

**Zebulon Board of Commissioners**  
**Minutes**  
**December 6, 2021**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Miles.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITIONS**

Mayor York recognized student Jordan Noah Sanders and teacher Doreen Keeler, both from East Wake High School.

**PUBLIC COMMENT PERIOD**

No one signed up to speak.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the November 1, 2021 regular meeting. There was no discussion and the motion passed unanimously.

*B. Finance*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the Wake County tax report – September 2021. There was no discussion and the motion passed unanimously.

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

*C. General*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the quarterly reports from Fire, Public Works and Parks and Recreation. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2022-07 – Retention Schedule. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. Administration*

1. Board Appointments

Lisa Markland clarified there were no in-Town openings on the Board of Adjustment.

There was one ETJ regular vacancy and one ETJ alternate vacancy on the Board of Adjustment. The positions were three-year terms expiring on June 30, 2024. Applications were submitted by Adrian Harris and Quinton Crosson-Taylor who both lived in-Town and were not eligible for the ETJ vacancies.

The Parks and Recreation Advisory Board had two vacancies. Adrian Harris and Quinton Crosson-Taylor both submitted an application and comments to be read at the meeting.

Lisa Markland read the comments submitted.

Commissioner Baxter made a motion, second by Commissioner Clark to appoint Adrian Harris and Quinton Crosson-Taylor as members on the Parks and Recreation Advisory Board both with terms expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

2. Meeting Calendar 2022

Joe Moore presented the 2022 meeting calendar and spoke about the changes. The work sessions would be the third Thursday at 6:00pm.

Commissioner Baxter stated the May 16, 2022 work session date should be May 19, 2022.

Joe Moore spoke about the proposed mini retreats that were proposed on the calendar. The January 12 and 13 strategic planning retreat was changed to January 27.

There was discussion about adding a July meeting date.

Commissioner Baxter made a motion, second by Commissioner Loucks to adopt the meeting calendar with the January 12 and 13 strategic planning retreat to be changed to January 27, May 16 work session changed to May 19 and adding a July 11 regular meeting. There was no discussion and the motion passed with a vote 3 to 1 with Commissioner Baxter, Loucks, and Miles voting in favor and Commissioner Clark voting in opposition.

**BOARD COMMENTS**

Commissioner Baxter reminded everyone Candy Cane Lane was on Friday, December 10 and the pop-up market was December 11. The Eastern Regional Center was doing COVID testing by appointment only. The Town was awarded a \$5,000 grant from the United Arts Fund for a future mural project. Firefighters Austin Morgan and Dustin Thorne were congratulated for being promoted to Senior Firefighter. Chris Perry was recognized for his Fire Officer 3 Certification and Chris Bisette for being promoted to Fire Marshall and Town Safety Officer. Remembrance of Bob Doyle and Pearl Harbor Day was also mentioned.

Commissioner Clark congratulated the Fire Department on all of their accomplishments.

Commissioner Miles thanked the community for electing him as Commissioner and for their support and was looking forward to working together as a team with the Board.

Commissioner Loucks welcomed Commissioner Miles to the Board and reminded everyone to wear their mask.

Mayor York stated he was grateful for the opportunity to be Mayor of Zebulon and recognized former Commissioner Moore for her four years of service.

### MANAGER'S REPORT

Joe Moore spoke about upcoming topics to be discussed at the December 16 work session.

### CLOSED SESSION

Per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."

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

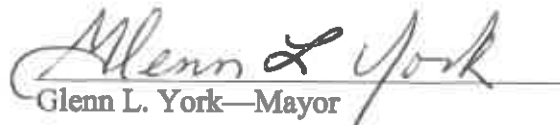
NOTE: In closed session, Commissioner Baxter made a motion, second by Commissioner Loucks to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to adopt Resolution 2022-08. There was no discussion and the motion passed unanimously.

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

Adopted this the 3<sup>rd</sup> day of January 2022.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk