

Zebulon Board of Commissioners
Minutes
August 18, 2020

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Bob Grossman-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.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Loucks.

APPROVAL OF AGENDA

Mayor Matheny asked to amend the agenda to move the June 22, 2020 regular meeting minutes off consent.

Commissioner Baxter asked to amend the agenda to move Ordinance 2021-10 – PW Building and Grounds Maintenance, Materials and Supplies off consent.

Stacie Paratore asked to amend the agenda to move June 10, 2020 work session minutes off consent.

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

PUBLIC COMMENT PERIOD

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the January 6, 2020 closed session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the May 20, 2020 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the June 1, 2020 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the June 10, 2020 closed session. There was no discussion and the motion passed unanimously.

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Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the June 17, 2020 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the July 22, 2020 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the August 5, 2020 work session. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Moore to approve the May 2020 tax report. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the financial report as of July 20, 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-01 – PW Operations – Contract Services (Streets). There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-02 – PW Property & Project Management – Sidewalk/Handicap Ramp Maintenance. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-03 – PW Property & Project Management. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-04 – PW Property & Project Management – Little River Dam Surveying. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-05 – PW Property & Project Management – Professional Services. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-06 – PW Property & Project Management – Shepard School/Old Bunn Intersection Improvements. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-07 – PW Operations – Street Resurfacing. There was no discussion and the motion passed unanimously.

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Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-08 – PW Property & Project Management – N. Arendell/Green Pace Int. Improvements. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-09 – PW Operations – Contract Services (Streets). There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-11 – PW Operations – Contract Services (Yardwaste Site Management). There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-12 – Administration and Governing Body. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-13 – Administration IT. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Quarterly Reports for Planning and Fire Department. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. General

Mayor Matheny stated the June 22, 2020 regular meeting minutes needed a correction. The non-profit funding distribution given to Preservation Zebulon was \$1,000.

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the June 22, 2020 regular meeting as amended.

Stacie Paratore asked to amend the June 10, 2020 work session minutes so they stated “Commissioner Clark made a motion, second by Commissioner York to have closed session personnel minutes for March 18, 2020, May 20, 2020, and June 10, 2020 archived with Wyrick Robbins Yates & Ponton LLP.”

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the minutes of the June 10, 2020 work session as amended. There was no discussion and the motion passed unanimously.

Commissioner Baxter asked to change Ordinance 2020-10 to Ordinance 2021-10 in the staff report. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Ordinance 2021-10 – PW Building and Grounds Maintenance, Materials and Supplies as amended. There was no discussion and the motion passed unanimously.

B. Parks and Recreation

1. Ordinance 2021-14 – Park Regulations

Sheila Long explained the Parks and Recreation Advisory Board developed and adopted standard park rules designed for the safety and enjoyment of park users. The rules were on the Town’s website and signage would be placed in each of the Town’s parks. This ordinance allowed the Police Department to enforce regulations provided by signage at each park. The ordinance also established park hours and limited group activity and public events to only those approved by the Parks and Recreation Director.

There was discussion about limiting the hours “dusk until dawn” and if that would discourage people who wanted to use the tennis courts at night.

Mayor Matheny suggested adding the verbiage “unless otherwise posted” to the sign to keep from discouraging people from using the tennis courts.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Ordinance 2021-14 – Park Regulations. There was no discussion and the motion passed unanimously.

C. Public Works

1. Resolution 2021-01 – Autumn Lakes – Phase 2 Roadway and Storm Drainage Acceptance

Chris Ray asked the Board for their consideration to accept the Autumn Lakes Phase 2 roadway and storm drainage infrastructure, located within the public right-of-way or publicly dedicated easements, for maintenance. The dedication of Autumn Lakes Phase 2 roadway and storm drainage infrastructure was valued at \$1,381,861.20 and would be added to the Town’s capital assets.

Staff recommended the approval of Resolution 2021-01.

There was discussion about Powell Bill revenues and concerns for street maintenance in future years.

Commissioner Loucks made a motion, second by Commissioner York to approve Resolution 2021-01. There was no discussion and the motion passed unanimously.

2. NCDOT Traffic Signal Agreement

Chris Ray asked the Board for their consideration to approve a Traffic Review and Inspection Agreement with NCDOT. The agreement outlined the roles and responsibilities of NCDOT and the Town of Zebulon in the design, construction, and maintenance of a traffic signal at the intersection of Green Pace Road and North Arendell Avenue.

There was a question about maintenance of the traffic signal. NCDOT would be responsible for maintenance of the traffic signal.

Commissioner Baxter made a motion, second by Commissioner York to approve the NCDOT Traffic Signal Agreement. There was no discussion and the motion passed unanimously.

D. Administration

1. Board Appointments

Mayor Matheny explained there was one in-Town vacancy and one ETJ vacancy on the Planning Board with applications received from Michael Germano (seeking re-appointment), Gilbert Todd, Jr., Manley Harris, and Dexter, De'Andre Privette who were all in-Town applicants. Each applicant was present and spoke about their interest and qualifications.

Commissioner Loucks made a motion, second by Commissioner Moore to appoint Michael Germano to the in-Town position on the Planning Board with a term expiring on June 30, 2023. There was no discussion and the motion passed unanimously.

Mayor Matheny stated there were two vacancies on the Parks and Recreation Advisory Board with applications received from Raiford Fulghum (seeking re-appointment), Michelle Glidewell (seeking re-appointment), Andi Wrenn, Manley Harris (his 2nd choice), and Dexter, De'Andre Privette (his 2nd choice). Raiford Fulghum and Andi Wrenn were present and spoke about their interest and qualifications. Michelle Glidewell was not present, but her written comments were read by Stacie Paratore.

Commissioner Baxter made a motion, second by Commissioner Loucks to appoint Andi Wrenn to the Parks and Recreation Advisory Board with a term expiring on June 30, 2023. There was no discussion and the motion passed unanimously.

Commissioner York made a motion, second by Commissioner Loucks to appoint Dexter De'Andre Privette to the Parks and Recreation Advisory Board with a term expiring on June 30, 2023. There was no discussion and the motion passed unanimously.

Mayor Matheny explained there was one regular in-Town vacancy and one alternate ETJ vacancy on the Board of Adjustment. Cathy Meeler was seeking reappointment to fill the vacated seat of Larry Loucks. The term would expire on June 30, 2022. Dexter De'Andre Privette submitted an application for the Board of Adjustment as his third choice.

Commissioner Clark made a motion, second by Commissioner York to appoint Cathy Meeler to the regular in-Town position on the Board of Adjustment with a term expiring on June 30, 2022. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Loucks stated universities were closing due to COVID-19.

Commissioner Baxter commended parents and teachers maneuvering through virtual learning.

MANAGER’S REPORT

Joe Moore explained work sessions were a time for the Board to discuss, but the next work session would have a decision for the Board due to time restraints.

Sheila Long spoke about the YMCA program that would come before the Board for a decision at the August 19, 2020 work session.

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. There was no discussion and the motion passed unanimously.

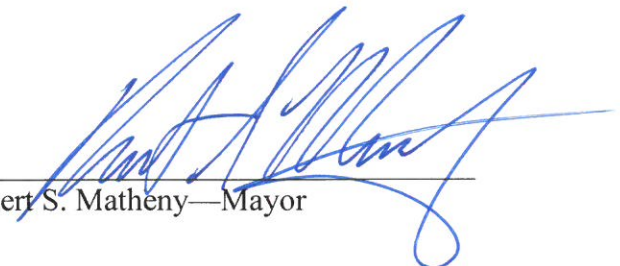
NOTE: In closed session Commissioner Loucks made a motion, second by Commissioner Moore to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to have closed session personnel minutes for July 22, 2020 and August 18, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

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

Adopted this the 5th day of October 2020.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk