

**Zebulon Board of Commissioners**  
**Minutes**  
**June 22, 2020**

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

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

**APPROVAL OF AGENDA**

Mayor Matheny asked to amend the agenda to add budget transfers under Budget.

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

**PUBLIC HEARING**

A. Budget FY 2020-2021

Mayor Matheny opened the public hearing.

Joe Moore recapped the budget schedule and process.

Mayor Matheny asked if anyone wished to speak.

Mary Beth Carpenter, from Preservation Zebulon, spoke about how their non-profit funding request fit with the Town's strategic plan and thanked the Board for their past support.

Lisa Markland read comments submitted by Donald Horton. The complete comments are attached to these minutes.

Mayor Matheny asked if anyone else wished to speak. There were none. Mayor Matheny closed the public hearing.

**CONSENT**

A. *Finance*

1. *Budget Amendments*

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2020-51 – COVID-19 expenditures. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2020-52 – Wake County Fire Reimbursement for turnout gear. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2020-53 – AV Equipment to Capital. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2020-54 – Governing Body – Additional Professional Services. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2020-55 – Greenway Impact Fees to Reserve.

Commissioner Clark made a motion, second by Commissioner Loucks to approve PEG Media Partnership Contract. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Administration*

#### 1. Call for Special Meeting August 5, 2020

Joe Moore stated the work session on August 5, 2020 was for a conditional zoning and planned development district training session in preparation for the August 10, 2020 Joint Public Hearing.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the Special Meeting on August 5, 2020. There was no discussion and the motion passed unanimously.

## **BUDGET**

### *A. Administration*

#### 1. Budget 2020-2021 – Ordinance 2020-56

Joe Moore reviewed the FY 21 budget process and statutory requirements. The Board could adopt the budget ordinance, modify the budget ordinance, or table for discussion for a meeting before or on June 30, 2020.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2020-56.

Commissioner Baxter expressed concerns that additional positions in the police department and fire department were removed from the budget.

Commissioner Baxter asked where the funds from the portion of the greenway that were not being completed would go. Joe Moore explained when the project was completed the funds would go to the general fund fund balance.

Commissioner Baxter inquired about the fire department's line item for fringe benefits. Chris Perry explained the fringe benefit line item included monthly meals for volunteer firefighters, various memberships such as the North Carolina State Firemen's Association, and volunteer firefighter t-shirts. It was also explained what volunteer firefighter pay covered.

The motion passed with a vote 4 to 1 with Commissioners Loucks, Moore, Clark, and York voting in favor and Commissioner Baxter voting against.

B. Finance

1. Non-Profit Funding Distribution

Bobby Fitts reviewed the non-profit funding distribution policy. The Town received 7 applications for non-profit funding. The Board reviewed the applications, discussed each group, and decided to allocate funds to the following non-profits:

- InterAct - \$1,000
- East Wake Education Foundation - \$1,000
- Preservation Zebulon - \$1,000
- Miss Zebulon Organization - \$500
- Martin Luther King Breakfast - \$500
- Dew for Him - \$500
- Share His Glory - \$500

Commissioner Loucks made a motion, second by Commissioner York to approve the Non-Profit Funding Distribution with the following distributions:

InterAct - \$1,000; East Wake Education Foundation - \$1,000; Preservation Zebulon - \$1,000; Miss Zebulon Organization - \$500; Martin Luther King Breakfast - \$500; Dew for Him - \$500; Share His Glory - \$500. There was no discussion and the motion passed unanimously.

2. Budget Transfers

Bobby Fitts reported the following budget transfers:

Administration:

Moved \$2,400 from Contract Services IT to Telephone Service;

Moved \$2,250 from Contract Services - \$200 to Safety Committee, \$300 to Vulnerability/Safety Improvement, \$1,200 to Travel & Training and \$550 to Printing & Copying

Planning:

Moved \$2,000 from Inspections to Vehicle Maintenance;

Moved \$2,000 from Travel & Training to Streets – Contract Services

Police:

Moved \$5,000 from Group Insurance to Salaries (Overtime);

Moved \$1,850 from Salaries to Separation Allowance;

Fire:

Moved \$1,900 from Insurance & Bonds -\$1,500 to Equipment Maintenance and \$400 to Electricity/Water

Streets:

Moved \$5,000 to Electricity - \$2,500 from Insurance & Bonds and \$2,500 from Snow & Ice Removal Supplies

Parks & Recreation:

Moved \$2,000 from Travel & Training - \$1,000 to Grounds Maintenance and \$1,000 to Electricity & Water;

Moved \$4,950 from Insurance & Bonds - \$3,000 to Streets Contract Services and \$1,950 to Electricity/Water

Moved \$1,000 from Part-time Salaries (Programs) to Materials & Supplies;

**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.

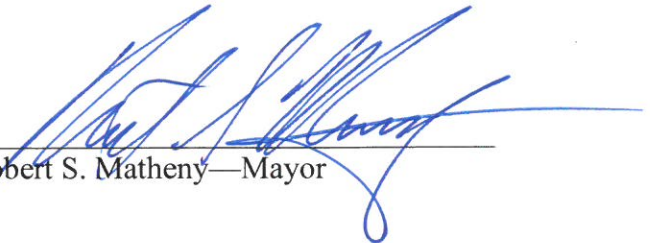
NOTE: In closed session Commissioner Loucks made a motion, second by Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.


Commissioner Baxter made a motion, second by Commissioner York to have closed session personnel minutes for June 22, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner York 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

Zebulon Board of Commissioners Public Hearing on the proposed 2021 Budget  
June 22, 2020

Mayor Matheny and Board of commissioners, thank you for the opportunity to comment on the Town of Zebulon's Proposed 2021 Budget.

First, I would like to commend Town Manager Joe Moore on the outstanding job he and his management team have done to prepare the proposed budget. He received recommendations from the Mayor, Commissioners and Department Heads and after much deliberation has presented a conservative and yet forward-looking budget. Believe me, I know that is not a small task.

As we all know, these are challenging times where we are on the one hand facing increasing demands for services from the Town while at the same time, we are looking at reduced funding from our traditional resources. The proposed budget document includes more than an adequate amount of background information that was used in the development of the final recommended budget.

After reviewing the entire 435-page Proposed Budget Document, it is obvious that some funds requested are not included in the recommended budget. In compliance with the North Carolina General Statutes, it was necessary to mesh the request with available funds. Town Manager Moore is to be commended for being able to get the parties making the requests together and getting them to be a part in the final outcome of the budget required masterful skill and diplomacy. Remember those times you had to navigate how that last piece of cake could be shared by all of your children?

Based on my thorough review of the information provided, I recommend that the Board of Commissioners adopt the proposed 2021 Budget as presented.

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