

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

# MINUTES

**JULY 12, 2018**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Assistant Fire Chief Justin Graney, Finance Officer Jaclyn Patterson, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

**MOTION: TO APPROVE THE AGENDA AS PRESENTED**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The first item on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated the end of the fiscal year looks good. She noted the ABC Store would have its audit next week and the Town would be audited on August 21<sup>st</sup> and 22<sup>nd</sup>. Patterson stated she has expressed her concerns about timing for this year's audit deadline to the auditors. She stated she was moving forward on the new computers and software. Commissioner Wiggins asked if the Town did better or worse than expected and Patterson stated better.

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

- i. Minutes from the Board Meeting on June 14, 2018
- ii. Tax Collector's Report
- iii. Police Department Report
- iv. Youngsville Fire Department Report

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED**

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was the 2017 Tax Settlement Report. Hurd explained the Settlement Report was an end of year report that was more detailed than the monthly Tax Collector's Report. She stated the first report was the Preliminary Settlement Report that included a list of all outstanding 2017 taxes. The second report was a Settlement for Current Year's taxes that shows all charges (billing, interest, fees, etc.) that were placed in the Tax Collector's hands, as well as all credits (payments, releases, past due taxes, etc.). The third report was the Settlement for Delinquent Taxes included all past due taxes that were placed in the Tax Collector's hands at the beginning of the fiscal year, all fees, interest, and discovery billings, along with all payments and releases made throughout the fiscal year. This Report also included a list of Insolvent accounts, which are personal property accounts that are deemed uncollectable. Hurd explained that even if they are approved on this list, it does not mean that she won't collect them if she is able. Insolvents included businesses that no longer exist, personal property taxes for people who have moved out of Youngsville that is too costly to hunt down, and deceased tax payers.

**MOTION: TO ADOPT THE RESOLUTION APPROVING THE SETTLEMENT WITH THE TAX COLLECTOR FOR INSOLVENTS**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The second item under New Business was to Order the Collection of Taxes. Hurd explained this allowed her to bill the upcoming 2018 taxes, as well as placing all past due taxes in her hands for collection.

**MOTION: TO ORDER THE COLLECTION OF TAXES**

The motion was made by Commissioner Stallings and was seconded by Commissioner Wiggins. The motion passed unanimously.

The third item under New Business was to select a representative to the Franklin County Library Selection Committee. Hurd explained Tucker had called a few residents and Elizabeth Wilkerson had volunteered. She stated Mrs. Wilkerson was the daughter of Elizabeth Cheatham, who had written the book "Sketches of Youngsville". Commissioner Redd stated she felt it as a good choice.

**MOTION: TO APPOINT ELIZABETH WILKERSON TO THE FRANKLIN COUNTY LIBRARY SELECTION COMMITTEE**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session. General Statute 143-318.11 (3) to consult with the Attorney.

**MOTION: TO GO INTO CLOSED SESSION TO CONSULT WITH THE ATTORNEY**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously.

The Board of Commissioners went into Closed Session at 7:09pm and came out at 7:25pm. Mayor Flowers stated the Board consulted with Attorney Bartholomew and no action was taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated she wanted to start a Downtown Revitalization Committee for the betterment of the downtown area. She explained she would act as liaison, work with O'Donnell and the local businesses. Commissioner Redd stated she has received positive feedback and hopes to have an update next month.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers reminded the Board the ethics webinar has been purchased and it was time for training. He clarified that he, along with Commissioners Hedlund, Wiggins, and Redd, needed to take the training.

Mayor Flowers noted Coffee with a Cop would be on August 9<sup>th</sup> at 8am at Charron's Café.

O'Donnell noted there was money set aside in the Budget for a loan to repair the town streets. He reminded the Board that a study was done last fiscal year. Based on that study he has asked an engineer to come out and measure so that we will have the proper information for contract bidding. O'Donnell stated he would bring the list before the Board and the Board will need to decide which roads will be repaired. He stated that engineer explained to him prices for asphalt were cheaper in the fall. If we waited for bidding in the fall, work would be in mid-March, unless it can be bid and completed before mid-December.

O'Donnell stated he has received the cost estimates for the 5-Points intersection upgrades and it was very high. He explained it exceeded the threshold and additional funds would

be needed. O'Donnell stated NC DOT will re-look at the numbers as the Town can't do more than \$50,000 - \$75,000. He noted this project may take the place of the round-about if it solves most of the traffic problems. O'Donnell stated NC DOT is very interested in this project and will get back with him on the revised figures.

O'Donnell noted Rick Flowe will be in town the week of July 23<sup>rd</sup> to work on the interviews for the Comprehensive Development Plan. Mr. Flowe will be talking to the local businesses.

O'Donnell stated June was the best month for building permits. He noted there were thirty five single and multi-family permits issued inside of town limits.

Commissioner Stallings asked if the Ordinances applied in the Extra-Territorial Jurisdiction (ETJ) and Clark explained the Zoning Ordinances do but the Town Ordinances did not. Clark clarified that Ordinances such as the Grass Ordinance did not apply in the ETJ but Sign Ordinances did. Commissioner Stallings noted the Haunted Forest signs for Panic Point were in disrepair and Clark stated that would be covered under the Sign Ordinance.

Commissioner Stallings also expressed concerns about the condition of a house in the ETJ and Clark stated that the minimum housing codes would apply but there was nothing that could be done about the grass at this time. After a brief discussion, Clark stated he would look into the property to see which ordinances would apply and help alleviate the problems.

Commissioner Hedlund noted Faith Baptist Church will be cleaning the litter on Highway 96 and S Cross Streets on August 10<sup>th</sup>.

Commissioner Hedlund stated a resident had requested a yellow-flashing light for when the Youngsville Elementary School was in session. Chief Kirts explained it was a NC DOT road and permission would have to be granted before anything can be added. He stated that he would look into it.

Clark noted the Board of Adjustment would meet again on August 2<sup>nd</sup> and had two cases. He explained a third case could not go through the process quick enough to be heard in August. He asked if the Board would set a date for September 6<sup>th</sup> as the next quarterly meeting would be in November. Mayor Flowers wanted to clarify that everything had been filed and Clark stated the application and fees had been received. Commissioner Wiggins wanted more clarification on why it could not be heard in August and Clark explained there was not enough time for the application to be reviewed by the Planning Board, nor was there enough time for the notification process. After a brief discussion, a date could not be settled on. Clark asked that everyone check their schedules and we could set a date at the August Board Meeting.

Clark noted Staff continued receiving inquiries from small businesses looking for spaces.

Assistant Fire Chief Graney noted there was a slight increase in calls between January 1<sup>st</sup> and June 30<sup>th</sup>. He stated June had less calls than last year. Assistant Fire Chief Graney stated they did have several fires over the past week.

Assistant Fire Chief Graney stated they have hired their first paid Chief Officer in Youngsville. The position will start in November and will be a part-time Battalion Chief, overseeing daily operations. Assistant Fire Chief Graney noted this rank was just below Assistant Chief. He stated introductions will be made at a future Board Meeting and noted the new Battalion Chief may stand in for him at meetings.

Mayor Flowers noted the World Series Little League games were this weekend. Fall Baseball registration was ongoing through August 19<sup>th</sup>. Flag Football registration was also ongoing. Mayor Flowers noted tryouts for travel leagues would be soon.

Chief Kirts stated the Maintenance Department had two very hard working employees.

The meeting adjourned at 7:44pm.