



**Town of Youngsville**  
**Board of Commissioners**  
P. O. Box 190 / 134 US 1A South  
Youngsville, NC 27596  
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax  
[CustomerService@TownofYoungsville.org](mailto:CustomerService@TownofYoungsville.org)  
[www.townofyoungsville.org](http://www.townofyoungsville.org)

**AGENDA**  
**REGULAR MEETING**  
**DECEMBER 10, 2020**  
**7:00PM**

**YOUNGVILLE COMMUNITY HOUSE**  
**115 E MAIN STREET**  
**(Video and Teleconference are available)**

If joining via Microsoft Teams, use the following link:  
[tinyurl.com/boc-2020-12-10](https://tinyurl.com/boc-2020-12-10)

If joining via phone, use the following dial-in info:  
Phone Number: **872-240-8002**  
Conference code: **794 164 343#**

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. RECOGNITION OF YOUNGVILLE POLICE DEPARTMENT PERSONNEL
4. PUBLIC HEARING
  - A. ORDER PERMANENTLY CLOSING THE NORTHERN PORTION OF HILLSBORO STREET AND A PORTION OF TROGDEN AVENUE
    - i. OPEN HEARING TO THE PUBLIC
    - ii. STAFF REPORT
    - iii. COMMENTS FROM PUBLIC
    - iv. CONTINUE OR CLOSE HEARING
5. CITIZEN'S COMMENTS
6. CONSENT AGENDA
  - A. MINUTES FROM THE REGULAR BOARD MEETING – NOVEMBER 5, 2020
  - B. FINANCE REPORT
  - C. PARKS AND RECREATION REPORT
  - D. PLANNING AND ZONING REPORT
  - E. POLICE DEPARTMENT REPORT
  - F. TAX COLLECTOR'S REPORT

**ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED**



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7. OLD BUSINESS

- A. RESOLUTION ORDER PERMANENTLY CLOSING THE NORTHERN PORTION OF HILLSBORO STREET AND A PORTION OF TROGDEN AVENUE

**ACTION REQUESTED: APPROVE RESOLUTION**

- B. PRESENTATION OF CERTIFICATE OF SUFFICIENCY FOR ANNEXATION PETITION 2020-4 – YOUNGVILLE ACADEMY CHARTER SCHOOL, INC – HICKS ROAD

- C. RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31 - ANNEXATION PETITION 2020-4 – YOUNGVILLE ACADEMY CHARTER SCHOOL, INC – HICKS ROAD

**ACTION REQUESTED: APPROVE RESOLUTION SETTING PUBLIC HEARING FOR JANUARY 14, 2020**

8. NEW BUSINESS

- A. APPROVE SUPPLEMENTAL AGREEMENT WITH NCDOT FOR ADDITIONAL FUNDING OF MAIN STREET IMPROVEMENTS PROJECT

**ACTION REQUESTED: APPROVE AS DRAFTED**

- B. APPOINT BOBBY AYSCUE TO THE YOUNGVILLE PLANNING BOARD

**ACTION REQUESTED: APPROVE APPOINTMENT**

9. REPORTS AND OTHER BUSINESS

- i. MAYOR
- ii. TOWN ADMINISTRATOR
- iii. COMMISSIONERS
- iv. FINANCE
- v. FIRE DEPARTMENT
- vi. MAINTENANCE
- vii. PARKS & RECREATION
- viii. PLANNING & ZONING
- ix. POLICE CHIEF
- x. TOWN ATTORNEY
- xi. TOWN CLERK / TAX COLLECTOR

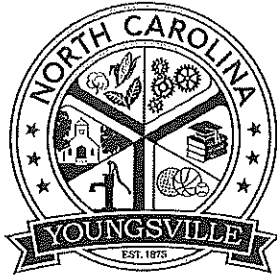
10. ADJOURN



**Town of Youngville**  
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*This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.*





# Town of Youngsville

## Memorandum

**To:** Youngsville Board of Commissioners  
**From:** Bob Clark, Planning and Zoning Officer  
**CC:** Erin Klinger, Planning and Zoning Administrator  
**Date:** December 8, 2020  
**Re:** Hearing and Resolution Order permanently closing the northern portion of Hillsboro Street and a portion of Trogden Avenue  
**Encl:** Draft Resolution to Order Closing

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**Comments:** The Board of Commissioners on October 8, 2020 approved a resolution of intent to close the northern portion of the 500 Block of Hillsboro Street north of its intersection at Park Avenue and a portion of Trogden Avenue east of Hillsboro Street upon receiving petitions from adjoining property owners Youngsville Storage (C-4-YS, LLC) and James T. Moss Heirs.

The attached resolution to order closing these public streets is provided for consideration following the public hearing. All notifications and advertising have been accomplished as required by NCGS160-A299 and at the direction of the Board's resolution of intent. No public objections have been received.

The Youngsville Fire Department, NCDOT District Engineer, Franklin County Utilities, and private utilities along with public works and the planning staff do not object to these street closings. Surveys and field inspections do not reveal utilities or public access easements that need to be retained with abandonment of the public right-of-way.



A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF YOUNGSVILLE, NORTH CAROLINA TO ORDER PERMANENTLY CLOSING THE NORTHERN PORTION OF HILLSBORO STREET AND A PORTION OF UNOPENED TROGDEN AVENUE

WHEREAS, North Carolina General Statute 160A-299 authorizes the Board of Commissioners to permanently close streets and public alleys; and

WHEREAS, property owners James T. Moss Heirs and C4-YS, LLC have petitioned closure of the 441.81 feet of the northern portion of 35 feet wide Hillsboro Street right-of-way and the 40 feet wide right-of-way of Trogden Avenue east of its intersection with Hillsboro Street a distance of 293.75 feet as shown in Attachment A, an unrecorded survey plat incorporated herein by reference, entitled: "Right-or-Way Abandonment Survey," dated 9/1/2020 (project number 20-084) by Survey Matters Land Surveying Services, 107 Hillcrest Avenue, Simpsonville, SC; and

WHEREAS, in consideration of the petitioners the Board of Commissioners approved a Resolution of Intent to close these streets at its regular meeting held the 8<sup>th</sup> Day of October 2020; and

WHEREAS, The Resolution provided for the holding of a public hearing on the question of whether said streets should be permanently closed; and

WHEREAS, notice of the closing of said streets was sent by registered or certified mail to all owners as shown on County Tax Records of property adjoining and in immediate proximity to the streets to be closed; and

WHEREAS, a notice of the closing and public hearing was prominently posted in at least two places along the streets to be closed; and

WHEREAS, the notice of the closing and public hearing was published once a week for four successive calendar weeks; and

WHEREAS, this matter came for hearing before the Youngsville Board of Commissioners at its regular meeting on December 10, 2020 and all persons who desired to be heard were heard at that time; and

WHEREAS, it now appears to the satisfaction of the Board of Commissioners that the closing of said streets is not contrary to the public interest, and that no individual owning property, either abutting the streets or in the vicinity of said streets, will as a result of said closing be thereby deprived of a reasonable means of ingress and egress to their property; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Commissioners of the Town of Youngsville, that:

Section 1. The streets described in Attachment A are permanently closed under the authority of GS 160A-299(a).

Section 2. Property owners adjacent to the closed streets shall take right, title, and interest as is provided in GS 160A-299 (c), as may be further illustrated on the plat referenced in Attachment A.

Section 3. Closing is conditioned on the recombination of lots deemed sufficient by the Town.

Section 4. This Resolution is effective upon and after the date of its adoption.

Section 5. The Town Clerk is hereby directed to file in the Office of the Register of Deeds of Franklin County a certified copy of this Resolution.

Adopted by the Board of Commissioners this 10<sup>th</sup> day of December 2020.

The motion to adopt this resolution was made by \_\_\_\_\_, seconded by \_\_\_\_\_ and passed by a vote of \_\_\_ to \_\_\_.

\_\_\_\_\_  
Fonzie Flowers, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Emily Hurd, Town Clerk

\_\_\_\_\_  
Michael Cohen, Town Attorney

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ adopted by the Town of Youngsville Board of Commissioners on the 10th day of December 2020.

\_\_\_\_\_  
Emily Hurd, Town Clerk

\_\_\_\_\_  
Date









# Town of Youngsville

Board of Commissioners

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## MINUTES BOARD OF COMMISSIONERS

NOVEMBER 5, 2020

7:00PM

### REGULAR MEETING

### YOUNGVILLE 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 Cat Redd, Terry Hedlund, Scott Brame, Larry Wiggins and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrator Erin Klinger, Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen (teleconference), and Parks and Recreation Director Andrew Smith.

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

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

The next item on the agenda were three Public Hearings. The first Public Hearing was for Annexation Petition 2020-3 for Hampton Downs, Phase 1B. Mayor Flowers opened the Public Hearing at 7:02pm. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:03pm.

The second Public Hearing was for amendments to the Youngsville Development Ordinance (YDO) Article 3 – Definitions; Table 8.1, Table of Uses; Section 10.1-18 – new section; and Table 15.1 – Special Events and Temporary Structures. Mayor Flowers opened the Public Hearing at 7:03pm. Klinger explained the Town has received complaints from owners of food trucks that the current regulations created a hardship on their business. She stated the proposed amendments remove the 5-day limit per year and changes it to unlimited. The proposed amendments also add additional restrictions, a new definition, updates the table for districts and specifies the requirements for food trucks by showing

where they can be located along with hours of operation. Klinger noted the ordinance coincides with the Noise Ordinance and enforcement actions have also been laid out. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:05pm.

The third Public Hearing was Rezoning Application #ZMA-200824-01 – SFR-3 to Civ for property located at 2179 Hicks Road. Mayor Flowers opened the Public Hearing at 7:05pm. Klinger explained Youngsville Academy Charter School (YACS) approached Staff this summer regarding the rezoning request. Currently, they have a Conditional Use Permit from Franklin County that would permit them to locate the high school on their exiting lot, however, that would not allow them room to invest in their athletic fields and extend their parking. YACS stated they want to keep the existing soccer fields for the community, and the proposed road north of the site will be built in conjunction with another development.

Daniel Henson of YACS stated he was here for any questions the Board may have. He noted they wanted to ensure as much access to the fields as possible and allow for future development behind the field area.

Cordeiro polled all teleconference participants and there were no further comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:07pm.

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens attended via web/teleconference.

Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak.

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

- Minutes from the Regular Board Meeting – October 8, 2020
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Tax Collector's Report
- Budget Amendment 2020-2

**MOTION: TO APPROVE THE CONSENT AGENDA**

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 Annexation Ordinance 2020-3 for Hampton Downs, Phase 1B.

**MOTION: TO ADOPT ANNEXATION ORDINANCE 2020-3, HAMPTON DOWNS PHASE 1B**

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 the presentation of Annexation Petition 2020-4, Youngsville Academy Charter School, Inc. (YACS) for property located on Hicks Road. Hurd stated this was the same property that was up for rezoning. She explained they wanted to wait until the rezoning was approved before moving forward with the annexation. Commissioner Wiggins asked if the current school was in town limits and Hurd stated that property was not annexed, nor was it in our ETJ.

The second item under New Business was a Resolution directing the Clerk to investigate Annexation Petition 2020-4.

**MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ANNEXATION PETITION 2020-4**

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

The third item under New Business was amendments to the Youngsville Development Ordinance (YDO) for Article 3 – Definitions; Table 8.1, Table of Uses; Section 10.1-18 – New Section; and Table 15.1 – Special Events and Temporary Structures. Mayor Flowers noted information regarding the amendments was included in the agenda packets. He inquired about the permitting fees and Klinger stated they would stay the same at this time. The current fee will be for one full year based on the date of permit application. Cordeiro stated Staff would continue with their due diligence of health permits and to make sure all food trucks have property owner permission for their locations. When asked, Klinger stated all information should be included with their permit application.

Commissioner Wiggins wanted to verify they would be notified of the Sign Ordinance as well. Cordeiro stated that information would also be included during the application process. Commissioner Wiggins noted there have been some issues, including a hotdog food truck. Klinger explained each food truck would be allowed one sandwich board sign, plus two smaller signs per street frontage. She noted that food trucks permitted under special events have different regulations. Commissioner Brame asked if the applicants would get a reminder notice near the end of their permit and Klinger stated yes.

**MOTION: APPROVE AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE ARTICLE 3 – DEFINITIONS; TABLE 8.1, TABLE OF USES; SECTION 10.1-18 – NEW SECTION; AND TABLE 15.1 – SPECIAL EVENTS AND TEMPORARY STRUCTURES**

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

The fourth item under New Business was a Rezoning Application #ZMA-200824-01 – SFR-3 to CIV for property located at 2179 Hicks Road. Commissioner Redd thanked the Planning Board, noting how much work they do.

**MOTION: APPROVE REZONING APPLICATION #ZMA-200824-01 – SFR-3 TO CIV FOR PROPERTY LOCATED AT 2179 HICKS ROAD**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated the EMS Golf Tournament Fundraiser was a tremendous success. He thanked everyone for coming out and supporting our local EMS. They raised \$7,000, which was a huge deal for their first time. The official presentation of the funds will be next Friday, November 13<sup>th</sup>, in front of the EMS building.

Mayor Flowers thanked Miranda of Carolina Insurance for organizing the Trick or Treat on Main event. She has done this for the past three years and it has been a huge success. Mayor Flowers noted how great it was to see the smiling faces of both the trick or treaters and their parents. He also congratulated A Smith for a very successful Trick or Treat the Trails event at Luddy Park. Mayor Flowers thanked the Police Department for their efforts during both events. He stated Trick or Treat on Main had approximately 500 participants and the Trick or Treat the Trails had approximately 1,500 participants. Both events were a big success, and everyone stayed safe.

Based on the success of the Halloween events, Mayor Flowers stated he was excited for the Christmas Parade on December 5<sup>th</sup> and Tree Lighting Ceremony on December 4<sup>th</sup>.

Mayor Flowers congratulated the winners of the Adult League Softball Tournament.

Cordeiro updated the Board on the Main Street Improvements Project (MSIP). He stated they have advertised for construction bids. Based on a conversation with NC DOT, even though everything is going as planned, they may have to push back bids for a month in order to review details on the planned utility work. Cordeiro noted it was in everyone's best interest to get the utility work done at the same time.

Cordeiro stated the sale of the ABC Store property was set to be finalized during the ABC Board Meeting tomorrow for \$395,000. If the sell is approved during their meeting, the closing will be later that same day. Cordeiro explained the ABC Store would continue to rent the space with the goal of moving to the Foodlion Shopping Plaza, then open a second location at the 5-Points Plaza. The cash flow generated from the sale will be poured into upfits and inventory for the new ABC Stores. He stated this was a unique opportunity to

reinvest the cash. He felt the ABC Store would do very well at the Foodlion Shopping Plaza location.

Cordeiro noted the Town hired a part-time member for Public Works, Malcom Coley. As he is part-time / seasonal, Coley will help with Leaf Season. Once we see how the solid waste program moves in the new fiscal year, Coley may be shifted to full-time. Cordeiro stated Parks and Recreation has hired a new Recreation Supervisor, which was included in the budget. The Recreation Supervisor will continue to help plan the many successful events the Town has hosted. He stated the Town hoped to host street fairs on S College Street in the spring. Cordeiro stated he looked forward to having additional help for planning the events. He explained residents on S College Street would be notified of upcoming events by door hangers. Cordeiro thanked the Police Department for their help in distributing the door hangers for the upcoming Christmas Tree Lighting Ceremony.

Cordeiro stated he anticipates breaking ground on the new Public Works facility in approximately thirty days. Final construction drawings are in and Cordeiro expects bids to be in by the end of the week. He stated he would keep the Board informed of the progress and noted construction should be completed by March.

Commissioner Hedlund inquired about the projected start date for the MSIP and Cordeiro stated, based on the revised schedule, the notice to proceed should be issued in late February or early March. Cordeiro noted it was originally January, but the additional review will knock the start date back approximately one month.

Commissioner Hedlund inquired about the Town's new garbage truck and Cordeiro stated Staff was able to use it this past week. Cordeiro explained what normally took four trips was done in just one trip, saving time and fuel. He stated they would see the garbage truck being used for the bulky waste service. As for roll out carts, it will probably be July of next year. Commissioner Hedlund noted the leaf truck was operational today and Cordeiro noted it worked a lot better than the previous one.

Commissioner Hedlund noted the Christmas Tree Lighting Ceremony would be held on Friday, December 4<sup>th</sup>, rain or shine. He stated the Kiwanis Club would hand out prewrapped candy canes and Pastor Bert Woodburn would do invocation. Commissioner Hedlund noted the new location by Benchmark Bank would give them a lot of room.

Commissioner Hedlund inquired about the speed limit on Holden Road. He noted the 35 MPH seemed to extend too far, noting there were no homes in that area. Cordeiro explained the town limits extend further on one side of the road. He stated he would investigate the situation and report back to the Board next month.

Commissioner Hedlund stated the construction trucks in East Woods of Patterson were going fast and noted the parents in the subdivision were complaining.

Commissioner Hedlund noted he was receiving complaints from citizens about the stop light at Cross and Main Streets and stated he explained to the citizens the stop light was controlled by NC DOT. Mayor Flowers explained NC DOT's reasoning behind the

programming was that if cars queued for too long, it would back up traffic to 5-Points. He stated the Board could request changes to NC DOT, noting the concerns of the citizens. Cordeiro explained we could let them know a developer would be redeveloping the ABC Store lot and request a traffic circle as part of that redevelopment. Commissioner Johnson noted how well some of the traffic circles worked in other areas of the country.

Commissioner Johnson stated there were still a few speeders in his neighborhood, but it was much better.

Commissioner Johnson stated the Luddy Park fields need more dirt. He noted it has been quite some time since it had been done. Commissioner Johnson stated there were a lot of activities happening at the Luddy Park.

Commissioner Johnson stated the leaf truck looked good and leaf season is going smoothly so far.

Mayor Flowers asked that Commissioner Johnson share any contact information for dirt at the ballfield and Commissioner Johnson stated there was a place in Louisburg, though they often had a wait list. Commissioner Johnson also suggested calling other Parks and Recreation Departments to see who they contract with. He noted it would take someone skilled to maneuver at the ballfields and they may have to move the dirt by hand. Commissioner Johnson recommended doing this every three to five years. He stated Luddy Park was a great facility and the new lights at the basketball court look good. Commissioner Hedlund stated the new steps looked good as well. Cordeiro stated they were exploring a federal grant to convert two of the fields to turf and he will investigate adding dirt to the grant. He explained the application was due in May and it would be October before the grant would be awarded. Commissioner Johnson stated he would check with some of his contacts to get information regarding the dirt and information on turf fields then forward that information to Cordeiro.

Commissioner Brame congratulated A Smith on the Trick or Treat the Trails event at Halloween and for adding another league with the Adult Softball League. He noted people had fun and it was great to see the citizens out having a good time. Commissioner Brame noted events extend past the Parks and Recreation Department and into the businesses in town. He stated he looks forward to future seasons.

Patton-Motluck read the Financial Report.

During the month of September, there were:

- 80 checks written and electronic payments made totaling \$212,221.61
- 703 deposits recorded totaling \$175,677.90
- Our Current Debt Issuance:
  - Vehicle Loans – total balance \$429,105.83
  - Street Loan – total balance \$173,456.47
  - Town Hall Loan – total balance \$249,791.02



- Town's Anticipated Debt Issuance:
  - The loan application for the new Public Works Facility and Town Hall Renovation has been approved by the LGC.
    - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank and is expected to close in November 2020.
  
- Capital Improvements Plan
  - New Capital Projects –
    - Roof for concession stand at Luddy Park - \$4,242. Completed.
    - Basketball Court Resurfacing to include multiple Pickleball Courts - \$600 (requested)
  - Public Works Facility and Town Hall Renovations – Site work and design work continues.
    - Community House kitchen remodel – Completed with a total cost of \$17,100.
    - Cemetery Fence – Completed.
    - Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete – payment will be issued upon completion.
      - Luddy Park has two capital projects – Stairs and Lights complete.
      - Police Department paid \$5,799.00 to Elan City for two radar speed signs – installed and paid.
  
- Budget Amendment #2 – higher than expected revenue collections and lower than expected expenses allowed for only a net change of \$144.13 on this budget amendment.

Mayor Flowers stated he had not heard from YFD Assistant Chief Justin Graney. He noted the COVID-19 restrictions prevent Assistant Chief Graney from attending the Board Meetings. As calls were down last month, Mayor Flowers hoped the trend remained. Hurd stated she would forward the Youngsville Fire Department Report to the Board when it came in.

Cordeiro stated Staff was familiarizing themselves with the new trash truck. He noted they will continue to install the new wayfinding signage as it came in. Cordeiro stated signage was up at Town Hall, Luddy Park, and 5-Points. He noted the Mitchell Park sign and some wayfinding signage would go up next. Cordeiro stated he wanted to have signage at all incoming routes into town.

A Smith read the Parks and Recreation Department's report.

A summary of the Parks and Recreation Department's activity during the month of October 2020.

- Recreation programs
  - Fall youth baseball
    - The 2020 fall youth baseball season concluded successfully
    - 11 teams participated (up from 9 in the previous year)

- 138 children participated (up from 115 in the previous year)
- Fall adult co-ed softball
  - This season is ongoing, and anticipated to successfully conclude on November 4th
  - Three teams and 54 adults are participating
- Trick-or-treat the trail event
  - Event was successfully held on the evening of Friday, October 30th
  - This was our second year hosting this event
  - Approximately 1,500 people attended
  - 21 vendors and 3 food trucks participated in the event (Up from 10 vendors the previous year)
- Family pumpkin carving event
  - Event was successfully held on the evening of Tuesday, October 20th
  - This was our second year hosting this event
  - 22 people participated (up from 7 last year)
  - All participants carved one pumpkin, enjoyed “spooky snacks,” and took their carving kit home upon the event’s conclusion
- Christmas tree lighting
  - Event planning is underway
  - This event will take place on Friday, December 4th from 4:30pm-7:00pm
  - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00pm
  - Santa has been confirmed for pictures
  - Food trucks (quantity TBD) will be on site to offer food and drinks
- Community partnerships
  - The Youngsville EMS fundraiser golf tournament was a success and that organization looks forward to hosting the event again next fall
- Facilities maintenance / capital improvements
  - A new roof was installed on the concession stand at Luddy Park
  - One pair of new solar lights was installed on the outdoor basketball court at Luddy Park
  - Fence toppers have been donated to the town and ordered by coach Robbie Reagle to be placed around fields 2 and 3
  - Lining of 3 pickleball courts on the outdoor basketball court at Luddy Park will be completed by November 20th
- Personnel
  - The department’s vacant recreation supervisor position was filled by Mr. Holden Hartzog

Klinger read the Planning Department Report.

During the month of October, there were:

- 15 permit applications submitted and issued; 5 for signs, 2 for new homes, 2 for temporary food truck permits, and 6 for other projects.
- 11 certificates of compliance were issued.

- Two illegal signs were identified. They have since been removed.
- One notice of violation was sent for illegal signage at 321 N. Nassau Street. The signs have since been removed.
- Upcoming projects:
  - Wiggins Townhomes rezoning petition from SFR-3 to MU-1 for a parcel on Hicks Road between the parcel owned by Youngsville Academy and the Stephen's Glen subdivision.
  - Public hearing for the road closure petition for portions of Hillsborough Street and Trogden Road.

Klinger noted the Wiggins Townhomes had been pulled temporarily and may be moved to January.

Chief Whitley read the Police Department Report.

Monthly Report  
October 2020

**Calls for Service**

The Youngsville Police Department recorded 351 calls for service during the month of October compared to 350 calls during the same month last year. Of those 351 calls for service, 17 reports were taken, and 120 citations were written. There were no critical incidents this reporting period.

**Motor Vehicle Collisions**

During October 2020 the Youngsville Police Department investigated 9 motor vehicle collisions as compared to 10 during the same month last year. There were no reported injuries.

**Patrol operations**

- A traffic monitoring device with reader board was installed at N. Cross Street facing Main Street. The reader board copy displays, "Please Stop Ahead" as motorists approach the intersection. The installation of the device was in response to concerns regarding motorists failing to stop at the intersection. Officers have also monitored the intersection, issued warnings, and taken enforcement action when appropriate for motorist and pedestrian safety.
- The police department received several complaints regarding traffic delays at the intersection of Cross St and Main Street in reference to the left turn signal. Officers monitored the intersection during peak travel times and determined the traffic signal to be working as programmed by NCDOT.
- Youngsville officers recorded the following patrol activities during the month of October:

Citations	124
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Charges	161
Warnings	40
Felony Drugs Charges	1
Misdemeanor Drug Charges	3
DWI	0
DWI Under 21	0
Warrant Services	6
Felony Arrests	3
Misdemeanor Arrests	1
Business Checks	285
Neighborhood Checks	317
Foot Patrols	86
Training Hours	106

### **Community policing**

- The Blood Connection Blood Drive was on October 10, 2020 from 10 am-2 pm at Faith Baptist Church. There were 10 successful blood donations during the event which raised \$100 for Special Olympics. The donation to Special Olympics was based upon a \$10 donation committed by the Blood Connection for each donor.
- The police department's inaugural Drug Take Back Event was on October 24, 2020 from 1pm-4pm. This event allowed anyone to drop off unwanted, unused and expired medications to the police department for safe disposal. The event was a success with approximately 25 pounds of medication collected to prevent potential unlawful and dangerous diversion. Additionally, we collected approximately 25 pounds of medication through our drop box during the biannual collection period. Both collections were delivered to the SBI on October 27, 2020 for destruction.
- The downtown Trick or Treat took place on October 30, 2020 from 3 pm-6 pm. The event was a success with an estimated three hundred people in attendance. The Youngsville Police Department had a table in front of the community house where we greeted attendees and passed out candy. Officers worked the event to ensure the safety of the attendees.
- The Town of Youngsville's Trick or Treat the Trail took place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department passed out candy and assisted with games for children. Officers circulated the grounds and took numerous pictures with participants which can be seen on the Youngsville Police Department's Facebook page. Officers also controlled traffic and assisted pedestrians to ensure the safety of motorists and attendees. Parks and Recreation personnel estimated nearly 1500 people in attendance through ticker tracking of attendees.

Both events were supported by partnerships with Walmart, Food Lion, Family Dollar and Wegmans with candy donations.

**Upcoming Events:**

- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Departments website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. The nomination period will end on November 2<sup>nd</sup> at 5:00 PM. The Youngsville Police Department is partnering with The Lemon Tree restaurant to provide a holiday meal for the families.
- We are partnering with Toys for Tots to accept toy donations for the program. A box has been placed in the lobby of Town Hall for donations. Youngsville Town Hall is a designated drop location on Toys for Tots' website during our normal business hours. Furthermore, we are partnering with Family Dollar to have a Fill a Cruiser event for Toys for Tots. The event date is November 14, 2020 from 11:30 am-4:30 pm. Two officers will be present to greet donors and assist with the event.

**Administrative Training and Activities**

- Officer Monzon and Officer Woods completed DCI Module 1 training.
- All officers completed the POPAT.
- Captain Magsi completed NCJA Leadership Institute training and Police Law Institute.
- Sergeant Lemons attended the Emergency Response Conference.
- Sergeant Allen attended Executive Leadership training.

The meeting adjourned at 7:51pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Hedlund, and approved unanimously.





Town of Youngsville  
Board of Commissioners  
P. O. Box 190 / 134 US 1A South  
Youngsville, NC 27596  
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax  
[CustomerService@TownofYoungsville.org](mailto:CustomerService@TownofYoungsville.org)  
[www.townofyoungsville.org](http://www.townofyoungsville.org)

**CERTIFICATE OF SUFFICIENCY**


To the Board of Commissioners of the Town of Youngsville, North Carolina:

I, Emily Hurd, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition included a description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.
- b. The petition includes the names and addresses of all owners of real property lying in the area described therein.
- c. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).
- d. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town.
- e. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town.
- f. The satellite area is so situated that the Town will be able to provide the same services as are provided within its primary corporate limits.
- g. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included.
- h. The Town has received modification to the requirement of 10% allowance to satellite annexations.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Youngsville, this 10<sup>th</sup> day of December 2020.



  
Emily Hurd, Town Clerk







## Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

### **RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31**

WHEREAS, a petition requesting annexation (2020-4) of the area described herein has been received; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Youngsville, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at 7:00pm at the Youngsville Community House on January 14, 2020.

Section 2. The area proposed for annexation is described as follows:

#### **Legal Description for “Youngsville Academy Charter School, Inc”**

BEING all of Tract 1, containing 15.463 acres as shown on plat entitled “Minor Subdivision Plat for Charter FC Youngsville LLC”, a copy of which is recorded in Book of Maps 2020, Page 222, Franklin County Registry.

Section 3. Notice of the public hearing shall be published in The Franklin Times, a newspaper having general circulation in the Town of Youngsville, at least ten (10) days prior to the date of the public hearing.

---

Fonzie A Flowers, Mayor

Town of Youngsville 12/3/2020

SUBJECT: Resolution Fixing Date of Public Hearing – Annexation Petition – Youngsville Academy Charter School, Inc.

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ATTEST:

\_\_\_\_\_  
Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of \_\_\_\_\_ adopted by the  
Town of Youngsville Board of Commissioners on the 10<sup>th</sup> day of December 2020.

\_\_\_\_\_  
Emily Hurd, Town Clerk

\_\_\_\_\_  
Date

NORTH CAROLINA  
FRANKLIN COUNTY

**SUPPLEMENTAL AGREEMENT**

DATE: 11/18/2020

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

TIP #: C-5604QA

AND

WBS ELEMENTS: PE 43714.1.9

ROW \_\_\_\_\_

TOWN OF YOUNGSVILLE

CON 43714.3.9

OTHER FUNDING: 2020CPT.05.15.10351.1

FEDERAL-AID #: CMAQ-0531(001)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$81,979

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Youngsville, hereinafter referred to as the "Municipality."

**WITNESSETH:**

WHEREAS, the Department and the Municipality on 8/11/2016, entered into a certain Project Agreement for the original scope: bicycle and pedestrian streetscape improvements to Main Street that originated in the 2014 Northeast Area Study (NEAS). Improvements consist of construct sidewalks, curb extensions, cross-walks, and implement share lane markings along with other streetscape improvements in Youngsville, programmed under Project C-5604QA; and,

WHEREAS, the Department and the Municipality on 8/15/2019 entered into a Supplemental Agreement to reflect additional funding allocated by the Capital Area Metropolitan Planning Organization (CAMPO) and the Department; and to include milling and resurfacing into the Project; and,

WHEREAS, CAMPO has allocated additional Congestion Mitigation and Air Quality (CMAQ) funds to the Project;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreements whereby the following provisions are amended:

## FUNDING

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse 100% of eligible costs, using CMAQ funds and Contract Resurfacing funds, up to \$630,000. After the Department has reimbursed \$630,000, the Department will reimburse 80% of eligible expenses incurred by the Municipality up to the remaining amount of the CMAQ funds, or \$645,480. The Municipality shall provide the 20% non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total available funding.

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
CMAQ (#6575)	\$506,000	80%	\$126,500	20%
CMAQ (#8765)	\$561,501	80%	\$140,376	20%
CMAQ (#9570)	\$81,979	80%	\$20,495	20%
<b>SUBTOTAL</b>	<b>\$1,149,480 (FEDERAL)</b>		<b>\$287,371 (NON-FEDERAL)</b>	
Contract Resurfacing (STATE FUNDS) used to offset non-federal match			\$126,000	
Additional Local Contribution		\$61,484		
<b>Total Available Funding from Dept (CMAQ + Contract Resurfacing)</b>		<b>\$1,275,480</b>		
<b>Total Non-Federal provided by Municipality</b>		<b>\$222,355</b>		
<b>Total Available Funding</b>		<b>\$1,497,835</b>		

## OTHER PROVISIONS

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities

prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

Except as hereinabove provided, the Agreements heretofore executed by the Department and the Municipality on 8/11/2016 and 8/15/2019 are ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

TOWN OF YOUNGSVILLE

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. No Change

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

\_\_\_\_\_  
Remittance Address:

Town of Youngsville

\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 12/3/2020 (Date)

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Youngsville Board of Commissioners in considering qualifications for appointment to the following advisory boards or committees:

First Preference Planning Board

Second Preference \_\_\_\_\_

Applicant's Name (Print) Bobby Ayscue

Home Address 303 Blue Heron Dr Youngsville, NC 27596 Telephone # 252-226-6128

Business Address 3312 Northside Dr Raleigh, NC 27615 Telephone # 252-226-6128

Resident of Youngsville? YES How many years? 2

E-Mail Address bja41685@gmail.com

Education: High School Graduate - Construction Management Certificate

Employment Background: S.T. Wooten 7 years - Current 7 years self employed

Current or Past Civic/Community Participation: N/A

Why are you interested in serving in this capacity? I want to be apart of Youngsville Future Growth

Signature Bobby R Ayscue Date 11/3/2020

1. You are encouraged to attend and observe meetings of any boards to which you desire appointment and to obtain other information about the board's duties, work, and meeting schedule.
2. The information provided will be used by the Board of Commissioners in making appointments and may be used in news releases to identify you if you are appointed.
3. Any additional information you feel would be of use to the Board of Commissioners in reviewing your application is welcomed. Please attach additional sheets if necessary.
4. If appointed, please bear in mind the importance of attending meetings. A good attendance record is required to maintain membership.
5. Please speak with the Town Administrator or Town Clerk if you need further information.

PLEASE RETURN TO:  
Town Clerk  
Town of Youngsville  
P O Box 190  
134 US 1A South  
Youngsville, NC 27596

Thank you for your interest in serving the community.







# Town of Youngsville

## Planning Staff Report

**To:** Youngsville Board of Commissioners  
**From:** Erin Klinger, Planning and Zoning Administrator  
**Date:** November 25, 2020  
**Re:** Planning Staff Report – November 2020

---

During the month of November, there were:

- 16 permit applications submitted and issued; 11 for new homes, 2 for temporary signs, 1 home occupation permit, and 2 for other projects.
- 7 certificates of compliance were issued.
- Over 40 illegal signs were immediately removed by town staff via the expenditure of 2 staff hours during focused sign sweeps.
- Three notices of violation were sent for illegal off-premise signage at the corner of Bert Winston Road and Capital Boulevard/US-1. One notice of violation was sent for off-premise gatorboard signage placed throughout town.
- Upcoming projects:
  - Wiggins Townhomes rezoning petition from SFR-3 to MU-1 for a parcel on Hicks Road between the parcel owned by Youngsville Academy and the Stephen's Glen subdivision.





# Town of Youngsville

## Finance Report

**To:** Youngsville Board of Commissioners  
**From:** Kari Patton-Motluck, Finance Officer  
**Date:** December 7, 2020  
**Re:** Finance Report – November 2020

---

During the month of November, there were:

- 57 checks written and electronic payments made totaling \$119,130.69
- 490 deposits recorded totaling \$413,605.36
- Our Current Debt Issuance:
  - Vehicle Loans – total balance \$429,105.83
  - Street Loan – total balance \$172,021.33
  - Town Hall Loan – total balance \$0
- Town's Debt Issuance:
  - Loan amount was \$2,770,695 million (which paid off the town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank.
- Capital Improvements Plan
  - Public Works Facility and Town Hall Renovations – Site work and design work continues.





## Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

December 7, 2020

To: Commissioners

From: Kari Patton-Motluck

Re: Financial Statements for month ended November 30, 2020.

Condensed Financial statements for the month ended November 30, 2020 are attached. The financial statements have been prepared on the modified accrual basis of accounting which essentially means that all unpaid bills that have been received as of today's date are included in the expenditures line items.

The financial statements are arranged in the following sequence:

General Fund (#100) Balance sheet  
General Fund Budget vs Actual

Powell Bill Fund (#210) Balance Sheet  
Powell Bill Budget vs Actual

Capital Projects Ordinance – Pedestrian Plan Grant (#305) Balance sheet  
CPO – Pedestrian Plan Grant Budget vs Actual

Debt Set Off (#405) Balance Sheet  
Debt Set Off Budget vs Actual

Fixed Assets & Accruals (#500) Balance Sheet

Please feel free to contact me if you have any questions.

**Kari Patton-Motluck**  
*Interim Finance Officer*  
Office: 919.925.3393  
kpattonmotluck@townofyoungsville.org

*"The Gateway to Franklin County"*

# GL Balance Sheet

Period Ending 11/30/2020

TOWN OF YOUNGSVILLE

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<b>100</b>	<b>GENERAL FUND</b>	
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Asset

100-110-100 Operating Cash	\$1,108,819.51
100-110-105 P&R Registration Deposit Account	\$2,188.13
100-110-107 DOJ Checking	\$444.58
100-110-110 Petty Cash	\$100.00
100-110-200 Money Market/Savings Account	\$1,607,190.95
100-110-310 General Accounts Receivable	\$25,590.97
100-110-320 Property Tax Receivable	\$29,001.00
100-110-330 LG Sales Tax Receivable	\$106,486.96
100-110-340 Sales Tax Refund Receivable	\$22,089.14
100-110-351 Due from ABC Store	\$6,208.33
100-110-360 Garbage & Recycling Receivable	\$23,093.12
100-110-361 Garbage & Rec Allowance for Doubtful Accounts	-\$11,608.72
100-110-392 Due from Debt Set Off	\$4,401.33
100-110-393 Due From NCCMT	\$259,340.15
100-110-394 Due from Capital Projects	\$55,013.02
100-110-400 Other Current Assets	-\$782.61
100-110-620 LMB MM Account	\$136,383.53

<b>100</b>	<b>GENERAL FUND</b>	<b>Asset Total</b>	<b>\$3,373,959.39</b>
------------	---------------------	--------------------	-----------------------

Liability

100-210-100 Accounts Payable	\$31,278.24
100-210-200 Employee Related Accounts Payable	\$23,214.80
100-210-225 Insurance Deductions Payable	\$6,164.45
100-210-228 Other Deductions Payable	-\$190.94
100-210-310 Community House Deposits	\$1,350.00
100-210-311 Field Rental Deposits	\$260.00
100-210-321 Property Tax Prepayments	-\$790.16
100-210-322 Garbage & Recycling Prepayments	\$1,409.82
100-210-620 LMB Performance Bond	\$136,383.53
100-210-910 Reserve for Taxes Receivable	\$29,001.00
100-299-500 Fund Balance	\$1,661,403.83
Current Fund Balance Adjustment	\$657,003.82
P/Y Fund Balance Adjustment	\$827,471.00

<b>100</b>	<b>GENERAL FUND</b>	<b>Liability Total</b>	<b>\$3,373,959.39</b>
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## Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE  
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Period Ending 11/30/2020

100 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
<b>Revenues</b>					
	5,805,572		1,884,090.23	(3,921,481.38)	32%
Revenues Totals:	5,805,572	0.00	1,884,090.23	(3,921,481.38)	32%
<b>Expenses</b>					
BOARD OF COMMISSIONERS / GOVERNING BODY	53,226		27,165.32	26,060.57	51%
ADMINISTRATION	585,002		209,207.75	375,793.82	36%
PUBLIC FACILITIES	2,886,953		198,660.54	2,688,292.46	7%
PUBLIC SAFETY	1,527,444		517,647.92	1,009,796.52	34%
PUBLIC WORKS	573,888		203,028.89	370,859.14	35%
PARKS & RECREATION	179,059		71,375.99	107,682.69	40%
Expenses Totals:	5,805,572	0.00	1,227,086.41	4,578,485.20	21%
<b>100 GENERAL FUND Totals:</b>			<b>657,003.82</b>		

**GL Balance Sheet**  
 Period Ending 11/30/2020

TOWN OF YOUNGSVILLE

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<b>210 POWER BILL</b>
-----------------------

Asset

210-110-106 Operating Cash	\$24,347.18
210-110-210 Savings Account	\$36,995.12
210-110-340 Sales Tax Refund Receivable	\$1,290.41

<b>210 POWER BILL</b>	<b>Asset Total</b>	<b>\$62,632.71</b>
-----------------------	--------------------	--------------------

Liability

210-210-100 Accounts Payable	\$558.52
210-210-950 Due to General Fund	\$456.06
210-299-500 Fund Balance	\$81,090.50
Current Fund Balance Adjustment	\$15,021.72
P/Y Fund Balance Adjustment	-\$34,494.09

<b>210 POWER BILL</b>	<b>Liability Total</b>	<b>\$62,632.71</b>
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## Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE  
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Period Ending 11/30/2020

210 POWER BILL					
Description	Budget		YTD	Variance	Percent
<b>Revenues</b>					
	53,609		21,729.85	(31,879.09)	41%
Revenues Totals:	53,609	0.00	21,729.85	(31,879.09)	41%
<b>Expenses</b>					
PUBLIC WORKS	53,609		6,708.13	46,900.81	13%
Expenses Totals:	53,609	0.00	6,708.13	46,900.81	13%
<b>210 POWER BILL Totals:</b>			<b>15,021.72</b>		

**GL Balance Sheet**  
Period Ending 11/30/2020

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT		
Asset		
305-110-100 Operating Cash		\$99,281.99
305-110-220 Savings Account		\$3,636.16
305 CAPITAL PROJECTS - PED PLAN GRANT	Asset Total	\$102,918.15
Liability		
305-210-950 Due to General Fund		\$55,013.02
Current Fund Balance Adjustment		\$47,905.13
305 CAPITAL PROJECTS - PED PLAN GRANT	Liability Total	\$102,918.15

## Budget vs Actual

TOWN OF YOUNGSVILLE  
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Period Ending 11/30/2020

### 305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
<b>Revenues</b>				
305-319-000 Intergovernmental - Restricted	0	0.00	0.00	
305-319-070 Ped Plan Grant Income	1,193,500	216,867.04	(976,632.96)	18%
305-370-000 Investment Income	0	0.00	0.00	
305-370-010 Interest Income	0	80.07	80.07	
305-395-000 Transfers from Funds	0	0.00	0.00	
305-395-305 GF Fund Appropriation	154,876	154,875.52	0.00	100%
Revenues Totals:	1,348,376	0.00	371,822.63	(976,552.89) 28%

## Budget vs Actual

TOWN OF YOUNGSVILLE  
12/7/2020 3:12:29 PM

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Period Ending 11/30/2020

### 305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
<b>Expenses</b>				
305-500-000 Pedestrian Plan Project	0	0.00	0.00	
<b>Expenses</b>				
305-500-200 Project Oversight/Eng Fees	166,322	173,591.50	(7,269.45)	104%
305-500-310 Miscellaneous Expense	222,396	2,574.00	219,822.00	1%
305-500-350 Construction Expenses	959,657	144,787.00	814,870.47	15%
305-500-700 Other Cost	0	2,965.00	(2,965.00)	
305-500-799 Contingency	0	0.00	0.00	
<b>PUBLIC FACILITIES Totals:</b>	<b>1,348,376</b>	<b>0.00</b>	<b>323,917.50</b>	<b>24%</b>
<b>Expenses Totals:</b>	<b>1,348,376</b>	<b>0.00</b>	<b>323,917.50</b>	<b>24%</b>

# Budget vs Actual

TOWN OF YOUNGSVILLE  
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Period Ending 11/30/2020

305 CAPITAL PROJECTS - Totals:  
PED PLAN GRANT

47,905.13

# GL Balance Sheet

Period Ending 11/30/2020

TOWN OF YOUNGSVILLE

12/7/2020 3:04 PM

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405 DEBT SET OFF
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Asset

405-110-108 Operating Cash	\$1,655.45
405-110-250 Investment in Term Portfolio	\$276,808.35

405 DEBT SET OFF	Asset Total	\$278,463.80
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Liability

405-210-950 Due to General Fund	\$263,741.48
405-299-500 Fund Balance	\$10,392.67
Current Fund Balance Adjustment	\$59.05
P/Y Fund Balance Adjustment	\$4,270.60

405 DEBT SET OFF	Liability Total	\$278,463.80
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## Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE  
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Period Ending 11/30/2020

405 DEBT SET OFF					
Description	Budget	YTD	Variance	Percent	
<b>Revenues</b>					
	2	59.05	57.05	2953%	
Revenues Totals:	2	0.00	59.05	57.05	2,953%
<b>Expenses</b>					
	2	0.00	2.00		
Expenses Totals:	2	0.00	0.00	2.00	
<b>405 DEBT SET OFF Totals:</b>		<b>59.05</b>			

**GL Balance Sheet**  
 Period Ending 11/30/2020

TOWN OF YOUNGSVILLE

12/7/2020 3:04 PM

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**500 FIXED ASSETS & ACCRUALS**

Asset

500-110-710 Buildings & Property	\$1,587,572.00
500-110-740 Vehicles	\$544,429.00
500-110-750 Equipment	\$179,587.00
500-110-791 Accumulated Depreciation	-\$853,197.00

<b>500 FIXED ASSETS &amp; ACCRUALS</b>	<b>Asset Total</b>	<b>\$1,458,391.00</b>
--	--------------------	-----------------------

Liability

500-210-211 Accrued Vacation Pay	\$39,092.84
500-210-500 Installment Purchases/Capital Lease Obligations	\$567,894.00
500-210-710 Net Pension Liability - LGERS	\$161,328.00
500-210-720 Net Pension Liability - LEOSSA	\$112,153.00
500-299-500 Fund Balance	\$577,923.16

<b>500 FIXED ASSETS &amp; ACCRUALS</b>	<b>Liability Total</b>	<b>\$1,458,391.00</b>
--	------------------------	-----------------------





# Town of Youngsville Parks and Recreation

**From:** Andrew Smith, Parks and Recreation Director  
**To:** Youngsville Board of Commissioners  
**Date:** December 10, 2020  
**Subject:** Parks and Recreation Department Month of November Report

---

Please find below a summary of the parks and recreation department's activity during the month of November 2020.

- Recreation programs
  - Christmas tree lighting
    - Event was successfully held on the evening of Friday, December 4th
    - This was our first year hosting the event
    - 6 food trucks and 4 vendors participated in the event
    - Estimated to be the highest attended tree lighting ceremony the town has had
  - Ornament decorating class
    - Event will be held on the evening of Friday, December 18th
    - This will be our second year hosting the event at the community house
    - Holden Hartzog will be running the event
    - You can register for the event at Town Hall or online on the town's website
  - Spring baseball
    - Registration will open on January 11th
    - Season will begin in March
  - Spring adult kickball
    - Registration will open on January 18th
    - Season will begin in April
- Community partnerships
  - The Youngsville Christmas Parade was a success and we look forward to helping to host the event again next year
- Facilities maintenance / capital improvements
  - Lining of 3 pickleball courts on the outdoor basketball court at Luddy Park was completed





**Youngsville Police Department**  
Post Office Box 190, Youngsville, North Carolina 27596  
Phone: 919.925.3401 | Fax: 919.925.3403

## **MONTHLY REPORT**

### **NOVEMBER 2020**

#### **CALLS FOR SERVICE**

The Youngsville Police Department recorded 466 calls for service during the month of November compared to 327 calls for the same month last year. Of those 466 calls for service, 10 reports were taken, and 181 citations were written.

There was one critical incident investigated during this reporting period. On November 25 an unidentified male attempted to rob Heritage cleaners. The man stated he had a handgun but did not display it. His attempt to rob the business was thwarted when an employee began yelling and knocking on a store wall in an attempt to summons an adjacent business owner for help. Officers arrived on scene within 3 minutes of the 911 call but were unable to locate the assailant. The details of the attempted robbery were disseminated to local jurisdictions and the investigation is ongoing.

#### **MOTOR VEHICLE COLLISIONS**

During November 2020 the Youngsville Police Department investigated 1 motor vehicle collision as compared to 16 the same month last year. There were no injuries reported as a result of the collision.

#### **PATROL OPERATIONS**

- On November 17 officers conducted a LIDAR (Speeding) operation on Youngsville Boulevard South between Blue Heron Drive and Camille Circle. The LIDAR operation lasted approximately one hour (4:26pm-5:26pm). During that time, 14 violators were cited for speeding. The violators were all travelling in excess of 50 miles per hour. The highest speed recorded was 59 MPH.



## Youngsville Police Department

Post Office Box 190, Youngsville, North Carolina 27596  
Phone: 919.925.3401 | Fax: 919.925.3403

### COMMUNITY POLICING

- Captain Lemons and Administrative Specialist Pippin completed a Toys for Tots Fill-a-Cruiser event on Saturday November 14, 2020 in cooperation with Family Dollar. Participants successfully filled a Dodge Durango Police Cruiser which equated to four overflowing Toys for Tots boxes which have been delivered to the program headquarters. We will continue to receive Toys for Tots donations at the Youngsville Police Department until December 16, 2020.

#### Upcoming Events:

- Shop with a Cop will be December 15, 2020. We have selected and notified 10 children to participate in this program.
- The Youngsville Police Department is hosting a blood drive for American Red Cross on December 10, 2020 from 12:00 PM until 5:30 PM. The blood drive will take place at Faith Baptist Church in the multi-purpose room. We currently have 31 appointments of our goal of 42 donors. We hope to collect 25 units during this event.

### ADMINISTRATIVE TRAINING AND ACTIVITIES

- Three officers completed DCI Module 1 training (J. Magsi, J. Steinbrunner & T. Pearce)
- One officer completed DCI Module 2 training (J. Steinbrunner)



# Town of Youngsville

## Memorandum

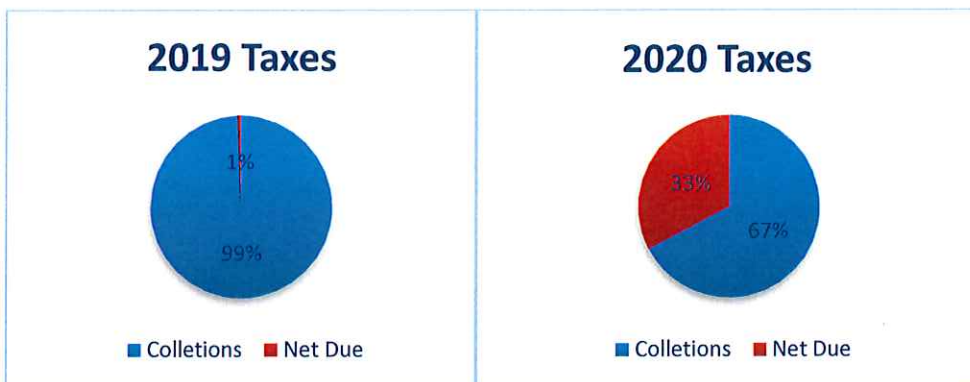
**To:** Board of Commissioners  
**From:** Emily Hurd, Tax Collector  
**Date:** 12/8/2020  
**Re:** Monthly Tax Collection Report  
**Encl:** Collections Rate Report

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Please review and approve the below report of the November 2020 releases, adjustments, refunds, and tax collection report.

- Total release amount for November 2020 - \$0.00
- Total adjustment amount for November 2020 - \$0.00
- Total refund (overages) amount for November 2020 - \$0.00
- Reminder Notices mailed on December 7<sup>th</sup>
- Received Franklin County Vehicle Taxes for October 2020 - \$16,217.74

As of November 30<sup>th</sup>, we have collected 99.46% of 2019 property taxes and 67.28% of 2020 property taxes.



Please do not hesitate to contact me if you have any questions or need more detailed information.





# YOUNGSVILLE FIRE DEPARTMENT

803 Wheaton Ave, Youngsville NC 27596

919.556.6899 – Headquarters

[www.yvfd.com](http://www.yvfd.com)

## Town of Youngsville Report- December 2020

<b>Incidents Jan 1- Nov 30, 2020</b>	<b>859</b>
<b>Incidents for Same Period 2019</b>	<b>991</b>
<b>Percentage Change</b>	<b>-13%</b>

<b>November 2020 Incidents</b>	<b>89</b>
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### *Incidents by type for November 2020:*

- (2) Outside Fires
- (17) EMS Calls
- (26) Motor Vehicle Accidents
- (5) Hazmat
- (16) Investigation Calls/Canceled/No Emergency
- (23) Automatic Fire Alarm Activations

### *Agency Updates for December 2020:*

- Continuing to operate under strict COVID-19 restrictions for protection of personnel and the general public.
- No issues with response due to COVID-19 currently. Operating at normal capacity in terms of response ability.
- The department has completed all of its annual refresher training requirements using primarily the virtual platform of learning.
- Beginning on 12/7/20, the department has placed 2 additional volunteer duty crew positions at Fire Station 2, Monday through Friday nights. The focus will be to try and staff Engine 41 at Station 1, 24/7, Engine 241 at Station 2, Monday-Friday daytime with part-time personnel and Monday-Friday nights with volunteer duty crew members at the fire station, and a second apparatus at Station 1 whenever staffing levels allow.
- Happy Holidays, Merry Christmas, Happy Hannukah, Happy Kwanzaa, and here's to a better year all around in 2021. Thank you all for your continued support of YFD.







## WINNERS OF THE TOWN OF YOUNGSVILLE'S OLD TIME CHRISTMAS DECORATING CONTEST:

MAYOR'S CHOICE – YACHT CLUB BEVERAGE HOUSE  
118 E MAIN STREET

BEST BUSINESS – CHARRON'S DELI AND CAFÉ  
120 E MAIN STREET

CHRISTMAS ELEGANCE – PHIL BLACKWOOD  
116 E WINSTON STREET

WHIMSICAL – THE PETERS FAMILY  
123 W PERSIMMON STREET

BEST USE OF LIGHTS – FRANK BAILEY / LEANNA CACCIATORE  
105 W FRANKLIN STREET

### OTHER PARTICIPANTS INCLUDE:

THE HAIR VAULT – 108 E MAIN STREET  
THE VICTORIAN: YOUNGSVILLE – 123 SE RAILROAD STREET  
MAIN STREET FLOORING – 151 E MAIN STREET  
CAROLINA HEMP COMPANY – 119 E MAIN STREET  
KATIE & COREY PURSCHE – 302 E MAIN STREET  
CLARENCE WILLAIMS – 106 BONTERRA DRIVE  
ANTONIO ARMSTRONG – 403 CLUB CENTER DRIVE  
JOSH & HEATHER KERR – 103 CORANO LANE  
SALLY & STEVE HUEGEL – 109 ANDERSON PARK DRIVE  
BRENDA WADE – 119 E WINSTON STREET  
JEFF & DANA CORTRIGHT – 201 CORANO LANE  
JOSHUA CRAIG – 100 PATTERSON DRIVE  
JOYCE HARRIS – 224 S NASSAU STREET



