

Zebulon Board of Commissioners
Minutes
May 6, 2013

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

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

APPROVAL OF AGENDA

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 HEARING

A. Amendment of the fee schedule

Mark Hetrick presented that the Board had adopted an ordinance that would allow for and regulate mobile food vendors and this would set the fee for that use.

The proposed fee would be \$150 for in-town consisting of \$25 for privilege license and the permit fee would be \$125. The out of town fee would be \$150 for the permit fee.

Mayor Matheny asked if there was anyone present that wanted to speak on the issue. There were none and the public hearing was closed.

PUBLIC COMMENT PERIOD

Lawrence Tickle of 3207 Royal Deeside Court spoke and stated that he was representing Braemar Subdivision and asked that the Board consider installing speed bumps in the neighborhood. He stated that the posted speed limit was 25mph but there was a real issue with speeding.

There was a petition presented to the Clerk by Mr. Tickle.

Mayor Matheny referred the matter to the Police Department and asked that they provide their opinion.

Mayor Matheny stated that he needed to amend the agenda to add two items under New Business A2 for Fire/EMT and item B for Hold Harmless update.

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

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of April 1, 2013. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of the March 20, 2013 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of the April 17, 2013 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of the April 8, 2013 public hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of the April 8, 2013 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Collins to approve the minutes of the April 1, 2013 closed session. There was no discussion and the motion passed unanimously.

B. Finance

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

Commissioner Clark made a motion, second by Commissioner Collins to approve ordinance 2013-45. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

ETJ Expansion—Ordinance 2013-43

Julie Spriggs presented that the ETJ had not been approved officially since there were some mapping issues with Wake County. Julie presented the changes to the errors that were on the map that were discovered at the last meeting and asked that the ordinance be adopted with the attached map.

Commissioner Bumgarner made a motion, second by Commissioner Strickland to approve ordinance 2013-43 and the attached map. There was no discussion and the motion passed unanimously.

Ordinance 2013-46—Amendment to Fee Schedule to add Mobile Food Vendors

Mark Hetrick presented that the fee schedule was being amended to add mobile food vendors and there were three changes. Under privilege license it would add a \$25 fee and for the permit fee it would be \$125 for in-town and \$150 for out of town.

Mayor Matheny asked about the permit fee being the same and not having a privilege license fee for in-town since the general assembly was considering not allowing privilege license fees. Mark Hetrick said that if that should occur then he thought that it could be changed at that time.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve ordinance 2013-46. There was no discussion and the motion passed unanimously.

B. Finance

2013-2014 Proposed Budget

Rick Hardin stated that staff looked at the budget as directed by the Board at the April worksession and reviewed cost saving measures. Staff would like to get a consensus from the Board on items like the tax increase, funding of nonprofits, and bus service. Staff would like to have the budget presentation at the May worksession.

Bobby Fitts made a presentation and stated that some of the changes since the April worksession were a decrease in the proposed tax rate to \$0.525, fund balance appropriation of \$498,000, removed demolition of the old police station and repair of the old council chambers roof. Other changes proposed were changes to the funding of the capital projects, Wake County fire revenue would include \$60,000 to fund half of the three safer grant positions, and four positions would be left vacant for 2014.

The proposed budget totaled \$7,999,000 which included \$498,000 of fund balance appropriations. The bus service was included in the budget at a cost of \$12,500. Water and sewer rates were proposed to increase five and half percent based on the proforma.

There was discussion about what to put into the budget for the bus service and what the other municipalities in eastern Wake County were going to do. Commissioner Bumgarner did not want to plug in a number and then have the bus service come back and state that they were promised \$12,500. It was explained that it was not a commitment but just a place holder.

Commissioner Bumgarner asked how much was budgeted in the 2013 budget in fund balance appropriation. Bobby Fitts stated it was \$668,000 but the projected use was around \$330,000. Commissioner Beck stated that fiscal year 2013 was the first year where fund balance was actually used.

A merit raise of 1.5% was proposed which was equal to \$54,000. In fiscal year 2013 there was not a merit increase included in the budget. Staff has budgeted for a 15% insurance increase based on the new insurance requirements but did not expect to use all of that.

The capital projects eliminated was approximately \$427,000 to include three police cars, finance software, street paving, drainage project, HVAC at fire department and a data server. The projects to be funded were the public works emergency radios, Town Hall masonry repairs, fire department roof replacement, fire alarm replacement at Town Hall, HVAC at Town Hall and public works and finally the UDO for planning.

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Commissioner Strickland asked about the public works emergency radios and why they needed it. It was explained that their current system was no longer operational as of January 2013. During an emergency they would not have the ability to communicate with the police department or fire department.

There was discussion about the UDO and its value as well as why it was needed. Mark Hetrick explained its value and stated that it had not been completely overhauled in over 25 years and staff thought that it really needed to be overhauled so the inconsistencies, clarity of regulations and updated standards could be included.

Masonry repairs were discussed and explained by Chris Ray what the benefits were in doing it next year versus this year.

Some of the cost saving measures were to go to recycling services offered every other week with a 96 gallon container. The cost and pickup of bulk and white goods was discussed and what the Town took care of. All the Commissioners liked the change to bi-weekly pickup of recycling and directed staff to move forward with that. Decrease in the mowing of the DOT off ramps at 64 and 264 to once a month would save about \$2000. The Board did not want to decrease the mowing. The bus service could be eliminated and save \$12,500. The bus service was discussed and it was the final consensus that it should be kept. Finally, furloughs for employees was suggested by the Mayor as something to look at and after a brief discussion the Board did not want to do that.

Fund balance was discussed and the Town's fund balance compared to others in Wake County and other municipalities the same size as Zebulon and it showed that Zebulon was very fiscally sound with a healthy fund balance.

Nonprofit funding was discussed and the Board decided to put a \$3500 place holder in the budget, which was the same amount as last year so that it could be considered a little bit more and a decision made at a later meeting.

The enterprise fund was presented.

NEW BUSINESS

A. Fire

Mutual Aid Agreements with Pilot, Middlesex and Corinth-Holders Volunteer Fire Dept.

Chris Perry presented that every five years or so there was a state inspection and upon review of the mutual aid agreements it was discovered that these agreements were needed since the Fire department provided aid to Pilot, Middlesex and Corinth-Holders. Without the agreements the department would fail the state inspection.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the mutual aid agreements with Pilot, Middlesex and Corinth-Holders. There was no discussion and the motion passed unanimously.

EMT Level

Chris Perry presented that he would like to implement the requirement that all first responders become EMT's. It would be a requirement for all full-time employees. Chris explained that 60% of the calls that they responded to as first responders were EMT type calls. By the firefighters responding at the EMT level it would allow them to administer medications and with cardiac emergencies or allergic reactions it would be extremely beneficial to the patient. Many of the firefighters are at the EMT level but until the department moved to that level they could not act in that capacity. Chris Perry explained that in 2012 the department responded to 981 of that type of medical emergency and of those calls 451 were calls of such a nature had the department been at EMT level they could have provided a higher level of care.

Mayor Matheny asked if it would be a requirement for employment with the Fire Department. Chris Perry stated that was correct.

If the department were to be at the EMT level they would be responding to no additional responses since they were already responding to the calls, it would be a change in what service they could provide on that call. There were sufficient trained personnel to begin the program, continuing education to meet the EMT requirement was already offered and nine of the 14 full time staff was at the EMT level currently. Additional equipment needed would be some medications at a cost of approximately \$1500 and the existing budget could handle that cost. Training would be offered to bridge the members over that wanted to be at the EMT level. Those at the medical responder level would still be able to volunteer and be a part of the fire department.

If everything goes well and the department received approval from the County and State it would be implemented in the summer.

There was discussion about the request. Some of the discussion was if it would be a requirement for employment, where and how they would be trained, and level of training. Garland Tant said that it would be a huge benefit to the community since there was no backup in eastern Wake County if all the trucks were out. The trucks would have to come from Raleigh.

The Board of Commissioners thought that was a good move and good for the citizens of Zebulon so they were ok with the Fire Department moving forward with the department being at EMT level.

Hold Harmless Update

Mayor Matheny gave an update on the hold harmless funding and said that they needed to contact their legislators to provide support for the funding in hopes that it would be funded in the next budget.

BOARD COMMENTS

Mayor Matheny recognized Lisa Markland as the Town Clerk and stated that the week of May 5-11 was municipal clerk's week and thanked her for the job she did.

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MANAGERS REPORT

Rick Hardin said that the budget would be brought back at the May worksession for presentation.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk