

Town of Youngsville  
P. O. Box 190  
134 US 1A South  
Youngsville, NC 27596  
(919) 556-5073  
Fax (919) 556-0995  
Townyngs@townofyoungsville.org

**MINUTES**  
**SEPTEMBER 20, 2018**  
**(RESCHEDULED DUE TO HURRICANE FLORENCE)**  
**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, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. 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. 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 citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated finances were looking good so far this fiscal year. She stated the cell phones were upgraded at no charge. Patterson noted she was moving forward with the new computers.

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

- Minutes from the Board Meeting on August 9, 2018
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Consideration of a proposed agreement between the Town of Youngsville and Julie Allred to provide part-time program coordination functions.

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

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. 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 Matt Winslow. Mr. Winslow gave a presentation on the future plans and restoration process for 138 E Main Street. He gave the Board an artist rendering of the façade of the building as it should look when finished.

Commissioner Redd stated she was thankful he was willing to take the time and care for the building and Commissioner Hedlund agreed. Mr. Winslow stated his design studio would be located in the main building as they are outgrowing their current facility. Offices will be located in the back, while the front design studio will combine the cabinetry, flooring, lighting, etc. for their customers to choose from. Mr. Winslow felt this would help make customer service better.

Commissioner Stallings asked what the projected time frame was and Mr. Winslow stated he hoped to have the office portion completed by the end of the year. Commissioner Redd asked how many employees would be located on the premises and the amount of expected customers. Mr. Winslow stated there would be approximately twelve employees but he was unsure about the customer traffic. Commissioner Redd asked about parking and Mr. Winslow explained the lot extended out the back towards the Armory, leaving two rows of parking in the back and a single row along the side.

Mr. Winslow stated he wanted to host events such as Business after Hours and Home Owner Association Meetings.

Mr. Winslow stated this was only Phase 1 of the project. Eventually they want to have an outdoor area that includes patios and grills.

Mayor Flowers stated he was thankful that an eyesore would be transformed into something beautiful. He noted the Town has been waiting for investors to help with downtown and stated Mr. Winslow was outdoing himself.

When asked, Mr. Winslow stated he had purchased all the way down to Brandi's Botanicals. He stated the building fronts would all match, along with new awnings.

Commissioner Stallings asked if a wall would be erected between them and Strickland's property and Mr. Winslow stated not at this time.

Clark noted this would all be coordinated with the Main Street Project. Commissioner Redd thanked Mr. Winslow again. Mr. Winslow stated he was blessed to be a part of this project.

The second item on the Agenda was a presentation by Steve Strauss of Developmental Associates on the Assessment Center Process for hiring a new Town Administrator. Mr. Strauss stated he wanted to make sure the Board was clear on the steps and set up any meetings that are required. He stated their goal was for the Board to make all of the decisions, they were just here to help.

Starting on Page 7 of the proposal, Mr. Strauss went through all of the steps involved. He gave detailed information on each step and a projected time frame. After the applicants have gone through a thorough process, they would present approximately five or six applicants for the Board to interview. Follow-up interviews will be held for the final two or three candidates. Mr. Strauss estimated approximately seventy five days to finalize an offer. He stated their company also provides coaching to the Board concerning what they learned about the candidate to help work out any lingering issues that may have arisen.

Mayor Flowers asked the Board if they would prefer to set a Work Session to discuss this in more detail. Mr. Strauss noted he would be on vacation but another representative of his company would be available. After a brief discussion, October 2<sup>nd</sup> at 6pm was decided on for a Work Session. Mr. Strauss noted they would also like to meet with Department Heads as well. He noted he would follow up with O'Donnell.

The third item under New Business was the consideration of approving the proposal between the Town of Youngsville and Developmental Associates in an amount not to exceed \$16,650.

**MOTION: TO APPROVE THE PROPOSAL BY DEVELOPMENTAL ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$16,650.00**

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

The fourth item under New Business was the consideration of a proposal from Summit Design and Engineering Services, PLLC to prepare plans and specifications as well as providing bidding services, contract administration, and construction oversight for services for the Youngsville 2018-2019 Street Resurfacing Program in an amount not to exceed \$16,580. O'Donnell reminded the Board the Program was included in the Budget as a loan. He explained going through a company like this would allow for a better set of specs and bids, and allow for more uniform construction and oversight. O'Donnell noted that this would help prevent most issues as Summit Design would make sure that the roads were properly constructed. When asked, O'Donnell stated the loan payments would come from the Powell Bill Funds.

**MOTION: TO APPROVE THE PROPOSAL BY SUMMIT DESIGN AND ENGINEERING, PLLC IN AN AMOUNT NOT TO EXCEED \$16,580.00**

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

The fifth item under New Business was a discussion on the School Resource Officer (SRO) funding for Youngsville Elementary School (YES). Mayor Flowers noted how important it was for the Town to have one of our own officers in the local school, especially for community outreach. He stated it was disappointing that the SRO position

for a Youngsville Police Officer to be located in YES was not fully funded. Mayor Flowers explained that he understood that YES is the only year-round school in Franklin County and some of the school year has already passed.

Chief Kirts stated the SRO position was an excellent opportunity to get involved with the local children at a young age. He explained the Franklin County Sherriff's Office had a three year grant and offered a portion so that Youngsville could have an SRO. After several meetings, an amount of \$33,000 was reached. However, the Franklin County School Board released the monies to Franklin County, which in turn is only releasing \$25,000 to Youngsville. Chief Kirts stated he worked with Patterson to come up with the remaining \$8,000 in funds, which would have to come from the General Fund. He stated it was important for Youngsville to get involved as the SRO, especially this first year.

Chief Kirts did note that next year he would be applying directly to the Franklin County School Board. It is a three year grant that is renewed every year. This would put a full time SRO in YES. Chief Kirts stated he would be placing Altesha Allen as the SRO should the Board decide to fund the remaining \$8,000. He explained this would be creating a new position in the Police Department. When asked, O'Donnell explained if the Board wished, a Budget Amendment could be placed on the Consent Agenda next month to appropriate \$8,000 from Fund Balance. Mayor Flowers asked if the Board was in favor of moving forward with the SRO position, including the \$8,000 cost and the Board agreed. Commissioner Redd noted that Franklin County Sherriff's Office had a part-time SRO until this year. This year allows for the first full-time SRO.

Commissioner Redd stated she thought this was a great idea and Commissioner Hedlund agreed. Commissioner Redd noted Chief Kirts' choice of Officer Allen was perfect. Chief Kirts stated it would be good to reconnect with the school as he felt the Police Department lost some of the contact / support from YES when the Sherriff's Office took over.

Commissioner Wiggins asked about training and Chief Kirts explained that training would be constant and Officer Allen would also receive guidance from other SRO's in the area.

O'Donnell verified the Board agreed to the funding and they did. He reiterated this would show up next month as a Budget Amendment. Mayor Flowers agreed that Officer Allen was a good choice. When asked, Chief Kirts stated they hoped to start Officer Allen as of October 1<sup>st</sup>. Mayor Flower wanted to note that Sherriff Winstead advocated for the Youngsville Police Department to take over this position. Commissioner Redd thanked everyone for their efforts. Chief Kirts noted he felt this would be good for all of us.

The sixth item under New Business was to set a date for the Board of Adjustment for October 4, 2018. Both Commissioner Wiggins and Mayor Flowers noted they had conflicts. As this was a Conditional Use Application, only 3/5<sup>th</sup>s of the Board was needed for a quorum. Attorney Bartholomew noted that if only the minimum number of

Commissioners showed up, the vote would have to be unanimous. After a brief discussion, October 4<sup>th</sup> was agreed upon.

**MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT HEARING FOR OCTOBER 4, 2018.**

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

The seventh item under New Business was the presentation of an Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson. Hurd gave a brief summary of the petition.

The eighth item under New Business was a Resolution directing the Clerk to investigate the sufficiency of the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson.

**MOTION: TO ADOPT THE RESOLUTION DIRECTING CLERK TO INVESTIGATE SUFFICIENCY OF THE ANNEXATION PETITION – PATTERSON WOODS, LLC – EAST WOODS OF PATTERSON, PHASE 6**

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

The ninth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson. Hurd explained she had already moved forward with the investigation of the Annexation Petition. All of the paperwork and maps seemed to be in order.

The tenth item under New Business was a Resolution to set the date of the Public Hearing for October 11, 2018 for the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson.

**MOTION: TO ADOPT THE RESOLUTION TO SET THE DATE OF THE PUBLIC HEARING ON OCTOBER 11, 2018 FOR THE ANNEXATION PETITION BY PATTERSON WOODS, LLC FOR EAST WOODS OF PATTERSON, PHASE 6**

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

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 was thankful for the Youngsville Police Department and Youngsville Fire Department Staff. He noted there had been a meeting last week regarding an action plan for Hurricane Florence. Mayor Flowers noted we were fortunate to have been spared as there was minimal damage. He stated it was a great job and noted everyone had planned for the worst.

Mayor Flowers stated he had received a call from Randy Bright concerning a Welcome Parade on October 16<sup>th</sup> and asked Chief Kirts to touch base with Mr. Bright.

O'Donnell stated interviews for the Parks and Recreation Director will start next week. He noted they have approximately four really good candidates.

O'Donnell explained Rick Flowe, N\*Focus, would be presenting the preliminary findings for the Comprehensive Development Plan to the Planning Board. He recommended that the Board attend.

O'Donnell stated he received a call from NC DOT concerning the 5-Points intersection improvements. He explained they are looking to reduce costs which will delay the project just a bit. O'Donnell noted that if they reduced the costs enough, the Town will no longer have to spend money on these improvements.

Commissioner Redd stated the Downtown Youngsville Promotion Committee met on Tuesday. She stated about ten people attended. Commissioner Redd explained they wish to promote the businesses in Youngsville, including events. She stated they will meet again in October. Commissioner Redd thanked O'Donnell for his help.

Commissioner Hedlund stated the Kiwanis Club event at the YAKS opening day went very well. He stated they handed out a lot of hotdogs.

Commissioner Hedlund noted the Fall Festival would be held on September 29<sup>th</sup> from 9am to 3pm. He stated the Halloween Carnival would be held on October 31<sup>st</sup> and volunteers were still needed. A time has not yet been set.

Clark explained the next phase of East Woods of Patterson were in a hilly area. He noted the final plat would go before the Planning Board next week. Clark stated there was a time constraint due to maintaining previously approved allocation.

Attorney Bartholomew wanted to inform the Board he was now the Town Attorney for the Town of Franklinton. He stated there should be no conflicts of interest at this time. The only possible conflict he can see arising would be a possible annexation agreement between the Towns, such as the one we have with Wake Forest. Attorney Bartholomew

thanked O'Donnell for helping him. Commissioner Redd congratulated Attorney Bartholomew.

Chief Kirts stated the Youngsville Police Department had passed their State Audit, mostly thanks to Missy Dillard, the Office Manager.

Mayor Flowers thanked the Youngsville Fire Department for all of their hard work. He noted a food truck had fed the different emergency service departments over the weekend of the Hurricane. Mayor Flowers noted that YFD Assistant Chief Graney worked with the State Emergency Services and had been deployed towards the coast.

Mayor Flowers reiterated that interviews for the Parks and Recreation Director would happen next week. He noted practices have started and games would start next month.

Hurd stated the new census for Youngsville showed a population of 1,421. This is as of July 1, 2017. She noted it would increase significantly next year due to the increase of homes being built.

Hurd reminded everyone of the change in service day for garbage. She noted that Youngsville was now on a Thursday schedule. However, due to Hurricane Florence, Waste Industries would be running one day behind this week and would pick up on Friday. She noted there had been some complications throughout the change in schedule.

Chief Kirts stated maintenance was catching up. He noted that he had one out sick for the rest of the week and asked for patience.

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 8:22pm.