

Approved February 20, 2012.



**Wake Forest Board of Commissioners
Meeting Minutes
January 17, 2012
7:00 pm**

Mayor Jones called the meeting to order at 7:00 p.m. She led everyone in the Pledge of Allegiance.

Council Members Present

Mayor Vivian Jones
Commissioner Donahue
Commissioner Frank Drake
Commissioner M. Greg Harrington
Commissioner Anne Hines
Commissioner Margaret Stinnett

Staff Present

Mark Williams, Town Manager
Roe O'Donnell, Deputy Town Manager
Eric Vernon, Town Attorney
Aileen Staples, Finance Director
Andrew Brown, Customer Service Supervisor
Chip Russell, Planning Director
Chad Sary, Assistant Planning Director
Charlie Yokely, Senior Planner
Deeda Harris, Town Clerk
Eric Keravouri, Town Engineer
Jeff Leonard, Chief, Police Department
Mike Barton, Public Works Director

1. Approval of Agenda.

ACTION: Commissioner Donahue made a motion to approve the amended agenda.
Commissioner Donahue seconded the motion, which carried (3,0).

2. Approval of Minutes.

- A. Meeting held December 6, 2011 (Board of Commissioners Work Session and Joint Public Hearing), meeting held December 20, 2011 (Regular Board of Commissioners Meeting and Continued Meeting from December 20, 2012).

ACTION: Commissioner Hines made a motion to approve the minutes.
Commissioner Stinnett seconded the motion, which carried (5,0).

3. Presentations.

- A. Presentation to Mr. Sandford R. Pearce upon his retirement.

Mayor Jones read the resolution to Mr. Pearce for his retirement.

He thanked Public Works Director Barton and Assistant Town Manager O'Donnell for the opportunity to work with the Town and for their support. He thanked the Board for the benefits they provided for the employees. He shared not many places give the benefits that they did for the employees. He was most appreciative.

ACTION: Commissioner Stinnett made a motion to approve the resolution honoring service. Commissioner Harrington seconded the motion, which carried (5,0).

4. Public hearings / Public Comment.

- A. Public Hearing to receive public comment on capital needs for inclusion in the five year Capital Improvements Plan (CIP) update for FY 2012 - 2017.

No one commented on the Public Comment. Mayor Jones declared the hearing closed.

- B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item or an item on the agenda during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

No one had signed up to speak during Public Comment.

5. Consent Agenda.

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- A. Approval of Tax Releases. (Attachment 5.A.)

- B. Appointment of Mr. James Thompson to the Recreation Advisory Board. (Attachment 5.B.)

Mayor read the items on the consent agenda. She asked if anyone wanted an item removed. No one did.

ACTION: Commissioner Drake made a motion to approve the tax releases, the appointment of Mr. James Thompson to the Recreation Advisory Board and which was under the Consent Agenda.
Commissioner Hines seconded the motion, which carried (5,0).

6. Legislative Items.

A. Appointment of Commissioners for Various Committees for 2012.

ACTION: Commissioner Donahue made a motion to approve the appointment of the Commissioners to the Various Committees.
Commissioner Donahue seconded the motion, which carried (5,0).

B. Appointment of Mayor Pro Tempore.

Mayor Jones read a list of her recommendation she felt would be a good fit for everyone. For the UDO Committee, there were now three commissioners that normally attended. She asked that one step down and not attend, so there would not be a majority of the board attending. It was not that they would not have a say so, they could give their opinions and would also have the opportunity once the plan was done. They could give opinions during the process. She suggested Commissioners Stinnett and Harrington since they had attended more meetings. Commissioner Harrington shared he and Commissioner Donahue had discussed. He would stepped down. So, they decided Commissioners Stinnette and Donahue attend regularly. Commissioner Harrington would be an alternate.

As far a a Mayor Pro Tem, Mayor Jones shared the Town's Charter stated one would be chosen to perform in Mayor's office. The person generally served for a year. She opened the floor for nominations. Commissioner Hines nominated Commissioner Stinnett. She accepted the nomination.

ACTION: Commissioner Hines made a motion to approve the nominations for Commissiones to the Various Committess and Commissioner Stinnett as Mayor Pro Tem.
Commissioner Drake seconded the motion, which carried (5,0).

7. Planning Items.

A. Consideration of Approval of Site Plan Review: SP-11-10 - St. Catherine of Siena Catholic Church.

Mayor Jones stated at their Jan 3rd Meeting, the Planning Board voted 7,0 to recommend approval of the plan. There was no other discussion.

ACTION: Commissioner Drake made a motion to approve Site Plan SP-11-10 for St. Catherine of Siena Catholic Church as presented.
Commissioner Hines seconded the motion, which carried (5,0).

8. Administration and Financial Items.

A. Consideration of Approval of the Customer Care Policy.

Mayor Jones shared Customer Service Supervisor Brown presented the updates to the Policy at the Board's Work Session on January 3, 2012. Public Works Director Barton confirmed the emergency contact number which was a 554 number was still active. Mostly all other town numbers with 554 had been replaced with the move into the new town hall, but that number and the non-emergency contact number for the Police Department were changed.

ACTION: Commissioner Drake made a motion to approve the update of the Customer Care Policy.
Commissioner Donahue seconded the motion, which carried (5,0).

9. Public Services Items.

A. Consideration of the Grant of an Access Easement to Thomas Kuryla Across Town-owned Property Located in the Richland Hills Subdivision.

Commissioner Stinnett asked if this easement were permanent, temporary or if it went with the land. Deputy Town Manager O'Donnell stated the access was until Mr. Kuryla gained access through other means. There would be very little impact on the town's property. The property had a right-of-way that indented into the Progress Energy Easement. The granted easement would go away when access was made by any other means. It would run with the land. If the site were ever developed, they would have to have access from another means. Mr. Kuryla planned to use it as a four-way vehicle for mostly for hunting.

ACTION: Commissioner Drake made a motion to approve an Access Easement to Thomas Kuryla Across Town-owned Property Located in the Richland Hills Subdivision.
Commissioner Harrington seconded the motion, which carried (5,0).

10. Parks and Recreation Items.

11. Public Safety Items.

12. Other Business.

13. Closed Session.

N.C.G.S 143-318.11(a)(4) – Discussion of Economic Development Opportunity

ACTION: Commissioner Donahue made a motion to go into Closed Session at 7:32 p.m.
Commissioner Harrington seconded the motion, which carried (5,0).

ACTION: Commissioner Drake made a motion to come out of Closed Session at 8:45 p.m.
Commissioner Stinnett seconded the motion, which carried (5,0).

ACTION: Commissioner Stinnett made a motion to increase the Futures Fund commitment to the
River Place Project by \$100,000.00.
Commissioner Hines seconded the motion, which carried (5,0).

14. Adjournment

ACTION: Commissioner Drake made a motion to adjourn at 8:47 p.m.
Commissioner Harrington seconded the motion, which carried (5,0).

Town Clerk

Mayor Vivian A. Jones