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**MINUTES**  
**FEBRUARY 14, 2019**  
**7:00 PM**  
**REGULAR MEETING**  
**YOUNGSVILLE COMMUNITY HOUSE**

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins Joseph Johnson, and Terry Hedlund. Others in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Finance Officer Jaclyn Patterson, and Planning and Zoning Administrator Bob Clark. A representative from the Franklin Times was also present.

**MOTION: TO APPROVE THE AGENDA**

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

The first item on the agenda was a Public Hearing. The Public Hearing was to receive comments concerning the Town Plan 2040 – Comprehensive Land Use & Master Plan (CDP). Mayor Flowers called the Public Hearing to order at 7:01pm.

Jim Moss, N College Street, wanted to thank both the Planning Board and the Town for addressing the need of a CDP. He expressed concerns over the southern truck route. Mr. Moss stated the Town still had the need for a thoroughfare, and noted the Town has one on file. He noted the current plan was two-thirds of the length of the proposed southern truck route and the thoroughfare would merge with NC Highway 96 more smoothly. Mr. Moss stated the southern truck route may be a good idea, but he felt both options should be included in the CDP. He explained that he understood the CDP was a living document that could be amended. Mr. Moss felt the study understated how soon additional infrastructure would be needed.

There were no further comments from the public. Mayor Flowers noted people may not have been able to attend tonight's meeting as it was Valentines Day. He requested the Public Hearing be continued during the March Board Meeting.

**MOTION: TO CONTINUE THE PUBLIC HEARING ON THE TOWN PLAN 2040 – COMPREHENSIVE LAND USE AND MASTER PLAN TO MARCH 14, 2019**

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. The motion passed unanimously. Mayor Flowers closed the Public Hearing at 7:05pm.

The next item on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson noted there was a Budget Amendment in the Consent Agenda that moved money between departments based on the new Chart of Accounts. She stated the finances are looking good so far this year.

Tara Roberson, of Winston, Williams, Creech, Evans, and Company, presented the FYE 2018 Audit. Mrs. Roberson stated the Town received an unmodified opinion for June 30, 2018. Page 16 of the Audit included the Statement of Net Position with a total of net assets of \$2,110,600 for FYE 2018 and Page 17 showed the Statement of Activities.

Mrs. Roberson stated Page 21 showed the Governmental Fund Revenues: 55% from Ad Valorem Taxes, 21% from Other Taxes, 12% Unrestricted, 2% Restricted, 2% Permits and Fees, 8% Sales and Services, less than 1% in Investment Earnings and Miscellaneous. Page 23 notes the Original Budget was \$1,795,391, the Final Budget was \$1,861,930, and the Actual Budget showed \$1,983,409 in revenues.

Mrs. Roberson stated Page 21 also showed Governmental Fund Expenditures: 20% General Government, 45% Public Safety, 10% Transportation, 5% Parks and Recreation, 3% Economic and Physical Development, 4% Environmental Protection, 5% Capital Outlay, and 8% in Debt Services. Page 23 notes the Original Budget was \$1,830,391, the Final Budget was \$1,935,905, and the Actual Budget showed \$1,815,738 in expenditures.

Mrs. Roberson stated the Fund Balance was on Page 19. She explained the State Statute requires \$242,934 and the Town had \$28,484 in Powell Bill and \$1,122,267 in Unassigned Funds. As a Percentage, the State Average is 80.60% and the Town has 63.44%, still good but under the State Average. Previous years were 50.33% in 2016 and 48.30% in 2017. Fund Balance total for 2018 was \$1,340,276 as compared to \$1,180,243 in 2017.

Mrs. Roberson stated the Cash Balance available at June 30, 2018 was \$1,276,214 as compared to \$1,227,947 in 2017.

Mrs. Roberson stated Tax Collections in 2018 were \$1,073,747 and \$1,055,480 in 2017. As a percentage, 2018 Tax Collections were 97.81% and 2017 was 97.18%

Mayor Flowers thanked Mrs. Roberson for their hard work.

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

- Minutes from the Board Meeting on January 10, 2019
- Minutes from the Work Session on January 9, 2019

- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Budget Amendment 2019-2
- Tax Release – Run Silent International LLC – Business Dissolved January 2016
  - 2018 Principal - \$29.45
  - 2017 Principal - \$44.90
  - 2016 Principal – \$61.31

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED**

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the Town Plan 2040 – Comprehensive Land Use and Master Plan (CDP). Mayor Flowers noted the Public Hearing was continued until next month and he felt the discussion should happen at the March Board Meeting as well. The Board agreed.

The next item on the agenda was New Business. The first item under New Business was a presentation by Matt Reece on the Pay and Classification Study. Mr. Reece explained this Study was performed so that Youngsville would have a system in place for proper compensation of employees. He noted there were a variety of influences, such as individual performance contributions, budget and operational resources, workforce availability and quality, and compensation system structure. While establishing an overall system, Mr. Reece noted they did not look at individual worth.

Mr. Reece gave a brief description of the process. This included job analysis and descriptions gained by interviews and questionnaires of employees. They then looked at market-data, which included labor market data collection and job content evaluations. After all the information has been gathered, they reconciled the internal and external considerations to prepare a job-worth hierarchy and pay structure, which include pay grades and job descriptions, assignments of classes to grades, and a summary of the recommended changes. Mr. Reece stated they created an Organizational Structure for the Town.

Mr. Reece gave a list of towns and cities that were used as comparisons, including all towns in Franklin County and surrounding areas. He showed a graph for the Police Officer, Police Sergeant, and Maintenance Crew Leader positions as examples of the entry level, after the study, and average actual; all information used to make sure they were on target.

The next slide showed the Pay Plan Table and Mr. Reece stated this was very important, as was the following illustration. He noted each pay grade had a minimum, pay target, and maximum. To achieve the target, it would happen in seven increments over seven years. The following illustration shows where the Town is located in the process. Mr.

Reece explained how to get to the new paygrades. He stated the total cost would be \$83,000 to implement the core elements of the Plan. Future years would be approximately \$27,000 for the bare minimum.

Mr. Reece stated the Summary of Study Recommendations on Slide 13 showed the recommended classifications and the compensation system the Town would adopt. He reiterated it would take approximately \$83,000 to implement the first phase. Mr. Reece noted they had also evaluated the position of the ABC Store Manager.

Mr. Reece stated the Town needed to look at the structure, establish a pay system, then look at how the money is spent. Patterson asked if this system would include cost of living raises each year and Mr. Reece stated that it would get added on top. When asked, Mr. Reece stated the Plan would need to be updated every three to five years and O'Donnell noted that it can be split into a couple of years by doing one department in the first year, remaining departments in the second year and take the third year off. Patterson wanted clarification on the seven-year increment plan as compared to redoing the Study every three years. Mr. Reece explained the seven-year scales would be adjusted based on the Study. O'Donnell stated that he wanted to move to a merit-based pay system where raises were based solely on employee performance. He noted the new pay system does some of that. Commissioner Hedlund appreciated the future planning, especially concerning the Streets Department. When asked for clarification, Mr. Reece noted the Board needed to decide on how they wanted the system to work.

Mayor Flowers expressed his appreciation for all their hard work to get this Study and its recommendations to the Board.

The second item under New Business was to discuss the Pay and Classification Study. Mayor Flowers noted the Board was aware of the current issues, especially in the Police Department. He stated if the Town did not spend the money on their employees, then we would continue to lose employees to better paying jobs. O'Donnell noted the Plan would not be adopted tonight but it will be discussed during the Budget.

Commissioner Hedlund stated there was a lot of information to process. He explained he was familiar with the concept based on his former job, but it was a bit confusing. Mayor Flowers noted there was time to look over the information before decisions were made. Commissioner Johnson stated that \$83,000 was a lot of money to start and O'Donnell explained that was the figure that would make Youngsville competitive in the market. Commissioner Johnson explained that Youngsville has employees who went years without any raises and still stayed loyal to Youngsville. O'Donnell noted there were a lot of projects that were going to cost money in the upcoming years, plus the need to get our Fund Balance up to the State Average. He stated the tax rate needed to be reduced and we need to have a competitive salary. O'Donnell explained all of this would need to be looked at during the budgeting process. He reminded the Board that items from the Capital Improvements Program (CIP) and basic functions would also need to be looked at as well. O'Donnell stated the Study was worth doing so that we know where we stand. Commissioner Hedlund stated that he wanted to digest the information. Mayor Flowers stated the numbers were staggering and the Town was further off than he thought.

O'Donnell noted that we were on the high side and Mr. Reece noted that salaries in the Town have not been keeping pace with the market. Mayor Flowers noted the loss of employees and the potential to lose more. O'Donnell noted Wake Forest was in the same place before they did a similar Study. He explained it could take years to get where we need to be. Patterson asked if Wake Forest made the full jump and O'Donnell stated yes. He noted that Wake Forest is now on a merit-based pay system. Mayor Flowers stated he felt the Town should pay the employees what they are worth. Commissioner Hedlund noted the amount of money was significant but also worried about Human Resources as people don't always leave because of the money. O'Donnell reiterated this Study did not look at what individual people were worth, just the positions. He stated merit-based pay would help.

The third item under New Business was the consideration of an Ordinance defining the duties and responsibilities of the Office of the Town Administrator. Mayor Flowers noted the Board has discussed switching the Town to a Council - Manager form of government. Giving the Town Administrator the duties of a Town Manager will give the Board an opportunity to see how this form of government would work without changing the Charter.

Mayor Flowers read the proposed Ordinance.

#### ***1.202 OFFICE OF TOWN ADMINISTRATOR.***

*WHEREAS the Board of Commissioners of the Town of Youngsville has determined it will appoint a Town Administrator; and*

*WHEREAS the Board of Commissioners of the Town of Youngsville has further determined that said Town Administrator shall have the powers and duties of a Manager as detailed in N.C.G.S. 160A-148, powers and duties of manager;*

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

*The Board of Commissioners shall appoint a Town Administrator who shall be responsible to the Board of Commissioners for administering all municipal affairs placed in his/her charge by them, and shall have the following duties:*

- 1. (S)he shall appoint, suspend, or remove all town employees, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Board may adopt.*
- 2. (S)he shall direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board, except as otherwise provided by law.*
- 3. (S)he shall attend all meetings of the Board and recommend any measures that (s)he deems expedient.*
- 4. (S)he shall see that all laws of the state, the Town Charter, and the ordinances, resolutions, and regulations of the Board are faithfully executed within the town.*

5. *(S)he shall prepare and submit the annual budget and capital program to the board*

6. *(S)he shall annually submit to the board and make available to the public a complete report on the finances and administrative activities of the town as of the end of the fiscal year.*

7. *(S)he shall make any other reports that the board may require concerning the operations of the town departments, offices, and agencies subject to his/her direction and control.*

8. *(S)he shall perform any other duties that may be required or authorized by the board.*

**MOTION: TO ADOPT THE ORDINANCE DEFINING THE DUTIES AND RESPONSIBILITIES OF THE OFFICE OF TOWN ADMINISTRATOR AS PRESENTED**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously. O'Donnell explained this was just the first reading. The second reading would be included in the Consent Agenda at the March Board Meeting. After adoption in March, the Ordinance would then be in effect.

The fourth item under New Business was the consideration of a contract between the Town of Youngsville and Landsaver Environmental for crack filling and installation of asphalt fabric for the Luddy Park Basketball Court. Mayor Flowers noted the poor condition of the Luddy Park Basketball Court, which is in extreme disrepair. O'Donnell explained the original quote came back at \$56,000. As he investigated further, he found that having different companies repair the problems brought the price down to \$18,000 by using two contractors, of which a portion would be paid through the \$30,000 grant that was awarded last fall. Commissioner Hedlund asked what the work would cover, and O'Donnell explained the poles would be replaced, there would be new hoops, nets, and backboards, replace the fencing, striping for both basketball and pickleball. O'Donnell noted that lights would be installed in the future.

**MOTION: TO APPROVE A CONTRACT BETWEEN THE TOWN OF YOUNGSVILLE AND LANDSAVER ENVIRONMENTAL FOR CRACK FILLING AND INSTALLATION OF ASPHALT FABRIC FOR THE LUDDY PARK BASKETBALL COURT IN THE LUMP SUM AMOUNT OF \$5,800**

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

The fifth item under New Business was the consideration of a contract between the Town of Youngsville and Carolina Sunrock for the installation of two-inch asphalt overlay for the Luddy Park Basketball Court.

**MOTION: TO APPROVE A CONTRACT BETWEEN THE TOWN OF YOUNGSVILLE AND CAROLINA SUNROCK FOR**

**INSTALLATION OF TWO-INCH ASPHALT OVERLAY FOR THE  
LUDDY PARK BASKETBALL COURT IN AN AMOUNT NOT TO  
EXCEED \$11,806.56**

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

The sixth item under New Business was the presentation of an Annexation Petition by Hampton Downs for Phase 1A. Hurd explained this was the first half of Hampton Downs that includes completed duplexes. The remaining lots will be annexation after the duplexes have been constructed.

The seventh item under New Business was the Resolution to direct the Clerk to investigate the sufficiency of the Annexation Petition for Hampton Downs, Phase 1A.

**MOTION: TO ADOPT THE RESOLUTION TO DIRECT THE CLERK TO  
INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION  
PETITION FOR HAMPTON DOWNS, PHASE 1A**

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

The eighth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition for Hampton Downs, Phase 1A. Hurd stated she received the Annexation Petition with enough time to move forward with the investigation. She stated all signatures for the various owners were present on the Annexation Petition and the property description was in order.

The ninth item under New Business was the Resolution to set the date for the Public Hearing for March 14, 2019 for the Annexation Petition for Hampton Downs, Phase 1A.

**MOTION: TO ADOPT THE RESOLUTION TO SET THE DATE OF THE  
PUBLIC HEARING ON MARCH 14, 2019 FOR THE  
ANNEXATION PETITION FOR HAMPTON DOWNS, PHASE 1A**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he was excited for the Second Annual 5K Color Run, which will be held on April 13<sup>th</sup>. He noted the group involved is a civic organization from Louisburg College and will donate the proceeds to the Parks and Recreation Department.

Mayor Flowers wanted to thank Commissioner Hedlund and the Kiwanis Club for their continued efforts of keeping town streets and roadways clean. He lamented on how embarrassing the litter problem was in Youngsville and the laziness of those that litter. Mayor Flowers reiterated that he saw no other solution as the signage and public outcry is

not working. Commissioner Hedlund stated that it has become an epidemic and not just in Youngsville. Mayor Flowers agreed and noted he saw the bags on the side of Highway 96 / S Cross Street from where it had been recently cleaned and there was fresh litter beside the bags.

O'Donnell stated 5-Points intersection has seen some work. He explained NC DOT has reduced the scope of the work, but it will still accomplish what we need. After investigating the area, NC DOT has found there is enough room for turn lanes by re-striping the area. The turn lanes, along with the use of signals, will halt three legs of traffic so that left turns can be safely made. O'Donnell noted this will make a big difference for no additional money. Once this project has been completed, NC DOT will start working the intersection of Cross and Main Streets. Commissioner Redd stated this was great news. O'Donnell noted that even though the signals will be coordinated, this will not improve the situation at Cedar Creek and Tarboro Roads. Mayor Flowers explained this intersection is outside of town limits and we have no say over this intersection. O'Donnell noted this intersection will continue to be a problem.

O'Donnell stated the resurfacing project will start in March. He noted the basketball court would also start around the same time.

O'Donnell asked the Board to set the date for the Board Retreat. After a brief discussion, March 22<sup>nd</sup> at 8:30am was decided on. O'Donnell stated he wanted to go over the CIP before the Retreat started. This would take approximately one hour. O'Donnell noted the Retreat would be held at Wake Electric and Mark Williams will host.

O'Donnell informed the Board he would be out of the country after the 19<sup>th</sup> and would be back on March 1<sup>st</sup>. He stated his last official day is March 14<sup>th</sup>, but he would help with the Board Retreat. O'Donnell stated that Phil Cordeiro would be taking over tonight, and he felt that Cordeiro would serve Youngsville well.

Mayor Flowers noted there was a leak on Main Street and O'Donnell stated that Franklin County Public Utilities was aware and would repair the leak next week.

Commissioner Redd stated that Coffee with a Cop was this morning. Captain Kimball and Detective Adkins were both present and there was a great turnout. Commissioner Redd noted this was done every other month.

Commissioner Redd stated that she was delivering the last of the Welcome Wagon bags, making 250 delivered. She wanted to thank Faith Baptist Church for their help in handing out bags to new residents outside of town limits and Hurd for giving her updated lists of new residents inside of town. Commissioner Redd stated that she needed to stuff another 250 bags and would need volunteers to help.

Commissioner Stallings noted there was a utility pole on W Franklin Street that has been cut low but not removed. O'Donnell stated he would have the Code Enforcement Officer look into it.

Commissioner Stallings asked about the status of the house on W Franklin Street that had the fire a few months ago. Clark explained that the Code Enforcement Officer would check into some of the complaints but otherwise their permits for construction are still valid. Once the work has been completed, the owner would need to get final zoning approval before Franklin County Building Inspectors would sign off for them to move back in. Clark stated there was no “sunset” on the permits if they were working on the house.

Commissioner Stallings noted that 372 E Main Street had cinder blocks and wooden rails in their front yard. He stated that it looked like they may be trying to install a fence, but they kept breaking it apart and moving it. Commissioner Wiggins noted the owners were training dogs. Clark stated he would have the Code Enforcement Officer look into it.

Commissioner Hedlund stated the Kiwanis Club recently cleaned S Cross Street, Highway 96 East, and Holden Road. He stated that part of US 1A would be cleaned today and tomorrow. Commissioner Hedlund stated that it would at least look good for a day. He agreed with Mayor Flowers about how upsetting the littering problem was and stated it was just bad manners.

Commissioner Hedlund stated the Franklin County Chamber of Commerce was holding a raffle for a 2018 Chevrolet Colorado. The winner will be drawn on June 13<sup>th</sup>. The Annual Golf Tournament will be held on April 19<sup>th</sup>.

Commissioner Hedlund stated the Woman’s Club will hold their Annual Soup and Sandwich on March 21<sup>st</sup>.

Commissioner Hedlund stated he had met with Faith Baptist Church, Kiwanis Club, Friends of the Youngsville Library, and the Parks and Recreation Director concerning the Easter Egg hunt on April 13<sup>th</sup>. He explained they formed a committee and will host a huge Easter Egg Event at the Luddy Park. Commissioner Hedlund stated this would not mess with the Annual Library Event as they will all be working together. He hopes this event will grow each year.

Clark stated the Planning Board has started work on the Youngsville Development Ordinance (YDO). He stated they will be working on it over the next couple of months. The Planning Board Meetings are open to the public should they want to observe the process. Clark explained the Planning Board will tackle the YDO in small sections each meeting and the process will take a while. He thanked Staff for all their help in getting the information packets and binders ready.

Clark stated they will also be coordinating the street specifications, which will start in April or May, with the YDO. He explained the new specifications would include roads, driveways, ditches, gutters, etc. in the YDO.

Clark stated he has spoken with a potential developer about in-town projects, but they have not yet finalized plans.

Clark noted the three homes on S Nassau Street that David Williams built are in high demand. He noted this has increased the number of builders looking at infill lots.

Commissioner Hedlund asked about the status of the Main Street Improvements Project and Clark stated the plans are close to 100% and they have managed to reduce the number of easements needed. Clark stated they did not expect any issues at this time. When asked for a time frame, Clark stated that October is the target.

Attorney Bartholomew updated the Board on the contract to sell the Old Town Hall property. He explained he was limited by opposing council's response time, which has caused a lag in the original time frame. Attorney Bartholomew noted the process does look easier than he first thought. If there are not a lot of upset bids, the process could take around ten to fifty days. Attorney Bartholomew explained that the contract would hopefully prevent any problems. Once he has that in hand, he can proceed.

Mayor Flowers noted the Youngsville Fire Department had received their yearly report. He expressed his respect for all that the Youngsville Fire Department does for our community.

Mayor Flowers stated Smith was working a basketball game tonight but read his report to the Board.

### **Parks and Recreation**

*Baseball Registration is open until March 9<sup>th</sup> (please spread the word so that we will have the best league to date) Opening day will be the first Saturday in April.*

*We will have a home run derby for people of all ages and a 50/50 raffle*

*Our Field of Dreams program is now active (very proud of this) Allows organizations or people to sponsor a child that otherwise would not be able to play (Thank you to Kiwanis Club for their generous donation into this fund already)*

*We won the STATE BASEBALL tournament for SWAC!!! It will be in Youngsville July 19-21. I need volunteers for this event, whether it be for parking, collecting admission, setting up equipment. Also looking for a PA System to be donated for that weekend if anyone knows of someone please have them reach out to me.*

*Our Youngsville Tykes program is now open! Cost includes a shirt. It will be a 6 Sunday afternoon event where participants will have the opportunity to learn about baseball, flag football, and soccer. Each sport will be 2 days.*

*Adult Co-Ed Kickball is now open as well! Teams of 11 will square off against each other once a week in this childhood classic. Food trucks will be there as well, so children and adults may indulge in some great food. You do not have to have your entire team to register (individuals may sign up on their own and they will be placed on a team)*

*Thank you to Commissioner Cat Redd on finding black lights so that we can hopefully offer black light dodgeball sooner rather than later*

*Youngsville Parks and Recreation is in discussion with Kiwanis Club, the Library, and Faith Baptist Church to provide the town with an EGGstravagant Easter Egg Hunt after the color run on April 13<sup>th</sup>*

*Finally, welcome to Mr. Cordeiro! I'm glad to have you on our team and I look forward to the town growing under your leadership.*

*Thank you and War Eagle!!!*

O'Donnell noted the repairs on the leaf truck were done. He noted it was very old and very expensive to maintain. Attorney Bartholomew asked if purchasing one from surplus would be feasible and O'Donnell stated that based on the nature of leaf machines, surplus leaf machines tend to be in poor condition as they wear out quickly.

The next item on the agenda was to swear in the newly appointed Town Administrator, Phillip Cordeiro. Mayor Flowers introduced Phillip Cordeiro and Hurd swore him in. Mayor Flowers told Cordeiro they were excited to have him on board. Cordeiro stated he was grateful to the Board for this opportunity and their trust in him, he would take it seriously. He noted he has spent the last twenty years in public service, fifteen of them in the Marines. Cordeiro stated he has learned how to handle extremely stressful situations and is familiar in a leadership role. Cordeiro stated he has a huge passion for public service. He stated that he would do his best for Youngsville and will not fall down on the job. Cordeiro stated he would learn from any failures and continue to do his best. He asked the Board that they reach out to him, as he is a fan of communication. Cordeiro reiterated how grateful he was for this opportunity.

The next item on the agenda was Closed Session. Mayor Flowers stated the Board did not need to go into Closed Session.

The meeting adjourned at 8:36pm.