

**Zebulon Board of Commissioners**  
**Minutes**  
**November 5, 2018**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Dale Beck, Don Bumgarner, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Tim Hayworth-Police, Chris Perry-Fire, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Mark Hetrick-Planning, Eric Vernon-Attorney

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Wakelon Elementary School student, Liam Mitchell.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITION**

Mayor Matheny recognized student Liam Mitchell and teacher Richard Gray, both from Wakelon Elementary School.

**PUBLIC HEARING**

*A. Hendricks Drive Street Closure*

Mark Hetrick gave a general overview regarding SC 2019-01—Hendricks Drive Right-of-Way closure. It was explained the application was filed on August 13, 2018.

Aerial views and information about the location of Hendricks Drive and adjoining properties were shown. The abandonment length was 262 liner feet. Half of the right-of-way would go to each adjoining property owner, Wilcohes LLC and BB&T Corporation. All of the requirements of NCGS §160A-299 had been met.

Staff recommended approval of Resolution 2019-11 (SC 2019-01).

Mayor Matheny asked if anyone wished to speak.

Mark Van Sickle, from Little Diversified Architectural Consulting representing BB&T, stated he was present to answer any questions from the Board.

The Board did not have any questions.

Mayor Matheny closed the public hearing.

## **PUBLIC COMMENT PERIOD**

Denise Nowell, from the Zebulon Chamber of Commerce, read remarks from Zebulon Next Conference keynote presenter, Chris Chung. Denise Nowell stated she attended the North Carolina Economic Development Association Luncheon with Commissioner Clark in Rocky Mount and learned about economic development efforts taking place in that area. Lastly, Denise reminded them Holiday Happenings would be November 16 and 17 at the Zebulon Community Center. The downtown Christmas tree lighting would be December 1 from 4pm to 8pm and the parade was December 2 at 2pm. The 2<sup>nd</sup> annual commemorative Zebulon Christmas ornament was shown to the Board.

## **CONSENT**

### *A. Minutes*

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the minutes of the October 1, 2018 meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the minutes of the October 17, 2018 work session. There was no discussion and the motion passed unanimously.

### *B. Finance*

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the tax report for August 2018. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the financial reports as of October 22, 2018. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the sales tax reports for fiscal year 2018. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the quarterly reports for planning, fire, and public works. There was no discussion and the motion passed unanimously.

## **PRESENTATION**

### *A. FY 2018 Audit Presentation*

Bobby Fitts presented the Board with the NC Comprehensive Annual Financial Report for the Fiscal Year that ended June 30, 2018. Bobby Fitts thanked auditor, Shelton Ennis from Joyce and Company, CPA for his help throughout the audit process. Shelton Ennis explained the audit process and reviewed some of the highlights. The Town had received the prestigious award of the Certificate of Excellence for Financial Reporting for FY 2017 from the Government Officers Association and was applying for FY 2018 which was the Town's 25<sup>th</sup> consecutive year.

Mayor Matheny stated the valuation subject to tax jumped significantly and asked how much was attributed to new growth. Shelton Ennis explained there was significant investment from

commercial businesses in Town. Real estate property attributed to the residential growth, but stated he could research further for more detail.

Mayor Matheny inquired about the water and sewer debt that was paid off. It was explained there was debt for the infrastructure assets that were turned over to the City of Raleigh in 2006. The Town had to pay the debt, and then the City of Raleigh reimbursed the Town for the debt payments according to the terms of the Merger Agreement. The debt was now completely liquidated.

Bobby Fitts clarified the debt service payments were complete, and were paid by utility revenue, not from tax revenue.

Mayor Matheny asked if there were any questions. There were none.

## **OLD BUSINESS**

### *A. Planning*

1. Hendricks Drive Street Closure
  - a. Resolution 2019-11

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve Resolution 2019-11. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Administration*

1. Personnel Policy Amendments

Chris Perry presented the proposed birthday policy and accrual policy. The birthday policy would entitle an employee to take their birthday off and receive one day of pay. The accrual policy allowed employees to accrue additional vacation time based on their years of service and hours worked in a typical workweek.

Mayor Matheny asked if the Board had any questions.

Commissioner Strickland asked if taking the day off for the birthday was optional.

Chris Perry explained the day off had to be coordinated with the department head to adjust work schedules or workloads. The day off had to be within the two week work cycle.

Commissioner Strickland made a motion, second by Commissioner Clark to approve amendments to the Personnel Policy. There was no discussion and the motion passed unanimously.

2. Business Development Grant Policy

Joe Moore explained the proposed Town of Zebulon Economic Development Incentive Policy was last updated in 2008 and included one incentive tier offering up to 100% of new ad valorem taxes received. It was difficult for businesses to meet the thresholds of the current incentive tier. Zebulon's Heavy Industry Zoning area included small lots which limited the investment potential for businesses also making it difficult to meet the thresholds. The Board was shown Wake County's Business Development Grant Policy which included the new Targeted Growth

Area/Vulnerable Communities tier. Wake County's new targeted growth area tier limited the incentive to 30% of ad valorem taxes received, deviated from the job numbers and the investment threshold.

Mayor Matheny suggested dropping the jobs minimum from 50 to 25 employees on the current tier in the proposed policy.

Commissioner Bumgarner made a motion, second by Commissioner Moore to approve the proposed Town of Zebulon Business Development Grant Policy with a 25 job minimum. There was no discussion and the motion passed unanimously.

*B. Public Works*

1. Taryn Lakes Phase 2-B Roadway and Storm Drainage Acceptance
  - a. Resolution 2019-12—Resolution Accepting Roadway and Storm Drainage Infrastructure for Taryn Lakes Phase 2-B

Chris Ray asked the Board to consider acceptance and maintenance of Taryn Lakes Phase 2-B roadway and storm drainage infrastructure within public right-of-way. The infrastructure was valued at \$353,886.00 and would be added to the Town's fixed assets. Staff recommended approval of Resolution 2019-12.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2019-12. There was no discussion and the motion passed unanimously

2. Weaver Pond 3B-2 Roadway and Storm Drainage Acceptance
  - a. Resolution 2019-13—Resolution Accepting Road and Storm Drainage Infrastructure for Weavers Pond 3B-2

Chris Ray asked the Board to consider acceptance and maintenance of Weavers Pond Phase 3B-2 roadway and storm drainage infrastructure within public right-of-way. The infrastructure was valued at \$396,146.15 and would be added to the Town's fixed assets. Staff recommended approval of Resolution 2019-13.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2019-12. There was no discussion and the motion passed unanimously

*C. Fire*

1. Service Level Agreement for Use of Mass Notification System with Wake County  
Chris Perry presented the service level agreement with Wake County to use their Countywide Mass Notification System. Wake County purchased the system and allowed municipalities in Wake County to use at no cost through the Service Level Agreement. The system allowed for emergency notifications such as notifying for a lost child. There was also a non-emergency side for instances such as street closures.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the Service Level Agreement for Use of Mass Notification System with Wake County. There was no discussion and the motion passed unanimously.

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### **BOARD COMMENTS**

Don Bumgarner thanked staff for their work at the Trunk-or-Treat event.

Beverly Clark stated she enjoyed the Economic Development Luncheon in Rocky Mount.

Mayor Matheny handed out Joe Moore's evaluation to the Board.

The Mayor also handed out an invitation to the Wake County Mayor's Association Christmas Dinner which would be in Wake Forest.

### **MANAGERS REPORT**

Veteran's Day Celebration was Friday, November 9 at the Community Center. Wake County Veterans Services Officer, Douglas Johnson was the featured speaker.

That same night at 7pm was the Family Movie night showing Peter Rabbit.

The Farm Fresh Market would be at the Community Center on November 16 and 17 featuring food vendors, 25 local craft vendors, dance, music, Santa Claus, Cousins Main lobster truck, and Koi Pond Brewery.

Joe Moore reminded everyone to go vote on Tuesday, November 6. The Community Center and Regional Center were polling places.

The Mayor stated he would not be able to attend the Veteran's Day Celebration.

### **CLOSED SESSION**

Mayor Matheny explained the Board needed a motion to go into closed session as permitted by NCGS §143-318.11(a)(4) for the purpose of discussing economic development.

Commissioner Clark made a motion, second by Commissioner Bumgarner to go into closed session as allowed by NCGS §143-318.11(a)(4) for the purpose of discussing economic development. There was no discussion and the motion passed unanimously.


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

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

Adopted this the 3<sup>rd</sup> day of December, 2018.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk