



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

OCTOBER 8, 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 (teleconference), Scott Brame, Larry Wiggins and Joseph Johnson (teleconference). Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrators Erin Klinger (teleconference) and Bob Clark (teleconference), Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen (teleconference), Parks and Recreation Director Andrew Smith, and Public Works Supervisor Randy Smith. Lee Grissom of S Preston Douglas & Associates, LLP was also in attendance.

MOTION: TO APPROVE THE AGENDA

The motion was made by Commissioner Brame and was seconded by Commissioner Wiggins. 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 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 Financial Report. Lee Grissom, S Preston Douglas & Associates, LLP, presented the FYE 2020 Audit Report. Mr. Grissom stated that Youngsville was in good shape overall. There were no issues with Staff and no illegal acts were found. He stated the audit was finished early due to the organization of records.

Mr. Grissom noted there had been a turnover in the Finance Department and Patton-Motluck has a good accounting background. The financial trends are extremely positive.

Mr. Grissom noted that in previous years, there had been two findings. As of this year, there is only one finding due to the size of staff making the segregation of duties difficult.

Mr. Grissom presented graphs pertaining to the audit. The first graph was an analysis of the Fund Balance – Governmental Funds. Total Fund Balance was \$2,600,931 as compared to last year's \$1,867,156. He noted the last two years have shown a significant increase.

The second graph was an analysis of unassigned Fund Balance as a percentage of General Fund Expenditures. Mr. Grissom explained Fund Balance was the money the Town had in reserve as emergency funds. He noted it has increased over the last three years; 2017 was 48.30%, 2018 was 61.81%, 2019 61.98%, and 2020 was 77.30%.

The third graph showed Total Cash across all funds. Mr. Grissom stated the last two years show a significant increase; 2018 was \$1,276,214, 2019 was \$1,911,089, and 2020 was \$2,706,020.

The fourth graph showed Long-Term Debt. Mr. Grissom stated the long-term debt started increasing in FYE 2020, mainly because the Town added \$504,425 in capital lease obligations. He noted the graph shows a positive trend; 2018 was \$880,468, 2019 was \$1,053,211 and 2020 was \$1,377,409.

Mr. Grissom noted Tax Collections were 99.49%, which is inline with most of North Carolina.

Mr. Grissom stated there were no budgeting issues this year, noting the Town stayed under budget by over \$300,000.

Mr. Grissom stated the current ratio, which is the current assets over the current liabilities, was 5.2%. This means the current assets could be divided into current liabilities five times, which is very favorable. Overall, total assets are at \$5.1 million and total liabilities is \$1.7 million, leaving the total net position of \$3.6 million. The Town's net position increased by \$886,049 for FYE 2020. The largest portion of the net position is unrestricted at \$2,019,320 or 56.06%. An additional portion of the Town's net position, \$335,328, represents resources that are subject to external restrictions on how they may be used.

Mr. Grissom stated there was a net increase in fund balance of \$733,775. The General Fund came in under budget close to \$400,000.

Mr. Grissom stated the previous year included two findings. He explained the Town was able to get rid of one. The second finding related to the segregation of duties. Mr. Grissom explained the lack of segregation was due to limited staff and was typical of what you would expect from municipalities of this size. He noted they felt the current staff was

competent and capable. Mr. Grissom stated Cordeiro has done a great job building the finances for the Town. Youngsville is in great shape.

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

- Minutes from the Regular Board Meeting – September 10, 2020
- Parks and Recreation Report
- Planning and Zoning Report
- Police Department Report
- Tax Collector’s Report
- Tax Release – Wayport Inc. - \$63.31 – Value Correction

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Redd 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 the consideration of text amendments to the Youngsville Development Ordinance (YDO) to comply with new NCGS Chapter 160D legislation. Klinger reminded the Board these amendments were required by General Statute. When asked, Cordeiro explained the State had overhauled the statutes relating to zoning with Chapter 160D and the Town was updating their YDO accordingly.

MOTION: APPROVE TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH NEW NCGS CHAPTER 160D LEGISLATION

The motion was made by Commissioner Wiggins 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 to review applications for the ABC Board. Mayor Flowers noted the previous applicant, Ben Rupert, had a substantial background in civil engineering. He felt Mr. Rupert would be better suited to the Planning Board. As such, Mr. Rupert has requested that his application for the ABC Board be withdrawn and submitted to the Planning Board.

Mayor Flowers stated there was an in-town resident, Kirk David, that has applied for one of the vacant ABC Board positions. Mr. David was recommended by Graham Stallings.

MOTION: ACCEPT APPLICATION AND APPOINT KIRK DAVID TO THE ABC BOARD

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

MOTION: ACCEPT APPLICATION AND APPOINT BEN RUPERT TO THE YOUNGSVILLE PLANNING BOARD AS AN ETJ MEMBER

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

The second item under New Business was to consider a Memorandum of Understanding with Dominion Energy supporting natural gas as an alternative fuel. Cordeiro explained the Memorandum of Understanding signals the Town's support of Dominion Energy as an alternate fuel for power. He stated essentially is a commitment from the Town to partner in any reasonable way we can with Dominion Energy to provide natural gas to homes. Cordeiro stated there are other green energies, and the Town will support those as well. He stated this was a way for the Town to commit to them and for Dominion Energy to commit to the Town as well. Cordeiro stated they will be able to assist Youngsville in utilizing natural gas as energy. They are one of the largest producers of natural gas in North Carolina, employing a lot of people. He noted this Memorandum of Understanding also goes hand in hand with Dominion Energy providing infrastructure to the new Public Works facility. It demonstrates their effort to assist Youngsville in providing alternate fuel.

MOTION: APPROVE THE MEMORANDUM OF UNDERSTANDING WITH DOMINION ENERGY SUPPORTING NATURAL GAS AS AN ALTERNATIVE FUEL.

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

The third item under New Business was a Resolution accepting the offer of dedication of streets in the Laurel Oaks Subdivision. Klinger explained she received the request from Holden Development LLC and Town Engineer Robert Graham has inspected the streets in the Laurel Oaks Subdivision. All items noted by Mr. Graham have been repaired by the developer and certified. Klinger stated Staff was recommending approval.

Commissioner Brame asked if taking over the streets included the streetlights. Cordeiro explained the Town partnered with Duke Progress for repairs and explained any problems with streetlights should be reported to Town Hall.

MOTION: ADOPT RESOLUTION ACCEPTING THE OFFER OF DEDICATION OF STREETS – LAUREL OAKS SUBDIVISION

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

The fourth item under New Business was a Resolution of intent to permanently close the northern portion of the 500 block of Hillsboro Street and a portion of Trogden Avenue and set a Public Hearing for December 10, 2020. Klinger explained Youngsville Storage was requesting the closure of a portion of Hillsboro Street and Trogden Avenue in order to expand their existing facility. There have been no concerns expressed about the proposal.

Klinger noted Trogden Avenue was a dirt path. Mayor Flowers asked if this would affect the residents and Klinger stated that it would not. She explained the closure was past all the residences on Hillsboro Street, just after the current entrance to the storage facility.

MOTION: ADOPT RESOLUTION OF INTENT TO PERMANENTLY CLOSE THE NORTHERN PORTION OF THE 500 BLOCK OF HILLSBORO STREET AND A PORTION OF TROGDEN AVENUE AND SET A PUBLIC HEARING FOR DECEMBER 10, 2020

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

The fifth item under New Business was the presentation of Annexation Petition 2020-3 for Hampton Downs, Phase 1B. Hurd explained this petition was for the second portion of duplexes built in the Hampton Downs subdivision. She stated each owner signed their own petition for annexation and the maps, along with the descriptions, are correct and ready to move forward.

The sixth item under New Business was a Resolution directing the Clerk to investigate a Petition received under NCGS 160A-31 – Annexation Petition 2020-3.

MOTION: ADOPT RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER NCGS 160A-31 – ANNEXATION PETITION 2020-3

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

The seventh item under New Business was the presentation of the Certificate of Sufficiency for Annexation Petition 2020-3, Hampton Downs, Phase 1B. Hurd stated that all signatures were present, and the property description was in line with the annexation map.

The eighth item under New Business was a Resolution fixing the date of a Public Hearing on the question of annexation pursuant to NCGS 160A-31 – Annexation Petition 2020-3.

MOTION: ADOPT RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31 – ANNEXATION PETITION 2020-3 – FOR NOVEMBER 5, 2020

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

The next item on the agenda was Reports and Other Business. Mayor Flowers noted the EMS Fundraising Golf Tournament would be held tomorrow.

Mayor Flowers stated he was pleased with how well the planning for both Halloween and Christmas was going. He felt both events would be spectacular this year.

Mayor Flowers stated he appreciated Commissioners Hedlund and Brame, along with the Kiwanis Club, for their efforts to keep Youngsville clean. They gathered over twenty bags of trash. Mayor Flowers stated he still couldn't find a solution to Youngsville's litter problem. He hoped that leading by example would help show people the way.

Cordeiro stated the Main Street Improvements Project is back on track as NC DOT has increased their cash reserves. He explained NC DOT had intended to enter into a deferred agreement with several municipalities but they did have a small amount of funds they can provide for immediate reimbursements which allows us to move forward without having to get into the deferred contracts previously discussed. Cordeiro stated the Town would advertise for construction next week, hold a conference on the 27th of October, and have the final addendums by November 3rd. On November 5th, there will be a question and answer session and bids will be opened by November 12th. Kimley Horne will administrate the process and submit the formal award letter to NC DOT by November 15th for approval. The final contract should be presented to the Board at their January 14th Board Meeting, then a notice to proceed will be issued to the successful firm by January 25th. Construction would start shortly afterwards and take approximately nine months. This project would also include approximately \$800,000 in upgrades by Franklin County Public Utilities. Cordeiro explained the upgrades to the water and sewer lines on Main Street will help prevent the need to dig up the newly paved streets and sidewalks for repairs. He stated business owners will be kept up to date on the progress of construction to help minimize any problems that may affect them.

Cordeiro stated the ABC Board has gone through the upset bid process to sell the property the current ABC Store is located on. The sale was approved at \$395,000, which will net a significant cash flow. He stated the ABC Board intends to open a second location at the Foodlion Plaza, which should increase revenues that come back to the Town. This will allow for improvements in the downtown area and possibly reduce the tax rate. Cordeiro felt the ABC Board was heading in the right direction. He explained they will negotiate a lease with the new owner, so the ABC Store won't have to move immediately. Cordeiro stated the ABC Store is exploring the option of renting at 5-Points Plaza for approximately three to five years. The immediate plan is to open a second location to bring in additional revenues.

Commissioner Redd inquired about the timeframe. Cordeiro explained the ABC Board would open the second location while staying at their current location, then move the current store to 5-Points Plaza. This way, there will be two ABC Stores always open before the current store moves back to the newly developed plaza. He stated the final timeframe was dependent on the developer building on the current site.

Commissioner Redd inquired about the size of the new space and Cordeiro explained they would have more room. The sales floor on the front of the 5-Points Plaza would be approximately the same but the warehouse at the rear would be larger, increasing inventory space by about 1,500 square feet.

Cordeiro stated Shop with a Cop was still happening and noted Chief Whitley would give more details.

Cordeiro stated new wayfinding signs were being installed at Town Hall. He thanked the Public Works Department for getting the signs installed.

Cordeiro noted stairs have been installed at Luddy Park at Field 3. This will improve the safety for attendees that need to get to the lower fields. The first part of the shipment of lights has arrived. The other portion has been held up in customs. Cordeiro stated they should be installed in a couple of weeks. He noted the new gates have also been installed.

Cordeiro stated the Public Works facility has nearly completed the final plans, which will be submitted for review. Construction should start in November or December and be complete in March. Cordeiro thanked Patton-Motluck for her hard work with the Local Government Commission (LGC) to get the financing approved. Financing was approved quickly at the LGC meeting.

Cordeiro reminded the Board the November Board Meeting would be held on November 5th instead of the 12th.

Commissioner Hedlund thanked Mayor Flowers and Commissioner Brame for their help cleaning the roadways. He also thanked the other volunteers that helped.

Mayor Flowers read the Youngsville Fire Department Report.

Town of Youngsville Report- October 2020

Incidents Jan 1- Sept 30, 2020 - 692
Incidents for Same Period 2019 - 818
Percentage Change – -15%

September 2020 Incidents 57

Incidents by type for September 2020:

- (2) Structure Fires
- (6) Outside Fires
- (12) EMS Calls
- (9) Motor Vehicle Accidents
- (1) Hazmat
- (15) Investigation Calls/Canceled/No Emergency
- (12) Automatic Fire Alarm Activations

Agency Updates for September 2020:

- Continuing to operate under COVID-19 restrictions for protection of personnel.
- No issues with response due to COVID-19 currently. Operating at normal capacity in terms of response.

R Smith stated Public Works will use the new garbage truck for bulk waste services in order to familiarize Staff with the equipment and make sure the truck is in good working order. He stated they will install the lighting for the new sign at Town Hall.

A Smith read the Parks and Recreation Monthly Report.

During the month of September, the parks and recreation department:

- Started the 2020 youth fall baseball season
 - Overall, we have 11 teams participating (Up from 9 the previous year)
 - There are 138 kids that are participating (Up from 115 the previous year)
- Created and started the first ever adult co-ed softball league
 - Overall, we have three teams participating
 - There are 54 participants in the league
- Stairs leading down the slope of Field 3 were installed on the first base side
- A pest control company came to spray the entire park for fire ants
- The playground mulch renovation project with the local girl scout troop was completed
- Interviews were conducted to fill the open parks and recreation supervisor position
- We have added another part time volunteer to our staff
- Planning for the 2nd annual Trick or Treat the Trail event
 - The event will take place Friday, October 30th from 5:00-7:30
 - Currently we have 14 confirmed vendors and 2 food truck vendors that will be participating in the event
 - Would love to have up to 20 vendors this year
 - We had 10 vendors last year
 - Activities that will be offered that night include:
 - Candy Booths
 - Costume Contest
 - Scavenger Hunt
 - Monster Mash Dance Party
 - Halloween Storytime with the Mayor (X2)
 - Candy Guessing Games
 - Photo Spots
- Planning for the Christmas Tree Lighting event has begun
 - This event will take place on Friday, December 4th from 4:30-7:00
 - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00
 - Santa has been confirmed for pictures with Santa that night
 - Food trucks will be on site to offer food and drinks
- The 2nd annual family pumpkin carving night will take place on Tuesday, October 20th at 6:00. This event will take place at Luddy Park. Registration is currently open online and at Town Hall

- Upcoming Projects
 - The lights for Luddy Park’s basketball court should be in this month and installed
 - A new roof is going to be put on the concession stand at Luddy Park
 - Fence toppers have been donated and ordered by coach Robbie Reagle to be placed around fields 2 and 3
- Upcoming Programs
 - Find the Bats around town scavenger hunt
 - Family pumpkin carving night
 - Trick or Treat the Trail event
 - Juggling Club
 - November art class (Most likely flowerpot turkeys)
 - Christmas tree lighting event
- Reminders
 - The EMS fundraiser golf tournament will take place on October 9th

Klinger read the Planning and Zoning Monthly Report.

During the month of September, there were:

- 16 permit applications submitted and issued; 7 for new homes, 4 temporary food truck permits, and 5 for other projects.
- 1 certificate of compliance was issued.
- No new illegal signs were identified.
- Upcoming projects:
 - Text amendment modifying the regulations for food trucks.
 - Youngsville Academy rezoning petition from SFR-3 to CIV for a parcel on Hicks Road.

Chief Whitley read the Youngsville Police Department Report.

Calls for Service

The Youngsville Police Department recorded 434 calls for service during the month of September compared to 425 calls in the same month last year. Of those 434 calls for service, 15 reports were taken.

Motor Vehicle Collisions

During September 2020 the Youngsville Police Department investigated 6 motor vehicle collisions as compared to 6 the same month last year. There was one minor injury reported.

Patrol operations

- Officers conducted traffic observation at the 400 block of Camille Circle regarding vehicles failing to stop at the stop sign off Camille Circle and Blue Heron Drive. Three warnings were issued, and two citations were written.
- Officers monitored the intersection of Franklin and Cross for stop sign violations. Seven warnings were issued.

- Youngsville officers conducted a driver's license check point at Youngsville Boulevard and Camille circle on September 21, 2020. The officers issued one citation for Driving While License Revoked and one citation for No Operators License.
- Youngsville officers conducted a license checkpoint at E. Winston Street at N.E. Railroad Street on September 22, 2020 which resulted in the issuance of two citations for No Operators License.

Total proactive patrol operations for September 2020 consisted of the following:

Citations	136
Charges	168
Warnings	51
Felony Drugs Charges	1
Misdemeanor Drug Charges	1
DWI	1
DWI Under 21	0
Warrant Services	5
Felony Arrests	2
Misdemeanor Arrests	2
Business Checks	265
Neighborhood Checks	304
Foot Patrols	124
Training Hours	41.5

Community policing

Upcoming Events:

- The Blood Connection Blood Drive is scheduled for October 10, 2020 from 10 am-2 pm at Faith Baptist Church. Each donor will receive a \$10 gift card and a \$10 donation will be made to Special Olympics for each donation.
- The Drug Take Back Event will be October 24, 2020 from 1pm-4pm. This event will allow anyone to drop off unwanted, unused and expired medications to the police department for safe disposal.
- Downtown Trick or Treat will take place on October 30, 2020 from 3 pm-6 pm. The Youngsville Police Department will have a table in front of the community house to handout candy and enjoy the festivities with our downtown business owners and attendees. Officers will also be working the event to greet the attendees and ensure the overall safety of the event.
- Trick or Treat the Trail will take place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department will have a table on the trail to pass out candy. Officers will also be working the event to ensure the safety of the attendees along the roadway and Trick or Treat Trail.
- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Department's website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. Interested sponsors may also come by the police department to nominate a family.

Administrative Training and Activities

- Officer Jason Steinbrunner completed Field Training Officer course at Wake Tech.
- Sergeant Thomas Allen completed the following training:
 - DCI Module 1
 - Introduction to Interview and Interrogation training
- Administrative Specialist Pippin completed the following training:
 - NCJA Evidence and Property Training
 - Converting to NIBRS: What you need Training
 - GCC: Grant Award Workshop
 - GCC: Grant Writing Workshop

Hurd stated the Christmas Parade Committee needed more volunteers.

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 ENTER INTO CLOSED SESSION TO DISCUSS PERSONNEL, N.C.G.S. 143-318.11 (6)

The motion was made by Commissioner Redd and was seconded by Commissioner Brame. The motion passed unanimously. After a short recess, the Board entered Closed Session at 8:11pm and exited at 8:18pm. No action was taken.

The meeting adjourned at 8:19pm upon a motion made by Commissioner Brame, seconded by Commissioner Redd, and approved unanimously.