

Town of Youngsville  
P. O. Box 190  
118 N. Cross Street  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

## MINUTES

**JULY 14, 2011**

### REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:08 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Al Wojtalik stated that he had read in the Franklin Times that the Sheriff's Department had requested an outside audit firm to review the documentation and he wanted to know why the Board had said no and if it was voted on in closed session. Mayor Hardwick stated that he didn't think that the Franklin County Sheriff's Department had requested an outside audit and Kirts stated that he had been the one to suggest that and the Franklin Times must have reported that incorrectly. Mayor Hardwick explained that there was already a contract with the current audit firm that had been voted on in a Board Meeting. He stated that at this point, we could not bring in another after we had already signed the contract and had the dates scheduled for them to begin. Mayor Hardwick stated that to break with this contract and hire another firm would have been an extra expense for the Town. Commissioner Redd stated that it had been discussed thoroughly but the timing made it hard to cancel one contract and get another auditor to come in on such short notice.

Mr. Wojtalik also stated that at the May Board Meeting, one resident had requested review of the policy for payments and shut offs. He wanted to know what review had been done on that. Hurd explained that the old way had quite a few people paying after the due date. She stated that she had been making around 40 – 50 calls and several late notices and cut offs. She explained that in February, we did the new system to help cut those numbers now. Hurd explained that the new system, anyone late that is unusual will get a phone call or late notice. The late notice gives around 3 – 4 days before reaching the deadline for cutoff. She stated that the reason we had changed the rules was because there was about 33% of the customers paying after the due date. She stated that it has been knocked down from 189 to 90 people paying late. She stated that the policy is new and we were still working out the kinks in it. Hurd stated that it has made a huge difference in people paying their bills on time. She reiterated that if she could get people on the phone, especially those that are usually on time, she would try to talk to them on the phone first but if she could not get a hold of them, then she would leave a late notice. She stated that she could not keep calling people three times a day, three or four days a week. After the phone calls, comes the late notice so that they will have it in writing when they come home. Mr. Wojtalik asked if the policy would be revised and Commissioner Redd stated that she and Commissioner Stallings are on the Ordinance Committee and they were working on them. She stated that they are starting at one and would be bringing them up at every meeting about what needs to be changed and how.

They are meeting the second Monday at 7:00pm. Mr. Wojtalik stated that he felt that the policies needed to be down in writing. Mayor Hardwick stated that they are looking at everything and making changes to what needs to be updated. Mayor Hardwick did explain that most of these changes cannot be done overnight, they had to be changed in steps to make sure they are done right. Commissioner Redd stated that on Monday, July 18<sup>th</sup>, there would be a workshop with Hartwell Wright from the NCLM to discuss the hiring procedures for a new Town Administrator.

The next item on the agenda was the financial report. There was no comment.

The next item on the agenda was the approval of the Consent Agenda.

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the Special Use Permit from Edward Kever for property located on the east side of Wolfpack Lane. Commissioner Redd stated that it sounded as if the only problem from the community was the issue of the buffer. She asked if the Board could approve the Application with stipulations. Mayor Hardwick stated that the Board could and also wanted to mention that the Planning Board had given a Favorable Recommendation. Tomlinson stated the same type or style of buffer between Commercial and Residential could be stipulated or a type of privacy fence.

**MOTION: TO APPROVE THE SPECIAL USE APPLICATION FOR EDWARD KEEVER FOR PROPERTY LOCATED ON THE EAST SIDE OF WOLFPACK LANE WITH THE STIPULATION FOR PRIVACY SCREENING CONSISTENT WITH SCREENING BETWEEN COMMERCIAL AND RESIDENTIAL ZONING.**

The motion was made by Commissioner Redd and was seconded by Commissioner Woodlief. It passed unanimously. FC Winston asked if this would be retroactive for Fergusons and Mayor Hardwick stated no.

The second item under New Business was the contract for Utility Services Company. Mayor Hardwick stated that they have serviced our water tower for years and had agreed to hold the pricing steady for the next two years. Commissioner Redd asked if that was something that the Town workers could maintain and Hurd explained that she didn't think so. Mayor Hardwick explained that there were not many companies locally that could do this and other quotes were more expensive.

**MOTION: TO APPROVE THE CONTRACT WITH UTILITY SERVICES.**

The motion was made by Commissioner Redd and was passed by Commissioner Stallings. It passed unanimously.

The third item under New Business was a discussion of an Interim Manager. Mayor Hardwick stated that Commissioners Redd and Johnson had been working on finding an Interim Manager. Commissioner Redd stated that this was not for a permanent position. She stated that she had talked with several people and had recommendations. She explained that someone with a CPA could help with the financial situation, pay the bills and do payroll. Commissioner Redd stated that the focus needed to be on the financials at this time. She stated that Bill Tatum would be a good fit for Youngsville. She explained that he could start as early as next week and would work part time. Commissioner Redd stated that then on Monday, July 18<sup>th</sup>, the Board would meet with the NCLM for a workshop about what would be the best qualities for a new Town Administrator. This would help get a good job description. She stated that Mr. Tatum came highly recommended. Commissioner Johnson stated that it was important for the people of Youngsville to know what is happening. He stated that the Board was moving forward to put the Town in the best possible position. He stated that he felt Mr. Tatum had the qualifications to help do that. Commissioner Johnson explained that he wanted the citizens to feel up to date on the situation and keep moving ahead. He stated that he appreciated the input and help of the NCLM and the COG. Mayor Hardwick also stated that he appreciated the patience the Town has shown while we move ahead. Carolyn Palmer asked if the Board was looking for anyone within the Town Limits and Mayor Hardwick stated that the Board would be taking applications from anybody interested in that position. Commissioner Redd stated that the upcoming meeting with the NCLM would help gather input to make sure of what qualifications Youngsville wants in their next Town Administrator. Commissioner Johnson stated that the NCLM newsletter will help us to get applications from everywhere. Considering the job situation, Commissioner Johnson stated that he was confident that the Town could get someone that has what the Town is looking for. Commissioner Redd stated that they are working on a job description of what our new Town Administrator would be responsible for. Commissioner Johnson stated that the Board wanted someone that could do the job in the right way.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that he wanted to go into Executive Session to discuss personnel.

**MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL**

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously. Mayor Hardwick invited Mr. Tatum into the Executive Session for a few minutes.

The Board went into Executive Session at 7:18pm and came out at 8:01pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that he had met with a student from Cedar Creek Middle School, Olivia Wright. He explained that she had won the Pasta Tales Essay Contest hosted by Olive Garden. He stated that he had done a photo shoot with her and she was a very nice young lady.

Commissioner Johnson asked what the contract with Utility Services covered on the water tower. Hurd explained that they did a yearly inspection along with maintenance.

They will empty the tank out, making sure that the water was used in town instead of just dumped, clean it, refill it, then test the water to make sure all chemicals have been cleared out of the tank. They will also come out for any repairs. Hurd stated that it was potable drinking water, and that the water recycled in the tank to help it stay fresh. She explained that it was about 2 days of normal usage but if the Town got to the point that it was our only water source, we would be under Stage 4 Water Restrictions and it would last longer.

Matthew Cyrus stated that he could go to class to get his water/sewer license. Mayor Hardwick asked how much the class was and Cyrus stated it was around \$150.00 and there was only two offered each year. Commissioner Redd asked what that would allow him to do and Cyrus stated that it would make the Town independent from Envirolink, saving around \$30,000 a year. Cyrus stated that Envirolink looked over the pump stations and mostly does paperwork. Hurd stated that they did our water testing, sewer testing, jetting and repairs, such as on the pump stations, and are on call 24/7. She also stated that the contract also included jetting 10% of the sewer lines each year. This year we traded the jetting for smoke test. She also stated that they have had to line manholes. Commissioner Redd asked for Cyrus to look into it.

Commissioner Stallings stated that he was approached a couple of weeks ago about how the Town collects property taxes. He stated that Youngsville was the only town that collected their own taxes. He explained that he asked Jimmy Tanner, Franklin County Tax Collector, to talk to the Board. Commissioner Stallings stated that Mr. Tanner would tell the Board that it would not eliminate jobs but would improve the process. Commissioner Stallings stated that Franklin County did already collect vehicle taxes for the Town. He felt that it would eliminate a lot of the work load and would be cheaper for the Franklin County Tax Office to send them out for us. Mr. Tanner stated that had no bearing on Youngsville and that the Town had done a good job of collecting their own taxes other than vehicle taxes since the County was required to collect those. He stated that he felt this was a duplication of services. He explained that they already had to bill every property in Youngsville. He stated that he did not know why Youngsville collected their own taxes but he had talked to staff before about it and he was told that Youngsville felt they had done a better job but he wasn't sure if they had or not. Mr. Tanner stated that you could not compare the two rates since the County had to include the vehicle taxes and that did drag down their rate. He stated that they did collect for the Town of Louisburg, and they had a collection rate of a half point better than what Youngsville had collected. He also stated that the County rate had improved by 1.2%. He stated that this would streamline and would make process cheaper. Mr. Tanner estimated around \$697,000 due for Youngsville taxes with a fee of 1.5% which would be around \$10,500. He stated how it worked now, the County processed two scrolls, one for them to process their bills from and one for Youngsville so they can process their own bills. He explained that Youngsville still had process bills, mail them, and then deal with returned bills and then collection of the fees and processing late bills. Mr. Tanner stated that he felt this would streamline the process and make it cheaper on the tax payers. He stated that they were always striving to improve their collection rate. He stated that their rate was 98.5% to 99%. Juanita Wood asked if this would affect the individual's amount on their tax bill and Mr. Tanner stated no. Hurd asked if it there would still be the 1.5% which was around \$10,000. Mr. Tanner stated yes. Hurd stated that she did not think it would save the Town that much money in the long run since she spent around \$700

dollars for tax bills that lasted about 4 years and for postage. Mr. Tanner stated he just wanted to make this option open to the Town. Commissioner Redd stated that she understood what Hurd was saying about the money but at the same time she like the idea of streamlining the billing even at the cost. Hurd stated that it would be like losing \$9,000 and that was what concerned her. She stated that she had a 99.3% collection rate which was equivalent to the County's rate but it would cost an extra \$10,000. Commissioner Stallings asked how much stamps would cost. Hurd explained that the \$700 she mentioned earlier was the cost of the bills for a 4 year period. Stamps were around \$150.00 as well as the portion of the tax bills that she would use, so it would be around \$300.00 to send out tax bills. Commissioner Stallings then asked about how much of her time was set aside for taxes. Hurd explained that during July, quite a bit while we were sending out bills, then not so much until December when seconded notices were sent out, then that was about a half a day to get those out. During July, she stated that it took maybe a week and a half to get the taxes out. Commissioner Johnson asked if this would slow down our turnaround time for getting money. Hurd stated that once she got the tax scroll she could get the bills out in two days. Commissioner Johnson asked how quickly the County could do that and Mr. Tanner stated that they process worked pretty well. That once they got the money in, they would send the check to the Town on a set schedule. Hurd stated that we received the car taxes once a month. Mayor Hardwick stated that he had spoken with the County Manager a couple of weeks ago about this and that it had also come before the Board several years back as well. He stated that they Board voted against it because we did have a good collection rate on it and were looking to cut expenses at the time. Commissioner Woodlief stated that they would take it under advisement.

Commissioner Redd stated that the old Boondocks building is still open. Mayor Hardwick stated that it has been requested 3 or 4 times but with the building in foreclosure; it is hard to get someone out there to do work on it. He stated that he didn't want to chance sending our guys and possibly get hurt, but we can keep calling and requesting it to be fixed since it is a safety hazard. Juanita Wood asked how it got that way and Mayor Hardwick explained that the wind blew the doors open since they were never secured closed.

Commissioner Redd also wanted to mention that she had received an email from property owners on North Nassau Street that had complaints about some of the adjoining back yards being junky, specifically 215 E. Franklin Street and she asked if there was anything that could be done. Also, there had been three complaints about the junk behind Woodlief's Supply Company. Tucker and Mayor Hardwick both stated that Woodlief's Supply Company had cleaned up some of the debris but it still needed more work done. Tucker stated that she would have to check on what to do about junky yards. Commissioner Redd stated that if there was nothing on the books now maybe that needed to be brought up in the Ordinance Committee. This way the Town could work towards improvements. Mrs. Wood asked about abandoned vehicles. Commissioner Redd stated that maybe she and Commissioner Stallings could work on those with the Ordinance Committee. Commissioner Redd stated that there is however an Abandoned Vehicle Ordinance on the books and they can be cited.

Commissioner Redd stated that earlier in the meeting, they had discussed hiring an Interim Town Administrator and she would like to hire Bill Tatum as the Interim Town Manager.

**MOTION: TO HIRE BILL TATUM AS THE INTERIM TOWN MANAGER  
WITH THE TERMS TO BE WORKED OUT IN A MEETING  
WITH THE MAYOR**

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. It passed unanimously.

Chief Kirts sent an email to the Board last night on the state of the Police Department. He stated that they are in dire need of vehicles and equipment. He stated that they can no longer afford to repair what they have at this point. In order to keep public safety where it has been, they need some help as far as funds for vehicles and equipment. There is very little that they don't need but some things they need now. Kirts gave a list to the Board, and some of the things on the list have gone from want to need to have. Mayor Hardwick stated that he would get with the New Town Administrator. Kirts stated that he is now driving his own personal vehicle as a patrol car since he had to give his to an officer when his car broke down. Juanita Wood stated that the Police Department did a wonderful job and she feels really safe as did Cathy Oakley. Commissioner Redd stated that she hoped to work on the list for him but we were at a hard spot at this time. Mayor Hardwick agreed that these are difficult times and hopefully the moves made tonight would help to get the Town move forward in a positive way. Commissioner Redd mentioned that Commissioner Johnson was going to have a budget meeting, and Commissioner Johnson stated that he had met with Commissioner Woodlief the week before Independence Day and would probably set a meeting again around the last week of the month and they would try to solidify a date and will get Hurd to send out notices to citizens that would like to come to it. He stated that they were aware there were needs in every area. Commissioner Johnson explained that he understood the viable position the Chief was in. He explained that right now it was very important to figure out what needed to be done first, and it was important to get the Interim Town Manager who would dive straight in and help get a better understanding of incoming and outgoing money. He stated that he feels very confident in Mr. Tatum and that he can take the Town where it needs to be. Commissioner Johnson also asked for patience and to remember that they live here as well and want what is best for the Town. He reminded everyone of the meeting on Monday, July 18<sup>th</sup> with the NCLM.

The meeting adjourned at 8:27 pm.