



Board of Commissioners  
Work Session Meeting  
March 18, 2025 – 6:30 PM  
502 Southtown Circle, Rolesville, NC  
27571

## Meeting Minutes

Present: Mayor Ronnie Currin	Mayor Pro Tem April Sneed
Commissioner Dan Alston	Commissioner Lenwood Long
Commissioner Michael Paul	Commissioner Paul Vilga
Town Manager Eric Marsh	Town Clerk Christina Ynclan
Town Attorney Dave Neill	Finance Director Amy Stevens
Economic Director Mical McFarland	Planning Director Meredith Gruber

### 1. Call to Order

Mayor Ronnie Currin called the Rolesville Board of Commissioners work session to order on March 18, 2025. He welcomed everyone and announced they would jump into the agenda.

### 2. Consideration of Agenda

**Motioned by Commissioner Vilga to approve the consideration of the agenda as presented, seconded by Mayor Pro Tem Sneed and carried by a unanimous vote.**

### 3. Update on 5-Year Capital Improvement Plan Model – Amy Stevens, Finance Director & Eric Marsh, Town Manager

Amy Stevens, Finance Director, presented an update on the 5-year CIP financial model. She explained that while it's called a 5-year model, it looks at 30 years of revenues and expenditures.

Stevens noted that the model is updated annually to ensure assumptions remain accurate. She presented the 2024 financial model and explained some adjustments made to project timelines.

Stevens gave a detailed summary of the components that go into the model:

- Debt obligations
- Property tax base
- Available revenues
- Desired projects to fund



She explained changes to the property tax base projections, noting they've taken a more conservative approach due to economic uncertainty. The new projections show 8% growth for 4 years, then 6% for 2 years, before dropping to 3% long-term.

Mayor Currin noted the importance of planning for decreased growth, as some Wake County communities are facing challenges from not doing so.

Town Manager Eric Marsh added that some communities have over-hired in anticipation of growth and are now having to compress and consolidate. He also mentioned that some neighboring counties are reporting 9-12% decreases in sales tax revenues.

Stevens then discussed available revenue sources, including:

- Capital savings fund
- Excess general fund balance
- Park and street impact fees
- Fire department net assets (new addition)
- Wake County cost share for fire station (reduced from previous estimates)

Regarding the fire station, Stevens presented 7 different scenarios for building sizes and costs. She explained that the current design is for a 24,000-25,000 square foot building at a cost of \$18.3 million, which would result in a \$5.4 million shortfall in the town's ability to make debt payments.

The board discussed various options, including:

- Aiming for a 20,000 square foot building (Scenario 4) at around \$15 million
- Exploring legislative approval to use water impact fees for fire department purposes
- Considering implementation of fire impact fees for new developments

Town Manager Marsh cautioned the Board about relying on potential legislative changes, noting past attempts to implement fire fees have faced opposition.

The board generally agreed to aim for Scenario 4 (20,000 square foot building) and directed staff to continue exploring funding options and gather more data from the fire department.

#### 4. [Update on Affordable Housing Project - Mical McFarland, Economic Development Director](#)

Mical McFarland, Economic Director presented an update on the potential affordable housing project on town-owned property. He explained that the town had received 7 proposals in response to an RFP, and a review committee recommended working with Habitat for Humanity as the first choice, with True Homes as a close second.





McFarland sought guidance from the board on whether to pursue communications with Habitat for Humanity or take a different direction.

Board members discussed various aspects of the proposals:

- Commissioner Dan Alston asked about flexibility in the number of units and AMI levels.
- Commissioner Michael Paul expressed support for the Hurt Foundation proposal, which focused on senior housing.
- Commissioner Paul Vilga voiced preference for the cottage-style homes proposed by Habitat.

The board generally agreed to direct staff to begin conversations with Habitat for Humanity, while also exploring options to increase density and potentially include some units at 50-60% Area Median income (AMI).

Mayor Currin noted that none of the proposals had done extensive surveying of the site, particularly regarding rock, which could impact feasibility and costs.

#### 5. Intro of New Rezoning Cases – Meredith Gruber, Planning Director

REZ-24-04: 6520 Fowler Road and 6521 Mitchell Mill Road

Meredith Gruber, Planning Director presented a new rezoning case for approximately 45.5 acres. The applicant, Hopper Communities, is requesting a change from Residential 30 to Rolesville Residential High for 100 single-family detached units at a density of 2.2 units per acre.

Gruber noted that staff had asked the applicant to explain why they were requesting Residential High zoning for single-family detached homes, as it allows for smaller lot sizes (7,500 sq ft) by right.

The board briefly discussed the proposal, with Mayor Currin asking about greenway connection requirements.

REZ-24-05: Wait Avenue (SW corner of Averett Road and Highway 98)

Meredith Gruber, Planning Director presented a second rezoning case for over 100 acres. The applicant proposes a mix of 300 single-family units and commercial development, including a grocery store and self-storage facility.

The board discussed several aspects of the proposal:

- The need for a text amendment or different zoning districts to allow self-storage
- Concerns about traffic impacts and road alignment
- The importance of ensuring commercial development occurs alongside residential

Dave Neill, Town Attorney noted that the applicant is working with DOT to



coordinate the required road improvements at the intersection.

The board generally agreed that self-storage could be appropriate for the location but preferred it be zoned industrial rather than included in the neighborhood center district.

6. Communications

Eric Marsh, the Town Manager provided updates on efforts to support local businesses affected by the Main Street project and progress on the Main Street construction itself.

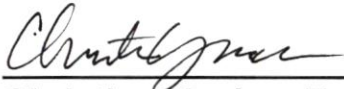
7. Adjourn

**There being no further business before the Board, Mayor Currin adjourned the meeting without any opposition at 8:23 pm.**



**Ronnie I. Currin, Mayor**

**Attest**



**Christina Ynclan, Town Clerk**









**Board of Commissioners**  
**Regular Meeting**  
March 4, 2025 – 6:30 PM  
502 Southtown Circle, Rolesville, NC 27571

**Meeting Minutes**

Present: Mayor Ronnie Currin  
Commissioner Dan Alston  
Commissioner Michael Paul  
Town Manager Eric Marsh  
Town Attorney Dave Neill  
Police Chief David Simmons

Mayor Pro Tem April Sneed  
Commissioner Lenwood Long  
Commissioner Paul Vilga  
Town Clerk Christina Ynclan  
Human Resource Director Lisa Alston  
Planning Director Meredith Gruber

1. Mayor Currin called the meeting to order at 6:30 p.m.
2. Invocation was led by Deacon Allen Wilson of Rolesville Baptist Church
3. Pledge of Allegiance was led by Mayor Currin
4. Proclamation
  - 4.a. Proclamation Recognizing Wake Forest-Rolesville (NC) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. Read by Commissioner Long.
  - 4.b. Proclamation Recognizing Women's History Month. Read by Mayor Pro Tem Sneed.
5. Consideration of the Agenda

**Motion: Commissioner Vilga made the motion to approve the agenda, seconded by Commissioner Paul. Motion to approve carried out by unanimous vote.**

6. Public Invited to be Heard

*Individuals wishing to speak during the Public Invited to be Heard proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting*

Malcolm Mason, President of Wake Forest-Rolesville (NC) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. Mr. Mason, spoke on behalf of the Chapter and their on-going community outreach programs that they provide. Mr. Mason also thanked the Mayor and Board of Commissioners for their recognition.

7. Consider Approval of the Consent Agenda
  - 7.a. Minutes of January 28, 2025, Special Meeting
  - 7.b. Resolution to Amend the Personnel Policy 2025-R-03

**Motion: Commissioner Alston made a motion to approve the consent agenda, seconded by Commissioner Long. Motion to approve carried out by unanimous vote.**

## 8. Town Board Liaison Reports

### 8.a. Commissioner Alston – Veterans

- The VA Hospitals in Durham and Fayetteville have recently undergone a total of 1,400 federal government employee terminations. Veterans receiving care at these facilities should be aware of potential impacts on services and are encouraged to stay informed through official VA channels.
- Additionally, the Disabled American Veterans (DAV) Wake County, Chapter One will be closed for 90 days at its Knightdale location due to renovations. During this period, a temporary location will be available for Veterans at: 202 Milburnie Road, Knightdale, NC 27545

### 8.b. Commissioner Long – Public Safety

- “Picnic with the Police” event is tentatively scheduled for Wednesday, April 2<sup>nd</sup> at 12 pm located at Rolesville Main Street Park, 200 S. Main Street. Come enjoy a free lunch (while supplies last) and get to know some of your local law enforcement.
- Bicycle Rodeo is scheduled for May 17, 2025. This is a free event to help kids learn about bike safety in a fun way! While designed for ages 4-14, all are welcome. Our officers will accompany participants through an obstacle course, share bicycle safety tips, and help with helmet fittings. Participants will earn a certificate of completion and have a chance to win cool prizes like a brand-new bike! Bring your bicycle or tricycle from home and join us for a morning of free fun.
- Camp K.I.D.D.S. registration will open during the month of April. Camp K.I.D.D.S. (Kindness, Integrity, Decisions, Duty, Service) is a FREE week-long summer camp for middle school students. This camp teaches participants about substance abuse prevention, anti-bullying, decision-making, and more through a mix of fun and educational activities and speakers. Camp K.I.D.D.S. is coordinated and staffed by Rolesville police officers, giving students an opportunity to interact with local law enforcement in a positive environment.
- The Fire Department Unification is moving forward, and Commissioner Long is looking forward to the transition scheduled for July 1<sup>st</sup>.

### 8.c. Commissioner Paul – Senior Citizens

- The Senior Network has acquired a new bus, funded by over 30 local businesses, golfers, volunteers, and supporters. The bus, accommodating 14 passengers and includes a wheelchair lift, will soon be used to transport seniors to various appointments. An unveiling event will take place on March 26th at the Rolesville Community Center, from 12 - 2 PM, with refreshments and local media coverage.
- Seniors are encouraged to visit the Senior Community Page on the Town website and the Senior Network website, [www.theseniornetwork.org](http://www.theseniornetwork.org), for more information.
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#### 8.d. Mayor Pro Tem Sneed – Planning Board

- Mayor Pro Tem Sneed skipped last month's liaison report, but the Planning Department Director Meredith Gruber will be presenting the Planning Board items during new business on tonight's agenda.
- The Government Facility text amendment was discussed during February's Work Session, and there are continued discussions on the topic for next month.

#### 8.e. Commissioner Vilga – Parks & Recreation Advisory Board

- Commissioner Vilga wanted to welcome a new PARAB member, Joanie Lanterman and a newly elected vice-chair, Clay Campbell.
- Commissioner Vilga provided updates on various sports and events throughout town as well as reviewing a Wait Avenue Development for a parkland request.
- Town of Rolesville was awarded the Tree City USA for the ninth year as of 2025.
- The Rolesville Historic Society held an event that commemorates the 200<sup>th</sup> anniversary of Lafayette traveling through the Rolesville area.
- Commissioner Vilga wanted to take a moment to thank the sponsors that supported the event: Rolesville Historic Society, Town of Rolesville, Wake County Historic Society, Rolesville Masonic Lodge, Preservation of Zebulon, Rolesville Chamber of Commerce, Rolesville Baptist Church and Little House Museum. This was a once-in-a-lifetime event. The event takes place every 100 years.

### 9. Communication from Town Staff

#### 9.a. Human Resources – Lisa Alston, Human Resources Director

- Human Resources Director Lisa Alston provided a presentation covering the topic "Together We RISE" (Rolesville, Inspiring, Stellar, Employees). The Human Resources Director went into detail of the core values to include collaboration, consistency, and commitment. New team members hired were introduced: Jamie Anderson, Gabriella Cannizzaro and Renaldo Delgado.
- The organization reports a 100% acceptance rate and a 5% turnover rate, demonstrating strong recruitment and retention strategies. Currently, there are four active job postings, including three part-time positions in Parks & Recreation (Camp Counselor, Facility Supervisor, and Recreation Assistant) and one full-time Police Officer position there have been zero workers' compensation claims, highlighting a commitment to maintaining a safe and secure work environment.
- The recently conducted Pay and Classification Study  
This study has provided valuable insights into the organization's compensation structure and the final report will become available in the next few days. The findings highlight necessary adjustments to ensure competitive and equitable pay across all departments. Recommendations will be made in the next upcoming weeks.
- Revised Personnel Policy  
A comprehensive review of the Personnel Policy is being conducted. The last one was done in 2018, resulting in key revisions aimed at improving clarity, compliance, and employee experience. The modifications will include language that aligns with the unification of the Fire

Department. These changes ensure that the organization remains aligned with best practices while fostering a positive and productive work environment. Employees will receive detailed information on these updates when completed and approved.

- **New Health Insurance Carrier**

The Town was recently informed by the North Carolina League of Municipalities (NCLM), they are disbanding the pool for health insurance of which Rolesville is a member. Rolesville is now looking for new health insurance, dental, vision, short term disability, and life insurance to become effective July 1<sup>st</sup>. The Human Resources Department will be posting an RFP on March 5<sup>th</sup>. Details regarding plan benefits will be communicated to employees in the coming weeks, with information available to address any questions.

## 10. New Business

Legislative Hearing started at 7:01 pm

### 10.a. TA-25-01 Residential Medium Development Standards – Planning Director Meredith Gruber

- During the legislative hearing, Planning Director Meredith Gruber provided a staff introduction and an overview of the TA-25-01 application. Staff recommended approval of TA-25-01, which aims to introduce greater variety in lot sizes within the Residential Medium Cluster Development zoning district.

The 2017 Rolesville Comprehensive Plan outlines several key housing objectives that align with TA-25-01:

- Encouraging a diverse range of housing while maintaining quality and limiting multifamily unit locations.
- Addressing the growing need for expanded transportation options, increased park and recreation choices, and varied housing types to accommodate different life stages.
- Tackling the challenge of providing more affordable and middle-income housing options.
- By permitting varied lot sizes within the Residential Medium zoning district, this amendment supports housing diversity and may help facilitate affordable homeownership opportunities for middle-income buyers. TA-25-01 is consistent with the Comprehensive Plan and is therefore considered a reasonable and strategic adjustment to development standards.
- The Board of Commissioners held a discussion after the staff introduction and overview. During the legislative hearing, the Board of Commissioners raised questions regarding lot sizes and cluster development within TA-25-01. Additionally, Mayor Currin inquired about the maximum of five lots in the Land Development Ordinance (LDO), seeking clarity on its application.

**The Mayor emphasized the importance of a clear and decisive process, ensuring that the Board can make an informed decision on the hearing. Mayor Currin requested from the Board if they are now ready to move forward with this hearing.**

**Motion: Commissioner Alston made a motion to approve Residential Medium Development Standards, TA-25-01, seconded by Mayor Pro Tem Sneed, carried by a unanimous vote.**



**Motion: Commissioner Alston moved to adopt a statement of consistency and reasonableness because TA-25-01 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable, seconded by Commissioner Long, carried by a unanimous vote.**

10.b. TA-25-02 Tree Ordinance Purpose and Intent – Meredith Gruber, Planning Director  
During the legislative hearing, Planning Director Meredith Gruber provided a staff introduction and an overview of the TA-25-02 application. Staff recommends approval of TA-25-02 to clarify applicability of the Tree Ordinance  
Rolesville's 2017 Comprehensive Plan includes the following information applicable to TA-25-02:

- The Parks, Recreation, and Open Space chapter describes the vision for the Town's parks, open space, and greenways. This vision is further defined in other volumes of the Comprehensive Plan:
  - Rolesville Parks and Recreation Master Plan (2019)
  - Rolesville Bikes (2022)
  - Rolesville Greenways (2022)
  - The Parks, Bike, and Greenway plans demonstrate Rolesville's commitment to quality parks, open space, greenways, and more. Trees are an important component found in Rolesville's parks, open space, and along greenways. TA-25-02, Tree Ordinance Purpose and Intent, aligns with the Comprehensive Plan and is therefore reasonable.
- Mayor Currin and the Board of Commissioners discussed the town properties and rights of way. The Mayor sought clarification on who has control over private property, landscaping and whether property owners and or developers must follow site plans indefinitely. Attorney Dave Neill responded explaining that the town's concept plan and ordinance require that a development permit plan remains compliant with the LDO-Land Development Ordinance. Provisions. Particularly regarding landscaping and street trees. However, Attorney Neill was unsure whether the town has an ordinance regulating landscaping requirements for individual homeowners. In general, the LDO will be enforced under the Code of Ordinances.

**Motion: Commissioner Vilga moved to approve ordinance TA-25-02, LDO Text Amendment to Tree Ordinance Purpose and Intent, seconded by Commissioner Paul, carried by a unanimous vote.**

**Motion: Commissioner Vilga made a motion to adopt a statement of consistency and reasonableness because TA-25-02 is consistent with Rolesville's Comprehensive Plan and is therefore reasonable, seconded by Mayor Pro Tem Sneed, carried by a unanimous vote.**

**End of Hearings at 7:20 p.m.**



## 11. Communications

11.a. Town Attorney requested a Closed Session Pursuant to NCGS 143-318.11(a)(3).

11.b. Eric Marsh, Town Manager

- The Town Manager attended the Town of Wendell Budget Retreat on Saturday March 1<sup>st</sup> and has been networking with other municipalities such as Knightdale. Zebulon and Wendell discuss regional issues around sales tax, pay study, property values and the rising cost of health care, et cetera.
- Mayor Gray of Wendell sent her regards to the Board of Commissioners.
- There will be an RFP sent out with regards to new health insurance coverage.
- The Town Manager will e-mail the Board regarding Wake County Fire Services and GIS Departments regarding some property addresses in the Cobblestone development that should be formatted to make it more efficient for first responders during an emergency. The Main Street project will resume the water line work on Wednesday, March 5, 2025, and additional material will be delivered soon.
- There is a threat of severe storms that could impact the ability to move forward on the start-start-up date.
- The Town will be posting more information on social media with up-to-date weather alerts and safety information for the community.
- The town will send out a Spring Business Advertisement in the mail to residents to promote the local businesses located within the Main and Young St. Intersection including the North side of Main Street businesses.

11.c. Christina Ynclan, Town Clerk

- The Town is now accepting applications for the Military Banner Program during the month of March. This is a special opportunity to honor a service member with immediate ties to you and/or Rolesville. Important dates: Application Deadline: March 31, 2025.
- The Banner Fee: \$200, payable by check or cash at Rolesville Town Hall
- A limited number of banners are still available for display along Granite Falls Blvd. For more details, visit the town website [www.rolesvillenc.gov](http://www.rolesvillenc.gov)
- The Community Group Funding Application is currently being updated These improvements will ensure the program aligns with best practices and maximizes its positive impact. New application and review dates will be announced once the updates are finalized. We appreciate your patience as we work to make this process even more effective and impactful!
- A reminder to the Board regarding the next scheduled Eastern Wake Local Government Assoc. Meeting is being held on March 26<sup>th</sup> at 6pm and is hosted by the Town of Wendell.

11.d. Town Board

- The Mayor Show will take place on March 13<sup>th</sup>, offering an exclusive look at Rolesville's newest businesses such as Pixels Bar + Arcade.
- Hosted by Mayor Currin, the show will include interviews with business owners, providing insight into their vision and the unique offerings they bring to Rolesville. This is a fantastic opportunity to learn more about these emerging businesses and their contributions to the local economy. Stay tuned for more details.

12. Closed Session Pursuant to NCGS 143-318.11(a)(3).

**Motion: Pro Tem Sneed made a motion to go into closed session to consult with the Town Attorney and preserve the Attorney - Client Privilege pursuant to NCGS 143.3. 18.11(a)(3), without limiting the foregoing, the Board expects to receive information regarding;**

- 1. Rolesville v. Eddins Family, LLC.**
- 2. Rolesville v. Granite Acres MHC, LLC**
- 3. Rolesville v. Khalil**
- 4. Rolesville v. Wood**
- 5. Jane Doe v. Zappia.**

**Seconded by Commissioner Long. Carried by unanimous vote.**

**Motion to return to open session made by Commissioner Alston, seconded by Commissioner Long and carried by unanimous vote.**

13. Adjourned

**Mayor Currin adjourned without any opposition by the board at 8:43 p.m.**

The Town of Rolesville will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (919) 556-3506 by noon on Thursday prior to the meeting to make arrangements.



Ronnie I. Currin, Mayor



Christina Ynclan, Town Clerk