

**Town of Boonville**  
**May 2, 2017 Recessed Meeting Minutes**  
**Harvey E. Smith Municipal Building**

The following were in attendance at the 5/2/17 recessed meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, William Paul Baity, and Tony Reece. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, and Public Works Director Jeff Jones. Finance Officer/Town Clerk Kim Wells was absent.

Mayor Hunter called the 5/2/17 recessed meeting to order at 5:37 p.m.

Public Works Director, Jeff Jones, shared an updated water and sewer rate plan proposed for FY 2017-2018 prepared by Marty Wilson, NCRWA Management and Financial Specialist.

Interim Town Administrator Harris discussed the Town's use of fund balance (savings account) to support its general fund operations. If this practice were to continue at the current rate, fund balance could be depleted in coming years. It was the consensus of the Board members to be proactive and find ways to reduce the use of fund balance in the current fiscal year. Adjustments to the current fiscal year (FY 2016-2017) budget were made as follows:

- **Governing Body:** 10-4100
  - 0200 Salaries: -\$900
  - 1400 Travel Expense: -\$1,000
  - 1401 Schooling & Training: -\$700
  - 1500 M&R Building & Grounds: -\$700
  - 3300 Supplies & Materials: -\$500
  - **Total Governing Body: -\$3,800**
- **Administration:** 10-4200
  - 1401: Schooling, Training: -\$1,000
  - 1450: Education Assistance: -\$2,000
  - **Total Administration: -\$3,000**
- **Police:** 10-5100
  - 1450: Education Assistance: -\$1,000
  - 5300: Dues & Subscriptions: -\$200
  - **Total Police: -\$1,200**
- **Street Department:** 10-5600
  - 1400: Travel & Schooling: -\$300
  - 1450: Education Assistance: -\$1,250
  - 1500: M&R Bldg & Grounds: -\$375
  - 5700: Miscellaneous: -\$200
  - 5701: Safety: -\$200
  - 7450: Non-Powell Sidewalks: -\$20,000
  - 7460: Street Signage: -\$1,000
  - **Total Street Department: -\$23,325**
- **Sanitation:** 10-5800
  - 1450: Education Assistance: -\$250
  - **Total Sanitation: -\$250**

- **Non-Departmental:** 10-6600
  - 1500: Library Building/Grounds: -\$2,000
  - 4920: Economic Development: -\$4,500
  - 6130: Park Maintenance: -\$10,000
  - **Total Non-Departmental: -\$16,500**
- The Board members also discussed moving one-half of the Interim Town Administrator's and one-half of the Finance Officer/Town Clerk's salary to the enterprise fund for an anticipated savings of **\$10,000**.
- **Total FY 2016-2017 Anticipated Fund Balance Savings: \$58,075**

Commissioner Lasky motioned to move one-half of the Interim Town Administrator's and one-half of the Finance Officer/Town Clerk's salary and benefits to the enterprise fund. Commissioner Reece seconded. Commissioners Carter, Lasky, and Reece voted, "yay." Commissioner Baity voted, "nay." The motion passed.

The Board members discussed ways to generate revenue and increase the Town's tax base.

Interim Town Administrator Harris presented the health insurance rate analysis for FY 2017-2018 prepared by LifeStore. With the current plan, the rate was expected to increase by 13.37 percent. Other options were available. The Board members recommended the 2.79 percent increase option which would raise the deductible and prescription drug costs. However, the increases to the employees could be offset by a 2 percent cost-of-living increase.

Commissioner Lasky motioned to adjourn. Commissioner Baity seconded, and the motion passed unanimously. The meeting ended at 7:00 p.m.



Russell (Rusty) Hunter, IV, Mayor



Bonnie Lasky, Commissioner

**Town of Boonville**  
**May 2, 2017 Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 5/2/17 regular meeting: Mayor Rusty Hunter, Commissioners William Paul Baity, Devin Carter, Bonnie Lasky, and Tony Reece. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, and Public Works Director Jeff Jones. Finance Officer/Town Clerk Kim Wells was absent.

**I. Call to Order and Welcome:** Mayor Hunter called the 5/2/17 meeting to order at 7:03 p.m.

**II. Conflicts of Issues and Approval of Agenda:** Commissioner Baity motioned to approve the agenda. Commissioner Reece seconded, and the motion passed unanimously.

**III. Adoption of minutes- 4/4 regular session, 4/4 closed session:** Commissioner Lasky motioned to approve the 4/4 regular session and 4/4 closed session minutes.

Commissioner Carter seconded, and the motion passed unanimously.

**IV. Public Comments:** Debbie Cooper spoke on behalf of the Boonville Business and Downtown Development Association (BBDDA) requesting that the Town Board members consider changing the Yard Sale Ordinance regarding the Community-Wide Yard Sale event from the first full weekend in May until the first full weekend in October. Because there are so many activities scheduled in May in town and the surrounding area, the BBDDA members feel that the community-wide yard sale where fees are waived for participants would be more appropriate in the fall. Mayor Hunter indicated that they Board members would consider adopting the change during the June Town Board meeting.

**V. Old Town Business**

**A. Update on Water and Sewer Projects:** Public Works Director Jeff Jones provided the Town Board members with an update on the water and sewer projects. Recently, Mr. Jones attended a progress meeting concerning the Waste Treatment Plant. Mr. Jones also reported on the well that was being drilled. The well site was not going to meet the specifications needed for the Town because the well only produced 25 gallons per minute at 11,000 ft. Mr. Jones requested approval from the Board members to look for potential well sites. Commissioner Lasky motioned to approve Mr. Jones to look for a new well site. Commissioner Reece seconded, and the motion passed unanimously.

**B. West Main Street Sidewalk:** Interim Town Administrator Harris reported on her discussions with DOT Representative, Dean Ledbetter, and Elizabeth Jernigan, Piedmont Triad Regional Council regarding the intersection upgrade at NC 67 and US Hwy 601. Both recommended that the Town delay updates to any sidewalks near the main intersection. It is anticipated that most of the sidewalks will be demolished and replaced. It was consensus of the Board members to refrain from replacing the West Main Street Sidewalk at this time.

**C. Downtown Coordinator Job Description:** Interim Town Administrator Harris provided an updated Town Administrator's job description which included



the addition of the Downtown Coordinator responsibilities under Economic Development Director. Commissioner Lasky motioned to adopt the Town Administrator job description as revised. Commissioner Baity seconded, and the motion passed

## **VII. New Town Business**

**A. 2017 Town Board Meeting Schedule:** The 2017 Town Board meeting schedule was presented by the Interim Town Administrator Harris. It was noted that some municipalities do not hold a July meeting due to the multiple meetings held in prior months for budget workshops. Commissioner Lasky motioned to adopt the Town Meeting Schedule and removing the July meeting. Commissioner Reece seconded, and the motion passed unanimously.

**B. Budget Amendments:** Interim Town Administrator presented the Budget Amendments on behalf of the Finance Officer. Discussion was held about an automatic flusher being included in the amendments that would require a second motion by the Board members due to the Purchasing Policy. Commissioner Lasky motioned to adopt the May 2, 2017, Budget Amendments. Commissioner Carter seconded, and the motion passed unanimously. Commissioner Baity motioned to purchase the automatic flusher for an amount not to exceed \$4,000 out of line item 8100-7400. The motion was seconded by Commissioner Reece, and the motion passed unanimously.

**C. Howard Street Paving:** Public Works Director Jones discussed the paving of Howard Street. Mr. Jones also reminded the Board members of the original agreement regarding the pump station and how part of that agreement was to pave the road. A quote from Hooker Paving was presented. It was the consensus of the Board members for the Public Works Director to obtain additional quotes.

**D. Parks and Recreation Advisory Committee Member Appointment:** Interim Town Administrator Harris informed the Board members that Derek Oakes had to resign from the Parks and Recreation Advisory Committee due to other commitments. Ms. Harris presented the Board members with an application to appoint a new member for the vacant position. Commissioner Lasky motioned to approve Jamie Cox's application for the Parks and Recreation Advisory Committee. Commissioner Baity seconded, and the motion passed unanimously.

## **VII. Reports and Announcements**

**A. Mayors report:** No items to report.

**B. Interim Town Administrator's report:** Interim Town Administrator Harris reported to the Board members she would be attending the Mountain-to-Sea-Trail Conference in Elkin during May 4-5, Rural Day on May 9, the Rural Economic Development Institute (REDI) during May 23-25 and would graduate this month from REDI. Ms. Harris also mentioned she would be out of the office for a vacation day on May 19. She distributed the spring newsletter to the Board members and highlighted upcoming events for the month of May. She also provided a status update on the activities of the Planning Board members. She noted a survey was developed and had been distributed to the public for input on the Land Use Plan. Ms. Harris also reported on her recent conversation with Waste Management and how our current contract was coming to an end. At the

next Town Board meeting, the Board members will need to decide if they would like to continue the contact with Waste Management.

**C. Finance Officer's report:** No items to report.

**D. Public Works Director's report:** Public Works Director Jones reported on the condition of some equipment regarding the air compressor on the truck and the need of a mud hog. Mr. Jones stated he had a quote of approximately \$3,800. Commissioner Baity requested that purchase of these items be delayed.

**E. Police Chief's report:** Police Chief Jester reported on the training status of the Police Department officers. He also stated the Police Department would host a hazardous materials training workshop on August 10. This training session will cover blood-borne pathogens and other important topics.

**F. Departmental Commissioners reports:** Commissioner Lasky reported she planned to attend Rural Day on May 9 in Raleigh. It is an opportunity to meet and visit with Senator Krawaic and Representative Zachary. She asked the Board members if they had any topics for her to discuss. Commissioner Lasky stated she was asked by Yadkin County Manager, Lisa Hughes to thank our legislators for their continued support of the County's economic needs.


**G. Committee reports (as needed):** Debbie Cooper reported on behalf of the Boonville Business and Downtown Development Association regarding upcoming events, Hot Rods & Food Trucks, as well as the Boonville Bash.

**IX. Closed Session for NCGS 143-318 (a) (5):** Commissioner Baity motioned to go into closed session per NCGS 143-318 (a) (5). Commissioner Carter seconded, and the motion passed unanimously.

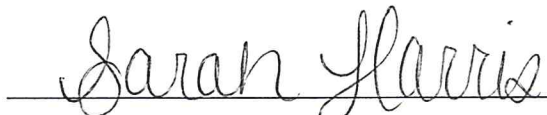
Commissioner Baity motioned for Jeff Jones to contact the property owner regarding voluntary annexation and rights to the well. Commissioner Reece seconded, and the motion passed unanimously.

**X. Recess for a Budget Workshop:** Commissioner Lasky motioned to recess until May 11 at 6:00 p.m. Commissioner Reece seconded, and the motion passed unanimously.

The meeting ended at 8:02 p.m.



Russell (Rusty) Hunter, IV, Mayor



Sarah Harris, Interim Town Administrator

**TOWN OF BOONVILLE**  
**2017 TOWN BOARD MEETING SCHEDULE**  
ADOPTED TUESDAY, MAY 2, 2017

DAY/DATE	TYPE OF MEETING	TIME
Tuesday, January 3, 2017	TOWN BOARD	7:00 PM
Tuesday, February 7, 2017	TOWN BOARD	7:00 PM
Tuesday, March 7, 2017	TOWN BOARD	7:00 PM
Tuesday, April 4, 2017	TOWN BOARD	7:00 PM
Tuesday, May 2, 2017	TOWN BOARD	7:00 PM
Tuesday, June 6, 2017	TOWN BOARD	7:00 PM
Tuesday, August 1, 2017	TOWN BOARD	7:00 PM
Tuesday, September 5, 2017	TOWN BOARD	7:00 PM
Tuesday, October 3, 2017	TOWN BOARD	7:00 PM
Tuesday, November 7, 2017	TOWN BOARD	7:00 PM
Tuesday, December 5, 2017	TOWN BOARD	7:00 PM



**Proposed Budget Amendments - May 2, 2017**  
By Kim Wells, Finance Officer

General Fund	Account Number		Description	Current Budget \$	Amendment	Ending Budget \$	
Revenues	10 -	3010 -	0100 Taxes Adv - 1st Prior Yr	4,000	(1,000)	3,000	Anticipated FY 2017 revenue
	10 -	3010 -	0200 Taxes Adv - 2nd Prior Yr	1,000	(500)	500	Anticipated FY 2017 revenue
	10 -	3010 -	0400 Taxes Adv - 4th Prior Yr	2,500	(1,500)	1,000	Anticipated FY 2017 revenue
	10 -	3010 -	1000 DMV Collection - Current	20,000	10,500	30,500	Anticipated FY 2017 revenue
	10 -	3010 -	1100 DMV Collection - 1st Prior	7,500	(7,000)	500	Anticipated FY 2017 revenue
	10 -	3170 -	0000 Tax Penalty & Interest	4,000	(2,000)	2,000	Anticipated FY 2017 revenue
	10 -	3350 -	0000 Miscellaneous Revenue	2,000	500	2,500	Anticipated FY 2017 revenue
	10 -	3380 -	0000 Alchoh/Beverage Tax	1,000	4,500	5,500	Anticipated FY 2017 revenue
	10 -	3440 -	0000 Sales of Fixed Assets	-	6,850	6,850	Anticipated FY 2017 revenue
	10 -	3450 -	0000 Local Option Sales Tax	140,000	20,000	160,000	Anticipated FY 2017 revenue
	10 -	3460 -	0000 Solid Waste Disposal Tax	800	100	900	Anticipated FY 2017 revenue
	10 -	3670 -	0100 Sales Tax Refund	3,500	(800)	2,700	Anticipated FY 2017 revenue
	10 -	3990 -	0100 Beg Fund Bal - Powell Bill	-		-	To balance budget
	10 -	3991 -	0000 Beginning Fund Balance	184,190.00	(12,244)	171,946.00	To balance budget
					17,406		
Expenses	Governing Body						
	10 -	4100 -	1400 Travel	1,000	(750)	250	To budget anticipated expenses
	10 -	4100 -	1401 Schooling and Training	1,000	(700)	300	Ties to actual
	10 -	4100 -	5400 Professional Liab.	1,000	(290)	710	Ties to actual
	10 -	4100 -	5402 Professional Liab. Ins	2,900	2,825	5,725	Ties to actual
	10 -	4100 -	5700 Miscellaneous Expenses	300	550	850	To budget anticipated expenses (for meals)
	Administration						
	10 -	4200 -	0225 Overtime	2,750	(2,750)	-	To budget anticipated expenses
	10 -	4200 -	1300 Utilities	3,000	300	3,300	To budget anticipated expenses
	10 -	4200 -	3300 Supplies and Materials	4,500	500	5,000	To budget anticipated expenses
	10 -	4200 -	5400 Insurance	2,100	(200)	1,900	Ties to actual
	10 -	4200 -	7500 Computer Expense	2,720	400	3,120	To budget anticipated expenses for new iPad
	Police						
	10 -	5100 -	0200 Salaries	192,000	16,000	208,000	To budget anticipated expenses
	10 -	5100 -	0201 Salaries - Part time	4,000	(2,000)	2,000	To budget anticipated expenses
	10 -	5100 -	0225 Overtime	7,000	(5,000)	2,000	To budget anticipated expenses
	10 -	5100 -	0500 FICA - Employer Share	15,750	750	16,500	To budget anticipated expenses
	10 -	5100 -	0700 Retirement Expense	13,750	1,250	15,000	To budget anticipated expenses
	10 -	5100 -	1100 Telephone Expense	4,650	350	5,000	To budget anticipated expenses
	10 -	5100 -	1300 Utilities	2,200	200	2,400	To budget anticipated expenses
	10 -	5100 -	1700 M & R Vehicles	4,000	(1,000)	3,000	To budget anticipated expenses
	10 -	5100 -	2380 Medical Expense	600	400	1,000	Ties to actual
	10 -	5100 -	3400 Equipment Expense	-	900	900	To budget anticipated expenses / includes new jump boxes
	10 -	5100 -	5400 Insurance & Bonds	20,000	(6,975)	13,025	To budget anticipated expenses / includes new jump boxes
	10 -	5100 -	7500 Computer Expense	3,500	1,000	4,500	To budget anticipated expenses
	Street						
	10 -	5600 -	0200 Salaries	43,500	500	44,000	To budget anticipated expenses
	10 -	5600 -	0700 Retirement Expense	3,100	100	3,200	To budget anticipated expenses
	10 -	5600 -	1100 Telephone Expense	700	200	900	To budget anticipated expenses
	10 -	5600 -	1600 M&R Equipment	2,400	300	2,700	To budget anticipated expenses
	10 -	5600 -	1700 M&R Vehicles	4,500	(2,000)	2,500	To budget anticipated expenses
	10 -	5600 -	3300 Supplies and Materials	4,000	800	4,800	To budget anticipated expenses
	10 -	5600 -	5400 Insurance	4,100	600	4,700	Ties to actual