



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

NOVEMBER 5, 2020

7:00PM

REGULAR MEETING

YOUNGVILLE 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, Scott Brame, Larry Wiggins and Joseph Johnson. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrator Erin Klinger, Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen (teleconference), and Parks and Recreation Director Andrew Smith.

MOTION: TO APPROVE THE AGENDA

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

The next item on the agenda were three Public Hearings. The first Public Hearing was for Annexation Petition 2020-3 for Hampton Downs, Phase 1B. Mayor Flowers opened the Public Hearing at 7:02pm. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:03pm.

The second Public Hearing was for amendments to the Youngsville Development Ordinance (YDO) Article 3 – Definitions; Table 8.1, Table of Uses; Section 10.1-18 – new section; and Table 15.1 – Special Events and Temporary Structures. Mayor Flowers opened the Public Hearing at 7:03pm. Klinger explained the Town has received complaints from owners of food trucks that the current regulations created a hardship on their business. She stated the proposed amendments remove the 5-day limit per year and changes it to unlimited. The proposed amendments also add additional restrictions, a new definition, updates the table for districts and specifies the requirements for food trucks by showing

where they can be located along with hours of operation. Klinger noted the ordinance coincides with the Noise Ordinance and enforcement actions have also been laid out. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:05pm.

The third Public Hearing was Rezoning Application #ZMA-200824-01 – SFR-3 to Civ for property located at 2179 Hicks Road. Mayor Flowers opened the Public Hearing at 7:05pm. Klinger explained Youngsville Academy Charter School (YACS) approached Staff this summer regarding the rezoning request. Currently, they have a Conditional Use Permit from Franklin County that would permit them to locate the high school on their exiting lot, however, that would not allow them room to invest in their athletic fields and extend their parking. YACS stated they want to keep the existing soccer fields for the community, and the proposed road north of the site will be built in conjunction with another development.

Daniel Henson of YACS stated he was here for any questions the Board may have. He noted they wanted to ensure as much access to the fields as possible and allow for future development behind the field area.

Cordeiro polled all teleconference participants and there were no further comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:07pm.

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.

Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak.

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

- Minutes from the Regular Board Meeting – October 8, 2020
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Tax Collector's Report
- Budget Amendment 2020-2

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Hedlund 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 Annexation Ordinance 2020-3 for Hampton Downs, Phase 1B.

MOTION: TO ADOPT ANNEXATION ORDINANCE 2020-3, HAMPTON DOWNS PHASE 1B

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

The next item on the agenda was New Business. The first item under New Business was the presentation of Annexation Petition 2020-4, Youngsville Academy Charter School, Inc. (YACS) for property located on Hicks Road. Hurd stated this was the same property that was up for rezoning. She explained they wanted to wait until the rezoning was approved before moving forward with the annexation. Commissioner Wiggins asked if the current school was in town limits and Hurd stated that property was not annexed, nor was it in our ETJ.

The second item under New Business was a Resolution directing the Clerk to investigate Annexation Petition 2020-4.

MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ANNEXATION PETITION 2020-4

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

The third item under New Business was amendments to the Youngsville Development Ordinance (YDO) for Article 3 – Definitions; Table 8.1, Table of Uses; Section 10.1-18 – New Section; and Table 15.1 – Special Events and Temporary Structures. Mayor Flowers noted information regarding the amendments was included in the agenda packets. He inquired about the permitting fees and Klinger stated they would stay the same at this time. The current fee will be for one full year based on the date of permit application. Cordeiro stated Staff would continue with their due diligence of health permits and to make sure all food trucks have property owner permission for their locations. When asked, Klinger stated all information should be included with their permit application.

Commissioner Wiggins wanted to verify they would be notified of the Sign Ordinance as well. Cordeiro stated that information would also be included during the application process. Commissioner Wiggins noted there have been some issues, including a hotdog food truck. Klinger explained each food truck would be allowed one sandwich board sign, plus two smaller signs per street frontage. She noted that food trucks permitted under special events have different regulations. Commissioner Brame asked if the applicants would get a reminder notice near the end of their permit and Klinger stated yes.

MOTION: APPROVE AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE ARTICLE 3 – DEFINITIONS; TABLE 8.1, TABLE OF USES; SECTION 10.1-18 – NEW SECTION; AND TABLE 15.1 – SPECIAL EVENTS AND TEMPORARY STRUCTURES

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

The fourth item under New Business was a Rezoning Application #ZMA-200824-01 – SFR-3 to CIV for property located at 2179 Hicks Road. Commissioner Redd thanked the Planning Board, noting how much work they do.

MOTION: APPROVE REZONING APPLICATION #ZMA-200824-01 – SFR-3 TO CIV FOR PROPERTY LOCATED AT 2179 HICKS ROAD

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated the EMS Golf Tournament Fundraiser was a tremendous success. He thanked everyone for coming out and supporting our local EMS. They raised \$7,000, which was a huge deal for their first time. The official presentation of the funds will be next Friday, November 13th, in front of the EMS building.

Mayor Flowers thanked Miranda of Carolina Insurance for organizing the Trick or Treat on Main event. She has done this for the past three years and it has been a huge success. Mayor Flowers noted how great it was to see the smiling faces of both the trick or treaters and their parents. He also congratulated A Smith for a very successful Trick or Treat the Trails event at Luddy Park. Mayor Flowers thanked the Police Department for their efforts during both events. He stated Trick or Treat on Main had approximately 500 participants and the Trick or Treat the Trails had approximately 1,500 participants. Both events were a big success, and everyone stayed safe.

Based on the success of the Halloween events, Mayor Flowers stated he was excited for the Christmas Parade on December 5th and Tree Lighting Ceremony on December 4th.

Mayor Flowers congratulated the winners of the Adult League Softball Tournament.

Cordeiro updated the Board on the Main Street Improvements Project (MSIP). He stated they have advertised for construction bids. Based on a conversation with NC DOT, even though everything is going as planned, they may have to push back bids for a month in order to review details on the planned utility work. Cordeiro noted it was in everyone's best interest to get the utility work done at the same time.

Cordeiro stated the sale of the ABC Store property was set to be finalized during the ABC Board Meeting tomorrow for \$395,000. If the sell is approved during their meeting, the closing will be later that same day. Cordeiro explained the ABC Store would continue to rent the space with the goal of moving to the Foodlion Shopping Plaza, then open a second location at the 5-Points Plaza. The cash flow generated from the sale will be poured into upfits and inventory for the new ABC Stores. He stated this was a unique opportunity to

reinvest the cash. He felt the ABC Store would do very well at the Foodlion Shopping Plaza location.

Cordeiro noted the Town hired a part-time member for Public Works, Malcom Coley. As he is part-time / seasonal, Coley will help with Leaf Season. Once we see how the solid waste program moves in the new fiscal year, Coley may be shifted to full-time. Cordeiro stated Parks and Recreation has hired a new Recreation Supervisor, which was included in the budget. The Recreation Supervisor will continue to help plan the many successful events the Town has hosted. He stated the Town hoped to host street fairs on S College Street in the spring. Cordeiro stated he looked forward to having additional help for planning the events. He explained residents on S College Street would be notified of upcoming events by door hangers. Cordeiro thanked the Police Department for their help in distributing the door hangers for the upcoming Christmas Tree Lighting Ceremony.

Cordeiro stated he anticipates breaking ground on the new Public Works facility in approximately thirty days. Final construction drawings are in and Cordeiro expects bids to be in by the end of the week. He stated he would keep the Board informed of the progress and noted construction should be completed by March.

Commissioner Hedlund inquired about the projected start date for the MSIP and Cordeiro stated, based on the revised schedule, the notice to proceed should be issued in late February or early March. Cordeiro noted it was originally January, but the additional review will knock the start date back approximately one month.

Commissioner Hedlund inquired about the Town's new garbage truck and Cordeiro stated Staff was able to use it this past week. Cordeiro explained what normally took four trips was done in just one trip, saving time and fuel. He stated they would see the garbage truck being used for the bulky waste service. As for roll out carts, it will probably be July of next year. Commissioner Hedlund noted the leaf truck was operational today and Cordeiro noted it worked a lot better than the previous one.

Commissioner Hedlund noted the Christmas Tree Lighting Ceremony would be held on Friday, December 4th, rain or shine. He stated the Kiwanis Club would hand out prewrapped candy canes and Pastor Bert Woodburn would do invocation. Commissioner Hedlund noted the new location by Benchmark Bank would give them a lot of room.

Commissioner Hedlund inquired about the speed limit on Holden Road. He noted the 35 MPH seemed to extend too far, noting there were no homes in that area. Cordeiro explained the town limits extend further on one side of the road. He stated he would investigate the situation and report back to the Board next month.

Commissioner Hedlund stated the construction trucks in East Woods of Patterson were going fast and noted the parents in the subdivision were complaining.

Commissioner Hedlund noted he was receiving complaints from citizens about the stop light at Cross and Main Streets and stated he explained to the citizens the stop light was controlled by NC DOT. Mayor Flowers explained NC DOT's reasoning behind the

programming was that if cars queued for too long, it would back up traffic to 5-Points. He stated the Board could request changes to NC DOT, noting the concerns of the citizens. Cordeiro explained we could let them know a developer would be redeveloping the ABC Store lot and request a traffic circle as part of that redevelopment. Commissioner Johnson noted how well some of the traffic circles worked in other areas of the country.

Commissioner Johnson stated there were still a few speeders in his neighborhood, but it was much better.

Commissioner Johnson stated the Luddy Park fields need more dirt. He noted it has been quite some time since it had been done. Commissioner Johnson stated there were a lot of activities happening at the Luddy Park.

Commission Johnson stated the leaf truck looked good and leaf season is going smoothly so far.

Mayor Flowers asked that Commissioner Johnson share any contact information for dirt at the ballfield and Commissioner Johnson stated there was a place in Louisburg, though they often had a wait list. Commissioner Johnson also suggested calling other Parks and Recreation Departments to see who they contract with. He noted it would take someone skilled to maneuver at the ballfields and they may have to move the dirt by hand. Commissioner Johnson recommended doing this every three to five years. He stated Luddy Park was a great facility and the new lights at the basketball court look good. Commissioner Hedlund stated the new steps looked good as well. Cordeiro stated they were exploring a federal grant to convert two of the fields to turf and he will investigate adding dirt to the grant. He explained the application was due in May and it would be October before the grant would be awarded. Commissioner Johnson stated he would check with some of his contacts to get information regarding the dirt and information on turf fields then forward that information to Cordeiro.

Commissioner Brame congratulated A Smith on the Trick or Treat the Trails event at Halloween and for adding another league with the Adult Softball League. He noted people had fun and it was great to see the citizens out having a good time. Commissioner Brame noted events extend past the Parks and Recreation Department and into the businesses in town. He stated he looks forward to future seasons.

Patton-Motluck read the Financial Report.

During the month of September, there were:

- 80 checks written and electronic payments made totaling \$212,221.61
- 703 deposits recorded totaling \$175,677.90
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$173,456.47
 - Town Hall Loan – total balance \$249,791.02

- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been approved by the LGC.
 - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank and is expected to close in November 2020.

- Capital Improvements Plan
 - New Capital Projects –
 - Roof for concession stand at Luddy Park - \$4,242. Completed.
 - Basketball Court Resurfacing to include multiple Pickleball Courts - \$600 (requested)
 - Public Works Facility and Town Hall Renovations – Site work and design work continues.
 - Community House kitchen remodel – Completed with a total cost of \$17,100.
 - Cemetery Fence – Completed.
 - Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete – payment will be issued upon completion.
 - Luddy Park has two capital projects – Stairs and Lights complete.
 - Police Department paid \$5,799.00 to Elan City for two radar speed signs – installed and paid.

- Budget Amendment #2 – higher than expected revenue collections and lower than expected expenses allowed for only a net change of \$144.13 on this budget amendment.

Mayor Flowers stated he had not heard from YFD Assistant Chief Justin Graney. He noted the COVID-19 restrictions prevent Assistant Chief Graney from attending the Board Meetings. As calls were down last month, Mayor Flowers hoped the trend remained. Hurd stated she would forward the Youngsville Fire Department Report to the Board when it came in.

Cordeiro stated Staff was familiarizing themselves with the new trash truck. He noted they will continue to install the new wayfinding signage as it came in. Cordeiro stated signage was up at Town Hall, Luddy Park, and 5-Points. He noted the Mitchell Park sign and some wayfinding signage would go up next. Cordeiro stated he wanted to have signage at all incoming routes into town.

A Smith read the Parks and Recreation Department's report.

A summary of the Parks and Recreation Department's activity during the month of October 2020.

- Recreation programs
 - Fall youth baseball
 - The 2020 fall youth baseball season concluded successfully
 - 11 teams participated (up from 9 in the previous year)

- 138 children participated (up from 115 in the previous year)
- Fall adult co-ed softball
 - This season is ongoing, and anticipated to successfully conclude on November 4th
 - Three teams and 54 adults are participating
- Trick-or-treat the trail event
 - Event was successfully held on the evening of Friday, October 30th
 - This was our second year hosting this event
 - Approximately 1,500 people attended
 - 21 vendors and 3 food trucks participated in the event (Up from 10 vendors the previous year)
- Family pumpkin carving event
 - Event was successfully held on the evening of Tuesday, October 20th
 - This was our second year hosting this event
 - 22 people participated (up from 7 last year)
 - All participants carved one pumpkin, enjoyed “spooky snacks,” and took their carving kit home upon the event’s conclusion
- Christmas tree lighting
 - Event planning is underway
 - This event will take place on Friday, December 4th from 4:30pm-7:00pm
 - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00pm
 - Santa has been confirmed for pictures
 - Food trucks (quantity TBD) will be on site to offer food and drinks
- Community partnerships
 - The Youngsville EMS fundraiser golf tournament was a success and that organization looks forward to hosting the event again next fall
- Facilities maintenance / capital improvements
 - A new roof was installed on the concession stand at Luddy Park
 - One pair of new solar lights was installed on the outdoor basketball court at Luddy Park
 - Fence toppers have been donated to the town and ordered by coach Robbie Reagle to be placed around fields 2 and 3
 - Lining of 3 pickleball courts on the outdoor basketball court at Luddy Park will be completed by November 20th
- Personnel
 - The department’s vacant recreation supervisor position was filled by Mr. Holden Hartzog

Klinger read the Planning Department Report.

During the month of October, there were:

- 15 permit applications submitted and issued; 5 for signs, 2 for new homes, 2 for temporary food truck permits, and 6 for other projects.
- 11 certificates of compliance were issued.

- Two illegal signs were identified. They have since been removed.
- One notice of violation was sent for illegal signage at 321 N. Nassau Street. The signs have since been removed.
- Upcoming projects:
 - Wiggins Townhomes rezoning petition from SFR-3 to MU-1 for a parcel on Hicks Road between the parcel owned by Youngsville Academy and the Stephen's Glen subdivision.
 - Public hearing for the road closure petition for portions of Hillsborough Street and Trogden Road.

Klinger noted the Wiggins Townhomes had been pulled temporarily and may be moved to January.

Chief Whitley read the Police Department Report.

Monthly Report
October 2020

Calls for Service

The Youngsville Police Department recorded 351 calls for service during the month of October compared to 350 calls during the same month last year. Of those 351 calls for service, 17 reports were taken, and 120 citations were written. There were no critical incidents this reporting period.

Motor Vehicle Collisions

During October 2020 the Youngsville Police Department investigated 9 motor vehicle collisions as compared to 10 during the same month last year. There were no reported injuries.

Patrol operations

- A traffic monitoring device with reader board was installed at N. Cross Street facing Main Street. The reader board copy displays, "Please Stop Ahead" as motorists approach the intersection. The installation of the device was in response to concerns regarding motorists failing to stop at the intersection. Officers have also monitored the intersection, issued warnings, and taken enforcement action when appropriate for motorist and pedestrian safety.
- The police department received several complaints regarding traffic delays at the intersection of Cross St and Main Street in reference to the left turn signal. Officers monitored the intersection during peak travel times and determined the traffic signal to be working as programmed by NCDOT.
- Youngsville officers recorded the following patrol activities during the month of October:

Citations	124
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Charges	161
Warnings	40
Felony Drugs Charges	1
Misdemeanor Drug Charges	3
DWI	0
DWI Under 21	0
Warrant Services	6
Felony Arrests	3
Misdemeanor Arrests	1
Business Checks	285
Neighborhood Checks	317
Foot Patrols	86
Training Hours	106

Community policing

- The Blood Connection Blood Drive was on October 10, 2020 from 10 am-2 pm at Faith Baptist Church. There were 10 successful blood donations during the event which raised \$100 for Special Olympics. The donation to Special Olympics was based upon a \$10 donation committed by the Blood Connection for each donor.
- The police department’s inaugural Drug Take Back Event was on October 24, 2020 from 1pm-4pm. This event allowed anyone to drop off unwanted, unused and expired medications to the police department for safe disposal. The event was a success with approximately 25 pounds of medication collected to prevent potential unlawful and dangerous diversion. Additionally, we collected approximately 25 pounds of medication through our drop box during the biannual collection period. Both collections were delivered to the SBI on October 27, 2020 for destruction.
- The downtown Trick or Treat took place on October 30, 2020 from 3 pm-6 pm. The event was a success with an estimated three hundred people in attendance. The Youngsville Police Department had a table in front of the community house where we greeted attendees and passed out candy. Officers worked the event to ensure the safety of the attendees.
- The Town of Youngsville’s Trick or Treat the Trail took place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department passed out candy and assisted with games for children. Officers circulated the grounds and took numerous pictures with participants which can be seen on the Youngsville Police Department’s Facebook page. Officers also controlled traffic and assisted pedestrians to ensure the safety of motorists and attendees. Parks and Recreation personnel estimated nearly 1500 people in attendance through ticker tracking of attendees.

Both events were supported by partnerships with Walmart, Food Lion, Family Dollar and Wegmans with candy donations.

Upcoming Events:

- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Departments website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. The nomination period will end on November 2nd at 5:00 PM. The Youngsville Police Department is partnering with The Lemon Tree restaurant to provide a holiday meal for the families.
- We are partnering with Toys for Tots to accept toy donations for the program. A box has been placed in the lobby of Town Hall for donations. Youngsville Town Hall is a designated drop location on Toys for Tots' website during our normal business hours. Furthermore, we are partnering with Family Dollar to have a Fill a Cruiser event for Toys for Tots. The event date is November 14, 2020 from 11:30 am-4:30 pm. Two officers will be present to great donors and assist with the event.

Administrative Training and Activities

- Officer Monzon and Officer Woods completed DCI Module 1 training.
- All officers completed the POPAT.
- Captain Magsi completed NCJA Leadership Institute training and Police Law Institute.
- Sergeant Lemons attended the Emergency Response Conference.
- Sergeant Allen attended Executive Leadership training.

The meeting adjourned at 7:51pm upon a motion made by Commissioner Wiggins, seconded by Commissioner Hedlund, and approved unanimously.