



# Town of Youngsville

Board of Commissioners  
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## MINUTES BOARD OF COMMISSIONERS

APRIL 9, 2020  
7:00PM

### 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 Johnson gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund (teleconference), Larry Wiggins, Joseph Johnson and Scott Brame. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrator Erin Klinger (teleconference), Police Chief J. G. Whitley, Finance Officer Kari Patton-Motluck, Attorneys Michael Cohen and Daniel Hartzog Jr. and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

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

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

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens needed to sign in with the Clerk. Hurd stated there were no citizens wishing to speak.

The next item on the agenda was the Financial Report. Patton-Motluck stated there was nothing significant to report.

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

- Minutes from the Regular Board Meeting – March 12, 2020
- Minutes from the Special Called Board Meeting – March 19, 2020
- Tax Collector's Report
- Police Department Report

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was the transmittal of the Fiscal Year 2021 proposed Budget, Fee Schedule, and Budget Message. Cordeiro stated supplemental information was provided by email. He explained the Board would discuss the Budget further at the next Board Meeting after everyone has had time to look at it. Cordeiro stated he was available for questions or comments.

**MOTION: SET PUBLIC HEARING ON FISCAL YEAR 2021 PROPOSED BUDGET, FEE SCHEDULE, AND BUDGET MESSAGE FOR MAY 7, 2020**

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

The second item under New Business was an Ordinance authorizing a fine of five hundred dollars (\$500) for violating the Town’s Street, Alley, and Sidewalks Digging, Excavation, and Trenching Ordinance. Mayor Flowers noted this was mentioned last month and Cordeiro explained Statute sets the maximum fine at \$50 but municipalities can increase the fee to \$500 by Ordinance. Due to the financial ramifications to the Town, \$500 will go further towards repairs.

**MOTION: ADOPT THE ORDINANCE AUTHORIZING A FINE OF FIVE HUNDRED DOLLARS (\$500) FOR VIOLATING THE TOWN’S STREET, ALLEY, AND SIDEWALKS DIGGING, EXCAVATION, AND TRENCHING ORDINANCE**

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

The third item under New Business was the presentation of the Annexation Petition for Albermarle Properties, LLC for Lot 2 of the Youngsville Commerce Center. Hurd stated this was a satellite annexation, close to Union Bank. When asked, Klinger explained it was built as “lease space” with a cleaning service going into a portion of the building. Commissioner Redd asked why they petitioned for annexation and Hurd explained it was based on the Policy that developers had to petition for annexation if they wished to apply for water / sewer allocation.

The fourth item under New Business was a Resolution directing the Clerk to investigate a petition received under G.S. 160A-31 by Albermarle Properties, LLC for Lot 2 of the Youngsville Commerce Center.

**MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ALBERMARLE PROPERTIES, LLC – LOT 2 OF YOUNGSVILLE COMMERCE CENTER**

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

The fifth item under New Business was to appoint Keith Tew to the Youngsville Planning Board as an Intown Member with a term to expire April 30, 2023. Hurd explained Mr. Tew had applied when Scott Anderson was up for re-appointment. After Member Anderson was re-appointed, Mr. Tew requested to stay on the list for another opening.

**MOTION: APPOINT KEITH TEW TO THE YOUNGSVILLE PLANNING BOARD – INTOWN MEMBER – TERM TO EXPIRE APRIL 30, 2023**

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

The sixth item under New Business was to re-appoint Samuel Hardwick to the Youngsville ABC Board with a term to expire April 30, 2023.

**MOTION: RE-APPOINT SAMUEL HARDWICK TO THE YOUNGSVILLE ABC BOARD – TERM TO EXPIRE APRIL 30, 2023**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated everyone had done a good job with social distancing for the COVID-19 virus prevention. He wanted to remind people to stay at home, however we would not be forcing them to. Mayor Flowers wished everyone to stay safe and stay healthy.

Cordeiro reminded everyone the May Board Meeting was moved from May 14<sup>th</sup> to May 7<sup>th</sup>. This would not interfere with the Board of Adjustment schedule as there were no cases.

Cordeiro stated Town Hall would be closed and will reopen on May 4<sup>th</sup> due to the COVID-19 Virus. Town employees continue to work diligently but customers are not allowed in the building. He stated meetings are being held electronically. Cordeiro explained payments could be made online, over the phone, using the drop box or by mail. Staff is addressing all concerns in a timely manner.

Cordeiro stated RFQ's for the Public Works Facility were noticed on March 30<sup>th</sup>. A pre-bid conference was held earlier in the week and 13 firms participated. The RFQ's for the Main Street Improvements Project were noticed on April 3<sup>rd</sup>. Cordeiro stated he hoped to

have information for the Public Works Facility ready for the May 7<sup>th</sup> Board Meeting. He explained Staff would use a robust selection process, which will be standardized.

Cordeiro stated he forgot to mention an item at the Budget Presentation Workshop on March 19<sup>th</sup>. He explained they will be adding a fleet tracking system and explained the process. The tracking system will include statistics such as speed, mileage, electronic readings, and alerts for service. This will allow for better fuel economy as well as verify / investigate complaints. Costs for the first year were \$10,000 and approximately \$5,000 every year after. Cordeiro stated he felt fuel economy and maintenance savings will help cover some of the costs. He stated this would have a significant improvement on operations.

Commissioner Brame asked about NC DOT funding for the Main Street Improvements Project (MSIP). Cordeiro explained he didn't think we would get a firm commitment on funding from NC DOT in the next year or two, in that they would reimburse the Town in a timely manner, but he wanted to move forward. He stated he and the Finance Officer will have a very detailed discussion about the Town's cash needs and the amount of fund balance that we have available. Cordeiro stated the Town would need to be clear with NC DOT that we will move forward with the MSIP. He expressed concerns about keeping up with the bills and payroll should NC DOT not reimburse the Town in a timely manner. Cordeiro noted payroll would come before paying the vendors. He stated these vendors understand that NC DOT is in a precarious position. Cordeiro stated he felt NC DOT would eventually reimburse the Town. Commissioner Redd asked if the Town would move forward regardless and Cordeiro stated they would have more discussion with NC DOT to get real information from them, but he anticipates the Town will need to move forward if possible.

Commissioner Johnson stated he was glad to see the streets had been repaired last week. When asked, Cordeiro stated they had all been taken care of.

Klinger stated items from the Planning Board will be heard at the June Board Meeting due to the Board meeting a week early.

Klinger stated her surgery had been cancelled and she was available for the time being.

As Attorney Bartholomew was on paternity leave, Attorneys Cohen and Hartzog would be assisting the Town during his absence. Mayor Flowers thanked them for their help.

Chief Whitley noted operations were limited due to the COVID-19 Virus. They are answering 911 / emergency calls. However, the Police Department was trying to do the rest by phone.

Chief Whitley stated they did have time for operations early in the month before the COVID-19 situation worsened. They recorded 301 calls for service during March. Of those calls, 18 reports were taken, and 47 citations were written. During the time of active patrol, they made some significant narcotic seizures, including marijuana, several doses of MDMA, and cocaine. There were also a couple of possessions of a concealed handgun

during traffic stops. Chief Whitley stated he had an officer that was almost struck during a traffic stop and another officer that was involved in a foot chase during one of the drug arrests. Chief Whitley noted there still have not been any accidents at the intersection of Nassau and Main Streets since closing S Nassau Street.

Smith stated he had nothing at this time as all activities had been postponed due to the COVID-19 Virus. Commissioner Redd inquired about pickle ball class and Smith stated he would reschedule the classes, possibly in July.

Cordeiro noted the bathroom at the Community House was under renovation, including new lights and vanity. The Town will continue making improvements in July to the kitchen.

Cordeiro stated he has received good response for the new position in the Maintenance Department.

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

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL, NCGS 143-318.11 (6)**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board took a brief recess before entering Closed Session at 7:28pm. The Board exited Closed Session at 8:22pm. No action was taken.

The meeting adjourned at 8:23pm.