

# **Zebulon Board of Commissioners**

## **Minutes**

**November 2, 2015**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Don Bumgarner, Beverly Clark, Dale Beck, Joe Moore-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: Glenn York

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

### **APPROVAL OF AGENDA**

Mayor Matheny called for approval of the agenda and stated that he would like to amend the agenda by adding item V(C) under new business to discuss the worksession in November

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

Mayor Matheny stated that Commissioner York was absent due to recovery from a medical procedure.

### **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 October 5, 2015. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the minutes of the October 21, 2015 work session. 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 August 2015. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve ordinance 2016-16. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve ordinance 2016-17. There was no discussion and the motion passed unanimously.

C. General

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the quarterly report for the Town Attorney. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

A. Public Works

*Yates Place Project Phase I*

Chris Ray presented the updates on the project that was discussed in October where the low bid was from Stepp Construction at \$218,654 which was significantly over budget. The Board wanted to go forward with the project but did ask that other funding options be researched before going into fund balance. The recommended options would be to take the \$10,000 for the website design and that project be delayed until fiscal year 2017 since the budgeted amount would not be adequate to fund the redesign; transfer \$85,000 from the street paving budget and finally there would be a fund balance appropriation of \$25,000 which totaled \$120,000. With transfers and the budgeted funds it would total \$242,750 for a construction budget for that project.

Commissioner Strickland asked about there being only one storm drain for that entire area and if additional drains were to be added in the project. Chris Ray said that the construction drawings showed that there would be two new catch basins and that current basin was going to be upsized to a 24" pipe which would flow into a detention pond and slowly drain into the creek at the back of Wedgewood.

Commissioner Beck asked about the money being reserved for the Wakefield Street PER and if it would be sufficient to do that project. Chris Ray said that he thought it would be. Mayor Matheny asked if it was going to cost \$30,000. Chris said that he thought it would be approximately \$25,000.

There was discussion about the cost to do the project and some thought it was too high. The various reasons of why it came in higher than anticipated were reviewed and that it was not recommended to rebid the project.

Commissioner Bumgarner made a motion, second by Commissioner Beck to adopt ordinance 2016-15 and the motion passed with a vote of 3-1 with Commissioners Beck, Bumgarner and Clark voting in favor and Commissioner Strickland voting against.

**NEW BUSINESS**

A. Finance

*Audit Presentation*

Bobby Fitts stated that Keith Joyce would be presenting the audit for fiscal year 2014-2015 and he thanked him for a good process in working with him and his staff. The CAFR was in the packet for the meeting and the management discussion and analysis as well as the statistical section. Bobby reminded the Board that they had used \$72,000 of capital reserve for the Town Hall Basement Project.

Keith Joyce reviewed the highlights sheet and that the Town had a clean unqualified opinion and for the last 22 years the Town had received the certificate of excellence for the CAFR. There was only one finding which was in the segregation of duties due to the size of staff. A two page governance letter stated that GASB 68 was enforced and the full pension liability was part of the Town documents and that ended up improving the Towns financials. Mayor Matheny stated that there was an increase in fund balance by \$450,000 and none of the appropriated fund balance was used during the budget year.

B. Police

*Ordinance 2016-18—Operation Safe Sale Program*

Tim Hayworth presented that they would like to begin a program called Operation Safe Sale. The program would provide an area in front of the police department where people that utilize ebay, craigslist and other social media sites to do business would have a safe place to transact business. The request was to utilize federal forfeiture funds to purchase and install cameras that would provide 24/7 surveillance to provide some safety. A policy would be put into place so that the liability to the Town would be limited. All of those things would be done prior to the program being started. The ordinance would be for \$3000 to cover the cost of the cameras, installation, tables and signage for that area.

There was discussion about large items like vehicles and how the filming could be used for gathering information such as names and license. It was reiterated that the filming would hopefully be a deterrent as well as the fact that they would be meeting in front of the police department.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve ordinance 2016-18. There was no discussion and the motion passed unanimously.

C. General

*Worksession Date*

Mayor Matheny stated that he would like to change the date of the worksession from November 18 to Thursday, November 19 since he would not be able to attend due to a League of Municipalities meeting that night.

Commissioner Beck made a motion, second by Commissioner Clark to move the November worksession to Thursday, November 19 at 7:00pm. There was no discussion and the motion passed unanimously.

**BOARD COMMENTS**

Commissioner Beck reminded everyone to go vote on Tuesday, November 3, 2015.

Commissioner Bumgarner said that the greenway tour was a very good event and provided a great deal of insight for staff and the Board. Commissioner Beck agreed with that and appreciated others that presented like Vivian Jones-Mayor of Wake Forest, Sig Hutchins and the representatives of various other groups.

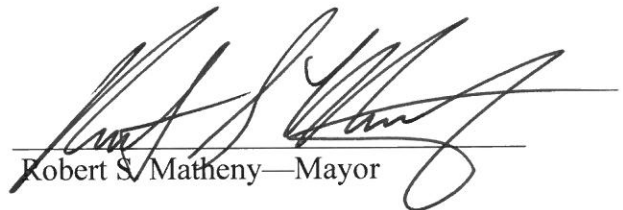
**MANAGERS REPORT**

Joe Moore stated that the Veteran’s Day celebration would be November 9<sup>th</sup> at the Community Center, Town offices would be closed on Veteran’s Day November 11<sup>th</sup>, Tree City activities would be done on November 17<sup>th</sup> at Community Park at 2pm, Town Offices would be closed on November 26-27 for observance of Thanksgiving.

Joe thanked Bobby Fitts and the finance staff for all their hard work on the budget, CAFR, and audit process that takes place every year.

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

12/7/15  
Date

  
Robert S. Matheny—Mayor



  
Lisa M. Markland, CMC—Town Clerk