

Zebulon Board of Commissioners
Minutes
March 19, 2014

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

NOTE: The March 3, 2014 regular meeting was cancelled due to bad weather. All items on that agenda were added to this agenda.

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

APPROVAL OF AGENDA

Mayor Matheny called for approval of the agenda.

Commissioner Strickland 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 who wished to speak.

CONSENT

A. Minutes

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the minutes of February 3, 2014. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the tax report for December 2013. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve ordinance 2014-20. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve ordinance 2014-21. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve ordinance 2014-22. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Public Works

Solid Waste Collection

Chris Ray made a presentation stating that Waste Industries would like to do all trash and recycling pickup in the Town of Zebulon on Monday's. It would make it much easier for all those having their trash picked up as well as for staff to be able to tell everyone that trash and recycling would be picked up on Mondays.

Staff was recommending approval of the contract amendment.

Commissioner Beck made a motion, second by Commissioner Bumgarner to approve the amendment to the contract. There was no discussion and the motion passed unanimously.

B. Administration

Personnel Policy

Rick Hardin introduced Dan Palmieri to the Board who worked with Wyrick Robbins specializing in human resources.

Rick said that it was a document that was in need of updating and the attorney's office helped to make sure it was reviewed front and back. The department heads were also involved in the review of the personnel policy.

Rick explained that it was a policy not an ordinance and it was a set of guidelines to be used to help handle personnel within the Town and was a consistent set of rules. It was the manager's responsibility to administer the policy and interpret the document. Rick continued by saying that the policy had been reconfigured and it was 98% of the same information that was reformatted and reorganized. The attorney worked very closely with Lisa and I on this throughout the whole process.

Rick stated that some of the main items added were an inclement weather policy, use of town equipment. Travel and training was updated. The maternity leave, FMLA, separation and reinstatement, and retirement sections were clarified.

Mayor Matheny said that he was able to cross reference and answer his own questions. He asked about the 98% as being housekeeping and the 2% that may need to be expanded on. Rick Hardin said that per diem amounts were changed, inclement weather policy, the use of equipment and that there was no expectation of privacy with computers, telephones, desks and so on was added. The Mayor said that the problem with reading the document was that he did not know what the old document said. The Mayor asked about a redline copy and Lisa Markland explained that the old document had so many changes with moving items, rewriting and new that it was impossible to have it redlined and make sense when reading it.

Dan Palmieri said that Rick hit on everything and the FMLA section was updated and clarified and that Lisa was correct when she said that the changes were too much to present the Board with a redlined copy for review.

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Commissioner Beck asked if the attorney was part of the extensive review. Dan Palmieri said that he had and worked closely with Lisa and Rick. Commissioner Beck asked if it was similar to other municipalities like Wake Forest. Dan said that he thought that Lisa Markland had looked at other municipalities when making changes.

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

BOARD COMMENTS

Commissioner York commended NCCU and the other three teams for being in the basketball tournament.

MANAGERS REPORT

Rick Hardin stated that there would be a joint public hearing in April to look at the transportation impact fees.

Commissioner Beck 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