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MINUTES

JANUARY 10, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, Leelan Woodlief, and Catherine Redd. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Attorney Joseph Olivieri and Police Chief Daren Kirts. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizen’s comments. There were no comments.

The next item on the agenda was the Financial Report. Tatum explained that there were a couple of Budget Amendments that were to bring the financials inline. He stated that there were two that changed the way things were done. There was one from where the money for the cars were purchased and one to amend the budget to show the borrowed money. There was a change in the way transactions were recorded for Governor’s Highway Safety Program Grant. Both the Local Government Commission and our auditors say that we need to record them in a different way. Tatum stated that the Town was doing well with revenue collections and had collected 88% of taxes so far. He stated that the Town was trading water nicely. Mayor Hardwick stated that the financial situation was looking better and Tatum stated that it was a team effort.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of Approval of the minutes from the following Board Meetings: December 13th Show Cause Hearing for a Nuisance Complaint in East Woods of Patterson, December 13th Public Hearing to appeal the need for a Conditional Use Permit by 2 businesses in the Main Street Business District, December 13th Public Hearing concerning changes to the Tree Ordinance 2.11.2 and December 13th Regular Meeting. Also on the Consent Agenda was Budget Amendments #9-13. There were also Tax Releases for John R Hill Jr for 2012 taxes in the amount of \$271.70, James T Moss Jr for 2012 taxes in the amount of \$1,182.08 and James T Moss Jr for 2012 taxes in the amount of \$1,648.28. The last item on the Consent Agenda was to readopt the Flood Damage Prevention Ordinance.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Show Cause Hearing for the Nuisance Complaint at East Woods of Patterson. Mayor Hardwick stated that the hearing was held last month and that the Board has had time to think about the situation. He asked if there were any comments from the Board at this time. Commissioner Stallings stated that he has asked questions about this situation and based on the input of the people that should know, these contractors are in violation of this Ordinance. Commissioner Stallings asked if they would need to get a special permit if they wanted to work on weekends and Mayor Hardwick stated yes. Commissioner Roberts stated that there was nothing wrong with them working on Saturdays. Commissioner Stallings stated that came out as a result of our attorney doing research on this subject. Mayor Hardwick explained that nothing is stated in the current Ordinance about weekend work which means that per the Ordinance, the developers are in violation. Attorney Olivieri stated that as a Board, they need to decide based on the evidence presented last month, if Peachtree Communities provide enough evidence that they were not working on these hours that they weren't supposed to and weren't making nuisance noise. He explained that if the Board was convinced that they did not provide evidence that they were not, and then the Board would have to find them in violation. If the Board felt that they provided enough evidence to say that they weren't working or making nuisance noise during restricted hours, then the Board could find them not in violation of the Ordinance. Attorney Olivieri stated that if there was a violation, then the Board would have to issue them an order to stop violating the Ordinance. If they continue, then the Ordinance does allow actions to physically stop them from violating the Ordinance but he didn't think this would go that far. Attorney Olivieri stated that they would have to file permits in order to be able to do the work on the weekends. Commissioner Redd asked how much the permits were. Tatum stated that it then became cumbersome and complicated to have to issue a permit each week for them to work on that weekend. He asked if the Board had the option to say that we find you in violation but we will let you work certain hours on certain days and Attorney Olivieri stated that the Board could change the Ordinance to allow work on the weekend but needed to be specific about days, hours and holidays. Commissioner Redd asked if the Board wanted to allow work on weekends and holidays and Attorney Olivieri stated another good question would be did the Board want to include both Saturdays and Sundays or did the Board want to restrict hours, etc. Attorney Olivieri stated that even if it is a subcontractor, Peachtree Communities is ultimately responsible for keeping the work done in the time allotted. Mayor Hardwick stated that the Ordinance was old and things have changed. He stated that back in the day no one worked on the weekends. He explained that now, most developments have work going on during the weekends. Attorney Olivieri stated that the hours worked are not the issue here, it's the noise that is created by the contractors that is in violation of the Ordinance. Tatum stated that it was customary for framing crews to work as long as they can since they are working against deadlines and weather restrictions. He stated that most of the houses that are currently out there, were built with Saturday labor. He stated that we need to be considerate of both sides. Tatum stated that he understood that residents didn't want to have flood lights and construction going on at all hours of the night but he felt that we also needed to consider the custom of this industry and how much the Board wants to temper that back so that it is fair to the residents as well as the builders. Commissioner Roberts stated that they were pretty far into the process so it shouldn't be bothering anyone at this time and

Mayor Hardwick stated that it was a growing community and that more houses will be coming in, not only in East Woods of Patterson but also other developments as well. He stated that the Board needed to set the rules now before we are faced with this issue again and again. Commissioner Redd stated that the Ordinance couldn't be changed until next month and Hurd agreed stating that a Public Hearing needed to be held. Commissioner Redd asked that if the Board found them in violation, they wouldn't be able to do any weekend work until the Ordinance was changed and Attorney Olivieri stated that they wouldn't be able to do any work that would create any noise during the weekend. Commissioner Johnson stated that as the Ordinance was written, they were in clear violation of it. He asked how the Board moves forward from here to make it where all parties involved are happy. Commissioner Redd stated that she felt that it was cumbersome to have to fill out an application for each weekend to work. She stated that she agreed that as the Ordinance is written, they are in violation. She stated that she felt that the Board needs to find them in violation and that the Board needs to move forward to change the Ordinance so that we don't have this issue again. She stated that work on Saturdays is fine but maybe give Sundays and Holidays to the residents. Commissioner Redd stated that the hours would be the same on Saturdays as they were on the weekdays. Tatum asked if the Board could amend the Ordinance and Attorney Olivieri stated yes but reminded the Board it was two separate acts. He stated that the Board would have to find them in violation tonight and then have everything ready for the next possible Board Meeting to amend the Ordinance. Tatum asked if during the finding of violation, could the Board still allow Peachtree Communities to work on Saturday during set hours and Attorney Olivieri stated that was something that he might want to talk in a Closed Session about. Commissioner Stallings stated that without going into a Closed Session, he felt that it was hard to tell a contractor that he couldn't work on Saturdays. Commissioner Redd asked if they could find Peachtree Communities in violation and have them fill out permits for the next month and then the Board would have time to change the Ordinance. Commissioner Roberts asked why the Board should find them in violation and Mayor Hardwick explained that they were working on days not allowed in the Ordinance. Commissioner Roberts agreed that the Ordinance should be changed. Mayor Hardwick stated that he felt the Board should make the ruling first then if need be, they could go into Closed Session later on the agenda to discuss this. Commissioner Stallings stated that the contractor mentioned that he didn't know that he was in violation of the Ordinance but Attorney Olivieri stated that it was a published Ordinance and people are found in violation of Ordinances and Laws all the time without knowing they were breaking them. Attorney Olivieri wanted to remind the Board that there were no fines or Police Department involvement. He explained that they were just saying as a Board that Peachtree Communities was in violation of an Ordinance. Mayor Hardwick stated that he had been through there the last three Saturdays and there are guys working. He stated that he had the windows down and it was quiet, with no construction noise. Attorney Olivieri stated that the main complaint seems to have come from when they were erecting the foundation and framing of the houses than from the inside work. Mayor Hardwick agreed but stated that this would happen again as more houses were being built out in that subdivision. Attorney Olivieri stated that he appreciated the Board's desire at recognize this is a long term problem and that Youngsville doesn't want to become a town that tells contractors not to come in and build houses. Mayor Hardwick stated that it was obvious that the Ordinance needed to be updated for the

times. He stated that now the Board needed to make its decision and Attorney Olivieri stated that if the Board does find them in violation, he recommended that the Town Clerk to issue notice. Commissioner Roberts stated that the Board needed to set a date to rework the Ordinance and Mayor Hardwick stated that they would do that in a minute.

MOTION: TO FIND PEACHTREE COMMUNITIES IN VIOLATION OF THE NUISANCE ORDINANCE

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. Commissioner Johnson stated that they were in clear violation of the Ordinance and Commissioner Redd stated that she felt that by the next Board meeting, they should be ready to improve the Ordinance so that they can continue to work on Saturdays. Commissioner Johnson asked if there was an option to go into Closed Session that could maybe let them continue to work until the Ordinance could be updated and Attorney Olivieri stated yes. The motion passed 4 ayes to 1 nay. Commissioner Roberts was the lone negative vote.

The second item under Old Business was a recommendation from the Planning Board for changes to the Tree Ordinance, 2.11.2. Tatum stated that the Planning Board returned the proposed amendment to the Tree Ordinance, 2.11.2, that it not be adopted. Attorney Olivieri stated that the Forestry Service talked to the Planning Board and explained that the language as proposed would be in violation of the laws of the State of North Carolina, specifically stating that municipalities cannot restrict the practice of forestry. He stated that was land that was maintained especially for tree harvesting. He explained that he had looked at other towns Tree Ordinances such as Raleigh and Wake Forest. Attorney Olivieri stated that the goal in those Ordinances was not to say that the property owner can't cut down the trees, which in the one proposed for Youngsville stated that there would need to be a Public Hearing for anyone that wanted to cut down trees on their properties, but to maintain the Town's zoning ideas such as residential tree lined street areas. He stated that for so many square feet of living space, there needed to be so many trees around it but they were not there to protect individual trees. Attorney Olivieri stated that the proposed amendment would have a section that would protect individual trees; it could be in violation of state statute. He also stated that also having a Public Hearing for each time someone wanted to remove a tree that it was cumbersome and in contravention of state law which is why the Planning Board returned an Unfavorable Recommendation. He stated that he understood that the citizen that had brought up the changes to the Ordinance was able to speak about his concerns with runoff and some other issues. The Forestry Service was able to direct him where to go if that continued. Attorney Olivieri stated that he felt the intent was laudable but the framework it would set up would require was cumbersome. He also stated that there were areas in the proposed changes that were not well defined such as "safe tree areas" and who would determine those areas. Commissioner Redd asked if the Planning Board was going to make changes to the Ordinance to make it in line with the Forestry so that we could put something into our Ordinances and Attorney Olivieri stated that there were some questions asked and he directed them to a website that contained other town's Ordinances for them to look at. He stated that they knew the focus that night was specifically on the proposed changes and Commissioner Redd asked if there was going to be any more work done on this in

the future. Attorney Olivieri stated that there might be but there was no formal vote to continue with it. Commissioner Redd stated that she felt there should be as it was obvious that the Ordinances needed to be revamped since there were so many complaints at every meeting about the Ordinances being out of date. She stated that once the immediate problem has been handled, she feels that the Board needs to continue to work on them as they come before the Board and fix them then instead of just leaving it alone after the problem has been answered. Commissioner Redd asked if it was the Planning Board's responsibility and if not, then some of the Commissioners need to take it on and help to fix it. Mayor Hardwick stated that it was the Ordinance Committee's responsibility to bring it to the Board and Commissioner Redd stated that she would be happy to do that. Mayor Hardwick stated that he knew that and like it has been said before, these recommendations can be brought before the Board throughout the year. He stated that if a Commissioner sees something that they feel is out of line, then they need to bring it before the Board for discussion. Tatum stated that one of the problems with it as it was presented was the terminology. He explained that the way it was termed is one of the reasons that the Forestry Service was against it. He stated that it was technical differences that are within the prevue of a whole different profession called Planners. Tatum stated that was something that the Town needed to consider hiring in future plans. He stated that redoing the Ordinances and planning the future is a monumental task for the Board and that a Planner would help. Tatum stated that he just wanted to make sure that the Board was aware of this need for down the road. He explained that someone trained for these things would be essential to help with the different Plans that Youngsville wants to get going. Mayor Hardwick clarified that was something that the Board needed to plan to save up for in the future and asked for a ballpark figure on salary and Tatum stated around \$100,000 for salary and their support. Tatum stated that Creedmoor was like Youngsville is now. He stated that they had had a small Town Hall and had crazy things going on but now they are a wonderful town with a good strong government with a Planning Department. He stated that there was hope for us; it was just going to take a while. Mayor Hardwick stated that their situation was worse than Youngsville's when they got started. Commissioner Stallings stated that they got there by annexation which is something that this Board has not talked about. Tatum stated that they didn't annex a whole lot of area. Mayor Hardwick stated that if we could annex, it would be one thing but towns are not allowed to annex without a whole lot of complications. Tatum stated what he was talking about what that Creedmoor's governmental unit was in the same situation that Youngsville is in now. He stated that they had a lot that needed to be done and hadn't been done then all of a sudden it became important to get it done. Tatum stated that was where Youngsville is now. He stated that they overcame it and we can as well. Attorney Olivieri stated that he felt that there were two ways to change the statutes. First was to get together and go over every single one of them and try to imagine the situations that they refer to as compared to the real world. He stated that he felt this wouldn't do an effective job. However, there are two examples before the Board tonight concerning the Nuisance Ordinance and the Tree Ordinance that have been brought to the Board by citizens as something that is a current issue. He stated that maintaining a list of Ordinances that have been brought before the Board as a current matter that needs to be attended to. He stated that the Nuisance Ordinance seems pretty simple but the Tree Ordinance is more complicated due to all the rules and regulations from the State. He stated with regards to Ordinances, he thinks that the Board needs to

realize that it is going to take more work and research before being able to update it. He stated that if the Town didn't have the resources to pay a Planner or the State for help, and then at least have a committee looking at the website with other Ordinances on them to help work on updating them. He explained that he's just talking about a small group of people getting together to discuss changes until the Town can afford \$100,000 to pay someone to do this for them. Mayor Hardwick stated that this was how most of the Ordinances get done is by copying them from other municipalities of equal size. Attorney Olivieri stated that you also have to keep in mind the wants and needs of Youngsville when you copy these Ordinances so that they reflect what our needs are. Mayor Hardwick stated that the Board needed to make a decision on what they have heard from the Attorney and the Planning Board about the changes to Ordinance 2.11.2 and then the Board can move on from there.

MOTION: TO DENY THE CHANGES TO THE TREE ORDINANCE 2.11.2 AS PRESENTED

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

The third item under Old Business was to continue discussion of the sale of the Water and Sewer System to Franklin County Public Utilities. Mayor Hardwick stated that he still has not received a contract from FCPU. Attorney Olivieri stated that he has received the official Resolution that Franklin County Board of Commissioners has approved the purchase agreement. Since there was one land issue still remaining, Youngsville won't be able to transfer everything but we can move forward with a contract that pays the money and transfers the land that we can and continue to work on resolving the final land issue. He explained that Franklin County Board of Commissioners has directed their Attorney to get that agreement worked out and Mayor Hardwick stated that once we had that agreement, it would be at Town Hall for everyone to see and a Public Hearing would be scheduled.

The next item on the agenda was New Business. The first item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition for Black Swan Drive in East Woods of Patterson. Mayor Hardwick stated that there was no action required at this point.

The second item under New Business was to adopt the Resolution fixing the date of the Public Hearing for the Annexation Petition for Black Swan Drive in East Woods of Patterson for February 14, 2013.

MOTION: TO ADOPT THE RESOLUTION FIXING THE DATE OF THE PUBLIC HEARING FOR THE ANNEXATION PETITION FOR BLACK SWAN DRIVE IN EAST WOODS OF PATTERSON FOR FEBRUARY 14, 2013

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that since there was a need to go into Closed Session, he needed a motion.

MOTION: TO GO INTO CLOSED SESSION

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

When asked what statute that they were using to go into Closed Session, Attorney Olivieri stated that he did not have the statute number in his paperwork. He stated that he did also need to go into Closed Session to discuss the sale of the Water and Sewer System that was covered under Client / Attorney Privileges. Mayor Hardwick stated that he thought that they were going into Closed Session to discuss the Nuisance Ordinance and Attorney Olivieri stated that there were things he needed to discuss with the Board concerning the sale of the Water and Sewer System. Attorney Olivieri apologized that he didn't have the proper statute information to discuss that with the Board at this time and Mayor Hardwick clarified that they would be going into Closed Session only to discuss the sale of the Water and Sewer System.

MOTION: TO WITHDRAW THE PREVIOUS MOTION TO GO INTO CLOSED SESSION

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

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS THE SALE OF THE WATER AND SEWER SYSTEM UNDER THE ATTORNEY / CLIENT PRIVILEGES

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 7:33pm and came out at 7:38pm. Mayor Hardwick stated that there had been a discussion and no action had been taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Commissioner Redd stated that since some issues have been brought up, they did need to work on some items. She stated that she felt that they would be moving forward on Ordinance changes.

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to remind the Board and citizens that there was an upcoming Planning Session on Tuesday, January 15th at 7:00pm at the Youngsville Community House.

Mayor Hardwick stated that at the last meeting, they had discussed the garage that the Town had on SW Railroad Street. He stated that he has looked at it and it is in bad disrepair. He asked what was stored in the building and Hurd stated that she thought that there were some of the bigger items that weren't used often like the snow plow and old Christmas decorations. Mayor Hardwick stated that it was an eyesore that needed to go. He felt that the equipment that was there needed to be stored elsewhere and anything that isn't being used needs to be sold or donated and the building needs to be demolished. Tatum stated that he felt that Town employees should be able to demolish it themselves and that he would check into it. Mayor Hardwick stated that if we expected everyone else to improve their property then we needed to as well.

Tatum wanted to remind the Board that it was time to start thinking about the budget. Mayor Hardwick stated that the Board needed to find ways to keep money as much as possible.

Commissioner Redd stated that she has been working on Community Advancement Committee (CAP) that is basically citizens from the community that will come out and help plan where the Town needs to go. She stated that hopefully they will be able to go over the Ordinances and give ideas on ones that need to be worked on. Commissioner Redd stated that they could help with the research. She stated that she was waiting to get the meetings started until after next week's Planning Session. Commissioner Redd stated that she did create a survey that went out with water bills and she received 63 responses back. She explained that some of the responses were excited and others were disgruntled. Commissioner Redd stated that this town was great and she was really excited to help it move forward. She stated that she thinks this committee will be a huge help and she already has about 10 people sign up for it already and she was hoping for more. She stated that they would use the survey results and the discussion from the Planning Session for their first meeting and try to come up with an agenda of what they want to do and how they can move forward to help the town. Mayor Hardwick stated that some of the responses had a common thread that the Board has mentioned over the years of things that need to be done. Commissioner Redd stated that she felt that now was a great time to get the committee involved before the rush of building comes, before the economy comes back and as the Town rebuilds their finances. Hurd wanted to inform the Board that CAMPO would be at the February Board Meeting to talk about transportation in this area and she explained that she had informed CAMPO about the surveys and the responses about the bypass. Hurd stated that she was informed by CAMPO that it was on the plan but for the 2040 Plan.

Commissioner Stallings wanted to hear from Tatum about the referees and the Parks and Recreation Program. Tatum stated that one thing that he was looking at was that presently the umpires and referees are listed as employees because the auditors a few years back told the Town to put them on the payroll instead of independent contractors.

He stated that the rules have now changed. Tatum explained that the new rules let them be independent contractors and he has informed the auditors of this information. He explained that reduces the operating expenses since the Town won't have to match social security payments or provide worker's compensation insurance on them. Tatum stated that this gets the Town away from the liability from having a lot of employees doing work for the Town. He stated that he was looking at taking them back to being independent contractors and paying them a flat fee. Tatum stated that when they were put on payroll, they received a raise to offset the costs of having social security taken out of their checks. He stated that he was looking into it but has not yet made a decision. He stated that he wanted to run it by the Parks and Recreation Advisory Committee. Commissioner Stallings asked if we were leaning in that direction and Tatum stated that we could do it and he felt that it was something he thought we should do. Commissioner Stallings asked if the Town did that, would the Town generate revenue from the Concession Stand. Tatum stated that was a different set of circumstances. He stated that he has spoken with the Attorney about that. He explained that he felt that the Town should rent the Concession Stand to someone for a certain amount of money and let them run the Concession Stand and be responsible for it. He stated that the Town did not need to be a partner in a business due to the liability. Tatum stated that he has recommended already that the Town not participate in the running of the Concession Stand. Commissioner Stallings stated that he was the Commissioner for the Parks and Recreation Department and he was interested in it and wanted to say that he agreed with Tatum. He stated that he wanted to rest of the Board to hear Tatum's feelings on the matter. Tatum stated that there were better ways to do things so that the Town is less responsible for bad things that happen and prevent liabilities. Tatum stated that he felt this was a problem and he was sorry if it upset anyone. He just felt this was for the betterment of the Town.

Commissioner Stallings wanted to ask Commissioner Redd about planning a spring 5K run to help generate revenues for the Parks and Recreation Department. Commissioner Redd stated that she had been in contact with a member of the Parks and Recreation Advisory Board and they had already started planning the 5K run. She stated that the date and the route have been determined already. Commissioner Redd stated that she had given the Advisory Board all of the information that she had from her experience of putting on a 5K run along with a timeline of events. She stated that they have already started working on it. Mayor Hardwick stated that they are moving along fast with it. Commissioner Stallings asked the Town Attorney what kind of liabilities would be connected with the Town and Commissioner Redd answered that there was a separate kind of insurance that can be purchased for 5K runs. Attorney Olivieri asked if the Town was sponsoring it and Mayor Hardwick stated that the Parks and Recreation Department was. Attorney Olivieri asked if they were their own separate legal entity and Tatum answered that they were comingled. He explained that the Town had a Parks and Recreation Department and that there was also a Parks and Recreation Advisory Committee. He stated that they ran the program but it was hard to distinguish between them and the Town. Mayor Hardwick explained that the Town provided the Parks and Recreation Director and the facilities. Tatum stated that the 5K run needed to be sponsored by the Advisory Committee and Mayor Hardwick stated that he thought that was the plan. Commissioner Redd stated that the Advisory Board will get sponsors to

help pay for the race and the participants will sign a waiver that releases the Town from any liability. Attorney Olivieri stated that as long as the Board that is putting it on has the proper liability insurance it shouldn't affect the Town. He stated that he felt it was the Town's job more to maintain the facilities than it was to sell the hot dogs and run the fundraisers. He stated that it was a question of determining whether it was a Town function or whether it was something that the Town allows to happen as part of the activities as something that is good for the community. Attorney Olivieri stated that was also why he felt that it was better for the Town to have a contractor work the Concession Stand and leave the Town only responsible for the building. He stated that a landlord / tenant situation with everything written out clearly would be the best situation for the Town. Mayor Hardwick stated that he thought that the Advisory Committee was doing this and Attorney Olivieri stated that if they were their own separate entity and a good written agreement on how that situation would work, he felt that it would be perfectly fine. Commissioner Stallings stated that he thought this would be great for the town. Attorney Olivieri stated that the Town will want to have events and increase knowledge of the little league. He felt that promoting these things would also help open the town to the region. He stated that you just want to make sure that these things are done and the Town's liability is held to a minimum.

Commissioner Johnson asked where the Town was on the current ruling concerning the Sweepstakes businesses. Tatum stated that the ones in town limits had shut down for a few days. According to the news, the industry is rewriting the software so that they won't be in violation of the new legislation. He stated that this will probably go back to the Attorney General who will take it to court again. Tatum stated that as of right now, the Sweepstakes businesses are up to date with Youngsville's code.

Attorney Olivieri wanted mention that when the Sweepstakes businesses come up for their Privilege License to be renewed, we may want to talk with them to make sure that they are still within the letter of the law. Tatum agreed and stated that they will need to represent to Town Hall that they are not in violation of State law. Attorney Olivieri stated that we also needed to keep up with the current situation to make sure that if they do become illegal again, that the Town takes action. Mayor Hardwick stated that you could also check with the Attorney General's Office just to be sure when the time comes. Commissioner Johnson stated that there still was not a lobbying body for the Sweepstakes at this point in time. Tatum stated that he felt that there would be someone lobbying for them in the future.

Attorney Olivieri wanted to mention that there were some concerns by Board members on the Nuisance Ordinance violation. He stated that by ruling that there was a violation, there needs to be a notice issued that they were in violation and monitor to make sure that they are in compliance with the Ordinance. He recommended moving quickly to update the Ordinance and Commissioner Redd stated that she and Commissioner Stallings would bring revisions before the Board next month.

Chief Kirts handed out a proposed pay scale that he was requesting the Board to upgrade the Police Department to. He explained that this was based on Franklin County Sheriff's Department. He stated that he wanted to Board to work towards this pay scale

which he felt was reasonable. Chief Kirts explained that it was hard to keep qualified Police Officers with what the Town is paying. He stated that there was a serious liability involved with the Police Department as their jobs have potential to be dangerous. He explained that the Officers have to keep up to date on all of their qualifications and any changes in the laws. He stated that a lot was asked of the Police Officers. Chief Kirts repeated that these figures weren't unreasonable and he has tried to put them into the current Town pay scale as best he could. Mayor Hardwick asked how far apart our current pay scale was to the one that he was presenting. Chief Kirts explained that the numbers that he used were as close to our pay scale as he could find and reminded the Board that our pay scale had been done in July of 2009. He explained that these were pretty much the same numbers that Franklin County used. There was a hiring, minimum, midpoint, maximum, and on merit. Chief Kirts stated that it was something that needed to be looked at. He stated that they have done everything they can as well as getting all of the free items that they can to save money but there is nothing that they can do about the pay scale. He stated that it was something that needed to be looked into in the future budget. Tatum stated that there were two pieces to it. The first is what Chief Kirts wants in the steps in each grade which will go into our pay plan and then he will need to bring recommendations for each position for where that officer is in that grade. Tatum stated that it would also need to be done for the Town employees as well as the Police Department. He stated that this was a starting point and then you would bring forth a comparison of the recommendation and what it was costing now so that the Board can see how much they will need to raise taxes to fund it. Tatum stated that at this point, the only way to fund this is to raise taxes.

The meeting adjourned at 8:00 pm.

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MINUTES

JANUARY 15, 2013

PLANNING SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Planning Session of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Marvin Roberts, Joseph Johnson and Catherine Redd. Commissioner Woodlief was not in attendance. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd and Administrative Assistant Kathryn Tucker. Representatives from the Wake Weekly and the Franklin Times were also present.

Mayor Hardwick wanted to let the citizens know that he appreciated them coming out in bad weather to attend this Planning Session. He explained that this was an open meeting but no decisions could be made, they can only make decisions during Regular Board Meetings. He stated that this was an opportunity for the Board to talk openly and get input from the citizens to help make Youngsville a better place. He stated that he didn't want the Board to just talk about issues then leave here and nothing get done.

The first item on the Agenda was a Discussion of the Immediate Future of Youngsville. Mayor Hardwick explained that he wanted to keep it to a couple of key issues that seemed to be the most important things on the recent surveys that were sent out.

The first item under the Discussion concerned the surveys that had been sent out to the residents of the Youngsville area. Mayor Hardwick stated that the Town had received 67 responses that gave a clue as to what people felt about their community and what was most important to them. Mayor Hardwick stated that they had received a lot of responses on the quality of life in Youngsville. He stated that it was the goal of the Board of Commissioners to maintain that quality of life by maintaining the security and making Youngsville a safe place to live. He stated that the Board wanted to keep the small town feel but was also experiencing growing pains. Mayor Hardwick stated that the people were the best part of Youngsville and that helps to bring more people here. Mayor Hardwick explained that based on the responses; there were five of the most popular topics on the agenda for discussion tonight. He stated that they wanted to come up with ideas to bring to the Board Meeting in February and get the ball rolling.

The second item under the Discussion was about the Town appearance and keeping it clean. Commissioner Redd stated that she wanted to know if there was any way to get the windows fixed on one of the businesses on Main Street. She stated that this has been brought up before and it shows that we aren't taking care of our downtown. She stated that it's been about two years and she also stated that she knew that the Town couldn't force someone to buy a new window. Commissioner Redd stated that we already had

something in the Ordinances about what color awnings businesses could have but yet there was nothing that could make someone repair the holes in their windows. She stated that it was small thing but it was a start as it's been that way for years. Mayor Hardwick stated that when the vandalism happened years ago, everyone was hit by the hard economic times and some of the owners couldn't afford to fix the damage. He explained that there was no Ordinance to force them to replace the windows. He stated that it fell on the owners to replace the windows and want to make a difference. Commissioner Redd asked if the Ordinances could be changed to make people maintain their buildings so that broken windows are replaced and siding isn't falling off. Mayor Hardwick stated that there was an Ordinance that dealt with the safety of the building though he wasn't sure what it stated exactly without having the Ordinances in front of him. Commissioner Redd stated that she would look into it. She stated that she felt there was a need to work on the look of downtown to help draw in more businesses. Mayor Hardwick stated that he agreed and that efforts had been made with the brick sidewalks and awnings but it still gets to a point where it becomes financial. He stated that any new Ordinances that get written don't put hardships on the business owners. He stated that grant money would help if we can get it such as the grants for the awnings. A citizen asked if there was any more grant money or assistance and Mayor Hardwick stated that the Town could look. Mayor Hardwick stated that a lot of the grant money dried up over the years. He stated that the Town was doing a good job of getting as much as we could but then the money went away. When asked if there was any stimulus money left, Mayor Hardwick stated no. He stated that the Town did get stimulus grant money to repair the aging sewer lines. Commissioner Redd explained that there was a program called the NC STEP Program. She explained that they will come in to town and will help to build the downtown area up. She stated that they will be accepting applications in 2014 but there were things that the Town would have to provide and she wasn't sure that we would be able to. Commissioner Redd stated that there was about a 20 page application that included promises that the Town could provide what's needed. The application requires that the Town already have ideas of where you want it to go and it's very overwhelming. She stated that without a Town Administrator it's hard to get the application process going. She stated that there were two different places that the Town could apply to but the application process is very time consuming and overwhelming. Commissioner Redd stated that now that they will be accepting applications in 2014 and she has started the Community Advancement Program (CAP) which is a committee that will meet once a month to discuss how to help the town. She stated that she hopes with their help, the Town can fill out an application next year. She stated that this grant is all about downtown revitalization.

Mayor Hardwick asked if there were any suggestions to the Board about cleaning up and the appearance of Main Street. He stated that the Board will sometimes hear suggestions but mostly in social settings but here is the opportunity to tell the Board. He stated that there were a total of four of these Planning Sessions so that the residents have the opportunity to tell the Board what they want. Commissioner Stallings stated that he wants to hear from Janis Cyrus since she knows what is needed in Youngsville and has contributed to the appearance of downtown. He wanted to hear her thoughts on the situation. Mrs. Cyrus stated that she was here mainly for comments on Community Events but she stated that there had been grant money for the awnings through the Façade

Grants. She stated that they had also painted the murals in town and feels that they make the town look a lot better but have run out of buildings to paint. Mrs. Cyrus stated that she agreed with Commissioner Redd about cleaning up the businesses in downtown. Commissioner Redd asked about the large pots that are on Main Street and Mayor Hardwick stated that was a project that was done by NC State and the DOT that after the plan was approved, they came in with pots that were bigger than originally requested. Hurd stated that the material was different from what was originally approved as well. She explained that instead of the terra cotta pots that the Town thought they were going to get, they ended up with the plastic pots that were only terra cotta in color. Commissioner Redd stated that she understood people could adopt a pot to help maintain them and Mrs. Cyrus stated that the majority of them are gone now. Mayor Hardwick stated that they were starting to break and the maintenance guys had taken them away. He explained that the grant people were supposed to maintain the pots for a three year period but they weren't getting watered enough for the drought that was going on. He stated that the Town employees started to water them but they still didn't survive that first year. Mayor Hardwick stated that he felt that they had chosen the wrong kinds of plants as well as the wrong pots. He stated that he thought they had wanted to put them out closer to the road and Hurd explained that they were supposed to go out on the sidewalks but the pots were four feet on five or six feet sidewalks which left no room for people to walk. She stated that was why they were relocated to the grass beside the buildings. Mayor Hardwick stated that was why some of them ended up near the school since there was no room for them on Main Street. Hurd stated that the Town had the engineer come out and take a look at it but he didn't see anything wrong with the pots on the sidewalks. Commissioner Roberts stated that it was the worst experiment the Town had done and Tucker stated that there were some people that want the pots. Mayor Hardwick stated that it would have been a good idea if it had been done right and Commissioner Redd stated that the landscaping itself was a good idea but it was just a personal preference overall when you take in pots that some people like and some don't as well as red mulch in the flower beds. Mayor Hardwick stated that size was also an issue in the overall appearance. He stated that they were also becoming brittle and the Town is unable to even repaint them at this point. Mrs. Cyrus stated that the Board could give them away if they wanted to get rid of them. Mayor Hardwick stated that it was a good idea.

Barbara Robison asked if the Town could sponsor a "Clean Up Day" and Mayor Hardwick stated that it could be done and was one of the items he wanted to talk about under Community Events. She stated that she knew that there were signs to clean up portions of road and she thought that the Town could identify the areas of town that needed to be cleaned and assigned people to either clean or paint. She stated that it could be advertised and the Board could ask for volunteers. Mayor Hardwick stated that it was a great idea. He stated that he was going to jump forward a bit and stated that it was one of the things under Community Events was to bring more people into downtown. Ms. Robison stated that there were a lot of craftsmen that live in this area and she felt that the Town should get them to help out the community.

Twig Wiggins stated that he would volunteer to help when the date was set up. He stated that he had two issues that he wanted to bring up. First, he wanted to congratulate the

Board for doing this and listening to the citizens, especially since the Board didn't have to. Second, Mr. Wiggins stated that he wanted Youngsville to have a reputation as being "business friendly". He stated that he's heard that Youngsville is not "business friendly" and he wants us to get away from the reputation. He stated that he understood that there were problems with the construction of homes. Mr. Wiggins stated that there were three houses being built in his subdivision that he can't get past the construction sometimes, but its part of the building process. The homes are needed in the subdivisions. The third thing Mr. Wiggins wanted to discuss is that he is now part owner of a new building that's over 100 years old. He wanted the Board and the citizens to give him an idea of what to do with it. He stated the he would love for the Town to have it. Mr. Wiggins stated that he knew the Town didn't have any money right now but if something could be worked out for a long term lease and then he could fix it up for the Town. Mr. Wiggins stated that it would cost about \$300,000 to fix the building, so he was more in tune to listening to the Board first. He stated that the building was a good deal but the repair bill is really high. He hoped that something good could be worked out. Mayor Hardwick stated that Mr. Wiggins was talking about the old Boon Docks building at the light, behind the Police Department and that the building was in a great location.

When Mayor Hardwick asked if there were any more comments about cleaning up the town, Sarah Peters asked if the Mitchell Park was a topic that could be discussed and Mayor Hardwick stated yes. Mrs. Peters stated that she felt that the maintenance of the Mitchell Park was delayed, especially when it comes to mowing the grass, raking the leaves, and repairs on the gazebo. She stated that she had complained a few months ago about broken pickets on the gazebo that had exposed nails which she felt was a hazard. She stated that she no longer took her children to the gazebo for fear they might fall down and get pierced by one of the exposed, rusty nails. Mayor Hardwick stated that they would have to take a look at that since that needs to be repaired. He stated that it was a perfect place to go as it was quite and away from a lot of the traffic in town. Mrs. Peters stated that it has a lot of potential if it was maintained.

A citizen asked about the stone wall that was located by the baseball fields at the Youngsville Elementary School. Mayor Hardwick stated that he thought that was part of the School property and he stated that he wasn't sure if there was anything the Town could do as long as it wasn't falling in the road. Commissioner Redd stated that she had two children there and that she was hoping to work with them to maybe do some landscaping since it was a cute little school. She stated that she was hoping to get a committee to help fix up and beautify the school and the rock wall was one of the things that she hoped they could work on. Commissioner Redd stated that she was not a fan of the LED signs and she knows that the school has been saving to put one up. She stated that she was also working with the PTO to come up with an alternative sign. Commissioner Redd stated that she wasn't against LED signs on Highway #1 but this is a small town and she wants it to look beautiful and keep the small town feel. She stated that she felt it wasn't that hard to go out and change the letters on a sign. She stated that she has been working with the school and hopes that they can get that looking better. Carolyn Palmer asked if the wall was part of the history of the land and school and Mayor Hardwick stated yes, and that may be why they haven't done anything with it yet. Commissioner Redd stated that with the economy the way it is, it probably isn't a priority

to the school but maybe some of the parents can volunteer to help get it down. Mrs. Palmer stated that the old high school was located there and Mayor Hardwick stated that he knew some of the bricks from the old school have been located to other places around the area. He stated that Youngsville Baptist Church had a sign that was made from the old blocks though it has now been replaced.

Janis Cyrus stated wanted to touch back on the Mitchell Park situation and let the Board know that the Town employees had replaced the broken lights. She explained that the Youngsville ECA Club had paid for the supplies and the Town employees had done the work. She stated that the spindles that had been kicked out had already been purchased but not yet put in. Mrs. Cyrus stated that the Youngsville ECA would be pressure washing and painting the gazebo but they had to wait for warmer weather in the spring.

A citizen stated that she felt that what Youngsville lacks can't easily be made up, particularly in the downtown area. She stated that the buildings are a hodgepodge of this and that and there is no uniformity. She stated that there was no way to get that uniformity since some buildings are made out of wood and some are made out of brick. She stated that even with the awnings, there were too many colors. She felt that it was just different when you looked at it compared to Wake Forest. She stated that the pots should have had trees instead of flowers since there wasn't area along the sidewalk for them. Mayor Hardwick stated that the original plants in the pots were trees that did not survive. Another citizen stated that since they weren't consistently watered. Mayor Hardwick stated that he still thought that it was a good idea and has seen other communities that have done the same thing as Youngsville with things like the bricks. He stated that was when the Board first started to work on improving the appearance of downtown. He explained that they had tried to limit the color scheme but let people choose the style that worked best for their building. He explained that there was an application process that the business owner would have to go through and then the grant paid for things like the awnings and paint. Mayor Hardwick stated that they tried to get as many businesses to participate so that there would be some sort of uniformity that would draw the area together. He knew that as growth came in, some buildings would look different. He stated that they could have stated that only one type of building could be built but the Town felt that they wanted to get more businesses to come in sooner and that would be restricting. He stated that building the Shops on Main was a good thing for Youngsville and even though the buildings do look different, they do sort of face away from Main Street. Mayor Hardwick stated that his dream for Main Street would for the buildings to be further back from the sidewalks so that they would have areas for their wares or maybe cafes and the buildings would have the same older style. He stated that was a dream world though. He stated that it takes a business coming in and wanting to be a part and work with the community. He stated that it goes back the individuals that own the businesses that need to be updated to be willing to fix and improve the buildings and make that change. Mayor Hardwick stated that the Town could go in and force them but that takes it back to what Mr. Wiggins said about Youngsville not being business friendly. The citizen stated that wasn't what she meant, she knew what Youngsville had. She just wanted to say that so far they had only talked about cleaning up an area but it's still going to look like the downtown area looks. There's not a whole lot that can be done. Mayor Hardwick stated that it's more community awareness and get the

community to come together and work towards the same thing. He explained that not only to clean it up but build it up and make it look nice; its community and it goes back to what people cherish about Youngsville and that is the people. The people that want to make a difference do come out and do it. He stated that there are people that come out and complain and the Board tries to work on the complaints that they are told about, then other's will tell them that it's not an issue that the Board should be dealing with as there are bigger issues that need their attention. Mayor Hardwick stated that it helps that the people have come out tonight to let the Board know what the issues are that they need to work on. He stated that the Board hears what they are saying and the Board can understand that these are issues that need attention. He stated that now we all needed to work together to get that Community Clean Up Day where everyone works to make downtown a better place and then the Board can start working on the Ordinances so that down the road they can change them to say that if a building is sold and someone wants to repair it, that it has to end up looking a certain way to blend in with the rest of the buildings in downtown, kind of like a theme. He stated that he was all for history but he knew that some things needed to be replaced but he would want them to resemble the old style buildings. He stated that he's seen pictures from the 1900's and would love for Youngsville to look like that again. He stated that there were a lot of things in the community for people to do back then and there was a time when the community came together to celebrate things such as the Centennial Celebration where the men came together in clothes from the 1800's. Mayor Hardwick stated that he would love to see that sense of community come back but he didn't think we would be able to get a lot of citizens to do that anymore. He stated that he would like to find a way to bring everyone out to do that kind of thing.

Dominique Brown, a member of the Youngsville Parks and Recreation Advisory Board, stated that she wasn't from here but one of the things that made Youngsville so important to her family was the Parks and Rec. She stated that if you got the kids involved, the parents will come. She stated that there were good schools here and she loved the community feel of Youngsville. She stated that people in the communities surrounding Youngsville don't even know where downtown Youngsville is. Mrs. Brown stated that there needed to be more communication. She stated that she knew the people loved the Parks and Rec Department because sometimes there were more children than room on teams. She stated that kids wanted to play and parents want them here but they need more space and communicate more and better with our neighbors. There are a lot of small developments around the Youngsville area and they are building again. Mrs. Brown wanted to mention that when Long Mill Elementary School was built, the principal went door to door in all of the subdivisions to introduce himself to the parents of possible students. She stated that the parents really appreciated that; it was a big thing that made you want to have your children in that school. She stated that the Board needed to hit every area, every school and let people know that Youngsville is here. Mrs. Brown stated that the Christmas Parade was wonderful, the kids loved it. She stated that after the parade, it was a ghost town after everyone left. She stated that the Board needed to find a way to keep the people here. Mrs. Brown stated that the Parks and Rec Department would be doing a 5K Run and that would help to get people to stay here. She explained that the 5K Run would be on opening day of baseball season. Mayor Hardwick stated that the Luddy Park is always packed during the summer due to the baseball

season. He stated that he too felt like the Parks and Rec Department was one of the most important things about Youngsville. He stated that one of the best parts of his job as Mayor is the planning for the children. Mayor Hardwick stated that if you make it good for the parents and the children as they grow up, then they will want to stay in Youngsville as adults. He stated that the vast majority of the children in Parks and Rec do not live inside of city limits. He stated that it was important to get families involved. He stated that people from other cities bring their children here to play because it's a great place to play and the kids love everyone in it. Mayor Hardwick stated that he's mention many times that when events such as the Mudrun, he wanted people to stay in Youngsville once the event was over. He stated that he also wanted parents to come back to Youngsville and stay after taking their children to Hill Ridge Farms. Mayor Hardwick stated that it goes back to the traffic. He stated that it makes it harder for businesses and we need to get the truck traffic off of Main Street. He stated that is why he is always pushing for the bypass. Mayor Hardwick stated that he felt if we could get the traffic off of Main Street then people would want to come here. He stated that we have some great businesses in this town and people do stop but we need them to stop more. He stated that when they stop for businesses they may decide to want to look at houses in the area and become a part of this community. Mayor Hardwick stated that he appreciated the work that Mrs. Brown was doing with the Parks and Rec Department and Commissioner Redd agreed. Commissioner Redd asked if the Parks and Rec Department charged different rates for those that live inside and outside of town limits. Andy McGhee, Parks and Recreation Director, stated that they have recently started to charge \$10.00 more for children that live outside of town limits. Commissioner Redd asked if that helped to get more money. She stated that people still wanted to come and it was a great program. Mr. McGhee stated that the spring season would tell them how much of a difference that it would make. Commissioner Redd asked if it was in line with other communities and Mr. McGhee stated that Youngsville was still less than other communities like Wake Forest. He stated that this was in line with what most of the people in Franklin County were doing. Commissioner Redd stated that agreed with Mrs. Brown about the neighborhoods outside of Youngsville. She stated that she feels like that people don't feel like they are a part of Youngsville since they live outside of the town limits but she feels like they are. Commissioner Redd asked Mrs. Brown if she had any ideas on how to get them to come into Youngsville. She stated that she didn't think the Board would be able to go door to door at any point but she wanted to know if there were other ways to get the word out to the Youngsville communities. Mrs. Brown stated that passing information out to the schools was one way. Another way was social media such as Facebook. Mayor Hardwick stated that social media did help to get the word out. Mrs. Brown stated that the Parks and Rec Facebook page has had hits from several area businesses. She stated that the problem with the people that live in the area is that they think where Wake Forest ends so does all of the other things. Mrs. Brown stated that there are so many communities and that word of mouth at HOA meetings would help. She stated that getting the local businesses involved because it would help them increase their business. Mayor Hardwick wanted to touch on the subject of social media by mentioning that a lot of people have someone in the household that is in the social media community. If you get that one person linking to that Town and Parks and Rec Facebook page, then that opens up that information to everyone they are friends with. He stated that it helped to spread the word about what is happening in our community. Mayor Hardwick stated that

when he said “our community” he didn’t mean just inside of town limits, which the Board is responsible for, but the neighborhoods outside of town limits as well. He stated that this area is the gateway to Franklin County and this is where the majority of the growth has been happening. He stated that was why people were living here. A Citizen stated that she was not a proponent of social media. She stated that there was one thing that Mrs. Brown mentioned was attending meetings and doing things face to face which is what she prefers. She stated that people are bombarded by social media on Facebook and emails. She stated that flyers to the residents to come to a meeting could be the base contact then add social media but the Town shouldn’t rely solely on social media. She stated that social media serves a purpose but that is not how she wants to do business. Commissioner Redd asked if there was a list of all of the subdivisions in the Youngsville area and Tucker stated that she thought there was one online. Commissioner Redd stated that she would try to send information to the HOA presidents or go to the meetings herself. She explained that she would put together a flyer or information packet that contained the information for Youngsville including the social media links. Mayor Hardwick stated that the Town webpage had links for the Parks and Rec, YABA and other organizations as well. He stated that all of the meetings are on the webpage already along with the agendas and minutes so that people are aware of what’s going on in Youngsville.

The third item under the Discussion was for Business Development and Growth. Mayor Hardwick stated that he felt that everyone was all for that. He stated that it was still about community awareness, letting people know what we have and making the town look better. He stated that YABA has done a wonderful job that was appreciated. He stated that they do a lot of social events and raise money for different projects. One of their main events was the Fall Festival and that was an excellent time to promote this community.

Commissioner Stallings wanted to mention something before we left the topic of clean up and town appearance. He asked if there was something that needed to be done now, should a date be set. Mayor Hardwick stated that since no action could be taken at the Planning Session, he stated that at the next meeting a date could be set and maybe set up a committee to work on it. Commissioner Stallings wanted to make one more reference about the town appearance. He stated that one of the worst sites in this town is the National Guard building. He stated that the roof looked like it was going to fall in. He wanted to challenge the media to write an article and send it to the right people that he felt the roof could be replaced. He stated that the building behind it was also bad. Carolyn Palmer asked about Woodlief’s Supply. A citizen stated that a lot of things downtown was kept neat even though they are old but there is some stuff that looks like hoarders. Mayor Hardwick stated that the question was can the Board write some ordinance to make them clean it up on the inside. He stated that some of the issues might deal with the cash flow and that the businesses might not be able to clean it up. The citizen stated that if the cash flow was the problem that maybe the Board should point out what looks “trashy” and have volunteers clean up someone’s property for them. Commissioner Redd stated that would be best because if the Town had to do it, then they would have to fine the property owners the cost and the property owners probably don’t have the money to pay those fines. She explained that the Town would have to be the

one that would pay to do something like take down a building and such and the Town can't afford to do that. Commissioner Redd stated that she didn't know how to proceed with something like that. The citizen responded that volunteers could do the work and Mayor Hardwick stated that it would still be on the property owner to let someone come in and do the work. The Town could not force them to let volunteers on their property to do maintenance. When asked if there was a liability issue, Mayor Hardwick stated that he wasn't sure, he would need to look into it. Terry Phillips wanted to mention that the building across the street was being fixed by someone that the owner had contracted with. She explained that this guy was a woodworker and she felt that their plans were to fix the building up and then sell it. Ms. Phillips also wanted to mention that people actually have to help instead of just talk about it. She stated that she had cleaned up and was in the process of repainting the porch at Woodlief's Supply. Ms. Phillips stated that a lot of people were complaining and stating what needs to be done but aren't willing to volunteer to fix the problems. Mayor Hardwick stated that was similar to the situation at the Boondocks building. He explained that it had set empty and ugly for a long time but finally someone has purchased that property and something is happening over there. Ms. Phillips stated that we were still in the recession and a lot of people didn't have the money or time but there are volunteers that have the capacity to purchase the supplies and donate their time. Mayor Hardwick stated that there were a lot of businesses that were on limited budgets but he was concerned about putting a hardship on the business if the Town were to tell them to clean it up and fine them if they didn't. He stated that if there were grants that were out there to help would be great but the last few years, grants have been hard to come by. A citizen wanted to mention that they had noticed that a lot of work had been done on the porch at Woodlief's Supply. Carolyn Palmer wanted to mention that the window there had been broken for years and she did have sympathy for the owner. She stated that if you have a business you should take pride in the appearance of the business and do the necessary upkeep. She stated that the owner knows it's an eyesore and what needs to be done but no improvements had been made. Commissioner Redd stated that she had seen people walking through with flashlights but she didn't know if he had reopened or if it was just the owners cleaning or going through things until she picked him up for a ride and he told her that he was just cleaning up in there. She stated that there were some great things in there that were very old and had to do with the history of Youngsville. She stated that he didn't know what to do with some of it and didn't want to get rid of others so he's just rearranging things at this point. Commissioner Redd stated that she had seen an ambulance at the home of one of the owners and she knew that the family consisted of elderly ladies along with Mr. Dement and they had not only money issues but health problems as well. She stated that the family wasn't ready to sell the store yet but they weren't sure where to go from here. Mayor Hardwick stated that the Town tried to be as understanding as possible. He stated that it was wrong to say that they were not business friendly when the Town has tried to work with businesses that need help over the years. Mrs. Palmer stated that she felt that it was time to make them clean up so that other businesses would want to come into town. She felt that if the buildings were left as they are, new businesses would not want to come into that kind of atmosphere. She stated that Youngsville needed a bowling alley and a movie theater as well as new eateries. Mrs. Palmer stated that the appearance of downtown as it is may be a deterrent to visitors not wanting to come back. She stated that it was time to stop making excuses and do what we have to do. Mayor Hardwick

stated that was why he wanted to get together with the residents to find out how they felt on these topics. Mrs. Brown stated that where she grew up in Boston, there was the option of getting community service points for school age children to volunteer to help with cleaning up the town. She stated that organizations like the Girls Scouts, who meet at the Girls Scout Hut on Main Street, might be willing to assist in projects as well. Mayor Hardwick stated that the Kiwanis Key Club might also be interested in helping too. Commissioner Redd asked who would be in charge of starting that. She stated that she felt that was part of the problem; there were quite a few clubs such as YABA, BABY, Kiwanis Club, ECA Club, etc. and no one knows who's in the other clubs. She stated that no one knows whose job it actually is to go ahead and start something like the point system, which she felt was a good idea. Commissioner Redd stated that maybe the principal at the elementary school or one of the local businesses could figure on a reward system or gift certificates. Mrs. Cyrus wanted to see a show of hands of how many people were in any of the clubs that were named. Only about two or three hands went up. She stated that the reason no one knew who was in the clubs or how to get things started was because few people participated. She stated that the groups are doing things such as the ECA Club has done a lot of work at the Mitchell park with the gazebo, benches and the sidewalks as well as putting the mulch down at the children's area at the Luddy Park. Mrs. Cyrus stated that there are only three or four people who participate in these clubs to get all of this work done. Commissioner Redd stated that she wasn't saying that the clubs weren't doing the work and Mrs. Cyrus stated that her point was that not about the work but that the way to get things done was to join and start participating. Mrs. Brown asked how many people had children or grandchildren in the elementary school and about five to seven people raised their hand. She stated that these people showed up tonight because they cared about this town and wanted to make it better. She stated that she felt that people just don't know that they can help because the communication is not there. Mrs. Brown stated that the Board does a great job but they need to get more information out so that others can know what is going on. She stated that it would be good to get a list of organizations to into the packets for the HOA packets and to maybe get a description from each organization to address their purpose. She stated that she had just heard the term BABY today from two places and didn't know what it meant. Mayor Hardwick stated that all of the organizations are in the organizations as well as the Board. Commissioner Redd stated that BABY stood for Building a Better Youngsville and they met after YABA with the purpose to talk about downtown. Mrs. Brown stated that wasn't what she was talking about. A citizen stated that she was a business owner in the industrial park and she wanted to know if there were grants was there a way to get that grant money to businesses that needed it most instead of the ones that just wanted them. Mayor Hardwick stated that when the grants for the awnings were taking place, there was an application process each business had to go through. She stated that she meant what companies needed the money; she stated that she felt the awnings were a gift. Mayor Hardwick stated that the awnings were not a gift; he explained that the awnings were part of the grant that was supposed to be used to fix up the façade of the building, for example repairs to paint or siding as well as getting the new awnings. He stated that he felt that businesses were allowed up to about \$2,500 each but Hurd stated that she thought it was more than that. Hurd stated that not everyone needed the full amount which opened up the funds to help more businesses. Mayor Hardwick stated that they did go through and look at the actual need of the business.

Commissioner Redd asked what year this was done in and Hurd stated that she thought it was around 2005 or 2006. Mayor Hardwick stated that it was around the time that Hidden Lake subdivision was being built because they had donated money to help with the grant. He stated that all of that went towards businesses on Main Street. The citizen asked again if there was some way to tell if a business needed it as compared to just wanting it. Mayor Hardwick stated that they came before the Board and the Board made the decision as to who go it. He stated that not everyone applied for it, some of the business owners paid for the repairs themselves. Mayor Hardwick stated that if the Town got any grant money, there were stipulations that the Town would have to follow. He stated that the money wouldn't just be handed out randomly; it would be given to where it is needed most. He stated that the Board would have to follow the procedures outline by the issuer of the grant money. Mayor Hardwick stated that NC State will do grants often and they tell their grantees exactly what the money can and cannot be spent on. Mayor Hardwick stated that the Town will go after grants as they become available. He stated that the Police Department has been getting grants recently that help pay for new cars and equipment that they require. He stated that if there become grants available for businesses, the Town would try their best to get them.

Mayor Hardwick wanted to state that the website has most of the committees on there. He stated that the Board's schedule and the Commissioners emails are listed on there as well. Mayor Hardwick stated that he gets emails all the time asking why buildings are unoccupied and since the Town does not own them, we don't have the ability to get them rented out. He stated that some property owners don't want to rent out their vacant buildings because they are using them for storage. Mayor Hardwick stated that he wants to see businesses in these empty buildings. Commissioner Roberts stated that what made this town look bad are the old buildings such as Woodlief's Supply, which is owned by two sisters who are elderly and can't do anything to fix it. He stated that the red building that was being use as storage is owned by a woman in another state that isn't going to do anything to that building. A citizen stated that what she was getting from that conversation is that the vacant buildings were owned by people that don't want to sell them or do anything else with them. Mayor Hardwick stated that the Town cannot force them to sell the property or force them to put a business in a vacant building. He stated that it was also hard to make them fix up a building that is not a hazard to the citizens. Mayor Hardwick stated that he could talk to the business owners, and have in certain cases, but we can't force them. A citizen stated that the Shops on Main couldn't even fill their vacancies and Mayor Hardwick agreed. He stated that he didn't know the reason behind why they were not renting well. Mayor Hardwick stated that it still went back to building up the community so that people want to come here. He agreed that if a building looked bad it may hinder a new business from coming to Youngsville but there are new businesses that are coming. He explained that most of them were only on the outskirts of Youngsville but they were coming for a reason; they are coming here because there are a lot of buyers looking to shop in the area they live in. A citizen asked if there was an incentive that the Town could offer new businesses to come into downtown and Mayor Hardwick stated that he didn't know. He stated that he didn't think that legally the Town could. He also explained that unlike the state, there was not a big cash reserve that allowed the Town to offer money freely without having to raise taxes for all citizens inside of town limits. Commissioner Redd stated that it might be a good idea to put into

the Capital Improvement Plan. She explained that it was a plan for the funds for the Town and it was something that she wanted to start working on. Commissioner Redd stated that this plan was to help budget when and how the Town spent money over the next few years so that you know where all of your money is going. She stated that saving money for something like that would be ideal for the Capital Improvement Plan. Meanwhile, Commissioner Redd stated that we should try working on the ones that we can work on by getting the community to come together to help the business owners. Once the reserves get better then maybe the Town will be able to offer incentives to get more businesses to come to town.

Commissioner Johnson asked if anyone realized that downtown was on the news and a citizen stated that it was the local firearms business. Commissioner Johnson stated that it was a great little segment. He stated that things like that would help to put new eyes on our town. He stated that there was very limited space downtown to be able to put things in. Commissioner Johnson stated that everyone had great ideas for businesses to come to town, everyone wants more restaurants to eat at and we all want to have a choice. Up until four or five years ago before the recession, all of those things were moving in this direction. He stated that the Board's job is to help put things in the right spots. Commissioner Johnson stated that sometimes the public might not agree with the Board's decisions. He explained that they are hard decisions. Commissioner Johnson stated that the Board is talking about ordinances all the time. He stated that it was hard to come by small towns like Youngsville. He stated that his job takes him across the state and he talks to many business owners and places that they want to come to are places like Youngsville. He explained that they felt it was a controlled atmosphere for small town life that they can't get anywhere else. Commissioner Johnson stated that Youngsville is fortunate to offer things that other small towns can't like great schools only two blocks away. He stated that bigger towns and school systems don't have the closeness and familiarity that Youngsville has with their school leaders. Commissioner Johnson stated that the responses to the surveys were all over the place. He explained that that everyone did seem to have in common; they want to be a part of a small town to raise their children in. They want the best for them. He stated that he had the utmost respect for business owners on Main Street like Commissioner Roberts. He stated that he knew it was a hard place to make a living. Commissioner Johnson stated that the Board and the business owners do the best they can. He stated that social media does tie into what the Board does these days, especially in letting people know what they do and what is going on. He explained that the Board can get all of the information out to people but it always comes out to ninety percent of the work gets done by ten percent of the people. Take for instance Parks and Rec. He stated that most of the coaches were there because they had a vested interest since their children were in the league. Commissioner Johnson stated that the biggest difference will be made when we can get the people on the same page. He stated that if anyone had any comments or questions that they could visit him at home and he gave his address.

Mayor Hardwick stated that he felt things were moving in the right direction before the economy sank. There were plans for more than 800 more homes in town but now those projects are gone. Homes that are already built were having a hard time being sold. If the economy had stayed the way it was things in Youngsville would be different. Mayor

Hardwick stated that now the Town needed to move forward and get the community involved. He stated that the Board has some feedback from the citizens and that was why people had showed up tonight; to tell the Board what the citizens want for the future of Youngsville. He stated that people live here for a reason. Mayor Hardwick stated that he respected what the previous generation had done for Youngsville. He explained that Youngsville was a great place to live and that people want to be here. He stated that he understood that after going to work and working around the house that people don't feel like helping out most of the time. But, Mayor Hardwick stated that he felt people will step up if asked.

Mrs. Robison stated that she lived on Fleming Road and knew that the business park behind her had the possibility of growing as well but she wanted to make sure that the Board allowed growth of business but not at the expense of residents. She asked that the Board consider looking at the Zoning Ordinance because the current buffers are too small in her opinion. She just wanted to remind the Board to consider all factors including the residents and not to forget the ones that live in the ETJ and not just focus on the residents inside of town limits.

The fourth item under the Discussion was traffic. Mayor Hardwick asked if there were any comments on areas of major issues. A citizen stated that the intersection of Cedar Creek Road and Tarboro Road needed to have some sort of traffic signal. He stated that it was becoming dangerous. Another citizen stated that where Cottage Court came out onto Highway 96 near Winston Street needed to have officers check on speeders. She stated that you could hear tires squealing as people slowed down to take the turn onto Winston Street. She stated that she was surprised that no one had run into one of those houses. Mayor Hardwick stated that it was a DOT road and that was why the speed limit was 35 MPH. He stated that the Police Department could help with the traffic in that area. Mayor Hardwick stated that he knew the Police Department was doing license checks to help slow down traffic on Highway 96 near his house. He stated that you could also hear the jakebreaking. Mayor Hardwick stated that this was illegal but an officer had to be in area in order to hear it and be able to ticket the truck driver. Mayor Hardwick stated that the bypass would help but that isn't slated until 2040 which won't help this generation of drivers. He stated that he has been begging for it for some time especially since it would make the local road safer. Commissioner Johnson stated that he has been on the CAMPO Board for about a year and a half. He stated that the problem is that Youngsville is between Raleigh and Louisburg. Commissioner Johnson explained that CAMPO has been talking about the High Speed Rail coming and that helping with getting some of the work done but that won't be done for awhile. He stated that there are more pressing issues concerning traffic in the area that isn't being dealt with by CAMPO. Commissioner Johnson explained that sometimes he had to wait through four red lights in order to get his children to school sometimes due to the traffic. He stated that since we aren't in Wake County that we don't have enough citizens that the state will keep up with complaints. Commissioner Johnson stated that Youngsville was pretty far down on the list. He stated that the Board had been updated recently about the second phase of the US #1 Corridor Study that expanded from Park Avenue to the Vance County line. He stated that the wish was to make US #1 a freeway and this would be a fifteen to twenty year process. On the other hand, the High Speed Rail should be here in just a few years.

Commissioner Johnson explained that the High Speed Rail would bring greenways with it if it ever gets started. Commissioner Redd explained that a developer installing a new development was planning to install greenways that would connect to Joyner Park. Commissioner Redd stated that she had looked into getting greenways installed locally but the cost of almost \$725,000 per mile of greenway was too much. She explained that runners and bike riders were scared of the traffic issues. She stated that the Board did need to look at installing more sidewalks. Mayor Hardwick agreed that the Board needed to get a list of places to install them. He stated years ago, a commissioner named Keith Shearin had been working on trying to get grants for a bicycle path. Commissioner Shearin had wanted to get these bicycle paths to connect with the state bicycle route with the Murphy to Manteo Bicycle Trail. He explained that Youngsville's bicycle path would have brought the path in Holden Road and people could go to the Luddy Park, which was undeveloped at that time, as a stopping point on the bicycle trail. Mayor Hardwick stated that there a couple of races that some of the bikers did stop and camp at the Luddy Park since there were no ball fields at the time. Mayor Hardwick stated that Commissioner Shearin decided not to run again and all those plans fell apart. Commissioner Redd asked if the Mayor thought Commissioner Shearin would be willing to help and Mayor Hardwick stated that he would talk to him about it. Mayor Hardwick stated that the Board had been looking at where to put sidewalks for some time. He stated that there was money in the Powell Bill to go ahead and get started on some of them. Commissioner Redd asked the citizens if they had any requests for where to put sidewalks. Mrs. Peters stated that from the corner of US 1A South to the Luddy Park. Mayor Hardwick stated that some of the problems when installing sidewalks are where other things are located. He stated that we had run into those problems when installing the sidewalks further down US 1A South. Mayor Hardwick stated that the developer paid to have it from the Luddy Park to the Patterson Woods Subdivision but the Town had been unable to continue taking the sidewalk to Five Points due to the amount it would cost to fix the problems. Hurd stated that there were ditch issues as well as utilities. Mayor Hardwick stated that we had figured that the parking lots at the school and the Luddy Park would help with some of the distance towards Five Points. Commissioner Redd stated that seemed to be a recurring problem with the ditches, utilities, and ownership. She explained that she had looked to have them installed from Cottage Court all the way south to the Five Points Intersection. Since all sidewalks have to be handicap accessible and with it being a state maintained road the sidewalk would have to have been six feet wide. She stated that then that opened up issues concerning the sidewalk having to go around the light poles that would then place the sidewalk at having to go into someone's yard and the Town would have get an easement or purchase the property from all of the property owners in that area. Mrs. Peters asked if the sidewalk could be put across the street and Mayor Hardwick stated that they had looked at that also and were unable to do that. Mrs. Peters stated that a sidewalk down to a crosswalk at Five Points would get more pedestrians to that area but Commissioner Redd stated that she had investigated crosswalks as well and you can't have one without handicap accessible sidewalks on each side of the street. She stated that meant that the sidewalk would have to be a minimum of five or six feet wide on each side of the street. Mayor Hardwick stated that there was an individual that specialized in handicap accessibility. He stated that gentleman was helping the Town to find areas that need to be updated. Mayor Hardwick stated this gentleman had already tipped over himself on

one area and that he was now going out with the maintenance guys to help find the problem areas. Commissioner Stallings stated that it was talked about since November 10, 2011 and nothing had been done about it since. He stated that at that time there was about \$20,000 in the Powell Bill account at the time and wanted Hurd to verify. Hurd stated that she was unsure of the amount that was in the account as of that date but currently there was around \$90,000 in the account and since the Town received approximately \$35,000 a year, \$20,000 two years ago should be about right. Hurd explained that some of the money needed to be set aside for repairs and emergencies but that left about \$50,000 that can go towards sidewalks. Hurd reminded the Board that when choosing locations to place sidewalks that they needed to take into account the room left to create the sidewalk due to ditches and utility poles. She explained that moving the poles would cost the town a lot of money and due to some ditches the Town would have to encroach on people's property to go on the back side of the ditch. If the Town had to go onto someone's property they would have to buy the land which Mayor Hardwick reminded the Board that the Powell Bill won't pay for. Mayor Hardwick and Hurd also mentioned that there were areas that already had sidewalks installed by the property owner that were not up to code that the Town would have to bring to code if they were to install sidewalks on that area. Mayor Hardwick stated that it was time to stop putting it off and Hurd stated that it would be best to start at places that are easy to have sidewalks installed and then maybe connect them later if we have to. We can work on the harder places at a later point. Hurd explained that anyone putting up a house on a vacant lot would need to install the sidewalk on their property but those lots are few and far between. Commissioner Redd asked who maintains the sidewalk once they are installed and Hurd stated that the Town did. She stated that at this time some places had installed sidewalks in front of their house and they maintained them themselves. Hurd stated for issues such as tree roots breaking up the sidewalk, the Town would be in charge of repairing things like that. Commissioner Redd asked what needed to be done between now and the next meeting and Mayor Hardwick responded that the Board needed to go around town and make a list of places that sidewalks can be installed. Hurd stated that we did need to go ahead and get started because you can only hold Powell Bill money for five years and it was time to start spending it on projects. Mrs. Palmer asked if sidewalks could be installed on North Nassau Street from Main Street down to where the subdivision is. Hurd stated that since that was a state road, the sidewalks would need to be six feet wide and she didn't think that would be possible due to the ditches in the area. Commissioner Redd asked if we could just start in the center of town and work our way out. Mrs. Palmer stated that there was a lot of truck traffic on North Nassau Street. A citizen stated that someone had mentioned earlier about waiting in traffic on the stoplights and she wanted to know if it was the state's responsibility for the lights and turning lanes. She stated that there needed to be turning lanes and to have directional lights. Mayor Hardwick stated that he's tried to get them to fix these issues before. One of the solutions was to make a round-a-bout at Five Points that would be covered in concrete so that the tractor trailer trucks could just drive over them so that they could make the turn. This would have eliminated the stop light. He stated that then they did get the money to update the intersection and there was supposed to be a turn lane at that intersection and he was told that the dropped that due to money. The citizen stated that she felt that there was room for a turn lane on Main Street and that drivers will just go along the side of traffic to make their own turn lane. Mayor Hardwick stated that it was

illegal to pass on the side like that when there is not a valid turn lane. He gave an example of his neighbor almost being hit by someone passing illegally on the side and then being confronted by the guilty party. Mayor Hardwick stated that if the police see someone doing that, there is a possibility of getting a ticket. The citizen asked what it would take to get a turn lane there and Hurd explained that DOT left that extra roadway so that the trucks that need the space to go out wide to make a tight turn would have the room. She explained that it was like that at the stoplight at Highway 96 and Cross Street. She stated that was why they couldn't get a turn lane until the trucks could be pulled off of that route and onto a bypass should we ever get one. Mayor Hardwick stated that the trucks have hit the power poles when making that turn at Five Points. Hurd stated that the trucks have already hit the new Christmas decorations as well. Mayor Hardwick stated that he had talked to Progress Energy about making all of the power lines underground and she explained to him that it was too expensive and that Youngsville wouldn't be able to afford it. The citizen asked if a lead light could be installed for anyone that was turning and Mayor Hardwick stated that he didn't think so since there was not a turning lane. He stated that when they reworked things in that area for the Wilco Hess to be built, they had to move some of the poles and a fire hydrant. Tucker explained that DOT had done a traffic count a few years ago but they had done the count at 10am, which missed most of the morning traffic. A citizen asked if the Town could request another traffic count and Tucker stated probably but we wouldn't be able to dictate what time they came through. Hurd stated that Town employees did their own traffic count and sent them the information that we had gotten with the morning traffic. A citizen asked if they could use one of the electronic counters and Mayor Hardwick stated that he thought they had done both, the electronic counter as well as having guys counting manually. Mayor Hardwick stated that it was amazing how many cars came through especially since the population was about 500 to 600 people. He stated that was only what came through on Main Street. He stated that he knew there were other roads that were as well traveled such as Winston Street. People tend to use that to bypass Main Street sometimes. When asked if the Town could put a "No Through Traffic" sign on that street Mayor Hardwick stated that the Town had lowered the speed limit to try to help with traffic concerns. Mayor Hardwick stated that the Police Department does do license checks to help slow down the traffic as well. Another concern was the traffic on Nassau Street and Mayor Hardwick stated that it was a DOT road that we had no say over. A citizen stated that Winston Street needed sidewalks the whole way down instead of just part of the way.

The sixth item under the Discussion was Community Events. Mayor Hardwick stated that we needed to figure out a way to have more events to get more people downtown. He stated that it was critical and it also helped to get the community involved. He stated that he felt this would make a big impact on our hometown. Mayor Hardwick stated that he felt that this draws everything from tonight together. He stated that there are some events already scheduled such as the Parks and Rec 5K run and a mudrun out on Cedar Creek Road. He stated that there was the Lake Donna Party, Fall Festival, and the Halloween Carnival. He stated that it was a new year and let's make it all work out right. Ms. Phillips stated that she felt that there needed to be more ways to bring people downtown instead of just to the Luddy Park. She stated that there were places like where the Flea Market was to have events since she knew that the owner of Griffin's had said

no to using their parking lot. Mayor Hardwick stated that he would love to see something downtown but traffic was an issue. He stated that he remembered one year there were police officers that had to stop traffic to help people cross the road since there were so many there. He stated that he liked that idea and he wants to get more people downtown. Ms. Phillips asked about the traffic at the Christmas Parade. Mayor Hardwick stated that people complained about the traffic being stopped long enough for the Christmas Parade. He stated that if there was a bypass, we could stop traffic for as long as we want and for things other than the Christmas Parade. He explained that we are only allowed to stop traffic on the state roads for a small amount of time and it's why we move the festivities down to the Armory afterward. A citizen stated that she felt the Lake Donna Party should not be moved back downtown because the aim is to reach more people. She stated that the concept was like Parks and Rec if you get the children then the parents will want to come and participate. She stated that the little area by Griffins was not a great spot for the children to play. She explained to make the Lake Donna Party bigger and better they needed more room. She stated that she would even be into getting a Youngsville Fair going. Mayor Hardwick stated that he agreed especially if you made it a daylong event, people will come downtown for that and stay for other things. Commissioner Redd asked if the music could be in one parking lot and have other events in another parking lot and just spread the event all over Main Street. The citizen stated that there were concerns about all of the concrete around where the children would be playing and Ms. Phillips stated that there was a bouncing play structure at the Lake Donna Party last year that a child fell out of and landed on concrete. She stated that a child can get hurt no matter where the festivities were located at. Ms. Phillips stated that there was a lot of places downtown that could handle an event if it was spread out. Commissioner Redd stated that there were some areas that cornered Main Street and some of the side streets where the road could be blocked off. The citizen stated that was one of the problems was not being able to block off Main Street so that everything would come together. Commissioner Redd stated that people could travel the sidewalks and get the police officers to help with crossings it could be possible. Mayor Hardwick stated that if we could get a bypass going, it would enable the Town to have more events since Main Street could then be blocked off. He stated that we did need to go ahead and plan now on future events so that we can work out the best ways to host them. Mayor Hardwick stated that he would love to see events downtown but right now Luddy Park was the best place for them. He and Commissioner Redd stated that if an event was downtown maybe start at one spot then move the next event to another place further down the road and then another further down the road so that it did extend to the downtown area in different sections. Commissioner Redd stated that she felt the Lake Donna Party should be moved downtown due to the amount of requests that she's heard as well as the Armory not having a "town feel" to it. The citizen stated that another part was to have it inclusive and they found that when it was downtown, it wasn't. They found that when it was moved to the Armory more people came. Mayor Hardwick stated that more children were brought by their parents when it was moved. Andy McGhee stated that there were places for the children to play so that the adults can enjoy the party. Commissioner Redd stated she felt that Lake Donna should focus on the adults and not the children since there were other things for the children to participate in the area. Ms. Phillips stated that the only thing for children to do at the park was the bouncy thing. She stated that she didn't want to reduce the size but maybe find a way for people to float

around downtown to the different areas. Mrs. Brown stated that the 5K run was on April 6th which was Opening Day for the spring baseball season. She explained that it would start off in Franklinton but would end up here. She stated that maybe businesses might want to think about how their businesses look and maybe offer up samples.

Mayor Hardwick wanted to thank everyone for coming out. He stated that the input that the Board had received was good and that the Board will take this to their next level. He invited everyone to come to the regular Board Meetings so that they could follow what the Board was doing with the information received tonight. Mayor Hardwick stated that the next Planning Session would be April 16th, 7:00pm here at the Community House. Hurd stated that any Board member that had taken on a project needed to get it to her approximately the week before the Board meeting so that she can get it on the agenda.

The meeting adjourned at 8:34 pm.

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MINUTES

JANUARY 29, 2013

SPECIAL CALLED MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. In attendance were Commissioners Graham Stallings, Joseph Johnson, and Marvin Roberts. Commissioners Redd and Woodlief were not in attendance. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, and Attorney Joseph Olivieri. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizen's comments. Fletcher Palmer wanted to mention that the Police Department had hired a full time officer when there were part time employees that would want to go to full time. He stated that he thought that the town did not have the money for things like that.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick asked for Closed Session to discuss the purchase of property.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS THE PURCHASE OF PROPERTY

The motion was made by Commissioner Roberts and was seconded by Commissioner Johnson. It passed unanimously. The Board entered Closed Session at 7:01pm and came out at 7:06pm. Mayor Hardwick stated that no action had been taken.

The next item on the agenda was to discuss the purchase of property for an easement. Attorney Olivieri stated that this involved the pump station on SW Railroad Street. He explained that one of the provisions from Franklin County for the sale of the Water and Sewer System was to have a full and clear title of property that any of our pump stations might encroach on. He stated that this would require that the Board vote on the purchase of the property. Attorney Olivieri stated that he has made a deal with the landowner for a price of \$3,000.00. He stated that he still had some title research he needed to complete but it does look like it is clear so far. He explained that this will help move along the sale of the Water and Sewer System. Mayor Hardwick asked if this would come from the Water and Sewer Fund and Attorney Olivieri stated yes. Attorney Olivieri explained that this was one of four problems that we had with our pump stations. He stated that Franklin County had handled two of them and our Board had already fixed one of the problems and this was the last thing that needed to be done.

MOTION: TO PURCHASE THE PROPERTY WHERE THE PUMP STATION ON SW RAILROAD STREET IS LOCATED FROM THE WATER AND SEWER FUNDS IN THE AMOUNT OF \$3,000 DOLLARS

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

Mayor Hardwick stated that he had received a contract from Franklin County regarding the sale of the Water and Sewer System. He requested that the Board call a Special Called Meeting for Monday, February 4th at 7:00pm at the Youngsville Community House. He stated that there would also be a Public Hearing to discuss the contract. Copies of the contract will be on display at Town Hall for anyone who wishes to come by and read over them by tomorrow afternoon.

MOTION: TO HAVE A PUBLIC HEARING ON FEBRUARY 4TH AT 7:00PM AT THE YOUNGVILLE COMMUNITY HOUSE REGARDING THE CONTRACT FOR THE SALE OF THE WATER AND SEWER SYSTEM TO FRANKLIN COUNTY

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

Tatum asked if there was still a question as to if this was a public document yet and Attorney Olivieri stated that he was unsure and needed some time in the morning to find out. Mayor Hardwick agreed stating that was why he had stated it would be late afternoon of the following day before it was available. The representative from the Wake Weekly stated that they had already received a copy as did the representative from the Franklin Times. When asked, the representative from Wake Weekly stated that she had received it after Franklin County Board of Commissioners had voted on it. Attorney Olivieri commented that they had received it before even the representatives of Youngsville.

The meeting adjourned at 7:10 pm.

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MINUTES

FEBRUARY 4, 2013

SPECIAL CALLED MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 7:01 pm, immediately following the Public Hearing. In attendance were Commissioners Graham Stallings, Joseph Johnson, Leelan Woodlief, Catherine Redd, and Marvin Roberts. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, and Attorney Joseph Olivieri. A representative from the Wake Weekly was also present.

The first item on the agenda was citizen's comments. There were no comments

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that there was no reason to go into Closed Session. He asked for a motion to bypass.

MOTION: TO BYPASS CLOSED SESSION

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

The next item on the agenda was to discuss the possible adoption of a contract for the sale of the Water and Sewer System to Franklin County Public Utilities (FCPU). Mayor Hardwick turned the discussion over to Attorney Olivieri to help explain the contract. He stated that the Board has had the opportunity to read over the contract and asked if anyone had any questions. He stated that there were no surprises that he could see. He explained that like any contract, you had to give up something and get something in return. Attorney Olivieri stated that he wanted to go through with the Board what they were giving up and getting in return. He stated that the Town was giving up the control of the Water and Sewer System. He stated that the Town had given up most of its control of the Sewer System a long time ago. He explained that this loss of control of the Water System covers the ability to service its current customers and for any new development. He stated that if this were a situation where the Town controlled its own Water and Sewer Systems with its own water supply and facilities, he would say that we were giving up a lot. As it stands, the Town has to purchase the water from FCPU and it already controls the sewer service. He stated that they already have a great amount of control over our System. Attorney Olivieri stated that it looked like on paper that the Town was giving up a lot but the reality is, we really are not. He explained that if there were a large development that wanted to go into town, the Town would still have to get approval for that from FCPU to make sure that their system could supply the new development with water and sewer.

Attorney Olivieri then wanted to discuss what the Town is getting. He explained that the Town would no longer be responsible for maintaining the water and sewer lines that are under the ground. He stated that this relieved the Town of future costs and liability of maintaining those lines. Attorney Olivieri stated that on pages 22 and 23 the contract went into the section on Development. He explained that FCPU states that they will be solely responsible for providing water and sewer services after the closing date. It also states that from that day on, everything will have to be in compliance with Franklin County's development plans and authority which already exists. Any extensions of services required as a result of a Town Annexation Ordinance shall be at the expense of the Town. Attorney Olivieri wanted to make sure the Board was aware of this. He stated that in reality, any development that wanted to be annexed into Town, the developer would normally install that infrastructure instead of having the Town be the ones to install them. He stated that the only problem that he saw was if there was a small community that was already established wanted to be annexed. Commissioner Redd asked if they would already have services installed anyway and Attorney Olivieri stated that if they were on wells and septic, the Town would be responsible for the installation of the water and sewer lines. Mayor Hardwick stated that FCPU has been installing lines around Franklin County and have done a decent job of getting coverage to the County. Attorney Olivieri stated that on the map, there does seem to be a lot of lines located around the Youngsville area that would help if installation of lines became an issue. Mayor Hardwick stated that the Town really can't annex at this time unless it's a petitioned annexation. He stated that in the future, if there are any annexations that would require this type of installation, there would need to be a serious discussion among the Board before accepting the Annexation Petition. Attorney Olivieri stated that at the end of the day, if you are giving up something that you don't have too much control of anyway and you are getting in return that the Town won't have to struggle to look for money for repairs and upgrades. He stated for example that if the Town had to do a major overhaul of the water and sewer lines, you wouldn't want to have raise the rates so high that people and developments don't want to come to our area.

Attorney Olivieri stated that there was one thing that the Franklin County Attorney wants to add in and that concerns the FCPU's IT support team be allowed access to the data with regards to customers on Youngsville's computer system. He stated that he didn't see any problems with going ahead and approving that tonight. He explained that the two systems are incompatible and this would keep from having someone type all of the customer information into their system. Attorney Olivieri also wanted to mention that the contract states that FCPU will be getting any equipment that goes with the Water and Sewer System; the computers will stay with the Town. He explained that they would stay since the computers are used for other things like billing for garbage and taxes.

Attorney Olivieri stated that was his balance of trade offs for this contract. He stated that looking to the future, the Town would be taking a potential for great costs and getting rid of it. He stated that the Town would just have to continue working with FCPU when it comes to development, as it has done in the past.

Mayor Hardwick wanted to remind the Board that if the Town had to overhaul this system down the road, it wouldn't cost the Town, it would cost the citizens due to the

increases in their water bills. He stated that the citizens can't afford to foot that bill and he felt that needed to be factored into the decision tonight. Mayor Hardwick asked for the thoughts of the Board members. Tatum wanted to mention that the Water and Sewer Systems has a value of roughly \$650,000. This is the depreciated amount that shows up on our books. He stated that the sell price was \$150,000 and would show as a loss on the next year's audit. Tatum explained that he had discussed this with both the Town's auditors and the Local Government Commission and they both said that they understood and felt that it was the right move for Youngsville. He repeated that this would show as a financial loss of half a million dollars but that it would be nothing compared to the costs of an overhaul. He stated that he just wanted to make sure that they were aware of this ahead of time.

Commissioner Johnson asked about the contracts that the Town was involved in with people like Envirolink and Utility Services. Tatum stated that the Town was on a monthly contract with both companies and could end them when the sale was completed. He stated that both companies have been made aware of the sale of the system to FCPU. Attorney Olivieri stated that once the sale was complete, FCPU would take over the water tower and the lot it was located on, the pump stations and the lots they are on. He explained that all maintenance would then belong to FCPU. Commissioner Roberts stated that this would save a lot of expense by doing this.

Commissioner Johnson wanted to know what the guidelines about repairs on water breaks in town would be. He stated that he was concerned what their response time would be. Mayor Hardwick stated that FCPU had indicated to him that they were right on it once they were made aware of any problems. He stated that they might not be as fast as Youngsville since their area was greater. Hurd stated that there had been a leak in her subdivision as she left for work that morning and by lunchtime there was a crew there repairing the leak and they were still there after work that night and stayed until the leak was fixed. She stated that she had been a customer of FCPU for about three years and has never had any problems and the one leak that she had seen had been repaired on the same day. Hurd stated that she felt that their response time would be short since they are located in Youngsville. She explained that they had the same problem that Youngsville has when it concerns water breaks as they have to purchase water from another entity. They need to fix the water breaks as quickly as possible so that their fees to Kerr Lake would not be too expensive.

Commissioner Roberts stated that the Town had been losing money on the Water and Sewer System and Mayor Hardwick agreed.

Commissioner Johnson asked when this would go into effect if it passed tonight and Attorney Olivieri stated that if it was approved, the plan would be to have everything done by February or March meter readings. Hurd stated that when she had spoken with Bryce Mendenhall, the director of FCPU, a couple of weeks ago, he had stated that if the switch happened with February meter readings, the FCPU would take over probably on Monday, February 18th so that they didn't have to take over during a weekend. She explained that if they did take over in February, the Town would read meters on the 15th and would send out the last bills and be the ones responsible for collecting the money

billed to pay any bills left. Hurd explained that if FCPU took over on Monday, Feb 18th and there was a water break on Tuesday, then they would be responsible for repairing it. Mayor Hardwick stated that was the impression that he had as well. Hurd stated that she had talked to Mendenhall before the Town had even received a contract so she wasn't sure what date things will transfer over. Mayor Hardwick stated that based on recent phone calls, they had told him the same thing. Attorney Olivieri stated that there were two parts of this contract. First was the initial approval by both Boards, which the Franklin County Board of Commissioners has approved it and second was the finalizing of the paper work after the Youngsville Board of Commissioners approved it. Once both Boards had approved the contract then there would be some more paper work to be completed and the initial payment of \$75,000. He stated that then there would be a 30 day period in which any other paper work that needs to be done has to be completed and then the balance of \$75,000 would be paid then. Attorney Olivieri stated that the whole deal should be done by mid-March. He stated that he was going to talk to the Franklin County Attorney tomorrow and confirm that if approved tonight, when they can get started with the first steps. Hurd stated that another thing she had spoken with Mendenhall about was getting paperwork and information about how FCPU does their billing and any other information that needed to go out to our customers. She explained that FCPU read meters about the same time of the month that we did, however they did not send out bills until the end of the month. Hurd explained that Youngsville read meters on the 15th of the month, sent bills out no later than the 20th and were due the last working day of the month. FCPU read meters around the 15th of the month, sent bills out by the end of the month and they were not due until the 20th of the following month. She stated that this did give customers more time in which to pay their bills. Hurd stated that Mendenhall was going to work up a flyer to help give the customers as much information as possible to go with the information that the Town would be sending out with their water bills. Attorney Olivieri also wanted to remind the Board that another thing that the residents of Youngsville would be getting was a reduction in their water bill of 10%. Hurd wanted to clarify that was off of the FCPU rates and not the Youngsville rates and Attorney Olivieri stated yes. Hurd wanted to point out that FCPU rates were less per 1,000 gallons than the rates of Youngsville. She explained that they did have higher service fees. Hurd stated that FCPU, like Franklinton and Bunn, charge a service fee for water and a service fee for sewer, so that someone with water and sewer did receive two service fees. She stated that Youngsville was the only local town that only charged one fee regardless of what services you had. Hurd stated that would be more expensive but overall, since the price per 1,000 gallons was cheaper by about \$3.00 it would also help some of the citizens save money. She stated that people with minimum bills may notice a higher bill but the residents that use over approximately 4,000 gallons might see a smaller bill. Mayor Hardwick stated that the rates at FCPU were based on long term contracts for water. He stated that they are renegotiating rates for the future. Hurd stated that the reason behind the 10% discount was to help even the Town's water rates with FCPU's rates. She stated that the time frame of three years would also be about the time that they would have to go up on rates due to increase of expenses. Hurd also wanted to explain that if FCPU went up on their rates, Youngsville would have to as well. She stated that rate increases were passed onto the customers in the amount that FCPU increased which means that increases in their rates wouldn't change anything for the customers since

Youngsville would have to match that increase. Commissioner Roberts stated that this is what we have been working towards for years.

MOTION: TO ADOPT THIS CONTRACT FOR THE SALE OF THE WATER AND SEWER SYSTEM TO FRANKLIN COUNTY PUBLIC UTILITIES

The motion was made by Commissioner Stallings and was seconded by Commissioner Redd. Attorney Olivieri wanted to mention one thing before adoption of the contract. He stated that there would be some corrections that would need to be made in regards to typos and spelling. He also wanted to mention that there might be a few things added so that at the regular Board Meeting on February 14th, the Board might have to adopt any updates that have been made. He stated that at a minimum to approve the contract as written and note that there might be some future changes that may need to be reapproved. Commissioner Stallings added this information to his earlier motion.

MOTION: TO ADOPT THIS CONTRACT FOR THE SALE OF THE WATER AND SEWER SYSTEM TO FRANKLIN COUNTY PUBLIC UTILITIES WITH POSSIBLE CHANGES TO BE ADOPTED AT THE FEBRUARY 14TH REGULAR BOARD MEETING AS WELL AS ANY LOGISTICS RELATED TO THE TRANSFER OF DATA BE NEGOTIATED WITH OUR INTERIM TOWN ADMINISTARTOR AND DIRECTOR OF UTILITIES

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

The next item on the agenda was to adopt Budget Amendment #2013-14. Mayor Hardwick and Tatum explained that this was for the property that the Town purchased last month in regards to a pump station in order to facilitate the sale of the Water and Sewer System to FCPU.

MOTION: TO APPROVE BUDGET AMENDMENT 2013-14

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

The next item on the agenda was to adopt the Resolution to purchase property where the pump station on SW Railroad Street is located from the Water and Sewer Funds in the amount of \$3,000.

MOTION: TO ADOPT THE RESOLUTION TO PURCHASE PROPERTY WHERE THE PUMP STATION ON SW RAILROAD STREET IS LOCATED FROM THE WATER AND SEWER FUNDS IN THE AMOUNT OF \$3,000

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

The meeting adjourned at 7:23pm.

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MINUTES

FEBRUARY 14, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:02pm immediately following the Public Hearings. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, and Catherine Redd. Commissioner Leelan Woodlief was not in attendance. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Attorney Joseph Olivieri and Police Chief Daren Kirts. A representative from Franklin Times was also present.

The first item on the agenda was citizen’s comments. There were no comments.

The next item on the agenda was the Financial Report. Tatum stated that the Town has collected most of the big monies it can expect for this Fiscal Year. He stated that we have already collected 98% of the 2012 tax levy and that is where most of our money comes from. Tatum stated that the average expenses over the last seven months make it look like the Town should be ok through the end of June. He stated that there were two big expenses coming up and they were the replacement of the Community House heating and air conditioning unit and the repair of the garage. Tatum stated that Chief Kirts was helping to get a better price on the quotes that the Town received last year on the replacement unit for the Community House. He stated that we did need to go ahead and replace the unit within the next two months or so. He stated that other than that, we were doing what we needed to do and needed to keep on doing it. Mayor Hardwick stated that the financials looked good.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the January 10th Regular Meeting, January 15th Planning Session, January 29th Special Called Meeting for the purchase of land for easement for the SW Railroad Street Pump Station, the February 4th Public Hearing for the sale of the Water and Sewer System to Franklin County Public Utilities, and the February 4th Special Called Meeting for the sale of the Water and Sewer System to Franklin County Public Utilities.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The only item under Old Business was to continue the discussion of the sale of the Water and Sewer System to Franklin County Public Utilities (FCPU). Mayor Hardwick explained that the contract has been signed and approved by both the Youngsville Board of Commissioners and the Franklin County Board of Commissioners. He stated that the expected change over date was March 15th. Mayor Hardwick explained that all of the work on the property that the attorney has been working on has been taken care of. He stated that now it was just a matter of the changeover. Hurd explained that FCPU employees would ride with our maintenance crew when they read meters the next day to familiarize themselves with the location of the meters and use their GPS system to help with locations. Mayor Hardwick stated that it was getting close and to bear with us on this transfer.

The next item on the agenda was New Business. The first item under New Business was Tara Roberson with Winston, Williams, Creech, and Evans with the Audit Presentation. Mrs. Roberson stated that for the June 30, 2012 audit, the Town received an unqualified opinion, meaning that they did not find any mistakes or errors in the financial statement. She stated that the net assets were listed in the official Audit Report. She explained that the GASB rules helped to put this information in a business like aspect to make it easier to interpret. This is a full accrual basis. Mrs. Roberson stated that the total assets were \$1.5 million which was an increase of roughly \$200,000 over the last year. She explained that this was mainly due to the cash on hand. Mrs. Roberson stated that the total liabilities stayed relatively the same with only about a \$13,000 change over last year. At the end of the year, the Town had capital assets, net of the debt related to those assets, of about \$980,000. Mrs. Roberson stated that revenues were down about \$230,000 from the prior year but that is mainly due to a grant that the Town received in the Water and Sewer Fund in 2011. If you take out the information on the grant monies, the Town actually increased their basic revenues. She stated that the expenses decreased by about \$171,000 for a total decrease in net assets of \$58,000. Mrs. Roberson stated that we were now getting into the governmental funds which are what the Board sees on their monthly financial reports. She explained that this was almost a cash basis. She stated that the largest sources of revenues are the ad valorem taxes which are property taxes and motor vehicle taxes. She explained that the second largest was the "other" taxes which include the local option sales tax and things like that. The third largest was unrestricted which is the franchise tax and revenue from the ABC Board. The fourth largest was restricted which the largest piece of that was the Governor's Highway Safety Patrol Grant. Mrs. Roberson stated that the Town's revenue came in over budget for the year which shows that we were conservative in budgeting for our incoming revenues, which is a good thing. She stated that the Town took in \$1.429 million in revenues. Mrs. Roberson explained that the largest areas of expenditures are public safety, general government and parks and recreation. She stated that the actual expenditures were less than budgeted and came in at \$1.207 million. She explained that some of the reasons it comes out so much less is that some projects that were budgeted for might go into the next budget year, meaning that the whole cost won't show on this year's audit. Mrs. Roberson explained that the largest difference between the budget and where we came in was the general government, which has a roughly \$55,000 contingency that the Town ended up not needing which makes up about 50% of that difference. Mrs. Roberson stated that the fund balance for the General Fund has a reserve by state statute of

\$226,715 which is essential short term payable and expendables. This money is allotted for those payments and therefore is not spendable until it is converted to cash. The Powell Bill program has a fund balance of \$54,000 and is reserved for street maintenance only. She stated that the unassigned fund balance is \$176,000. Mrs. Roberson explained that when you look at the fund balance as a percentage, she would like to commend the Town for improving their fund balance from a negative 1% in 2011 to a positive 17% in 2012 of our total expenditures. Mrs. Roberson suggested that the Town continue working on that as it is always good to have money in reserve in case something happens. She explained that the state average was for communities the size of Youngsville is 64.8%. She stated that we were not there yet but were improving. She stated that the state average for all municipalities of any size was 39.64% because the larger the municipality the smaller their fund balance was due to capital projects. Mrs. Roberson stated that they highly recommend to their clients a fund balance policy which is essentially a way for the Board to say that they will not spend a certain percentage of the fund balance so that it will be on hand when needed. She stated that their recommendation was 30% but she knew that the Town was not yet capable of that at this point. She stated that it was something that the Town could build upon as they continue to improve their situation. Mrs. Roberson explained that state requires 8% and if it gets below that, notifications will be sent out. Mayor Hardwick stated that he has received them in the past. She stated that in 2012, the Town was doing good and above the state average. Mrs. Roberson stated that as the Town continues to build up the fund balance they can also build up a fund balance policy appropriate to what the Town can afford, increasing it each year as the fund balance becomes more stabilized. Mrs. Roberson stated that the proprietary revenues were the Water and Sewer System. She explained that for 2012 almost all of the incoming revenues were charges for service. Mrs. Roberson stated that expenditures were mainly the costs of running the system including salaries. She stated that there was about \$40,000 in depreciation of the assets. Mrs. Roberson stated that the fund balance for the Water and Sewer System decreased from last year. She stated that the expenditures were greater than the revenue that was brought in. She stated that she understood that the Town was in the process of turning this system over to FCPU and this would eliminate these issues going forward. Mrs. Roberson stated that it was harder for smaller municipalities to run systems like ours especially the older systems. She explained that the maintenance of the system was not being recouped through the charges billed. Mrs. Roberson stated that in 2011, the fund balance increased \$191,000 mainly because of the incoming grant money so it makes it a little bit misleading. She explained that the cash balances on June 30th shows that the Town did a great job of reducing their expenditures and holding onto its cash. She stated that the cash balance increased \$230,000. Mrs. Roberson stated that they payables were current at the end of the year. She stated that this showed good management from those at Town Hall that helped to control the expenditures by paying bills on time and by questioning if the Town really needed to incur an expense. Mrs. Roberson explained that the tax levy in 2012 increased from 2011 due to some of the revaluations from Franklin County Tax Assessors Office. She stated that the levy was now at \$765,000 and the Town collected 98.4%, which includes both real estate property taxes and vehicle property taxes. She stated that the state wide average for our population size is 96.69% which means Youngsville is outperforming their peers. She stated that the state wide average was 97.63% for all municipalities. Mrs. Roberson wanted to bring to the Board's attention

that there were upcoming changes in the collection of motor vehicle taxes. She explained that it may change again but the approved changes will go into effect July 1, 2013 where the taxes for motor vehicles will have to be paid at time of registration instead of four months later. She stated that this would increase the collection percentage because people won't be able to get around paying taxes and keep a valid registration. Mrs. Roberson stated that it may cause an anomaly in fiscal year 2013 year because of the potential of having 16 months worth of revenue since the four month legacy system that will still have cash coming into the 2013/2014 fiscal year and then will have a full year on the new system. She stated that she just wanted the Board to be aware that it may go up one year then decrease back to normal the following year as the system phases in. Mrs. Roberson stated that the motor vehicle tax collection rate was 85.41%. She stated that as that improves it will make a difference in the cash flow and the overall tax collection percentage. She stated that it did improve from 2011, which had a collection rate of 81.58%. Mrs. Roberson stated that she wanted to thank the staff at Town Hall for all of their help. She explained that the audit went smoothly with no big issues or concerns. Mrs. Roberson asked if there were any questions now or at any point, the Board can ask her. Mayor Hardwick wanted to thank them for their help during the difficult years and to let them know that they had been there for Youngsville when needed. Mayor Hardwick also wanted to thank the Board and the Town Hall staff for all of the hard work that they had done to help improve the Town's situation. Mrs. Roberson stated that it was a huge accomplishment to go from a negative to double what the state minimum is. Mayor Hardwick agreed and stated that he appreciated the hard work by Town staff.

The second item under New Business was Shelby Powell with CAMPO. She wanted to update the Board on the Northeast Area Study. Mrs. Powell introduced Alex Rickard to the Board. She stated that recently they had worked with Franklin County on their transportation plan which has now been folded into the most recently adopted long range transportation plan. She explained that this study was to prepare for their 2045 long range plan which is required by the federal government. Mrs. Powell stated that they were using the work done by Franklin County for their transportation plan to help with theirs. She explained that this would be a more drilled down study that they are looking at for their northeast area. Mrs. Powell stated that the population of this area would be much greater in 2040 in the areas between US #1 around to the east including Youngsville, Franklinton and Bunn and on towards Knightdale, Wendell and Zebulon. She stated that it would also cover parts of Wake Forest and Rolesville as well. She stated that was one of the areas that they see growing especially around the highway corridors. Mrs. Powell stated that it means that there would be increased traffic and travel delays as well as more congestion. She stated that the highway network with Raleigh in the middle has some roads that are considered "in danger" in the 2040 plan. This means that even after all of the money spent to improve these roadways between now and 2040, they will still have a high level of congestion. There are some roads that will be operating after capacity and some that are in moderate "danger" of having some congestion in future but not like the worst of them. Mrs. Powell stated that an increase of \$6 billion, which is quadruple the proposed money, it still would not have that much of an impact on the congestion as they will be doing the most cost efficient projects first. She stated that they had just adopted their long range plan that goes to 2040. There are

several recommended projects to be funded by 2040 and the Youngsville Bypass is one of them. Mrs. Powell stated that the study was sponsored by CAMPO in conjunction with DOT and they are working with 8 cities/towns and 2 counties. She stated that they have hired consultants lead by Stantec to focus on this area for them. Mrs. Powell stated that they had a contract for 18 months that started in December of last year so they are just getting started. She explained that they had a core technical team that met monthly that is comprised of staff level people lead by an oversight team that is comprised of decision makers and community members at large like Economic Development and school systems. By the end of this study, they hope to have better recommendations and realistic projects that can be put into their next updated transportation plan. Mrs. Powell explained that it was hard to get meaningful input from people when it involved parts of several counties along with other organizations. This study is zooming in on just the northeast area that would allow for some flexibility to do some land use scenario planning and look at some areas of effectiveness as far as how the transportation recommendations are meeting the demands of the land use. Mrs. Powell stated that their outreach strategy for this study is very robust. She then handed out some flyers that advertise upcoming symposium along with a survey about local transportation. She stated that the leadership symposium is for elected officials that would also be open to the public. She stated that this would be a chance to engage, as a subarea region, in discussions about expectations, market realities, bicycle and pedestrian paths and things of that nature that will all go into their overall planning effort. Mrs. Powell stated that they would be going to community events with one scheduled in Youngsville in late March with YABA. She explained that they would be talking about the same things that will be addressed at the symposium. She stated that they are trying to get as much public input as they can get as well as that from public officials. Mrs. Powell stated that there would be a policy guidebook that would look at local land development regulations and give guidance on how to implement recommendations that come from the study. She stated that they would also have a workbook that is a study report that will outline all of the recommendations. There would also be some design concepts which will be drilled down visualizations of what it will look like for improvements like interchanges, for example. Mrs. Powell stated that they will be talking as a core technical team on the locations that they will be prepared for. She stated that they wanted to know what people want out of this. She knows that Youngsville wants the 96 Bypass and Mayor Hardwick stated that he was glad that this was on their plans. Mrs. Powell stated that if there were any other roads that needed upgrading or bicycle paths or things of nature, they should be mentioned as well so that they can be looked at during this study. She stated that they had a timeline and right now they were in the establishing a presence phase. They will be looking at land suitability and how the area might grow or want to grow in the summer. During the fall/winter they will be coming around again with draft recommendations. Mrs. Powell stated that the project symposium will be held on March 21st at the Wendell Community Center gym from 4:00pm until 7:00pm. There will be another one in the fall when they come out with some drafts. Mrs. Powell stated that this will be a good community event that would allow for some great information about the area. She asked if there were any comments or questions. Hurd asked if they would be doing traffic counts during their study. Mrs. Powell stated that DOT has a count program and that you can request one from them. She asked if there was one in particular and Hurd stated that Main Street / Highway 96 had a lot of traffic and Commissioner Johnson explained that

the last one that was done for us was done during off peak traffic hours. Hurd stated that she felt it would help to make the 96 Bypass more of an urgent matter on future traffic plans. Chief Kirts stated that DOT does that every year and Mrs. Powell stated that they did biannual counts but she was unsure of when the last one was done on this particular road. She explained that they would be looking at that kind of information and if there hadn't been an accurate one done recently then their consultants might come out and do one. Mrs. Powell stated that she would be interested in a truck count on Main Street to see what percentage they were of the traffic out there. Mayor Hardwick stated that he felt if the truck traffic could be taken off of Main Street, this would help the Town grow. He stated that it was keeping a lot of businesses from coming to downtown Youngsville. Mayor Hardwick stated that there would still be a lot of traffic coming through; it was just the truck traffic that was hurting us. Mrs. Powell stated that it was hard to cross the street.

The third item under New Business was a discussion of installing sidewalk with Powell Bill money. Mayor Hardwick stated that the Board has been talking this over and postponing it often. He stated that he felt it was time to get it done and make a plan. He stated that the Board has been given the opportunity to look around town and see where they were needed most and asked for the Board's opinion. Commissioner Redd stated that she felt that the Town shouldn't do sidewalks at this time. She has been speaking with several people in the Federal Highway Division and DOT. Commissioner Redd stated that she has been speaking with Battle Whitley, Division Sidewalk Operations Engineer at DOT, who was very helpful. She stated that she had called him about cross walks, as that was one of the things they had discussed at the Community Advancement Program (CAP) meeting. She stated that they felt that crosswalks would really help the people and businesses downtown. Commissioner Redd stated that there were already two crosswalks in downtown but they aren't very visible. She stated that DOT will be coming out to repaint them to make them more visible with larger stripes. Commissioner Redd stated that one is needed at 5-Points really badly but there are some issues. She explained that the reason that she wants to wait to spend the Powell Bill money is so that when it comes time to install the sidewalks and crosswalks in that area, the money wouldn't have already been spent in a different area leaving nothing to install the crosswalks. Commissioner Redd stated that when she was talking to Mr. Whitley, he stated that the Safe Routes to School funds along with other funds. She stated that the federal funds were available for areas within two miles of elementary and middle schools. She stated that the funding will continue over the next several years and Youngsville should be eligible. Hurd asked if this was available every year and Commissioner Redd stated that it was and that they also had extra money left over from previous years to help. She explained that this would be a 100% grant. Commissioner Redd stated that there was also the Pedestrian Enhancement Fund that the Town would have to match 20% and Powell Bill was allowed to be used for that 20%. Mayor Hardwick asked if there was any indication on the size of the sidewalk due to ADA regulations and Commissioner Redd stated that they didn't get that far into that in their conversations on grant money. She explained that though these were federal funds, the DOT would be our go between for these grants. She stated that there were rules and regulations that we would have to follow but they wouldn't be hard to follow. Commissioner Redd stated that a Pedestrian Improvement Plan would be needed to apply for these grants. She stated that normally an

engineering firm would come out and create this plan for the Town. Butner had recently done this and were awarded two grants for over \$100,000 each through these funds. Commissioner Redd stated that there was a specific process to pick the firm in order to be eligible for reimbursement. She stated that quotes would be needed and that they have done DOT projects before. Commissioner Redd stated that according to the Powell Bill expenditure guidance, section G states that you can use Powell Bill money for sidewalks, including the planning, construction and maintenance of them. She stated that we could use the Powell Bill money to pay the engineering firm to make the Pedestrian Improvement Plan and with that, apply for the grants to get the sidewalks and crosswalks. She stated that this way, the engineering firm could tell us the best way to do sidewalks at 5-Points. Hurd stated that having an engineer would also help fix some of the problems elsewhere in town where the ditches are creating barriers for installing sidewalks. Commissioner Redd agreed that they would be able to tell the Town what they need to do and this way, the Town only pays for the engineering firm and plan and the sidewalks will come from the grants. Mayor Hardwick stated that he had been trying to find areas that needed to have sidewalks and where they could be put. Hurd stated that each one of those areas that had been discussed had issues that would need an engineer to help work around ditches and other obstructions. Commissioner Redd clarified that if the Town went out of the right of ways, the Town would have to pay for that with General Fund money and that easements or property purchases would need to happen and Hurd stated yes, that Powell Bill will not pay for anything outside of the right of way. Commissioner Redd stated that an engineering firm would be able to make sure that everything would be in the proper right of way and also, as we're paying this firm to do this plan, the Town would be getting more Powell Bill money over the next two years. She stated that since it would take time to get the plan created and apply for the grants, money will be coming in to help pay our portion of the grants. Hurd stated that Powell Bill has recently changed it to where the Town can only keep five years worth of Powell Bill money received instead of ten years. She stated that there was two years left on the money that was received earliest. Mayor Hardwick also wanted to mention that the Town would have to replace most of the street signs based on new mandates by the state. Hurd explained that by 2015, all of the informational signs such as stop signs and speed limit signs, will need to be changed out for this new reflectivity law, which will cost a few thousand dollars. By 2018, all of the street name signs will need to be replaced and those are not Powell Bill expenditures, they will have to come out of General Fund. She explained that as signs are getting replaced at this point, they are being replaced with the new regulation signs. Hurd stated that by mid 2014, the remaining signs that need to be changed out will be ordered and put up by the end of the year. Commissioner Redd stated that she couldn't promise that the money in Powell Bill will be enough to pay an engineering firm for this plan. She stated that she felt that this would help bring people downtown and it would also help make the money go further by using grants to augment it. Commissioner Redd stated that the laws have changed recently. The Safe Routes to School Grants are actually 20% matching grants but there is enough money left over from previous years to cover the 20% that towns would need to come up with that they are doing 100% until that left over money runs out. The longer we wait to apply, the less likely the extra money will be there to cover our 20%. Commissioner Redd stated that she felt that it would be best at this point to make a motion to not spend the money and then let someone at Town Hall make some calls and get more information on the grants.

MOTION: TO NOT SPEND POWELL BILL MONEY AT THIS TIME ON SIDEWALKS

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. It passed unanimously. Tatum just wanted to clarify that the motion was for installing sidewalks only since the Powell Bill money was also used for street repairs and other maintenance.

The fourth item under New Business was a discussion of having a Community Clean Up Day. Mayor Hardwick stated that at the last Planning Session, having a Clean Up Day was mentioned. He stated that it was a great idea and what he wanted to do tonight was to get it started. Mayor Hardwick stated that a couple of Commissioners, couple of citizens and business owners get together to form a committee that will get together and come up with a plan to get this started. Instead of just setting a date, he stated that we needed someone to head this project and get people involved. This committee would help to find out what needed to be done and come up with a plan. Commissioner Redd stated that she had recently started the new CAP, which included people from the area that wants to do good things in Youngsville. She stated that their first meeting was last Tuesday. She explained that the Town had sent out surveys to see where the residents wanted the Town to go and the members of CAP came. Commissioner Redd stated that there were already several organizations in Youngsville that help better the community so what was CAP going to do that was different. She explained that CAP is not yet exactly sure which direction they are heading in yet after only one meeting but she felt that the first thing to do was to get a map of the downtown structures and get a good definition of what the "downtown area" will be for the CAP. She stated that she knew what the Main Street Business District looked like on the map but would the committee want to go a block further or back a few businesses on other streets. Things like this would need to be decided. Then they would need to get that section mapped out with what each building was, who owned it, what it was used for, what condition the building is in and future possibilities of the building. Commissioner Redd stated that there was no record of empty structures in town. Mayor Hardwick stated that records were kept of each business through their business license. Commissioner Redd agreed and stated that we needed to go that step further and start looking at maps and defining the area that needs work on. She stated that as for the Clean Up Day, maybe make it into a Community Day where people came out and helped to clean up the downtown area and then stay for festivities in the afternoon. She felt that once you define the project area, you will then be able to look at what needs to be done. After seeing what needs to be done, then go to the business owners and ask them if we can do the repairs that need to be made. For example, ask Woodlief's if we can maybe board up the window and then paint a mural on it which would look better than the window with the holes taped up in it. Commissioner Redd stated that once they have defined the area and figured out which projects that need to work on, then they can go ask for financial help and volunteers from residents and other organizations. She stated that no one wants to go to more meetings each month especially when they are just starting and figuring out what the CAP's plans are going to be. Commissioner Redd stated that once they got things together that she felt that getting a member from other organizations and churches to attend would help to get cohesion

among the various organizations in the Youngsville area. She stated again that once we define the area and what we want to do, then ask these organizations based on their mission statements to help with some of the repairs. She stated that we also needed to come up with what will bring people downtown and think about the big picture. Commissioner Redd stated that it could be CAP's job to figure out what needed to be done and go to the other organizations and ask them for one project and help bring things together. She stated that we already had the awnings to help bring some of the buildings together. She stated that maybe after the cleaning / repairing there could be a big lunch afterwards for the community to gather together. Mayor Hardwick asked about the timeline and Commissioner Redd stated that CAP would meet again in early March and discuss that. Mayor Hardwick asked if after that meeting if she be able to have a better plan and Commissioner Redd stated that she felt that this would be a lengthy process. Mayor Hardwick agreed and that it would also be a nonstop effort that needed a lot of involvement. Commissioner Redd stated that there smaller projects that can be done this year and the event can grow each year to bigger projects. She stated that one thing about CAP was that they were not going to have any funds; they would be dependent on the involvement of other committees to make the donations of necessary money and supplies. Mayor Hardwick stated that it centered on community involvement and everyone working together to reach a goal. Commissioner Redd stated that she had wanted to have this in spring but she didn't want this to be the only thing the committee worked on all year. Mayor Hardwick asked if Commissioner Redd if she could bring something to the next Board Meeting since CAP was meeting before then. Hurd stated that Commissioner Redd could get in contact with GIS mapping to get the maps that she was looking to have of the downtown area. Hurd also stated that Google Earth's pictures were a couple of years old but that could also help in getting close-ups of the buildings. Mayor Hardwick stated that Google had a program that would mark where things are located in certain areas and he was trying to get areas like the Luddy Park in Youngsville marked on these Google maps. He stated that it was free and easy to use. Mayor Hardwick stated that he had recently met with a lady from William Peace University who wants to work with Youngsville to come up with a plan to help lure businesses to Youngsville for one of her class projects. He stated that this would help increase the business development downtown. Attorney Olivieri stated that the GIS has maps up on the Franklin County website that are free to print out of certain areas along with the owners of the property. Hurd stated that they had "on the ground views" that show what the building looks like from the street angle. Commissioner Stallings stated that he thought it was a great idea but he felt that the Board needed to be careful about going to business owners about working on their businesses. He stated that someone on this committee needed to be in charge of getting the proper permissions. Mayor Hardwick stated that it needed to be done but there needed to be a plan instated first. He stated that there was more involved to this than just setting a date and letting people do what they want. Commissioner Redd stated that was one of the reasons that she wanted the maps to show who owned the building and what needed to be done to it. She stated that there was no one that had contact with all of the business owners and she felt like there needed to be a group that talked to all of the business owners. Commissioner Redd stated that she was volunteering because this was something that she wanted done. Commissioner Stallings stated that he agreed and that he felt the business owners should be involved. Mayor Hardwick stated that his goal is community involvement and that meant residents,

business owners and the people outside of town limits. He stated that it was a good idea and it needed to get started. Commissioner Redd stated that she would talk to CAP in March and see what they think about the Community Day. Mayor Hardwick stated that would get it started to help figure out what we want to do and get a plan together and then if that's not what everyone wants to do, then it can be changed if need be. He stated that people wanted a clean downtown and are willing to help. Mayor Hardwick asked if Commissioner Redd would have something by the next Board Meeting and she responded yes.

The fifth item under New Business was to adopt the Annexation Ordinance for Black Swan Drive in East Woods of Patterson. Hurd explained that it would be effective February 28, 2013. Mayor Hardwick stated that this was a petitioned annexation.

MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR BLACK SWAN DRIVE IN EAST WOODS OF PATTERSON

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

The sixth item under New Business was to update the Personnel Policy regarding the family description for Chapter VII Leaves of Absence, Section 9, Funeral Leave. Hurd explained that this description had been left out when doing the updated Personnel Policy due to her deleting the section on Nepotism Policy since the Town already had one in place. She explained that she did not realize that the description in that section would be referenced later in the Policy. As there had been a few employees with deaths in their family, this had come up. Hurd stated that she had taken the descriptions that were in the template she had received from the NCLM and added them back into the Policy. Mayor Hardwick asked if the Attorney was ok with this change Attorney Olivieri stated that he had not seen it yet. Hurd read him the family members that were included in the Policy and Attorney Olivieri stated that it was standard language and was acceptable.

MOTION: TO ADOPT THE CHANGES TO THE PERSONNEL POLICY – FAMILY DESCRIPTION FOR VII LEAVES OF ABSENCE – SECTION 9, FUNERAL LEAVE

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

The seventh item under New Business was the adoption of Ordinance 1.701 – Municipal Holidays. Hurd explained that as the Board was looking into changing some of the Ordinances, there were some that referenced Holidays. She explained that since other Ordinances in the future may also need to reference these Holidays, she created a new Ordinance that states which Holidays that the Town observes. Hurd explained she used the Holidays that the Town observes and takes off for. These are the same Holidays that the State of North Carolina and Franklin County observe as well.

MOTION: TO ADOPT ORDINANCE 1.701 – MUNICIPAL HOLIDAYS

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

The eighth item under New Business was to adopt changes to the Nuisance Ordinance – 8.202 (i). Mayor Hardwick stated that the Board had received various options of revisions for these changes. Mayor Hardwick read the one proposed by the attorney. “The erection (including excavation), demolition, alteration, or repair of any buildings in a residential or business district other than between the hours of 7:00am and 6:00pm on weekdays and 8:00am to 5:00pm on Saturdays. No such activity is allowed on Sundays or Holidays (as defined in Section 1.701 of these Ordinances). In the case of urgent necessity in the interest of public safety, such activity may be allowed with a permit issued by the Town Administrator. Said permit may be issued for a limited period of no more than 30 days and may be renewed upon a showing of continued urgency in the interest of public safety.” Mayor Hardwick stated that there had been a lot of issues recently and asked the Board if they had any questions or comments. Commissioner Johnson asked if it was the Town’s responsibility to let the builders know what days and times that they can be working if the Ordinance was changed. Attorney Olivieri stated that once this goes through the public forum and gets passed it becomes law. He stated that notice is assumed as there was a Public Hearing and the Board Meetings are open to the public. He stated that as a courtesy the Town could send them a letter with the new rules but they did not have to. Attorney Olivieri stated that this information was now a standing cause since Hurd had created the Ordinance for Municipal Holidays and therefore public law as an Ordinance. Commissioner Redd asked about the section that referred to “erection (including excavation), demolition, alteration, or repair of any buildings” and if that meant that work such as electrical work inside the building couldn’t be done. She stated that since this was a Nuisance Ordinance, if they were doing quite work inside, would that be affected by this line. Attorney Olivieri stated that if you look at the Ordinance as a whole instead of just section (i), it is for noises that are considered nuisance. So if there is no noise associated with the work, then it can be allowed. He stated that at some point, when the Board was ready to overhaul the Ordinances, this might be something the Board will want to look at since this is specifically in the noise section. Commissioner Redd stated that the only difference in the ones presented was that the attorney’s had more information and referenced a permit. She stated that when she had written her version, she had used the word “permission” due to the fact that if there was an “urgent necessity “on a weekend, they wouldn’t be able to get a permit if Town Hall was closed. With just getting permission, they would be able to call the Town Administrator so that work could be done quickly and safety wouldn’t be jeopardized. Attorney Olivieri stated that you didn’t want to have something in the statute that isn’t well defined. He stated that would leave open the question of who would give the permission and any other specifics. Commissioner Redd stated that you could add that permission be given by the Town Administrator and Attorney Olivieri stated that he understood that the Town Administrator could get a call in the middle of the night that there is a problem. The question is can he issue he permit while he’s not in the office. Attorney Olivieri stated that you didn’t want to just leave it to a verbal permission. Commissioner Redd asked if they could get permission to get started and then come into Town Hall when it opened to fill out the permit paperwork and Attorney Olivieri stated

that it would be reasonable to do it that way. Attorney Olivieri asked if there was a time that he had something like this happen after business hours and Tatum stated not yet. Tatum stated that this was a common sense issue; that if a building was falling down that they would need permission to do this but come on in to work on the permit. Attorney Olivieri stated that if they did something for a lengthy amount of time with no permit, then it was a clear violation. Tatum asked if maybe they should state “permission and/or permit” and noticed that Chief Kirts was saying no. Chief Kirts asked who would be enforcing this Ordinance and Attorney Olivieri stated that it would still have the same enforcement as before. Chief Kirts stated that it was not enforced by the Police Department. Attorney Olivieri stated that this does not create any more police responsibility and Chief Kirts stated that he wasn’t worried about that, it was about how they would know if someone had permission to do “urgent” work and who was violating the Ordinance. Chief Kirts stated that it needed to have something to back it up clearly for the police officers. Attorney Olivieri asked if there was permission given and the permit paperwork had yet to be done, would that be a problem for the Police Department and Chief Kirts responded that it would not be as long as it was very clear with no grey areas. Tatum stated that this was about emergency situations and Chief Kirts stated that it could be stated that emergency circumstances could be added to the Ordinance. Commissioner Redd stated that it already was but was listed as “urgent necessity”. Hurd asked if maybe it could be phrased saying that the permit be issued as soon as possible afterwards but she wasn’t sure how to phrase it properly. Commissioner Redd stated that the wording was fine since everyone knew what urgent necessity meant. Hurd stated that she had received calls on weekends over leaks before and she has called the maintenance crew out to fix them. She stated that if someone called in and had a gas leak, the Town wasn’t going to tell them they couldn’t fix it. Mayor Hardwick asked who’s phone number was listed for emergencies and Hurd explained that it was shifted to Patterson since most after hour emergencies were water breaks. Mayor Hardwick stated that if anyone called after hours they will get one of the Town employees. Attorney Olivieri stated that this Ordinance didn’t pertain to utility problems only, but did include other emergencies as well. Commissioner Redd stated that it would also cover if a tree blew down on someone’s house. Attorney Olivieri stated that if a contractor was working in the middle of the night on a weekend, it would take Town action to say that we saw you working when you weren’t supposed to or community involvement by calling it in. Tatum wanted to clarify that they were talking about construction noises not anything from natural disasters such as hurricanes. Attorney Olivieri agreed that this dealt with the noise from constructing a home. Tatum clarified that it pertained to private people doing private business on weekends so there would need to be a pretty good reason to have an emergency in that situation. He stated that this should be a fairly infrequent thing for a builder to have a reason to work on weekends due to an emergency. Commissioner Redd stated that it also seemed to pertain to building things like sheds. She stated that people that worked during the week would be limited to when they could work on the erection of their sheds on weekends when they were off work. Attorney Olivieri stated that the original way the Ordinance was written; it completely disallowed any work on weekends. With the way the Ordinance is now presented they would at least have part of the weekend to do their work. Attorney Olivieri stated that this proposal would fix for now, under the framework that already exists, the problem that the Board most recently had. He explained that if the Board felt it needed to be looked at in a larger context, then this

would be one of the statutes that they would want to look at fixing. As is, this would solve the current issues that have been brought to the Board. Mayor Hardwick read the current Ordinance that is on the books. “The erection (including excavation), demolition, alteration or repair of any building in a residential or business district other than between the hours of 7 a.m. and 6 p.m., on weekdays, except in the case of urgent necessity in the interest of public safety and then only with a permit from the Town Clerk, which permit may be renewed for a period of three days or less while the emergency continues.” Mayor Hardwick asked how long the current Ordinance has been in place and Tatum stated since 1943. He stated that what they needed to do was to improve this Ordinance to make it relevant to modern needs. A citizen asked for Mayor Hardwick to read the current proposal again and he complied. Attorney Olivieri wanted to remind everyone that this was one paragraph under the section of “Noises Expressly Prohibited - The following acts, among others, are declared to be loud, disturbing and unnecessary noise in violation of this Section, but said enumeration shall not be deemed to be exclusive, namely:”. Attorney Olivieri stated that under the General Nuisance statute, this is defining things that by their very nature are noisy and it is a long list. He stated that this was not an exclusive list so that something that was loud and obnoxious would still be a violation, but the construction of buildings is specifically pointed out in section (i) as being noisy. Attorney Olivieri stated that he would recommend passing this revision to help fix the most recent problem so that the developers aren’t working at times that are disturbing the residential areas they are building in and then looking at the whole section to be revised. Chief Kirts stated that it still left the problem of enforcement. He stated that the Police Department is the one getting called when someone is violating this Ordinance on a weekend. He stated that this Ordinance is not one of them that can be enforced by his officers. Chief Kirts stated that if this was something that the Police Department was to enforce, he would need more limits on this such as fines and a decibel level that would be measurable. He stated that this was very general and when they were called on the weekends and asked if the Police Department was enforcing this Ordinance, his officers have to say no, that it’s not their responsibility. Tatum explained that the remedy for violations of the Nuisance Ordinance is a complaint made to the Board of Commissioners. He stated that what Chief Kirts is saying, that the mechanism in place states that the citizen has to bring their complaint forth in order to get any relief under this Ordinance. Chief Kirts stated that this also didn’t allow for the police officers to stop the nuisance at the time that they are called down there. Tatum agreed and stated that the whole section needed to be amended that immediate enforcement is under the Police Department. Chief Kirts stated that he didn’t have a problem enforcing it, but that it needed to be more defined if he was going to be able to do that. Attorney Olivieri stated that this was a civil issue and not a criminal issue and that was why it was taken out of the Police Department’s purview and put into the Board’s. He stated that language could be added tonight or at any other time to state that this was not a Police Department issue but he didn’t feel that it was necessary since it was under the issues of civil enforcements. Attorney Olivieri stated that the Board was not changing the method. For example, if he were to play loud music, that would be criminal and Chief Kirts agreed that it would be enforceable under both State and local Ordinances. Attorney Olivieri stated that made it different than construction issues and this type of nuisance. Chief Kirts stated that this still didn’t change what he would tell people when they call the Police Department for violations. He stated that all he could say was that he can’t stop the nuisance and that

they will need to take it before the Board but that didn't help stop the immediate problem. Tatum asked the Attorney how to solve that problem and he stated that he didn't feel it was a problem. Attorney Olivieri stated that the Police Department just needed to state that this is not a criminal activity and recommend to the complainant that they visit the Town Administrator to register a complaint for the Board. Tatum stated that the complaint needed to be brought before the Board and not the Town Administrator. Commissioner Redd had questions concerning that since she had called Town Hall about a complaint for Ordinance 8.202 (d) which refers to barking dogs. She explained that there was someone on her street that had dogs that have gotten out of control on their barking. She stated that she was told that Town Hall would write them a letter and wanted to know if that was not the right thing to do. She stated that since the dogs were out of hand, she had looked through the Ordinances until she found one so that she could make sure that she could complain about them. Tatum asked if it could be changed so that the complaint comes to the staff at Town Hall or the Town Administrator and then they could bring it before the Board. Attorney Olivieri stated that he would recommend that be under the larger examination of the entire section instead of just this one subsection. He explained that what the Board was looking at tonight was changing the definition of one of the nuisances but if the Board wanted to change how the nuisances were handled it would be a completely different section and he recommended not doing that tonight. Attorney Olivieri stated that it had been mentioned at previous Board Meetings about redoing the Ordinance and this might be a good time to take a look at this one particular section as a whole. Commissioner Stallings stated that he felt it was real important and why he felt that it shouldn't be assigned to one Commissioner. He stated that he felt that the Attorney should get with the Town Administrator and make the decision on what changes should be made to the Ordinances then bring them to the Board to vote on them. Commissioner Redd stated that the Town couldn't afford to pay the Attorney to sit there all day and go through the Ordinances. Commissioner Stallings stated that it was something that needed to be done right and Tatum agreed that it could be worked out but just not tonight. Tatum stated that between him and Chief Kirks, along with consulting with the Attorney, they could get it to where there is a process works. Mayor Hardwick stated that his recommendation would be for a motion to table so that something can be worked up.

**MOTION: TO TABLE THE ADOPTION OF THE CHANGES TO THE
NUISANCE ORDINANCE – 8.202 (i)**

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. Commissioner Redd asked if they should go ahead and pass the changes to the section (i) so this would resolve the current issues that the Board is facing. This would allow the builders to work on Saturdays. Then the Board could start working on fixing the remaining issues on enforcement. Attorney Olivieri stated that with some research of other Ordinances and help from the NCLM, the Town should be able to come up with something that won't cost them much money in dealing with modern nuisances. Commissioner Redd stated that there some that she had looked at that had good descriptions of nuisances. Tatum stated that the next step is not in line where it should be to make it enforceable and that is the problem at this point. Mayor Hardwick stated that

refining the Ordinances is a step by step process and by making this step today may affect another step down the road to a point where this might have to be redone again if not careful. He stated that we needed to get it right to start with. The motion passed with Commissioners Roberts, Johnson, and Stallings voting aye and Commissioner Redd voting nay.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that he wished to go into Closed Session to discuss personnel and he needed a motion.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. It passed unanimously. The Board went into Closed Session at 8:18pm and came out at 8:33pm. Mayor Hardwick stated that the Board had discussed appointing Tatum as the full time Town Administrator instead of just the interim. He is also the Finance Officer.

MOTION: TO APPOINT WILLIAM B TATUM AS FULL TIME TOWN ADMINISTRATOR EFFECTIVE JANUARY 31, 2013

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. Mayor Hardwick congratulated Tatum. Tatum wanted to say that everything that had been done this year had been a team effort. He stated the entire staff has helped including that the Town couldn't have gotten an 18% increase if it hadn't been a team effort. Tatum stated that the Town would continue working together.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Commissioner Redd stated that she had mentioned to the Mayor before about having the Planning Board review the Zoning Ordinances. Commissioner Redd asked how the Board would go about getting that started. Mayor Hardwick stated that the Planning Board only rules when something is brought before them but he was unsure about them going over the Ordinances and reviewing them. Tatum stated that generally the Planning Board, also known as the Board of Adjustments, serves as an advisory committee to the Board on issues that the Board sends to them. Commissioner Redd asked what would happen if she sent the Zoning Ordinances to review and Mayor Hardwick stated that he didn't think they were up to do something of that magnitude. Commissioner Redd stated that the reason she had thought of that was because the Planning Board was made up of people who had volunteered to work with the Town and do good things for the Town but they don't meet that often. She stated that there was this group of people that she felt the Town wasn't using to their full potential. Tatum stated that he would have to check to see what their defined responsibilities are and those may need to be changed in order for them to be able to review and suggest changes to the Zoning Ordinance. Commissioner Redd suggested asking them if they wanted to do

more before changing their assigned duties. She stated that she had just wanted to bring that to everyone's attention so that maybe they could move forward on that.

Commissioner Redd also wanted to talk about signage. She stated that she is a member of the PTA at Youngsville Elementary School. She stated that they are in the process of spending \$13,000 on an LED sign and she is not in favor of that type of signage. She stated that it did not go with the small town feel that was Youngsville and she stated that we needed to be proactive about preventing them in the future. Commissioner Redd stated that the surveys also stated that people enjoyed the small town feel and to her that did not include flashing signs and gas stations. She stated that the school was in the commercial district and that goes all the way to Capital Boulevard. She stated that if you changed the regulations this would also affect the businesses on Capital Boulevard as well. Commissioner Redd explained that she thought that it would be good to redistrict the commercial district to distinguish commercial inside of town limits and outside of town limits. This way we can start to make changes on the commercial district inside of town limits and it won't affect the businesses on the highway where signs like this are more suited. Tucker wanted to remind the Board that the shopping center where Foodlion was located was inside of town limits so that would be affected if changes were made for in-town commercial districting. Commissioner Redd stated that could be worked around by maybe just pinpointing the commercial areas near downtown. She stated that she knew it wasn't easy but it was something that needed to be focused on. She stated it needed to be fixed sooner rather than later before more unwanted items were installed like the signs or even gas stations. Mayor Hardwick asked if there needed to be a Public Hearing before making any changes like that and the answer was yes. Commissioner Redd stated that was fine as she was not suggesting changing them tonight but to start working on making those changes soon. She also wanted to read about prohibited signs, which is section 501.4 about signs expressly prohibited which in her opinion sounds like the signs that are already up at the plumbing company and the sign that the school is wishing to purchase. She stated that she did speak with the staff at Town Hall and a lot of people are saying that is the direction that businesses are taking their signs but she stated that she felt that signs that are flashing are not where we want the businesses to go in a town with only 1,300 people. Commissioner Redd explained that she felt those types of signs belonged on the highway like Capital Boulevard. She stated that to keep the small town feel is not to have signs like that inside of downtown. She stated that the signs at Sheetz are huge and flashy and they belong better where they are on Capital Boulevard than they would in downtown. She stated that this needed to be worked on for the future. Commissioner Redd read 504.1 as "signs with moving, revolving, or rotating parts or any sign which moves or gives the illusion of moving except for time and temperature units and traditional barber poles shall be prohibited in all districts except as authorized under internally illuminated scrolling displays". Commissioner Redd stated that she didn't understand what the difference was. The next section was "Signs with lights or illuminations that flash, move, spin, blink, or flicker or vary in intensity or color or use intermittent electrical pulsations except for time and temperature units". Commissioner Redd stated that the sign on S. Cross Street at the plumbing business varies in color and intensity and moves across. She stated that she knew the sign that the school was wanting to purchase is similar to the sign on S Cross Street in how it works digitally. Mayor Hardwick clarified that LED signs are not

internally illuminated since each one of the colors is an actual LED light bulb. He stated that scrolling signs are continuous in movements whereas LED signs move to or create a different image based on the color of the bulbs. He stated that most municipalities will set the time for how often that a new image could be changed. Mayor Hardwick stated that some of the larger companies are trying to lobby to get the time limits changed so that it favors their type of signage and will limit other types of signs because they won't be able to change them as quickly. Commissioner Redd wanted to clarify that Mayor Hardwick was stating that the sign at the plumbing company was not an internally illuminated sign nor was it considered scrolling even though it has the illusion of movement. Mayor Hardwick stated that since the movement was not a continuous movement, it didn't fit that category. Commissioner Redd asked if the movement between pictures counted and Mayor Hardwick stated that it did not since that was just the change between signs and not considered scrolling. Commissioner Redd stated that she didn't think that sign should have been permitted and she is very concerned about having an LED sign at the school. Mayor Hardwick asked what type of sign, like the brand of the sign, was and Commissioner Redd stated that she wasn't sure. He told her if she could get that information to him, he would be able to discuss the sign with her and let her know how it would work and look. Commissioner Redd stated that it concerns her that even after reading the Ordinance, they couldn't figure out if the plumbing sign should have even been allowed. Mayor Hardwick stated that the LED signs are so much different today than when that sign went in and most of them look and work better. He stated that the LED signs have put a local sign company out of business since they did not keep up with that technology to be able to do what the new LED signs do. Commissioner Redd asked if that meant that it was ok to allow them and Mayor Hardwick stated that he just felt that it put us in a much better situation. He clarified that he wasn't trying to promote it but he understands that LED is the way that most signs are going. Commissioner Redd stated that she didn't feel that a small town with an elementary school of just 500 children didn't need that kind of a sign. Mayor Hardwick stated that he sold signs for a living and he knew that was the way things were heading. Commissioner Redd asked if that was what the Town wanted, especially since we didn't have a Development Plan. She stated that she wanted to move forward if this was something that the Town didn't want so that before they came in larger numbers, we can go ahead and put a stop to them. Commissioner Redd stated that she wasn't getting any feedback and wanted to know how the other Board members felt. Mayor Hardwick stated that he would give her more information to help her make a decision and Commissioner Redd stated that she didn't want to be the only one making this decision. Mayor Hardwick stated that there needed to be a starting point and Commissioner Redd stated that she wanted to know what other opinions people had on this as she is not the only person on this Board that this will affect. Commissioner Stallings stated that maybe Commissioner Redd should accept that the sign at the school is going up. Commissioner Redd stated that if that sign went up and then what is next. How many more signs will go up then? Commissioner Stallings stated that he was only talking about the sign at the school and not about changes to the Zoning Ordinance. Commissioner Redd asked if changes should be made to the Zoning Ordinance. Commissioner Stallings stated that her children go to that school and she responded by saying that she would prefer the money go into the classrooms instead of on a sign. Commissioner Johnson stated that he doesn't have a problem asking the principle or the PTA why they think it's necessary to install

the sign and Commissioner Redd stated that she has already gone that route. Commissioner Johnson stated that he could see both sides and Commissioner Redd stated that she could as well. She stated that she just didn't want that type of sign to escalate in town. Commissioner Johnson stated that he didn't feel that this one sign at the school would escalate the installation of LED signs all over town. He stated that the plumbing sign was not well done. Mayor Hardwick agreed and stated that if the school was going to spend \$13,000 it would be for a nice looking sign that wouldn't be offensive to look at. Commissioner Redd stated that it was a lovely sign; she has seen pictures of it. Tatum stated that the issue is that there are regulations that prohibit signs, so first does it prohibit the sign that the PTA wants to install? Second, if it is prohibited, does someone want to make a motion to the Board to amend the Ordinance to prohibit them? He stated that something would need to come before the Board to prohibit that type of sign if it is allowed. Tatum stated that he agreed with Commissioner Redd that if the sign has things like lights moving on it like a T.V. was too much. Mayor Hardwick stated that it was not like a T.V. screen but used the same type of bulb to make the sign have a sharper image. Tatum clarified that it changed pictures instead of moved and Mayor Hardwick reference the Fairway sign on Capital Boulevard and the way it changed advertisements. Tatum stated that in order to get a decision on whether or not we allow LED signs would require a motion from the Board to amend the Ordinance to prohibit them. Commissioner Redd stated that she just wanted to get feedback on where the Board wanted the Town go and get a conversation started on these topics. Tatum stated that would be what the Public Hearing would be for since they would have to have one before the Zoning Ordinance could be changed. Mayor Hardwick stated that he felt that allowing reasonable ones on Main Street would be fine and Commissioner Redd stated that the Ordinance as written doesn't clarify that. She stated that the Board needed to rethink this Ordinance before Youngsville has too many unwanted signs. Attorney Olivieri stated that like the Nuisance Ordinance, the Sign Ordinances should probably be handled the same where we need to go through other town's Ordinances and then a Public Hearing to get the input of the citizens. He stated that maybe even start a committee to take a look at it and Commissioner Redd stated that there was already an Ordinance Committee and she was on it.

Finance Committee – Commissioner Johnson stated that he and Commissioner Woodlief would start working on the budget soon.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to remind everyone that April 6th was the first Annual Parks and Recreation 5K Run. He stated that this was a good cause and was helping to raise money for the children.

Tatum stated that the Board had talked before about mowing in subdivision. He stated that with mowing season coming up, he wanted to make sure that it was known that the Town would no longer be mowing in subdivision since the covenants require the property owners to maintain them. This will take the responsibility off of the Town and places it

on the property owner. He explained that it was expensive if the Town had to continue mowing what someone else should be maintaining. He stated that if they are not maintained, then the Town would mow them and bill the property owner. Permits will not be issued for any property that has an outstanding bill for violations of the Obnoxious Weeds and Grass Ordinance.

Next, Tatum wanted to mention that there has been a recent issue about signs being put up on sidewalks and right of ways. He stated that those issues have been resolved and the people have voluntarily removed the offending signs. He explained that it was a misdemeanor to place signs in the right of way.

Tatum also wanted to mention that the maintenance staff has been working on getting the street sweeper going so that they will be able to start cleaning the streets on a regular basis.

Tatum stated that Commissioner Stallings had experience with the pay scale that Franklin County uses. He reminded the Board that last month Chief Kirts had presented recommendations based on the Franklin County pay scale. Tatum stated that he had taken those recommendations and worked them into our pay scale and based on those calculations of going to the full Franklin County pay scale would mean \$.15 increase in the tax rate. He explained that salaries are the biggest controllable expense that the Town has. He stated that he, along with Commissioners Johnson and Stallings, had wanted to bring that to the attention of the Board so that they can bring other calculations probably next month. Tatum stated that he wanted to go back to the original scale that the Town had adopted, which was based on the state pay scale, so that the Board can have something for a comparison. He stated that he wanted to make sure that the Board was aware that a general pay increase has not happened since July of 2008. He stated that this is what happens when small increases weren't done yearly. Tatum suggested that in the future, raises were given yearly in small increments.

Commissioner Redd stated that she had wanted to mention traffic counts but Hurd had already mentioned that earlier in the meeting. She stated that there was a lot of truck traffic on Tom Williams Road. She explained that the industries on South Cross Street were using that road to cut through with their trucks since there was no other way to get from 96 Highway to S. Cross Street. She asked if there was any way to monitor that road and Chief Kirts stated that they do monitor that road and give out speeding tickets all the time. Commissioner Redd wanted to verify if trucks were allowed on Tom Williams Road and Chief Kirts stated yes. Mayor Hardwick stated that it was because the turn at 96 Highway was too sharp for them to make. Commissioner Redd stated that a resident had brought that to her attention and she wanted to check. Chief Kirts stated that the biggest complaint is the trucks but they can't do anything about that. He stated that they do keep an eye on the speeding and give out tickets often.

Commissioner Redd wanted to mention that she and Hurd had spoken before about the NC Step Program. She explained that she was still looking into applying for that grant. She stated that it would be a huge undertaking. Commissioner Redd stated that there was another grant called the NC Small Town Main Street Program that offers downtown

revitalization assistance to selected small towns that lack the resources to hire professional downtown managers. She explained that you would have to attend a pre-application workshop that she will be attending on April 2nd in Benson. She stated that the application process was hard and lengthy. Commissioner Redd stated that she felt this was something that we really needed to look into. She stated that they would be working with a committee within the community and provides technical assistance and helps facilitate local initiatives in the area for organization, design, promotion, and economic restructuring. Commissioner Redd stated that this was a great program and she will let the Board know how things are progressing. She stated that it would take a committee but she hopes that we can get this grant to help the Town.

Commissioner Redd stated that she had received an email about the Community House. It read that the Community House implies that it can be used by the community. The email stated that a non-profit working for the community should be allowed to rent the Community House at no cost provided that a thorough cleaning has been done and no additional clean up costs is incurred. A non-profit's money comes from donations and/or dues and the majority of the funds (in some cases 100% of the funds) go back into the community along with community events and programs. Payment for rent of booths and meeting places takes away from the funds that can be used in the community. Commissioner Redd stated that she felt that the more it was used by committees, the more likely someone in that committee will rent it for a personal function thus paying for the expenses. She stated that this has probably been brought before the Board before and Mayor Hardwick stated that he didn't remember anyone coming in and asking. Hurd stated that someone had come in once before but she didn't remember who it was. She stated that they had wanted a reduced rate and Mayor Hardwick stated that he did remember that and thought it was for a single parent group. Commissioner Redd asked if we knew how many people that rented the Community House were non-profit organizations and no one was sure. She asked if this was something that the Board would be willing to change so that a non-profit can rent it for free. Hurd suggested that there be a fee involved to help cover expenses. Tatum stated that it would be fair since if the organizations used it for nothing, the other tax payers will end up having to foot the bill. He stated that this was a common situation with non-profit organizations. He stated that their not-for-profit status means that the IRS is not going to charge them on their income, which they do make. Commissioner Redd asked for Tuckers opinion and Tucker stated that there was one group a while back that rented it every week for a reduced rate. She stated that she felt that if we opened that door it would snowball so that people would have it rented or reserved on days when the Town could be making some income off of it. Mayor Hardwick asked how much the rent was and Tucker stated that there was a \$50.00 refundable deposit and \$90.00 rent. Tucker stated that it was up to the Board if they wanted to offer a reduced rate and Hurd suggested limiting the days to Monday through Thursdays as weekends are often rented. Commissioner Redd asked if they could do a reduced rate of \$50.00 or half price at \$45, Monday through Thursday. Mayor Hardwick stated that should be enough to cover the expenses and Hurd agreed. She stated that was the biggest part of the problem was covering the bills considering that since the Community House was still heated with propane, it was very expensive to heat. She also wanted to mention that we still had to replace the heating and air conditioning unit that would cost about \$13,000 and the Community House doesn't generate that kind of money

to start with a year. Mayor Hardwick stated that as long as they clean up after themselves so that the maintenance guys wouldn't have to and maybe keep a security deposit as well. Tatum stated that if they were limited to Mondays through Thursday, it wouldn't cut out any of the income and Hurd agreed since most of the rentals were on the weekends.

MOTION: TO ALLOW NON-PROFIT ORGANIZATIONS WHO PROVE THEIR STATUS CAN RENT THE COMMUNITY HOUSE AT HALF PRICE MONDAY THROUGH THURSDAY

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. It passed unanimously. Chief Kirts stated that the police officers come in to check the building after every rental afterwards. He stated that he felt that needed to go back to the Town. Hurd explained that the police officers were checking at night so that a Town employee didn't have to come back to town since the police officers were already in town and could do it while on patrol. Mayor Hardwick asked Tatum to look into that.

Commissioner Redd stated that had also wanted to mention the 5K Run that the Youngsville Parks and Recreation Department was doing, but that had already been covered by the Mayor.

Commissioner Redd also wanted to mention a handout that she has been compiling that lists all of the organizations and clubs in Youngsville to hand out to the local Home Owner Associations. She stated that she would like to also talk to people at the Youngsville Elementary and Long Mill Elementary School. She stated that she wanted people to get involved in the Youngsville Community. She stated that the flyer will give links to the local clubs and organizations. Commissioner Redd stated that once she finished it she would be giving it to all of the local Home Owners Associations and send them home with the children at school since those are the people that live in the community.

Attorney Olivieri wanted to mention that the SW Railroad Street property, where the large pump station is located, has finally been purchased. He stated that he had collected the tax money out of the purchase price. He delivered the check and deed to Hurd. He stated that since this property dealt with easements that were necessary for the transfer of the Water and Sewer System to Franklin County, he had also sent a copy of the deed to Franklin County.

The meeting adjourned at 9:05 pm.

MINUTES

MARCH 14, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, Leelan Woodlief, and Catherine Redd. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Attorney Joseph Olivieri and Police Chief Daren Kirts. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. Terry Hedlund, Blue Heron Drive, stated that a tax increase had been mentioned in a previous meeting. He wanted to state that in his opinion the \$.15 tax increase was huge. He wanted the Board to also look elsewhere to save money so that the tax increase could be lowered. Mr. Hedlund stated that he supported the local law enforcement but he felt that there had to be a better way. He stated that he would volunteer to serve on a committee to help look at other ways to fund the raises.

Mary Margaret Norman, Patterson Drive, agreed with Mr. Hedlund that \$.15 was too large at one time. Mayor Hardwick explained that that number was not a set increase and that the Budget Committee was working on trying to find other solutions. Mrs. Norman stated that she too supported the local law enforcement and that they did need a pay increase. She encouraged the Board to annex more property to raise the tax base. She stated that she felt that there were a lot of people "under the radar" that benefit from Town services but didn't have to pay taxes. Mrs. Norman felt that if they were annexed in, the larger tax base would help to cover the costs of the benefits that these people were receiving.

Lisa Girvin, Camille Circle, stated that when she moved here, she was told that the tax base would increase as more subdivisions were built and then annexed which would then decrease the taxes. She asked if the population had increased any other the past few years and Mayor Hardwick stated that it had. He explained that the taxes had decreased some several years ago but when the economy fell, the taxes had to be increase a bit to help cover costs as incoming funds from other sources were reduced.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the February 14th Public Hearings for the Annexation Petition for 5 properties on Black Swan Drive in East Woods of

Patterson, the addition of Ordinance 1.701 concerning Municipal Holidays and Changes to the Nuisance Ordinance 8.202 (i), and the minutes for the February 14th Regular Meeting. There was also the approval of a Resolution Authorizing the Finance Officer to establish a reasonable budget appropriation for mileage and incidental costs reimbursements for the NC Department of Commerce – Division of Community Assistance. The last item under the Consent Agenda was Budget Amendment #2013-15.

MOTION: TO APPROVE THE CONSENT AGENDA

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

Mayor Hardwick stated that he wanted to Board to go into Closed Session to discuss the purchase of property and attorney-client privilege concerning the negotiation of a contract with privileged information.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS THE PURCHASE OF PROPERTY AND NEGOTIATIONS CONCERNING PRIVILEGED INFORMATION

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. The Board went into Closed Session at 7:05pm and exited at 7:23pm. Mayor Hardwick stated that they had discussed the purchase of easements and contract negotiations as well as personnel. He stated that no action was taken.

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion of the sale of the Water and Sewer System to Franklin County Public Utilities (FCPU). Mayor Hardwick stated that we were getting close. Attorney Olivieri stated that he had good news. He stated that he had the fourth and final contract agreement and he wanted to go over some of the changes that had been made. At the end, he wanted to read the Resolution to set in motion the finalizing of the contract. Attorney Olivieri stated that the transfer date was set for Tuesday, March 19th in the morning. He stated that Franklin County Board of Commissioners would need to approve their contract and resolution in their meeting Monday night. Attorney Olivieri explained that there were two or three topics that Franklin County would be looking at during their meeting and the other was what our Board would be adopting tonight. He stated there was a deed for the Ballentyne Subdivision property that had the pump station located on it and the property for the water tank were being sold to FCPU. He also stated that Youngsville would be deeding easements to the Nassau Street and SW Railroad Street pump station properties. These properties would continue to be owned by Youngsville but FCPU would have access to maintain the pump stations. Attorney Olivieri stated that Attorney Tomlinson stated that he had found that there were a large number of unrecorded easements in Youngsville. Attorney Olivieri stated that Attorney Tomlinson would be getting those recorded and they will be handed over to FCPU so that they can have access to the water system. He stated that the recorded easements will be handed over to FCPU. He also stated that there was some property owned by the Preddy's, that had a pump station located on it and Attorney Tomlinson is working on

getting signed. Attorney Tomlinson also authorized Attorney Olivieri to make this change in the contract when it was being adopted tonight, so that Attorney Tomlinson would be responsible for completing this instead of Youngsville. Attorney Olivieri explained that there is a bill of sale for the pump stations that has additional language added to it that in addition to selling the pump stations, the Town would also be selling any other personal property that belonged to the Water and Sewer System to FCPU. He explained that this did not include the computers. He stated that any manuals that the Town had concerning the equipment would also go to FCPU. Attorney Olivieri stated that issues with the Thompson Mobile Home Park easements concerning the pump station were resolved earlier today.

Attorney Olivieri wanted to touch base on a few of the other changes to the contract. He explained that one of the changes stated that any fees due from disconnection of services after the exchange, allows for the transfer of that money to the Town. The second change was wording that Franklin County wanted to add. It stated that if there were any misappropriated funds that happened before the exchange, FCPU would not be responsible for them. The third item was on page 26 and included a list of items that needed to be done. Attorney Olivieri explained that both needed to be approved at the Board Meetings for both the Town of Youngsville and Franklin County Board of Commissioners. Once both have approved the contract, the first payment of \$75,000 will be delivered to the Town of Youngsville. He stated that Youngsville has done all of the items on the list except for one more easement that needs to be signed off on. There was also another easement but that is the one that Attorney Tomlinson will be working on with the Preddy family. That ends the changes that were being made to the agreement contract.

Attorney Olivieri read the Resolution that the Board needed to adopt. He explained that there would be a 10% decrease in Youngsville customers off of the FCPU rates for the first three years. He stated that there were places that the Mayor and Town Clerk need to sign as well as some plat maps that need to be signed also. Attorney Olivieri stated that the only other issue was one last easement that needed to be handled. Mayor Hardwick wanted to know if there were any questions and there were none.

MOTION: TO ADOPT THE RESOLUTION FOR THE SALE OF THE WATER AND SEWER SYSTEM TO FRANKLIN COUNTY PUBLIC UTILITIES

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously. Mayor Hardwick wanted to thank Attorney Olivieri for all of his hard work. He stated that this should be effective this coming Tuesday.

The second item under Old Business was to continue discussion of changes to the Nuisance Ordinance 8.202 (i). Attorney Olivieri stated that he had been asked by Tatum to look at both the Noise and the Nuisance Ordinances in order to tighten them up and make them more cohesive. He stated that he had looked at similar ordinances from other towns. He explained that one of the biggest problems as they stood now was enforcement. Attorney Olivieri stated that the old Ordinance stated that violations be

brought before the Board. He stated that with new technologies that allow the measurement of noises that can be measured more objectively and scientifically. He explained that there were also outdated phrasing that disallowed items that prevented some noises such as earphones. Attorney Olivieri stated that the intent was there but the wording needed to be updated. He stated that both the Noise and Nuisance Ordinances were vague. He explained that he drafted a new Noise Ordinance that combined the two and he wanted to go over some of the provisions with the Board. He stated that certain activities that are prohibited in certain places and times and other activities that are allowed but have a certain noise level. Attorney Olivieri stated that he consulted with Chief Kirts to make sure that there were procedures and measurements that were easy to follow and enforceable. He also stated that it set up clear civil and criminal penalties. He explained that if there was a complaint called in to the Police Department, then the officers could go out and be able to determine with their equipment if a violation of the Ordinance has occurred and issue them a citation. However, if a citizen has a complaint, they would need to have a sworn statement describing the violation and submit that to the Town Administrator. The Town Administrator could then initiate an investigation and if there was enough evidence, he could then issue a civil penalty which would increase if the violation continued. Removing the complaint from coming before the Board means that it could be handled in a more efficient manner. Attorney Olivieri stated that if it was approved, the numbering of the proposed Ordinance would need to be changed to make them more in line with the surrounding Ordinances. He also stated that it had been suggested allowances for homeowners to extend the hours for their personal projects. Commissioner Redd asked about complaints on loud dogs and if that would be an offence that could be given a ticket. Attorney Olivieri stated that it would be considered a civil offense under the new Ordinance. Mayor Hardwick asked how it would be determined if it is in violation if there is no measurements. Attorney Olivieri stated that if an officer went to the house after a complaint, the officer should be able to determine if it is unreasonable and then enforceable as criminal. Commissioner Redd stated that this section is very specific for other items but for Section C, which describes noises made by animals, is not very specific and seems to be judgmental or vague. She stated that she has a problem with it not fitting in with the other sections that are very specific. Commissioner Redd stated that she wasn't sure where else to put them as they are an issue but she feels that this doesn't work. Attorney Olivieri stated that issues concerning barking dogs were hard to come up with objective standards such as how many barks and how loud. Commissioner Redd stated that she felt that it needed to be worked on in the future to make it more specific and enforceable. Commissioner Redd also wanted to talk about Section 8.209.2. She stated that the entire reason that the Board was redoing this Ordinance was due to a complaint about construction being done on weekends and it was supposed to be updated to disallow work on Sundays and Holidays. As it reads now, construction is allowed on Sundays. Attorney Olivieri stated that used what other Towns around ours were allowing and used their language. He stated that Commissioner Redd was correct in stating that Sundays were supposed to be disallowed. Mayor Hardwick stated that Sundays could be stricken from the proposed Ordinance. Commissioner Stallings asked how people would know which Holidays and Commissioner Redd stated that the Holiday schedule was approved last month. Mayor Hardwick stated that Sundays needed to be stricken from the proposed Ordinance as well as adding that Holidays are listed as per Ordinance 1.701. Attorney Olivieri stated that the proposed changes should

be amended to state that there will be no work allowed on Sundays and Holidays, as stated in Ordinance 1.701. Hurd asked if it could state that it was for commercial construction so that if a homeowner wanted to build a shed on the weekend he would not be limited to Saturday only. Attorney Olivieri stated that it could be done. Mayor Hardwick stated that before voting on the entire Ordinance change, the Board would need to approve the changed to the proposed Ordinance. Attorney Olivieri stated the paragraph should include that it will be a violation to perform construction out of doors and run construction machinery except on Monday through Fridays, Saturdays. It would not be allowed on Sundays and Holidays as defined in Ordinance 1.701.

MOTION: TO APPROVE THE PROPOSED ORDINANCE CHANGES WITH THE AMENDMENT THAT STATES THAT WORK WILL BE ALLOWED ON SATURDAYS AT THE PROPOSED TIME FRAME BUT WILL NOT BE ALLOWED ON SUNDAYS AND HOLIDAYS AS PER ORDINANCE 1.701

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

Attorney Olivieri stated that this could again be changed at any time if any problems arise from it. Commissioner Redd stated that she felt that people should be neighborly first before making complaints. For example, a neighbor could ask another to be a little bit quieter and that should help the situation from escalating.

Commissioner Redd wanted to look at another proposed Ordinance 8.209.4 that states operating mowers and other motor driven domestic tools out of doors except between the hours of 7am and 9pm, Monday through Sunday with the exceptions for golf courses and the like. She stated that she felt that 7am was too early to mow lawns in a residential area. She stated that she felt maybe starting Saturday hours around 8am instead. Hurd stated that sometimes people mowed that early before it got over 100 degrees during summer hours. Commissioner Redd stated that she was fine leaving it from 7am to 9pm so that people could do that on the weekends before the heat of the day. Mayor Hardwick stated that if it did become a problem later, the Ordinance could be amended to change the weekend hours.

Attorney Olivieri asked if the Board wanted to vote on Hurd's suggestion of making sure that Ordinance 8.209.2 didn't prevent homeowners from working on their property over the weekends. Mayor Hardwick stated that he felt that it did need to designate a difference from major construction and a homeowner making updates to their property.

MOTION: TO ALLOW PRIVATE HOME OWNERS AND RESIDENTS TO DO OUTDOOR CONSTRUCTION AS NECESSARY TO MAINTAIN THEIR HOME ON SUNDAYS AND HOLIDAYS BETWEEN THE HOURS OF 8AM TO 6PM TO BE ADDED IN SECTION 8.2.12 – EXCEPTIONS

The motion was made by Commissioner Redd and was seconded by Commissioner Woodlief. Attorney Olivieri stated that the numbers of the Ordinances may change and the chart in proposed Ordinance 8.209 will be changed to reflect these updates as well. It passed unanimously. Attorney Olivieri stated that this would delete the outdated sections for things like the personal radios. Cathy Oakley asked if the trucks that “jake break” could be included in that Ordinance and Hurd stated that there was already another Ordinance that covered that. Mrs. Oakley stated that it was not being enforced. Mayor Hardwick stated that the problem was that a Police Officer had to catch them doing it. Tammy Narron stated that the train whistle was loud as well and Attorney Olivieri explained that the trains had to use the whistle, by law, at all intersections to warn of their passing. Mrs. Narron also stated that the train would idle and that was pretty loud too. Attorney Olivieri stated that if a train is making a noise that is required by Federal Law, those laws overrule any Ordinance that Youngsville could have. Mayor Hardwick stated that it has to do with the distance to crossings and since Youngsville has three that are so close together, you don’t get a break in the whistle while it comes through town.

The third item under Old Business was to continue discussion of the Clean Up / Community Day. Commissioner Redd stated that the Community Advancement Program (CAP) met for a second time and decided to take charge to head the Clean Up / Community Day. She stated that they are planning to meet on Saturday, March 16th at 1pm to walk around Main Street and see what needs to be done and which projects they will be able to accomplish. She stated that they are looking at creating maps that show different layers for each building such as owners, uses, condition of the building, etc. She stated that she really wanted to get a good map of the Main Street Business District (MSBD) as there is not a really good map of that area at this time. Commissioner Redd stated that they would be meeting at Charron’s on Saturday and afterwards there would be live music at Full Circle. She stated that the next CAP meeting was April 1st at 7pm and they will prioritize the projects. She explained that CAP is not going to be a funded committee; they will be getting the projects sponsored by other local organizations that do have funds. Commissioner Redd stated that the earliest that it can be accomplished is early fall. She stated that the Kiwanis Club was doing a Community Service Day to clean up the trash around town for the 5K Race. She stated that they would be doing this on March 23rd at 8am. Commissioner Redd stated that CAP would also be working on their Mission and Vision Statements at their next meeting. She stated that they wanted to be a pro-business environment so that when the growth comes back, the downtown area will be ready for it. She stated that she didn’t think that any other organization was focused solely on doing something like that. She explained that CAP would have connections with all of the other organizations so that there won’t be overlapping in projects, which will include sending out the minutes of the meetings to the other organizations so that they will know what’s going on. She stated that CAP also has their Facebook page setup. Mayor Hardwick stated that he wanted to get everyone involved including not only residents and the Board but the local businesses as well. Commissioner Redd stated that they will decide if their main goal will be to fix downtown or to get the community together. She stated that if Community Day was one of the events for getting the community together another idea would be to have a Family Movie Day at the Community House. Mayor Hardwick stated that he appreciated her and her committee taking on these projects.

The fourth item under Old Business was a discussion of repairing the old garage building on SW Railroad Street. Tatum stated that the Board has already approved the repair a few meetings ago.

Tatum also went into the fifth item under Old Business with a discussion of the heating / air unit at the Community House. He stated that Chief Kirts had been able to get a better quote for replacing the unit. He stated that the Board had budgeted \$13,000 and Chief Kirts was able to get a quote for approximately \$5,800 from Casey Services. Tatum explained that this was budgeted last year and we had waited as long as we could before replacing the unit. He stated that he needed the authority to accept the proposal. Mayor Hardwick asked how many bids did Tatum get and he stated four. Tatum stated that this bid was midrange. He explained that he and Chief Kirts didn't feel good about the other bids as they felt they wanted to do more work than was necessary such as putting the unit in the ceiling. Tatum stated that it would be good, quality equipment at a good deal.

MOTION: TO ACCEPT THE PROPOSED BID FROM CASEY SERVICES TO REPLACE THE HEATING AND AIR CONIDITIONING UNIT AT THE YOUNGSVILLE COMMUNITY HOUSE FOR \$5,800.

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

The sixth item under Old Business was a discussion of Implementation of the Pay Plan. Tatum explained that in 2008 the Town had adopted the Pay Plan that had Steps and Grades for Classifications for all employees. He stated that plan was never implemented. Tatum stated that in 2012, the Board readopted this Pay Plan when they adopted the new Personnel Policy. He stated that he is seeking to implement the Pay Plan. He explained that originally, the problem was that the 2008 job descriptions were outdated. Tatum stated that he and Chief Kirts then decided to match up the descriptions and duties with the Pay Plan for Franklin County. He stated it was discovered that in order to do that, it would require about a \$.15 tax increase. Tatum stated that he and Commissioners Johnson and Stallings worked on it and decided that a better idea would be to place each employee, wherever they are and their salary falls in that Pay Grade, and take them to the next highest Step. He explained that no one was classified to the Pay Plan, though they were somewhere in the range but not at the Steps. Tatum stated that in that situation, some people were closer to the next Step than others and hence won't receive as much of a raise as those that are further away from their next Step. He stated that this would get everyone in the system. This solution would only cost \$04.7 tax increase assuming that all other expenses that are going to increase for this year are absorbed by the increase in the tax valuation from Franklin County. Tatum stated that he felt that this would be the most it would cost if there was a fairly decent increase in the valuation, then apply that increase to all of the increases in expenses such as insurance, and if those increases don't use up the extra money from the increased valuation, the Town won't have to raise the tax rate that much. Tatum explained that this was just giving information to the Board since we are going into Budget planning time. He stated that the best the three of them could come up with was this so that it would only cost \$04.7. The other option was to just give everyone a raise but that won't accomplish anything. He stated that we needed

to fix the Pay Scale and fix it now. Mayor Hardwick stated that he knew everyone was still looking to cut expenses where they can and find the best deals to help offset some of these increases. Tatum explained that the biggest expenses were labor and benefits. The next biggest expense was the insurance. He stated that the hourly rate is what the Town can control. Tatum explained that the government controls how much the Town has to pay in payroll taxes and the insurance companies control those rates. The only thing that the Town has any say over is the hourly rates that the employees are paid. Tatum stated that the Town was still working hard to not spend any more money that we have to.

The next item on the agenda was New Business. The first item under New Business was to adopt the Memorandum of Understanding for Capital Area Metropolitan Planning Organization (CAMPO) for the US-1 Corridor. Hurd explained that Mrs. Powell, who came here last month, has requested that the Board adopt this updated Memorandum of Understanding. She stated that added Franklinton to the original one that was previously adopted. Mayor Hardwick stated that this was just bringing everything in line.

MOTION: TO ADOPT THE MEMORANDUM OF UNDERSTANDING FOR CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION – US #1 CORRIDOR

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

The second item under New Business was a discussion of a review of our Ordinances by the Division of Community Assistance, a department of the NC Department of Commerce. Mayor Hardwick stated that this was a good opportunity. Tatum explained that Commissioner Redd had found that the NC Department of Commerce would do a free review of the Ordinances with the purpose of insuring compliance with recent State Planning Legislation. He explained that the Board would have to adopt a resolution requesting their services and to reimburse them mileage and for any maps they may prepare for us. Commissioner Roberts asked what good this would do and Tatum stated that this would save the Town several thousands of dollars. He explained this kept the Town from hiring a consultant to make sure that the Town's Ordinances were not in violation of State Law. Attorney Olivieri stated that any recommendations that they make would still have to be voted on by the Board and Mayor Hardwick stated they would only be making recommendations. Commissioner Redd stated that she had spoken with them and once they make their recommendations and find that we are in compliance with State Law, there are other options this opens us up for. She stated that she felt it was a great idea. Tatum stated that he and Commissioner Redd had met with a consultant whose company provides Planning and Ordinance review services to other municipalities. He stated that they gave a quote that was very reasonable for their services but this option is free. Tatum explained that once we had the free review then maybe the Town could take the next step with a consultant and let them make a presentation to the Board. Mayor Hardwick stated that he felt that we needed to get things moving.

MOTION: TO ADOPT THE RESOLUTION APPROVING THE NC DEPARTMENT OF COMMERCE – DIVISION OF COMMUNITY ASSISTANCE – TO REVIEW THE TOWN’S ORDINANCES

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that the Board went into Closed Session earlier and did not need to now.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates.

Finance Committee – Commissioner Johnson stated that they were working on preparing the new Budget.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – Commissioner Redd stated that the consultant that Tatum mentioned earlier had stated that as they redo the Ordinances, it was important to have a Comprehensive Development Plan so that the Ordinances will match the future plans of Youngsville. Commissioner Redd stated that they might include doing that in with the Ordinance project. She stated that she thought maybe having that company come and speak with the Board would help get a better understanding. She stated that we could have the Department of Commerce come out and review the Ordinances now and then put in the Budget in the near future of having a consultant help us move forward even more.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to remind everyone that April 6th was the first Annual Parks and Recreation 5K Run. He stated that this was a good cause and was helping to raise money for the children. Mayor Hardwick stated that this was not all running; there would be walkers as well.

Mayor Hardwick stated that Patterson has started the cleaning process. He explained that the Street Sweeper was being repaired and that the streets would be cleaned soon. Tatum stated that their goal was to have the streets cleaned before the 5K Run on April 6th. Mayor Hardwick stated that the Town was starting to look nice and to keep it going.

Commissioner Redd stated that she wanted to make a special mention of Jim Moss. She stated that he runs every morning and keeps a bag with him and picks up the litter off of the side of the road. She stated that she wanted to publicly thank him for his good deeds.

Commissioner Redd also wanted to ask about the tax base and annexation. She stated that she knew that the Town couldn’t forcibly annex at this point but she wanted to start

discussions about it so that the Town could be prepared for the future. Mayor Hardwick stated that Tatum had talked about the increased valuations from Franklin County and he understood the need to increase that value even more. Mayor Hardwick stated that the Finance Committee was working hard on getting a Budget but there were still a lot of unknowns out there. Mayor Hardwick stated that he didn't want to see the taxes go up but he knows that there's a possibility of that happening. He stated that he understood that people are going through tough times and the Town has tightened our belts as well. Mayor Hardwick stated that the Town needed to keep doing that but we also needed to look out for our employees as well. Mayor Hardwick stated that as far as annexation goes, we can only do that if someone comes to us and petitions for it. Hurd stated that she had spoken with John Phelps from the legal department of the NCLM. She stated that she had sent him an email about forcible annexation and he had called her back because it was too complicated to explain in an email. She stated that he told her there was no way to forcible annex at this time. In order to annex something like a subdivision, you would need approximately 75% to 80% to agree to it and that rarely happens. Hurd also stated that there were other rules that would have to be followed as well before the annexation could happen. She stated that Mr. Phelps had told her no one had been able to get an annexation that way up to this point with these new laws. Hurd stated that right now, the best bet on annexation of subdivisions is to hope that the developer wants to annex it in while it's being developed for the Police protection. Mayor Hardwick stated that all of the annexations, that he's aware of, were petitioned. He stated that we have not gone out and forcibly annexed anyone at this time. He stated that there were some aggressive annexation but we just can't do that. Mrs. Oakley asked if the Dollar General could be annexed and Mayor Hardwick stated that it already was. Hurd stated that it was a satellite annexation and Mayor Hardwick stated that they had petitioned. Hurd explained that even though it was annexed, the neighbors were not inside of town limits and had stated that they did not want to be annexed. Commissioner Roberts stated that we had annexed the industrial park and Mayor Hardwick stated that there had been a lawsuit over that. Mayor Hardwick stated that he agreed that the people outside of town limits were taking advantage of our town but they weren't paying any taxes. He stated that we needed to get them to come in and spend money at the local businesses.

Commissioner Redd stated that last month she had proposed that we not spend the money in the Powell Bill and for the Town to pay an engineering firm to do a Pedestrian Improvement Plan for Youngsville. She stated that she has talked to the Planning Director in Butner, who has been through this grant process before. Commissioner Redd stated that she would be willing to help us through this process. She stated that the Planning Director has explained to her some of the process and how to make sure that we meet the guidelines for reimbursement. Commissioner Redd stated that she had also mentioned to her other grants that would benefit Youngsville. She explained that most of them were 80/20 grants which means we would have to pay a small portion but that can be paid out of the Powell Bill Fund. Commissioner Redd stated that the Council of Government is also working on grants and we should look into those. Mayor Hardwick stated that he has been working with them and attending their meetings. Commissioner Redd stated that she has received information from the Planning Director and has yet looked through them. They include the information on how to send out requests for bids.

Commissioner Redd stated that she and Tatum will be working on getting that done. Commissioner Redd stated that she would also be talking to the developer of Traditions in Wake Forest. He will be installing greenways to the Franklin County line and she is looking for a grant to connect to that. Mayor Hardwick stated that a previous Commissioner, Keith Shearon, had worked on getting a bike path but was unable to do that before he retired from the Board. Commissioner Redd stated that she has plans to contact him. She stated that she felt that there was a lot of potential with all of these grants.

Commissioner Stallings wanted to mention the 5K Run. He stated that they have done a real good job on it. He just wanted to make sure that the media knew and got the information out. He stated that this was a good way to raise money for the Parks and Recreation Department. Commissioner Stallings stated that he would be walking and he hoped that some of the parents would be as well since he knew that about 95% of the children in the program were not from inside of town limits.

Commissioner Stallings asked about the Sweepstakes. He stated that he has heard in the news that one of the gentlemen that is involved in the North Carolina Sweepstakes is being investigated. He was wondering when this was going to be enforced.

Commissioner Johnson wanted to mention that Andy McGhee, the Parks and Recreation Department's Director, is pulled in about 9 different ways this time of the year. He stated that he knew McGhee had lots to do to get the Spring Baseball Season underway. Commissioner Johnson stated that going forward, the Parks and Recreation Advisory Board has a meeting once a month, and he felt that these people had a vested interest in our Parks and Recreation Department. He stated that they, along with many others, have kids involved. Commissioner Johnson stated that was because we want them to play here but also because it is a very good league. Moving forward, going from this season to the Fall season, he stated that there would be a meeting to set more guidelines. He explained that everyone wants their kids to play and have a great time. Commissioner Johnson stated that there has been some conflict this past season at the start because we have really good coaches who want really good kids and parents want to be a part of that. He explained that what he's anticipating to happen is having these meetings after this season is over with that will include coaches, parents, and administration so that everyone will be on the same page. He stated that this should help fix some of the problems. Commissioner Johnson stated that as Commissioner Stallings stated, 95% of the children in the league are from outside of town limits. He stated that it was very important that we portray professionalism and integrity of this league. He stated that McGhee does a great job of that. Commissioner Johnson stated that moving forward; he wants to allow the input of the people who have a vested interest such as parents and grandparents. He stated that he wants everyone to get a fair shake. Commissioner Johnson repeated that he felt that McGhee was doing a great job. He stated that opening day is the same day as the 5K and he wanted to invite everyone out to see it. He stated that there were two levels of select teams that are playing right now. Commissioner Johnson stated that this was a positive image for the Town as a whole. He explained that the Luddy Park looks nice and clean and the program is run efficiently. Mrs. Oakley wanted to mention that McGhee was there every Saturday during Basketball Season as well. Commissioner

Johnson stated that all of the guidelines and rules that we put in place are for every sport. When parents bring their children up for any sport they will be made aware of all the information that they will need before each season during these meetings. Mayor Hardwick stated that he and Commissioner Johnson had talked and this was all about the children. Commissioner Johnson stated that the children just want to play; it's the parents that always have problems. Mayor Hardwick agreed that McGhee has done a wonderful job along with some help from his family. He stated that he appreciates the work that McGhee has done. Mayor Hardwick stated that we are feeling some growing pains and that Commissioner Johnson is helping to move us in the right direction.

Attorney Olivieri stated that he wanted to thank the Board. He stated that there was also some paperwork that needed to be signed after the meeting.

Chief Kirts wanted to mention that all of the things that had been talked about tonight all need law enforcement. He stated that the Police Officers are on duty 24 hours a day and they need support on this Pay Plan. Chief Kirts stated that this was the bare minimum that helps to keep officers here. He stated that over the last three years, he has done everything that he could to keep costs down and get as much money from other sources as possible. He stated that it was time to give something back. Mayor Hardwick stated that the Police Department has done a great job and that was why people are safe. Chief Kirts stated that the Police Department was one of the biggest reason people do annex into Youngsville, for the security. He stated that he needs to be able to keep the people so that the Police Department can keep doing the job as well as they are.

The meeting adjourned at 8:36pm.

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MINUTES

APRIL 11, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, Leelan Woodlief, and Catherine Redd. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Attorney Joseph Olivieri and Police Chief Daren Kirts. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. Bruce Alford, N Cross Street, wanted to make the Board aware of a letter he had received from Tatum. Mr. Alford explained that he had recently installed a car lift under one of the shelters in his backyard. He stated that the letter confused him so he met with Tatum and ended up even more confused. Mr. Alford stated that he had gone by what he had always done in the past. He explained that he did get a permit when he had his garage installed but he stated that he has asked about putting in the carport, he was told that he did not need a permit for that. He also installed a utility building and was told that he wouldn't need a permit for that either. Mr. Alford stated that he had in mind when he put that shelter in a couple of years ago to put that lift in there at some point. He stated that this lift was never intended for a business or anything like that, it was intended for his personal use so that he can maintain their vehicles on their own. Mr. Alford stated that the letter mentioned that the offset of the property is not legal. He stated that each time he asked about it though, he was told that it was the lift that needed to be removed. He stated that was his main confusion between the letter and what he is being told. Mr. Alford stated that the letter mentioned that there was electricity to the shelter and he stated that it was supplied from the garage, which the garaged was inspected and approved when it was installed. He stated that he has disconnected the electricity and figured that he should be able to run it off of a generator or plug into the home or garage. He stated that when he mentioned those options, he was told that the building was still out of code and the lift would still have to be removed. Mayor Hardwick asked if there was a permit issued for the lift itself and Mr. Alford stated no, he didn't realize he needed one. Tatum apologized that he didn't explain the situation better to Mr. Alford. He stated that the problem is that the building that the lift is under is too close to the property line and the building beside it. Tatum stated that made it a non-conforming placement of the building and you cannot make any improvements or enlarge a non-conforming building until it is brought up to code. He stated that it cannot be up to code because it is too close to the property line and the other building. He also stated that he could not run the electricity to the building as it is. Tatum stated that it was kind of a circular pattern. He stated that he was sorry that Mr. Alford had gone through all of the expense and trouble to install all of this, which

included pouring a concrete pad under the shelter and installing the large lift. Tatum stated that all of that would have needed to be inspected by Franklin County Inspections Department. He stated that this lift was considered improving a non-conforming building and that can't be done. Mr. Alford stated that he didn't agree that the lift was an improvement to the structure. Commissioner Redd asked how the lift was considered an improvement to the structure and Tatum stated that it was a change to the structure. Commissioner Redd asked if the word "change" or "improvement" was listed in the Ordinance. She wanted to know how the Ordinance was phrased exactly. Tatum stated that he wasn't able to quote the Ordinance exactly since he didn't have it in front of him. He stated that the point is that if you have a building that is non-conforming on the day that the Ordinance was passed, then you can't do anything to change its use. It can't be improved or enlarged. Commissioner Redd asked what was behind the setback where it was too close to the property line and Mr. Alford stated it was twenty two inches from the property line. Tatum stated that it was supposed to be three feet. Commissioner Redd asked what was that property line adjoining and Mr. Alford stated a residence that used to be his aunt's home. He stated that another couple had moved in there at this point. Tatum stated that it had to be three feet from the property line and ten feet from the building adjacent to it. He explained that the building should never have been put where it is located. Mr. Alford stated that it comes back to how moving the lift changes whether the building is conforming or not. He stated that he can't move the building. Tatum stated that it's not the building itself, it was that he made a change to the use of the building that is non-conforming. Commissioner Stallings asked how the Town got involved in this and Tatum stated that we had received a complaint from a citizen. Commissioner Stallings asked what happened next and Tatum stated that he went down to look at the property to see what the situation was from the street and he could see the lift and that the building was too close to the property line and too close to the building beside it. Mr. Alford stated that it looked to him as if Tatum was looking for things that he could use against him and Tatum stated that was not the case. Mr. Alford stated that was the way it looked to him. Mayor Hardwick stated that if we received a complaint, we had to go check it out and if there was a problem then it needed to be addressed. He stated that the Town was not looking to find problems. Mr. Alford stated that he didn't want problems and explained that if the building was the problem, he didn't realize it when he installed it. Mayor Hardwick asked when the building was installed and Mr. Alford stated about two years ago. Tatum asked if it was the entire building or just the shelter portion and Mr. Alford stated that entire building. Mayor Hardwick asked if there was a permit for the building at that time and Mr. Alford stated no but he didn't realize that one was needed. He stated that he was always told that you didn't need to have a permit to install a utility building as long as it wasn't attached to another building. Mayor Hardwick stated that a permit was needed when you add a structure like that to the property. He stated that permits were also needed from Franklin County as well. This was also how the Tax Office was alerted to new structures for taxing purposes. Tatum stated that the procedure would have been for Mr. Alford to get a zoning permit to have the building put on his property and that was not done. He explained that was how we got the building put on the property illegally. Tatum stated that we aren't saying to take the building down, but if it is there illegally, you cannot do anything else to it. He stated that the other side of this was that the electrical wiring was done by Mr. Alford and Mr. Alford stated yes it was as that is what he does daily at work. Tatum stated that most

people that work with installing electricity know that they need to get a permit to run electricity to another building. Mayor Hardwick asked what needed to be done next such as would Mr. Alford need to file the correct permits. Tatum stated that Franklin County is not going to approve any wiring to that structure because it is applied to a non-conforming structure and you can't have improvements such as electricity if the building is not approved. Mr. Alford asked why he couldn't use a generator to power the lift. He stated that this was something that would only be used around ten times a year. Tatum stated that he didn't have the authority to allow him to use a generator; he would have to ask the Board for a variance. Mayor Hardwick stated that he would have to file the paperwork to come before the Board. Mr. Alford asked if he could meet with the lawyer to get more information Attorney Olivieri stated that would be fine. He would get the needed information about the town regulations from Tatum.

Twig Wiggins wanted to introduce Gary McAllister who would now be running the Flea Market. He stated that they were now partners. Mr. Wiggins wanted to ask what needed to be done about the outside sales and Tatum stated that the business was grandfathered and there was nothing that needed to be done. Mr. Wiggins stated that he felt Mr. McAllister would do a better job. Commissioner Redd asked if Mr. McAllister purchased the building or was he just managing it and Mr. McAllister stated that they were partners but he was in the process of buying it. Commissioner Redd asked if he purchased the business would it end the grandfather status and Tatum stated that buying the building didn't change the grandfather status on the business. Mr. McAllister stated that any non-profit could set up outdoors with no charge.

The next item on the agenda was the Financial Report. Tatum stated that last year there was a resolution that was passed that allowed the Finance Officer and the Town Clerk to use online auctions to sell surplus property. He stated that there was more surplus property that needs to be sold and he wanted to make the Board aware of that.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the March 14th Regular Meeting.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that there was no Old Business at this time.

The next item on the agenda was New Business. The first item under New Business was a presentation by Beverly Kegley from the Franklin County Volunteers in Medicine. Mrs. Kegley was unable to attend.

The second item under New Business was a presentation from Keith Smith. Mr. Smith, of Pete Smith's Automotive Group in Louisburg, stated that they owned property in Youngsville Crossing Shopping Center. He stated that there was interest in developing it

and he was looking at maybe putting in an indoor shooting range. He stated that he felt this was a good opportunity. Mr. Smith explained that he had talked to other people concerning this and was looking to model it after the shooting range at Lake Norman. He explained that was a three million dollar facility with fifteen indoor shooting lanes and a full retail store inside. Mr. Smith stated that he has done about all of the preliminary legwork that he could and now he wanted to get feedback from the Board. He stated that the Zoning Ordinance does not address this. Tatum stated that the property was Mixed Use (MU) and there was a retail component to this venture that was permitted in MU district. Mayor Hardwick asked about the safety factors that would be installed in the building and Mr. Smith stated that it would be designed with concrete walls and a device that stops the bullets in the back section. He also stated that this would be a “green” building with solar panels installed as well. Mr. Smith stated that he knew that guns and ranges were a controversial subject at this time but at the same time it was still a good business opportunity. Mayor Hardwick asked how big of a building was he looking at building and Mr. Smith stated that the one at Lake Norman was about fifteen thousand square feet though he may do something smaller. Mayor Hardwick stated that the Board has had issues with shooting problems in the past. He asked what caliber sizes would be allowed at the shooting range. Mr. Smith stated that he would need to do more research on what type of stopping power the building would need for different types of rounds. He stated that he knew the noise factor was also a concern for the Board. He stated that it wouldn’t be entirely quiet outside but the one at Lake Norman sounded about like a car door shutting. Mr. Smith stated that you could go online and look at the facility. Attorney Olivieri stated that he could see two issues. First was the Zoning Issue regarding the placement of the business and second would be that there was a Town Ordinance that prohibits the use of firearms inside of Town Limits. Commissioner Redd asked where the next closest indoor range was Mr. Smith stated in Raleigh. Chief Kirts stated there were 2 in Raleigh. Mr. Smith stated that there was another group that was looking into doing another one as well and he wanted to get his in first if possible. Mr. Smith stated that places like this are considered destination points. He stated that a lot of people in this area own guns. Mr. Smith stated that he knew that there was some controversy about an outdoor gun range in Franklin County but indoor ranges have good safety factors. Tatum wanted to know if Mr. Smith could ask his contacts if there were issues in their locations about being inside of Town Limits. Mr. Smith stated that he wasn’t sure if he was inside of the Town Limits but he would check on that. Commissioner Stallings recommended that Tatum stay in touch with both Mr. Smith and the Attorney since time is of the essence. Mr. Smith also wanted to mention that there seemed to be a bit of economic action going on as people were interested in some of the lots that he owns. He hoped that we would be able to see something happen over the next two or three months.

The third item under New Business was Ritchie Duncan from Franklin County Economic Development. She wanted to talk to the Board about the Rural Center Building Reuse Grant Program (Program). Mrs. Duncan handed out some information to the Board to look at while she made her presentation. She stated that she had wanted to bring this Program to the attention of the Board and the business owners of Youngsville. She explained that this Program had been very successful in both Franklinton and Louisburg. Mrs. Duncan stated she wanted to explain how this Program works. She stated that the

Program is a Building Reuse Grant Program and it is a competitive grant program among all 85 rural counties. She stated that every one of the rural counties may apply and the Rural Center judges these grants against one another and award the grants to those who had the highest scores. She stated that the funds may be used for restoration and up fitting of vacant buildings. She explained that the funding came to the Rural Center from the North Carolina General Assembly. Mrs. Duncan stated that the eligible applicants are the local governments. She explained that the local government applied for the grant on behalf of the business so it becomes a partnership between the local government and the business. She stated that it was the private business that must take responsibility for up fitting and reusing the vacant building. Mrs. Duncan stated that the key to this grant is how many jobs that business will create. She explained that each job created has a value that goes towards how much money the Rural Center will grant to the business. She stated that the amount of the grant may not exceed 50% of the total cost of the project. She stated that this way the business has an investment to make this project work. Mrs. Duncan stated that with regards to the details for the eligible projects, which Youngsville does have in downtown, the buildings have to be vacant for at least three months prior to the grant deadline. She explained that partially occupied buildings do not qualify, nor do buildings that have never been occupied unless they have been unoccupied for at least five years. She stated that the project needs to begin within six months after the awarding of the grant and it has to be completed within eighteen months. Mrs. Duncan stated that the money can be used for all of the basic construction items. She stated that in order to get the grant, the business is going to have to supply a detailed budget of these expenses. Mrs. Duncan wanted to explain about the match requirements. She explained that Franklin County was a Tier 3 County which means that businesses are eligible for \$5,000 per job created. She stated that the business would have to match that amount and the local government would have to match 5% of the grant amount. Mrs. Duncan stated that this all depended on the amount of jobs that are created. She explained that the business must commit to full-time jobs that must be created within eighteen months after the award. The business would have to maintain all of their current full-time jobs. She stated that the business would have to maintain both the current and new jobs for at least six months after the completion of the grant. Mrs. Duncan stated that the jobs were tracked by the North Carolina Unemployment Insurance. She stated that after the project completion, they had to do their due diligence to make sure that the businesses have created the jobs that they promised. Mrs. Duncan stated that priority was given to created jobs that had higher wages and included at least 50% employer-paid health benefits. She stated that the funds are granted to the local government who then lends the funds to the property owner or business in the form of a deferred, forgivable loan. She explained that the loan was secured with a loan performance agreement and promissory note signed by the property owner. She stated that the loan forgiveness comes upon completion of the project and verification of the created jobs. Mrs. Duncan stated that if the business did not meet the requirements they would then be responsible for paying back the money. Mrs. Duncan stated that the requirements for the local government were to contribute 5% to the grant amount and to act as an intermediary partner for the project. She introduced Rick Seekins, Kerr-Tar Regional Council of Government (COG), who has gone through this process before and helped local governments through the grant application process at no cost. She explained that they will handle the administration and reports for a small fee so that the local government won't have to do that. This could be included in the 5%

match by the local government. Mrs. Duncan stated that this was a great program that would help get the buildings put back into use. Mr. Seekins stated that there had been some talks with some of the businesses in town. He stated that he wanted to come to the Board so that they knew how this program worked so that if a business was ready to file an application, the Town would be prepared. Mr. Seekins stated that the application cycle is about every two months. He stated that he hoped to have a project to bring to the Town by the next cycle in a couple of months. Mrs. Duncan felt that it was very important to bring this information to the attention of the Board. Mr. Seekins stated that if the Board was aware of anyone that was in need of this grant, please present the information to them and Mr. Seekins would be glad to help them through the process. He stated that they have done about eight to ten in Franklin County. He stated that they will also create a Memorandum of Understanding that is essentially an understanding between the Rural Center, the Town and the business. Mr. Seekins stated that there would be a contract between the Rural Center and the Town and another one between the Town and the business along with a promissory note. He stated that the Memorandum of Understanding brings unity to those separate contracts. Mr. Seekins stated that rarely does a business fail but sometimes it does happen. Commissioner Redd asked what the chances were of getting this grant and could the business reapply. Mr. Seekins stated that you could reapply as long as the money is coming from the General Assembly. He stated that this has been very successful. He stated that Franklin County has been very successful in the awarding of the grants. Mr. Seekins stated that the more money the business is willing to put into this revitalizing of the building the better the chances. He stated that small rural counties that are poor, there is not a lot of business people that have a lot of money to participate in this grant. Commissioner Johnson asked for some local examples and Mr. Seekins stated that there was a business near the corner of the court house; it is called the Scoggins building that was abandoned on the corner of Main Street and Nash Street. He stated that building was renovated two of the three floors and has moved businesses in. He stated that they had put in 450,000 to 500,000 of private investment into that building and about 130,000 from the Rural Center. It created about thirty jobs. Mr. Seekins stated that another was an attorney that renovated an old building to put his practice in there and created a few jobs there as well. He stated that the smaller projects were more common than the aforementioned thirty jobs created projects. Commissioner Roberts stated that after six months, the businesses could fire all of the new people. Mr. Seekins stated that once a business has hired the new employees for those positions and keep them for six months, the chances are high that they are going to stay as they become a part of the business. He stated that business then has an investment in those positions. Mr. Seekins stated that the Town would also want to look into the character of the people that they would be partnering with as well. Mayor Hardwick stated that most businesses that are putting forth the money for their portion of the grant plus 50% of the healthcare, then that business is more than likely going to be a viable business for the grant process. Tatum wanted to clarify that it was maintaining the position and not the same employee and Mr. Seekins stated that they preferred for the business to maintain the people at least for the first six months. He explained that they require the jobs and prefer the same people but they did understand that people do changes jobs. Mr. Seekins stated that the important thing was to bring four to twelve more positions to downtown Youngsville which draws in more people to spend money

downtown. Mayor Hardwick wanted to thank both Mrs. Duncan and Mr. Seekins for bring this information to the Board.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that the Board did not need to go into Closed Session and requested a motion to bypass.

MOTION: TO BYPASS CLOSED SESSION

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

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Commissioner Redd stated that she and Tatum had hired someone to review the policies. Tatum stated that was the Department of Commerce has agreed to review our Ordinances for the cost of mileage for when they come out to talk to us about them. He stated that he has corresponded with Mr. Bass on March 28th and they have all they need and are working on it.

Finance Committee – Commissioner Johnson stated that he’s been in contact with Tatum and they will be getting together to work on the upcoming budget.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the First Annual 5K Run for the Youngsville Parks and Recreation Department went well. He stated that they did a wonderful job and raised a lot of money. He stated that he thought that next year would be even better and that over 140 people showed up for this year. He stated that was a pretty good turnout for the first time doing this. Mayor Hardwick stated that the Town had used the street sweeper and had the roads cleaned for the event and everything looked real good. Hurd stated that Mrs. Brown had put a survey online that is linked to their Facebook page for suggestions for next year to help work out any kinks that we had this year.

Tatum wanted to state that he had received the preliminary tax valuations from Franklin County and that amount has stayed even meaning we won’t pick up any extra revenues from tax values. He stated that there were several bills in legislature that will impact other revenues. For example, one of them concerns Privilege Licenses for Sweepstakes. He explained that the new legislation would no longer allow the municipalities to tax them their Privilege Licenses but would switch it to the State getting the Privilege Licenses fees. Tatum stated that the only budget expansion that he proposes is the implementation of the Step and Grade Pay Plan. He stated that he was hoping to have a preliminary budget proposal for the next Board Meeting. He stated that he had also met

with the property and casualty insurance company who said there will be about a 9% increase. Tatum stated that the health insurance was also going up approximately ten to twelve percent. He explained that the incoming revenues were staying about the same but the expenses were increasing. He stated that he was not proposing that a lot of money be spent on anything else. Tatum stating that he was hoping to have the final figures before turning in the preliminary budget next month but if he hasn't heard back from the health insurance he may just use the ten percent to get the preliminary budget ready.

Commissioner Redd stated that she went to Benson to the pre-application workshop for the Small Town Main Street Program. She stated that this was not a grant. Commissioner Redd explained that this would require the Town to do some work. She stated that they work on the principle of organization, design, promotion and economic restructuring. She explained that they offer two years of monthly onsite support to help with the technical aspect of creating a shared community feeling. They focus on citizen participation. Commissioner Redd stated that we would need to form a committee that will help them. She stated that they help the committee plan the downtown. She stated that Town would have to do a lot of the work and as this is not a grant, we would only be getting monthly support and guidance. She stated that they will go to the business owners and discuss the fact that the business owners that are a part of downtown are eligible for Main Street Grants and help them apply for those grants. Commissioner Redd stated that if we apply, they will travel to us and we will also get support from them for life even after the two years that they have monthly assessments. She stated that the Town would have to apply by May 31st and they will do a site visit in June and select the towns in July. If chosen, the Town would then have a public meeting in September to let everyone know what is going on and how to participate. Commissioner Redd stated that the reimbursement for travel and meals is approximately three to five thousand dollars a year. She stated that if the Town didn't have money in the budget for this then it might be best to wait to apply for this grant. She wanted to know what the Board wanted to do since we would need to start as soon as possible since the application is due by the end of next month. Commissioner Redd stated that we could always apply again next year, but we would have to attend the workshop again. She stated that it is pretty hard to get chosen and if you reapply you will have to redo the workshop again as well. She stated that we would have to have a specific area that can be designated as downtown and Youngsville already has that. Commissioner Redd stated that another qualification is that the downtown area has to be historic. She stated that the money comes from the Historic Preservation Society and that is a big part of the Small Town Main Street Program. Commissioner Redd stated that she wasn't sure if we should put the money towards that now or if we should wait until a later budget year when the Town had more money. Mayor Hardwick stated that it was something that we need to think about and since we had until the end of May we had some time to consider it. Commissioner Redd stated that the application process was lengthy and it really needed to be started on now instead of rushing it after the May Board Meeting to get it in on time. She stated that pictures of downtown were needed, demographic information on jobs and people would also be required. She stated that the Board would also need to figure out who will fill out the application since it does require so much information. Tatum stated that the money wouldn't be expended until the next budget year and Commissioner Redd stated yes as they wouldn't start until around September. Tatum was wondering if the money was

supposed to be appropriated by the application deadline or in the fiscal year that the grant would start and Commissioner Redd stated it would be in the budget for the next fiscal year. She stated that her concern was that we didn't have a lot of extra money. Tatum stated that we could include it in the calculation of the upcoming budget and wanted to know if we could go ahead and start on the information since it would be necessary whenever we decided to apply for the grant. Mayor Hardwick asked how often they took applications for this Program and Commissioner Redd stated once a year. In response to Tatum suggestion of starting the data collection, she stated that they changed the application every year so that town's had to redo all of the information instead of just resubmitting the same application over and over again. Mayor Hardwick stated that the basic information was something that we needed to have on hand anyway for any grant.

Commissioner Redd also wanted to update the Board on the Community Advancement Program (CAP). She stated that they have been working on some ideas and one of them was trying to get the Lake Donna Party back downtown. She stated that she knew it would be hard with the parking issues and closing off the streets. Commissioner Redd stated that they were going to go to the next YABA meeting and discuss the possibility with them. Patterson stated when they moved the Lake Donna Party to the Luddy Park about two to three times as many people have shown up. Commissioner Redd stated that she wanted to take those extra people and bring them back to downtown. Mayor Hardwick stated that the first Lake Donna Party was the biggest that he remembers. Patterson stated that parking was the issue and Commissioner Redd agreed and stated that was why they were going to brainstorm with YABA about it. Commissioner Redd stated that there were issues with people parking on the other side of the tracks as it's not safe for the children to be running across the tracks all night. Commissioner Redd stated that on April 20th CAP was going to meet at the Masonic Lodge to gather more information on what needs to be done to downtown. She explained that they have separated the downtown area into quadrants using the railroad tracks and Main Street. She stated that once they gathered the information from the four quadrants, they will select twenty projects from the list and fill out forms like resumes and try to get the different organizations and churches to sponsor each project. Commissioner Redd reminded the Board that CAP would not have any funds available. She stated that their next meeting was Monday, May 6th at 7:00pm at the Community House.

Commissioner Redd wanted to mention that she and Tatum had been talking about using the Powell Bill savings to pay for engineers to get grants for pedestrian and sidewalks. She explained that DOT had just changed it so that you can get bicycle and sidewalk plans together. She stated that this helps small towns so that they won't have to pay for separate plans. Commissioner Redd stated that a company from Durham, Alta, has been helping local communities, such as Butner, do this. She stated that the cost would be approximately thirty thousand dollars and Tatum explained that the grant would be for \$30,000. He stated that we would have to get a grant to get a grant. He explained that we would need a grant to get the study that was needed to get the pedestrian improvement plan. He stated that our share of the grant to get the grant would be \$6,000. He stated that the grant is for a total of \$30,000 with Youngsville only being responsible for \$6,000 of it. Mayor Hardwick stated that it was originally going to cost over \$30,000 to get an engineering study done. Commissioner Redd stated that this was a great idea and we

needed to move forward. She stated that once this study was done it would lead to several other grants. Mayor Hardwick asked if Powell Bill money could be used for this and Tatum stated yes, it could be used for the \$6,000 portion of the grant. Commissioner Redd asked if that was something that needed to be voted on and Mayor Hardwick asked Tatum if we needed to have a Public Hearing on this since it was using money that wasn't appropriated in the budget. Hurd stated that since this was Powell Bill money she wasn't sure. Attorney Olivieri asked for more information on the Powell Bill and Hurd explained that it was money given to towns by the State to cover maintenance of local roads including right of ways, sidewalks, and signs. Attorney Olivieri asked Tatum if the Town was going to use that money to make improvements to the sidewalks, would they need to have the Hearing to approve those expenditures and Tatum stated that General Fund money has to be approved in appropriation or through budget amendments but he thought that with what they were doing was saying that we want to go forward with the grant application. He stated that no money would be expended until the Town was approved by the grant. Attorney Olivieri asked if the Town was going to spend the money on a specific project would we need to do the Hearing and everyone answered no. He stated that this would basically be the same purpose and therefore wouldn't need to be approved in such a way. Mayor Hardwick stated that he recommended someone make a motion that we proceed.

MOTION: TO PROCEED TO FORWARD TO USE THE POWELL BILL FUNDS FOR THE GRANT APPLICATION TO ALTA

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. Commissioner Stallings wanted to state that he felt this was a good idea and we needed to move forward on it. The motion passed unanimously.

Commissioner Redd stated that she was happy and that she and Tatum had been working to get the information on all of these grants. Tatum stated that it was a team effort.

Commissioner Johnson stated that he, Commissioner Redd, and Tatum had attended the grand opening of the Little Ceasar's Pizza at the Youngsville Crossing Shopping Center. He stated that everyone needed to stop by and grab them a pizza.

Commissioner Johnson wanted to talk about the Parks and Recreation Department. He stated that the 5K Run raised about \$2,500 which was above the expectations for our first one. He stated that the Home Run Derby, which was delayed by the weather, was going to be this weekend. He stated that raised about \$4,200. Commissioner Johnson stated that sponsors from this year are already saying that they will sponsor next year's 5K Run. He stated that people have also inquired about having other runs in town as well. Mayor Hardwick stated that some people didn't know about it in time to sponsor this year and are ready to sponsor next year. Commissioner Johnson stated that he knew it was a big hassle for the Police Department as well as travelers but it was for a good cause. He stated that Andy McGhee and the rest of the Advisory Board did a good job and put in a lot of time and effort for this. He stated that they were trying to allocate, with Tatum's help, to move the Parks and Recreation Department to the Advisory Board with a 501C3. He explained that this would take it out of the Town's purview and move it all over to the

Advisory Board. Commissioner Johnson stated that they could start making guidelines, set agendas, times and things to do on monthly, quarterly and yearly basis. He stated that it was slow moving at this time. He explained that there were thirteen people on the Advisory Board. Commissioner Johnson stated that he and Commissioner Stallings have both attended meetings. He stated that people had a vested interest and they just needed some direction.

Attorney Olivieri stated that last month the Board agreed to change the Noise Ordinance and he will have the final draft to Hurd by next week.

Patterson stated that he had gotten Shelton White to redo the street sweeper. He stated that it had been redesigned so that it sprayed water down while it swept the street so that it kept the dust to a minimum. He stated that it works really well. Patterson stated that he had also started remarking the pavement for the parking lines on Cross Street. He stated that they would be working their way down Main Street.

The meeting adjourned at 8:06pm.

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MINUTES

APRIL 16, 2013

PLANNING SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Planning Session of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson and Catherine Redd. Commissioners Woodlief and Roberts were not in attendance. Also in attendance were Interim Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd and Administrative Assistant Kathryn Tucker.

Mayor Hardwick explained that this was not a regular Board Meeting so no votes can be taken. He stated that this was for conversation purposes only.

The first item on the Agenda was a Discussion of the Immediate Future of Youngsville.

The first item under the Discussion was a presentation from Ritchie Duncan and Ronnie Goswick from the Franklin County Economic Development. Mrs. Duncan explained that her objective was to go through retail site selection processes, programs for small towns and what we can do now. She explained that the retail site selection process was used by businesses to decide the best place to locate. One of their tools is called a “ring study”. This is basically a map that has several layers of demographics spread out over several “rings” around their target location. Each ring shows how many people are located in that area and if there would be enough to support the business. She stated that most businesses use summaries of this type to prepare their studies. For example, Mrs. Duncan stated that using a Main Street location, the first ring, using a one mile distance shows a population of 806 people. The ring for three miles shows a population of 13,598 and the ring for 5 miles out shows a population of over 40,000. She stated that comparatively, Wake Forest had much better numbers for locating businesses such as retail. Mrs. Duncan did want to note that Wake Forest’s outer rings did include the Youngsville area. She explained that the population numbers were as important as highway access. She stated that there were two places that had highway access. The first was out on US #1 Highway, which was a good location for retail. However, the second location, downtown and Highway 96, did not have easy access to the businesses located there. Mrs. Duncan stated that more retailers called about US #1 Highway. She stated that once more rooftops come to the Youngsville area, US #1 Highway will take care of itself. The challenge comes in the downtown area. She stated that the best way to attract businesses to that area was to actively recruit. Mrs. Duncan stated that incentives come after the population numbers and highway access. It was the third most important part of their research. She explained that an overall study for one year for Franklin County would cost about \$30,000. If a small town were to do a study like this, it would then be presented at trade shows and sent out to retailers to get them interested in the area. Mrs.

Duncan stated that if the town did an analysis of the community, she would be able to market that for us as well. There were also reports called “gap analysis” where they show the types of businesses that are missing from a particular area. She explained that this tells the retailers what is lacking in the area and what the best opportunity is. Mrs. Duncan stated that Youngsville is a small enough town to know what we need and would be able to do our own gap analysis. She stated that the cost for a town the size of Youngsville would be approximately \$12,000 for a consultant to do these types of studies. She stated that this gives us an idea that there are resources out there. These types of studies are focused solely on retail and not industry or manufacturing.

Mrs. Duncan also wanted to talk about Small Town Programs. Most of these were no cost to the Town but would help bring in money. The Rural Center, which is the group that works local governments concerning the Building Reuse Grants, that she spoke about that the previous Board Meeting. The NC STEP Program, for small towns, accepted applications each year. They will come in and determine what the town wants to become and how to get there. They will work with the community. She stated that there was no cost but they were competitive. She stated that applications for 2014 are being accepted and she can help with the application process. Commissioner Redd explained that she had been to a pre-application workshop for the Main Street Program and Mrs. Duncan stated that these were about the same thing. Commissioner Redd agreed but stated that the money came from different places. She stated that we had discussed this a few years before but we weren't ready to apply at that time. Commissioner Redd wanted to verify that this wasn't a grant and that it was just support that was given for this program and Mrs. Duncan stated yes. Commissioner Redd asked if there were reimbursements due with the NC STEP Program like there was with the Main Street Program. Mrs. Duncan stated she was not aware of any fees and Mayor Hardwick stated that he thought there was an initial fee of around \$3,000 which is one of the reasons that we were unable to follow through back then. Mrs. Duncan stated that she and Mr. Goswick would check into that for us. Mrs. Duncan stated that the next program was a Building Reuse Program that she had talked about last week at the Board Meeting. She stated that this allows grants to renovate vacant buildings and would only cost the Town 5% of the grant. She stated that the grant covered \$5,000 for each job created to help bring the building up to being used. Mrs. Duncan stated that Louisburg has done this for several buildings. Mrs. Duncan stated that there was a program for graduate students at NCSU and the SBTDC (Small Business Technical Development Corporation). She stated that they have check to see if there were costs involved to have students come to Youngsville and take on some of these studies as a graduate project. She stated that the costs associated with this are \$120 an hour. She stated that this was quality work but a bit pricey. Commissioner Redd stated that maybe there was someone out there that wanted to do this for free as a final project maybe and Mrs. Duncan stated that she wasn't through looking into that option. Mrs. Duncan stated that the SBTDC will give you graduate students from not only NCSU but also UNC and Duke but they are still not free. She stated that she was working on finding something that was affordable.

The next thing they wanted to discuss was additional funding opportunities that Mr. Goswick wanted to present. He wanted to explain the revolving fund process. He stated that the Kerr Tar Regional Council of Government (COG) offered this type of loan. Mr.

Goswick stated that you can get up to \$200,000 for 50% of the project costs in a low interest loan. He stated that currently they don't have any money in the fund but as people pay it back in, and then they will be able to hand more out. He stated that if the Town was interested in something like that to let them know and they can help with a loan. Micro Enterprise Loans are up to \$25,000 to start a small business. Mr. Goswick stated that there are also Rural Business Enterprise Grants, such as the one that John Raymond Hill has received, to help grow small businesses. The Franklin County Committee of 100 has a new revolving fund and they are starting to make money available. He stated that there are no guidelines yet and these will be small funds. He stated that they have a contact with Golden Leaf so that if someone needs a large amount of money, then they will apply for the money for that business and then the business would pay back the loan to the Franklin County Committee of 100. He stated that these were great programs. He stated that the Rural Center requires that the businesses bring in less than a million dollars a year and have less than fifty employees. A citizen asked if the loans were underwritten and Mr. Goswick stated that they got personal guarantees and collateral. He stated that they will work with the businesses because they want to create jobs and increase the tax base. Mrs. Duncan stated that they had wanted to make sure that the Town was aware of all the options out there for small business and local governments. This way if the Town hears of any business that needs help we can direct them to alternate forms of funding. Mr. Goswick stated that these were great opportunities especially for some of the vacant buildings. These options help people develop their property. He stated that most of the property that was vacant was not owned by government but they needed financing to help renovate the buildings. Mayor Hardwick stated that the town was already on the list for the COG. Mr. Goswick stated that there were historic tax credits for certain buildings as well though they do come with restrictions on what can be done to the property once you have it listed as historic. A citizen asked if anyone had looked into community development funds from the federal government to help fix up the downtown area and some of the homes. Mr. Goswick stated that there was the Community Development Block Grant that works with the housing side. He stated that this does not cost the residents and the sites of grantees are scattered throughout the county. Mayor Hardwick stated that several residents have received this grant over the years. Mr. Goswick stated that the Rural Center does offer grants to help get water and sewer to homes that don't have those services. Commissioner Redd wanted information on historic preservation and if the Economic Development was involved in any of that. She wanted to know if it would be something that the Town needed to look into doing. Mr. Goswick stated that Louisburg has a historic district but it comes with pluses and minuses. Mayor Hardwick stated that we had looked into doing it at one point and that was why we didn't do it. Commissioner Redd wanted to know if this would help to get something like the Main Street Program which is funded by the Historical Society and a big part of that was having buildings that were over 50 years old. She was just wondering if it was something worthwhile to look into getting some of the buildings listed as historic or maybe the downtown area. She stated that she understood that it was spotty in areas. Mr. Goswick stated that there were tax credits for the property owner to fix them up. He stated that doing this added restrictions on what can be done with the property though. He stated that there were a lot of hoops to jump through but there was the option of having some of your property tax reduced for the historic property. Commissioner Redd stated that we may not be ready

for all of that. Mr. Goswick stated that he does have a contact with the Historical Society if we ever need to get more information. He stated that the history of a place was great and Commissioner Redd agreed but sometimes it does make things a bit more difficult. Mr. Goswick stated that some of the buildings in downtown might qualify for the historic tax credit. A citizen wanted more information on the programs with the grad students and he wanted to know if there were any other majors that would have graduate students that could come do a project in Youngsville. Mayor Hardwick stated that we have had them come before in a project to beautify the downtown area and it didn't work out so well. Mr. Goswick stated that the students would come in and make recommendations then the Board would have to find the funds for the projects. Another citizen asked if there were any junior colleges in the area that would have a program like that and the answer was no. Mayor Hardwick stated that we were approached for our grant from NCSU since one of the students lived in the area. The citizen asked if this was something that we could get again and Mayor Hardwick stated that we could try. The citizen stated that maybe we needed something that was more low maintenance. Mayor Hardwick stated that the part of the original plan was shot down as they wanted to take out some parking spots to do some things and we didn't have the option of losing any more parking spots. He stated that the bricks were part of that idea to help beautify the downtown area. The citizen stated that there were some cute green spots between buildings that could have benches and water treatments added to them so that people could have lunch there and they would also be low maintenance. Mayor Hardwick stated that might be something that the Community Advancement Program (CAP) committee might want to look at and Commissioner Redd would be talking about that later in the meeting. Mr. Goswick stated that they were called pocket parks and Franklinton had done that in one area. They now have concerts there as well as showing movies there. He stated that it wouldn't take a lot and would certainly be possible. Mayor Hardwick stated that it would take the commitment of the property owners, some of which don't have the funds to put in a pocket park and others may not want to open up their property to the public like that. The citizen asked if the Town offered incentives to the businesses for maintaining the look and Mayor Hardwick stated that the Town had offered a program at one time when we had funds to help with the uniformity of downtown but we no longer have any money. The citizen made a comment about fixing broken windows and Mayor Hardwick stated that went back to the business owner and that the Town can't make someone fix that unless it was a safety factor. Another citizen stated that he loved to make things outside and landscape. He stated that one of the problems is that once you get something like that put in, there weren't a lot of people willing to volunteer to maintain them. For example, how many people did the Town have to maintain Mitchell Park? Mayor Hardwick stated that we have one full time and two part time employees to help mow and rake the leaves. The citizen stated that unless these pocket parks were maintained by some sort of civic group, it really couldn't be done. He stated that even if we have the funds to create them we didn't have the staff to maintain them at this point and feared that they would end up looking run down. Mrs. Duncan stated that this was a great lead in for what can we do right now. She stated that these were just some recommendations that they had put together for Youngsville. She explained that there needed to be an overall plan for the Town. Mrs. Duncan stated that this went back to what Commissioner Redd had been talking about earlier with the Main Street Program. She stated that someone would need to come in and help develop a plan so that everyone was working

towards a common goal. Mrs. Duncan stated that the Town needed to have a partnership with the local businesses to which YABA has done great job of this. She also stated that incentives with developers to help with costs. She explained that if the Town was able to get the business owners to offer incentives to potential tenants, which might help with the start up costs and make a business more apt to move into this area. Mrs. Duncan stated that this went back to what Mayor Hardwick stated earlier, you have to have the cooperation of the property owner. Mr. Goswick stated that Franklin County has an incentive program that for any investment that comes in and increases the tax base, they offer a 3% cash grant over a four year period. He explained that it doesn't cost Franklin County anything because if they don't come, they don't get anything. If they do come, it basically averages out to where they are just getting their tax money back. He stated that this was a way to get people to invest in the area and suggested that the Town adopt a policy of giving 3% back to the company over a four year period. Tatum asked 3% of what and Mrs. Duncan stated of the tax base increase. Mr. Goswick stated that Franklinton has adopted a similar policy but Louisburg and Bunn has not. Mrs. Duncan stated that they would help if Youngsville wanted to go with something like that. Mrs. Duncan stated that empty buildings could be listed on Craigslist for rent. She stated that they had been amazed at how well that has been working for other property owners. She stated that the Town could list their buildings or let property owners know that it was an option. Mrs. Duncan also wanted to mention Façade Grants, which would require the Town to set aside some funds. She knew that the Town had done one a few years ago with the awnings. Mrs. Duncan stated that holding events also helped to bring people to downtown. She stated that Janis Cyrus was doing a fantastic job of doing that already. She stated that this would help increase future customer base. She also suggested that we gather email addresses to help keep drawing them in. Mrs. Duncan stated that cross promotion between businesses and/or the Town also helped to draw people to the downtown area businesses. Mr. Goswick stated that the Franklin County Chamber of Commerce offers packages to new teachers to bring them to the downtown area in Louisburg. Mrs. Duncan stated that we are circling back to the discussion of making the downtown area as attractive as possible. She knew that everyone wanted that to occur but there needed to be a plan. Mrs. Duncan stated that Vance Granville Community College was a great resource for local businesses. They offer free classes from their Small Business Center. They have information on their website. Mrs. Duncan stated that social media was a huge opportunity to get information about the Town out to everyone. She stated that they are bringing seminars to local businesses to teach owners how to advance your cause or municipality through social media. She stated that they can work with the Town or businesses and help rank them higher in searches. Mrs. Duncan stated that Groupons or Living Social drew people into the area as well. She stated that another idea was to get an established business in another town to open another location in Youngsville. Along those lines, the Town could look at franchises that seek smaller towns to locate a store or restaurant here. Subway was a great example of that. Mrs. Duncan stated that welcome baskets to new businesses or residents were a draw to the area and makes them aware of what is in the area. Mayor Hardwick stated that he always presented a jar of candy for YABA at business openings. A citizen asked if there were still programs for dentist or doctors that would help draw them to small, rural towns. He wanted to know if Youngsville could qualify for those programs. Mrs. Duncan stated that she didn't know but would try to find out. Mr. Goswick stated that he thought there

might be something that was dependent on the number of people in the area per dentist or doctor but they would look into it more. Janis Cyrus stated that she was aware of a dentist that wanted to move into the neighborhood and was looking to go near one of the urgent care buildings. Mr. Goswick stated that one of the things that he has seen in Wake Forest that was successful was antiques and classic cars. He stated that brought people into the area and they stay to visit other businesses. He stated that diversity in the community helps. Mayor Hardwick stated that we basically had to “sell” ourselves to the outside people to make them want to come to downtown Youngsville. He stated that we can come up with plans but we all have to work together, it takes a lot of community involvement. Mrs. Duncan agreed and stated that the key was that both businesses and property owners need to be willing to do their part. Mrs. Duncan also wanted to mention again the 3% investment incentive. She reminded the Board that they would be happy to work with the Town on getting that started. Mrs. Duncan stated that the next step would be to determine what the budget is for any of these ideas. She stated that we would need to understand what resources were available to the Town, for example, if the Town were to build something, understand what resources were going to be needed to maintain it. She stated that the Town needed to figure out what our priorities were, what the Town wants. Then, once you have those ideas in place, start with the easiest ones first but will make a big impact. She stated that there were already great events going on downtown and we need to catch those people, get their emails from them and then send them coupons for downtown businesses would help get people coming to the area more often. She stated that this was a low cost way of getting people here. Mr. Goswick stated that we may want to work with DOT with concerns about the traffic on Main Street and see if they could do a truck route around Youngsville. Mayor Hardwick mentioned that the 96 Bypass would work well for just that reason. He stated that he would like to have a street festival on Main Street where we could close it off but we can’t do that at this point. Mrs. Duncan stated that they had just wanted to get this information to the Board and the citizens. She stated that they would follow up on some of the questions that they were presented with tonight. A citizen asked who he could contact with ideas that he has and he was told the emails were online or to call Town Hall. His wife stated that they were new to the area and one of the reasons they picked Youngsville was they felt it was the next town to be developed. She stated that there was a lot of potential here. She stated that she felt that small theater would do well in Youngsville and mentioned that the theater company in Wake Forest was looking for a place to go. She also stated that a small restaurant would do well in Youngsville as well and Mayor Hardwick agreed that we needed something like the Hometown Café in Franklinton. She stated that they liked to go to the events that are held in the downtown area in Wake Forest and she felt that Youngsville could do something like that. Mayor Hardwick stated that it took the whole town to get involved and make something like that successful. She stated that they had participated in the YABA Business Expo. Mr. Goswick asked what was in the building behind the Community House and Mayor Hardwick stated that it was a cabinetry company. Mr. Goswick stated that would have been a good sized building for something like the theater. He stated that there was a lot of space in town. A citizen wanted to know if the rent for the vacant buildings was too high and if that was why they weren’t being rented and Mayor Hardwick stated that he thought they were in line with rent elsewhere though some may be a little bit high. Mayor Hardwick stated that it went back to the building owner being willing to either lower the rent and Mrs. Duncan stated that

they could give a free month of rent to draw in tenants. Mrs. Duncan asked what the best way was to get ideas to the Board and Mayor Hardwick stated to call or email Town Hall staff and that the Board's emails were listed on the webpage. Hurd stated that if you got the email to Town Hall, she and Tucker could get the information to the person that would need it. Mrs. Duncan wanted to thank the Board for allowing them to come and Mayor Hardwick thanked her and Mr. Goswick for the information.

Mayor Hardwick stated that he wanted to change the order of the Agenda and get the update on the CAP Committee since it dealt with the same ideas that we were just talking about. Commissioner Redd stated that this was her fourth year as a commissioner and she felt that community involvement was huge. She stated that was why she created CAP. She explained that they met once a month and had just finished their third meeting. Commissioner Redd stated that when she started the committee, she was unsure of what they were going to do. She explained that she knew that people in town wanted to get involved but were unsure how. She stated that this was a way to get ideas out there. Commissioner Redd stated that they have been working on what they wanted to do, including their mission and vision statements. She stated that there were already several clubs in the area that do things for the town but there was no symmetry between the committees and she felt that the CAP would help bring them together. Commissioner Redd explained that CAP decided that they would focus on the community and bring it together, hopefully in the Main Street Business District (MSBD). They were also going to try to revitalize that area as well. She explained that in order to do that, they have first split that area into quadrants using Main Street and the railroad tracks. They will be walking those quadrants and noting things that can be fixed or updated. Commissioner Redd stated that one of the members has offered to make maps of the area with several layers that will show things like who owns the buildings, which are for sale or rent, which need updating, etc. She stated that there is not a cohesive map like that for the downtown area. Commissioner Redd stated that their first goal was to make this map and contact the business owners to let them know that CAP is there to help and see what they want from the downtown area. Second, they will get a list of projects, the top 20 that they find from their walks. Commissioner Redd stated that CAP is not a funded committee so they will have to ask other organizations such as civic organizations and churches to help fund the projects. She stated that each project will have a "resume" of the project and present them to these organizations to see which ones they will want to take on. Commissioner Redd stated that she was hoping that they would be able to bring all of these people together. She stated that she wanted to get one person from each organization and be able to update them on what CAP is doing. Commissioner Redd stated that she has created a "Get Active in Youngsville" flyer that talks about when the Board Meetings, Planning Sessions and organizations meet with contact information. She stated that she wanted to get these handed out at the local schools for the parents as well as getting them to home owner associations. Commissioner Redd stated that people want to see what is going on and how to get involved but there isn't anything that has all of this information together in one place. She stated that CAP will bring all of this together. She stated that they will now be able to talk to the business owners about the reuse grants that are available and the other options that Mrs. Duncan had brought up tonight. Commissioner Redd stated that they will also ask the business and property owners if they want to be put on the list for CAP projects so that they will know who wants help and who is willing

to help out other businesses. She stated that they have started working a list of organizations that might be able to fund these projects and will be talking about that at the next CAP meeting. Commissioner Redd stated that she felt people don't mind joining they just don't know how to coordinate things like this. She stated that they have only done one quadrant so far and in that quadrant was Casey Supply and there are three steps that lead up that are not ADA acceptable. She stated that one of our residents, David Faircloth, was familiar with the ADA rules and regulations and was willing to help with that. Mayor Hardwick stated that he has been helping the town with other projects as well. Commissioner Redd stated that the Kiwanis Club was looking for a project and she had suggested building a ramp and gave them the information to contact Mr. Faircloth. Commissioner Redd stated that they wanted to get the people with money together with the businesses that needed help. She stated that the community part of CAP also included bringing people together. She stated that maybe doing a movie night at the Community House that would be free. Commissioner Redd stated that she wanted to bring the families together. She stated that families are very into their communities for activities like this and parks and recreation. She stated that there is a person that plays guitar has offered to play kids music for free at the Mitchell Park which gives the opportunity to get more people familiar with that park. Commissioner Redd stated that there was an event in Rolesville coming up and she thought that it might be a good idea for us to do. It is a bicycle rodeo where the police put out cones and let the kids ride their bicycles through and the police also give out safety lessons to the families while they are there. Commissioner Redd also wanted to mention pedestrian safety while we were on the safety subject. She stated that they have been working with DOT about getting crosswalks for Main Street and were trying to get grants to help get us to the point where we can get a crosswalk. Commissioner Redd stated that it seems overwhelming but she wanted to make sure that it didn't overwhelm the CAP and that they did get everything done. She stated that was why they were working on getting their goals and has their mission and vision statements so that they didn't lose track of those goals. She stated that once they have their goals and events, they would then get them prioritized on which ones need to be done first and what will make the most impact. Commissioner Redd explained that the first few meetings was trying to organize the CAP and this next meeting they will have an agenda and try to set out their goals. She stated that she had six to ten people from the community who have been very active with this committee. She stated that she was hoping this would get more people involved. A citizen asked about the population and the in town population is about twelve hundred but outside in the Youngsville Township is about ten thousand. Hurd explained that most of the people with Youngsville addresses were outside of Town Limits and were not subject to the ordinances that Youngsville adopts. Commissioner Redd stated that she wanted to get the people outside of Town Limits involved in these events. She stated that her next meeting was May 6th at 7:00pm at the Community House. Mr. Goswick stated that the Franklin County GIS System could also help with any maps that Commissioner Redd may need CAP projects. Commissioner Redd stated that she wanted to get a sign that had the sponsors who help with these projects. She stated that people didn't have to just sponsor money but their skills as well like electricians or craftspeople. A citizen stated that another focus could be on personal property beautification. He stated that some people needed help doing the work on their yards. Mayor Hardwick stated again that it went back to community involvement. He stated that there were some houses that could

just use a good painting and Mayor Hardwick stated that went back to getting the property owner's permission to even help with projects like that. Commissioner Redd stated that trying to force people to beautify their property created issues especially if they didn't have the financial resources because then the Town would have to step in and incur the cost. The citizen asked if the CAP could ask people if they were willing to have upgrades made and Commissioner Redd stated that it was possible. She stated that Town Hall needed to be updated especially since it was one of the first places that people go when they move into town. Mayor Hardwick stated that we wanted to get the word out and we were trying to get things done.

The last item under the Discussion was to discuss the Burn Ordinance. Mayor Hardwick stated that there have been some issues with people burning in their yards and he wanted to get some feedback on the Ordinance. He stated that fire pits have become popular and our Ordinance restricts them. Hurd stated that when you first look at the Ordinance it looks like it bans it in town but it actually only prohibits it in the Fire Limits (District 1 and 2) which are two sections that are 150' North and South of Main Street from 5 Points to Nassau Street. Hurd explained that she had done some research on this and in 2004 the Town had updated the Fire Limits to bring our Ordinance in line with the building code. Mayor Hardwick stated that he remembered that and it had something to do with where Triangle Pond is now located. Hurd stated that we have to keep the Fire Limits. She stated that our Ordinance prohibits any burning in those limits of any kind. She stated that outside of the Fire Limits burning was allowed in safely constructed closures. Hurd stated that the complaint that Town Hall had received was about open burning of leaves in the back yard. She stated that once some calls were made, we found out that everyone on the street was doing it as well in some way. Commissioner Redd stated that the NC Division of Air Quality (DAQ) does not allow the burning of trash or anything else. She stated that it is illegal to burn any kind of trash like that ever. She also stated that you could not burn leaves and brush since the Town provided those services. Hurd asked if that allowed fire pits and Commissioner Redd stated that the DAQ was only concerned about open burning. Hurd stated that most people just want to be allowed to use fire pits and Commissioner Redd stated that she felt the same way. Hurd stated that we could ban the other types of burning and allow the fire pits. She stated that we would have to decide if we would allow them in the Fire Limits though. She stated that when we adopted the Fire Limits in 2004 was mostly building code and didn't get specific about what or if anything could be burned in those districts. Mayor Hardwick wondered if there were any codes about fire pits and Hurd stated that we could ask the Fire Marshall or the Building Inspector and see what information they would have on the issue. Hurd suggested that if we did outdoor fire pits we would want to make sure that they have some type of screening to help prevent sparks or embers from flying. She stated that another issue was how far from a structure that we would allow a fire pit. Commissioner Redd stated that she had found definitions for open, controlled, and recreational burning as well as bonfires as well as information concerning materials that could and could not be burned. She stated that same ordinance also had information on how far the fire should be from a structure and how big a fire's base should be. Commissioner Redd stated that she felt these were the things that we should allow. Mayor Hardwick stated that we did need to get this set up and in line with the State regulations. Commissioner Redd stated that it also mentioned having someone attend the fire at all times for safety

factors along with means of extinguishment such as having a water hose next to the fire. Commissioner Redd stated that once this was spelled out in the Ordinance, a police officer that is riding by will be able to stop and know if the fire is allowed and where the means of extinguishment is. If the rules are not followed then they can be given a citation. She stated that if these rules and regulations were followed she felt that this would work for Youngsville. Hurd asked if there was anything mentioned about bonfires and Commissioner Redd stated yes. Mayor Hardwick stated that we could get something together and bring it before the Board and Commissioner Redd asked Tucker if she could help with the research on amlegal.com as she was having a hard time finding other ordinances on there. She stated that if Tucker could get the information she would be happy to make the Ordinance for the next Board Meeting. Mayor Hardwick stated that he felt we should cut off open burning and Hurd stated that as of right now we allow bonfires with a permit from Town Hall, but no one has ever come for one. Hurd stated that there really wasn't a yard that was big enough for a bonfire inside of Town Limits and she felt that bonfires probably shouldn't be allowed anyway. Hurd also stated that there really isn't a reason for open burning at this point anyway since the Town picks up the leaves, brush and cardboard. She stated that we could just limit it to the entertainment fire pits. Commissioner Redd stated that it should be easy enough to say that it should be an approved item with approved fuel such as charcoal or firewood. A citizen stated that there were about six neighbors on Winston Street that would love to be able to use the little fire pits. Hurd stated that she felt that the fire pits were pretty safe. Commissioner Redd stated that it was one of the residents from Winston Street that had contacted her to work on updating this Ordinance to allow fire pits. She stated that everyone likes them and most people are responsible enough to use them but the rules should be clear for those that aren't responsible. Mayor Hardwick stated that people use to burn their leaves all the time. Commissioner Redd asked what did we do with the leaves that are collected and Hurd stated that some are taken to the property of different people for mulching purposes then we take them to a pile at the sewer bed. She stated that if we run out of room there, we will take them to Novozymes if we have to. Mayor Hardwick stated that one of the problems is that the vacuum is so strong that it picks up rocks and things like that. Hurd stated that was why they tried to make sure people didn't rake up anything with their leaves. She also stated that since we are only picking up once a month, unless there is a large amount out, that people who put grass clipping out keep them in an outdoor garbage can with a lid and put them out for pickup. This way they didn't stay out for a month and kill the grass at the curbside.

Janis Cyrus wanted to mention a few upcoming events. She stated that the Friends of the Youngsville Library will be having a book sale on Saturday from 9am to 4pm. The Kiwanis Club will be selling Vidalia onions, ten pound bags for ten dollars. YABA will be hosting the Lake Donna Party May 18th at the Luddy Park. She stated that it was free and they will have one or two live bands. Mrs. Cyrus stated that the Youngsville ECA will be hosting the Fall Festival on September 28th and are still looking for volunteers.

The meeting adjourned at 8:29 pm.

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MINUTES

MAY 9, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:01pm, immediately following the Public Hearings. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, Leelan Woodlief, and Catherine Redd. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Attorney Joseph Olivieri and Police Chief Daren Kirts. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. There were no comments.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the April 11th Regular Meeting, the April 16th Planning Session, and Budget Amendment 2013-17.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that there was no Old Business at this time.

The next item on the agenda was New Business. The first item under New Business was a presentation by Rick Flowe of N*Focus Planning and Design, Inc. Mr. Flowe stated that he wanted to meet with the Board of Commissioners to talk about how small towns move forward with planning initiatives. He stated that areas that are surrounded by big urban areas within 25 to 35 miles are a force in those urban areas. He stated that it was a challenge on how to plan and manage growth on limited budgets. Mr. Flowe stated that he discovered that need about 30 years ago and created a business to help. He explained that N*Focus is the second business of this type but he wanted this one to focus mostly on small towns only whereas the other, bigger company did work for counties and larger cities. He stated that they specialize by concentrating on small towns where they are needed the most and bring the most benefits. Mr. Flowe stated that they have 14 employees. He wanted to explain how his model works. He stated that he contacted Tatum when he saw the need in Youngsville and wanted to make us aware. He explained that he then met with Tatum and Commissioner Redd to explain how they worked. Mr.

Flowe explained that they get right into the work. He stated that they didn't have a "scope of work or services" but deal with problems as they come up. He stated that they stay involved and will do what it takes to get the job done within their functions in a small town. He stated that they could bring full planning services to small towns that are on the verge of growth. Mr. Flowe stated that they can do planning, zoning, public works engineering, code enforcement, and landscape architect among other duties. He explained that they would be able to do a comprehensive town plan and make it a reality. He stated that a plan is worth nothing if the towns don't implement them. He stated that N*Focus helped to keep the plan in the forefront and active until they are no longer needed. Mr. Flowe stated that changes will be necessary throughout the process. He stated that one person can't do all of this, it takes a staff for the various tasks. He explained that N*Focus helped towns share needed professionals. Other towns that they have worked with in creating these plans have seen growth including national franchises coming to their towns. He explained that businesses look for signs that towns know what they are doing and they are also looking for areas where there aren't a lot of politics involved. Plans such as these help weed those issues out and tell businesses up front what they can and cannot do. Mr. Flowe stated that they would spend about the first thousand days transforming everything into that plan. He stated that they would start by administrating the current ordinances but would be working on updating them so that the Board will be ready to adopt the new ones when they are finished. Mr. Flowe stated that this is managing the town the way we want it to grow. He stated that it was up to the Board which way they want to grow and/or protect and their job to make sure that it goes that way in a professional and responsible way. He stated that he would give advice if he felt that the Board was making a mistake in banning or allowing something and help them figure out the best way to handle it that includes future generations' needs. Mr. Flowe stated that he was proposing a level of service that was about .3 of a full time employee, which was about 1.5 days a week. He stated that he felt anything less would mean that the Town wouldn't be able to move forward at a decent pace. He stated that there were several people that do different functions that will be included in that day and a half. Mr. Flowe explained that it could be adjusted each year as needed. He stated that they would function as our staff and the N*Focus brand will not be on anything and all work will belong to the Town of Youngsville. He stated that they are basically a part-time contract resource to help carry out the mission and the work program that unifies the control. Mr. Flowe stated that their goal was to help for the long term; they are not a short term fix. He stated that they are committed to helping. Commissioner Stallings asked how much would this cost and Mr. Flowe stated it would be \$28,264.73 for a year. Mr. Flowe stated that he could break that down into salaries for the employees, supplies, benefits plus a 15% human resources management fee. He stated that anything left over is considered profit. He stated that if they make a profit helping small towns and taxpayers save money, he considers it a win/win situation. Mr. Flowe stated that this was an alternative so that small towns could afford to get full time professionals. Commissioner Stallings asked for some of the towns that N*Focus services. Mr. Flowe stated that they have helped Creedmoor (and have an office in Creedmoor as a base for this side of the state), Sharpsburg, Summerfield, Yancyville, Tabor City, Brunswick, Chadburn, Lake Lure, Wilksboro, and several others. Mayor Hardwick stated for the cost of over \$28,000 it would have to be put in the budget. He wanted to know if they offered smaller contracts for handling one or two issues as they came up. Mr. Flowe stated that

going to hourly would become more expensive. He explained that the \$28,000 was not based on hourly rates. He stated that they could reduce the level of service but he felt that would be stretching it out and may take longer to get a plan for implementation. He stated that he felt this would take more time on the day to day functions and less on future planning. Mayor Hardwick stated that he just wanted to know what options were available. Mr. Flowe stated that the \$28,000 would cover staff that has twenty to thirty years of experience in different functions and is much cheaper than hiring one person to do the job. He stated that there were not a lot of entry level employees with him, most are experienced. Mr. Flowe wanted to make the Board aware that one of his employees offers training for some of the cases that are coming up, such as the Request for Variance. He stated that he would get with Tatum about setting up a meeting to refresh the Board on the procedures. He explained that this would help compliment the actions of the attorney but not take the place of him. Mr. Flowe stated that if they were going to be involved in the future of Youngsville, they didn't want to have to go back and fix something that was just worked on. He stated that his employee was really good at the training and helped to train and certifies people throughout the state. He stated that the training wouldn't be just on the legal process but on how to manage the situations. Mr. Flowe also mentioned the upcoming Request for Rezoning and wanted to make sure that the Board followed their Land Use Plan when considering the Request. He stated that they were here to help and would love to be able to work with the Board of Commissioners, Town Administrator, and the Planning Board as well. Tatum asked if the employee would rather have the seminar scheduled in the evening and Mr. Flowe stated that he would have to ask him what his schedule was but he did conduct training in the evening hours with other Boards. Mayor Hardwick stated that he appreciated Mr. Flowe for coming and presenting this opportunity to the Board.

The second item under New Business was the approval of the audit contract with Winston, Williams, Creech, Evans, and Company, LLP. Mayor Hardwick stated that this was pretty straightforward.

MOTION: TO APPROVE THE AUDIT CONTRACT WITH WINSTON, WILLIAMS, CREECH, EVANS AND COMPANY, LLC

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

The third item under New Business was to adopt changes to the Town Ordinance, Chapter 2, Fire Protection, Prevention, Hazards and Fire Limits. Hurd explained that she took out some of the information that didn't make sense and replaced it with the information that she had from the NC Division of Air Quality which had limits on what could be burned and how. She also stated that there were some sections from other town's ordinances and the NC Division of Forest Resources. Hurd explained that everything that is banned in our proposed Ordinance changes is what is banned by the State. She stated that she spelled out what could be burned and how it can be burned. She stated that the fires would need to be monitored and also have some way of extinguishing the fire if it got out of hand. Hurd stated that she thought about not including campfires but there are local Girl and Boy Scout troop leaders that want to do

campfires in their yards for the troops to earn their badges. Mayor Hardwick asked if the attorney had a chance to take a look at this proposal and Attorney Olivieri stated that he had some concerns about the campfires but they are allowed by the State so he was good with them being included. Commissioner Redd stated that she felt it was perfect.

MOTION: TO APPROVE THE PRESENTED CHANGES TO THE TOWN ORDINANCE, CHAPTER 2, FIRE PROTECTION, PREVENTION, HAZARDS AND FIRE LIMITS

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

The fourth item under New Business was proposed changes to the Town Ordinance, Sections 8.214 and 12.101, for penalties. Hurd stated that the original way that the penalties are mentioned does not state a specific amount. She explained that this created problems for the Police Department when they went to a call about an ordinance violation. Hurd stated that she wanted to set a specific amount so that the police officers weren't the ones making the decision on how much to fine someone so that everyone gets the same fine. Hurd stated that there were a couple of ways to handle this. She explained that the original wording stated "up to \$50.00" and we could just use the maximum amount of \$50.00 per event or we could do half that for the first offense and then \$50.00 for each additional offense. Hurd stated that she had run this past Chief Kirts and he thinks this would be much easier for his officers. She stated that she had taken out the section that stated "or up to 30 days in jail" as the judge would determine this when the offender went to court over his/her citation. Commissioner Redd wanted to clarify that it is currently written as everything is \$50.00 and does not include first or second offense and Hurd stated that it was "up to" \$50.00. Commissioner Redd stated that the change would make everything \$50.00 for each offense and Hurd stated that she had given the Board the option of having a lower first offense fine. She stated that the State sets a limit of \$500.00 in fines. Hurd explained that each day someone violated the Ordinance; it was considered a separate violation for each day so the State capped it at \$500.00. Commissioner Redd stated that she wanted to go with the second proposal which states \$50.00 for each violation. Attorney Olivieri wanted to mention that the State Statute was 14.4, which gives the Town the authority to make an Ordinance and to set criminal penalties as Class 3 Misdemeanors, which is approximately 20 days in jail, and allows for Towns to fine but only if they have a set fine in their Ordinance. He stated that when we changed the Noise Ordinance, we didn't have a set fine there or in the general Ordinances that set a particular amount for any violations of these Ordinances. Hurd stated that basically, any violations would reference back to Chapter 12. Attorney Olivieri stated that we need to make a brief modification to the penalty section of the Noise Ordinance to refer criminal penalties back to Chapter 12. He proposed to the Board to modify the Noise Ordinance to refer to Section 12.101 and adopt the proposed changes to Section 12.101.

MOTION: TO ADOPT PROPOSAL NUMBER 2, STATING THAT ALL VIOLATIONS OF TOWN ORDINANCES WILL BE FINED \$50.00 FOR EACH OFFENSE

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. Commissioner Stallings asked Chief Kirts opinion and Chief Kirts stated that he preferred a set fee than a graduated system that got higher each time. He stated that it was hard to keep track of first, second, etc violations. He also stated that the violator will also be responsible for court costs. It passed unanimously.

Attorney Olivieri stated that the Board needed to vote on the modification to Ordinance 8.214 to reference the new fines.

MOTION: TO MODIFY THE CRIMINAL PENALTIES IN SECTION 8.214 TO REFLECT THE ADOPTED CHANGES TO SECTION 12.101

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

The fifth item under New Business was to set a date for a Public Hearing on a Zoning Amendment for Jimmie Keith for property located at Tom Williams Road and Highway 96 for June 13, 2013. Tatum stated that Mr. Keith had petitioned to rezone his property to Commercial. He stated that we will have to hold the Public Hearing then refer it to the Planning Board and then bring it back to the Town Board to vote on the change. Mayor Hardwick stated that we were only voting on setting the Public Hearing tonight.

MOTION: TO SET A PUBLIC HEARING FOR JUNE 13, 2013 FOR ZONING AMENDMENT FOR JIMMIE KEITH, PROPERTY LOCATED AT TOM WILLIAMS ROAD AND HIGHWAY 96

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The sixth item under New Business was to set a date for a Quasi-Judicial Evidentiary Hearing for a Request for Variance by William Alford for property located on North Cross Street for July 11, 2013. Tatum stated that Mr. Alford had requested a Variance and this does not go before the Planning Board.

MOTION: TO SET A QUASI-JUDICIAL EVIDENTIARY HEARING FOR WILLIAM ALFORD'S REQUEST FOR VARIANCE FOR JULY 11, 2013 FOR PROPERTY LOCATED ON NORTH CROSS STREET

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

The seventh item under New Business was to set a date for the Budget Hearing for the proposed budget for FY 2013/2014 for June 13, 2013. Mayor Hardwick stated that they were getting the budget squared away. Tatum stated that he had sent out copies of the proposed budget along with some documentation. He stated that it did not raise taxes but it did include a proposed salary increase that gets employees in place in the Pay Plan. Tatum stated that they would be adding one police car and would be funding the

Pedestrian Improvement Plan through the Powell Bill. Tatum stated that they will be asking for a partial reimbursement of overhead that is involved with administering regional programs. Mayor Hardwick stated that he appreciated the help of Tatum and the Finance Committee. Hurd stated that she would have the proposed budget up on the webpage and a paper copy at Town Hall for anyone that wants to see it.

MOTION: TO SET THE PUBLIC HEARING FOR THE PROPOSED BUDGET FOR FY 2013/2014 FOR JUNE 13, 2014.

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

The eighth item under New Business was a presentation of the Annexation Petition for East Woods of Patterson, Phase 5. Hurd explained that this was the remaining portion of East Woods of Patterson. This is the undeveloped portion that does not yet have roads. She stated that once the Town Limits have been extended, we would be able to get the 35 MPH Speed Limit sign moved further back from the proposed entrance. She explained that this was one of the reasons that they wanted to go ahead and annex this into Town Limits. Another reason was to help with the location of the second entrance to both Patterson Woods and East Woods of Patterson.

The ninth item under New Business was to adopt the Resolution directing the clerk to investigate the sufficiency of the Annexation Petition for East Woods of Patterson, Phase 5.

MOTION: TO ADOPT THE RESOLUTION DIRECTING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION FOR EAST WOODS OF PATTERSON, PHASE 5

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously.

The tenth item under New Business was the Tax Collectors Oath of Office. Hurd stated that she had recently purchased a book about Tax Collections in North Carolina. As she has been reading, there are several things that we have not been doing right and she is in the process of getting that fixed. One of the things that need to be taken care of is the Tax Collectors Oath of Office. She stated that she had looked back and realized that she never took one when she was appointed Tax Collector. She stated that there were also reports that she has not been doing such as end of year reports. Hurd stated that this book had been very helpful and was the first update in over a decade. Mayor Hardwick stated that was just making things official. Commissioner Stallings stated that about a year ago, he had brought up his concerns about this town being the only one in the county that collected their own taxes. He stated that he felt there was no reason we can't get the county to collect them for us at a rate of \$10.00 per tax base. He stated that we wouldn't need a Tax Collector. Commissioner Stallings stated that the county had a collection rate of about 97%. He stated that he would like to see this Board to let the Town

Administrator look into this before swearing in a Tax Collector. Mayor Hardwick asked if he was making that as a motion and Commissioner Stallings stated yes.

MOTION: TO LET THE TOWN ADMINISTRATOR LOOK INTO THE MONETARY VALUE OF LETTING FRANKLIN COUNTY COLLECT THE TAXES FOR THE TOWN OF YOUNGSVILLE BEFORE SWEARING IN A TAX COLLECTOR

The motion was made by Commissioner Stallings. Commissioner Redd asked if this was preventing Hurd from doing the work that she needs to in the mean time and Hurd stated that once she has found that she is in violation, we need to move to correct it as soon as possible. Hurd stated that even if she was to be replaced within the next month, she would need to be sworn in to properly do her duties as Tax Collector in the mean time. Commissioner Redd stated that it would be like sitting still if we didn't swear in before we got the information from Franklin County Tax Office. Commissioner Stallings stated that he didn't understand that reasoning. Hurd stated that the only way she could explain was that the State Statute stated that once you found that you were in violation, it needed to be corrected. Commissioner Stallings asked what we have been doing all of these years then and Hurd stated that we had been in violation of State Statutes. Commissioner Stallings stated that we should wait until the Town Administrator looked into Franklin County's collection proposal. Attorney Olivieri stated that swearing in Hurd didn't change the Board looking into the Franklin County alternative but he felt that it was absolutely necessary to make sure that the duties of Tax Collecting are done properly. He stated that it was up to the Board to make any changes if they wanted to but he felt that swearing Hurd in helped to make sure that what's in place now is done properly and it didn't cost the Town anything. Once Hurd has been sworn in and is able to continue with her duties, the Board and Town Administrator will have the opportunity to look into Franklin County. Commissioner Stallings withdrew his motion. Commissioner Roberts had some concerns about all of the money not making its way back to Youngsville. Tatum wanted to make sure that he was still looking into the costs of getting Franklin County to collect the taxes for the Town of Youngsville and Mayor Hardwick stated that was correct. Mayor Hardwick then swore in Emily Hurd as the Tax Collector for the Town of Youngsville.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that the Board did need to go into Closed Session to discuss legal issues with the Town Attorney concerning a discussion of an investigation into a criminal issue.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS LEGAL ISSUES WITH THE TOWN ATTORNEY

The motion was made by Commissioner Johnson and was seconded by Commissioner Roberts. It passed unanimously. The Board entered Closed Session at 7:47pm and came out at 8:00pm. Mayor Hardwick stated that there was a discussion investigation into a criminal issue and no action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Commissioner Redd stated that she had received confirmation that the Department of Commerce was looking over the Zoning Ordinance for free.

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that he wanted to bring up that the Council of Government has recently found out that their revolving loan has been called in by the EDA to pay immediately. He explained that this will cause them to shut down and go bankrupt. Mayor Hardwick stated that this would drastically affect the federal money which then affects the Towns and how much money that we would receive as grants from the COG. He stated that about 80% of the money that the COG gives out as grants is federal money. He stated that the COG is asked for a onetime assessment to help pay the money that they need to pay the EDA. The total amount needed is \$311,367 and payments by the towns will be on a per capita basis. Mayor Hardwick stated that our typical bill for the COG a year is about \$550; this payment will be \$1,608 based on our population. He stated that they have asked all of the members to participate in this to help them get back on their feet. Mayor Hardwick stated that in the long run, this would help the Town as well. He stated that in just the past couple of months, we've heard presentations about how they can help us with grants for our businesses. Mayor Hardwick stated that he was concerned that if we didn't do this, we would lose future options. He wanted to ask the Board to consider and hopefully make a motion to pay the \$1,608 if the rest of the COG members agree to do likewise. He stated that this was a small amount of money compared to some of the bigger towns and counties. He stated that Franklin County was being asked to pay \$74,693 but had tabled it until their next meeting. Mayor Hardwick stated that the COG needed confirmation by the end of May as they are going to have to pay the money by the first of June. Mayor Hardwick stated that he wanted to ask the Board to support the COG assuming other towns agree to the payments as well.

MOTION: TO PAY THE ASSESSMENT TO THE COUNCIL OF GOVERNMENT IF THE REMAINING TOWNS AND COUNTIES AGREE TO PAY AS WELL

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

Mayor Hardwick wanted to mention how nice the Community House looked and commended the Public Works Supervisor, Sheldon Patterson on a job well done.

Tatum wanted to mention the repairs to the storage building on SW Railroad Street. He stated that we had received quotes to fix the property but the winning bid never showed up. He stated that they he had received another bid for \$1,850 to repair the back and roof. He stated that this did not include painting. Tatum wanted to know if the Board felt that this building was worth fixing. He stated that he didn't think he had to have Board approval but he wanted to tell the Board what the bid was and then see if the Board wanted to repair or tear it down. He stated that this was just a status report on where he was right now with that building.

Commissioner Redd stated that she wanted to discuss the Youngsville Downtown Revitalization Proposal. She stated that she had been working with Tatum and Ritchie Duncan from Franklin County EDC. She explained that she wanted to ask for approval to hire two graduate students to create a strategic downtown plan for Youngsville. She explained that one would be from NC State University and would focus on research and data analysis. The other student is from UNC and would focus on economic development and planning. Commissioner Redd stated that they would work from June through August for \$20.00 an hour. She stated that they would need to do about 365 hours of work for a total cost of \$7,300. Commissioner Redd stated that they would provide for us strategies for downtown revitalization including tourism, recreation and cross purpose. She stated that they would develop a model for downtown improvements and an action plan. Commissioner Redd stated that in addition to the two graduate students, we would also be working with the SBTC (Small Business and Technology Center) which will give them access to historical research and expertise with feasibility studies and assessments so they won't have to waste time on studies that have already been done. Commissioner Redd stated that Wake Forest has already accepted this proposal and they are interested in working with Youngsville in creating a cross utilization of data and how both towns can help benefit each other. She stated that since Wake Forest was only five miles from us, this would help Youngsville. She explained that small businesses started in towns like Wake Forest then they grow into the surrounding towns like Youngsville. She stated that she felt it was essential to plan together so that it would be beneficial to both. Commissioner Redd stated that she felt it was imperative that we hire these graduate students now so that we can work at the same time as Wake Forest. She explained that the two graduate students that we hire will be able to work with the two graduate students from Wake Forest. She stated that this is essentially getting a viable business plan for downtown and not overlapping another town while doing this. Commissioner Redd explained that this would start right away. She stated that financially, this would place \$2,500 in this fiscal year and \$4,800 for next fiscal year. Commissioner Roberts expressed his concern that this would be another plan that Youngsville has had done but that nothing will come of it like in the past. He stated that nothing ever changes. Commissioner Redd stated that the plan won't change anything; it depends on the people following through. Commissioner Roberts felt that all of these plans won't make people choose to come here if they don't want to and Commissioner Redd stated that she felt people would come to Youngsville. Mayor Hardwick stated that is not like what we have done in the past. He explained that working with Wake Forest helps lend credibility and the Town is basically getting four graduate students for the price of two that will help both towns. Commissioner Redd stated that she agreed that in the past there has been a lot of planning with no action or

follow through. She stated that the Board needed to implement the plans for them to work. Commissioner Redd stated that now was the time to get that plan because without it, we can't do anything. She stated that working with Wake Forest was a great offer. Mayor Hardwick stated that the Board has wanted the town to grow but we didn't have the capabilities. He stated that we have settled a lot of the problems that we've had and are getting to a point where we can do this. He stated that the economy has turned around and it was time for the Board to be proactive and move forward. Mayor Hardwick stated that this shows that the Town is willing to do what they were elected to do and make decisions for the future. He stated that this was the opportunity to bring things to this community that we have all wanted to see but weren't able to do. Commissioner Stallings wanted Tatum's opinion on this and does Tatum support this. Tatum stated that now that we have other problems fixed, managing our future growth is the most important thing facing Youngsville right now. Tatum explained that Mr. Flowe's firm, N*Focus totally replaced the Planning Department in Creedmoor and it was cheaper than hiring staff. Tatum stated that this proposal is great to be able to get it at \$20.00 an hour. Mayor Hardwick stated that last month the graduate students were presented at \$100.00 an hour and now that they are down to \$20.00, it's a great deal. Tatum stated that he felt this is a good effort especially with it including Wake Forest. He explained that this is part of their graduate program that will be supervised at the university level and the university will certify to the Town the number of hours that the students put in. Tatum stated that this was our new frontier and the Town needs to start somewhere. He explained that this is a reasonable approach to a starting point. Commissioner Johnson asked if there were funds set aside for this and Tatum stated yes, we have the contingency fund. Mayor Hardwick asked Ritchie Duncan for her take and Mrs. Duncan wanted to commend the Board for being proactive concerning this opportunity. She explained that if the Town had more money, then hiring a firm such as N*Focus to do this study would be beneficial but since the Town has limited funds this approach is the best starting point. She explained that this is not a finishing point but she stated that these students were extremely bright and will be earning credits for doing this. Mrs. Duncan stated that it is in their best interest to do their best job where this project is concerned. She stated that this project was also being supported by Tom White in congress, who hopes this could be a model throughout the state to show how an urban county can work in tandem with a rural county to benefit both. She stated that cross promoting and supporting one another, instead of drawing away from each other, creates tremendous opportunities for growth. She stated that she was very supportive of this as a first step, knowing that this is will not be the end of it. Mrs. Duncan stated that implement was critical. Mayor Hardwick reiterated that he felt this was a good opportunity. Commissioner Johnson stated that it sounded great when considering cost and quality but he wanted to know if this was the first study of its kind. Mrs. Duncan stated that they have done other programs that were similar but not exactly like this. She stated that they haven't done something like this involving both an urban and a rural county together. Mayor Hardwick stated this could be marketable down the road and Mrs. Duncan agreed. She stated that this shows that Youngsville is business friendly, proactive, and open to new ideas which are a huge advantage. Mayor Hardwick stated that things are turning around and we need to be ready for it. He stated that it was time to move forward.

**MOTION: TO ACCEPT THE YOUNGSVILLE DOWNTOWN
REVITALIZATION PROPOSAL**

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

Commissioner Johnson stated that our Parks and Recreation Department had done such a good job on the 5k Run, raising \$2,700 after costs, and \$4,700 for the homerun derby. He stated that this has made other people take notice and he had been approached by Alpha Kappa Alpha (AKA) Sorority's local Chapter, Chi Rho Omega (CRO) to host a 5K Run in Youngsville this fall to help raise funds for their Emerging Young Leaders Program for middle school girls. He stated that they would donate a percentage of the proceeds to Youngsville Parks and Recreation. Commissioner Johnson stated that they have a layout of everything that they will need including permits and permission from the Police Department. He stated that this creating two issues for the Town. The first being police involvement and the second would be picking a date. Commissioner Johnson stated that he would have another meeting with Mrs. Moody to see what the full proposal will be once they found out if the Board was interested in doing something like this. Tatum asked if we could ask for at least partial reimbursement as there might be overtime with police officers. Commissioner Johnson stated that was going to be part of the Rental Use Agreement. Chief Kirts stated that they did not have the man power to do functions like this often. Commissioner Johnson stated that he spoke with the lead person on this endeavor that the spring and summer would be out as we wouldn't have time to get everything together. Chief Kirts stated that if he had someone assigned for this, then they were getting pulled off another shift. Commissioner Johnson stated that we could take a look at some targeted dates in the fall. Commissioner Redd stated that for the Gobbler's Run they paid off duty police officers \$30.00 an hour with a minimum of 3 hours to work the event. Commissioner Johnson stated that the initial discussions with the event chair will be about where we need to be at and Commissioner Redd stated that she felt 5K runs like this are the new thing to do and we will probably get more people coming to us for this. She stated that this was not a large town and it was hard to run 3 miles here. She explained that this was something that Wake Forest was now dealing with in having to close roads for events like this. Commissioner Redd stated that now might be a good time to set rules for these events so that we will be able to answer these questions and have set rules and regulations concerning this already in place. She stated that she loved having people coming to town but we should require them to hire off duty police officers. Tatum asked if off duty officers worked for the Chief or even off duty deputies and Chief Kirts stated that they needed to hire the off duty Youngsville officers. Commissioner Redd stated that the checks would need to go directly to the police officer. He stated that he felt that his officers deserved first opportunity to volunteer for this and at \$30.00 an hour he felt that we would get volunteers better than just paying overtime. Commissioner Redd asked if there was a projected start and finish line and Commissioner Johnson stated that same basic route as our 5K Run. Commissioner Redd asked if the Parks and Recreation Advisory Board were ok with that and Commissioner Johnson stated yes. Commissioner Redd wondered if the 5K could be done at the same time as the Fall Festival. She stated that it wouldn't be great for the parking at the start and finish line but it did bring more people to the Fall Festival.

Sheldon Patterson mentioned that the streets have been swept. He explained that when sweeping the streets, it created a lot of dust. He stated that Shelton White had added a water sprayer to help keep the dust down. He stated that they might have come up with a way to keep the dust from the leaf machine down as well. Patterson stated that they are trying to get rid of the moss on the sidewalks. He stated that on rainy days, they will be finishing up the Community House with the floors being the next project. He stated that he had an estimate on how much it would cost, \$2.00 per square foot, but felt that this was something that we could do ourselves. Mayor Hardwick stated that it looks great.

The meeting adjourned at 8:27pm.

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MINUTES

JUNE 13, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:04pm, immediately following the Public Hearings. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Marvin Roberts, and Catherine Redd. Commissioners Leelan Woodlief and Joseph Johnson were not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, and Attorney Joseph Olivieri. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. Rick Earnhart, Youngsville Business Center, wanted to express his concerns about the Privilege License fees for his sweepstakes business. He stated that the past couple of years it has been \$200.00 but has now increased to \$29,250.00. He explained that this was an increase of 10,000% and he wanted to know why. Mr. Earnhart asked if any other businesses have had an increase like this and Mayor Hardwick stated that he was not aware of any. Mr. Earnhart asked why their business specifically and Mayor Hardwick explained the rates were raised last fall and that the business owners had an opportunity to speak about the situation. Mayor Hardwick explained that they checked to make sure that the fees were legal and looked at other towns to see what they were charging. He stated that the fees were then changed at that time. Mr. Earnhart asked if the Town of Youngsville was aware of a court case concerning the Town of Lumberton, where the Supreme Court ruled that fees this high were unconstitutional. Attorney Olivieri stated that it was a new case and he was unaware of if there has been a full published opinion. He explained that he had only received information on this a couple of days ago and needed to look over it and the information from the Legislature. Attorney Olivieri stated that his understanding of the case is that it does not, at this time, have presidential value, meaning this does not apply to all other circumstances. He stated that he was looking into this information and how it would apply to Youngsville. He stated that if the Legislature decides that this would apply to everyone then it would affect Youngsville and we would have to re-evaluate the situation but if this found to not apply to all situations then it would not affect Youngsville. Attorney Olivieri stated that another issue is that the Supreme Court did declare the sweepstakes businesses illegal but they are still operating. He explained that those were the two main issues that the Town Board needs to have an answer on. Mr. Earnhart wanted to know how the Town came up with the \$29,250.00 fee and Mayor Hardwick explained that we looked at what other towns were charging and chose a figure in the middle. He stated that we were charging far less than Lumberton and explained that we only charged \$1,000.00 per machine for the first 25 machines then dropped the price down to \$250.00 a machine after that. Mayor Hardwick stated that we had been considering higher fees but we lowered that and decided to stay in the middle of what

everyone was charging. Mr. Earnhart stated that at \$29,250.00 a year, it was causing them to close their doors in Youngsville. He stated that there was no way they could afford that. He stated that they had six employees that would be out of work if they were forced to close their doors over these fees. Mr. Earnhart stated that they didn't mind paying something but this amount was ridiculous. He stated that there was no other business in Youngsville with fees that high. He stated that Raleigh had a cap of \$20,000.00. Mr. Earnhart stated that this was their entire budget and stated that he felt that this was because the Town wanted them out of Youngsville. Mayor Hardwick stated that this was not the case. He stated that the Board made a decision and had an open forum for the business owners to come in and voice their opinions. Mayor Hardwick explained that we even went back and had a second change of price to lower the fees. He stated that they brought that second change in price back to the public and the public was in support of it and the Board voted for it.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the May 9th Public Hearing for changes to the Town Ordinance, Chapter 2, Fire Protection, Prevention, Hazards and Fire Limits, minutes from the May 9th Public Hearing on changes to the Town Ordinance, Chapter 12, section 12.101 and Chapter 8, Section 8.214 for Criminal Penalties, and minutes from the May 9th Regular Meeting. Also included in the Consent Agenda were Budget Amendments 2013-19 and 2013-20. Commissioner Stallings stated that there was an error in the title of the Town Administrator. Hurd explained that it would need a separate motion to adopt the minutes with the changes.

MOTION: TO ADOPT THE CORRECTED MINUTES AS CONCERNING THE TITLE OF BILL TATUM TO BE THE TOWN ADMINISTRATOR.

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

MOTION: TO APPROVE THE REMAINING CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that there was no Old Business at this time. The first item under Old Business was the contract with N*Focus. Tatum explained that Rick Flowe had spoken to the Board previously about Planning and Code Enforcement for the Town of Youngsville. He stated that they were contracted on a yearly basis and that they have already done some training for the Board for free. He explained that they had agreed on a six month contract to see how things go at the same rate. Tatum stated that he was requesting that the Board agree to contract with N*Focus for six months for \$14,000 which equaled about 3/10's of an employee. Commissioner Roberts asked for more clarification and Tatum explained that they would

be handling the entire Town's Zoning and Planning issues. Commissioner Roberts asked why we could no longer do it ourselves and Tatum explained that these were licensed professions with several areas of expertise. He stated that this would help the Town be able to handle the growth properly and see that things are done right. Tatum stated that N*Focus has taken over the entire Planning Department for the Town of Creedmoor because it was cheaper to do it this way. Tatum stated that we are having a lot of issues coming up about this and we need professionals handling it. He explained that the wording of some the wordings in our Zoning Ordinances aren't comprehensible and we need a professional working on this. Tatum explained that there was a two month cancellation on this contract if we don't like how they are handling things. Mayor Hardwick stated that this gets us where we need to be. Tatum stated that it gets people on hand that can do the work. Tatum stated that for what this costs, we could hire someone straight out of college part time. Mayor Hardwick stated that we wouldn't be able to get a full time person with experience to do this work at this rate. Attorney Olivieri reminded the Board that they gave us free training for upcoming Zoning issues. He stated that they were nice, fun people and broke down the issues so that they were easy to understand. He stated that this was how this Town was going to grow in the right way. He stated that they seem to know what they are doing and they focus on working with small towns. Mr. Olivieri stated that he felt this was a good idea and he felt that with issues such as these, these professionals would be invaluable. Mayor Hardwick stated that they have a good track record with other towns they have worked with. He stated that they get communities where they want to be and have already been a help to us. He explained that they have staff on board that has the experience that will be available to us.

MOTION: TO APPROVE THE CONTRACT WITH N*FOCUS

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

The next item under Old Business was the demolition of the storage building on SW Railroad Street. Tatum stated that we have tried to fix this property but several of the bids for repair have fallen through. He stated that a resident wanted to purchase the property for \$5,000.00 and will tear down the shed. He stated that he had an official offer to purchase that lot which is 1/10th of an acre for \$5,000.00. Tatum read the offer to the Board. Commissioner Redd wanted to clarify which lot for the people and Tatum stated that it was listed as 102 SW Railroad Street that's located behind the old Balloon Etc store.

MOTION: TO ACCEPT THE OFFER FOR THE LAND

The motion was made by Commissioner Roberts. Commissioner Redd asked if they owned any other land in that area and Tatum stated no, but they were residents of Youngsville. Commissioner Redd then asked what her intentions were for the lot and Hurd stated that she thought she was looking at the other vacant lots that were adjoining it. Commissioner Redd asked if the lot was commercial and Tucker stated yes. Tatum stated that she was talking about putting in an antique shop and putting a building on that land for it. Commissioner Stallings seconded the motion and it passed unanimously.

Attorney Olivieri asked if the Town wanted the building to be taken down and Tatum stated that it was a condition of the sale to have the building taken down and the lot graded off. Attorney Olivieri stated that he would double check the paperwork when it came time.

The third item under Old Business was an update on the Kerr-Tar COG Assessment. Tatum explained that the issue with the COG got complicated when Macon said they were not going to pay their assessment. Tatum stated that he had already paid our assessment due to the time constraints and only \$2,500.00 from other towns had not been committed to. He stated that in his judgment, the COG wouldn't stop running over only \$2,500.00 so he paid the money that Youngsville owed. When he spoke with a COG representative yesterday, all of the municipalities have paid except Macon. He stated that Warren and Vance counties had paid and Franklin County was supposed to vote on it next week. Tatum stated that he wanted the Board to know where we were on this and took full responsibility for making that payment already and if any problems came up he would repay the town with personal funds. Rick Seekins, from the COG, wanted to clarify that Macon had not said they weren't going to pay the fees; they tabled the payment of the fees until a study can be done.

The next item on the agenda was New Business. The first item under New Business was Ritchie Duncan to discuss a building grant for the Boondocks building. She introduced the new owners, Matthew Winslow and Tim Grey. She wanted to thank Twig Wiggins for all his help in working with them. Mrs. Duncan stated that they were excited about the potential for this building. She wanted to thank Tatum for all of the help that he has given and wanted to mention that he has been trying to keep the best interest of the Town while looking into this grant. Mrs. Duncan stated that they were looking at getting a Building Reuse Grant available from the Rural Center. She stated that they have been pre-approved to apply for the grant and needed the Town's endorsement for the full application. First, Mrs. Duncan explained that the amount of the grant was based on the amount of new jobs that would be created at \$5,000 per job created. She stated that they were expecting 24 new jobs at the Boondocks building which would mean they were eligible for \$120,000.00. She stated that they would like to move forward with this request. Mrs. Duncan explained that the Town would have to match 5% which equaled \$6,000.00. She stated that this did not have to be in a check, the Rural Center would allow it to be done was a tax incentive. She explained that Franklin County has them pay their taxes for the first year, and then writes them a check back as a grant each year until the \$6,000.00 has been met. Mrs. Duncan stated that this could be important as she knew that many towns had limited cash on hand. Second, Mrs. Duncan wanted to talk about the loan requirements. She stated that the Town would be in charge of administering the grant to the business. She explained that this loan would be secured with a loan agreement which commits them to create 24 jobs. The Rural Center will issue loan forgiveness after the jobs have been created. They will have eighteen months to complete the project after the start date and will have to maintain the created jobs for six months. Mrs. Duncan stated that if they fail, who then becomes liable for the money. She stated that the Town would be the one obligated to pursue all actions to recover the funds for the jobs that were not created. For example, if they fell short of the 24 created jobs by 4 jobs, then the Town would have to retrieve \$20,000.00 from the owners. The

Town would have to prove to the Rural Center that they have taken all measures, including litigation, in order for the Rural Center to relive the Town of Responsibility. Mrs. Duncan stated that she wanted the Board to be aware of that point. She stated that they felt optimistic that they would create more than 24 jobs. She and Tatum felt that it was critical to make the Board aware of the obligations on part of the Town and the collection of monies spent if not enough jobs are created and maintained. Mrs. Duncan stated that even though they were asking only \$120,000.00 from the grant, the total project costs will be \$414,000.00. She stated that this is a large investment which will increase the tax base. Mrs. Duncan stated that floor plans were available for the Board to look at and the improvements that will be made to the building. Mr. Winslow stated that they had closed on the building three weeks ago. Part of the businesses going into the Boondocks will be both his and Mr. Grey's businesses and a couple of suites to rent out along with some storage in the back. He stated that they were going to keep the building in historical condition with glass front and wooden doors. Mr. Winslow stated that they wanted it to be attractive and be the centerpiece of Youngsville. He explained that the reason they were going after the grant was because that allowed the extra funds for that extra kick in the buildings features. He stated that the grant money would help make it really nice. Mr. Winslow stated that the building has been vacant for 18 years and this would help to make it usable. He stated that the appraisal came back from the bank, that with the improvements it will be valued at \$513,000.00. He stated that the current tax value of the building was around \$80,000.00. Mr. Winslow stated that he felt the value from the bank was from the low end. He stated that their goal was to be finished by the end of this year and the grant would help with that. Mr. Winslow stated that Mr. Grey does HVAC work along with refrigeration units and he owns his own construction business that builds houses that are energy efficient. He explained that both of them are in a position where they want to hire additional employees but want to wait until after grant approval so that they will get credit for them. He stated that any money spent before grant approval does not count towards the grant. Mr. Winslow stated that the grant application deadline is June 21st and they can't do this without Board approval. Mrs. Duncan stated that the next cycle would be in August. Mr. Winslow stated that if they had to wait until the next cycle, it would cut back on both jobs and funds. He stated that the ideas for the building keep growing and they are excited about it. He stated that they want to be included in the center piece of Youngsville. He stated that they wanted to be ready with lights and decorations by the Christmas Parade. They want to be a part of downtown. Attorney Olivieri wanted clarification on which building we were talking about and received it. He asked if the only responsibility the Town would have was if they didn't meet the employment requirements or if they didn't meet any of the other requirements and Mrs. Duncan stated it was just the employment issue. She stated that they would have to file unemployment insurance on these jobs which is how we would keep track of it. Attorney Olivieri asked if the salary was going to be an issue and Mrs. Duncan stated that it would not. Attorney Olivieri asked if there was a way to approve it that required an agreement between the Town and the business to have insurance to cover the loss of any money so that there wouldn't be a need for litigation. Mrs. Duncan turned to Mr. Seekins from the COG to answer this question. Mr. Seekins stated that he has done several of these projects in Franklin County and in every one of the projects that they have put together; they have had an agreement like the attorney was talking about. He explained that there would be an agreement between the Rural Center and the Town

of Youngsville and then there would be a Memorandum of Understanding between the Town and the business that outlines exactly what needs to be done and calls for cooperation. He stated that simply, the answer was yes, that the paperwork would create a three way partnership as has been done in the past with Franklin County grants like this. Attorney Olivieri asked for a copy of the agreement and Mr. Seekins stated he would get him one. Mr. Winslow wanted to remind the Board that they still had to go through the approval process in which their financial statements will be scrutinized to make sure that this will be the best use of the grant money and if the business owners can handle it. Attorney Olivieri stated that he just wanted to make sure that the Board was aware of every scenario. Mayor Hardwick asked Tatum for his opinion since he's been involved in the meetings. Tatum stated the he felt it was a wonderful project and would be great for the Town except for one small detail. He asked for clarification that if the Town borrowed \$120,000.00 from the Rural Center to lend to these business owners and everything went fine then there would be no problems. But the Town would be in essence a mortgage company servicing a loan and before that even happens, the Town are required to analyze the company's financial actual and organizational strength in regard to the ability to successfully meet the terms of the job creation and maintenance requirements, carry out the renovation projects and the ability to meet the potential of repayment of loan funds. Tatum stated that was part of the due diligence on the Town's part. Commissioner Roberts stated that it was a lot of pressure on the Town. Tatum stated that it can be done but it is like applying for a mortgage loan. He stated that we were responsible for making the determinations of if these guys can meet the requirements. Tatum stated that both the project and the program are wonderful but to get all of this information and research done in one week is not practical. Tatum stated that he wished he could say go for it but he did not want to recommend that the Board attempt to do this in one week. He stated that it was unfortunate that we were running up against this deadline. Commissioner Roberts stated that he wouldn't want to put our taxpayers at risk for all of that money. Tatum stated that there was a 99% chance that everything was going to be fine but if everything is not fine, then that would create issues. Commissioner Redd stated that she felt it was worth it to get what we are getting out of it. To get the Boondocks building fixed and have a business in it. Tatum stated that he was unable to meet the due diligence requirements for the grant in that timeframe. Commissioner Redd stated that this was not a loan and Tatum stated that it was. He explained the Rural Center was granting the money to the Town and the Town was then giving it to the business owners. He stated that if they do what they say they are going to do, then they can keep the money and the Town becomes free of its obligations. However, if they don't do what they say, the Town will have to sue the business owners to get the money back to return to the Rural Center. He stated that it was a huge risk. Mr. Winslow stated that they have already been approved for the loan to buy and renovate the building. Tatum asked if they could give the Town some collateral and Mr. Winslow stated that they would be willing to give a lien against the property. He stated that they are both local and are invested in the Youngsville area and have no intentions of not following through. Tatum stated that the Town has to act like a bank in this and be secure in making this loan. Tatum asked if there was property free of a lien or notes that would be worth \$120,000.00. Mr. Seekins interrupted and stated that he might be able to give some clarification. He stated that Tatum was a little misleading. Mr. Seekins explained that if the grant is approved, the business owners will do the work and pay for

it then send in a voucher in which the Rural Center will reimburse half of those expenses. At no time is the money sent up front and the business is investing twice as much as they are getting back. He stated that by the time they receive their \$120,000.00, the total investment put into that building will have been \$240,000.00. Mr. Seekins stated that at that point you will have a \$240,000.00 investment in a building currently worth less than \$100,000.00 which would be an increase in the tax base. He stated that the building itself would be good collateral. Mr. Seekins just wanted to make sure that the Board was aware that it was not an issue of just handing out the money first. He stated that they reviewed invoices, documentation, payroll and bills, then verify before sending the bill to the Rural Center for reimbursement to the Town. Tatum clarified that it was a reimbursement grant and Mr. Seekins stated yes. Tatum stated that even though they were being reimbursed for expenditures, at the end of the day, if those jobs have not been created, the Town is still liable for the \$120,000.00 and Mr. Seekins stated that was correct. Tatum stated that it was also complicated in the due diligence of finances as well. He also stated that as collateral, maybe a performance bond could be used. Mr. Seekins stated that the bank has already done a due diligence when giving a loan for them to purchase the property and Tatum stated that the bank wasn't the one liable for the \$120,000.00. Mr. Seekins stated that the bank has reviewed and approved these guys in order to buy the building so it's not an issue that no one has looked at these guys' financials. Tatum agreed and also stated that the bank has a lien on the building and the Town has no collateral. Mr. Seekins stated that we would have as much value on the lien that is added to the building and Tatum stated that we don't have a lien against that building. Mr. Seekins stated that if the bank has a lien on the building for the costs of the building at approximately \$100,000.00. If they put in \$200,000.00 in improvements in the building then the Town would be able to have a lien as well for the extra value that the improvements add which would be potentially a \$200,000.00 value for a lien from the Town. Tatum stated only if the lien was executed as a second mortgage and only could be paid off after the first mortgage to the bank has been paid off. Mr. Seekins stated that it was possible. Tatum stated again that it was a wonderful project but the timeline of seven days is too small and he deferred to the attorney. Attorney Olivieri stated that he felt everyone would love to see what these guys want to do to that building and wanted to make sure that they understood that this was not about not trusting them in particular. He explained that this was trying to understand worst case scenarios since the Town would be obligated for this grant. He stated that this would expose the Town to more money than just the \$120,000.00 if they have to pursue legal action. Attorney Olivieri stated that one week to review and approve the documents that they send the Town to show assurances is rather short. He stated that he did see the logic that there would be more value in the building after some renovations to put a second lien on the building might be less risk and have a possible way to recover funds. Attorney Olivieri stated that having a different type of collateral such as performance bond would help address the risk for such a large sum of money. Mr. Seekins wanted to state that what Tatum was saying is true and he wanted to play devil's advocate to make sure that the Board saw all sides of this problem. Commissioner Redd stated that she felt that the renovation was essential to the revitalization of downtown and she felt that if there was anything at all that the Town can do, we should be doing it. She understood where Tatum was coming from and understood the risks but felt that we should move forward anyway. She stated that not renovating the Boondocks building was also a big risk especially with all of the projects

going on to revitalize downtown. Mayor Hardwick stated that everyone was in favor but we represent all of the citizens and their money. He stated that was why we were asking the questions and looking at the risks especially since we have finally gotten out of our financial difficulties. Mayor Hardwick stated that Commissioner Redd was right, everyone wants to see that building renovated and used after such a long time. He stated that what he sees looks great but he wanted them to understand where the Board was coming from. Mr. Winslow stated that all they were asking for tonight was the approval to apply for the grant and say that the Town is willing to put up the \$6,000.00 in either reimbursement or tax relief. He asked for the time and ability to work with the attorney and get the application together. He knew it was a short time frame but he felt that it could work and makes a big difference to them especially in the amount of people that they can hire. He stated that waiting until the next cycle will affect how much money they can put in the building and how many people they will hire after the grant is approved as nothing done before the grant is approved can be counted and they need to start soon. Mr. Winslow stated that a couple of months ago they had come by to let people know who they were and what they were planning. He stated that a lot of the things that the Board is finding out tonight are things that they have just found out recently. He stated that Mr. Seekins has done this before over the years and it does sound scarier than it really is. Mr. Winslow stated that Tatum has an account background and is looking out for the Board and he understood that. He stated that all they were asking for tonight was approval to get started on the application process. Mr. Seekins wanted to clarify that they were looking for approval from the Board to apply for the grant. He stated that if they did apply by June 21st, the Rural Center won't approve it until the end of August and at that point the Town would receive an award letter saying that the funds are available. He stated that at that point the Town could decide not to continue further and Mrs. Duncan stated that has happened in the past where things have fallen through between the application process and the awarding of the grant. She stated that you have the ability to withdraw the application if something comes up that makes the Town uncomfortable. Commissioner Stallings stated that it helped to reduce the risk until it was awarded and Mrs. Duncan agreed. Commissioner Stallings stated that he didn't see any problems and asked the attorney if he did. Attorney Olivieri asked if the Board approved this tonight, were they obligated in any way right now. Mr. Seekins stated that the resolution gives the Town permission to submit the application and submit the materials that go with the application. Attorney Olivieri asked if the Town had a right, up until the application was approved, to withdraw and Mrs. Duncan stated that the Board could vote differently after they receive their award letter. Attorney Olivieri clarified that if the Town voted to approve the application, was the Town financially obligated at this point and the answer was no. Tatum asked that at the time the application is submitted, does the Town have to sign off on having the requirements of analyzing financial and organizational strength, etc as noted and Mrs. Duncan stated not that she was aware of. Tatum clarified that the certificated didn't need to be made by then and Mr. Seekins stated that we didn't have to. He stated that the only obligation was to make an application for the business owners to the Rural Center. Tatum stated that the application stated that the local government had to certify that it has met these requirements and Mr. Seekins stated that he would have to look at an application to make sure. Tatum stated that was a key factor, that if the local government didn't have to certify that information like it says on the application, then there is no problem. But if we did have to do it by

next week, then there was a problem of not being able to get it done in time. Tatum stated that without a fidelity bond or collateral, he still felt that Town had risks as well. Commissioner Stallings asked if the \$6,000.00 had to be submitted with the application and Mrs. Duncan stated no. Tatum explained that the Town would probably use the Tax Rebate where they will pay their taxes and the Town will reimburse them that amount each year up to the \$6,000.00. Mr. Seekins stated that there would be a statement in the application that says if the grant is awarded; the Town will take action to create the tax rebate issue. He stated that it would be approximately around Labor Day before any reimbursements are given out. Commissioner Stallings clarified that the Town would have no monetary obligation at this time if we moved forward and Mrs. Duncan stated that the only thing they needed to submit with the application was a resolution. Attorney Olivieri asked was it possible to add a condition to the resolution that states that the Town approves it conditionally so long as there is an understanding that by this deadline of June 21st, we won't have to match that deadline to meet any of the guarantees and supports. He stated that he felt that this way the Town could make the decision to start the process and help give us the time to do our due diligence. Mr. Seekins stated that it could be added to the resolution. Mrs. Duncan asked how that was done and Mr. Seekins stated that when the motion was made to adopt the resolution, add in the requested wording. Mr. Seekins stated that they had the proposed resolution and it would be fine to add the wording that the Attorney requested. He stated that it was a good way to protect the Town. Twig Wiggins wanted to mention that he was involved in this project as well. He stated that he understood that the Board was trying to protect Youngsville but this is a good opportunity to take some of the tax money and put it back into the community. Mr. Wiggins asked if we were going to be like Rolesville or were we going to stay like Youngsville. Mayor Hardwick responded that this Town has been proactive contrary to any rumors going around town. He stated that everyone was in favor of the project but the Board needed to be on the safe side to protect the monies that the citizens have given the Town and the commitments and responsibilities that go along with protecting the Town's finances. Mayor Hardwick stated that he didn't think that the Board was trying to shoot this down. Mr. Seekins stated that both he and Mrs. Duncan would do what they could to help the Board in this project without endangering the Town. He stated that he would recommend the Board pull out if they felt something was not right. Attorney Olivieri stated that he didn't believe that approving this resolution did not constitute a contract. He stated that until the paperwork was signed after the approval of the grant, it was still up to the Board if they wanted to continue further at that time. He stated that approving this resolution did not create a contractual liability as of yet. Mr. Seekins stated that situations do arise where the paperwork did get modified or changed. Commissioner Redd asked if there needed to be an amendment made to the resolution and Attorney Olivieri stated that he would suggest adding a statement that the Board recognizes that this resolution does not obligate them to complete the process but shows the Board intent to begin the process.

MOTION: TO ADOPT THE RESOLUTION WITH THE RESOLUTION INCLUDING THE AMENDMENT THAT "THE TOWN RECOGNIZES THIS DOES NOT CREATE A CONTRACTUAL OBLIGATION TO COMPLETE THE GRANT APPLICATION PROCESS"

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. It passed unanimously. Attorney Olivieri stated that he would hand write it in so that they could have it tonight.

The second item under New Business was to adopt the Budget FY 2013/2014 with a tax rate of \$.59.

MOTION: TO ADOPT THE PROPOSED BUDGET FOR FY 2013/2014 WITH A TAX RATE OF \$.59

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously. Mayor Hardwick stated that Tatum had done a good job. He stated that we are moving in a direction that is really good financially.

The third item under New Business was to discuss adding another signatory for our Suntrust accounts. Mayor Hardwick stated we need another signatory to make sure that we have enough people to get everything correct and we have asked Commissioner Johnson to be our extra signatory. Tatum stated that he has a resolution that would authorize Commissioner Johnson to become a signatory on all accounts at Suntrust.

MOTION: TO APPROVE THE RESOLUTION ADDING COMMISSIONER JOSEPH JOHNSON AS A SIGNATORY FOR THE TOWN'S SUNTRUST ACCOUNTS

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

The fourth item under New Business was the purchase of a new copier. Tatum explained that the lease is running out for the copier at Town Hall. He explained that purchasing a new copier, one step up from what we have, under the state contract prices is cheaper by about \$2,150.00 over the five year term. He stated that the maintenance agreement costs would stay the same whether is purchased or leased. Tatum stated that the purchase price is \$5,491.00. He stated that he would like permission to move forward in ordering this copier. Tatum explained that it is from Ricoh and is an MP 5002 that does 50 pages per minute which is basically the same machine that we have with a new case on it. He stated that we have to do something by the middle of July and we would save money by purchasing the machine.

MOTION: TO APPROVE THE PURCHASE OF A NEW COPIER

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. It passed unanimously.

The fifth item under New Business was the report from the Tax Collector on 2012 Unpaid Real Property Taxes as required by GS 105-369(A). Hurd stated that she had a report separating the real property, which gets advertised, and personal property. She

stated that she would be advertising on Thursday, June 27th as she has promises of payments to beat this deadline. Hurd stated that the total to be advertised is \$44,000 with the vast majority of that being Welsh Paper who was on a payment plan and they are hoping to have that paid by the end of the month. She stated that he was unsure if that would happen or not. She stated that others have been making payments as well. Hurd explained that there was no action for this report but the next item on the agenda would be before the Board to adopt the Order of Advertisement.

The sixth item under New Business was the Order of Advertisement of 2012 Unpaid Real Property Taxes

MOTION: TO ORDER THE ADVERTISEMENT OF 2012 UNPAID REAL PROPERTY TAXES

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The seventh item under New Business was to discuss information on the Tax Collection Program. Tatum stated that he had met with Franklin County Tax Collectors Office to discuss the possibility of them collecting our taxes. He stated that their primary concerns were the costs differential. Tatum stated that it looked like Franklin County would be slightly more expensive but they have a better system in place. He stated that what we have does a good job but what they have in place has the additions that someday we would want to make to our system. For right now, Tatum requested to postpone this for another year. He explained that there would be some changes in staffing and that needed to be reshuffled and see where we are at that time.

The eighth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition for Dr. A. N. Corpening, East Woods of Patterson, Phase 5.

The ninth item under New Business was to set a date for the Public Hearing for the Annexation Petition for Dr. A.N. Corpening, East Woods of Patterson, Phase 5.

MOTION: TO ADOPT THE RESOLUTION SETTING THE DATE FOR THE PUBLIC HEARING FOR JULY 11, 2013 FOR THE ANNEXATION PETITION FOR EAST WOODS OF PATTERSON, PHASE 5

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that the Board did need to go into Closed Session to discuss legal issues with the Town Attorney concerning a discussion of criminal prosecution and acquisition of property.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS LEGAL ISSUES WITH THE TOWN ATTORNEY CONCERNING CRIMINAL PROSECUTION AND ACQUISITION OF PROPERTY

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously. The Board entered Closed Session at 8:17pm and came out at 8:36pm. Mayor Hardwick stated that there was a discussion of legal matters concerning criminal prosecution and acquisition of property. No action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that Novozymes was trying to raise money for the Franklin County Boys and Girls Club. He explained that there was a competition between companies on Facebook by who could get the most “likes”. The winner had \$10,000.00 donated to a charity of their choice and Novozymes had chosen our local Boys and Girls Club.

Mayor Hardwick also wanted to remind the citizens that there would be a community meeting called “Envision Youngsville” on June 27th from 7pm to 9pm at the Community House. He stated that he wants everyone to come out and participate. He explained that this would be a combination of the Town, YABA, CAP and other concerned community members.

Commissioner Redd stated that a local brewer had entered his beer and won a Home Brewer Competition and won. The proceeds from the sale of the beer will also go to the Franklin County Boys and Girls Club.

Commissioner Redd wanted to give some more information on the Envision Youngsville event. She explained that the interns have started work on the Downtown Revitalization Plan. She stated that someone from CAMPO, Franklin County Planning, and the Wake Forest Chamber of Commerce had come to their last meeting. Commissioner Redd that CAMPO has stated that they have identified the traffic in Youngsville as one of the top ten hotspots in the Northeast Area Study. She stated that they want to be a part of the Downtown Revitalization in Youngsville so that we could work together on the traffic issues. She stated the issues they discussed were about getting the trucks off of Main Street and doing a roundabout. Commissioner Redd stated that it was great that they were paying attention and are working towards finding solutions with us. She stated that

the interns were doing a great job and she has looked at the preliminary framework for what they will be doing over the next eight weeks. She stated that they have taken the information and broken it down to use as a motivation for the downtown area. Commissioner Redd stated that they are looking at how many residents, how many people come through, Parks and Recreation, and Franklin County in general. This will help them create their goals. She explained that this will be a flexible document with both short term and long term goals. Commissioner Redd stated that CAP could get on board and help to work on some of the short term goals while the Town was working on finding grants for the long term goals. She stated that they have taken a lot from neighboring towns and cities. Commissioner Redd stated that eight weeks is a short amount of time to do all of this but she thinks it will be worth it. She stated that they have spoken to the gentleman at the Small Town Main Street Program and followed his suggestion. Commissioner Redd stated that the Downtown Revitalization was underway.

The meeting adjourned at 8:42pm.

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MINUTES

JULY 11, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:01pm, immediately following the Public Hearing. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, and Catherine Redd. Commissioners Leelan Woodlief and Marvin Roberts were not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts and Attorney Joseph Olivieri. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. There were no comments.

The next item on the agenda was the Financial Report. Tatum wanted to mention that this was his two year anniversary of coming to work for the Town of Youngsville. Tatum also wanted to introduce Bob Clark from N*Focus who would be the Town's new Zoning Supervisor. He stated that the Town had come a long way from when he first started here. Tatum explained that the mindset we needed to have is that the cash we've managed to get over the past two years is all working capital. He stated that we can use it but it needs to be replenished afterwards. Tatum stated that we did not have money to spend, only money to live off of for the next twelve months. He explained that we cannot control our revenue, the only thing that we can control are our expenses. Mayor Hardwick wanted to mention that not only the Board but the Town Staff had really stepped up to help build us back towards a strong financial position.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the June 13th Public Hearing for the Request for Zoning Amendment from Jimmie Keith, minutes from the June 13th Public Hearing on the FY 2013/2014 Budget with a Tax Rate of \$.59, and minutes from the June 13th Regular Meeting. Also included in the Consent Agenda were Budget Amendments 2013-21 and 2014-1. There was also a Resolution to purchase a new police car.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the request for a Rural Center Grant by local business owners. Tatum stated that the business owners have withdrawn their application for the Rural Center Grant

stating that they would rather put their time into developing their businesses. Tatum stated that they are proceeding with renovating that building. He stated that we did learn more about the Rural Center Grant. He explained that if the Town did sign on for another grant, we have the ability to give them the money after the jobs have been created and the work finished. He stated that it did take all of the risks off of the Town. Tatum stated that if we knew all of this earlier, then we might have been able to get this done. He stated that one of the problems with the way it was presented, was the liability of the Town should they not complete their work. Commissioner Redd asked if they had any plans to apply for the grant for the next cycle and Tatum stated that he had left that option open to them along with the information and he has not heard back from them. Mayor Hardwick asked when the next filing was and everything thought it was October. Commissioner Redd stated that she knew they were concerned with starting before the next cycle as anything they did would not count towards the grant monies. Commissioner Johnson stated that he felt this kind of dissipated. Mayor Hardwick stated that they were proceeding forward with the same plans and creating jobs.

The next item under Old Business was an update on the Request for Variance from William B. Alford. Attorney Olivieri stated that since we did not have a full Board present, we would be unable to have the quasi-judicial hearing. He stated that he had sent a letter to Mr. Alford but has heard that he did not receive it. He stated that he would try to contact him again to make sure that he knew what was going on.

The third item under Old Business was an update on the offer to purchase land and the storage building. Attorney Olivieri stated that he discovered that the Town needed to have a semi-open bid process. He explained that a 5% deposit needed to be put down, then an advertisement for upset bids needed to run in the local paper. Once there was an upset bid, then another deposit would need to be placed and the entire process of advertising would start again. Attorney Olivieri stated that this was done to make sure that the Town received the most money they could when selling property. He also stated that each offer would need to include the destruction of the storage building. Attorney Olivieri stated that he had received a request for an environmental study of the property but he felt that the Town was not able to do this at this time. Commissioner Redd asked if someone was interested in placing an upset bid, would they come to the Town Hall for more information and Attorney Olivieri stated that they would need to keep their eye on the newspaper for the advertisement for upset bids. He stated that they could also go by Town Hall for more information as well. Mayor Hardwick asked when we planned on putting the advertisement in the newspaper and Attorney Olivieri stated that he needed to make some changes to his draft and then he would have Tucker place the advertisement tomorrow.

The next item on the agenda was New Business. The first item under New Business was to adopt the Annexation Ordinance for Dr. A.N. Corpening for East Woods of Patterson, Phase 5, to be effective July 31, 2013.

MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR DR. A.N. CORPENING FOR EAST WOODS OF PATTERSON, PHASE 5, TO BE EFFECTIVE JULY 31, 2013

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

The second item under New Business was an offer by Union Bank and Trust to provide banking account services for the Town at no charge. Tatum stated that Union Bank has come forward to provide services for the Town with no service charges. He explained that we are paying approximately \$500.00 a month in service fees to Suntrust and it has not always been that way. Tatum stated that they have tried to seek a solution but to no avail. He stated that other than the difference in location he felt that this would be a good move. He explained that Union Bank was the only bank that would finance our police cars. Tatum stated that showed that they were interested in working with the Town and his recommendation was that this switch would be a good idea. He stated that this would save us some money in service charges. Commissioner Stallings asked if we needed to give the other banks the opportunity to offer their services or could we just go ahead and accept the offer. Attorney Olivieri stated that only proposals needed to be set out for bids. He stated that he felt that this type of service did not need to be done in open bidding. When asked, Attorney Olivieri explained that the rules for open bids were for property, selling or purchasing, due to the need to get the most value for the property. He explained that for service contracts such as banking, bidding was not necessary. Attorney Olivieri stated that this would not be an issue that he was aware of. Commissioner Redd asked if we should be looking into other services such as phones since our costs were so high and Hurd explained that we switched to Deltacom, which has since been bought out by Earthlink) to save over \$600.00 a month over Embarq and Time Warner Cable. She explained that our monthly costs covered all of the phone services as well as the internet services at a much cheaper rate than Embarq could.

MOTION: TO MOVE OUR FINANCES UNION BANK AND TRUST

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. It passed unanimously. Tatum wanted to remind the Board that it would take time to move everything over as we would need to order new checks.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that he did not think that there was any reason to go into Closed Session so he asked for a motion to bypass.

MOTION: TO BYPASS CLOSED SESSION

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

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Attorney Olivieri stated that after the meeting he wanted to speak to Mr. Clark of N*Focus about some Ordinance information. Commissioner Redd stated that she knew Mr. Clark was working on some of the Ordinances but we also had Oliver Bass from the State working on going over our Ordinances as well. She stated that in previous conversations with N*Focus, she knew that the “goals” of the Town were needed in order to get the Ordinances where they needed to be to keep us on the right track. She wanted to know if that was something that we would still be doing and Mr. Clark stated yes. He stated that their focus was on doing the “housekeeping” and making sure that everything is up to code with the current legislation. Mr. Clark stated that the planning would start over the next couple of months which would include the intern’s research and sharing of information. He stated that he would be the primary person in working on that from N*Focus. Mr. Clark stated that information from CAP would also be used. He stated that he would set up a time to get guidance for where we want these plans to head.

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the young men and women from the Youngsville Parks and Recreation have done really well and he was proud of both the children and their coaches. He stated that we have a good Baseball League.

Mayor Hardwick stated that it was election time. He explained that there were three Commissioner Seats open and the Mayor Seat. He stated that the filing deadline was July 19th.

Tatum wanted to mention that the budget that we adopted this year includes a provision for this year that part of the General Fund overhead for the Parks and Recreation Department would have been reimbursed. He stated that he had a discussion with Andy McGhee, the Parks and Recreation Director, and they didn’t think it was feasible. The budget included a raise in the fees of 40% and they did not think they would be able to go that high which means they won’t be able to generate as much cash flow as expected in the budget. Tatum stated that he just wanted to make the Board aware. He explained that the Parks and Recreation Department would transfer money at the end of each quarter to the General Fund in the same way that the ABC Store does. Tatum stated that the goal is for the Parks and Recreation Department to reimburse half of the overhead incurred for the administration of the program. Tatum stated that they had a meeting on July 22nd to discuss this further with the Parks and Recreation Advisory Board.

Commissioner Redd wanted to mention that she had read an article about an ice-cream / art event that Larry Kearney is hosting. She explained that he was donating a canvas for the children to paint on and there would be free ice-cream handed out by Charron’s Deli. She stated that this was a good start to getting community events downtown and she is

pleased with all of the things that Larry Kearney has been doing. Commissioner Redd stated that she hoped things like this continued.

Commissioner Johnson also wanted to mention the Youngsville Parks and Recreation Baseball League. He stated that as of right now, there were two teams, minors (9-10) and majors (11-13) still playing. He stated that the minors would be playing this weekend and he thought the majors would be playing tonight. On a personal note, Commissioner Johnson stated that he coached the coach pitch team that went to Hope Mills. He stated that they were there for 5 days and finished 5th. He stated that there were twelve boys, four coaches and 10 families along with Andy McGhee who went to this tournament. Commissioner Johnson explained that we were the smallest community out of the sixteen that went. He stated that the Town was represented well and we were proud of our children and their families. Commissioner Johnson wanted to note that even though we didn't win the tournament; people from other communities want to play here. He stated that our job was to make sure that their experience is the best possible. He explained that 96% of the participants don't live inside of town limits but most do live within a five to ten mile radius. Commissioner Johnson stated that they did a good job and represented the Town well. He stated that we do have a long way to go concerning the facilities and Mayor Hardwick stated that we did have a goal and were working for it.

Mr. Clark stated that he has been working on routine permits but he did take three calls from developers today that had projects they wanted to take off the shelf. He stated that he has started to look over the files that Tucker had pulled for him. Mr. Clark stated that he is looking at the zoning codes for consistency across the board. He stated that they wanted to streamline some of that as well as the permitting process. He stated that everything is working well.

Chief Kirts wanted to talk about the possibility of getting tasers for the police officers. He explained that arrests have been more hands on in recent year and he was requesting permission for his officers to be able to carry them. Chief Kirts also wanted to get the Board's permission to solicit the local businesses to help fund the purchase of the tasers. First Sergeant Ronald Adkins stated that he has been with the Youngsville Police Department for the past nine years and has noticed over the last two or three that suspects have become more aggressive towards officers. Adkins gave several examples of situations that had required him to pull his gun as well as how aggressive some of the arrests have become. Adkins stated that he had numerous contacts with the businesses in town and felt that he could be effective in raising the funds needed. He explained that tasers are effective up to 35 feet. Adkins stated that his main concern in wanting to purchase tasers was officer safety. He explained that tasers incapacitate the suspect and stop all muscle movement. Adkins stated that Youngsville typically had two officers on duty at all times but the second officer may not be immediately available for backup which means that often an officer has to handle an aggressive situation alone. He explained that there were ways to handle these situations and his goal was to add to these tools. Adkins stated that he felt this was a benefit for everyone involved. He stated that this would cut down on injuries for both police officers and suspects. He explained that they are effective up to 35 feet and the ones that they are looking to purchase costs around \$830 to \$870 each. Adkins stated that his goal was to raise around \$5,000. He

stated that he felt this was an immediate need. Adkins reiterated that this was about officer safety. He stated that he did all of the training for Youngsville and this would be another tool to help. Adkins showed the Board a sample of the style that he wished to purchase. Chief Kirts did want to remind the Board that this was also for suspect safety as well as for the officer's safety. Mayor Hardwick asked if they had started talking to anyone at this point and Adkins answered no. Mayor Hardwick asked if the Board needed a motion and Tatum stated that he felt the Board should approve it. Commissioner Redd stated that she was for it. Commissioner Stallings stated that he supported it but was curious about the liability and insurance. Tatum stated that he would find out. Adkins stated that they would have to attend a mandatory training course in which all of the officers would need to be tased themselves. Commissioner Stallings asked about certifications and Adkins stated that this would fall under basic duties. Commissioner Stallings stated that he supported it 100% but was concerned about injuries sustained during being tased. Adkins stated that the use of tasers would be on a case by case basis taking in the suspect's actions, age, etc. He explained that this would ultimately be a judgment call on the officers based on their experience and training. Chief Kirts stated that they would be adding information to their Standard Operating Procedures (SOP) Manual on how to use the tasers along with continued training. He stated that there would be a level set on when it can be used, the situation should meet certain criteria as set forth in the SOP. Adkins stated that they already had a "use of force" level set out for them to use at present. Commissioner Johnson stated that he felt that we needed it. Mayor Hardwick asked the Board what they would like to do.

MOTION: TO ALLOW THE YOUNGSVILLE POLICE DEPARTMENT TO SOLICIT FUNDS FOR THE PURCHASE OF TASERS

The motion was made Commissioner Johnson and was seconded by Commissioner Redd. Commissioner Redd wanted to thank Adkins for soliciting funds and understanding that the Town was running short on money. It passed unanimously. Attorney Olivieri wanted to make sure that the liability was covered under the Town's insurance. He stated that it may just be a matter of alerting the insurance company that we now have them and it will be covered under the police liability. Tatum also wanted to mention that the funds need to run through the Town's financial records. He stated that any monies collected be deposited and Chief Kirts stated that was their intention. Tatum stated that this would then become something that we provide the officers and Chief Kirts stated that these would be Town owned equipment. Tatum stated that this would come under the insurance coverage and Chief Kirts agreed that this should be covered under the same liability as their firearms.

Commissioner Johnson wanted to thank both the Franklin Times and the Wake Weekly for their coverage of the Baseball teams while they were at the tournaments.

The meeting adjourned at 7:39pm.

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MINUTES

AUGUST 8, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, and Catherine Redd. Commissioner Leelan Woodlief was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Attorney Joseph Olivieri and Maintenance Supervisor Sheldon Patterson. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. Terry Hedlund stated that he supported the Parks and Recreation program. He stated that it was a good program and he wanted to see it continue but he had concerns about the financial support from the Town. He stated that only 7 children out of the 413 that participated were from inside of town limits but the Town was financing approximately \$40,000 using tax payer money. He stated that the Budget Ordinance that was adopted required that the Parks and Recreation Department refund the Town \$20,000 of that money. Tatum explained that this was the first year doing this. He explained that this was to be paid in quarterly payments of \$5,000 to help cover what the Town puts in. Mr. Hedlund stated that he didn't want the program eliminated but he felt that they needed to do more to help finance the costs of the program. He stated that he would help brainstorm on ideas to raise the funds, such as maybe teaming up with the Youngsville Area Kids Program. Mr. Hedlund stated that he felt there were other ways to spend tax payers money.

The next item on the agenda was the Financial Report. Tatum stated that both audits were completed but we will not receive them until October. He stated that there were no problems and things went very well.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the approval of the minutes from the July 11th Public Hearing for the Annexation for Dr. A.N. Corpening for 10.5 acres in East Woods of Patterson, Phase 5, minutes from the July 11th Regular Meeting. Also included in the Consent Agenda were Budget Amendments 2014-2 and 2014-3.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was a Request for Zoning Amendment from Jimmie Keith for property at the intersection of Tom Williams Road and Highway 96. Mayor Hardwick stated that we had already had a Public Hearing on this matter and the Planning Board gave a Favorable Recommendation. Commissioner Redd stated that she felt this was a good idea but didn't want to see a lot of Commercial areas going in the middle of residential ones. She stated that she felt it was important to keep neighborhoods as neighborhoods. She stated that she understood that this property was located on Highway 96 but she didn't want this type of rezoning to become a standard. Commissioner Stallings agreed.

**MOTION: TO APPROVE THE REQUEST FOR ZONING AMENDMENT
FROM JIMMIE KEITH FOR PROPERTY LOCATED AT THE
INTERSECTION OF TOMW WILLIAMS ROAD AND HIGHWAY
96**

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

The second item under Old Business was a discussion of funding for the Luddy Park Recreation Program. Tatum stated that was mentioned last month. He explained that the Budget Ordinance included a \$20,000 reimbursement to the General Fund from the Luddy Park fund in an effort to recover half of the money we spend on administering the program. Tatum explained that Andy McGhee, the Parks and Recreation Director, has stated that he's received wide opposition by both parents and the Advisory Board. Tatum stated that he wanted to get this out for people to discuss. He explained that last season there were 413 children registered to play and only 7 of them were from inside of town limits. He explained that this made it more of a regional recreation program. Tatum stated that it was very successful and highly regarded. The problem comes from this being a proper use of tax payers money. Tatum stated that asking them to cover 50% of the costs of administering the program is not unreasonable. Commissioner Redd asked if this was feasible or would it end the Parks and Recreation Program. Tatum stated that he wasn't sure but he knew other recreation programs charged their participants more to help pay for their costs. Commissioner Redd asked if there were other options such as fund raising. Tatum stated that there were other ways to come up with the funds or cut some of the costs such as paid umpires for Tball games. Tatum stated that he was not suggesting discontinuing the program he just thinks that it is not fair for our tax payers to be paying this money. He stated that he's not seeing a lot of other options. Commissioner Johnson stated that he has discussed this with Mr. McGhee as well as attending the Advisory Board meetings. He stated that his two sons were part of that seven from inside of town limits. He stated that one of the problems is how the Advisory Board is set up but they are trying to define the rolls of the Advisory Board. Commissioner Johnson explained that when the Town took over the Program from the Optimist Club, there was no binding authority. He explained that they were put in place to help raise money. He stated that these were volunteers, some who have children in the league. He stated that coaches were not paid nor were the umpires for Tball but the Dixie Youth League that we are affiliated with requires us to have paid umpires. He stated that he didn't feel that the Town should pay the whole bill but he also felt that the Parks and

Recreation Department was not at a point where it could allocate \$20,000. He stated that they are just not able to. Commissioner Johnson stated that they had two fund raisers, which were the first in years. He stated that we are a regional league, being close to Wake Forest, and a lot of people that have a Youngsville zip code but have nowhere else to play. He stated that this was a good league and people want to participate in it. Commissioner Johnson stated that he felt that they could be more creative in getting funds. He also felt that there were other things that needed to be done to grow the league such as improving the facilities which are not as up to date as many other leagues. Mayor Hardwick stated that he's been involved in the Parks and Recreation Department through this Board in some way over the past 18 years. He stated that if the Board hadn't taken it over, then it would have been gone as the Optimist Club just decided they were going to disband and no longer oversee it. Mayor Hardwick stated that the Board said let's take it and get someone to run it and they have done a good job of running the program. He stated that Mr. McGhee has done an excellent job and has helped build it into the great league that it is now. Mayor Hardwick stated that in his opinion, the Board needed to do what they can to help keep it going for the children. He stated that everything we do as a Board is for the children, whether it's Parks and Recreation or building this town up for the future generations. He stated that we need to decide where to go from here and justify the expenses that we put out there. Mayor Hardwick stated that Youngsville was growing and more families were moving in. He stated that we need to set this right and make a decision so that we can move forward and continue to be as good a program as we are. Commissioner Johnson stated that he felt it needed to be more staged than starting at \$20,000. He stated that Fall Ball registration has already started and the proposed 40% increase was not included in those registration fees. Commissioner Johnson stated that the fees were already \$75.00 and the increase would put them over the \$100.00 mark. He explained that other programs did charge more than that but they had the facilities that made the larger fees appropriate. He stated that the children that live outside of town limits want to play in this league with the children that they go to school with. Commissioner Johnson stated that the Advisory Board was working on becoming a separate entity from the Town and getting its 501C3 status to help get them to a point where they can do a better job in running the program. He stated that we have had two fund raisers this year that have raised \$8,000. He explained that when you tell people that after raising \$8,000, \$5,000 of that will be given back to the Town, it doesn't go over to well with the people donating money. Tatum stated that the Advisory Board was there to advise, and that they don't set the rules for what the Town spends. He stated that the difference between being a non-profit and Town is that people don't have a choice. Tatum explained that we take money from people and spend it. He stated that the Board had the obligation to spend that money in the best interest of all tax payers. He stated that it would be nice to have better facilities but the only question before the Board at this time is should the Town be paying this administrative cost. Tatum stated that the Town makes the decision on how much it's willing to spend of the tax payers' money to administer a Parks and Recreation Program. Tatum stated that spending all of this money outside of town would be like patrolling areas that didn't pay taxes. Commissioner Roberts asked how much this program costs us last year. Tatum explained that the costs we are talking about are \$40,000 to administer the program. Mayor Hardwick stated that the Board agrees to this amount in the Budget each year. Commissioner Redd agreed that we need to decide who foots the bill ultimately but she stated that she felt this went in

line with the Town hiring a planner to get the Comprehensive Development Plan and the Capital Improvement Plan adopted. She explained that we need plans to help decide where we want the Town to be in the future such as having new facilities for Parks and Recreation. She stated that maybe 50% was too much to take right now and don't want to chance having the program fail. Commissioner Redd stated that we need to have the plans in place to help decide how to spend the money and what facilities to get. She stated that she felt that the Parks and Recreation Department should be running programs for the entire community and should be doing it with their own funds but she didn't think that taking that \$20,000 from them right now would help them get to where they need to be to grow. Commissioner Johnson stated that all of the fund raising events were run by volunteers. He stated that he sees Tatum's point but he still didn't feel that we could take \$20,000 right now. He stated that he knows it's been this way forever but this will be a shock to the people that volunteer to raise this money. Commissioner Redd stated that this goes back to the short term and long term plans which the Town has none of. Commissioner Johnson stated that they have already moved forward with the 501C3 but before they do that, they will have to get the actual Advisory Board in line with voting members and positions such as treasurer. He stated that they are setting things up and making progress this year with parents and volunteers, with Mr. McGhee's involvement, in building their funds. Commissioner Johnson stated that the Advisory Board is aware that eventually the Town wants to get separated from it and make them self sustainable. Commissioner Stallings wanted to clarify the pricing for the Parks and Recreation. Hurd explained that Spring Ball was \$65 for in town and \$75 for out of town. She stated that Fall Ball is \$50 for in town and \$60 for out of town. The rates are lower in the fall as they don't get full uniforms and is a shorter season. Commissioner Stallings asked how long have those fees been in place and Hurd and Commissioner Johnson stated they thought about 2 years. Commissioner Stallings asked who set that fee and Hurd stated that she thought it was the Advisory Board or Mr. McGhee. Mayor Hardwick stated that the Board voted on the 40% increase in the Budget Ordinance and it is what we need to consider tonight. Tatum wanted to clarify that even though there is a different charge for in town and out of town, those fees are used to pay for the umpires, uniforms, field supplies, trophies, etc. He stated that the Town does not get one cent of that money. Mayor Hardwick stated that things were getting better, it was growing program. He asked Hurd how many children were turned away because we didn't have enough teams or coaches. Hurd stated that the children over the age of 14, there were not enough players or coaches. She stated that she wasn't sure as it was a few months ago and she didn't have any paperwork in front of her. Mayor Hardwick stated that he thinks it was about 30 players that were sent refunds which mean we are turning children away. He stated that the Board needed to decide how they want to handle this. Commissioner Stallings asked what the ETA was on the 501C3 and Commissioner Johnson stated that it was not a simple process and would take a while. Mayor Hardwick stated that we need to build a foundation for the Parks and Recreation Department and that was what we had been trying to do with the assistance of the Advisory Board. He stated that it was in a better position than it was years ago but we still need to get a plan set. Commissioner Stallings stated that it was not in our planning documents on how the Parks and Recreation Program should be run. Mayor Hardwick stated that the Town had gotten to where they were letting the Advisory Board run it and the Town just provided Mr. McGhee and the fields. He stated that things were running good but now we're growing

and it's requiring more participation from both the Board and the citizens/parents. Mayor Hardwick stated that it was not just the decision to take the \$20,000 but it was also to make the decision of where we want the Parks and Recreation Department to go. Commissioner Stallings stated that he didn't agree with that. Mayor Hardwick stated that we need to make a decision on where to go. Commissioner Stallings suggested maybe taking the \$20,000 and study this for a year but we don't need to cut the program. Commissioner Johnson stated that the fear from the Advisory Board and from the parents is if the program goes away, it will never come back. Mayor Hardwick stated that we can't take that program away; we just need to figure out a way to make it happen. Tatum wanted to clarify that the \$20,000 would be split in quarterly payments of \$5,000. He stated that this whole process started last winter. He stated that this wasn't something that just came up and hit people unaware. Commissioner Redd stated that she didn't want the program to go away over this \$20,000 and her fear is that it will. She stated that we need to get these plans so that we know where our money is going. She stated that she agreed with Mr. Hedlund about tax payers' money but she thought that taking away 50% of their funds will kill their program and that's something that we can't afford to do. Tatum wanted to clarify that it was not 50% of their funds; it was only 50% of what the Town spends on our part. Commissioner Redd stated that she still didn't feel that it was fair at this point since we don't have any future planning. She stated that she would love to work on a Capital Improvement Plan and get the things the Town wants and needs in a time frame of making it happen. Commissioner Redd stated that she saw where Tatum was coming from but she didn't feel that we could just pull the plug like this. Tatum stated that it was the Board's decision. Commissioner Redd stated that she wished someone from the Advisory Board had come to speak to the Board and Dominique Brown asked if she could speak now since she was too late for the Citizen's Comments portion of the Agenda. Mrs. Brown apologized for being late and explained that she was the recording secretary of the Advisory Board. She stated that she was concerned as she had three children in the program and they loved it. She stated that last year she remembered a meeting that the Advisory Board had with the Town since they weren't doing any fund raising at the time and they started doing them. Mrs. Brown stated that she coordinated the race, with help from Commissioner Redd, and members of the Advisory Board showed up to help. She stated that in August of last year, they had met with the Mayor and Tatum and were given the Town's support in taking care of this because we want to build this program. Mrs. Brown stated that even though she didn't live in town limits, she still believed in Youngsville and they love the area. She stated that thinks the Parks and Recreation Department can get there, but they just can't do it now. Mrs. Brown stated that the race generated \$2,700 in income and she cut costs as best she could to make sure that they would have more profit. She stated that the Home Run Derby was a great success but they only came up with \$8,000. Mrs. Brown stated that she understood that their taxes outside of town limits didn't come into this program. She stated that eventually they could get this program to the point they were operating separately but they were a Board of volunteers. She stated that they do it because they love their kids and they take the time every month to do this. Mrs. Brown stated that this was the first year they have brought in funds. She stated that she has done what she can to promote the Town and the Parks and Recreation Department. She stated that it was a slow process and taking 50% of the funds in one year would not help. She stated that she didn't know if raising the fees would help. Mrs. Brown explained that with all of the rain

that we had, some of the teams weren't able to even play a full season this spring even though they paid the full amount. She stated that there were some problems they needed to get around to make things better. Mayor Hardwick stated that they did pledge their support and they still have it. He explained that the reason they had come to the Advisory Board about fund raising was the Town was loaning them \$10,000 if they needed it. He stated that was why they were urging the fund raising since it hadn't been done in years. Mayor Hardwick stated that they wanted to make sure that the Parks and Recreation Department took that opportunity to building fundraisers. He stated that they were doing a wonderful job. He stated that the Board was not against the Parks and Recreation Department but they just had to represent the money of the tax payers. He stated that the Board continues to state that this is a great program and it's an expense everyone on the Board is willing to pay. However, we still have to be accountable for the money. Mrs. Brown stated that the change in the rates was done last year with the difference between in town and out of town rates. She stated that we can raise the price but we have to make sure that the fields are good and a full season can be played. Mrs. Brown stated that if the prices go up that high, people are going to ask where my money is going and they are going to expect better services and less rain dates. She stated that there has to be a more fair way to get the money. Mrs. Brown stated that she appreciated the program as she was not an in town resident and wished that some of her tax money did come here to help as she knew it was unfair to ask other tax payers to pay their way. Mrs. Brown stated that they would continue to push on with fund raisers and will do what they can with the 501C3 to get everything together. She stated that she understood the concerns and frustrations. Mayor Hardwick stated that their efforts were noticed. He asked the Board what they wanted to do. Chief Kirts asked how they would raise the funds if they went private and Commissioner Johnson stated that they were working on creating ways to fund it. He stated that they would need to do more fund raisers and several other ways have come up. Commissioner Johnson stated that he had only recently started attending the Advisory Board meetings and didn't have all the answers. He stated that it's taken months to get things moving in the right direction. Mayor Hardwick stated that there were advantages in having the 501C3 as far as contributions. Chief Kirts asked if they would raise rates and Commissioner Johnson wasn't sure. Commissioner Johnson stated that this would also open up grant doors that could help out as well. Commissioner Johnson stated that he had a vested interest in making the Parks and Recreation Department working as he had two children in the program. He stated that it all goes back to the fact that the Town has always been there for the Program. He explained that there were going to be issues as they worked their way into becoming a separate entity. Mayor Hardwick stated that the Town has loaned money to the Parks and Recreation Department previously and had not asked for that money back to help keep them from having issues. Tatum stated that it has been working down each year. Commissioner Johnson stated that he wanted to be the best steward for the Town's money but there were people like Mrs. Brown that volunteer and help to pay for other children's fees. He explained that this Program didn't have a scholarship for children who can't afford the registration fee. He stated that he's paid for other children so that they can play. Commissioner Johnson stated that he knew they had to get to the point where they can pay the money back but he didn't think it could be done this year after listening to the Advisory Board; they don't want to see their efforts in fund raising be taken away and have nothing left for the children. Commissioner Redd wanted to know

if we could come up with a 5 year plan and Attorney Olivieri wanted to suggest that the Board table it so that someone can come back with a proposal to set up a structure that over a set amount of time, the amount of the budget would be knocked down. Commissioner Redd wanted to see the Board set up a structure not only for just this reimbursement but for community centers, senior centers, etc. She wants the Board to come up with their long term and short term goals. She asked if that could be done by next month. Tatum stated that was part of the reason that they hired N*Focus to help create these plans. Commissioner Redd stated that if they were going to be separate, then we needed to set these plans and Tatum stated that once they became a separate entity, then it would be their responsibility to create their own and not the Board's. Commissioner Redd stated that if we were still paying \$40,000 then it would be our responsibility and Tatum stated that was up to the Board how they wanted to handle that reimbursement. He stated that his point was that we brought on N*Focus to help with these plans and that would be part of the broader scope of the services they can provide to us. Commissioner Johnson stated that they have reached out to the Franklin County Parks and Recreation Department, as it is a regional program, and they have not yet heard back from them. Mayor Hardwick asked where we went from here and Tatum suggested tabling it with the direction to the Advisory Board to come back with a proposal next month. He explained that this process has been going on since winter and it was not new. Tatum stated that he felt if the Board told them, they would most likely come back with something.

MOTION: TO HAVE THE PARKS AND RECREATION ADVISORY BOARD COME BACK NEXT MONTH WITH A PROPOSAL

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. It passed unanimously.

The third item under Old Business was an update on the offer to purchase land and the storage building. Attorney Olivieri stated that some issues with the property title have come up while he was getting the paperwork together. He stated that over the years, the property had been divided up and sold and the problem was that all the deeds for transfer refer to structures that no longer exist. He explained that he was working on getting a survey and having the neighbors agree to say that the Town owns the property. Attorney Olivieri stated that there would be costs involved but not a lot. He asked that the Board approve a \$2,000 limit even though he felt that it wouldn't cost that much. Attorney Olivieri stated that he would also need a motion from the Board to make this surplus property to meet state requirements. He stated that he would report to Tatum on any money spent. Tatum stated that he would need to do a Budget Amendment but that can be done next month. Commissioner Redd asked how much the offer was and Olivieri stated that the original offer was \$5,000 with an agreement to take down the structure on the property. He stated that once we get the title work straightened out, then an upset bid advertisement would be placed. Anyone wishing to outbid the current offer could come in and the process will start over again with another upset bid advertisement. He stated that he didn't want to start the bidding with a questionable title. Attorney Olivieri stated that even if this sale falls through, it is good to have a modern description of the property and a clear title.

MOTION: TO DECLARE THE PROPERTY ON SW RAILROAD STREET AS SURPLUS PROPERTY

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

Commissioner Stallings stated that he wanted to increase the price of the opening bid to \$7,000 to cover the costs of clearing the title.

MOTION: TO ASK MINIMUM BID ON PROPERTY OF \$7,000

The motion was made by Commissioner Stallings and died for lack of a second. Attorney Olivieri stated that he only needed approval for \$2,000 and he would keep the costs to a minimum as best he can. He wanted to clarify with Tatum that it would be ok to approve the funds tonight and adopt the Budget Amendment next month and Tatum stated yes. Tatum stated that what Commissioner Stallings was talking about was raising the minimum bid on the property and Hurd stated that we had already accepted the bid of \$5,000 and had a deposit posted on it at Town Hall. Mayor Hardwick clarified that Attorney Olivieri was just asking for a motion for limited funds to clear up this title and Attorney Olivieri agreed.

MOTION: TO ALLOW A MAXIMUM OF \$2,000 FOR ATTORNEY OLIVIERI TO CLEAR UP THE TITLE WORK ON THE SW RAILROAD STREET PROPERTY

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

The next item on the agenda was New Business. The first item under New Business was to adopt a Resolution designating the Planning, Zoning, and Subdivision Administration and Code Enforcement Officers. Tatum stated that N*Focus had been hired in July to start handling this for the Town and we needed to adopt this Resolution to give them the authority to do their job. Mayor Hardwick read the resolution.

MOTION: TO ADOPT THE RESOLUTION DESIGNATING THE PLANNING, ZONING AND SUBDIVISION ADMINISTRATION AND CODE ENFORCEMENT OFFICERS

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. Commissioner Redd stated that she was happy to have them help especially during this time of growth. It passed unanimously. Attorney Olivieri stated that Mr. Clark has been a great help in cleaning up some zoning issues.

The second item under New Business was a discussion of Garbage Billing dates. Tatum stated that several people have complained that they are not receiving their garbage bills in a timely manner thus making them pay late. Tatum stated that we have explained to

the customers that they need to talk to the Post Office if they are getting those weeks late. Tatum stated that in order to help our customers, we are moving the date we send bills out by three days earlier. He stated that he just wanted to make the Board aware of what is going on.

The third item under New Business was a discussion of appointing a temporary Mayor Pro-tempore. Mayor Hardwick explained that our current Mayor Pro-tempore has been ill and unable to attend meetings. He stated that we needed someone to temporarily do those duties until the election in November when a new one will be elected. He asked if there were any recommendations or if the Board wanted to leave things as they are. Commissioner Redd mentioned that she thought she and Commissioner Stallings had discussed as there was no structure to how we get the Mayor Pro-tempore and now we have to pick someone. She stated that was something that she wanted to look into in January. Commissioner Johnson volunteered and Mayor Hardwick reminded the Board that he was already a signatory.

MOTION: TO APPOINT JOSEPH JOHNSON AS THE MAYOR PRO-TEMPORE UNTIL AFTER THE ELECTION

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

The fourth item under New Business was the Tax Collectors Settlement Report. Hurd explained that this was one of the new reports that she found we had not been doing in previous years. She explained that both this and the Order of Collection were something that needed to be done each year. Hurd stated that the Settlement Report is a list of how much was billed out, how much money was paid in, a list of releases and the past due amounts. She stated that this does not need any Board action. Hurd explained that the Order of Collection of Taxes was like a judicial order that gives the Tax Collector the ability to foreclose on properties, garnish wages and attach bank accounts. Mayor Hardwick mentioned that the 99% collection rate was very good. Tatum wanted to mention that in order to foreclose on property, the attorney would have to handle that as we don't have the capacity for that process. He also stated that at 99% collection rate, we don't have to spend a lot of money chasing foreclosures. Hurd stated that this was what she needed to be able to collect taxes properly.

MOTION: TO ADOPT THE ORDER OF COLLECTION OF TAXES

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

The sixth item under New Business was to adopt the yearly Resolution for the Governor's Highway Safety Program (GHSP) Grant. Mayor Hardwick stated that this was something that we've done each year and this has been a very successful grant.

MOTION: TO ADOPT THE RESOLUTION FOR THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT

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

The seventh item under New Business was a discussion of the Downtown Revitalization Report from Envision Youngsville. Commissioner Redd explained that the Town had hired two interns for an eight week period to work in conjunction with Wake Forest's interns to come up with some ideas and plans for the downtown area. She explained that this was the first collaboration across the state between two counties. Commissioner Redd stated that the interns had talked to a lot of people, including several grant programs with the State. She stated this helped us to realize how many programs there are out there to help the Town which will help us get where we need to be. Commissioner Redd stated that their summary lists the weaknesses and strengths and where we need to go with short term and long term plans. Commissioner Redd stated some of the concerns were the vacancy, pedestrian accessibility and bicycle safety. She stated that traffic is heavy and counteractive to our plans. She stated that there was not a unified design for Main Street. Commissioner Redd stated that there was significant enthusiasm for revitalizing the downtown area. She stated that Ritchie Duncan helped a lot and they met weekly with the interns. Commissioner Redd stated that this has helped to put Youngsville on the radar with a lot of people such as CAMPO and DOT. According to their study, they have designated Highway 96 as a hot spot that has safety issues that need to be addressed. Some of the solutions offered included a roundabout and finishing off curbs. CAMPO has a grant available to help and they think we would be a good candidate for it. She stated that they would help us get a plan to help with truck traffic downtown. Commissioner Redd stated that the number one short term achievable goal was to come up with a Steering Committee, made up of residents and business owners, that will help move the downtown planning forward. She stated that it was really important that this committee work closely with the government and N*Focus as the Town has the most say in our visions and plans. She stated they would like to use the Planning Board to create the Steering Committee and oversee it. Commissioner Redd explained that the Steering Committee would work solely over downtown and the Planning Board would continue to do the overall planning for the Town. She stated that the Planning Board only meets when there is business to attend to and that is only a few times a year when approval is need. She stated that she wanted the Planning Board to start meeting on a monthly basis and take over moving towards a Comprehensive Development Plan with the Steering Committee working towards a Downtown Plan using the final report from the interns. Commissioner Redd stated that it was all very feasible. She stated that CAMPO, Department of Commerce, Department of Transportation and others are already involved. People have expressed to the interns that Youngsville is ready for change and people are willing to help. She stated that we had a great amount of resources and a lot of people have stated that they are willing to help with the Steering Committee. Commissioner Redd stated that in anticipation of this, she had already started the Community Advancement Program (CAP), which was a group of residents, but she dissolved the CAP and was hoping that they will move to the Steering Committee. She hoped that this would be a good union with the Town and other organizations like YABA. Commissioner Redd stated that this was a great report that tells us what our next steps are. She stated that it does talk about revitalization of downtown and raising taxes \$.01 to

put towards revitalization funds. Commissioner Redd stated that it was crucial to make sure that there was some kind of funding in the Town budget for revitalization to be a match for some of these grants. Commissioner Redd stated that she wants to keep the momentum going and hopes to get the Steering Committee started soon. She stated that she wanted to have the Steering Committee up and running by January. She stated that this was well worth the money and they did an amazing job. Commissioner Roberts stated that this was the same stuff that has been done for the past 20 years and Commissioner Redd agreed but stated that this time we needed to follow through and get this done. Mayor Hardwick reiterated that we needed a bypass and Commissioner Redd stated that they had discussed that in their meetings. Commissioner Redd stated that the bypass has no funding but in the mean time we need to do something about truck traffic. She stated that they had mentioned a roundabout and also maybe having the Town, or someone, purchase some of the property where the Variety Pic Up is to make a roundabout a bit larger. Mayor Hardwick stated that it had been shot down before. Commissioner Redd stated that she had mentioned to them it had been denied before and she explained that this time they were talking about closing the S. College Street exit and have it stop at the Suntrust Bank, take some other bits of property to make room. She stated that there were some good, newer ideas about it this time around. Ritchie Duncan wanted to thank the Board for their support and wanted them to know that we are not taking the expense lightly. She stated that this project, along with the Wake Forest project, was well received at the State level and were presented at the Regional meeting. Mrs. Duncan explained that this project will be used as a model for other towns and counties as this was so successful. She also wanted to give special recognition to Commissioner Redd who has gone above and beyond in her efforts. Mrs. Duncan also wanted to mention all of the citizen involvement, without which this project would not have been successful. She also wanted to mention that the interns liked the area and one would be applying to a local business. Mrs. Duncan also wanted to mention that White Street Brewing Company from Wake Forest is interested in opening a second brewery in the Youngsville area. She handed the Commissioners a printout with more information. Mrs. Duncan stated that by collaborating with Wake Forest helped put us in the view of other businesses. She stated that this means jobs and an increase in tax base. Mrs. Duncan stated that she wanted to bring this project up to make the Board aware of it and she also wanted to mention that it is not a done deal. She stated that they will make sure that they are in compliance and will meet with Mr. Clark at the site. Mrs. Duncan stated that she was asking for the Board's support of this project. She mentioned that the Franklin County Board of Commissioners voted to support the incentive but needed to work out some things. Mayor Hardwick stated that the Board has always supported local businesses and asked the pleasure of the Board.

MOTION: TO FULLY SUPPORT THE WHITE STREET BREWING COMPANY COMING TO THE YOUNGSVILLE AREA

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that they needed to go into Closed Session to discuss criminal legal proceedings with the Town Attorney. He asked the Board for a motion.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS CRIMINAL LEGAL PROCEEDINGS WITH THE TOWN ATTORNEY

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. It passed unanimously. They Board went into Closed Session at 8:15pm and came out at 8:21pm. Mayor Hardwick stated that they discussed criminal legal proceedings with the Attorney and no action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to mention that everything was good so far with the audit. He stated that we are in a better position than we were last year and he wanted to commend the staff.

Tatum wanted to mention that we had purchased our new copier and had saved \$2,000 over the lease amount by purchasing it outright.

Patterson stated that they are changing up the schedule for the street sweeper. He also wanted to mention if there was anything that was not being done to let him know and he'll get it taken care of. Mayor Hardwick stated that things look good and there is a good response time.

Commissioner Johnson asked about the new design for the police car and Chief Kirts showed pictures of the new design to the Board. Mayor Hardwick asked when the new car will be ready and Chief Kirts stated next week. Chief Kirts stated that they would be working on the new color schemes a little bit at a time in the budget to get them all switched. When asked by Commissioner Redd, Chief Kirts stated that they will keep three plain cars and the rest will have the police markings. Commissioner Johnson asked if we had full rotation of vehicles and Chief Kirts stated yes.

The meeting adjourned at 8:26pm.

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**MINUTES
SEPTEMBER 12, 2013**

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Marvin Roberts, and Catherine Redd. Commissioner Leelan Woodlief was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Attorney Joseph Olivieri and Maintenance Supervisor Sheldon Patterson. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen’s comments. Keith Falt wanted to mention that he knew the Town was strapped for funds and wanted to know if we had an impact fee for developers. Mayor Hardwick stated that he thought that we had one previously and Mr. Clark stated that we did not but one is being discussed. Mr. Falt stated that other towns did this and would help with incurred expenses for things such as drainage issues and signage. Mayor Hardwick stated that we were looking into it.

Bruce Alford wanted to discuss his issue with the lift in his building. He stated that he had been contacted in April and was told to apply for a Variance, which cost him \$250.00. He stated that a Public Hearing had been scheduled but canceled because all of the members of the Board would not be able to be present. As of right now, this looks like it won’t be able to be voted on. Mr. Alford stated that he knew he had made a mistake and had admitted it. He stated that the building in question has been there for three years. When he installed the lift, the building became an issue but not the lift which is confusing. He stated that he had hired an attorney which sent a letter to the Town Attorney and they still have not heard back from the Town Attorney. Mr. Alford stated that they got another letter that stated another way to settle the problem would be for him to take down the lift and the building could remain. He stated that he didn’t understand how that would fix the problem. Mr. Alford stated that he will just take down the lift and the building and sell the home. Attorney Olivieri stated that the last conversation that he had with Mr. Alford’s attorney, which he couldn’t get too specific details because of legal issues, was trying to see what on the property is there legally. When asked if Mr. Alford was still retaining the attorney, and Mr. Alford stated that he had told his attorney that he was just going to let it go and move.

Rodney Bownen, SE Railroad Street, stated that he has lived in Youngsville for four years. He stated that he’s worked hard to fix up the home he purchased. Mr. Bowen wanted to know what the Town’s Ordinances were about drainage. He explained that there is a drainage issue between his property and an adjoining property that floods his yard during heavy rains. Mr. Bowen stated that there was no drain but only a culvert that directs the rain water from their parking lot into his back yard. He had pictures of the

problems. Mr. Bowen stated that he's been trying to talk to the owners of the property and they are not being responsive. He stated that he's put a retaining wall to try and help. He stated that his yard gets flooded, even under the house. His storage shed has been rotted out and there's black mold in it. Mayor Hardwick asked if there was something that the Town could do and Mr. Clark stated that he wanted to do some research into the problem. Mr. Bowen handed him the stack of pictures. Commissioner Redd stated that the house did look good and Mr. Bowen stated that the neighbors were pleased when he fixed it up as well.

The next item on the agenda was the Financial Report. Tatum wanted to mention that we have already collected 60% of taxes by the end of August. He stated that the 2% discount was helpful in getting more people to pay early, especially since we've started refunding the discounts if the customer did not take it originally. He stated that this was good for the customer and good for us as well. Mayor Hardwick stated that the financial situation was looking much better.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Regular Board Meeting on August 8, 2013, Budget Amendment 2014-4 and a Resolution to close the Town's accounts with Suntrust. Also included in the Consent Agenda were Tax Releases for Youngsville Sub Inc (\$32.08), Samy R Ramzy Inc (\$19.60), Edward R Williams (\$4.09) and Rainbow Garden 88 Inc (\$238.27). All of these businesses either moved out of town or sold their business and were taxed under another name.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that he wanted to move an item of New Business in front of the Old Business due to time constraints. He stated that Bethany Judd from CAMPO would be making a presentation on the Northeast Area Study (NEAS). Mrs. Judd stated that she had some flyers at the door for people to take about an area symposium that was planned for September 24th. CAMPO is funding a project that is looking at the land use for this area for the NEAS. This includes Raleigh, Wake Forest, Zebulon, Youngsville and Franklinton, covering most of Wake and Franklin Counties. She explained that they have gone to schools and local businesses and have had over 800 participants. This symposium will also get the input of local people as well about what they want to stay and what they want changed. They want to optimize infrastructures and resources but help to maintain the local area. Streetscapes of the local areas will be available. There will be maps of the redesigned transportation corridors, including Highway 96/Main Street. People they have talked to so far want the truck traffic off of Highway 96/Main Street, pedestrian walking and want to preserve the rural character. Mrs. Judd stated that they have a lot of analysis that will be presented there while gaining more insight. They will present a proposal so that they can get feedback from people on whether they like it or not and the people can present other solutions. Mrs. Judd explained that they would have a map that shows how much

everything will cost so that people can play around with the figures and see how much what they want will cost. She stated that they want all of the communities to come out and see the projections of the next twenty to thirty years. She stated that they need the local input. Mrs. Judd stated that one of the biggest requests from the people they met with was for walking and biking trails. If these were available, people would take alternate routes. She stated that they would be educating local governments on ways they can do these things and raise awareness. Mrs. Judd stated that they were on Facebook and had a website, and she wished for people to visit both. She stated that over 800 people have completed the survey on their website. Mrs. Judd thanked the Board for the opportunity to speak and Mayor Hardwick thanked her for coming.

The first item under Old Business was to continue the discussion of funding for the Luddy Park Recreation Program. Mayor Hardwick stated that he wanted to open the floor for anyone that wanted to speak on this subject. He requested that people try to keep their speeches to around three minutes. Mayor Hardwick wanted to say that both he and the Board were 100% for making the parks and recreation the best it is and better. He stated that we are looking at ways to make that happen and would be discussing and hearing ideas. Mayor Hardwick stated that he appreciated the hard work put in to the program to make it a great league and good program. He stated that now was the time to move it to the next level. Mayor Hardwick opened the floor to the public and reminded them that the Board can't say anything at this time.

Gil Johnson stated that he's been deeply involved in the parks and recreation in Youngsville since 1992 (21 years). He has been a member of the Advisory Board since its inception and he stated that everything for the parks and recreation has been a community effort by volunteers from both inside and outside of town limits. He stated that the Town worked with the Optimist Club to provide facilities. Mr. Johnson stated that when the Optimist Club disbanded in 2005, the Town stepped in to make sure that the recreation would continue to be part of our community. He stated that he's noticed that the discussions lately seemed to have descended into money only. Mr. Johnson stated that he understood that any funds spent need to be analyzed but the discussions shouldn't be only about the money. He stated that he felt this would be short sighted and unproductive. He stated that it has been pointed out the only seven children from inside of town limits utilized the parks and recreation program. Using information like that creates an "us versus them" atmosphere that is equally unproductive. Mr. Johnson stated that we must remain cognizant that the Luddy Park was built by over \$300,000 of out of town donations instead of tax payer money. Mr. Johnson asked what commitment the Town wants to make towards keeping a vibrant and successful parks and recreation program. He stated that the recent budget that was passed included a \$20,000 reimbursement from the parks and recreation department to the general fund for the position of the parks and recreation director. Mr. Johnson stated that at the discussions in 2005, when the Town took over the parks and recreation program, they were never expected to cover that costs. He explained that their discussions were always about covering the costs of each season and breaking even each year and the Town would absorb the costs of administering the program. Mr. Johnson stated that this year cost nearly \$72,000 in administration which is an increase of over \$18,000 of what they collected. This would create an increase in registration fees to about \$90 - \$100 a child.

He stated that he felt that this increase on top of the ones made last year would be devastating for their program. Mr. Johnson stated that our fees are already higher than some of the surrounding towns. He stated that last year they were asked to increase their revenue and decrease their expenses and they did so. He stated that they were able to generate revenues exceeding expenses by over \$9,000 which means that they did not need the \$9,000 loan from the general fund that was in last year's budget, which means they made an increase of \$18,000 in their revenues. Mr. Johnson wanted the Board to consider the economic impact that their program brings to Youngsville. He explained that on any given weeknight in spring and summer, there is about 200 children and their families, coming from the Youngsville area as well as surrounding areas. He stated that they spend money on food and gas while in Youngsville and notice businesses that they may come back to visit later. Mr. Johnson stated that he hoped as the Board discussed this later in the meeting, they would continue to support the parks and recreation program. He stated that the members of the Advisory Board are willing to work with the Board but they are concerned about the \$20,000 appropriation. He stated that this would be devastating for the program. Mr. Johnson asked that the Board think about making it gradual.

Wayne Champion, Chairman of the Advisory Board, stated that that it was wrong to put a price tag on children. He wanted to touch on something that Mr. Johnson had said about the economic benefit that the program brought to the Town. Chairman Champion stated that all of the food places were packed with players and their families after games. He explained that they did have fundraisers with another one coming up on Saturday. He stated that they were working on raising money and a lot of work has been done by a lot of people such as coaches, parents and volunteers and he didn't want to see it go away. Chairman Champion stated that he has sponsored teams and signs. He stated that this was one of the best programs around. He stated that Mr. Daniel has done a good job with the concession stand and he felt that this was one of the best years that they have had. He stated that in all of his travels in the area on business, people mention that only good things about our program. Chairman Champion stated that this was the best year for our All-stars who went to State Tournaments. He stated that we represented the Youngsville area, not just the two miles inside of town.

Larry Daniel, lives inside of town limits, stated that when he read that we were looking at only seven children that live inside of town limits, he felt that we were looking at that wrong. He stated that Youngsville is a community that includes people outside of town limits. Mr. Daniel stated that without the people outside of town limits, we wouldn't have a recreation program and most of the businesses inside of town limits would shut down. He stated that they may not pay taxes but they put a lot of money in this community. Mr. Daniel stated that he was amazed at the volunteers and the amount of hours that they put into this program. He stated that we have the best teams in the area and they don't get there without the help of coaches who volunteer their time. He pointed out that the Advisory Board was also made of volunteers who took the time to help the program and fundraise. Mr. Daniel did want to clarify that he was not a volunteer and explained that he puts the money into running the concession stand and gets his money back to cover the costs. He stated that the children that play in our recreation program are some of the most well minded children he's seen. Mr. Daniel

stated that we needed to look closer before cutting the \$20,000. He stated that if the Town looked at the amount of money that was raised over the past few years, we would see that most of that came from outside of town limits as do most of our volunteers. Mr. Daniel stated that he used to be on the Board of Commissioners and understood that if we didn't have the money, then we didn't have it but he felt that there should be other ways to find the money or cut expenses.

Dana Glover brought pictures of her children playing games at the Luddy Park to show the Board what they were missing out on. She stated that her husband was a coach and she has three children that play in our parks and recreation program, of which her nine year old son was in the All-star program. Mrs. Glover stated that they were not residents of Youngsville. She stated that they are former Bunn Youth Recreation parents. She stated that they felt that they were part of the Youngsville Community as they spend approximately 24 actual hours a week in Youngsville either at the fields, Hess station, Hill Ridge Farms or local restaurants. Mrs. Glover stated that they bring family from other towns to this community and they also bring in sponsorship money from a Raleigh business as well. She stated that they wear their Youngsville shirts and jerseys to other towns. Mrs. Glover stated that this summer, thanks to their community, they were able to represent Youngsville in Oxford and Hope Mills. She stated that they know they are part of this community because when their middle son was hospitalized, his first visitors in the hospital were his coach and his wife as well as his teammates. Mrs. Glover stated that they know they are part of this community when their children have formed friendships both on and off the fields. She stated that they come to Youngsville even on nights when their children have no games because other members of their community and baseball family do. She stated that she knows they are part of this community when they spend part of their free time playing pickup games with under privilege children. She stated that they know they are part of this community when they spend their money to purchase extra gear for their teams. Mrs. Glover stated that they brought their children to the Youngsville parks and recreation program because they felt this was program and community of integrity, fairness, and peace. She stated that it was not about the win/loss records but was about a nurturing environment for their community for their children to learn good sportsmanship, and what it means to be a productive member of a team and community. Mrs. Glover stated that they found that in Youngsville along with 100's of other families. She stated that she understood that the economy was tough, when every penny spent was valuable. She stated that what her children were learning in this community cannot be analyzed on a profit and loss spreadsheet. Mrs. Glover stated that she knew these were hard times with difficult decisions to be made, but do not make a decision that could tear this community apart. She suggested that the Board work together with those inside and out to find a resolution that would strengthen the Youngsville program and the community. She stated that it would be a good investment for the Board to make. Mrs. Glover stated that her children could not come because they were watching their friends play tonight but had comments they wanted the Board to hear. Luke, 5 years old, stated that he didn't want anything to change. She quoted him as "I want to play baseball. I want my friends to play baseball. I want to have fun. I want to win." Hunter, 9 years old, stated that "the coaches are really good. He would feel really bad if I could not play in Youngsville anymore." David, 12 years old, who could not play in the spring as there was not a team for his age group, stated "We need

Youngsville parks and recreation to stay like it is because kids need a safe place to be active and make friends.” Mrs. Glover thanked the Board for the opportunity to speak.

Traci McKenzie stated that he lived 2 miles up the road from town limits and has had four boys in the Youngsville program. He stated that he agreed with everything Mrs. Glover stated.

Angela stated that she had heard the statement multiple times about there were only seven children in the town limits. She stated that they live in Wake Forest, her husband is a coach and they sponsor a team every year. She stated that they spend countless hours practicing with the children. Angela stated that they may not live in the town limits but her business is in the town limits and her son plays, so she felt that should count for something. She stated that they spend a tremendous amount of time and money here in Youngsville.

Jerry Faulkner, Louisburg, stated that he grew up in Louisburg and spent his childhood in the Louisburg parks and recreation program. He stated that there was no reason that he would be invested in the Youngsville program for about fifteen years if there wasn't a difference in this program. Mr. Faulkner stated that he didn't want to be a part of the Louisburg or Bunn programs but instead came to Youngsville because it's the difference in Youngsville program that he wants his children to experience.

Mayor Hardwick closed the public comment section as no one else had any comments. He stated that community was mentioned often and he stated that he understood that the community was made up of both inside and outside of town limits and we want to help each other. He opened it up to the Board for discussion.

Tatum stated that everyone agreed that this was an excellent program and a huge success. He explained that the only issue before the Board tonight was should the tax payers of Youngsville foot the bill for administering the parks and recreation program. He stated that no one was talking about cancelling the program. Tatum explained that there were 1168 tax payers contributing tax money to the Town and this was money that they didn't have a choice to pay. He stated that the Board had to decide if it was fair for them to fund a regional program. Tatum stated that Franklin County Parks and Recreation Department should be contributing money to this program but they weren't. Tatum gave an example of Southern Granville, in which the county gave their program \$45,000; this came out that each resident of the area was paying only \$.75 each. As it stands in Youngsville, each resident is paying \$35.00 each to support this program. He stated that this had nothing to do with the quality of the program but who should be paying for it. Tatum stated that it was on the Board to spend the tax payers' money in their best interest. He agreed that there was an economic benefit to having the program and that was why the Board was only asking for half of the costs of administering the program. He stated that if this was a business proposition that was only about the money, then, as an example, we would be asking for 110% and rent for the fields. Tatum stated that we weren't going after it as something to make money on; we're just trying to reach equity for our tax payers who employ us. He stated that he had presented the Board with a solution, though there are numerous ways to work on this problem other than the tax

payers of Youngsville continuing to pick up the bill. He explained that if the expenses of the program were reduced by 25% across the board, then we would have the money to cover the requested \$20,000. This solution helps for everyone to share the burden unlike the current situation where everyone gets paid back except the tax payers. Tatum stated that another to consider was that both budgets were related in that if the money is not forthcoming from the parks and recreation program to be deposited in the general fund, then there will have to be cuts made in the general fund expenditures to make up for that shortage of funds. Tatum stated that he had a problem with the insinuation that we were trying to eliminate the program and we are not; we're just trying to find equity in who pays the bills so that our tax payers know that we are using their money in their best interest.

Mayor Hardwick asked if there were any comments from the Board and Commissioner Redd asked if there were any plans for the parks and recreation program to expand to have a community center or senior center. She wanted to know where they going in future plans. Commissioner Redd explained that in other towns, the parks and recreation programs took over and offered things other than sports such as painting classes, karate classes or senior classes. She wanted to know if there were any future plans for the program. Mayor Hardwick asked Chairman Champion if he had an answer to that and he stated yes. Chairman Champion stated that they have talked about things like that but they haven't gotten that far in their plans as they don't have any money at this time. He explained that all of the money they get normally goes to the Luddy Park, which was originally donated land that they have built the recreation program on. He stated that the Town has a very good investment on donated property as it's been funded 100%. Chairman Champion gave an example of several items such as the donated sod that costs \$22,000, dugouts that were built by donated material and labor, and YABA has helped to put items out there as well. He stated that they were an advisory board and they weren't able to pay it out of their personal pockets and he knew that we needed to come up with some kind of a solution. Mr. Johnson wanted to make sure that the Board understood the role of the Advisory Board. He stated that the parks and recreation was a full and total function of the Town of Youngsville. The Advisory Board was created to advise the Town on how to run their parks and recreation program. Mr. Johnson stated that the Town owns this program and it was an at-will program that the Town owns and the Advisory Board was just there to help. He stated that they try to raise money and benefit the program. Mayor Hardwick stated that he's been here for eighteen years and he remembered when the Optimist Club came to the Board and the Board decided that we could not allow the parks and recreation program to go away. He stated that it was a major draw for the citizens and the Board worked with the Optimist Club to make this work. Mayor Hardwick stated that the idea that the Board, in those days, was under the impression that the Advisory Board was going to run everything. He stated that they understood that the Town would provide a Parks and Recreation Director to the Advisory Board until such time that it could stand on its own. He explained that was the impression he felt the Board has at that time but it's carried over for years that we've been covering the costs to admister the program. Mayor Hardwick stated that when they first looked at the financial situation he stated that he thought that the Advisory Board was supposed to be helping to finance this portion. He stated that he and Tatum then met with the Advisory Board about raising more funds and reducing expenses. Mayor

Hardwick stated that part of what needed to happen tonight was to get a plan together for where we want the program to go, both short term and long term. Mayor Hardwick agrees that he wants the children to continue to play ball but now we need to figure out a way to make it work and stand on its own. He stated that there were citizens in this town that are demanding that we spend their money more wisely. Mr. Johnson stated that he agreed with Tatum about getting support from Franklin County and that they were here to work out something to keep this program going. He stated that some of the statements made have scared people because at this point, without the support of the Town, he felt that this program would wither away; this is how it went with the Optimist Club. Mayor Hardwick stated that no one wants to kill the program. Commissioner Redd stated that she wanted the Advisory Board to start developing a Capital Improvement Plan so that they will have clear goals of what they want now and in the future and how to reach those goals. She stated that she would like to see that Plan regardless of the outcome tonight. Mayor Hardwick stated that we needed to come up with a plan to get things started. He stated that he agreed with Commissioner Redd that we need to get long range plans going as well but we need to start with the problem at hand first and how to fix it. Commissioner Redd asked if this was an all or nothing where we get our budgeted \$20,000 or take nothing or could we do something on a sliding scale of maybe \$5,000 this year and \$10,000 next year. Tatum stated that the Board could do what they wanted and could require how much they want. He stated that we just need to start somewhere. Commissioner Redd stated that if the \$20,000 was going to kill the program then we shouldn't start at the full \$20,000.

Commissioner Stallings stated that he didn't think this had anything to do with killing the program. He explained that Tatum was a numbers man and was trying to do what was in the best interest of the tax payers in Youngsville and we have never talked about doing away with the program. He stated that he hadn't heard that phrase until last week. Commissioner Stallings stated that he felt that we should take six months to let the Advisory Board could come back with options to support the \$20,000 request. He stated that we haven't heard from the Advisory Board on what they think they can do on this request and we should give them time to figure it out. Commissioner Stallings stated that we can amend what we did on the budget and pass as the Board of Commissioners tonight. He explained that when we originally passed it, that Tatum was more concerned about how we are going to get this money. Commissioner Stallings stated that we could raise the taxes to get the money but the tax payers would not be happy about it. He stated that we need to come up with a plan to help raise the funds. He stated that people in Youngsville will donate money, as he has in the past, even though they didn't have children in the program because they want to help the Youngsville community and have an interest in the community. Commissioner Stallings asked how many baseball parents present walked in the 5K Run and Dominique Brown stated that she didn't have all of the figures because children under a certain age weren't charged so there wasn't an accurate count of them but they had a total 240 people for the 5K Run. Commissioner Stallings also wanted to point out that the Police Department raised money for tasers and got all of it that they needed to purchase the new ones. He stated that people will donate to help and there are options that we can come up with. Mr. Johnson stated that they did that last year. He explained that there was a \$9,600 appropriation from the Town last year that the Town didn't have to pay because they increased their revenues and reduced expenses.

He stated that they left the \$9,600 alone, which they appreciated it being put there, and still generated an additional \$9,000 as well. Tatum explained that all of that money goes back into the program and none of it goes back to the general fund to reimburse for administration costs. Mr. Johnson stated that when you added all those things up it showed an increase in funds and Tatum agreed that it did but stated that all of those funds raised was reserved for the use of the program. Tatum explained that the money we spend comes out of the general fund and the money that they raise and the money they use comes out of the parks and recreation fund. Mayor Hardwick clarified the money in the parks and recreation fund came from contributions, fundraisers, and fees for the programs and Tatum stated yes. Mr. Johnson asked if all of that stayed in the parks and recreation account and Tatum stated yes. Mr. Johnson then wanted to clarify that we want the appropriation out of that account to the general fund and Tatum stated yes. Mr. Johnson stated that they had made \$10,000 last year and Tatum asked if he wanted to give that to the general fund. Mr. Johnson stated that it wasn't his choice and reiterated that the Advisory Board was there to advise. Mayor Hardwick stated that this goes back to no planning and was part of why we were bringing this up for discussion. He explained that we needed to get a plan together and make it work. He stated that we need to justify spending the funds that the citizens give us in their tax dollars, which means we're forcing them to spend that money on parks and recreation. Mayor Hardwick stated that everyone supported the parks and recreation program but we need to come up with a plan of where we want to be in the near future. He hoped that it became a bigger program with more fields and more children able to play. Mr. Johnson wanted to clarify that the Board wanted the parks and recreation fund to break even and then allocate the money to the general fund and Mayor Hardwick stated that the Board wanted the parks and recreation to stand on its own. Mayor Hardwick stated that we still support the program but we do want it to move forward. Mr. Daniel stated that he was a tax paying citizen and he had no problem with his tax money going towards the parks and recreation program. He stated that he felt the Town was getting a deal with only having to pay \$40,000 to administer the program. Mr. Daniel explained that Mr. McGhee used his own equipment on the fields and spent a massive amount of time working at the park. He stated that the Town would have to purchase the equipment if Mr. McGhee stopped letting us use his. Mayor Hardwick agreed that Mr. McGhee has done great things for the parks and recreation program. Mr. Daniel stated that he felt the Town didn't appreciate it if we weren't willing to cover the \$40,000. He stated that Mr. McGhee is worth every penny. Andy McGhee, the parks and recreation director, stated that the Town agreed to fund the administration of the parks and recreation program at its inception. He asked what has changed and insinuated that the new administration of the Town was what has changed and no longer felt like a community. Mayor Hardwick stated that nothing has changed and it goes back to what he said earlier and that it wasn't written out what the responsibilities were. He stated that he knew how it was done but it was implied at the time that the Advisory Board was going to run everything and the Town would run it until they could take it over. Mayor Hardwick stated that now it was at a point that we've tried asking for funds from Franklin County and they don't want to help out because our program is better than theirs. Commissioner Johnson stated that he was involved with the parks and recreation program as he has children in the program. He stated that he's been thinking a lot about the problem since the last meeting and looking at all of the other programs around us, he stated that no one is breaking even. He stated that our donations

are much more than other programs are able to get. Commissioner Johnson stated that he agreed that our fiduciary responsibilities as Town Commissioners were to see how the money is spent and where it goes. He stated that there are some things that you can't put a dollar amount on. He stated that he does not agree that \$20,000 as a first step is the way to go. Commissioner Johnson stated that he felt it needed to be a staged deal to build up to a certain dollar amount. He started attending the Advisory Board's meetings in March and there is a definite disconnect on what they expect and the Board expect and no one knows what's going on. Commissioner Johnson stated that he would be working with them to help get these plans together. He stated that there was no way a plan could be put together tonight at this late hour. He stated that his children would end up aging out of the Youngsville program as he has no intention of taking them elsewhere. Commissioner Redd wanted to say that she felt Tatum had done an excellent job for the Town and was offended for the insinuations that he didn't care about Youngsville. She stated that she felt he had done more for our finances in the last two years than has been done in the decades before. She stated that he is helping to put us in the right direction and so is she. Commissioner Redd stated that this town was growing and we all need to volunteer time and work together. She suggested that we give the Advisory Board six months to come up with a plan for the future. She wanted to mention that she has also asked the Town Board to come up with a Comprehensive Development Plan and a Capital Improvement Plan for Youngsville as well. Commissioner Redd stated that along with giving the Advisory Board time to come up with a plan and maybe hold off on asking for the \$20,000 until they present a plan. She stated that the plan should outline the reimbursement to the Town and become self sufficient. She stated that she understood that this was a lengthy process. Commissioner Redd wanted to mention that we were all for the parks and recreation department but there was no synergy in this town and people didn't work together often. She stated that it was great that so many people came out to talk about this tonight and makes her think this should be able to work. Commissioner Johnson stated that we did need to start slow and agreed that the tax payers should not be fully vested in paying Mr. McGhee's salary but he didn't think they would be able to pay the \$20,000. He stated that he felt we should do a gradual step and in the mean time, the Advisory Board could work on a plan and he was willing to help work on that.

MOTION: TO REDUCE THE ALLOCATION FROM \$20,000 TO \$5,000 FOR THIS FISCAL YEAR AND ASK THE ADVISORY BOARD TO COME UP WITH A PLAN FOR THE NEXT THREE TO FIVE YEARS

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. It passed unanimously. Mr. Champion asked the Advisory Board to stand up so that everyone would know who served. He stated that they meet the last Monday of every month. He stated that they needed more sponsors for teams and wanted to know what to tell people when they asked where their donations will go and Mayor Hardwick stated that they should tell them the money is going to the parks and recreation to make it sustainable. Mayor Hardwick wanted to thank everyone for coming out and speaking their mind. He stated that we're doing all of this for the children but we have to make sure it works. He stated that this was a good starting point and we need to move forward.

Commissioner Stallings stated that he went to Town Hall to get a permit to put up a small fence and it cost him \$60.00 since things have changed. He stated that he was the first person to be charged under the enforced rules. Commissioner Stallings stated that Tatum is not just pushing figures but is concerned about where we're going with this Town and is looking after the tax payers. Mayor Hardwick stated that the Town was trying to get everything in order and it wasn't just parks and recreation program. He stated that we are trying to get everything situated so that we are doing things the right way. Mayor Hardwick stated that if we all worked together, we can get it done and thanked everyone again for coming out.

The second item under Old Business was a discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that the property was originally taken by the Town in a tax foreclosure. He explained that over the years, parts of it had been sold off and was creating problems for a clear title. Attorney Olivieri stated that there were several options, first being for the Town to sell it as it is and hope for the best but there is a possibility of being sued in the future. He stated that was not a good option to go with. The second option was to sue local land owners to get proper land title and he didn't think that was the way to go either. Last option, which is what he is trying to do, is to contact the adjacent land owners and with their consent, have a modern land survey and have them sign off that it is Town property. Attorney Olivieri stated that previous descriptions of the land are based off of land marks and buildings that are no longer present. He stated that this process did take time but this would be best way in order for the Town to sell this property and have a clean title for the new owner. Attorney Olivieri stated that he's working on contacting those adjacent owners. This process keeps from having a land fight with the neighboring property. Tatum stated that we have someone that wants to purchase it but it's become complicated. He asked if we would have anything by next meeting and Attorney Olivieri stated that he might be able to if he can get the property owners to contact him back. Attorney Olivieri stated that this is the best way to make it right. He stated that he understood it was inconvenient but the problem wasn't known to start with. He discovered it when he went in to do the title work for the sale and found that there was no clear title to the land. Attorney Olivieri stated that a new survey needed to be done so that we can have clear title and a description that is more modern and easier to find boundaries. Patterson asked if an old map of the property would be helpful and Attorney Olivieri stated that there is a difference between the maps and the physical description of the property. He stated the most recent maps state that there is no deed for that property even though they say it belongs to the Town. Attorney Olivieri stated that the maps aren't binding of ownership of property.

The next item on the agenda was New Business. The first item under New Business was discussed earlier in the meeting before Old Business. It was a presentation from CAMPO about the Northeast Area Study.

The second item under New Business was a Resolution from Kerr-Tar Regional COG for Youngsville to support their 205J Grant Funding Request. Mayor Hardwick stated that we had received a request that the Board of Commissioners approve a Resolution that supports the funding of their 205J Grant Request. Mayor Hardwick read the resolution

for the Board. He explained that this grant would help the COG keep the local governments and people aware of changes and improves in water quality rules and regulations and helps to improve the water and sewer situation in this area.

MOTION: TO ADOPT THE RESOLUTION SUPPORTING THE KERR-TAR REGIONAL COG 205J GRANT REQUEST

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The third item under New Business was to adopt a Resolution requesting the NCDOT to designate a Regional Truck Route to reduce the amount of truck traffic on Highway 96/Main Street. Mr. Clark explained this was an opportunity to address some of the truck traffic that we are having complaints about. He stated that the Planning Board has recommended this request for the NCDOT to sign a Highway Truck Route that would start at the intersection of Highways 96 and 98 south of town, the sign would recommend trucks continue on Highway 98 to Wake Forest and take US #1 Highway and connect to Highway 96 from there. He stated that the reverse course would be marked as well to go around Youngsville by using US #1 Highway. Mr. Clark stated that Highway 96 was a primary route and this would only be a suggestion but could not be enforced. He explained that this came about from discussions he's had with Commissioner Redd, NCDOT and local people after the Envision Youngsville process was complete. Mr. Clark stated that NCDOT was receptive and will take about 90 days to get a response. After that, it will be low costs to the State to implement. He explained again that this would only be advisory and not restrictive. Mr. Clark stated that it was common not to make many restrictive routes. He stated that this truck route would be convenient but not as convenient as taking the straight route. Mr. Clark stated that we shouldn't wait until the bypass gets built and this was a good start. He stated that this would be forwarded to the state traffic engineers, who will study this and hopefully approve it. Commissioner Johnson asked about traffic counts and Mayor Hardwick stated that there was one for the Commissioners in their packets. He stated that it talked about the 2012 traffic count from East Main Street through Holden Road to US #1 Highway. That count had 12,000 cars with a projected 25,000 cars for 2035. Of those numbers, 20% were trucks. Mayor Hardwick stated that getting even a small percentage of trucks off of these roads, it would help. He stated that we need to do what we can to get as many trucks off of these streets as we can but understood that we wouldn't be able to get all of them re-routed. Mr. Clark stated that the problems will only get worse, even with a designated route, there will still be more traffic in town each year but this will help.

MOTION: TO ADOPT THE RESOLUTION REQUESTING THE NC DOT TO DESIGNATE A REGIONAL TRUCK ROUTE TO REDUCE TRUCK TRAFFIC ON MAIN STREET (HIGHWAY 96) IN YOUNGSVILLE

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

The fourth item under New Business was to adopt a Resolution to update the official Zoning Map of the Town of Youngsville. Mr. Clark explained that they had started looking at this in July and that Franklin County GIS had prepared our old one in 2006. He stated that the map had never been adopted as official either which meant it did not meet State Statutes. Mr. Clark stated that they had prepared a new one to replace the current one we are using. None of the zoning districts were changed, this new map just clarifies changes that have previously occurred. He stated that it was very important to keep these maps current for people like appraisers to have the correct information. State Statute does not require a Public Hearing. Mr. Clark explained that this version would also be easier to read. He stated that there would be two official copies and that they would send the information to Franklin County GIS so that they can make any corrections on their webpage and it will also be located on the Town of Youngsville webpage. Mayor Hardwick stated that he appreciated all of the hard work by Mr. Clark and the Planning Board.

MOTION: TO ADOPT THE RESOLUTION TO UPDATE THE OFFICIAL ZONING MAP OF THE TOWN OF YOUNGSVILLE

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that they needed to go into Closed Session to discuss criminal legal proceedings with the Town Attorney. He asked the Board for a motion.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS CRIMINAL LEGAL PROCEEDINGS WITH THE TOWN ATTORNEY

The motion was made by Commissioner Johnson and was seconded by Commissioner Roberts. It passed unanimously. The Board went into Closed Session at 8:24pm and came out at 8:33pm. Mayor Hardwick stated that they discussed criminal legal proceedings with the Attorney and a personnel matter. No action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Fall Festival on September 28th. There would be the Annual Car Show as well.

Some of the sponsors were CarQuest, Kiwanis Club, North Star Baptist Church and K-FLEX. There would be good food, lots of crafts, and activities for the children. He stated that there were over 65 vendors at this time.

Commissioner Redd stated that she liked the sign that YABA put out to welcome the runners at Hill Ridge Farms.

Commissioner Redd wanted to encourage everyone to attend the CAMPO symposium on September 24th. She stated that she has been working with them to discuss Main Street and the traffic issues. She stated that not only were they having discussions about it, but the right people were there to help move things forward. Commissioner Redd stated that they had discussed things such as crosswalks, roundabouts, and trees. She stated that we need input from the people to move forward.

Commissioner Redd stated that she has mentioned before about doing a sign on the corner lot at East Main Street and South Cross Street. This would be a wooden sign that lets people know that the Youngsville revitalization has started since some of the things they are doing won't be visible right away due to the time it takes to make them happen. This way it lets people know that we are working on revitalizing the town. Commissioner Redd stated that she has found someone to build the sign and has received the landowner's permission to put the sign on his property. She stated that this sign would be made out of wood that would be made by a sign maker who is willing to donate their time to make and paint the sign but she needs funding for the wood. The costs would be less than \$200.00. Matthew Winslow stated that he might have some extra wood from jobs that he can donate for this.

Commissioner Redd stated that she is working on creating a Steering Committee to work with the Planning Board. She has a list of potential members and hopes for the Committee to be in place by January 2014.

Commissioner Redd wanted to thank Mr. Clark for all of the hard work that he's done for the Town. She stated that he has done a lot so far. It was what we needed and it was the right time. She stated that she was also impressed with the interns for opening the doors to get so much support from the State.

Commissioner Johnson wanted to mention that this past weekend there was a Run at Hill Ridge Farms that had over 1,100 runners signed up. He stated that on the 14th the parks and recreation program was hosting a fundraising wrestling event at the Youngsville Armory starting at 7:00pm. On the 15th they would be hosting a Family Fun Day starting at 3:30pm. There would be softball games between the parents and coaches and the Youngsville All-star teams will be recognized. He hoped that everyone would come out and have a good time.

Commissioner Johnson also wanted to mention that at the end of this month, Hill Ridge Farms would be starting their Halloween Festivities and wanted everyone to be cognizant of the people coming from out of town. He stated that a lot of them wouldn't know much

about Youngsville until they came through. He stated that there were normally traffic issues and just wanted to make sure people were aware of what was going on.

Commissioner Johnson wanted to say all the Commissioners and the Mayor along with the Town Administrator who wants to make sure that the children in this town have a place to go because it means a lot to grow up and be on a team and learn to win and lose.

Mr. Clark stated that the Planning Board has been getting into some long range thinking. He stated that there were a couple of developers that would be coming in soon, including Hampton Downs that will be off of Wolfpack Lane. He stated that they have been doing some routine permitting. Mr. Clark stated that the Code Enforcement Officers, Danny and John, would be working on some code violations and sending out notices for compliance. Mayor Hardwick stated that they were doing a great job.

Attorney Olivieri stated that the work that N*Focus was doing to lay the foundation so that there won't be any conflicts. He stated that when there were rules, everyone has to follow them and that prevents less conflict and less need for the lawyer to get involved for everyday things. He stated that this was a good thing.

Patterson stated that after complaints about the front of the Community House, they finally fixed the flower area. He stated that they have cleaned the streets. He stated that there were things on Main Street that business owners should be taking care of but they aren't such as edging around their area of the sidewalks. Patterson asked if that was something that the Board wanted him to start doing or was that something that he was supposed to do. Mayor Hardwick stated that we would check into that.

Tucker wanted to mention that there was a Candidate Forum on Tuesday, September 17th at 7:00pm at the Youngsville Community House. This was an opportunity for people to come out and meet the candidates for the three Commissioner seats and the Mayoral seat.

The meeting adjourned at 8:45pm.

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MINUTES

OCTOBER 10, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, and Marvin Roberts. Commissioners Leelan Woodlief and Catherine Redd were not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Attorney Joseph Olivieri and Maintenance Supervisor Sheldon Patterson. A representative from Franklin Times was also present.

The first item on the agenda was citizen's comments. Terry Hedlund, East Woods of Patterson, stated that he's lived in Youngsville for four years now. He stated that he heard that there would be a presentation from the Parks and Recreation (P&R) Advisory Board tonight and that they would vote for a replacement Director since the current one has resigned. Mr. Hedlund wanted to ask the Board to slow down the process and analyze the job and what it entails. He stated that it would change from what it has been and he felt that the Board should update the job description. Mr. Hedlund stated that the Board needed to decide if this was a task oriented or leadership oriented job and that maybe we should meet with the YAKS program to how their program works. He stated that the Board needed to decide if this would be a paid or volunteer position. Mr. Hedlund stated that he knew that elections were coming soon and felt that the new Board members should be a part of this decision. He stated that he felt that we did not need a Director right now and the Board needed to be smart about it and wait. Mr. Hedlund stated that the Board needed to find out how the tax payers felt about it and what they want as he's not sure himself. Mr. Hedlund stated that the people that work on the P&R Advisory Board do a great job and he has no qualms with that. Mr. Hedlund stated that if the person that resigned leaves before another person is hired, he felt that the Board should look at contracting with someone until the final decision is made so as not to make a hasty decision.

Al Wojtalik, East Woods of Patterson, stated that he concurred with much of what Mr. Hedlund said. He stated that when he came to the area, his children were involved with baseball and a large amount of the volunteer work was done by the parents, including the maintenance on the fields. He stated that the athletes also helped to clean up the fields which helped to teach responsibility. Mr. Wojtalik stated that the program was important but he also believed that we needed to look at all the options to make sure that this program is going to work. He felt that this should be tabled to review everything and see what is the best course of action for both the Town and the members of the P&R. He stated that he felt the Board needed to look at all of their options and review everything.

Kathy Wertz stated that she's lived in Youngsville for eight years and her children play in the local sports. She stated that what she's hearing makes this look like it's all happening really fast and that is not the best way to go at this. She recommended that an interim person be put in that position so that the Board would have time to properly screen the applicants. She stated that YAKS had all of their positions as volunteers and there was a high turnover. She stated that she felt you could not run a program with volunteers only but she wanted the Board to take the time to consider this decision. Mrs. Wertz stated that she keeps hearing stuff about restructuring the program and she wanted to point out that Franklinton does not have a P&R Department and that has led to more children getting into trouble. Mrs. Wertz stated that when she hears about the Board wanting to do away with P&R or restructuring, she wanted to remind the Board that this is all about the children and they are our future and that is not optional. She wanted the Board to make their decision based on what is best for the children.

Terry Hedlund gave the Board a handout as a template for rewriting the job description for the P&R Directors position.

Mayor Hardwick wanted to set the record straight and stated that the Board was not getting rid of the P&R Program. He stated that they were not trying to restructure it to the point where it was no good. He explained that the Board was looking to help make it better. Mayor Hardwick stated that we were not rushing to any decisions. He stated that we were trying to get all of the information that we could. Mayor Hardwick stated that we have advertised for the position. He stated that we were trying to make the P&R go in the right direction with the help of everyone here. Mayor Hardwick stated that we have not started interviewing yet and have no intentions of rushing that process.

The next item on the agenda was the Financial Report. Tatum stated that the ABC Audit has come in and the profit doubled from last year. He explained that there would be a negative on the Balance Sheet because we collected more than budgeted. Once the Town Audit was finished, this would be corrected. Tatum stated that the Town Audit would be presented at the November Board meeting.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Regular Board Meeting on September 12, 2013. Also included in the Consent Agenda was a Tax Release for Bajo LLC (\$204.91) and a correction to the amount of taxes released last month for Rainbow Garden (\$220.60). There was also a request for donations for the Fall Festival and the Halloween Carnival in the amount of \$250.00 each.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that he has sent letters to the adjoining property owners

and Trico's letter has come back. He stated that he has found some better information and will try to contact them again. Attorney Olivieri stated that the other letter, Mr. Jenkins, has not yet come back and he has left a voicemail for him. He explained that as far back as the 1930's, the land has been referred to as Town property but there is no clear title. He stated that we would need the clear title in order to sell the land. Attorney Olivieri stated that most of the work has been done except to get the adjoining property owners to sign off that the property does belong to the Town and then get a survey. He explained that he wanted to wait on the survey so that we won't spend money until we know that we can get a clear title. Mayor Hardwick stated that he hoped this could be resolved soon.

The next item on the agenda was New Business. The first item under New Business was Wayne Champion, Chairman of the Youngsville Parks and Recreation (P&R) Advisory Board. Mr. Champion stated that there were a few members of the Advisory Board present and that the Advisory Board will continue to move forward and keep the P&R going. When asked by Mr. Champion, Commissioner Johnson stated that the Town has received 11 applications so far. He explained that all applications have been forwarded to him and on Monday, he along with the Mayor Hardwick and Tatum would start going through them. Mr. Champion stated that people are calling him and asking about the position and Commissioner Johnson stated that they should be referred to him. Commissioner Johnson stated that some of the applications were out of the market area and were too far away and have been notified. He also stated that everyone has been notified by Tucker that their application has been received. Mr. Champion wanted to know what the duties would be and Mayor Hardwick stated that they are working on what is needed from this point. He stated that this has been a terrific program and that is a compliment to Andy McGhee, the Advisory Board and the community. Mayor Hardwick stated that he was sorry to see Mr. McGhee go. Mr. Champion stated that it would be hard to come up with the requested \$20,000 and Mayor Hardwick explained that was no longer an issue as last month it voted down to \$5,000. Mr. Champion wanted to know what the role of the Advisory Board would be and what the Board wanted from them. Mayor Hardwick stated that he and Commissioner Johnson had been conversing about that. He stated that they first needed to go through the applications and get them sorted out. Mayor Hardwick stated the plan is set up so that when they do interviews, there would be members of both Boards and Tatum included. Commissioner Johnson stated that everyone would make their decision together. Commissioner Johnson stated that they were still thinking about whether it should be full or part time but even if we went with a part time Director, it wouldn't save the Town much money as we would still have to have our guys do the maintenance on the fields. Commissioner Johnson stated that we do have a great group of volunteers. He stated that this was something that required daily maintenance during seasons. Mr. Champion agreed and pointed out the rain was another problem that had to be handled often. Commissioner Johnson stated that he felt that we would need a full time person. Commissioner Stallings asked what the view of the Advisory Board was and what direction they wanted to head in. Mr. Champion stated that they want someone who will have the children's best interest at heart. Commissioner Stallings asked if people would be staying on the Advisory Board and Mr. Champion stated that a few would be leaving as they came as a package deal with Mr. McGhee. Mr. Champion pointed out that Gil Johnson was one of them and Mr.

Johnson clarified that his duties would be reduced. He would stay on the Advisory Board but he would be unable to continue setting up all of the schedules for all of the teams each season. He stated that he had an arrangement with Mr. McGhee due to the help that Mr. McGhee had given him in return. He stated that it was a very time consuming duty. Commissioner Stallings stated that it was important to listen to what everyone wants. He stated that he wasn't sure that we needed a full time employee. He stated that he felt the parents could volunteer to do some of the duties and help out like they used to do years ago. He also mentioned that the Advisory Board could take over some of the duties as well. Mr. Champion stated that the coaches do help to fix the fields when they can. Commissioner Johnson stated that as the children age out of the program, most of the parents stop volunteering. He stated that about 10% of the people were doing 90% of the work. Commissioner Stallings stated that he felt the volunteers needed direction and that would make it work. Mayor Hardwick stated that things were working well and we have never said otherwise. Commissioner Johnson said he felt that the right person could help with the integration of volunteers into the duties that need to be preformed. Once we have the right person, then you can implement any of the changes that people want to make. He stated that one of the things that we might be able to have is a totally volunteer Concession Stand that could be overseen by the Advisory Board. Commissioner Johnson stated that the plans can't happen until the new person comes in. Mayor Hardwick stated that the new person would have some ideas and we all need to hear those out especially someone that has experience in this field. Commissioner Johnson stated that some of the people that have applied have experience in this field and Mayor Hardwick agreed that some of them are still currently employed in the P&R field. Commissioner Johnson stated that the here say and rumors that are going around are not a good way to get people involved and to keep people in the program. He stated that if anyone had any questions to please call him and he would discuss the situation with them. Mayor Hardwick stated that he's been getting emails from people that think we are closing the program and that is not the case. Attorney Olivieri stated that the Board did need to establish the current responsibilities of the Advisory Board and define their role in the P&R Program. He stated that things are running well but in the future, we will need to know how the Boards and the Director will interact in running this program. Attorney Olivieri stated that we needed to have it done by Ordinance or Resolution in order to have the proper legal framework. Commissioner Johnson stated that he's attended the Advisory Board meetings and knows that they are trying to put in procedures and are working on the problems but it can't all be done in one meeting. Mayor Hardwick stated that there had been a previous misunderstanding by both Boards on how the program was to work and were able to build a good program. But, he felt that we did need to get the Boards together to get something official that sets out each Board's duties. Mayor Hardwick reiterated that we were not trying to disband the program. He stated that we were trying to make it the best it can be in the future. He stated that there was developments coming along with more children and we need to clear this up before it happens. Mayor Hardwick stated that we already have great children and families involved and we want them back each year. Mr. Champion stated that they had a meeting coming up at the end of the month and would discuss this further. He stated that basketball season was coming up and Mayor Hardwick stated that there were reasons to rush but they don't want to make a bad decision. He stated that we wouldn't just hire someone just to fill the spot that didn't have the right qualifications to meet our needs. He stated that we could find

someone but we wanted to make sure that they share our visions for P&R. He stated that hopefully Mr. McGhee would be able to show the new person how things are done before he goes. Mayor Hardwick was hoping for a smooth transition into basketball season. Mrs. Wertz stated that the only way she was getting information was through gossip and wanted to know how to get better information. Commissioner Johnson stated that he could be reached at home and gave his home address and phone number. Mayor Hardwick stated that this had been discussed at previous meetings and those minutes were on the webpage along with other information and Hurd stated that she could call Town Hall for updated information as well. Mr. Champion stated that there was a P&R website as well and a Facebook page. Mr. Johnson asked if the Board could give him a letter to the public to put up on the website to explain what was going on and Mayor Hardwick stated that we would get something to him. Mayor Hardwick stated that we want to get the word out that we are not getting rid of the P&R. He stated that everyone is in support of the program, including the candidates for Commissioner. He stated that we need to come up with a program that is going to work as we continue to grow.

The second item under New Business was to discuss changes to the NCNG Armory Encroachment Lease for the Luddy Park. Attorney Olivieri stated that the Town had been informed by the NCNG that they wish to make some changes to the Encroachment Lease that we have for the playground at the Luddy Park. He explained that the Encroachment Lease allows the NCNG to request these changes through an “at will” clause. Attorney Olivieri stated that they needed some of the leased property back for expansions to their parking lot. He explained that this would not include the area that the playground is on but the area outside of it that was a buffer. Attorney Olivieri stated that he didn’t see a problem with this as it would not affect the playground area.

MOTION: TO ALLOW THE REQUESTED CHANGES TO THE LEASE WITH THE NCNG ARMORY ENCROACHMENT LEASE FOR THE LUDDY PARK

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

The third item under New Business was a request to extend the contract with N*Focus through June 30, 2014. Tatum stated that our current contract with N*Focus was for six months starting in July so that we could see how well they would work for us. He stated that they are really good and have come through for the Town in situations such as developments. Tatum stated that this would be under the same terms but will just extend the time frame until June 30th. Attorney Olivieri stated that they have the experience and knowledge about these subjects that he would have to do extensive research to find the answers to. He stated that he felt they were an asset to the Town.

MOTION: TO EXTEND THE CONTRACT WITH N*FOCUS THROUGH JUNE 30, 2014

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

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that they needed to go into Closed Session to discuss criminal legal proceedings with the Town Attorney. He asked the Board for a motion.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL ISSUES AND CRIMINAL LEGAL PROCEEDINGS WITH THE TOWN ATTORNEY

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. They Board went into Closed Session at 7:35pm and came out at 7:58pm. Mayor Hardwick stated that they discussed criminal legal proceedings with the Attorney and a personnel matter. No action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates

Finance Committee – There were no updates.

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Meet and Greet with the Candidates went real well and was a great success. He stated that we had a good turnout.

Mayor Hardwick stated that the Fall Festival was last month and that there were 86 cars, the most they have ever had. He stated that they had a great turnout.

Mayor Hardwick also wanted to mention that the Halloween Carnival was October 31st from 6:30 – 8:00pm at the Armory.

Chief Kirts stated that the fundraising for the tasers went well. He stated that 13 companies had come through on donations for a total of \$5,975.00. This allowed the Police Department to purchase eleven tasers, twenty nine cartridges, ten holders and one data port. He explained that this gives all of the officers a tasers with extra cartridges and one spare. Chief Kirts stated that Adkins and Urdaneta did a great job at getting the donations and he wanted to thank the businesses very much.

Chief Kirts also wanted to make the Board aware that Franklin County, along with the School Board, got a grant to place School Resource Officers (SRO) at Youngsville Elementary School. He stated that he read in the paper that it looks like Franklin County will be funding two SRO's for the local schools and hope that the grant the School Board

applied for comes through. Chief Kirts stated that he received a phone call from the Sheriff on Monday morning to say they plan on putting an SRO in the Youngsville Elementary School and split the time with Franklinton Elementary School. He stated that he was unaware that this was going on and that most of the time, if the school is in the town limits; the local Police Department supplies the SRO's. Chief Kirts stated that he felt that they went around him on this matter. He stated that something could have been worked out so that the officer in Youngsville Elementary School was one of ours. He stated that we worked with the school daily, there was an officer in that school daily and we have a good working relationship with the facility and staff. Chief Kirts stated that there would now be a Franklin County Deputy in the school at least half of the time. Mayor Hardwick asked who initiated this and Chief Kirts stated that the School Board went to Franklin County back in December but we were not alerted to this until this week. He explained that Franklin County met on Monday night and voted yes. Chief Kirts explained that this would create two new positions, one full time officer that would be part time at Youngsville Elementary and Franklinton Elementary as there was not enough funds to be able to place full time officers at each school. Chief Kirts agreed that it's a good thing to have extra security at the local schools but he wished that they had discussed this with both him and the Town before deciding that this should be Sheriff's Department officer. Chief Kirts stated that he didn't think there was anything he felt we should do about it but he wanted to make sure the Board was aware of what was going on. Mayor Hardwick stated that it would have been common courtesy and Chief Kirts stated that he felt undermined a little bit. Chief Kirts stated that he's spoken with Chief Green in Franklinton who already has an SRO in place at Franklinton Middle School. Mayor Hardwick asked if Franklin County was going to make him take that one out and Chief Kirts stated no, this decision will only affect elementary schools in the area. He explained that the deputy placed in Youngsville Elementary School would be shared with Franklinton Elementary School and their schedule would be kept private so that no one would know when he was supposed to be what which school. Chief Kirts stated that he would need to know that schedule so he would know when to send his officers in and when they were covered by another department. Mayor Hardwick asked who we needed to contact to find out more information and Chief Kirts stated that maybe the Franklin County Commissioners or Manager. Tatum stated that he had received a call the middle of last week from the Franklin County Manager and was informed that this was on the agenda for this Monday and relayed that information to Chief Kirts. Tatum stated that he told the Manger that he felt they should have been working with our Police Department ahead of time on this but as of right now it's a done deal and that doesn't leave a lot of room for discussion. Tatum stated that he was informed three days before Chief Kirts received his call from the Sheriff. Chief Kirts stated that was still too small of a time frame to be considered notice as it has been in the works since December and was pretty much a done deal before they informed the local Police Departments. The feeling was that they should have been working with our Police Department as we could have worked something out and put a part time Youngsville officer in the school with no problems. Mayor Hardwick asked if Mr. Johnson could give us more insight into the situation. Gil Johnson, a member of the School Board, explained that in December the School Board had requested funding for a full time SRO's at each elementary school in the county when they did their budget request. He stated that the School Board took it upon themselves to apply for the grant and they believe they will get the funding for two SROs

and split one between Long Mill Elementary and Royal Elementary and the second between Laurel Mill Elementary and Edward Best Elementary as they are the most rural schools. Mr. Johnson stated that they have had conversations with Franklin County staff, Commission Chairman and the Sheriff to help fund additional SROs on a part time bases and on Monday night they voted to fund the matching portion of the grant they were applying for and the Sheriff's Office agreed to put officers in the remaining schools. Mr. Johnson stated that they were informed that all jurisdictional issues had been worked out and Chief Kirts stated that they had not. Mayor Hardwick asked if this violated a jurisdictional rule and Chief Kirts stated no, that they were the County's schools and we all live in the county and they have jurisdiction within Youngsville. Chief Kirts stated that it's not normally done that way and explained that Franklin County does not answer Youngsville police calls but Youngsville officers will assist in answering Franklin County calls because they don't have enough people and we help out. Commissioner Stallings asked if the Bunn SRO came under Bunn Police Department and Mr. Johnson stated that the Bunn Elementary School was outside of Town Limits and therefore was under the Sheriff's Office jurisdiction. He stated that the Bunn High School was inside of Town Limits and they had a Bunn SRO there. Mr. Johnson stated that currently, the Towns provide the SRO for the schools inside of Town Limits. Mr. Johnson stated that he was informed that a shared SRO was how they were going to have to match them up but he was not privy to the conversations that occurred at the Sheriff's Office. He stated that their main request was for the funding to have SROs in the elementary schools. Mayor Hardwick stated that he didn't know where to go from here and Chief Kirts stated that he didn't either. Chief Kirts reiterated that he just wanted to make the Board aware of the situation and that the Youngsville Police Department could have done this or worked it out with Franklin County but no one bothered to come to us. He stated that both Youngsville and Franklinton were blindsided by this vote as they received their calls from the Sheriff on the same day. Chief Kirts stated that both he and Chief Green were in a meeting the week before with the Sheriff who didn't say anything about the upcoming vote at that time. Mayor Hardwick wondered if there was any ability to negotiate to get this done or maybe look down the road and Chief Kirts stated that he didn't know but down the road he felt that when it became full time there needed to be some negotiation with Youngsville. Chief Kirts stated that he felt that this needs to be addressed if nothing else. Commissioner Johnson stated that at minimum we needed to know the schedule so that we could have officers patrol the school when the SRO was in Franklinton. Chief Kirts agreed and stated that we were always there anyway but he wasn't going to send out an officer if there was already an SRO in the school when a problem arises. Mr. Johnson explained that there would be four total new SROs, two covered by the grant and two covered by the Sheriff's Office and split part time between the eight elementary schools. Mayor Hardwick repeated that he didn't know where to go from here and Attorney Olivieri suggested that the Chief coordinate with the other Towns that were blindsided and start a dialogue, or send a joint letter, with the School Board and Franklin County so that they could coordinate coverage of the schools for when the SRO is not present. Chief Kirts stated that if they had been made aware before this was a done deal, both he and Chief Green, would have worked together to split an officer between the two schools and would have saved the County money. Attorney Olivieri stated that he knew we might not be able to fix this at this time but if a group of them go together to help show the County that there was other options and could avoid problems like this.

This would also help them to know who the local person responsible for responding to the problems. He stated that this might open the door to future conversations on the matter. Chief Kirts reiterated he just wanted to make the Board aware of this and that he was blindsided. He stated that 99% of the time, SROs come from the local jurisdiction but we didn't have the opportunity. Mayor Hardwick stated that we have a terrific police force and that our guys care about the children and we have a good working relationship with those at the Youngsville Elementary School. He stated that he felt our children would like to see one of our guys there as they are more familiar with them and Chief Kirts agreed. He stated that they knew the principal, teachers, staff, problem children, and the layout of the school.

Patterson wanted to update the Board on the progress of the drainage problem that Mr. Bowen brought before the Board last month. He stated that he and Mr. Clark had taken a look at the property and spoken with the owners. Patterson stated that the owners have had the ditch realigned and it now runs better.

Patterson also wanted to mention that the maintenance department would be taking of the P&R fields. If there is something there that they need to be doing, please let him know.

The meeting adjourned at 8:15pm.

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MINUTES

NOVEMBER 14, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Catherine Redd and Marvin Roberts. Commissioner Leelan Woodlief was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative / Zoning Assistant Kathryn Tucker, Attorney Joseph Olivieri and Maintenance Supervisor Sheldon Patterson. Representatives from Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. There were no comments.

The next item on the agenda was the Financial Report. Tatum wanted to mention that as of October 31st, we have collected 76% of the budgeted property tax revenue.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Regular Board Meeting on October 10, 2013. Also included on the Consent Agenda were Budget Amendments 2014-5, 2014-6, and 2014-7.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that he wanted to add a request to speak at this time. Janis Cyrus spoke on behalf of the Youngsville ECA Club, YABA and the Kiwanis Club. She stated that the ECA is celebrating its 100 year Anniversary. Mrs. Cyrus explained that their biggest event in the Youngsville area was the Fall Festival. She stated that they raised \$5,000 that will be spent in the community. One of the items will be on the rubber mulch at the Luddy Park children's play area. They will also add a swing in the small children's area in the fenced section. Mrs. Cyrus stated that they have also cleaned and painted the gazebo at the Irene Mitchell Park. She stated that they also wanted to purchase more benches. She explained that it would be spring before most of this would be done. Mrs. Cyrus stated that the Youngsville ECA worked at the Halloween Carnival on October 31st. She explained that they purchase the hot dogs, buns and drinks and give all of the profits, approximately \$100 to \$150, back to the Carnival for more items for the children.

Mrs. Cyrus also wanted to mention the Old Time Christmas Program that YABA heads up. She explained that this was an all day event on Saturday, December 7th, starting with a Breakfast at the Youngsville Rescue. The Parade will start at 10am with Mayor Hardwick, who did not run for re-election as the Grand Marshall. There will be activities at the Armory from 11am – 1pm including a Gingerbread House Contest, crafts for the children, entertainment from choirs and dancing schools. The Masonic Lodge will be selling hot dogs and drinks. At 5:30pm that night, there will be the Tree Lighting Ceremony at the Irene Mitchell Park. They were will singing, hot apple cider, and cookies. The winners of the First Annual Youngsville Old Time Christmas Decorating Contest will also be announced at this time.

Mrs. Cyrus explained that YABA also hosts a Christmas Care Program that helps get presents to needy children. This Program helps to purchase one full set of clothing, shoes and several toys from their wish list. She stated that though this program is coordinated through YABA, it really is a community event as people and businesses come out and help. Mrs. Cyrus stated that they will also get food from the United Way Food Drive and donations could be dropped off at the Youngsville Library and Youngsville Town Hall. Carroll Joyner will be donating turkeys to each family as well. Mrs. Cyrus stated that money can be contributed at Town Hall but there was also the opportunity to get the information and shop for the children yourselves. Mayor Hardwick stated they needed all the help they can get and this program was one of the most rewarding that he has been a part of. Mrs. Cyrus stated that this was done quietly as their only concern was to help the families in need.

Mrs. Cyrus stated that the Kiwanis Club was having their annual Turkey Shoot on Friday and Saturday nights from 7pm – 10pm at the Panic Point location on Cedar Creek Road. She explained that this was a family event where you shoot at targets and win prizes. She stated that this event raised money for the high school students in their Key Club.

Mayor Hardwick stated that the Board appreciated all of the hard work done by all involved in these projects over years. They were doing a great job.

The first item under Old Business was to continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that he had a difficult time getting in touch with the adjoining property owners but Tucker had given him enough information that he was able to finally talk to one of the property owners and now had a better mailing address for the other. As this first problem seems to be coming to a close, he has been getting ready to do the survey. Once all of this has been accomplished we can go ahead with the official sale. Attorney Olivieri stated that he was hoping to have an answer at next month's Board Meeting.

The next item on the agenda was New Business. The first item under New Business was Tara Roberson from Winston, Williams, Creech, Evans and Company, LLP to present the 2012/2013 Audit Report. Mrs. Roberson stated that this had been a great year with a lot accomplished. She gave the Board a presentation that references page numbers from the audit book. She explained that the Audit she was presenting to the Board was submitted to the Local Government Commission (LGC) but has not yet been approved. Mrs.

Roberson stated that there may be a few minor changes requested by the LGC and once it has been approved, new copies of the audit report will be given if there are any changes made. She stated that the audit was clean with no major findings or issues.

On page 3 of the presentation, the Statement of Net Position, is what the Town has left in assets after the liabilities have been paid. She explained that total assets for this year were \$1,276,642, which is a decrease from last year due to the sale of the water and sewer system. The total liabilities are \$167,358 which is a decrease from last year which is an improvement on paying things on time and that cash flow is controlled. This leaves the Town with net assets totaling \$1,109,284.

On page 4, the Statement of Activities, shows revenues, as a whole, as \$1,751,869, which are lower than last year due to the lost revenue from the water and sewer sale. The total expenditures were \$1,930,772 which is an increase from last year. This is due to the loss that is recognized from the sale of the water and sewer system. Mrs. Roberson stated that it should be pointed out that if the sale was taken out there would have been a decrease in expenditures. This leaves a net decrease of \$178,903.

On page 5, the Governmental Fund Revenues, shows the activities of the General Fund. The largest source of revenues is the Ad Valorem Taxes, 53%, followed by other Taxes, 17%. These other taxes include local option sales tax, franchise taxes, etc. The third largest revenue source is Unrestricted, 9%, which includes the revenue from the ABC Store.

On page 6, the General Fund Revenues, shows that the original budget was \$1,200,753 but increased during the year due to budget amendments to \$1,280,713. The actual revenue collected was \$1,432,516. Mrs. Roberson explained this is a good indication of conservative budgeting. She stated that was always a good thing for the revenues to come in larger than what was expected. This is a clear sign of how conscientious the Town is in their budgeting practices.

On page 7, the Governmental Fund Expenditures, shows that the largest expenditure for the Town is in Public Safety, 55%, which includes the police force and animal control. The second largest is General Government, 17%, which includes administrative salaries. Transportation came in third at 11% which is for the streets and Powell Bill.

On page 8, the General Fund Expenditures, shows that the Town originally budgeted \$1,210,353 which increased due to budget amendments to \$1,328,982. The final expenditures were \$1,226,105. Mrs. Roberson stated that this showed good control over expenses and added money to the coffers.

On page 9, the General Fund - Fund Balance shows the money that is left after everything else. She explained that after assets have satisfied liabilities, the money is then broken up. First you have money that is restricted by State Statute totaling \$163,713. Second you have Powell Bill money for the streets that have specific rules on what it can be spent on totaling \$82,617. Third, you have unassigned funds, totaling \$462,058, which the Town can spend as it sees fit and can appropriate through budget measures.

On page 10, General Fund Balance Available as a % of Expenditures, Mrs. Roberson stated that the state average for communities of our size was 62.96%. In 2011 the Town had a -1.36%, increasing to 17.40% in 2012 and finally to 37.70% this fiscal year. She wanted to state that raising it from a negative to 37.70% was phenomenal for two years. She wanted to commend the Town for improving their Fund Balance position. She stated that this gives the Town room if there should be need for a major expenditure and will get the Town in compliance with the LGC.

On page 11, Proprietary Revenues, which are the water and sewer system sales. Mrs. Roberson explained that 99% of these revenues come from the charges to customers for service with a very small percentage coming from other revenues such as the sales tax refund.

On page 12, Proprietary Expenditures are broken down into two categories. The first is the cost of running the water and sewer system totaling \$264,447. The second is the depreciation of the capital assets coming in at \$29,592. Mrs. Roberson stated that this was for the 9.5 months that the Town still had control over the water and sewer system.

On page 13, Fund Balances, compares the General Fund and Proprietary Fund between the past two years. Mrs. Roberson stated that the General Fund increased from \$457,809 in 2012 to \$708,388 in 2013 which is a very big improvement. The Proprietary Fund decreased from \$489,416 in 2012 to \$38,131 in 2013 mainly because of the loss encountered on the sale. She stated that next year the fund will be closed out and won't affect the audit.

On page 14, Proprietary Funds Change in Net Position, was shown in two different ways. First she wanted to show the Board that they lost money in the 9.5 months that they owned the water and sewer system. Mrs. Roberson stated that it was a wise move to sell the system to Franklin County as they had a larger infrastructure in place to handle the demands of an aging water and sewer system. She stated that last year the net loss was \$36,731. Without the sale of the system, the Town would show a loss of \$28,431, which means that the Town was spending more than they were bringing in. The second showed the Board the total loss from the sale of the system for a total loss of \$451,285.

On page 15, Cash Balances at June 30, showed that in 2012 the Town had \$286,279 in the bank and in 2013, the Town had \$543,894 in the bank. Mrs. Roberson stated that this showed a big improvement. She stated that she knew the Town had made changes in their banking to help with investments and move in the right direction. She stated that this was not all covered by FDIC insurance but the State pools money throughout the state so that if you are over the FDIC insurance, they can borrow from other municipalities should there be a financial loss so the Town is protected.

On page 16, the Tax Levy for 2013 was \$816,329 of which the Town collected 93.01%. She stated that the tax collections did decrease in 2013 due to one large tax customer that was slow in paying this year.

Mrs. Roberson stated that ended the presentation but there were a few other things that she wanted to bring to the Board's attention. There were some letters in their report. The first stated that they did audit internal controls and they did not find any problems there. She stated that the only problem that comes up every year is the segregation of duties. She explained that it was common in small towns as it was hard to fully segregate these duties. Mrs. Roberson did want to recommend making sure that duties were as fully segregated as possible or maybe add in more oversight functions to alleviate any overlap. Mrs. Roberson stated that there was also a Management Letter in the packet which includes things that don't rise to significant concerns and are not listed as true deficiencies. She stated that they did consider them important enough to bring to the Board's attention as it may be something that they want to work on. Mrs. Roberson wanted to congratulate the Town on their efforts to improve their Fund Balance. She stated that their Unassigned Fund Balance increased roughly \$300,000 over last year. She did want to recommend that the Board put a Fund Balance Policy in place. She stated that the LGC and the State Auditor's Office recommend doing this as well. She explained that the Board would set a percentage that they won't spend below that amount. This allows that there is money in the bank for emergency. Mrs. Roberson stated that as there was no set amount, the Board could determine their own. She stated that it was a great thing to put in place so the Town doesn't end up where we were a couple of years ago. Mrs. Roberson also wanted to mention that the Parks and Recreation Department has online registration and that the Town should check to make sure that they are getting the best deal available on fees and rates for that. Mrs. Roberson stated that there was one last letter which stated that they have no significant audit findings, how they accounted for the sale of the water and sewer system and what the depreciation expenses are. There is also an estimation of past due accounts that the Town may not be able to collect on. Mayor Hardwick stated that he appreciated the work that they did on the audit. He stated that it shows that we have taken the advice of the auditors and it also shows the work that the Board and Town staff has done to help reduce expenses. Mayor Hardwick stated that we would continue to help build that fund up. Mrs. Roberson stated that they were available for any questions that come up at any time.

The second item under New Business was a one step general pay raise for employees who were hired before July 1, 2011. Tatum stated that this was his opinion which is that after the delivery of this audit report, the Town has reached a plateau. He stated that he wanted to give his personal opinion on where we were and how we got there. Tatum stated that on page 10, Fund Balance, shows that on June 30, 2011, the Town had overdrawn their checking account through the nepotistic good ole boy network that squandered the assets of the Town. He stated that he also felt that when the Town went from negative balances to major increases, it was because Chief Kirts stood up and stopped the problems and challenged the authority of the nepotism. Tatum stated that he felt that if that had not been done, the Town would not have seen any rise in Fund Balance. He stated that a lot of that jump also included Mayor Hardwick's efforts to sell the water and sewer system. Tatum stated that the water and sewer system was losing money as it was never properly maintained and it was bleeding cash. He stated that not only was it losing money, but every time there was a break the General Fund had to pay for part of the labor for repairs making it an absolute cash flow drain. Getting rid of the

water and sewer system was a great part of this recovery in his opinion. Tatum stated that while all of this was going on, the Town's career employees were stuck at a 2008 wage level as they had not had a raise since then. He explained that this happens when the money was going out the door for other stuff, then that doesn't leave the money to take care of the employees. Tatum stated that at this point, he wanted to request that the Board grant a one step pay increase to all of the employees that were hired before July 1, 2011. He clarified that this would exclude the Board. Tatum stated that this would give the employees that rode out the hard times a one step pay increase. This will cost the Town \$40,000 for a full year's worth of salary but will only cost \$24,000 for the remainder of this fiscal year if made effective on December 1, 2013. Tatum stated that he wanted to request that this Board and the incoming Board members be conservative in their expenditures because we cannot control the revenue like we can the expenditures. If we do this, we can continue to grow our Fund Balance. He stated that we are in a position to where we can manage the money and do good things with all of the growth that is coming to this area. Tatum stated that everything is starting to come together now with the money finally situated and with N*Focus helping with the planning. He stated that we have reached the point where we can go forward and be something that everyone can be proud of. Mayor Hardwick wanted to say that the Town staff carried the brunt of this financial fiasco. He stated that we are now moving forward and the Town staff gave up the most and worked harder during this time and he appreciated it. Mayor Hardwick stated in his personal opinion this was a great way to show their appreciation.

MOTION: TO APPROVE A ONE STEP PAY RAISE FOR EMPLOYEES WHO WERE HIRED BEFORE JULY 1, 2011 TO BE EFFECTIVE DECEMBER 1, 2013

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

The third item under New Business was a request for support from Novant Health Franklin Medical Center. Mayor Hardwick stated that Novant Health had been approved for a same day surgery center in Youngsville. Novant Health is now requesting a Certificate of Need (CON) to add a second operating room to their facility and wish to have the support of Youngsville. Mayor Hardwick stated that the Town has always been in support of having a medical facility in Youngsville for quite some time. He stated that we had wanted the hospital to relocate to the Youngsville area. He stated that having this facility would be a great asset to Youngsville. Mayor Hardwick stated that they have asked the Board for support of their efforts to get the second operating room for their facility. He asked the Board for a motion for full support to send a letter to them saying that this Town was behind this facility 100%.

MOTION: TO SHOW SUPPORT FOR THE NOVANT HEALTH FRANKLIN MEDICAL CENTER'S REQUEST FOR A SECOND OPERATING ROOM

The motion was made by Commissioner Roberts and was seconded by Commissioner Redd. Commissioner Redd wanted to thank Terry Hedlund for his help in getting signatures on letters to show their support. It passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Hardwick stated that they needed to go into Closed Session to discuss criminal legal proceedings and personnel with the Town Attorney. He asked the Board for a motion.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL ISSUES AND CRIMINAL LEGAL PROCEEDINGS WITH THE TOWN ATTORNEY

The motion was made by Commissioner Johnson and was seconded by Commissioner Roberts. It passed unanimously. They Board went into Closed Session at 7:37pm and came out at 7:59pm. Mayor Hardwick stated that they discussed criminal legal proceedings with the Attorney and a personnel matter. No action was taken.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – There were no updates

Finance Committee – Commissioner Johnson wanted to mention that the interview committee had made a decision for the Parks and Recreation Director. He stated that they had decided on Pete Gibson, who lives in the Youngsville area. Commissioner Johnson stated that he would be at the same salary as the previous Director, \$38,632, to start effective December 1st. Commissioner Johnson stated that the interview committee was made up of 2 Board members, the Town Administrator, and 2 Parks and Recreation Advisory Board members. He stated that they had received over 30 applications and had narrowed it down. He stated that he felt Mr. Gibson would do a fantastic job.

MOTION: TO HIRE PETE GIBSON FOR THE PARKS AND RECREATION DIRECTOR POSITION TO BE EFFECTIVE DECEMBER 1, 2013

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

Capital Improvement Committee – There were no updates.

Comprehensive Development Committee – There were no updates.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to recognize Mayor Elect Fonzie Flowers, Commissioner Elect Larry Wiggins, Commissioner Elect Terry Hedlund and Commissioner Cat Redd. He wanted to say congratulations and welcome.

Mayor Hardwick wanted to remind everyone about the Christmas celebration and that it is a lot of fun so everyone should come out and participate.

Commissioner Redd wanted to know how things were going with Alta and the Bicycle and Pedestrian Grant application process. Tatum stated that Bob Clark was working on this and Commissioner Redd stated that she had seen a December deadline.

Commissioner Stallings stated that Bunn was putting in new sidewalks and we should check in to what company is putting them in and what the cost would be.

Attorney Olivieri stated that John Ganus from N*Focus is working on reviewing the Town Ordinances and they are working on resolving some issues before bringing changes to the Board. He reminded the Board that it had previously been mentioned about going through the Ordinances to modernize them but it looks as if N*Focus is helping to do that.

Chief Kirts stated that he wanted to thank the Board for taking care of the employees who have been here a long time. He stated that the reason we could rebuild after the collapse was because the Board hired a good man who is good with finances.

Patterson stated that the Christmas Decorations would be put up on November 26th. He stated that Wake Electric would be helping this year and as always, would be donating their time and truck to do this. Patterson also wanted to mention that the people doing construction on the Armory parking lot is hauling the dirt down to the fields so that we don't have to pay to have it done. He stated that they may also grade it off before they leave after finishing the Armory project.

Hurd wanted to read a message from Twig Wiggins, who was unable to attend tonight. Mr. Wiggins wrote "Leelan, Marvin, and Sam – Thank you and everyone who worked for Youngsville. Let's get the hospital!".

The meeting adjourned at 8:06 pm.

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MINUTES

DECEMBER 12, 2013

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Mayor Hardwick gave invocation. In attendance were Commissioners Graham Stallings, Joseph Johnson, Catherine Redd and Marvin Roberts. Mayor-elect Fonzie Flowers, Commissioner-elect Larry Wiggins and Commissioner-elect Terry Hedlund were also in attendance. Commissioner Leelan Woodlief was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative / Zoning Assistant Kathryn Tucker, Attorney Joseph Olivieri, Bob Clark from N*Focus, Police Chief Daren Kirts, Parks and Recreation Director Pete Gibson and Maintenance Supervisor Sheldon Patterson. A representative from the Franklin Times was also present.

The first item on the agenda was citizen's comments. Bruce Alford wanted to speak to the Board about issues he was having concerning the building with the lift. He stated that he had received letters from the Town Attorney and his attorney, Mike Perry, which he handed out copies of those letters to the Board. He stated that the letter from Attorney Olivieri explained what he needed to do to resolve the issues and he spoke with his attorney and stated that he agreed with it. He stated that Mr. Perry sent a letter back to Attorney Olivieri to that effect. He stated that he still had some concerns. Mr. Alford stated that he was willing to apply for a Zoning Permit only if it would be approved. He also wanted clarification on the setbacks of the buildings. Mr. Alford stated that there weren't any issues with the pool and if the pool was within the setbacks then the house is. He stated that the pool was at least twenty feet from the property line. Mr. Alford stated that there was no way that he could put the shed within the setbacks which means that he will have to tear the shed down and he wanted to know tonight. He stated that he just wants to get all of this settled. Mayor Hardwick asked if the Board could rule on this tonight and Attorney Olivieri answered no. Attorney Olivieri stated that he received the letter from Mr. Perry last week and has not had the time to get with Mr. Clark, the Town's Zoning Administrator, concerning this issue. He stated that he would check with Mr. Clark as soon as possible to make sure that what is offered will be ok. Attorney Olivieri stated that this might require Mr. Clark to go to the property and take some measurements. He stated that they didn't want to make issues with anything that wasn't going to be a problem. Attorney Olivieri apologized that this process was taking longer than expected. Mr. Alford stated that he had taken down the lift and Mayor Hardwick stated that he had noticed that. Mr. Alford stated that the second garage was there when he moved in and he has not gotten a copy of the permit from Louisburg for that one. Mayor Hardwick stated that he didn't think there was a problem with that and Mr. Alford stated that the letter he received stated that he needed a permit for it. Attorney Olivieri explained that there was a difference between getting a permit from the Town of

Youngsville and getting one from Franklin County Planning Office. He stated that he had spoken with Mr. Clark about that. Attorney Olivieri stated that he would have a look at this latest letter and get with Mr. Clark about it. Mr. Alford stated that he was told when this first started that he was told by the Town that he would have to go through the County to get the permits. Attorney Olivieri stated that he didn't know what was said at the time and Mr. Alford stated that he went to the Town and was told that he didn't need a permit as long as it was not attached to the garage. He stated that this is why he's in trouble with the new building. He stated that he assumed that this new building would be under the same circumstances. Mr. Alford stated that he was ready to solve this and Mayor Hardwick stated that the Board wanted to solve this as well. He stated that the proper procedure would be to have the Attorney look at this most recent letter and get with Mr. Clark and hopefully have a solution soon. Mr. Alford stated that he appreciated it. Attorney Olivieri wanted to explain that since Mr. Alford had retained an attorney, he had not wanted to talk to Mr. Alford directly. Mr. Alford stated that he had only wanted an attorney to advise him since he didn't understand a lot of the information and procedures and Attorney Olivieri stated that was how it was supposed to be and that he would be directing his responses to Mr. Perry. Mr. Olivieri stated that we would get this straightened out.

The next item on the agenda was the Financial Report. Tatum wanted to explain the different aspects of the Financial Report. He stated that there were two reports, the Balance Sheet and the Budget Versus Actual. He stated that the Budget Versus Actual was all cash based. This shows the amount of cash received and the amount of cash spent / owed. This report helps the Board to see if the Town has overspent on any department. Tatum explained that the Town could collect over the budgeted amount but could not spend over the budgeted amount. The Balance Sheet is a list of what the Town owns and what the Town owes. He explained that the main thing we look at each month on the Balance Sheet is how much cash we have in the bank and how much we owe. Mayor Hardwick stated that these Financial Reports look great.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Regular Board Meeting on November 14, 2013. Also included on the Consent Agenda were Resolutions for approving the 2012 Local Water Supply Plan and to add Fonzie Flowers as a signatory for Union Bank and Trust. There was also an appointment of Scott Anderson to the Planning Board.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Hardwick stated that he wanted to speak here before Old Business because had a few things to say as this was his last meeting as Mayor. First, he stated that the Town had their Christmas Parade and Celebration this past weekend and he wanted to thank everyone that came out this year even with the bad weather. He stated that there was a great turn out and the Armory was

packed. Mayor Hardwick stated that the Tree Lighting Ceremony was one of the best so far. He stated that there was a young band this year playing Christmas Carols. He stated that he appreciated all of the hard work that went into these events and wanted to thank the people involved including Kiwanis Club, Janis Cyrus, the ECA and YABA. He stated that it was a terrific day and that he had a good time.

Second, Mayor Hardwick wanted to publicly ask the Franklin County District Attorney to allow outside agencies to continue to investigate and prosecute, if they feel necessary, the financial wrongdoing issues from two years ago. He stated that the State Bureau of Investigation (SBI) has been investigating for the last two years. Mayor Hardwick stated that he wanted to get that out publicly tonight.

The first item under Old Business was to continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that a surveyor was going out to the property and he would then report to one of the people interested in buying that property.

The next item on the agenda was New Business. The first item under New Business was to adopt a Resolution of Support for the Town of Youngsville's Application to the NCDOT Bicycle and Pedestrian Planning Grant Initiative. Clark stated that earlier in the year, the Town had engaged in a study and one of the recommendations to come from that study was that the Town pursues a Bicycle and Pedestrian Planning Grant. This is offered through the NC Department of Transportation. Clark explained that this grant would cover 90% with the Town matching the remaining 10%. He stated that with the assistance of ALTA, a draft application has been put together and is due by December 19th. Clark explained that the Resolution tonight asks that the Board support the grant and fund the matching 10%. The total project will cost about \$30,000 with the Town's portion being \$3,000. Clark explained that this grant would be included in the next year's budget. He explained that the grant wouldn't be awarded until next spring. Mayor Hardwick read the Resolution. Clark stated that there was a similar Resolution going before CAMPO on January 9th to support this grant as well. He stated that this was consistent with the Transportation Plan adopted by Franklin County and several of the towns. Clark stated that this was very competitive but we did have a good chance. He stated that this would be about a twelve month process. Clark stated that if the Town received the Grant, then they would have to go out and solicit contractors from the State's approved list.

MOTION: TO APPROVE THE RESOLUTION OF SUPPORT FOR THE TOWN OF YOUNGSVILLE'S APPLICATION TO THE NCDOT BYCYCLE AND PEDESTRIAN PLANNING GRANT INITIATIVE

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

The second item under New Business was a discussion of text amendments to the Zoning Ordinance. Clark explained that he has spent the last several months looking over all of the codes, Zoning Ordinances, specifically. He stated that there were a number of text

amendments that they will be recommending in the coming months. Clark stated that a number of people have come before staff and the Planning Board with a number of projects or activities. One of these concerns an issue that under the current regulations that does not give equal consideration to an existing mobile home park. He stated that someone can move in or out of an existing mobile home park. He stated that a total park might be grandfathered in but individual spaces can be replaced in upgrading mobile homes. He explained that individual lots in the same vicinity have a limitation under the provisions. Clark explained that the idea is to put in a provision that allows a replacement or upgrading to a newer model as long as it doesn't encroach the setbacks in areas that otherwise don't permit mobile homes to start fresh. He explained that this text amendment would not allow new or fresh mobile homes to be placed in subdivisions or areas that don't allow them. Clark stated that if you had a grandfathered situation, they would be able to replace. This would also deal with the time frame allowed between replacing the mobile home and if the utilities are still existing at the location. Clark stated that this came to our attention when Mr. Edward Smith came to us. Clark explained that a family member had moved a mobile home off of the property on Stephen Taylor Road and now another family member wanted to place a mobile home on the same lot and the permit was denied under the current rules. Clark stated that the Planning Board looked at several options and does not want to recommend any wide scale zoning changes at this time. He stated that the preference is to have site built or modular homes or to have properly planned mobile home parks. Clark stated that without changing the map the Planning Board has recommended a text amendment. He explained that the change would recognize the previous status of the property and would take in consideration the replacement and proper setup of the mobile home. Clark stated that this does not allow for a mobile home to be placed on property that has never had a mobile home before even if the same person owns the additional property. He stated that the Planning Board recommended proceeding with this. Clark stated that the residents in the area had signed a petition to support having a change in the Zoning Ordinance for situations like this. He stated that if this change was allow it would apply to all property owners under similar situations and not just this particular property. Clark stated that the Ordinance was not clear but past practice was to have a Public Hearing. He requested that there be a Public Hearing at the January or February Board Meeting. Mayor Hardwick asked if the Board wished to have the Public Hearing next month or would they like to make that decision next month after the new members were sworn in.

MOTION: TO WAIT UNTIL THE JANUARY BOARD MEETING TO MAKE A DECISION ON WHETHER TO HAVE A PUBLIC HEARING ON THE PROPOSED ZONING ORDINANCE TEXT AMENDMENT

The motion was made by Commissioner Stallings and was seconded by Commissioner Roberts. Commissioner Redd stated that she didn't think it could wait since this was someone's livelihood. She stated that this was important and it could not wait. She stated that she felt it should be done in January. Commissioner Stallings withdrew his previous motion. Commissioner Redd stated that she understood that there was a lot going on but this is what the Board was here to do, to take care of the people.

MOTION: TO SET A PUBLIC HEARING ON THE PROPOSED ZONING ORDINANCE TEXT AMENDMENT FOR JANUARY 9, 2014

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

Clark stated that there was another item that had come up recently that involved inconsistencies in the Zoning Ordinance, in the same zone of Mixed Use, which is the Youngsville Commons and the Franklin Industrial Park. He explained that Mixed Use was a combination of Commercial and Light Industrial. Clark stated that because of this, there are two setbacks for parking lots. One applies that if the neighbor is Commercial then the setback is ten feet and the other is if the neighbor is Industrial is thirty feet even though both are in the same zone. Clark stated that the recommendation was that it be made the same and the Planning Board recommended the ten feet setback which is consistent with what other sites in Youngsville have. He stated that this was brought to his attention when one of the industries wanted to make some site improvements. Clark stated that the suggested change would be to make it the same setback. He stated that they would put in similar language in the Ordinance as for single family homes. He explained that to average the setback between neighbors. Clark stated that this would also need to have a Public Hearing and it could be discussed more after the new members were sworn in or brought before the Board with other Ordinances that will be discussed at a later date. Clark stated that both of these were asked for by people for consideration. Mayor Hardwick asked if the Board wanted to include this in January as another Public Hearing or wait on the new Board. Commissioner Redd stated that she was fine with putting this one off as Public Hearings were a pretty big deal and were time consuming. Commissioner Johnson wanted to know how many Planning Board items could be rolled into the Public Hearing instead of having multiple Public Hearings. Clark stated that he was waiting for a packet of amendments coming from the State after they reviewed the Town Ordinances and once that comes back with the "housekeeping" amendments that they need to do, they could include this one with that packet. He stated that he didn't know what the schedule was on that packet though. He stated that he was hoping to have the "housekeeping" amendments done as a package by the end of the Fiscal Year. Clark stated that the business was aware that it may take a couple of months for the change. He stated that was the only business that has made any requests concerning the parking. Commissioner Johnson asked if the business was in the planning stages or would waiting hinder them from moving forward. Clark stated that they have already started work on updating the buildings and are waiting on the parking lot. Clark stated that he would prefer to do the "housekeeping" amendments at the same time probably in the spring. Commissioner Redd asked if someone was waiting on this one as well and Clark said yes. Commissioner Johnson stated that if someone was waiting on it, the Board needed to go ahead and move forward with it. Tatum asked if one Public Hearing could cover both Text Amendments and both Clark and Attorney Olivieri stated yes.

MOTION: TO HAVE A PUBLIC HEARING FOR BOTH PROPOSED ZONING ORDINANCE TEXT AMENDMENTS ON JANUARY 9, 2014

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

The third item under New Business was a Resolution on Fund Balance Availability for Appropriation. Tatum stated that the Auditors recommended that the Board establish a target Fund Balance to maintain in relation to our budgeted expenditures. He stated that the State average last year was 62% and he was recommending adoption of a Resolution requesting a target of 60% for the Town. Tatum stated that this was very attainable and Mayor Hardwick stated that we have already shown we could grow it and we should be able to continue to do that if we maintain the same practices that we've done over the last couple of years. Tatum explained that this is not working capital; it is mainly a fall back of funds for hard times. He stated that the Resolution sets it as an official goal. Mayor Hardwick stated that he knew the Town staff and the Board had worked extensively to build the general fund and he thinks that anything that this Board or the future Board does needs to continue this effort. He stated that Youngsville should be able to maintain the same amount as the State average.

MOTION: TO ADOPT THE RESOLUTION ON FUND BALANCE AVAILABLE FOR APPROPRIATION AT 60%

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

The fourth item under New Business was to swear in the newly elected officials. Mayor Hardwick stated that Youngsville was getting ready to move on and this was an exciting time. Mayor Hardwick called Mayor-elect Fonzie Flowers to be sworn in and turned over his keys and chair to Mayor Flowers. Hurd swore in Mayor Flowers, Commissioner Redd, Commissioner Wiggins and Commissioner Hedlund.

The fifth item under New Business was a discussion of upcoming Committee, CAMPO, and Mayor Pro-tem appointments. Mayor Flowers asked the Board for the opportunity for the incoming Board members to absorb all of this information and table these appointments until the January 9th Board Meeting.

MOTION: TO TABLE THE DISCUSSION OF UPCOMING COMMITTEE, CAMPO, AND MAYOR PRO-TEM APPOINTMENTS

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no need to go into Closed Session and therefore bypassed the Closed Session. When asked, Attorney Olivieri stated that no motion was needed to bypass the Closed Session, only to go into one.

The next item on the agenda was Committee Updates.

Policy Committee – There were no updates.

Ordinance Committee – Commissioner Redd stated that she and Stallings had worked on updating some Ordinances such as the term for the Mayor Pro-tem. She explained that they stopped working on them during the confusion when Robbins left and now the Town has N*Focus and Bob Clark to help work on them. Commissioner Redd stated that she didn't only want to elect people to these Committees but to make sure that this is still the direction the Town wants to go as these Committees were created years ago. She stated that she also wanted to make sure that it wasn't just the Commissioners working on the Committees but that they also include Clark while working on their prospective projects. Commissioner Redd wants the Town to go in the right direction as there is a lot happening and she doesn't want Clark to have to do everything alone. He needs the support and help of the Board.

Finance Committee – There were no updates.

Capital Improvement Committee – Commissioner Stallings explained that this had been put on hold as the Town didn't have a lot of funds but now that the Town has improved their financial situation it is time to take a look at this again.

Comprehensive Development Committee – Commissioner Redd stated that the Planning Board has done an excellent job and are now meeting more often. She stated that she felt the Planning Board was a big part of Comprehensive Development. Commissioner Redd stated that this was another reason to rethink the Committees and who would work with them. She stated that she was happy being on several Committees and she wanted to make sure that everyone was on the same page moving forward.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he wanted to thank Sam Hardwick for his guidance and leadership during this transition period. He stated that being Mayor was not an easy task and he looks forward to serving the community. Mayor Flowers stated that he would try his best for Youngsville.

Commissioner Redd stated that she was excited about this bike grant and that it will be huge for the Town. She explained that this grant is to get money to create a Bicycle and Pedestrian Grant that will be used to get more grant money to install them. Commissioner Redd stated that this will be a long process but it is a great start.

Commissioner Redd wanted to mention the Novant Health Same Day Surgery Center. She explained that Novant Health wants to move another operating room the Youngsville facility from the hospital in Louisburg. Commissioner Redd stated that there were three operating rooms in Louisburg and they were not overly used. She stated that this would be huge for Youngsville and would bring a lot of people to the area. Commissioner Redd stated that they have already been approved to build one out on Capital Boulevard and want to bring one of the unused ones from Louisburg to the Youngsville center. She stated that would still leave two operating rooms in Louisburg and would have two in Youngsville which wouldn't be taking too much away from the residents of Louisburg. Commissioner Redd stated that she and Commissioner Hedlund had helped get letters of

support and signatures. She stated that Louisburg is fighting this requested move of the operating room. Commissioner Redd stated that there would be a public hearing on January 16th at 1pm at the Youngsville Library. She stated that this was a big deal as it will matter what is said and who speaks. Commissioner Redd stated that they are asking as many people as possible to come speak. Each person will have up to three minutes to speak on whether they do or do not want the move. She stated that she knew it was in the middle of a weekday and would be hard for some people to be able to attend. Commissioner Redd explained that speakers would have to sign up ahead of time and would be given three to five minutes to speak. She stated that this was really important for people to attend and speak their mind. Commissioner Redd stated again that the meeting would be January 16th at 1pm at the Youngsville Library.

Commissioner Stallings stated that he wanted to comment on Mr. Alford's situation. He stated that if he was a citizen of this town, and this has been drug out due to no fault of his own, and then have to hire attorney, this Board needs to take a hard look at this issue. Mr. Alford thanked Mr. Stallings. Commissioner Redd stated that this was a small town and our citizens shouldn't need to hire lawyers for things like this.

Commissioner Johnson stated that he was glad that we now have a full Board and a new Parks and Recreation Director. He wanted to say that after spending a lot of time at Town Hall over the past several months, he's realized how hard the staff worked and wanted to make sure that the Board knew that they did a tremendous job with a lot of pride. Commissioner Johnson wanted to say, as a citizen, thank you to the employees.

Commissioner Hedlund wanted to say that it was a real privilege to be able to serve this community and that he was honored and humbled by the opportunity. He stated that he would work very hard for Youngsville. Commissioner Hedlund wanted to thank the Board and everyone that has helped him out.

Tatum stated that this has been an interesting year. He stated that the best money that the Board has spent lately was when it hired N*Focus to represent the Town in their planning. He stated that this was where we needed to be looking as we move forward. He stated that these people were experts in what they do. Tatum stated that what Youngsville needed was good planning to help control the growth.

Tatum wanted to suggest that some of the problems in the construction issues may be going away.

Tatum wanted to introduce the new Parks and Recreation Director, Pete Gibson. He stated that Gibson was very experienced in the athletic departments.

Tatum also wanted to say that it was good to have the new Board Members with us.

Clark wanted to inform the Board that John Ganus, Code Enforcement Officer, has prepared a package of changes that they wish to present to the Board at the January 9th Board Meeting. Once the Board has had a chance to look over the changes, there would need to be a Public Hearing in February or March. One of the updated Ordinances was

the Minimum Housing Code that needs to be brought up to date with the more recent changes in the law. Clark also wanted to mention that Danny Eudy, another Code Enforcement Officer, would also be in attendance.

Clark also wanted to mention that he would be giving a written report of upcoming projects.

Attorney Olivieri wanted to address what Commissioner Stallings said about Mr. Alford's situation. He stated that he understood the desire that this not happen again and he will work with Clark to look at how to change and/or streamline the Ordinance to help make this an easier and quicker process. Attorney Olivieri stated that there were things that happened that were beyond our control. He stated that he understood where everyone was coming from and hoped that in the future this won't happen again.

Chief Kirts wanted to congratulate and welcome the new Board Members.

Gibson wanted to thank the Board for the opportunity and update them on what is going on the Parks and Recreation Department. He stated that we were in the middle of basketball season. He stated that registration was up substantially and wanted to thank all of the volunteers, including Commissioner Johnson, that have helped make this season a success, especially those who handled assessments. Gibson stated that he started on December 1st and started playing on December 7th. He stated that they already have several volunteer committees started once they met with the Advisory Committee earlier this month. Going forward in the spring, Gibson stated that he was having a public meeting with the parents to discuss what is going to happen as far as baseball season. He stated that they would be held on January 6th and 7th at the Community House. Gibson stated that this would give the parents an overview of what is going on and what will take place as well as his vision for where he thinks the program needs to be. He stated that he's spent most of his first two weeks talking to parents and sponsors about our program. Gibson stated that he wants to get their input about where they want the program to be. He stated that he's an 18 year resident of Youngsville and is excited to be here. When asked, Gibson clarified that the plan was to have softball, tball, and coach pitch on Monday night and the minors and majors on Tuesday, but if there is a conflict in the schedule they can show up either night. He stated that his plan is to give everyone an idea about what is going on and some of the new changes. Gibson stated that he doesn't like filtered information and wants everyone to get the message directly from him. He stated that the things that we are getting ready to do are real important and he wants that to come from him.

Patterson wanted to congratulate the new Board Members and thank Chief Kirts and the Police Department for the job they did at the parade. He also wanted to thank Wake Electric, especially Jamie Wilson, who puts up our Christmas Lights every year for free. Last year, this saved us approximately \$1,000 by putting new bulk heads up. Patterson stated that the lights would be coming down around January 2nd or 3rd. He requested that a letter be sent to Mr. Wilson's supervisor in appreciation of his help. Mayor Flowers asked if that was the same Mr. Wilson that coached in the Youngsville Parks and Recreation and Commissioner Johnson stated yes. Patterson wanted to say that if there

was anything that Gibson needed at the fields he only needed to ask. He also wanted to say that if there was anything that the Board sees that needs to be done, to just let him know and he'll get it taken care of.

Commissioner Johnson wanted to make sure that he was still clear to do the Mayor Pro-Tem duties since the appointment was tabled until January. Tatum stated that it would be fine for him to continue for the moment.

Commissioner Stallings also wanted to welcome the new members and recognize that Mr. Roberts had served over fifty-five years; Mr. Hardwick had served 18 years and was unsure about how many Mr. Woodlief had served though he knew it was a lot. He stated that altogether there was over one hundred years of experience and being a part of this community. He stated that was a great thing and wanted to thank them for their service.

The meeting adjourned at 8:06 pm.