



Town of Youngsville
Board of Commissioners
P. O. Box 190 / 134 US 1A South
Youngsville, NC 27596
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax
CustomerService@TownofYoungsville.org
www.townofyoungsville.org

AGENDA
REGULAR MEETING
OCTOBER 8, 2020
7:00PM

YOUNGSVILLE COMMUNITY HOUSE
115 E MAIN STREET
(Video and Teleconference are available)

If joining via Microsoft Teams, use the following link:
tinyurl.com/boc-2020-10-08

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **116 501 667#**

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF AGENDA
3. CITIZEN'S COMMENTS
4. FINANCIAL REPORT
 - A. AUDIT PRESENTATION – LEE GRISSOM – S. PRESTON DOUGLAS & ASSOCIATES, LLP
5. CONSENT AGENDA
 - A. MINUTES FROM THE REGULAR BOARD MEETING – SEPTEMBER 10, 2020
 - B. PARKS AND RECREATION REPORT
 - C. PLANNING AND ZONING REPORT
 - D. POLICE DEPARTMENT REPORT
 - E. TAX COLLECTOR'S REPORT
 - F. TAX RELEASE – WAYPORT INC. - \$61.31 – VALUE CORRECTION

ACTION REQUESTED: APPROVE CONSENT AGENDA AS SUBMITTED
6. OLD BUSINESS
 - A. CONSIDER TEXT AMENDMENTS TO THE YOUNGSVILLE DEVELOPMENT ORDINANCE TO COMPLY WITH NEW N.C.G.S. CHAPTER 160D LEGISLATION



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ACTION REQUESTED: APPROVE TEXT AMENDMENTS AS PRESENTED

7. NEW BUSINESS

- A. REVIEW APPLICATIONS FOR ABC BOARD
- B. CONSIDER MEMORANDUM OF UNDERSTANDING WITH DOMINION ENERGY SUPPORTING NATURAL GAS AS AN ALTERNATIVE FUEL

ACTION REQUESTED: APPROVE MEMORANDUM AS DRAFTED

- C. RESOLUTION ACCEPTING THE OFFER OF DEDICATION OF STREETS – LAUREL OAKS SUBDIVISION

ACTION REQUESTED: APPROVE RESOLUTION AS PRESENTED

- D. RESOLUTION OF INTENT TO PERMANENTLY CLOSE THE NORTHERN PORTION OF THE 500 BLOCK OF HILLSBORO STREET AND A PORTION OF TROGDEN AVENUE AND SET A PUBLIC HEARING FOR DECEMBER 10, 2020

ACTION REQUESTED: CONSIDER ADOPTING THE RESOLUTION OF INTENT AND SET A DATE FOR PUBLIC HEARING ON DECEMBER 10, 2020

- E. PRESENTATION OF ANNEXATION PETITION 2020-3 – HAMPTOWN DOWNS, PHASE 1B
- F. RESOLUTION DIRECTING CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 – ANNEXATION PETITION 2020-3

ACTION REQUESTED: APPROVE RESOLUTION

- G. PRESENTATION OF CERTIFICATE OF SUFFICIENCY – ANNEXATION PETITION 2020-3
- H. RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31 – ANNEXATION PETITION 2020-3

ACTION REQUESTED: APPROVE RESOLUTION FIXING DATE OF PUBLIC HEARING FOR NOVEMBER 5, 2020

8. REPORTS AND OTHER BUSINESS

- i. MAYOR
- ii. TOWN ADMINISTRATOR
- iii. COMMISSIONERS
- iv. FIRE DEPARTMENT



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- v. MAINTENANCE
- vi. PARKS & RECREATION
- vii. PLANNING & ZONING DEPARTMENT
- viii. POLICE CHIEF
- ix. TOWN ATTORNEY
- x. TOWN CLERK / TAX COLLECTOR

9. CLOSED SESSION

- A. N.C.G.S. 143-318.11 (6) PERSONNEL

10. ADJOURN

This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

October 4, 2020

To: Commissioners

From: Kari Patton-Motluck

Re: Financial Statements for month ended September 30, 2020.

Condensed Financial statements for the month ended September 30, 2020 are attached. The financial statements have been prepared on the modified accrual basis of accounting which essentially means that all unpaid bills that have been received as of today's date are included in the expenditures line items.

The financial statements are arranged in the following sequence:

General Fund (#100) Balance sheet
General Fund Budget vs Actual

Powell Bill Fund (#210) Balance Sheet
Powell Bill Budget vs Actual

Capital Projects Ordinance – Pedestrian Plan Grant (#305) Balance sheet
CPO – Pedestrian Plan Grant Budget vs Actual

Debt Set Off (#405) Balance Sheet
Debt Set Off Budget vs Actual

Fixed Assets & Accruals (#500) Balance Sheet

Please feel free to contact me if you have any questions.

Kari Patton-Motluck
Interim Finance Officer
Office: 919.925.3393
kpattonmotluck@townofyoungsville.org

"The Gateway to Franklin County"

GL Balance Sheet
 Period Ending 9/30/2020

TOWN OF YOUNGSVILLE

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100 GENERAL FUND

Asset

100-110-100 Operating Cash	\$925,383.71
100-110-105 P&R Registration Deposit Account	\$20,426.32
100-110-107 DOJ Checking	\$444.54
100-110-110 Petty Cash	\$100.00
100-110-200 Money Market/Savings Account	\$1,606,788.11
100-110-310 General Accounts Receivable	\$26,530.97
100-110-320 Property Tax Receivable	\$29,001.00
100-110-330 LG Sales Tax Receivable	\$106,486.96
100-110-340 Sales Tax Refund Receivable	\$19,850.43
100-110-351 Due from ABC Store	\$5,985.89
100-110-360 Garbage & Recycling Receivable	\$23,093.12
100-110-361 Garbage & Rec Allowance for Doubtful Accounts	-\$11,608.72
100-110-392 Due from Debt Set Off	\$4,401.33
100-110-393 Due From NCCMT	\$259,340.15
100-110-394 Due from Capital Projects	\$55,013.02
100-110-400 Other Current Assets	-\$782.61
100-110-410 Prepaid Expenses	\$29,603.93
100-110-620 LMB MM Account	\$136,349.34

100 GENERAL FUND	Asset Total	\$3,236,407.49
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Liability

100-210-100 Accounts Payable	\$1,245.65
100-210-200 Employee Related Accounts Payable	\$23,214.80
100-210-223 Retirement Contribution Payable	-\$402.79
100-210-225 Insurance Deductions Payable	\$7,114.59
100-210-227 State Continuation Payable	-\$1,031.30
100-210-228 Other Deductions Payable	-\$314.96
100-210-310 Community House Deposits	\$1,750.00
100-210-311 Field Rental Deposits	\$260.00
100-210-320 Deferred Revenue	\$19,918.06
100-210-321 Property Tax Prepayments	-\$796.08
100-210-322 Garbage & Recycling Prepayments	\$1,614.81
100-210-620 LMB Performance Bond	\$136,349.34
100-210-910 Reserve for Taxes Receivable	\$29,001.00
100-299-500 Fund Balance	\$1,661,403.83
Current Fund Balance Adjustment	\$529,609.54

GL Balance Sheet
Period Ending 9/30/2020

TOWN OF YOUNGSVILLE
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P/Y Fund Balance Adjustment		\$827,471.00
100 GENERAL FUND	Liability Total	\$3,236,407.49

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

100 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
Revenues					
	5,805,716		1,197,236.62	(4,608,479.12)	21%
Revenues Totals:	5,805,716	0.00	1,197,236.62	(4,608,479.12)	21%
Expenses					
BOARD OF COMMISSIONERS / GOVERNING BODY	54,665		8,689.22	45,975.94	16%
ADMINISTATION	585,598		116,896.88	468,701.60	20%
PUBLIC FACILITIES	2,870,448		57,754.50	2,812,693.50	2%
PUBLIC SAFETY	1,525,938		293,738.77	1,232,199.47	19%
PUBLIC WORKS	566,088		141,417.36	424,670.67	25%
PARKS & RECREATION	202,978		49,130.35	153,847.48	24%
Expenses Totals:	5,805,716	0.00	667,627.08	5,138,088.66	11%
100 GENERAL FUND Totals:			529,609.54		

GL Balance Sheet
 Period Ending 9/30/2020

TOWN OF YOUNGSVILLE

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210 POWER BILL		
Asset		
210-110-106 Operating Cash		\$12,868.55
210-110-210 Savings Account		\$56,995.12
210-110-340 Sales Tax Refund Receivable		\$988.66
210 POWER BILL	Asset Total	\$70,852.33
Liability		
210-210-100 Accounts Payable		\$2,587.33
210-210-950 Due to General Fund		\$456.06
210-299-500 Fund Balance		\$81,090.50
Current Fund Balance Adjustment		\$21,212.53
P/Y Fund Balance Adjustment		-\$34,494.09
210 POWER BILL	Liability Total	\$70,852.33

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

210 POWER BILL					
Description	Budget	YTD	Variance	Percent	
Revenues					
	53,609	21,729.85	(31,879.09)	41%	
Revenues Totals:	53,609	0.00	21,729.85	(31,879.09)	41%
Expenses					
PUBLIC WORKS	53,609	517.32	53,091.62	1%	
Expenses Totals:	53,609	0.00	517.32	53,091.62	1%
210 POWER BILL Totals:		21,212.53			

GL Balance Sheet
Period Ending 9/30/2020

TOWN OF YOUNGSVILLE

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305 CAPITAL PROJECTS - PED PLAN GRANT		
Asset		
305-110-100 Operating Cash		\$102,179.34
305-110-220 Savings Account		\$3,635.85
305 CAPITAL PROJECTS - PED PLAN GRANT	Asset Total	\$105,815.19
Liability		
305-210-950 Due to General Fund		\$55,013.02
Current Fund Balance Adjustment		\$50,802.17
305 CAPITAL PROJECTS - PED PLAN GRANT	Liability Total	\$105,815.19

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

305 CAPITAL PROJECTS - PED PLAN GRANT					
Description	Budget		YTD	Variance	Percent
Revenues					
305-319-000 Intergovernmental - Restricted	0		0.00	0.00	
305-319-070 Ped Plan Grant Income	1,193,500		216,867.04	(976,632.96)	18%
305-370-000 Investment Income	0		0.00	0.00	
305-370-010 Interest Income	0		79.76	79.76	
305-395-000 Transfers from Funds	0		0.00	0.00	
305-395-305 GF Fund Appropriation	154,876		154,875.52	0.00	100%
Revenues Totals:	1,348,376	0.00	371,822.32	(976,553.20)	28%

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

305 CAPITAL PROJECTS - PED PLAN GRANT

Description	Budget	YTD	Variance	Percent
Expenses				
305-500-000 Pedestrian Plan Project	0	0.00	0.00	
Expenses				
305-500-200 Project Oversight/Eng Fees	166,322	170,694.15	(4,372.10)	103%
305-500-310 Miscellaneous Expense	222,396	2,574.00	219,822.00	1%
305-500-350 Construction Expenses	959,657	144,787.00	814,870.47	15%
305-500-700 Other Cost	0	2,965.00	(2,965.00)	
305-500-799 Contingency	0	0.00	0.00	
PUBLIC FACILITIES Totals:	1,348,376	0.00	321,020.15	1,027,355.37 24%
Expenses Totals:	1,348,376	0.00	321,020.15	1,027,355.37 24%

Budget vs Actual

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

305 CAPITAL PROJECTS - Totals:
PED PLAN GRANT

50,802.17

GL Balance Sheet
Period Ending 9/30/2020

TOWN OF YOUNGSVILLE

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405 DEBT SET OFF		
Asset		
405-110-108 Operating Cash		\$1,655.40
405-110-250 Investment in Term Portfolio		\$276,798.86
405 DEBT SET OFF	Asset Total	\$278,454.26
Liability		
405-210-950 Due to General Fund		\$263,741.48
405-299-500 Fund Balance		\$10,392.67
Current Fund Balance Adjustment		\$49.51
P/Y Fund Balance Adjustment		\$4,270.60
405 DEBT SET OFF	Liability Total	\$278,454.26

Budget vs Actual (Summary)

TOWN OF YOUNGSVILLE
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Period Ending 9/30/2020

405 DEBT SET OFF					
Description	Budget	YTD	Variance	Percent	
Revenues					
	2	49.51	47.51	2476%	
Revenues Totals:	2	0.00	49.51	47.51	2,476%
Expenses					
	2	0.00	2.00		
Expenses Totals:	2	0.00	0.00	2.00	
405 DEBT SET OFF Totals:			49.51		

GL Balance Sheet
 Period Ending 9/30/2020

TOWN OF YOUNGSVILLE

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500 FIXED ASSETS & ACCRUALS			
Asset			
	500-110-710 Buildings & Property		\$1,587,572.00
	500-110-740 Vehicles		\$544,429.00
	500-110-750 Equipment		\$179,587.00
	500-110-791 Accumulated Depreciation		-\$853,197.00
500	FIXED ASSETS & ACCRUALS	Asset Total	\$1,458,391.00
Liability			
	500-210-211 Accrued Vacation Pay		\$39,092.84
	500-210-500 Installment Purchases/Capital Lease Obligations		\$567,894.00
	500-210-710 Net Pension Liability - LGERS		\$161,328.00
	500-210-720 Net Pension Liability - LEOSSA		\$112,153.00
	500-299-500 Fund Balance		\$577,923.16
500	FIXED ASSETS & ACCRUALS	Liability Total	\$1,458,391.00



S. Preston Douglas & Associates, LLP
Certified Public Accountants

RECEIVED OCT 02 2020

October 5, 2020

Mayor and Members of the Board of Commissioners
Town of Youngsville, North Carolina

We have audited the financial statements of the Town of Youngsville for the year ended June 30, 2020, and have issued our report thereon dated August 25, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 1, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

Our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. We will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town of Youngsville are described in the first note to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019-20. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were encountered.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 25, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Finding 2020-001 – Segregation of Duties - There is a lack of segregation among Town personnel. The duties should be separated as much as possible, and alternative controls should be used to compensate for lack of separation. This is a repeat finding and typical of what you would expect from municipalities of this size.

Other Matters

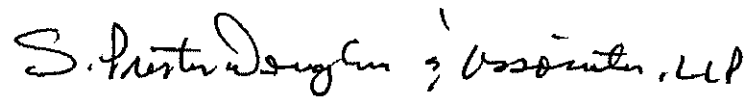
We applied certain limited procedures to the Local Government Employee's Retirement System's Schedules of the Proportionate Share of the Net Pension Liability and Contributions (LGERS), the Law Enforcement Officers' Special Separation Allowance Schedules of the Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll (LEO), which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund statement schedules, budgetary schedules, and other schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction of Use

This information is intended solely for the use of Board of Commissioners and management of the Town of Youngsville, other cognizant agencies, and the North Carolina Department of State Treasurer and is not intended to be and should not be used by anyone other than these specified parties.

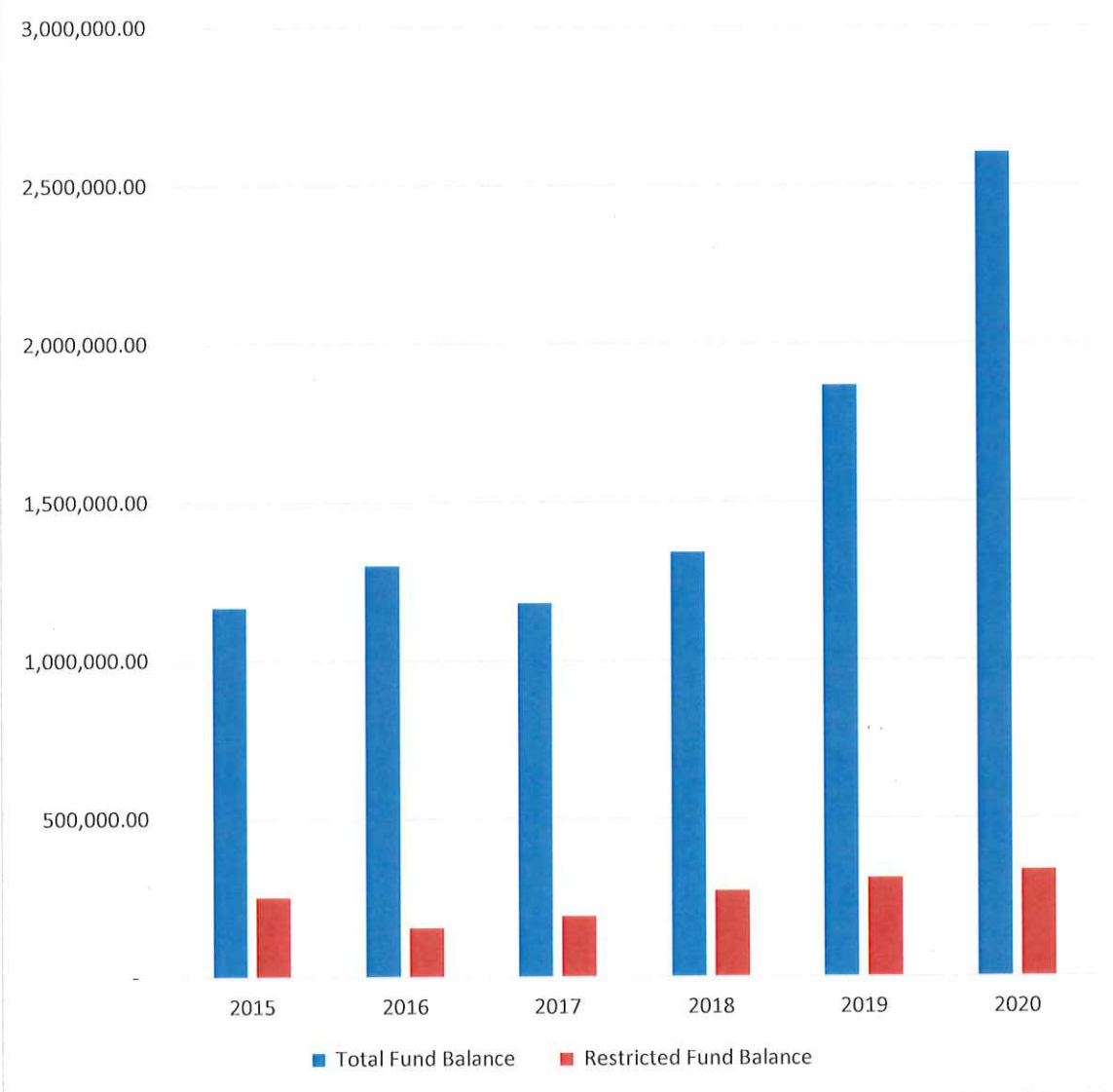
Respectfully yours,

A handwritten signature in black ink that reads "S. Preston Douglas & Associates, LLP". The signature is written in a cursive, flowing style.

S. Preston Douglas & Associates, LLP
Lumberton, North Carolina

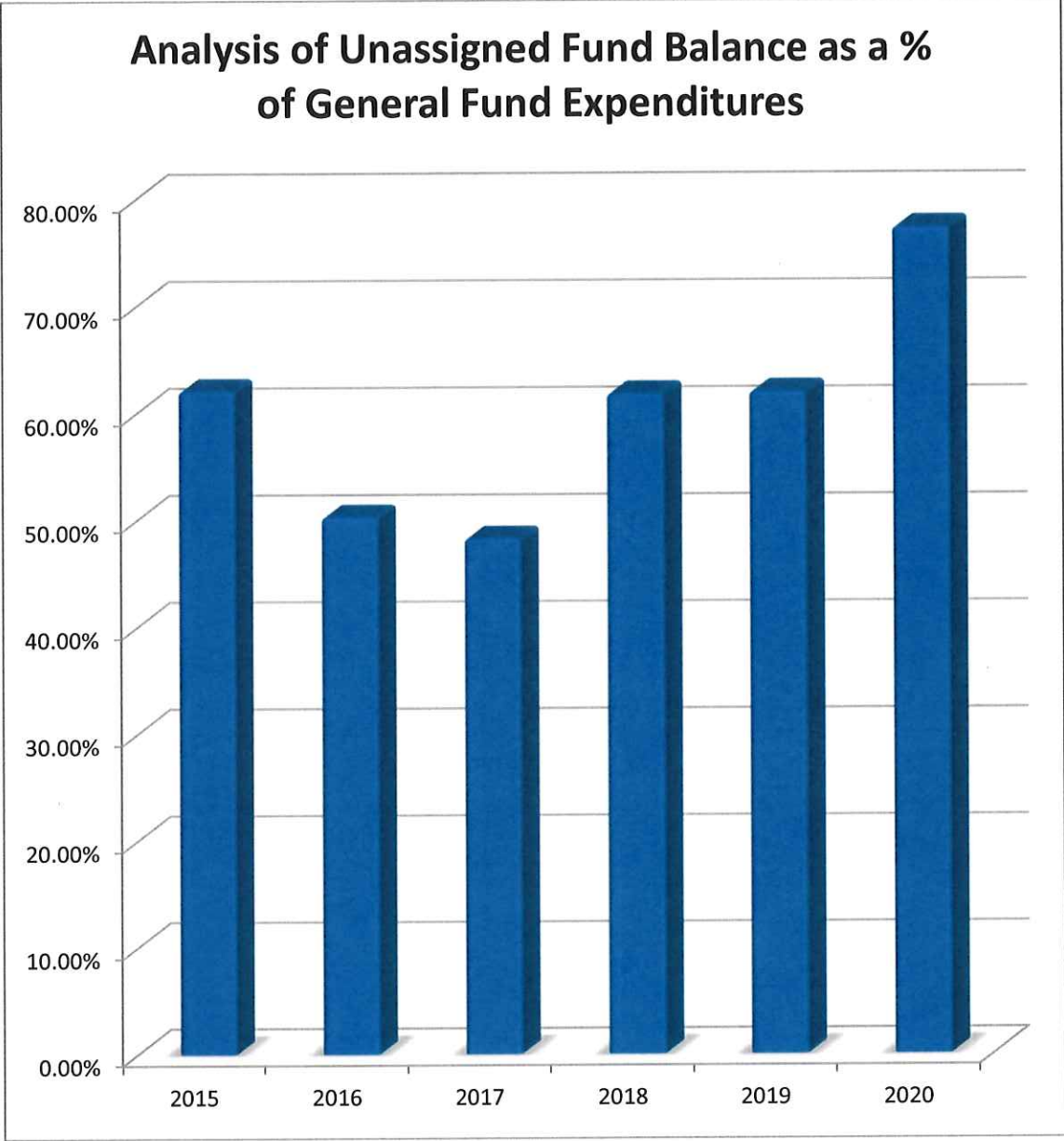
Town of Youngsville

Analysis of Fund Balance - Governmental Funds



	Total Fund Balance	Restricted Fund Balance
2015	\$ 1,167,139.00	\$ 252,062.00
2016	\$ 1,299,294.00	\$ 154,689.00
2017	\$ 1,180,243.00	\$ 191,557.00
2018	\$ 1,340,276.00	\$ 271,418.00
2019	\$ 1,867,156.00	\$ 311,476.00
2020	\$ 2,600,931.00	\$ 335,328.00

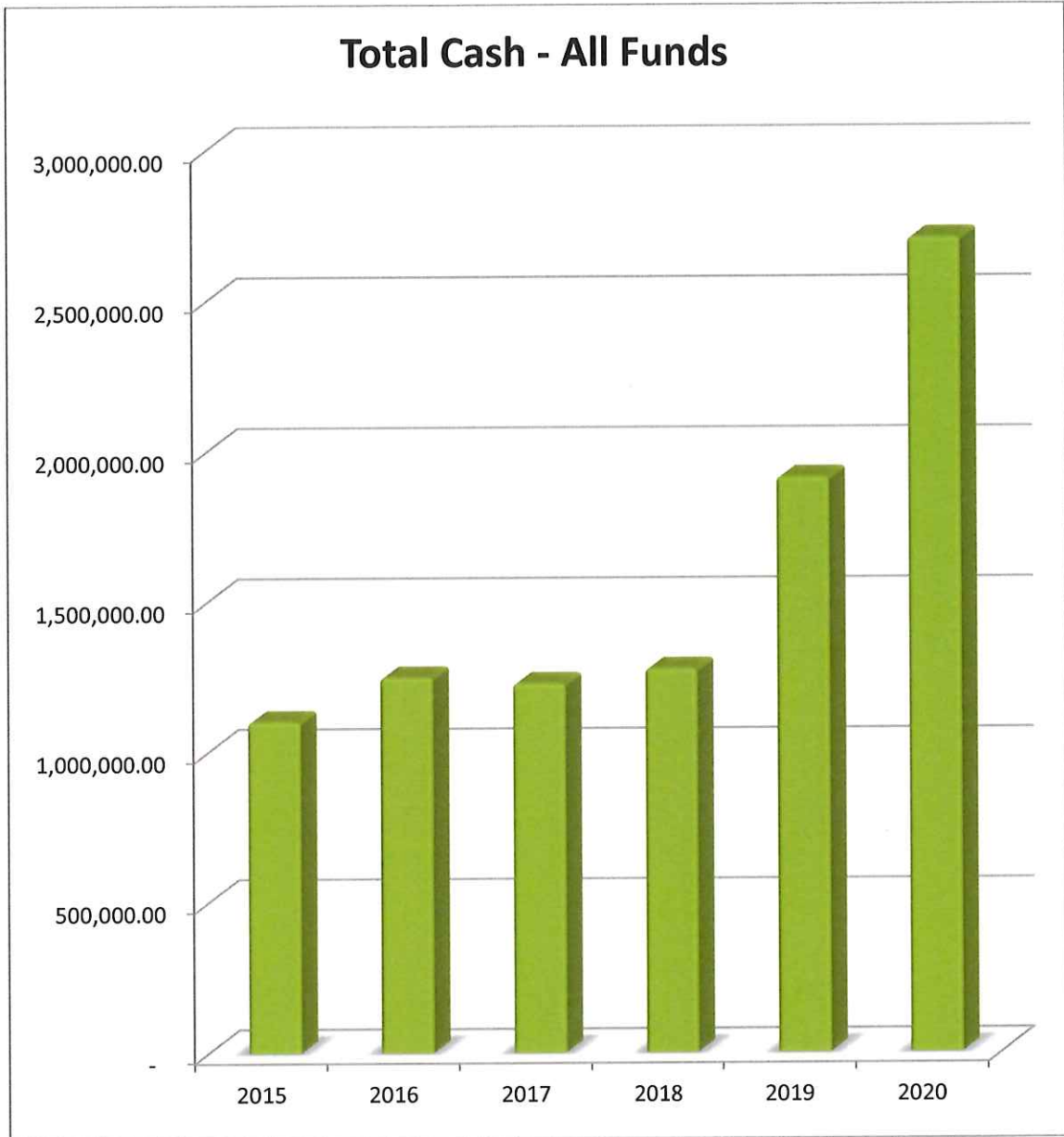
Town of Youngsville



2015	62.14%
2016	50.34%
2017	48.30%
2018	61.81%
2019	61.98%
2020	77.30%

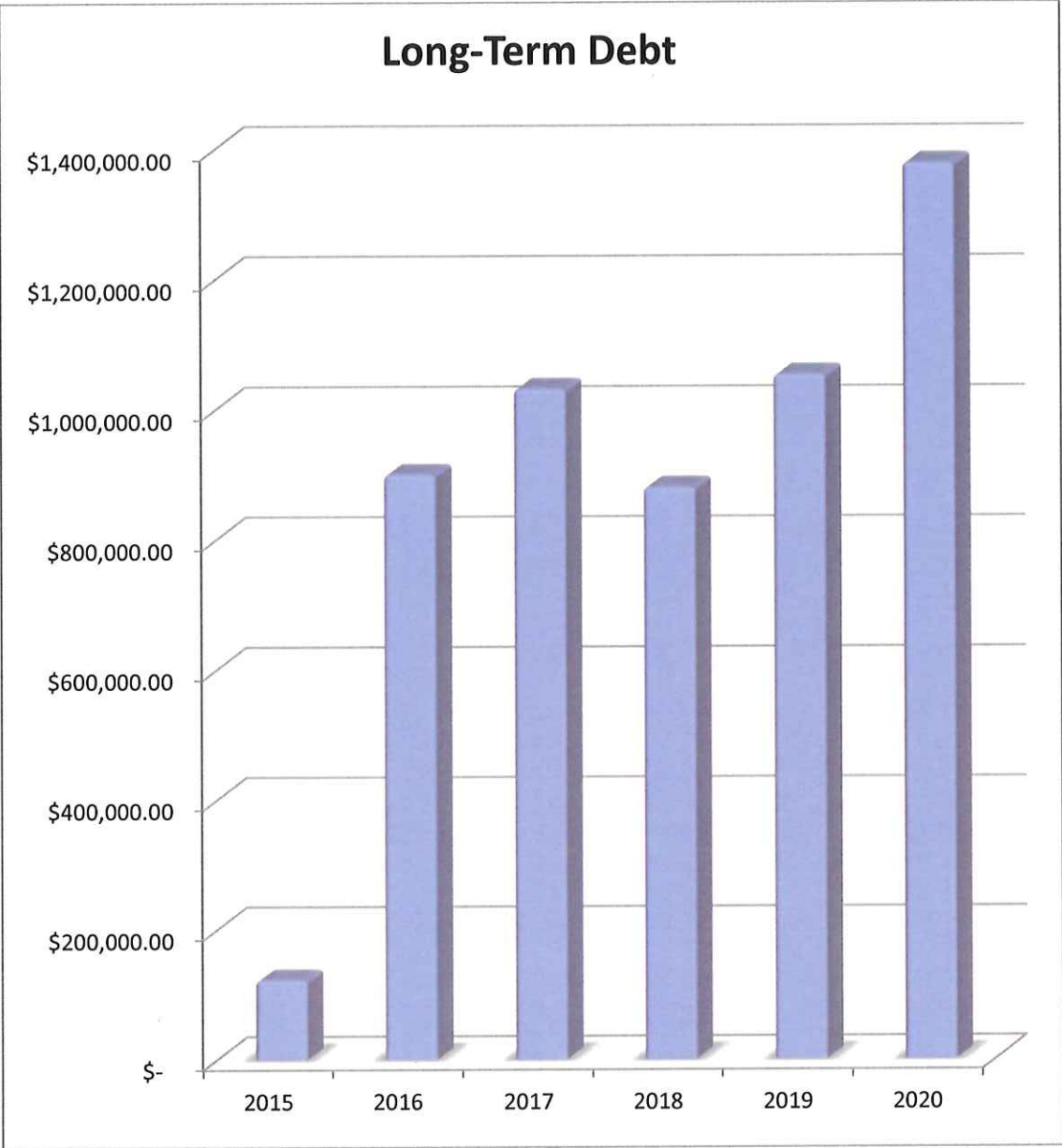
*8.33% equals one month of General Fund expenditures in the unassigned category of fund balance.

Town of Youngsville



2015	\$	1,102,846.00
2016	\$	1,249,352.00
2017	\$	1,227,947.00
2018	\$	1,276,214.00
2019	\$	1,911,089.00
2020	\$	2,706,020.00

Town of Youngsville



2015	\$	123,177.00
2016	\$	900,454.00
2017	\$	1,031,795.00
2018	\$	880,468.00
2019	\$	1,053,211.00
2020	\$	1,377,409.00 *

* During 2020, the Town added \$504,425 in capital leases obligations.



Town of Youngsville

Board of Commissioners

P. O. Box 190 / 134 US 1A South

Youngsville, NC 27596

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www.townofyoungsville.org

MINUTES BOARD OF COMMISSIONERS

SEPTEMBER 10, 2020
7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:13pm. After a moment of silence for the 9/11 attacks and in appreciation for first responders, Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Terry Hedlund, Scott Brame and Joseph Johnson (teleconference). Commissioner Larry Wiggins was not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Planning and Zoning Administrators Erin Klinger (teleconference), Police Chief J.W. Whitley, Finance Officer Kari Patton-Motluck, Attorney Michael Cohen (teleconference), Parks and Recreation Director Andrew Smith, and Public Works Supervisor Randy Smith. ABC Board Member Rick Houser was also in attendance.

MOTION: TO APPROVE THE AMENDED AGENDA

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

The next item on the agenda were two Public Hearings.

The first Public Hearing was to consider text amendments to the Youngsville Development Ordinance (YDO) to comply with the new NCGS Chapter 160D legislation. Mayor Flowers opened the Public Hearing at 7:15pm. Klinger summarized changes, which included standardizing Special Use Permits, designations, and Board appointments. She stated Public Hearings are now referred to as Legislative Hearings. Cordeiro polled all teleconference participants and there were no comments from the public. Hurd stated no one had registered to speak. Mayor Flowers closed the Public Hearing at 7:18pm.

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

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

The next item on the agenda was citizens' comments. Due to the social distancing restriction for the COVID-19 Virus, citizens attended via web/teleconference.

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

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

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

During the month of July, there were:

- 70 checks written and electronic payments made totaling \$234,650.21
- 861 day sheets recorded totaling \$535,894.37
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$176,020.71
 - Town Hall Loan – total balance \$259,209.72
- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been submitted to the LGC for consideration and is expected to be on their October agenda.
 - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank.
- Capital Improvements Plan
 - Public Works Facility and Town Hall Renovations – Site work and design work continues. Construction bids are expected to start soon.
 - Community House kitchen remodel – PO Issued to DS Handyman and Remodeling for \$12,300 – the cost of the stove and refrigerator is TBD.

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

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

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

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was the consideration of text amendments to the Youngsville Development Ordinance (YDO) to comply with new NCGS Chapter 160D legislation. Mayor Flowers stated that no action would be taken until the October Board Meeting.

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

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

MOTION: APPOINT RICK HOUSER AS NEW ABC BOARD CHAIRMAN

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

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

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

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

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

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

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

MOTION: DIRECT TOWN ADMINISTRATOR TO EXECUTE CONTRACT WITH DATANET AV

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

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

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

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

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

The next item on the agenda was Reports and Other Business. Mayor Flowers stated Team Flower Power had won the Kickball Championship, noting that competition was tough. He was excited about how the season turned out and was proud of their team.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

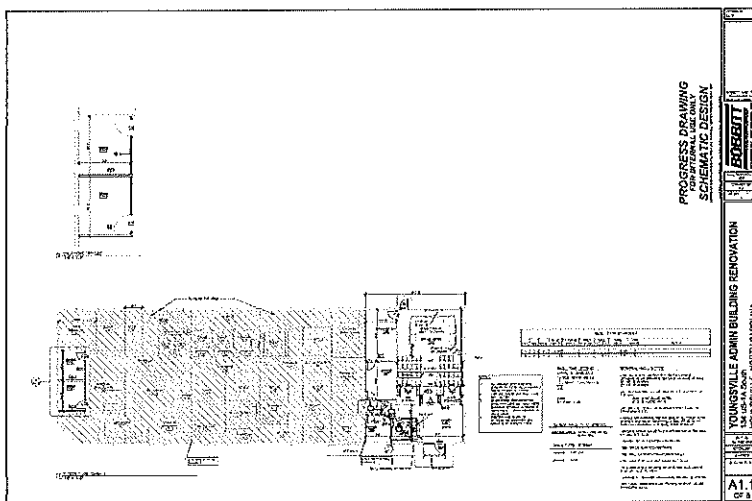
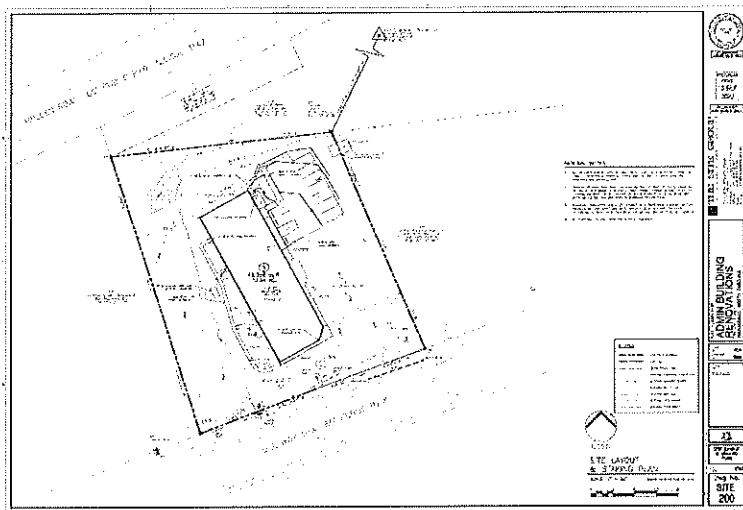
Cordeiro stated the Town was proceeding with purchasing a rear loader garbage truck for the Town to bring solid waste services inhouse soon. The truck cost \$70,000 from a reputable vendor. He stated they were looking to purchase a second unit once a suitable one has been found. Cordeiro stated he was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

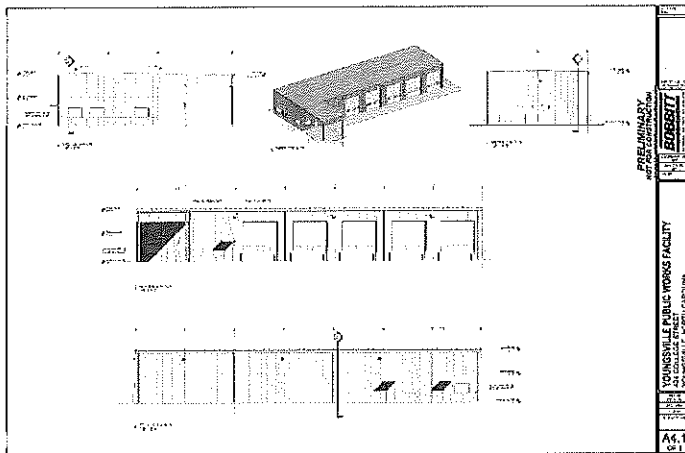
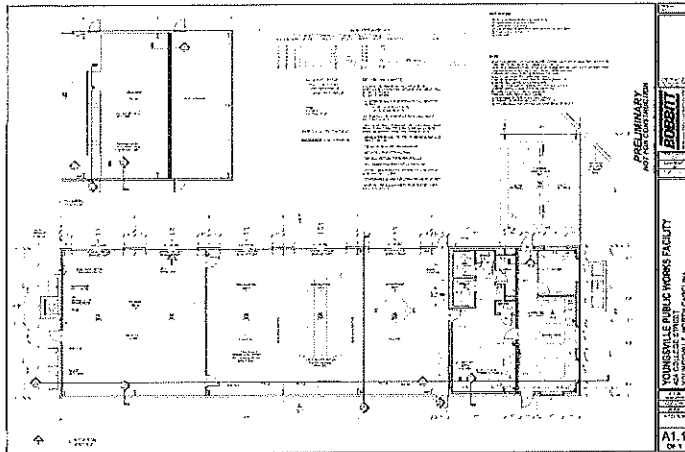
Cordeiro stated the ABC Board had received an offer to purchase their property for \$395,000. The ABC Board will hold a Special Called Hearing on Monday, September 14th to authorize the upset bid process. He stated the ABC Board felt they could lease the current space from the purchaser for a limited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

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

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

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





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

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

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

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

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

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

Klinger read the monthly Planning Report.

During the month of August, there were:

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

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

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

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

Chief Whitley read the monthly Police Report.

Calls for Service

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

Motor Vehicle Collisions

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

Patrol operations

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

Officers took the following actions in response:

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

During this reporting period officers recorded the following activities:

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

Neighborhood Checks	287
Foot Patrols	69
Training Hours	36

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

The data collected included:

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

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

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

Community policing

Upcoming Events:

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

Administrative, Training and OTHER Activities

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

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

Upcoming Training Next Month:

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

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

Mayor Flowers read the Youngsville Fire Department Report.

September 2020 Report

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

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

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

Updates:

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

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

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

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

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

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

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

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

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

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

Bill Release Report

Account Number: 1227
Customer Name: WAYPORT INC
Transaction Description: Release per FC Value Correction. Bill would be less than \$5.00 mark
Transaction Date: 8/18/2020
Operator: 2
User: ehurd
New Bill Balance: \$0.00

Bill Date	Customer Name	Due Date	Revenue	Bill Balance	Release Amount
	WAYPORT INC		Merchant Capital	\$61.31	\$61.31
			Grand Totals:	\$61.31	\$61.31

Signature: _____





Town of Youngsville Memorandum

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Officer
Date: August 24, 2020
Re: Public Hearing to consider text amendments to the Youngsville Development Ordinance to comply with new North Carolina General Statute Chapter 160D legislation.
Encl: Amended sections of the Youngsville Development Ordinance, as described below.

Item: Consider text amendments to the Youngsville Development Ordinance, Sections 1.6 – Jurisdiction; 1.7 – Authority; 2.9-3 – Exceptions to height limitation; 2.13-1 – Accessory uses and structures; 2.18-2 – Minimum setbacks along thoroughfares; 2.18-4 – Exceptions; 2.18-5 – Right to Appeal; Article 3 -Definitions; Sections 4.2 – Oath of Office; 4.2-1 – Planning Board Authority; 4.2-2 – Planning Board Membership; 4.3-1 – Board of Adjustment Authority; 4.3-2 – Board of Adjustment Membership; 4.3-5 – Board of Adjustment Conflicts; 5.1 – General; 5.2 – Initiation of Amendments; 5.3-2 – Review by the Youngsville Planning Board; 5.3-3 – Review by the Youngsville Town Board of Commissioners; 5.4-3 – General Requirements; 5.4-4 – Application Procedure; 6.1-2 – Provisions that may not be varied by the Board of Adjustment; 6.1-3 – Application; 6.1-4 – Action by the Board of Adjustment; 6.1-7 – Effective date of decision; 6.2-3 – Parties who may file an appeal; 6.2-7 – Action by the Board of Adjustment; 7.1-1 – Approval required; 7.3-2 – Building permit expiration; New subsection 7.3-3; Sections 7.5-2 – Plan submittal; 7.8 – Special use approvals; 7.13-1 – Purpose; 7.13-6 – Additional restrictions and requirements; 7.13-8 – Permit validity; 7.13-10 – Status at expiration of term; 7.14-2 – Notice of procedure; 7.14-3 – Special notice requirements for telecommunication towers/structures; 7.15-1 – Authorization and applicability; 7.15-2 – Content of development agreement; 7.15-3 – Procedures for entering into development agreements; 7.15-4 – Administration of development agreements and termination for material breach; 8.4 – District development standards and permitted uses listed for each district; 8.5 – Overlay Districts; Article 10 – Uses with additional standards and conditional uses; Sections 11.5-3 – Performance guarantee in lieu of installation of plant materials; 11.8-2 – Penalties; 16.1-2 – Exempt land divisions; 16.1-5 – Approval required; 16.1-9 – Designation of approval agency; 16.1-7 – Violations; 16.1-9 – Required improvements; 17.6 – Exempt signs; 18.1 – Statutory authorization, findings of fact, purpose, and objectives; 19.2 – Purpose and authority; 22.3-1 – Lawfully established nonconforming lots; 22.3-2 – Structures, including signs; 22.4-1 – Discontinuation of nonconforming uses; 23.2 – Establishment and authority; 23.6-5 – Stop work orders; and 23.6-6 – Revocation of permits.

Comments: During its August 4, 2020 regular meeting the Planning Board voted unanimously to recommend approval of the proposed text amendments, stating that they are required due to changes to the applicable North Carolina General Statute(s).

Staff comments:

The provisions of North Carolina General Statutes Chapter 160D went into effect on June 19, 2020. Local governments are not required to enact their ordinance amendments until July 1, 2021 but are permitted to do so at any time following the legislation's effective date.

In the amended sections of the Youngsville Development Ordinance included with this memorandum, strikethrough formatting indicates a deleted term and underline formatting indicates text that has been added. Many of the amendments are concerned with new references to NCGS Chapter sections, while others simply substitute one word with another. However, the Planning Board should be aware of the following provisions:

- NCGS 160D-102(30) assigns a single standard name, "special use permit", to regulations that were previously interchangeable: special and conditional use permits and special exceptions. This change in terminology is reflected throughout the Ordinance by amending the term "conditional use permit" to read "special use permit" and "conditional use" to "special use" wherever they appear (starting on page 2 of the attached amendments).
- As required or suggested by NCGS 160D-102, several new definitions have been added to Article 3, while others have been significantly amended (pages 3 through 7).
- Per 160D-309, an oath of office is now required for all persons appointed to either the Planning Board or Board of Adjustment (page 8).
- 160D-104 states that all development approvals made pursuant to Articles 5 and 7 of the YDO attach to and run with the land (pages 10 and 17).
- Session Law 2019-111, which has been incorporated into the 160D legislation, provides that down-zonings are not permitted without the written consent of all property owners, unless they are initiated by the Town (page 10).
- Chapter 160D allows municipalities to replace references to public hearings with those to legislative hearings when referring to a hearing that solicits comments on a legislative decision, such as a zoning map amendment (starting on page 10).
- New conflict of interest provisions have been added for Planning Board members (page 11).
- Clarification has been added as to what constitutes an abutting property when referring to public notice requirements (page 12).
- New conflict of interest provisions have been added for the Board of Commissioners (page 13).
- Part 1 of Session Law 2019-111 states that municipalities may not enforce any requirements or conditions not authorized by applicable law. This requirement has been incorporated into Articles 5 and 7 (pages 13 and 20).
- Chapter 160D also allows municipalities to replace references to public hearings with those to evidentiary hearings when referring to a hearing that solicits comments on a quasi-judicial decision, such as a variance (starting on page 15).
- 160D-1402 clarifies who has standing to appeal decisions and participate in an evidentiary hearing (page 16).
- Clarifying language has been added to Article 7 to specify when a Certificate of Compliance is issued (page 17).

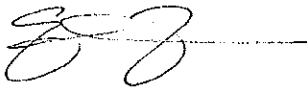
Chapter 160D Text Amendments

- 160D-403(a) clarifies who may file an application for a zoning permit (page 17).
- 160D-1001 authorizes municipalities to enter into development agreements and also provide specifications as to the content of those agreements (page 24).
- The abbreviation in the use table (Table 8.1) for conditional uses will change to align with the new terminology (page 25).
- A new conflict of interest provision for administrative staff has been added to Article 23 (page 36).

Planning staff supports the proposed amendments as they are required by general statute.

The Board of Commissioners may base its decision to approve or deny the text amendments based on a number of factors, including the Planning Board's recommendation and statement of plan consistency, public input, and determination of the consistency of the proposed amendments to any adopted comprehensive plans or other plans and policies.

Sincerely,

A handwritten signature in cursive script, appearing to be "J. J.", followed by a horizontal line.

Kirk David application for ABC Board:

Being retired and having worked at my previous job for 15+ years, I don't have a current resume to share. However, I would like to share the following with the board.

My wife Kim and I reside on W. Franklin St. I'm the guy building the garage / workshop behind the Speedway. We moved to the area to be near Kim's oldest who recently married and is planning a family.

I spent my career in the Rochester, NY area. Out of high school I took a job at a local nightclub as pizza maker. I started working behind the bar and eventually worked as the day manager. I was responsible for tending bar along with ordering stock to anticipate sales for the coming week. After my tenure at the bar I started working with a Burger King franchise. I went directly into a management program. During my time there I went from assistant manager, to unit manager, to management trainer, to district manager. From there I worked for a local photo / stereo retailer. I spent my time there as a receiving manager, retail salesman, processing film and installing stereo systems. From there I went to Walmart Corporation. I spent 13 years in various departments in various levels of management. I retired from there in 2015.

When Graham approached me as to whether I might be interested in volunteering for my local community it gave me pause to consider what I might bring to the table. First and foremost, I was a retail manager. I have an in-depth understanding of customer service and how it effects your bottom line. I understand the books of the business. I have knowledge of how inventory is monitored, maintained, and abused. I understand loss prevention, both internal and external. Basically, I lived and breathed retail from age 19 to 55. I have no desire to be a salaried employee again, but if I could help for the good of the community, count me in.

Phil Cordeiro

From: Ben R <brupert@gmail.com>
Sent: Monday, June 29, 2020 8:31 AM
To: Phil Cordeiro
Subject: Re: ABC Board Position
Attachments: Benjamin.Rupert.Resume.pdf

Phil,

First off I would like to thank you for taking time to outline the process to me. I am excited about the prospect to work with the Youngsville ABC Board.

When a friend and neighbor, Rick Houser, approached me with the potential opportunity to serve the town and people of Youngsville as a member of the Youngsville ABC Board, I was thrilled. After serving on the Youngsville Area Kids Soccer League for the last few years, I recognize the greatest way to bring sustainable growth and improve efficiency into any organization is to serve as a volunteer or a board member. Knowing and learning about sales, human resources, cash flow and logistical issues will give me a better understanding of current hurdles that need to be addressed. As a member of the Town of Youngsville ABC Board, I will provide support in the development of new sales strategies and the implementation of the newly adopted strategies. I will work with the in store sales team, board members and customers to ensure the Youngsville ABC store delivers a quality experience and exceeds the expectations of the customer.

When conversing with Rick, he has mentioned the Youngsville ABC is looking into opening a new store and developing the tract of land the current store occupies. My professional background is in civil engineering and construction. I will work directly with the developers, engineers and construction companies in developing a new ABC store and shopping center. I will provide useful industry knowledge and know how to ensure the town of Youngsville receives the best development possibility. I have experiences as a design lead and engineering manager for many mixed used, commercial and residential developments throughout the Raleigh/Durham area. In the role as a team leader, I was able to work with many large-scale developers and build strong relationships through communication, understanding and delivering on promises. In my current role, I put together budgets and manage a team of technical staff for commercial, institutional, health care and governmental capital projects. I am well versed in construction management, construction procedures and local regulations.

My diverse background and community involvement allow me to be relatable to many opinions. I am able to approach situations with compassion and an open mind. I believe I will be a great asset to the Town of Youngsville ABC Board as the town moves through the next phase of growth.

Attached you will find my resume. If you have any questions or concerns, feel free to reach out to me. I look forward to hearing from you in the near future.

Thank you

Ben Rupert

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
TOWN OF YOUNGSVILLE, CORPORATION
AND DOMINION ENERGY NORTH CAROLINA**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter the "Memorandum") made and entered into this 8th day of October, 2020, by and between the Town of Youngsville ("Town"), a North Carolina municipal corporation, and Public Service Company of North Carolina, Incorporated dba Dominion Energy North Carolina, a South Carolina corporation ("Company") recognizes the mutual advantage of the creation of a coordinated effort to support the City's/Town's/County's and the Company's energy goals and to state their intention to cooperate in accordance with the below stated objectives.

I. OVERVIEW

The Town is responsible for protecting the public health and safety of its residents, which includes facilitating access to clean air, dependable and affordable energy, clean water and a livable environment.

The Company is a public natural gas utility regulated by the North Carolina Utilities Commission ("NCUC") with a responsibility for providing safe, affordable and reliable natural gas service to its customers by means and at rates that are fair, just and reasonable as determined by the NCUC and in accordance with its North Carolina Tariff and applicable rules and regulations.

The Town and the Company desire to work cooperatively to support the City's/Town's/County's and the Company's energy goals as identified herein with the use of programs and innovative technologies associated with natural gas development, transportation and energy efficiency.

II. GOALS

Collaborating with the Company is key to achieving goals by harnessing emerging and innovative energy opportunities while also enhancing uptake of traditional energy programming such as energy efficiency.

The Town acknowledges that the Company is interested in collaborating with the Town to achieve its energy efficiency, renewable energy and affordable, safe and reliable energy goals. The Company seeks to become the most sustainable natural gas company in the country by achieving net zero emissions by 2050 and to reduce its methane emissions 65% by 2030 from the 2010 levels.

III. AREAS OF COLLABORATION

Collaborative opportunities between the Town and the Company include, but may not be limited to, the following:

Energy Efficiency

The Town and the Company will strive to develop a variety of energy efficiency options for all natural gas customers in the Town, including residential, commercial, industrial, governmental and non-profit customers to achieve their goals. The Town and the Company will work together to assist building owners with energy efficiency initiatives through energy use reports, benchmarking and evaluation of energy efficiency programs.

The Company currently offers various conservation programs that promote the more efficient use of natural gas and result in energy savings for its customers.

The Company will consider new opportunities, suggested by the Town, to promote the efficient use of natural gas of new facilities constructed in the Town.

The Company will also provide both municipal and community-wide natural gas usage data, reported in the aggregate, to the Town on an annual basis. Specialized natural gas use data requests will be considered by the Company and evaluated in terms of cost-effectiveness and compliance with energy efficiency program conditions established by the NCUC.

Innovative Energy Technologies

The Town and the Company will evaluate new technologies designed for more efficient utilization of natural gas where reduced greenhouse gas emissions and/or reduced air pollution emissions are realized.

The Town and the Company will evaluate opportunities to collaborate on pilot applications to support enabling technologies that can help meet their goals. These pilot applications may provide a basis to evaluate broader adoption based on realized performance and benefits. The Town and the Company will evaluate compressed natural gas ("CNG") as an alternative fuel for use in the City's/Town's/County's large vehicle fleet and other transportation applications where significant improvements in air pollution emissions and/or greenhouse gas emissions can be achieved and projects are deemed financially feasible.

Renewable Natural Gas (RNG)

The Town and the Company will evaluate options to advance the use of Renewable Natural Gas ("RNG"). RNG is recognized as a positive development for helping reduce greenhouse gas ("GHG") emissions by repurposing biogas to biomethane. Biomethane or RNG can be blended with natural gas and used to heat homes, provide energy for businesses, or used as an alternative transportation fuel.

RNG results in a net reduction in greenhouse gases when considering emissions savings from methane capture relative to its combustion. The Town and the Company will encourage the use of RNG for use by natural gas customers. The Town and the Company will evaluate (where applicable) the use of RNG for municipal transportation purposes, otherwise known as Renewable Natural Gas Vehicles ("RNGV").

The Town and the Company will evaluate developing sources of RNG production at Town-owned facilities.

IV. COMMITMENT OF COOPERATION

The Town and the Company intend to work together in good faith to develop and implement projects and programs to help the Town and the Company achieve their goals.

The Town and the Company agree that this Memorandum of Understanding provides a non-binding framework for developing more formal cooperative plans and programs for natural gas customers.

This non-binding Memorandum of Understanding is effective upon signing by both the Town and Company and shall inform cooperation for a five-year period, or until updated by both parties.

IN WITNESS WHEREOF, the Parties to this non-binding Memorandum of Understanding have affixed their signatures:

Mayor Fonzie Flowers
Town of Youngsville

Date: _____

Shaun Randall
Vice President

Date: _____

Public Service Company of North Carolina, Incorporated dba Dominion Energy North Carolina



Town of Youngsville

Memorandum

To: Youngsville Board of Commissioners
From: Bob Clark, Planning and Zoning Officer
CC: Erin Klinger, Planning and Zoning Administrator
Date: October 6, 2020
Re: Resolution to Accept Dedication of Laurel Oaks Streets
Encl: 1. Resolution; 2. Final Plats Phase 1 and 2 - Laurel Oaks Subdivision

Item: Resolution to Accept Dedication of Laurel Oaks Streets

Comments:

Holden Development, LLC, the developer of Laurel Oaks Subdivision, requests the town accept the streets within the subdivision for town maintenance all of which have been publicly dedicated, constructed, and improved to meet town standards. During the spring and summer months of this year the streets and sidewalks in Laurel Oaks Subdivision have undergone final repairs as identified in a detailed inspection by the town's consulting engineer and planning staff.

The planning staff recommends the Board of Commissioners approve the accompanying resolution to formally accept the dedication of the Laurel Oaks Drive, White Ash Lane, Forest Glen Drive, Pedal Grove Court, and Great Arbor Court into the town's street system as shown for public use by way of the attached subdivision plats entitled Laurel Oaks Phase 1, recorded in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry.

Action Requested: Consider adopting a Resolution Accepting the Offer of Dedication of Streets in Phase 1 and Phase 2 of Laurel Oaks Subdivision.

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE
TOWN OF YOUNGSVILLE, NORTH CAROLINA
ACCEPTING THE OFFER OF DEDICATION OF STREETS

WHEREAS, the Board of Commissioners has the authority pursuant to NCGS 160A-296 to accept streets offered for dedication to public use and may provide maintenance pursuant to NCGS 136-41.1 through 136-41.4 (the Powell Bill) within its corporate boundaries into the Town of Youngsville municipal street system; and

WHEREAS, the Town of Youngsville desires to ensure that its citizens have access to the public road system for purposes of conveyance, safety, convenience, and economic development; and

WHEREAS, owners, dedicated Laurel Oaks Drive, White Ash Lane, Forest Glen Drive, Petal Grove Court, and Great Arbor Court to public use by way of subdivision plats entitled Laurel Oaks Phase 1, recorded in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry, which subdivision plats are incorporated by reference;

WHEREAS, the Town of Youngsville has determined that said streets have been constructed and improved to meet the Town of Youngsville Subdivision Ordinance standards; and

WHEREAS, it is in the best interests of the Town of Youngsville to accept the offer of streets dedication identified in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Youngsville that the Town of Youngsville:

Section 1. Accepts the offer of dedication of the streets identified in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry; and

Section 2. Accepts maintenance responsibility within the public-right-of-way of said streets, the pavement, shoulders, drainage features, traffic signs, and sidewalks as may be provided as part of the town's street system.

Adopted by the Board of Commissioners and effective this 8th day of October 2020.

Fonzie Flowers, Mayor

ATTEST:

This is to certify that this is a true and accurate copy of Resolution No. _____
adopted by the Town of Youngsville Board of Commissioners on the 8th day of October 2020.

Emily Hurd, Town Clerk

Date

I, MICHAEL A. MOSS, CERTIFY THAT THIS PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. THE SURVEY IS SHOWN HEREON THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED; THAT THE RATIO OF PRECISION IS GREATER THAN 1:10,000; THAT THIS PLAN IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA AND THAT THIS PLAN IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY MAP AND ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.

THIS 22 DAY OF JULY, 2016.

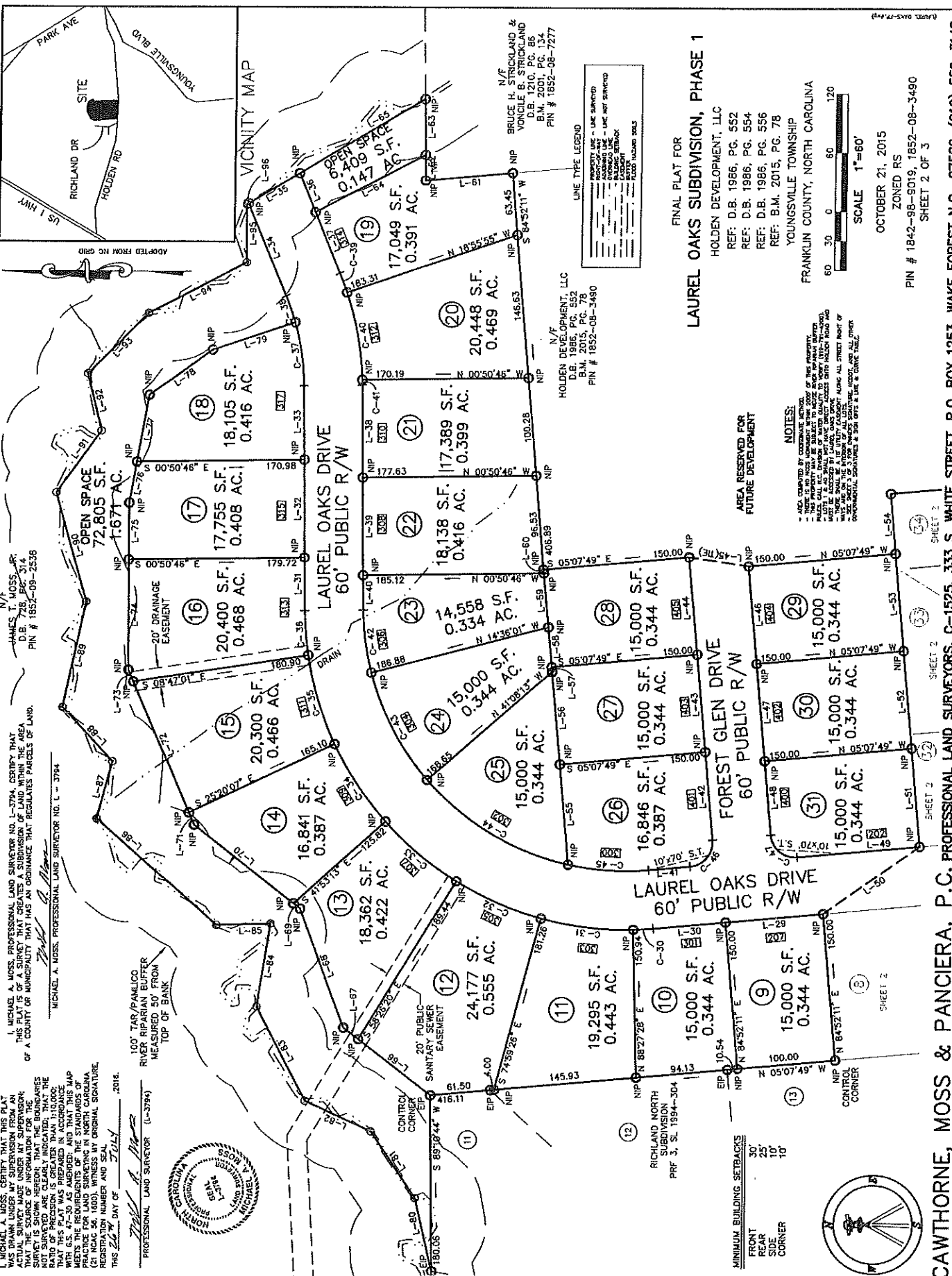
100' TARP/PALMICO RIVER RIPARIAN BUFFER MEASURED 50' FROM TOP OF BANK



I, MICHAEL A. MOSS, PROFESSIONAL LAND SURVEYOR NO. L-3794, CERTIFY THAT THIS PLAN IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

JAMES T. MOSS, N.P. D.B. 728, P.C. 514 PIN # 1852-09-2538

MICHAEL A. MOSS, PROFESSIONAL LAND SURVEYOR NO. L-3794



LAUREL OAKS SUBDIVISION, PHASE 1

FINAL PLAT FOR
HOLDEN DEVELOPMENT, LLC

REF: D.B. 1986, PG. 552
REF: D.B. 1986, PG. 554
REF: D.B. 1986, PG. 556
REF: B.M. 2001, PG. 134
REF: B.M. 2015, PG. 78

YOUNGSVILLE TOWNSHIP
FRANKLIN COUNTY, NORTH CAROLINA

SCALE 1"=60'
60 30 0 60 120

OCTOBER 21, 2015
ZONED RS

PIN # 1842-98-9019, 1852-08-3490
SHEET 2 OF 3

LINE TYPE LEGEND

(Symbol)	PROPERTY LINE - LINE SURVEYED
(Symbol)	PROPERTY LINE - LINE NOT SURVEYED
(Symbol)	EXISTING EASEMENT
(Symbol)	EXISTING SETBACK
(Symbol)	EXISTING MAJOR ROADS

AREA RESERVED FOR FUTURE DEVELOPMENT

NOTES:
- AREA COMPUTED BY COORDINATE METHOD.
- THIS PLAN IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY MAP AND ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.
- THIS PLAN IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY MAP AND ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.
- THIS PLAN IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY MAP AND ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.

CAWTHORNE, MOSS & PANCIERA, P.C. PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE
TOWN OF YOUNGVILLE, NORTH CAROLINA
ACCEPTING THE OFFER OF DEDICATION OF STREETS

WHEREAS, the Board of Commissioners has the authority pursuant to NCGS 160A-296 to accept streets offered for dedication to public use and may provide maintenance pursuant to NCGS 136-41.1 through 136-41.4 (the Powell Bill) within its corporate boundaries into the Town of Youngville municipal street system; and

WHEREAS, the Town of Youngville desires to ensure that its citizens have access to the public road system for purposes of conveyance, safety, convenience, and economic development; and

WHEREAS, owners, dedicated Laurel Oaks Drive, White Ash Lane, Forest Glen Drive, Petal Grove Court, and Great Arbor Court to public use by way of subdivision plats entitled Laurel Oaks Phase 1, recorded in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry, which subdivision plats are incorporated by reference;

WHEREAS, the Town of Youngville has determined that said streets have been constructed and improved to meet the Town of Youngville Subdivision Ordinance standards; and

WHEREAS, it is in the best interests of the Town of Youngville to accept the offer of streets dedication identified in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Youngville that the Town of Youngville:

Section 1. Accepts the offer of dedication of the streets identified in Book 2016, Page 170 and Laurel Oaks Phase 2 recorded in Book 2018, Page 121, Franklin County Registry; and

Section 2. Accepts maintenance responsibility within the public-right-of-way of said streets, the pavement, shoulders, drainage features, traffic signs, and sidewalks as may be provided as part of the town's street system.

Adopted by the Board of Commissioners and effective this 8th day of October 2020.

Fonzie Flowers, Mayor

ATTEST:

This is to certify that this is a true and accurate copy of Resolution No. _____
adopted by the Town of Youngville Board of Commissioners on the 8th day of October 2020.

Emily Hurd, Town Clerk

Date



Town of Youngsville

Memorandum

To: Youngsville Board of Commissioners
From: Bob Clark, Planning and Zoning Officer
CC: Erin Klinger, Planning and Zoning Administrator
Date: October 5, 2020
Re: Resolution of Intent to Close portions of Hillsboro Street and Trogden Avenue
Encl: 1. Draft Resolution; 2. Petitions – James T. Moss Heirs & C4-YS., LLC
3. Right-of-way Survey Map

Item: A Resolution of Intent to permanently close the northern portion of the 500 Block of Hillsboro Street and a portion of Trogden Avenue and set a public hearing for December 10, 2020

Comments: The 500 Block of Hillsboro Street north of its intersection at Park Avenue is paved for 377 feet ending at the entrance to Youngsville Storage at 536 Hillsboro and James T. Moss Heirs farmland. The 35 feet wide Hillsboro Street right-of-way continues unimproved along the frontage of Youngsville Storage approximately 400 feet where it intersects Trogden Avenue, an unimproved east/west running street right-of-way 40 feet in width on the north side of Youngsville Storage (illustrated below).

The owners of Youngsville Storage (C-4-YS, LLC) have submitted detailed site plans for redeveloping and expanding their business westward to front on Park Avenue (US1A/NC96) to include area within existing right-of-way of the largely unimproved portions of Hillsboro Street and Trogden Avenue. Following is a sketch version of the plans. To permit this development, the James T. Moss Heirs and C4-YS, LLC have petitioned the Board of Commissioners to permanently close the portions of right-of-way their properties front.

Following are the basic steps provided by NCGS 160A-299 for towns to use in closing its public streets and alleys.

- 1 - Petition or request for street closing
- 2 - Resolution of intent to close
- 3 - Publication of resolution of intent to close and notification to adjoining property owners
- 4 - Public hearing following four weeks of advertising and posting notice on at least two places on the street
- 5 – Following public hearing pass a resolution ordering street closed
- 6 - Record at register of deeds the resolution ordering street closed

Action Requested: Consider adopting a Resolution of Intent to close the northern portion of Hillsboro Street and a portion of Trogden Avenue setting December 10, 2010 for public hearing.

A RESOLUTION DECLARING THE INTENTION OF THE BOARD OF COMMISSIONERS OF
THE TOWN OF YOUNGVILLE, NORTH CAROLINA
TO CONSIDER PERMANENTLY CLOSING THE NORTHERN PORTION OF HILLSBORO
STREET AND A PORTION OF UNOPENED TROGDEN AVENUE

WHEREAS, North Carolina General Statute 160A-299 authorizes the Board of Commissioners to permanently close streets and public alleys; and

WHEREAS, property owners James T. Moss Heirs and C4-YS, LLC have petitioned closure of the 441.81 feet of the northern portion of 35 feet wide Hillsboro Street right-of-way and the 40 feet wide right-of-way of Trogden Avenue east of its intersection with Hillsboro Street a distance of 293.75 feet as shown on an unrecorded survey plat incorporated herein by reference, entitled: "Right-or-Way Abandonment Survey," dated 9/1/2020 (project number 20-084) by Survey Matters Land Surveying Services, 107 Hillcrest Avenue, Simpsonville, SC; and

WHEREAS, G.S. 160A-299 requires the Board of Commissioners to hold a public hearing prior to the closing of any street or public alley for the purpose of considering the matters required by said Statute; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Youngville, that:

Section 1. A Public Hearing will be held at 7:00 p.m., or as soon thereafter as possible, on Thursday, December 10, 2020, in the Community House located at 115 East Main Street, Youngville, North Carolina, to consider an order to permanently close said streets right-of-way.

Section 2. The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four (4) successive weeks prior to the public hearing in the Wake Weekly.

Section 3. The Town Clerk is further directed to transmit by certified mail, return receipt requested, to each owner of property abutting on said street right-of-way, a copy of this Resolution of Intent, and shall cause a notice of the public hearing to be prominently posted in at least two places along the street.

Adopted by the Board of Commissioners this 8th day of October 2020.

Fonzie Flowers, Mayor

ATTEST:

This is to certify that this is a true and accurate copy of Resolution No. _____
adopted by the Town of Youngville Board of Commissioners on the 8th day of October 2020.

Emily Hurd, Town Clerk

Date

**Petition to Permanently Close a Portion of
Hillsboro Street and Trogden Avenue**

TO THE TOWN BOARD OF THE TOWN OF YOUNGSVILLE:

The undersigned, C4-YS, LLC
hereby petition(s) the Town Board of the Town of Youngsville to permanently close the
portion of Hillsboro Street & Trogden Ave. between the southwestern corner of Parcel No. 1853-30-5589 at Hillsboro Street
and the northeastern corner of the same parcel and Trogden Avenue and respectfully show(s) unto the Town Board:

1. That C4-YS, LLC is the owner of property located at
536 Hillsboro Street which adjoins the portion of
Hillsboro Street and Trogden Avenue proposed to be closed.
2. The portion of Hillsboro Street and Trogden Avenue proposed to be closed is
more particularly described on Attachment A attached hereto:
3. The following are owner of all other property adjoining said portion of street
proposed to be closed:

OWNER

James T. Moss Heirs

C4-YS, LLC

ADDRESS


PO Box 960, Youngsville, NC 27596

121 W Trade St, Ste. 2550, Charlotte, NC 28202

4. That the closing of the aforementioned portion of Hillsboro Street and Trogden Avenue is
not contrary to the public interest and no person, firm, or corporation owning
property in the vicinity of the street or subdivision, if any, in which said street is
located will thereby be deprived of reasonable means of ingress and egress to their
property.

WHEREFORE, the undersigned hereby respectfully petitions that, upon proper findings, the Town Board of the Town of Youngsville close the above described portion of Hillsboro Street and Trogden Avenue after giving the proper notice and conducting the public hearing required by law, and further, that a proper order be entered and recorded in the office the Franklin County Register of Deeds.

This 4th day of September, 2020.


Petitioner

NORTH CAROLINA
FRANKLIN COUNTY

_____, being duly sworn, deposes and says that they are the petitioner in the above entitled matter; that (s)he has read the foregoing petition and knows the contents thereof; that the same is true of his/her own knowledge except as to those matters therein stated on information and belief and as to those matters, (s)he believes it to be true.

Town Clerk

SWORN TO AND SUBSCRIBED before me,
this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Hurt LLC

Owner's Name

PO Box 9038 Rocky Mount NC 27804

Owners Address

Michael J. Hurt

Signature

Owner's Name

Signature

Owners Address

This the 20 day of August 2020, 2018.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

CHurt Investments LLC

Owner's Name

Charlotte Hurt

Signature

214 W Mason St Franklinton NC 27525

Owners Address

Owner's Name

Signature

Owners Address

This the 18 day of September 2020, 2018.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

MKR Investments LLC

Owner's Name

Mason Hurt

Signature

489 Park Ave Youngsville NC 27596

Owners Address

Owner's Name

Signature

Owners Address

This the 20 day of August 2020, ~~2018~~.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Coggins Development LLC

Owner's Name

R Chris Coggins

Signature

PO Box 8036 Rocky Mount NC 27804

Owners Address

Owner's Name

Signature

Owners Address

This the 20 day of August 2020, 2018.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Coggins Investments LLC
Owner's Name

Robert H Coggins III

Signature

PO Box 8036 Rocky Mount NC 27804
Owners Address

Owner's Name

Signature

Owners Address

This the 20 day of August 2020, 2018.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Hurt Investments LLC

Owner's Name

Marcus J. Hunt

Signature

PO Box 9038 Rocky Mount NC 27804

Owners Address

Owner's Name

Signature

Owners Address

This the 20 day of 8/20/2020, ~~2018~~

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Batten Family LLC

Owner's Name

Frank Batten

Signature

4741 Lake Wilson Road Elm City NC 27822

Owners Address

Owner's Name

Signature

Owners Address

This the 15 day of September 2020, 2018.

PETITION REQUESTING ANNEXATION

To the Town Board of the Town of Youngsville;

1. We the undersigned owner(s) of real property respectfully request that the area, described in Paragraph 2 below, be annexed to the Town of Youngsville.

2. The area to be annexed is contiguous annexation to the Town of Youngsville and the boundaries of such territory are as follows:

Property consisting of: (See Attached)

3. We acknowledge that any zoning vested rights required pursuant to G.S. 160A-385.1 or G.S. 153a-44.a must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Hampton Downs of Youngsville LLC

Owner's Name

Robert H Coggins III

Signature

PO Box 9038 Rocky Mount NC 27804

Owners Address

Owner's Name

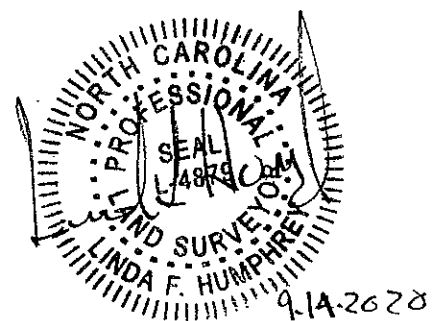
Signature

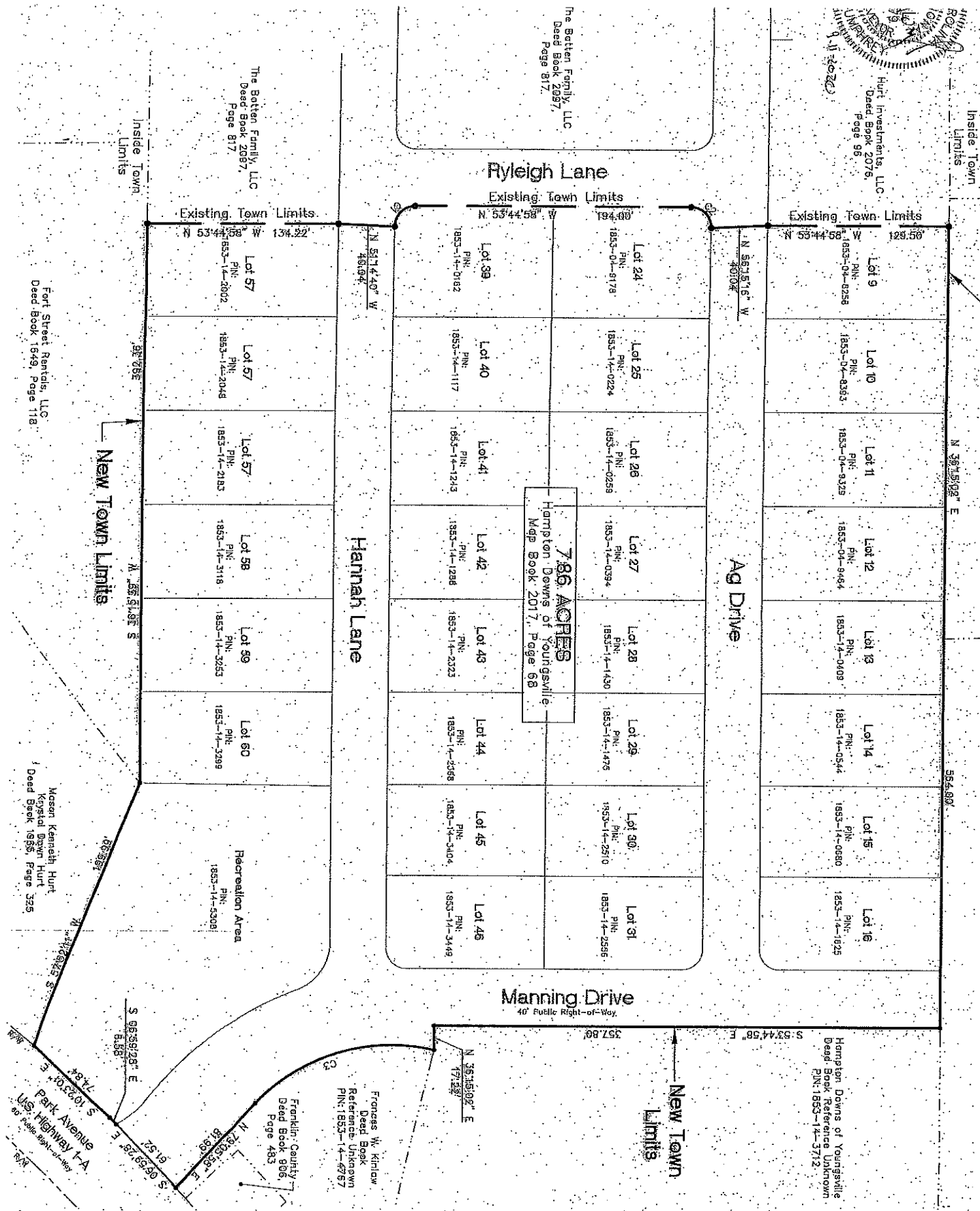
Owners Address

This the 15 day of September 2020, 2018.

Wolfpack Lane – 7.86 Acres
Youngsville Township

Beginning at a point, the **TRUE POINT OF BEGINNING**, on the northwestern right-of-way of Park Avenue (U.S. Highway 1-A) , a common corner with Mason Kenneth Hurt and Krystal Dawn Hurt, Deed Book 1965, Page 325; thence leaving the right-of-way of Park Avenue and continuing with the Hurt property S 57°52'11" W 199.99 feet to a point; thence S 36°15'39" W 392.36 feet to a point; thence N 53°44'58" W 134.22 feet to a point; thence N 51°14'40" W 40.04 feet to a point of curvature; thence along the curve with a chord bearing and distance of S 81°15'02" W 20.51 feet and a radius of 14.50' to a point; thence N 53°44'58" W 194.00 feet to a point of curvature; thence along the curve with a chord bearing and distance of N 08°44'58" W 20.51' and a radius of 14.50' to a point; thence N 56°15'16" W 40.04 feet to a point; thence N 53°44'58" W 129.50 feet to a point; thence N 36°15'02" E 564.00' to a point; thence S 53°44'58" E 357.80 feet to a point; thence N 36°15'02" E 17.22' to a point of curvature; thence along the curve with a chord bearing and distance of S 70°31'14" E 131.50 feet and a radius of 130.00 feet to a point; thence N 79°05'58" E 81.99 feet to a point along the northwestern right-of-way of Park Avenue (U.S. Highway 1-A); thence continuing with the right-of-way of Park Avenue S 06°59'28" E 61.52 feet to a point; thence S 06°59'28" E 6.58 feet to a point; thence S 10°23'01" E 74.84 feet to the point and place of beginning and containing 7.86 acres according to a map titled, "Annexation for Town of Youngsville", dated September 11, 2020; prepared by Mack Gay Associates, P.A..





Annexation for
TOWN OF YOUNGSVILLE
 Wolfpack Lane, Youngsville Township,
 Franklin County, North Carolina

MC
Mack
 Engineer
 1267 Thomas A. E.
 Phone: 252-446-4

List of Lots for Annexation of Phase 1B Hampton Downs

301/303 Ag Drive	Hurt LLC
305/307 Ag	Churt Investments
309/311 Ag	Churt Investments
313/315 Ag	Hurt LLC
317/319 Ag	Hurt Investments
321/323 Ag	Hurt Investments
325/327 Ag	MKR Investments
329/331 Ag	MKR Investments
300/302 Ag	Coggins Development LLC
304/306 Ag	Coggins Investments LLC
308/310 Ag	Coggins Investments LLC
312/314 Ag	Coggins Investments LLC
316/318 Ag	Coggins Investments LLC
320/322 Ag	Hurt Investments
324/326 Ag	Hurt Investments
328/330 Ag	Batten Family LLC
301/303 Hannah Lane	Batten Family LLC
305/307 Hannah	Batten Family LLC
309/311 Hannah	Batten Family LLC
313/315 Hannah	Batten Family LLC
317/319 Hannah	Batten Family LLC
321/323 Hannah	Batten Family LLC
325/327 Hannah	Batten Family LLC
329/331 Hannah	Batten Family LLC
300/302 Hannah	Batten Family LLC
304/306 Hannah	Batten Family LLC
308/310 Hannah	Batten Family LLC
312/314 Hannah	Batten Family LLC
316/318 Hannah	Batten Family LLC
320/322 Hannah	Batten Family LLC
Parcel #043132	Hampton Downs of Youngsville LLC



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation (2020-3) of an area described in said petition was received on October 8, 2020 by the Board of Commissioners; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Youngsville deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Youngsville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of her investigation.

Fonzie Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of Resolution No. _____ adopted by the Town of Youngsville Board of Commissioners on the 8th day of October 2020.

Emily Hurd, Town Clerk

Date



Town of Youngville

Post Office Box 190, Youngville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Youngville, North Carolina:

I, Emily Hurd, Town Clerk, do hereby certify that I have investigated the attached petition (2020-3) and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Youngville's primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Youngville, this 8th day of October 2020.

(SEAL)

Emily Hurd, Town Clerk



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31

WHEREAS, a petition requesting annexation (2020-3) of the area described herein has been received; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Youngsville, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at 7:00pm at the Youngsville Community House on November 5, 2020.

Section 2. The area proposed for annexation is described as follows:

Legal Description for "HAMPTON DOWNS, PHASE 1B"

Beginning at a point, the TRUE POINT OF BEGINNING, on the northwestern right-of-way of Park Avenue (US Highway 1-A), a common corner with Mason Kenneth Hurt and Krystal Dawn Hurt, Deed Book 1965, Page 325; thence leaving the right-of-way of Park Avenue and continuing with the Hurt property S 57°52'11" W 199.99 feet to a point; thence S 36°15'39" W 392.36 feet to a point; thence N 53°44'58" W 134.22 feet to a point; thence N 51°14'40" feet to a point of curvature; thence along the curve with a chord bearing and distance of S 81°15'02" W 20.51 feet and a radius of 14.50' to a point; thence N 53°44'58" W 194.00 feet to a point of curvature; thence along the curve with a chord bearing and distance of N 08°44'58" W 20.51 and a radius of 14.50' to a point; thence N 56°15'16" W 40.04 feet to a point; thence N 53°44'58" W 129.50 feet to a point; thence N 36°15'02" E 564.00' to a point; thence S 53°44'58" E 357.80 feet to a point; thence N 36°15'02" E 17.22' to a point of curvature; thence along the curve with a chord bearing and distance of S 70°31'14" E 131.50 feet and a radius of 130.00 feet to a point; thence N 79°05'58" E 81.99 feet to a point along the northwestern right-of-way of Park Avenue (US Highway 1A); thence continuing with the right-of-way of Park Avenue S 06°59'28" E 61.52 feet to a point, thence S 06°59'28" E 6.58 feet to a point; thence S 10°23'01" E 74.84 feet to the

Town of Youngsville 10/2/2020

SUBJECT: Resolution Fixing Date of Public Hearing – Annexation Petition – Hampton Downs,
Phase 1B

point and place of beginning and containing 7.86 acres according to a map titled “Annexation for Town of Youngsville” dated September 11, 2020; prepared by Mack Gay Associates, P.A..

Section 3. Notice of the public hearing shall be published in The Franklin Times, a newspaper having general circulation in the Town of Youngsville, at least ten (10) days prior to the date of the public hearing.

Fonzie A Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of _____ adopted by the Town of Youngsville Board of Commissioners on the 8th day of October 2020.

Emily Hurd, Town Clerk

Date



Town of Youngsville Finance Report

To: Youngsville Board of Commissioners
From: Kari Patton-Motluck, Interim Finance Officer
Date: October 6, 2020
Re: Finance Report – September 2020

During the month of September, there were:

- 100 checks written and electronic payments made totaling \$192,018.64
- 751 deposits recorded totaling \$171,370.42
- Our Current Debt Issuance:
 - Vehicle Loans – total balance \$429,105.83
 - Street Loan – total balance \$174,906.52
 - Town Hall Loan – total balance \$254,513.74*

*Anticipated payoff after new loan closing on October 12th or October 13th
- Town's Anticipated Debt Issuance:
 - The loan application for the new Public Works Facility and Town Hall Renovation has been submitted to the LGC for consideration and was on the October 6, 2020 agenda.
 - Anticipated loan amount is \$2,770,695 million (which includes paying off the remaining town hall loan) with a repayment term of 20-years at a fixed rate of 2.5% through Union Bank and is expected to close on October 12th or October 13th, 2020.
- Capital Improvements Plan
 - New Capital Projects –
 - Roof for concession stand at Luddy Park - \$4,242.00.
 - Basketball Court Resurfacing to include multiple Pickleball Courts - \$600 (requested)
 - Public Works Facility and Town Hall Renovations – Site work and design work continues. **Public works garbage truck purchased for \$69,900.**
 - Community House kitchen remodel – PO Issued to DS Handyman and Remodeling for \$12,300 – the cost of the stove and refrigerator is TBD. Flooring came in at \$1,695.70.
 - Cemetery Fence – Completed
 - Wayfinding Signs – PO Issued to Daniel Notch Signs totaling \$13,608.94 – partially complete
 - Luddy Park has two capital projects – Stairs and Lights complete.
 - Police Department has received a PO for \$5,799.00 to Elan City for two radar speed signs – installed and paid.



Town of Youngsville

Parks and Recreation Report

To: Youngsville Board of Commissioners
From: Andrew Smith, Parks and Recreation Director
Date: 10/8/2020
Re: Parks and Recreation Department Month of September Report
Encl: (1) Map of Trick or Treat the Trail Event

During the month of September, the parks and recreation department:

- Started the 2020 youth fall baseball season
 - Overall, we have 11 teams participating (Up from 9 the previous year)
 - There are 138 kids that are participating (Up from 115 the previous year)
- Created and started the first ever adult co-ed softball league
 - Overall, we have three teams participating
 - There are 54 participants in the league
- Stairs leading down the slope of Field 3 were installed on the first base side
- A pest control company came to spray the entire park for fire ants
- The playground mulch renovation project with the local girl scout troop was completed
- Interviews were conducted to fill the open parks and recreation supervisor position
- We have added another part time volunteer to our staff
- Planning for the 2nd annual Trick or Treat the Trail event
 - The event will take place Friday, October 30th from 5:00-7:30
 - Currently we have 14 confirmed vendors and 2 food truck vendors that will be participating in the event
 - Would love to have up to 20 vendors this year
 - We had 10 vendors last year
 - Activities that will be offered that night include:
 - Candy Booths
 - Costume Contest
 - Scavenger Hunt
 - Monster Mash Dance Party
 - Halloween Storytime with the Mayor (X2)
 - Candy Guessing Games
 - Photo Spots
- Planning for the Christmas Tree Lighting event has begun
 - This event will take place on Friday, December 4th from 4:30-7:00
 - Commissioner Hedlund will be leading the tree lighting ceremony starting at 6:00
 - Santa has been confirmed for pictures with Santa that night
 - Food trucks will be on site to offer food and drinks

- The 2nd annual family pumpkin carving night will take place on Tuesday, October 20th at 6:00. This event will take place at Luddy Park. Registration is currently open online and at Town Hall
- Upcoming Projects
 - The lights for Luddy Park's basketball court should be in this month and installed
 - A new roof is going to be put on the concession stand at Luddy Park
 - Fence toppers have been donated and ordered by coach Robbie Reagle to be placed around fields 2 and 3
- Upcoming Programs
 - Find the Bats around town scavenger hunt
 - Family pumpkin carving night
 - Trick or Treat the Trail event
 - Juggling Club
 - November art class (Most likely flowerpot turkeys)
 - Christmas tree lighting event
- Reminders
 - The EMS fundraiser golf tournament will take place on October 9th



Table Assignments

- 1: Youngsville PD
- 2: Youngsville Parks & Rec
- 3: Covenant Hope Church
- 4: Oak City Logistics
- 5: YCBH
- 6: First Home Bank
- 7: Orthopedic Physical Therapy of Wake Forest
- 8:
- 9:
- 10:
- 11:
- 12:
- 13:
- 14: Youngsville Animal Hospital
- 15: Edward Jones
- 16: Faith Baptist Church
- 17: Citizen Bank
- 18: Farm Bureau
- 19: Kiwanis Club
- 20: Fire & EMS



Town of Youngsville

Planning Staff Report

To: Youngsville Board of Commissioners
From: Erin Klinger, Planning and Zoning Administrator
Date: October 5, 2020
Re: Planning Staff Report – September 2020

During the month of September, there were:

- 16 permit applications submitted and issued; 7 for new homes, 4 temporary food truck permits, and 5 for other projects.
- 1 certificate of compliance was issued.
- No new illegal signs were identified.
- Upcoming projects:
 - Text amendment modifying the regulations for food trucks.
 - Youngsville Academy rezoning petition from SFR-3 to CIV for a parcel on Hicks Road.



Youngsville Police Department
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3403

MONTHLY REPORT

SEPTEMBER 2020

CALLS FOR SERVICE

The Youngsville Police Department recorded 434 calls for service during the month of September compared to 425 calls in the same month last year. Of those 434 calls for service, 15 reports were taken.

MOTOR VEHICLE COLLISIONS

During September 2020 the Youngsville Police Department investigated 6 motor vehicle collisions as compared to 6 the same month last year. There was one minor injury reported.

PATROL OPERATIONS

- Officers conducted traffic observation at the 400 block of Camille Circle regarding vehicles failing to stop at the stop sign off Camille Circle and Blue Heron Drive. Three warnings were issued, and two citations were written.
- Officers monitored the intersection of Franklin and Cross for stop sign violations. Seven warnings were issued.
- Youngsville officers conducted a driver's license check point at Youngsville Boulevard and Camille circle on September 21, 2020. The officers issued one citation for Driving While License Revoked and one citation for No Operators License.



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- Youngsville officers conducted a license checkpoint at E. Winston Street at N.E. Railroad Street on September 22, 2020 which resulted in the issuance of two citations for No Operators License.

Total proactive patrol operations for September 2020 consisted of the following:

Citations	136
Charges	168
Warnings	51
Felony Drugs Charges	1
Misdemeanor Drug Charges	1
DWI	1
DWI Under 21	0
Warrant Services	5
Felony Arrests	2
Misdemeanor Arrests	2
Business Checks	265
Neighborhood Checks	304
Foot Patrols	124
Training Hours	41.5

COMMUNITY POLICING

Upcoming Events:

- The Blood Connection Blood Drive is scheduled for October 10, 2020 from 10 am-2 pm at Faith Baptist Church. Each donor will receive a \$10 gift card and a \$10 donation will be made to Special Olympics for each donation.
- The Drug Take Back Event will be October 24, 2020 from 1pm-4pm. This event will allow anyone to drop off unwanted, unused and expired medications to the police department for safe disposal.



Youngsville Police Department

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- Downtown Trick or Treat will take place on October 30, 2020 from 3 pm-6 pm. The Youngsville Police Department will have a table in front of the community house to handout candy and enjoy the festivities with our downtown business owners and attendees. Officers will also be working the event to greet the attendees and ensure the overall safety of the event.
- Trick or Treat the Trail will take place on October 30, 2020 from 5:00 pm- 7:30 pm. The Youngsville Police Department will have a table on the trail to pass out candy. Officers will also be working the event to ensure the safety of the attendees along the roadway and Trick or Treat Trail.
- Shop with a Cop will be December 15, 2020. Nomination forms have been posted on the Youngsville Police Department's website and Facebook page. Nomination forms have also been distributed to Faith Baptist Church and the Youngsville Elementary school. Interested sponsors may also come by the police department to nominate a family.

ADMINISTRATIVE TRAINING AND ACTIVITIES

- Officer Jason Steinbrunner completed Field Training Officer course at Wake Tech.
- Sergeant Thomas Allen completed the following training:
 - DCI Module 1
 - Introduction to Interview and Interrogation training
- Administrative Specialist Pippin completed the following training:
 - NCJA Evidence and Property Training
 - Converting to NIBRS: What you need Training
 - GCC: Grant Award Workshop
 - GCC: Grant Writing Workshop



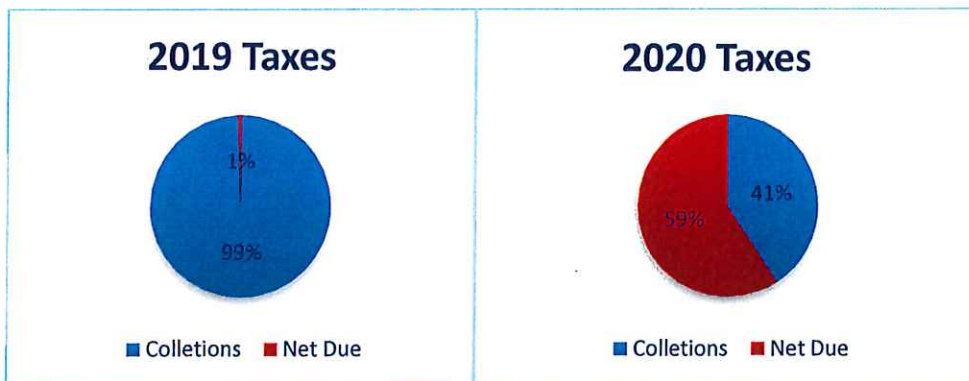
Town of Youngville Memorandum

To: Board of Commissioners
From: Emily Hurd, Tax Collector
Date: 9/1/2020
Re: Monthly Tax Collection Report
Encl: Collections Rate Report

Please review and approve the below report of the September 2020 releases, adjustments, refunds, and tax collection report.

- Total release amount for September 2020 - \$0.00
- Total adjustment amount for September 2020 - \$0.00
- Total refund (overages) amount for September 2020 - \$0.00
- State Certification Tax Bills – Mailed September 18th in the amount of \$86,146.89
- Received Franklin County Vehicle Taxes for July - \$16,439.25
- Received Franklin County Vehicle Taxes for August - \$18,246.76

As of September 30th, we have collected 99.45% of 2019 property taxes and 40.80% of 2020 property taxes.



Please do not hesitate to contact me if you have any questions or need more detailed information.

Collections Rate Report

TOWN OF YOUNGSVILLE

Tax Year	Charges	Collections	Net	Collections Percentage
1998	\$48.49	\$48.49	\$0.00	100.00%
1999	\$43.60	\$43.60	\$0.00	100.00%
2000	\$42.20	\$42.20	\$0.00	100.00%
2001	\$40.79	\$40.79	\$0.00	100.00%
2002	\$39.38	\$39.38	\$0.00	100.00%
2003	\$37.98	\$37.98	\$0.00	100.00%
2004	\$258.47	\$35.18	\$223.29	13.61%
2005	\$432.52	\$195.85	\$236.67	45.28%
2006	\$468.43	\$232.02	\$236.41	49.53%
2007	\$429.40	\$77.49	\$351.91	18.05%
2008	\$488.84	\$41.07	\$447.77	8.40%
2009	\$1,061.81	\$40.08	\$1,021.73	3.78%
2010	\$1,124.20	\$39.25	\$1,084.95	3.49%
2011	\$1,140.16	\$335.88	\$804.28	29.46%
2012	\$1,096.36	\$95.86	\$1,000.50	8.74%
2013	\$1,166.24	\$298.30	\$867.94	25.58%
2014	\$2,172.55	\$1,040.62	\$1,131.93	47.90%
2015	\$4,672.11	\$2,891.81	\$1,780.30	61.90%
2016	\$28,404.66	\$25,164.22	\$3,240.44	88.59%
2017	\$30,103.40	\$25,400.90	\$4,702.50	84.38%
2018	\$460,886.79	\$455,273.03	\$5,613.76	98.78%
2019	\$1,536,242.57	\$1,527,845.26	\$8,397.31	99.45%
2020	\$1,663,029.04	\$678,581.22	\$984,447.82	40.80%
Grand Totals:	\$3,733,429.99	\$2,717,840.48	\$1,015,589.51	72.80%