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MINUTES

NOVEMBER 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. Others in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Planning and Zoning Administrator Bob Clark, Finance Officer Jaclyn Patterson, Assistant Fire Chief Justin Graney, and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

The first item on the Agenda was to recognize the Kiwanis Club volunteers for the Fall Festival. Members of the Kiwanis Club were unable to attend. Mayor Flowers expressed his appreciation for all their hard work.

The next item on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated the new computers and servers were in the process of being installed. She noted things had been a bit chaotic at Town Hall.

Patterson explained that she was working on a new Chart of Accounts due to the conversion to the new software upgrades. She noted the Parks and Recreation would be moved back to the General Fund to help simplify the accounts. Patterson stated the conversion should happen in December or January. Commissioner Redd asked if this new Chart of Accounts would continue to give itemized information and Patterson stated yes. Patterson noted this would also allow more room for growth. O'Donnell noted there would be more departments but fewer line items. Patterson explained she would consolidate some line items such as utilities for public facilities.

Patterson noted the ABC audit has come back and she should receive a draft audit for the Town soon.

O'Donnell noted the Town would be requesting authorization from the Local Government Commission (LGC) to borrow money for the paving project. He explained the loan was included in the approved Budget, but the Town still needed LGC approval to borrow the money. Mayor Flowers inquired about the timeline and O'Donnell explained bids would need to be in hand, have a Public Hearing (hopefully in December), Board approval of the financing contract, adopt a Financing Resolution, and award the construction contract contingent on financing. All of this information would then need to be submitted to the LGC approval.

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

- Minutes from the Board Meeting on October 11, 2018
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Resolution amending the Town of Youngsville Schedule of Fees and Penalties
- Resolution updating the Chart of Accounts, by renumbering, deleting, and adding accounts and to transfer the net assets of the Parks and Recreation Fund to the General Fund

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. 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 a Proclamation: Proclaiming a Moment of Remembrance on November 11, 2018 for "Bells of Peace" – a World War 1 Centennial Armistice Remembrance. Mayor Flowers read the Proclamation.

PROCLAMATION

**PROCLAIMING A MOMENT OF REMEMBRANCE ON
November 11th, 2018, for
"Bells of Peace"**

A WORLD WAR I CENTENNIAL ARMISTICE REMEMBRANCE

WHEREAS, a tolling of bells is a traditional expression of honor and remembrance; and

WHEREAS, a century ago, 4.7 million American sons and daughters put on the uniform to serve our nation and the world in this global conflict; and

WHEREAS, men and women from our own fair Town of Youngsville served selflessly and honorably in World War I; and

WHEREAS, there were 375,000 American casualties, including 116,516 deaths; and

WHEREAS, on the 11th hour, of the 11th day, of the 11th month in 1918, an armistice to the fighting was declared; and

WHEREAS, the U.S. World War One Centennial Commission has called upon all Americans across the nation to honor and remember those who served.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Youngsville in the State of North Carolina does hereby proclaim a Moment of Remembrance on November 11, 2018 and call upon the citizens and institutions of our community to toll the bells in remembrance of the Armistice at 11:00am on November 11, 2018.

This the 8th day of November 2018

The second item under New Business was a presentation by Rob Shepherd and T.J. DeLuca, NCLM, on changing the form of government from Mayor/Council to Council/Manager. Mr. Shepherd gave the Board a handout to help with his presentation. He stated the key values in municipal government included representation, governance, political leadership, and professionalism. The roles of the Board bring those key values to fruition. The Board helps to link the constituents to Town Hall. Governance includes setting the course for the community by establishing long term goals, creating the policy agenda, determining the scope of services provided, and directing Staff depending on the form of government. The types of leadership are Mayor/Council (elected, not executive) and Council/Manager (appointed executive). There is some overlap of duties between the two forms. Mr. Shepherd noted the “Strong Mayor” form of government is not available in North Carolina. An example of this style of government is seen in larger cities like New York and Chicago.

Mr. Shepherd gave a brief history of the Mayor/Council form of government. It dates back to between 1200 – 1500 AD. The first form of government implemented in the “New World”. In the mid 1800’s, cities and towns began to transition to a “strong” Mayor. They began to see corruption and the “spoils of the system”. It is still the most popular form of government. Mr. Shepherd noted this was the old form of government.

Mr. Shepherd then gave a brief history of the Council/Manager form of government. He explained this was a progressive era reform model. He stated it was intended to reduce corruption and improve the efficiency and effectiveness of local government. ICMA/NCCCMA membership and uses the ICMA Professional Code of Ethics.

The Mayor/Council form of government has two common organizational charts. The first is the Mayor/Council. The voters elect the Mayor/Council who then appoints and oversees the department heads. The second includes a Town Administrator, who then oversees the department heads based on the duties assigned by the Town Charter, with

involvement from the Mayor/Council. It is imperative the Town Charter is clear on the responsibilities the Town Administrator has.

The Council/Manager form has only one true organizational chart. Voters elect the Mayor and Council who then appoints the Town Attorney, Town Manager, and Town Clerk. The Town Manager then oversees the department heads and has the power to hire and fire all other employees.

Duties of the Town Manager are set by State Statute (NCGS 160A-14B). The manager shall be the chief administrator of the town. He shall be responsible to the Board for administering all municipal affairs placed in his charge by them and shall have the following powers and duties. 1) The manager shall appoint and suspend or remove all town officers and employees not elected by the people and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Board may adopt. Mr. Shepherd noted that in some cases, this was hard for the Board to give up these responsibilities. 2) The manager shall direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board, except as otherwise provided by law. 3) The manager shall attend all meetings of the Board and recommend any measures that he deems expedient. 4) The manager shall see that all laws of the State, Town Charter, and Ordinances, Resolutions, and Regulations of the Board are faithfully executed within the city. 5) The manager shall prepare and submit the annual budget and capital program to the Board. 6) The manager shall annually submit to the council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year. 7) The manager shall make any other reports that the Board may require concerning the operations of town departments, offices, and agencies subject to his direction and control. 8) The manager shall perform any other duties that may be required or authorized by the council. Mayor Flowers stated that he felt this was a good idea.

Duties of the Town Administrator are set by the Board. The Board can delegate to an administrator any of its power or duty as it chooses, if no statute requires the power or duty to be exercised by the Board itself. It is recommended that the duties be clearly stated in writing, preferably by Resolution or Ordinance enacted by the Board so there is less ambiguity.

Mr. Shepherd noted all counties in North Carolina use the Council/Manager form of government. Of the municipalities, 256 use the Council/Manager form of government and 297 use the Mayor/Council form of government. The graph on page 15 shows that over 90% of municipalities with a population under 1,000 use the Mayor/Council form of government, about 50% of municipalities with a population between 1,000-2,500 use the Mayor/Council form of government, and over 70% of municipalities with populations over 2,500, increasing the percentage as the population increases, use the Council/Manager form of government.

Town Charters can be amended for nine reasons, to include changing the form of government. There are four ways to change the Town Charter. 1) Amendment by Ordinance – a Board may simply pass an Ordinance adopting the Council/Manager form of government. Public notice, a Public Hearing, and two readings will be needed before adoption of the Ordinance. 2) Amendment by Ordinance subject to a Referendum – A Board may on its own initiative make its Ordinance subject to a referendum. 3) Amendment following Initiative, Petition, and a Referendum. The voters themselves may initiate a referendum to change the form of government. 4) Amendment by Special Act – a Board may ask the General Assembly to enact a bill amending the Town Charter. The General Assembly is normally willing to adopt the changes if the community is for said change. If they hear that the community does not wish to change forms of government, they usually do not pass it. The only requirement is to keep the change for two years. The authority to change Charter and the Process is outlined in NCGS 160A-101&102.

Mr. Shepherd asked if there were any questions. Mayor Flowers felt Mr. Shepherd had covered the information well and it had eased his mind. Commissioner Hedlund stated he felt the Council/Manager form of government made the most sense and for good reasons. Mr. Shepherd stated the Board knows a lot of what is going on in the community and it becomes complex as the community grows. It makes it nice and easy when the Board hires someone with experience to handle things for the Board. Attorney Bartholomew asked what Mr. Shepherd's opinion was and Mr. Shepherd stated that he did not have any opinion, it was whatever worked best for Youngsville. Mr. Shepherd stated that he was here to help in any way.

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 stated he has been hard to reach due to his new work schedule, which has included training.

Mayor Flowers noted that Cedar Creek Middle School lost but came in second place for their tournament. Commissioner Redd noted they had a good season and had done a great job.

Mayor Flowers noted the Christmas Parade would be December 1st. The Christmas Tree Lighting Ceremony would be at 5:30pm, followed by a Christmas movie at the Luddy Park. Mayor Flowers stated he was looking forward to it as it was always a great day.

O'Donnell stated NCDOT was looking to eliminate the left turn lane on Holden Road and would submit an updated proposal with the reduced costs estimate. If the cost is below \$750,000 the Town would no longer have to add funds, however adding funds would help to speed up the process. O'Donnell stated about \$25,000 - \$30,000 would be the new amount if the Town wanted to spend the money. He explained it would go before the NCDOT Board in mid-November and he should hear something soon.

O'Donnell reminded the Board there would be a Closed Session on November 15th at 6pm to discuss the Town Administrator applications with Steven Strauss. There would be a second Closed Session meeting at Town Hall on November 28th at 6pm to narrow the field of applicants. O'Donnell stated the Wake Forest Town Hall had made rooms available for the Assessment Center on December 13th and 14th. The Board would need to meet on the afternoon of December 14th to discuss the results.

O'Donnell stated the bids for the resurfacing project had come in high, approximately \$279,000. He explained the bids came in as unit prices, so the Town will be able to negotiate on the prices. O'Donnell noted the Board could also remove items from the list. He stated the speed tables for Winston Street would cost \$16,000 (\$8,000) each and the funds would come from Fund Balance. O'Donnell asked how the Board wished to proceed. Commissioner Redd stated that she understood that emergency departments were not in favor of the speed tables and O'Donnell agreed they were not. When asked, O'Donnell stated the estimated start date would be March 15th. Mayor Flowers asked what the projected start date would be for the 5-Points intersection and O'Donnell stated that would be about one and half to two years before NCDOT started. O'Donnell asked if we should wait on the speed tables until after the improvements at 5-Points to see if that would help alleviate some of the problems. Commissioner Wiggins stated that traffic was still backed up on Main Street, with a lot of traffic cutting through Winston Street. Commissioner Stallings wondered if license checks several mornings a week would deter the traffic, but Commissioner Johnson stated the problems are all day and evening, not just the peak hours. Commissioner Wiggins noted Nassau Street was become just as bad. Commissioner Johnson stated that using the police all day was not feasible, but he couldn't think of another solution. The Board decided to think it over and continue the discussion next month.

Commissioner Redd noted she had lunch with the new Parks and Recreation Director and was excited about the future of the Department.

Commissioner Redd noted the Downtown Committee will have their third meeting on Tuesday. She noted there were eight business owners involved. As of right now, they do not have an official name.

Commissioner Redd stated she has been sharing Town information and events on Facebook and we now have over 2,100 likes.

Commissioner Stallings asked about the process for selling the Old Town Hall. O'Donnell explained we getting ready to start the upset bid process. He stated anyone could call Town Hall and get more information on how to participate.

Commissioner Wiggins stated there were still issues with vehicles having no mufflers. He stated that it was a big thing to him and people must tolerate the noise. Commissioner Wiggins wanted to know if there was something that we can do about it. O'Donnell stated he would follow up with Chief Kirts. Mayor Flowers asked if this situation wasn't caught during yearly inspections and O'Donnell stated any citations would be given for improper equipment. Commissioner Wiggins noted there were vehicles with loud mufflers that drove up and down Main Street all day. Attorney Bartholomew noted that even with the citation, there would be no points on the offender's license and some owners didn't feel it was a big deal for them to be cited.

Commissioner Hedlund stated that two churches, Faith Baptist Church and Covenant Hope Church, had both volunteered to help with the parade this year. He stated the Christmas Tree Lighting Ceremony would have the Sovereign Children's Choir and would be held on December 1st from 5:30 – 6:30pm at the Youngsville Animal Hospital. Commissioner Hedlund stated the Kiwanis Club and Woman's Club would help with food, cookies, and drink. Santa would also be available that evening.

Clark stated the Comprehensive Development Plan (CDP) was underway. He stated Rick Flowe would present the draft to the Planning Board and invited the Board of Commissioners to come as well. Clark stated they hoped to have the draft approved at the December 4th Planning Board so that Mr. Flowe could present the CDP to the Board on their December 13th Board Meeting. He stated Staff was looking over the draft and would get their comments back to Mr. Flowe soon. Clark stated they have met with the Franklin County Planning Director to discuss the possible service areas to help create the CDP. Results of the surveys will also be included. O'Donnell stated the draft was thorough and felt the Board would be pleased when they saw it. He explained the biggest change was the service area. After adopting the Ordinance, it would require annexation if anyone wanted public utilities, even outside of the ETJ.

Clark updated the Board on the Main Street Project. He stated they would be coordinating with NCDOT about the 5-Points improvements. Clark stated the Town had also sent a letter to NCDOT requesting TAP funds to improve the ADA sidewalk access on Railroad Streets. He noted Jeff Moore, Kimley Horne, would bring the newer budget numbers to the Board and they were also close to the final plans. Clark stated they were trying to stay within the budget. He stated the resurfacing on Main Street was included in the plans for NCDOT to do the work and cover the costs. Clark explained we needed a formal agreement and he would bring that back to the Board. O'Donnell noted the Main Street resurfacing would also be cut back as the 5-Points project will cover some of the area that was to be repaved. Clark noted the plans were past the 75% mark and they were receiving good feedback. He explained the surveyor was working on ways to reduce the number of easements needed for the construction and sidewalk portion of the Project. Clark noted there were thirty-six at this time for a cost of approximately \$36,000. If they can reduce the number of easements and costs, then that would open more funds for construction costs.

Assistant Fire Chief Graney wanted to note the Fire Department did not like speed tables and would prefer not to have them installed.

Assistant Fire Chief Graney stated they had 950 calls with a projected 1,200 calls by the end of the year. He noted this was a 6.5% increase. Assistant Fire Chief Graney stated he met with Town Hall Staff and Officials before Hurricane Michael. He stated there were twenty-seven calls between 5pm and 3am.

Assistant Fire Chief Graney stated the Halloween event on Main Street went very well this year. He stated there were some concerns about crossing Main Street and traffic. Mayor Flowers noted it was not a Town sponsored event and stated Staff would give him the event organizer's information. Commissioner Redd thanked the Fire Department for having a fire truck at the event.

Assistant Fire Chief Graney stated they would have a controlled burn on Tarboro Road for training purposes.

Assistant Fire Chief Graney thanked Staff for the name plate and a position at the Staff tables during Board Meetings. Mayor Flowers wanted to thank both Graney and the Fire Department for all their hard work. He also wanted to thank the Fire Department and Police Department for their work during the recent hurricanes.

Smith stated the baseball season was coming to an end. He felt that it was a good season and has received positive feedback from the coaches. Smith stated basketball registration ends on November 21st. He stated information has been posted on Facebook, both the Parks and Rec and the Town's pages. Smith stated that registration for the Ornament class was ongoing.

Smith stated he has investigated offering a photo event where the photos taken would go on the Parks and Rec website.

Smith stated he hopes to offer cheerleading in the spring. He noted they would cheer for the Under the Lights football teams during the summer and fall season as well as the winter basketball teams. Smith stated Under the Lights football would end their season within the next month.

Attorney Bartholomew wanted to thank the Board for the earlier proclamation for World War I Centennial Armistice Remembrance. He explained his family has fought in every war and he appreciated our veterans.

Attorney Bartholomew stated he was working on the upset bid process, which was underway. He hoped to be ready to move forward next month.

Attorney Bartholomew stated he felt that the Parks and Rec Department was doing a great job.

Smith wanted to note that there were levels of sponsorships, and he hoped to be able to have a printed list at the basketball games. Differing levels of sponsorship include names on jersey's as well. Smith stated anyone can contact him regarding sponsoring a team. Commissioner Wiggins stated he would like to sponsor a team.

Hurd stated the yearly flyers went out with the November bills. Flyers included the Parade Day lineup. Pancake Breakfast at the Rescue, Parade at 10am, Santa at the Library at 11am, Christmas Tree Lighting at 5:30pm and Movie Night at the Luddy Park after the Christmas Tree Lighting. She stated the Decorating Contest winners would be announced at the Christmas Tree Lighting. Hurd stated garbage rules, Holiday schedules, basketball registration and ornament making flyers were included as well. She stated there was also a form included for people to sign up for the notification calls from Waste Industries should there be a disruption in services for either weather, holidays, or malfunctioning equipment.

Hurd stated that new computers were going in at Town Hall and she appreciated her new computer very much.

O'Donnell stated Leaf Season has started and the Maintenance Department was working hard on that.

Mayor Flowers wanted to confirm that confetti canons would not be allowed during the Christmas Parade. Hurd stated Staff believes they know which company was responsible and she was trying to get in touch with them to make sure the confetti canon was not used this year.

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

The meeting adjourned at 8:23pm.