

Zebulon Board of Commissioners
Minutes
February 13, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:10pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Wakelon Elementary School student Naudia Newkirk.

SCHOOL RECOGNITION

Mayor York recognized student Naudia Newkirk and teacher Christa Vick both from Wakelon Elementary School.

APPROVAL OF AGENDA

Commissioner Baxter asked to move Personnel Policy, Assistant Town Manager Position, Branding Update, and Main Street MOU and Bylaws from Board Comments to Old Business.

Commissioner Davis asked to move the Bond Referendum Funding Bond Counsel – Ordinance 2024-27, Drone Purchase – Ordinance 2024-28, Police Station HVAC Replacement – Ordinance 2024-29 and Professional Services Budget Amendment – Ordinance 2024-30 from Consent.

Commissioner Harrison asked to revise the January 8, 2024 meeting minutes to read: Commissioner Harrison made a motion, second by Commissioner Baxter to direct the Town attorney to file an action to condemn a portion of property owned by the Boys & Girls Club located at the intersection of Shepard School Road and Old Bunn Road. The scope of the condemnation is as follows:

1. Along Shepard School Road, (i) permanent right of way, (ii) permanent utility easement and (iii) temporary construction easement.
2. Along Old Bunn Road, (i) temporary construction easement.

Joe Moore stated Chief Boykin wanted to add recognition of staff.

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

RECOGNITION AND PROCLAMATIONS

Jacqui Boykin recognized Andrew Crumpler for his completion of the Law Enforcement Advanced Certification.

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Commissioner Harrison read the Proclamation for Family, Career and Community Leaders of America Week.

Commissioner Harrison read the Proclamation for Career and Technical Education Month.

PUBLIC COMMENT

Joe Chamblee spoke about the property on 200 E. Horton Street and asked the Board to save the house.

John Saffold gave updates from the Chamber of Commerce and thanked the Board for their support at Deck the Halls and for the Town's Chamber membership.

Dallas Pearce spoke on behalf of the Downtown Merchants Association and read a letter that was sent to the Board before the meeting.

Mike Weeks spoke on behalf of the Downtown Merchants Association and expressed concerns about the proposal for the Main Street Program.

Helga Graff expressed concerns about the property at 200 E. Horton Street and the property on the corner of Poplar and Vance. Ms. Graff gave her thoughts on what could be done with the property.

Scott Carpenter asked the Board to put a moratorium on land acquisition by the Town and wanted to see closed session minutes for property purchase.

Stacie Paratore read comments submitted by Dr. Crohan about his concerns regarding the Main Street Project.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the October 19, 2023 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the November 6, 2023 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the November 16, 2023 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 4, 2023 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the January 8, 2024 regular meeting as amended. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the January 18, 2024 work session. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Baxter to approve the Wake County tax report for November 2023. There was no discussion and the motion passed unanimously.

C. Governing Board Schedule

Commissioner Clark made a motion, second by Commissioner Baxter to approve Governing Board Meeting Schedule. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Personnel Policy – Sponsor Miles/Co-Sponsor Harrison

Commissioner Miles asked for an update on the Personnel Policy. Joe Moore explained Professor Maynard completed his portion and Dr. Jordon was reviewing the policy. Commissioner Baxter asked for a date the policy would be brought back before the Board. Staff would provide a schedule to the Board at the March regular meeting.

B. Assistant Town Manager Position – Sponsor Miles/Co-Sponsor Harrison

Commissioner Miles asked for an update on the Assistant Town Manager position. Joe Moore stated there needed to be relief in the HR Department and would begin the Assistant Town Manager search after the IT Director was hired. Commissioner Baxter asked for an action plan to be presented to the Board for the hiring process and closing date for the applications at the March regular meeting.

C. Branding Update – Sponsor Miles/Co-Sponsor Harrison

Commissioner Miles asked for a branding update. Commissioner Baxter expressed her concerns that a branding logo that was not approved was being used in official publication.

Joe Moore explained staff was bringing requested FY 25 budgets. One of the presentations for the capital budget was Community and Economic Development at the April meeting. This would be an update and potential next steps.

D. Main Street MOU and Bylaws – Sponsor Davis/Co-Sponsor Miles

Commissioner Davis spoke about concerns over the makeup of the Main Street Board and asked how the Bylaws would be changed. Joe Moore explained that would be a Board direction. The Board had already given direction to staff and the application may have already gone to the Secretary of State's office. Commissioner Baxter suggested waiting until after the Main Street Conference to provide an opportunity to speak with other communities.

Commissioner Davis made a motion, second by Commissioner Miles to revisit the Main Street Board membership at the March 28, 2024 work session. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. General

i. Board Appointments

Stacie Paratore explained there were four in-Town vacancies on the Planning Board, three vacancies on the Parks and Recreation Advisory Board and two in-town vacancies, one alternate ETJ vacancy, one ETJ vacancy and one alternate in-town vacancy on the Board of Adjustment.

Dexter De'Andre Privette spoke about his reasons for wanting to serve on the Parks and Recreation Advisory Board.

David Lowry spoke about his reasons for wanting to serve on the Planning Board.

Commissioner Baxter made a motion, second by Commissioner Harrison to appoint David Lowry to the Planning Board. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Baxter to appoint Dexter De'Andre Privette to the Parks and Recreation Advisory Board. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to table the remaining board appointments to the March 4, 2024 meeting. There was no discussion and the motion passed unanimously.

B. Public Works

i. Carolina Coastal Railroad

- a. Memorandum of Understanding
- b. Ordinance 2024-31

Chris Ray presented the Memo of Understanding with Coastal Carolina Railway, LLC (CCR) for public access and utility installation in the north alley by Whitley Galleries. The estimated cost to complete the work was \$24,000.

Commissioner Baxter asked about the increase in taxes. Chris Ray stated the projections were done by Shannon Johnson and were a yearly estimate.

Commissioner Baxter inquired about the fencing to be installed. Staff stated it would be permanent decorative fence with limited maintenance.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2024-31. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the Memorandum of Understanding. There was no discussion and the motion passed unanimously.

ii. Construction Closeout Coordinator Budget Amendment – Ordinance 2024-32

Chris Ray presented the budget amendment to fund the Construction Closeout Coordinator position. This position would create additional capacity for the Director to focus on project management duties.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-32. There was no discussion and the motion passed unanimously.

C. Fire

i. Zebulon South Fire Station Assessment Budget Amendment – Ordinance 2024-32

Joe Moore stated a proposed development Zebulon South included a parcel to dedicate for a future fire station location. Staff conducted a station location analysis and determined that the location was well suited to provide timely response to the area and was well positioned regarding other current and future proposed station locations, but it is unclear whether the site was suitable for constructing a fire station. A feasibility and site plan study were needed to investigate whether a suitable fire station could be constructed on the site and to develop a conceptual site plan.

There were concerns expressed about spending the money to perform the investigative work.

Commissioner Baxter made a motion, second by Commissioner Miles to table Ordinance 2024-32 to the February 15, 2024 work session. There was no discussion and the motion passed unanimously.

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

The meeting reconvened at 7:42pm.

D. General

i. Bond Referendum Funding Bond Counsel – Ordinance 2024-27

Commissioner Davis asked if there was a breakdown of bond counsel services. Bobby Fitts explained the budget amendment reappropriated funds to support the legal, financial, and public educational components of a bond referendum. There was discussion about the expected expenditures.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-27 amended to pay \$39,000 of the bond counsel expenses and updated information for the March meeting. There was no discussion and the motion passed unanimously.

ii. Drone Purchase – Ordinance 2024-28

Commissioner Davis asked about the type of drone that was being purchased. Jacqui Boykin offered information about the drone and drone program.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2024-28. There was no discussion and the motion passed unanimously.

iii. Police Station HVAC Replacement – Ordinance 2024-29

Amber Davis asked for an invoice. Chris Ray explained the project had not been completed and this was a budget amendment to fund the replacement of Roof Top Units (RTU's) at the Police Department. The project would be funded with funds saved from the pool demolition project.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2024-29. There was no discussion and the motion passed unanimously.

iv. Professional Services Budget Amendment – Ordinance 2024-30

Commissioner Davis asked why the engineer searches were unsuccessful. Joe Moore explained engineers were in high demand and spoke about the competitive market.

Commissioner Harrison made a motion, second by Commissioner Clark to approve Ordinance 2024-30. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Baxter congratulated Commissioner Miles on his completion of the Advanced Leadership course, Mayor York for being recognized by the NAACP and spoke about upcoming community center events.

Commissioner Davis also congratulated Commissioner Miles and Mayor York.

Commissioner Clark thanked those who attended the meeting and congratulated Commissioner Miles and Mayor York.

Commissioner Harrison congratulated Commissioner Miles and Mayor York, spoke about how the traffic light at Green Pace and Arendell has helped traffic, and reminded everyone about the African American Experience on February 18.

Mayor York thanked those who supported him for the NAACP Humanitarian award and stated Preservation Zebulon was hosting a tax credit workshop.

MANAGER'S REPORT

Michael Clark gave a monthly development update.

Bobby Fitts reported the following budget transfers:

Planning:

Moved \$1,700 from Travel & Training to Materials & Supplies

Fire:

Moved \$10,000 from Career Ladder to Part-time Salaries

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Parks & Recreation:

Moved \$10,000 to Part-time Salaries (Community Center) - \$2,000 from Cultural & Recreation Programs, \$2,000 from Computers, \$3,000 from Community Center Programs and \$3,000 from

Community Center Materials & Supplies;

Moved \$4,000 from Sustainability to Part-time Salaries (Parks Maintenance)

CLOSED SESSION

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(6) for the purpose of personnel discussions.

Commissioner Miles made a motion, second by Commissioner Harrison to go into closed session. There was no discussion and the motion passed unanimously.

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

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

Adopted this the 1st day of April 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk