

Town of Boonville
August 2, 2016 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 8/2/16 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, William Paul Baity, and Tony Reece. Also in attendance were Town Attorney James Freeman, Interim Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones.

- I. Call to Order and Welcome:** Mayor Hunter called the 8/2/16 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Baity motioned to adopt the agenda. Commissioner Reece seconded, and the motion passed unanimously.
- III. Adoption of minutes – 7/5 regular session:** Commissioner Lasky motioned to adopt the minutes of the 7/5 regular session meeting. Commissioner Baity seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.

V. Old Town Business:

- A. Loan Update:** Mike McAllister, Municipal Engineering, updated the board on the status of the loans. For the Tanyard Creek outfall project, Mr. McAllister stated the Town would have to reapply to the L.G.C. but that the loan would still be funded for the entire project. Discussion followed on the opening bids for the Tanyard Creek Outfall line project. Commissioner Baity motioned to award the construction contract to Portland Utilities Construction C., PLLC in the amount of \$299,618.26, contingent upon LGC approval and concurrence from the NCDEQ Division of Water Infrastructure. Commissioner Reece seconded, and the motion passed unanimously. Discussion followed on the updated Capital Project Ordinance. Commissioner Baity motioned to resend the current Capital Project Ordinance and replace with Capital Project Ordinance dated August 2, 2016. Commissioner Reece seconded, and the motion passed unanimously.

VI. New Town Business:

- A. Tax Order from Yadkin County:** Finance Officer/Town Clerk Wells explained the order from the Yadkin County Tax Office. Commissioner Lasky motioned to approve Order of the Board of Town Commissioners in Accordance with G.S. 105-321, 105-330.3 and 105-373. Commissioner Baity seconded, and the motion passed unanimously.
- B. Town Administrator Employee Appraisal Form:** Interim Town Administrator Harris presented a drafted Town Administrator Employee Appraisal Form. Discussion followed. Commissioner Lasky motioned to approve the Town Administrator Employee Appraisal Form. Commissioner Carter seconded, and the motion passed unanimously.
- C. Approval of the STEERING Committee Members:** Interim Town Administrator Harris explained the reason for the committee and suggested adding the following individuals to the committee: Bobby Todd, Myra Cox, Kevin Austin, Ellen Reece, Wilson Reece, Rusty Crissman, and Debbie Copper. She stated the meetings would be placed around lunch time and asked the board to furnish lunch for the members with a \$50 budget per meeting. Consensus was to allow the purchase of a meal for the committee members. Commissioner Lasky motioned to approve the proposed Economic Development Strategic Plan STEERING Committee members. Commissioner Baity seconded, and the motion passed unanimously.
- D. Purchase of Sand for drying beds at the sewer plant:** Public Works Director Jones asked the Board the table the topic.
- E. Open Purchase Orders for Fiscal Year 2017:** Finance Officer/Town Clerk Wells presented a list of vendors and proposed Open Purchase Orders for Fiscal Year 2017. Commissioner Lasky motioned to approve Open Purchase Orders for Fiscal Year 2017. Commissioner Carter seconded, and the motion passed unanimously.

VII. Reports and announcements:

- A. Mayor's report:** Mayor Hunter read a thank you note from Mountain Valley Hospice & Palliative Care for pledging to contribute to their 5 year project.
- B. Interim Town Administrator's report:** Interim Town Administrator Harris reported on a workshop her and Commissioner Lasky had attended for the Golden Leaf Planning Grant. She informed the Board of possible projects for the county and that only 3 projects could be submitted per county. She stated the name had been changed on the Town's monthly crusin and


that it would now include food trucks. Ms. Harris reported that the Board of Delegates had requested a presentation from Boonville and that her and Commissioner Lasky would be doing a presentation about Boonville. Ms. Harris reported that the Board of Adjustment had awarded both zoning variances during their last meeting.

- C. **Finance Officer's report:** Finance Officer Wells reviewed the July Budget vs. Actual summary.
- D. **Public Works Director's report:** Public Works Director Jones updated the Board on some reporting issues from DENR. Commissioner Baity stated that he liked the new Welcome to Boonville signs. Discussion followed on a location for sign on the east side of town. Interim Town Administrator Harris stated that she had spoken to Greg Gibson and he was ok with her putting the sign at the edge of his property. Mr. Jones reported that he had been in contact with D.OT. on the River Road project. He reported that they were currently in easement phase of the project.
- E. **Police Chief's report:** Police Chief Jester had nothing new to report.
- F. **Departmental Commissioner's Reports:** None were voiced.
- G. **Committee reports as needed:** Megan Sizemore and Interim Town Administrator Harris reported on the planning status of the proposed park. They presented a rough draft of what the park would look like but stated it could change once the committee walked the parcel at their next meeting. Ms. Sizemore stated the plans are to clear the land in the Fall and have the walking trail open in the Spring. Ms. Harris recommended to the Board paving the walking trail to eliminate the issue of runoff. She then reported that the BBDDA had an interest in creating a sub-committee to help with the fundraising of the park.
- H. **Closed Session per G.S. 143-318.11 (a)(3&6):** Commissioner Lasky motioned to go into Closed Session per G.S. 143-318.11 (a)(3&6). Commissioner Baity seconded, and the motion passed unanimously at 7:43pm.

Commissioner Lasky motioned to make offer discussed in Closed Session but allow Attorney Freeman to go up to list price for the property, contingent of it producing up to 100 gallons per minute. Commissioner Baity seconded, and the motion passed unanimously.

Commissioner Reece motioned to approve Gregory Gibson (wages) to \$15 and give Daniel Cranford his (Merit) raise effective next pay period. Commissioner Baity seconded, and the motioned passed unanimously.

- I. **VIII. Recess/Adjourn:** Commissioner Lasky motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting ended at 8:50 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk



July 28, 2016

Hon. Rusty Hunter, IV, Mayor
Town of Boonville
100 Carolina Ave.
Boonville, NC 27011

RE: Recommendation for Award
Town of Boonville
Tanyard Creek Outfall, Sanitary
Sewer Improvements
CWSRF No. CS 370539-01

Dear Mayor Hunter,

In accordance with a public advertisement, bids for the above referenced project were received and opened at 11:00 AM, July 26, 2016 at the Town of Boonville, Council Chambers. The advertisement was made in a paper of general circulation at least 7-days prior to receipt of bids, and the bids were received and opened at the prescribed time, place, and manner as required by North Carolina General Statute §143-129. Municipal Engineering Services Company, PA (MESCO) has reviewed the bid documents received. The Town received three (3) bids, of which all appear to be in order. The following is a summary of the certified bid tabulation unit price bid totals.

<u>Contractor</u>	<u>Total Unit Price Bid</u>
Portland Utilities Construction, Co., PLLC	\$299,618.26
Herrin Industrial, Inc.	\$306,820.00
Carolina Grading & Utilities, Inc.	\$496,894.00

According to the North Carolina Licensing Board for General Contractors, Portland Utilities Construction, Co., PLLC License No. 47314, located in Portland, TN, submitted the lowest responsive bid and holds a valid Unlimited/Public Utilities license, and therefore meets the requirements to perform the value and scope of work proposed.

At the December 11, 2014 meeting of the North Carolina Department of Environmental Quality (NCDEQ) State Water Infrastructure Authority awarded a CWSRF loan to the Town of Boonville in the amount of \$245,970.00 to replace the sanitary sewer line (Tanyard Creek Outfall). The current funding available breaks down as follows:

Funding (Current)

CWSRF Loan:	\$245,970.00
Closing Fee (local funds):	<u>\$ 4,919.00</u>
Total Funding:	\$250,889.00

Budget (Current)

Professional Services:	\$ 72,756.00
Construction:	\$173,214.00
Closing Fee (local funds):	<u>\$ 4,919.00</u>
Total Project Budget (Current)	\$250,889.00

In order to construct the project as bid, it will be necessary to secure additional funds. On Wednesday July 27, 2016, I spoke to Mr. Mark Hubbard, SRF Grant Management Unit Supervisor with NCDEQ Division of Water Infrastructure, and advised him the lowest bid was substantially above the funds available. Mr. Hubbard indicated that additional SRF loan funds are available at the same term and interest rate, (20-years @ 0% interest) to fund the project as bid. However, since the additional funding needed is greater than 10%, it will be necessary to obtain Local Government Commission Approval (LGC) to secure additional loan funds in the amount of \$132,396.63 for a total CWSRF Loan in the amount of \$378,366.63. The closing fee is based on 2% of the construction bid plus contingency, and must be paid from local funds.

Therefore, the proposed project budget is as follows:

Budget (Proposed)

Professional Services:	\$ 72,756.00
Construction:	\$299,618.26
Contingency (2%)	<u>\$ 5,992.37</u>
Revised Loan Amount (CWSRF):	\$378,366.63
Closing Fee (local funds)	<u>\$ 7,567.33</u>
Total Project Budget (Proposed)	\$385,933.96

Therefore, MESCO recommends the Town award the construction contract to **Portland Utilities Construction Co., PLLC** in the amount of **\$299,618.26**, contingent upon LGC approval and concurrence from the NCDEQ Division of Water Infrastructure. Please note if the Town of Boonville is unable to successfully execute a construction contract within sixty (60) days of receipt of bids, the Contractor is under no obligation to honor the bid as submitted, and may withdraw their bid without penalty, unless the 60-day time period is extended in writing.

Hon. Rusty Hunter IV

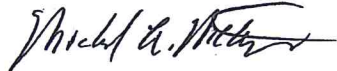
July 28, 2016

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MESCO will assist the Town's staff preparing the necessary paperwork to apply for the additional funding. If you have any questions, please don't hesitate to contact me.

Very truly yours,

MUNICIPAL ENGINEERING SERVICES CO., PA



Michael L. McAllister

Senior Project Manager

CC: Ms. Sarah Harris, Town of Boonville
Ms. Kim Wells, Town of Boonville
Mr. Jeff Jones, Town of Boonville
Mr. Jimmy D. Woodie, PE, PLS, MESCO
Ms. Mia Richard, MESCO
Mr. Mark Hubbard, PE, NCDEQ-DWI
Mr. Tony Evans, PE, NCDEQ-DWI

Bid Tabulation
 Town of Boonville
 Tanyard Creek Outfall
 CWSRF No., CS3700539-01
 July 26, 2016

Item No.	Description	Unit	Estimated Quantity	Portland Utilities Construction Co., PLLC		Herrin Industrial, Inc.		Carolina Grading & Utilities, Inc.	
				Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price
1	Mobilization/Insurance/Bonds (2% Maximum of Total Bid)	LS	1	\$5,000.54	\$5,000.54	\$5,750.00	\$5,750.00	\$9,800.00	\$9,800.00
2	8-inch Sanitary Sewer Replacement with Continuous HDPE, SDR 17 by Pipe Bursting including cleaning, pre an dpost CCTV inspection, Temporary Bypass Pumping in accordance with the Project Specifications and other items incidental to the completion of a fully functional project (0'-6' Deep)	LF	3,420	\$46.77	\$159,953.40	\$57.50	\$196,650.00	\$101.00	\$345,420.00
3	8-inch Sanitary Sewer Replacement with Continuous HDPE, SDR 17 by Pipe Bursting including cleaning, pre an dpost CCTV inspection, Temporary Bypass Pumping in accordance with the Project Specifications and other items incidental to the completion of a fully functional project (6.1'-8' Deep)	LF	310	\$46.77	\$14,498.70	\$57.50	\$17,825.00	\$101.00	\$31,310.00

Bid Tabulation
 Town of Boonville
 Tanyard Creek Outfall
 CWSRF No., CS3700539-01
 July 26, 2016

Item No.	Description	Unit	Estimated Quantity	Portland Utilities Construction Co., PLLC		Herrin Industrial, Inc.		Carolina Grading & Utilities, Inc.	
				Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price
4	8-inch Sanitary Sewer Replacement with Continuous HDPE, SDR 17 by Pipe Bursting including cleaning, pre an dpost CCTV inspection, Temporary Bypass Pumping in accordance with the Project Specifications and other items incidental to the completion of a fully functional project (8.1'-10' Deep)	LF	225	\$47.96	\$10,791.00	\$57.50	\$12,937.50	\$101.00	\$22,725.00
5	8-inch Sanitary Sewer Replacement with Continuous HDPE, SDR 17 by Pipe Bursting including cleaning, pre an dpost CCTV inspection, Temporary Bypass Pumping in accordance with the Project Specifications and other items incidental to the completion of a fully functional project (10.1'-12' Deep)	LF	145	\$49.52	\$7,180.40	\$57.50	\$8,337.50	\$101.00	\$14,645.00
6	Manhole Rehabilitation 4'-0" dia., 0'-6' deep in accordance with Project Specification 19.0(2)(2.1)c	EA	4	\$1,712.34	\$6,849.36	\$2,760.00	\$11,040.00	\$2,216.00	\$8,864.00
7	Manhole Rehabilitation 4'-0" dia., 6.1'-8' deep in accordance with Project Specification 19.0(2)(2.1)c	EA	1	\$1,940.65	\$1,940.65	\$3,680.00	\$3,680.00	\$2,630.00	\$2,630.00

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				Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price
8	4'-0" dia. Sanitary Seer Pre-Cast Concrete Manhole, remove and replace, 0'-6' deep in accordance with the Project Specifications	EA	1	\$3,567.83	\$3,567.83	\$2,300.00	\$2,300.00	\$2,500.00	\$2,500.00
9	4'-0" dia. Sanitary Seer Pre-Cast Concrete Manhole, remove and replace, 6.1'-8' deep in accordance with the Project Specifications	EA	2	\$3,843.49	\$7,686.98	\$2,300.00	\$4,600.00	\$3,000.00	\$6,000.00
10	4'-0" dia. Sanitary Seer Pre-Cast Concrete Manhole, remove and replace, 8.1'-10' deep in accordance with the Project Specifications	EA	1	\$4,306.64	\$4,306.64	\$3,450.00	\$3,450.00	\$3,500.00	\$3,500.00
11	4'-0" dia. Sanitary Seer Pre-Cast Concrete Manhole, remove and replace, 10.1'-12' deep in accordance with the Project Specifications	EA	1	\$4,642.13	\$4,642.13	\$3,450.00	\$3,450.00	\$5,000.00	\$5,000.00
12	8-inch dia. Sanitary Sewer SDR-35 PVC Pipe Replacement, 0'-6' deep in accordance with the Project Specifications	LF	40	\$64.69	\$2,587.60	\$63.25	\$2,530.00	\$25.00	\$1,000.00
13	8-inch dia. Sanitary Sewer SDR-35 PVC Pipe Replacement, 6.1'-8' deep in accordance with the Project Specifications	LF	40	\$70.75	\$2,830.00	\$74.75	\$2,990.00	\$40.00	\$1,600.00

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 Tanyard Creek Outfall
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 July 26, 2016

Item No.	Description	Unit	Estimated Quantity	Portland Utilities Construction Co., PLLC		Herrin Industrial, Inc.		Carolina Grading & Utilities, Inc.	
				Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price
14	8-inch dia. Sanitary Sewer SDR-35 PVC Pipe Replacement, 8.1'-10' deep in accordance with the Project Specifications	LF	40	\$78.85	\$3,154.00	\$74.75	\$2,990.00	\$60.00	\$2,400.00
15	8-inch dia. Sanitary Sewer SDR-35 PVC Pipe Replacement, 10.1'-12' deep in accordance with the Project Specifications	LF	40	\$90.18	\$3,607.20	\$80.50	\$3,220.00	\$75.00	\$3,000.00
16	8-inch dia. Sanitary Sewer Class 50 Ductile Iron Pipe Replacement, 0'-6' deep in accordance with the Project Specifications	LF	20	\$165.19	\$3,303.80	\$92.00	\$1,840.00	\$60.00	\$1,200.00
17	Sanitary Sewer Point Repair, 0'-6' deep in accordance with the Project Specifications	EA	2	\$3,235.79	\$6,471.58	\$1,150.00	\$2,300.00	\$2,000.00	\$4,000.00
18	Sanitary Sewer Point Repair, 6.1'-8' deep in accordance with the Project Specifications	EA	2	\$4,059.44	\$8,118.88	\$1,150.00	\$2,300.00	\$3,000.00	\$6,000.00
19	Sanitary Sewer Point Repair, 8.1'-10' deep in accordance with the Project Specifications	EA	2	\$4,566.32	\$9,132.64	\$1,150.00	\$2,300.00	\$5,000.00	\$10,000.00
20	Sanitary Sewer Point Repair, 10.1'-12' deep in accordance with the Project Specifications	EA	1	\$5,148.23	\$5,148.23	\$1,380.00	\$1,380.00	\$7,200.00	\$7,200.00
21	Temporary Silt Fence	LF	1,200	\$4.04	\$4,848.00	\$3.45	\$4,140.00	\$2.50	\$3,000.00

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 Town of Boonville
 Tanyard Creek Outfall
 CWSRF No., CS3700539-01
 July 26, 2016

Item No.	Description	Unit	Estimated Quantity	Portland Utilities Construction Co., PLLC		Herrin Industrial, Inc.		Carolina Grading & Utilities, Inc.	
				Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price	Bid Unit Price	Total Bid Price
22	Select Backfill	CY	200	\$60.38	\$12,076.00	\$13.80	\$2,760.00	\$12.00	\$2,400.00
23	NCDOT #57 or # 67 Stone	TN	100	\$44.12	\$4,412.00	\$46.00	\$4,600.00	\$22.00	\$2,200.00
24	Temporary Seeding (if required)	AC	0.5	\$7,510.70	\$3,755.35	\$3,450.00	\$1,725.00	\$500.00	\$250.00
25	Permanent Seeding	AC	0.5	\$7,510.70	\$3,755.35	\$3,450.00	\$1,725.00	\$500.00	\$250.00
Totals					\$299,618.26		\$306,820.00		\$496,894.00

I certify this document to be a true and accurate tabulation of bids as received:

By:



Municipal Engineering Services Co., PA
 68 Shipwash Drive
 Garner, North Carolina 27529
 Telephone: 919-772-5393
 Lic. No. C-0281

CAPITAL PROJECT ORDINANCE

Boonville Sanitary Sewer Replacement (Tanyard Creek Outfall)

BE IT ORDAINED by the Town of Boonville Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is the rehabilitation of the Tanyard Creek Outfall to be funded by Clean Water State Revolving Fund.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. This is a project length budget wherein the Capital Project Fund will remain operational for the term of this project

Section 3: The following expenditure amounts are appropriated for the project:

Professional Services	\$ 72,756
Construction (bid July 26, 2016)	\$299,618
Contingency (2%)	\$ 5,993
Closing Fee	\$ 7,567
Total Project Costs	<u>\$385,934</u>

Section 4: The following financing source is anticipated to be available to complete this project:

Clean Water State Revolving Fund (CS370539-01)	\$378,367 (revised)
Closing Fee (Local Funds)	\$ 7,567
Total	<u>\$385,934</u>

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution also shall be met.

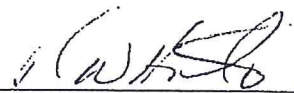
Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

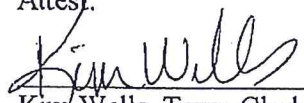
Section 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for direction in carrying out this project.

Duly adopted this 2nd day of August, 2016



Russell (Rusty) Hunter, IV, Mayor

Attest:



Kim Wells, Town Clerk

State of North Carolina

County of Yadkin

**ORDER OF THE BOARD OF TOWN COMMISSIONERS IN ACCORDANCE
WITH G.S. 105-321, 105-330.3 AND 105-373**

TO: Phyllis H. Adams

Tax Collector, of Real and Personal Property of Yadkin County and the Town of Boonville.

Tax Collector of Registered Motor Vehicles for Yadkin County, the Towns of Boonville, East Bend, Jonesville, and Yadkinville and the Fire Districts of Arlington, Boonville, Buck Shoals, Courtney, East Bend, Fall Creek, Forbush, Lone Hickory, West Yadkin and Yadkinville.

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2006 through 2015 tax records filed in the office of Yadkin County Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2016 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law.

Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Yadkin, and the Town of Boonville, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property, and to use all means of collection of these taxes, of such taxpayers, for and on account thereof, in accordance with laws of North Carolina.

Such taxes as defined as Registered Motor Vehicles of the respective taxpayers in the County of Yadkin, all Fire Districts and Towns of the County of Yadkin, this order shall be a full and sufficient authority to direct, require, and enable you to levy on registered motor vehicles and to use all means of collection of these

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taxes, of such taxpayers, for and on account thereof, in accordance with the laws of North Carolina.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and they have authority to perform those functions authorized by the Machinery Act of Chapter 105 of North Carolina General Statutes and other applicable laws for current and previous year's taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions.

Witness my hand and official seal, this 2nd day of August, 2016.



R. W. Hester

Chairman, Town Board of Commissioners of Boonville

Attest:

Kim Wells

Clerk of Town Board of Commissioners of Boonville

**ANNUAL
SETTLEMENT
REPORT**

**FOR YEAR
2015-2016**

**Yadkin County Tax Administrator
And
Assistant Tax Administrator, Collections**

2015 LEVY

REAL AND PERSONAL PROPERTY

2015 LEVY

REAL AND PERSONAL PROPERTY

[illegible]

Proposed Open PO's for Fiscal Year 2017
8/2/2017

[illegible]

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