

**Zebulon Board of Commissioners**  
**Minutes**  
**September 9, 2024**

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Adam Culpepper-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Absent: Jessica Harrison

Mayor York called the meeting to order at 6:00pm.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Miles.

**APPROVAL OF AGENDA**

Mayor York asked to move May 6, 2024 minutes, Barrington 2H and 2I Infrastructure Acceptance – Resolution 2025-02 and Barrington 3B Infrastructure Acceptance – Resolution 2025-03 to Old Business.

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

**RECOGNITIONS AND PROCLAMATIONS**

Student Esmeralda Martinez-Hernandez and Teacher Christopher Howell both from East Wake High School were recognized at the meeting.

Mayor York read the Proclamation Recognizing National Recovery Month and Empowered Citizens.

**PUBLIC COMMENT**

Steven Baxter spoke about an idea he had to provide free broadband service to Zebulon and shared information about the grants with the Town Clerk.

John Saffold gave an update from the Zebulon Chamber of Commerce.

Mary Beth Carpenter spoke about Preservation Zebulon events.

Kiera Stanton gave an update on behalf of the Zebulon Aggies Football and Cheer and sought funding and community support for the team.

Jane Mitchell spoke about Marvin Howell, candidate for the Parks and Recreation Advisory Board and how he would be an asset to Zebulon.

Lisa Markland read comments submitted from Angel Prints to clarify statements that were made at the August 15, 2024 work session.

## **CONSENT**

### *A. Minutes*

Commissioner Baxter made a motion, second by Commissioner Miles to remove the May 30, 2024 minutes from consent. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the May 15, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the May 21, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the Wake County tax report for June 2024. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### *A. Finance*

#### *i. Non-Profit Funding*

Bobby Fitts explained the Town requested non-profit funding applications from January 8 through January 31, 2024. At the March 4, 2024, meeting applicants had the opportunity to briefly present their organization's purpose and how they intended to use the grant in accomplishing the goals of the Town's Strategic Plan. Funding requests received this year included:

- Preservation Zebulon
- Brown Bag Ministry of Wendell
- Positive Attitude for Life
- East Wake Education Foundation
- Zebulon Shrine Club
- James E. Shephard School Alumni Association
- The North Carolina Community of Coalitions (NC3)

Sheila Long spoke about the additional \$20,000 that was funded in the budget based upon feedback received from the non-profits.

Commissioner Baxter made a motion, second by Commissioner Miles to award Preservation Zebulon with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Baxter asked staff to reach out to Brown Bag Ministry of Wendell to see if they wanted to request a funding amount with their application.

Commissioner Baxter made a motion, second by Commissioner Davis to award Positive Attitude for Life with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to award East Wake Education Foundation with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Miles made a motion, second by Commissioner Baxter to award James E. Shephard School Alumni Association with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

Commissioner Miles made a motion, second by Commissioner Baxter to award The North Carolina Community of Coalitions with a \$1,000 non-profit funding grant. There was no discussion and the motion passed unanimously.

*B. Parks and Recreation*

*i. Football Field Use Fees*

Sheila Long explained the Board of Commissioners received a fee schedule and cost analysis for field rental for the Zebulon Bearcats Football and Cheer program at their May 15 work session. At the August 5 meeting, staff was asked to bring a cost analysis for field use of the Bearcats and the Aggies. At the Work Session, staff provided the applied rental rate and expected cost to the Town and presented the cost analysis for waivers for the Bearcats and Aggies.

The Board waived fees for the Bearcats and requested the Aggies formally request a fee waiver and to revisit the request at the September 9 meeting. Staff confirmed with the Aggies that they received a letter confirming their 501c3 status from the IRS on August 15.

Commissioner Miles made a motion, second by Commissioner Davis to waive the total cost of \$1,020 for the Aggies' use of the field.

Commissioner Baxter asked if the waiver would fall under the Strategic Plan Grant. Staff confirmed the Board would discuss that at their next meeting.

There was no further discussion and the motion passed unanimously.

*C. Governing Board*

*i. Interim Town Managers contract*

Eric Vernon stated the Interim Town Manager's contract expired on September 10 and it was up to the Board to decide whether to extend the contract. Commissioner Baxter stated she was not comfortable extending the contract as set forth in the third amendment of the agreement. Commissioner Clark spoke in favor of extending the contract for 90 days. There was discussion about changing the contract to extend from month to month. Taiwo Jaiyeoba was agreeable to the Board extending the contract month to month.

Eric Vernon advised the Board that they make the motion to accept the third amendment subject to changes and revise the period of the contract to a one-month extension with an automatic two one-month extensions. It was advised that the Board extend the contract to December 3, 2024.

Commissioner Miles made a motion, second by Commissioner Clark to approve the Interim Town Manager's contract as amended. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Administration*

- i. Board Appointments
  - a. Parks and Recreation
  - b. Board of Adjustment

Lisa Markland explained there was one vacancy on the Parks and Recreation Advisory Board.

The Town received an application from the following:

- Quinton Crosson-Taylor applied for re-appointment.
- Marvin Howell applied for appointment.

There was discussion about how the Board would vote for the applicants. Commissioner Davis asked to do ballots without the vote being read out loud. Lisa Markland explained votes statutorily had to be read out loud at the meeting.

Quinton Crosson Taylor and Marvin Howell spoke about why they wanted to serve on the Parks and Recreation Advisory Board.

Commissioner Baxter made a motion, second by Commissioner Davis to appoint Quinton Crosson-Taylor to the Parks and Advisory Board. There was no discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

Lisa Markland explained there was one in-town vacancy, one ETJ vacancy, one alternate in-town vacancy, and one alternate ETJ vacancy on the Board of Adjustment.

The Town received an application from the following:

- Taylor Gray applied for appointment as an in-Town member.
- Nicholas Walton applied for appointment as in-Town member (2<sup>nd</sup> choice)

Taylor Gray and Nicholas Walton spoke about why they wanted to serve on the Board of Adjustment.

Commissioner Clark made a motion to appoint Taylor Gray to the Board of Adjustment as an in-Town regular position. Motion failed for lack of a second.

Commissioner Baxter made a motion, second by Commissioner Miles to appoint Taylor Gray to the Board of Adjustment as an alternate in-Town position.

Commissioner Clark stated she did not understand why Taylor Grey could not fill the full-time position.

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There was no further discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Davis to appoint Nicholas Walton to the Board of Adjustment as an in-Town regular position. There was no discussion and the motion passed with a vote 3 to 1 with Commissioners Baxter, Miles and Davis voting in favor and Commissioner Clark voting in opposition.

*B. General*

i. May 30 Work Session Minutes

Commissioner Baxter stated the minutes stated she was agreeable to allocate funds for office space and asked to change it to not agreeable.

Commissioner Baxter made a motion, second by Commissioner Davis to approve May 30, 2024 minutes as amended. There was no discussion and the motion passed unanimously.

ii. Barrington 2H and 2I Infrastructure Acceptance – Resolution 2025-02

Commissioner Miles asked for clarification on the miles the Town has acquired and the process for acquiring the land. Chris Ray stated the Town would be at 40.79 miles of Town maintained roads and spoke about the acceptance process.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2025-02. There was no discussion and the motion passed unanimously.

iii. Barrington 3B Infrastructure Acceptance – Resolution 2025-03

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2025-03. There was no discussion and the motion passed unanimously.

iv. May 6, 2024 Minutes

Lisa Markland gave corrected copies to the Board and explained the correction to the reference to the ordinance. The ordinance for Zebulon South referenced the wrong ordinance.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the May 6, 2024 minutes. There was no discussion and the motion passed unanimously.

**MANAGER'S REPORT**

Taiwo Jaiyeoba stated the only item was the financial statement and the Finance Director was available if there were any questions.

**BOARD COMMENTS**

Commissioner Baxter stated September was Suicide Prevention and Awareness Month, September 11 would be the parade interest meeting, and Rock the Block was September 13. Commissioner Baxter spoke about Central Pines Regional Council of Government's regional study to create a regional plan and why that was important to Zebulon. The Town was accepting coats for the coat drive.

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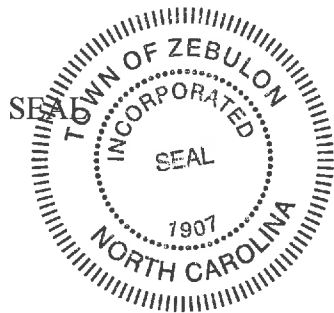
Commissioner Clark stated she was happy to see so many people attending the meeting.

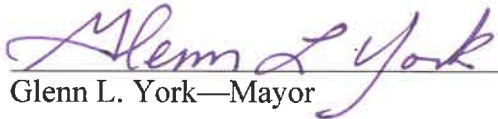
Commissioner Davis spoke about the Back-to-School parade.

Mayor York thanked Commissioner Miles and the Zebulon Police Department for attending the 100-year birthday celebration for Liles Bullock.

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

Adopted this the 6<sup>th</sup> day of January 2025.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk