



Holly Springs Town Council
Regular Meeting

Dec. 3, 2013

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Dec. 3, 2013 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and all five council members were present as the meeting opened.

Council Members Present: Mayor Sears and Councilmen James Cobb, Chet VanFossen and Tim Sack and Councilwomen Linda Hunt-Williams and Cheri Lee.

Council Members Absent: None.

Staff Members Present: Chuck Simmons, town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Jeff Wilson, information technology director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Stephanie Sudano, engineering director; Kendra Parrish, senior project engineer, development review engineer; Gina Clapp, planning director; Mary Hogan, finance director; Leroy Smith, fire chief; Daniel Weeks, project analyst; Barb Koblich, public information assistant; and Mark Andrews, public information officer.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Doug Parlin, pastor South Wake Baptist Church.

4. Agenda Adjustment: The Dec. 3, 2013 meeting agenda was adopted with changes, if any, as listed below.

Motion by: Sack

Second by: Cobb

Vote: Unanimous

Items added to the Agenda: None.

Item removed from Public Hearing Agenda: None.

Items removed from the Consent agenda: None.

Other changes: None.

5. Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following input was recorded:

Laura Weygandt, Cary – Ms. Weygandt addressed the Council to express her pleasure and gratitude for new tennis courts in Holly Springs. She said there is a huge tennis community in Holly Springs and the Council and the public that approved the bond referendum showed much foresight.

David Griffith, 1515 Oakridge-Duncan Road – Mr. Griffith, an Eagle Scout candidate who recently completed a War on Terror monument at Veterans Park as his Eagle project, addressed the Council to say that he plans to continue a personal portion of the project. This portion, he said, would involve a plaza of sponsorship pavers, and he explained how members of the public and local businesses could participate. David said he planned the entire project as a memorial to his brother, Maj. Sam Griffith, who was killed in action in Afghanistan in 2011. It also is to honor the memory of those who were killed on Sept. 11, 2001, and the monument contains a piece of steel from the downed World Trade Center buildings.

6a. Parks and Recreation Young Professional Award – Mr. Bradley said Athletics Programs Manager Landon Carroll recently was presented the Young Professional Award based on his dedicated work ethic and exemplary experience within the Parks and Recreation field.

Mr. Bradley said an honoree must have rendered outstanding services and/or accomplishments to the profession and held a leadership role in his/her professional organization and community.

He said Landon is the second member of the Holly Springs Parks and Recreation Department to receive this honor.

Action: None.

6b. Chamber of Commerce Executive Director – Sean Mayefskie, Holly Springs Chamber of Commerce board of directors chairman, introduced LeeAnn Plumer, the newly-appointed executive director of the Chamber.

Action: None.

6c. Recognition of Retiring Council Member – Mayor Sears said that Councilman Chet VanFossen did not run for reelection this year, so as his term expires at the first meeting in December, he retires from the Holly Springs Town Council. Councilman VanFossen served the community first as a member of the Board of Adjustment in the late 1990s. In 2001, he won his first of three terms on the Council.

During his leadership, the Town Council has sharpened the Town's development standards and has invested in numerous projects to provide abundant water and sewer capacity for the future of Holly Springs; to attract critical non-residential development to the community; and to provide for the parks, recreation and leisure facets of a high quality of life in Holly Springs.

Mayor Sears presented Councilman VanFossen momentos as he departs his office

Action: None.

7a. Organizational Meeting: Oaths of Office - Mayor Sears explained that the Holly Springs Town Council is to hold an organizational meeting at the first regular meeting in December following a municipal election. During the Organizational Meeting, the newly-elected officials (including incumbents) are administered the Oath of Office.

Ms. Joni Powell administered the oath of office to Mayor Sears, who was reelected. Following, Councilman-elect Hank Dickson and reelected Councilwoman Linda Hunt Williams and Councilman James Cobb were administered the oath of office.

A new quorum was established as the mayor and all five council members were present as the meeting resumed.

Council Members Present: Mayor Sears and Councilmen James Cobb, Hank Dickson and Tim Sack and Councilwomen Linda Hunt-Williams and Cheri Lee.

Council Members Absent: None

7b. Organizational Meeting: Election of Mayor Pro Tempore – Mayor Sears explained that a part of the Organizational Meeting is the election of a council member to serve as mayor pro tempore, serving as vice chairman of the council and as mayor during the absence or disability of the mayor.

Mayor Sears opened the floor for nominations for mayor pro tem.

Councilwoman Williams nominated Councilman Tim Sack, who has held the position for a number of years.

By acclamation, the Council closed nominations.

Mayor Sears asked for a show of hands of those who were in favor of Councilman Tim Sack's being named mayor pro tem. Council members Cobb, Lee, Dickson, Sack and Williams raised their hands.

Councilman Sack will serve as mayor pro tem through the next Organizational Meeting, which will be held in December 2015 following the next municipal election.

7c. Organizational Meeting: Appointment of Holly Springs Representatives – Mayor Sears said that the Town Council is to appoint and/or reappoint representatives of Holly Springs to various board, commissions, committees and task forces.

He then reviewed a list of those who have expressed an interest in individual positions.

Mayor Sears reported that the terms on these agency representatives would expire at the next Organizational Meeting.

Nominations to the agencies were as follows:

- **Linda Hunt Williams** to the Triangle J Council of Governments Board with **Hank Dickson** as alternate.
- **Jeff Jones** to Triangle J Smart Growth Committee with **Laura Holloman** as alternate.
- **Mayors Sears** to Transportation Advisory Committee of CAMPO with **Tim Sack** as alternate.
- **Stephanie Sudano** and **Kendra Parrish** to TCC of CAMPO.
- **Cheri Lee** to the Holly Springs Parks and Recreation Advisory Committee with **Hank Dickson** as alternate and Events Representative.
- **Jimmy Cobb** to the Holly Springs Technical Review Committee with **Tim Sack** as alternate.
- **Linda Hunt Williams, Cheri Lee** and **Hank Dickson** to the civic organization grant program committee.
- And **Pete Utley** to a Mayor's Special Committee on Bullying in Schools.

Action: The Council approved a motion to appoint the above-named officials to represent Holly Springs on area boards and commissions.

Motion By: Sack

Second By: Cobb

Vote: Unanimous.

At this time, Councilman Cobb explained that the bids received for the North Main Athletic Complex were either incomplete or too high for Phase 1 construction.

Councilman Cobb said he felt it was important that since the project is being partially funded by parks and recreation bonds that the Town do all it can to spend the money carefully and to save as much money on the project as possible.

8. Consent Agenda: The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Sack, a second by Councilman Cobb and a unanimous vote. The following actions were affected:

7a. Job Reclassifications – The Council approved reclassification of the project analyst position and the addition of a new job classification for a senior police officer.

7b. CY 2014 Town Council Meetings Calendar – The Council adopted the CY 2014 regular Town Council meeting schedule.

7c. 05-MAS-05-A01, Main Street Square Plan Extension - The Council granted plan approval extensions for 05-MAS-05-A01: Main Street Square Element A, 05-DP-07-A01: Main Street Square Element B, and 07-DP-06: Main Street Square Element G.

7d. Resolution 13-47 – The Council adopted Resolution 13-47 recognizing Edison H. Johnson, Jr., for his dedicated public service as executive director of the N.C. Capital Area Metropolitan Planning Organization. *A copy of Resolution 13-47 is attached to these minutes.*

7e. Resolution 13-48 – The Council adopted Resolution 13-48 changing the name of a portion of Sycamore Creek Drive to Wingnut Ct. *A copy of Resolution 13-48 is attached to these minutes.*

7f. North Main Athletic Complex, Phase 1 – The Council rejected bids received for North Main Athletic Complex Phase 1.

9a. Avent Ferry Road Traffic Evaluation – Ms. Parrish said that Kimley Horne and Associates is evaluating traffic congestion along Avent Ferry Road by taking traffic counts, etc. under a contract approved by the Town Council a month or so ago. After discussing the preliminary results, it is recommended that additional counts at other intersections are necessary to fully evaluate progression/traffic along this corridor.

Action: The Council approved a motion to adopt amendments to the FY 2013-14 budget in the amount of \$20,300 and to award a professional services contract to Kimley Horne and Associates for additional evaluation along Avent Ferry Road.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

A copy of the budget amendment is attached to these minutes.

9b. Old Holly Springs-Apex Road Extension Project - Mr. Levitt said with the super street modifications' being completed along G.B. Alford Highway, additional roadway connections within the business park are proposed to mitigate adverse circulation problems. The engineering department is beginning work on design of the extension of Old Holly Springs–Apex Road from Holly Springs–New Hill Road to Thomas Mill Road. While the design of the roadway will be completed by Town staff, additional services by consultants are needed to complete the design.

VHB Inc. would provide transportation consultation services, including traffic capacity analysis, traffic signal design, and a transportation management plan.

Action: The Council approved a motion to adopt a budget amendment in the amount of \$42,000 and award a contract with VHB Inc. for professional traffic services in the Old Holly Springs -Apex Road extension project.

Motion by: Williams

Second by: Dickson

Vote: Unanimous.

A copy of the budget amendment is attached to these minutes.

9c. Old Holly Springs-Apex Road Extension Project, Geotechnical Work – Mr. Levitte said that with the super street modifications' being completed along G.B. Alford Highway, an additional roadway connection within the business park is proposed to replace the full access that was eliminated with the superstreets. The engineering department is beginning work on design of the extension of Old Holly Springs–Apex Road from Holly Springs–New Hill Road to Thomas Mill Road. While the design of the roadway will be completed by Town staff, additional services by consultants are needed to complete the design.

S&ME Inc. would provide geotechnical consultation services including borings and a roadway pavement recommendation report.

Action: The Council approved a motion to adopt a budget amendment in the amount of \$19,500 and award a contract to S&ME for geotechnical services in the Old Holly Springs-Apex Road extension project.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

A copy of the budget amendment is attached to these minutes.

9d. Planning Board and Board of Adjustments Board Appointments – Ms. Clapp said that on Dec. 31 of each year, the terms of several members of the Board of Adjustment and Planning Board expire. The Town Council is responsible for the appointment of "in-town" members to the Holly Springs Board of Adjustment and Planning Board. Members representing the extraterritorial jurisdiction of the town officially are appointed by the Wake County Board of Commissioners (WCBOC) however, the Town Council makes a recommendation to the WCBOC on who should be appointed.

She said this year's vacancies are as follows:

Board of Adjustment - One in-town member, one in-town alternate member, and one ETJ alternate member

Planning Board - Two in-town members and one ETJ member

Action: The Council approved a motion to reappoint Brian Stempowski as an in-town member of the Board of Adjustment with a term of Jan. 1, 2014 to Dec. 31, 2016.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

Action: The Council approved a motion to appoint Bill Daniels as an in-town alternate member of the Board of Adjustment with a term of Jan. 1, 2014 to Dec. 31, 2016.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

Action: The Council approved a motion to recommend that the Wake County Board of Commissioners reappoint Glen Walker as an ETJ alternate member of the Board of Adjustment with a term Jan. 1, 2014 to Dec. 31, 2016.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

Planning Board:

Action: The Council approved a motion to appoint Debra Kite and Robert Bartsch as in-town members of the Planning Board with terms of Jan. 1, 2014 to Dec. 31, 2016.

Motion by: Williams

Second by: Sack

Vote: Unanimous.

Action: The Council approved a motion to recommend that the Wake County Board of Commissioners appoint Bill Rousseau as an ETJ member of the Planning Board with a term of Jan. 1, 2014 to Dec. 31, 2016.

Motion by: Sack

Second by: Dickson

Vote: Unanimous.

9e. Land Donation – Mr. Bradley explained the possibility of an 8.75-acre land donation from Mike Whitehead. The land would be used to create a greenway connection from Wescott to the Sunset Lake area.

Action: The Council approved a motion to accept a donation of 8.75 acres land from Mike Whitehead.

Motion by: Sack

Second by: Cobb

Vote: Unanimous.

10. Other Business: None.

11. Manager's Report: Mr. Simmons reported on a number of events and programs.

12. Closed Session: None.

13. Adjournment: There being no further business for the evening, the Dec. 3, 2013 meeting of the Holly Springs Town Council was adjourned following a motion by Councilman Sack, a second by Councilman Cobb and a unanimous vote.

Respectfully Submitted on Tuesday, Jan. 7, 2014.

Joni Powell _____
Joni Powell _____
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~~Additional pages are referenced ... these minutes follow and are a part of the official record.~~