



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 19, 2023**, 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 Sary, Commissioner Keith Shackelford, Commissioner Adam Wright, and Commissioner Nick Sliwinski.

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Finance Director Samantha Sanchez
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Renaissance Centre Director Debbie Dunn
Long Range Planning Manager Brad West
Senior Planner-Historic Preservation Michelle Michael
Finance Director Samantha Sanchez

Parks, Recreation & Cultural Resources
Director Ruben Wall
Communications and Public Affairs
Director Bill Crabtree
Electric Utility Director Chris Terrell
Chief Information Officer Adam Oates
Public Works Director Tim Bailey
Director of Organizational Performance
Lisa Hayes
Inspections Director JJ Carr
Mickey Rochelle Facilities Director
Senior Civil Engineer Chris Glass
Assistant Stormwater Engineer Nick Nolte
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Approval of Agenda

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- November 9, 2023 Work Session
- November 21, 2023 Regular Meeting

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

3. Presentations

No presentations heard.

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 3 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:

- Brian Brewster, 1825 Armor Crest Ln., Wake Forest, NC 27587 spoke about commercial and residential management company's responsibility to the community.
- Kenneth Christie, 1111 Golden Poppy Ct., Wake Forest, NC 27587 expressed his appreciation to the Board of Commissioners, Mayor Jones, volunteers, and others.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587 brought awareness to a situation in a neighboring municipality regarding their affordable housing.

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

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 a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

[Filed in the Clerk's Office as Resolution 2023-79.]

- 5.B. Approval of the 2024 Board of Commissioners Meeting Schedule

[Filed in the Clerk's Office as Resolution 2023-75.]

- 5.C. Approval of Budget Ordinance Amendment # 1 - FY 2023 - 2024

[Filed in the Clerk's Office as Ordinance 2023-36.]

- 5.D. Approval of the Town of Wake Forest Affordable Housing Land Disposition Program Policy

[Filed in the Clerk's Office as Resolution 2023-80.]

5.E. Approval of resolution updating the Internal Control Policy

[Filed in the Clerk's Office as Resolution 2023-81.]

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

6. Legislative Items

6.A. Second Vote to Consider the Stormwater Utility Fee

ACTION

Mover: Commissioner Dyer moved to approve the second vote of the Stormwater Utility Fee.

Second: Commissioner Sary.

Vote: Motion carried 5-0.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

8.A. Consideration of a Resolution to approve the Transportation Impact Fee Study scope of work and fee and allow the Town Manager to enter into a contract with Benesch

Assistant Town Manager Candace Davis provided an update on the Transportation Impact Fee Study.

Mayor Jones asked if impact fees would only be established for collector roads and above. Ms. Davis said she believed so but would look at that specific question and follow up.

ACTION

Mover: Commissioner Wright moved to approve the Resolution.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

8.B. Consideration of purchase of generation systems from Power Secure, Inc.

Electric Utility Director Chris Terrell provided information on the purchase of new generators.

Commissioner Dyer asked about the life expectancy and payback period of the generators. Mr. Terrell replied they're getting close to a million dollars a year in savings. Mr. Terrell stated that the purchase of eight generators is going to be close to 5 million dollars and he believes the generators would last approximately 25 to 30 years.

Mayor Jones mentioned that one of the generators was being placed at Golden Corral, which is now known as the Flavor District. She asked that it be correctly stated. Mr. Terrell explained the business was originally called the Golden Corral, but it will be updated to reference the Flavor District.

ACTION

Mover: Commissioner Dyer moved to approve the purchase of generation systems from Power Secure, Inc.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

8.C. Consideration of Mutual Aid Agreement for the Town of Garner and Wake Forest

Town Manager Padgett informed the Board that the Town of Wake Forest offered assistance to Garner after a recent storm. The town's public works and electric crews were available to assist Garner. Both towns' attorneys created a mutual aid agreement to ensure that they won't have to go through another mutual aid agreement when responding to emergencies from now on.

ACTION

Mover: Commissioner Wright moved to approve the Mutual Aid Agreement for the Town of Garner and Wake Forest.

Seconder: Commissioner Dyer.
Vote: Motion carried 5-0.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Shackelford thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Commissioner Sliwinski thanked outgoing Commissioners Sary and Dyer for their service on the Board. He shared that he, Lisa Hayes, and Drew Brown had the opportunity to meet with staff members from Senator Tillis' office.

Commissioner Wright thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Mayor Jones and Town Manager Padgett attended the 2023 Metro Mayors Coalition Annual Meeting in Concord, NC. Mayor Jones congratulated Assistant Town Manager Staples for completing the "Leading for Results" program at the UNC School of Government. She congratulated the Finance Department for receiving recognition for having an excellent Citizens' Financial Report. She shared that NCDOT received a 1.2 billion grant for the construction of the S-Line from Raleigh to Wake Forest. She thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Commissioner Dyer attended the Historic Preservation Commissioner Meeting. He also highlighted a few upcoming events in December.

Commissioner Sary said he is humbled and honored to have served on the Board for the past four years.

12.D. Resolutions of Appreciation for Outgoing Commissioners

Mayor Jones read the Resolution of Appreciation of Service for James Dyer into the record:

RESOLUTION 2023-77

RESOLUTION OF APPRECIATION FOR THE SERVICES OF JAMES DYER

WHEREAS, James Dyer served the Town of Wake Forest and its citizens as a Commissioner since December 2019; and

WHEREAS, Mr. Dyer served as ex-officio on the Town of Wake Forest Historic Preservation Commission; and

WHEREAS, Mr. Dyer diligently and forthrightly worked to make the Town of Wake Forest a better place by carrying out his civic duties; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Mr. Dyer for his service to the Town of Wake Forest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by The Honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be presented to James Dyer in acknowledgment of his service and his interest in good government in Wake Forest and the State of North Carolina.

Mayor Jones read the Resolution of Appreciation of Service for Chad Sary into the record:

RESOLUTION 2023-76

RESOLUTION OF APPRECIATION FOR THE SERVICES OF CHAD SARY

WHEREAS, Chad Sary served the Town of Wake Forest and its citizens as a Commissioner since December 2019; and

WHEREAS, Mr. Sary served as ex-officio on the Town of Wake Forest Public Art Commission and served on the Central Pines Regional Council formerly known as Triangle J Council of Government (TJCOG); and

WHEREAS, Mr. Sary diligently and forthrightly worked to make the Town of Wake Forest a better place by carrying out his civic duties; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Mr. Sary for his service to the Town of Wake Forest.

*NOW, THEREFORE, BE IT HEREBY RESOLVED by The Honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be presented to Chad Sary in acknowledgment of his service and his interest in good government in Wake Forest and the State of North Carolina.*

12.E. Oaths of Office for Commissioners-elect

Mayor Vivian Jones provided the oath of office to Ben C. Clapsaddle:

I, Ben C. Clapsaddle, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

Mayor Vivian Jones provided the oath of office to Faith Cross:

I, Faith Cross, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

North Carolina House Representative Terence Everitt provided the oath of office to Adam Wright:

I, Adam Wright, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

12.F. Election of Mayor Pro Tem

ACTION

Mover: Commissioner Sliwinski moved to nominate Commissioner Keith Shackelford as Mayor Pro Tem

Seconder: Commissioner Clapsaddle.

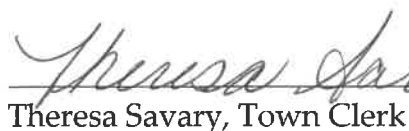
Vote: Motion carried 5-0.


13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:45 p.m.

Duly approved in open session this 16th day of January 2024.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

