

Town of Boonville
February 1, 2022, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 2/1/22 regular meeting: Mayor Vaughn Benton; Mayor Pro-tem Justin Phillips; Commissioners David Cox and Monica Craver. Also in attendance were Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, Administrative Assistant/Zoning Officer Steve Hutchens, and Public Works Technician/Administrative Assistant Crystal Hutchens. Town Attorney James Freeman was present via Zoom. Commissioners Dwaine Dobbins and Tim Driver were absent.

- I. Call to Order and Welcome:** Mayor Benton called the 2/1/22 meeting to order at 6:59 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned to accept the agenda as presented. Commissioner Cox 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 Cox motioned to adopt the 12/7/21 regular meeting minutes and the 1/4/22 regular meeting minutes. Commissioner Craver seconded, and the motion passed unanimously.

V. Public Comments: None were voiced.

VI. Old Town Business:

- A. American Rescue Plan (ARP) and Coronavirus Aid, Relief, and Economic Security (CARES) Fund Projects:** Commissioner Craver reported that all CARES Act funds had been expended, and the projects were closed. For ARP funding, she reported that projects are in the planning stage and estimates are being obtained. In addition, Draper and Associates will provide a list of potential projects in order of need and cost.

VII. New Town Business:

A. Motion to approve the following Consent Agenda items:

- **Approval of Charles Scott invoice dated 11/30/21 in the amount of \$13,680**
- **Looping of Baptist Church Rd by Draper and Associates for \$5,500**
- **Generator Parts**
- **Hiring of Pedro Lopez as of 1/10/22 as a Part-Time Public Works Technician**
- **Accepting the resignation of Rick McLeod as of 1/10/22**

Commissioner Craver motioned to approve all five items. Mayor Pro-tem Justin Phillips seconded, and the motion passed unanimously.

- B. Quotes for Snow Plow:** Public Works Technician/Administrative Assistant Crystal Hutchens reviewed two quotes for a snow plow for the Town truck. Discussion followed. Commissioner Cox motioned to purchase the snow plow using ARP funds in the amount of \$7,169. If ARP funds are not available, the purchase of the snow plow should be taken from of the Streets Department budget line. Commissioner Craver seconded, and the motion passed unanimously.
- C. Resolution #2022-02 for Surplus Property:** Public Works Technician/Administrative Assistant Crystal Hutchens reviewed the items on the surplus list. Commissioner Craver motioned to accept the Resolution for Surplus Property. Commissioner Cox seconded, and the motion passed unanimously. Discussion followed on the old sewer blowers. Since the blowers are unusable, it was the consensus of the Board members to scrap them.

VIII. Reports and announcements:

- A. Mayor's report:** Mayor Benton expressed his appreciation to the Board members and Town employees for their outstanding efforts while he dealt with a family member's illness.
- B. Finance Officer's report:** Finance Officer/Town Clerk Wells updated the Board members on the status of Town Hall-related items. She stated that the audit has been submitted to the Local Government Commission and should be approved soon. She also reported that Gibson and Company should be able to report on the audit next month.
- C. Zoning Officer's report:** Administrative Assistant/Zoning Officer Hutchens reported on ongoing zoning issues. He stated that the sweepstakes business had been fined for not following the ordinance regarding operating hours.
- D. Public Works Director's report:** Public Works Tech/Administrative Assistant Crystal Hutchens reported the the Public Works team members are working well together. She also reported on a 3-

year well sample that had not been performed. Since all well samples will be due at the same time, a budget amendment may be required.

E. Police Chief's report: Police Chief Hobson reported on the status of Town's Ford Explorer. He also reported that he had an outside agency assisting the Police Department with dealing with the sweepstakes business. He then reported on a recent break-in. Discussion followed on issues with the Explorer and the status of all the Police Department vehicles. Although there are potential grants available to the Police Department, Chief Hobson indicated that the Town is not eligible to apply since there are policies that the Town has not adopted. However, there are policy templates available that would need to be adopted before application for these grants next year.

F. Fire Department Report: In the absence of the Fire Department representative, Administrative Assistant/Zoning Officer Steve Hutchens reported about that the Fire Department is pursuing a grant.

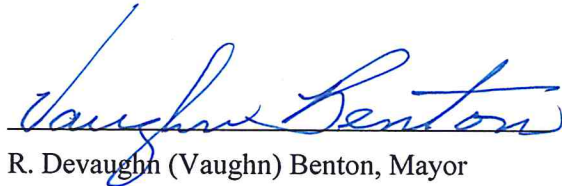
G. Departmental Commissioner's Reports:

Commissioner Craver reported that the Public Works Department employees are doing an outstanding job. She stated that Town Hall was obtaining an estimate for insulation to be installed under the floor. Discussion followed on the insulation in the attic and walls. She informed the Board members of the availability of an online Grant Workshop with a cost of \$595.

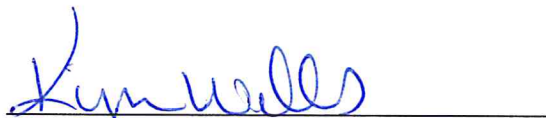
Commissioner Craver volunteered to participate in the workshop if approved by the Board members. Discussion followed. Commissioner Cox motioned for Commissioner Craver to participate in the workshop. Mayor Pro-tem Phillips seconded, and the motion passed unanimously. Commissioner Craver gave an update on the absences of the two commissioners. Commissioner Cox reported on the status of the old graveyard located on Gavin Brown's property.

H. Committee reports as needed: The Boonville Business and Downtown Development Association, Inc. (BBDDA) President, Kristen Johnson, reported on the status of the Boonville Bash to be held in April.

IX. Adjourn: Mayor Pro-tem Phillips motioned to adjourn. Commissioner Cox seconded, and the motion passed unanimously. The meeting ended at 7:55 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

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

CHARLES E. SCOTT CPA, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
P. O. BOX 595
YADKINVILLE, NORTH CAROLINA 27055

MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

TELEPHONE (336) 679-3116
FAX (336) 679-3117

November 30, 2021

TOWN OF BOONVILLE
P.O. BOX 326
BOONVILLE, NC 27011

ALL ACCOUNTS PAYABLE
UPON PRESENTATION

FOR PROFESSIONAL SERVICES:

Preparation of workpapers and adjustments for audit for year
ended June 30, 2021

\$ 13,680.00



2116 N. Bridge Street
Elkin, NC 28621
(336) 835-1600

WORK ORDER

276189

Thank you for your business! We hope to see you back soon. Items must be returned in the original package and receipt is required for full credit. No returns on electrical or special order parts. Remember OPEN HOUSE IN MARCH

Bill To

TOWN OF BOONVILLE
P.O. BOX 326
BOONVILLE, NC 27011

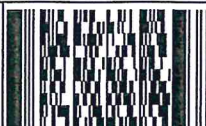
Ship To

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
1310		56-6018177	(336) 258-0223	(336) 367-7941	Charge	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
JUAN ANUARIO	JUAN ANUARIO	01/21/22	276189			Counter Sales

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
32275	WES	UNIVERSAL MOUNT KIT U	1	1		\$1,996.79	\$1,996.79	\$1,996.79
76900-4	WES	BIG BOX FOR INTERNATIONAL TRUCK	1	1		\$2,164.78	\$2,164.78	\$2,164.78
29070-1	WES	MODULE 3 PORT DRL/N	1		1	\$277.08	\$277.08	\$277.08
35500	WES	CONTROL,PLOW,HANDHELD	1		1	\$760.27	\$760.27	\$760.27
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
76920	WESW	BLADE ASSY 10' PRO PLUS HD	1		1	\$3,550.24	\$3,550.24	\$3,550.24
72530	WESW	LIGHT KIT, HALOGEN, COMPLETE	1		1	\$502.23	\$502.23	\$502.23

Invoice Total	\$9,251.39
Sales Tax	\$647.61
Grand Total	\$9,899.00

Notes:



Customer acknowledges receipt thereof:

DATE
1/25/22
TIME
12:29
SALESMAN
029/001
STORE
1

Terminal: 11

Forsyth Mower Works, LLC
2956 Griffith Road
Winston-Salem, NC 27103
(336) 768-8888

INVOICE
325969
P/O NUMBER
WORK ORDER
PAGE
1 of 1

BILL TO ACCOUNT: 38132
TOWN OF BOONVILLE PO BOX 326 BOONEVILLE, NC 27011

SHIP TO ACCOUNT:
TOWN OF BOONVILLE PO BOX 326 BOONEVILLE, NC 27011

Tax Exempt #

No returns or service warranties without receipt.
No returns on special order or electrical parts.
No returns on equipment or tree gear.

Shipped VIA: CUSTOMER PICKUP

ORD	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1		MYE	41630	MEYER PLOWS		6199.99	6199.99
				ROAD PRO 32 E73 W LED				
1	1		MYE	09455	10 ROAD PRO PLOW		4000.00	4000.00
1	1		MYE	16400	HD MOUNTING CARTING		2625.00	2625.00
1	1		MYE	23061	PARK TURN CONTROL HAR		76.96	76.96
17	17		L04	SL	SHOP LABOR		85.00	1445.00
				BUILD AND CUSTOM FAB MOUNT FOR INTERNATIONAL 4700 AND INSTALL 10 MEYER ROAD PRO SNOW PLOW				

DUPLICATE COPY
QUOTE ONLY

*If they can use any of the
current brackets it will be cheaper.*

SUB TOTAL	12901.95
MISC	0.00
LABOR	1445.00
Tax: 7.000	1004.29
DOWN PAYMENT	
INVOICE TOTAL	15351.24



2116 N. Bridge Street
Elkin, NC 28621
(336) 835-1600

WORK ORDER

276160

Thank you for your business! We hope to see you back soon. Items must be returned in the original package and receipt is required for full credit. No returns on electrical or special order parts. Remember OPEN HOUSE IN MARCH

Bill To

TOWN OF BOONVILLE
P.O. BOX 326
BOONVILLE, NC 27011

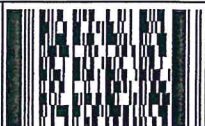
Ship To

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
1310		56-6018177	(336) 258-0223	(336) 367-7941	Charge	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
JUAN ANUARIO	JUAN ANUARIO	01/21/22	276160			Counter Sales

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
31269-1	WES	MOUNT KIT FORD SD	1	1		\$590.99	\$555.66	\$0.00
29049	WES	PLUG IN HARNESS KIT	1		1	\$252.00	\$236.94	\$236.94
29070-1	WES	MODULE 3 PORT DRL/N	1		1	\$159.99	\$150.43	\$150.43
35500	WES	CONTROL,PLOW,HANDHELD	1		1	\$438.99	\$412.72	\$412.72
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
72308	WESW	BLADE 8.5 PRO-PLOW S W/QUAD	1		1	\$2,521.99	\$2,371.25	\$2,371.25
75200-3	WESW	BIG BOX ASSY PS2/MW	1		1	\$3,326.99	\$3,128.12	\$3,128.12
72530	WESW	LIGHT KIT, HALOGEN, COMPLETE	1		1	\$425.99	\$400.53	\$400.53

Invoice Total	\$6,699.99
Sales Tax	\$469.01
Grand Total	\$7,169.00

Notes:



Customer acknowledges receipt thereof:

DATE
1/26/22
TIME
08:05
SALESMAN
029/001
STORE
1

Terminal: 11

Forsyth Mower Works, LLC
 2956 Griffith Road
 Winston-Salem, NC 27103
 (336) 768-8888

INVOICE
326012
P/O NUMBER
WORK ORDER
PAGE
1 of 1

BILL TO ACCOUNT:	38132
TOWN OF BOONVILLE PO BOX 326 BOONEVILLE, NC 27011	

SHIP TO ACCOUNT:
TOWN OF BOONVILLE PO BOX 326 BOONEVILLE, NC 27011

Tax Exempt #

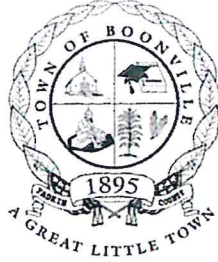
No returns or service warranties without receipt.
 No returns on special order or electrical parts.
 No returns on equipment or tree gear.

Shipped VIA: CUSTOMER PICKUP

ORD	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1		MYE	41610	PLOW BOX		5650.00	5650.00
1	1		MYE	09401	MB LOT PRO 8.0 STEEL		1550.00	1550.00
1	1		MYE	17189	MTG FORD F250 550 08		625.00	625.00
1	1		MYE	23061	PARK TURN CONTROL HAR		76.96	76.96
1	1		L02	INSTALL	INSTALL		700.00	700.00
-1	-1		MIS	DISCOUNT	BULK DISCOUNT		1000.00	1000.00 CR
INSALL 8 MEYER SNOW PLOW ON 2012 FORD TRUCK								

QUOTE ONLY

SUB TOTAL	6901.96
MISC	0.00
LABOR	700.00
Tax: 7.000	532.14
DOWN PAYMENT	
INVOICE TOTAL	8134.10



**RESOLUTION DECLARING CERTAIN PROPERTY TO BE SURPLUS AND
AUTHORIZING THE DISPOSITION OF SAID PROPERTY BY INTERNET
AUCTION OR PRIVATE SALE**

WHEREAS, G.S. 160a-267 & 270(c), allow the Town to sell personal property by private negotiation and at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property; and

WHEREAS, the Town Board of the Town of Boonville, North Carolina, has determined that the Town owns certain personal property that is no longer needed or usable by the Town; and

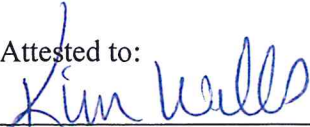
WHEREAS, the property is described below:

1984 Brush Bandit Wood chipper 12"	VIN/Model#
Coleman Powermate 4000 Generator	C110HP4
Stone Construction Equipment Concrete Leveler	
Air Systems International Blower	SVB-G8
North Star Semi-Trash Pump	109160

NOW, THEREFORE, BE IT RESOLVED by the Boonville Town Board that the Finance Officer/Town Clerk is authorized to sell by private negotiation or at electronic auction @ www.GovDeals.com at the earliest convenience the surplus property described above as per the terms and conditions as specified in the GovDeals Service contract approved by this Council and in accordance with G.S. 160A-267 or 270(c). The terms of the sale shall be net cash. The Finance Officer/Town Clerk is directed to publish at least once not less than ten (10) days before the date of the sale or auction, a copy of this resolution or a notice summarizing its content as required by North Carolina General Statute 160A-267 & 270(c).

Adopted on this the 1st day of February, 2022.


R. Devaughn (Vaughn) Benton, Mayor

Attested to:

Kim Wells, Town Clerk