

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**June 17, 2020**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Chris Ray-Public Works, Bobby Fitts-Finance, Tim Hayworth-Police, Chris Perry-Fire, Sheila Long-Parks and Recreation, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

Mayor Matheny asked to add a section after approval of the agenda to speak to the Board about requiring masks.

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

**NEW BUSINESS**

*A. Mask Requirements*

Mayor Matheny explained there was a discussion at the Wake County Mayor's Association about the possible requirement to wear masks in the community and asked the Board about their opinion of mandatory masks.

The consensus of the Board was to require a mask when out in public.

**OLD BUSINESS**

*A. General-Budget Process*

1. Manager's Introduction

Joe Moore stated it was the second work session for the FY21 Budget and offered an overview of the night's presentations. Joe Moore gave a thorough explanation of the goals and features of the budget message. The budget public hearing budget would be June 22. The Board could adopt the budget at the June 22 meeting, or no later than June 30.

2. Presentations

a. Information Technology

Lisa Markland spoke about the Town's IT background and offered a 2019-2020 update. The IT committee's goals were to reduce vulnerabilities and increase safety for employees and Town property.

Chris Perry spoke about the Fire Department's access control system. The system allowed the building to be locked automatically and controlled who had had access to the building. The committee proposed to have the same system installed at Town Hall. The IT Committee also requested a work order system and billing module in the proposed FY21 budget.

The work order system allowed for more efficiency in completing tasks. Staff detailed the billing module system and explained how it would make billing more consistent and efficient.

Michael Clark spoke about the Idt Plans/Bluebeam Program, a full comprehensive plan review platform, which would make the plan review process much more efficient. The proposed future IT projects were shown.

There was a question about the access cards for Town Hall. The front and back doors would be locked, but the side door would remain unlocked for citizens. Staff would use their access cards to enter the building and suites.

Commissioner Loucks inquired how many invoices were prepared per year and which were checks versus credit card. Bobby Fitts estimated there were about 100 fire inspection invoices per year.

b. Streets and Thoroughfares

Chris Ray gave background information and explained the Street Paving Analysis that was performed in 2016 for the Town's streets. It was explained how streets were graded. The requested FY21 budget items included street paving, roadway widening, and intersection signalization. Some of the future trends were shown.

It was stated that NCDOT was not participating in the construction of the project at the Green Pace Road and N. Arendell Avenue intersection but would be responsible for maintenance.

c. Public Safety

1. Fire

Chris Perry spoke about the Fire Investigation Program. The budget proposal implemented the full ability to conduct fire investigations locally including the training, certification, compensation, and equipment. It was estimated there were six to eight municipal fire departments in Wake County that had their own Fire Investigation Program.

2. Police

Tim Hayworth spoke about the recruiting, hiring, and training process for police officers. It was explained how difficult it was to obtain a sufficient amount of qualified applicants. BLET scholarship programs were proven to be a successful method to recruit qualified applicants. The Fire Department had used a similar method to recruit new employees.

Commissioner Loucks suggested offering a housing allotment. The Police Department could research offering an allotment and were open to ideas that were outside the box to attract qualified applicants. BLET was approximately \$1,700 per recruit. The tuition would be waived if the Town sponsored an individual. The only expense would be for books and uniforms.

d. Fleet Management

Joe Moore showed the Town's real property, personal property, and public service property value and tax rate over the last 10 years. It was explained how the economy over the years caused a lack of reinvestment in streets and fleet and deferred maintenance or replacement was costly. The

budget process and goals for fleet management were explained. The Fleet Capital Committee would prioritize and categorize the Town's future fleet needs.

There was discussion about replacing vehicles through the Enterprise program. Mayor Matheny asked if the price included upfit of police vehicles. Staff would need to get more information about the replacement of equipment for police vehicles through the Enterprise program. Joe Moore stated the Budget Ordinance Public Hearing would be June 22. The Board could adopt the budget at the June 22 meeting, or no later than June 30.

*B. Public Input*

No comments were submitted.

**CLOSED SESSION**

Mayor Matheny stated that they needed a motion to go into closed session as permitted by NC GS §143-318.11(a)(6) for the purpose of personnel discussions.

Commissioner Clark made a motion, second by Commissioner York to go into closed session.

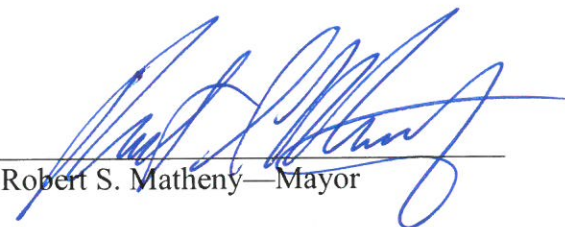
NOTE: In closed session Commissioner Loucks made a motion, second by Commissioner York to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to have closed session personnel minutes for June 17, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

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

Adopted this the 18<sup>th</sup> day of August, 2020.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk