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# MINUTES

**MAY 9, 2019**

**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 Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson and Terry Hedlund. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Finance Officer Jaclyn Patterson, Parks and Recreation Director Andrew Smith, and Planning and Zoning Administrator Bob Clark. A representative from the Franklin Times was also present.

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

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

The first item on the agenda was a Public Hearing. The Public Hearing was to hear comments on the FY 2019 / 2020 proposed Budget with a Tax Rate of \$.655 per \$100 valuation. Mayor Flowers opened the Public Hearing at 7:01pm. There were no comments from the public. Mayor Flowers closed the Public Hearing at 7:01pm.

The next item on the Agenda was citizens' comments. There were no comments from the public.

The next item on the agenda was the Financial Report. Patterson stated everything was going well, though there was not a lot of activity right now. She noted the work at the Luddy Park was finished and the first check from the LAPP Project has come in.

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

- Minutes from the Board Meeting on April 11, 2019
- Minutes from the Joint Work Session on May 2, 2019
- Minutes from the Planning Board Joint Session on April 2, 2019
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Youngsville Parks and Recreation Report
- Budget Amendment- BA 2019-04

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

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

The next item on the agenda was Old Business. The first item under Old Business was FY 2019 / 2020 Budget Ordinance, with a Tax Rate of \$.655 per \$100 valuation.

**MOTION: TO ADOPT THE FY 2019 / 2020 BUDGET ORDINANCE, WITH A TAX RATE OF \$.655 PER \$100 VALUATION**

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

The next item on the agenda was New Business. The first item under New Business was a Resolution supporting a County Ordinance making petition for voluntary annexation a condition for new utility service. Cordeiro stated he met with Franklin County Staff several times and they are supportive of this proposal. The Resolution will express to the Franklin County Board of Commissioners our desire for them to adopt this policy. The policy states that any new requests for services require a petition of voluntary annexation. Cordeiro noted this policy will benefit all towns in Franklin County. He explained the municipalities will benefit from the increased tax base and also relieve Franklin County from some of their expenses.

**MOTION: TO ADOPT THE RESOLUTION SUPPORTING A COUNTY ORDINANCE MAKING PETITION FOR VOLUNTARY ANNEXATION A CONDITION FOR NEW UTILITY SERVICE**

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

The second item under New Business was to approve a contract between N\*Focus, Inc. and the Town of Youngsville for the provision of Planning and Code Enforcement Services for FY 2019 / 2020. Mayor Flowers noted the Town would go with Option B.

**MOTION: TO APPROVE A CONTRACT BETWEEN N\*FOCUS, INC. AND THE TOWN OF YOUNGSVILLE FOR THE PROVISION OF PLANNING AND CODE ENFORCEMENT SERVICES FOR FY 2019 / 2020, OPTION B.**

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

The third item under New Business was to reappoint Mary Margaret Norman to the Youngsville ABC Board, term to expire on September 30, 2020.

**MOTION: TO REAPPOINT MARY MARGARET NORMAN TO THE YOUNGSVILLE ABC BOARD – TERM EXPIRES SEPTEMBER 30, 2020**

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

The fourth item under New Business was to direct the Town Administrator to execute a contract with a solid waste collection and disposal company, not to exceed the amount appropriated in the FYE 2020 Budget. Cordeiro stated he only received two proposals; Waste Industries and Republic Services. He noted they were both in line with each other, having no huge differences in costs. Cordeiro stated he would investigate their references. He stated Wake Forest and Franklin County use Republic Services. He asked for time to collect more data and then he will decide on the best way to go.

**MOTION: TO DIRECT THE TOWN ADMINISTRATOR TO EXECUTE A CONTRACT WITH A SOLID WASTE COLLECTION AND DISPOSAL COMPANY NOT TO EXCEED THE AMOUNT APPROPRIATED IN THE FISCAL YEAR 2020 BUDGET**

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

The fifth item under New Business to adopt a 401(k) Retirement Savings Plan for all Town employees, with an employer match provided as appropriated in the Town's Annual Budget Ordinance. Commissioner Wiggins asked for clarification and Cordeiro stated the Pay and Classification Study recommended giving 5% retirement for administrative employees. He noted local governments were required to contribute to law enforcement but not administrative staff. Cordeiro stated this was a good benefit to help retain and recruit. He noted this is on par with other governments in this area.

**MOTION: TO ADOPT A 401(k) RETIREMENT SAVINGS PLAN FOR ALL TOWN EMPLOYEES, WITH AN EMPLOYER MATCH PROVIDED AS APPROPRIATED IN THE TOWN'S ANNUAL BUDGET ORDINANCE**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted how busy it has been in Youngsville recently.

Cordeiro stated the Youngsville ABC Board had requested the NC ABC Commission review the contract for services. There were no major changes and it will be approved at the next Board Meeting.

Cordeiro stated three candidates were interested in the vacancies for the Youngsville ABC Board. He has asked them for a short resume stating what they feel they can bring to the Youngsville ABC Board. Cordeiro stated he would bring it before the Board at the June meeting. He noted the Board can fill these new vacancies at their pleasure.

Cordeiro stated there have been no submissions for the branding competition. He explained the Downtown Strong Program has sent grant paperwork to cover the costs of a consultant firm. Cordeiro stated the consultant will provide the Town with a logo and slogan, along with designs for the wayfinding signage. Commissioner Redd inquired about the timeframe and Cordeiro stated he will keep the Board updated as the information becomes available. He hoped it will be ready by June.

Cordeiro stated the new phone system is active. He explained we were keeping the old number active, but it will start forwarding to the new phone number soon. Cordeiro stated the Board, as well as Staff, now have direct lines and voicemail recordings will be sent to email. He explained there was also an app, so calls will ring to cellphones as well. Cordeiro offered to help anyone that needed it.

Cordeiro noted Franklin County is working on their Comprehensive Development Plan (CDP) and will hold a community meeting at the Community House on May 29<sup>th</sup>. When asked, Cordeiro stated the meeting would be from 6-8pm.

Cordeiro updated the Board on 204 SW Railroad Street. He noted the situation was being addressed by Code Enforcement.

Cordeiro stated Staff was still working on the new website and hoped to have a prototype no later than July 1<sup>st</sup>.

Commissioner Johnson stated Cedar Creek Middle School won their baseball championship. He noted that all the players on that team, except one, had played in our program. Mayor Flowers congratulated the team, and all others involved, for their victory.

Clark stated NC DOT has approved 100% of the plans for the Main Street Improvements Project. CSX has made a few markups that have been sent Kimley Horne. Once those changes have been finalized, it will take care of the railroad. Clark noted eight property owners will be asked for voluntary right of way / easements for intrusions by the sidewalks. He hoped this will happen quickly and noted these are the last steps. Clark explained there was a deadline of mid-September to have everything in place. He stated they are working with Winslow Custom Homes on their property at 138 E Main Street, as they are doing some work on the sidewalk that will match what is already in place. Clark noted this will not affect the plans. Mayor Flowers asked if there would still be a community meeting after the plans are finalized and Clark explained it was not in the original contract, but we might be able to work something out. Clark stated we still needed a decision from NC DOT for the resurfacing portion. The options were NC DOT could do the project or the Town could do the repaving and NC DOT will reimburse the Town.

Commissioner Hedlund asked for clarification on when the actual work could be started, and Clark stated we should be able to start in August. Clark noted that doing the repaving at the same time helped reduce costs and attract more bidders. Though we need to keep within the budget, there were options for costs that exceeded the original grant amount.

Clark noted the Luddy Park Trail has been a priority for the Town over the past few years. He stated the Town has an opportunity to resubmit the application by May 20<sup>th</sup>. Clark stated the new homes, jobs and upgrades by K-Flex will help the Town score higher. He stated he would touch base with Alta, the company that did the original design. Clark noted this was a project the Town has listed in their Capital Improvements Plan (CIP). He explained this project would be part of a two-year cycle in setting up projects, we just need to get on the list. Clark stated we should know something by the end of summer. He reminded the Board the Luddy Park Trail would encompass an 8'-10' side path for bicycles and pedestrians from Main Street to Camille Circle. The concern is how to accomplish this in the existing right of way. If the project can't be done in the existing right of way, then the costs will increase.

Clark noted there have been a few drainage issues around town and he has been communicating with Chief Kirts about solutions. He stated this may come before the Board as a budget item at some point since the current ditches can't handle the drainage. Clark stated they are looking at both short-term and long-term solutions.

Clark noted he appreciated the opportunity to work with Franklin County on their Comprehensive Development Plan.

Clark stated Rick Flowe will meet with the Planning Board again on June 4<sup>th</sup>. He stated the work on the Youngsville Development Ordinance (YDO) was moving into policy and standards. Clark noted the Planning Board has been working hard and meetings last approximately three hours. He stated that Mr. Flowe would like to meet with Cordeiro to look at concepts for the downtown portion of the plan, discuss ideas, and reach out to business owners and citizens afterwards.

Attorney Bartholomew explained he was still waiting on opposing council concerning the contract to purchase the old Town Hall property. He stated he will continue to reach out and hopes to have this taken care of soon. Because of this inability to reach opposing council, Attorney Bartholomew stated there was no reasonable timeline to give the Board.

Attorney Bartholomew stated he knew of a possible company for the rebranding and will give that information to Cordeiro.

Attorney Bartholomew stated he served on some fundraisers for the Boys and Girls Club and it was a fantastic partnership. He noted the Boys and Girls Club gives them a positive place to work and grow. He asked everyone in attendance to donate if they can.

Chief Kirts stated the hiring process is ongoing, though it is a long process. He stated that one new hire has been accepted, and hopefully can start work next month. Chief Kirts stated there were three other candidates, and if approved, can start work within a month or two.

Mayor Flowers noted YFD Assistant Chief Graney was in training tonight and unable to attend.

Smith noted baseball season wraps up within the next couple of weeks and everything is going smooth. He stated All Star Teams went out this week, noting there were 25 kids in Coach Pitch and 14 in Kid Pitch. As the Town is hosting the Tournament at the Luddy Park, volunteers are needed.

Smith stated he has found two people willing to coach cheerleading. Cheerleading should be up and running this fall.

Smith stated Kickball registration closes tomorrow and they have approximately nine to ten teams, all are sponsored. He noted this was a good turnout for the first season.

Smith stated the Walk for Wellness program will kick off registration on Monday. He stated the participants will get an information packet, pedometer, and nutritional cards that featured healthy meals. Smith stated Sunrise Yoga offers two instructors for different experiences. Sunrise Yoga will be held at the Irene Mitchell Park or the Community House, once a week. Mayor Flowers stated that Kickball sounded like it was a great idea.

Chief Kirts stated the leaf machine was finally fixed. He hoped that once the Maintenance Crew was caught up, they can stay on their regular schedule. Everything else is running fine but we are a bit behind due to the start of mowing season.

The next item on the agenda was Closed Session. Mayor Flowers stated the Board did need to go into Closed Session to discuss personnel, N.C.G.S 143-318.11 (6).

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

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. The motion passed unanimously. The Board went into Closed Session at 7:40pm and came out of Closed Session at 8:21pm. No action was taken.

The meeting adjourned at 8:22pm.