



# Town of Youngsville

Board of Commissioners

P. O. Box 190 / 134 US 1A South

Youngsville, NC 27596

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## MINUTES BOARD OF COMMISSIONERS

DECEMBER 10, 2020  
7:00PM

### REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners 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, Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck (teleconference), Attorney Michael Cohen (teleconference), Parks and Recreation Director Andrew Smith, and ABC Board Chairman Rick Houser. Members of the Youngsville Police Department included Captain Brandon Lemons, Captain Jahanzeb Magsi, Sergeant Thomas Allen, Officer Terry Pearce, Officer Elizabeth McAdams, Officer Brittany Strother, Officer Jason Steinbrunner, Cadet Regina Andranowska, Cadet Ladrevion Preyer Richardson, and Administrative Specialist Ashlie Pippin.

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

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

The next item on the agenda was recognition of Youngsville Police Department Personnel. Chief Whitley thanked everyone for attending, including families and friends, to honor the award recipients. He first introduced two members of Youngsville Police Department's Cadet Program; Regina Andranowska and Ladrevion Preyer Richardson. Chief Whitley stated they also wanted to recognize two retirees; Robert Morris and Joseph Kimball. Chief Whitley stated he just passed his one-year anniversary on December 2<sup>nd</sup>. To the entire Youngsville Police Department and retirees Morris and Kimball, Chief Whitley stated he owed them a debt of gratitude for everything they have done for him over the past year.

Captain Lemons stated he has only been with the Youngsville Police Department for a short time and was trained by Assistant Chief Kimball. He stated he appreciated all the help he was given when he was hired on. Captain Lemons explained the Cadet Program and stated the Youngsville Police Department would sponsor Cadets Andranowska and Preyer Richardson at the Academy and would help train them to Youngsville standards. During the application process, candidates had to write a paper and both cadets were ahead of the rest of the candidates.

Captain Lemons stated Cadet Andranowska was born in Poland, moved to New York, then Raleigh, and has now settled in Youngsville. He stated Cadet Andranowska was outstanding during the interview process.

Captain Lemons stated Cadet Preyer Richardson was born in Alabama and has 47 credit hours towards a degree in homeland security from Alabama A&M and University of Alabama - Birmingham. He joined the Marines, worked to gain the rank of Corporal and worked as the Administrative Specialist, Assistant Non-Commission Officer in charge of the shop. Cadet Preyer Richardson left the Marines with an honorable discharge and was awarded merits; Good Conduct Medal, National Defense Service Medal, Local War on Terrorism, and three Letters of Appreciation. Captain Lemons stated approximately twenty-two candidates applied but these two rose to the top during the interview process.

Captain Lemons presented Officer Robert Morris the Key to the Town and read the corresponding Certificate.



## TOWN OF YOUNGVILLE

THIS IS TO CERTIFY THAT  
THE BOARD OF COMMISSIONERS HAS AWARDED THE  
KEY TO THE TOWN OF YOUNGVILLE  
TO  
OFFICER R. MORRIS  
FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS A PATROLMAN AND INVESTIGATOR FOR THE YOUNGVILLE POLICE DEPARTMENT FROM JULY 17, 2019 TO OCTOBER 1, 2020. AFTER SERVING A GRATEFUL NATION FOR OVER 20 YEARS IN THE UNITED STATES NAVY, OFFICER MORRIS BEGAN HIS CAREER IN LAW ENFORCEMENT IN 2007, COMPLETING THE BASIC LAW ENFORCEMENT TRAINING ACADEMY AT THE NORTH CAROLINA WILDLIFE COMMISSION. DURING HIS TENURE AS A LAW ENFORCEMENT OFFICER HE SERVED AS A WILDLIFE ENFORCEMENT OFFICER, PATROLMAN, AND INVESTIGATOR. AS A MEMBER OF THE YOUNGVILLE POLICE DEPARTMENT, OFFICER MORRIS PROACTIVELY PURSUED VIOLATIONS OF STATE AND FEDERAL LAW THROUGH ACTIVE HIGHWAY INTERDICTION TO ENSURE THE SAFETY OF YOUNGVILLE RESIDENTS. IN ADDITION TO HIS EFFORTS IN CRIMINAL INTERDICTION, OFFICER MORRIS ACTIVELY CONTRIBUTED TO THE DEPARTMENT'S COMMUNITY POLICING PROGRAM. HIS CONSISTENT WILLINGNESS TO CHECK ON THE ELDERLY, ENGAGE IN PROACTIVE COMMUNICATION ABOUT COMMUNITY SAFETY, AND GENERALLY REACH OUT TO THOSE IN NEED SET THE EXAMPLE FOR HIS PEERS TO EMULATE. OFFICER MORRIS' EXPERIENCE AS A PATROLMAN, RELATIONSHIP WITH OUR RESIDENTS, AND KEEN PROBLEM-SOLVING SKILLS MADE HIM THE AGENCY'S LEAD INVESTIGATOR. OFFICER MORRIS' ABILITIES TO ENFORCE THE LAW, ADD IMMENSE VALUE TO TOWN COMMUNITY EVENTS, AND INVESTIGATE AND SOLVE COMPLEX CRIMINAL CASES EXEMPLIFIED HIS TOTAL DEVOTION TO DUTY, REFLECTED CREDIT UPON HIMSELF, AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF PUBLIC SERVICE AND THE LAW ENFORCEMENT PROFESSION.

GIVEN THIS 10<sup>th</sup> DAY OF DECEMBER 2020

\_\_\_\_\_  
F. FLOWERS  
MAYOR

\_\_\_\_\_  
J. G. WHITLEY  
CHIEF OF POLICE

Captain Lemons also presented Officer Morris his Award for Criminal Justice - Intermediate Certificate. He explained the process, noting Officer Morris had over 640 extra hours of training to receive the Intermediate Certificate.

Chief Whitley issued Officer Morris his retirement badge, ID, and service weapon. He thanked Officer Morris for everything he has done for the Youngsville Police Department, noting it was appreciated.

Officer Morris thanked everyone at the Youngsville Police Department and those in attendance for their support. After the military, Officer Morris stated he followed his dream and love of the outdoors by joining NC Wildlife. Then he ventured towards Raleigh. He stated it was not always easy, but it made him a better person. Times are changing and it's tough to be in law enforcement, but he told the Cadets to believe in themselves, know they're doing it for the right reasons, and follow their heart. Officer Morris stated the Youngsville Police Department has a great support system and wished them the best of luck.

Captain Lemons presented Assistant Chief Joseph Kimball the Key to the Town and read the corresponding Certificate.



## TOWN OF YOUNGVILLE

THIS IS TO CERTIFY THAT  
THE BOARD OF COMMISSIONERS HAS AWARDED THE  
KEY TO THE TOWN OF YOUNGVILLE  
TO  
ASSISTANT CHIEF J. KIMBALL  
FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS A PATROLMAN, CORPORAL, SERGEANT, CAPTAIN, ASSISTANT CHIEF, AND INTERIM CHIEF FOR THE YOUNGVILLE POLICE DEPARTMENT FROM DECEMBER 1, 2010 TO NOVEMBER 1, 2020. ASSISTANT CHIEF KIMBALL BEGAN HIS CAREER IN LAW ENFORCEMENT IN 2009, COMPLETING THE BASIC LAW ENFORCEMENT TRAINING ACADEMY WITH THE DURHAM POLICE DEPARTMENT. ASSISTANT CHIEF KIMBALL SERVED WITH THE DURHAM POLICE DEPARTMENT FOR ONE YEAR BEFORE TRANSFERRING TO THE YOUNGVILLE POLICE DEPARTMENT. ASSISTANT CHIEF KIMBALL HONORABLY SERVED THE YOUNGVILLE COMMUNITY FOR 11 YEARS AND CONSISTENTLY SET THE EXAMPLE FOR LEADERSHIP AND COMMUNITY ADVOCACY WITHIN THE AGENCY, ALL WHILE DEMANDING EQUAL EXCELLENCE FROM HIS PEERS. AS A LEADER WITHIN THE DEPARTMENT, HE IMPLEMENTED INNOVATIVE TRAINING PROGRAMS AND POLICIES THAT ENSURED THE CONTINUED DEVELOPMENT OF OFFICERS AND YIELDED THE HIGHEST LEVEL OF SERVICE TO YOUNGVILLE RESIDENTS. ASSISTANT CHIEF KIMBALL WORKED TO ENSURE THAT WHILE THE TOWN OF YOUNGVILLE'S POPULATION INCREASED, ITS CRIME RATE DID NOT. ASSISTANT CHIEF KIMBALL'S ABILITIES TO IMPARTIALLY ENFORCE THE LAW, PRESERVE THE CONSTITUTIONAL RIGHTS OF YOUNGVILLE RESIDENTS, EXPAND COMMUNITY ENGAGEMENT, AND TRAIN AND DEVELOP HIS FELLOW OFFICERS EXEMPLIFIED HIS TOTAL DEVOTION TO DUTY, REFLECTED CREDIT UPON HIMSELF, AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF PUBLIC SERVICE AND THE LAW ENFORCEMENT PROFESSION.

GIVEN THIS 10<sup>th</sup> DAY OF DECEMBER 2020

\_\_\_\_\_  
FONZIE FLOWERS  
MAYOR

\_\_\_\_\_  
J. G. WHITLEY  
CHIEF OF POLICE

Chief Whitley issued Assistant Chief Kimball his retirement badge, ID, and service weapon. He thanked Assistant Chief Kimball for everything he has done for the Youngsville Police Department, noting it was appreciated.

Assistant Chief Kimball thanked Mayor Flowers and the Board for giving him the opportunity to grow. He stated he has had a great career and it was a joy to be in the Youngsville Community. Assistant Chief Kimball noted Youngsville has a great Chief of Police. He stated he appreciated all the opportunities Youngsville has given him and couldn't ask for more.

The next item on the agenda was a Public Hearing. The Public Hearing was for the order to permanently close the northern portion of Hillsboro Street and a portion of Trogden Avenue. Mayor Flowers opened the Public Hearing at 7:17pm. 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 7:19pm.

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.

Hurd stated one person had signed up but based on the subject, she felt Mrs. Coffman had meant to sign up for the Planning Board Meeting instead. Mrs. Coffman was not on the teleconference call.

Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one else 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 – November 5, 2020
- Finance Report
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Tax Collector's Report

**MOTION: TO APPROVE THE CONSENT AGENDA**

The motion was made by Commissioner Brame and was seconded by Commissioner Johnson. Commissioner Wiggins inquired about the debt issuance on the Finance Report. He felt the loan amount was excessive. Cordeiro explained there was a typo and the loan amount was for \$2.7 million. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was a Resolution ordering the permanent closing of the northern portion of Hillsboro Street and a portion of Trogden Avenue. Mayor Flowers noted the Board had discussed this previously.

**MOTION: APPROVE RESOLUTION ORDER TO PERMANENTLY CLOSE THE NORTHERN PORTION OF HILLSBORO STREET AND A PORTION OF TROGEN AVENUE**

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

The second item under Old Business was the presentation of the Certificate of Sufficiency for Annexation Petition 2020-4 – Youngsville Academy Charter School, Inc – Hicks Road. Hurd stated Klinger helped to certify that the annexation petition was in order. The annexation petition included the proper signatures for the owners. The next step is the Public Hearing to be scheduled for next month.

The third item under Old Business was a Resolution fixing the date of a Public Hearing on the question of annexation pursuant to NCGS 160A-31 – Annexation Petition 2020-4 – Youngsville Academy Charter School, Inc – Hicks Road.

**MOTION: RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31 - ANNEXATION PETITION 2020-4 – YOUNGSVILLE ACADEMY CHARTER SCHOOL, INC – HICKS ROAD – JANUARY 14, 2021**

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

The next item on the agenda was New Business. The first item under New Business was to approve the supplemental agreement with NC DOT for additional funding of the Main Street Improvements Project (MSIP). Cordeiro explained the supplemental agreement was related to the utility work by Franklin County Public Utilities (FCPU). The engineering estimate increased slightly, and it needs to be shown in the agreement with NC DOT. Cordeiro reminded the Board that FCPU will pay for the utility work. He explained the Town will receive the funds and noted FCPU will reimburse the Town. This will increase the federal funding to cover 50% of the additional costs while FCPU will pay the remaining portion. These changes will have no financial impact on the Town.

**MOTION: TO APPROVE THE SUPPLEMENTAL AGREEMENT WITH NC DOT FOR ADDITIONAL FUNDING OF THE MAIN STREET IMPROVEMENTS PROJECT**

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

The second item under New Business was to appoint Bobby Ayscue to the Youngsville Planning Board. Mayor Flowers noted Mr. Ayscue has a history working with roadways and would be a great addition to the Planning Board.

**MOTION: APPOINT BOBBY AYSCUE TO THE YOUNGSVILLE PLANNING BOARD**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to commend everyone in the room for the stellar work they did to make the Christmas Parade a success. He stated they worked hard to make sure it was done safely. Mayor Flowers thanked the Board for standing behind their commitment; they never wavered and never backed down. He stated the Police Department did an amazing job, noting this was the safest he has felt at a parade. Mayor Flowers also wanted to thank those nationwide that donated to the Shop with a Cop program. He noted R Smith, A Smith and Hurd did a great job with the parade. Mayor Flowers also wanted to note that Cordeiro worked hard to keep the parade going, which took a lot of hard work and dedication to keep on top of things. He thanked everyone again.

Cordeiro thanked the Board as well, noting their support, resources, and time allocated allowed the Town team to be what it was today. Because of this, the Town team was able to accomplish making the Christmas Parade a positive experience. Cordeiro thanked the Board for their support.

As previously discussed, Cordeiro noted the scope of the MSIP has changed and NC DOT is reviewing the utility portion of the work. Once they have finished reviewing the changes, the Town will have to re-advertise. Cordeiro stated he hoped to have that completed by the end of the month and re-advertise by the end of January or early February. Based on this timeline, construction will begin thirty to sixty days afterwards.

Cordeiro noted the Public Works facility was going well. They will start breaking ground and clearing trees within the next couple of weeks. Designs for both the Public Works facility and the Town Hall renovations are also going well.

Commissioner Wiggins stated he understood that Youngsville was getting negative comments regarding the Christmas Parade but noted people he knew had been diagnosed with COVID-19 though they had not been in Youngsville. He stated that COVID-19 could be caught anywhere.

Commissioner Brame also wanted to thank everyone involved with the Christmas Parade. He understood how difficult holding events were in any year but even more stressful this year. Commissioner Brame stated the Parade Committee and volunteers did an excellent job. He noted Youngsville received kudos for staying strong and having the parade from outside of the county, including a County Commissioner from a nearby county.

Patton-Motluck read the Finance Report.



## 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.

Mayor Flowers read the Youngsville Fire Department Report.



### YOUNGVILLE 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

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

November 2020 Incidents	89
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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.

R Smith stated the Christmas decorations had been installed on Main Street but there were electrical issues. The installation company has done a follow up visit and replaced the burnt-out bulbs. He noted the original installation did not go properly. R Smith explained Duke Progress did not have power to the decorations on some of the poles. Currently, there are only four working and hopefully the remaining six will be fixed shortly. R Smith suggested turning the decorations towards the sidewalk instead of leaving them hanging over the road to prevent future damage.

R Smith stated he was working with FCPU regarding the septic tanks on Town properties. If the Town has been billed inappropriately, he will work with them to see if we can get some money back.

Mayor Flowers stated residents have noticed the issues with the Christmas decorations and he appreciated R Smith working to get the problem resolved.



**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

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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

Cordeiro explained that Klinger recently had surgery and would be working remotely for the next few weeks. He stated Planning and Zoning will have a Public Hearing in January.



## Town of Youngville Planning Staff Report

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

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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 Youngville Academy and the Stephen's Glen subdivision.

Chief Whitley noted the Shop with a Cop had raised over \$13,000. A testament to the support Youngville garnered nationwide. He stated compliments were received from all over the country, including a retired NYC Police Officer, thanking Youngville for doing what was right.

Chief Whitley stated the Shop with a Cop was sponsoring ten children and will now be able to reach out to other families that couldn't be in attendance for the actual shopping. They will get the children's wish list and deliver the presents the week of Christmas. Chief Whitley stated this was one of the most rewarding experiences by far. He thanked the Board for their support of the Youngville Police Department and stated he was happy to be a part of the Youngville team.



**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)

Attorney Cohen echoed what everyone said about the Christmas parade. He stated it was well planned and executed. Attorney Cohen noted how well Cordeiro handled the behind the scenes challenges. He stated it was a job well done by Cordeiro, Mayor Flowers, and the Board.

Hurd thanked everyone and noted that it couldn't be done without the multitude of volunteers that helped make it an amazing day. She thanked Faith Baptist Church (Aubrey Cooper was their contact), Covenant Hope Church (Ryan Phillips, Cody Evans and others) who not only helped with the Parade but also handing out flyers to the residents, the Kiwanis Club (Terry Hedlund, David Jerosse, Bert Woodburn and Tassie McGannon), Youngsville Area Business Association, Santa and Mrs. Clause, the Police Department and Parks and Recreation Department. Hurd noted that things went very smooth at the staging area this year. The Parade Committee will have a follow up meeting in January.

Hurd announced the winners of the Christmas Decorating Contest.



**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 CAFE  
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 WILLIAMS – 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



Hurd stated there would be three new annexations to be presented during the January Board Meeting.



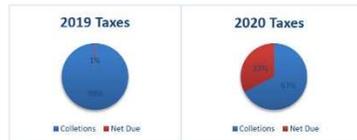
Town of Youngsville  
Memorandum

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

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.

Cordeiro wanted to mention the other law enforcement agencies that helped during the Christmas Parade, noting Oxford Police Department, Creedmoor Police Department, NC State Highway Patrol, and the NC National Guard. Cordeiro stated Youngsville appreciated their support. He stated you can tell a person's character when things don't go well, and these agencies came to our aid when we needed them.

Cordeiro noted Pastor Bert Woodburn of the Kiwanis Club was doing well, noting he had an illness not related to COVID-19.

Cordeiro stated the video for the Christmas Parade was on the Town's website. He noted the Mayor released a message on YouTube just before tonight's Board Meeting as well.

The meeting adjourned at 7:44pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Brame, and approved unanimously.