



**Minutes**  
**Parks & Recreation Advisory Board**  
**January 24, 2024**  
**7:00 PM**  
**Frank Eagles Meeting Room Town Hall**

**Present:** Mr. Kevin Mazur, Vice Chair  
Mr. Richard Armant, Member  
Mr. Clay Campbell, Member  
Mr. Aaron Gauger, Member  
Dr. Mothanna Al-Hoory, Member  
Ms. Judy Siwy, Member

Commissioner Paul Vilga, Mayor Pro Tem  
June Greene, Parks & Recreation Director  
Eddie Henderson, Project & Facilities Coordinator  
Nara Stevens, Parks & Recreation Administrative Support  
Specialist

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**Item**      **Agenda Topic**

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1. **Call to order and welcome** – Vice Chair Kevin Mazur called the meeting to order at 7:02 pm and new board member Mr. Clay Campbell was formally introduced. Dr. Al-Hoory asked whether the board has met since October? June confirmed no and explained why.
2. **Approve the minutes from the October 25, 2023, Parks & Recreation Advisory Board Meeting** – motion to move by Dr. Al-Hoory, a 2<sup>nd</sup> motion was made by another board member and hearing no objections, the minutes were approved as written.
3. **Voting Chair & Co-Chair** – Succession of how the Chair has typically been selected was discussed. Mr. Mazur agreed to be the new Chair and Dr. Al-Hoory agreed to be Vice Chair. Ms. Siwy agreed to serve as secretary in name only since the Parks and Recreation Department has hired an assistant administrative who will now be responsible for taking the minutes. Formal motions were made for Mr. Mazur, Dr. Al-Hoory and Ms. Siwy to serve in the aforementioned positions. The motion was seconded by multiple other board members and hearing no objections, the motions were passed.
4. **Old Business:**
  - a. **Athletics, Cultural Programming and Special Events:**
    - i. The Basketball sessions have re-started again after an extended break. The refinishing of the Rolesville Middle School basketball courts floors took an unforeseen delay. Registration for Spring baseball, softball and soccer began on January 2, 2024, and will continue to run until February 11, 2024.

- ii. Cultural Programming – June informed the board about the events Tina is working on for seniors. Tina is looking to get feedback on several different activity’s seniors would like to participate in. June asked the Board if they would be interested in receiving the monthly FYI Update report and the board unanimously stated yes.
- iii. The Shred Event will take place on Saturday, January 27, 2024, from 10:00 am – 2:00 pm or until the truck is full. June reviewed some of the other events occurring in the next few months.
- iv. Eddie discussed the Carolinas Recreation & Park Conference held in Wilmington, NC that the Parks and Recreation staff attended. The staff were able to get some great ideas, network and do some team-building exercises. The overall experience was very beneficial.

b. **Staff Reports:**

- i. *Parks And Facilities* – Eddie informed the Board that the automatic security gate at Mill Bridge Nature Park has been completed and that members of the Police Department are very pleased. A built-in security camera has also been installed. New LED lights have been installed at the concession stand, shelter and restrooms at Redford Place Park. The lights are brighter and have plastic covers over them to prevent any destruction, as well as making the area an overall safer place. The athletic fields have been treated for weeds and P&R is currently working with the Carlton Pointe HOA to build fencing along certain sections of the Carlton Pointe greenway. Progress continues to be made with The Farm entrance project as the towns will be looking to accept bids soon. The Granite Acres greenway was also discussed.

5. **New Business:**

- a. **By-Laws Amendment** – June asked the Board if they would agree to amend the by-laws to have the Parks & Recreation Administrative Support Specialist take the PARAB minutes. Mr. Campbell asked how PARAB voting has generally worked in the past and it was explained by a majority. Mr. Gauger made a motion to amend the by-laws and the motion was seconded by another board member. Hearing no objections, the motion was approved unanimously. June will submit an amendment to the Town Board for final approval.
- b. **Mission Statement** – June asked the Board (for their thoughts?) about the P&R department having their own mission statement since there currently isn’t one. June feels the Board’s input is essential as Town residents and reiterated the P&R staff is here to fulfill what the Board’s vision is. He would like the PARAB, along with the P&R staff, to work together on coming up with the mission statement. The statement should not be too long so people would be able to state or reiterate it and it should align with the overall message of the township’s mission statement. June asked the board members to think of a few words that best describe their core values and overall vision for the department. At the next PARAB meeting, he would like the members to go over their individual list. Dr. Al-Hoory questioned whether the entire board would come up with a statement? Dr. Al-Hoory feels as though only 2-3 people should work on the final draft. June would like to take the board’s list to the P&R department and ask them to brainstorm a list of their own. The department will then work on developing a statement that combines words from both lists to come up with a final draft. June read off the Town’s mission statement to see how the P&R mission statement could coincide. Mr. Campbell mentioned the CIP and how a mission statement would correspond with it.
- c. **Budget** – P&R will be submitting their final budget to the Board of Commissioners on Friday, February 2, 2024, for FY 24–25. The focus will be on prioritizing their needs.

d. **Capital Improvement Plan** – Projects must now be at a minimum of \$50k and last for more than 5 years. Repairs and/or updates can be grouped together for projects that are of the same category. Commissioner Vilga discussed how CIPs typically work over an extended period and need to be viewed as a long-term commitment. Mr. Campbell would like to review a document outlining when projects would begin and are slated to be completed. Mr. Campbell also inquired as to whether there are opportunities to redirect several projects to other departments, for example bridges. Mr. Mazur followed up with the question whether projects should be grouped together based on the similarities as well as cost effectiveness. Eddie confirmed bridges fall under the domain of Public Works and there could be potential to reassign projects based on the similarities of the projects. Commissioner Vilga advised that every year projects can be revised or realigned to reestablish where they are in the completion process. The Granite Acres greenway was discussed, and Commissioner Vilga informed the PARAB there are various legal aspects that need to be ironed out. June mentioned the desire to set aside monies for potential land acquisitions. These funds could continuously be reserved for land requisitions as well as earmarked for needed improvement projects. June and Eddie reviewed all CIPs that were not completed or started last fiscal year.

- i. *Main Street Park* – Parking lot repairs are estimated to cost \$60,000.00. Eddie showed the Board slides of the current parking lot's condition as well as photos of how they should appear after the project is done. Rolesville applied for a grant to take of parking lot, but we are still waiting to hear back from Congresswoman Ross. This funding hasn't been approved yet. June reviewed several current projects. New playground and storage in Main Street Park in the back on Scarborough Street. The department would like to invest in internet connectivity at Main Street Park. There are multiple reasons an internet connection would benefit the park with June's main concern being safety. An internet connection is needed to install security cameras and he believes that is a priority. Eddie mentioned needing internet connectivity to have security cameras.
- ii. *Mill Bridge Nature Park* – The parking lot is too small per June. Commissioner Vilga asked if certain parts of the park could be used as a parking lot instead of the grass area. Eddie stated plans to repair and expand the parking lot have been discussed. Whenever an event is held at Mill Bridge, porta-potties are needed since there aren't any bathrooms out there yet. June talked about a master plan so when grants are applied for, we have a plan ready to go.
- iii. *Redford Place* – Internet connectivity is a huge priority. An internet connection is required to live stream sporting events as well as give vendors the capability to use various wireless point of sale systems (like Square) when working events. The goal is to have connectivity and a POS system in the next 2 years. A POS system would avoid the need to exchange cash, eliminate cash shortage concerns and other safety issues. An internet connection will also allow the installation of security cameras. Landscaping and the archway entrance were discussed as well. Currently there is no option to add to the current parking lot due to spacing, so using the parcel of land across the road that the Parker Ridge developers are going to deed to the Town and converting the land into a parking lot appears to be the best option. Due to the space limitations, repairs to the parking lot is the current focus.
- iv. *Greenways* – Repairs and wayfinding signage is needed. Eddie confirmed all new plans need wayfinding signage. However, new signage isn't required for the existing greenways. There isn't much wayfinding signage around any of the greenways. Installing mile markers could be a potential community project for The Boy Scouts.

- v. *Heritage East & Rogers Road Greenway* – Connectivity project was discussed. Ideas have been discussed to make the area safer. Commissioner Vilga explained why the crosswalk cannot stay in its current state and must be moved further down the road.
  - vi. *Pearce Farm Update* – A developer is currently trying to get approval for 172 acres with most of the land going to new residential construction. Eddie showed the extensive greenways with private and public trails through the site. A request has been made for 5-6 acres of the open space to be dedicated to the Town as parkland by the previous P&R Recreation Director. Since the land is near one of the future Rural Rolesville Fire Department (RRFD) substations, this future parkland could be connected to the fire department land. June is continuing with the idea of working with the RRFD to develop these two sites into a large park with a fire department themed playground named after the previous fire chief. These types of themed playgrounds already exist, and staff have found similar playgrounds, but are awaiting approval to be deeded the land. Mr. Campbell asked how the new road shift on Main Street will flow with the new potential park by future substation. Commissioner Vilga explained how the construction of a fire department themed park would be an enormous undertaking with the new traffic pattern. All the land needed for all the RRFD properties has already been purchased.
- e. **Other Business** – Mr. Gauger asked about the timeline for the Mill Bridge Nature Park Amphitheater project and how the construction would work for the summer concert series. Eddie advised the Amphitheater project will probably not begin until the next fiscal year as he needs to have a discussion with Kristen about some of the events she already has planned. Ms. Siwy asked if the Amphitheater project would be partially bond funded. At the current time, there are no bonds scheduled to be on the 2024 ballot. Eddie mentioned making the Amphitheater ADA accessible is of utmost importance. However, installing ADA accommodations can get quite costly. June and Eddie asked each member to write a list prioritizing their top 10 projects for the P&R Department’s review. Ms. Siwy feels projects addressing public safety hazards should be the main priority. Dr. Al-Hoory believes to make an informed decision about which projects should get priority, the Board should be advised of the budget. Eddie stated it was the responsibility of the P&R Department to listen to the PARAB’s wishes and wants to determine which certain projects of the P&R CIP plan to focus on in the next fiscal year.

Members given 10 minutes to compile their individual list at 8:03pm

Members readjourn at 8:21pm

6. **Adjourn** – June stated this meeting had been very productive and the longest one he’s been a part of since becoming director. Mr. Mazur asked for a motion to adjourn. Ms. Siwy made a motion and Mr. Armant seconded the motion. The meeting was adjourned at 8:36pm. The next meeting will be held at 7:00pm on Wednesday, February 28, 2024.