



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

**MAY 7, 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, 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 Bob Clark (teleconference), Assistant Police Chief Joseph Kimball, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen, Parks and Recreation Director Andrew Smith and Public Works Supervisor Randy Smith.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

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

The next item on the agenda was a Public Hearing for the FYE 2021 Proposed Budget. Mayor Flowers opened the Public Hearing at 7:01pm. Cordeiro noted there were two callers on the line. There were no comments from the public. Mayor Flowers ended the Public Hearing at 7:03pm.

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens attended via web/teleconference. There were no comments.

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 – April 9, 2020
- Tax Collector’s Report
- Police Department Report

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Wiggins 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 consider a contract with Bobbitt Design-Build Team for design build services in connection with the construction of a public works facility. Commissioner Wiggins inquired about the price. Cordeiro explained the process and stated Bobbitt projected to build the facility within our \$1,000,000 budget. Contracts for design-build are designed so that governments can choose the most qualified firm. Of the four firms that bid, all of which were excellent companies, Bobbitt was the most qualified based on our needs. Cordeiro stated the contract outlines the general parameters and final costs will come later. However, Bobbitt is confident they can meet the budget.

MOTION: TO APPROVE THE CONTRACT WITH BOBBITT DESIGN-BUILD TEAM FOR DESIGN BUILD-SERVICES IN CONNECTION WITH THE CONSTRUCTION OF A PUBLIC WORKS FACILITY

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

The second item under Old Business was to consider a contract with Kimley-Horn for construction engineering and inspection services in connection with proposed Main Street Improvements Project (MSIP). Cordeiro stated there was still more work to be done on the contract and asked for a motion to table the discussion until next meeting.

MOTION: TO TABLE THE CONTRACT WITH KIMLEY-HORN FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES IN CONNECTION WITH THE PROPOSED MAIN STREET IMPROVEMENTS PROJECT

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

The third item under New Business was the presentation of the Certificate of Sufficiency on the Annexation Petition for Albermarle Properties, LLC for Lot 2 of Youngsville Commerce Center. Hurd stated the paperwork was in order, including the proper signatures.

The fourth item under New Business was to set the Public Hearing on the Annexation Petition for Albermarle Properties, LLC for Lot 2 of Youngsville Commerce Center.

MOTION: SET PUBLIC HEARING FOR JUNE 11, 2020 AT 7PM ON THE ANNEXATION PETITION FOR ALBERMARLE PROPERTIES, LLC FOR LOT 2 OF YOUNGSVILLE COMMERCE CENTER

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

The fifth item under New Business was the FYE 2021 Budget Ordinance, with a Tax Rate of \$.655 per \$100 valuation. When asked, Cordeiro confirmed the Tax Rate would stay the same as last year.

MOTION: TO ADOPT THE FYE 2021 BUDGET ORDINANCE, WITH A TAX RATE OF \$.655 PER \$100 VALUATION.

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

MOTION: TO APPROVE THE RESOLUTION AMENDING THE TOWN OF YOUNGSVILLE SCHEDULE OF FEES AND PENALTIES, EFFECTIVE JULY 1, 2020

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

The next item on the agenda was New Business. The first item under New Business was the resignation of Todd Casado from the Youngsville ABC Board. Cordeiro stated Member Casado has been an asset to the Youngsville ABC Board and has contributed greatly. He explained Member Casado was moving for a new employment opportunity. Cordeiro stated they will move forward with soliciting a new Member for the Youngsville ABC Board.

MOTION: TO ACCEPT THE RESIGNATION OF TODD CASADO FROM THE YOUNGSVILLE ABC BOARD, WITH GRATITUDE

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he hoped everything would get back to normal soon.

Cordeiro noted it was National Day of Prayer and he received a very warming message from Stephen Wade of Faith Baptist Church. He read the message into the record.

First, I want you to know that on this National Day of Prayer, I am praying for God's blessing upon your lives. Thank you for all you do in leading our town.

Second, Faith Baptist Church Youngsville will be hosting a prayer gathering in our parking lot at 5:00 PM this coming Sunday in alignment with Governor Cooper's provision for outdoor worship gatherings during phase 1 of his plan to re-open the state. We would like to formally invite all of our Town Officials to join us as we pray for our town, state, and nation. We've asked everyone who plans on attending to bring a chair and to practice social distancing as a way to respect each other and our community well. We have long enjoyed serving our neighbors in this community and look forward to continue to do that this weekend through prayer. It would be our privilege to pray for any specific needs you would share personally and/or on behalf of our town in response to this email or in person on Sunday. Please let us know if you will attend so we can recognize you. Thank you for leading Youngsville through this difficult season. We are grateful for you and our partnership. God bless.

Commissioner Hedlund noted the Kiwanis Club was donating to food banks and pantries to help during the COVID-19 pandemic. He stated they were meeting virtually as well.

Commissioner Wiggins stated he continues to have problems with noise from the streets, including illegal exhaust and motorcycles with radios at high volumes. He asked how the Police Department planned to address the situation. Commissioner Wiggins suggested putting the information on the monthly Police Report. Assistant Chief Kimball explained the Police Officers were mostly reactive during the COVID-19 pandemic due to distancing. Once the restrictions are relaxed, the Police Officers will be able to work on enforcement. Commissioner Wiggins agreed it was tough to police but he has been complaining about this problem for years and noted it was getting worse, not better. Assistant Chief Kimball stated they can start enforcement after the restrictions have been lifted, expressing concerns about Police Officer safety. Cordeiro asked Commissioner Wiggins what information he would like to see in the monthly Police Report. Commissioner Wiggins explained he would like to see how many times it was addressed during the month; how many vehicles were stopped over noise.

Commissioner Johnson noted that around 8-9pm and 6am, speeding on Winston Street was getting worse. He stated there are some vehicles that look to be going 70MPH and will jump the railroad tracks because they are going so fast. When asked, Commissioner Johnson clarified the problems were occurring during off-peak hours every day of the week.

Commissioner Brame noted CAMPO was beginning their North East Area Study (NEAS) update with meetings scheduled for June 9th at 5:30pm and June 13th at 10am. He asked the Board to let him know if they wished to attend. Cordeiro stated Klinger is on the committee for the NEAS. There will be a meeting on June 21st at 8am to discuss the economic impact.

Clark noted there were a couple of items for the June agenda that had passed the May Planning Board. He explained there would be a rezoning request off Wolfpack Lane near the industrial areas. Clark stated there was also a zoning text amendment to tweak one provision of the Youngsville Development Ordinance (YDO) concerning outdoor storage. A Public Hearing will be advertised for June.

Clark attended the CAMPO meeting earlier in the day and noted there was nothing direct to report other than everyone is looking at the current NC DOT funding situation. He stated he was making sure that we have everything in place to continue with our projects. Clark noted that everyone was anxious to proceed with the Main Street Improvements Project (MSIP) and Mayor Flowers agreed.

Mayor Flowers inquired if Planning Staff had spoken with Focus Design Builders in regards to a project in town. Clark stated that he had not spoken with them directly but received some information this afternoon and would address their questions. Clark noted Klinger would be ready for next month.

Assistant Chief Kimball read the Police Department Report. There were 161 calls for service in April, compared to 273 calls in the same month as last year. Of those calls, 10 reports were taken, and 8 citations were written. Assistant Chief Kimball stated there were a couple of minor larcenies, including a home for sale that was broken into by people that wanted to see the house.

Assistant Chief Kimball noted there were three motor vehicle accidents as compared to seven from the same month last year. He explained patrol operations were limited due to the COVID-19 pandemic. Assistant Chief Kimball stated they were answering calls but doing their best to keep the Police Officers safe.

Assistant Chief Kimball stated Wammock was working on a Virtual Law Enforcement Torch Run (May 1st – 31st). Visit the Police Department Facebook page for more information. National Night Out is August 4th and the Relay for Life event has been postponed.

Assistant Chief Kimball stated there was a new officer, Jason Steinbrunner, starting on May 11th. He stated they have redesigned their training program and explained the new process. This program would include neighborhood portfolios where the Police Officers will have to visit the area and speak with residents. It would allow for people from the department, Town Board, and citizens to come together and be involved. Cordeiro stated the program included field training. Chief Whitley would like suggestions for citizen evaluators. Mayor Flowers stated this was a great idea and Cordeiro stated the credit goes to Chief Whitley and Assistant Chief Kimball.

Cordeiro noted that with the Stay at Home Order, there has been an increase in brush and solid waste. This has made it hard to keep up with mowing.

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 Hedlund. The motion passed unanimously. The Board took a brief recess before entering Closed Session at 7:38pm. The Board exited Closed Session at 8:24pm. Mayor Flowers noted the Board entered Closed Session to discuss personnel and asked what the pleasure of the Board was.

**MOTION: TO APPROVE THE PROPOSED “FIRST AMENDMENT TO
EMPLOYMENT CONTRACT DATED JANUARY 14, 2019”**

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

The meeting adjourned at 8:30pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Redd, and approved unanimously.