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MINUTES

JANUARY 13, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizens' comments. Fletcher Palmer stated that there were a few things he wanted to mention. First he asked whose term was up this coming election. He stated that his wife was interested in running. Commissioner Stallings and Commissioner Johnson will have their terms expire this year. Robbins explained that the Board of Elections will normally send out information for the filing period in February or March. Second, Mr. Palmer suggested having an "Officer of the Month" to help with motivation in the Police Department. He also suggested having computers put in the police cars. Third, he wanted to suggest a K9 Unit for the Police Department.

Next, Kenneth Thorne, 36 Fish Stallings Road, wanted to place an official protest about the billboard at the corner of US #1 Highway and Fish Stallings Road. He stated that the light came through his bedroom window. He stated that he did not understand the logic for the placement of that sign considering there was a stop light at that intersection and some residential properties nearby. He stated that the Zoning Ordinance stated that it should not detrimentally affect adjoining property and took that to mean adjacent property as well. He stated that he is worried about loss of property value. Mr. Thorne stated that the Ordinance stated that there was only 1 sign per 2,000 feet allowed but there are more billboard signs down there than that. He stated that there were 4 in 1300 feet. He stated that the total signs in that quarter mile stretch, it would be over 80. He stated that he felt the decision to allow that sign was a bad one. He stated that the sign did a good job by getting the attention of passing motorist and he felt that they would pay more attention to the sign than the traffic light. He thinks that it may lead to accidents. Mr. Thorne stated that his understanding was that it was not a Board decision, but that Brenda Robbins signed off on the permit. Mayor Hardwick stated that if he remembered right, a couple of years ago, maybe around 2007, they had come before the Board to place that sign in another section and it was voted down. However, the Town Attorney had suggested that they reconsider their vote since it was an allowable use. Even though it was eventually approved, they did not locate that sign in that area. Mr. Thorne stated that both Raleigh and Durham do not allow those types of signs. Mayor Hardwick stated that once Fairway Advertising had decided against the original location, they put in an application to replace the current sign at the corner of US #1 Highway and Fish Stallings Road. Since they were replacing a sign, it did not have to go before the Board for approval. Mayor Hardwick explained that even after they got the approval of Robbins, they had to get approval from the Department of Transportation. Mr. Thorne stated that

he felt the Board did not oppose the billboard vigorously. He also quoted the Zoning Ordinance about reinstalling a sign. He feels that this sign was not replaced, but a whole new sign was installed instead. He stated that this one was larger and brighter than the other one. Mayor Hardwick stated that he would look into it, but he thought the Ordinance allowed for a bit of difference when replacing a sign. Mr. Thorne again stated that the wording stated reinstall was to take down and put back up and the new sign did not adhere to that. He stated that he was very upset, especially about the devaluation of property. He explained that there were studies done stating that signs detract from the communities they are in. He stated that they only benefited the companies that had them put up in the first place. Mr. Thorne asked why the Town did it, why did they put up the sign. Mayor Hardwick stated that the Town did not put that sign up nor did we ask them to. He explained that the Board did not have the right to vote against it since it was just a replacement sign. He stated that he understood that Mr. Thorne thought it was a different sign entirely but it was still a replacement sign. Mr. Thorne stated that it was opinion that it was a different sign. Mayor Hardwick stated that after the original application a few years ago, the ordinance was changed to limit how many could go up in the area. However, signs that were up before that change are grandfathered which explains why there are more in that section that is now allowed for. Mr. Thorne stated again that it was a new and different billboard instead of a replacement so the 2000 feet should apply. Mayor Hardwick explained again that the other ones including this were grandfathered under the old Ordinance rules which were in affect when the application for those signs was approved. Mayor Hardwick stated the Town would log the complaint. Mr. Thorne stated that he felt it would be a decision that the Town would regret because of possible accidents and loss of life. He stated that was all he had to say but he knew it wouldn't change a thing or put money back in his pocket. Mayor Hardwick stated that it did not put money in the Town pocket either. Mr. Thorne stated that because of that he didn't see the logic. He stated again that he felt the Board should have stopped it and Mayor Hardwick explained again that it did not come before this Board. Mr. Thorne stated that the Board could have. He stated that the Board made the laws and could change them to be like other towns. Mayor Hardwick explained that even if the Ordinance changed, it would still not affect the billboard since it would be grandfathered under the Ordinance rules at the time of the application. Robbins stated that since it was allowed in the Ordinance at the time of the application, the Town had no other option than to allow the sign with the notation "upon Department of Transportation Approval". Robbins stated that now, there is the chance to change future billboards. Mr. Thorne argued again the technicality of if the sign was replaced or a completely new sign was installed. He stated that he felt the Board could modify any ordinance at the time of application. Attorney Tomlinson stated that legally you could not modify the Ordinance to suit individual applications. The Ordinance had to apply to everyone as it was written. Mr. Thorne stated that when US #1 Highway gets widened, the sign will have to come down anyway which will cost not only Fairway money but the loss of value from the property owners as well. Mr. Thorne stated that he still did not believe that the Board could not stop it from going up. He stated that he would talk to an attorney and the Department of Transportation as well. Mayor Hardwick stated that the Town met the Ordinance when the sign permit came in so he feels that the Town would be fine.

The next item on the agenda was the financial report. There was no comment.

The next item on the agenda was the approval of the Minutes from the December 9th Regular Meeting.

MOTION: TO APPROVE THE MINUTES FROM THE DECEMBER 9TH REGULAR MEETING

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a Recommendation for an In Town Planning Board member. Mayor Hardwick asked if there were any recommendations from the Commissioners. Robbins explained that Doug Jackson was leaving; once his seat was replaced the Planning Board would vote for a new Chairman. Commissioner Johnson mentioned Bryan Batton. Fletcher Palmer interrupted to ask for an explanation of what was going on. Mayor Hardwick explained that there was a space on the Planning Board and the Town Board was looking to replace that seat. Mr. Palmer asked for an explanation of the position. Mayor Hardwick explained that they would be a member of the Planning Board, which does all the planning for the Town and gives recommendations to the Town Board. Robbins explained they did recommendations for things like subdivisions.

MOTION: TABLE THE RECOMMENDATION FOR THE PLANNING BOARD.

The motion was made by Commissioner Woodlief and it was rescinded. Mayor Hardwick stated that there was a recommendation on the table for Bryan Batton. Mayor Hardwick stated that Mr. Batton had been in the Town for quite some time now. Mr. Palmer stated that they should get someone else in the nominations. Mayor Hardwick explained that the only time this information should be brought up during the Citizen's Comments and Mr. Palmer argued that it wasn't brought up until further in the agenda and Mayor Hardwick stated that he understood but the Board was trying to conduct their business in an orderly fashion. This was the time for the Board to discuss the recommendation. Commissioner Johnson stated that it was fine to table it if the other members of the Board wanted to wait until they had another nomination. Commissioner Redd stated that the Board received their information weeks ago and should proceed with nominations. She asked how many Planning Board members were In-town and Out-of-town. Robbins stated that there were 4 In-town and 3 Out-of-town. Commissioner Stallings stated that he would support Bryan Batton as did Commissioner Redd. Commissioner Johnson stated that he had spoken with Mr. Batton and he was interested in the position.

MOTION: TO APPOINT BRYAN BATTON TO THE PLANNING BOARD

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

The second item under New Business was a discussion of the quote for Railroad Crossings. Mayor Hardwick stated that this has come before the Board before but this was a huge increase in price. Robbins stated that she had received a letter from the

Department of Transportation concerning the railroad crossings at Winston Street and Pine Street. She stated that the letter included quotes for signals and gates. Once the High Speed Railroad comes through, both of those crossings would be closed. Robbins explained that the Town's share of the cost is 10% which is \$21,000 per crossing plus an additional \$1532 each year in maintenance. Robbins stated that the Board had never approved these crossing arms before. Mayor Hardwick stated that he could only remember one accident and the driver fell asleep and hit a stopped train. Tomlinson stated that there was a possibility that if the Board disapproved it, the Town may be able to be sued. He wanted to check to see if municipalities had immunity over such things. Also, if it would be ok to remark the area better with fresher paint and signs. Commissioner Redd stated that the train will sit in that area for lengthy amounts of time and how would that affect the crossing arms, would they be going up and down continuously. Commissioner Johnson agreed. He stated that he sees the benefit and the problems the crossing arms would create. Mayor Hardwick stated that he had an issue with paying \$42,000 for something that would be taken away in the near future as well as the more than \$3,000 a year in maintenance. Tomlinson stated that he would look into it. Commissioner Johnson stated that he felt it would be a waste of money since the High Speed Rail would take it away soon.

MOTION: TO DENY THE PROPOSITION OF INSTALLING CROSSING ARMS AT PINE STREET AND WINSTON STREET

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Tomlinson stated that there could be possible problems especially if someone gets hurt. He stated that the Town would need to be able to defend the decision they make. He asked for time to look into the situation. Commissioner Redd rescinded her motion and Commissioner Stallings rescinded his second.

MOTION: TO TABLE THE DISCUSSION OF CROSSING ARMS AT PINE STREET AND WINSTON STREET

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

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that there was no reason to go into Executive Session and asked for a motion to bypass.

MOTION: TO BYPASS EXECUTIVE SESSION

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

The next item on the agenda was Reports and Other Business. Commissioner Johnson stated that he wanted to discuss the area where the recycling bin was located. He stated that the week after Christmas, the area was a mess. There was garbage left on the ground and the parking area had deep holes and was extremely muddy. He felt that area looked bad from Main Street. Second, he wanted to mention the speed limits in town. He stated the speeding on East Winston Street was getting out of hand. The speed limit was 25

MPH but people were driving much faster than that. He wanted to know if the speed could be lowered to 15 or 20 MPH or maybe install speed bumps. Commissioner Johnson stated that he knew the Police Department was doing all they could, but once they left the area, the cars sped back up. He stated that there were four homes with small children on that street as well as the other side streets. Commissioner Woodlief stated that they were speeding on North Nassau Street as well. Mayor Hardwick stated that people were using that route as a bypass to miss the traffic on Main Street. Robbins stated that the Town had no control over North Nassau Street. She stated that it was a Department of Transportation road. Commissioner Stallings stated that maybe if the Police Department set up traffic checks on that road everyday for a few weeks people would stop using it as a bypass. Mayor Hardwick stated that they did do traffic stops on that street but as soon as the Police officers left, the cars would speed back up.

Commissioner Redd stated that the house Ernestine Wilder had petitioned for was almost finished and it looked great. Second she stated that she also wanted to mention the sign at Paul Adrian's Plumbing. She stated that she was not a fan of it because it took away from the small town feel of the area. Commissioner Redd stated that it was flashy and was the first thing people saw when coming into town from that direction on 96 Highway. She stated that she wanted to look at the Sign Ordinance and probably all of the ordinances, to bring them up to date; especially the signs, downtown and for new businesses. She stated that the economy would pick back up soon and she wanted Youngsville to be ready for it. She stated that every inch of town mattered since it was so small and she wanted to get ahead of incoming businesses. Commissioner Redd stated that she had looked at other town's ordinances. Rolesville is close in size to Youngsville and their Board meets twice a month. Commissioner Redd explained that the first meeting was a work session and the second was for public hearing. She recommended that Youngsville try that for a 6 month time period and reassess. She stated that she felt the Commissioners could do more for the Town than just one meeting a month. Commissioner Redd stated that everyone was on committees that never meet. She stated that she wanted the Board to do more, such as looking over the maps, ordinances and permits. She wanted everyone to get more proactive. Mayor Hardwick asked which night she wanted to propose for another meeting. Commissioner Redd stated that maybe the first Monday of the month and Robbins stated that the Planning Board met that night if they had business. Commissioner Redd stated that the day didn't matter much to her if anyone else had a day they would prefer. Mayor Hardwick asked for the thoughts of the other Commissioners and Commissioner Roberts stated that he was not in favor of it. Commissioner Stallings stated that it was something to think about and consider. He stated that he had not reviewed the ordinances to well at this point. Mayor Hardwick stated that everyone had been emailed those ordinances and he thought that the Board would be picking an area to start with and work on. He stated that there was procedure that needed to be followed for changing any ordinance. He stated that the Planning Board would have to approve it, a Public Hearing would be held then the Town Board would get to vote on it. This was not a quick procedure. Mayor Hardwick stated that he did not mind a second meeting a month but Commissioner Roberts stated that if people did not attend one meeting a month, they would not come in for a second. Mayor Hardwick stated that he did feel the Commissioners should be involved with the town and that they were doing a good job of it. Commissioner Redd stated that Mayor Hardwick and Robbins were doing a great job of being involved with town events and Mayor Hardwick stated that others were involved as well. Commissioner Redd stated that if no

one wanted the second meeting, she would like to recommend a work session. Mayor Hardwick stated that a work session would be a great idea. Commissioner Redd stated that she would like to rewrite the Sign Ordinance. She stated that she had looked at Rolesville's Sign Ordinance and theirs was almost exactly like ours. Mayor Hardwick stated that when our ordinances are written, town staff looks at other surround towns ordinances to help see what would fit Youngsville best. Commissioner Redd stated that understood that as things come up they get added to the Ordinance but she wanted to be more proactive, to update the ordinances for things before they become an issue. Mayor Hardwick stated that he was in the sign business and he is faced with ordinances all the time. He did mention that he had no signs in Youngsville that he had sold. The issues are that the industry is changing rapidly, which is what happened with the LED signs. Commissioner Redd stated that she wanted to take out the internally lit scrolling signs, but Mayor Hardwick stated that the LED signs are not classified that way. He stated that a work session would be a great idea, to pick a section and work on it. Mayor Hardwick stated that it would need to be advertised for the public and everyone was welcome to come in and listen. Mayor Hardwick stated that it was dependant on the Board as both citizens of the town as well as employees to come up with ideas that would benefit Youngsville best. Commissioner Redd stated that she would help get the word out about the work session.

MOTION: TO SET A WORK SESSION FOR MARCH 8, 2011, 7:00PM TO DISCUSS PLANNING IDEAS

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

Commissioner Stallings stated that he wanted to go back to the sign that Mr. Thorne was talking about in Citizen's Comments. He asked if the Town was paying for any advertising on the sign. Mayor Hardwick stated that it was public service at no charge to the Town. He stated that it was nothing the Town asked to have put up. Robbins stated that they were offering public service announcements for nonprofit organizations. Mr. Thorne asked why the sign was rejected at the other sight and Mayor Hardwick stated that there was no sign there at all. Mr. Thorne asked for clarification about the rejection of the first sign. He wanted to make sure that there were no grounds to which the Town could reject the billboard sign and Mayor Hardwick explained again that they met the requirements of the Sign Ordinance at the time of their application. Mr. Thorne stated that the building permit for the sign at US #1 Highway and Fish Stallings had become invalid due to not starting work on time and Mayor Hardwick stated that the building permits came from Franklin County Planning Department and he would have to talk to them about that permit. Mr. Thorne repeated his feeling that it was a bad decision especially concerning safety. He stated that from an asthetic point of view, if the Board is saying the sign enhances the community, then the Board is wrong. Mayor Hardwick stated that the Board never stated that it did. Mr. Thorne repeated again that other towns had the ability to reject signs and did not believe that Youngsville could not stop the sign from going up. Mayor Hardwick stated that the ordinances for the other towns may not allow for the signs like Youngsville's did.

Chief Kirts also asked if Paul Adrian's sign needed Department of Transportation approval and Robbins stated that it was not a federal highway so she didn't think that it did. He stated that it was distracting from a safety point of view. He stated that it was a heavily travelled road with a lot of speeders. Second, Chief Kirts stated that the only way to stop speeders on Winston Street was to close the railroad crossing. He stated that day shift including him worked traffic all day long. He stated that check points and radar are only temporary, as soon as they leave the area, the cars speed back up. Commissioner Redd asked how he felt about speed bumps and he stated that it was a bad idea. He stated that his cars travel over them all day, every day and it would tear up the patrol cars. He stated they slow down for the crossing but speed up for the area. Chief Kirts stated that they are working very hard. He explained that they were working on grants for a traffic officer. He stated that officer would do nothing but traffic. Chief Kirts stated that it was hard to stop speeders on the side streets. Third, Chief Kirts asked for clarification on the closing of the crossings. Mayor Hardwick stated that the High Speed Railroad would close both Winston and Pine Street crossings, and Chief Kirts asked if the Town could go ahead and close them now to help with the speeders. Mayor Hardwick stated that closing them before the High Speed Railroad put in the railroad under Main Street would limit the crossing in town to just the one at Main Street which could hinder emergency services. Mayor Hardwick stated that people still needed a way to get across the tracks. Chief Kirts stated that the Police Department would continue to work on traffic and speeding. Mayor Hardwick stated that the town had this problem before and had already cut the speed limit before but people try to cut corners every chance they get. Chief Kirts stated that they were writing a whole bunch of tickets.

The meeting adjourned at 7:52 pm.

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MINUTES

FEBRUARY 10, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Acting Sheriff Elliott Pinnell stated that he wanted to stop in and reassure the citizens of Youngsville that the Franklin County Sheriff's Department is still fully functioning. He stated that they were still ready and able to lend support and assistance to the Youngsville Police Department when needed. Acting Sheriff Pinnell explained that he felt he should meet the Board and has met with the Chiefs of the local Police Departments. Mayor Hardwick stated that the Board appreciated him coming to the meeting. Commissioner Roberts stated that Youngsville was ready to help the Sheriff's Department if they needed any help as well.

Alexander Wojtalik asked about the upcoming workshop on March 8th. Mayor Hardwick stated that the Town Board and the Planning Board would be there to discuss with the citizen's ideas to improve the Town and Zoning Ordinances. He explained that this would be an opportunity to see if anything needed to be taken out or added into them to bring them more up to date. Mayor Hardwick stated that an agenda would be done soon and the Board would probably do these Planning Sessions as needed. He did state that signs would be one of the things discussed at this meeting.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a discussion of the Application for a Rural Center Grant for Johnson's Farmers Market Restaurant. Robbins stated that owner Kelly Johnson and Peggy Simpson (a Business Plan Consultant for Mrs. Johnson) were supposed to be at the meeting but was not in attendance. Robbins explained that the Town would have to apply for this grant from the Rural Center and the Town would be responsible for the Grant. She stated that she had a Pre-Grant Conference Call with the Grant Administrator from the Rural Center. Robbins stated that during this call, it was explained to her what would be involved. The grant is

called a “Building Reuse Grant” that is based on the jobs that would be created by rebuilding Johnson’s Farmers Market Restaurant. They would receive \$8,000 per job position created (not including wait staff). The Town of Youngsville would be the actual one applying for this grant in the amount of \$104,000. The Town would have to commit 3% of the grant amount once awarded and would in turn loan the money to Mr. and Mrs. Johnson to rebuild the restaurant. If for some reason, they did not complete the rebuilding of the restaurant per Grant instructions, the money would have to be paid back. However, the Town of Youngsville would be responsible for using any means necessary to collect that money from the Johnsons, which per Attorney Tomlinson, would be a civil action that would cost the Town money in court. Commissioner Redd asked about the 3% the Town would have to commit to and Robbins explained that it could be reimbursed to the Town as Administrative fees for administering the Grant. Robbins stated that the Town had never done this type grant, therefore she was unsure of the amount of man-hours it would take. She stated that she did not feel that it would be a lot. Mayor Hardwick asked about the liability to the Town if the money was not paid back and Robbins stated that it would be the Town’s responsibility to use all means necessary to collect. Commissioner Woodlief stated that he would be okay endorsing this Grant if the Town would not be liable. Commissioner Redd stated that she knew that Mr. and Mrs. Johnson had gone before the Franklin County Board of Commissioners and had been rejected. Robbins explained that there were stipulations placed by Franklin County that the Johnsons didn’t agree with. Commissioner Redd stated that this concerned her. Commissioner Redd asked about the insurance money that was received for the damages done by the truck, and Robbins stated that she did not have all of the answers, which is why she had thought Mrs. Johnson would be in attendance. Commissioner Redd stated that if the Town did this for one business, then it would set precedence for all businesses in town. Robbins stated that the deadline for the Grant Application was February 28th but there would be other funding cycle. She suggested that it be tabled and Commissioner Johnson agreed stating that there were questions that needed to be answered.

MOTION: TO TABLE THE DISCUSSION OF THE APPLICATION FOR A RURAL CENTER GRANT FOR JOHNSON’S FARMERS MARKET RESTAURANT

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

The second item under New Business was a discussion of having a Youngsville Farmers Market. Commissioner Redd stated that Michelle Price had a good idea of starting up a new Farmers Market in Youngsville. She stated that she understood that it had been tried before and had closed up for lack of interest. Commissioner Redd stated that she had contacted the Franklin County Extension Office and they did seem interested in the idea. She explained that the Wake Forest Farmers Market is at full capacity and could not take any new vendors. She stated that the Youngsville Flea Market attracted people to Town and a good location to put the Farmers Market would be just across the railroad tracks on NE Railroad Street. She explained that they could close off the street just past the recycling containers almost all the way up to E. Franklin Street, leaving a small section open so that residents of the corner house would be able to get out of their driveway. Commissioner Redd asked Chief Kirts if there were any regulations concerning this plan and he responded that the street could be closed off with barricades. Commissioner Redd

stated that she was still working on the costs and mission statement she just wanted to make sure that it would be possible to close off that street before moving forward. Robbins stated that YABA would be responsible for putting up the barricades but the Town would make theirs available for them. Mayor Hardwick stated that they would need to find out if there were enough people interested and how often they would want to open to make it worthwhile. Commissioner Redd stated that she felt there would be enough interest especially since there would also be crafts allowed as well. Mayor Hardwick stated that everything seemed fine for them to keep moving forward on the project.

The third item under New Business was to adopt the Revised Water Shortage Response Plan. Robbins stated that the Town was asked by Franklin County Public Utilities to update our Water Shortage Response Plan to match their updated version. She explained that there were not a lot of changes just some wording and the water restrictions were added.

MOTION: TO ADOPT THE REVISED WATER SHORTAGE RESPONSE PLAN

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

The fourth item under New Business was a discussion of Ordinance Revision – Billing Rules. Hurd explained that originally, anyone that needed to pay their water bill late because of an emergency situation could call in and get a late date. As of right now, this was being taken advantage of. Currently there are close to 30% that are paying past the due date. Using Franklin County Public Utilities rules as a guide, Hurd stated that she felt a 10% late fee would be fair considering garbage only customers at Hampton Village pay \$10.00 a month. Hurd stated that anyone with a valid reason such as they are receiving social security or disability would still be allowed to have a late date without the penalty. Also, drafts which are done on the first working day of each month would not accrue the late fee. Anyone that wished to have a late date for emergency would still have to pay the late fee. Hurd stated that she hoped this would get people motivated to pay on time. She stated that Youngsville had always worked with their customers and would continue to do so. Hurd also stated that other portions of the ordinance were just brought up to date such as the rates for deposit and the days for meter reading and mailing bills.

MOTION: TO ADOPT THE REVISED ORDINANCE – BILLING RULES

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

The fifth item under New Business was a discussion of Ordinance Revision – Garbage and Refuse Collection. Hurd explained that while she was looking at the Billing Rules Ordinance, she checked to make sure the garbage was up to date as well. There have been changes over the years that had not shown up and this would bring the Ordinance current. No current changes were being made.

MOTION: TO ADOPT THE REVISED ORDINANCE – GARBAGE AND REFUSE COLLECTOIN

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

The sixth item under New Business was a discussion of Ordinance Revision – Animals. Robbins stated that this would add a limit of 5 dogs for residents of Youngsville. The ordinance would make allowances for litters of puppies. She also stated that people with more than 5 dogs would be grandfathered until a dog passed away then they would not be able to get another in order to keep the limit to 5. Mayor Hardwick asked if this was in line with Franklin County's rules and Commissioner Stallings stated that Franklin County did not have an ordinance limiting dogs, only the local towns do. Commissioner Stallings stated that he did not want to grandfather the amount of dogs. When asked, Hurd stated that only four people in town had more than 5 dogs. She explained that there was one lady that bred show dogs and had 6, two ladies that work as veterinary technicians, both of which had 6, and one gentleman that had rescue dogs and had 13 at last count. Commissioner Stallings stated that he had been told there were around 30 dogs there but Hurd stated when officers went by his house there was around 13 – 15 dogs located on that property. Hurd stated that she knew several of the people with more than 5 dogs took good care of their animals. Attorney Tomlinson asked for a few minutes to think about the ordinance. The Board moved on to the next item on the agenda.

The seventh item under New Business was a discussion of Recycling. Commissioner Redd stated that she wanted to discuss the Recycling in town to see if anyone had any new ideas that would help the problems we are having at the recycling container. Robbins stated that the schedule for dumping the recycling container had been moved up to every three weeks from once a month. An alternate location would be the Franklin County Convenience Site located on Park Avenue. If the Town did away with their recycling bin it could save over \$5,000.00 a year. Robbins explained that only 50% participated when the town used curbside recycling, even though the town had to pay for every household. Robbins explained that every home in Youngsville was taxed a \$55.00 fee from Franklin County to cover sanitation. She stated that the people of Youngsville were paying for the Franklin County Convenience Site whether they used it or not. Commissioner Redd suggested getting the residents involved in deciding if the recycling container should be kept. Hurd stated that she had to mail out the Grease Ordinance with water bills anyway and could include a survey about keeping the container.

MOTION: TO SURVEY THE RESIDENTS OF YOUNGSVILLE CONCERNING KEEPING THE RECYCLING CONTAINER OR USING THE FRANKLIN COUNTY FACILITIES LOCATED ON PARK AVENUE

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

Attorney Tomlinson asked to finish the discussion on the Animal Ordinance. He stated that it could be worded to state that current violations would be grandfathered and as one

dies, it cannot be replaced. Commissioner Stallings stated that he did not want to grandfather the animals. He stated that he wanted to make it 5 dogs or less at this point. Chief Kirts stated that the Police Department did not have the manpower or the equipment to enforce some of the regulations. Commissioner Stallings stated that the Town could choose to put it back where Franklin County Animal Control like Lake Royale has. Robbins stated that there were several options that needed to be looked at. One was should the Town do away with their own enforcement and let Franklin County Animal Control take over. Next was should the ordinance read 6 since there were several people that had 6 and took very good care of their animals. She stated that the Ordinance did need to be enforced but equipment to handle it was an issue. Commissioner Stallings stated that Louisburg has an Animal Control officer that will take care of things if he can handle it but things like animal cruelty are turned over to the Franklin County Animal Control. Robbins suggested that she and Commissioner Stallings get together to discuss more about this ordinance and bring it back to the Board.

MOTION: TO TABLE THE DISCUSSION OF THE REVISED ORDINANCE - ANIMALS

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

The next item on the agenda was Old Business. The only item under Old Business was to continue the discussion of the CSX Crossing Arms for Winston Street and Pine Street. Robbins stated after the last Board Meeting, she and Attorney Tomlinson checked with the NC League of Municipalities and found that if the Board did decide against the crossing arms, the Town could be liable for any accidents. Robbins stated that she sent a letter to NC DOT concerning the price of the crossing arms and the fact that the High Speed Railway would make them obsolete in just a matter of years. She received a letter back with an alternative marking system. Robbins explained that the alternate system would consist of remarking the pavement and signage with a price of only \$6,000.00 each crossing with the Town responsible for \$600.00 each crossing. Attorney Tomlinson stated that as long as the Town did something to protect the public, it would help keep the Town from being liable. Robbins stated that there was enough money in the Powell Bill to cover the \$1,200.00 costs.

MOTION: TO APPROVE THE REVISED NC DOT PACKAGE FOR REMARKING PINE STREET AND WINSTON STREET RAILROAD CROSSING

The motion was made by Commissioner Woodlief and was seconded by Commissioner Redd. The motion passed with Commissioner Roberts as the only nay.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that there was no reason to go into Executive Session and asked for a motion to bypass.

MOTION: TO BYPASS EXECUTIVE SESSION

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to remind everyone that there was an upcoming Planning Workshop for March 8th at 7:00pm at Town Hall. He stated that the Planning Board would be in attendance as well. He explained this was an opportunity to hear what the citizens of Youngsville had to say. Robbins suggested moving the meeting to the Community House so that there would be enough room to accommodate everyone and the Board agreed.

Mayor Hardwick also wanted to wish Commissioner Roberts a happy 85th birthday.

Commissioner Redd asked about the Leash Law. She stated that there was a home on the corner of NE Railroad Street and E. Winston Street that had dogs that ran loose on occasion. She stated that she noticed they were chasing wildlife. Robbins told her that the Town did have a leash law and Chief Kirts stated that they had been cited on a NC State Citation for violation of Town Ordinance. He explained that the Police Department had to catch them off of the property before they could do anything. He reminded everyone to either call Town Hall or the Police Department when any dog has been sited off of the property so that we can take care of it.

Commissioner Redd asked about the work being done on 217 E Main Street. She stated that she had been asked what was going on at that property and she did not know. She asked if there was some sort of activity report that could be given to the Commissioners so that they would be aware of any work that was being done in the area. Commissioner Redd stated that it could be emailed to the Commissioners month to month or given to them in their monthly packets.

Commissioner Redd also wanted to mention that Robbins had given information on the costs of speed bumps for E Winston Street. She stated that along with that information, the Board would also need to consider Chief Kirts comments from the last meeting while they think about the situation further.

Robbins reminded Commissioners that the Powell Bill discussion would be back before the Board on the March Agenda and they would need to bring a list of roads and/or sidewalks that needed to be repaired or repaved.

The meeting adjourned at 7:54 pm.

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MINUTES

MARCH 10, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:28 pm immediately after the Public Hearing. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Alexander Wojtalik asked about the results of the Recycling Survey and Hurd stated that the Board would get into that during Old Business.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was New Business. The first item under New Business was the Petition for Zoning Amendment for David B Moss for property located on East Winston Street. Robbins stated that he was wishing to rezone from Residential Single Family (RSF) to Mixed Use (MU) and that he had received a Favorable Recommendation from the Planning Board with a correction for the property that is adjacent to East Winston Street to remain RSF.

MOTION: TO DENY THE PETITION FOR ZONING AMENDMENT FROM DAVID B MOSS FOR PROPERTY LOCATED ON EAST WINSTON STREET

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

The second item under New Business was a discussion of Application for Special Event by Brian Garff and Geoff Huguely. Robbins stated that both were in attendance for any questions. She stated that the Board had the information with the Application for an event called "Haunted Forest". She explained that they already had everything in order, had spoken with Randy Likens and the Fire Marshall. They would be running this event from September 30th until November 5th. There would be open 15 nights total. Robbins

explained that this would take place on property owned by James Moss on Cedar Creek Road. Commissioner Redd asked about staff and they explained that it would be mostly volunteers for the people scaring, however, there would be paid staff such as security (off duty officers) and managers. There would be at least two off duty officers, one on duty cruiser and would also be someone there with first responder training. Mr. Garff stated that every employee, including volunteers, would have a background check. He explained that there would be about 50 total employees with about 35 being volunteers. He stated that this was a for-profit operation but some of the money would go to a local charity as well. Mayor Hardwick stated that this would be outside of city limits and would be the jurisdiction of Franklin County Sheriff's Office. Commissioner Stallings asked about the traffic and they explained that they were expecting around 600 cars over a four hour period, breaking down to no more than 60 cars an hour. They would also have something helping the cars to park. Mr. Garff stated that they would be starting late enough at night to be after rush hour so that would help as well. Mr. Huguely stated that they already had a traffic pattern laid out that would help get traffic in and out efficiently. Commissioner Stallings asked about concessions and they stated that there would be things like canned soda and chips but nothing prepared on site. Commissioner Stallings asked about litter and they stated that the volunteers would help clean up the area but Commissioner Stallings was also concerned about the traffic that would be coming through town and they said they would look into cleaning up even further down the road towards town. Commissioner Woodlief asked about the liability and they stated that they were covered with a two million dollar umbrella with a 1 million dollar per occurrence. This also came with a no fault policy. Anything that happens will be covered. Mr. Garff explained that there were over 2000 haunted attractions each year. He stated that he's known people that have been doing this type of business for 17 years and have watched how it's done. Commissioner Stallings asked when they would start the set up and Mr. Garff stated that they would be working all summer to get this set up once the hay in the field has been cut. Mayor Hardwick stated that he had attended the Clayton Fear Farm and that it was a lot of fun. Mr. Garff stated that they would use the natural terrain to help with the haunted walks. There would be a bonfire, which they have already spoken to the Fire Marshall about, which will be surrounded to make it safe. He did state that this was not aimed at children under 10 years old. They explained that the presence of the police makes a big difference. The Clayton Fear Farm had some problems when they first started but adding off duty officers, the problems had pretty much gone away or are handled quickly. Managers will be patrolling the parking area, which will not have any frighteners, so that area will be well under control. The police officers will be by the entrance with radios. There will be enough lighting to make things safe and secure in the parking area. No drugs, smoking, or firearms will be allowed. Each person will have to sign a waiver that protects both parties and lets them know that if rules are broken, they will be escorted out of the event. The cost per person will be around \$13.00 to \$15.00 each. Commissioner Redd stated that she felt this was a good idea that would bring people to Youngsville. Chief Kirts wanted to make sure that Mr. Garff and Mr. Huguely understood that the only off duty officers with arresting power was the Franklin County Sheriff's Office and Youngsville Police Department. When asked if his officers would work, he stated that it was up to the officers.

**MOTION: TO APPROVE THE APPLICATION FOR SPECIAL EVENT –
BRIAN GARFF AND GEOFF HUGUELY**

The motion was made by Commissioner Stallings and was passed by Commissioner Redd. It passed unanimously.

The third item under New Business was the Report from the Tax Collector. Hurd stated that there was over eleven thousand dollars still due though several people had promised to bring in payments before the Tax Liens were advertised on March 30th.

The fourth item under New Business was the Order of Advertisement of 2010 Unpaid Real Property Taxes as Required by GS 105-369(A).

MOTION: TO APPROVE THE ORDER OF ADVERTISEMENT OF 2010 UNPAID PROPERTY TAXES AS REQUIRED BY G.S. 105-369(A)

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Revised Ordinance for Animals. Robbins stated that this was presented last month and was tabled to make some changes. Robbins stated that she and Commissioner Stallings had worked on this and the changes were marked in blue and red. This would limit 5 dogs per house. The exceptions to this would be kennels and veterinary hospitals as allowed by the Zoning Ordinance. Robbins also stated that there some minor changes in wording. Also, it now states that the Chief of Police will make all attempts to capture but once that fails the Franklin County Animal Control will be contacted for assistance. Commissioner Roberts asked if Robbins had checked with other towns and Robbins stated that Franklinton and Bunn had no limits and Louisburg has a limit of 5 dogs. She also stated that she thought Wake Forest had no limit.

Commissioner Stallings stated that he had no problem abstaining from this vote since he was the Franklin County Animal Control Officer. Commissioner Johnson asked if the dogs would be grandfathered and was told no. Mayor Hardwick and Commissioner Redd asked if this included AKC Breeders and Robbins stated that it could be changed to include that if needed. Commissioner Redd asked about cats and Robbins stated that it was very difficult to track cats but anytime there was a complaint about a stray cat, they were trapped and taken to the Franklin County Animal Control. Commissioner Redd asked about the chickens since it was not shown on this ordinance and Robbins explained that since there were to be no changes to that, only the portions about dogs were shown on the paperwork being discussed. The chickens were listed under Ordinance 8.304.

Amy Dean stated that she was a breeder of Great Danes and was very unhappy about the limitations that were being discussed or the fact that people in town did not know it was being brought before the Board at all. She passed out some information from the AKC about laws that limit amounts of dogs allowed. Mrs. Dean stated that she knew that 5 dogs sounded like a lot but when breeding, it was not really that many. She stated that she was not a big breeder, that they only had 2 litters a year. Limiting the dogs that she could have would put her in a bad spot trying to raise Champions. She has two champions at this time only one of her six dogs is not a show dog. Putting this limitation would squash her career goal of being a judge for these Championships. She explained the rules and regulations required for being a judge and that included having bred a certain number of litters and having a certain number of dogs winning shows. She stated that her dogs were an investment. Her breeding stock has their health certified and sells

for around \$1500 to \$2500. Some Great Danes can be sold for around \$6000 if they have the right kind of coat. She stated that there were tests that had to be passed, fees that had to be paid. She explained that she has put quite a bit of money into this business. She stated that if this limitation passed, she would not be able to breed her dogs to different blood lines again. The life expectancy of a Great Dane is around 5 years but her dogs have a tendency to live up to 12 years. By the time one of them passed away to allow for another, the one she wished to breed them to would be too old for breeding. When purchasing her home, Mrs. Dean stated that had asked if there were limits and was told no at the time. She explained that Raleigh had fees for licensing and that could be an option for Youngsville as well. When she moved here, she liked that it was a dog friendly community. She stated that she has invested money in a good quality high fence that can contain her dogs. Mrs. Dean stated that if she couldn't breed her dogs, she may have to move out of town. She stated that she did not want to do that because they like the community, her kids like the community. Mrs. Dean stated that she understood this came about because of one person in town who was said to have anywhere between 4 to 20 dogs. She stated that just because of one irresponsible person, others should not have to pay the price. Mrs. Dean stated that when she did some research about the area, she found that there were a lot of kennels and training centers in the area. There is one agility center outside of town that had AKC events with lots of people being drawn to the Youngsville area. The people that she has spoken with are concerned about the limitations as well, even though they are outside of city limits and this would not affect them. They stated they were concerned this would become another Cary. Mayor Hardwick stated that Youngsville would not become like Cary. Mrs. Dean stated again that this limitation would affect her AKC judging license since she would no longer be able to fulfill her requirements. She stated that she knew of people that would be happy to come and talk to the Commissioners to find easier ways to enforce issues with dog owners. She requested the Board to consider putting off these limitations considering the impact it could create. Mayor Hardwick stated that he appreciated how well maintained her dogs are as opposed to others he has seen. Commissioner Redd stated that she appreciated her coming to the Board Meeting to voice her opinions and concerns. Commissioner Redd stated that she loved having all the people come tonight to let the Board know how much they loved the Youngsville Community and the Board was here to help. Mayor Hardwick thanked Mrs. Dean for coming. Robbins stated that only Ordinances 8.301 through 8.305 were being changed, no changes were being made to 8.306.

MOTION: TO TABLE THE DISCUSSION OF THE REVISED ORDINANCE – ANIMALS FOR ONE MONTH

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

The second item under Old Business was to continue the discussion of the Application of Rural Center Grant for Johnson's Farmers Market Restaurant. Robbins stated that she had not heard from Mr. or Mrs. Johnson concerning this grant application. Mayor Hardwick stated that maybe it should be taken off of the agenda until we do hear back from them.

MOTION: TO REMOVE THE DISCUSSION OF THE APPLICATION FOR RURAL CENTER GRANT – JOHNSON’S FARMERS MARKET RESTAURANT.

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

The third item under Old Business was to continue the discussion of the Road System. Robbins stated that this had been brought before the Board months ago but had been put off until March so that the Board could see if there were any repairs needed after the winter. She stated that there was \$34,158.89 in the account. Robbins stated that the Board needed to decide where to spend the money, either on repaving/repairing the roads or on sidewalks. She stated that there would be no pedestrian/bicycle route grant this year. Commissioner Johnson stated that there was nothing in front of CAMPO at this time for those types of projects. Robbins explained that the Safe Routes to School grant had been brought up before. This would cover putting in a sidewalk from N College Street to 5 Points, then from 5 Points to the School. The funding for this type of grant was based on population. In order to even start the grant process, a plan would need to be made, costing around \$25,000 - \$31,000. DOT would only reimburse for \$24,800 of that cost. Even if the cost of the plan was lower, it still did not guarantee the awarding of the grant and could possibly be money wasted. Commissioner Redd stated that she loved the idea but it was a lot of money. Robbins stated that the Town could still apply without the plan if need be. Robbins stated that all Commissioners had been given a list for Capital Improvement for streets in October when this was first brought before the Board. Mayor Hardwick stated that there were some roads that needed work. Robbins stated that each Commissioner has been assigned an area of town that she suggests they ride through and bring any suggestions of repairs or sidewalks that need to be addressed. Robbins explained that there were some pot holes that needed repairs but would have to wait until the weather was warm enough for the asphalt. Commissioner Redd stated that she would love to see more sidewalks. Mayor Hardwick stated that when riding through their areas, the Commissioners should take their Capital Improvement list and go through for the next meeting.

MOTION: TO TABLE THE DISCUSSION OF THE ROAD SYSTEM FOR 1 MONTH.

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously. Robbins asked them to bring any suggestions for sidewalks as well.

The fourth item under Old Business was to continue the discussion of Recycling. Robbins stated that out of 520 surveys sent out, only 50 were returned. The results were 27 yes, 12 no, 10 don't care, and 1 don't recycle (because their nephew takes it off for them but did not say where the nephew took the recycling). Mayor Hardwick stated that this was strictly for keeping the recycle bin, there would be no curbside recycling due to the costs involved. Commissioner Redd stated that if we kept the recycling bin it needed to be dumped more often. Hurd stated that she had increased the schedule but Commissioner Redd stated that it did not seem to help. She stated that it was an eyesore but would hate to remove it. Mayor Hardwick stated that there was recycling available

down the road at the convenience center located on Park Avenue. Commissioner Redd stated that the recycling would have to be sorted and she had a lot to recycle. She stated that they were looking at putting a Farmer's Market in that area and they will be blocking the street. She stated that if the container was overflowing, it would look bad. Mayor Hardwick explained that the main reason for getting that was when we got rid of curbside recycling; the Board thought this would help. He stated that people from outside of city limits helped to keep this overflowing even though Youngsville residents were paying for it. Commissioner Johnson stated that the gravel did make the area looked well and was more convenient than the mud that was hindering people. Mayor Hardwick stated that if Waste Industries could put it back in the same area every time would help. Commissioner Johnson stated that what ends up happening is that people come by and see it full, they will go on by it and just stop doing it altogether. Commissioner Stallings stated that he would like to see more gravel. When asked about costs, Robbins explained that Waste Industries has just bought out its' main competition. Robbins stated that it could be tabled again while the Board considered the results of the survey.

MOTION: TO TABLE THE DISCUSSION OF RECYCLING FOR 1 MONTH

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that there was no reason to go into Executive Session and asked for a motion to bypass.

MOTION: TO BYPASS EXECUTIVE SESSION

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

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Planning Session on March 8th was well attended and the Board received some good feedback from the citizens. He stated that we could move towards future work sessions. Mayor Hardwick thanked the people for coming to the meeting to voice their concerns.

Robbins stated that the garbage day has been moved from Wednesday to Tuesday. Waste Industries has bought out Shaw Sanitation and in an effort to consolidate all of the customers and minimize the routes, they had to switch our days. Robbins stated that both she and Hurd had spoken with Lee Bodenhamer from Waste Industries. She stated that postcards were mailed out to all of the residents and Waste Industries had agreed to pay for the postage. Also, Waste Industries would be putting notices in the roll carts as well.

Robbins stated that the Business Expo would be held on March 17th from 4-8pm at the Youngsville Armory.

Commissioner Redd stated that she and Michelle Price had been working on getting a Farmer's Market for Youngsville. Letters would be sent to local farmers. This would be hosted by BABY (Building a Better Youngsville) and would be nonprofit with any

proceeds going back to YABA. She stated that she had included an informational packet with the agendas for the Board to take a look at. She stated that it would be located on N.E. Railroad Street by the recycling bin. They would be closing off the street and the Farmer's Market would also include crafts as well. People would be allowed from any county. She stated that Wake Forest Farmer's Market was no longer taking new vendors but did have a waiting list. Commissioner Redd stated that they would have banners that would be put up on the poles and hopefully people heading to the ballgames or soccer games would stop by. April 16th would be 1st weekend they would be open. The Farmer's Market would run from April through October from 8am – noon. Ms. Price stated that they would be starting small.

The meeting adjourned at 8:27 pm.

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MINUTES

APRIL 14, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Alexander Wojtalik stated that in early March, the Board had a planning session to update some of the ordinances and he wanted to know what the status of those updates was. Mayor Hardwick stated that the Board was still working on them and some of them would be coming up later in the Board Meeting, though nothing final would be done tonight since a Public Hearing would be needed before adopting any changes. Robbins stated that they were planning on working on the entire ordinance one chapter at a time to help stay focused but would adopt it all at one time. She stated that she had been working with the Finance Committee on the budget and that did take precedence over other projects. When asked what the difference was between the Zoning and Town Ordinances was, Robbins stated that the Town Ordinances were for inside of town limits and the Zoning Ordinance covered the town and 1 mile outside of it. She explained that some of the Town Ordinances were not included in the Zoning Ordinance, such as the Animal Ordinance. Mr. Wojtalik asked where covenants fit in with the Ordinances and Robbins explained that the Ordinances adopted by the Town superseded covenants but ultimately, any covenants that were not affected by the Ordinances were the Subdivisions responsibility to enforce.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was New Business. The first item under New Business was a Request from Good Hope Baptist Backyard Bible Club to use Mitchell Park 3 to 4 days, Wednesday through Saturday during June and July. Robbins explained that she was contacted by one of the members about using the park during that time frame. Robbins stated that we have had parties and weddings located there but nothing that took up months of activities. Robbins stated that she told the contact person that since Mitchell Park was a public park that it could not be blocked off; other people would be able to use

the park at the same time. She stated that the contact person had said that would be fine if other people were in the park at the same time as them. Commissioner Roberts stated that they could not reserve the park but he was fine with them using and Robbins stated that she had told her contact that it couldn't be reserved.

MOTION: TO ALLOW THE GOOD HOPE BAPTIST BACKYARD BIBLE CLUB TO USE MITCHELL PARK 3 TO 4 DAYS, WEDNESDAY THROUGH SATURDAY FOR THE MONTHS OF JUNE AND JULY WHILE THE PARK IS STILL OPEN TO THE PUBLIC

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The second item under New Business was a presentation and adoption of a Resolution Endorsing a Comprehensive Transportation Plan for Franklin County. Julie Bolinger from NC DOT and Scott Hammerbacher from Franklin County Planning Office were both present for the presentation. Mrs. Bolinger presented a slide show with the Comprehensive Transportation Plan (CTP) for Franklin County (see attached paperwork for the printed version of the slide show). She explained that this would take the place of the Youngsville Thoroughfare Plan. Since the old Thoroughfare Plan only covered highways, this new plan would cover all modes of transportation, such as walking and bike trails and the new High Speed Railway. Mrs. Bolinger explained that they were at the adoption and endorsement phase of these plans. Once that phase has been completed CAMPO would adopt on Youngsville's behalf. These plans show who's endorsing, as well as which type of enhancement that is needed, such as new roads, repaired or expanded road, etc. Mrs. Bolinger went on to state that improvements would be made to 96 Highway towards Granville County, also towards, Wake County. Cedar Creek Road will also have some updates made to it. She stated that the Youngsville area shows some railway and bus recommendations. The bicycle routes will either have a bike lane or extended paved shoulder of the road to accommodate the bikes. There will also be "multiuse paths" installed with the High Speed Rail. These include walking and biking trails. Commissioner Woodlief asked what the time frame for this would be and she stated that when the High Speed Rail came in they may do the northern portion of the Youngsville Bypass. Commissioner Woodlief stated that the town needed the bypass but not the High Speed Rail. Carolyn Palmer stated that she did not understand. She asked where the Youngsville Bypass would be located and was showed on a map. She stated that she attended an older historical church in that area but Mayor Hardwick stated that the church was further away from the proposed bypass and it would not affect the church. He stated that things like that were taken into consideration before any Thoroughfare Plan was adopted. Commissioner Redd asked who was funding this and Mrs. Bolinger stated that this was not yet tied to any funding. She explained that you needed to have an approved and adopted plan before you can put it in for funding. Commissioner Johnson stated that it was listed as 30 years at CAMPO. Mr. Hammerbacher reiterated the need for the adopted plans before any funding can take place. He explained that these were just the first steps of the requirements. Mrs. Bolinger stated that the plan can still be updated as need be in the future depending on how the area develops. She stated that tonight, they just needed the Board to endorse the CTP for Franklin County.

MOTION: TO ADOPT THE RESOLUTION ENDORSING THE COMPREHENSIVE TRANSPORTATION PLAN FOR FRANKLIN COUNTY, NORTH CAROLINA.

The motion was made by Commissioner Woodlief and was passed by Commissioner Johnson. It passed unanimously.

The third item under New Business was to adopt Resolution 2011-30 in Support for US 401 Widening in Franklin County, North Carolina. Robbins stated that the new plans for widening 401 were to widen only portions of it, leaving it 2 lanes in other sections. She stated that the request was to remove sections C and D off of the TIP so that 401 can be widened to 4 lanes the whole stretch from Raleigh to Louisburg.

MOTION: TO ADOPT THE RESOLUTION 2011-30 IN SUPPORT FOR US 401 WIDENING IN FRANKLIN COUNTY, NORTH CAROLINA

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously.

The fourth item under New Business was a discussion of submitting an application for the NC Step Program through the Rural Center. Commissioner Redd stated that she had done some research online and had found this program. She had a handout with some basic facts (attached in minute book) about the program on it. She explained that this program included coaching assistance who works with the town for critical needs and community assets, grant assistance, and opportunities for training and shared learning. She stated that they would be accepting new applications in 2012. Mayor Hardwick stated that Youngsville had applied before but was turned down. Commissioner Redd stated that this was an opportunity to get money and training for the town. Mayor Hardwick asked if there was a cost to the town and Commissioner Redd stated that the only cost was what it took to get the application completed. Commissioner Woodlief stated that he was not saying no but shouldn't the Board table this to get more information? Robbins stated that there was only the application to fill out and the Town should take the opportunity to do this.

MOTION: TO APPROVE THE APPLICATION PROCESS FOR THE NC STEP PROGRAM

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Revised Ordinance for Animals. Commissioner Redd stated that she and Commissioner Johnson had met with a representative from the AKC to look at other ideas than limiting the number of dogs. She stated that she had written the ordinance to also include noise violations, sanitation, tethering and penalties. She stated that she still needed to revise the noise disturbance part of this ordinance since it is too general. Commissioner Redd also stated that Attorney Tomlinson has not had a good chance to look over it yet.

MOTION: TO TABLE THE DISCUSSION OF THE REVISED ORDINANCE – ANIMALS FOR ONE MONTH

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. The motion passed unanimously.

The second item under Old Business was to continue the discussion of the Road System. Mayor Hardwick asked if anyone had any ideas from the list. Commissioner Redd stated that she looked at the Capital Improvements Plan, which has a color code, but there was also a conditions code with numbers and she didn't understand the difference. Robbins stated that when it was updated, the revised CIP used the conditions instead of the color coding. Robbins stated that some of the roads for the red and orange have been paved already. Commissioner Redd stated that since some had been paved, that she figured the ones labeled blue would have been moved up but haven't. Robbins explained that was what the Board was supposed to do this meeting, was to update the CIP with what needed to be repaired or repaved first. Commissioner Redd stated that she had driven around the Town and the road that were listed as red actually looked good and did not seem to need any repairs. Robbins explained that they had a "year paved" beside the ones in red and orange that have been taken care of. There were not removed from the list but did show that they had been fixed. Robbins stated that this list had not been updated due to no Board action. Mayor Hardwick stated it would be easiest to look at the condition numbers instead of the color coding since that was done most recent. When looking at those numbers, Pine Street and Tom Williams Road would be up next and Commissioner Redd agreed. Commissioner Redd also stated that the railroad crossing on Pine Street needed some work as well. Robbins stated that this was the reason it was brought before the Board, so that we could figure out what needed to be done next. Mayor Hardwick asked Robbins when the next payment would be and how much. Robbins stated it would be in October and around \$34,000. There is \$35,000 in there now. Mayor Hardwick stated that he knew that repairs would need to be done but if we saved until the next payment, could more be done at that time and save some money by doing more roads together. Robbins stated that when getting quotes for paving roads, that she does get a better rate when doing more in one session than just doing one here and there. Commissioner Redd asked if sidewalks were no longer an option and Robbins stated that they also fell under the Powell Bill money and Commissioner Redd stated that she felt that some of the money to do sidewalks if not fifty percent. Commissioner Redd mentioned that there was a sidewalk on a vacant lot. Robbins stated that the area had sidewalks installed since that was a high foot traffic area. Commissioner Redd stated that her recommendation would be to take fifty percent to do sidewalks. Commissioner Redd stated that she wanted to get some estimates on sidewalks and Robbins asked which sections she wanted to get estimates for and Commissioner Redd stated that she wanted estimates in all areas that did not have sidewalks. She stated that she did not have a specific area. Robbins stated that on DOT maintained streets, the sidewalks would have to be 5 feet wide but any of the town streets could be done as 4 feet wide to help save some money. Commissioner Redd stated that she thought it would be a good idea to do a CIP for sidewalks as well and combine it with the CIP for the road system and get the quotes updated. Robbins stated that there was one for sidewalks already and she would get her a copy of it. Robbins explained any quotes she got for that much of an area would be difficult since some areas would require additional work other than just linear foot cost of concrete. Mayor Hardwick stated that a list of sidewalks that are needed most should

be brought before the Board next month but Commissioner Redd stated that they should be emailed to Robbins before the next Board meeting so that Robbins can try to get quotes on them.

MOTION: TO TABLE THE DISCUSSION OF THE ROAD SYSTEM FOR 1 MONTH.

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

The third item under Old Business was to continue the discussion of Recycling. Robbins stated that previously, the Board had talked about whether to keep the recycling bin at NE Railroad Street or do away with it. The majority of the people who had turned in the surveys had wanted to keep it. Robbins stated that we had asked Waste Industries about going to curbside recycling again. Robbins stated that they gave a price of \$3.40 per household but this would mean that the town would have to pay for every household in town regardless of whether they recycled or not. Robbins stated that since we had less than 50% participation last time, she had asked Waste Industries about recycling only for those customers that wanted to. Robbins stated that she was told the town would need at least 50 customers and it would cost them \$5.30. They would get a 65 gallon roll cart that would be picked up curbside every other week. Commissioner Redd asked if the town had to do something first like get the commitment and Mayor Hardwick stated yes. Commissioner Redd asked how we would do that and Robbins explained that the town would send out a letter to get people to sign up for it. Commissioner Roberts stated that he wanted to keep the bin and Mayor Hardwick stated that he did not want to do the recycling for the whole town because that would mean we would have to pay over \$22,000 for maybe just 50 families. Commissioner Redd clarified that it was around 50% and not just 50 homes. Mayor Hardwick asked if we had 50 people yet and Robbins stated that out of the surveys 27 probably would. Commissioner Johnson stated that we would have no idea who uses the bin, it could be people from outside of town limits. Commissioner Redd and Johnson both wanted to see if we could come up with the amount of people willing to participate. They both said this would also help to save the town money as well as provide the service people want.

MOTION: TO GET THE REQUIRED AMOUNT OF PEOPLE FOR PARTICIPATION FOR CURBSIDE RECYCLING.

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Johnson asked if it was possible to get that information in with the water bills and Robbins stated that we would have to mail out the Water Quality Report once it was finished and would be able to put in with that mailing. It passed unanimously.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that the Board needed to go into Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Woodlief and was seconded by Commissioner Redd. It passed unanimously. The Board went into Executive Session at 7:46pm and came out at 8:13pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Facebook page for Youngsville was up and running. He stated that it looked good. He also wanted to mention that garbage services had been switched from Wednesdays to Tuesdays.

Mayor Hardwick stated that Larry Lindsey would be inducted into the Sports Hall of Fame. Mayor Hardwick stated that Mr. Lindsey had helped with the growth of this town as well as being a major role in the sports of North Carolina. Mr. Lindsey will be honored at Youngsville Baptist Church Fellowship Hall on May 1st from 2-4pm.

Commissioner Johnson wanted to mention the cleanup from the storms that had come through. He stated that the town workers had cleaned up the debris quickly. He also asked if there was going to be a rain date for the Easter Egg Hunt and Hurd stated that no, if there was rain, they would be holding the Easter Egg Hunt inside the Library.

Commissioner Redd gave everyone a handout for some information that she wanted to go over (see attached in minute book). She stated that since she had not been a Commissioner for long, she wanted to make sure she was doing her job correctly and asked for a formal job description from Robbins. Since there was not a job description, Robbins sent an article that she thought might help. The article was about the Local Governing Government Model (LGGM). Commissioner Redd explained that this was a guide of the responsibilities of the local boards. This focused mainly on what those boards should do and what actions they can take. Commissioner Redd read the 5 general responsibilities (see attached in minute book for more lengthy descriptions). One was to understand the legal authority granted to the board, two was to work with others in the local government and in the community, three was to develop policies and enact ordinances, four was to allocate resources and five was to be accountable. Commissioner Redd referred to the CIP discussed earlier and stated that it sounded more like a wish list than a future plan. She stated that the Town of Youngsville did not have a formal Mission Statement, no Vision Statement, neither Core Values, nor guiding principles. Commissioner Redd explained that the Town of Youngsville was like any business, it needed to have a basic business plans. She recommended that the Town develop a few things to help with future planning. Her recommendations included revised job descriptions; standard operating procedure manual; Mission Statement, Vision Statement, and Core Values; a revised CIP; and a Comprehensive Development Plan (CDP). She explained her reasoning behind needing some of these items. First were the revised job descriptions. She stated that this would help employees be accountable for their responsibilities. She explained that the policies would also help, especially with written step by step procedures to help the employees fulfill their responsibilities. Commissioner Redd stated that she would like to use the LGGM model to help come up with the job descriptions for commissioners and would like for the town staff to write down their daily duties. Once all of this information has been gathered, she stated that she wanted it to be presented as a Standard Operating Procedures (SOP) manual. She also stated that she wanted for the Town to have clear Mission and Vision Statements along with the Core Values. Commissioner Redd explained that these were the guiding principles behind the

policies, ordinances, development plans, citizen connections, etc. She went into detail on what each meant, Mission Statement describes the Town and what we do, Vision Statement describes the future of the Town, and the Core Values are the operating philosophies on how it conducts business. Commissioner Redd stated that she wanted to update the CIP that would identify the Town's capital outlay and improvement needs. She explained that this would be the long range plans for physical and economic development. She stated that a revised CIP would help give a more focused attention to the community needs and goals as well as future growth and development. She also stated this would help with planning future projects and help keep a stable, well maintained budget. Commissioner Redd explained that the CDP is more about what Youngsville wants to become in the future as well as planning out how to get there. She stated this plan included things like land use, transportation, economic development, etc and is usually a 10 – 20 year plan. She stated that developing this plan would involve the citizens of Youngsville through a series of work sessions and public hearings. Commissioner Redd stated that Franklin County already had a CDP adopted and could be used as a guideline if need be. Commissioner Redd stated that once the Mission and Vision Statements along with the Core Values have been created, the Board will follow along those to come up with the updated CIP and CDP. She referred to another article (see attached in minute book) about Rural Downtown Development that lists 5 principles to revitalize small downtowns. The first principle was to develop a Vision and a Plan for the downtown area. She explained that the town in the article has a CIP and CDP that she was suggesting for Youngsville and used some of their ideas as examples. Commissioner Redd stated that the goals and necessary actions to achieve them need to be put down in these plans. She explained that in order to put her recommendation in action, the Commissioners would need to form new committees. She stated that the 12 committees that they were already on never meet. Commissioner Redd recommended disbanding those committees and creating 5 new ones. They would be Policy, Ordinance, Finance, Capital Improvement, and Comprehensive Development. She stated that each committee would be made up of 2 Commissioners meaning that each Commissioner would be on two committees. She elaborated on what each committee would be responsible for and how often they should meet. Policy would be in charge of the job descriptions and the SOP. She stated that they should meet monthly to start with then drop down to bi-annually once everything had been established. The Ordinance Committee would help to review and update the Town Ordinances and the Zoning Ordinances. Since the Town is already in the process of updating these, this would be a great time to start this committee. Again this committee should meet monthly to start with then go to quarterly once the Ordinances have been updated. Finance would meet biannually to review the budget. The current finance committee is in the process of working on the budget for the FY 11-12 and once that is finished, new Commissioners can be assigned to this committee. Capital Improvement would begin by revising the current CIP. This committee would meet monthly then can meet annually to review the plan and make any necessary changes. Comprehensive Development would need to have the help of Town Hall staff and residents, with the possibility of subcommittees. She stated that maybe a subcommittee for Parks and Recreation could include the director, Andy McGhee, for help with that planning. Once the plan has been put in place, this committee could disband. Commissioner Redd stated that the first meeting of any committee would be to create a list of tasks, responsibilities and goals. She also suggested having a quarterly Planning Session where each committee could update the Board on their progress. This would also help get feedback from the public. Mayor Hardwick stated that there was a

lot of information that was just presented. He stated that there were already job descriptions, but Commissioner Redd stated that she had not seen them. Mayor Hardwick stated that he felt everyone on the Board was there to help Youngsville. He stated that Youngsville was a great place to live because of previous Boards and the employees of the Town and that he felt that this was too many changes at one time. Mayor Hardwick stated that the Town did need a Mission Statement and that Youngsville was small town but was growing fast. Commissioner Redd stated that Youngsville had no plans or goals and Mayor Hardwick stated that they were trying things such as the Downtown Revitalization. Commissioner Redd stated that she felt the Board was not doing enough and Mayor Hardwick asked her where she wanted to start. Commissioner Redd stated that she wanted to start with the 5 committees. Robbins stated that we could try the new committees to see how it works as well as getting in touch with the NCLM and the School of Government for help if needed. Robbins stated that this would take time though and would not be completed in less than a year. Commissioner Redd stated that the Board needed to start somewhere but she did understand that this would take years to get everything completed.

MOTION: TO DISSOLVE THE CURRENT COMMISSIONER COMMITTEES AND CREATE THE 5 NEW PROPOSED COMMITTEES

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed with 3 ayes and 2 nays (Commissioners Roberts and Woodlief).

Robbins asked who wanted to be on what committee. When Commissioners started to discuss which ones they wanted to be on, Robbins suggested that they think on which ones they thought they would be most helpful on and email her so that the committees could be designated at next month's board meeting. Commissioner Woodlief stated that he's involved every day. Commissioner Redd stated that she knew that, but she felt that more could be done by all Commissioners. Commissioner Johnson stated that it was a lot of information presented and he needed time to think about it all. He stated that he agreed with most of what Commissioner Redd has presented and that, yes, the Town was a business and needed to be run that way. He stated that all of the Commissioners had a vested interest in Youngsville because they all lived here. He stated that he wanted time to look at the information before jumping into it. Commissioner Johnson stated that he had no problem getting more involved and stepping up to the plate but he wanted time to see what would be the best committee for him. He stated that Commissioners Woodlief and Roberts were more seasoned. Robbins suggested that time be given to review the information. Mayor Hardwick asked about keeping the finance committee since Robbins was in the middle of doing the budget and Robbins suggested postponing the disbanding of the committees until the new committees could be formed just in case anything happened.

MOTION: TO REINSTATE THE PREVIOUS 12 COMMITTEES FOR 1 MONTH UNTIL THE REVIEW OF NEW COMMITTEES COULD BE COMPLETED

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

The meeting adjourned at 8:30 pm.

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MINUTES

MAY 12, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Keith Falt wanted to discuss payment of water bills with the Board. He stated that there was not enough time between when the bills are sent out and when they are due. He stated that for May, that there were six working days in order to pay the bill. Mr. Falt stated that if someone was out of town for a couple of weeks like himself, they come back to find that their water had been turned off for nonpayment. He stated that he came back on a Saturday and couldn't get his water turned back on until the following Monday. He stated that he felt this should be addressed to give people more time to pay their bills. Mayor Hardwick stated that he appreciated Mr. Falt coming in and that he was going to address the email that he received that day since it came in after 5pm and he wanted to make sure everyone was aware of it. Mayor Hardwick stated that the Town did have a procedure and typically there are more than 6 working days to get it paid. Mayor Hardwick stated that normally the Town would call if we had a correct phone number and Mr. Falt stated that the Town did have his wife's correct cell phone number. Mayor Hardwick stated that if calls failed to produce payment, then a final notice was put on the door and then the water would then be cut off. Mayor Hardwick stated that Robbins cell phone number was listed on the voice mail for Town Hall and she can be reached anytime in a situation like this. Mr Falt stated that he felt this wasn't an emergency and did not want to contact Town Staff after hours for something like his water being shut off. Mr. Falt stated that he has now signed up to have his account drafted and will fix the problem for him but he wanted to bring it to the Boards attention so that no one else would have the same problems that he did. Mayor Hardwick stated that this policy was voted on a few months ago since we were having a problem with people paying late. He stated that it has only been a couple of months and are still working on out the kinks. Mayor Hardwick also stated that he wanted to encourage the residents to keep their contact information updated with the Town staff. Mayor Hardwick stated that the Town staff would work with anyone as best they can. He also stated that the Board was in the middle of changing some of the policies as well.

Alexander Wojtalik wanted to comment that the Board has material that they vote on, and that he knew the Commissioners wanted transparency in the government, and the residents don't have the same information. He stated that residents should know what was going on other than the titles on the agenda, unless it had to do with personnel matters. He suggested maybe putting up all of the agenda information on the website so

that the residents could look and see if they had questions on any of the items. Mayor Hardwick stated that everything is open record and that the information could be picked up at Town Hall. He stated that the Town was new to the internet and were still working on ways to improve. He stated that the Town had just started their own Facebook page. Mayor Hardwick stated that the agenda comes out the Tuesday before the meeting and any information can be obtained at Town Hall. Mr. Wojtalik stated that he had a problem using the mayor's email from the Town's webpage, but Mayor Hardwick stated that he was receiving emails from other people. Mr. Wojtalik said it may have been a problem with his computer. Mayor Hardwick stated that if for some reason, anyone could not reach the Board by their email, they can call up to the Town Hall and the staff would get a message to the Commissioners. Mr. Wojtalik stated that he felt putting things up on the website would help keep people from calling Town Staff. Mayor Hardwick stated that was what the Town Staff and Board were for, to answer any questions. Hurd stated that when she made copies for the Board on Tuesdays, she could make Mr. Wojtalik a copy as well if he wanted her to. Mr. Wojtalik stated that he didn't want Hurd to go to any trouble but Hurd assured him that she was already making extra packets anyway and this would be no trouble. Mr. Wojtalik stated that he felt it was odd that the Board was voting on things that he didn't know what they were about. He stated that like Mr. Falt, he was trying to look out for Youngsville and he wanted to know what's going on in Youngsville. Mayor Hardwick stated that it did take a few days after the Board meeting to get the approved minutes up on the webpage since Hurd had to email them to the webmaster and have him put them on the webpage. Commissioner Johnson asked if the Town Hall had the ability to scan and Robbins stated yes. Commissioner Johnson stated that maybe they could have them put up on the webpage. Mr. Wojtalik stated that he didn't want to set everything back and start over and Mayor Hardwick agreed and stated that Youngsville is still growing and working on its policies to help improve it. Mr. Wojtalik stated that he wanted the Board to understand that change is going to happen even if they don't want it to. He stated that he felt the Board should embrace change and the Board has an opportunity to control the direction of the change. Mayor Hardwick stated that this Board had been through change before and did not like to make rapid changes because they tend to fall pretty quick. He stated that the Board wants to be informed before they make changes and now that he has had the opportunity to look over the information presented last month, he agrees with it. It was just a matter of having the time to read the information before making any changes. He stated that since the Town was small, changes were embraced but were looked at more closely than say larger towns. Mr. Wojtalik asked if the Board had considered trying to solicit volunteers from the community that had the experience needed to help in these new committees. Mayor Hardwick stated that the Board is elected to listen to the residents and it was their responsibility to listen to the residents and then vote on policies that represent the residents of Youngsville. Robbins stated that when doing the Land Use Plan, a resident came forward to help in the creation of that plan. She stated that when the residents come forward to let the Town know that they have the necessary experience to help, the Board will definitely use that experience when it can. Mr. Wojtalik stated that he felt the Town did not understand what it needs. He explained that if people show up to the meetings they understand what is going on but for those that do not show up, would they understand that they have the opportunity to help? He asked how the residents would find out this kind of information if they did not come to the meetings. Mayor Hardwick stated that he has been approached often by the residents and they know more about what's going on in Youngsville that it seems. He stated that they pay attention, read the

paper, and talk to the Board and Town Staff to get information and pass it along to each other. Mayor Hardwick stated that it is still up to the citizen's that if they have a concern to bring it to the Board's attention. Mayor Hardwick stated that with the website and the Facebook account that information can be provided to the residents of Youngsville more efficiently. Commissioner Redd stated that she has had people contact her since the article in the paper that are willing to help with the committees and subcommittees especially for the Comprehensive Development Committee.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was New Business. The first item under New Business was a discussion of the contract with Waste Industries. Robbins stated that she received the contract earlier in the day. She explained that if the Commissioners wanted more time to read over it they could table it until the next meeting. It is a three year contract and the verbiage is the same as last year. Garbage rates would increase by a \$1.02 and she was proposing a rate increase for customer of \$1.00. Recycling would be \$5.30 per residence and \$12.00 per business. She stated that the Town had already received 35 applications for recycling for the 50 minimum that Waste Industries had set. Commissioner Redd stated that since the increase was for \$1.02, she felt that the town should go up the exact same amount. Robbins stated that she could do those numbers for the budget, which would be voted on in June.

MOTION: TO APPROVE THE CONTRACT WITH WASTE INDUSTRIES.

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

The second item under New Business was to adopt the Resolution for the Franklin County Multi-Jurisdictional Hazard Mitigation Plan. Robbins stated that it was a requirement every five years to update this plan. She explained that the Town is covered in Franklin County's Plan and nothing major had changed in the new plan.

MOTION: TO ADOPT THE RESOLUTION FOR THE FRANKLIN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

The motion was made by Commissioner Johnson and was passed by Commissioner Stallings. It passed unanimously.

The third item under New Business was to reappoint Brenda Robbins, James Underwood and Everette Pearce to the Youngsville ABC Board. Robbins stated that the terms for the ABC Board members had come due. She stated that both she and Mr. Underwood had received the required ethics class but Mr. Pearce had not yet done his. She stated that he

still had a few more months in which to attend the class. Robbins explained that these were three year terms. Commissioner Redd asked Robbins if she wanted to be replaced on the ABC Board since she was already doing quite a few things for the Town. Robbins stated that she did not mind either way. Mayor Hardwick stated that Robbins would still be involved since she was the Finance Director. Robbins stated that any member could be replaced at a later point in time if the Board wanted to go ahead and vote on them since their terms had come due. Commissioner Redd asked what was involved and Robbins stated that there was not that much, she signed checks along with the manager, kept an eye on the store to make sure it was running smoothly, and did the budget for the ABC Store which was relatively simple. Mayor Hardwick stated that it has been well run for years.

MOTION: TO APPOINT BRENDA ROBBINS, JAMES UNDERWOOD, AND EVERETTE PEARCE TO THE ABC BOARD

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The fourth item under New Business was to adopt the Records Retention and Disposition Schedule. Hurd explained that she had attended a Public Records Management Class. She stated that while she was there, it had been mentioned that Youngsville had last adopted the Retention Schedule in 2002. Hurd stated that the instructors had recommended that anyone who had not adopted these schedules in recent years to go ahead and get them updated. Hurd stated that nothing had really changed other than adding more information about emails and internet information. She stated that this was just to update existing information.

MOTION: TO ADOPT THE RECORDS RETENTION AND DISPOSITION SCHEDULE

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Revised Ordinance for Animals. Robbins explained that the Board had been working on this ordinance since February. She stated that Commissioners Redd and Johnson had met with a resident and a member of the AKC for added information for this ordinance. Robbins stated that Commissioner Redd gave her some information about tethering, curbing and sanitation. She explained that she took the original ordinance and factored in the new information. Robbins stated that Attorney Tomlinson had some questions/notes about the new ordinance. She stated that she no longer knew where to go with the ordinance. Commissioner Redd stated that she had not gotten a copy of the new ordinance and Robbins stated that she had emailed them out and received some comments back from a couple of the other Commissioners. Commissioner Redd asked what were the notes that Attorney Tomlinson had, and he responded that the ordinance was vague and enforceability of it. Chief Kirts also stated that he had some concerns with enforcement as well. Commissioner Redd stated that she had gotten her information from other towns as well as the representative from the AKC. Robbins stated that she took some items out of the information given because some of the

information was covered in other ordinances such as the Noise Ordinance and the enforcement portion was addressed in the General Statutes. Mayor Hardwick asked what Chief Kirts thought about it and he stated that he had not yet read the newest version. He stated that he did have problems with enforcement in earlier version. He stated that some of it was considered civil matters and was something that our Police Department could not handle. Commissioner Redd stated that she was not sure how to fix the problems that have come up. She explained that she had just used information that was given to her by different sources. Robbins stated that there were other ordinances, such as Sanitation, that doesn't specifically say anything about animals, but does mention unsanitary conditions. Commissioner Johnson stated that it was time to go ahead and finish this up. Mayor Hardwick stated that if they wanted to adopt it as it stood, changes could be made at a later date as needed.

MOTION: TO ADOPT THE REVISED ORDINANCE – ANIMALS WITH PRESENTED CHANGES

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. Commissioner Redd stated that she was not comfortable adopting something that the attorney and Chief of Police didn't approve of. The motion passed with Commissioners Woodlief, Roberts and Johnson voting yes, Commissioner Redd voting no, and Commissioner Stallings abstaining. Attorney Tomlinson stated that he could still work on it and present it back to the Board.

The second item under Old Business was to continue the discussion of the Road System. Robbins stated that she had spoken with Mike Brown, who has installed sidewalks for the town before. She stated that she did not want to get too many people in to get quotes from until she had a better idea of the Board wanted to do. She stated that she had received only a few suggestions. Robbins explained that she had submitted estimates on the areas that were submitted to her. Mayor Hardwick asked how much was left in Powell Bill and Robbins stated that there was about \$33,000 left and Hurd stated that there was some patchwork that needed to be done. When asked how much that may cost Robbins stated around \$2,000. Robbins stated that at the last meeting Commissioner Redd had stated that the money could be split 50% for streets and 50% for sidewalks. Robbins also mentioned that it had been suggested that the 50% for streets be held until the new funds become available in October so that we could do more projects for a better cost. Commissioner Redd stated that her suggestions were made by where she thought people would be walking most, such as near the library, Town Hall, and downtown. Robbins stated that the place it was needed to most was from North College Street to 5 Points. She stated that the Safe Routes to School funding is not looking very promising. Robbins stated that this area had the most foot traffic and it was also mentioned to her by a resident just the day before. Mayor Hardwick asked if it would start at Union Grove Church and Robbins stated that she didn't think it was need that far back onto North College Street. Commissioner Redd asked if the gas station going in on the corner lot would be responsible for installing their portion of the sidewalk. Robbins stated she would have to check the Sidewalk Ordinance to make sure but she felt that it would probably be concrete all the way to the road so that would open up some walking space. Commissioner Johnson asked if we waited until October, would it be too cold to do any paving. Robbins stated that October and November were normally warm enough to pave. Commissioner Johnson asked if a decision could be made and get someone out quick

enough to do that and Mayor Hardwick stated that if we already had the decisions made, once the money came in, we could go straight into the paving. Robbins stated that with the economy the way it was, people were waiting for jobs like this and could be ready pretty quickly. Robbins stated that N. College Street was a DOT road and any sidewalks installed would have to be five feet wide but there was already a section that had been paved and the Town could connect up to that. Commissioner Redd asked what the likelihood of getting a Safe Routes to School Grant would be and Robbins stated that both State and Federal money was hard to come by recently. Robbins stated that if the Board wanted she could contact someone with the Grant program and she could also get quotes for sidewalks for that area. Commissioner Redd stated that maybe we should go ahead and plan to install that sidewalk in October. She stated that between now and October, the Board could figure out how much more money we would have and plan for other projects as well. Mayor Hardwick stated that typically, we were only able to pave one road a year but waiting may help us to be able to pave more than one since the price per yard will be lower on bigger projects. Commissioner Johnson stated that just the estimates that were presented were around \$63,000. Commissioner Roberts asked about the patching and Robbins stated that the pot hole on E Pine Street had been fixed with cold patch. Commissioner Redd stated that the gravel the guys had put out on the shoulders of the road have helped as well.

MOTION: TO SET PAVING SIDEWALKS FROM N. COLLEGE STREET TO 5 POINTS AS DEFINATE TO BE PAVED, OTHER PROJECTS TO COME SOON

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Johnson asked how much money could we expect in October and Robbins stated that the Town should receive between \$35,000 and \$40,000. It passed unanimously.

The third item under Old Business was to continue the discussion of new Standing Committees. Mayor Hardwick stated that this had been discussed last month and that he had made some suggestions for the new committees and also made additional recommendations. Commissioner Roberts stated that he felt the Mayor and Robbins should appoint the Board to the committees and Mayor Hardwick stated that he had already done that and it was up to the Board to vote on them if they approved of them. Commissioner Redd asked if a schedule had been set up for when the committees would meet and Mayor Hardwick stated that the committees needed to be formed, and then the individuals on those committees could set up a time for the meetings that worked for all involved. Mayor Hardwick stated that there was 5 committees with each comprised of 2 Commissioners. This would make 2 committees per Commissioner. He stated that he tried to make the committees from the experience of each Commissioner. Mayor Hardwick stated that he also added the Personnel Committees that would oversee as needed in those particular areas. Commissioner Redd wanted to make sure that everyone understood that any citizen that wanted to get involved was welcome and that anyone with experience in these areas would be appreciated.

MOTION: TO ADOPT THE STANDING COMMITTEES AS PRESENTED

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously. Mayor Hardwick urged that all the Commissioners get together with their committee members and get started on setting up their meetings. Hurd stated that if the Commissioners gave her the information, she could put them up on the webpage's calendar of events. Robbins stated that anything that the committees needed from the Town Staff, to let her know and we'll do our best to help.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that the Board did not need to go into Executive Session.

MOTION: TO BYPASS EXECUTIVE SESSION

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

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to mention that Mr. Harold Reddick, a previous Commissioner, had passed away. He stated that Mr. Reddick had served on the Board for 12 years and had served the community for much longer and in many ways.

Mayor Hardwick wanted to mention that the Lake Donna Party would be held on May 21st from 6-10pm. He stated that it would be held at the Luddy Park this year since there would be more room and less traffic. He stated that people always had a good time and wanted to invite everyone out to join them this year.

Commissioner Stallings stated that the Board had talked about improving the Town. He mentioned that there was one man in town that had made more improvements on his home than anyone else and that was David Frankow. Commissioner Stallings stated that he felt Mr. Frankow should be recognized for all of the work that he has put into his home, mostly by himself.

MOTION: TO RECOGNIZE DAVID FRANKOW FOR HIS EFFORTS INTO MAKING YOUNGSVILLE A BETTER PLACE TO LIVE

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

Commissioner Redd asked when the Board would vote on the Budget and Robbins stated that the Public Hearing would be at the next Board meeting and Mayor Hardwick stated that if anyone had any questions, now was the time to get with Robbins about them.

The meeting adjourned at 7:44 pm.

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MINUTES

JUNE 9, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:08 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. There was no comment.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was to present David Frankow with a Certificate of Appreciation. Mayor Hardwick stated that you do what you can to make Youngsville a better place to live and wanted to recognize Mr. Frankow for his help in making Main Street and the community a better looking place. Mayor Hardwick then presented Mr. Frankow with his Certificate of Appreciation and a Key to the City. Mr. Frankow exclaimed how happy he was. He stated that he had been working on fixing up his house for 35 years. Mayor Hardwick stated that all that hard work was appreciated.

The second item under New Business was the Request to Rezone by Alex Cleghorn for property located on US #1 Highway. Robbins stated that they had received a Favorable Recommendation from the Planning Board.

MOTION: TO REZONE THE PROPERTY OWNED BY ALEX CLEGHORN ON US#1 HIGHWAY FROM MIXED USE TO COMMERCIAL

The motion was made by Commissioner Stallings and was passed by Commissioner Johnson. It passed unanimously.

The third item under New Business was to adopt the Budget for the FY 2011 – 2012 with a Tax Rate of \$.59. Mayor Hardwick stated that the Budget for this coming year was extremely tight but it was the same way in other towns as well. He stated that the Budget

that the Financial Committee came up with is tight but will help get the financial situation back in order.

MOTION: TO ADOPT THE BUDGET FOR FY 2011 – 2012 WITH A TAX RATE OF \$.59

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. Commissioner Redd asked if the public had seen the Budget and Robbins stated that it was advertised in the Franklin Times with totals for each fund and a copy of the full Budget is available at Town Hall. Hurd stated that a couple of people had looked at it. Commissioner Johnson stated that it had been cut to the bare bones and that the Town was feeling the pressure of the economic state. He stated that there were some cuts that were made for our workers but not income wise. He wanted to let the citizens know that everyone was doing a fine job, but not everything that was wanted was able to be put into the budget. Commissioner Johnson stated that he and Commissioner Woodlief were on the upcoming Budget Committee and he would do everything in his power to monthly, quarterly to help get things that have been discussed. Mayor Hardwick stated that it was not just up to the Finance Committee but all Commissioners needed to look at the finance numbers monthly. If there is something that looked out of place or needs changing, they needed to mention it, but at this point in time the Budget is set up to help get the financial situation back in order. Commissioner Johnson that there were some things that he felt that there was the possibility of going to the private sector to help get things such as police uniforms. He stated that he felt they needed the right tools to do the job and being comfortable while doing that job was important. Carolyn Palmer asked if the tax rate was increasing and Mayor Hardwick stated that it was staying the same. Commissioner Johnson stated that the cities around Youngsville have higher tax rates. Commissioner Johnson stated that several years ago, and this has been mentioned before in meetings, that Youngsville got ahead of itself by reducing the tax rate. He stated that compared to everyone around us, we're in good shape. Mayor Hardwick stated that it was the goal to come up with a Budget that did not raise taxes. Mayor Hardwick stated that we've been fortunate in previous years to lower it significantly even though we did have to raise it last year. It passed unanimously.

The next item on the agenda was Executive Session (if necessary). Commissioner Redd stated that she wanted to go into Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

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

The Board went into Executive Session at 7:18pm and came out at 8:43pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to mention that the Trade Mart at the corner of West Main Street and North College Street was finally going up.

Commissioner Stallings stated that at a previous Board Meeting, there had been a discussion concerning the Organizational Chart and he wished to change it. He stated that he wanted to move the Police Chief out from under the Town Administrator and put that position directly under the Board.

MOTION: TO PLACE THE POSITION OF CHIEF OF POLICE DIRECTLY UNDER THE BOARD ON THE ORGANIZATIONAL CHART

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

The meeting adjourned at 8:50 pm.

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MINUTES

JUNE 27, 2011

SPECIAL CALLED MEETING

Mayor Samuel Hardwick called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. There was no comment.

The only item on the agenda was Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

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

The Board went into Executive Session at 7:01pm and came out at 9:32pm. Mayor Hardwick stated that they discussed personnel issues but no action was taken.

MOTION: TO TERMINATE THE EMPLOYMENT OF JOSEPH PATTERSON

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

MOTION: TO TERMINATE THE EMPLOYMENT OF BRENDA ROBBINS

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

Mayor Hardwick stated that a committee would be appointed to help find a new Town Administrator. He asked if Commissioner Redd and Johnson would like to be that committee and they stated that would be fine. He explained that they would come up with the job description and qualifications and look into an interim manager in the mean time.

The meeting adjourned at 9:34 pm.

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MINUTES

JULY 14, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:08 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Al Wojtalik stated that he had read in the Franklin Times that the Sheriff's Department had requested an outside audit firm to review the documentation and he wanted to know why the Board had said no and if it was voted on in closed session. Mayor Hardwick stated that he didn't think that the Franklin County Sheriff's Department had requested an outside audit and Kirts stated that he had been the one to suggest that and the Franklin Times must have reported that incorrectly. Mayor Hardwick explained that there was already a contract with the current audit firm that had been voted on in a Board Meeting. He stated that at this point, we could not bring in another after we had already signed the contract and had the dates scheduled for them to begin. Mayor Hardwick stated that to break with this contract and hire another firm would have been an extra expense for the Town. Commissioner Redd stated that it had been discussed thoroughly but the timing made it hard to cancel one contract and get another auditor to come in on such short notice.

Mr. Wojtalik also stated that at the May Board Meeting, one resident had requested review of the policy for payments and shut offs. He wanted to know what review had been done on that. Hurd explained that the old way had quite a few people paying after the due date. She stated that she had been making around 40 – 50 calls and several late notices and cut offs. She explained that in February, we did the new system to help cut those numbers now. Hurd explained that the new system, anyone late that is unusual will get a phone call or late notice. The late notice gives around 3 – 4 days before reaching the deadline for cutoff. She stated that the reason we had changed the rules was because there was about 33% of the customers paying after the due date. She stated that it has been knocked down from 189 to 90 people paying late. She stated that the policy is new and we were still working out the kinks in it. Hurd stated that it has made a huge difference in people paying their bills on time. She reiterated that if she could get people on the phone, especially those that are usually on time, she would try to talk to them on the phone first but if she could not get a hold of them, then she would leave a late notice. She stated that she could not keep calling people three times a day, three or four days a week. After the phone calls, comes the late notice so that they will have it in writing when they come home. Mr. Wojtalik asked if the policy would be revised and Commissioner Redd stated that she and Commissioner Stallings are on the Ordinance Committee and they were working on them. She stated that they are starting at one and would be bringing them up at every meeting about what needs to be changed and how.

They are meeting the second Monday at 7:00pm. Mr. Wojtalik stated that he felt that the policies needed to be down in writing. Mayor Hardwick stated that they are looking at everything and making changes to what needs to be updated. Mayor Hardwick did explain that most of these changes cannot be done overnight, they had to be changed in steps to make sure they are done right. Commissioner Redd stated that on Monday, July 18th, there would be a workshop with Hartwell Wright from the NCLM to discuss the hiring procedures for a new Town Administrator.

The next item on the agenda was the financial report. There was no comment.

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

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the Special Use Permit from Edward Kever for property located on the east side of Wolfpack Lane. Commissioner Redd stated that it sounded as if the only problem from the community was the issue of the buffer. She asked if the Board could approve the Application with stipulations. Mayor Hardwick stated that the Board could and also wanted to mention that the Planning Board had given a Favorable Recommendation. Tomlinson stated the same type or style of buffer between Commercial and Residential could be stipulated or a type of privacy fence.

MOTION: TO APPROVE THE SPECIAL USE APPLICATION FOR EDWARD KEEVER FOR PROPERTY LOCATED ON THE EAST SIDE OF WOLFPACK LANE WITH THE STIPULATION FOR PRIVACY SCREENING CONSISTENT WITH SCREENING BETWEEN COMMERCIAL AND RESIDENTIAL ZONING.

The motion was made by Commissioner Redd and was seconded by Commissioner Woodlief. It passed unanimously. FC Winston asked if this would be retroactive for Fergusons and Mayor Hardwick stated no.

The second item under New Business was the contract for Utility Services Company. Mayor Hardwick stated that they have serviced our water tower for years and had agreed to hold the pricing steady for the next two years. Commissioner Redd asked if that was something that the Town workers could maintain and Hurd explained that she didn't think so. Mayor Hardwick explained that there were not many companies locally that could do this and other quotes were more expensive.

MOTION: TO APPROVE THE CONTRACT WITH UTILITY SERVICES.

The motion was made by Commissioner Redd and was passed by Commissioner Stallings. It passed unanimously.

The third item under New Business was a discussion of an Interim Manager. Mayor Hardwick stated that Commissioners Redd and Johnson had been working on finding an Interim Manager. Commissioner Redd stated that this was not for a permanent position. She stated that she had talked with several people and had recommendations. She explained that someone with a CPA could help with the financial situation, pay the bills and do payroll. Commissioner Redd stated that the focus needed to be on the financials at this time. She stated that Bill Tatum would be a good fit for Youngsville. She explained that he could start as early as next week and would work part time. Commissioner Redd stated that then on Monday, July 18th, the Board would meet with the NCLM for a workshop about what would be the best qualities for a new Town Administrator. This would help get a good job description. She stated that Mr. Tatum came highly recommended. Commissioner Johnson stated that it was important for the people of Youngsville to know what is happening. He stated that the Board was moving forward to put the Town in the best possible position. He stated that he felt Mr. Tatum had the qualifications to help do that. Commissioner Johnson explained that he wanted the citizens to feel up to date on the situation and keep moving ahead. He stated that he appreciated the input and help of the NCLM and the COG. Mayor Hardwick also stated that he appreciated the patience the Town has shown while we move ahead. Carolyn Palmer asked if the Board was looking for anyone within the Town Limits and Mayor Hardwick stated that the Board would be taking applications from anybody interested in that position. Commissioner Redd stated that the upcoming meeting with the NCLM would help gather input to make sure of what qualifications Youngsville wants in their next Town Administrator. Commissioner Johnson stated that the NCLM newsletter will help us to get applications from everywhere. Considering the job situation, Commissioner Johnson stated that he was confident that the Town could get someone that has what the Town is looking for. Commissioner Redd stated that they are working on a job description of what our new Town Administrator would be responsible for. Commissioner Johnson stated that the Board wanted someone that could do the job in the right way.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that he wanted to go into Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously. Mayor Hardwick invited Mr. Tatum into the Executive Session for a few minutes.

The Board went into Executive Session at 7:18pm and came out at 8:01pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that he had met with a student from Cedar Creek Middle School, Olivia Wright. He explained that she had won the Pasta Tales Essay Contest hosted by Olive Garden. He stated that he had done a photo shoot with her and she was a very nice young lady.

Commissioner Johnson asked what the contract with Utility Services covered on the water tower. Hurd explained that they did a yearly inspection along with maintenance.

They will empty the tank out, making sure that the water was used in town instead of just dumped, clean it, refill it, then test the water to make sure all chemicals have been cleared out of the tank. They will also come out for any repairs. Hurd stated that it was potable drinking water, and that the water recycled in the tank to help it stay fresh. She explained that it was about 2 days of normal usage but if the Town got to the point that it was our only water source, we would be under Stage 4 Water Restrictions and it would last longer.

Matthew Cyrus stated that he could go to class to get his water/sewer license. Mayor Hardwick asked how much the class was and Cyrus stated it was around \$150.00 and there was only two offered each year. Commissioner Redd asked what that would allow him to do and Cyrus stated that it would make the Town independent from Envirolink, saving around \$30,000 a year. Cyrus stated that Envirolink looked over the pump stations and mostly does paperwork. Hurd stated that they did our water testing, sewer testing, jetting and repairs, such as on the pump stations, and are on call 24/7. She also stated that the contract also included jetting 10% of the sewer lines each year. This year we traded the jetting for smoke test. She also stated that they have had to line manholes. Commissioner Redd asked for Cyrus to look into it.

Commissioner Stallings stated that he was approached a couple of weeks ago about how the Town collects property taxes. He stated that Youngsville was the only town that collected their own taxes. He explained that he asked Jimmy Tanner, Franklin County Tax Collector, to talk to the Board. Commissioner Stallings stated that Mr. Tanner would tell the Board that it would not eliminate jobs but would improve the process. Commissioner Stallings stated that Franklin County did already collect vehicle taxes for the Town. He felt that it would eliminate a lot of the work load and would be cheaper for the Franklin County Tax Office to send them out for us. Mr. Tanner stated that had no bearing on Youngsville and that the Town had done a good job of collecting their own taxes other than vehicle taxes since the County was required to collect those. He stated that he felt this was a duplication of services. He explained that they already had to bill every property in Youngsville. He stated that he did not know why Youngsville collected their own taxes but he had talked to staff before about it and he was told that Youngsville felt they had done a better job but he wasn't sure if they had or not. Mr. Tanner stated that you could not compare the two rates since the County had to include the vehicle taxes and that did drag down their rate. He stated that they did collect for the Town of Louisburg, and they had a collection rate of a half point better than what Youngsville had collected. He also stated that the County rate had improved by 1.2%. He stated that this would streamline and would make process cheaper. Mr. Tanner estimated around \$697,000 due for Youngsville taxes with a fee of 1.5% which would be around \$10,500. He stated how it worked now, the County processed two scrolls, one for them to process their bills from and one for Youngsville so they can process their own bills. He explained that Youngsville still had process bills, mail them, and then deal with returned bills and then collection of the fees and processing late bills. Mr. Tanner stated that he felt this would streamline the process and make it cheaper on the tax payers. He stated that they were always striving to improve their collection rate. He stated that their rate was 98.5% to 99%. Juanita Wood asked if this would affect the individual's amount on their tax bill and Mr. Tanner stated no. Hurd asked if it there would still be the 1.5% which was around \$10,000. Mr. Tanner stated yes. Hurd stated that she did not think it would save the Town that much money in the long run since she spent around \$700

dollars for tax bills that lasted about 4 years and for postage. Mr. Tanner stated he just wanted to make this option open to the Town. Commissioner Redd stated that she understood what Hurd was saying about the money but at the same time she like the idea of streamlining the billing even at the cost. Hurd stated that it would be like losing \$9,000 and that was what concerned her. She stated that she had a 99.3% collection rate which was equivalent to the County's rate but it would cost an extra \$10,000. Commissioner Stallings asked how much stamps would cost. Hurd explained that the \$700 she mentioned earlier was the cost of the bills for a 4 year period. Stamps were around \$150.00 as well as the portion of the tax bills that she would use, so it would be around \$300.00 to send out tax bills. Commissioner Stallings then asked about how much of her time was set aside for taxes. Hurd explained that during July, quite a bit while we were sending out bills, then not so much until December when seconded notices were sent out, then that was about a half a day to get those out. During July, she stated that it took maybe a week and a half to get the taxes out. Commissioner Johnson asked if this would slow down our turnaround time for getting money. Hurd stated that once she got the tax scroll she could get the bills out in two days. Commissioner Johnson asked how quickly the County could do that and Mr. Tanner stated that they process worked pretty well. That once they got the money in, they would send the check to the Town on a set schedule. Hurd stated that we received the car taxes once a month. Mayor Hardwick stated that he had spoken with the County Manager a couple of weeks ago about this and that it had also come before the Board several years back as well. He stated that they Board voted against it because we did have a good collection rate on it and were looking to cut expenses at the time. Commissioner Woodlief stated that they would take it under advisement.

Commissioner Redd stated that the old Boondocks building is still open. Mayor Hardwick stated that it has been requested 3 or 4 times but with the building in foreclosure; it is hard to get someone out there to do work on it. He stated that he didn't want to chance sending our guys and possibly get hurt, but we can keep calling and requesting it to be fixed since it is a safety hazard. Juanita Wood asked how it got that way and Mayor Hardwick explained that the wind blew the doors open since they were never secured closed.

Commissioner Redd also wanted to mention that she had received an email from property owners on North Nassau Street that had complaints about some of the adjoining back yards being junky, specifically 215 E. Franklin Street and she asked if there was anything that could be done. Also, there had been three complaints about the junk behind Woodlief's Supply Company. Tucker and Mayor Hardwick both stated that Woodlief's Supply Company had cleaned up some of the debris but it still needed more work done. Tucker stated that she would have to check on what to do about junky yards. Commissioner Redd stated that if there was nothing on the books now maybe that needed to be brought up in the Ordinance Committee. This way the Town could work towards improvements. Mrs. Wood asked about abandoned vehicles. Commissioner Redd stated that maybe she and Commissioner Stallings could work on those with the Ordinance Committee. Commissioner Redd stated that there is however an Abandoned Vehicle Ordinance on the books and they can be cited.

Commissioner Redd stated that earlier in the meeting, they had discussed hiring an Interim Town Administrator and she would like to hire Bill Tatum as the Interim Town Manager.

**MOTION: TO HIRE BILL TATUM AS THE INTERIM TOWN MANAGER
WITH THE TERMS TO BE WORKED OUT IN A MEETING
WITH THE MAYOR**

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

Chief Kirts sent an email to the Board last night on the state of the Police Department. He stated that they are in dire need of vehicles and equipment. He stated that they can no longer afford to repair what they have at this point. In order to keep public safety where it has been, they need some help as far as funds for vehicles and equipment. There is very little that they don't need but some things they need now. Kirts gave a list to the Board, and some of the things on the list have gone from want to need to have. Mayor Hardwick stated that he would get with the New Town Administrator. Kirts stated that he is now driving his own personal vehicle as a patrol car since he had to give his to an officer when his car broke down. Juanita Wood stated that the Police Department did a wonderful job and she feels really safe as did Cathy Oakley. Commissioner Redd stated that she hoped to work on the list for him but we were at a hard spot at this time. Mayor Hardwick agreed that these are difficult times and hopefully the moves made tonight would help to get the Town move forward in a positive way. Commissioner Redd mentioned that Commissioner Johnson was going to have a budget meeting, and Commissioner Johnson stated that he had met with Commissioner Woodlief the week before Independence Day and would probably set a meeting again around the last week of the month and they would try to solidify a date and will get Hurd to send out notices to citizens that would like to come to it. He stated that they were aware there were needs in every area. Commissioner Johnson explained that he understood the viable position the Chief was in. He explained that right now it was very important to figure out what needed to be done first, and it was important to get the Interim Town Manager who would dive straight in and help get a better understanding of incoming and outgoing money. He stated that he feels very confident in Mr. Tatum and that he can take the Town where it needs to be. Commissioner Johnson also asked for patience and to remember that they live here as well and want what is best for the Town. He reminded everyone of the meeting on Monday, July 18th with the NCLM.

The meeting adjourned at 8:27 pm.

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MINUTES

AUGUST 11, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Juanita Wood wanted to compliment the Town Maintenance Crew. She stated that one of the workers had been injured and the other 2 men were doing a super job and she wanted to make sure that everyone was told that it was appreciated.

Al Wojtalik wanted to thank the Mayor and Commissioners for inviting the public to the workshop in July and that he thought it was interesting. He asked the Board when was the last time that the Commissioners had visited their areas and talked to the citizens and if they haven't, why not? Commissioner Redd stated that she has talked to some of the people in the area. She stated that she sees them when she's out running or out doing other things. Mr. Wojtalik wanted to know if they were going door to door and Commissioner Redd responded no. Mr. Wojtalik stated that he felt the Commissioners should go out and stop at every household and introduce themselves and to find out what the residents want to see in town from the Board. Mayor Hardwick stated that the Board was visible in town all the time. He stated that it was a great idea but that people could also make the effort as well using the emails or come to the Commissioners.

Jeff Seiter, from East Woods of Patterson, stated that he had a concern he wished to address with the Board. He presented pictures to the Board members about a drop off in his subdivision that he felt was a safety hazard. Mayor Hardwick clarified that the area was near the pool house and Mr. Seiter said yes. He explained that this area was north of the pool house, and was about 40 feet in depth with a 25 degree grade. There were trees located at the bottom. His concern was that there was no guard rail protecting drivers from this drop off. He explained that this had been brought up to the developer and the Home Owners Association about a year ago but nothing has been done about it yet. Mr. Seiter explained that they did plant oak trees for some protection but he felt that it was not enough. Mayor Hardwick stated that he knew Robbins had been working on this before she left and mentioned that a concern was the school buses if the roads were ever icy. Mayor Hardwick stated that Town Hall staff could try to get with the developer and see if they could work with him on getting a barricade of some sort. Mr. Seiter also wanted to mention that the Town may be held responsible if something happened. Tomlinson stated that this would be a developer responsibility or even the Home Owners Association. Hurd stated that the Town had the roads but the subdivision was still in the process of being developed. Tomlinson stated that the Town could refuse to take over the

subdivision if something is not up to town standards. Mr. Seiter asked who cleared the roads and Mayor Hardwick stated that town cleared all the roads it could as a courtesy and Hurd stated that the town workers would also clear DOT roads if they had yet to get to them as well. Mayor Hardwick urged him to stay on the developer and asked if the homeowners had done anything. Mr. Wojtalik stated that they only met once a year and Mayor Hardwick stated that they may want to call a meeting to try to push it. Per Mr. Wojtalik, residents on both sides of Patterson Woods had requested that type of meeting but nothing has happened.

Mr. Seiter also wanted to mention that the new street light that had been installed at the entrance to East Woods of Patterson was on night and day.

Cathy Oakley wanted to ask about the repairs to the railroad crossing. Hurd explained that the minimum standards have increased and they are in the process of updating the crossings. She explained that they were in the middle of replacing the ties and doing some paving on the tracks. She stated that they would also have to remark the crossings as well as putting up new signage. Mrs. Oakley asked if they would be repaving the broken and cracked pavement on the Pine Street Crossing and Hurd stated that they did repave Winston Street Crossing so she hoped that they would continue to repave the others as well. Hurd stated that they would only get the area right at the railroad tracks when they paved. Mrs. Oakley stated that it was not wide enough for two cars to pass at the same time. She stated that one of the new ties is split because it was installed higher than the others. Mrs. Oakley clarified that the entire crossing would be paved and both Hurd and Mayor Hardwick stated that the street wouldn't but the crossing would be paved. Mayor Hardwick wanted to mention that the railroad problems showed how desperately the town needed a bypass.

Janis Cyrus wanted to mention that the Fall Festival is September 17th. She explained that this is a community activity and all the funds raised go back into the community. She stated that they have done the basketball court and the children's playground at the Luddy Park. They have also done sidewalks and benches at the Mitchell Park. She stated that there were also benches and picnic tables donated to the Luddy Park as well. Last year, they bought new appliances for the National Guard Armory for the newly returned troops. Second, she wanted to mention that Harborlite donated a 10' x 15' flag, which is very large. She explained that they asked YABA to help place it in the community. Mrs. Cyrus stated that she knew Andy McGhee wanted one at the Luddy Park so they have been collecting donations to purchase a 50' flag pole with a solar light, costing about \$3,500.00. She stated that they have already exceeded that amount and the pole has been ordered. If this is installed by September 11th they will have a ceremony that day. Cathy Oakley asked if there was leftover money, could it be spent on putting flags on the poles on Main Street and Mrs. Cyrus stated that they would. Mayor Hardwick stated that this was a great sign of the community stepping up to help.

Matt Cyrus had a proposal for the Board about changing how the Water and Sewer system in Youngsville was run. He handed out a copy of the proposal to the Board. He gave a list of reasons for why the Town should manage their own. First, he stated that there would be a cost savings, second would be the investment of tax money back into the town, and third the town would be able to make it's own decisions and what is in the best interest of Youngsville. He stated that a Certification would be required for a B

Distribution Operator and Cross Connection Operator for Water and for sewer a Collection 1 Operator and a backup Operator. He stated that the next class offered would be October 10th – 14th at the Coastal Collections and Distribution School in Carteret Community College. He stated that the test would then be offered on October 27th in Raleigh. The fee for Water test is \$50.00 each and the Pollution Control System would be \$85.00. He would have to get back on the price of the classes since he did not have time to get that information before the Board meeting. He stated that he would have to enroll soon in order to make this round of testing. Mr. Cyrus gave an approximate time line. First, he would have to hold the C Distribution Certificate for one year before getting his B Certification. In that timeframe he would be able to get his Collection 1 and Backflow Certificate. He felt that Youngsville could be established by 2012 to run their own. He stated that there were organizations that would help support small towns as well as subcontracting and rental of equipment when needed. He explained that NC Rural Water Association also provided services such as smoke testing and would help with reports and plans. He stated that they also listed other ORC's on their website for future reference. Mr. Cyrus also stated that surrounding towns were also willing to help out. He also had a list of subcontractors for haulers, pump repair and rentals. He stated that a quote for a hauler in the Youngsville area was \$115 - \$130 per hour. This would negate the town having to purchase it's own \$150,000 vacuum truck. He also received a list of quotes for the water testing (See listing on handout). Next, Mr. Cyrus presented a temporary contract from an ORC for a plan with the Town of Youngsville. This gentleman was willing to train and provide his license until the town's ORC's are up and running. Mayor Hardwick asked what the projected savings were and Mr. Cyrus stated that he did not yet have those figures. Mayor Hardwick stated that the Board couldn't do anything at this point but once Mr. Cyrus was able to get the cost savings they would be able to get it before the Board to make a decision. Mr. Cyrus stated that he would have to sign up for the test in September and Mayor Hardwick stated that he needed to go ahead and get the numbers ready by the next meeting. Mr. Cyrus stated the money he figured on saving the town would help by going back to the taxpayers by lowering water bills, employee raises, and much needed equipment for police department and public works.

The next item on the agenda was the financial report. Bill Tatum wanted to thank the employees for their cooperation and helpful attitude. He also wanted to thank Waste Industries and First Citizens Bank for working with them on the town's financial obligation to them. He wanted to take the Board through the financial statements that they received yesterday. He explained that these were different from the ones that they normally receive. Tatum explained that the old reports were in essence showed only cash receipts and cash disbursements. He stated that it was like a check book, this was how much money came in and went out. It did not show how much money was still owed which was more important. He explained that he has been working towards converting the Town's accounting system to an accrual basis by using the computer's Accounts Payable system. This system will track accounts owed and checks written and this will help generate financial statements that are on an accrual basis. Tatum wanted to run through the handouts with the Commissioners. The first page was the worksheet titled Balance Sheet Summary June 30, 2011. He stated that this was where the Town would be if they had to liquidate on June 30th. Tatum stated that there were other items but these were the main ones. He stated that the Town had cash of roughly \$42,000 and unpaid bills in the amount of \$82,000. This means that the Town was \$40,000 short. Included in the past due amount was approximately \$18,000 from Waste Industries. This

concerned him as garbage fees are collected every month with the water bills. Also unpaid at that time was the payroll taxes and retirement contributions. He stated that all of these items were warning signs that there is a financial problem. Tatum stated that the Board did not know this due to the fact that the financial statements were done on cash basis. The purpose of these new statements is to show both sides and to give an idea of what's down the road financially. The next sheet shows the balance as of July 31, 2011. Tatum stated that the Town had \$39,000 in the bank and outstanding debt of \$127,000 making the Town \$87,000 short. The primary reason for it being so high is the fact that they Town is carrying over debt from the last fiscal year and that payment of early taxes didn't happen as expected. He stated that the Town was expecting \$30,000 in taxes in July that it didn't get, sales tax distributions are down. He stated that times are hard and it hit the Town hard as well. Tatum stated that it was important to know the financial situation. The third page was a spreadsheet prepared by the Local Government Commission. This is a cash flow projection based on the Town's budget. When they prepared this statement, they did not include the Water/Sewer Fund since it is a self sustaining fund, so there is no revenue in the projections coming out of the Water/Sewer Fund. He stated that there were still bills owed from Water/Sewer as of June 30th so Tatum stated that he modified their worksheet to allow the General Fund and Luddy Park and included all of the outstanding debt into the worksheet to see what the cash balances would be each month. If need be the funds can pay each other back. Looking at the bottom line of this worksheet, the projections the LGC did, at the end of August, the Town would have a positive cash balance of \$61,000 then \$99,000 at the end of September. He stated that it kept in the positive until the end of the fiscal year. Looking at next June, the Town would be holding bills again in the amount of \$62,000. Tatum stated that if we could make it through the end of August, the Town would be out of the woods for a while but if the budget holds true and continue at the level of operations, the Town will be in the same situation of holding bills. Based on these projections, there is time to work with the budget and the Board knows it's coming. Commissioner Woodlief asked how this could be prevented next year and Tatum stated that we had a year to figure that out. Tatum stated that there are options. He explained that the biggest expense is labor and benefits. He stated that the essentials of town operations were public safety, streets, and the water system. He explained that this is what Town Governments are there for, but can it be done with less expense? If not, then the rates/taxes will need to be raised to cover those expenses. Tatum explained that money needed to be saved where it could and changes needed to be made. Commissioner Redd stated that she would like to go through the budget and see how things can be spent differently. For example, she met with the people from Envirolink earlier in the week and stated that the Town paid them \$250,000 a year to do the Town's water and sewer. She stated that Matt Cyrus had been involved in that meeting and that was where his presentation had come from. She stated that Envirolink could possible save us 20% just by redoing the contract that the Town has in place. Commissioner Redd stated that she felt the Board had become complacent. She stated that she felt the phone bills were too high and would like to go through each line item. See if things are needed and maybe get quotes to see if we can save in other places. Commissioner Roberts stated that Franklinton was also having problems but that they had laid off some people and had to cut back on expenses. They also have done furloughs. He stated that it may be something that we would need to look into. Tatum stated that something like that would be Board decision since all personnel issues are decided by them per the personnel manual. He also stated that if you have a level of service that you want to provide the

citizens; it is all not on the expense side. If you want to keep the same level of service, revenues also need to be looked at. There's always room for improvement but it's not always because of too many people and not enough work. Per Tatum, he stated that the town workers were doing their jobs well and there was no goofing off or wasted time. He did state that now the Board had time to work with the financial situation. He explained that the Cash Flow Projection was just that, a projection. Things can change that will affect the outcome of the final figures. For example, because the economic times are tight, if people are unable to pay their property taxes early to take advantage of the 2% discount, then the Town will still be in the hole. Commissioner Stallings stated that this problem rested at the Board's feet and Tatum explained that from one year to the next there was a \$14,000 increase in how much further the Town would be in debt so if it started several years ago and added incrementally like a snowball. Commissioner Stallings asked how the Town got this far in debt and Tatum stated that he was unsure at this point. He's still working on the financials of the Town. He stated that he was waiting on the Audit Report but he did state that you can go back to previous Audit Reports and measure how far behind the Town was getting each year. Tatum stated that the Auditors haven't finished yet so there may be a few changes but not in the cash balances and accounts payable balances. Mayor Hardwick stated that the Board definitely didn't have all of the information in front of them when they made all of their decisions. He stated that it was presented clearly by Tatum and now it was up to the Board to change the final outcome for the end of the year. He stated that the Finance Committee needed to look over these numbers and present ideas to the Board as well as other Commissioners if they have any ideas on how to help. Mayor Hardwick stated that now the Town had to move forward and take the steps to help fix the problems. When asked why the Auditors didn't say anything to the Board and Tatum explained that the Auditors did in essence say something by giving the Board their financial statements at the end of the audit but if no one read them, then the problems would have been missed. He did state that they were not the easiest thing to read. Mayor Hardwick stated the budget for this year has already been passed now it was just a matter of moving forward and trying to fix the problems that we have. Commissioner Stallings stated that the Auditors only looked at the figures that they were shown and did not see all of the figures. Tatum stated that he could only speak about what he found and he didn't have any trouble backing it up to June 30th to see where the town was. He did agree that they could only audit what they are given to audit. He stated that they are not paid to search for what's not there, only confirm what has happened over the past year with the paperwork they are given. Mayor Hardwick stated that he appreciated the hard work that he had done and for bringing to light some of the things the Board was not seeing. Commissioner Redd asked about the items that Tatum was automating. Tatum explained that he has activated the Accounts Payable system so no more hand written checks at this point. Mayor Hardwick stated that this would save time. Commissioner Redd asked if he had more plans to make things more efficient and Tatum stated that the budgeting process did not seem to be used to it's full capacity. He felt that the computer could do the budgeting process more efficiently than doing it by hand like it has been in previous years. Tatum stated that everyday things are being improved to help save time and consolidate duties. Commissioner Redd asked about the monthly financial report and if it needed to be changed. Tatum stated that he could put it in excel and make it more readable but Commissioner Redd stated that she meant if there were changes that needed to be made to line items, maybe pull them apart and create their own lines. Tatum stated that he felt the Chart of Accounts looked good. Mayor Hardwick stated that some additions

and changes have been made. Mayor Hardwick and Tatum both agreed that this new type of Balance Sheet was the most important thing for the finances. Commissioner Stallings asked who paid the salaries of the ABC Board, if he had found any information on it, and where is the budget for that? Commissioner Roberts stated that they paid their own salaries and Commissioner Stallings reiterated that the Board still did not have a budget for it. Commissioner Redd stated that she thought this was the first year that the state had required a budget from them and Hurd stated that they had a public hearing for their budget the same day as the Town did. Commissioner Stallings stated that it needed to be submitted to this Board every year. Mayor Hardwick stated that they had their own checking account and Hurd agreed that they are self sufficient. Mayor Hardwick stated that it was run by the ABC Board and Commissioner Stallings asked who was on the Board and Mayor Hardwick stated Robbins, James Underwood, and Everette Pearce. Commissioner Roberts stated that it was a separate entity. Commissioner Stallings stated that the Town of Louisburg had it's own Board but they submitted a budget to the Mayor every year. He stated that this way the Board could see what's going on down there. He stated that he didn't know how many people even worked down there and Hurd stated there were 3 employees. Commissioner Redd stated that if this was something that gave revenue to the Town then the Board should know what's going on. Commissioner Stallings agreed. Mayor Hardwick asked if the Board received audits from both the Town and the ABC Store and Hurd stated yes. Hurd stated that the State watched those accounts very closely and they had all kinds of reports that had to be submitted monthly. Commissioner Stallings stated that the state does not run it, it belonged to the Town. Tatum stated that he could look into it. Commissioner Roberts stated that it was something that the Board had never had. Commissioner Stallings stated that Tatum has changed the information that is being brought to the Board. Commissioner Redd recommended that the Commissioners take another look and see if there was any way to cut expenses and maybe take a look at all of the contracts. Tatum stated that the more people from the Board that are involved the better it would be.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was New Business. The first item under New Business was a Proclamation for 2011 Lyme Disease Awareness Month. Mayor Hardwick stated that the Board had done one last year as well. This helps to spread the word about Lyme Disease in this area.

MOTION: TO PROCLAIM AUGUST 2011 LYME DISEASE AWARENESS MONTH.

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The second item under New Business was an Ordinance Revision – Billing Rules 4.301. Hurd stated that she knew the Ordinance Committee was still working on updating them

but she explained that she did this as a temporary fix for some of the issues that have been brought to the Board. The only change was to add a 10 day wait before doing cut offs, nothing else will change. She stated that the 10 – 12 days seems to be average. Commissioner Redd stated that part of the Ordinance was fine but she did have a problem with the amount of deposit that was due for renters. She stated that she felt it was a lot of money. Hurd explained the reasoning behind the way it was done. Originally it was \$65.00 for a home owner because that was close to a minimum bill and most home owners are not going to run out on a bill. It also used to be only \$125.00 for renters but that proved to be too low for larger families. To make it fair so that smaller families were not punished for larger families, it became based on the amount of people in the home. Commissioner Redd asked how many people ran out on bills and Hurd stated that it was quite a few. Commissioner Redd stated that she had never had a bill that was that large. Hurd gave examples of some of the people who have run out on bills including one with a balance of over \$800.00. Commissioner Redd thinks that it is not fair to ask so much to get utilities turned on. Hurd stated that she could work with someone and Commissioner Redd stated that we can't keep on helping like that. She stated that she liked that this was a small town that helped people out but we need to make the rules and stick to them. Commissioner Redd stated that she was looking for a permanent fix that would work for everyone and stick to those rules. Commissioner Johnson asked if it could be tied to the property owner and Hurd stated that legally a property owner cannot be held accountable for bills their tenants run out on. Hurd stated that the Board had just heard what the financial situation was like and she averages about 10 people a year run out on bills and sometimes their deposits don't cover their final bill. Hurd explained that she did use the Debt Setoff System but if people don't get a tax refund back from the state, then the Town may never receive that money. Commissioner Woodlief asked what Hurd wanted to pass tonight. Hurd explained that the deposits were already adopted, the only change that she was asking for tonight was to hold off on turning off water for nonpayment for 10 days. Mayor Hardwick stated that Commissioner Redd was asking to look at changing the amount of money for deposits for renters. Hurd stated that she was only looking to cover the expenses of the Town since they still have to pay Franklin County for water consumption.

MOTION: TO APPROVE THE REVISED ORDINANCE – BILLING RULES 4.301.

The motion was made by Commissioner Woodlief and was passed by Commissioner Roberts. Commissioner Redd clarified that this motion was just on the updated portion of the billing. It passed unanimously. A member of the audience asked how we verified how many people were living in a home. Hurd explained that this had happened before. A lady had called in and started her account saying just one person was living there but her water bills were very high for just one person. She stated that the maintenance guys had told her that there were more than people than just one living there. Hurd stated that she verified the number of people living there with her landlord and sent her a letter stating that more was owed on her deposit. In a small town like this, it is easy to see when someone has more people living there and also the consumption stands out. She stated that she was sure that some people did slip through. The lady in the audience stated that it was as if the town was penalized renters, making it look like that they only wanted owners to live in Youngsville. Hurd explained that you could put a lien on an owner's home to collect the money; you had few options for renters. Hurd stated that this

money was given back after they moved out and Mayor Hardwick stated that some of the deposits refunded were rather large.

The third item under New Business was to discontinue contracts with the NC DOT for railroad crossings at Pine Street and Winston Street. Hurd explained that since CSX is having to upgrade their minimum standards, this means that they would be responsible for remarking and signage that the railroad crossings instead of DOT and Youngsville.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that he wanted to go into Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously.

The Board went into Executive Session at 8:04pm and came out at 9:07pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated he wanted to reiterate the need for a bypass. He stated that with the work CSX was doing and the paving at 5 Points, he decided to drive to Wake Forest to go around, and they had their crossings shut down as well. Mrs. Oakley stated that it took her 30 minutes to get from Pine Street to the Library.

Commissioner Redd asked if recycling was taking cardboard now and Hurd stated that cardboard could be broken down and place at the curbside for Monday pickup and that the Town was keeping the cardboard recycling containers since they were free. Hurd stated that when the town workers picked up cardboard they took them to the recycling containers but if they were full, and then they would take it to the convenience center on Park Avenue. Commissioner Redd asked if they got full often and Hurd stated sometimes. Hurd explained that recycling laws regulate that cardboard has to be separated from regular garbage and recycling. If the recycling company came for a second round for just recycling it would be a separate charge. Commissioner Redd asked if the town workers had time to do that every week. She stated that she knew that had to go around anyway for other types of garbage anyway. Hurd stated that it was a separate trip but they had to split all of the garbage picked up anyway. Trips had to be split up between metals, woods, etc. before they can be taken to the landfill.

Commissioner Redd also wanted to mention crosswalks. A resident had come to her about them and she knew that she had tried before to get one installed. She stated that no one even stops for people trying to cross the street anymore. Mayor Hardwick asked if there was a reason that DOT denied the crosswalk and Hurd stated that she thought it had something to do with the traffic count but that the count was done during an odd time of the day and did not show the real traffic problems of Youngsville. She also stated that she remembered something about being too close to the railroad tracks also being a factor. Commissioner Redd stated that she would be willing to contact someone at DOT to help get that process started again. Hurd told her she would get her some information.

Commissioner Redd stated that she and Commissioner Stallings were both on the Ordinance Committee and they have review up to chapter 6. Most changes were small things like typos but there were some things that they needed to add or remove. Some just needed to be brought up-to-date. She stated that she would give them to Tucker and hope to have those changes done by the next Board meeting. Commissioner Redd stated that one thing that they had looked at was for junked cars and that ordinance is in place. The next thing she wanted to work on was signage. She stated that Youngsville Elementary was saving up for an LED sign. Another issue was the signs for the Halloween events taking place on Cedar Creek Road. She stated that they looked awful. She stated that they met the second Monday at the Community House at 7pm if anyone wanted to come.

Commissioner Stallings stated that he and Mr. Roberts were on the Capital Improvement Committee and wanted to pass around a proposal. He asked that the Board look it over and discuss this at the next Board meeting. Commissioner Stallings asked Tatum for clarification about the sewer work that Ultraliner had done, he stated that 50% was grant funded and the other 50% was financed. Hurd explained that the way it had started was the 50% was going to be a Construction Grant and Loan but Governor Perdue had pulled that money, so another grant was found to replace that 50%. In the end, the entire upgrade was paid for by grants. Hurd stated that once the money had come through from the State, the Town had to turn around and send that money right back to the Construction Grants and Loans Program. Hurd stated that the Town did not pay any money for these upgrades. Commissioner Stallings stated that the total price of the project was \$435,000 but he saw an invoice closing out for Ultraliner that was \$458,000. He wanted to know where the difference was. Hurd explained that there was a large file for that grant if he wanted to come by and look at it some time and Commissioner Stallings asked if she could get the numbers together for him.

Commissioner Roberts stated that a little bit further down the road, the Board needed to take a look at some of the dilapidated houses in town.

The meeting adjourned at 9:18 pm.

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MINUTES

SEPTEMBER 8, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:08 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Keith Falt stated that he came to the Board Meeting a few months ago with problems concerning the utility billing. He stated that it was important to speak up when action was needed and it was also important to speak up after the action had been taken. He stated that he appreciated the Board taking the problem into consideration and changing the way late bills were handled. Mr. Falt thanked the Board.

Carolyn Palmer wanted to mention a pot hole on East Winston Street. She stated that now that the gas company was putting in the new lines it had made the pot hole worse. Hurd stated that it was on the list for patching and that the Town workers would be getting to it soon.

Al Wojtalik asked what the progress was of the Board in reducing expenses or of finding ways to reduce expenses for the next fiscal year. Mayor Hardwick stated that everyone is trying to find ways, he knows they have been working on the water and sewer and he has also been working with the new Interim Town Administrator to try to clear up the financial situation and things are looking better. Mayor Hardwick stated that later in the agenda, the public will hear some issues that the Board is hoping to use to reduce some expenses. He stated that the Board is getting there but it takes time to make these changes.

The next item on the agenda was the financial report. Tatum stated that he had given the Board a schedule like he did last month showing the cash on hand versus unpaid bills. He stated that at the end of August, we had \$202,000 in the bank and unpaid bills (all current) of \$27,000. He explained that left cash on hand of \$175,000. He stated that the Town got that much by collecting almost half of the Town's property taxes. Tatum explained that the total expected tax collections were \$694,000 and we have already collected \$315,000 which puts the Town in a solid cash position right now. Tatum explained that he extended that out by running a cash projection based on the numbers that the Local Government Commission had given him. He stated that the Town will have a positive cash balance at the end of every month until June, which based on projections will make the Town overdrawn by \$7,000 if all bills are paid. He stated that this is a substantial improvement over last year and that the \$7,000 is very manageable to get things back on track for June. He stated that these projections are based on last fiscal

year's collections and expenditures. He stated that the big variable is collections. Tatum stated that the Town had no control over that. He explained that as long as collections hold close to last year's pattern, the Town should not have an abundance of past due bills again. Tatum stated that our expected revenue year-to-date was \$322,000 but we have already collected \$389,000. He stated that our expected expenditures were \$269,000 but were only \$245,000. He stated that the underpayment of expenditures might be due to the mail being slow so that underpayment does not mean too much. He stated that what was most important was that the Town was running ahead on collections. Tatum stated that the Town needed to look at investing the cash but doing it in a way that the Town can get the money when they need it. He stated that he is exploring those options. Mayor Hardwick wanted to thank Tatum and the ladies for all the work they have done to get the Town in a stronger financial status.

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

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was David M Cyrus concerning water / sewer training. Cyrus handed out a cost analysis to the Board for his proposal. He explained that the Town paid Envirolink \$28,500 a year and adding up the costs for certifications at a cost of \$1,447. He had a quote for Tritest was for \$2,271 annually. He also had a quote for a local ORC for training that would cost \$5,520. There were also quotes on this cost analysis from two companies for 2 days of jetting sewer lines. Cyrus explained that during the first year, while he was in training, the Town would save \$15,788.46. He stated that the second year would bring savings of \$22,755.46 since he would not have the costs of schooling. Commissioner Redd how many hours a week would this take away from his normal duties. Cyrus stated that the company would pick up the water samples so that would not take any time away for testing. Cyrus stated that the water testing would only be once a month. Commissioner Redd asked what Cyrus' new responsibilities would be and Cyrus explained that they would include checking pump stations (which they do daily), fix our own leaks (which they already do), and maintain our water / sewer lines. Commissioner Redd stated that some of the requirements stated that the Town has backup ORC's on call and Cyrus stated that you can get an ORC off of a list online from the NC DENR Webpage. Commissioner Redd asked if the Town needed to have a backup ORC all the time and Cyrus stated that we would need one for sewer and someone else would have to go to school for that. Mayor Hardwick clarified that the cost analysis did not include the costs of sending a second person to school. Commissioner Redd wanted to clarify that the training took one year and that if Cyrus were to leave the employment of the Town, it would take another year of hiring outside of Town employees while another person was trained. She stated that it made her a little nervous that the Town only had one person that would be trained. Cyrus stated that it was up to the Board to decide how many people they want to train. Mayor Hardwick asked if the certifications were annual. Cyrus stated that he would have to attend a yearly class and Commissioner Redd asked if that would be an additional cost as well and Cyrus stated yes for continuing education. Commissioner Woodlief stated that he felt the Board needed to understand this procedure

better. Mayor Hardwick stated now was the time to ask questions and then take the information and review it. Cyrus stated that he spoke with Bunn, who had gone this route and their savings were outstanding. Mayor Hardwick asked how many people they had certified and Cyrus stated that he thinks they did just one person. He explained that Bunn was working with a company called O'Brian and Geer that was helping them get their certifications. Commissioner Roberts asked if the Town would save money and Mayor Hardwick stated yes. Tatum wanted to follow up on a question that Commissioner Redd asked. He stated that the cost presented did not include the labor costs. Cyrus stated that the Town employees already do the majority of the work and they are already getting paid for it normally. Commissioner Redd asked Cyrus what the Town was paying Envirolink for if the Town employees are already doing the work. Cyrus stated that the Town was paying them for their certifications mostly. Mrs. Oakley wanted to clarify that the Town employees just needed to be certified to continue the work that they are already doing and Cyrus stated yes. Commissioner Stallings asked how this compared to letting Franklin County take over the system and do all of this. He suggested looking into seeing how much Franklin County could run our water and sewer for. Tomlinson stated that it was looked at years ago when the Town went from wells to water and sewer and it was primarily political reasons that the Town kept their own system. Commissioner Stallings asked if that was something that could be revisited. Mayor Hardwick stated that he has had conversations with the County Manager and that there are always options out there. Mr. Schriver wanted to clarify that Cyrus is working on the Town systems under the direction of Envirolink which is where the fee comes into play. Mayor Hardwick stated that the Board would put this up for consideration.

The second item under Old Business was a discussion of the Capital Improvement Plan. Commissioner Stallings stated that he and Commissioner Roberts had met and produced this plan but he wished for a motion to table this until such time as the new Town Administrator could be hired so that the committee could have the new Administrator's input in this plan. Commissioner Stallings stated that he did not want to jump the gun with this plan.

MOTION: TO TABLE THE DISCUSSION OF THE CAPITAL IMPROVEMENT PLAN UNTIL THE NEW TOWN ADMINISTRATOR CAN BE HIRED AND LOOK OVER IT.

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the Petition for Zoning Amendment for Michael Schriver for the vacant lot on North Cross Street and East Winston Street. Mayor Hardwick stated that Mr. Schriver had received a Favorable Recommendation from the Planning Board.

MOTION: TO APPROVE THE REQUEST TO REZONE BY MICHAEL SCHRIVER FOR THE VACANT LOT ON THE CORNER OF NORTH CROSS STREET AND EAST WINSTON STREET.

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

The second item under New Business was a Conditional Use Permit from Hazin Auto, Inc. for 888 Park Avenue. Mayor Hardwick stated that they had received a Favorable Recommendation from the Planning Board.

MOTION: TO APPROVE THE CONDITIONAL USE PERMIT FOR HAZIN AUTO INC. AT 888 PARK AVENUE.

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

The third item under New Business was Mike Myers with Envirolink. He stated that Tony Arnold, who used to run the program for NC for the operators certifications and technical assistance, was also with him. He stated that Envirolink has been managing the Town's system for 10 years and is aware that towns across the state are experiencing trying times. He stated that they were supportive of the Town and the fact that they are looking a cost savings. Mr. Myers stated that Cyrus brought up a good option that does need to be looked at. He wanted to list some of the services that Envirolink provided Youngsville with. Mr. Myers explained that they provide the Operator in Responsible Charge for Youngsville's water distribution system, cross connection control, and for the collection system which also has a backup operator. He stated that they were available 24/7 for emergency responses. He stated that the answering service will contact them so no matter what time they are called; we will get a live person. He stated that their offices were about a half hour away but they had employees that live in the Youngsville area. Mr. Myers stated that Envirolink cleaned about 21,000 feet of sewer each year, averaging about 3,000 feet a day, cleaned the lift stations twice a year, also assist the Town in its Fats, Oils, and Grease Program which is state required. He stated that they also prepared all of the regularity reports and prepares notices for the citizens of Youngsville. Some of the regularity reports include a monthly report prepared that includes all of the monthly testing, which is mostly water samples including lead and copper and disinfection sampling, for the State. Also, they prepare the annual Consumer Confidence Report for the Town which covers the results of the water testing. Mr. Myers stated that they also prepared the Waste Water System Performance report. They are also required to do a visual inspection of the entire collection system on an annual basis, though some parts require them twice a year. He stated that they also provide management support. Mr. Myers stated that he was a former regulator and so was Mr. Arnold, which makes them a resource to the Town should problems occur. Envirolink employees have a total of over 75 years of experience in managing utilities from small to large systems. Some of the advantages are personnel, meaning that if the Town's ORC was hurt or left employment, there were other ORC's on staff that can take their place immediately so the Town would never be out of compliance. Mr. Myers stated that Envirolink has over \$1.5 million dollars worth of equipment at their disposal for emergency response. He stated that during Hurricane Irene, they had people stationed all over the state with emergency equipment so that they could be mobilized for any situation. All of their systems were kept up and running. He stated that he had employees monitoring pump stations and clearing streets, making sure that the water and sewer systems stayed online. None of their clients went without water and sewer during that time. Mr. Myers also stated that they guarantee regulatory compliance. If there is an issue that is their fault, they will make it right. Mr. Myers stated that they were involved with the community. He

explained that he had helped some of the towns that were hit hard by Hurricane Irene do their clean up as well as help them with the FEMA paperwork at no cost to the towns. Mr. Myers stated that there were options to help save costs, such as them taking on other roles with the water and sewer functions and even in the public works department. According to their numbers, they estimate the town spends about \$255,000 a year on services that they provide and they may be able to help save 20% of that. Mayor Hardwick stated that the Town was fortunate to have Mike being the one who was checking on the lift stations during Hurricane Irene. Mrs. Wood stated that there was a manhole in front of her house that had a horrible smell during the summer time and she knew the town had tried to block the odor but that didn't work well. She wanted to know if there was anything that could be done about that. Mr. Myers stated that there were several options available, including chemical solvents and solutions. He stated that this would be an expense that the Town would have to approve. Mr. Myers explained that there was also another option of maybe changing the design of the sewer lines to help make the sewage flow better but that may need major construction to do. Mayor Hardwick stated that the sewer lines in town were very old. Commissioner Stallings asked to clarify the amount of \$255,000 and Mr. Myers stated that the Town was paying that much for services that Envirolink could provide. Commissioner Stallings also verified the 20% savings and would this constitute a new agreement with Envirolink and would the Town be able to back out of that agreement if they were not happy with the services. Mr. Myers stated that their contracts were typically 5 year contracts, but for one of their towns they have instigated that after 1 year there is an out clause. They would have the choice to back out of the contract if things were not going the way they wanted or to continue on for the next four years. Mayor Hardwick stated that the Board had been presented with a lot of information for ways to improve the Town's expenses and costs. He stated that this information would help the Board come up with the best plan for the Town. Mayor Hardwick stated that he did appreciate the work that Envirolink has done over the years. Mr. Myers stated that regardless of what direction the Town chose to go in, Envirolink would still be here to support us.

The next item under New Business was a donation request for the Fall Festival. Hurd stated that every year the Board has been donating \$250.00 to the Fall Festival. The Youngsville ECA took over this project when the Town was unable to continue doing it. She stated that most of the money that is raised by the Fall Festival does go back into the community. Mayor Hardwick stated that it is one of the highest attended events in Youngsville.

MOTION: TO APPROVE THE \$250.00 DONATION TO THE FALL FESTIVAL

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. It passed unanimously.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick asked if there was any need to go into Executive Session and the answer was no.

MOTION: TO BYPASS EXECUTIVE SESSION

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was Reports and Other Business. Mayor Hardwick mentioned that there would be a Flag Raising Ceremony at the Luddy Park on Sunday, at 5:30pm in honor of the September 11th victims. He stated that YABA and the citizens and businesses of Youngsville had done a great job in coming up with the funds for the new flag pole. Mayor Hardwick also mentioned that the Fall Festival was on September 17th from 9am – 4pm at the Youngsville Armory. He stated again that this was well attended and helped to raise funds for the Town. Mayor Hardwick explained that the ABC Board was made up of three members, Brenda Robbins, James Underwood, and Everett Pearce. He stated that they needed a motion to remove Brenda Robbins from the ABC Board.

MOTION: TO REMOVE BRENDA ROBBINS FROM THE ABC BOARD

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

Mayor Hardwick then recommended that the Interim Town Administrator be placed on the ABC Board on an interim basis to help out.

MOTION: TO APPOINT INTERIM TOWN ADMINISTRATOR BILL TATUM TO THE ABC BOARD

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

Mayor Hardwick told Tatum that he appreciated the help. Mayor Hardwick also wanted to update the Board on the progress of the applications. He stated that a lot of them have come in. He explained that the Board was still going through them but had responded to some of them at this point.

Commissioner Stallings stated that month's ago, the Board had decided on paving some sidewalks and he wanted to know the status of the incoming money. Hurd stated that the new Powell Bill money is expected to come in on October 1st. Commissioner Stallings stated that there was about \$30,000 mentioned and wanted to know where that money was. Hurd stated that it was still in the account. She explained that there had been a vote to pave one of the streets but that she would have to check to make sure which one. Commissioner Redd stated that she thought it was the sidewalk on North College Street. Hurd stated that the remaining roads and sidewalks were waiting to be voted on until we got the money in October. Tatum stated that there was \$24,376 left in the Powell Bill at this time. Mayor Hardwick stated that at that meeting, the Board was estimating about another \$30,000 to come in and that we could do more at that time. Commissioner Redd asked if October was too late and Hurd explained that it was a good time as the temperatures were just right. Hurd stated that last month, Cathy Oakley had mentioned the Pine Street railroad crossing being in need of repair. Hurd stated that the railroad paved the section where the tracks were located but what needs to be fixed by the town is the section of road leading up to the railroad tracks. Mayor Hardwick stated that there was a list from that Board meeting that the Commissioners was going to look at and

decide later what needed to be done. He stated that everyone needed to relook at this for the October Board Meeting so that the plans can be made. He urged the Board to get the information back to Hurd as soon as possible so that she can have the information ready by the next Board Meeting. Mayor Hardwick asked Hurd to email that list to the Board to make sure they have it. Mrs. Oakley suggested that the Town put a stop to the transfer trucks that are using the back streets. She stated that they are going up Pine Street often. She stated that there was a sign at one end of the street but not at the other.

Commissioner Redd asked that there either be a "Children at Play" or at least a speed limit sign be put up on West Franklin Street. Her neighbor has a small child that they are concerned about. Tomlinson stated that there were no legal problems putting that type of signage up.

Commissioner Johnson mentioned that looking through the new applications; the Board would need to make a decision about how to handle the interviews for people that live out of state. He stated that Hurd and Tucker had mentioned video conferencing and that Ritchie Duncan at Economic Development could help him find a good place to set that up. He stated that he felt this would be the most cost effective way to handle those interviews. Mayor Hardwick stated that Skype was a good way to do that and all you would need would be a laptop with a camera. Next, Commissioner Johnson stated that he was looking at the Budget information and wanted to know if the Town was still looking to get a dump truck and Mayor Hardwick stated that it was a pickup truck that had been budgeted for. He stated that he and Tatum had been talking about used trucks.

Commissioner Johnson wanted to clarify what the truck was for and Mayor Hardwick stated strictly for the maintenance. Commissioner Johnson stated that his problem was that even though it was approved in the budget, the Police Department needed new cars. He stated that he had promised Kirts that he would get some of the local industries to help get money for items needed for the Police Department. Commissioner Johnson stated he felt that the Board needed to reevaluate the need of the truck. He stated that the Town had 2 trucks and one was operational and the other was not. He stated that the Town could just use the operational truck. Mayor Hardwick stated that is what the Town's already doing. He stated that they are just looking but not actually set to buy and Commissioner Redd stated that she felt the Town shouldn't even bother looking at this point. Commissioner Johnson stated that he felt that there were other things that were more important. He stated that this was one way to cut cost because he had no intention of raising taxes. He stated that he felt anything that can be done to keep the tax rate steady needed to be done. Commissioner Johnson also wanted to mention that he was glad that the vacant lot is gone and that something that looks nice has replaced it. His concern is that there are turning lanes into the store but not at the light. He stated that there needed to be turn lanes at 5 Points. He wanted to know how it happened that the store rated turn lanes but not the actual stop light. Mayor Hardwick stated that he remembered that they had tried to get turn lanes before but DOT had turned us down. He stated that their solution had been to place a roundabout at that intersection. Mayor Hardwick stated that he thinks the Board had voted that down because a small roundabout would not help with the Town's problems but would create more. Commissioner Johnson stated that citizens had come to him complaining about not getting turn lanes, especially ones that had to take their children to school. Mayor Hardwick stated that it was dangerous for everyone. Commissioner Johnson stated that he understands that it would help the flow of traffic. Commissioner Redd asked if

CAMPO could help and Commissioner Johnson stated that he didn't think it would help. Mayor Hardwick stated that Youngsville had no pull with DOT. He stated that it was one reason why he pushes so hard for the bypass so that it would at least get rid of the truck traffic. Commissioner Johnson stated that the trucks were part of the problem as they had such a large turning radius that if cars were not where they were supposed to be, the truck could not make the turn. Commissioner Redd asked how one went about asking DOT for something. She stated that she walks her children to school and it's dangerous with the traffic in all directions. Tomlinson stated that if you notify DOT, they will come and talk with us. Mayor Hardwick stated that that is what we needed to do. Commissioner Redd asked Hurd to set up a meeting. Mayor Hardwick asked if they could be brought to one of the Board Meetings to talk to the Board and the citizens about the concerns we have. Tomlinson suggested that a committee be set up to discuss what items that the Board wants to discuss so that they will be prepared. Mayor Hardwick asked who wanted to serve on the subcommittee to help make this happen for the October Board Meeting. Commissioners Redd and Johnson stated that they would. Mayor Hardwick stated that he felt that there was always room for a turn lane on Main Street at least for a left turn towards the school but the final plans from DOT had them turning into the Wilco Hess. Commissioner Johnson stated that if they can't at least see if they can do something. Mayor Hardwick stated that the main items were the turn lanes and the crosswalks. He mentioned that the Town had been shot down on the crosswalks before.

Tatum wanted to mention that the reason the one truck had been parked was because it was unsafe. He stated that he was not going to let the employees drive it when it could be dangerous, since the seatbelt doesn't work and the doors won't stay shut. In the budget for streets and sanitation, there is a total of \$15,000 for equipment payments. He stated that the Town was leasing a dump truck and has already spent \$3,000 leaving only \$12,000 for that line item. If the Town continues to keep the dump truck that would eat the remaining portion of those funds. Tatum stated that he cannot find any provision or documentation in the budget for the new truck. Tatum stated that the Fire Department had brought to our attention that they had a used truck for sale and that the Town was not looking into buying a new truck at this time but he was not going to let the employees drive an unsafe vehicle. Tatum stated that if they bought anything it would be a surplus vehicle and Mayor Hardwick stated that the only reason they had looked at the other one was because it was brought to their attention. Tatum stated that at the same time the police cars needed work too. He stated that the Town needed to replenish its funds. He explained that if the Town stayed within the budget and the revenue holds, then the Town would be ok. He explained that there were some things that the Town could get rid of that they don't use anymore. Tatum stated that it was brought to his attention that there were mowers in the back (a 40" and a 72") that don't get used at this time.

Commissioner Redd stated that she wanted to get an inventory list and Tatum stated that the auditors had a depreciation list on items over a \$500 value. Commissioner Redd stated that her problem is that she doesn't know what everyone does daily so she doesn't know what equipment that they really need. She stated that she felt the Town in general wasn't working together. She stated that she felt that the Planning Board needs to work with her and she needed to sit down and meet with the workers and there needs to be more intermixing going on with everyone in town. Mayor Hardwick stated that he's urged the Board to do just that, to come to Town Hall and with all that is going on at this time, it's even more important. Tatum stated that he felt that he and Commissioner Redd are saying the same thing when it comes to what the Town owns. He stated that he can

get a list from the auditors. He explained that all of the vehicles need to be reworked. Mayor Hardwick stated that the key is that the Town not go spending money now that we're in a better financial situation and Tatum stated that we actually were not in a better financial situation and that the Town needs to follow the budget.

Chief Kirts stated that he had good news first. The Police Department had been approved for a Highway Safety Program Grant. This would pay for a new full time officer, car, equipment for 4 years, with the State paying less each year. He stated that this would be a whole new position completely equipped specifically for traffic. Next, Chief Kirts wanted to thank Commissioner Johnson for his efforts to help the Police Department get some items. He explained that the state of the Police Department has declined. He stated that he was now driving his personal vehicle at this time. He stated that the last six months have seen an increase in DWI's and other calls for service. He stated that they were extremely overworked and under equipped. He stated that he had three cars that were out of commission at this time. He stated that he has not heard anything from anyone in town about his new cars. Chief Kirts stated that he did not know what was in the budget since it changed at the last minute. Mayor Hardwick stated that there was one car and one truck in the budget that passed. Commissioner Roberts stated that it didn't matter what was in there, if there was no money. Tatum stated that he was looking in the budget to see if there was anything for the new truck and if there was stuff in the budget that was unnecessary maybe he could shuffle the money around to get necessary items. Chief Kirts stated that he felt that the Town needed to put public safety at the top of its priority list. He stated that at this rate, it was almost impossible to maintain. He stated that he felt he had done his part by getting low or no cost items. He stated that cars are his number one priority. Chief Kirts stated that he needed 3 new vehicles plus new tires for some of the old ones. He stated that since there had been some recalls that they were able to get some of the repairs done for free. He explained that he was trying to maintain a 24 hour business and stay equipped. Tatum stated that surplus vehicles were not an option but new cars were needed. Chief Kirts stated that ideally cars should be rotated out every couple of years but we were unable to do that. Chief Kirts stated that he just wanted to make the Board aware of the situation at the Police Department. Tatum stated that the Police had \$7,000 budgeted for equipment and \$15,645 for car payments. He stated that he would look into the numbers and figure something out. Chief Kirts stated that this is the budget that was cut down. He stated that the original budget had three cars in it. Commissioner Redd stated that computers were also on his budget list. Chief Kirts stated that two of the cars had been paid off and he didn't know why those lease payments were not rolled over. Tatum stated that they were paid off last fiscal year. He stated that his suggestion is to find out what is in the budget and then look at what we can do with what we have. He stated that there may be money that can be shifted around and the Board can decide what we need to do. Tatum stated that he needed to identify areas that have the potential to solve these vehicle problems. Mayor Hardwick stated that he thought there was the option in the budget that after 6 months the Board could change it to add another vehicle if the financial situation changed. Chief Kirts stated that the Board needed to look at it hard because he did not have six months left on his equipment. Commissioner Redd asked how long it would take to finish getting the information from Cyrus and Envirolink and to start seeing a savings that would help with some of these problems. Mayor Hardwick stated that it depended on when all of the final numbers came in. He stated that he was working on something that he hoped to get to the Commissioners to look at before the next Board meeting. Commissioner Redd stated that

she felt this was something that did need to be looked at between meetings so that the Board can be ready to act. Mayor Hardwick stated that it was one of the reasons that water and sewer was looked at first was because it was a big ticket item. Once we get that squared away, there may be more savings down the road that will help to afford more items at a later date, maybe another car. He stated that financially the Town needed to get to a place where there was available funds to be able get needed items. Mayor Hardwick stated that the Board has always been supportive of the Police Department but the finances have to be looked at as well. He stated that taxes could have been raised but the citizens would not have been happy about that and the Board could not do that to them considering how the economy has been these past few years. He explained that this was why everything was cut back to help build up the finances. Commissioner Stallings stated that he had a memo for the proposed budget from April 1, 2011 for the proposed budget and it states that under the Police Department it states \$25,000 for police cars. Mayor Hardwick stated that was the original proposal and it was changed after that. Commissioner Redd stated that she felt that the budget she and Commissioner Stallings worked on said one thing and the budget that came before the Board said something else. Chief Kirts agreed. Mayor Hardwick stated that everyone had received the emails and agreed to change it and cut back on expenditures to help the financial situation. He stated that this Board voted to do that in open session and it was discussed at that time. Chief Kirts stated that the April was the original one that was worked out then it was changed. Mayor Hardwick explained that as Commissioners started to look at it and found ways to cut expenses was when it was changed. Commissioner Stallings asked Tatum how the budget for the Town worked since it seemed to be different from the budget he was used to at Franklin County, where he worked. Tatum stated that there was not a line item for capital outlay at this time but it can be put in there. Commissioner Stallings stated that there should be a better way to identify items on the budget to be less confusing. Tatum stated that there are two sides to this, revenue and expenses. He explained that you have no control over revenues but did have control over expenses. He stated that the Board is going to have to decide what to do with the money. Tatum stated that Police cars are needed but the budget was what they had to work with. He stated that there was the option to shift money if needed. Commissioner Johnson asked when the grant would become effective and Chief Kirts stated that the paperwork needed to be signed and once filed then they could start purchasing. Commissioner Johnson stated that at that time there would be funds available for a new car, but Chief Kirts stated that would be for a new officer and it would still leave the other cars needing to be fixed for current positions. Commissioner Johnson stated that at a previous meeting, it had been mentioned about getting another officer and Chief Kirts stated that he was in the process of doing that. Commissioner Johnson stated that the budget was not itemized to help tell what the figures represent. Tatum stated that there were probably figures in his office that tell him that, he just needs to find them. He stated that all the vehicles are lease payments, and once he finds out when the lease expires he will know more about the numbers in the budget. Commissioner Roberts stated that when he adopted this budget, he thought that there was at least \$200,000 in the bank. Tatum explained that the budget document showed how much money was coming in and going out. He stated that the Board can allocate the money back and forth. However, the biggest expenditure that the Town has is labor and benefits. Trying to work around that does not leave a lot of room. He stated that the main priorities of the Town are public safety and running the water and sewer system. Tatum stated that Chief Kirts can't run a Police Department with no equipment, so we'll just have to find the money in the budget and reallocate the money

between line items. Commissioner Redd asked if the new Town Administrator would look at the budget, get familiar with it and then add line items like Commissioner Stallings was talking about, maybe make it more specific. Mayor Hardwick stated that was one of the things that Tatum was in the process of doing was getting the Town in line and making it clearer. He stated that Tatum was working with the Local Government Commission who is making recommendations as well. Tatum stated that the Board can make these line items as detailed as they want to. He stated that it would not be ideal to make it too detailed in the General Ledger. Tatum stated that supporting schedules should be made available for any line item that has major money in it. Chief Kirts stated that Tatum is doing a great job.

The meeting adjourned at 8:26 pm.

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MINUTES

OCTOBER 13, 2011

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:49 pm, immediately after the Public Hearing. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Linda Jones, Kimberly Lane, stated that she has lived in Youngsville for 16 years and recently had a water issue. She stated that her water bill was four times the normal amount and she rarely goes over the minimum. She stated that she worked 64 – 82 hours a week and is rarely home, even on weekends she's not home. Ms. Jones stated that she has one roommate who has been there since her father died. She stated that she has been back and forth with the Town about this bill because she had a plumber come out and has never had a problem that she could think of with Youngsville until now. She stated that called the Town and stated that she did get a little bit excited due to the high bill and she did want to apologize for that. Ms. Jones stated that Tatum had raised his voice to her and stated that she had taken up enough of his employees time and she understood that but she had taken up quite a bit of her time on this as well. She stated that she was excitable due to the situation and apologize again for it but stated that Tatum used poor customer service and was very rude. She stated that all she wanted to do was fix her problem, not argue about it. She stated that she had someone check out and they found no leaks, even in the walls. When she requested a new meter, one was put in. Then she stated that she did want someone to come out and reread the meter since she didn't know how to make sure that the problem had been taken care of. She stated that she called the Mayor and he stated that he would have someone call her and no one called her. She stated that she wanted the Town to keep a check on it and she did go out and read the meter 4 times herself. She stated that she took the numbers so that someone could tell her if she was going to end up with another high bill. She stated that there have been no more problems. She stated that the meter had been sent off and tested fine and she accepted this. From her understanding that the older meter is the slower it turns. She stated that she did not expect the meter to come back bad. Ms. Jones stated that she has not fixed anything at her house but she no longer seems to have a problem. She stated that nothing was running or leaking and now that there is a new meter, her readings have gone back to normal. She stated that she didn't understand and she feels that she shouldn't have to pay this bill. Ms. Jones stated that if something was her fault she would pay for it but since there has been no problem found she feels that she shouldn't have to. She stated that she pays for everything that

she has and works hard for it. She stated that she's a single person that's working for her household and she doesn't ask for anything from anybody. Ms. Jones stated that she was just asking for help on this. Mayor Hardwick stated that he spoke with her on the phone; he explained that the Town would have the meter tested. He explained that they were tested by an independent company so that we receive an honest report on the function of the meter. He stated that the meter was good per the report and he can't explain why she had a high bill but the meter shows that there was water being used. He stated that anything before the meter is the Town's responsibility and it does not show on the meter. There is no control by the Town for what happens after the meter. He clarified with Hurd that the agreement was for Ms. Jones to pay the minimum bill until the meter test results came back. Ms. Jones stated she wanted help understanding why she should be responsible paying for something that she states she did not use. She reiterated that there were no problems at her house, no leaks at all and the meter shows normal consumption. Mayor Hardwick stated that the only way the Town can judge it is by what goes through the meter and Ms. Jones stated that she understood. She stated again that there were no leaks or anything and Mayor Hardwick stated that he can't explain what happens to the water after it goes through the meter. Ms. Jones repeated 10,000 gallons of water would have been seen. Mayor Hardwick asked if she had been out of the house for any extended period of time and Ms. Jones stated yes, she was out of town for 10 days. Mayor Hardwick asked if there had been an opportunity for something to have been running while she was gone and she stated no. She explained that she dead bolted her bedroom door which closed off the master bath and nothing was running when she got back. She stated that her roommate of four years was at the house while she was gone and told her that nothing had run while she was gone. Ms. Jones explained that her roommate worked as well and it was impossible for them to have used that much. She stated that if she had used it she would pay for it but if nothing has been fixed then she doesn't understand why her consumption was that high. Mayor Hardwick explained that at this point in time, the water has gone through that meter. He stated that the meter was reading correctly per the test results and it shows that the amount of gallons has gone through that meter. Ms. Jones stated that it was impossible and Mayor Hardwick stated that it was not leaking at this point but it did go through the meter and was therefore used in some way. He repeated the explanation that if the water went through the meter it was her responsibility to pay for it. He suggested that she come by Town Hall to discuss taking care of payment. Ms. Jones stated that she understands what Mayor Hardwick was saying but if there was a problem at some point there should still be a problem since nothing was corrected. Mayor Hardwick stated that the Board can't know what's happening in someone's home, all the Board can judge is what the meter tells them and this meter was saying that the water was used. Ms. Jones repeated that she had lived here for 17 years and at one point she had 4 people living in the house and still did not use this much water. She stated that if you look at her record, her bill has never been high before. If she had a problem, then she would have had to fix it in order for the readings to be back to normal but she has not fixed anything at this point so there seems to be no problem. Mayor Hardwick stated that she should come by Town Hall on Monday and see what could be worked out. Ms. Jones stated again that she felt that this is totally her responsibility she did understand that it was also not the Town's responsibility either. Mayor Hardwick stated again that they can discuss it on Monday at Town Hall. Linda Aronson, Kimberly Lane, stated that there was no swimming pool or hot tub at their house, they only wash clothes twice a week and they do not host parties. She stated that she paid the water bill each month and it's never above \$70.00. She stated that people

that are on strict incomes can't afford water bills like this. She stated that she didn't know where the water went but she was at the house every day and she doesn't know where it could have gone.

The next item on the agenda was the financial report. Tatum stated that the Town broke even in September. He stated that everything still looks solid until around April or May of next year.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was a discussion of Powell Bill monies and sidewalk/road maintenance. Hurd stated that this had been tabled in the spring to be brought back up at the October meeting on how to spend the money on either repairs, paving or sidewalks. She explained that legislation this year changed how the Powell Bill money was distributed. It now comes in two payments (October and January) instead of one lump sum payment. Hurd stated that the October payment was \$17,362.00 which leaves a total \$41,416 in the Powell Bill account. She did state that the quote for the sidewalks approved back in the spring was for \$19,000. Hurd stated that she had mentioned before that the railroad crossing at Pine Street needed to be repaired and that a resident had come in asking about repairs on the sidewalk on Main Street. Hurd explained that there were two places that needed to be fixed as they were no longer safe. The first is on West Main Street in front of the trailers needed to be repaired. He stated that he could not get his wheelchair across that portion of sidewalk so he had to go out into Main Street and all that traffic to get to the Variety Pic Up. The second place that needed to be replaced was on East Main Street by the florist. She explained that the gentleman stated that area was too steep for his wheelchair. It activated his anti-tip mechanism. Mayor Hardwick asked if the maintenance guys could do these repairs and Hurd stated that they could probably level out the slope but she didn't think they would be able to do the repairs on the West Main Street issue. Commissioner Johnson asked if we had quotes on these repairs and Hurd stated no. Commissioner Redd asked what the \$19,000 quote was already approved for and Hurd explained that was for the sidewalk from Wilco Hess at the corner of West Main Street and North College Street to the entrance of the 400 block of North College Street. Commissioner Redd asked which side and Hurd stated on the East side. Hurd stated that there was already some sidewalk in that area and we would connect to those areas. Commissioner Redd asked where it would end and Hurd stated that it would stop where it split. Commissioner Redd asked about at the Wilco Hess and Hurd stated that it had been decided at the time to just use their parking lot instead of paving a sidewalk there. Commissioner Redd stated that she felt that downtown sidewalks were important even at the gas stations so that people can walk to the Luddy Park and places like that. Commissioner Redd stated that she did want to make sure to fix those areas on the sidewalks. She stated that there were no sidewalks on the North side of West Main Street which is preventing the Town from getting crosswalks. Hurd stated that this was because of ADA regulations. Commissioner Redd stated that from here on, the Town needed to

make sure that everything did conform to ADA regulations so the Town wouldn't have to backtrack and fix things to become ADA compliant at a later date. Commissioner Redd stated that she wanted to just focus on sidewalks in the area of West Main Street and from the Luddy Park towards 5 Points. Hurd clarified that the Board had already voted on the sidewalk from 5 Points to the 400 block of North College Street so that did not need to be voted on at this time. Hurd stated that she did need a motion to do the Pine Street repair as well as the repairs on the two places of sidewalks. Commissioner Redd agreed.

MOTION: TO MAKE THE REPAIRS ON THE PINE STREET CROSSING AND THE TWO AREAS OF SIDEWALK REPAIR

The motion was made by Commissioner Woodlief and was seconded by Stallings. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the Special Use Application by Amidon for 409 Northbrook Drive. Commissioner Stallings asked when they started testing live rounds and Mr. Davidson stated that it was around January of 2010 with limited testing. Commissioner Stallings stated that he agreed with one of the gentlemen from the Public Hearing, that this Board was at fault. He stated that this should never have been allowed in the first place. Commissioner Stallings asked if they were still testing and Mr. Davidson stated that in the past 120 days they have stopped testing pending this Special Use Application. Commissioner Stallings asked why they stopped and Mr. Davidson stated that they stopped when the Town told them to. Larry Pritchett, Youngsville Zoning Enforcement Officer, stated that he went out to investigate and told them to cease fire until the Special Use Application had been approved. He stated that it seemed to be a failure in communication between Franklin County, the Town of Youngsville and Amidon. Mayor Hardwick stated that the Town started looking into it when we received complaints. Commissioner Redd asked if they hadn't fired in 120 days, how come the Board was just getting their Special Use Permit. Mr. Davidson stated that they did the application in July and also they wanted to go ahead and order the suppressors, which is a 90 day process with the ATF. He stated that they should have the new suppressors in 30 days. Commissioner Redd asked that even after the get the suppressors weren't they going to do something else that might take up to a 150 days and Mr. Davidson explained that the only other things that they would do would be to construct the concrete wall and put in the shooting platform. Commissioner Redd asked if they have already submitted the applications to the ATF and Mr. Davidson stated yes. He explained that they were now waiting on the ATF to act on those applications. They cannot purchase the suppressors until they have final approval from the ATF. He stated that they have already paid for them since they have to be special made and they are expecting that approval soon. He stated that they would not resume production and testing until they got those suppressors in but they do have orders coming up that they will need to fill. Mr. Davidson stated that they would need to start within the next 30 – 45 days in order to be able to fill those orders. Commissioner Roberts asked if they had another location and Mr. Davidson stated that they did not nor has there ever been another location in the area. Commissioner Redd asked if they could answer why they moved their facility to Youngsville from Zebulon and Mr. Davidson stated that they never had a production facility in Zebulon. He explained that they only had offices in Zebulon which were adjacent to the private home of Mr. Amidon. He stated that they

have always produced their blocks here in Youngsville. He stated that they got their first order in the fall of 2009 and had to get a license from the Army Corp of Engineers to produce this type of material. They did their first testing in early 2010. Mayor Hardwick asked who at Franklin County they spoke with that told them it was ok to fire weapons in this area or what department and Mr. Davidson stated that they had verbal communication with both the Franklin County Sherriff's Office and the Franklin County Office but he did not know who their employee spoke with. Mayor Hardwick asked if anyone had gotten in writing that it was fine to do that type of testing and Mr. Davidson stated that they did not. Mr. Woodlief asked why they chose this area and Mr. Davidson stated that they chose Youngsville because the concrete provider that they had worked with was already established here and it was logical for them to move into that facility. Commissioner Johnson stated that he had an issue with the fact that the residents living in that area had no idea about what was going on at this facility. He stated that common courtesy should have had them checking with the neighbors before firing that first shot. He stated that he felt there should have been some effort on the company's part to let the neighborhood know what was going on even though it was not required. Mr. Davidson stated that knowing now how things turned out that they would have done it differently. Mr. Davidson stated that he is trying to address all of these issues. Commissioner Johnson asked if there would be the opportunity for the residents to come out and see how things work at this facility and Mr. Davidson stated that the residents have not been able to go through. Mayor Hardwick asked if there were any restriction in place that would prohibit this and Mr. Davidson stated that there were not. He said that all they would see right now is an empty yard. Commissioner Johnson stated that as of right now, all anyone could see was diagrams on paper. He felt that everyone would agree that if this helped soldiers, he was all for it but it also had to be at the safety of the residents. Even if there was not a high probability but there was always a chance and Mayor Hardwick agreed. Mayor Hardwick stated that most of the people at the meeting did not live inside of city limits but their livelihood was affected by the decisions that this Board makes. Mayor Hardwick stated that what this Board wants to do is maintain the lifestyle that the residents moved to Youngsville for. Mr. Davidson stated that he understood and that is what their company wants as well. He stated that he could show people the facility and what they plan to make things better so there is no errant fire. He explained that it has not been built yet as they don't want to spend the money until they know if they will be able to continue testing on site. Commissioner Redd clarified that they had already gone through considerable expense ordering the suppressors. She stated that she was confused. Everything sounded good to her; it showed that they were working towards making things better; however, the lack of measuring decibels makes it seem as if they don't care. She stated that some of the things that they have said seem to contradict themselves. Commissioner Redd stated that if they were concerned about the residents' complaints that they would have purchased a decibel meter and gone to one of the closest residence to check and see how loud it was. Commissioner Redd stated that as is there is no way that she would pass this without at least going out there and testing the sound. Mr. Davidson stated that they could go out and buy a decibel meter, but that there was already louder equipment out there, and he felt like there should be a decibel limit for all businesses out at that park instead of just theirs. Commissioner Johnson asked if there was a way to test indoors and Mr. Davidson stated that he feels like they have come up with a plan that has addressed the issues especially in a Medium Industrial setting. He stated that they had taken more safety precautions than the average hunter and Mayor Hardwick stated that the average hunter only made one shot but Mr. Davidson countered

that their shooters were trained marksmen with an angle of fire limiter when hunters were not. Mayor Hardwick stated that he was impressed that once we had sent the inspector out there, Amidon had stepped up to help both the Town and the residents. However, he stated that there were two main issues, the first being the noise level near the horses. He explained that it was a hazard with children taking riding lessons. If the horse spooks due to noise with a child on its back could be very dangerous. The second issue is the fear. He stated that everyone is afraid that one bullet will leave the property and hurt someone. Mayor Hardwick stated that there's the possibility of a child sneaking into an area where they shouldn't be and possibly getting hurt. He stated that he didn't want to take that chance. Mayor Hardwick asked if tabled, would Amidon take the citizens out and show them what they plan to do and what it sounds like up close. This may help to relieve some of the questions and concerns. Mr. Davidson stated that they would be willing to do that. Mayor Hardwick stated that he felt the citizens would like to see how they were firing and that he felt the Board would be willing to allow that time frame. Mr. Davidson stated that they would do what the Board asks. He stated that the big cost item was the wall, though it could be built quickly. He asked for time to figure out how to do this presentation and they would need the presentation. He stated that once they had the logistics figured out he would get in touch with the Board and get a presentation set up. Commissioner Stallings asked how many employees they had and Mr. Davidson stated that they had 5 when they started in January 2010 and are up to 31 total employees with 15 of them on site in Youngsville. Commissioner Stallings asked how many live in the area and Mr. Davidson stated that one of their employees is moving into Franklin County, he stated that he lived in Wakefield and the Amidon's were looking to move into the area as well. He stated that they did expect to grow and employ more people as time goes on. He stated that they have a short term lease and the outcome of this application will depend on if they extend that or not. Commissioner Stallings asked who owned the property and Mr. Davidson stated that it was owned by Hazard Group which is a real estate holding group. Commissioner Redd asked if they continued to grow, would they stay in the same facility or would they have to move and Mr. Davidson stated that they would stay in the same facility since there was plenty of additional acreage for them to grow.

MOTION: TO DENY THE SPECIAL USE APPLICATION FOR AMIDON AT 409 NORTHBROOK DRIVE

The motion was made by Commissioner Woodlief. Tomlinson stated that it could not be denied until the full hearing had been completed.

CORRECTED MOTION: TABLE UNTIL THE NOVEMBER BOARD MEETING THE SPECIAL USE APPLICATION FOR AMIDON AT 409 NORTHBROOK DRIVE

The motion was made by Commissioner Woodlief and seconded by Commissioner Roberts. It passed unanimously. Mayor Hardwick asked what was out of order about the motion and Tomlinson stated that the Board had to work under the guidelines of the Zoning Ordinance with statutory requirements. Once the application has been received and gone before the Planning Board, then it goes before the Board of Commissioners with a Public Hearing and a full evidentiary hearing before the Board of Commissioners can make a decision on the application. He explained that there were questions that

needed to be answered and voted on. Commissioner Redd asked what part of the full hearing has not yet been done and Tomlinson stated that we had not yet had the formal hearing only the Public Hearing. He explained that this would be like a trial with sworn testimony. Tomlinson stated that there would an opportunity for cross examination. Mayor Hardwick asked if we needed to do that tonight or could they do that next month and Tomlinson stated that it could be done at a later date. Commissioner Redd asked if this had to be done for all Special Use Applications and Tomlinson stated yes. When asked why we didn't do this for Panic Point, Tomlinson stated that the permit for Panic Point was a temporary one. Mayor Hardwick clarified that if we tabled until the next month's meeting, then we would have the hearing where we go through the procedure, then the Board can either approve or deny the application. Tomlinson did state to Mr. Davidson that they would want to get things scheduled to help further their cause and he responded that was their intent at this point. Tomlinson stated that everyone should give their information to the ladies at Town Hall so that when the presentation was set up, the ladies could contact everyone to let them know the date and time. Hurd clarified that the Board Meeting next month would be located at the Community House as well since there will be a significant amount of people again.

The second item under New Business was corrective changes to the Town of Youngsville Ordinance book. Commissioner Redd stated that she and Commissioner Stallings have been working on them. She stated that she wanted to work on sign ordinances next as she's heard that Youngsville Elementary is saving up for a digital sign.

MOTION: TO APPROVE THE CHANGES TO THE TOWN OF YOUNGSVILLE ORDINANCE BOOK

The motion was made by Commissioner Johnson. Tomlinson stated that you could not approve the changes in one motion; each change will need to be voted on. Commissioner Johnson rescinded his motion.

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.001

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.008

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.201.1

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 1.204**

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

Commissioner Redd stated that 1.301 was a question and not a change. Mayor Hardwick stated that the Board could skip over that one. Commissioner Redd stated that the Board needed to make sure that they did look at them before voting on them to make sure that the questions have been answered. She stated that her question for 1.201.1 was how and when did the Mayor Pro-tem get appointed and for how long. Mayor Hardwick suggested that since the Board has to vote on each one individually, maybe they needed to do them in smaller sections from here on out each month. Mayor Hardwick stated that the Board needed to go through and make suggestions for changes that had questions. He suggested that everyone needed to look these through and make their suggestions and changes before the Board Meeting. He stated that everything from 1.301 and further needed to be gone through and brought back before the Board next month. He stated that typos could be changed immediately. Hurd clarified that typos should not be on this list as they could be changed without motions. Commissioner Redd stated that a lot of the changes were small clarifications and stated that she has already taken these ordinances and looked them over for the changes but only a few still had questions about them. When asked if some of these have been voted on before, Hurd stated that some of the changes basically removed the older rules and regulations that were still in the Ordinance Book. Mayor Hardwick stated that the Board could go through most of them tonight then.

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 1.302, SECTION 1**

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 1.302, SECTION 2 AND 3**

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 1.402**

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 1.405**

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

MOTION: TO APPROVE THE REPEAL OF ORDINANCES 1.501, 1.502, 1.503, 1.503.1, 1.503.2, 1.503.3, 1.503.4

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.601, SECTION 1

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.601, SECTION 2

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 1.601, SECTION 3

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

MOTION: TO APPROVE THE CORRECTINOAL CHANGES TO ORDINANCE 1.601, SECTION 4

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

MOTION: TO APPROVE THE REPEAL OF ORDINANCE 2.107

The motion was made by Commissioner Woodlief and was seconded by Commission Johnson. It passed unanimously.

MOTION: TO APPROVE THE REPEAL OF ORDINANCE 2.107.1

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

MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO ORDINANCE 4.301

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

MOTION: TO APPROVE THE REPEAL OF ORDINANCES 5.202 THROUGH 5.204.3

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES TO
ORDINANCE 6.100**

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES FOR
ORDINANCE 6.109.6**

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

Commissioner Stallings stated that there was a change that did not have the word “days” after thirty (30).

**MOTION: TO APPROVE CORRECTIONAL CHANGES OF ADDING THE
WORD DAYS TO ORDINANCE 6.109.6**

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

**MOTION: TO APPROVE THE CORRECTIONAL CHANGES FOR
ORDINANCE 6.201**

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

The third item under New Business was a donation request for the Youngsville Halloween Carnival. Hurd explained that every year the Board donated \$250.00 to the Halloween Carnival for prizes. She stated that this year the Kiwanis Club has taken over many of the duties for the Carnival such as the ordering of the prizes, decorating and things like that. The Town workers will still help with the set up of the carnival and volunteers were still needed.

**MOTION: TO APPROVE THE \$250.00 DONATION FOR THE
YOUNGSVILLE HALLOWEEN CARNIVAL**

The motion was made by Commissioner Stallings and was seconded by Commissioner Redd. Carolyn Palmer asked why the Board was donating money to the Carnival if they didn't have that much money. Mayor Hardwick stated that the Carnival had been a Town event for years for the kids. He stated that if the Board couldn't find \$250.00 for the children then the Board needed to shut its doors. He stated that earlier Tatum had stated that our financial situation was improving and this was money that had been planned on each year to donate. It passed unanimously.

The next item under New Business was the Governor's Highway Safety Program Grant Application for the Youngsville Police Department. Tatum explained that the Board had been informed last month about the Police Department being awarded this grant. This grant will cover 85% match for the first year including equipping the new officer. He explained that the funds are available for the Town's portion as there is a vacant position and the Town would be using that position and designating it for the traffic officer this grant requires. He stated that there was a resolution that needed to be adopted that says we have applied and appropriated the money. He also stated that there was a contract document that also needed to be signed as well setting up the Police Chief as the agency representative contact for the grant, the Assistant Chief is the director and Tatum for reimbursements. Mayor Hardwick read the resolution. Chief Kirts wanted to explain that this would be a traffic officer; it will also cover 85% the first year, all the equipment will be 85% covered during that time period. He stated that he would have to replace the position.

MOTION: TO APPROVE THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT APPLICATION FOR THE YOUNGSVILLE POLICE DEPARTMENT

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

The next item under New Business was the discussion of converting Town Hall and the Police Department to natural gas. Tucker explained that PSNC contacted Town Hall about converting to natural gas as they are installing it in the area. She stated that if the Town decided to switch now, then the costs will be minimal if not free. She stated that the savings would be significant, almost half price. Tucker also presented the Board with a quote from McGeeCo for the price of converting both Town Hall and the Police Department for less than \$1,000. She stated that it would be more cost effective if the Town decided to switch. If the Town decided to switch at a later date, then we would be responsible for the price of hookup. Commissioner Roberts asked if the Town could afford it and Tatum stated that the Town would break even the first year, then we would start saving each year after that.

MOTION: TO APPROVE THE CONVERSION TO NATURAL GAS FOR THE TOWN HALL AND THE POLICE DEPARTMENT

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

The next item under New Business was to discuss the sale of surplus equipment and the purchase of a new vehicle for the Police Department. Tatum stated that he was looking for permission to sell the 2008 F750 Dump truck, 40" mower, 72" mower, 2 inoperable police cars and one other police car. He stated that the Town did not use the dump truck or the two mowers. He stated that we just needed to get rid of the junk vehicles. Tatum explained that the Town would have to put them out for bids and establish minimum bids. He recommended that minimum bid be used for the dump truck. He stated that comparable vehicles range from \$45,000 to \$49,000 asking price, which makes him think

around \$42,000 - \$43,000 minimum bid. Commissioner Redd stated that was great and thanked Tatum for looking into that.

MOTION: TO SELL THE 2008 F750 DUMP TRUCK, 40" MOWER, 72" MOWER AND THREE POLICE VEHICLES

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously. Tatum stated that about \$20,000 was still owed on the dump truck. Commissioner Redd stated that it was a great way to find money and she was happy about that. Tatum stated that there was also a need for a new police car and a suitable vehicle has been located. Union Bank has offered to finance it for the Town with a 5.25% rate for full financing for 60 months. He stated that they needed a Resolution from the Board to purchase the car. Tatum explained that the payments on this new car would be less than what was budgeted for. Mayor Hardwick read the Resolution.

MOTION: TO ADOPT THE RESOLUTION FOR UNION BANK IN ORDER TO PURCHASE A NEW POLICE CAR

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick asked the Board for a motion to go into Closed Session to discuss personnel issues.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL

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

The Board went into Closed Session at 9:03pm and came out at 10:43pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that last month, the Board had voted to place Tatum on the ABC Board. Now, Everette Pearce has stepped down from the ABC Board and a replacement needed to be made. He stated that there was a lady in town, who was new to the area but still involved in things such as the Kiwanis Club. Mayor Hardwick stated that he thinks she cares a good deal about the town. Her name is Linda Lemar and she lives in East Woods of Patterson and he would like for her to replace Mr. Pearce.

MOTION: TO APPOINT LINDA LEMAR ON THE ABC BOARD TO REPLACE THE SEAT VACATED BY EVERETTE PEARCE

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

Mayor Hardwick wanted to remind everyone about the Halloween Carnival on Monday, October 31st. Hurd stated that the Halloween Carnival runs from 6:30 – 8:00pm and Trick or Treat from 6:00 – 8:00pm. Commissioner Redd stated that she had a hard time

getting the kids out for Trick or Treat and to the Carnival. Hurd stated that she had noticed a pattern when she had Trick or Treat at her house of children being there either really early before the carnival and a few last thing after the carnival. Mayor Hardwick stated that it was a lot of fun and for everyone to bring their kids on out. He stated that the Kiwanis Club was also helping out this year and Hurd stated that they had done a great job repairing some of the games and getting prizes.

Commissioner Stallings asked about the flags at Town Hall, there were none flying. Hurd stated that the ones that were flying were in terrible shape and had been taken down. She stated that several groups in Youngsville were working on purchasing new flags for Town Hall and they were waiting to hear back about them. Commissioner Stallings also wanted to mention that there was a pop up tent on the railroad tracks and Chief Kirts stated that the wind had blown it over and it had already been addressed earlier in the day with the owner. Commissioner Stallings asked how long the SPCA sign would be up and Tucker stated that they had a 45 day permit.

Commissioner Redd wanted to thank the Town Hall staff for getting the signs up on her road as quickly as they did.

Chief Kirts wanted to thank Tatum for all of the hard work he had done and that he was doing an excellent job.

The meeting adjourned at 10:49 pm.

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MINUTES

NOVEMBER 10, 2011

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. There were none.

The next item on the agenda was the financial report. Tatum stated that the Town broke even in October. He stated that everything looks good until around the end of next year.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the Special Use Application by Amidon for 409 Northbrook Drive. Mayor Hardwick stated that the Town had received a request from Amidon to table this discussion until the next Board Meeting due to the fact that they had been unable to get the suppressors and therefore unable to do their presentation that was requested by the Board.

MOTION: TO TABLE THE DISCUSSION FOR THE SPECIAL USE APPLICATION BY AMIDON FOR 409 NORTHBROOK DRIVE

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The second item under Old Business was to continue the discussion of corrective changes to the Town Ordinance. Commissioner Redd stated that she and Commissioner Stallings had been working on updating some of the Ordinances and quite a few were approved last month. She stated that the Mayor Pro-tem position was something that needed to be discussed. The Ordinance does not state a term for the Mayor Pro-tem and she felt that one was needed. Mayor Hardwick explained that currently it was set up that once

someone was appointed Mayor Pro-tem; they kept the position for as long as they were a Commissioner. Commissioner Redd stated she felt a schedule needed to be set up. She suggested that maybe they should be on four year terms or that it should coincide with the election of the new Mayor, which may mean that the Mayor Pro-tem had a possibility of only a two year term depending on when the Mayor Pro-tem's term is up. Mayor Hardwick clarified that the Mayor Pro-tem would be elected the year the Mayor is elected, regardless of the number of years left on their term. If it was only two years, then another Commissioner would be appointed to fill the remaining two years of the term.

MOTION: CORRECTIVE CHANGE TO ORDINANCE 1.201.1 - TO SET THE SCHEDULE FOR THE MAYOR PRO-TEM TO BE ELECTED EVERY FOUR YEARS ON THE SCHEDULE OF THE MAYORAL RACE, RE-ELECTING ANOTHER MAYOR PRO-TEM SHOULD THE CURRENT ONE LOOSE THEIR PLACE ON THE BOARD AFTER ONLY TWO YEARS TO CARRY OUT THAT TERM UNTIL THE NEXT MAYORAL RACE IN TWO YEARS.

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

The next Ordinance that needed to be discussed was the dispensing of funds in cases of emergency. Ordinance 1.301 states "No money shall be disbursed from the Town treasury except on order of the Board in session and then only if the item for which the disbursement is made has been provided for in the annual budget except in the case of an extreme emergency." Commissioner Redd wanted the Ordinance to state what constituted an emergency and who made that decision. She suggested that it should probably be the Mayor. Mayor Hardwick stated that he didn't think it would be a problem for the position of the Mayor to make that decision because normally by the time something comes to an emergency, the Board has been made aware of it anyway. Commissioner Redd stated that she just wanted to make it clear.

MOTION: CORRECTIVE CHANGE TO ORDINANCE 1.301 – THE MAYOR WILL MAKE THE DECISION TO RELEASE FUNDS IN CASE OF AN EMERGENCY

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

The next item on the agenda was New Business. The first item under New Business was Reverend Samuel Tunstall about the parking on North College Street near the Union Grove Church. Reverend Tunstall thanked the Board for the opportunity to speak. He explained that he was the pastor for Union Grove Church located on North College Street. Reverend Tunstall stated that on October 16th, they had a funeral for Charles Bumper, Sr. He explained that the services lasted over an hour and a half. Reverend Tunstall stated that after the services, he was approached by the owner of 513 North College Street as she was returning home. He stated that she came into the street screaming at him about people parking in her yard. Reverend Tunstall stated no one was parked in her yard. He stated that no one responded to her and the people parked on North College

Street proceeded to leave. Reverend Tunstall stated that the situation was overblown. He explained that Mr. Bumpers had 2 sons and had worked at Welsh for 20 years. He stated that the funeral had unusually high attendance. Reverend Tunstall stated that shortly thereafter, "No Parking" signs were installed in front of the church. He stated that the church had been there for 150 years and it made it look as if the Town did not care because one woman was upset. Reverend Tunstall stated that he and several church members had been lifelong members of this community and to allow one lady to change the rules was extreme. He stated that they were not partying, they were not loud or disruptive, it was a church service. He explained that this church has served the community for over a century. Reverend Tunstall stated that this was a drastic action without even talking to the church about it. He explained that funerals this large only happen rarely. Mayor Hardwick asked where the signs were located on North College Street. Reverend Tunstall stated that the signs are on both sides of the street, at the edge of the property in front of her house. Commissioner Redd asked if they had been put up since the service and Hurd stated that they had been there since last winter according to the records that she could find. She explained that they were installed due to the trucks at the wood yard parking on the side of North College Street and that was harming the shoulders of the road. Mayor Hardwick stated that he remembered that. Hurd also stated that she had spoken to a resident on North College Street who remember those signs being put up last winter and stated that they had been there longer than just the two to three weeks since the service and that lady stated that she thought it had to do with the wood yard trucks as well. Hurd stated that she had also checked with the maintenance team and they stated that the last time they replaced the signs on North College Street was last year when it was cold out, and that it had not been recent. Reverend Tunstall stated that they are directly in front of this lady's house.

Hurd stated that she had not complained to Town Hall and that Town Hall did not put those signs up due to the funeral service. Hurd stated that she did look back because she remembered there being an issue with the wood yard a while back. Mayor Hardwick stated that we would look into it further and check out the work orders. Mayor Hardwick stated that for things like funerals, parking rules are overlooked due to the circumstances and Chief Kirts agreed stating that his officers would not enforce parking laws during such a time either. Mayor Hardwick stated that no one had complained to the Town and Hurd agreed. Reverend Tunstall stated that she was very vocal and that the church had been there for 150 years and he just wanted to make sure they were getting a fair shake. Mayor Hardwick stated that the Town would look into the situation. Commissioner Redd stated that she was appreciative of everything that they have done for the Town. Chief Kirts stated that the "No Parking" signs are insubstantial due to the fact that the Ordinance states that there is no parking on side streets at all, with or without the signs. He stated that it would not be enforced during such times as funerals.

Fletcher Palmer stated that the signs were brand new and he felt that the work orders would show that. He also wanted to know why this happened. Mayor Hardwick reiterated that the Town did not just put up signs. Mr. Palmer stated that they were brand new signs and they went up right after the funeral.

Mayor Hardwick stated that the Board would look into that and he would get with Reverend Tunstall about it. Mayor Hardwick stated that if we are wrong, then we will fix it. He stated that the Town Hall and the Police Department had not received any

complaints. Mayor Hardwick stated that the Town did not want people to have problems parking for events such as funerals.

The second item under New Business was a Proclamation by the Youngsville Women's Club for Women in Military Service Veteran's Week. Mayor Hardwick read the Proclamation.

MOTION: TO APPROVE THE PROCLAMATION FOR WOMEN IN MILITARY SERVICE VETERAN'S WEEK.

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick asked the Board for a motion to go into Closed Session to discuss personnel issues.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The Board went into Closed Session at 7:20pm and came out at 8:28pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Halloween Carnival was the best yet. He stated that there was an excellent turnout and wanted to thank the Kiwanis Club and the Key Club. They did a fantastic job. He stated that he had heard from a lot of people about how much fun they had. He also wanted to mention that the Kiwanis Club had also done a great job fixing some of the old games as well.

Mayor Hardwick also wanted to mention that the Police Department did get their new car and he wanted to commend the Police Department for the good job that they did on the SunTrust robbery, they are still working on it. He stated that they were quick and efficient.

Mayor Hardwick also wanted to mention that there was another grand opening, this time for the Great Clips at Youngsville Crossing. He stated that it was a sign that the "Gateway to Franklin County" is open for business. There have been a number of openings recently and most other municipalities do not have that at this time because of the harsh economic times.

Mayor Hardwick stated that there was a memo regarding sidewalks. He explained that Hurd met with the Town Engineer Robert Graham and DOT representative Steve Winstead. He stated that there were some issues that needed to be looked at due to the cost of the project being more than expected. Mayor Hardwick stated that he would like to get the sidewalk committee together to meet with these gentlemen and go over the sidewalk situation. He stated that as things stand, Powell Bill money will not pay for everything and there are encroachment issues.

Commissioner Johnson stated that when the Police Chief was hired, there was a probationary time before he would be eligible for a raise and that time has come. He stated that his work has been more than satisfactory, his department does a good job, and he is deserving of it.

MOTION: TO GIVE POLICE CHIEF DAREN KIRTS A RAISE TO \$56,000 A YEAR STARTING NOVEMBER 2011.

When asked, Tatum stated that there were sufficient funds for this. The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously.

Commissioner Stallings stated that the signs for the Panic Point needed to come down.

Commissioner Johnson also wanted to thank everyone who came out to vote on behalf of himself and Commissioner Stallings.

Commissioner Redd stated that the Halloween Carnival went great. She wanted to know if Panic Point created extra work for the Police Department, such as extra patrols. Mayor Hardwick stated that it was outside of Town Limits, but Commissioner Redd stated that there had been previous concerns that it would also affect inside of Town Limits with extra work in case they want to come back next year. Mayor Hardwick stated that he would check with the Police Chief. Commissioner Redd also wanted to congratulate the winning Commissioners.

Hurd stated that the Christmas Parade would be December 3rd at 10am. Lineup would be at the same place around 9:30am. She stated that Janice Cyrus would be getting the Christmas Cheer Program at the Armory set up. Hurd also stated that there would be a Mrs. Clause this year as well. Commissioner Redd stated that she would not be able to attend the parade due to a planned family event. Hurd stated that Cyrus was working on the Grand Marshall and the floats for the parade.

Hurd also wanted to mention the Christmas Care Program. She explained that there were 80+ children on the "Backpack Buddies" lists from the local schools and that when the information comes back from parents, some of them will have siblings so the number will get higher. She explained that each child would get a full outfit as well as three items from their wish list. Hurd stated that donations were needed to help fund this event for the children. Hurd stated that there were two families at Cedar Creek Middle School that were homeless. When asked what the deadline was for this, Hurd explained that they wanted to have all the presents in by the 15th so they can be handed out by the 17th, but if there were going to be cash donations, those would need to be in earlier so that YABA would have the time to do the shopping. There was also the option to "adopt" a child and do the shopping yourself, and it normally ranges around \$150.00 to \$200.00 per child. Hurd stated that Cyrus was working on notifying the families but everyone was working on getting donations to help cover the amount of children that we have incoming. Checks can be made to YABA Christmas Care. Mayor Hardwick stated that this Christmas Care Program is a true "help your community" program that has been very successful in previous years. He urged every citizen to get involved and there were local women ready

to help shop and wrap presents. Mayor Hardwick stated that it was a gratifying event since we were helping our own. Tucker also stated that we helped the Youngsville area but if we received more donations, we could move out and help even more in the surrounding area. Mayor Hardwick stated that it was something that the Town staff had worked hard on for years donating their time and their spouses' time as well. He stated that his wife and daughter look forward to it every year.

Commissioner Stallings suggested that we go ahead and contact the bands for the parade as it may already be too late. Hurd stated that Youngsville was the only Town having their parade that day and there were only three bands, Franklinton and Bunn participate every year but Louisburg had never participated before.

The meeting adjourned at 8:40 pm.

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MINUTES

DECEMBER 8, 2011

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. There were none.

The next item on the agenda was the financial report. Tatum wanted to make sure the Board was aware that the Police Department had started buying items for the GHSP Grant. He explained that the Town would have to purchase the items then get reimbursed and he anticipated getting the reimbursements back in the proper time frame. Tatum stated that there would be a 30 – 60 day lapse between reimbursements. He also stated that they were ready to purchase the new car for the traffic officer, which would cost around \$19,000.

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the Special Use Application by Amidon for 409 Northbrook Drive. Mayor Hardwick explained that the Board requested demonstration was scheduled for December 10th and asked for the Board to table the discussion until the January Board Meeting.

MOTION: TO TABLE THE DISCUSSION FOR THE SPECIAL USE APPLICATION BY AMIDON FOR 409 NORTHBROOK DRIVE

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was to swear in the Elected Officials. Hurd swore in Commissioner Stallings and Commissioner Johnson. Mayor Hardwick welcomed both back to the Board.

The second item under New Business was Brian Garff, from the Haunted Forest at Panic Point. He wished to update the Board on how well the Haunted Forest went. He gave a hand out to the Board and stated that they had a good turn out as well as a lot of volunteers. He submitted his application for the 2012 year. He stated that they were open 11 nights with a total of 4130 patrons. Mr. Garff stated that they did have off duty Police Officers on payroll and because of that there were no major problems or arrests. He explained that the parking seemed to be adequate for about 1,500 patrons. They are hoping to be opened 15 nights this coming year which should increase their patronage. They will start September 28th and end on November 3rd. Their events will include the Haunted Trail, a Dark Walk, and a Hayride. Commissioner Redd stated that she thought it was fabulous, especially the bus display at one of the YAKS games. However, she stated that she felt that the signs should look a little more professional. Mr. Garff wanted to be clear about the signs, if they needed to come down between the events each year and Tucker stated yes, they could go up 45 days before they started at the end of September. Mr. Garff also wanted to explore the idea of doing more out on that property. He stated that the infrastructure such as parking was already located on sight. One of the ideas was something Christmas related. Other ideas consisted of maybe doing outdoor laser tag and go carts. He explained that they were still looking into the insurance oversights but he wanted to get a reaction from the Board. Mayor Hardwick stated that he may need to get with Tucker to discuss the possibilities of these types of activities being allowed in that area.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick asked the Board for a motion to go into Closed Session to discuss personnel issues.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL

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

The Board went into Closed Session at 7:15pm and came out at 7:30pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Christmas Parade went well and seemed to be the largest one yet. He stated that it was well attended and he wanted to commend the workers who put all of that together. He stated that the kids had a great time. Mayor Hardwick also wanted to mention that the Tree Lighting was also well attended.

Mayor Hardwick stated that the Amidon demonstration would be held at 3:00pm on Saturday, December 10th.

The meeting adjourned at 7:32 pm.

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MINUTES

DECEMBER 15, 2011

SPECIAL CALLED MEETING

Mayor Samuel Hardwick called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 6:30 pm. In attendance were Commissioners Catherine Redd, Marvin Roberts, and Joseph Johnson. Also in attendance was Town Clerk / Tax Collector Emily Hurd.

The first item on the agenda was citizen's comments. There were none.

The next item on the agenda was Closed Session in order to perform an interview for the Town Administrator position. Mayor Hardwick asked the Board for a motion to go into Closed Session.

MOTION: TO GO INTO CLOSED SESSION TO INTERVIEW A CANDIDATE FOR THE TOWN ADMINISTRATOR POSITION

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

The Board went into Closed Session at 6:30pm and came out at 8:03pm. Mayor Hardwick stated that no action was taken.

Mayor Hardwick asked if there was a motion to adjourn the meeting.

MOTION: TO ADJOURN THE SPECIAL CALLED MEETING

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

The meeting adjourned at 8:04 pm.