

**Town of Boonville**  
**May 4, 2021, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 5/4/21 regular meeting: Mayor Pro-tem Justin Phillips, Commissioners Monica Craver, David Cox, Dwaine Dobbins, and Tim Driver. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Police Chief Jeff Hobson, and Administrative Assistant Steve Hutchens. Town Attorney James Freeman was present through Zoom. Mayor Vaughn Benton was absent.

**I. Call to Order and Welcome:** Mayor Pro-tem Phillips called the 5/4/21 meeting to order at 7:00 p.m.

**II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver asked the Board members to consider adding Consensus Vote to be Ratified as New Business VII-F. Commissioner Craver motioned to approve the agenda as amended. Commissioner Cox seconded, and the motion passed unanimously.

**III. Pledge of Allegiance and Prayer:** Commissioner Cox gave a report on residents who had recently passed away. He then led the Pledge of Allegiance and the prayer.

**IV. Adoption of minutes:** Commissioner Craver motioned that the 4/6 regular minutes, 4/6 closed session, and 4/24 recessed minutes be approved. Commissioner Dobbins 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 reported that the Town of Boonville is awaiting on review by the State of North Carolina before the Phase II Water Project can be closed out.

**B. CARES Funding:** Commissioner Craver reported that some of the CARES funding had been used for town sanitizing supplies for Boonville Business and Downtown Development Association, Inc. (BBDDA) events.

**VII. New Town Business:**

**A. Presentation of the Fiscal Year 2019-2020 Audit by Gibson and Company:** Craig Hopkins presented the 2019-2020 audit for the Town of Boonville. He stated that the Town had a clean audit and reviewed the numbers for the year. He stated that because of the Federal/State loans being over \$100,000, the Town was subject to a Yellow-Book audit, which was included in the Fiscal audit.

**B. Approval of Gibson and Company Invoice:** Commissioner Craver motioned to approve the invoice for Gibson and Company for \$7,250. Commissioner Cox seconded, and the motion passed unanimously.

**C. Proposed Budget Amendments:** Finance Officer/Town Clerk Wells reviewed the proposed budget amendments dated 5/4/21. Commissioner Cox motioned to approve the budget amendments. Commissioner Craver seconded, and the motion passed unanimously.

**D. Paving Quotes:** Public Works Director Jones reviewed the paving quotes received from Carter & Kirk Paving, and the Board members discussed the quote for Garwood and Holly Streets. The paving of the parking lot will not be included at this time in anticipation that ARP funds can be used for this project. Commissioner Cox motioned to approve the paving quotes (with Hickory/Spring, Garwood and various potholes out of Powell Bill funds in the amount of \$28,309 and NC-67 patches and utility cuts out of the Water Supplies fund in the amount of \$4,200. Commissioner Dobbins seconded, and the motion passed unanimously.

**E. Budget Workshop Date:** The Board members discussed dates for the next budget workshop. It was the consensus of the Board members to meet on May 14 at 9:00 a.m.

**F. Consensus Vote to be Ratified:** Commissioner Craver briefed the attendees on the need for the consensus. She stated that in order to be eligible for the next \$6,000 from the Winston Salem Foundation, the playground equipment had to be installed by June 1. However, due to the understaffing of the Public Works Department, the deadline could not be met. Commissioner Craver motioned to spend up to \$5,100 to install the playground equipment. Commissioner Cox seconded, and the motion passed unanimously.

**VIII. Reports and announcements:**

**A. Mayor's report:** Mayor Benton was not available to give a report.

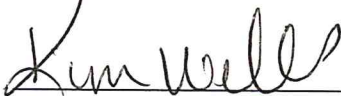
- B. Finance Officer's report:** Finance Officer/Town Clerk Wells reported on the status of the water bills for the month. Administrative Assistant/Zoning Officer Hutchens updated the Board members regarding a conversation he had with a realtor concerning the old Southland Trucking facility on US 601. He informed the Board members that because of the zoning regulations, if another trucking company wanted to use the facility, the property would have to be re-zoned as commercial. Finance Officer/Town Clerk Wells then reviewed the budget vs actual report.
- C. Public Works Director's report:** Public Works Director Jones reported that 180 of the 220 water meter registers received had been installed. Mr. Jones asked the Board members to consider hiring a summer intern to assist with lawn care. It was the consensus of the Board members to table the discussion until the budget workshop.
- D. Police Chief's report:** Police Chief Hobson reported that the Police Department was waiting on a part for the new patrol truck and hoped it would be in service soon. He stated that he had utilized part-time officer, Patrick Long, to fix a computer issue from the State system upgrade. He informed the Board members on steps the Police Department had taken to assist Ellen Reece with her issue. Police Chief Hobson informed the Board members of certifications that his officers had passed.
- E. Departmental Commissioner's Reports:** Commissioner Craver reported on the work completed at the park. She referenced a conversation she had with adjoining land owner, Gavin Brown, regarding the possibility of purchasing additional land to expand the park. She stated the land discussed would be approximately 1.68 acres. Commissioner Craver asked that a phone tree be sent to inform town residents of the upcoming annual hydrant testing by the Boonville Fire Department.
- F. Committee reports as needed:** Commissioner Craver reported on the upcoming Community Yard Sale.
- IX. Closed Session per NCGS 143-318.11(a)(6) – Personnel:** Commissioner Craver motioned to go into closed session per NCGS 143-318.11(a)(6) for personnel. Commissioner Cox seconded, and the motioned passed unanimously at 8:05 p.m.

Commissioner Craver motioned to return to open session. Commissioner Driver seconded, and the motion passed unanimously at 8:33 p.m.

**X. Recess:** Commissioner Craver motioned to recess until May 14 at 9:00 a.m. for budget workshop. Commissioner Cox seconded, and the motioned passed unanimously. The meeting ended at 8:33 p.m.



Justin Phillips, Mayor Pro-tem



Kim Wells, Finance Officer/Town Clerk