



Town of Youngsville
Board of Commissioners
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**MINUTES
BOARD OF COMMISSIONERS**

**APRIL 8, 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 Brame gave invocation. In attendance were Commissioners Cat Redd, Scott Brame, Larry Wiggins, and Joseph Johnson (teleconference). Commissioner Terry Hedlund was not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Captain Jahanzeb Magsi, Attorney Katie Barber-Jones, Finance Officer Kari Patton-Motluck, Parks and Recreation Director Andrew Smith, Public Works Supervisor Randy Smith, Planning Director Erin Klinger, and ABC Board Chairman Rick Houser.

Mayor Flowers stated the Board would need to go into Closed Session for Attorney-Client Privilege, N.C.G.S. 143-318.11 (a) (3), and requested a motion to amend the agenda.

MOTION: TO AMEND THE PROPOSED AGENDA TO INCLUDE CLOSED SESSION FOR N.C.G.S. 143-318.11 (A) (3) – PRESERVATION OF ATTORNEY-CLIENT PRIVILEGE

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

MOTION: TO APPROVE THE AMENDED AGENDA

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

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

Jim Moss, 217 N College Street, wished to speak regarding the policy on garbage services. He noted the Town would take over solid waste services starting on July 1st. Mr. Moss explained some of his tenants were on fixed incomes and lived in a “cluster” of several houses. The current rules require each individual household to have garbage services, which can become costly. Mr. Moss requested the Board consider allowing “clusters” to consolidate services, making sure there were enough roll carts for the volume of trash generated. He felt this would also be more efficient for the Town’s collection process while helping ease the burden on residents. Mr. Moss stated he wanted to help the Town figure out a way the Town can achieve their solid waste goals while being more effective and economical for those services provided.

Mr. Moss noted he has become aware of the penalties for not having garbage services and suggested those penalties could be amended to be far less severe while still achieving the same intent. He stated he would discuss this with Staff in the future to get the history and rationale for the fines and to see what is intended for the future.

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 – March 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
- Budget Amendment – 2021-5

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business to consider the Owner Service Provision Amendment to the Town’s Solid Waste Ordinance. Cordeiro explained he included additional language to clarify what constituted an apartment complex to insure there was no ambiguity. Planning staff will be able to help determine status if needed. In working with Hampton Village Apartments, Cordeiro stated this was the best solution.

MOTION: APPROVE THE OWNER SERVICE PROVISION AMENDMENT TO THE TOWN’S SOLID WASTE ORDINANCE

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

The second item under Old Business was to consider the Owner Service Provision Solid Waste Amendment to the Town's General Fee Schedule and consider updates to the Planning and Zoning Fee Schedule. Cordeiro explained the proposed updates to the Fee Schedule reflect the changes to the Solid Waste Ordinance regarding multiunit complex and per door fees for each unit. He noted the monthly fees have not changed. Cordeiro stated the planning and zoning fees are being updated to bring them in line with neighboring municipalities. When asked, Klinger stated her intention was to have them go into effect with the upcoming fiscal year but was fine with the updated fees becoming effective immediately. Cordeiro stated he would prefer to update them now and reminded the Board all current applications would be grandfathered under the old rates.

MOTION: APPROVE THE GENERAL FEE SCHEDULE AND PLANNING AND ZONING FEE SCHEDULE AS DRAFTED

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

The next item on the agenda was New Business. The first item under New Business was to consider approval of a contract for banking services with Benchmark Community Bank. Cordeiro explained this recommendation came at the end of six months' worth of effort between him and Patton-Motluck to ensure the Town receives the best deal and solutions. He stated Benchmark would increase the level of service and be more efficient. Cordeiro stated the fees would stay the same, noting the Town would receive more services for the same level of fees. He stated there was also a convenience factor regarding the location of Benchmark just down the road from Town Hall. Mayor Flowers appreciated staying with a local bank.

MOTION: DIRECT THE TOWN ADMINISTRATOR AND FINANCE OFFICER TO EXECUTE THE CONTRACT WITH BENCHMARK

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

The second item under New Business was to review Mason Hurt's application for the ABC Board. Mayor Flowers stated he reviewed Mr. Hurt's resume and knew him personally. He felt Mr. Hurt would be a great addition to the ABC Board, noting Mr. Hurt already serves the community and is a member of the Youngsville Masonic Lodge.

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

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

The third item under New Business was to consider Fiscal Year 2022 Budget with a Tax Rate of \$.655. Cordeiro presented the FYE 2022 Budget to the Board. He stated he was available to meet individually or schedule a work session as needed. Cordeiro explained the tax rate was maintained in the proposed budget as the town was still growing. He stated the tax base is expanding but the Town needed to invest in some infrastructure needs at this time and felt it was unwise to lower the tax rate. Cordeiro explained one of the requirements for money received by the Federal Government for the pandemic is contingent on municipalities not reducing the tax rate for two years, with the moratorium expiring in 2024. He felt the Town would be ready to reduce the tax rate considerably by that time.

MOTION: SCHEDULE PUBLIC HEARING FOR THE FYE 2022 PROPOSED BUDGET WITH A TAX RATE OF \$.655 AT THE YOUNGSVILLE COMMUNITY HOUSE FOR 7PM ON MAY 13, 2021

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

The next item on the agenda was Reports and Other Business.

Mayor Flowers stated he was proud of how many people came out to help clean litter on March 27th. He noted the litter problem was happening statewide and has been a point of contention. Mayor Flowers stated he was happy to see the amount of people that supported Youngsville and wanted to keep the town beautiful. He thanked everyone for their help, noting Commissioner Hedlund has always been impactful with helping to keep the litter collected.

Mayor Flowers welcomed Cordeiro back and Cordeiro thanked Staff for their help. He noted Youngsville was a great place to live and working here feels the same way.

Cordeiro wanted to respond to Mr. Moss' comments. He stated Mr. Moss has been an excellent contributor to the community and hoped there would be no ill will if the Town did not implement the solutions Mr. Moss suggested. Cordeiro explained Mr. Moss was requesting to treat certain communities differently and he wanted to address those issues with the Board to spur discussion.

Regarding income, there have been several requests from residents on fixed income. The problem with providing a reduced rate, or no fee, was the inability of Staff to verify the financial validity of the request.

Another request from residents has been for reduced service or exemption based on a low volume of trash. Cordeiro expressed concerns that creating a lower rate for use creates a liability, or possible ramifications, for other fees and taxes. He explained the program is designed so that the total cost of the program is divided between the number of residences, not on the volume at each residence. Cordeiro advised against creating separate categories based on volume. Cordeiro explained the solid waste program encompassed more than curbside waste in roll carts. He stated the fees also included

bulky waste items, brush, leaves, and street side trash pickups as well. The goal is to ensure the community remains clean and presentable.

Reduced service levels have been another request. Cordeiro stated the garbage truck will drive down every street in town regardless. The Town will still spend funds on fuel, personnel, and time even if they were to skip a house making spot servicing problematic.

Cordeiro recommended the landlords work with their tenants for solutions, such as including the garbage fees in their rental rates. Overall, other residents should not shoulder the problems of a few individuals.

Commissioner Redd agreed with Cordeiro's assessment as did Commissioner Wiggins and Mayor Flowers.

Commissioner Brame stated the State's litter problem was mentioned during the previous CAMPO meeting. NC DOT Division 5 Engineer Joey Hopkins mentioned that funding was coming back in and they should be able to up their efforts on trash pickup.

Commissioner Brame stated he had another discussion with Mr. DeLuca, a risk consultant with the NCLM, regarding grants. Mr. DeLuca also noted NCLM has given presentations regarding the allowance of golf carts and would be willing to present to the Board if they wanted to pursue this option. Mayor Flowers stated he was not sure if the Town had previously investigated allowing golf carts and Cordeiro stated he would follow up with Mr. DeLuca as it would not hurt to have more information.

Commissioner Johnson noted the speeding on E Winston Street has increased again, possibly due to a reduction in COVID-19 restrictions. When asked, Commissioner Johnson stated the mornings had more speeding problems. Cordeiro stated he would look at increasing patrols. Commissioner Johnson stated the past month has been a problem, noting traffic was also backing up more often.

Patton Motluck stated there were no changes to the Finance Report.



Town of Youngville
Finance Report

To: Youngville 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.

Mayor Flowers presented the Youngsville Fire Department's report. He stated there would be district-wide inspections on fire hydrants starting this month. Residents can expect to see some water spillage.



YOUNGVILLE 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
- (28) 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.

Submitted by Assistant Fire Chief Justin J. Graney

A Smith stated he had nothing to add to the Parks and Recreation Report. He thanked everyone for their help with the Egg Hunt, noting it was a successful event.



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

Klinger reminded the Board there would be approximately ten cases for the May Board Meeting.



Town of Youngville Planning Staff Report

To: Youngville 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.

Captain Magsi stated there were no additions or changes to the Police Department Report. He noted the cadets were doing great and would graduate late April or early May. Captain Magsi stated the cadets have passed most of the tougher courses already.



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

MONTHLY REPORT MARCH 2021

CALLS FOR SERVICE

The Youngville 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 Youngville 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, Youngville 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.



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- The Youngville 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 Youngville Community Egg Hunt took place on March 27, 2021 from 9:00 AM to 12:00 PM at Luddy Park trail. The Youngville 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.

R Smith stated he had nothing to add to the Public Works Report.



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
- Community Building
- Public Works Facility
- Luddy Park
- Mitchell Park
- ABC Store
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.
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

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

- 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

Attorney Barber-Jones stated she had nothing to add at this time.

Hurd noted she would get the planning and zoning cases to the Board early to allow for enough time to review them. She stated she had nothing to add to the Tax Collector Report.



Town of Youngsville 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.

Mayor Flowers stated the Board needed to go into Closed Session in order to preserve Attorney-Client Privilege, NCGS 143-318.11 (a) (3).

MOTION: TO GO INTO CLOSED SESSION IN ORDER TO PRESERVE ATTORNEY-CLIENT PRIVILEGE – NCGS 143-318.11 (a) (3)

The motion was made by Commissioner Wiggins and was seconded by Commissioner Brame. The motion passed unanimously. After a short recess, the Board entered Closed Session at 7:42pm and exited at 8:11pm. Mayor Flowers stated no action was taken.

The meeting adjourned at 8:12pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Brame, and approved unanimously.