

Zebulon Board of Commissioners
Minutes
January 3, 2022

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, 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 Baxter.

APPROVAL OF AGENDA

Commissioner Baxter asked to move the December 16, 2021 Work Session minutes and Ordinance 2022-13 – Planning Vehicle Upfit from consent.

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

SCHOOL RECOGNITIONS

Mayor York recognized student Myra Greene and teacher Shereka Greene, both from Zebulon Middle 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 December 1, 2021 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 6, 2021 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 6, 2021 closed session. 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 – October 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.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the Ordinance 2022-30 – Police Vehicle Repair and Public Works Materials and Supplies Replacement – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Administration

1. Board Appointments

Joe Moore gave a follow-up from the work session about the steps and the schedule for filling the Board vacancy.

The draft application was shown. The applications are due by January 31, 2022 at 5:00pm. The applicants would present to the Board at the February 7, 2022 regular meeting. Physical copies of the application were available at Town Hall, the Police Department, Community Center, Eastern Regional Center and library as well as electronic copies on the Town's website.

Commissioner Baxter suggested adding the question about the applicant's ability to vote in the Town of Zebulon elections.

There was discussion about changes to the application including the applicant's past work and life experiences and not making the Government 101 course a requirement.

Commissioner Baxter asked to appoint the new applicant before the March 7, 2022 regular meeting and a special meeting was proposed for February 25, 2022 at 6:00 pm.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the board appointment application as amended and to have a special called meeting on February 25, 2022 at 6:00pm. There was no discussion and the motion passed unanimously.

2. Meeting Calendar 2022

Joe Moore suggested moving the strategic mini retreat from January to April 14, 2022 and spoke about the topics planned for the other scheduled retreat dates.

Commissioner Clark made a motion, second by Commissioner Loucks to adopt the 2022 Meeting Calendar. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Public Works

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

Chris Ray asked the Board to 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. The infrastructure would be added to the Town’s Capital assets and would be two streets totaling 1,775 linear feet and 2,229 linear feet of storm drainage valued at \$1,015,506.

Staff recommended approval of Resolution 2022-09.

The Town received a Site Improvement Performance Bond for \$588,586 to ensure the final completion of outstanding items such as the final overlay, striping, 5 ft. sidewalks with handicap ramps, landscaping, mail kiosks, street trees and stormwater pond conversion. All the work to be done had a 12-month warranty.

Commissioner Clark made a motion, second by Commissioner Baxter to adopt Resolution 2022-09. There was no discussion and the motion passed unanimously.

Chris Ray stated with the new acceptance the Town now had 30 miles of streets.

B. General

1. Ordinance 2022-31 – Planning Vehicle Upfit

Michael Clark explained the Town tried to use an existing light bar on the new Planning truck, but it did not work on the truck. The light bar was reutilized on a different vehicle.

There was a question about the transfer of the \$3,350 from the minimum housing line item to cover the install of the light package. It was stated the new code enforcement officer had been very effective in working with property owners to bring properties into compliance and avoiding a minimum housing case.

Chris Ray spoke about what was done with salvageable items.

It was stated the Enterprise vehicle lease was a five-year lease.

2. December 16, 2021 – Work Session Minutes

Commissioner Baxter asked to change the minutes to reflect that the December 16, 2021 work session meeting began at 5:58pm.

Commissioner Baxter made a motion to approve the December 16, 2021 work session minutes as amended. The motion died for lack of a second.

The December 16, 2021 work session minutes were approved by consensus.

BOARD COMMENTS

Commissioner Loucks wished the citizens a Happy New Year and encouraged everyone to wear their mask and to get vaccinated. Commissioner Loucks also reminded everyone about the free COVID testing at the Eastern Regional Center and Five County Stadium.

Commissioner Miles reminded everyone about the Joint Public Hearing on January 10, 2022 at East Wake Academy and the ribbon cutting at the Beaverdam Creek Greenway on January 11, 2022.

Commissioner Clark stated she hoped everyone had a happy holiday and was looking forward to working hard for the Town of Zebulon.

Commissioner Baxter wished Rebecca Hinton a happy 98th birthday.

MANAGER'S REPORT

Joe Moore spoke about National Register Historic District nomination to be discussed at the January 10, 2022 Joint Public Hearing. The meeting would be at East Wake Academy to allow for social distancing.

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

Adopted this the 7th day of February 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk