



Minutes

PRESENT: Ronnie Currin, Mayor
Jacky Wilson, Commissioner
Paul Vilga, Commissioner
Kelly Arnold, Town Manager
Meredith Gruber, Planning Director
Lisa Alston, HR Director
David Simmons, Chief of Police
Mical McFarland, Comm & Econ Dev Manager
Sheilah Sutton, Commissioner
April Sneed, Commissioner
Robin Peyton, Town Clerk
Clyde Holt, Town Attorney
Amy Stevens, Finance Director
J.G. Ferguson, Parks & Recreation Dir

ABSENT: Mayor Pro Tem Medley

A. CALL TO ORDER

Mayor Currin called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance
Mayor Currin led the Pledge of Allegiance
2. Invocation – Pastor Jim Upchurch, Christ Church Rolesville
3. Citizen Recognition
Mayor Currin recognized Joanna Kirkendoll, an entering freshman of East Carolina University and graduate of Rolesville High School. Ms. Kirkendoll was recognized as a citizen of Rolesville for publishing a book at the age of eighteen. Ms. Kirkendoll stated she is grateful for all of the encouragement she has received during her writing.
4. Review of Agenda by the Board and Addition/Changes of Items of New Business to the Agenda for Consideration.
Moved by Commissioner Wilson to approve the agenda with the continuation of Public Hearing ANX21-02: Intersection of Amazon Trail and Rolesville Road Annexation.to October 5th; seconded by Commissioner Sutton. Motion to approve agenda carried by unanimous vote.
5. Board Liaison Reports
 - Mayor Pro Tem Michelle Medley – Planning Board
Mayor Pro Tem Medley was not present to provide a report.
 - Commissioner Sutton – Economic Development.
 - Downtown Development Association still working on vision statement.
 - Attended the Homebase Business Ribbon Cutting at the Rolesville Chamber.

- August 18th is the date for the Cobblestone groundbreaking.
 - Commissioner Vilga – Parks & Recreation Advisory Board
 - Met on July 28th and discussed final pricing on the farm.
 - Bond discussion was held covering what they are looking for and the public as well.
 - Cobblestone greenway.
 - Windscreens are at the ballfields.
 - Wayfinding signs going up soon.
 - Fall Fun Fest planning has begun.
 - Commissioner Wilson – Public Safety
 - Quarterly public safety meeting which includes the Chief, PD Chief and Wake EMS was scheduled to meet this coming Thursday.
 - FD town board meets next Monday night to finalize the unification agreement.
 - Commissioner Sneed – North Carolina League of Municipalities
 - No updates received.
 - Met V.P. of League. Will be meeting with him more formally to discuss how she may become more involved.
6. Chamber of Commerce Report
 Chamber Executive Director reported on the following:
- Attendance at events by board members over the years has been great.
 - Cash mobs have been a huge success. Next cash mob will be August 20th at Rosalini's.
 - Conducted the Rolesville High School Senior parade. Looking at October 9th or 10th for Homecoming Parade.
 - Ribbon cuttings have been held, including home-based businesses.
 - Recognizing business anniversaries and relaunches following COVID.
 - Accepting applications for Fall co-hort.
 - Launch Wake County reunion is being planned.
 - My Rolesville Connection series is ongoing.
 - New Resident packet program, in partnership with the Rolesville Police Department, has been launched and the response has been overwhelming.
 - Business recruitment: Over 300 businesses have been started since 2017.
 - Veteran Resources.
 - Mayor's show.
 - 2021 lost 15 members. 17 new members. Current number is 152.
 - Total MOU expenses to date is \$6,529.83.
 - Huge response to Military Appreciation lunch.
 - Amazon locker now located next to Arise.

7. Public Invited to be Heard.

Individuals wishing to participate in Public Invited to be Heard (non-agenda items) are requested to sign upon the form provided on the podium in the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board. 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.

Betty Freeman, 524 Averette Road, Wake Forest

Wants to know what the Cobblestone developer is trying to hide, said in response to the fence that has been erected around the construction area.

Ms. Freeman reported that six people who received letters from the town ahead of the July 6th meeting about the road between Jones Dairy Road and Chalk Road. Nothing was discussed about it, so they left and they won't come back unless they receive another letter. And they are all being affected by the proposed road changes.

B. CONSENT AGENDA

Moved by Commissioner Sutton to approve the consent agenda as presented and consisting of the following:

1. Minutes of the July 8, 2021 Regular Town Board Meeting.
2. Minutes of the July 20, 2021 Work Session.
3. Resolution Authorizing Solicitation of Bids for Surplus Property (4950 Burlington Mills Road).
4. SP21-01: Preserve at Jones Dairy Phasing Amendment Final Order.
5. Approval of Planner II Position Reclassification.

Motion to approve consent agenda was seconded by Commissioner Sneed and carried by unanimous vote.

C. BOARD ACTION

1. Parks & Recreation Advisory Board Appointments.
Commissioners Sutton and Vilga were appointed to make recommendation for appointment to the Parks & Recreation Advisory Board. Commissioner Vilga provided background on the efforts made in appointing members. The Commissioners are recommending re-appointment of Mary Ka Powers and student member Abby Armistead. Also being recommended for appointment are Aaron Gauger and Richard Armant. Commissioner

Moved by Commissioner Sutton to approve the recommendations made for appointments to the Parks & Recreation Advisory Board; seconded by Commissioner Wilson. Motion to approve the recommendations for appointments to the Parks & Recreation Advisory Board carried by unanimous vote.

2. Public Hearing: ANX21-01 – 2216 Wait Avenue Annexation.
Mayor Currin opened the public hearing on Case: ANX21-01 – 2216 Wait Avenue Annexation at 7:47 p.m.

PUBLIC IN FAVOR
NONE

PUBLIC IN OPPOSITION
NONE

Mayor Currin closed the public hearing on Case ANX21-01 at 7:48 p.m.

Moved by Commissioner Wilson to approve; seconded by Commissioner Sneed. Motion to approve carried by unanimous vote.

3. Public Hearing: ANX21-02 – Intersection of Amazon Trail and Rolesville Road Annexation. **Mayor Currin opened the public hearing on Case: ANX21-02 at 7:49 p.m.**

Planning Director Meredith Gruber reported that the applicant has asked for more time. **Moved by Commissioner Wilson to continue the hearing to the October 5th Town Board meeting; seconded by Commissioner Sutton. Motion to continue carried by unanimous vote.**

4. Evidentiary Hearing: SP21-03: 101 & 115 Redford Place Drive. Development Plan Amendment.

Town Attorney Clyde Holt read aloud the following: *Evidentiary Hearings have characteristics similar to court proceedings. Evidentiary hearings are necessary when a quasi-judicial decision must be made by the board. The board's decision must be based only upon the evidence presented at this hearing and site visits by the board if any. Witnesses must testify under oath or affirmation. The parties may be represented by legal counsel. The parties have the right to cross exam witnesses. The parties have a right to object to improper testimony or evidence. There is a right to present rebuttal evidence. All evidence provided by witnesses must be competent and material. Unduly repetitious or irrelevant testimony may be barred by the chair or in this case, the Mayor. An attorney or party wishing to cross exam a witness shall arise and wait to be recognized. Normally witness may testify only as to their personal knowledge of facts. With regard to competent evidence, North Carolina law prohibits a person from giving opinions about scientific, technical and other specialized subjects unless the person by knowledge, skill, experience, training or education is in fact an expert on the subject. A person wanting to give an opinion as an expert must first state his or her qualifications to be an expert to the board. Unless the witness is an expert on the subject, North Carolina General Statute 160D14.02 specifically prohibits opinions that the use of property in a particular way would affect the value of other properties or opinions that the increase in vehicular traffic, resulting from a proposed development, would pose a danger to the public safety. A board member shall not participate in this hearing if the member has a fixed opinion prior to hearing that is not susceptible to change, has engaged in undisclosed ex-parte communications, has a close familial, business or other associational relationship with the applicant or an effected person; or has a financial interest in the outcome of the matter.*

At this time the Town Attorney queried the board members as to predispositions, prior discussions, associational relationships, financial interests, site visits or conflicts of interest with regard to the property under consideration. Hearing no disclosures of ex-parte or previous communications, interests, visits or relationships by the board members, the Town Clerk swore in those persons wishing to provide testimony.

REPORT FROM STAFF

Planning Director Meredith Gruber provided an introduction and slight background information on the case initially approved in November 2019. Ms. Gruber explained that the applicant is back seeking approval for proposed architectural elevation revisions.

ATTORNEY FOR APPLICANT

Worth Mills, Longleaf Law Partners, 4509 Creedmoor Road, Suite 302, Raleigh, NC
Attorney Mills reviewed the proposed revisions to the special use permit/site plan being presented to the original approved in November 2019.

Richard Redfoot, Architect with Redfoot Studio Architecture, 2515 Saxapahaw Bethlehem Church Road, Graham, NC.

Mr. Redfoot explained that the sign on the property is for the leasing company. This explanation came in response to a question from Commissioner Sneed.

Commissioner Vilga asked about the lowering of the parapet and if screening will be added around the roof-mounted HVAC system to which Mr. Redfoot responded that the parapets were lowered from 6'-8' to 1'-2' due to value engineering, saving approximately 200K and if the units are visible from the ground, metal screening matching the storefront will be applied.

EVIDENCE FROM PARTIES IN OPPOSITION
NONE

There being no one remaining to speak, Mayor Currin closed the evidentiary hearing on Case: SP21-03, 101 & 115 Redford Place at 8:15 p.m.

Moved by Commissioner Sutton to approve SP21-03 101 & 115 Redford Place Drive as presented in the hearing; seconded by Commissioner Vilga. Motion carried by unanimous vote.

COMMUNICATIONS

1. Communication from Town Attorney
NONE
2. Communication from Town Staff

Lisa Alston, Human Resources Director reported on the following:

- a. Has been made to feel appreciated and has received everything in good status from Amy Stevens.
- b. Looking for where she can add value.
- c. Started a wellness program to encompass mental, physical and financial. The name of the program is R.I.S.E which stands for Rolesville Inspiring Stellar Employees.
- d. Standardized Workers Compensation and FMLA practices.
- e. Standardized formats for posting vacancies and future brochures.
- f. Onboarding program has been launched.
- g. Here to support staff.

J. G. Ferguson, Parks & Recreation Director reported on the following:

- a. Largest Fall athletic season 660 participants. 100 more than typically.
- b. Working with summer camp the past 7.5 weeks with 24 participants.
- c. Blood Drives continue with the next one scheduled for this Friday.
- d. Movie series kicks off August 14th followed by one in September and October.
- e. Fall Fun Fest will be October 30th.
- f. Open Space/Greenway plan has made progress.
- g. Met with counterparts with Wake Forest, Wake County, Franklin County and learned what their requirements and standards are and how do they maintain.
- h. Next steering committee meeting to be held in late September.
- i. Online bike/ped/open space and greenway survey is currently online.
- j. Thanked Public Works for their work in the recent move to the new temporary location during a very busy time of year.
- k. August 10th bid opening for Olde Town resurfacing project.

Amy Stevens, Finance Director, reported on the following:

- a. Financial software conversion. As of July 19th, fully on the new system.
- b. More cloud based, paperless system.
- c. Kudos to finance staff and other staff members for navigating the steep learning curve.
- d. Will be attending a networking business expo in Wake Forest on August 24th from 10:00 a.m. to 2:00 p.m. on "How to do Business."

David Simmons, Police Chief, reported on the following:

- a. National Night Out postponed due to weather. Rescheduling to later in September.
- b. Ms. Alston has been instrumental in new hiring processes. 28 applicants, 5 interviews.
- c. Thank PD staff and surrounding first responders, several citizens for their assistance on July 23rd in helping locate a 3 yo child who had wandered from her home in the Villages.

Meredith Gruber, Planning Director, reported on the following:

- a. Thank you for reclassification. Will be important to assist with current planning activities and the Technical Review Committee.
- b. Significant backlog of plans and cases. Working as quickly as possible but will take some time to catch up.
- c. Spoke about new Planner I James Carter.
- d. Thrilled to have Shelly Raby on the team.

Mical McFarland, Community & Economic Development Manager reported on the following:

- a. Small Area Plan & Feasibility Study RFP deadline has past and anticipating interviewing the top candidates from the seven proposals received.
- b. Met with WC Econ Dev.
- c. Working with architects on design for Community Center building at the Cobblestone development.
- d. Plans to reach out to the owners of the Redford Place property approved for site plan amendment this evening to plan a groundbreaking.
- e. Carolina Small Business Fund.
- f. New transit option coming to NE Wake County this fall. Go Wake Smart Ride NE.
- g. Census Bureau is expected to be released on or before August 16th to be followed by population estimates from the State demographer.

3. Communication from Town Manager
 - a. Assistant Town Manager job posting closes August 27th.
 - b. Having difficulty getting yard waste collected and town Public Works staff pitched in and helped. Very much appreciated.
 - c. Going in to final design of public works facility to be brought before board along with the proposed budgetary expenditures in near future.
 - d. Working on MOU between Town of Rolesville and Wake County for a library on the property recently purchased by the town.
 - e. Street signs for the Main Street project.


4. Communication from Town Board

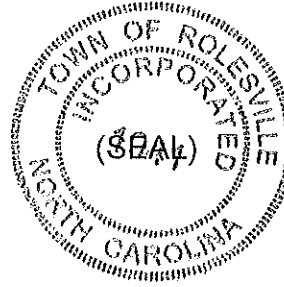
E. ADJOURN

Mayor Currin adjourned the meeting at 9:12 p.m.


Ronnie I. Currin, Mayor

ATTEST:


Robin E. Peyton, Clerk



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 the Thursday prior to the meeting to make arrangements.