
PART II – CODE OF ORDINANCES

CHAPTER 1 – GENERAL ADMINISTRATION AND ORGANIZATION

LEGISLATIVE

1. **1.01 Regular Meetings.** The regular meeting of the Mayor and Board of Commissioners of the Town of Youngsville shall be held on the second Thursday of each month, at seven o'clock P.M., at the Town Hall unless otherwise designated by the Board.

1.01 Special Meetings. Special meetings of the Board may be held, after twenty-four hours' notice, upon the call of the Mayor or upon the request in writing of any two members of the Board of Commissioners. Notice of the time and purpose of said special meetings shall be posted at the Town Hall, and due notice shall be given to the Mayor and Board of Commissioners of the time and purposes of such meetings.

1.02 Quorum. A majority of the members of the Board of Commissioners shall constitute a quorum and no official business of the Town shall be transacted by the Board unless a quorum is present.

1.03 Minutes. It shall be the duty of the clerk to be present at all meetings of the said Town Board, to keep in a book provided for that purpose a record of all the proceedings of the Board.

1.04 Mayor To Preside. The Mayor shall preside at all meetings of the Board and in his absence the Mayor Pro Tempore shall preside.

1.05 Mayor Not To Vote. The Mayor shall not vote on any question before the Board except in the case of a tie vote dead locking a decision of the Board of Commissioners.

1.06 Committees. The Mayor and Commissioners may create such committees of the Board for special purpose as they deem best.

1.07 Boards And Commissions. The Town of Youngsville Board of Commissioners believes that the community is best served when there is a diverse representation of volunteer citizens on the Towns Boards and Commissions. Many opportunities exist for citizens to become more involved with issues that affect our community. The Board solicits applications for Boards and Commissions as vacancies occur.

1.08

1.09 Applications for serving are posted for all potential vacancies: however, selection will not be made until the expiration of the seat. All applications will be kept on file for one (1) year. Those wishing for reappointment must also complete an application.

1.10 Applications for potential vacancies will be reviewed by the Town Administrator and

the Town Board of Commissioners. The Town Board of Commissioners will select the New Representative from the qualified applicants.

Youngsville residency is required for four (4) of the Planning Board Members. It is preferable that any other Board or Commission member reside in the Youngsville area to be considered for any Board or Commission vacancies.

- (a) The Planning Board shall consist of seven (7 members), four (4) need to be Youngsville residents appointed by the Youngsville Board of Commissioners and three (3) extraterritorial jurisdiction (ETJ) members appointed by the Franklin County Board of Commissioners at the request of the town board. Each member shall serve a term of three (3) years

Adopted this 10th day of April, 2014.

ORDINANCES

- 1.101 Effective Date.** All ordinances shall be effective after the ratification thereof except ordinances specifying some other effective date or ordinances required by state law to be effective only after having met specific date requirements.
- 1.102 Ordinances Confined to One Subject.** All ordinances shall be confined to one subject except appropriation ordinances which shall be confined to the subject of appropriations only.
- 1.103 Official Copy.** A true copy of an ordinance which has been duly enacted by the Board, signed by the Mayor, and attested to by the Clerk shall be known as an official copy of any ordinance for the Town. All ordinances or a true copy thereof shall be inserted in this code in the proper chapter.

OFFICERS AND EMPLOYEES

- 1.201 Office of Mayor.** It shall be the duty of the Mayor to cause all ordinances of the Town to be enforced, to attend and preside over all meetings of the Board. It shall further be the duty of the Mayor to within thirty days after the close of each year to require a report to the Board of Commissioners from the various departments of the town government for the previous year and recommend such adjustments as he may see fit, and the Mayor shall perform much other duties as the Board may from time to time require. The Mayor shall be the chief executive officer of the Town.
 - 1.201.1 Mayor Pro-Tem.** The Mayor Pro-tem shall be appointed by the Board of Commissioners and shall preside over meetings in the absence of the Mayor. The Mayor Pro-tem shall be elected to a four year term that coincides with the election of the Mayor, re-
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electing another Mayor Pro-tem should the current one lose their place on the Board after only two years to carry out that term until the next Mayoral election in two years.

1.202 Office of Town Administrator. The Board of Commissioners shall appoint a Town Administrator who shall be responsible to the Board of Commissioners for administering all municipal affairs placed in his/her charge by them, and shall have the following duties:

1. (S)he shall appoint, suspend, or remove all town employees, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Board may adopt.
2. (S)he shall direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board, except as otherwise provided by law.
3. (S)he shall attend all meetings of the Board and recommend any measures that (s)he deems expedient.
4. (S)he shall see that all laws of the state, the Town Charter, and the ordinances, resolutions, and regulations of the Board are faithfully executed within the town.
5. (S)he shall prepare and submit the annual budget and capital program to the board.
6. (S)he shall annually submit to the board and make available to the public a complete report on the finances and administrative activities of the town as of the end of the fiscal year.
7. (S)he shall make any other reports that the board may require concerning the operations of the town departments, offices, and agencies subject to his/her direction and control.
8. (S)he shall perform any other duties that may be required or authorized by the board.
9. (S)he shall have authority to execute budget amendments transferring authorized appropriations from one subordinate expense account to another in the same department, and to execute budget amendments transferring authorized appropriations from the contingency expense account in a single fund to a subordinate department of the same fund.
10. (S)he shall have authority to exempt specific projects whose fees are estimated to be less than \$50,000 from the requirements set forth in G.S. 143-64.31 (a.k.a. Mini Brooks Act).

1.202.1 Office of Clerk-Treasurer.

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- (1) The Clerk and Treasurer shall attend all meetings of the Board of Commissioners and shall regularly and fairly record all of their proceedings in a book to be kept by him for that purpose. He shall also keep a well bound book to be styled the Code of Ordinances, in which he shall fairly and correctly transcribe all ordinances which are enacted by the Board of Commissioners.
 - (2) It shall be the duty of the clerk to keep true, accurate and just books of accounts of the dealings and transactions of the Town, which books shall show at all times the true condition of the said Town, its resources and liabilities and the disposition and use of the monies coming under the control of the Town.
 - (3) The Clerk-Treasurer shall keep or cause to be kept in a safe place all monies, records, and accounts.
 - (4) The Clerk-Treasurer shall disburse funds for the various purposes of the Town only when an appropriation for such purpose has been made in the annual budget and the disbursement is authorized by the Board of Commissioners.
 - (5) The Clerk-Treasurer shall perform such other duties as the Board may from time to time require.

1.203 Other Officers and Employees. Such other officers and employees that are deemed necessary shall be appointed by the Board of Commissioners. All officers and employees shall serve at the pleasure of the Board and receive such compensation as from time to time may be prescribed by the Board.

1.204 Employees' Bonds. The Clerk-Treasurer and other officers or employees required by the Board shall, before entering upon their duties, post bond in amounts specified by the Board. All bond premiums shall be paid from town funds. Provided, that when two offices are combined, such as Clerk and Treasurer, only one bond shall be required unless otherwise specified by the Local Government Commission.

1.205 Terms of Service – Commissioners. See charter.

FINANCE-PURCHASING

1.301 Disbursement of Funds. No money shall be disbursed from the Town treasury except on order of the Board in session and then only if the item for which the disbursement is made has been provided for in the annual budget except in the case of an extreme emergency, which only the Mayor can declare what constitutes an emergency.

1.302 Purchasing.

- (1) Before any order is given for items to be paid by the Town or any purchase made by any town employee, a purchase order must first be obtained from the Finance Officer.
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- (2) The Finance Officer may issue the purchase order only when such purchase has been approved by the Board.
- (3) Any town employee purchasing goods without a purchase order from the Finance Officer will be held responsible for the cost of same.

1.303 Capital Reserve.

1.303.1 Amendment to Capital Reserve Ordinance.

**TOWN OF YOUNGSVILLE BOARD OF COMMISSIONERS
AMENDMENT
TO
CAPITAL RESERVE ORDINANCE**

BE IT ORDAINED by the Youngsville Town Board of Commissioners that the following amendment be made to the Capital Reserve Fund that was adopted December 5, 1983:

1. The Board of Commissioners hereby amends the resolution of the Capital Reserve Fund which was created for the purpose of Water and Sewer Capital Outlay.
2. The Capital Reserve Fund will have a beginning date of March 6, 1984.
3. The 1/2% Local Option Sales Tax will serve as sources of revenue for the bCapital Reserve Fund as follows:

An amount equivalent to 100% of the 1/2% Local Option Sales Tax received by the Town for the next ten (10) years (beginning March 6, 1984 and ending June 30, 1994).

Upon motion of Commissioners J.T. Allen and seconded by Commissioner L.A. Woodlief, the foregoing Ordinance was passed by the following vote:

Ayes: Commissioner J.T. Allen
Commissioner N.A. Brown
Commissioner D.H. Cyrus, Sr.
Commissioner R.N. Strickland
Commissioner L.A. Woodlief

Noes: None

Lynwood D. Buffaloe, Mayor

I, Elizabeth G. Sink, Clerk of the Youngsville Town Board of Commissioners of Youngsville, North Carolina, do hereby certify that the foregoing Ordinance was duly adopted by the governing body of the Town of Youngsville at a regular meeting thereof, a quorum being present.

The 5th day of March, 1984.

Elizabeth G. Sink, Clerk

1.303.2 Amendment to Capital Reserve Ordinance.

**TOWN BOARD OF COMMISSIONERS
TOWN OF YOUNGSVILLE
CAPITAL RESERVE ORDINANCE**

BE IT ORDAINED by the Town Board of Commissioners of the Town of Youngsville, North Carolina that the following Capital Reserve Fund is hereby established:

1. The Board of Commissioners hereby creates a Capital Reserve Fund for the purpose of purchasing a police car and /or other capital properties.
2. The Town Board of Commissioners will make appropriations from this fund to finance capital projects.
3. The source of Revenue will be appropriated by the Town Board of Commissioners.
4. This Ordinance shall become effective upon its adoption.

Upon motion of Commissioner L.A. Woodlief, seconded by Commissioner J.T. Allen, the foregoing Ordinance was passed by the following vote:

Ayes: Commissioner J.T. Allen
Commissioner N.A. Brown
Commissioner D.H. Cyrus, Sr.
Commissioner R.N. Strickland
Commissioner L.A. Woodlief

Noes: None

Lynwood D. Buffaloe, Mayor

I, Elizabeth G. Sink, Clerk of the Youngsville Town Board of Commissioners of Youngsville, North Carolina, do hereby certify that the foregoing Ordinance was duly adopted by the governing body of the Town of Youngsville at a regular meeting thereof, a quorum being present.

The 4th day of June, 1984.

Elizabeth G. Sink, Clerk

1.303.3 Amendment to Capital Reserve Ordinance.

AMENDMENT TO CAPITAL RESERVE #1 ORDINANCE

WHEREAS, the Board of Commissioners of the Town of Youngsville adopted a Water & Sewer

Capital Reserve Ordinance on December 5, 1983; and

WHEREAS, the statutory requirement set by the North Carolina General Assembly was 40% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, the Board of Commissioners deems it necessary to amend this ordinance to finance the substantial repairs made to busted water lines;

NOW, THEREFORE, BE IT ORDAINED by the board of Commissioners of the Town of Youngsville, N.C.:

The amount of \$5,202.00 will be used to finance the repair of busted water lines on West Pine, Cross and Nassau Streets which occurred in December 1989 and January 1990.

Adopted this 8th day of February, 1990.

Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce, Town Clerk

1.303.4 Amendment to Capital Reserve Ordinance.

AMENDMENT TO CAPITAL RESERVE #1 ORDINANCE

WHEREAS, the Board of Commissioners of the Town of Youngsville adopted a Water & Sewer Capital Reserve Ordinance on December 5, 1983; and

WHEREAS, the statutory requirement set by the North Carolina General Assembly was 40% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, the Board of Commissioners of the Town of Youngsville voted to appropriate 100% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, the Board of Commissioners deems it necessary to amend this ordinance to finance the repairs made to the three pumps used in the Nassau Street pumping station;

NOW, THEREFORE, BE IT ORDAINED by the board of Commissioners of the Town of Youngsville, N.C.:

The amount of \$2,465.00 will be used to finance the repairs made on the three pumps used in the Nassau Street pumping station damaged in February 1990.

Adopted this 30th day of March, 1990.

Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce, Town Clerk

1.303.5 Amendment to Capital Reserve Ordinance.

AMENDMENT TO CAPITAL RESERVE #1 ORDINANCE

WHEREAS, the Board of Commissioners of the Town of Youngsville adopted a Water & Sewer Capital Reserve Ordinance on December 5, 1983; and

WHEREAS, the statutory requirement set by the North Carolina General Assembly was 40% of the 1/2% Local Option Sales Tax; and

WHEREAS, the Board of Commissioners of the Town of Youngsville voted to appropriate 100% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, due to the increased costs of providing services to the citizens of the Town of Youngsville without the revenues to meet these costs, the Board of Commissioners of the Town of Youngsville deems it necessary to amend this ordinance to finance these increased costs;

NOW, THEREFORE, BE IT ORDAINED by the board of Commissioners of the Town of Youngsville, N.C.:

The amount of \$9,000.00 will be transferred to the operating funds of the Town; \$7,642.31 to the General Fund and \$1,357.69 to the Water and Sewer Fund.

Adopted this 14th day of February, 1991.

Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce, Town Clerk

1.303.6 Amendment to Capital Reserve Ordinance.

AMENDMENT TO CAPITAL RESERVE #1 ORDINANCE

WHEREAS, the Board of Commissioners of the Town of Youngsville adopted a Water & Sewer Capital Reserve Ordinance on December 5, 1983; and

WHEREAS, the statutory requirement set by the North Carolina General Assembly was 40% of the 1/2% Local Option Sales Tax; and

WHEREAS, the Board of Commissioners of the Town of Youngsville voted to appropriate 100% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, at July 1, 1991, the State of North Carolina had not adopted a budget for the current fiscal year, nor appropriated any revenues to the local government units of the state;

WHEREAS, the Town of Youngsville adopted an interim appropriation budget until such revenues are known;

NOW, THEREFORE, BE IT ORDAINED by the board of Commissioners of the Town of Youngsville that \$12,000.00 will be transferred from the Capital Reserve Fund to the General Fund checking account to meet operating expenses until such time that this money is available to be repaid.

Adopted this 11th day of July, 1991.

Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce, Town Clerk

1.303.7 Amendment to Capital Reserve Ordinance.

AMENDMENT TO CAPITAL RESERVE #1 ORDINANCE

WHEREAS, the Board of Commissioners of the Town of Youngsville adopted a Water & Sewer Capital Reserve Ordinance on December 5, 1983; and

WHEREAS, the statutory requirement set by the North Carolina General Assembly was 40% of the 1/2% Local Option Sales Tax; and

WHEREAS, the Board of Commissioners of the Town of Youngsville voted to appropriate 100% of the 1/2% Local Option Sales Tax to this Reserve Fund; and

WHEREAS, at July 1, 1991, the State of North Carolina had not adopted a budget for the current fiscal year, nor appropriated any revenues to the local government units of the state;

WHEREAS, the Town of Youngsville adopted an interim appropriation budget until such revenues are known;

NOW, THEREFORE, BE IT ORDAINED by the board of Commissioners of the Town of Youngsville that \$12,000.00 will be transferred from the Capital Reserve Fund to the General Fund checking account to meet operating expenses until such time that this money is available to be repaid.

Adopted this 8th day of August, 1991.

Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce, Town Clerk

1.304 Water and Sewer Bonds.

Youngsville, North Carolina

January 18, 1940

An adjourned regular meeting of the Board of Commissioners of the Town of Youngsville, North Carolina, was held at the Mayor's Office, the regular place of meeting, at 7 o'clock, p.m. on January 18, 1940.

Present: Mayor Croom and Commissioners J.L. Brown, J.W. Weathers, W.T. Moss, B.H. Patterson and E.M. Mitchell.

Absent: none

Commissioner J.L. Brown introduced the following two bond ordinances which were read and are as follows:

AN ORDINANCE AUTHORIZING \$16,000 WATER BONDS.

BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville: 1.

That the Town of Youngsville issue its bonds pursuant to the Municipal Finance Act, as amended, in an amount not exceeding \$16,000 for the purpose of constructing a waterworks system for said Town.

2. That a tax sufficient to pay the principal and interest of said bonds shall be annually levied and collected.

3. That a statement of the debt of the Town has been filed with the Clerk and is open to public inspection.

4. That this ordinance shall take effect when approved by the voters of the Town at an election as provided by law.

AN ORDINANCE AUTHORIZING \$12,000 SANITARY SEWER BONDS.

BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville: 1.

That the Town of Youngsville issue its bonds pursuant to the Municipal Finance Act, as amended, in an amount not exceeding \$12,000 for the purpose of constructing a sanitary sewer system for said Town.

2. That a tax sufficient to pay the principal and interest of said bonds shall be annually levied and collected.

3. That a statement of the debt of the Town has been filed with the Clerk and is open to public inspection.

4. That this ordinance shall take effect when approved by the voters of the Town at an election as provided by law.

And thereupon Commissioner J.W. Weathers introduced and moved the adoption of the following resolution:

WHEREAS, there have been introduced and there are now pending before this Board two bond ordinances; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Town of Youngsville that the Town Clerk be and he is hereby designated as the officer who should make and file with the clerk a sworn statement of the indebtedness of said Town before the passage of the bond ordinances now pending.

Commissioner W.T. Moss seconded the motion to adopt the foregoing resolution.

After discussion, said resolution was voted on and declared adopted.

After the adoption of said resolution, the Town Clerk filed the sworn statement of indebtedness of the Town and assessed valuation thereof as required by the Municipal Finance Act, as amended.

Thereupon, upon motion of Commissioner J.L. Brown seconded by Commissioner J.W. Weathers, the ordinance authorizing \$16,000 Water Bonds as herein above set forth was adopted by the following vote:

Ayes: J.W. Weathers, J.L. Brown, W.T. Moss, B.H. Patterson and E.M. Mitchell.

Noes: None

Thereupon, upon motion of Commissioner W.T. Moss, seconded by Commissioner J.L. Brown, the ordinance authorizing \$12,000 Sanitary Sewer Bonds as herein above set forth was adopted by the following vote:

Ayes: J.L. Brown, J.W. Weathers, B.H. Patterson, W.T. Moss and E.M. Mitchell.

Noes: None

And thereupon Commissioner J.L. Brown introduced the following resolution, which was read and is as follows:

RESOLUTION CALLING A SPECIAL BOND ELECTION

BE IT RESOLVED by the Board of Commissioners of the Town of Youngsville:

1. That a special election is hereby called to be held on Tuesday, February 20, 1940, between 7 A.M. and Sunset, Eastern Standard Time, at which there shall be submitted to the qualified voters of the Town of Youngsville the following questions:

1. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$16,000 bonds of the Town of Youngsville for constructing a waterworks system for said Town, and a tax for said bonds, be approved?

2. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$12,000 bonds of the Town of Youngsville for constructing a sanitary sewer system for said Town, and a tax for said bonds, be approved?

2. That, for said election, the regular registration books for elections in said Town shall be used and such books shall be open for the registration of voters not theretofore registered from 9 A.M. until sunset on each day, except Sundays and holidays, beginning Saturday, January 27, 1940 and closing Saturday, February 10, 1940. On each Saturday during said period said books shall remain open at the polling place.

3. That a notice of said election shall be published in the Franklin Times not later than January 19, 1940 and again not later than February 2, 1940, reading substantially as follows:

NOTICE OF SPECIAL BOND ELECTION

TOWN OF YOUNGVILLE, NORTH CAROLINA

A special election will be held between 7 A.M. and Sunset, Tuesday, February 20, 1940 at which there will be submitted to the qualified voters of the Town of Youngsville the following questions:

1. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$16,000 bonds of the Town of Youngsville for constructing a waterworks system for said Town, and a tax for said bonds, be approved?
2. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$12,000 bonds of the Town of Youngsville for constructing a sanitary sewer system for said Town, and a tax for said bonds, be approved?

Each of the two questions herein above set forth contains a statement of the purpose for which the bonds are authorized by the ordinance referred to in such question.

If said bonds are issued, a tax will be levied for the payment of the principal and interest thereof on all taxable property in the Town of Youngsville.

For said election the regular registration books for elections in said Town shall be used and such books shall be open for the registration of voters, not theretofore registered, from 9 A.M. until sunset on each day except Sundays and holidays, beginning Saturday, January 27, 1940 and closing Saturday, February 10, 1940. On each Saturday during said period said books shall remain open at the polling place.

The polling place and the names of the election officers, subject to change as provided by law, are as follows:

<u>Polling Places</u>	<u>Registrar</u>	<u>Judges</u>
Youngsville Mayors Office	C.C. Winston	R.L. Young
		C.E. Jeffreys

4. That the form of the ballot to be used at said election shall be substantially as follows:

**OFFICIAL BALLOT
SPECIAL BOND ELECTION
TOWN OF YOUNGSVILLE, NORTH CAROLINA
FEBRUARY 20, 1940.**

INSTRUCTIONS

1. To vote "yes" on any question, make a cross (X) mark in the square to the right of the word "Yes".
2. To vote "no" on any question, make a cross (X) mark in the square to the right of the word "No".
3. If you tear or deface or wrongly mark this ballot, return it and get another.

YES 1. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$16,000 bonds of the Town of Youngsville for constructing a waterworks system for said Town, and a tax for said bonds, be approved?

NO

YES 2. Shall an ordinance passed January 18, 1940, authorizing not exceeding \$12,000 bonds of the Town of Youngsville for constructing a sanitary sewer system for said Town, and a tax for said bonds, be approved?

NO

(S.Ellington)
Facsimile of signature of
Town Clerk

5. That the persons whose names are set out in the foregoing form of election notice are hereby appointed registrar and judges for the polling place therein indicated, and that the election shall be held at the place set out in said election notice.

Upon motion of Commissioner J.L. Brown, seconded by Commissioner J.W. Weathers, the foregoing resolution entitled "Resolution calling a special bond election" was passed by the following vote:

Ayes: Commissioners J.L. Brown, W. T. Moss, J.W. Weathers & B.H. Patterson

Noes: None

I, S. E. Winston, Town Clerk of the Town of Youngsville, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of the Board of Commissioners of the Town of Youngsville at an adjourned regular meeting held January 18, 1940 as relate in any way to the authorization of bonds of the Town and the calling of a special bond election, said copy having been made from the recorded minutes of said meeting, and said record having been made in Minute Book 1, beginning at page 131 and ending at page 136.

WITNESS my hand and the seal of said Town this 18 day of January, 1940.

(S.Ellington)
Town Clerk

POLICE DEPARTMENT

1.401 Organization. The Police Department of the Town shall consist of a Chief and as many policeman as the Board of Commissioners shall from time to time determine and elect and as many special policemen as the Mayor and Board may deem necessary to appoint for special purposes.

REVISED BY BOARD ACTION JUNE 9, 2011.

1.402 Board to Have Control. The Board of Commissioners shall have general supervision over the police department. The Board may suspend, for cause, any member of the police department until the next regular meeting at which time final disposition shall be made.

1.403 Uniforms. All police officers shall wear uniforms as shall be provided by the Town and shall keep such uniforms in a neat and clean condition, and shall surrender all uniforms and equipment upon leaving the police service of the Town if such uniforms and equipment were furnished by the Town.

1.404 Duties of Police. The Police Department shall carry out all orders of the Board, enforce all laws and ordinances of the Town and the State of North Carolina, and shall at all times preserve the peace, protect the property and the safety of the citizens of Youngsville.

1.405 Chief of Police. The Chief shall have control over the Police Department under the supervision of the Board of Commissioners. The Chief shall keep the Board informed of the Department's activities and make such reports that the Board may from time to time require, and he shall perform such other duties as may be required of him by the Board.

FIRE DEPARTMENT (REPEALED BY BOARD ACTION OCT. 2011)

1.501 Organization. Repealed.

1.502 Duties of Chief. Repealed.

1.503 General Authority. Repealed.

1.503.1 Chief in Command. Repealed.

1.503.2 Officer in Command May Summon Aid. Repealed.

1.503.4 Organization. Repealed.

MUNICIPAL OWNED PROPERTY

1.601 PROCEDURES FOR DECLARING PROPERTY SURPLUS (REVISED 10/11)

BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville:

1. That the administrative assistant is hereby authorized, pursuant to G.S. 160A-266(c), to dispose of any surplus personal property owned by the Town of Youngsville whenever he determines, in his discretion, that:

- (a) The item or group of items has a fair market value of less than \$500.00;
- (b) The property is no longer necessary for the conduct of public business; and
- (c) Sound property management principles and financial considerations indicate the interest of the Town would best be served by disposing of the property.

2. That the administrative assistant may dispose of such surplus personal property by any means which he judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in

Article 12 of G.S. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town if greater value may be obtained in that manner, and the administrative assistant is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the administrative assistant may retain the property, obtained any reasonable available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individual or organization except by resolution of the Board of Commissioners.

4. That the administrative assistant shall, on or before the first day of February, report in writing to the Board of Commissioners on any property disposed of under these provisions from July 1 through December 31 of the previous year, and shall, on or before the first day of August, report in writing to the Board of Commissioners on any property disposed of under those provisions from January 1 through June 30 of that year. The written report shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange since the last such report was submitted.

5. This ordinance is effective upon adoption, this 14th day of November, 1991.

Lynwood Buffaloe
Lynwood D. Buffaloe, Mayor

ATTEST:

Deborah G. Pearce

Deborah G. Pearce, Town Clerk

MUNICIPAL HOLIDAYS

1.701 Holidays to be Observed

The Town of Youngsville, in accordance with the State of North Carolina, shall observe the following Holidays:

New Years Day
Martin Luther King Jr.'s Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving

Christmas

Town offices will be closed and services will be suspended until the next working day except for emergencies, which will be handled in a timely manner.
