

Zebulon Board of Commissioners
Minutes
January 3, 2017

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

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Zebulon Elementary School students.

APPROVAL OF AGENDA

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

SCHOOL RECOGNITION

Mayor Matheny recognized Angela Joyner, a fourth grade teacher and teacher of the year representative from Zebulon Elementary School. Principal David Newkirk was recognized and introduced to those present at the meeting.

PUBLIC COMMENT PERIOD

There was no one present that wished to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner York to approve the minutes of December 5, 2016. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner York to approve the tax report for October 2016. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the financial statements. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to adopt Resolution 2017-08, the FEMA Designation of Application's Agent. There was no discussion and the motion passed unanimously.

C. Administration

Commissioner Clark made a motion, second by Commissioner York to adopt Resolution 2017-07 adopting the Archive and Retention Schedule revisions. There was no discussion and the motion passed unanimously.

D. Fire

Commissioner Clark made a motion, second by Commissioner York to approve the appointment to the Firefighters' Local Relief Fund Board. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

Façade Improvement Grant Program

Joe Moore reviewed the discussion before the Board which was as follows. Staff needed to know if the Board wanted to create a Façade Improvement Grant Program by adopting the attached policy. Second, if the program was created, did the Board retain or assign approval authority for grant requests.

Mayor Matheny asked if the Board wanted to proceed with the Façade Grant Program.

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

Mayor Matheny stated the second point of discussion was who was responsible for awarding the grants.

The options before the Board were:

Option #1: Board retained approval authority

Application Submittal: Accepted by the Planning Department

Initial Review: Review Committee made recommendations to the Board of Commissioners on each project funding request.

Approval Authority: Commissioners' were the final approval or disapproval authority on all façade improvement grant funding requests. The Board would consider requests at their monthly regular meetings.

Option #2: Board assigns approval authority

Application Submittal: Accepted by the Planning Department

Initial Review: Review Committee made a recommendation to the Planning Department on each project funding request.

Approval Authority: Planning Department was the final approval or disapproval authority on all façade improvement grant funding requests. The Department would consider requests based on the list of eligible improvements and the Review Committee's recommendation.

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Mayor Matheny started by stating his point of view which was that the Board of Commissioners should retain approval authority because grants should come from elected officials and not staff. The committee would make a recommendation to the Board and then the Board would make the final decision.

Commissioner Clark stated that she had a different opinion in that she thought that the Board should start assigning to committees and staff. Her point was that if the Board chose the committee and they followed the guidelines provided then that should be sufficient. It would also keep from extending the time frame for approval.

Mayor Matheny said that what he understood was that the Planning Board would make the final decision. Joe Moore clarified that if the Board were to assign approval it would be a staff decision. Mayor Matheny said that he was all for the committee process, but the final approval should come from the Board, not to be involved in the details.

Commissioner Bumgarner said that the committee should ferret out the details but the Board of Commissioners should approve the award.

Commissioner Bumgarner made a motion, second by Commissioner York to go with Option 1 that all applications would go to a committee for review and recommendations, and then final approval would come from the Board of Commissioners.

Commissioner Strickland asked Joe Moore to explain the process again. Joe Moore stated that under option 1 if the Board would retain authority the review committee would be similar to the Planning Board. The review board would be a public body that would have to meet all the same requirements of the open meeting law. Under option 2 the review board would be an advisory board to staff that would bring expertise that staff did not have. Some of the possible expertise that could come from that position would be a representative from the Beautification Committee, a builder/contractor, a real estate agent/broker, someone from the financial/banking industry or downtown business/property owner. Staff would make the decision based on the advice provided by the committee. Mayor Matheny said that to be clear that everything was the same except staff came before the Board for final approval of the award.

Commissioner Beck said that he did not think that the Board should be involved, except to set the guidelines and policies. Staff was more involved in what was going on and could make that decision based on the guidelines provided by the Board.

The motion failed with a vote of 4-1 with Commissioner Bumgarner voting in favor and Commissioners Beck, York, Strickland and Clark voting against.

Commissioner Beck made a motion, second by Commissioner Strickland to approve Option 2 with the committee reviewing the applications and making a recommendation, final approval would be made by staff. There was no discussion and the motion passed with a vote of 4-1 with Commissioners York, Beck, Strickland and Clark voting in favor and Commissioner Bumgarner voting against.

NEW BUSINESS

A. General

Appointment to Triangle J Representative

Mayor Matheny stated that the Board needed to appoint a delegate and alternate to the Triangle J Council of Governments Board. The current delegate was Commissioner York and the alternate was Commissioner Clark who were willing to continue to serve in that capacity.

Commissioner Bumgarner made a motion, second by Commissioner Beck to appoint Commissioners York and Clark as the delegates to Triangle J. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

No comments at this time.

MANAGERS REPORT

Joe Moore stated that the Zebulon calendars were available and thanked Lisa Markland for the work done to show Zebulon from the past and in the present. Joe pointed out various events that were shown on the calendar like baseball registration, meeting dates and movie night.

Bobby Fitts was recognized to report the following line item transfers.
Governing Body: Moved \$1,000 from Group Insurance to FICA.

Administration: Moved \$1,700 from Postage to Travel and Training-HR; moved \$100 from Postage to Printing and Copying

Planning: Moved \$4,500 to Materials and Supplies - \$3,000 from Professional Services and \$1,500 from Advertising.

Buildings & Grounds: Moved \$1,000 from Greenway Promotional Printing to Equipment Maintenance; Moved \$500 from Community Center Building Maintenance to Janitorial Materials and Supplies.

Police: Moved \$4,000 from Salaries to Vehicle Maintenance.

Sanitation: Moved \$5,000 from Salaries to Contracted Services.

Parks & Recreation: Moved \$2,000 Equipment Maintenance to Vehicle Maintenance.

Special Appropriations Community Development: Moved \$300 from Campo to \$200 to NCLM Dues and \$100 to HAZMAT Fees.

Mayor Matheny stated that they needed to go into closed session as permitted by NC GS 143-318.11(a)(5) for the purpose of consulting with the Town Attorney.

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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 Beck made a motion, second by Commissioner Bumgarner to come out of closed session. There was no discussion and the motion passed unanimously.

Mayor Matheny stated that they would need to approve Resolution 2017-09.

Commissioner Strickland made a motion, second by Commissioner York to approve Resolution 2017-09. There was no discussion and the motion passed unanimously.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk