



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 6, 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.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioners Absent: Commissioner Keith Shackelford.

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 Downtin
Chief Financial Officer Aileen Staples
Planning Director Courtney Tanner

Assistant Planning Director Jennifer Currin
Human Resources Director Angela McCray
Police Chief Jeff Leonard
Police Captain Brian Mote
Police Captain Brandon High
Fire Chief Ron Early

1. Presentations

1.1 Richland Hills Street Stub Presentation

Assistant Planning Director Jennifer Currin provided information relating to the request a resident made at the September 2022 Board of Commissioners meeting regarding the Richland Hills Street Stub. She spoke about the location of the street stub, property location, existing conditions, and a timeline as shown below:

Timeline:

- July 20, 2000 Zoning Condition #2: Unless specifically required by the Town of Wake Forest and the North Carolina Department of Transportation, there shall be no street connection to Rolling Acres Road.
- Richland Hills rezoning unanimously approved on August 15, 2000 by Board of Commissioners including July 20 Zoning Condition #2.
- Richland Hills resident spoke at September 2022 Board of Commissioner meeting pertaining to the street connection between the Richland Hills subdivision and Rolling Acres and allowing a 2nd connection.

She stated the location area of the street stub would connect Rolling Acres Rd. to Fulworth Ave., which is in Richland Hills Subdivision.

Assistant Planning Director Currin asked the Board how they'd like staff to proceed.

Mayor Jones thinks it's working very well right now and doesn't see the purpose of doing it.

Commissioner Sary commented that Ms. Currin mentioned earlier it was the resident that came and spoke at the Board meeting, but he believes it was the Homeowners Association (HOA) president or representative that came and spoke to the Board. Commissioner Sary agreed with Mayor Jones and stated there's still a lot of questions involving that extension.

Mayor Jones asked if anyone had any questions or comments. No questions or comments were asked.

A hard copy of the Richland Hills Street Stub presentation is filed in the Town Clerk's Office with the December 6, 2022 minutes.

1.2 Consideration to Approve an Amendment to the FY2023 Pay & Classification Plan

Human Resources Director Angela McCray presented the amendment to the FY2023 Pay & Classification Plan.

Ms. McCray stated they're seeking approval to amend the pay & classification plan because pay ranges were not properly adjusted to reflect increases awarded during this year's approved budget process. Ms. McCray also stated they're looking to update the

Full-Time Employee (FTE) count by adding an FTE to the Planning Department (addition of a Planner 1-Historic Preservation position).

Commissioner Sary asked if staff are looking to advertise now and fill the position around June 2023. Ms. McCray replied, correct. She said they're looking to recruit in late February or early March 2023. Commissioner Sary asked, for this year's budget, are they looking at about a month of that person's salary. Ms. McCray replied, yes.

This item will come before the Board of Commissioners at its December 20, 2022 meeting.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

- 4.1. Consideration of approval of resolution declaring the results of the bond referendum held in the Town of Wake Forest on November 8, 2022 upon the questions of approving \$24,430,000 Parks and Recreation bonds; \$23,720,000 Roadway and Transportation bonds; \$14,350,000 Greenway Improvement bonds; and \$12,500,000 Parking Facilities bonds.

Chief Financial Officer Aileen Staples presented the results of the bond referendum stating all four questions passed. She informed the Board of Commissioners what was in their agenda packets which included a resolution before them to consider.

ACTION:

Mover: Commissioner Jim Dyer made a motion to approve a resolution declaring the results of the bond referendum held in the Town of Wake Forest on November 8, 2022 upon the questions of approving \$24,430,000 Parks and Recreation bonds; \$23,720,000

Roadway and Transportation bonds; \$14,350,000 Greenway Improvement bonds; and \$12,500,000 Parking Facilities bonds as presented.

Secunder: Commissioner Adam Wright.

Vote: Motion approved 4-0.

- 4.2. 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 Case SD-21-06 South White Street Townhomes has been postponed to the December 20, 2022 Board of Commissioners Meeting.

Commissioner Sary asked for clarification on the provision in the UDO that talks about approval within 65 days. He wanted to confirm allowing this delay again wouldn't turn into an automatic approval. Attorney Kingsberry stated the timeclock starts when the decision would be considered delivered to the Board of Commissioners. Attorney Kingsberry stated they are within the 65 days. The applicant's attorney also stipulated he would not enforce or seek the option of automatic approval.

Mayor Jones asked if anyone else had any questions. No questions were asked.

5. Commissioner Reports

Mayor Jones shared that Wake County contacted the town to determine if they wish to provide early voting in 2023 in Wake Forest. She said Wake Forest has never provided early voting in their jurisdiction for their local elections. She said it costs approximately \$40,000 to participate in early voting. The consensus of the Board was not to provide early voting in 2023 in Wake Forest.

Mayor Jones and the Board of Commissioners discussed the cost of filing fees for the Mayor and Board of Commissioners in Wake Forest. The filing fee for Mayor is \$50 and

a \$15 filing fee for the Board of Commissioners. Town Clerk Savary will contact Wake County with the cost of filing fees for the Mayor and Board of Commissioners in Wake Forest.

Mayor Jones attended the Dale Folwell presentation at the Loading Dock, she attended the Turkey Bowl at the upcoming Food Hall, she said Wake Forest earned their 32nd consecutive financial reporting award, she thanked staff for their work on the Wake Forest Cares Festival, she attended a lunch party for Betty Jo Shepherd on her retirement.

Commissioner Sary said the Lighting of Wake Forest was great and was a good family atmosphere, he mentioned the Board was invited to attend the Boys & Girls Club Annual Christmas Holiday Program today but unfortunately, it was the same time as this meeting.

Commissioner Sliwinski attended Plaid Friday in downtown and said it was a great crowd and he thanked the community coming out to support small business, he attended the Downtown Holiday Open House.

Commissioner Wright attended the 75th Annual Community Christmas Dinner at the Forks Cafeteria and said it was a wonderful and joyous time, Commissioner Sliwinski and Commissioner Wright hosted a "Question and Answer" session at Wake Forest Coffee Company

Commissioner Dyer attended the 75th Annual Community Christmas Dinner at the Forks Cafeteria, he participated in Brunch with Santa at the Wake Forest Community House, he plans to attend the Snowball Dance for Individuals with Special Needs on December 16, 2022 at the Wake Forest Community House.

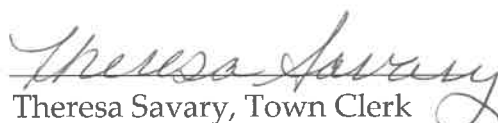
Town Manager Kip Padgett introduced and welcomed Captain Brandon High who is the newest Captain in the Police Department. He will replace Captain Brian Mote who is retiring in February 2023.


6. Adjournment

The Board of Commissioners adjourned the meeting at 6:24 p.m.

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

(ATTEST)


Theresa Savary, Town Clerk


Brian A. Jones, Mayor

