

Town of Boonville
October 6, 2020, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 10/6/20 regular meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, Monica Craver, Richard Lasky, Justin Phillips, and Tony Reece. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, and Police Chief Jeff Hobson. Town Attorney James Freeman was present through Zoom.

- I. Call to Order and Welcome:** Mayor Benton called the 10/6/20 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Benton referenced the agenda and asked that the date of the minutes to be adopted be corrected. Commissioner Baity motioned to approve the agenda as amended. Commissioner Phillips 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:** Mayor Benton asked that the following statement be added to the 9/1/20 regular meeting, "Mayor Benton noted that he had signed the agreement for Covid money incurred relating to Covid. He recommended that the \$33,941 be pre-approved by the appropriate State or Federal agency to ensure that the citizens and taxpayers would not incur any costs related to this issue." Discussion followed on the location of the statement in the minutes. Commissioner Baity motioned to approve the 9/1/20 regular session minutes as amended, and the 9/1/20 closed session minutes as written. 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 for the well house rehabilitation and sewer plant. He stated that the new well was up and running.
 - B. CARES Funding, with proposed Budget Amendments:** Commissioner Craver referenced the new WIFI teleconferencing software that was installed for remote attendees. She stated that this would eliminate the ability to hear issues residents had when participating in meetings remotely. She reported that the park's WIFI was active and going well. Commissioner Craver some residents were already using it for remote learning for schoolwork. She referenced the Governor moving the State into Phase 3 which will allow Town Hall to reopen for walk-in business. She asked the Board members to consider purchasing a credit card terminal at an estimated cost of \$700. The credit card terminal would help control the spread of COVID-19 by alleviating the need for staff to touch a payee's credit card. Commissioner Craver stated that although this purchase was not in the original CARES Relief Fund plan, the plan can be amended at any time. Discussion followed on additional fees. Finance Officer/Town Clerk Wells stated that it could be purchased with no additional fees since the system was already set up to work with the terminal. It was the consensus of the Board members to purchase the credit card reader.
 - C. NC CDBG Coronavirus Grant Program:** Commissioner Lasky stated that after speaking with PTRC staff, that the Town of Boonville would not qualify for this grant. The Town would have to be at a poverty level of 50 percent and is currently at 42 percent.
- VII. New Town Business:**
 - A.** There was no New Town Business
- VIII. Reports and announcements:**
 - A. Mayor's report:** Mayor Benton had no items to report.
 - B. Finance Officer's report:** Finance Officer/Town Clerk Wells reported that utility bills were being mailed later than usual due to an issue with the meter reading system. She reported on the Commercial/Property Insurance renewal, which had increased approximately \$800 from last year. Mrs. Wells stated that the first appropriation of Powell Bill funds in the amount of \$17,690 had been received. Mrs. Wells informed the Board members that the required audit date had been moved from the end of December to January because of COVID-19. She stated that Charles Scott had not completed his work papers and field work for Fiscal Year End 2020 but was planning on doing completing it in October. She then reviewed the Budget vs. Actual report.
 - C. Public Works Director's report:** Public Works Director Jones reported on the state of the Christmas angel decorations. The cost to reinstall lights on the angels would be approximately

\$2,000 and approximately \$1,650 to re-coat the angel frames. Mr. Jones stated there were funds available that could be used for the project, but these funds would have to be moved in the budget. It was the consensus of the Board members to proceed with the rehabilitation of the Christmas angel decorations for up to \$4,000. Public Works Director Jones stated that since the Town had received an appropriation of Powell Bill funds, he would like to proceed with the Helen and Garwood drainage project. He stated that he would look for options for air compressors and have them available for the next meeting. Discussion followed on the Powell Bill fund usage. Commissioner Craver motioned that to proceed with fixing the drainage issue on Helen and Garwood in the amount up to \$3,500. Commissioner Reece seconded, and the motion passed unanimously. Mayor Benton stated that he would like to talk to Mr. Jones at a later date about an issue he was made aware of on Meadowview. Public Works Director Jones stated the issue Mayor Benton was speaking of was a personal issue and not Town related. The Board members then discussed the issue of potholes around town.

D. Police Chief's report: Police Chief Hobson stated that he had spoken with a Dodge representation about a new police car. Currently, Dodge is the only provider of police cars, unless the Town preferred to purchase a police truck-type vehicle. Chief Hobson stated he would investigate all options available for new police vehicles and present those options at the next meeting.

E. Fire Department's Reports: No report was given.

F. Departmental Commissioner's Reports: Commissioner Craver stated that she had attended the monthly BBDDA meeting. She stated that it was mentioned at the meeting that the BBDDA could promote advertising when someone logged into the new WIFI hotspots and in doing so could generate some revenue to help pay the internet bill for those locations. She stated that she and Debbie Cooper had written a grant application submitted to the Clemmons Foundation. If awarded, the BBDDA could receive \$12,000 for playground equipment. Commissioner Craver informed everyone that there will be a Dewey's store in the Municipal Building during the Christmas season with all proceeds to be used by the BBDDA to buy playground equipment. She stated that the Starmount marketing class was doing all the advertising. She reported that the Facebook post had already had over 2,000 views.

G. Committee reports as needed: Commissioner Craver reported that the BBDDA had voted to have a limited Halloween Boo Bash on Friday, October 30, since many businesses will be closed on Saturday, October 31.

IX. Closed Session per NCGS 143-318.11(a)(6) – Personnel: Commissioner Baity motioned to go into closes session per NCGS 143-318.11(a)(6) for Personnel. Commissioner Phillips seconded, and the motioned passed unanimously at 7:37p.m.

Commissioner Baity motioned to return to open session. Commissioner Lasky seconded, and the motion passed unanimously at 7:44 p.m.

Commissioner Craver motioned to hire Marty Shinault as a full-time police officer pending paperwork from Training and Standards, at a salary of \$38,500. Commissioner Phillips seconded, and the motion passed unanimously.

X. Adjourn: Commissioner Baity motioned to adjourn. Commissioner Lasky seconded, and the motioned passed unanimously. The meeting ended at 7:45 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

SECTION 10. EXEMPTIONS - GENERAL

The exempt or non-exempt status of any particular employee must be determined on the basis of the nature of work performed, the duties, responsibilities assigned, and the terms or conditions of employment. The Board of Commissioners is responsible for determining exempt positions.

SECTION 11. DEDUCTIONS TO PAY (FLSA SAFE HARBOR POLICY)

It is the policy of the Town to only make pay deductions that are authorized and proper. The Town will make no deduction in violation of the Fair Labor Standards Act.

It is the Town's policy to comply with the provisions of the FLSA with regard to deductions from exempt employees' salaries. Accordingly, improper deductions from exempt employees' salaries are specifically prohibited. Any exempt employee who believes that an improper deduction has been made from their salary should immediately report this to their supervisor and file a grievance in accordance with the provisions of this policy. Reports of improper deductions will be promptly investigated. If it is determined that any improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

SECTION 12. SCHEDULE, COMPENSATION AND, OVERTIME FOR LAW ENFORCEMENT EMPLOYEES

Schedule - Law enforcement employees are scheduled to work a minimum of 168 hours in 28 days. Any exception to this these hours must be taken with paid leave or unpaid leave.

Compensation - The hourly rate of pay for law enforcement employees is obtained by dividing the annual salary by 2184hours. ($168 \times 13 = 2184$ with 168 minimum).

Overtime - Law enforcement employees shall receive straight time compensation when they work on a scheduled day off up to 171.0 hours. LEO's shall receive compensation for overtime at the regular pay rate for hours worked between 168.0 and 171.0 any and all hours over 171.0 will be compensated at time and one half as established by the Department of Labor for payment of overtime of law enforcement employees. All hours worked over 168 for Police will be issued in the form of FLSA Compensation Leave. The total balance of accumulated FLSA Compensatory Leave Time may not exceed 40 hours. Compensatory time will be used before any other forms of leave.

SECTION 13. CALL BACK PAY AND CALL-BACK PAY

The Town provides a continuous coverage of service to its customers after normal business hours in case of a water, sewer or streets emergency. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Call-back. Non-exempt employees will be paid at actual time worked when being called back to work outside of normal working hours. Hours actually worked while on call-back are calculated beginning when the employee receives notification to return to work and ends when the job is complete. These hours are added to the regular total of hours worked for the week. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled in advance).

Stand-by. Non-exempt employees required to be on "stand-by" duty from Wednesday till Tuesday will have the option to take the Friday afternoon off, four hours (4 hours) at regular pay the Friday after the employee finishes stand-by unless there is an emergency deemed by the Public Works Director. Stand-by compensation is not to be included in overtime calculations. Hours

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