



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
APRIL 8, 2021
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-2021-04-08

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **856 460 062#**

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. CITIZEN'S COMMENTS
4. CONSENT AGENDA
 - A. MINUTES FROM THE REGULAR BOARD MEETING – MARCH 11, 2021
 - B. FINANCE REPORT
 - C. FIRE DEPARTMENT REPORT
 - D. PARKS AND RECREATION REPORT
 - E. PLANNING AND ZONING REPORT
 - F. POLICE DEPARTMENT REPORT
 - G. PUBLIC WORKS REPORT
 - H. TAX COLLECTOR'S REPORT
 - I. BUDGET AMENDMENT 2021-5

ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED
5. OLD BUSINESS
 - A. CONSIDER OWNER SERVICE PROVISION AMENDMENT TO THE TOWN'S SOLID WASTE ORDINANCE

ACTION REQUESTED: APPROVE AMENDMENT AS DRAFTED



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Board of Commissioners

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- B. CONSIDER OWNER SERVICE PROVISION SOLID WASTE AMENDMENT TO THE TOWN'S GENERAL FEE SCHEDULE AND CONSIDER UPDATES TO PLANNING AND ZONING FEE SCHEDULE

ACTION REQUESTED: APPROVE FEE SCHEDULE AS DRAFTED

6. NEW BUSINESS

- A. CONSIDER APPROVAL OF CONTRACT FOR BANKING SERVICES WITH BENCHMARK COMMUNITY BANK

ACTION REQUESTED: DIRECT TOWN ADMINISTRATOR AND FINANCE OFFICER TO EXECUTE CONTRACT

- B. REVIEW APPLICATION FOR YOUNGSVILLE ABC BOARD – MASON HURT

ACTION REQUESTED: APPOINT MASON HURT TO THE ABC BOARD WITH TERM TO EXPIRE ON MAY 31, 2022

- C. CONSIDER FISCAL YEAR 2022 BUDGET WITH A TAX RATE OF \$.655

ACTION REQUESTED: RECEIVE BUDGET AS INFORMATION AND SET PUBLIC HEARING AT THE YOUNGSVILLE COMMUNITY HOUSE FOR 7PM ON MAY 13, 2021

7. REPORTS AND OTHER BUSINESS

- A. MAYOR
- B. TOWN ADMINISTRATOR
- C. COMMISSIONERS
- D. FINANCE
- E. FIRE DEPARTMENT
- F. PARKS & RECREATION
- G. PLANNING & ZONING
- H. POLICE CHIEF
- I. PUBLIC WORKS
- J. TOWN ATTORNEY
- K. TOWN CLERK / TAX COLLECTOR

8. CLOSED SESSION - NONE

9. 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 Youngville

Post Office Box 190, Youngville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

ELECTRONIC MEETING NOTICE

Please be advised the **April 8, 2021** meeting of the **Youngville Board of Commissioners** will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:

tinyurl.com/boc-2021-04-08

If joining via phone, use the following dial-in info:

Phone Number: **872-240-8002**

Conference code: **856 460 062#**

If the meeting agenda includes a public comment period and / or public hearing, interested persons may participate via telephone. All persons requesting to speak during a public comment period or public hearing *must* register in advance before 12:00 pm on the day prior to the meeting by calling town hall at **919-925-3401** or by visiting the following website.

tinyurl.com/youngville-comment

When requesting to register for a public comment period or public hearing, persons *must* provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting.

Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes, with a total time limit set aside for public comments of 30 minutes. Additional time may be allotted at the board's discretion.

Written public comments will also be accepted via U.S. Mail, customerservice@townofyoungville.org, and in-person at town hall (via the town's drop box) until 24 hours after the public comment period and / or public hearing. To conserve time, these written comments will not be read aloud during meetings. Instead, they will be provided to board members for consideration and will become a part of official meeting minutes and the public record.

Full meeting agendas may be downloaded via the town's website (townofyoungville.org) by clicking on the "[Government](#)" link near the top-center of the home page.



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

MARCH 11, 2021
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), Scott Brame, Larry Wiggins, and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro (teleconference), Town Clerk / Tax Collector Emily Hurd, Police Chief Greg Whitley, Attorney Katie Barber-Jones (teleconference), Parks and Recreation Director Andrew Smith, Public Works Supervisor Randy Smith, Planning Director Erin Klinger, and ABC Board Chairman Rick Houser.

MOTION: TO APPROVE THE AGENDA

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

The next item on the agenda was the swearing in of Youngsville Police Officers: Zeb Robinson and Michael Bader. Chief Whitley introduced both officers.

Officer Michael James Bader graduated Basic Law Enforcement Training (BLET) at Vance Granville Community College (VGCC) in May of 2019. Previously, he worked with the Oxford Police Department with over two years of experience. Officer Bader's family live in Youngsville.

Officer Zeb Landon Robinson graduated BLET at VGCC in 2015. He has six years of experience with the Henderson Police Department as a Sergeant. Officer Robinson also has a B.S. Degree from NC State in Wildlife Biology. He is currently working on his master's degree from Arkansas State University in Public Administration. Officer Robinson holds an Intermediate Law Enforcement Certificate.

Mayor Flowers swore in Officers Bader and Robinson.

The next item on the agenda were Public Hearings. The first Public Hearing was Annexation Petition 2021-1 and 2021-5, Holden Creek LLC and Taylor Morrison for Holden Creek Preserve, Phase 6.

Mayor Flowers opened the Public Hearing at 7:08pm. 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 7:10pm.

The second Public Hearing was Annexation Petition 2021-4 – Patterson Woods LLC for East Woods of Patterson, Phase 7.

Mayor Flowers opened the Public Hearing at 7:10pm. 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 7:11pm.

The third Public Hearing was a request to rezone by Michael Hurt for 2468 Cedar Creek Road from Franklin County R-8 to Town of Youngsville MU-2.

Mayor Flowers opened the Public Hearing at 7:12pm. Klinger explained Mr. Hurt approached Staff regarding annexation of the property and the construction of a 144-unit apartment complex. She stated the annexation ordinance was approved the previous month. Klinger explained this request would change the property from County zoning to Town zoning. She noted the property is bounded by residential on all sides except the west, where it is bounded by MU-2 zoning. All uses are compatible with the proposed zoning. Klinger stated the request to rezone was consistent with the Future Land Use Map and Comprehensive Development Plan (CDP). Planning Staff supports the request to rezone and the Planning Board recommended approval of the request to rezone at their March 2nd meeting.

Mayor Flowers opened the floor to the public. 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 7:13pm.

The fourth Public Hearing was the proposed amendments to Chapter 6 of the Town Code of Ordinances (Solid Waste Management Program) and the amendments to the Town's Fee Schedule.

Mayor Flowers opened the Public Hearing at 7:14pm. Cordeiro noted the Board received the two proposed draft revisions at their previous Board Meeting. One proposed revision gave the responsibility of servicing the compactor to the Town and the other proposed revision gave the responsibility of servicing the compactor to the owner. Cordeiro stated Staff recommends the proposed ordinance revision stating it would be the owner's responsibility. After several conversations with Mark Hurt, the owner of Hampton Village Apartments, Staff realized there was some confusion by the tenants regarding services,

such as the location for bulky items and how to work the compactor. Cordeiro stated they have worked to alleviate these problems but there were some things that needed to be addressed in the ordinance. He urged the Board to consider the proposed amendments. There was no requested action tonight but Cordeiro wanted to provide the opportunity to share input. Cordeiro recommended the amendment for owner responsibility, noting the ordinance makes the responsibilities clear and includes an enforcement mechanism. He explained Code Enforcement will be able write citations for violations and issue fines. Cordeiro stated this would modernize the ordinance and make it easier for both the Town and owners.

Mayor Flowers opened the floor to the public. 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 7:17pm.

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.

ABC Board Chairman Rick Houser wanted to update the Board regarding the progress of the new ABC Store. Chairman Houser stated the NC ABC Commission formerly approved the relocation of the ABC Store to the Shopping Plaza on US #1 Highway. He stated they were in the process of negotiating the lease and have plans for a July 1st opening date.

Chairman Houser explained the current ABC Store would stay at the N College Street location until November, though they may continue leasing on a month-to-month basis since the owner has not yet submitted his plans. If the ABC Board decides to keep the downtown ABC Store open, they will have to go before the NC ABC Commission for approval.

Chairman Houser noted Commissioner Hedlund's wife had expressed interest in serving on the ABC Board. Based on his call with Laurie Lee at the NC ABC Commission, Mrs. Hedlund would be able to serve with no problems. Chairman Houser stated he reviewed Mrs. Hedlund's resume and was very impressed. He felt she would make a great addition to the ABC Board.

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

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

- Minutes from the Regular Board Meeting – February 11, 2021
- Finance Report
- Fire Department Report
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Public Works Report
- Tax Collector's Report

- Tax Release – 2020 – Space Walk of North Carolina, LLC – Business closed in 2019 - \$40.51
- Order to Advertise 2020 Tax Liens between March 1, 2021 and June 30, 2021
- Budget Amendment – 2021-4

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to adopt Annexation Ordinance 2021-1, Holden Creek LLC portion for Holden Creek Preserve, Phase 6

MOTION: ADOPT ANNEXATION ORDINANCE 2021-1, HOLDEN CREEK LLC PORTION OF HOLDEN CREEK PRESERVE, PHASE 6

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

The second item under Old Business was to adopt Annexation Ordinance 2021-4 for Patterson Woods LLC, East Woods of Patterson, Phase 7.

MOTION: ADOPT ANNEXATION ORDINANCE 2021-4, PATTERSON WOODS LLC FOR EAST WOODS OF PATTERSON, PHASE 7

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

The third item under Old Business was to adopt Annexation Ordinance 2021-5 for the Taylor Morrison portion of Holden Creek Preserve, Phase 6.

MOTION: ADOPT ANNEXATION ORDINANCE 2021-5, TAYLOR MORRISON PORTION OF HOLDEN CREEK PRESERVE, PHASE 6

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

The fourth item under Old Business was a discussion on Chapter 6 of the Town Code of Ordinances (Solid Waste Management Program) and the amendments to the Town’s Fee Schedule. Mayor Flowers noted the proposed amendments were up for discussion tonight with no action requested at this time.

Commissioner Brame inquired if the Town would still provide bulk waste pickup services as part of the owner services provision. Cordeiro explained the Town would not provide

any service under the proposed revision in which the owner provides service. If the apartments are not paying the monthly service fees, then they would not be eligible for services provided by the Town. Commissioner Brame agreed that he would recommend that proposed amendment over the Town provided services amendment.

Mayor Flowers also agreed, noting the Town asked the owner of the apartment complex to take over service of the compacter in 2014 and felt they have done a good job. He did not see why the Town should add the additional headache. Mayor Flowers noted there was a consensus for owner provided services.

The next item on the agenda was New Business. The first item under New Business was a request to rezone from Franklin County R-8 to Youngsville MU-2 by Michael Hurt for 2468 Cedar Creek Road.

MOTION: APPROVE REQUEST TO REZONE 2468 CEDAR CREEK ROAD TO YOUNGSVILLE MU-2 FROM FRANKLIN COUNTY R-8

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

Commissioner Redd noted the Board has recently had conversations regarding the traffic in the area. She felt that with all the new residential additions in the area, this was something the Town may need to be proactive about. Klinger noted NC DOT has requested the developers work on a signal warrant analysis. Commissioner Brame agreed with Commissioner Redd. When asked, Klinger explained the signal analysis was in addition to the previous recommendations by NC DOT. She noted Wiggins Village, Phase 2 did not warrant an analysis because they did not have enough units.

The motion passed unanimously.

The second item under New Business was to review Lila Hedlund's application for the ABC Board. Commissioner Hedlund abstained from the discussion and vote.

MOTION: APPOINT LILA HEDLUND TO THE ABC BOARD WITH TERM TO EXPIRE ON JUNE 30, 2022

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted he had a good discussion with Representative Matt Winslow regarding the litter problem in Youngsville. He stated Representative Winslow was trying to introduce legislation to significantly increase the fines for littering. Mayor Flowers hoped this would help stem some of the littering problem.

Mayor Flowers stated he was excited about Baseball Season starting soon.

Cordeiro stated the ABC Board needed one additional Member. He expressed his gratitude to Mrs. Hedlund for her participation and for other residents serving on the Town's advisory boards.

Cordeiro stated he would submit the budget within the next couple of weeks for discussion during the April Board Meeting with possible adoption during the May Board Meeting.

Cordeiro noted how hard Staff has been working in his absence and expressed his appreciation for everything they were doing. He stated there have been no disruptions in service as Staff works well together.

Commissioner Hedlund stated the First Annual Road Clean would be held on Saturday, March 27th. Volunteers will meet at the Burnt Barrell and noted they could use more volunteers. He noted they had recently cleaned US 1A South as it could not wait. They ended up with seventeen bags of debris.

Commissioner Wiggins noted the vehicle noise continued to increase on Main Street. Chief Whitley stated he would work on it.

Commissioner Brame stated he joined the Youngsville Area Business Association (YABA) and is now a member of their Board. He noted he has gone to a couple of meetings and is still learning.

Patton-Motluck stated she had nothing in addition to her report.



Town of Youngsville Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Motluck, Finance Officer
Date: March 8, 2021
Re: Finance Report - February 2021

During the month of February, there were:

- 62 checks written and electronic payments made totaling \$367,852.26
- 327 deposits recorded totaling \$65,216.36
- Our Current Debt Issuance:
 - o Vehicle Loans - total balance \$375,462.62
 - o Street Loan - total balance \$187,663.78
 - o Public Works and Town Hall Loan total balance N/A at this time
- Town's Debt Changes:
 - o No material changes.
- Items of Note:
 - o No items of note.
- Capital Improvements Plan
 - o Public Works Facility and Town Hall Renovations - Site work and design work continues.

Mayor Flowers had nothing to add to the Youngsville Fire Department Report.



YOUNGVILLE FIRE DEPARTMENT

803 Wheaton Ave, Youngsville NC 27596

919.856.6899 - Headquarters

www.yvfd.com

Town of Youngsville Report- February 2021

Incidents- February 2021	67
Incidents for Same Period 2020	81
Percentage Change	-17%

YTD 2021 Incidents	162
YTD for Same Period 2020	198
Percent Change	-17%

Incidents by type for February 2021:

- (4) Structure Fire Calls
- (3) Outside Fires (Woods, Vehicle, Trash)
- (27) EMS Calls
- (12) Motor Vehicle Accidents
- (17) Investigation Calls/Cancelled/No Emergency
- (4) Automatic Fire Alarm Activations

Agency Updates:

- Continuing to operate under strict COVID-19 restrictions for protection of personnel and the general public.
 - o A large majority of the staff and members have now been vaccinated.
 - o Continuous review of COVID-19 restrictions occurs based on best practices to keep staff and the public safe.

R Smith noted Commissioner Hedlund had requested help with the litter on Highway 96 and they got approximately twenty bags of litter. While they were cleaning the area, R Smith explained one of the site guys for Timberlake Preserve stated their employees would try to keep that area cleaned of litter when possible.

R Smith stated he had a couple of updates for his report. The Mitchell Park tree project will begin Phase 1 after a meeting with the arborist. There are four trees with ribbons on them that will be completely removed. The stumps will be ground down and the remaining trees will be pruned to create more sunlit areas. R Smith stated this will be a three-phase project, noting the trees will be handled first.

R Smith noted Commissioner Johnson had expressed concerns regarding the lower parking at Luddy Park. He stated they added stone as well as beams to border the parking area, using three loads of rock. R Smith stated they were looking at adding more rock, but the ruts have been secured.



**Youngville Public Works
Memorandum**

From: Randy Smith, Public Works Supervisor
To: Board of Commissioners
Via: Phil Coeديو, Town Administrator
Date: March 4, 2021
Subject: Public Works Monthly Report for February 2021

During the month of February 2021, the public works team accomplished the following:

- Facilities / Grounds Maintenance
 - Town Hall
 - Number of hours of grounds maintenance performed: 1
 - Installed mulch bed around building signage
 - Community Building
 - Number of hours of grounds maintenance performed: 2
 - Sprayed wood killer around building and mulch bed
 - Repaired lighting over back door in kitchen
 - Repaired restroom toilet blockage
 - Public Works Facility
 - Number of hours of grounds maintenance performed: 2
 - Removed all non-sealable metal and aluminum from garage
 - Luddy Park
 - Number of hours of grounds maintenance performed: 4
 - Moved poles to assist Concessions Contractor at fields 3 and 4
 - Graded ruts at bottom parking lot and assisted with rock spreading
 - Mitchell Park
 - Number of hours of grounds maintenance performed: 4
 - Began tree trimming of large low hanging limbs
 - Met with Arborist
 - ABC Store
 - Number of hours of grounds maintenance performed: 0
- Streets
 - Pavement repaired: 0
 - Storm Drains: 1 repaired / un-clogged all drains on Main Street and College Street during Ice Storm
 - Street signs replaced or repaired: 3
 - Dead Animal Removal: 0
 - Litter Sweeps: 10 Bags from N. College and Park / From Speedway to town limit sign

Town of Youngville memorandum dated 03/04/2021
 PUBLIC WORKS MONTHLY REPORT FOR February 2021

- Solid Waste
 - Tons of brush waste collected: 1.83 (March will have higher volume due to Ice Storm damage)
 - Tons of bulky-item waste collected: 1.84
- Fleet Maintenance
 - Number of maintenance hours performed: 2.5
 - Prepared lawn equipment for the upcoming grass season
 - Repaired Switch on Parks and Rec drag machine
- Training
 - In-person training on lawn equipment for Public Works staff – D. Kearney leading
 - The importance of proper PPE (personal protective equipment) during grass season
 - R. Smith leading
- Upcoming Projects for the month – March 2021
 - Mitchell Park – Phase 1 (tree work) will be an ongoing project for several months with the assistance of the Arborist
 - Town Signs (4) – Have placed a request for the line locations to be marked for installations

A Smith stated he had nothing in addition to his report.



**Town of
Youngville
Parks and Recreation**

From: Andrew Smith, Parks and Recreation Director
To: Youngville Board of Commissioners
Date: March 11, 2021
Subject: Parks and Recreation Department Month of February Report

Please find below a summary of the parks and recreation department's activity during the month of February 2021.

- Recreation programs
 - Youngville Community Egg Hunt
 - Event planning is underway
 - This event will take place on Saturday, March 27th from 9:00am-12:00pm
 - Event will be set up similar to our Truck or Treat the Trail event in order to help maintain social distancing
 - Participants will come at certain timeframes based on the first letter of their last name in order to prevent a larger group of citizens showing up at one time
 - Sanitizing stations and social distancing signage will be located throughout the park
 - 12 different tables will be set up around the trail for participants to get eggs
 - Kona Ice will serve free snow cones to those that locate all 12 eggs around the trail
 - Spring baseball
 - Registration is full and we are on a waitlist
 - Season will begin March 15th
 - Spring adult kickball
 - Registration is open
 - Season will begin April 14th
 - The first annual Youngville Parks and Recreation golf tournament will take place on May 21st
 - Event will be held at Olde Liberty Golf Club
- Facilities maintenance / capital improvements
 - On February 26th we conducted a field renovation workday on Fields 1, 2, and 3 at Luddy Park
 - 102 tons of dirt were added to the fields
 - The lips around the fields were made flat
 - Field 1 was aerated and seeded

Klinger noted the May Board Meeting will have a heavy agenda. She had nothing in addition to her report.



Town of Youngsville
Planning Staff Report

To: Youngsville Board of Commissioners
From: Erin Klingler, Planning and Zoning Administrator
Date: February 26, 2021
Re: Planning Staff Report – February 2021

During the month of February there were:

- 24 permit applications were submitted and 23 were issued, 13 for new homes, 5 for new signs, 3 for commercial splits or change of use permits, and 2 for residential accessory uses. A food truck permit was denied because it did not meet the standards in the ordinance.
- 3 certificates of compliance were issued.
- Over 20 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: one for signage located at the corner of Bert Winston Road and US-1 and the other two for bandit signage located throughout town.

Chief Whitley stated he had nothing in addition to his report.



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

MONTHLY REPORT
FEBRUARY 2021

CALLS FOR SERVICE

The Youngsville Police Department recorded 284 calls for service during the month of February 2021 compared to 343 calls during the same month last year. Of those 284 calls for service, 18 reports were taken, and 74 citations were issued. There were no critical incidents this reporting period.

MOTOR VEHICLE COLLISIONS

During February 2021, the Youngsville Police Department investigated 7 reportable motor vehicle collisions compared to 8 during the same month last year. There were two collisions with injuries reported. The first collision occurred on US 1 A near Stephen Taylor Road. While this collision was outside of YPD's typical patrol response area, a YPD officer conducted the investigation at the request of the NC Highway Patrol. The second injury related collision involved a Youngsville police officer which occurred on Park Avenue at NC 96. This incident was investigated by the NC Highway Patrol.

PATROL OPERATIONS

Officers recorded the following activities during this reporting period:

Citations	71
Charges	97
Warnings	39
Traffic Stop Charges	11



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

Misdemeanor Drug Charges	0
DWI	0
DWI Under 21	0
Warrant Services	1
Traffic Arrests	0
Misdemeanor Arrests	1
Business Checks	148
Neighborhood Checks	182
Foot Patrols	53
Training Hours	29

COMMUNITY POLICING

Upcoming Events:

- The Youngsville Community Egg Hunt will take place on March 27, 2021 from 9:00 AM to 12:00 PM at Luddy Park. The Youngsville Police Department will staff a greening table on the Luddy Park trail to provide attendees with community policing related information and Easter treats. Officers will be present to ensure the safety of the attendees and provide traffic control. Additional event information may be found on the Town of Youngsville's website and Police Department's Facebook page.
- Chief Whitley spoke with Sheriff Winstead concerning the significant amount of trash along Cedar Creek Road and other throughfares near town. Sheriff Winstead said he will make Youngsville a priority for clean up once Covid-19 restrictions allow jail trustees to serve on road crews.

ADMINISTRATIVE, TRAINING AND OTHER ACTIVITIES

- Police Officer interviews were conducted on February 23rd, 2021
- Officer J. Rader joined the YPD team on February 22, 2021.

Cordeiro thanked Chief Whitley for reaching out to the Franklin County Sheriff's Office regarding inmates for road clean. He noted the Sheriff committed inmate help as soon as they are able. Mayor Flower thanked Chief Whitley as well, noting he understood the wait.

Mayor Flowers congratulated Chief Whitley on his new hires. Chief Whitley stated the cadets will be ready in early fall then the Police Department will be fully staffed.

Attorney Barber-Jones stated she had nothing to add and stated she was there for any questions.

Hurd noted the ABC Board met the third Tuesday of each month at 9am. She explained this was one of the reasons it was hard to get volunteers.

Hurd noted she had nothing in addition to the Tax Collector's Report.



Town of Youngville
Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 3/8/2021
Re: Monthly Tax Collection Report
Etc: Collection Rate Report

Please review and approve the below report of the February 2021 releases, adjustments, refunds, and tax collection report.

- Total release amount for February 2021 - \$11.15
- Total adjustment amount for February 2021 - \$0.00
- Total refund (averages) amount for February 2021 - \$0.00
- Received \$20,075.63 from FC Tax Office for January Vehicle Taxes
- Attached is a Master Balance List of all Real and Personal Property owed for 2020 taxes.

As of March 2nd, we have collected 99.52% of 2019 property taxes and 98.22% of 2020 property taxes.



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

Mayor Flowers stated the Board had no need to go into Closed Session.

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

Amendment to the Budget Ordinance

BE IT ORDAINED by the Board of Commissioners of The Town of Youngsville, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1: To amend General Fund Expenditures based board approved appropriations and activities to date.

Contingency	\$	10,311.45
Public Safety	\$	150,300.00
Public Works	\$	81,670.28
Public Facilities	\$	258,214.22
Total Appropriations	\$	<u>500,495.95</u>

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:

Property Tax	\$	10,604.97
Vehicle Tax	\$	14,367.11
Intergovernmental - Restricted	\$	402,378.00
Intergovernmental - UnRestricted	\$	72,268.87
Permits	\$	1,472.00
Parks & Recreation	\$	(600.00)
Licenses	\$	5.00
Total Estimated Revenues	\$	<u>500,495.95</u>

Section 3: Copies of this budget amendment shall be furnished to the Town Clerk and to the Finance Officer for their direction.

Adopted this _____ day of _____, 2021

Finance Officer

Mayor



Town of Youngsville

AN ORDINANCE AMENDING CHAPTER SIX OF THE TOWN CODE OF ORDINANCES
AND THE TOWN FEE SCHEDULE TO CLARIFY THE REQUIREMENTS OF THE
TOWN'S SOLID WASTE MANAGEMENT PROGRAM
(OWNER SERVICE PROVISION TO APARTMENT COMPLEXES)

WHEREAS, N.C.G.S. § 160A-193 (Abatement of public health nuisance) authorizes the Town of Youngsville (the "Town") to "remedy everything in the city limits, or within one mile thereof, that is dangerous or prejudicial to the public health or public safety"; and

WHEREAS, Chapter Six of the Code of General Ordinances of the Town of Youngsville promulgates policies relating to the protection of public health; and

WHEREAS, the Town desires to amend its solid waste management program policies to clarify requirements and fees associated with the management of trash generated within its corporate limits.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF YOUNGSVILLE ORDAINS:

Section 1. Section 6.203 of the Town of Youngsville Code of General Ordinances shall be amended as follows (deletions in ~~strikethrough~~, additions underlined).

6.203 Garbage Rules. The Town of Youngsville provides ~~its~~ the following solid waste management services to all residential dwellings (except apartment complexes, which are defined further in Section 6.206) within the Town's corporate limits for the fees specified in the Town's fee schedule: [1] household trash collection; [2] household recycling collection; [3] bulky-item trash collection; and [4] yard waste collection (collectively, the "solid waste management program"). ~~citizens with a garbage service for a set fee. This Participation in the Town's solid waste management program service~~ (and payment of associated fees) is mandatory for all residential dwellings within the Town's corporate limits (except apartment complexes, which are defined further in Section 6.206). If a property has multiple dwelling units, each individual unit – or each "front door" – is assessed a separate solid waste management program fee. More information on the Town's solid waste management program (including program rules, collection dates, and acceptable materials) may be obtained from Town staff. The size, type, dimensions, location, and number of receptacles at multi-family / multi-unit dwellings and complexes (of any size) is subject to approval and inspection by the Town to ensure proper waste management. Household garbage ONLY allowed in the roll carts and ALL garbage must be in bags. Loose materials are not allowed. Residential and Business pick-up is done once a week on Tuesday and should be at the curbside by 7:00am. Each business and residence is furnished a 90-gallon roll cart. Use of extra cans is now prohibited. These conditions must be met for household garbage to be picked up in accordance with the

Town of Youngsville ordinance dated April 8, 2021
AN ORDINANCE AMENDING CHAPTER SIX OF THE TOWN CODE OF ORDINANCES AND THE
TOWN FEE SCHEDULE TO CLARIFY THE REQUIREMENTS OF THE TOWN'S SOLID WASTE
MANAGEMENT PROGRAM (OWNER SERVICE PROVISION TO APARTMENT COMPLEXES)

~~contract between the Town and the sanitation service. Fees are included with the monthly water bill. Residents can rent an extra 90 gallon roll cart for an extra fee per month. Curbside recycling is also available to town residents. Allowable items are: Plastic bottles (numbers 1-7, No oils or pesticides); Glass — brown and clear; Aluminum cans and newspapers. Cardboard should be broken down and placed at curbside for Monday pick up. The Town Truck also picks up garbage that is not allowed in the roll carts on Mondays.~~

~~The rules are as follows for curbside pickup by the Town:~~

- ~~1. Monday will be the scheduled pick-up days by the Town truck.~~
- ~~2. 30 gallon garbage can a maximum, if can is used.~~
- ~~3. 50 pound weight maximum for each item~~
- ~~4. No automotive or truck parts~~
- ~~5. No lumber or building materials from demolished, remodeled or new buildings or houses.~~
- ~~6. No large trees that have been cut by tree removal companies or individuals regardless of size~~
- ~~7. No tree or shrubbery limbs that are cut in pieces over 5 feet in length~~
- ~~8. No item that one person cannot safely load~~
- ~~9. No full truck loads of anything without a \$50.00 (MINIMUM) per load plus actual tipping fees~~
- ~~10. Cardboard recycling containers are located in three convenient locations: beside the Youngsville ABC Store, Griffin's parking lot, and beside the railroad tracks on N. E. Railroad Street. Or cardboard can be broken down and placed by the curb for Monday pick-up.~~
- ~~11. Leaf Season runs from the first Wednesday of November to the first Wednesday of February. During Leaf Season, the Town will pick up leaves that are raked to the side of the road on Wednesdays, weather permitting. They should be in neat piles with no sticks, twigs, or rocks mixed in with them. During other times of the year, leaves, grass clippings, pine straw, pine cones, flowers, etc. will be picked up the 1st Wednesday of each month. Please do not bag your leaves, etc. All leaves, etc. should be raked to the curbside.~~

Section 2. Section 6.206 of the Code of General Ordinances of the Town of Youngsville shall be amended as follows (deletions in ~~strikethrough~~, additions underlined).

6.206 Commercial Establishments and Apartment Complexes; ~~Multiple-Housing Developments~~.

Any property with a single building that contains 3 or more dwelling units may be designated as an apartment complex. In the discretion of the town's planning and zoning officer, a property may be excluded from the designation where each dwelling unit on the property has been allotted sufficient space for roll carts to be placed out for safe and efficient waste pick-up by the Town and where roll carts may be safely and aesthetically stored away from the street or public vehicular area when not placed out for pick-up, or where use of a commercial container would present other relevant health or safety concerns.

Where refuse accumulates at apartment complexes and commercial establishments (e.g. stores, hotels, motels, ~~apartment houses~~, theaters, office buildings, industries, and similar places) in quantities of more than 100 gallons, the owner(s) shall provide proper receptacles for garbage and trash and ensure proper and timely disposal. The size, type, dimensions, location, and number of receptacles is subject to approval and inspection by the town to ensure proper waste management, including, but not limited to, the following requirements:

1. Commercial establishments and apartment complexes that accumulate trash exceeding four (4) 30-gallon containers per week shall furnish commercial containers of a painted heavy gauge steel with a capacity of not more than eight (8) cubic yards and/or compactors. Businesses shall be permitted to share containers among two (2) or more businesses.
2. All waste receptacles (including roll-out containers, dumpsters, or compactors) shall be kept clean, with covers on and maintained in good condition and repair by the owner or user thereof.
3. All waste receptacles shall be kept in a place easily accessible to collection trucks at all times, and no establishment shall be allowed to obstruct or hinder the servicing of waste receptacles by collection trucks.

Under this Section, the owners of commercial establishments and apartment complexes assume primary responsibility for the management of solid waste produced on their properties. However, the Town still maintains the authority to ensure waste does not become a menace to the public health. Thus, the Town will actively patrol and enforce minimum standards for waste management at such establishments. In cases where waste management at such establishments is determined to be unsatisfactory (by determination of the Town administrator, code enforcement officer, or designee) a notice of violation shall issue for such a violation.

Town of Youngsville ordinance dated April 8, 2021
AN ORDINANCE AMENDING CHAPTER SIX OF THE TOWN CODE OF ORDINANCES AND THE
TOWN FEE SCHEDULE TO CLARIFY THE REQUIREMENTS OF THE TOWN'S SOLID WASTE
MANAGEMENT PROGRAM (OWNER SERVICE PROVISION TO APARTMENT COMPLEXES)

As an exception to the penalties and procedures for enforcement enumerated in Chapter 12 of this Code, the following shall apply to each violation issued under this section:

1. due to the imminent public health risk posed by violations of this section, no warning citation shall be issued or required;
2. notices of violation may be delivered by the most expedient means, as determined by the issuing official;
3. the first violation issued to any property shall carry a civil penalty of two hundred fifty dollars (\$250.00);
4. the second and all subsequent violations issued to any property shall carry a civil penalty of five hundred dollars (\$500.00);
5. each day any single violation continues shall be a separate violation;
6. a violation may be disputed by contacting the town within one day of the violation's issue, all violations shall be adjudicated by the town administrator, and if the town administrator vacates the violation the civil penalty shall also be vacated; and
7. if a violation continues beyond a single day the town reserves authority to abate the violation and – in addition to all penalties – the town shall charge the property owner for all reasonable costs associated with the abatement.

~~Business, industries and institutions having accumulations which are too heavy for four (4) 30-gallon containers collected once per week shall be required to furnish commercial containers of a painted heavy gauge steel with a capacity of not more than eight (8) cubic yards and or compactors. Businesses shall be permitted to share containers among two (2) or more businesses.~~

~~The type, size and location of commercial containers shall be subject to the approval of the Code Enforcement Officer.~~

~~Multiple housing developments with ten (10) or more units shall be required to furnish and use commercial containers and or compactors in accordance with subsection B of this section.~~

~~All roll-out containers, dumpsters and or compactors used for storage and collection of garbage, trash, or similar material shall be kept clean, with covers on and maintained in good condition and repair by the owner or user thereof, and shall be subject to inspection and approval or condemnation by the Code Enforcement Officer.~~

~~Dumpsters and or compactors shall be kept in a place easily accessible to city or private hoist trucks at all times and no service shall be given to those places permitting objects, obstructions, or vehicles to hinder the servicing of the containers by the hoist trucks.~~

Town of Youngsville ordinance dated April 8, 2021
 AN ORDINANCE AMENDING CHAPTER SIX OF THE TOWN CODE OF ORDINANCES AND THE
 TOWN FEE SCHEDULE TO CLARIFY THE REQUIREMENTS OF THE TOWN'S SOLID WASTE
 MANAGEMENT PROGRAM (OWNER SERVICE PROVISION TO APARTMENT COMPLEXES)

~~Adopted this 10th day of April, 2014.~~

Section 3. The "GARBAGE" section of the Town of Youngsville - General Fee Schedule shall be amended as follows (deletions in ~~strikethrough~~, additions underlined).

GARBAGE	
Mandatory Regular Service per dwelling unit, 1 Roll Cart (for multi-unit structures, each individual unit – or each "front door" – is assessed a separate solid waste management program fee)	\$27.15
Mandatory Regular Service, <u>plus one additional trash roll cart</u> 2 Roll Carts	\$40.92
Mandatory Regular Service, <u>plus two additional trash roll carts</u> 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	

This ordinance is effective upon its adoption this 8th day of April 2021.

The motion to adopt this ordinance was made by _____,

seconded by _____ and passed by a vote of _____ to _____.

 Fonzie Flowers, Mayor

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 9th day of April 2020.

 Emily Hurd, Town Clerk

 Date

Town of Youngsville – General Fee Schedule – Revised 04/08/2021

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 (for multi-unit structures, each individual unit – or each “front door” – is assessed a separate solid waste management program fee)	\$27.15
Mandatory Regular Service, plus one additional trash roll cart	\$40.92
Mandatory Regular Service, plus two additional trash 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	
Christmas Parade Registration (standard)	\$50.00
Christmas Parade Registration (non-profit organizations with proof of status)	\$25.00
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) – In-Town Resident	\$30.00
Field Use without Lights (per hour) – Out-of-Town Resident	\$40.00
Field Use with Lights (per hour) – In-Town Resident	\$60.00
Field Use with Lights (per hour) – Out-of-Town Resident	\$80.00
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
Basketball Court Rental (per hour) – In-Town Resident	\$20.00
Basketball Court Rental (per hour) – Out-of-Town Resident	\$30.00
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 – In-Town Resident	\$65.00
Adult Outdoor Basketball – Out-of-Town Resident	\$75.00
Adult Softball – In-Town Resident	\$55.00
Adult Softball – Out-of-Town Resident	\$75.00
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, each subsequent 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 one 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 background 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	

Town of Youngsville – Zoning & Subdivision Development Fee Schedule – Revised 04/08/2021

ZONING COMPLIANCE		
Certificate of Compliance		\$35.00
Change of Use		\$35.00
Home Occupation Permit		\$110.00
Temporary Zoning Permit		\$35.00
Zoning Compliance Permit – Non-Residential		\$320.00
Zoning Compliance Permit – Residential Accessory Structure		\$70.00
Zoning Compliance Permit – Residential Multi-Family		\$110.00/unit
Zoning Compliance Permit – Residential New Construction		\$110.00
Sign Permit		\$85.00
Sign Permit – Billboard		\$320.00
Sign Permit – Temporary		\$35.00
Food Truck Permit (valid for one year)		\$100.00
SITE PLAN REVIEW		
Preliminary Plat – Major Subdivision		\$320.00
Final Plat – Major Subdivision		\$215.00
Final Plat – Minor Subdivision		\$165.00
Site Plan Review	1,001 – 5,000 sq ft	\$325.00
	5,001 – 10,000 sq ft	\$425.00
	10,001 – 20,000 sq ft	\$525.00
	Over 20,000 sq ft	\$825.00
Sketch Plan		\$215.00
Exempt Plat		\$80.00
Development Agreement		\$800.00
ZONING AMENDMENTS AND SPECIAL USE PERMITS		
Conditional Zoning		\$800.00
Zoning Map Amendment		\$575.00
Zoning Ordinance Text Amendment		\$575.00
Special Use Permit		\$575.00
BOARD OF ADJUSTMENT CASES		
Appeal		\$350.00
Variance		\$350.00
MISCELLANEOUS FEES		
Floodplain Development Permit		\$140.00
Reinspection Fee		\$35.00
Zoning Letter		\$35.00
TELECOMMUNICATIONS TOWERS/COLLOCATIONS		
New Tower		\$6,500.00
Collocation Lease Negotiation Fee (Existing Tower)		\$5,000.00
Stealth Tower		\$5,000.00
CONSULTING FEES		
Traffic Impact Analysis. An applicant shall deposit funds sufficient to reimburse the Town for all reasonable costs of consultant.		100% of costs
Consulting Engineer Review. This is to fund the reimbursement costs incurred by the Town of Youngsville for any Consulting Engineer to review and provide comments/recommendations on development plans. This would include (but is not limited to, the review of site and subdivision plans, review of proposed stormwater facilities, field inspections, construction drawings, meetings, and special projects. These fees will be due upon invoice.		Fee is actual cost from Engineer.
Town Attorney Review. This is to fund the reimbursement costs incurred by the Town of Youngsville for the Town’s Consulting Attorney that are above and beyond those costs covered by the retainer agreement. This would include (but is not limited to) the review of legal documents, preparation for court cases, and meetings. Those fees will be due upon invoice.		Fee is actual cost from attorney.
Planning Consultation Fee. An applicant shall reimburse the Town for professional planning time on potential development activities that are more than an hour consultation that may or may not lead to an application for zoning and subdivision development activities.		\$100/hour



**BENCHMARK
COMMUNITY BANK**
With you for Life!

Youngsville Office
110 S. College Street
Youngsville, NC 27596

Phone: (919) 750-8753
Fax: (919) 750-8755
www.BCBonline.com

March 31, 2021

Town of Youngsville
Attention Ms. Kari Patton-Motluck
P. O. Box 190
Youngsville, NC 27596

Commitment for Town of Youngsville Banking Services

1. General

Benchmark Community Bank (the "Bank") is thrilled to have been selected to extend a wide range of banking and financial services to Town of Youngsville (the "Town"). We feel we are ready to meet the needs of the Town and hope you will agree that our *Municipal Relationship* checking product will do just that.

This proposal, if accepted, will cover an initial period of three years beginning on the date of successful implementation (which shall be defined as the date on which all the banking services described herein are fully functional and operating as advertised, and all training services have been completed; tentatively July 1, 2021) and ending June 30, 2024, with an option for the Town to renew for up to two additional years with a written notice of intention to the Bank within 120 days of the contract expiration date. If all banking services described herein are not fully-functional and operating as advertised – and all training services have not been completed – by October 1, 2021, the town shall have the right to immediately terminate this agreement without any financial liability whatsoever (including, but not limited to, reimbursing the Bank for implementation costs, account service fees, etc.).

Benchmark Community Bank maintains three full-service branch locations and one loan production office in North Carolina, as well as 13 full-service branch locations in Southside Virginia. With our location at 110 South College Street in Youngsville, we feel we will be convenient for the Town.

Benchmark is insured by the Federal Deposit Insurance Corporation (FDIC) and is an approved depository institution for public funds. We currently manage more than \$60,000,000 in public funds deposits in Virginia today. Benchmark is aware of the North Carolina requirements for public deposits and assures the Town continued compliance for the duration of our relationship.

2. The Town

It is our understanding that the Town currently maintains nine deposits accounts, including general operating and payroll, among others. Our ability to provide these accounts (titled and structured in a similar manner as currently setup, if desired), coupled with the additional products and services outlined below, we believe will lead to a beneficial and rewarding banking relationship.

a) **Operating and Other Checking Accounts**

Specifically designed for governmental entities, our *Municipal Relationship* checking product is a *non-interest-bearing* account that allows unlimited transactions, with a \$400,000 minimum balance requirement for all combined accounts. **Benchmark does not assess any analysis charges OR maintenance charges for this product.**

Benchmark operates on a next day funds availability schedule for check deposits. Deposits of cash and electronic direct deposits are available on the day of receipt. For determining the availability of deposits, every day is a business day except Saturdays, Sundays and federal holidays. The bank has a 5:00 PM business day cutoff.

b) **Money Market Accounts**

Our Money Market account requires a \$2,500 minimum balance to maintain, to avoid a \$10 monthly service charge. Additionally, the Money Market comes with all the free services listed below for the Municipal Relationship account.

The following is the breakdown of our current rate structure for this account type:

<u>Term / Description</u>	<u>Interest Rate</u>	<u>Annual Percentage Yield</u>
- Balance up to \$24,999	0.15%	0.15%
- Balance of \$25,000 to \$99,999	0.30%	0.30%
- Balance of \$100,000 to \$249,999	0.40%	0.40%
- Balance of \$250,000 to \$999,999	0.50%	0.50%
- Balance of \$1,000,000 and Above	0.65%	0.65%

**These rates are subject to change, typically weekly, on Tuesday.

c) **Certificates of Deposit (CD)**

Alternatively, for the Town's excess funds, Benchmark offers certificates of deposits, ranging in terms from 32 days to five years. Currently, our 12-month CD offers a rate of 0.30% with an annual percentage yield (APY) of 0.30% and we will provide *penalty-free withdrawals* to the Town. Please let us know when the need arises for longer-term investments, and we will provide you interest rate and APY information.

d) **Sweep Accounts**

Benchmark offers sweep account services. We will work with the Town to set a target balance that will draft the checking account to move the funds to the investment (sweep) account or vice versa, depending on the day's balance. We would be glad to outline this process in more detail, if the Town is interested.

3. The Bank

- a) **Online Banking** – Benchmark recently launched a new, robust online banking platform called eBanking for Business, specifically designed for entities such as the Town. In addition to access to balance and transactional information on all bank accounts, this system allows the Town to originate ACH transaction, authorize wire transfers, issue stop payments on items, and use Positive Pay (a fraud detection tool that matches account number, check number and dollar amount of each item presented for payment against a list of checks previously authorized and issued by the Town), among other functionalities.
- b) **Remote Deposit Capture** – scanning and electronic submission of deposits.
- c) **Wire Transfer Services** – With enrollment in our *Municipal Relationship* account package, there are no wire fees for either incoming or outgoing wire transfers. Outgoing wire transfers can be originated via the eBanking for Business platform for submission to the Federal Reserve wire system.
- d) **Paying Vendors by ACH Debit** – We offer ACH origination at no cost to the Town with enrollment in the *Municipal Relationship* account package. There are two options available: (1) use our system as a pass through to send your NACHA-formatted ACH to us securely, or (2) use our system to create the ACH file for submission.
- e) **Direct Deposit Services** – Benchmark does offer direct deposit services at no cost to the Town with enrollment in the *Municipal Relationship* account package. As noted in #d above, the NACHA-formatted file would be submitted via our eBanking for Business system, with two business days' lead time required.
- f) **Automatic Bank Drafts** – If there is interest, we can accommodate this for your customers for a variety of Town services (such as utility payments or permits/licensing fees), using the process as noted in #d above at no cost with enrollment in the *Municipal Relationship* account package. The NACHA-formatted file would be submitted via eBanking for Business, with two business days' lead time required.
- g) **Cost Structure** - As noted above, Benchmark will not assess the Town any analysis or maintenance charges for banking services.
- h) **Deposit Slips, Checks, Bags, etc.** – The Bank will furnish deposit tickets and zippered bags at no cost to the Town. In addition, the Bank will entertain discussion on a one-time reimbursement of existing inventory of checks, since moving relationship from another institution.
- i) **Change/Currency Order Services** – Requests for change/currency orders can be made in advance by calling our Youngsville branch, and our tellers can ensure the order is ready upon arrival. Otherwise, requests can be made in person. We are happy to serve the Town either way.

- j) **Safe Deposit Box** – While our Youngsville branch does not currently have safe deposit box services, our nearby Henderson location does, and we would provide up to three at no annual cost to the Town.
- k) **NSF Item Handling/Deposit Items Returned** – Returned deposited items will be subject to charge back with no associated fee. Further, we will present said items twice before debiting the Town's account.
- l) **Check Imaging** – Benchmark will provide checking images with its monthly account statements, provided monthly by mail and also available via online banking on eBanking for Business.
- m) **Credit/Debit Card Processing** – Benchmark partners with our preferred vendor, Atlantic Merchant, for merchant card services (acceptance of customer debit/credit card payments). There is no bank fee associated with this service and the vendor costs are found to be highly competitive. Our goal is to provide speedy transmission, enhanced data security, and a worry-free experience. Alternatively, provided the Town has an existing vendor; we can have the funds credited to the appropriate account at Benchmark.
- n) **Issuance of Debit or Credit Cards** – Benchmark can offer debit or credit cards for municipal expenditures purposes, with a variety of card limits available.
- o) **Investment Services** - Investment services and accounts with immediate liquidity, managed by individuals knowledgeable in governmental investments and all related statutory requirements. Benchmark Financial Solutions, our financial services program, is equipped with licensed financial consultants that may be able to offer advice in other areas of concern to the Town. The consultant for your area is Chris Bailey, who can be reached at (434) 829-2877.
- p) **Training Services** – We can be as hands-on as you like in both the transition to Benchmark, as well as in our ongoing relationship. We will train the Town on the eBanking for Business platform and are willing to provide any other training desired.
- q) **Banking Services for Town Employees** – We would like the opportunity to offer banking services to the employees of the Town – we have a wide variety of checking and savings products (including our popular high-yield \$uccess Checking product), internet banking with bill pay, Visa debit card and more.
- r) **Other Services** –We do offer Letters of Credit, and we would be happy to discuss the cost if the need arises for the Town to utilize this service. Additionally, we offer monitoring of multiple signatures on accounts.

4. Qualifications

Municipal references:

Town of South Boston, VA, Thomas Raab, Town Manager, (434) 575-4200
County of Brunswick, VA, Jacqueline K. Mangrum, Treasurer, (434) 848-2512
Town of Farmville, VA, Carol Anne Seal, Treasurer, (434) 392-3333

Contact personnel for the relationship between the Bank and the Town include:

Tish Elliott, Youngsville AVP/Branch Manager (relationship manager)
Jennifer Villanueva, Youngsville Branch Customer Service Representative (experienced representative to handle daily account questions)
Alexandria Yancey, Treasury Services (primary eBanking for Business, ACH and Remote Deposit Capture contact)
Donna R. Wilborn, AVP/Operations Officer (operational issues related to account)
Charity M. Coleman, AVP/Core Processing (operational issues related to ACH origination and Remote Deposit Capture)
H. Nicole Martin, SVP/Deposit Administration (additional relationship contact)
Kyle Williams, VP/Business Banker (additional relationship needs)

In addition, our branch personnel are staged to respond to any and all inquiries that may arise, and we have dedicated members of management in the Kenbridge, VA administrative offices.

FIS supports the core data processing system currently utilized by Benchmark. This system was purchased in 2006 and will provide the needs of our customer base for many years to come; enhancements are ongoing as developed by FIS based on the experiences of their broad base of financial clientele. Our data processing and deposit operations center is located at 116 South Commerce Street, Kenbridge, VA.

At Benchmark Community Bank, we pride ourselves on our ability to develop strong customer relationships through high quality service, so much so that we have made this philosophy a part of our mission statement. Our bank, founded in 1971, has remained locally owned and operated, and we strive to reinvest in our local economy, further driving our commitment to our communities. Our main objectives are to earn your trust, meet your needs, and become a true partner with the Town.

It is the policy of the Bank to seek and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation, insurance, benefits, promotion, transfer and termination. We hire local residents whose love of community mirrors ours, which is illustrated by our participation in community events and service to local boards and organizations.

We are pleased to offer the products and services of a bigger bank, but with the personal touch that only a community bank can provide. We have consistently been named one of the top 200 community banks in the nation by *American Banker* magazine. A copy of the most recent Benchmark Community Bank Annual Report and latest quarterly report is enclosed.

Please let us know if you have any additional questions or concerns. We look forward to begin our banking partnership together.

Sincerely,



Tish Elliott
AVP/Branch Manager
Youngsville Branch, Benchmark Community Bank

Phillip Cordeiro
Town Administrator
Town of Youngsville

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 ABC Board

Second Preference

Applicant's Name (Print) Mason Hurt

Home Address 489 Park Avenue, Youngsville Telephone #919-671-6662

Business Address 1020 Birch ridge Drive, Raleigh, NC 27610 Telephone # 919-707-6812

Resident of Youngsville? Yes How many years? 30 years

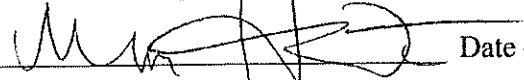
E-Mail Address masonkhurt@gmail.com

Education: Bachelor of Science in Geomatics at NCA&T

Employment Background: North Carolina Department of Transportation

Current or Past Civic/Community Participation: Youngsville Masonic Lodge. We do fundraisers constantly for the Masonic Home for Children, Scholarships for Highschool students, School supply drives, and roadside cleanups.

Why are you interested in serving in this capacity? I want to be able to give back to the town and want to continue to see Youngsville grow and flourish and help in anyway.

Signature  Date 4/1/2021

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.

Mason Hurt

489 Park Avenue
Youngsville, North Carolina 27596
Phone: (919) 671-6662
Email: masonkhurt@gmail.com

edge.nathan@frontier.com <edge.nathan@frontier.com>;

OBJECTIVE

Obtain a Civil Engineering/Surveying position using my strengths, skills, and educational background.

SUMMARY OF QUALIFICATIONS

ACI Certification, Borrow Pit Sampling Certification, Conventional Density Certification, QC/QA Sampling Certification, ABC Sampling Certification, Nuclear and Hazardous Certification, QMS Density Gauge Certification, Bob Cat Operator

WORK EXPERIENCE

2018-Present NCDOT Location and Surveys, Raleigh, NC 27610

L&S PEF Engineer 1

Duties: - Administer field office project assignment requests to assure that Notice to Proceeds (NTP's) are awarded within 4 weeks of the assignment date and that invoices are paid within 4 weeks of invoice receipt date. - Administer PEF Group assignments to assure that scoping meetings are held, estimates are prepared, projects are awarded, project data received, checked, transmitted, and completed by scheduled completion date. Assure assignments are completed within 10% of the preconstruction man-day estimates. - Assist in the procurement of limited services contract agreements - Evaluate project requests and scope projects in the field with PEF's - Review field data and project conditions to ensure that correct engineering-survey information has been obtained - Make preliminary evaluations and ratings for PEF work performance on projects - Knowledge of Contract Management procedures, including estimates, negotiations, Purchase Orders within SAP, Notice to Proceeds, and Invoices - Support service in providing engineering analysis, mapping and other data for the design of transportation facilities and the acquisition of property for the construction of transportation facilities.

2010 – 2018 NCDOT Materials and Test Unit, Soils Laboratory, Raleigh, NC 27607

Engineering Technician Advanced

Duties: Supervise all other technicians. Receive soil and aggregate samples, prepare and process samples for additional tests, input data into HiCAMS database, perform hydrometer and sieve analysis tests for soil gradation, perform liquid and plastic limits tests for soil consistency, perform specific gravity test for soils, perform tests to determine moisture-density relationship for soil and aggregate materials. Conduct test to determine the strength of chemical stabilized soil and recycled materials. Perform California Bearing Ratio test to provide data for pavement design. Perform high-end tests, such as triaxial compression test and one-dimensional,

Mason Hurt

489 Park Avenue
Youngsville, North Carolina 27596
Phone: (919) 671-6662
Email: masonhurt@gmail.com

consolidation test, by using multiple load and deformation gauges (LVDT) and pressure transducers. Use software to generate graphs, tables, and test reports. The lead technician in charge of daily work schedule for 4 technicians.

2005 – 2012 DanCo Builders, Inc., Rocky Mount, NC 27804
Construction Assistant
Duties: Assisted in minor jobs on the construction site including construction clean up, door assembly, sweeping, dismantling of concrete, pressure washing, and spreading straw and grass seed

EDUCATION

2013 – 2017 North Carolina Agricultural and Technical State University, BS Geomatics
2009 – 2011 Vance-Granville Community College, Associate Degree of Science
2005 – 2009 Franklinton High School, High School Diploma
Clubs: Math Team, National Honor Society

REFERENCES

Chun Kun Su, P.E. Engineer/Supervisor
NCDOT Materials and Tests Unit, Soils Laboratory
Phone: (919) 329-4153

Jerrett Mclean, Communication Technician
Federal Correctional Complex, Butner, NC
(919)-575-8000

James Dodson P.E, PLS L&S Central Office Operations Project Delivery Engineer
NCDOT Location and Surveys, Raleigh, NC
Phone: (919) 707-6808

I would love to see the ABC store in Youngsville continue to enhance their operations as well as continue to safely and effectively distribute the sale of Alcohol. Working with NCDOT I am in situations where I must constantly communicate with firms as well as the public in order to get things done effectively and efficiently. I will try to apply what I have learned working closely with the public and apply that when I am on the board. I am also a member of the Youngsville Masonic lodge and am in charge of many of the various fundraisers we do, so I know how to get things accomplished when we have a goal to achieve.



Town of Youngsville

Memorandum

From: Phillip Cordeiro, Town Administrator
To: Board of Commissioners
Copy to: Emily Hurd, Town Clerk
Kari Patton-Motluck, Finance Officer
Date: April 8, 2021
Subject: Fiscal Year 2022 Budget Message
Encl: (1) Fiscal Year 2022 Proposed Budget
(2) Proposed Fee Schedule

Dear Honorable Mayor and Commissioners:

Please find enclosed my proposed fiscal year 2022 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 remain unchanged (\$200 in-town or \$300 out-of-town)
- Various planning fees have been modestly increased to keep pace with our municipal peers
- Special event and amplified sound permits remain unchanged (\$50)

Expenditures:

- Municipal elections are fully funded
- One part-time public works position is converted to a full-time position
- The ability to bring curbside solid waste collection in-house is funded
- Year-three of the town's 2019 pay & classification study is fully funded, including expanded eligibility for employee tuition assistance
- Significant investments in law enforcement equipment and training are funded
- Implementation of new security systems at town hall and the town's new public works facility are funded
- A stormwater infrastructure inventory and utility implementation plan are funded

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



Town of Youngsville

BUDGET ORDINANCE FOR THE TOWN OF YOUNGSVILLE

FISCAL YEAR 2022

Tax Rate: 0.00655

BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville, 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, 2021 and ending June 30, 2022 in accordance with the chart of accounts heretofore established for this town:

Department	Amount
Administration	\$713,365.30
Governing Body	\$71,020.02
Parks & Recreation	\$240,013.95
Public Facilities	\$244,868.00
Public Safety	\$1,590,233.90
Public Works	\$410,807.32
Grand Total	\$3,270,308.50

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Revenue Source	Amount
Community House	\$12,000.00
Contributions & Donations	\$2,575.00
Garbage & Recycling	\$239,279.00
Intergovernmental - Restricted	\$23,562.00
Intergovernmental - Unrestricted	\$870,500.00
Investment Income	\$5,000.00
Licenses	\$450.00
Misc. Revenue	\$50.00
Other Financing Revenue	\$0.00
Parks & Recreation	\$130,028.00
Permits	\$20,000.00
Property Tax	\$1,762,820.50
Public Safety Fines & Forfeitures	\$4,044.00
Transfers from Funds	\$0.00
Vehicle Tax	\$200,000.00
Grand Total	\$3,270,308.50

Town of Youngsville ordinance dated May 13, 2021
BUDGET ORDINANCE FOR THE TOWN OF YOUNGSVILLE – FISCAL YEAR 2022

Section 3: The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the town:

Department	Amount
Public Works	\$43,000.00
Grand Total	\$43,000.00

Section 4: It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Revenue Source	Amount
Intergovernmental - Unrestricted	\$43,000.00
Grand Total	\$43,000.00

Section 5: The following amounts are hereby appropriated in the named funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 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, 2021 ending June 30, 2022:

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 13, 2021
BUDGET ORDINANCE FOR THE TOWN OF YOUNGSVILLE – FISCAL YEAR 2022

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 13th day of May 2021.

Emily Hurd, Town Clerk

Date



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

April 3, 2021

To: Commissioners

From: Kari Patton-Motluck

Re: Financial Statements for month ended March 31, 2021.

Condensed Financial statements for the month ended March 31, 2021 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
Finance Officer
Office: 919.925.3393
kpattonmotluck@townofyoungsville.org

"The Gateway to Franklin County"

GL Balance Sheet
Period Ending 3/31/2021

TOWN OF YOUNGSVILLE

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100 GENERAL FUND

Asset

100-110-100 Operating Cash	\$944,431.29
100-110-105 P&R Registration Deposit Account	-\$2,610.79
100-110-107 DOJ Checking	\$444.63
100-110-109 FSA Account	\$100.00
100-110-110 Petty Cash	\$100.00
100-110-200 Money Market/Savings Account	\$1,607,785.50
100-110-310 General Accounts Receivable	\$25,490.97
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	\$25,885.18
100-110-351 Due from ABC Store	\$3,840.47
100-110-360 Garbage & Recycling Receivable	\$23,093.12
100-110-361 Garbage & Rec Allowance for Doubtful Accounts	-\$11,608.72
100-110-390 Due from Funds	\$121.50
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	\$2,045.23
100-110-410 Prepaid Expenses	\$23.84
100-110-620 LMB MM Account	\$136,433.98
Total	\$3,209,818.66

Liability

100-210-100 Accounts Payable	\$8,077.77
100-210-200 Employee Related Accounts Payable	\$23,214.80
100-210-223 Retirement Contribution Payable	\$0.06
100-210-225 Insurance Deductions Payable	\$5,897.59
100-210-228 Other Deductions Payable	\$139.18
100-210-310 Community House Deposits	\$1,237.50
100-210-311 Field Rental Deposits	\$260.00
100-210-321 Property Tax Prepayments	-\$485.62
100-210-322 Garbage & Recycling Prepayments	\$3,147.57
100-210-620 LMB Performance Bond	\$136,433.98
100-210-910 Reserve for Taxes Receivable	\$29,001.00
100-210-950 Due to Powell Bill	-\$579.50
100-299-500 Fund Balance	\$1,661,403.83

GL Balance Sheet
Period Ending 3/31/2021

TOWN OF YOUNGSVILLE
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Current Fund Balance Adjustment		\$514,599.50
P/Y Fund Balance Adjustment		\$827,471.00
	Total	\$3,209,818.66
100 GENERAL FUND	Liability Total	\$6,419,637.32

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 3/31/2021

100 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
Revenues					
	5,973,150		3,147,483.47	(2,825,666.85)	53%
Revenues Totals:	5,973,150	0.00	3,147,483.47	(2,825,666.85)	53%
Expenses					
BOARD OF COMMISSIONERS / GOVERNING BODY	57,491		42,525.68	14,965.21	74%
ADMINISTATION	671,118		382,879.48	288,238.18	57%
PUBLIC FACILITIES	2,894,833		815,376.77	2,079,456.23	28%
PUBLIC SAFETY	1,598,312		938,709.31	659,602.75	59%
PUBLIC WORKS	571,088		347,861.66	223,226.37	61%
PARKS & RECREATION	180,309		105,531.07	74,777.61	59%
Expenses Totals:	5,973,150	0.00	2,632,883.97	3,340,266.35	44%
100 GENERAL FUND Totals:			514,599.50		

GL Balance Sheet
 Period Ending 3/31/2021

TOWN OF YOUNGSVILLE

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210 POWER BILL		
Asset		
210-110-106 Operating Cash		\$11,139.12
210-110-210 Savings Account		\$58,725.46
210-110-340 Sales Tax Refund Receivable		\$1,579.77
210-110-390 Due from General Fund		-\$181.70
	Total	\$71,262.65
Liability		
210-210-100 Accounts Payable		-\$7,467.83
210-210-950 Due to General Fund		\$456.06
210-299-500 Fund Balance		\$81,090.50
Current Fund Balance Adjustment		\$31,678.01
P/Y Fund Balance Adjustment		-\$34,494.09
	Total	\$71,262.65
210 POWER BILL	Liability Total	\$142,525.30

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 3/31/2021

210 POWER BILL					
Description	Budget		YTD	Variance	Percent
Revenues					
	53,609		43,460.19	(10,148.75)	81%
Revenues Totals:	53,609	0.00	43,460.19	(10,148.75)	81%
Expenses					
PUBLIC WORKS	53,609		11,782.18	41,826.76	22%
Expenses Totals:	53,609	0.00	11,782.18	41,826.76	22%
210 POWER BILL Totals:			31,678.01		

GL Balance Sheet
 Period Ending 3/31/2021

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT

Asset

305-110-100 Operating Cash	\$96,302.15
305-110-220 Savings Account	\$3,636.61
Total	\$99,938.76

Liability

305-210-100 Accounts Payable	-\$1,489.92
305-210-950 Due to General Fund	\$55,013.02
Current Fund Balance Adjustment	\$46,415.66
Total	\$99,938.76

305 CAPITAL PROJECTS - PED PLAN GRANT

Liability Total

\$199,877.52

Budget vs Actual

TOWN OF YOUNGSVILLE

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Period Ending 3/31/2021

305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Revenues				
305-319-000 Intergovernmental - Restricted	0	0.00	0.00	
305-319-070 Ped Plan Grant Income	1,960,176	216,867.04	(1,743,308.98)	11%
305-370-000 Investment Income	0	0.00	0.00	
305-370-010 Interest Income	0	80.52	80.52	
305-395-000 Transfers from Funds	0	0.00	0.00	
305-395-305 GF Fund Appropriation	119,922	154,875.52	34,954.02	129%
Revenues Totals:	2,080,098	0.00	371,823.08	(1,708,274.44) 18%

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 3/31/2021

305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Expenses				
305-500-000 Pedestrian Plan Project	0	0.00	0.00	
Expenses				
305-500-200 Project Oversight/Eng Fees	166,322	175,081.42	(8,759.37)	105%
305-500-310 Miscellaneous Expense	222,396	2,574.00	219,822.00	1%
305-500-350 Construction Expenses	1,691,379	144,787.00	1,546,592.47	9%
305-500-700 Other Cost	0	2,965.00	(2,965.00)	
305-500-799 Contingency	0	0.00	0.00	
PUBLIC FACILITIES Totals:	2,080,098	0.00	325,407.42	16%
Expenses Totals:	2,080,098	0.00	325,407.42	16%

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 3/31/2021

305 CAPITAL PROJECTS - Totals:
PED PLAN GRANT

46,415.66

GL Balance Sheet
 Period Ending 3/31/2021

TOWN OF YOUNGSVILLE

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405 DEBT SET OFF		
Asset		
405-110-108 Operating Cash		\$278,472.59
	Total	\$278,472.59
Liability		
405-210-950 Due to General Fund		\$263,743.85
405-299-500 Fund Balance		\$10,392.67
Current Fund Balance Adjustment		\$65.47
P/Y Fund Balance Adjustment		\$4,270.60
	Total	\$278,472.59
405 DEBT SET OFF	Liability Total	\$556,945.18

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 3/31/2021

405 DEBT SET OFF					
Description	Budget		YTD	Variance	Percent
Revenues					
	2		65.47	63.47	3274%
Revenues Totals:	2	0.00	65.47	63.47	3,274%
Expenses					
	2		0.00	2.00	
Expenses Totals:	2	0.00	0.00	2.00	
405 DEBT SET OFF Totals:			65.47		

GL Balance Sheet
 Period Ending 3/31/2021

TOWN OF YOUNGSVILLE

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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
Total	\$1,458,391.00

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
Total	\$1,458,391.00

500 FIXED ASSETS & ACCRUALS

Liability Total

\$2,916,782.00



Town of Youngsville Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Motluck, Finance Officer
Date: April 3, 2021
Re: Finance Report – March 2021

During the month of March, there were:

- 63 checks written and electronic payments made totaling \$283,056.02
- 394 deposits recorded totaling \$212,904.92
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$375,462.62
 - Street Loan – total balance \$165,801.19
 - Public Works and Town Hall Loan – total balance \$145,500.42
- Town's Debt Changes:
 - No material changes.
- Items of Note:
 - No items of note.
- Capital Improvements Plan
 - Public Works Facility and Town Hall Renovations – Site work and design work continues.



YOUNGSVILLE FIRE DEPARTMENT

803 Wheaton Ave, Youngsville NC 27596

919.556.6899 – Headquarters

www.yvfd.com

Town of Youngsville Report – March 2021

Incidents – March 2021	78
Incidents for Same Period in 2020	75
Percentage Change	+3.8%

YTD 2021 Incidents (Jan. 1 – Mar. 31)	213
YTD for Same Period in 2020	245
Percentage Change	-13.06%

Incidents by type for March 2021:

- (2) Structure Fire Calls
- (7) Outside Fires (Woods, Vehicle, Trash)
- (20) EMS Calls
- (26) Motor Vehicle Accidents
- (17) Investigation Calls/Assistance/Canceled/No Emergency
- (6) Automatic Fire Alarm Activations

Agency Updates:

- The Fire Department continues to operate under COVID-19 restrictions for protection of personnel and the general public.
 - Our administration continues to follow best practices for safety.
 - We have not experienced any significant COVID-19 related disruptions that would affect our response capability.
- Station #2 staffing with volunteer duty crew members (Mon.- Fri. evenings) continues to go well, with positive improvements to service levels.
- District wide fire hydrant inspections will begin in April 2021.



Town of Youngsville Parks and Recreation

From: Andrew Smith, Parks and Recreation Director
To: Youngsville Board of Commissioners
Date: April 8, 2021
Subject: Parks and Recreation Department Month of March Report

Please find below a summary of the parks and recreation department's activity during the month of March 2021.

- Recreation programs
 - Youngsville Community Egg Hunt
 - The event took place on Saturday, March 27th from 9:00am-12:00pm
 - Approximately 1,000 people attended the event
 - Spring baseball
 - Season began March 15th
 - Games will begin April 12th
 - Spring adult kickball
 - Registration ended
 - Games will begin April 14th
 - The first annual Youngsville Parks and Recreation golf tournament will take place on May 21st
 - Event will be held at Olde Liberty Golf Club
 - Event will begin at 9:00 AM
- Facilities maintenance / capital improvements
 - Field 2 was aerated and seeded
 - Field 3 was aerated and seeded
 - Field 3 fence topper was installed around the outfield fence



Town of Youngsville

Planning Staff Report

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Administrator
Date: March 31, 2021
Re: Planning Staff Report – March 2021

During the month of March there were:

- 18 permit applications were submitted and 14 were issued; 6 for new homes, 3 for commercial upfits, 5 for accessory uses or structures, 1 for a change of use, and 1 for temporary signs. A zoning compliance permit for a new commercial building has not yet been issued as it should have been submitted as a site plan approval and we are still awaiting comments from outside review agencies. Another permit was received on 3/31/21 and is awaiting site plan revisions before it can be issued.
- 5 certificates of compliance were issued.
- Over 20 illegal signs were immediately removed by town staff via the expenditure of 2 staff hours during focused sign sweeps.



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

MONTHLY REPORT

MARCH 2021

CALLS FOR SERVICE

The Youngsville Police Department recorded 325 calls for service during the month of March 2021 compared to 301 calls during the same month last year. Of those 325 calls for service, 18 reports were taken, and 44 citations were written.

There were no critical incidents this reporting period.

MOTOR VEHICLE COLLISIONS

During March 2021, the Youngsville Police Department investigated seven (7) motor vehicle collisions compared to five (5) during the same month last year. There was one (1) collision involving reported injuries.

PATROL OPERATIONS

- *Main Street Campaign:* Officers are conducting a traffic safety and vehicle regulatory campaign along Main Street and around the downtown area for a minimum of two hours each day. The campaign will run from March 24, 2021 to April 5, 2021.
- *Increased Foot Patrols and Business Checks Downtown:* Downtown business owners have made several complaints concerning excessive trash, trespassing, and loitering on their properties during the evening hours and weekends. Officers have increased foot patrols of the alleyways and service streets near The Hair Vault, Youngsville Realty, and the Yacht Club to identify persons contributing to these issues. Officers are working with the business owners to ensure their premises are secure after hours and attractive nuisances are reduced to discourage loitering.



Youngsville Police Department

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3403

- The Youngsville Police Department participated in the Governors Highway Safety Program St. Patrick's Day Booze it and Lose it campaign that ran from 3/17/21 to 3/21/21.

COMMUNITY POLICING

- The Youngsville Community Egg Hunt took place on March 27, 2021 from 9:00 AM to 12:00 PM at Luddy Park trail. The Youngsville Police Department provided traffic control and security for the event. Members of the YPD team also staffed a greeting booth at the trailhead where they met with participants and provided treats along with community policing information. Photos of the event and additional information is available on the YPD Facebook page.

Upcoming Events:

- The police department is hosting a Drug Take Back Event on April 24, 2021 from 10 AM to 2 PM. This event will allow anyone to drop off unwanted, unused, and expired medications to the police department for safe disposal.

ADMINISTRATIVE TRAINING AND ACTIVITIES

- Captain Magsi and Captain Lemons completed FBI LEEDA training.
- Officers T. Pearce, B. Monzon, E. McAdams, and M. Bader completed Patrol Rifle training.
- Police Cadets Andranowska and Richardson passed the Police Officers' Physical Abilities Test at BLET. The Police Cadets are in their final weeks of training.



Youngsville Public Works Memorandum

From: Randy Smith, Public Works Supervisor
To: Board of Commissioners
Via: Phil Cordeiro, Town Administrator
Date: April 1, 2021
Subject: Public Works Monthly Report for March 2021

During the month of March 2021, the public works team accomplished the following:

- Facilities / Grounds Maintenance
 - Town Hall
 - Number of hours of grounds maintenance performed: 2
 - Community Building
 - Number of hours of grounds maintenance performed: 2
 - Public Works Facility
 - Number of hours of grounds maintenance performed:
 - Luddy Park
 - Number of hours of grounds maintenance performed: 4
 - Moved storage building in place for new concession stand
 - Mitchell Park
 - Number of hours of grounds maintenance performed: 20
 - ABC Store
 - Number of hours of grounds maintenance performed:
- Streets
 - Potholes repaired: 3
 - Storm Drains: Cleared drains from wind/rain storm (March 19)
 - Street signs replaced or repaired: 4
 - Dead Animal Removal: 1
 - Litter Sweeps:
 - Special – Placed 2 loads of crush and run rock and 1 load of #67 stone on Pearce Street. Spread, graded and rolled the street to minimize future repairs for a few years.
- Solid Waste
 - Tons of brush waste collated: 11.58
 - Tons of bulky-item waste collected: 2.05
 - Delivered 4 refuse containers and 3 recycling containers to new customers

- Fleet Maintenance
 - Number of maintenance hours performed: 1
 - Repaired Parks and Rec drag machine – brush switch, fuel filter

- Training

- Upcoming Projects for the month – **April 2021:**

Complete Phase 1 of limb cleanup from the tree removal and pruning done by the Arborist

Assist Parks and Recreation with the repair of batting cages and foul poles on field 1



Town of Youngville

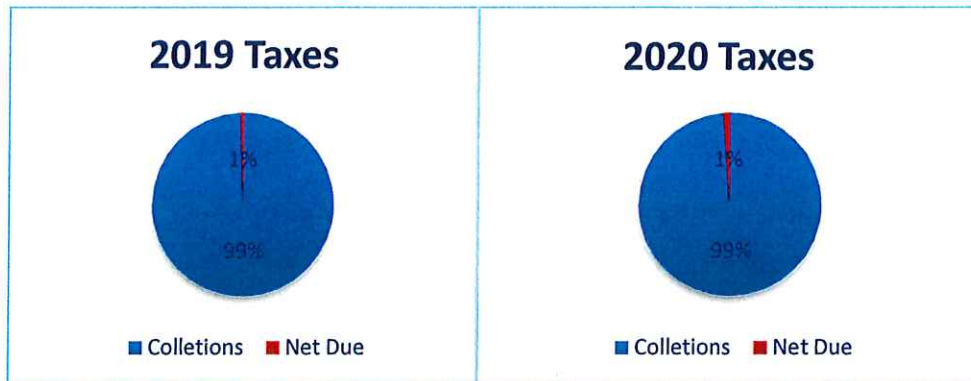
Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 4/1/2021
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

Please review and approve the below report of the March 2021 releases, adjustments, refunds, and tax collection report.

- Total release amount for March 2021 - \$40.51
- Total adjustment amount for March 2021 - \$0.00
- Total refund (overages) amount for March 2021 - \$0.00
- Received \$14,367.11 from FC Tax Office for February Vehicle Taxes
- Tax liens will be advertised on April 15th.

As of April 1st, we have collected 99.51% of 2019 property taxes and 98.82% of 2020 property taxes.



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	\$262.61	\$35.18	\$227.43	13.40%
2005	\$437.20	\$195.85	\$241.35	44.80%
2006	\$473.23	\$232.02	\$241.21	49.03%
2007	\$437.68	\$77.49	\$360.19	17.71%
2008	\$499.16	\$41.07	\$458.09	8.23%
2009	\$1,085.21	\$40.08	\$1,045.13	3.69%
2010	\$1,150.48	\$39.25	\$1,111.23	3.41%
2011	\$1,160.38	\$344.97	\$815.41	29.73%
2012	\$1,121.14	\$95.86	\$1,025.28	8.55%
2013	\$1,190.12	\$298.30	\$891.82	25.07%
2014	\$2,207.35	\$1,427.83	\$779.52	64.69%
2015	\$4,731.72	\$3,572.04	\$1,159.68	75.49%
2016	\$28,510.97	\$25,498.51	\$3,012.46	89.43%
2017	\$30,314.21	\$25,755.97	\$4,558.24	84.96%
2018	\$461,873.59	\$456,132.42	\$5,741.17	98.76%
2019	\$1,537,290.81	\$1,529,805.67	\$7,485.14	99.51%
2020	\$1,697,042.57	\$1,677,073.24	\$19,969.33	98.82%
Grand Totals:	\$3,770,040.87	\$3,720,918.19	\$49,122.68	98.70%