

## MINUTES

**MARCH 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, and Terry Hedlund. Commissioners Larry Wiggins and Joseph Johnson were not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Youngsville Fire Department Assistant Chief Justin Graney, Finance Officer Jaclyn Patterson, and Planning and Zoning Administrator Bob Clark. Representatives from the Franklin Times and the Wake Weekly were also present.

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

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

The first item on the agenda were two Public Hearings. The first Public Hearing was to continue receiving comments concerning the Town Plan 2040 – Comprehensive Land Use & Master Plan (CDP). Mayor Flowers explained this was a continuation from the February 14<sup>th</sup> Public Hearing. He called the Public Hearing to order at 7:01pm. There were no comments from the public, so Mayor Flowers closed the Public Hearing at 7:02pm.

The second Public Hearing was to hear comments on the Annexation Petition for Hampton Downs, Phase 1A. Mayor Flowers opened the Public Hearing at 7:02pm. As there were no comments, Mayor Flowers closed the Public Hearing at 7:02pm.

The next item on the Agenda was citizens' comments. Aubrey Cooper, Children's Pastor at Faith Baptist Church, spoke about the Youngsville Community Egg Hunt on April 13<sup>th</sup>. He stated they were excited to partner with other local organizations to bring this event to the community. Mr. Cooper stated the Egg Hunt would start at 11am at the Luddy Park and last until 2pm that afternoon. They will be hiding 15,000 eggs, have bounce houses, and more. Commissioner Hedlund thanked Mr. Cooper for his hard work and Commissioner Redd stated she was happy that the different organizations could come together for this event. Mr. Cooper stated they were all one heart and wanted to serve the community. Mayor Flowers stated it looked to be an exciting day with the 5K Color Run followed by the Egg Hunt.

Lila Hedlund, Blue Heron Drive, stated the Youngsville Woman's Club would have their Annual Soup and Sandwich Fundraiser on March 21<sup>st</sup> from 11am – 1pm at the Youngsville

Community House. The cost would be \$8 and included soup, sandwich, dessert and drink. Mrs. Hedlund stated it was amazing to see the community come out for the event, sometimes several generations worth.

The next item on the agenda was the Financial Report. Cordeiro stated there was nothing significant to report as everything was going well.

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

- Minutes from the Board Meeting on February 14, 2019
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Youngsville Parks and Recreation Report
- Ordinance Defining the Duties and Responsibilities of the Office of the Town Administrator
- Order to Advertise 2018 Tax Liens between March 1, 2019 and June 30, 2019
- Budget Amendment 2019-3

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

The motion was made by Commissioner Hedlund and was seconded by Commissioner Stallings. 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 asked if the Board had any questions or wished to discuss this matter further and there were none.

**MOTION: TO ADOPT THE TOWN PLAN 2040 – COMPREHENSIVE LAND USE AND MASTER PLAN RESOLUTION**

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

The second item under Old Business was to approve the Annexation Ordinance 2019-1 for Hampton Downs, Phase 1A

**MOTION: TO APPROVE ANNEXATION ORDINANCE 2019-1 – HAMPTON DOWNS, PHASE 1A**

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

The next item on the agenda was New Business. The first item under New Business was to discuss a contract with Nextiva for phone services. Cordeiro stated this was a great step to enhance communication at a good value.

**MOTION: TO APPROVE THE CONTRACT WITH NEXTIVA FOR PHONE SERVICES**

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

The second item under New Business was a Resolution establishing a Special Events Policy. Cordeiro stated this was a standard, but comprehensive, policy. This Policy is respectful for the constituents to have events in a manner that does not inhibit the effectiveness of public services. Cordeiro stated this was a good place to start and can be modified if needed.

Commissioner Redd asked for clarification on the application process and Cordeiro explained the applicant would bring the application to the Police Department, where Staff would approve or deny the application. Should the application be denied, and if the applicant wanted to pursue it, we could then bring it before the Board. Cordeiro explained that if the applicant wanted Town sponsorship, they would have to bring that request before the Board.

**MOTION: TO ADOPT THE RESOLUTION ESTABLISHING A SPECIAL EVENTS POLICY**

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

The third item under New Business was a Resolution updating the Town of Youngsville Schedule of Fees and Penalties. Cordeiro stated this set the fees for events the Board does not sponsor.

**MOTION: TO ADOPT THE TOWN OF YOUNGSVILLE SCHEDULE OF FEES AND PENALTIES RESOLUTION**

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

The fourth item under New Business was a Resolution approving public sponsorship of a Special Event – 2019 5K Color Run – April 13, 2019.

**MOTION: TO APPROVE THE RESOLUTION APPROVING PUBLIC SPONSORSHIP OF A SPECIAL EVENT – 2019 5K COLOR RUN ON APRIL 13, 2019**

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

The fifth item under New Business was a Resolution approving public sponsorship of a Special Event – 2019 Egg Hunt – April 13, 2019.

**MOTION: TO APPROVE THE RESOLUTION APPROVING PUBLIC SPONSORSHIP OF A SPECIAL EVENT – 2019 EGG HUNT - ON APRIL 13, 2019**

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

The sixth item under New Business was to appoint Phillip Cordeiro as Deputy Finance Officer, with related authority to co-sign checks.

**MOTION: TO APPOINT PHILLIP CORDEIRO AS DEPUTY FINANCE OFFICER, WITH RELATED AUTHORITY TO CO-SIGN CHECKS**

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

The seventh item under New Business was to appoint Phillip Cordeiro as Deputy Town Clerk.

**MOTION: TO APPOINT PHILLIP CORDEIRO AS DEPUTY TOWN CLERK**

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

The eighth item under New Business was a Resolution authorizing the Town Administrator to execute Budget Amendments within departments and from appropriated Contingency Funds.

**MOTION: TO APPROVE THE RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE BUDGET AMENDMENTS WITHIN DEPARTMENTS AND FROM APPROPRIATED CONTINGENCY FUNDS**

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

The ninth item under New Business was a Resolution authorizing the Town Administrator to execute contracts up to the State Informal Bidding Threshold.

**MOTION: TO APPROVE THE RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE CONTRACTS UP TO THE STATE INFORMAL BIDDING THRESHOLD**

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

The tenth item under New Business was the presentation of an Annexation Petition by Holden Creek Preserve, Phase 5. Hurd explained Phase 5 would follow the west side of the development to the pump station.

The eleventh item under New Business was the Resolution to direct the Clerk to investigate the sufficiency of the Annexation Petition for Holden Creek Preserve, Phase 5.

**MOTION: TO ADOPT THE RESOLUTION TO DIRECT THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION FOR HOLDEN CREEK PRESERVE, PHASE 5**

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

The twelfth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition for Holden Creek Preserve, Phase 5. Hurd stated she received the Annexation Petition with enough time to move forward with the investigation. She stated all signatures have been verified on the Annexation Petition and the property description was in order.

The thirteenth item under New Business was the Resolution to set the date for the Public Hearing for April 11, 2019 for the Annexation Petition for Holden Creek Preserve, Phase 5.

**MOTION: TO ADOPT THE RESOLUTION TO SET THE DATE OF THE PUBLIC HEARING ON APRIL 11, 2019 FOR THE ANNEXATION PETITION FOR HOLDEN CREEK PRESERVE, PHASE 5**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he was excited about the Woman's Club Soup and Sandwich, as it was always good food and good times. He also stated April 13<sup>th</sup> was going to be a great day with the 5K Color Run, Egg Hunt, and the Youngsville Fire Department's Installation Ceremony. Mayor Flowers noted route maps for the 5K Color Run would be given to all emergency services. He stated these events would get the community involved, bring more people into the community, and show what Youngsville can offer. Mayor Flowers stated that it would be a busy but amazing day.

Mayor Flowers wanted to thank O'Donnell for his service for the past year and a half. He noted that O'Donnell had brought many ideas to the table, as he had a lot of experience and education to impart to Staff and the Board. Mayor Flowers stated O'Donnell was a stand-up guy and his hard work was appreciated.

Cordeiro stated he was working with Patterson on the upcoming budget. He noted they plan to implement as much of the Pay and Classification Study as possible. Commissioner Hedlund agreed that we needed to include the updated Pay Scale as expediently as possible since he felt we should take care of our employees. Cordeiro stated he would bring a draft budget to the Board Retreat and a more complete version to the April Board Meeting.

Cordeiro stated Youngsville has been accepted into the Downtown Strong Program that assists small communities in planning their downtown growth and revitalization. The State will allocate planners to work with Clark and Thomas. Cordeiro stated he expected a lot to come out of the program.

Cordeiro stated a new turn lane has been added to W Main Street at the 5-Points intersection. One of the signals has been installed but is not yet operational. Cordeiro explained NC DOT was still working with us on fixing this intersection and have officially allocated over \$600,000 to improve both the 5-Points intersection and the Cross and Main Streets intersection to help the downtown area. O'Donnell noted they were only doing lane improvements in this phase, but the next phase included widening that will be funded. He stated these improvements will happen within a year.

Cordeiro stated he had met with all the managers from Wake County concerning US #1 Highway, which will be turned into a freeway. It was felt this would help Youngsville be more accessible.

Cordeiro asked the Board if they would be interested in a contest to come up with a logo for Youngsville. This would help create a more modern logo and engage the citizens. O'Donnell stated this would complement the Town Seal, but not replace it. When asked for clarification, Cordeiro explained the contest would be open for citizens to submit a design and the Board would select a new logo from those submitted. He stated the Board may want to award a prize as well. Commissioner Redd felt that was fantastic and asked about the timeframe. Cordeiro stated he felt it could be done between thirty to ninety days, then a month or two to receive submittals. He stated only offensive submissions would be filtered.

Cordeiro asked the Board for their thoughts on the new setup of the Community House for Board Meetings, including the new screen for presentations. He stated his goal was to have meetings on YouTube or live broadcasting to encourage public participation. Commissioner Hedlund thought it looked good and stated it was nice to finally get into the current century. Mayor Flowers agreed and noted this would help Youngsville be as transparent as possible.

Patterson apologized for being late. She stated everything was going well and she has been working on the budget. Patterson noted she will get the budget to Cordeiro, who will then work on editing the budget and present it at the Board Retreat.

Clark noted there were two possible cases that would go before the Board of Adjustment at the May 2<sup>nd</sup> quarterly meeting.

Clark stated the Youngsville Development Ordinance (YDO) is underway. He noted Rick Flowe would be back next week for the next phase. Clark stated they were starting to get into the intricate portions of the YDO and hope to streamline it.

Clark stated the Board would get an update on the streetscape project at the Board Retreat.

Chief Kirts noted he would be advocating for the Pay Study to be fully incorporated into the budget, as it is important to retain current employees and hire new ones. He noted the Police Department is down four officers and he can't hire without it. Chief Kirts stated the Town is growing but it is doing so on the backs of employees who have been promised a lot of things in the past. He stated this pay study needs to go through fully funded, noting he would even take a hit in his budget to make it work.

Chief Kirts stated the Events Policy was much needed and makes it easier for public safety.

Chief Kirts thanked O'Donnell for his service to Youngsville.

Cordeiro noted he was working with Wake Forest to develop a mutual aid agreement for special events. He stated Chief Kirts would have the ultimate say on this policy, including any training required by the Police Department.

Assistant Fire Chief Graney also wished O'Donnell the best and noted he will be missed. He read the Youngsville Fire Department Report. Assistant Fire Chief Graney noted the Annual Report was presented last month and is now available on their website.

Assistant Fire Chief Graney stated they will have four EMTs and a fire engine at the 5K Color Run and will be coordinating with the Police Department.

Assistant Fire Chief Graney reiterated that volunteers are always needed; training and equipment would be provided.

Assistant Fire Chief Graney wanted to mention that open burning in town limits was illegal per Ordinance, though fire pits are allowed. He noted there was always an uptick in open burning when the weather warms. Assistant Fire Chief Graney stated they would work with the Police Department for repeat offenders. He warned of the dangers of open burning with the houses in town so close together.

Cordeiro noted Baseball Registration went well. He stated we were able to achieve what we wanted. Cordeiro stated it will be a great season and noted the upcoming website will help make it better in future seasons.

Hurd reminded the Board of the Retreat on March 22<sup>nd</sup> and for the Board to bring their Capital Improvements Program binders. She noted the programmers for Revize had met with her, Cordeiro and Smith concerning the updated website and what the Town was looking for in the new webpage. Hurd stated a sample will be available to view within the coming weeks.

O'Donnell noted the Board Retreat will be held at the WEMC building again this year, second floor conference room. He stated it was the first set of double doors, attendees can park anywhere, and they would need to push the buzzer to enter.

Chief Kirts stated Maintenance was doing what they can and were keeping up pretty good. He noted they were attempting to patch potholes as best they can.

Cordeiro stated he was working on getting bids for solid waste proposals.

O'Donnell stated the street resurfacing will start on March 21<sup>st</sup>, weather permitting, and take approximately three days. He stated they will come back to do the basketball court later.

O'Donnell stated it has been a great pleasure to serve Youngsville and he would keep in touch with the community. He thanked the Board for this opportunity. O'Donnell stated he was leaving Youngsville in really good hands and Mayor Flowers agreed.

The next item on the agenda was Closed Session. Mayor Flowers stated the Board needed to go into Closed Session to discuss personnel, NCGS 143-318.11 (6).

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL**

The motion was made by Commissioner Stallings and was seconded by Commissioner Redd. The motion passed unanimously. The Board entered Closed Session at 7:42pm and exited at 7:48pm. Mayor Flowers stated action was taken to change the verbiage for Phillip Cordeiro's contract. The new verbiage included adding the 457b Retirement option as well as the 401(k) that was offered in the original contract.

The meeting adjourned at 7:48pm.