



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 2nd 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 1st.

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 , 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 200th 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 1st. The Human Resources Department will be posting an RFP on March 5th. 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 1st 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
- 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 26th at 6pm and is hosted by the Town of Wendell.

11.d. Town Board

- The Mayor Show will take place on March 13th, 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

ATTEST:

Christina Ynclan, Town Clerk