

**Zebulon Board of Commissioners**  
**Minutes**  
**June 3, 2019**

Present: Beverly Clark-Mayor Pro Tem, Curtis Strickland, Dale Beck, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Tim Hayworth-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Eric Vernon-Town Attorney  
Not Present: Mayor Robert S. Matheny and Commissioner Don Bumgarner

Mayor Pro Tem Clark called the meeting to order at 7:00pm.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Zebulon Middle School student, Caelyn Davis.

**APPROVAL OF AGENDA**

Mayor Pro Tem Clark asked to amend the agenda to add Ordinance 2019-41 – Police Station Masonry Project and Ordinance 2019-42 – Planning Professional Services under New Business.

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

**SCHOOL RECOGNITION**

Mayor Pro-Tem Clark recognized student Caelyn Davis and teacher Morgan Collins, both from Zebulon Middle School.

**PROCLAMATIONS**

*A. National Parks and Recreation Month*

Mayor Pro-Tem Clark read the proclamation for National Parks and Recreation Month.

Commissioner Beck made a motion, second by Commissioner Moore to adopt the Proclamation for National Parks and Recreation Month. There was no discussion and the motion passed unanimously.

**PUBLIC HEARING**

Mayor Pro Tem Clark declared the public hearing open. Joe Moore gave a brief presentation of the FY 20 Budget message and outline.

Mayor Pro Tem Clark asked if anyone wished to speak. There was no one who wanted to speak and the public hearing was closed.

**PUBLIC COMMENT PERIOD**

John Middlesworth spoke to the Board about people who put trash in recycling bins which caused the recycling items to become trash.

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Mary Beth Carpenter spoke about the Zebulon Memory Project and the potential National Register Historic District. Letters were sent out to property owners about the process of the historic district. The information was updated on the Preservation Zebulon's website.

Denise Nowell from the Zebulon Chamber of Commerce gave an economic development update about the following businesses: 1) Enoneo had a ribbon cutting on June 6, 2) Blue Thumb Farm participated in the Zebulon Farm Fresh Market and 3) Loving Hands Wellness ribbon cutting was June 13. It was stated the population in the eastern part of Wake County had increased by 6% in 2018.

## **CONSENT**

### *A. Minutes*

Commissioner Strickland made a motion, second by Commissioner Moore to approve the minutes of the May 6, 2019 meeting. There was no discussion and the motion passed unanimously.

### *B. Finance*

Commissioner Strickland made a motion, second by Commissioner Moore to approve the tax report for March 2019. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve the financial report as of May 20, 2019. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Resolution 2019-32 – FY 2020 Appointment of Tax Collector. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-28 – Stormwater Projects. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-40 – Stormwater Projects. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-29 – Closing out Water and Sewer Fund. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-39 – Closing out Water and Sewer Fund. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-30 – Off-duty Employment Stadium. There was no discussion and the motion passed unanimously.

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Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-31 – Fire Part-time Salaries. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-33 – Administration Telephone Services. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-34 – Parks & Recreation Transfer for Grounds Maintenance. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-35 – Storm Clean-up of Little River Park. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-36 – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve – Ordinance 2019-37 – Planning Department Transfer to Professional Services. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve Ordinance 2019-32 – Appropriating Unspent Capital Funds. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve renewal of the Fire Contract with Johnston County. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve the Memorandum of Understanding between the County of Wake and Town of Zebulon. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to approve the Quarterly Report for Parks and Recreation, Planning, and Police. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### *A. Planning*

#### 1. Quasi-Judicial

##### a. SUP 2019-01 – Cardinal Pines

Meade Bradshaw presented the request for a special use permit by applicant Dennis Tharrington of WDT Development, LLC for the property located at 303 Pony Road totaling approximately

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7.07 zcres. The request was to construct multifamily apartments on the property which was zoned Transitional Residential (TR). The Planning Board recommended approval with the following conditions:

- 1) a sidewalk connection should be made behind the building for connectivity and a proposed outdoor amenity;
- 2) there should be a sidewalk connection from the front entrance of the building to the public sidewalk on Pony Road;
- 3) the project must receive Technical Review Committee approval from the Town of Zebulon conforming to the Code of Ordinances and Land Development Regulations.

There was discussion about requiring a buffer.

Mayor Pro-Tem Clark asked if anyone had any ex-parte communication or a fixed opinion. There were none.

Commissioner Strickland made a motion, second by Commissioner Moore to approve SUP 2019-01 located at 303 Pony Road with the following conditions

- 1) a sidewalk connection should be made behind the building for connectivity and a proposed outdoor amenity;
- 2) there should be a sidewalk connection from the front entrance of the building to the public sidewalk on Pony Road;
- 3) the project must receive Technical Review Committee approval from the Town of Zebulon conforming to the Code of Ordinances and Land Development Regulations.

There was no discussion and the motion passed unanimously.

b. SUP 2019-03 – Fetching Post

Meade Bradshaw presented the request from Amy Brown-Pearce to rezone an approximately 7 acre parcel located at 571 W. Barbee Street and zoned Residential-20 District.

The Planning Board and Staff recommended approval of the request with the following conditions:

- 1) no outdoor animal activity from the hours 8 pm – 8am;
- 2) no outdoor kennels;
- 3) any outdoor animal activity areas must be enclosed with fencing;
- 4) an annexation petition must be filed and the property annexed by the Town of Zebulon prior to Certificate of Occupancy by Wake County.

Mayor Pro-Tem Clark asked if anyone had any ex-parte communication or a fixed opinion. There were none.

Commissioner Beck made a motion, second by Commissioner Moore to approve SUP 2019-03 located at 571 W. Barbee Street with the following conditions:

- 1) no outdoor animal activity from the hours 8 pm – 8am;
- 2) no outdoor kennels;
- 3) any outdoor animal activity areas must be enclosed with fencing;

4) an annexation petition must be filed and the property annexed by the Town of Zebulon prior to Certificate of Occupancy by Wake County.

2. Legislative

a. RZ 2019-04 – 0 N. Arendell Avenue

Meade Bradshaw presented the request by Dallas Pearce to rezone approximately 0.15 acres of land located at 0 N. Arendell Avenue from Residential-10 to Transitional District.

The Planning Board recommended approval based upon the consistency with the Town of Zebulon Comprehensive Plan, Zebulon Code of Ordinances, and any other official plan that was applicable.

Commissioner Beck made a motion, second by Commissioner Moore to approve RZ 2019-04 based upon the consistency with the Town of Zebulon Comprehensive Plan, Zebulon Code of Ordinances, and any other official plan that was applicable. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. Administration*

1. Board Appointments

Lisa Markland explained there were two vacancies on the Planning Board. Stephanie Jenkins wanted to be re-appointed to the ETJ position. Wake County would have to do the final appointment. The Board had an in-Town vacancy with no current application.

Jimmy Harris and Anthony Brown were not seeking re-appointment to the Parks and Recreation Advisory Board. Erica Parsons and Brandon Wiggins submitted applications for the Parks and Recreation Advisory Board.

Commissioner Strickland made a motion, second by Commissioner Beck to recommend Wake County appoint Stephanie Jenkins to the ETJ position on the Planning Board. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Moore to appoint Erica Parsons and Brandon Wiggins to the Parks and Recreation Advisory Board. There was no discussion and the motion passed unanimously.

*B. Budget Amendments*

1. Ordinance 2019-41 – Police Station Masonry Project

Joe Moore spoke about the Police station repair project. It was asked to transfer funds from the Town Hall electrical project to the Police station masonry project. The transfer would be used to add waterproof and slip resistant coating to the back entrances and loading dock of the Police Station.

Commissioner Beck made a motion, second by Commissioner Moore to approve Ordinance 2019-41. There was no discussion and the motion passed unanimously.

2. Ordinance 2019-42 – Planning Professional Services

Joe Moore explained the Town of Zebulon Planning Department subcontracts with WSP to review Transportation Impact Analysis (TIA) studies for new developments which were paid for by the Town with a purchase order and then billed to the developer. It was requested to transfer funds from salaries to Professional Services to cover the expenditure.

Commissioner Beck made a motion, second by Commissioner Strickland to approve Ordinance 2019-42. There was no discussion and the motion passed unanimously.

**BUDGET**

*A. Administration*

1. Budget 2019-2020 – Ordinance 2019-38

Joe Moore stated the Board could adopt the budget ordinance, modify the budget ordinance, or table until the June 12 work session.

Commissioner Beck made a motion, second by Commissioner Moore to approve Ordinance 2019-38. There was no discussion and the motion passed unanimously.

*A. Finance*

1. Non-Profit Funding Distributions

Bobby Fitts reviewed the non-profit funding distribution policy. The Town received 11 applications for non-profit funding. The Board reviewed the applications, discussed each group, and decided to allocate funds to the following non-profits:

- Interact - \$1,000
- Zebulon Downtown Arts Council - \$1,000
- East Wake Education Foundation - \$1,000
- Preservation Zebulon, Inc. - \$1,000
- Martin Luther King, Jr. Breakfast Committee - \$500
- Miss Zebulon Organization - \$500

Commissioner Moore made a motion, second by Commissioner Beck to approve non-profit funding distributions as discussed. There was no discussion and the motion passed unanimously.

**BOARD COMMENTS**

Commissioner Beck and Commissioner Strickland thanked the staff for their hard work on the budget.

**MANAGER'S REPORT**

Bobby Fitts reported the following budget transfers:

Governing Body:

Moved \$5,000 from Group Insurance to Professional Services

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Administration:

Moved \$1,600 from FICA to Salaries;  
Moved \$700 from Retirement to Telephone Service;  
Moved \$4,000 to Contracted Services – Information Technology – \$2,000 from Postage and \$2,000 from Contracted Services;  
Moved \$700 from Cell Phones - \$500 to Advertising and \$200 to Printing & Copying.  
Planning:  
Moved \$475 from Materials & Supplies - \$175 to Cell Phones and \$300 to Postage.

Buildings & Grounds:

Moved \$5,000 from Insurance & Bonds to Wakelon Utilities;  
Moved \$2,200 from Materials & Supplies – \$450 to Cell Phones, \$750 to Mowing Supplies, \$1,000 to Janitorial Materials & Supplies;  
Moved \$4,000 to Municipal Complex Maintenance – \$2,000 from Buildings & Grounds Maintenance and \$2,000 from Community Center Maintenance;  
Moved \$400 from Fuel to Daffodil Days.

Police:

Moved \$5,000 from Uniforms - \$4,500 to Salaries (Overtime) and \$500 to Vehicle Maintenance;  
Moved \$275 from Miscellaneous to Cell Phones;  
Moved \$4,000 from Travel & Training to Contract Services (Other);  
Moved \$4,500 to Fuel Expense - \$2,100 from Part-time Salaries, \$1,000 from Mobile Data Terminals and \$1,400 from Insurance & Bonds;  
Moved \$350 from Insurance & Bonds to Contract Services (Raleigh).

Fire:

Moved \$5,000 from Insurance & Bonds - \$500 to Fringe Benefits, \$2,200 to Electricity & Water, \$800 to Fuel Expense and \$1,500 to Materials & Supplies;  
Moved \$2,575 from Salaries -- \$125 to Wake Hazmat Team, \$1,700 to Wake County Dispatch and \$750 to Retention & Recruitment.

Streets:

Moved \$1,500 from Travel & Training - \$1,000 to Equipment Maintenance and \$500 to Vehicle Maintenance.

Sanitation:

Moved \$1,430 from Materials & Supplies – \$350 to Postage, \$1,000 to Printing/Copying and \$80 to Printing (Trash & Recycle Stickers);  
Moved \$5,000 from Insurance & Bonds – \$3,000 to Vehicle Maintenance and \$2,000 to Fuel Expense.

Stormwater:

Moved \$150 from Materials & Supplies to Postage;  
Moved \$1,000 from Insurance & Bonds to Contract Services.

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Parks & Recreation:

Moved \$2,500 from Part-time Salaries (Farmers Market) to Electricity & Water;

Moved \$3,000 to Grounds Maintenance – \$1,500 from Camps and \$1,500 from Materials & Supplies;

Moved \$600 from Farmers Market – \$300 to Farmers Market EBT Matching and \$300 to Printing & Copying;

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

Adopted this the 5<sup>th</sup> day of August, 2019.



*Beverly W. Clark*  
Beverly W. Clark—Mayor Pro Tem

*Lisa M. Markland*  
Lisa M. Markland, CMC—Town Clerk