



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

SEPTEMBER 10, 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 7:13pm. After a moment of silence for the 9/11 attacks and in appreciation for first responders, Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund, Scott Brame and Joseph Johnson (teleconference). Commissioner Larry Wiggins was not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrators Erin Klinger (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. ABC Board Member Rick Houser was also in attendance.

MOTION: TO APPROVE THE AMENDED 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 two Public Hearings.

The first Public Hearing was to consider text amendments to the Youngsville Development Ordinance (YDO) to comply with the new NCGS Chapter 160D legislation. Mayor Flowers opened the Public Hearing at 7:15pm. Klinger summarized changes, which included standardizing Special Use Permits, designations, and Board appointments. She stated Public Hearings are now referred to as Legislative Hearings. 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 7:18pm.

The second Public Hearing was for an installment financing contract to build a Public Works facility and renovate and refinance Town Hall. Mayor Flowers opened the Public Hearing at 7:18pm. Cordeiro stated there was nothing additional to add over the discussion from last month and the amounts remain the same.

Mayor Flowers opened the floor to comments from the public. Cordeiro polled all teleconference participants. Hurd stated there was no one registered to speak. As there were no comments, Mayor Flowers closed the Public Hearing at 7:19pm.

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.

Margaret Bode, 123 E Franklin Street, thanked the Board for the opportunity to speak. She thanked Cordeiro and the Police Department for their efforts. Mrs. Bode understood the traffic problems in her neighborhood have been brought up before, noting extra stop signs have been installed to help. She explained the need for a permanent change. Mrs. Bode understood speed bumps were not a great solution but felt the addition of lights on the signs, or other signage like that at the Youngsville Elementary School, would be helpful and lessen the burden on the Police Department. Mayor Flowers thanked Mrs. Bode for her comments. He explained that he and Cordeiro have seen the situation firsthand and will follow up soon.

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

The next item on the agenda was the Financial Report. Patton-Motluck stated the audit was complete and the auditors were pleased at how strong the Town finished.

During the month of July, there were:

- 70 checks written and electronic payments made totaling \$234,650.21
- 861 day sheets recorded totaling \$535,894.37
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$176,020.71
 - Town Hall Loan – total balance \$259,209.72
- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been submitted to the LGC for consideration and is expected to be on their October agenda.
 - 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.
- Capital Improvements Plan
 - Public Works Facility and Town Hall Renovations – Site work and design work continues. Construction bids are expected to start soon.
 - Community House kitchen remodel – PO Issued to DS Handyman and Remodeling for \$12,300 – the cost of the stove and refrigerator is TBD.

- Cemetery Fence – PO Issued to Seegars for \$4,974 and we also received a \$500 donation from a community citizen towards the cost.
- Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete
- Luddy Park has two capital projects – a PO issued to AO Services for \$5,250 for stairs and First Light Technologies was issued a PO for \$9,693.00 for basketball court lights.
- Police Department has received a PO for \$5,799.00 to Elan City for two radar speed signs – installed and paid.

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

- Minutes from the Regular Board Meeting – August 13, 2020
- Tax Collector’s Report
- Police Department Report
- Planning and Zoning Report
- Budget Amendment 2021-1
- Budget Amendment Powell Bill 2021-1

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. 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. Mayor Flowers stated that no action would be taken until the October Board Meeting.

The next item on the agenda was New Business. The first item under New Business was to accept the resignation of Samuel Hardwick from the Youngsville ABC Board and appoint a new ABC Board Chairman. Mayor Flowers noted Chairman Hardwick has been a long-time servant of Youngsville as both a Commissioner and Mayor to the Town Board and as an ABC Board Member. Commissioner Hedlund stated Chairman Hardwick has done a great service to the community.

Mayor Flowers accepted Chairman Hardwick’s resignation, with gratitude.

MOTION: APPOINT RICK HOUSER AS NEW ABC BOARD CHAIRMAN

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

The second item under New Business was to amend the FYE 2021 Fee Schedule to set fees for adult softball to \$55 (in-town) and \$75 (out-of-town) per participant, fees for adult outdoor basketball to \$65 (in-town) and \$75 (out-of-town) per participant, and fees for Christmas Parade registration to \$50 (standard) and \$25 (non-profit). Commissioner

Hedlund stated he has received concerns regarding the new Christmas Parade fees. Citizens felt there shouldn't be one at this time. However, he stated that he does support the fees.

MOTION: APPROVE THE AMENDMENT TO THE FYE 2021 FEE SCHEDULE AS PROPOSED

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

The third item under New Business was to consider the approval of an agreement with Datanet AV to procure installation of an audio-visual system for the Town Board's new meeting chamber. Cordeiro stated he used a thorough process to select the vendor. He understood the costs were high but felt this solution will help engage the public in what the Board does for this community. Providing a means, method, and facility to accomplish this is important. Cordeiro explained the space could be used for other meetings and classes. It has been designed so that it can be used for a variety of different uses. He felt this would be an excellent asset to the Town. Cordeiro noted that he had received five bids for the project.

Commissioner Redd inquired if other Boards, such as the Planning Board, would use the facilities as well and Cordeiro stated that was correct. Commissioner Redd stated Cordeiro did a great job and agreed this would be good for the citizens.

MOTION: DIRECT TOWN ADMINISTRATOR TO EXECUTE CONTRACT WITH DATANET AV

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

The fourth item under New Business was to consider approval of an agreement with Sonitrol Integrated Security to procure installation of a security system for Town Hall and the new Public Works facility. Cordeiro explained this would give essential video and access control for Town Hall and the Public Works facility. Employees would use ID cards instead of keys, which is more secure. Cordeiro stated he went through a thorough process and received seven bids.

Commission Redd inquired about service fees and Cordeiro explained there was a \$2,500 a year fee that includes storage of video along with active monitoring. At the end of the contract, the Town will retain ownership of the equipment, noting the equipment was compatible with other companies if the Town was dissatisfied.

MOTION: TO DIRECT THE TOWN ADMINISTRATOR TO EXECUTE THE CONTRACT WITH SONITROL INTEGRATED SECURITY

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 Team Flower Power had won the Kickball Championship, noting that competition was tough. He was excited about how the season turned out and was proud of their team.

Mayor Flowers stated there would be a golf tournament to support EMS at Old Liberty at 10am on October 9th. Registration information could be found on the Town's website.

Cordeiro thanked Patton-Motluck and Hurd for their diligence working with the auditors. He noted they were complete well in advance of their deadline. Audit results should be issued within the next couple of weeks. Cordeiro stated the Town's fund balance grew from 66% to 78% and cash flow is doing well. He felt the Town was able to facilitate and handle the growth coming our way.

Cordeiro congratulated Angela Harris, Franklin County Manager, on her upcoming retirement on November 11th. He thanked her for her service to the community and wished her well.

Cordeiro explained Town Hall was modifying their hours to close at 4:00pm instead of 4:30pm due to several considerations including ensuring overtime was kept to a minimum. He stated there were issues of Staff getting to the bank with the deposits on time. Cordeiro stated the hours can be reevaluated as needed. He noted Staff would still work until 5:00pm but this extra time would give them the ability to complete the end of day procedures in order to get the cash deposited.

Cordeiro stated Staff was considering placing the Christmas Tree next to Benchmark Bank. The Christmas Tree Lighting Ceremony was getting to big for our current location. He appreciated Youngsville Animal Hospital's hospitality over the years. Cordeiro stated this location would allow the Christmas Tree to be better seen.

Cordeiro asked the Board how they felt about having a Christmas Parade this year. He noted Staff has been directed to continue planning but he wanted to get the Board's feedback regarding cancelling the Christmas Parade. Cordeiro stated the Board could reserve the right to change their minds if they receive more information at a later point.

Commissioner Hedlund stated he would not have the volunteers to serve food as the civic organizations, the Kiwanis Club and Woman's Club, were non-existent at this point. When you add in the restrictions on serving food, it became impossible for them to hold a Christmas Tree Lighting Ceremony this year. He stated the Choir would also be unavailable as well. Commissioner Hedlund felt the Town should continue forward with plans for the Christmas Parade.

Commissioner Redd agreed that she would like to move forward with plans for the Christmas Parade. She stated she would like to think people would make smart choices. Commissioner Redd stated she also loved the idea of putting the Christmas Tree where it would be more visible.

Cordeiro stated conversations have been had regarding closing down S College Street between Main and Pine Streets and Oak Street would also be closed. Vendors and food trucks would be invited, and it would help to invigorate local businesses. Santa would be available at Mitchell Park, under the gazebo. Commissioner Redd stated she liked that idea. Cordeiro felt an event like this would help downtown businesses. He explained Christmas music could be played over loudspeakers and participants could help with the caroling. Cordeiro stated there were plenty of things for the committee to work on. Commissioner Hedlund agreed they were outgrowing the Youngsville Animal Hospital location.

Commissioner Brame agreed with continuing the Christmas Parade and improving on the festivities the Town already had.

Commissioner Johnson also agreed with moving forward on the Christmas Parade. He felt the citizens should be allowed to enjoy the holidays. Commissioner Johnson also liked the proposed location for the Christmas Tree, stating it would be seen by more people.

Mayor Flowers noted Youngsville was unique amongst its peers and the Town does things the way they want. He felt that proceeding with the Christmas Parade was paramount and would give people a reason to come to Youngsville and see what we have to offer. Mayor Flowers agreed this would help local, small businesses, noting the Christmas Parade was the biggest day of the year for Youngsville. He stated he trusted our citizens are smart enough that if they don't feel well, they will stay at home. Mayor Flowers didn't think it should ruin it for the rest of the citizens.

Cordeiro stated the Police Department had been working on organizing a National Night Out event, which are planned and funded by private businesses. Nationwide, National Night Out has been cancelled and in unity we will cancel ours as well.

On December 15th, the Police Department will host Shop with a Cop.

Cordeiro stated the Town received approximately \$137,000 of federal assistance through the State for Corona Virus relief. Funds can be used for a variety of purposes, including offsetting Police Department overtime.

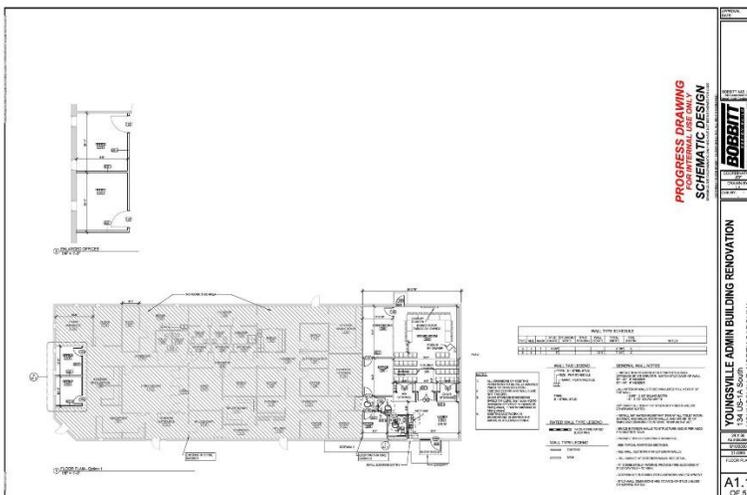
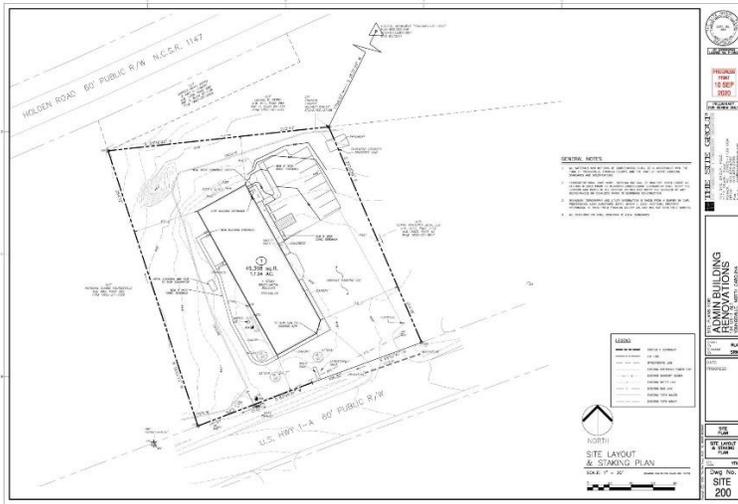
Cordeiro stated the Town was proceeding with purchasing a rear loader garbage truck for the Town to bring solid waste services inhouse soon. The truck cost \$70,000 from a reputable vendor. He stated they were looking to purchase a second unit once a suitable one has been found. Cordeiro stated he was also exploring purchasing roll carts with the Town branding.

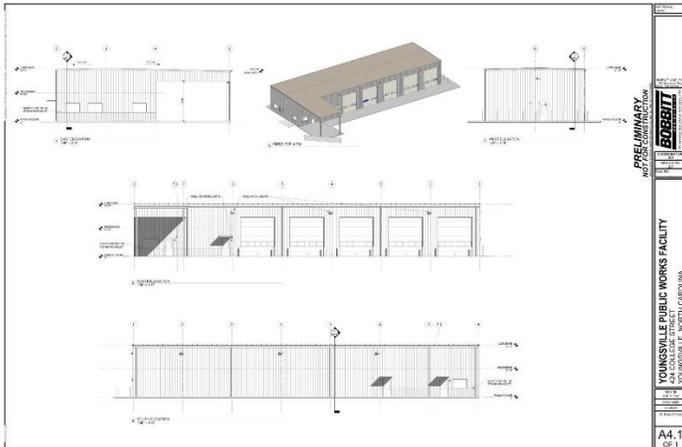
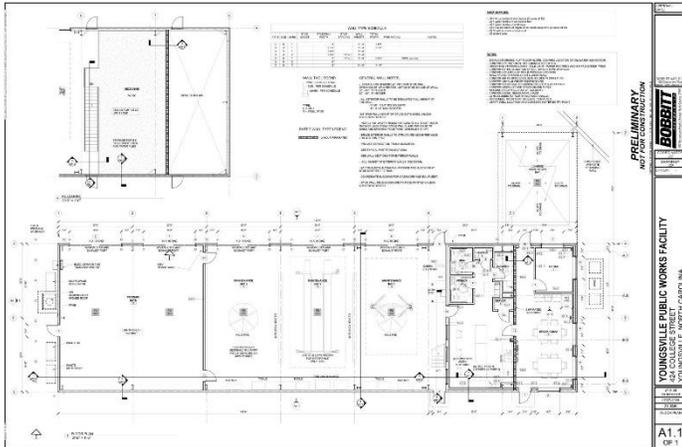
Cordeiro stated the ABC Board had received an offer to purchase their property for \$395,000. The ABC Board will hold a Special Called Hearing on Monday, September 14th to authorize the upset bid process. He stated the ABC Board felt they could lease the current space from the purchaser for a limited amount of time while they move to a location at 5-Points Shopping Plaza. Discussions have also included opening a second location at

the Foodlion Shopping Plaza. Cordeiro stated interviews for the ABC System General Manager would take place next week.

Cordeiro stated the renovation to the Community House kitchen would start on Monday and should be completed within three weeks. Wayfinding signs for Town Hall have come in and are waiting installation. Wayfinding signage for 5-Points, Luddy Park and Mitchell Park are the next to come in. New gates have been installed at Luddy Park and the lights should be installed within the next month. One set of stairs have been installed and the second set will be installed soon.

Cordeiro handed plans to the Board for the new Public Works Facility and Town Hall renovations.





Cordeiro explained the Town Hall renovations included a concrete walkway extended around the building, a new generator, paving and leveling the parking area which will create new spaces, a new entrance near the old rollup door, and an awning. The meeting chambers will include an area for new offices, another door, a communal workspace for four to six employees, and a smaller conference room that can be used for Closed Sessions or training. The meeting chamber will include a “U” shaped table with room for sixteen people. The table will be movable so the area can be used for training. There will be seating for 38, a podium for presenters, TVs for easy viewing, two closets for storage, a wetbar/sink area for refreshments, an ADA accessible restroom and an additional exit will be installed.

As for the Public Works facility, Cordeiro noted there would be an access road from S College Street. The top right of the facility now includes an area to washdown vehicles. The facility will include three maintenance bays, with lifts, and two bays that will be used for storage until needed for future growth. There will be a communal workspace, two restrooms, a shower, server closet, another office in the upper right, and a breakroom that can be used for training as well.

Cordeiro reminded the Board that the November Board Meeting would be held a week early due to scheduling conflicts.

Commissioner Hedlund stated they would host another road clean this Saturday at 10am. They will meet at the Post Office. If there is inclement weather, the event will be cancelled.

Commissioner Hedlund asked for an update on the sidewalk project and the resurfacing of Main Street. Cordeiro felt the two projects should be completed at the same time but it was up to NC DOT since they would pay for the resurfacing. He stated there was no significant updates from CAMPO or NC DOT regarding these projects. Commissioner Hedlund inquired about the funding of the project. Cordeiro explained the Federal Highway Administration (FHA) was paying for a variety of the costs instead of NC DOT, noting NC DOT would benefit from these projects. He stated NC DOT would only pay for the resurfacing of Main Street. Commissioner Brame noted NC DOT did not have enough funds to pay, even with the incoming funds from the FHA. Cordeiro assured the Board the funding from the FHA was still solid, it was the funding from NC DOT that was in question.

Commissioner Hedlund inquired about the proposed truck route and Cordeiro explained it had potential to be completed as development permits. Cordeiro stated this was not something the Town could do on our own, but NC DOT was receptive to an alternate route, or even moving Highway 96. If they moved Highway 96, the Town would then take over maintenance of Main Street. Cordeiro stated he would continue conversations with NC DOT once they get their finances in order.

Klinger read the monthly Planning Report.

During the month of August, there were:

- 16 permit applications submitted and issued; 5 temporary food truck permits, 4 for new homes, 2 for signs, and 5 for other projects.
- 13 certificates of compliance (COCs) were issued.
- Over 14 illegal signs were immediately removed by town staff during focused sign sweeps.
- Four notices of violation (NOVs) were mailed for illegal signs. One was for an off-premise sign near the intersection of US-1 and Holden Road; two were for off-premise signs at the intersection of Cedar Creek and Hicks Roads; and another for an off-premise sign on Tarboro Road. Two of the signs were removed by the business owners. The other two signs were removed by Town staff and invoices have been sent to the companies for the violation.

Klinger noted Youngsville Academy applied for rezoning. They will go before the Planning Board in October and the Town Board in November. Youngsville Storage has requested to close a portion of N Hillsboro Street so they can expand. This will require a Public Hearing.

Klinger stated she was working on text amendments for food trucks that won't be as restrictive.

Klinger stated there are still two vacancies on the Planning Board.

Chief Whitley read the monthly Police Report.

Calls for Service

The Youngsville Police Department recorded 389 calls for service during the month of August compared to 416 calls during the same month last year. Of those 389 calls for service, 16 reports were taken, and 106 citations were written. There were no critical events during this reporting period.

Motor Vehicle Collisions

During August 2020 the Youngsville Police Department investigated 8 motor vehicle collisions compared to 12 during August of last year. There were two incidents of minor injury reported.

Patrol operations

Officers conducted visible patrol in and around the 400 block of Camille Circle regarding vehicles failing to stop at the intersection of Camille Circle and Blue Heron Drive. Additionally, Officers focused patrol efforts at the intersection of N. Cross Street and E. Franklin Street. The focused patrol of these areas was due to numerous citizens' complaints concerning motorists failing to stop at the intersections.

Officers took the following actions in response:

- There were 8 citations and 13 warnings issued at Franklin/Cross during the designated enforcement period.
- There were no enforcement actions at Camille and Blue Heron as there were no violations observed except for one commercial motor vehicle. The officer who observed this violation spoke to the job foreman responsible for area construction and advised him of the violation. There have been no observed violations since the conversation. Officers will utilize additional strategies in the coming weeks to ensure motorists are obeying the traffic control at this intersection.

During this reporting period officers recorded the following activities:

Citations	86
Charges	110
Warnings	45
Felony Drugs Charges	1
Misdemeanor Drug Charges	1
DWI	1
DWI Under 21	0
Warrant Services	0
Felony Arrests	0
Misdemeanor Arrests	1
Business Checks	170

Neighborhood Checks	287
Foot Patrols	69
Training Hours	36

On August 14, 2020 the Youngsville Police Department installed a traffic monitoring device, commonly referred to as a “speed sentry,” on Youngsville Boulevard near Camille Circle. The speed sentry collected data of 25,923 motorists travelling westbound until September 1, 2020.

The data collected included:

SPEED	TOTAL VEHICLES	PERCENTAGE OF SAMPLE
<=25mph	684	2.64%
26-35mph	2,286	8.82%
31-35mph	9,892	38.16%
36-40mph	7,879	30.39%
41-45mph	3,129	12.07%
46-65mph	2,053	7.92%

The maximum speed recorded during this period was 80mph. The average speed was 37mph.

In addition to the placement of the speed sentry, officers conducted high visibility traffic observation at this location with minimum interdiction. The purpose was to have a visible officer presence, which coupled with the speed sentry, should have prompted voluntary motorist’ compliance. This follows YPD’s inform-warn-enforce approach to traffic safety. During the visible observation period, officers did however cite three motorists for gross speeding violations. The citations issued in these incidents were for 65MPH and two for 50MPH in the 35 MPH zone.

Community policing

Upcoming Events:

- There will be a Drug Take Back Event on October 24, 2020 from 1pm-4pm at Town Hall. This event will allow to anyone to drop off unwanted, unused and expired medications for safe disposal.
- YPD is hosting our second annual Shop with a Cop event on December 15, 2020. Please refer to the YPD Facebook page or the Town website for information on how you may sponsor a child in need.

Administrative, Training and OTHER Activities

Officer Strother, Officer Woods, Officer Steinbrunner and Officer Monzon completed Tactical Ops-Taser training at Wake Tech.

Officer Woods and Sergeant Allen completed Desert Snow Training. Desert Snow is a comprehensive three-day course that provides officers with the latest techniques and Constitutionally sound practices to effectively enforce narcotics trafficking on our roadways.

Upcoming Training Next Month:

- Officer Steinbrunner is attending a Field Training Officer course at Wake Tech.
- Administrative Specialist Ashlie Pippin will attend:
 - NCJA Evidence and Property Training
 - Converting to NIBRS: What you need Training
 - GCC: Grant Award Workshop
 - GCC: Grant Writing Workshop

The Youngsville Police Department is piloting its first Police Cadet Program, which will begin mid-November. The goal of this program is to recruit aspiring, inexperienced cadets who will serve in a paid internship position of six weeks prior to BLET. During this pre-academy period the cadets will ride along with senior officers, assist with community events, take part in study sessions to prepare them for the academy, and begin developing the relationships and skills to serve our community as competent law enforcement professionals. Following BLET the cadets must successfully complete a rigorous 21-week field training program. We are actively recruiting for the spring session of BLET which begins January 2021.

Mayor Flowers read the Youngsville Fire Department Report.

September 2020 Report

- Incidents from 8/1/20-9/1/20 - 86
- Incidents from 8/1/19-9/1/19 - 87
- Change in 1 year for same period - 0%

Fire Calls/Service Calls/False Alarms: YTD 2020 486

- Medical Calls: YTD 2020 - 166
- YTD Total Calls 2020 - 652
- YTD Total Calls 2019 for same period - 752
- Change in 1 year for same period – (13%

Updates:

1. YFD continues internal response to the COVID-19 pandemic:
 - a. YFD personnel are required to wear masks whenever they cannot socially distance, anytime that they are in public, and on all incidents.
 - b. Access to the fire station has been restricted to only the personnel working on shift. Volunteers that respond from home are secluded to the bay area.
 - c. Any personnel that have any symptoms of illness or have family members that are sick are placed on leave until the symptoms resolve.
 - d. Franklin County is screening calls and if COVID-19 is suspected, they will not dispatch the fire department to reduce exposures.
 - e. YFD has completed a comprehensive continuity of operations plan for a variety different “worst case scenarios” to ensure continued delivery of service in the Youngsville Fire District.
 - f. Training and meetings have moved to a virtual format for all personnel.

- g. YFD is currently not doing special event participation.
2. YFD participated in a child cancer survivor celebration parade at Faith Baptist Church on August 22. Thanks to YPD for their participation. The child's father is a Durham Police Detective and the law enforcement participation meant a lot to him.
3. Chief Rich is the YFD POC for the Christmas Parade Committee.

A Smith also touched on the signup for the golf tournament for October 9th. He stated it was for a good cause. A Smith stated there would be two golf tournaments next year.

A Smith stated baseball practice would end this week with games starting next week. Uniforms were handed out this week as well. He stated there were enough teams for adult softball and they will start in two weeks. Registration for art class will open on Monday. This year will include pumpkin carving and painting Halloween figurines. A Smith stated they now offer juggling classes, noting the teacher has over thirty years' experience. They will meet once a week at Mitchell Park, then move to Luddy Park basketball courts once it starts getting dark in the evenings.

A Smith stated the cement for the lights went in today and the new gates were installed last week. He explained the gates would be locked at night by the Youngsville Police Department and would be unlocked at sunrise.

R Smith noted the remodel for the Community House would start on Monday. The contractors will gut the kitchen first thing. He stated the entire project should take approximately two and a half weeks. There will also be a small renovation to the bathroom in addition to the previous renovations. They are adding more storage for the metal chairs.

R Smith stated the signage for the Community House has been installed and there are two more signs they will install soon. The landscaping will be updated as well. Once they have finished updating the Cemetery, they will move onto the Mitchell Park. Updates will be made to the landscaping and paint on the gazebo. R Smith stated they hope to have this completed before Christmas so that it can be decorated for the holidays.

R Smith stated he has contacted NC DOT regarding the sign on Youngsville Boulevard, near the curve. He explained they were looking into the ordinances to see what can be done for proper installation and he hoped to hear from them soon.

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

The meeting adjourned at 8:24pm upon a motion made by Commissioner Hedlund, seconded by Commissioner Brame, and approved unanimously.