

Zebulon Board of Commissioners
Minutes
March 6, 2023

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

Absent: Jessica Harrison

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baxter.

APPROVAL OF AGENDA

Mayor York asked to move the Manager's report before closed session.

Commissioner Baxter stated she met with Lisa Markland about corrections to the October 3, 2022 minutes and the Board was provided a copy of the corrections that were made.

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

SCHOOL RECOGNITION

Mayor York recognized teacher Keri-Sue Bonnaci, from Zebulon Middle School.

PUBLIC COMMENT

John Saffold gave an update from the Zebulon Chamber of Commerce and introduced Jennifer Williams as the new Board Chair.

Nick Robertson, the Hunger and Nutrition Program Director for Urban Ministries of Wake County, spoke about the Project Pivot Program which partnered with local non-profit agencies to ensure Wake County residents received groceries each week and school children received breakfast and snack items. Mr. Robertson asked for assistance from Town and City officials in Wake County to maximize the program.

Tracy Alford thanked the Board for their support of the Miss Zebulon Organization. Chloe Smothers, the 2023 Miss Zebulon, spoke about Empowered Girls Empower and her community work.

Kamryn Hollowell, Miss Zebulon Teen spoke about her community service work through Project Purple.

CONSENT

A. Minutes

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the minutes of the October 3, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the minutes of the February 13, 2023 joint public hearing. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the minutes of the February 16, 2023 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the minutes of the February 23, 2023 work session. There was no discussion and the motion passed unanimously.

B. Finance

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

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the Wake County tax report – December 2022. There was no discussion and the motion passed unanimously.

C. Police

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Ordinance 2023-27 – Police Vehicle – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Parks and Recreation

- i. Resolution 2023-23 – Capital Improvement Plan FY '23
- ii. Ordinance 2023-28 – Little River Park Capital Project Fund
- iii. Ordinance 2023-29 – Budget Transfer

Sheila Long spoke about the Little River Park planning and explained the next steps were to establish a capital fund, seek grant funding and adopt the FY 2023 park Capital Improvement Plan (CIP). Agencies required matching funds and a CIP to demonstrate a community's intent to proceed with the project and commitment to effectively utilize their grants. The decision before the Board was whether to continue to prepare applications for the PARTF and LWCF grants. If interested in applying for the grants, the Board would increase their competitiveness by adopting the Budget Adjustment and the park Capital Improvement Plan.

There was discussion about the park bond and the Parks and Recreation impact fee. The various funding sources for future master plan projects were also detailed as well as options to fund the Little River Park project.

Board of Commissioners
Minutes
March 6, 2023

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2023-23. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2023-28. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2023-29. There was no discussion and the motion passed unanimously.

B. Planning

i. North Carolina Main Street Appointment of Advisory Board

Michael Clark stated there were 10 applicants for the North Carolina Main Street Advisory Board. Staff recommended approval of a minimum of five members so the Town could move forward with the Main Street program.

The applicants who submitted an application were:

- Michael Croitour
- Damon Damphie
- Crystal Flowers
- Michael Germano
- Narcisa Johnson
- Rachel Lock
- Anthony Pirrello
- Cyrus Stacey
- Quinton Crosson-Taylor

Every applicant was in attendance except Anthony Pirrello who had to attend another meeting. Each applicant spoke about their reasons for wanting to serve on the Main Street Advisory Board.

Commissioner Loucks stated he wanted to have a Chamber of Commerce representative and a Commissioner on the Board as well as setting term limits.

Commissioner Clark wanted more time to review the information, was agreeable to someone serving on two advisory boards and thought it would be better to have a board made up of citizens and not to have a Commissioner on the advisory board.

Commissioner Miles shared advice he received from Liz Parham about how to choose the candidates.

Commissioner Baxter was agreeable with the statements made and thanked those willing to serve on the advisory board.

Mayor York thanked those who were interested in serving on the advisory board.

Commissioner Baxter made a motion, second by Commissioner Clark to table the North Carolina Main Street appointment of advisory board until after the Main Street conference.

There was some discussion.

Commissioner Baxter amended her motion to table the North Carolina Main Street appointment of advisory board until the March 23, 2023 retreat. Commissioner Clark seconded the amendment to the motion. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Planning

i. Public Hearing

a. Clifton Grove Annexation – 921 & 1015 Pearce Road, 0, 9201, 9136 Pippin Road

Mayor York opened the public hearing.

Michael Clark presented the annexation petition for five parcels located at 921, 1015 Pearces Road and 0, 9102, 9136 Pippin Road. The applicant was DR-Horton and the current zoning was R2 Residential. The public hearing notice requirements were met, and the corporate boundaries were shown. The properties were adjacent to contiguous and satellite corporate boundaries.

Staff explained water and sewer were available. The sewer ran along the west boundary and the owner could not connect until the properties were annexed into corporate limits.

The proposal for the conservation subdivision was submitted two and a half years ago and the construction drawing process was being completed.

The annexation standards under 2.2.2.G included:

- Owner approval
- Services can be provided
- Cost/return
- Public health, safety and welfare

It was explained the developer was responsible for any right-of-way, utility and infrastructure improvements. Staff recommended approval of Ordinance 2023-30.

Commissioner Loucks inquired about the total number of units in the development and if a current traffic impact analysis had been performed. Staff explained the project included 237 units and stated the projected traffic increase from the development was included in the traffic impact analysis that was done.

Commissioner Baxter stated she needed to review the traffic impact analysis.

Commissioner Clark stated a traffic impact analysis did not affect the annexation of the property. Staff explained the traffic impact analysis was specific to the development request. The applicant was only requesting annexation of the land to continue the development process. There were questions about whether the project would come back before the Board for approval. Mike Clark

stated there was not a request to deviate from the ordinance and therefore would not come back before the Board.

Commissioner Miles stated he wanted a new traffic impact analysis to be performed.

Commissioner Loucks had concerns about the public health, safety and welfare from the traffic the development would cause.

Mayor York asked if there was anyone who wished to speak.

Jonathan Cooper stated he received site plan approval in December 2022 and the traffic impact analysis was current for the approval by incorporating future impacts. It was explained the request took longer than usual because it was a conservation subdivision and 50% of the land that was conserved had to be approved. There was discussion about the findings in the traffic impact analysis.

There were further discussions among the Board about traffic concerns. The consensus was to have more time to review the traffic impact analysis.

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

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

Mayor York asked if anyone had any questions. There were none.

Mayor York closed the public hearing.

- ii. Ordinance 2023-30 Clifton Grove Annexation – 921 & 1015 Pearce Road, 0, 9201, 9136 Pippin Road – Deliberations

Commissioner Miles made a motion, second by Commissioner Loucks to table Ordinance 2023-30 to the April 3, 2023 meeting. There was no discussion and the motion passed unanimously.

Mayor York stated there would be a 10 minute recess.

The meeting was called back into session at 7:55pm.

BOARD OF COMMISSIONERS

A. Assistant Town Manager Position

Commissioner Miles asked for an update of the Assistant Town Manager job description and salary range. Joe Moore stated the position was not included in the budget and he could bring generic information to the Board about the responsibilities and pay range for an Assistant Town Manager. The Board had not heard all the FY 2024 position requests and Mr. Moore recommended discussing the need for an Assistant Town Manager after that time.

Commissioner Baxter stated an Assistant Town Manager was needed and recommended it be included in the budget. There was consensus among the Board for the position to be budgeted for FY 2024.

B. Job Openings

Commissioner Miles inquired about the current job openings, where they could be found online, how people could apply and asked to have a job report added into the Manager's comments. Joe Moore stated an HR report could be added to the Manager's report. Lisa Markland gave information about the current job openings, where they were posted and how someone could apply.

Commissioner Loucks inquired about the Town Clerk and Main Street Coordinator positions. Lisa Markland explained she and the Mayor had worked on the Town Clerk job description which was shared with the Board for review and comments. Once the position was funded then the position could be advertised.

Michael Clark spoke about the Main Street Coordinator position. The regulation required someone to be on staff for 40 hours and contractor, Teresa Piner, was filling that roll. Anyone in that position was required to have experience and fundamental understanding of business development.

C. Commissioner Pay Increase

Commissioner Miles asked how elected officials' pay was calculated, who determined it and when the last compensation evaluation was done.

Joe Moore stated the Board determined fair compensation for their services. Ms. Markland provided information about compensation in surrounding communities.

Commissioner Loucks asked that the health insurance opt out calculation be included in the compensation number.

Commissioner Miles made a motion, second by Commissioner Baxter to add Board compensation as an agenda item at the April 3, 2023 meeting.

Mayor York stated compensation rates varied and in some municipalities the Mayor Pro Tem made a different salary than Commissioners.

Lisa Markland explained the practice was for the commissioners pay to be increased by the merit percentage that the Board approved for full-time employees.

There was no further discussion and the motion passed unanimously.

D. Fraternalization Policy and Personnel Policy

Commissioner Miles asked for an update on the Fraternalization Policy, Dissemination of Information, and the Rules of Procedure.

Board of Commissioners
Minutes
March 6, 2023

Joe Moore gave some background information of Professor Maynard who was revising the personnel policy and offered information on the update of the draft policy. The Board would receive a copy at their April work session.

E. Bee City USA

Commissioner Baxter gave an update about the Bee City USA program. A statement from a 4th grader was read about their support of Zebulon becoming a Bee City.

Tim Huffman, Program Director for Five County Beekeepers, stated he was willing to help teach people about beekeeping.

Commissioner Loucks asked if Commissioner Baxter was willing to be the Town's coordinator for the program. Commissioner Baxter was willing to do so.

Joe Moore stated staff would prepare a budget adjustment for the program fee.

Commissioner Baxter made a motion, second by Commissioner Miles to direct staff to move forward in becoming a Bee City and to add the item to the April 3, 2023 agenda. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Loucks reminded everyone there was a St. Patrick's event at the Fall line on March 18, the Town may soon be able to extend the ETJ from one mile to two miles and to look at the Parks and Recreation events schedule.

Commissioner Clark thanked all those who attended the meeting and applied for the Main Street Advisory Board.

Commissioner Miles thanked all the Main Street Advisory Board applicants, thanked staff for all of their hard work and honored Peggy Wilder.

Commissioner Baxter wished Commissioner Loucks a Happy Birthday and stated the Eastern Wake Local Government Association meeting was scheduled for March 29, 2023.

Mayor York read the recognition for Zebulon Middle School student, Justice Brown.

Commissioners Baxter, Miles and Harrison were thanked for coming out to the Shepherds Care Clinic ribbon cutting.

MANAGER'S REPORT

Michael Clark gave a monthly development update and introduced Adam Culpepper as the new Senior Planner.

Chris Ray spoke about the intersection improvement project at Green Pace and Arendell.

Board of Commissioners
Minutes
March 6, 2023

Bobby Fitts reported the following budget transfers:

Planning:

Moved \$4,500 from Salaries to Travel & Training;
Moved \$4,000 from Minimum Housing to Professional Services

Property & Project Management:

Moved \$1,700 from Insurance & Bonds - \$600 to Cell Phones and \$1,100 to Community Center Electricity;
Moved \$750 from Municipal Complex Natural Gas to Public Works Facility Natural Gas

Operations:

Moved \$10,000 from Salaries - \$5,000 to Professional Services and \$5,000 to Contract Services - Streets;
Moved \$2,500 from Insurance & Bonds to Vehicle Maintenance;
Moved \$1,500 from Materials & Supplies (Snow & Ice) to Materials & Supplies (Stormwater).

Parks & Recreation:

Moved \$5,000 from Athletics to Part-time Salaries (Athletics);
Moved \$5,000 from Salaries to Part-time Salaries (Athletics);
Moved \$2,500 from Travel & Training to Grounds Maintenance;
Moved \$1,500 from Cemetery Landscape to Grounds Maintenance;
Moved \$5,000 from Community Center Programs to Part-time Salaries (Community Center);
Moved \$5,000 from Salaries to Part-time Salaries (Community Center);
Moved \$400 from Computers to Postage/Telephone.

Joe Moore gave an overview of topics for the upcoming work session on March 16.

Commissioner Baxter stated the Main Street conference ended at noon on March 16, 2023 and thought it would be best to move the start time for the work session to begin later.

Commissioner Baxter made a motion, second by Commissioner Loucks to move the meeting time to 6:00pm on March 16, 2023.

Commissioner Miles asked for an explanation of the minimum housing budget transfer. Michael Clark stated it was a form of enforcement that made sure dwellings were fully occupiable and the funds were transferred because it was unlikely there would be any more projects within the fiscal year.

Mayor York stated there would be a five-minute recess.

The meeting was called back into session at 9:06pm.

Mayor York stated the Board would go into closed session to instruct staff concerning the position to be taken in negotiating the acquisition of real property per GS 143-381.11(a)(5).

Board of Commissioners
Minutes
March 6, 2023

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 Clark to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Clark to approve Ordinance 2023-31 and Ordinance 2023-32. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of April 2023.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk