

Zebulon Board of Commissioners
Minutes
December 7, 2020

Present: Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Eric Vernon-Town Attorney

Absent – Robert S. Matheny

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Clark.

APPROVAL OF AGENDA

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

SCHOOL RECOGNITION

Mayor Pro Tem York recognized student Dillon Kondylas and teacher Suzanne Laggenbauer, both from Zebulon Middle School.

PUBLIC COMMENT PERIOD

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the November 2, 2020 meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the November 18, 2020 Work Session. There was no discussion and the motion passed unanimously

B. Finance

Commissioner Clark made a motion, second by Commissioner Moore to approve the tax report – September 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the financial report as of November 16, 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-46 – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-47 – Professional Services. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the quarterly reports for Parks and Recreation and Police. There was no discussion and the motion passed unanimously.

PRESENTATION

A. FY 2020 Audit

Bobby Fitts explained the Town completed the FY 2020 audit, gave some brief highlights, then introduced auditors Shelton Ennis and Keith Joyce from Joyce and Company CPA.

Shelton Ennis reviewed the financial statement highlights and the management letter findings.

The Town received the Certificate of Achievement of Excellence in Financial Reporting for the Government Officers Association for FY 2019 and has received the award for the past 27 years.

B. Quarterly Business Retention and Expansion (BRE) report

Michael Clark explained it was the FY 21 first quarter Business Retention and Expansion report. Denise Nowell presented the report outlining the business visits, roundtable focus groups, and examples of how the Chamber supported economic growth for the first quarter. The drivers for economic development for the Town were highlighted.

C. Charter Revision Process

Joe Moore spoke about the charter amendment process, the Town’s past charter revisions, and the process of changing the Town’s charter. The Board did not direct staff to analyze any revision to the charter.

OLD BUSINESS

A. Administration

1. Insurance Proposal and Renewal

Bobby Fitts followed-up regarding the insurance renewal information from the November 18, 2020 work session.

Lisa Markland explained the insurance proposal process for the future. The consulting firm was used to get better rates and benefits for Town employees.

Commissioner Clark made a motion, second by Commissioner Moore to approve the insurance proposal and renewal.

Commissioner Baxter expressed concerns of the costs of the vision insurance and asked how many employees utilized the current vision plan. Staff explained approximately 60% of employees were on the Town's vision insurance.

Commissioner Baxter inquired about the Life and Accident Death and Dismemberment Insurance. Bobby Fitts stated most municipalities offered the one-time salary benefit that was being presented.

Commissioner Loucks spoke about how good the insurance plan was and his concerns about keeping the plan in the future.

There was no increase to switch to Independent Benefits Advisors (IBA) as the Town's insurance broker. John Gasiorowski, from IBA, explained IBA's commission cost were a per employee rate.

The motion passed with a vote 3 to 2 with Commissioners Clark, York, and Moore voting in favor, and Commissioners Baxter and Loucks voting in opposition.

NEW BUSINESS

A. Public Works

1. Ordinance 2021-48 – West Lee Street Drainage System Collapse

Chris Ray stated a delivery truck was delivering goods to a home on West Lee Street and backed over the existing storm drain and collapsed the drain. The pipe was installed improperly and did not have proper support. Chris Ray asked the Board to consider a budget amendment to fund the installation of the new storm drainage infrastructure. The first option for the Board was a temporary spot repair with a recommended budget amount of \$95,000. The second option was a complete permanent repair with a recommended budget amount of \$150,000. Chris Ray spoke about the pros and cons for both options.

Staff recommended approval of the permanent repair (option two) and approval of Ordinance-2021-48B.

It was asked how the construction costs were determined. Public Works worked with the engineer reviewing existing bid averages. The preliminary design was done by the engineering staff.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Ordinance 2021-48B – West Lee Street Drainage System Collapse in the amount of \$148,300. There was no discussion and the motion passed unanimously.

B. Administration

1. Meeting Calendar 2021

Stacie Paratore presented the 2021 meeting schedule for the Board of Commissioners regular meetings, work sessions, budget meetings and retreat. Regular meetings and work sessions were held at 7:00pm unless otherwise stated.

Staff proposed that no work session be held in February due to the two-day retreat and that there would be no meetings in the month of July unless necessary due to a joint public hearing in June.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the 2021 Meeting Calendar.

Commissioner Loucks asked for the work sessions to begin at 6:00pm and to schedule a July meeting.

There was discussion about adding a July meeting to the schedule. Joe Moore explained the Board did not have to schedule the July meeting or change the work session time now. The Board could call a meeting or change a meeting time at a later date.

Commissioner Clark amended her motion to start work sessions at 6:00pm, second by Commissioner Baxter to approve the 2021 Meeting Calendar and for work sessions to begin at 6:00pm. The motion passed unanimously.

2. Board Appointments

Stacie Paratore explained Damon Damphie submitted an application for the one in-Town alternate vacancy on the Board of Adjustment.

Commissioner Clark made a motion, second by Commissioner Moore to appoint Damon Damphie to the Board of Adjustment as an alternate in-town member, with a term expiring on June 30, 2023. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Baxter stated she had excess paper donated from Zebulon Printing and asked teachers in need of paper to contact her. Commissioner Baxter also shared information about the Town's toy drive.

Commissioner Clark enjoyed the pop-up market and stated staff did a great job planning the event.

Commissioner Moore was glad the Town had a new Police Chief.

Commissioner Loucks thanked the Board, staff, and Town Attorney for their work over the past year.

Commissioner York thanked staff for their hard work on the financial update and thanked Denise Nowell for her work with the Chamber of Commerce.

MANAGER'S REPORT

1. December Joint Public Hearing Preview

Joe Moore gave some detail about the upcoming Joint Public Hearing.

2. December Work Session Preview

Joe Moore spoke about the upcoming work session and the items to be presented to the Board.

3. Introduction of Police Chief Jacqui Boykin

Joe Moore introduced the Town's new Police Chief, Jacqui Boykin. Chief Boykin spoke about the service police officers provide for the Town and how they align with the Town's core values, mission and vision statements.

CLOSED SESSION

Mayor Pro Tem York stated the Board needed a motion to go into closed session as permitted by NCGS 143-318.11(a)(6) for the purpose of personnel discussions.

Commissioner Baxter made a motion, second by Commissioner Loucks to go into closed session. There was no discussion and the motion passed unanimously.

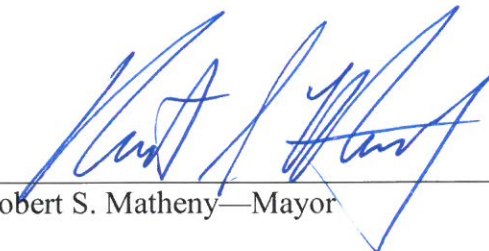
Note: In closed session Commissioner Baxter made a motion, second by Commissioner Loucks to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to have closed session minutes for December 7, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

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

Adopted this the 4th day of January 2021.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk