



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 20, 2022** at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:00 p.m.

Mayor Jones led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Keith Shackelford, Commissioner Adam Wright, and Commissioner Nick Sliwinski

Commissioner Members Absent: Commissioner Chad Sary.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Clerk Theresa Savary
Deputy Town Clerk Ella Dowtin
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Paralegal Shiekell Richardson
Chief Financial Officer Aileen Staples

Assistant Finance Director Samantha Sanchez
Human Resources Director Angela McCray
Police Captain Brian Mote
Police Captain Brandon High
Police Captain Julius Jefferson
Fire Chief Ron Early
Stormwater Engineering Manager Monica Sarna

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

Mover: Commissioner Dyer moved to approve the agenda as presented.

Seconder: Commissioner Shackelford.

Vote: Motion carried 4-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- November 1, 2022 Work Session
- November 15, 2022 Regular Meeting

ACTION:

Mover: Commissioner Dyer moved to approve the minutes as presented.

Second: Commissioner Wright.

Vote: Motion carried 4-0.

3. Presentations

3.A. Introduction and Appointment of Candidates for the Board of Adjustment

Mayor Jones recognized the Board of Adjustment applicants:

- Kenneth Christie
- Mary Ellen Hamer
- Howard Perry

Mayor Jones stated the Board of Commissioners will select one candidate to serve on the Board of Adjustment.

Kenneth Christie introduced himself to the Board of Commissioners and expressed his interest in service to the Board of Adjustment.

Mary Ellen Hamer introduced herself to the Board of Commissioners and expressed her interest in service to the Board of Adjustment.

Town Clerk Savary stated the following applicant was selected for the Board of Adjustment:

- Kenneth Christie

ACTION:

Mover: Commissioner Wright moved to approve as read into the record.

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

3.B. Presentation of fiscal year ended June 30, 2022 Annual Comprehensive Financial Report

Assistant Finance Director Samantha Sanchez introduced April Adams with Cherry Bekaert LLP. Ms. Bekaert provided a presentation on the June 30, 2022 Annual Comprehensive Financial Report.

4. Public hearings / Public Comment

4.A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item 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.

The following citizen provided public comment:

- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, asked the Board to encourage diverse businesses downtown.

Mayor Jones asked if anyone wished to speak on this item. No one spoke. Mayor Jones closed the public hearing.

5. Consent Agenda

5.A. Approval of Appointments to Citizen Advisory Boards

5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.

5.C. Upper Neuse River Basin Association (UNRBA) Representative Approval Letter

- 5.D. Approval of Budget Ordinance Amendment # 1 - FY 2022-2023
- 5.E. Approval of the 2023 Board of Commissioners Meeting Schedule
- 5.F. Approval of an Amendment to the FY2023 Pay & Classification Plan

ACTION:

Mover: Commissioner Dyer moved to approve the consent agenda as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of QUASIJUDICIAL CASE SD-21-06 for a Major Subdivision and Site Master Plan for South White Street Townhomes filed by The Nau Company on behalf of the property owner, to subdivide ±7.98 acres located at 136 E. Holding Avenue and 720 E. Holding Avenue, being Wake County Tax PINs 1840388718 and 1840386367

Mayor Jones stated a request was received that this application for Case SD-21-06 be remanded back to Planning Staff for further review of revisions intended to address comments made at the quasi-judicial hearing on October 4, 2022.

ACTION:

Mover: Commissioner Wright moved to approve Case SD-21-06 be remanded back to Planning Staff.

Second: Commissioner Dyer.

Vote: Motion carried 4-0.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Public Service Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Dyer attended the snowball dance for individuals with special needs, he plans to attend the Boys & Girls Club Christmas event.

Commissioner Wright had no report.

Commissioner Sliwinski attended the Wake County Mayor's Association Holiday Dinner.

Commissioner Shackleford had no report.

Mayor Jones had no report.

Town Manager Padgett had no report.

12.D. Closed Session - NCGS 142-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the Wake Forest Board of Commissioners December 20, 2022 Page 5 public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

ACTION:

Mover: Commissioner Wright moved to go into closed session for Item 12.D.

Second: Commissioner Dyer.

Vote: Motion carried 4-0.

The Board of Commissioners went into closed session at approximately 6:42 p.m.

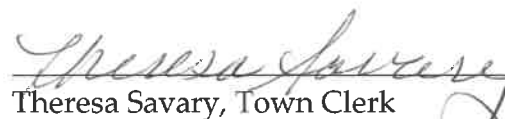
The Board of Commissioners returned to open session at approximately 7:03 p.m.

13. Adjournment


With no further business to discuss, the meeting was adjourned at 7:04 p.m.

Duly approved in open session this 17th day of January 2023.

(ATTEST)


Theresa Savary, Town Clerk




Vivian A. Jones, Mayor