



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
www.townofyoungsville.org

AGENDA
REGULAR MEETING
MAY 7, 2020
7:00PM

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

Dial-In-Number: **623-600-3767**
Conference Code: **203137**

Tiny URL: tinyurl.com/boc-2020-05-07

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. PUBLIC HEARING
 - A. FYE 2021 PROPOSED BUDGET
 - i. OPEN HEARING TO THE PUBLIC
 - ii. COMMENTS FROM PUBLIC
 - iii. CONTINUE OR CLOSE HEARING
4. CITIZEN'S COMMENTS
5. FINANCIAL REPORT
6. CONSENT AGENDA
 - A. MINUTES FROM THE REGULAR BOARD MEETING – APRIL 9, 2020
 - B. TAX COLLECTOR'S REPORT
 - C. POLICE DEPARTMENT REPORT

ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED



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7. OLD BUSINESS

- A. CONSIDER CONTRACT WITH BOBBITT DESIGN-BUILD TEAM FOR DESIGN BUILD SERVICES IN CONNECTION WITH THE CONSTRUCTION OF A PUBLIC WORKS FACILITY

ACTION REQUESTED: DIRECT TOWN ADMINISTRATOR TO NEGOTIATE CONTRACT

- B. CONSIDER CONTRACT WITH KIMLEY-HORN FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES IN CONNECTION WITH THE PROPOSED MAIN STREET IMPROVEMENTS PROJECT

ACTION REQUESTED: DIRECT TOWN ADMINISTRATOR TO NEGOTIATE CONTRACT

- C. PRESENTATION OF CERTIFICATE OF SUFFICIENCY – ALBERMARLE PROPERTIES, LLC – LOT 2 OF YOUNGVILLE COMMERCE CENTER
- D. SET PUBLIC HEARING ON ANNEXATION PETITION – ALBERMARLE PROPERTIES, LLC – LOT 2 OF YOUNGVILLE COMMERCE CENTER FOR JUNE 11, 2020

ACTION REQUESTED: ADOPT RESOLUTION TO SET PUBLIC HEARING FOR JUNE 11, 2020

- E. FYE 2021 BUDGET ORDINANCE, WITH A TAX RATE OF \$.655 PER \$100 VALUATION

ACTION REQUESTED: ADOPT FYE 2021 BUDGET ORDINANCE, WITH A TAX RATE OF \$.655 PER \$100 VALUATION

ACTION REQUESTED: ADOPT PROPOSED FEE SCHEDULE – EFFECTIVE JULY 1, 2020

8. NEW BUSINESS

- A. RESIGNATION OF TODD CASADO FROM THE YOUNGVILLE ABC BOARD

ACTION REQUESTED: ACCEPT RESIGNATION, WITH GRATITUDE

9. REPORTS AND OTHER BUSINESS

- i. MAYOR
- ii. TOWN ADMINISTRATOR
- iii. COMMISSIONERS



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- iv. PLANNING & ZONING DEPARTMENT
- v. TOWN ATTORNEY
- vi. POLICE CHIEF
- vii. FIRE DEPARTMENT
- viii. PARKS & RECREATION
- ix. TOWN CLERK / TAX COLLECTOR
- x. MAINTENANCE

10. CLOSED SESSION

- A. N.C.G.S. 143-318.11 (6) PERSONNEL

11. ADJOURN

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

From: Phillip Cordeiro, Town Administrator
To: Board of Commissioners
Copy to: Emily Hurd, Town Clerk
Kari Patton-Motluck, Interim Finance Officer
Date: April 9, 2020
Subject: Fiscal Year 2021 Budget Message
Encl: (1) Fiscal Year 2021 Proposed Budget
(2) Fee Schedule Proposed for July 1, 2020

Dear Honorable Mayor and Commissioners:

Please find enclosed my proposed fiscal year 2021 budget ordinance and fee schedule. These documents encapsulate a great deal of time, effort, and consideration expended by town staff to ensure all necessary government functions are properly funded for the upcoming fiscal year. Further, it stages the town for success as our community continues to grow.

For ease of reference, below is a summary of the most relevant aspects of the proposed budget.

Revenues:

- The tax rate remains unchanged at 65.5 cents per \$100 of valuation
- The town's vehicle fee remains unchanged at \$20
- Solid waste fees remain unchanged (basic service cost is \$27.15 monthly)
- Community house rental fees are increased from \$100 to \$200 (in-town) or \$125 to \$300 (out-of-town)
- Permit fees to excavate town streets are increased from \$25 to \$100
- Special event and amplified sound permits are increased from \$0 to \$50

Expenditures:

- Construction of a new public works facility is funded
- Improvements to the new town hall building are funded
- A community house kitchen remodel project is funded
- Significant improvements to Luddy park are funded
- Year-two of the town's 2019 pay & classification study is funded
- One part-time public works position is converted to a full-time position
- Significant investments in law enforcement equipment and training are funded
- Implementation of a fleet vehicle tracking system is funded

I welcome your feedback and remain dedicated serving you and our community at every opportunity.



Town of Youngville

BUDGET ORDINANCE FOR THE TOWN OF YOUNGVILLE

FISCAL YEAR 2021

Tax Rate: 0.00655

BE IT ORDAINED by the Board of Commissioners of the Town of Youngville, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this town:

Department	Amount
Administration	\$574,527.65
Governing Body	\$54,665.16
Parks & Recreation	\$202,977.83
Public Facilities	\$1,469,001.08
Public Safety	\$1,521,938.24
Public Works	\$386,088.03
Grand Total	\$4,209,197.99

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue Source	Amount
Community House	\$15,000.00
Contributions & Donations	\$2,000.00
Garbage & Recycling	\$212,106.00
Intergovernmental - Restricted	\$23,562.00
Intergovernmental - Unrestricted	\$630,500.00
Investment Income	\$5,000.00
Licenses	\$250.00
Misc. Revenue	\$1,000.00
Other Financing Revenue	\$1,310,000.00
Parks & Recreation	\$115,350.00
Permits	\$30,000.00
Property Tax	\$1,635,000.00
Public Safety Fines & Forfeitures	\$4,044.00
Transfers from Funds	\$135,385.99
Vehicle Tax	\$90,000.00
Grand Total	\$4,209,197.99

Section 3: The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021, in accordance with the chart of accounts heretofore established for the town:

Department	Amount
Public Works	\$40,000.00
Grand Total	\$40,000.00

Section 4: It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue Source	Amount
Intergovernmental - Unrestricted	\$40,000.00
Grand Total	\$40,000.00

Section 5: The following amounts are hereby appropriated in the named funds for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this town:

Fund / Account	Amount
Debt Set Off / Miscellaneous Expense	\$2.00
Grand Total	\$2.00

Section 6: It is estimated that the following revenues will be available in the named funds for the fiscal year beginning July 1, 2020 ending June 30, 2021:

Fund / Account	Amount
Debt Set Off / Interest Earned	\$2.00
Grand Total	\$2.00

The motion to adopt this ordinance was made by _____, seconded by _____

_____ and passed by a vote of _____ to _____.

Fonzie Flowers, Mayor

Town of Youngsville ordinance dated May 7, 2020
BUDGET ORDINANCE FOR THE TOWN OF YOUNGSVILLE – FISCAL YEAR 2021

ATTEST:

Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of Ordinance No. _____
adopted by the Town of Youngsville Board of Commissioners on the 7th day of May 2020.

Emily Hurd, Town Clerk

Date

Town of Youngsville Fee Schedule – Last Updated on 07/01/2020

COMMUNITY HOUSE	
Deposit, Refundable after Event	\$100.00
One (1) Day Event – In-Town Resident / Business	\$200.00
One (1) Day Event – Out-of-Town Resident / Business	\$300.00
Non-Profit Organizations that have proof of their Non-Profit Status, (Ex: 301(c)) – Mondays through Thursdays only	\$100.00 In-Town \$150.00 Out-of-Town
GARBAGE	
Mandatory Regular Service, 1 Roll Cart	\$27.15
Mandatory Regular Service, 2 Roll Carts	\$40.92
Mandatory Regular Service, 3 Roll Carts	\$54.40
Voluntary Recycling Service, 1 Cart	\$7.00
Voluntary Recycling Service, 2 Carts	\$13.00
Extra Loads: \$50.00 per load plus Tipping Fees	\$50.00 per load plus Tipping Fees *
*One (1) free load per week with active garbage account	
MISCELLANEOUS	
Special Event or Amplified Sound Permit	\$50.00
Permit to Dig in Streets	\$100.00
Copies of Public Records	\$0.20 / page (color) \$0.10 / page (black)
PARKS AND RECREATION	
Field Rentals	
Deposit, Refundable after Event	\$100.00
Field Use without Lights (per hour)	\$25.00
Field Use with Lights (per hour)	\$40.00
Field Lining Fee (if required) – Note: field will be groomed and lined	\$25.00 each time
Season Package – Mid February to Mid November - includes field grooming and lights	Market Rate, TBD
Youth Baseball Registration – In-Town Resident	\$65.00
Youth Baseball Registration – Out-of-Town Resident	
T-Ball	\$70.00
Coach Pitch	\$100.00
Kid Pitch	\$125.00
Youth Indoor Basketball Registration – In-Town Resident	\$65.00
Youth Indoor Basketball Registration – Out-of-Town Resident	\$85.00
Adult Kickball – In-Town Resident	\$45.00
Adult Kickball – Out-of-Town Resident	\$60.00
Adult Indoor Basketball – In-Town Resident	\$65.00
Adult Indoor Basketball – Out-of-Town Resident	\$85.00
Adult Outdoor Basketball – Single Team Fee	\$100.00
Adult Softball – Single Team Fee	\$600.00
Single-Day Art Course	Market Rate, TBD
PENALTIES	
Unless otherwise noted by Ordinance, each day any single violation continues shall be a separate violation	\$50.00
Public Nuisance	\$50.00
Willfully engaging in Disorderly Conduct	\$500.00
Noise Violations (within a thirty (30) day period)	

1 st Violation	\$100.00
2 nd Violation	\$250.00
3 rd Violation	\$500.00
4 th Violation	\$750.00
5 th and any subsequent offence	\$1,000.00
*Note: if more than six (6) violations within any 12-month period, then each violation after the sixth occurrence shall be subject to a civil penalty of \$1,000.00	
Excessive False Alarms *After three (3) Warnings in a thirty day period by the Police Department (Not to exceed \$500 in a 30-day period)	\$100.00
PUBLIC WORKS	
Personnel Fee for Special Events, etc. (subject to availability):	
Maintenance Crew Member (rate includes overtime, fringe benefits, etc.)	\$50.00 / hour
POLICE DEPARTMENT	
Parking:	
Handicap Zone	\$100.00
Loading Zone	\$10.00
Obstruct Traffic Lane	\$10.00
Fire Lane	\$25.00
Prohibited Area	\$10.00
Parking too close to Intersection / Corner	\$10.00
Restricted Zone	\$10.00
Parking too close to Fire Plug	\$25.00
Wrong Direction	\$10.00
Fingerprints:	
In-Town Resident	\$5.00
Out-of-Town Resident	\$10.00
Military and First Responders	No Charge
Personnel Fee for Special Events, etc. (subject to availability):	
Police Officer (rate includes overtime, fringe benefits, etc.)	\$50.00 / hour
TAXES AND FEES:	
Dog Tag	\$5.00
Beer and Wine Licenses:	
License to sell beer off premises	\$5.00
License to sell beer on premises	\$15.00
License to sell wine off premises	\$10.00
License to sell wine on premises	\$15.00
For beer and wine off premises, total	\$15.00
For beer and wine on premises, total	\$30.00
Peddler's License	\$25.00*
*Plus costs of back ground check	
Taxicabs	\$15.00
*Applicant pays the costs of advertisement of Hearing	
Vehicle Registration, included with Vehicle Tax	\$20.00
ZONING / PLANNING	
See Schedule A, 11.201	



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MINUTES BOARD OF COMMISSIONERS

APRIL 9, 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 Johnson gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund (teleconference), Larry Wiggins, Joseph Johnson and Scott Brame. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrator Erin Klinger (teleconference), Police Chief J. G. Whitley, Finance Officer Kari Patton-Motluck, Attorneys Michael Cohen and Daniel Hartzog Jr. and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

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

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens needed to sign in with the Clerk. Hurd stated there were no citizens wishing to speak.

The next item on the agenda was the Financial Report. Patton-Motluck stated there was nothing significant to report.

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

- Minutes from the Regular Board Meeting – March 12, 2020
- Minutes from the Special Called Board Meeting – March 19, 2020
- Tax Collector's Report
- Police Department Report

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. 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 transmittal of the Fiscal Year 2021 proposed Budget, Fee Schedule, and Budget Message. Cordeiro stated supplemental information was provided by email. He explained the Board would discuss the Budget further at the next Board Meeting after everyone has had time to look at it. Cordeiro stated he was available for questions or comments.

MOTION: SET PUBLIC HEARING ON FISCAL YEAR 2021 PROPOSED BUDGET, FEE SCHEDULE, AND BUDGET MESSAGE FOR MAY 7, 2020

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

The second item under New Business was an Ordinance authorizing a fine of five hundred dollars (\$500) for violating the Town's Street, Alley, and Sidewalks Digging, Excavation, and Trenching Ordinance. Mayor Flowers noted this was mentioned last month and Cordeiro explained Statute sets the maximum fine at \$50 but municipalities can increase the fee to \$500 by Ordinance. Due to the financial ramifications to the Town, \$500 will go further towards repairs.

MOTION: ADOPT THE ORDINANCE AUTHORIZING A FINE OF FIVE HUNDRED DOLLARS (\$500) FOR VIOLATING THE TOWN'S STREET, ALLEY, AND SIDEWALKS DIGGING, EXCAVATION, AND TRENCHING ORDINANCE

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

The third item under New Business was the presentation of the Annexation Petition for Albermarle Properties, LLC for Lot 2 of the Youngsville Commerce Center. Hurd stated this was a satellite annexation, close to Union Bank. When asked, Klinger explained it was built as "lease space" with a cleaning service going into a portion of the building. Commissioner Redd asked why they petitioned for annexation and Hurd explained it was based on the Policy that developers had to petition for annexation if they wished to apply for water / sewer allocation.

The fourth item under New Business was a Resolution directing the Clerk to investigate a petition received under G.S. 160A-31 by Albermarle Properties, LLC for Lot 2 of the Youngsville Commerce Center.

MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ALBERMARLE PROPERTIES, LLC – LOT 2 OF YOUNGSVILLE COMMERCE CENTER

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

The fifth item under New Business was to appoint Keith Tew to the Youngsville Planning Board as an Intown Member with a term to expire April 30, 2023. Hurd explained Mr. Tew had applied when Scott Anderson was up for re-appointment. After Member Anderson was re-appointed, Mr. Tew requested to stay on the list for another opening.

MOTION: APPOINT KEITH TEW TO THE YOUNGSVILLE PLANNING BOARD – INTOWN MEMBER – TERM TO EXPIRE APRIL 30, 2023

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

The sixth item under New Business was to re-appoint Samuel Hardwick to the Youngsville ABC Board with a term to expire April 30, 2023.

MOTION: RE-APPOINT SAMUEL HARDWICK TO THE YOUNGSVILLE ABC BOARD – TERM TO EXPIRE APRIL 30, 2023

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated everyone had done a good job with social distancing for the COVID-19 virus prevention. He wanted to remind people to stay at home, however we would not be forcing them to. Mayor Flowers wished everyone to stay safe and stay healthy.

Cordeiro reminded everyone the May Board Meeting was moved from May 14th to May 7th. This would not interfere with the Board of Adjustment schedule as there were no cases.

Cordeiro stated Town Hall would be closed and will reopen on May 4th due to the COVID-19 Virus. Town employees continue to work diligently but customers are not allowed in the building. He stated meetings are being held electronically. Cordeiro explained payments could be made online, over the phone, using the drop box or by mail. Staff is addressing all concerns in a timely manner.

Cordeiro stated RFQ's for the Public Works Facility were noticed on March 30th. A pre-bid conference was held earlier in the week and 13 firms participated. The RFQ's for the Main Street Improvements Project were noticed on April 3rd. Cordeiro stated he hoped to

have information for the Public Works Facility ready for the May 7th Board Meeting. He explained Staff would use a robust selection process, which will be standardized.

Cordeiro stated he forgot to mention an item at the Budget Presentation Workshop on March 19th. He explained they will be adding a fleet tracking system and explained the process. The tracking system will include statistics such as speed, mileage, electronic readings, and alerts for service. This will allow for better fuel economy as well as verify / investigate complaints. Costs for the first year were \$10,000 and approximately \$5,000 every year after. Cordeiro stated he felt fuel economy and maintenance savings will help cover some of the costs. He stated this would have a significant improvement on operations.

Commissioner Brame asked about NC DOT funding for the Main Street Improvements Project (MSIP). Cordeiro explained he didn't think we would get a firm commitment on funding from NC DOT in the next year or two, in that they would reimburse the Town in a timely manner, but he wanted to move forward. He stated he and the Finance Officer will have a very detailed discussion about the Town's cash needs and the amount of fund balance that we have available. Cordeiro stated the Town would need to be clear with NC DOT that we will move forward with the MSIP. He expressed concerns about keeping up with the bills and payroll should NC DOT not reimburse the Town in a timely manner. Cordeiro noted payroll would come before paying the vendors. He stated these vendors understand that NC DOT is in a precarious position. Cordeiro stated he felt NC DOT would eventually reimburse the Town. Commissioner Redd asked if the Town would move forward regardless and Cordeiro stated they would have more discussion with NC DOT to get real information from them, but he anticipates the Town will need to move forward if possible.

Commissioner Johnson stated he was glad to see the streets had been repaired last week. When asked, Cordeiro stated they had all been taken care of.

Klinger stated items from the Planning Board will be heard at the June Board Meeting due to the Board meeting a week early.

Klinger stated her surgery had been cancelled and she was available for the time being.

As Attorney Bartholomew was on paternity leave, Attorneys Cohen and Hartzog would be assisting the Town during his absence. Mayor Flowers thanked them for their help.

Chief Whitley noted operations were limited due to the COVID-19 Virus. They are answering 911 / emergency calls. However, the Police Department was trying to do the rest by phone.

Chief Whitley stated they did have time for operations early in the month before the COVID-19 situation worsened. They recorded 301 calls for service during March. Of those calls, 18 reports were taken, and 47 citations were written. During the time of active patrol, they made some significant narcotic seizures, including marijuana, several doses of MDMA, and cocaine. There were also a couple of possessions of a concealed handgun

during traffic stops. Chief Whitley stated he had an officer that was almost struck during a traffic stop and another officer that was involved in a foot chase during one of the drug arrests. Chief Whitley noted there still have not been any accidents at the intersection of Nassau and Main Streets since closing S Nassau Street.

Smith stated he had nothing at this time as all activities had been postponed due to the COVID-19 Virus. Commissioner Redd inquired about pickle ball class and Smith stated he would reschedule the classes, possibly in July.

Cordeiro noted the bathroom at the Community House was under renovation, including new lights and vanity. The Town will continue making improvements in July to the kitchen.

Cordeiro stated he has received good response for the new position in the Maintenance Department.

The next item on the agenda was Closed Session. Mayor Flowers stated the Board needed 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,
NCGS 143-318.11 (6)**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board took a brief recess before entering Closed Session at 7:28pm. The Board exited Closed Session at 8:22pm. No action was taken.

The meeting adjourned at 8:23pm.



Town of Youngsville

Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 4/1/2020
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

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

- Total release amount for April 2020 - \$0.00
- Total adjustment amount for April 2020 - \$0.00
- Total refund (overages) amount for April 2020 - \$0.00

As of May 1st, we have collected 99.32% of 2019 property taxes.

We received payments from Franklin County Tax Office for March vehicle taxes in the amount of \$13,028.06.

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

Collections Rate Report

TOWN OF YOUNGSVILLE

Tax Year	Charges	Collections	Net	Collections Percentage
1998	\$48.49	\$48.49	\$0.00	100.00%
1999	\$43.60	\$43.60	\$0.00	100.00%
2000	\$42.20	\$42.20	\$0.00	100.00%
2001	\$40.79	\$40.79	\$0.00	100.00%
2002	\$39.38	\$39.38	\$0.00	100.00%
2003	\$37.98	\$37.98	\$0.00	100.00%
2004	\$255.02	\$35.18	\$219.84	13.80%
2005	\$428.62	\$195.85	\$232.77	45.69%
2006	\$464.43	\$232.02	\$232.41	49.96%
2007	\$422.50	\$77.49	\$345.01	18.34%
2008	\$480.24	\$41.07	\$439.17	8.55%
2009	\$1,042.31	\$40.08	\$1,002.23	3.85%
2010	\$1,102.30	\$39.25	\$1,063.05	3.56%
2011	\$1,123.26	\$335.88	\$787.38	29.90%
2012	\$1,075.71	\$95.86	\$979.85	8.91%
2013	\$1,146.34	\$298.30	\$848.04	26.02%
2014	\$2,142.60	\$1,040.62	\$1,101.98	48.57%
2015	\$4,619.56	\$2,891.81	\$1,727.75	62.60%
2016	\$28,313.66	\$25,115.58	\$3,198.08	88.71%
2017	\$29,957.65	\$25,201.78	\$4,755.87	84.13%
2018	\$460,698.70	\$454,846.84	\$5,851.86	98.73%
2019	\$1,535,910.89	\$1,525,455.80	\$10,455.09	99.32%
Grand Totals:	\$2,069,436.23	\$2,036,195.85	\$33,240.38	98.39%



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

MONTHLY REPORT

APRIL 2020

CALLS FOR SERVICE

The Youngsville Police Department recorded 161 calls for service during the month of April, compared to 273 calls in the same month last year. Of those 161 calls for service, 10 reports were taken, and 8 citations were written.

4/1/2020 – A male assaulted female by grabbing her face and shoving her. No charges were made due to the alleged victim refusing law enforcement assistance.

4/1/2020 – A male suspect committed a larceny of soap from Dollar General.

4/9/2020 – Officers responded to a disturbance at 901 Hampton Lane. An at-scene investigation resulted in confiscation of marijuana and drug paraphernalia.

4/15/2020 – An empty house located at 320 North Nassau Street was burglarized for a second time. The rear double paned windows were broken; however, nothing was reported missing.

4/18/2020 – A motorist was stopped due to the odor of marijuana coming from his vehicle. A roadside investigation determined the driver's registration was revoked. He was arrested for drug related charges and several outstanding warrants from other counties.

MOTOR VEHICLE COLLISIONS

During April 2020 the Youngsville Police Department reported 3 motor vehicle collisions as compared to 7 in the same month last year. There was one significant injury reported that occurred on Main Street between South Cross and East Railroad Street. There have been no collisions associated with the intersection of Nassau and East Main Street following the closure of Nassau.



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

PATROL OPERATIONS

The Youngsville Police Department has experienced no limitations in staffing because of Covid-19. Officers continue to provide emergency response and answer calls for service in person based upon the nature of the incident. However, some patrol operations such as casual field contacts, routine traffic stops, and community engagements remain limited in the interest of officer well-being to ensure the continuity of emergency response.

COMMUNITY POLICING

The Youngsville Police Department created a Relay for Life team supporting the American Cancer Society. If you want to join our team or would like additional information, please contact Administrative Assistant Erin Wammock.

Upcoming Events:

- Virtual Law Enforcement Torch Run (May 1st-31st) Please see YPD Facebook page for link to sign up.
- National Night Out (August 4th)
- Relay for Life (TBD)

ADMINISTRATIVE TRAINING AND ACTIVITIES

All Officers and our Administrative Specialist participated in online Bloodborne Pathogen Training and Sexual Harassment Training. These courses will be part of an annual training curriculum which is currently in development by Assistant Chief Kimball.

SCHOOL RESOURCE OFFICER

School resource operations are suspended due to the closure of public schools in response to COVID-19. Officer Allen is currently assigned to a patrol shift until Youngsville Elementary resumes its normal schedule.



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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 metes and bounds 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 4th day of May 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 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 June 11, 2020.

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

Legal Description for "ALBERMARLE PROPERTIES LLC"

BEGINNING AT AN EXISTING IRON PIPE IN THE SOUTHERN RIGHT OF WAY OF MOSSWOOD BOULEVARD; LEAVING SAID POINT THENCE S 89°39'13" E A DISTANCE OF 177.72' TO A NEW IRON PIPE ALONG THE RIGHT OF WAY; THENCE S 83°56'35" E A DISTANCE OF 46.01' TO AN EXISTING IRON PIPE; THENCE S 12°35'05" W A DISTANCE OF 498.60' TO AN EXISTING IRON PIPE; THENCE N 89°14'33" W A DISTANCE OF 59.49' TO A NEW IRON PIPE; THENCE S 02°09'19" E A DISTANCE OF 273.41' TO A NEW IRON PIPE; THENCE S 84°06'37" W A DISTANCE OF 117.53' TO AN EXISTING IRON PIPE; THENCE S 84°06'31" E A DISTANCE OF 268.00' TO AN EXISTING IRON PIPE; THENCE N 21°33'32" E A DISTANCE OF 865.06' TO AN EXISTING IRON PIPE; WHICH IS THE POINT OF BEGINNING.

Said parcel having an area of 222,723.64 square feet (5.113 acres)

Town of Youngsville letter dated 5/4/2020

SUBJECT: Resolution Fixing Date of Public Hearing – Annexation Petition – Albermarle Properties – Lot 2 Youngsville Commerce Center

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

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 7th day of May 2020.

Emily Hurd, Town Clerk

Date



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE
TOWN OF YOUNGSVILLE, NORTH CAROLINA
AMENDING THE TOWN OF YOUNGSVILLE SCHEDULE OF FEES AND PENALTIES

WHEREAS, the Board of Commissioners of the Town of Youngsville has adopted various fees and penalties in the Code of Ordinances,

WHEREAS, the Board of Commissioners seeks to update its Fees and Penalties Schedule to help cover costs of administration, utilities, and related matters; and

WHEREAS, the Town Hall Staff has reviewed the costs associated with each department and recommends a revised Fees and Penalties Schedule in Attachment B.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Youngsville, that:

Section 1. The Schedule of Fees and Penalties of the Code of Ordinances is amended by replacing the current Fee and Penalty Schedule in its entirety with those shown in Attachment B; and

Section 2. The fees shall be collected and are hereby authorized for use by the Town of Youngsville as permitted by Law in conjunction with administration of the Code of Ordinances.

Adopted by the Board of Commissioners, the 7th day of May 2020 and will be effective July 1, 2020.

Fonzie Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk

Town of Youngsville letter dated 5/4/2020

SUBJECT: Resolution Amending the Town of Youngsville Schedule of Fees and Penalties

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 7th day of May 2020.

Emily Hurd, Town Clerk

Date