



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 21, 2026**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Clapsaddle led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: Commissioner Keith Shackleford

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Police Captain David Zick
Police Captain Brandon High
Fire Chief Ron Early

Planning Director Jennifer Currin
Director of Organizational
Performance Lisa Hayes
Urban Forestry Program Manager
Luke Devores
Planner II – Long Range Planner
Emma Linn
Assistant Inspections Director
Marvin Weathers

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Draft BOC Minutes

- March 3, 2026, BOC Work Session and March 17, 2026, BOC Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

- 2026 Board of Commissioners Annual Retreat Minutes

ACTION:

Mover: Commissioner Fatmi moved to approve the 2026 BOC Annual Retreat minutes as presented.

Second: Commissioner Cross

Vote: Motion carried 4-0

3. Presentations

3.A. Proclamation Recognizing Building Safety Month

PROCLAMATION RECOGNIZING

Building Safety Month — May 2026

WHEREAS, our Town of Wake Forest is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council (ICC), a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes and standards to protect us in the buildings where we live, learn, work and play, and;

WHEREAS, these modern building codes and standards include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is sponsored by ICC to remind the public about the critical role of our communities' largely unknown protectors of public safety—our code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

WHEREAS, “Built to Last” the theme for Building Safety Month 2026, encourages us all to get involved and raise awareness about building safety on a personal, local and global scale, and;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local, state, tribal, territorial, and federal building safety and fire prevention departments, in protecting lives and property.

NOW, THEREFORE, I, Ben C. Clapsaddle Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim the month of May 2026 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

In official recognition whereof, I hereby affix my signature this 21st day of April 2026.

ATTEST:



Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

3.B. Proclamation Recognizing the 57th Annual Professional Municipal Clerks Week PROCLAMATION

DESIGNATING APRIL 24, 2026 AS ARBOR DAY IN THE TOWN OF WAKE FOREST

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and

cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Wake Forest has been recognized as a Tree City USA for 47 consecutive years by the National Arbor Day Foundation and desires to continue its tree planting tradition.

NOW, THEREFORE, I, Ben Clapsaddle, Mayor of the Town of Wake Forest do hereby proclaim Friday, April 24, 2026 as ARBOR DAY in the Town of Wake Forest, and I urge all citizens to support efforts to protect our trees and woodlands and to support our Town's urban forestry program; and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

This the 21st of April 2026.

Attest



Mayor Ben

Evelyn Wright, Town

**3.C Proclamation Recognizing April 22, 2026, as Earth Day in the Town of Wake Forest
PROCLAMATION**

DESIGNATING APRIL 22, 2026 AS EARTH DAY IN THE TOWN OF WAKE FOREST

WHEREAS, April 22, 2026, marks 56 years of worldwide Earth Day celebrations where the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources;

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and, as caretakers of the planet, we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and

WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and

WHEREAS, Wake Forest has 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, the Town of Wake Forest proudly recognizes all who participate in Earth Day, for their dedication to taking a proactive role in shaping the future of our environment and protecting precious natural resources, various wildlife, and biological diversity; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and more related to the wellbeing of our planet.

NOW, THEREFORE, I, Ben Clapsaddle, Mayor of the Town of Wake Forest do hereby proclaim April 22, 2026 as Earth Day in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

This the 21st day of April 2026.

Attest:

Evelyn Wright, Town Clerk



Mayor Ben Clapsaddle

3.D Proclamation Recognizing May 2026 as "National Bike Month"

PROCLAMATION RECOGNIZING MAY AS "NATIONAL BIKE MONTH"

WHEREAS, the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and

WHEREAS, bicycling is an inexpensive form of travel that can be utilized by all ages; and

WHEREAS, creating bicycle-friendly communities improves health, well-being, and quality of life, boosts community spirit, improves traffic safety, and reduces pollution and congestion; and

WHEREAS, the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all road users; and

WHEREAS, bicycling activities and attractions have great potential to have a positive impact on Wake Forest's economy and tourism by making the town an attractive place for businesses and residents who enjoy the outdoors and healthy lifestyles; and

WHEREAS, the Town of Wake Forest has over fourteen miles of greenway trails that span across the entire Town and provide a safe place for residents and visitors of all ages to enjoy and explore; and

WHEREAS, May has been declared National Bike Month by the League of American Bicyclists since 1956; and

WHEREAS, Bike to Work Day is always the third Friday in May and the Annual Wake Forest Bicycle Safety Rodeo will take place at Meet in the Street May 2nd; and

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest and the Board of Commissioners on behalf of the Wake Forest Planning Department, hereby proclaim May 2026 as NATIONAL BIKE MONTH in the Town of Wake Forest.

This the 21st day of April 2026.

Attest:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.E Proclamation Recognizing April 24, 2026, as Arbor Day in the Town of Wake Forest

PROCLAMATION

DESIGNATING APRIL 22, 2026 AS EARTH DAY IN THE TOWN OF WAKE FOREST

WHEREAS, April 22, 2026, marks 56 years of worldwide Earth Day celebrations where the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources;

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and, as caretakers of the planet, we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and

WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and

WHEREAS, Wake Forest has 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, the Town of Wake Forest proudly recognizes all who participate in Earth Day, for their dedication to taking a proactive role in shaping the future of our environment and protecting precious natural resources, various wildlife, and biological diversity; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and more related to the wellbeing of our planet.

NOW, THEREFORE, I, Ben Clapsaddle, Mayor of the Town of Wake Forest do hereby proclaim April 22, 2026 as Earth Day in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

This the 21st day of April 2026.

Attest:

Evelyn Wright, Town Clerk



Mayor Ben Clapsaddle

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.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

Abby Black – 520 S Main Street – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

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 contiguous annexation submitted by property owners, Ritchie Family Properties, located at 1313 N White Street being Wake County PIN

1851089042 being approximately 7.76 acres.

- 5.B Consideration of a Resolution supporting NCDOT's closure of North Main Street during the 2026 July 4th Children's Parade
- 5.C Approval of Appointment to Citizen Advisory Board
- 5.D Approval of a Resolution to Settle All Cases and Issues Remaining in Schooldev v. Wake Forest
- 5.E Approval of a Resolution To Join the Opioid Settlement Agreement Against Six Remnant Defendants

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Sliwinski

Vote: Motion carried 4-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

8.A Consideration of Approval of Resolution Authorizing Installment Purchase Financing Agreement (Fire Station 6)

Aileen Staples, Assistant Town Manager and CFO, presented the final step in approving financing for Fire Station #6, noting that the Town received competitive interest rates and opted to reduce the financing term from 15 years to 12 years. The application was submitted to the Local Government Commission on March 27, 2026, with approval anticipated on May 5, 2026. The resolution before the board represents the final authorization needed to proceed. Ms. Staples advised the bond attorney has prepared all financing documents and they have been reviewed by the Town's attorney and the bank's attorney. The board approved the item without additional discussion.

ACTION:

Mover: Commissioner Wright moved to approve the Resolution Authorizing Installment Purchase Financing Agreement (Fire Station 6)

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

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 Reports
Received.

12.B. April Tax Report
Received.

12.C. Commissioners Report

Commissioner Wright highlighted the success of recent town events, including the CROP Hunger Walk, noting increased participation and continued growth. Also, Commissioner Wright encouraged residents to take part in upcoming May events and emphasized personal health and wellness, sharing his own experience with fitness and encouraging others to engage in community activities.

Commissioner Cross reported hosting the first Friday Night on White event on April 10th and highlighted strong attendance and community participation. Commissioner Cross advised she and Commissioner Shackelford will be judges at the Building Safety Month's Popsicle House contest on Saturday, April 25th. Commissioner Cross discussed ongoing work by the Age-Friendly Advisory Committee, including data analysis and the presentation of future recommendations to the board in June. Commissioner Cross will be hosting the next "Coffee with a Commissioner" on May 21st. Commissioner Cross also shared involvement with local senior programming and volunteer groups, noting significant charitable contributions such as handmade blankets. Additionally, Commissioner Cross advised of upcoming events including Six Sundays in Spring on April 26th at 5:30 p.m. and the National Day of Prayer at 12 p.m. on May 7th at Town Hall.

Commissioner Fatmi shared participation in several community and regional events, including a STEM event on April 11th, a cultural Holi celebration on April 12th, and a North Carolina League of Municipalities dinner on April 15th that provided opportunities to

collaborate with state and local officials. Commissioner Fatmi also attended a community Fire Department fish fry on April 17th, a retirement celebration for Captain Perkinson, Forest Fest on April 18th, the Northern Community Food Security food drive, a church building dedication, and the 2026 North Carolina Holocaust commemoration at Beth Meyer Synagogue. Commissioner Fatmi emphasized the value of community engagement, cultural diversity, and honoring historical remembrance, noting the significance of continued education and outreach.

Commissioner Sliwinski reported attending the Trentini Scholarship dinner and congratulated the student recipient and met with Caden Seifert, noting the impressive accomplishments of local youth. Commissioner Sliwinski also attended a Northeast Community Coalition meeting, where preparations for Juneteenth are underway, including vendor outreach. Commissioner Sliwinski highlighted upcoming community events such as Building Safety Month activities at Town and Country Hardware and "Meet in the Street" on Saturday, May 2nd encouraging public participation.

Town Clerk Evelyn Wright reminded the board about a prior email regarding participation in the "Tools for Tomorrow" program and requested that commissioners respond with their availability to attend and represent the Town.

Town Manager Kip Padgett had no updates.

Mayor Clapsaddle extended appreciation for staff and volunteers, emphasizing that the Town's success is driven by their efforts. Mayor Clapsaddle advised of upcoming community events, including concerts and public safety initiatives, the 67th Flag Raising on May 4th, and encouraged residents to stay engaged.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn the meeting.

Seconder: Commissioner Sliwinski

Vote: Motion carried 4-0

Mayor Clapsaddle adjourned the meeting at 6:39 pm.

Duly approved in open session this 19th day of May 2026.

(ATTEST)

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor