

**Town of Boonville**  
**June 2, 2020, Recessed Minutes**  
**Harvey E. Smith Municipal Building/ Zoom**

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The following were in attendance at the 6/2/20 recessed meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, Monica Craver, Richard Lasky and Tony Reece. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, and Police Chief Jeff Hobson. Commissioner Justin Phillips was absent.

Mayor Benton called the meeting to order at 5:00pm.

The Board reviewed the service options Police Chief Hobson had gotten for the internet/cell service of the patrol officers.

The Board then discussed the non-departmental donation requests from the Fire Department and Boonville Business and Downtown Development Association. Debbie Cooper explained the breakdown from the B.B.D.D.A. It was consensus of the Board that the town take back over the Facade Improvement Grant and continue to do the beautification, leaving the request to \$2,000. Discussion followed on how the non-profit earns funding. The Board asked for a 25% match, with the town paying 75% up to the requested \$2,000.

The Board then reviewed the Revenues and Expenses on the Enterprise Fund.

For Salaries, Finance Officer/Town Clerk Wells reviewed the Blue Cross Blue Shield renewal. Consensus was to go with the renewal from LifeStore. The Board reviewed the proposed salary of the Police Department and for the open Public Works department.

The Board members discussion dates for the next budget workshop. Consensus was to have the next workshop on Tuesday, June 16 from 10:00am-12:00pm.

Commissioner Baity motioned to adjourn. Commissioner Lasky seconded, and the motion passed unanimously at 7:03 pm.


  
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R. Devaughn (Vaughn) Benton, Mayor

  
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Kim Wells, Finance Officer/Town Clerk

**Town of Boonville**  
**June 2, 2020, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

The following were in attendance at the 6/2/20 regular meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, Monica Craver, Richard Lasky, and Tony Reece. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, and Police Chief Jeff Hobson. Commissioner Justin Phillips and Town Attorney James Freeman were absent.

- I. Call to Order and Welcome:** Mayor Benton called the 6/2/20 meeting to order at 7:12 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Baity motioned to approve the agenda as amended. Commissioner Lasky 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 4/7 regular session, 5/5 regular session 5/5 closed session, and 5/20 recessed minutes as presented. Commissioner Lasky seconded, and the motion passed unanimously.
- V. Public Comments:** None were voiced.
- VI. Old Town Business:**
  - A. Update on Water and Sewer Projects:** Public Works Director Jones updated the Board members on the current status of the work being performed at the sewer plant. He stated the well house had been set at the new well on Sunset Drive. He said the water line had been put in and was ready for flushing and a pressure test. He stated they were still working on getting power to the new well.
  - B. Sampler Quote:** Public Works Director Jones reviewed the sampler quote. Discussion followed. Commissioner Baity motioned to accept the invoice from Clearwater Inc. in the amount of \$8,8089.52. Commissioner Craver seconded, and the motion passed unanimously.
- VII. New Town Business:**
  - A. Charles Scott contract for Fiscal Year 2020:** Finance Officer/Town Clerk Wells presented the Board with an annual contract from Charles Scott, CPA. She stated that because of the epidemic, the contract rate was the same as the previous year. Discussion followed on the amount of time estimated to do the work papers for the audit. Commissioner Craver motioned to accept Charles Scott, CPA quote for \$72 per hour. Commissioner Baity seconded, and the motion passed unanimously.
  - B. Paving Quote:** Public Works Director Jones reviewed a quote he got for all the paving around town and for the parking lot at the corner of 67/601. Discussion followed. Commissioner Baity motioned to approve for the paving of items 2, 3, and 6 in the amount of \$4,142 out of Powell (funds) and 7 and 4 out of Sewer for \$1,365. Commissioner Lasky seconded, and the motion passed unanimously.
- VIII. Reports and announcements:**
  - A. Mayor's report:** Mayor Benton had nothing to report on.
  - B. Finance Officer's report:** Finance Officer/Town Clerk Wells stated she had been reviewing payment plans as they come across the listserv and would present a draft as soon as she had one. She stated that she hoped this would be sometime in June. She reported that there would be proposed budget amendments at one of the recessed meetings just to clean up the budget before the year end. For Zoning, Mrs. Wells stated that she or Interim Zoning Officer Steve Hutchens would start doing a zoning report monthly. She stated that this past month had been normal zoning permits. She then reviewed the Budget vs. Actual report.
  - C. Public Works Director's report:** Public Works Director Jones had nothing else to report on.
  - D. Police Chief's report:** Police Chief Hobson asked the Board to review the proposed Police Policy update. It was stated to make sure Attorney Freeman got a copy of the draft as well.
  - E. Fire Department's Reports:** There was no report given.
  - F. Departmental Commissioner's Reports:** The commissioners had nothing to report on.
  - G. Committee reports as needed:** There was no report given.
- IX. Recess:** Commissioner Baity motioned to recess until June 16 at 10:00 a.m. Commissioner Craver seconded, and the motioned passed unanimously. The meeting adjourned at 7:36 p.m.



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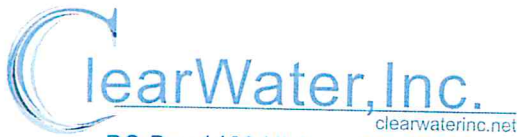
R. Devaughn (Vaughn) Benton, Mayor



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Kim Wells, Finance Officer/Town Clerk





PO Box 1469 Hickory, NC 28603  
Phone: (828) 855-3182 Fax: (828) 855-3183  
www.clearwaterinc.net

## Quote

Date	Estimate #
3/12/2020	20200856

Name / Address
Town of Boonville Attn: Accounts Payable P.O. Box 326 Boonville, NC 27011

Ship To
Town of Boonville 471 Lon Avenue Boonville, NC 27011 Attn: Jeff Jones

Requestor	Phone	Email	Prepared By	Terms	Lead Time
Eric Hudson	336-367-7941	jeff.jones@boonvillenc.com		Net 30	2-3 Weeks ARO
Item	Qty	Description	Unit Price	Total	
JI685800001	1	Teledyne ISCO Model 5800 Refrigerated Sampler (115 VAC, 60 Hz). Includes control panel, refrigeration unit, distributor arm, two pump tubes, instruction manual, and pocket guide.	6,089.00	6,089.00T	
JI685800011	1	1-bottle Configuration. Includes one polyethylene 20.5-liter (5.5 gallon) round bottle, two caps and two discharge tubes.	212.00	212.00T	
JI685800020	1	5800 refrigerated sampler multipurpose cable with 16 unterminated leads, 10 ft. (3 m).	111.00	111.00T	
JI609004379	1	3/8" x 25' vinyl suction line with standard strainer and coupler	122.00	122.00T	
Freight	1	Freight	394.00	394.00T	
Start Up - C	1	Startup of Isco 5800 (configuration, programming, calibration and training for plant personnel)	650.00	650.00T	
		NC 6.75% Sales Tax	6.75%	511.52	

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

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CERTIFIED PUBLIC ACCOUNTANTS

CHARLES E. SCOTT, CPA  
KEITH E. SCOTT, CPA  
KAREN S. MORRISON, CPA

May 6, 2020

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, 2020:

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 6, 2020

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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