

Zebulon Board of Commissioners
Minutes
January 7, 2013

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Don Bumgarner, Dale Beck, Roy Collins, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Greg Johnson-Parks & Recreation, Emily Lucas-Finance, Mark Hetrick-Planning, Tim Hayworth-Police, Chris Ray-Public Works, Sidney Perry-Fire, Eric Vernon-Attorney
Absent: Roy Collins

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

APPROVAL OF AGENDA

Mayor Matheny stated that the agenda had been amended to remove the Downtown Overlay Committee report by Mike Weeks.

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

PUBLIC COMMENT PERIOD

There was no one wishing to make public comment.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Strickland to approve the minutes of December 3, 2012. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Strickland to approve the tax report for October 2012. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve ordinance 2013-25. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve ordinance 2013-26. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve ordinance 2013-27. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve resolution 2013-16. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve resolution 2013-14. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve resolution 2013-15. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. General

Advocacy Goals

Lisa Markland presented that Board members each voted on the 25 goals that the Town should support with the NCLM. When all the votes were tallied there were 21 clear goals. There were six that had the same votes so the Board needed to choose four of those six to support.

Mayor Matheny reviewed the six that had equal votes and the Board members could only vote for four of those so that it could be narrowed down. After the votes were taken it was decided that goal one, two, three and six would be added to the 21 to make a total of 25 goals supported by the Board of Commissioners.

Mayor Matheny asked that the Board move the worksession from January 23rd to January 24th. The Board had no problem with that so the January worksession would be held on January 24th.

B. Public Works

Update on the Shepard School Road Project

Chris Ray presented that the project was to extend the sidewalk from Zebulon Middle School to the Boys and Girls Club which was about 1900 linear feet. Estimates were done and the Town received a CDBG grant which would pay for 80% of the project, and the Town would pay for 20%. The NCDOT sent the project to the Bridge and Structures Unit and after they reviewed the project that unit stated that additional work had to be done which would cost approximately \$80,000.

NCDOT said that there were grants that could be sought to cover the additional costs. The Safe Routes to School Grant looked like the best option. Therefore, the project had been put on hold until funding could be garnered. NCDOT said that they thought that the project was a good project.

The project would not be completed in the Spring of 2013 and CDBG said that they would be willing to roll the funding for that project over to the next fiscal year if the Town was able to secure funding from a grant agency. If the Town were not able to receive funding the Town would be responsible for 20% of the funds that had been spent to date and that was approximately \$5,000.

Mayor Matheny asked if the grant would fund 100% of the increase to the project. Chris Ray said that he was not sure since he had not been able to contact the person in charge of the grant program.

NEW BUSINESS

A. Finance

Segregation of Duties

Emily Lucas presented that the auditors had a lack of segregation of duties due to the number of people in the department and had been noted in all audits for the Town of Zebulon. One of the suggestions was that the Board could become involved to mitigate the lack of segregation of duties and do periodic reviews of some of the activities of the Finance Department.

Emily explained that if the Board were to get more involved it would not eliminate the segregation of duties note in the audit. The note would continue to be a part of the audit until there was sufficient staff in the Finance Department to segregate the duties.

Some of the options would be for the Board to review dates and amounts of deposits on bank statements versus what was actually recorded on the general ledger, they could do an accounting of check numbers to make sure they are all accounted for, review copies of cancelled checks, match account coding on an invoice to what was recorded on the books, or review a random list of checks to compare them to the invoice to make sure they matched up. The auditors brought it up, but they recognized that hiring additional staff would not be feasible and said that staff had always done a good job to keep the duties segregated to the best of their ability. The auditor said that it could be done on a quarterly basis.

Mayor Matheny said that he thought that it would only be done in the absence of someone from the Finance office.

Commissioner Beck asked how many times the Town had received that comment from the auditors. Emily Lucas said that the Town had always received it since anyone could remember and the Town would continue to receive that comment. Commissioner Beck said that he did not think it had to be done since the Town had always received it and that things were always being done well.

Commissioner Strickland stated that he agreed with Commissioner Beck and that it didn't need be changed. Commissioner Bumgarner and Clark also said that they did not think that it was necessary to change anything and have Board members review the work of the Finance Department.

BOARD COMMENTS

Emily Lucas was recognized for a job well done and wished her luck in her move to Garner.

MANAGERS REPORT

Rick Hardin said that there would not be a joint public hearing; Bobby Fitts would be the Interim Finance Director until a replacement could be hired; Chris Perry was hired as the new Fire Chief and would begin his duties on March 1, 2013 and the Town offices would be closed on January 21, 2013 for Martin Luther King Day holiday.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk