



# Town of Youngsville

Board of Commissioners

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## MINUTES BOARD OF COMMISSIONERS

FEBRUARY 13, 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 Hedlund gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund and Scott Brame. Commissioners Larry Wiggins and Joseph Johnson were not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Finance Officer Jaclyn Patterson, Planning and Zoning Administrator Bob Clark, Assistant Planning and Zoning Administrator Erin Klinger, Police Chief J. G. Whitley and Assistant Fire Chief Justin Graney. A representative from the Franklin Times was also present.

Mayor Flowers explained there were additions to the proposed Agenda and requested the Board amend the Agenda. Amendments included an additional updated contract with CSX for the Main Street Improvements Project and an amendment to the Fee Schedule to include softball.

**MOTION: TO AMEND THE PROPOSED AGENDA TO INCLUDE: AN ADDITIONAL UPDATED CSX CONTRACT FOR THE MAIN STREET IMPROVEMENTS PROJECT (9B) AND APPROVAL OF THE AMENDED FEE SCHEDULE (9C)**

The motion to amend the proposed Agenda was made by Commissioner Hedlund and seconded by Commissioner Redd. The motion passed unanimously.

**MOTION: TO APPROVE THE AMENDED AGENDA**

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

The next item on the agenda was a presentation of Assistant Chief of Police Joseph Kimball's Intermediate Law Enforcement Certification. Chief Whitley presented the Certification to Assistant Chief Kimball. He explained this Certification took 600 hours of contact classroom hours and eight years of law enforcement experience. Chief Whitley stated this Certification took a great deal of time and Assistant Chief Kimball did most of this training on his own time. He explained this Certification was a hallmark moment that took a considerable amount of time and sacrifice. Mayor Flowers congratulated Assistant Chief Kimball for a job well done.

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

The next item on the agenda was the Financial Report. Patterson stated this would be her final Board Meeting. She thanked the Board for allowing her to serve Youngsville. Patterson stated her replacement, Kari Patton-Motluck, was catching on quickly. Patterson stated Mrs. Patton-Motluck was very capable and lived in the area. She stated Staff could call her anytime if she was needed. The Board thanked Patterson for everything she has done for the Town. Patterson stated she will have a Budget Amendment for the March Board Meeting.

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

- Minutes from the Regular Board Meeting – January 9, 2020
- Minutes from the Special Called Meeting – Public Hearing for the Youngsville Development Ordinance – January 7, 2020
- Tax Collector's Report
- Police Department Report
- 2019 Tax Release of Business Personal Property – SunTrust \$445.25
- Order to advertise 2019 Tax Liens between March 1, 2020 and June 30, 2020

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Manual of Specifications, Standards, and Design (MSSD). Klinger stated Youngsville had contracted with an engineering firm, Appian Consulting Engineers, to draft the MSSD to go with the Youngsville Development Ordinance (YDO). She explained the MSSD was to provide guidance for engineers and developers on matters such as materials, designs, standards, etc. Klinger stated the previous Zoning Ordinance did not include this information. Clark explained the MSSD was an important tool geared to help developers. He stated it would need to be approved by resolution. The MSSD was referenced in the YDO and was easily accessible on the website and at Town Hall. Mayor Flowers clarified they have completed all of the required process in order to adopt the MSSD at the Board Meeting tonight and Clark stated yes.

**MOTION: ADOPT THE RESOLUTION ADOPTING THE MANUAL OF SPECIFICATIONS, STANDARDS, AND DESIGN**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Brame. Commissioner Redd thanked Staff for being proactive, noting how important it was to have a manual such as this on record. Clark stated it spoke well of the Board and stated it was a good process. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the approval of the updated CSX Contract for the Main Street Improvements Project. Cordeiro explained they had updated the language in the contract to clarify the scope of work as we improve Main Street. He reminded the Board that NC DOT has requested the Town to postpone the bid process, but he hopes bidding can start in May and construction in October. The improvements will span from 5-Points intersection to the Main and Cross Street intersection. Improvements will include Main Street and the sidewalks while making the railroad crossing more pedestrian / bicycle friendly. Improvements will also be made to the drainage by the railroad crossing. Cordeiro recommended approval of the updated contract. Commissioner Redd inquired about the requested delay from NC DOT and Cordeiro explained they were having financial issues, noting various reasons. Commissioner Hedlund inquired about the construction time frame and Cordeiro stated they hoped to begin construction in October, noting that was the best information he had at this time.

**MOTION: APPROVE THE UPDATED CSX CONTRACT FOR THE MAIN STREET IMPROVEMENTS PROJECT**

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

The second item under New Business was to adopt the second updated CSX Contract for the Main Street Improvements Project.

**MOTION: APPROVE THE SECOND UPDATED CSX CONTRACT FOR THE MAIN STREET IMPROVEMENTS PROJECT**

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

The third item under New Business was to amend the Fee Schedule. Cordeiro explained they were updating the Fee Schedule to include new leagues for the Parks and Recreation Department, including adult basketball and softball. He noted how exciting it was that our Parks and Recreation programs were growing. Cordeiro stated he appreciated everything Smith does for the program.

**MOTION: APPROVE THE AMENDED FEE SCHEDULE AS SUBMITTED**

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he was approached by a group of citizens that want to give back to first responders by raising money for equipment. He stated they wanted to host a golf tournament and have started meeting to work out the details. Mayor Flowers stated the golf tournament will be held on October 9<sup>th</sup>. He stated it was commendable to see the citizens wanting to give back. It speaks volumes about our community.

Cordeiro was excited to welcome Patton-Motluck to our team. He stated he was very grateful to Patterson, who has helped Staff and the Town become more professional during her tenure. Cordeiro stated Patton-Motluck was a prior CPA that left the field for her children. She is now getting back into the financial field and is highly qualified. He felt they can work together to provide a high level of service.

Cordeiro updated the Board on the close of the old Town Hall / Police Department property. At closing, the new owner stated they intended to have the Barber Shop move from Main Street into the old Police Department along with Mrs. Tuton's office. The new owners are very close to sealing a deal to move a restaurant into the old Town Hall.

Cordeiro stated the Town continues to invest in building a public works facility on S College Street near the pump station. This will give the Town a place to put equipment and allow for some minor auto repairs / maintenance. Cordeiro stated he would work with the Local Government Commission (LGC) to investigate funding options. The two parcels total about eight acres on the east side of S College Street.

Cordeiro stated he wanted to schedule a Budget Work Session during mid-March. He will email optional dates but noted he was looking at March 19<sup>th</sup> or 26<sup>th</sup>. This will be a good opportunity to show the first draft of the budget. The proposed budget will then be ready in April or May and approved in June.

Commissioner Hedlund noted there were several roll carts on the ground recently. Cordeiro thanked Commissioner Hedlund for the information and noted the more those concerns are voiced the more helpful it will be in getting the problem fixed. Cordeiro stated he would like to bring more of those services in house in the future.

Commissioner Hedlund stated they will have another road cleanup on Saturday as they can't keep putting it off.

Commissioner Hedlund stated the Christmas Parade Committee would meet next week as a follow up. The Egg Hunt will be held on April 4<sup>th</sup> and is coming along nicely. Commissioner Hedlund stated they were expecting over 1,000 people to attend. There will be bouncy houses and food vendors. He noted this was a big event for Youngsville and Cordeiro agreed the event should draw more than 1,000 people easily.

Commissioner Brame stated he attended the Essentials of Municipal Government Course. He stated it was a great course with a lot of people that were new to local government. Commissioner Brame stated he got a lot of information out of it. He stated he will be attending a CAMPO meeting next week.

Clark informed the Board there will be one final action under the old Zoning Ordinance concerning a water shed permit application. The property is located on Tarboro Road. Clark explained the Board has never heard one of the permit applications before. He will provide information when it becomes available and noted the permit application will be heard during a regular Board of Commissioners Meeting.

Clark stated Staff has been very busy. He noted a lot of people have come in and they are figuring out how things work under the new YDO.

Chief Whitley noted there were 365 calls for service during the month of January as compared to 284 during the same month last year. He explained this was not an “uptick” but a change in how the reporting was done. Of those 365 calls for service, 29 reports were taken, 103 citations were written, and seven arrests were made. There were no calls for service associated with significant criminal activity or violent crime.

During January, the Police Department filed 11 motor vehicle collision reports as compared to four in the same month last year. Chief Whitley stated this was due to the increased traffic in town. Of those 11 accidents, three required either a hospital visit, or hospital stay.

On January 11<sup>th</sup>, a vehicle left the roadway on US 1A S near Camille Circle resulting in a rollover and collision with a tree. The driver sustained significant injuries and is recovering.

On January 16<sup>th</sup> a vehicle collided with the rear of another that was stopped on Main Street, turning onto Nassau Street, resulting in non-life-threatening injuries and significant damage to both vehicles.

On January 31<sup>st</sup>, the driver of a work truck pulling a trailer loaded with heavy equipment was traveling south on N Nassau Street and attempted to cross Main Street. The driver failed to stop for the stop sign and disregarded oncoming traffic resulting in a collision with a passenger vehicle. Another driver traveling east on Main Street failed to reduce speed which resulted in a secondary collision with the same passenger vehicle. The collision resulted in minor injuries to the occupants and significant property damage.

Chief Whitley stated it was worth noting that a couple of days ago, a vehicle on Persimmon Street tried turning onto Highway 96 and did not see oncoming traffic. There was a significant collision but no injuries. Chief Whitley stated the severity and frequency of the collisions highlighted the necessity for the S Nassau Street closure to through traffic and controlled traffic direction from Persimmon Street. The contributing factors associated with these collisions were speeding, driver inattention, and disregard of posted traffic control. These factors mirror the complaints made by the residents and the observations of our officers during the recent traffic survey and neighborhood poll. The danger to

pedestrians along these secondary streets is more significant than the convenience of quicker commute times. Secondary to the issues of public safety, it should be noted that these collisions resulted in significant commuter delays which could have been prevented by motorists utilizing the main travel routes.

Chief Whitley explained the barricades have been delivered and signage is up. The barricades will be placed in such a manner they will abut as close to Highway 96 as possible to prevent drivers from getting stuck at the end of S Nassau Street. Chief Whitley explained the right turn only signs will have warning signs. He stated the signs were posted in sound locations as to be obvious to drivers. When asked, Chief Whitley stated the barricades were orange in color and will be filled with water, allowing for them to be moved if necessary. Shanae Crudup, 230 Broken Arrow Trail, inquired about the stoplight at Cross and Main Streets that directs traffic onto Highway 96. She noticed Police Officers have been directing traffic to help drivers make that left turn and wondered how long that would continue. Chief Whitley stated they would continue to do this during peak commute hours until they can work with NC DOT to get a protected arrow turn signal. The Police Officers will help direct traffic when it backs up for the foreseeable future, barring other needs. Chief Whitley stated the Police Officers will also take enforcement actions. He stated they have issued several citations to help curtail poor driving, including passing on the right.

Chief Whitley stated the Youngsville Police Department worked with Raleigh's Fugitive Task Force to arrest two murder suspects at 58 Thompson Circle. The suspects were arrested without incident.

In addition to traffic, there have also been complaints about noise associated with vehicles such as mufflers and engine breaking. The Police Officers are aware and will approach this situation like any other campaign. First, they will help to inform the public through a public information campaign. Chief Whitley explained what made the mufflers illegal. Once warnings are issued, the owner of the vehicle will have to have the problem corrected.

Chief Whitley stated the Police Department and Town Staff now have a Relay for Life team with Wammock heading the team. There will be a Relay for Life event on May 1<sup>st</sup> where they will run the torch from Louisburg. Relay for Life helps support the American Cancer Society. Chief Whitley stated there was more information on the Police Department's Facebook page and T-shirts can be purchased, or donations made, at the Police Department. Commissioner Redd stated the blood drive that Wammock organized was great. She stated that Wammock has done an amazing job. Chief Whitley stated there will be an increase in events like these and he was glad to see it. He noted there were 25 attendees at the blood drive with 18 units of blood donated. They hoped to have 500 attendees for the Relay for Life event.

Commissioner Hedlund inquired about the status of the truck route. Cordeiro explained the truck route was included in the Comprehensive Development Plan (CDP) and noted how important it was to preserve the route. Negotiations with developers will be key to keep the right of way clear in order to build the road. Commissioner Hedlund asked if there was another way to reroute the traffic, perhaps signage? Klinger stated Staff received their first concept plan for the area and the developer had included the right of way for the

truck route on their plans. She noted it was just a matter of time. Commissioner Hedlund stated this truck route needed to be at the top of the list. Mayor Flowers stated he had hoped the Main Street Improvements Project would have started by now and knows that once construction starts, traffic will be worse. He stated Staff was working on a letter with the hope of making traffic take Highway 96 / 98 towards Capital Boulevard, as that route makes more sense. Mayor Flowers stated Staff is working on a solution, but it takes time.

Chief Whitley stated the School Resource Officer (SRO) Altesha Allen, along with administration, conducted a lockdown drill at the Youngsville Elementary School (YES) on January 15<sup>th</sup>. This was an unannounced drill and was a good test on how well students and faculty reacted. Chief Whitley stated SRO Allen found some areas they need to work on, including areas where students congregate. There were some doors that were not locked, and exterior doors were unsecured. He noted some of these doors should be locked during the daytime anyway. Chief Whitley stated it was his intention to work with the Franklin County Sheriff's Office to have a larger scale event. He noted that school safety was of utmost importance.

Assistant Fire Chief Graney stated they hosted another CPR class on January 30<sup>th</sup> with approximately 25 people. He stated they will continue to offer these classes.

Assistant Fire Chief Graney stated they had 127 calls year to date, which is on target with last year. He noted they have been on some of the same calls as the Police Department.

Assistant Fire Chief Graney stated the Youngsville Fire Department (YFD) will hold their Installation Ceremony on April 28<sup>th</sup>, 4pm, at Faith Baptist Church. This event is open to the public and he will send invitations to the Board. Assistant Fire Chief Graney explained the Installation Ceremony was when the YFD swore in new officers and acknowledged individual and departmental achievements.

Assistant Fire Chief Graney stated the YFD would be involved during the Egg Hunt on April 4<sup>th</sup>. He noted the Color Run started at 8am and the Egg Hunt would run from 11am-2pm. When asked, Hurd explained the name of the Color Run was "Run the Rails". The name was chosen as the event coordinator, Amber Winterton, was raising awareness for human trafficking through the organization Operation: Underground Railroad (O.U.R.).

Cordeiro stated Staff was getting ready to remodel the Community House, including the bathroom, doors, and kitchen. He stated he would get with Commissioner Redd for some ideas.

The next item on the agenda was Closed Session. Mayor Flowers stated there was no need for the Board needed to go into Closed Session.

The meeting adjourned at 7:39pm.