drawn by: SD  
 Checked by: C5.05  
 Approved by: [Signature]



I:\Projects\2017\20170801\_Pearces Landing\Drawings\AS-BUILT\AS-BUILT\Utility Plan\Utility Plan.dwg, 08/15/2017, 1:02pm

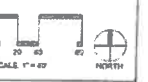


NOTES  
 1. SEE SHEET 06.34 FOR CONTINUATION



**Client:**  
 THE UNIVERSITY OF TEXAS AT AUSTIN  
 1100 BRUNNEN  
 AUSTIN, TEXAS 78702

**Conditions:**  
 JOB NUMBER: 1700000001, 08/15/2017  
 PROJECT: 1700000001, 08/15/2017  
 DRAWING: 1700000001, 08/15/2017



**GENERAL NOTES:**  
 1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, AND SHALL MAINTAIN THEM AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, AND SHALL MAINTAIN THEM AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, AND SHALL MAINTAIN THEM AT ALL TIMES.

**SITE PERMITTING APPROVAL:**  
 THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, AND SHALL MAINTAIN THEM AT ALL TIMES. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, AND SHALL MAINTAIN THEM AT ALL TIMES.



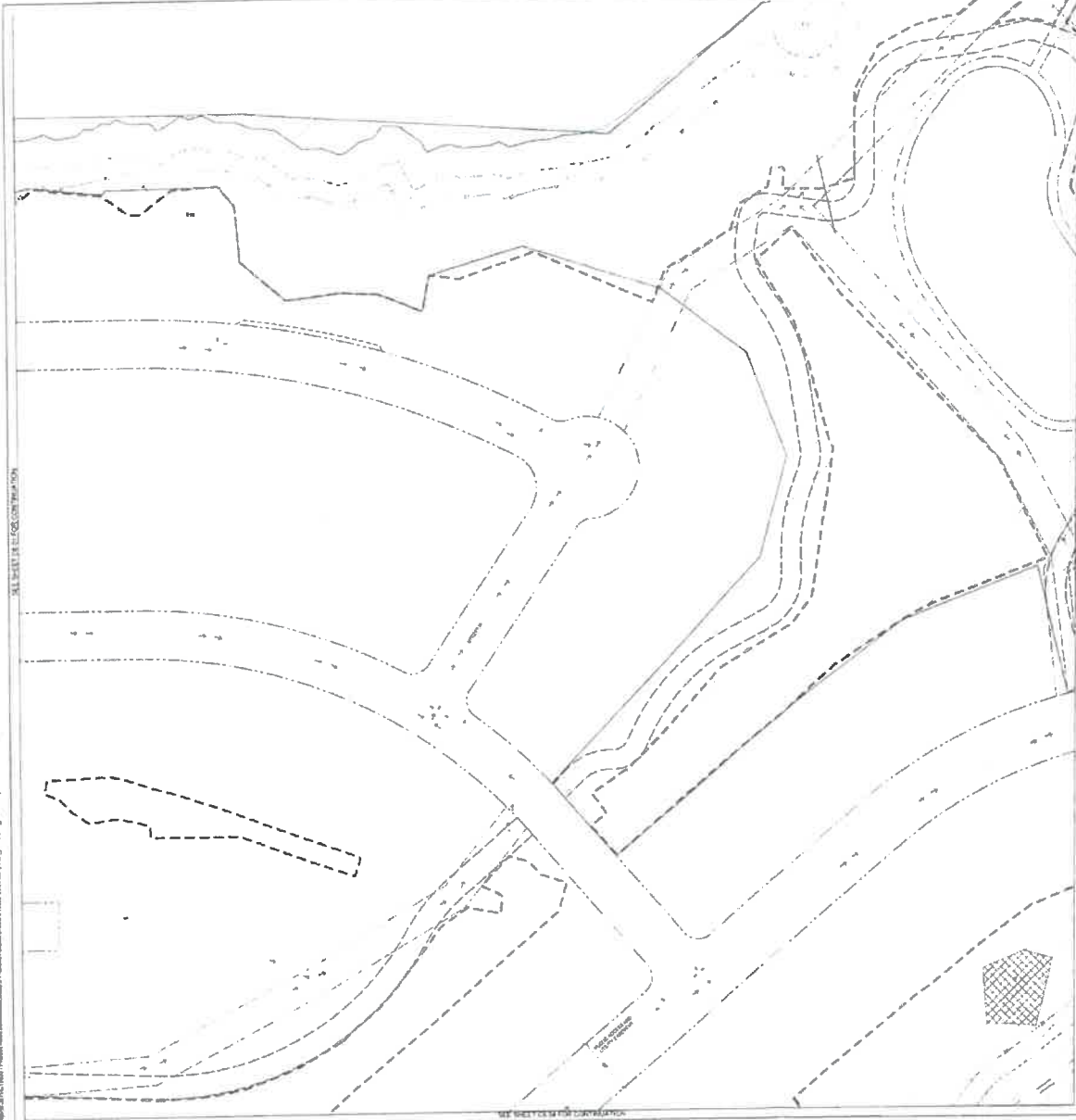
**PEARCES LANDING SUBDIVISION**

**AS-BUILT RECORD DRAWINGS**

No.	Date	Description
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3	08/15/2017	AS-BUILT RECORD DRAWINGS
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5	08/15/2017	AS-BUILT RECORD DRAWINGS
6	08/15/2017	AS-BUILT RECORD DRAWINGS
7	08/15/2017	AS-BUILT RECORD DRAWINGS
8	08/15/2017	AS-BUILT RECORD DRAWINGS
9	08/15/2017	AS-BUILT RECORD DRAWINGS
10	08/15/2017	AS-BUILT RECORD DRAWINGS

**UTILITY PLAN SOUTHWEST**

Project number: C602 Sheet #  
 Issue Date: 08/15/2017  
 Drawn by: CD  
 Approved by: C6.02



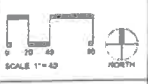
**NOTES**  
SEE SHEET 10 FOR CONTINUATION



**Client:**  
PEARCES LANDING SUBDIVISION  
1120 S. 10th St.  
Tulsa, OK 74106

**Contract:**  
AS-BUILT RECORD DRAWING  
FOR THE  
PEARCES LANDING SUBDIVISION  
1120 S. 10th St.  
Tulsa, OK 74106

**Scale:**  
AS-BUILT RECORD OF  
UTILITY PLAN  
SCALE: 1" = 40'



**Project:**  
**PEARCES LANDING SUBDIVISION**

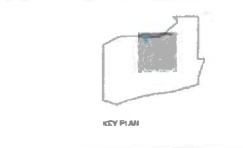
**AS-BUILT RECORD DRAWINGS**

No.	Date	Description
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6	02/20/2019	AS-BUILT RECORD DRAWING
7	02/20/2019	AS-BUILT RECORD DRAWING
8	02/20/2019	AS-BUILT RECORD DRAWING
9	02/20/2019	AS-BUILT RECORD DRAWING
10	02/20/2019	AS-BUILT RECORD DRAWING
11	02/20/2019	AS-BUILT RECORD DRAWING
12	02/20/2019	AS-BUILT RECORD DRAWING
13	02/20/2019	AS-BUILT RECORD DRAWING
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17	02/20/2019	AS-BUILT RECORD DRAWING
18	02/20/2019	AS-BUILT RECORD DRAWING
19	02/20/2019	AS-BUILT RECORD DRAWING
20	02/20/2019	AS-BUILT RECORD DRAWING

**UTILITY PLAN NORTH CENTRAL**

Project number: C600-0000  
 Issue Date: 11/20/2019  
 Drawn by: ED  
 Approved by: C603

**CONSTRUCTION NOTES:**  
 1. CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THIS DRAWING. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE CONTRACTOR AND SHALL BE APPROVED BY THE ENGINEER.  
 2. ALL UTILITIES SHOWN ON THIS DRAWING ARE BASED ON FIELD SURVEY DATA AND SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.  
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF TULSA AND THE STATE OF OKLAHOMA.  
 4. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF TULSA UTILITY CODE AND THE STATE OF OKLAHOMA REGULATIONS.  
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES ON THE SITE.  
 6. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 18" BELOW FINISHED GRADE.  
 7. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 10' FROM ANY EXISTING STRUCTURES.  
 8. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 5' FROM ANY EXISTING CURBS OR DRIVEWAYS.  
 9. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 2' FROM ANY EXISTING FOUNDATIONS.  
 10. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 1' FROM ANY EXISTING WALLS.  
 11. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 6" FROM ANY EXISTING POWER LINES.  
 12. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 12" FROM ANY EXISTING TELEPHONE LINES.  
 13. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 18" FROM ANY EXISTING CABLE TV LINES.  
 14. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 24" FROM ANY EXISTING GAS LINES.  
 15. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 36" FROM ANY EXISTING WATER MAINS.  
 16. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 48" FROM ANY EXISTING SEWER MAINS.  
 17. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 60" FROM ANY EXISTING STORM SEWER MAINS.  
 18. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 72" FROM ANY EXISTING HIGH VOLTAGE POWER LINES.  
 19. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 84" FROM ANY EXISTING RAILROAD TRACKS.  
 20. ALL UTILITIES SHALL BE INSTALLED AT A MINIMUM OF 96" FROM ANY EXISTING AIRCRAFT TAKEOFF AND LANDING RUNWAYS.



C:\Projects\2019\1120 S. 10th St. PEARCES LANDING SUBDIVISION\1120 S. 10th St. Utility Plan\Utility Plan.dwg, 11/20/2019, 11:20:19 AM



NOTES  
SEE SHEET C6.01 FOR SERVICE AND SPEC NOTES



**Client**  
 THE HOUSTON METRO AREA  
 WATER SERVICE DISTRICT  
 1400 WESTHOUSTON  
 HOUSTON, TEXAS 77058

**Contract**  
 THE HOUSTON METRO AREA WATER SERVICE DISTRICT  
 PROJECT NO. 2019-01  
 UTILITY PLAN SOUTH CENTRAL  
 PROJECT LOCATION  
 PROJECT NO. 2019-01  
 PROJECT DATE  
 PROJECT SHEET NO.



**PEARCES LANDING SUBDIVISION**

**GENERAL NOTES**  
 1. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS FOUND NO OBVIOUS OBSTRUCTIONS TO THE PROPOSED UTILITY LINES.  
 2. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS FOUND NO OBVIOUS OBSTRUCTIONS TO THE PROPOSED UTILITY LINES.  
 3. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS FOUND NO OBVIOUS OBSTRUCTIONS TO THE PROPOSED UTILITY LINES.  
 4. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS FOUND NO OBVIOUS OBSTRUCTIONS TO THE PROPOSED UTILITY LINES.

**SITE PERMITTING APPROVAL**  
 THE CITY OF HOUSTON HAS REVIEWED THE UTILITY PLAN AND HAS APPROVED THE UTILITY PLAN FOR THE PROPOSED UTILITY LINES. THE CITY OF HOUSTON HAS REVIEWED THE UTILITY PLAN AND HAS APPROVED THE UTILITY PLAN FOR THE PROPOSED UTILITY LINES. THE CITY OF HOUSTON HAS REVIEWED THE UTILITY PLAN AND HAS APPROVED THE UTILITY PLAN FOR THE PROPOSED UTILITY LINES.

AS-BUILT RECORD DRAWINGS

No.	Date	Description
1	07/22/2019	AS-BUILT RECORD DRAWINGS
2	08/14/2019	AS-BUILT RECORD DRAWINGS
3	08/14/2019	AS-BUILT RECORD DRAWINGS
4	08/14/2019	AS-BUILT RECORD DRAWINGS
5	08/14/2019	AS-BUILT RECORD DRAWINGS
6	08/14/2019	AS-BUILT RECORD DRAWINGS
7	08/14/2019	AS-BUILT RECORD DRAWINGS
8	08/14/2019	AS-BUILT RECORD DRAWINGS
9	08/14/2019	AS-BUILT RECORD DRAWINGS
10	08/14/2019	AS-BUILT RECORD DRAWINGS



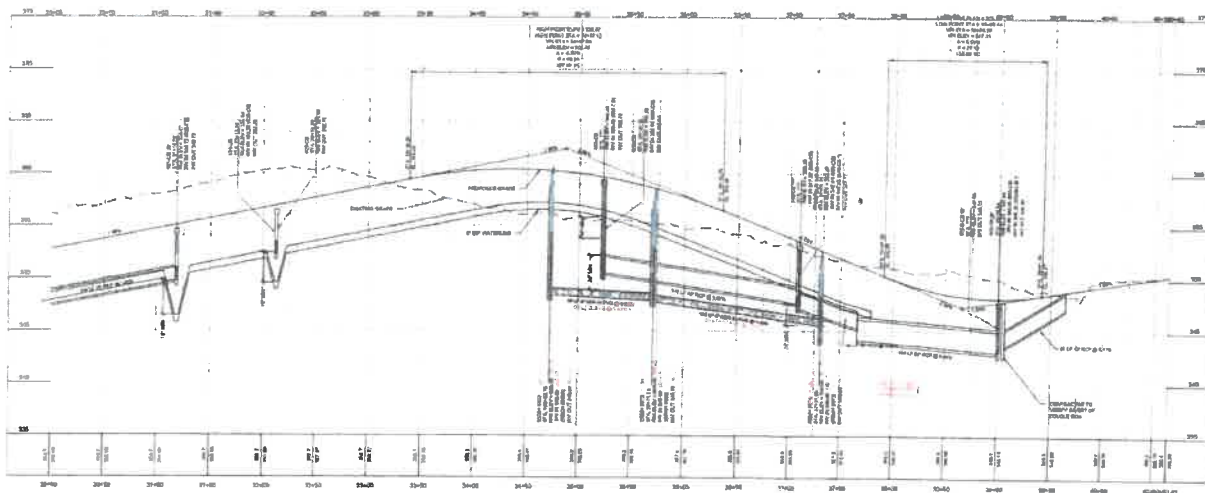
UTILITY PLAN SOUTH CENTRAL

Project number: C1000 0600 P  
 Record Date: 12/21/2019  
 Sheet No: 02  
 Approved By: CMA  
**C6.04**

Project: 2019-01-0001 - Pearson Land Subdivision (2019-01-0001) - Utility Plan South Central (2019-01-0001) - 08/14/2019



HUNTER GREEN LN PLAN VIEW  
Scale: 1" = 10'



HUNTER GREEN LN PROFILE VIEW  
Scale: 1" = 10'

NOTES  
1. SEE SHEET 16 FOR GENERAL AND SPEC NOTES

ADJUSTIVE TO THE ABOVE  
THE LOCATION TO BE THE  
AS SHOWN. SEE SHEET 16  
FOR GENERAL NOTES

### CERTIFICATION FOR SEWER ONLY

**SEWER CERTIFICATION SYSTEMS**  
I, [Signature], Licensed Civil Engineer, hereby certify that the information shown on this drawing was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Florida. I am not providing engineering services in any other state. I am not providing engineering services in any other state. I am not providing engineering services in any other state. I am not providing engineering services in any other state.

**SEWER CERTIFICATION SYSTEMS**  
I, [Signature], Licensed Professional Engineer, certify that the information shown on this drawing was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Florida. I am not providing engineering services in any other state.

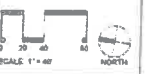
**SITE PERMITTING APPROVAL**  
I, [Signature], Licensed Professional Engineer, certify that the information shown on this drawing was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Florida. I am not providing engineering services in any other state.



**Client**  
HUNTER GREEN LN  
15150 W. BAYVIEW BLVD  
SUITE 100  
DADE COUNTY, FL 33143  
PH: 781.300.3000

**Consultant**  
15150 W. BAYVIEW BLVD SUITE 100  
DADE COUNTY, FL 33143  
PH: 781.300.3000

**Staff**  
Civil Engineer  
15150 W. BAYVIEW BLVD SUITE 100  
DADE COUNTY, FL 33143  
PH: 781.300.3000



**PEARCES LANDING SUBDIVISION**

**AS-BUILT RECORD DRAWINGS**

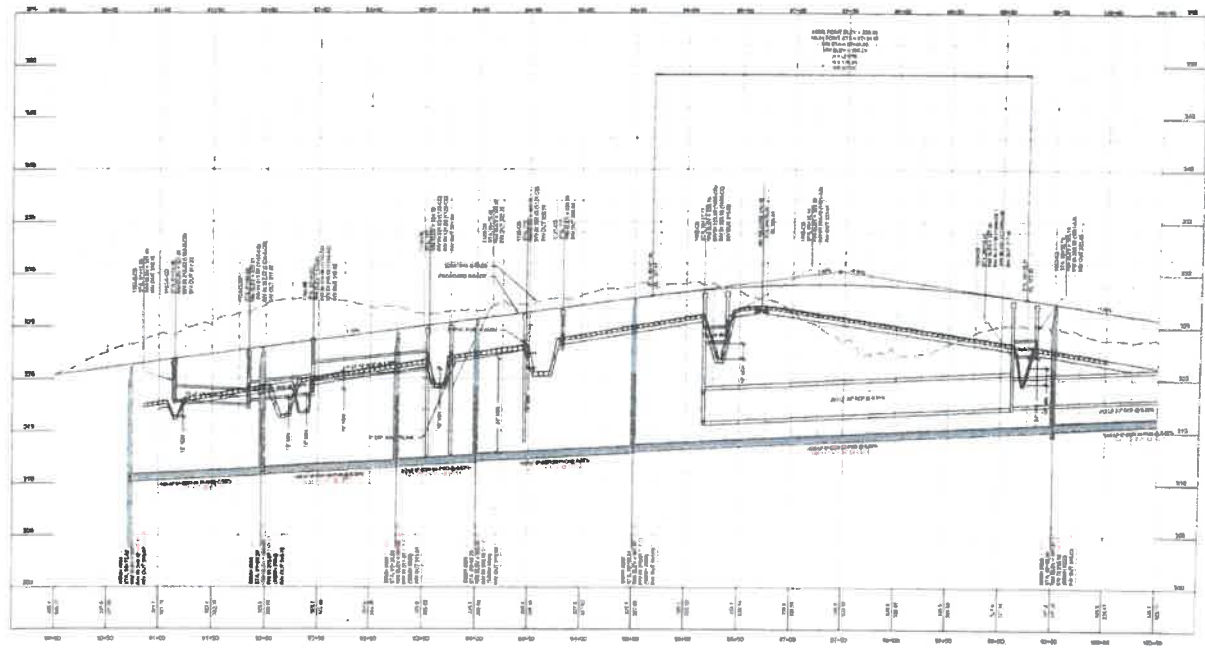
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18	10-23-07	AS-BUILT RECORD DRAWINGS
19	10-23-07	AS-BUILT RECORD DRAWINGS
20	10-23-07	AS-BUILT RECORD DRAWINGS

**HUNTER GREEN LN PLAN AND PROFILE**

Project number: C7000, Sheet # 1  
Revised Date: 12/15/09  
Drawn by: LAF  
Approved by: ADP  
**C7.06**

L:\Projects\101000\101000.dwg - Project Area 1.dwg - 12/15/09 10:11:10 AM





## CERTIFICATION FOR SEWER ONLY

**STATEMENT OF CERTIFICATION OF SEWERAGE**  
 I, John J. Pearce, Engineer, am the registered Professional Engineer in the State of North Carolina, having been authorized to prepare this certification. I hereby certify that the construction of the sewerage system shown on the drawings is in accordance with the requirements of the North Carolina Public Health Law and the Public Health Department of the State of North Carolina. I am not responsible for the construction of any other sewerage system shown on the drawings.

Date: 12/28/2014

**PERMITS AND APPROVALS**  
 I hereby certify that the sewerage system shown on the drawings is in accordance with the requirements of the North Carolina Public Health Law and the Public Health Department of the State of North Carolina. I am not responsible for the construction of any other sewerage system shown on the drawings.

**SEWER PERMITTING APPROVAL**  
 I hereby certify that the sewerage system shown on the drawings is in accordance with the requirements of the North Carolina Public Health Law and the Public Health Department of the State of North Carolina. I am not responsible for the construction of any other sewerage system shown on the drawings.

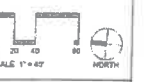
KEY PLAN



**Client:**  
 PEARCES LANDING SUBDIVISION

**Contract:**  
 SEWERAGE SYSTEMS FOR THE PEARCES LANDING SUBDIVISION, NC 27603-4400

**Design:**  
 JOHN J. PEARCE, P.E.  
 DATE: 12/28/2014  
 PROJECT NO.: C7.15



**PEARCES LANDING SUBDIVISION**

AS-BUILT RECORD DRAWINGS

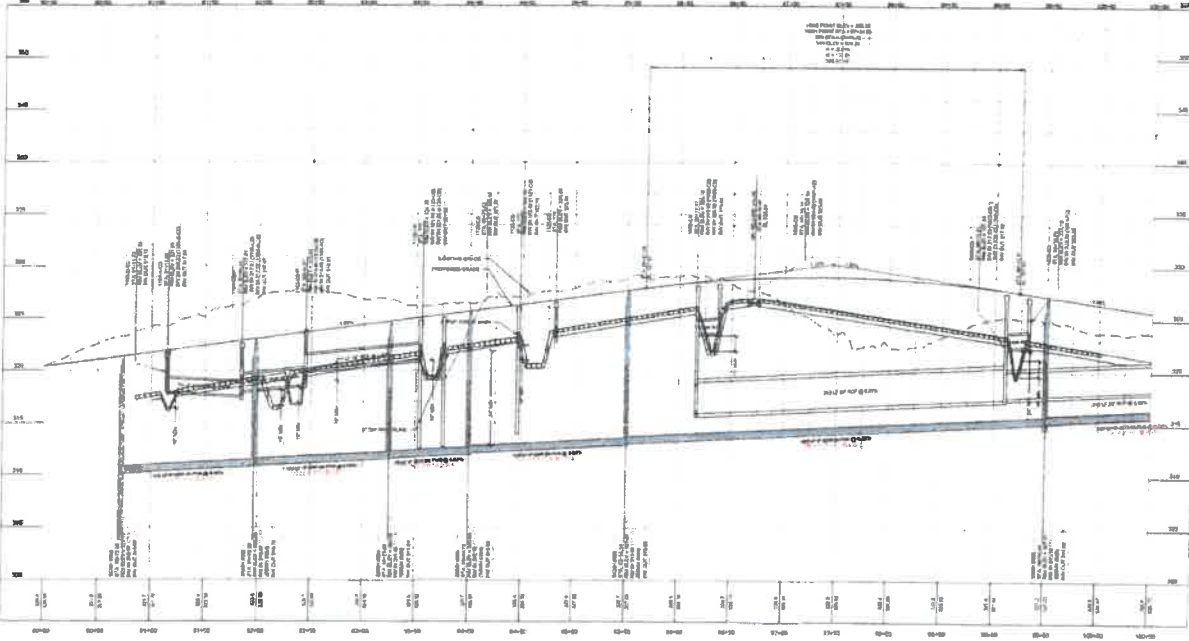
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49	12/28/2014	AS-BUILT RECORD DRAWINGS
50	12/28/2014	AS-BUILT RECORD DRAWINGS

**ROAD J PLAN AND PROFILE (CURB)**

Project number: C7.15 Sheet #  
 Issue Date: 12/28/2014  
 Drawn by: JAP  
 Checked by: JAP  
 Approved by: JAP

I:\Projects\2014\20140128\_Pearces Landing\Drawings\AS-Built Record Drawings\Road J\Road J Profile.dwg, 12/16/2014, 1:52pm

ROAD J PLAN VIEW  
Scale: 1" = 40'



ROAD J PROFILE VIEW  
Scale: 1" = 40'

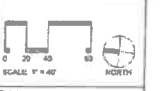
# CERTIFICATION FOR SEWER ONLY

PROVIDE CERTIFICATION BY A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MISSISSIPPI...  
**Robert M. Jones, P.E.**  
 Date: 08/20/14

**REGULATORY AGENCIES:** MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT) and MISSISSIPPI DEPARTMENT OF REVENUE (DOR) have been notified of this project and the final plans submitted to them for their review and approval.

**SITE PERMITTING APPROVAL:** MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT) has issued a permit for construction of this project and the final plans submitted to them for their review and approval.

STEWART  
 ENGINEERING & ARCHITECTURE  
 2800 N. WOODLAND AVE.  
 SUITE 200  
 MOBILE, AL 36688  
 PHONE: 904.754.8800  
 FAX: 904.754.8801  
 WWW.STEWART-ENGINEERING.COM



PEARCES LANDING SUBDIVISION

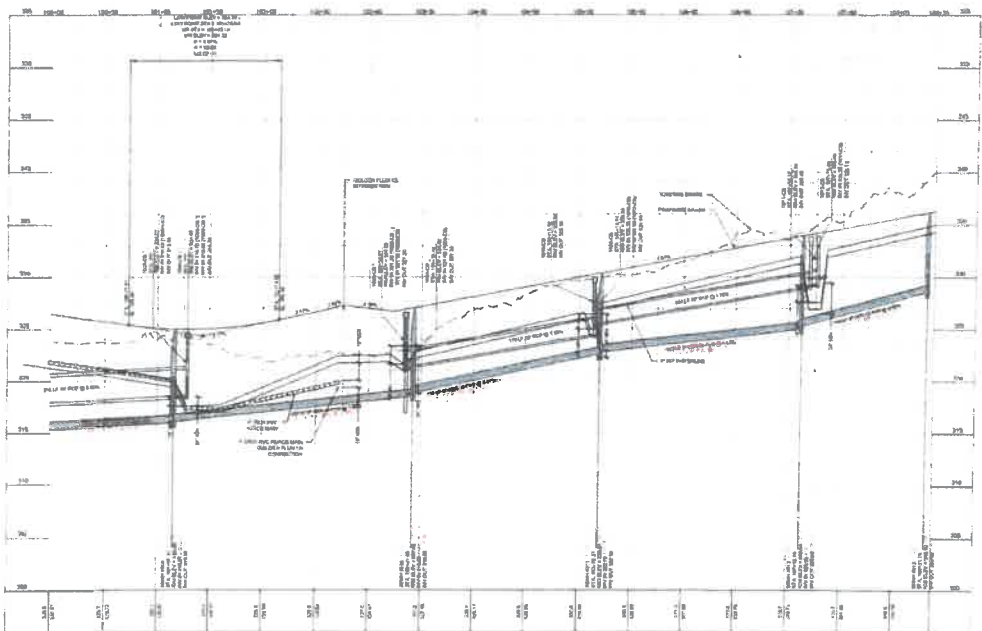
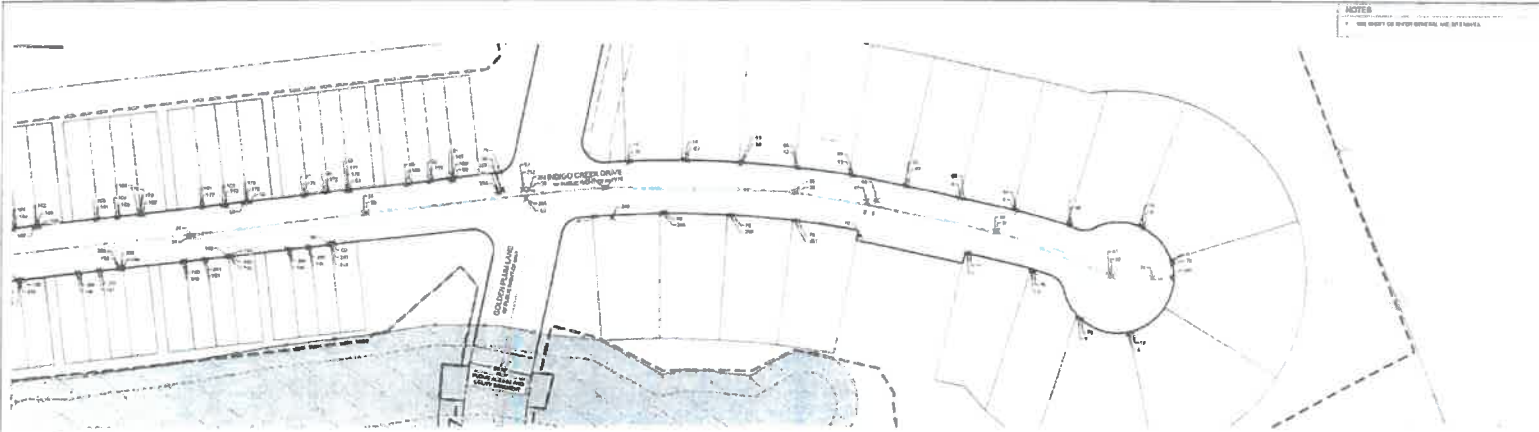
AS-BUILT RECORD DRAWINGS

NO.	DATE	DESCRIPTION
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2	08/20/14	AS-BUILT PROFILE
3	08/20/14	AS-BUILT SEWER
4	08/20/14	AS-BUILT WATER
5	08/20/14	AS-BUILT EROSION CONTROL
6	08/20/14	AS-BUILT UTILITY LOCATIONS
7	08/20/14	AS-BUILT TREE REMOVAL
8	08/20/14	AS-BUILT TREE PLANTING
9	08/20/14	AS-BUILT LIGHTING
10	08/20/14	AS-BUILT SIGNAGE

ROAD J PLAN AND PROFILE

Project Number: C715080  
 Sheet No.: 12.02, 2/14  
 Stationed by: LAF  
 Approved by: **C7.15**

L:\Projects\2014\2014-12-01\Road J\Road J.dwg



**Client:**  
PEARCES LANDING SUBDIVISION  
11150 COUNTRY LANE  
WAXHAUS, NC 28091  
919.851.1000

**Consultor:**  
MAYNARD ENGINEERING, P.A.  
11150 COUNTRY LANE  
WAXHAUS, NC 28091  
919.851.1000

**DATE SHEET REVISED:**  
12/23/2019  
BY: JWP  
CHECKED BY: JWP



**CERTIFICATION  
FOR SEWER  
ONLY**

**ENGINEER CERTIFICATION:** I, *JWP*, a duly Licensed Professional Engineer in the State of North Carolina, hereby certify that I am the engineer of record for the design of the sewer system shown on this plan. I hereby certify that the design conforms to all applicable laws, codes, and regulations, and that the design is in accordance with the approved City Ordinance No. 100-2019-01. I further certify that the design is in accordance with the approved City Ordinance No. 100-2019-01. I further certify that the design is in accordance with the approved City Ordinance No. 100-2019-01.

*JWP*

**AS-BUILT RECORD DRAWINGS:** This drawing is to be used for record purposes only and is not to be used for construction purposes. It is to be used for reference only and is not to be used for construction purposes. It is to be used for reference only and is not to be used for construction purposes.

**DATE REVISION APPROVAL**

NO.	DATE	DESCRIPTION	BY	CHECKED	APPROVED
1	12/23/2019	AS-BUILT RECORD DRAWING	JWP	JWP	JWP
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**ROAD J PLAN AND PROFILE**

Project Number: C4580  
 Sheet: 1 of 1  
 Date: 12/23/2019  
 Drawn by: JWP  
 Checked by: JWP  
 Approved by: **C7.16**













EST. 1927, INCORPORATED 1954  
1700 WEST 17TH AVENUE  
DENVER, COLORADO 80202

PROFESSIONAL ENGINEER  
NO. 10000

CONTRACT NO. 10000

DATE: 12/15/10

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

SCALE: 1" = 40'

DATE: 12/15/10

BY: [Signature]

FOR: [Signature]

PROJECT: C7.17

Point Table with columns: Point #, Northing, Easting, Elevation, Description

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STEWART ENGINEERING & SURVEYING, INC. is a duly licensed Professional Engineer by the State of Colorado...

THESE POINT TABLES were prepared by the contractor for the use of the engineer as a record of the work done...

BY: [Signature]

FOR: [Signature]

PEARCES LANDING SUBDIVISION

AS-BUILT RECORD DRAWINGS

ROAD J POINT TABLES

Project Number: C7.17  
Drawn by: [Signature]  
Checked by: [Signature]

10/15/2010 10:00 AM - Name: [Name] - Path: [Path] - File: [File]

**RESOLUTION 2022-09  
ACCEPTING ROADWAY, AND STORM DRAINAGE  
INFRASTRUCTURE FOR PEARCE LANDING**

**WHEREAS**, Pearce's Landing, LLC, the developers of Pearce's Landing Phase 1A, has requested the Town of Zebulon to assume ownership and maintenance of the roadway, and storm drainage infrastructure within the public right-of-way or dedicated easements of Pearce's Landing, consisting of 2,229 linear feet (LF) of drainage infrastructure, and 1,775 LF of roadway:

- 500 LF at Golden Plum Lane
- 1275 LF @ Indigo Creek Drive

**WHEREAS**, the Town of Zebulon has inspected said infrastructure; and

**WHEREAS**, Pearce's Landing, LLC has completed all punch list tasks; and

**WHEREAS**, the Town of Zebulon has received all required documentation needed for Dedication and Warranty; and

**WHEREAS**, the Town of Zebulon has received a Site Improvement Performance Bond from Berkely Surety Group for completion of final asphalt roadway overlay, five-foot sidewalk, access ramps, stormwater pond conversion, landscaping, and mail kiosk; and

**WHEREAS**, the Town of Zebulon may accept an offer of dedication of streets, sidewalks, curb and gutter, and storm drainage by resolution of the Board of Commissioners per the Town of Zebulon Uniform Development Ordinance section 6.4.1 and 6.10.4.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Town of Zebulon accepts dedication of the aforementioned roadway, and storm drainage infrastructure as described in the attached documents effective January 3, 2022.

Adopted this 3<sup>rd</sup> day of January 2022.

\_\_\_\_\_  
Glenn L. York – Mayor

SEAL

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**December 16, 2021**

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

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

**APPROVAL OF AGENDA**

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

Joe Moore gave an overview of the topics to be discussed at the meeting.

**BOND REFERENDUM**

Bobby Fitts spoke about the bond referendum process, schedule, costs, sample projects, sample ballots and property tax implications. The process would take approximately six months to allow time for the authorization of the bond purpose and amount, to file the notice of intent and application with the Local Government Commission, and to hold a public hearing prior to the November 2022 election.

The projected costs would be approximately \$67,500 to \$102,500 to cover the bond counsel, financial advisor and the election.

Some of the sample projects included the Fire/EMS building, N. Arendell Avenue improvements and a Parks Project.

There was discussion about the possibility of offsetting the expenses of the Fire and EMS building with AARP funds. Joe Moore explained the work session was to educate the Board on the bond referendum process and the costs involved.

There were questions about the need for a financial advisor. Bobby Fitts spoke about the duties of the financial advisor.

Examples of sample ballots from Apex, Fuquay-Varina, Garner and Morrisville were shown. There was discussion about property tax implications and how to inform and educate citizens about the bond referendum. Bobby Fitts explained that the Town and staff could not advocate for the bond, only educate.

### **PARKS AND RECREATION PROGRAMMING**

The Board recently approved the Play Zebulon Parks and Recreation Master Plan. Sheila Long presented ways to implement the programming aspects of the plan and potential projects. Some of the program recommendations from the master plan included programs for youth sports, special events, health/wellness, and teens. The new program priorities included adult and seniors, aquatics, special needs, nature and adventure programs.

The Board was asked to look at existing programs and new programs and to rank their top choices. Each Board member spoke about their top choices. The expanded services would require more resources. A \$.01 tax increase would be equivalent to approximately \$150,000 in funds for the Town. There was discussion about 2022 planning and budgeting.

Sheila Long gave a presentation on the Farm Fresh Market's cost to operate over the last five years. The Board was asked for their feedback about the future of the farmers' market and their thoughts on May Days in 2022. There was discussion about moving the market location, having an artisan market and rebranding the market. The Board stated they wanted an artisan market each weekend at the Town Hall campus.

Sheila Long suggested moving forward with a site-specific plan for Little River Park, Community Park and the EMS building as a downtown park. This recommendation was given due to the possibility of grant funding resources.

### **BOARD VACANCY APPOINTMENT PROCESS**

Joe Moore spoke about the steps and schedule for the Board appointment process. The Board was asked for feedback on the proposed application for the vacancy that staff drafted for their consideration.

It was suggested the applicants address the three elements of the Town's strategic plan, have budget knowledge, and attend the Government 101 presentation to better understand what being a commissioner entailed.

There was discussion about a special election process, having applicants submit a video and making a presentation to the Board. It was suggested to have the Parks and Recreation Master Plan, Transportation Plan, Unified Development Ordinance, the Town Budget book and Comprehensive Annual Financial Report at Town Hall and the library for review.

Advertising for the meeting would be on the Town's website and social media. Other suggestions included posting a notice at the library, an ad in the Wake Weekly or a printed flyer mailed to citizens.

Commissioner Baxter asked to add the question to the application "can you legally vote in the Town of Zebulon."

### **2022 MEETING SCHEDULE**

The proposed 2022 meeting schedule was discussed.

Board of Commissioners  
Minutes  
December 16, 2021

There was discussion about the Board's availability for the proposed meetings and mini retreats. There was a conflict with the January 20, 2022 date. Staff would ask for more dates from the facilitator and would send a poll to the Board for their availability.

The Zebulon National Register Historic District Public Hearing was scheduled for January 10 at 6:30pm. A special called meeting was proposed for January 18 to discuss the application to the Zebulon National Register Historic District.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the special called meeting on January 18, 2022 at 7:00pm. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to adopt the May 26, 2022 budget work session meeting date. There was no discussion and the motion passed unanimously.

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

Adopted this the 3<sup>rd</sup> day of January 2022.

---

Glenn L. York—Mayor


SEAL

---

Lisa M. Markland, CMC—Town Clerk

STAFF REPORT  
ORDINANCE 2022-31  
PLANNING VEHICLE UPFIT  
JANUARY 3, 2022

**Topic: Ordinance 2022-31 – Planning Vehicle Upfit**

Speaker: Michael Clark, Planning Director (if pulled from Consent)  
From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider transferring budgeted Minimum Housing funds to the Vehicles line item for the purpose of installing safety lights on the Planning Department's vehicle used for code enforcement.

**Background:**

In July 2021 we received a Ford F-150 as part of a vehicle leasing program that the Town entered into through Enterprise Fleet Management. The truck has been in use since then but without any upfit except a Town logo on the doors. With this truck being in the field so much it is very important for the safety of employees using it that this light package be installed. Moving this \$3,350 from Minimum Housing will cover the cost to install this light package on this truck.

**Discussion:**

The Board of Commissioners must approve the transfer of these funds through a Budget Adjustment because it is moving funds from an operating line item to a capital one. Adoption of the attached ordinance will appropriate funds toward the upfit of this truck.

**Policy Analysis:**

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2022-31

**Attachments:**

1. Ordinance 2022-31



ORDINANCE 2022-31

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
Planning—Vehicles (Enterprise Lease)	\$3,350.00	
Planning—Minimum Housing		3,350.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 3, 2022

Effective: January 3, 2022

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Glenn L. York - Mayor

ATTEST:

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Lisa M. Markland, CMC - Town Clerk