



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**April 18, 2023 at 6:00 PM**  
**All items listed are for discussion and possible action.**

**Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

**Cable & Online Broadcast of Board of Commissioners Meetings**

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

**Meeting Agendas**

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**Public Hearings**

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

**Public Comment**

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Terry Savary](#) by 9 a.m. the day of the meeting. Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have 3-5 minutes to speak. Thank you for your cooperation.

## **Call to Order**

## **Pledge of Allegiance**

### **1.Approval of Agenda**

### **2.Approval of Minutes**

- 2.A. March 7, 2023 Work Session  
March 21, 2023 Regular Meeting  
March 23, 2023 Special Called Meeting  
[DraftBOCWMinutesMar202307.pdf](#)  
[DraftBOCMinutesMar202321.pdf](#)  
[DraftSpecialCalledBOCMinutesMar202323.pdf](#)

### **3.Presentations**

- 3.A. Proclamation Recognizing April 22, 2023 as Earth Day in the Town of Wake Forest  
[ProclamationEarthDayApril202318.docx](#)
- 3.B. Proclamation Recognizing April 28, 2023 as Arbor Day in the Town of Wake Forest  
[ProclamationArborDayApril202318.docx](#)
- 3.C. Proclamation Recognizing May as "Building Safety Month"  
[ProclamationBuildingSafetyMonthApr202318.pdf](#)
- 3.D. Proclamation Recognizing May 6, 2023 as "St. Baldrick's Day"  
[ProclamationSt.BaldrickApr202318.pdf](#)
- 3.E. Proclamation Recognizing April 30 through May 6, 2023 as the " 54th Annual Professional Municipal Clerks Week"  
[Proclamation\\_MunicipalClerksWeekApril202318.pdf](#)

### **4.Public hearings / Public Comment**

- 4.A. Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.  
[Attachment\\_A\\_Summary\\_Abandon ROW Caddell.docx](#)  
[Attachment\\_B\\_Resolution\\_Abandon\\_ROW\\_Caddell.docx](#)  
[Attachment\\_C\\_Plat Caddell ROW Abandonment.pdf](#)  
[Attachment\\_D\\_Caddell ROW Metes and Bounds Description.pdf](#)

- 4.B. 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.

## 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.)*

- 5.A. Approval of Budget Ordinance Amendment #3 for FY 2022-2023  
[Budget Ordinance Amendment\\_summary.pdf](#)  
[Budget Ordinance Amendment #3\\_FY 2022-2023.pdf](#)
- 5.B. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.  
[Attachment\\_A\\_summary\\_2023\\_Accept\\_Streets.docx](#)  
[Attachment\\_B\\_Resolution\\_Acceptance\\_of\\_Streets\\_for\\_Powell\\_Bill.docx](#)
- 5.C. Approval of Appointments to the Citizen Advisory Boards  
[RESOLUTION2022-XXX\\_Adv\\_Board\\_Appts-PRCR.pdf](#)  
[RESOLUTION2022-XXX\\_Adv\\_Board\\_Appts-PAC.pdf](#)

## 6. Legislative Items

- 6.A. Consideration of Resolution ordering the closure of a portion of Caddell Street.  
[Attachment\\_A\\_Summary\\_Abandon ROW Caddell.docx](#)  
[Attachment\\_B\\_Resolution\\_Abandon\\_ROW Caddell.docx](#)

## 7. Planning Items

## 8. Administration and Financial Items

## 9. Public Services Items

## **10.Parks and Recreation Items**

## **11.Public Safety Items**

## **12.Other Business**

12.A. Appoint a Voting Delegate for the NC League of Municipalities Board of Directors and for voting at City Vision

12.B. Department Monthly Report  
[March 2023 Monthly Report.pdf](#)

12.C. CIP Project Tracker  
[CIP Project Tracker Q3\\_FY2022-2023.pdf](#)

12.D. Strategic Plan  
[Strategic Plan Working Document\\_Q3 Jan-Mar2023.pdf](#)

12.E. Wake County Tax Release

12.F. Commissioner Reports

## **13.Adjournment**