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# MINUTES

**MARCH 8, 2018**

**7:00 PM**

## REGULAR MEETING

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Finance Officer Jaclyn Patterson, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

**MOTION: TO APPROVE THE AGENDA AS PRESENTED**

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

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

The next item on the agenda was the Financial Report. Patterson stated she may have one more Budget Amendment before the end of the Fiscal Year. She explained she is working on the Budget, along with help from the Department Heads.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on February 8, 2018 and the minutes from the Work Sessions on February 1, 2018 and February 27, 2018. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report.

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED**

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was to adopt the Town of Youngsville's FY 2018-23 Capital Improvements Plan as presented at the February 27, 2018 Work Session of the Board of Commissioners.

**MOTION: TO ADOPT THE TOWN OF YOUNGSVILLE'S FY 2018-23 CAPITAL IMPROVEMENTS PLAN AS PRESENTED AT THE FEBRUARY 27, 2018 WORK SESSION OF THE BOARD OF COMMISSIONERS**

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

The second item under New Business was a request to refund Sandra Perry, 215 S College Street, \$2,420.40 for sewer that was billed in error.

**MOTION: TO REFUND SANDRA PERRY, 215 S COLLEGE STREET, \$2,420.40 FOR SEWER THAT WAS BILLED IN ERROR**

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

The third item under New Business was a discussion on the proposed Social Media Policy. Mayor Flowers explained he requested Commissioner Redd put this policy together as she handles most of the Town's social media accounts. He stated he felt this policy was all encompassing and Attorney Bartholomew agreed.

**MOTION: TO APPROVE THE PROPOSED SOCIAL MEDIA POLICY AS PRESENTED**

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

The fourth item under New Business was the presentation of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road. No action was required.

The fifth item under New Business was to adopt the Resolution ordering the Clerk to investigate the Sufficiency of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road.

**MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY HOLDEN DEVELOPMENT LLC FOR LAUREL OAKS PHASE 2, ON HOLDEN ROAD**

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

The sixth item under New Business was the Certificate of Sufficiency for the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road. No action was required.

The seventh item under New Business was to adopt the Resolution to fix the date of the Public Hearing on the question of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road for April 12, 2018.

**MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION PETITION BY HOLDEN DEVELOPMENT LLC FOR LAUREL OAKS PHASE 2, ON HOLDEN ROAD FOR APRIL 12, 2018**

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

The eighth item under New Business was the presentation of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road. No action was required.

The ninth item under New Business was to adopt the Resolution ordering the Clerk to investigate the Sufficiency of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road.

**MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY GARY AND BARBARA STRICKLAND FOR 340 HOLDEN ROAD**

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

The tenth item under New Business was the Certificate of Sufficiency for the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road. No action was required.

The eleventh item under New Business was to adopt the Resolution to fix the date of the Public Hearing on the question of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road for April 12, 2018.

**MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION PETITION BY GARY AND BARBARA STRICKLAND FOR 340 HOLDEN ROAD FOR APRIL 12, 2018**

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

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers noted there was a lot of litter around town and wanted to set a date for Staff to clean some of the roadways. He stated it was upsetting on the amount of litter that was around town but was unsure of a solution above what we are already doing.

Mayor Flowers stated the Color Run 5K would be March 24<sup>th</sup> and there was still time to register.

Mayor Flowers reminded everyone that it was time for the Bracket Challenge. It was open to the Board, employees, and residents. The winner gets lunch with the Mayor at a restaurant of their choosing, as long as it's located within town limits.

Mayor Flowers wanted to thank the Staff and the Board for all of their hard work and extra meetings. He stated we now have a lot of plans in motion and plenty to look forward to.

O'Donnell stated the Comprehensive Development Plan (CDP) process has started. He explained that Mr. Flowe will be in town next week with a couple of people for field work. He noted they have been waiting for warmer, dryer weather.

O'Donnell stated Matt Reece, Piedmont Triad COG, will be ready to start on the pay study soon.

O'Donnell stated he felt the CIP process went well and wanted to thank Hurd for putting the CIP books together. He stated the CIP would require yearly updates. O'Donnell thanked everyone again and stated job well done.

Commissioner Wiggins wanted to mention the lighting situation at Town Hall again and Chief Kirts stated that he was working on it.

Commissioner Hedlund stated the Youngsville Woman's Club Soup and Sandwich would be held on March 22<sup>nd</sup> from 11am-1pm, or until they ran out of soup. He stated that it would cost \$8.00 and all proceeds would go towards the Youngsville Museum.

Commissioner Hedlund stated he had cleaned Youngsville Boulevard yesterday and the Kiwanis Club will be doing S Cross Street and Highway 96 this week. He stated he would like to get the Board and Staff to set up a Service Day on March 26<sup>th</sup> at 9am. Commissioner Hedlund stated he would like to target Highway 96 towards FoodLion.

He explained it should only take an hour if we have enough people to volunteer. Mayor Flowers noted Faith Baptist Church had cleaned Holden Road all the way to Sheetz. Commissioner Hedlund stated Holden Road was the only main road that has not been adopted at this time.

Clark stated the Planning Board had approved the revised preliminary plat for Holden Creek Preserve. He stated there would be the same number of homes, but they were trying to clarify phasing in concert with Franklin County Public Utilities (FCPU). Clark noted the Town has received a bond from Holden Creek Preserve for twenty more lots.

Clark noted Phase 2 of Laurel Oaks was about to start laying the groundwork for roads and are working on their final plats.

Clark stated the Board of Adjustments will meet on April 19<sup>th</sup> and there might be a second case coming before the Board. He noted that both were of significant development.

Clark stated the CDP will have dedicated staff and both he and Thomas would help as much as they can.

Clark stated he would attend the US #1 Planning Council Meeting on March 21<sup>st</sup>. He noted that it only focuses on Capital Boulevard. Clark stated that Scott Hammerbacher, Franklin County Planning, was the president of the Council.

Attorney Bartholomew stated he has started on the paperwork for the old Town Hall / Police Department property. He stated he will meet with O'Donnell concerning the areas to keep, easements, and the upset bidding process.

Attorney Bartholomew stated his firm may be willing to adopt Holden Road. Commissioner Hedlund thanked him and offered his help in getting through the paperwork process.

Mayor Flowers read the Youngsville Fire Department Report. He stated incidents continue to maintain a steady 13% increase from the previous year. Their Installation and Awards Ceremony is scheduled tentatively for April 21<sup>st</sup>. The Youngsville Fire Department will be participating in the Color Run 5K on March 24<sup>th</sup>. They will also be conducting a live fire exercise at a house on Tarboro Road, near Highway 401, on March 17<sup>th</sup>.

Mayor Flowers stated Basketball Season was over and Baseball Season was just starting.

Hurd stated projects discussed at the Board Retreat are on schedule.

Chief Kirts stated the new maintenance employee was doing great and we were almost back on track.

The meeting adjourned at 7:22pm.