

**Town of Boonville**  
**June 4, 2019 Recessed Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 6/4/19 recessed meeting: Mayor Vaughn Benton; Commissioners William Paul Baity, Monica Craver, Richard Lasky, and Justin Phillips. Also in attendance was Finance Officer/Town Clerk Wells. Commissioner Tony Reece, Public Works Director Jeff Jones, and Interim Police Chief Bryan Rutledge were absent.

Mayor Benton called the meeting to order at 6:03 p.m.

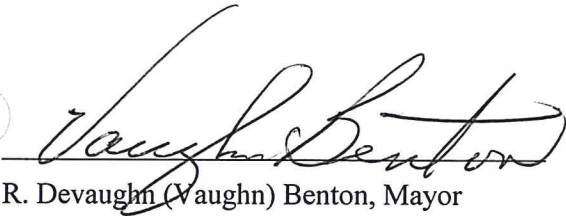
The Board members reviewed the proposed 2019-2020 budget.

Members of the Board discussed the current water rates and requested that the NC Rural Water Association propose a one percent and two percent water rate increase.

The Board members discussed potential dates for the public hearing for the Town of Boonville's 2019-2020 budget. It was the consensus of the Board members to conduct the hearing on June 27, 2019, at 10:00 a.m., with a Board meeting to follow.

Commissioner Baity motioned to advertise for the 2019-2020 Budget. Commissioner Lasky seconded, and the motion passed unanimously.

Commissioner Baity motioned to adjourn. Commissioner Phillips seconded, and the motion passed unanimously. The meeting concluded at 6:53 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk


**Town of Boonville**  
**June 4, 2019, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

The following were in attendance at the 6/4/19 regular meeting: Mayor Vaughn Benton; Commissioners William Paul Baity, Monica Craver, Richard Lasky, Justin Phillips, and Tony Reece. Also in attendance were Attorney James Freeman and Finance Officer/Town Clerk Wells. Public Works Director Jeff Jones and Interim Police Chief Bryan Rutledge were absent.

- I. Call to Order and Welcome:** Mayor Benton called the 6/4/19 meeting to order at 7:01 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Reece motioned to approve the agenda. Commissioner Baity seconded, and the motion passed unanimously.
- III. Pledge of Allegiance and Prayer:** Mayor Benton led the Pledge of Allegiance and the prayer.
- IV. Adoption of minutes:** Commissioner Baity motioned to approve the 5/7 regular session, 5/7 closed session, 5/16 recessed and 5/16 closed session minutes. Commissioner Phillips seconded, and the motion passed unanimously.
- V. Public Comments:** Shari Allen, 320 E. Main Street, complained about the ditch in front of her house. She informed the Board members that she had complained before and would like to have an answer to her problem. Mayor Benton stated that he would look at it the ditch.
- VI. Old Town Business:**
  - A. Update on Water and Sewer Projects:** Finance Officer/Town Clerk Wells presented the Board members with an email from Mike McAllister that contained a Resolution of Tentative Award for the Boonville Water Phase II loan. Discussion followed. Mrs. Wells said that she had spoken to Public Works Director Jones, and it was his opinion there was room for the contractor to reduce the cost. It was decided the topic would be tabled until Public Works Director Jones could attend to review the proposals.
- IX. New Town Business:**
  - A. Resolution Adopting the Records Retention and Disposition Schedule, General Records Schedule for Local Government Agencies Issued March 1, 2019:** Finance Officer/Town Clerk Wells presented a proposed resolution to accept the new changes made by the NC Division of Archives. She stated that the Resolution was needed so the town could properly dispose of any records. Commissioner Baity motioned to adopt the Records Retention and Disposition Schedule, General Records Schedule for Local Government Agencies Issued March 1, 2019. Commissioner Reece seconded, and the motion passed unanimously.
  - B. Charles Scott CPA Contract:** Finance Officer/Town Clerk Wells presented a proposed contract from Charles Scott for fiscal year 2019 audit paperwork. Discussion followed. Commissioner Baity motioned to approve contract dated May 16, 2019, for Charles Scott. Commissioner Phillips seconded, and the motion passed unanimously.
- X. Reports and announcements:**
  - A. Mayor's report:** Mayor Benton had nothing to report.
  - B. Finance Officer's report:** Finance Officer/Town Clerk Wells reported on the status of the current fiscal year. She told the Board members that she would provide proposed budget amendments at the recessed meeting.
  - C. Public Works Director's report:** No report was given.
  - D. Police Chief's report:** No report was given.
  - E. Departmental Commissioner's Reports:** Commissioner Craver informed the Board members that Town Hall would be closed on July 5 since both Town Hall employees would be on vacation that day.
  - F. Committee reports as needed:** Shari Allen, BBDDA, reported that electricity had been installed on the property next to Dollar General. She reported on the last cruise in and on upcoming events.
- XII. Closed Session per NCGS 143-318.11(a) (6):** Commissioner Baity motioned to go into closed session per NCGS 143-318.11(a) (6). Commissioner Phillips seconded, and the motion passed unanimously at 7:28 p.m.

Commissioner Baity motioned to move Bryan Rutledge from Interim Police Chief to Patrol Officer at a rate of \$14.76 per hour. Commissioner Reece seconded, and the motion passed unanimously.

**XIII. Recess:** Commissioner Baity motioned to recess until 6/27/19 at 10:00 a.m. Commissioner Phillips seconded, and the motioned passed unanimously. The meeting adjourned at 8:01 p.m.



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R. Devaughn (Vaughn) Benton, Mayor



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Kim Wells, Finance Officer/Town Clerk



**RESOLUTION ADOPTING THE RECORDS RETENTION AND DISPOSITION  
SCHEDULE, GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT  
AGENCIES ISSUED MARCH 1, 2019**

**WHEREAS**, the North Carolina Division of Archives and History of the Department of Cultural Resources is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records as provided by Chapters 121 and 132 of the General Statutes of North Carolina,

**WHEREAS**, the municipal records management program provides advice, service and training in the control, maintenance, preservation and disposal of official public records in the custody of local governmental units,

**WHEREAS** "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact or other documentary material made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of the North Carolina government or its subdivisions,

**WHEREAS**, the Department of Cultural Resources has issued an amendment to the Records Retention Schedule dated March 1, 2019, and;

**WHEREAS**, the Municipal Records Retention and Disposition Schedule is endorsed by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch;

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Boonville that the Town Board adopts the North Carolina Records Retention and Disposition Schedule for Local Government Agencies, as updated by the North Carolina Department of Cultural Resources in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina, dated March 1, 2019, a copy of which is on file in the office of the Town Clerk.

**BE IT FURTHER RESOLVED** this schedule is to remain in effect from the date of approval until it is reviewed and updated.

**ADOPTED BY THE TOWN BOARD OF THE TOWN OF BOONVILLE, NORTH CAROLINA**, on this, the 4<sup>th</sup> day of June, 2019; such meeting was held in compliance with the Open Meetings Act, at which meeting a quorum was present and voting.

TOWN OF BOONVILLE

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R. Devaughn (Vaughn), Mayor

ATTEST:

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KIM WELLS, Town Clerk

**CHARLES E. SCOTT CPA, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS

P. O. BOX 595

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KAREN S. MORRISON, CPA

MEMBER OF  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

May 16, 2019

Town of Boonville  
P O Box 326  
Boonville, NC 27011

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services as of June 30, 2019:

1. We will assist you in preparing the trial balance and any necessary adjustments in preparation for your audit.
2. We will assist you with the preparation of certain schedules in preparation for your audit.
3. We will assist you in drafting your financial statements for presentation to your auditors.

You are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee any services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our engagement cannot be relied on to disclose errors, fraud, or illegal acts that may exist. However we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control.

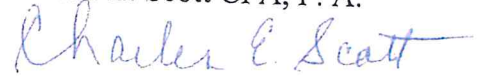
Our fee will be at \$72.00 per hour and will be billed upon completion of our services.

Town of Boonville  
May 16, 2019  
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We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return to us.

Sincerely,

Charles E. Scott CPA, P. A.



Charles E. Scott, President

Acknowledged:

Town of Boonville

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Date