

Town of Boonville
February 7, 2023, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 2/7/23 regular meeting: Mayor Vaughn Benton; Mayor-Pro Tem Tim Driver; Commissioners Monica Craver, Dwaine Dobbins and Greg Wagoner. Also in attendance were Finance Officer/Town Clerk Kim Wells, Administrative Assistant/Zoning Officer Steve Hutchens, Police Chief Jeff Hobson and Public Works Director Tim Collins. Commissioner David Cox and Attorney James Freeman were absent.

- I. Call to Order and Welcome:** Mayor Benton called the 2/7/23 meeting to order at 6:59 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Finance Officer/Town Clerk Wells asked that Amended Contract for Fiscal Year 2022 audit be added as New Town Business: C. Commissioner Craver asked that Paving Patches be added as New Town Business: D. Commissioner Craver motioned to amend as modified. Commissioner Wagoner 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 Wagoner motioned to adopt the minutes of 1/3/23 regular session. Mayor Pro-tem Driver seconded, and the motion passed unanimously.
- V. Public Comments:** Madelyn and Ashley Milam, representatives of Starmount Middle School, spoke about the Act To Change Youth Club which is supervised by Insight Human Services.
- VI. Old Town Business:**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Discussion followed on the upcoming project status. Commissioner Dobbins motioned to approve (Awarding Bid for the Boonville Water System Renovations Project). Commissioner Wagoner seconded, and the motion passed unanimously.
 - B. Ratify Consensus of 2023 Calendar for Public Works:** Discussion followed on the changes to the calendar. It was the consensus of the Board to change the bulk pickup back to twice a year, and have them the weeks prior to the Community Yard Sales, then also to change Brush Pickup to the last Tuesday of the month. Because of meter reading, the consensus was to do this on the last full week of the month. Commissioner Craver motioned to ratify the changes. Mayor Pro-tem Driver seconded, and the motion passed unanimously.
 - C. YVEDDI Usage:** Administrative Assistant/Zoning Officer Hutchens informed the Board that the billing had been done in error due to the Mastermeter Software settings. He stated the representative had come out and worked with him and Public Works Director Collins to get it resolved. He stated an adjustment had been made to the YVEDDI account and they were happy.
- VII. New Town Business:**
 - A. Motion to accept the B.I.G. Committee members:** Commissioner Craver spoke of a meeting she had with potential members of the B.I.G. Committee. She stated there was a large attendance but as of that day, only 11 had agreed to serve on the committee. She stated that the ones in attendance had nominated Jeanie Bumgardner to be the Chairperson of the committee and Julie Wagoner the Secretary. Ms. Bumgardner updated the board on ideas the committee had for the upcoming year. She listed the interested Committee members as being: Jeannie Bumgarner, Christina Mann, Mechelle Crissman, Brian Baker, Darla Cass, Tyler Barker, Melody Driver, Dusitn Callaway, Zane Green, Paris Green, and Julie Wagoner. Commissioner Craver motioned to accept all 10 as members. Commissioner Dobbins seconded, and the motion passed unanimously.
 - B. Approval of Harcros Chemicals Invoice #760083175:** Commissioner Wagoner motioned to approve Harcros Chemicals (for payment). Commissioner Dobbins seconded, and the motion passed unanimously.
 - C. Amended Contract for Fiscal Year 2022 Audit:** Finance Officer/Town Clerk Wells updated the Board on the status of the audit and asked them to approve an amendment of the contract for Gibson and Company. Commissioner Craver motioned to approve the contract amendment. Commissioner Dobbins seconded, and the motion passed unanimously.
 - D. Paving Patches:** Commissioner Craver reviewed a paving quote from Carter & Kirk paving. The quote was for \$5,400. Discussion followed on funds. Consensus was to motion to approve and let Finance Officer/Town Clerk Wells code it accordingly after a broken-out quote was given to the

town. Mayor Pro-tem Driver motioned to accept it. Commissioner Dobbins seconded, and the motion passed unanimously.

VIII. Reports and Announcements:

- A. Mayor's Report:** Mayor Benton complimented the Public Works on how well the garage and road going into the garage looked.
- B. Finance Officer's Report:** Finance Officer/Town Clerk Wells reported that utility billing had gone well. She stated that in the loss of Charles Scott the town had missed a deadline for a water/sewer expenditure report for the state. She stated that his office was happy to continue doing the report and was waiting for information that we had to pull from our billing software. She stated that should be done the following week.
- C. Zoning Officer's Report:** Administrative Assistant/Zoning Officer Hutchens reported about an issue on Sunset. He stated that he had answered zoning questions about possible 2 new homes being built within town limits.
- D. Public Works Director's Report:** Public Works Director Tim Collins reported on recent water leaks. He gave the date of the last leaf pickup day. And then updated the board on the department's upcoming training.
- E. Police Chief's Report:** Police Chief Hobson stated everything was going good for the department but been really busy. He spoke of the EES program and how the department may be eligible to get some free guns. He stated they would be looking for other things they could apply for.
- F. Fire Department Report:** There was no report from the Fire Department.
- G. Departmental Commissioner's Reports:**

Commissioner Craver reported on the amount of the first ARPA funding that was still available and the due date for the next ARPA applications. She stated Food Trucks have shown interest in coming to Boonville and will probably be set up on the town's lot. Mrs. Craver gave an update on the intersection project.

Mayor Pro-tem Driver had nothing to report.

Commissioner Cox was absent.

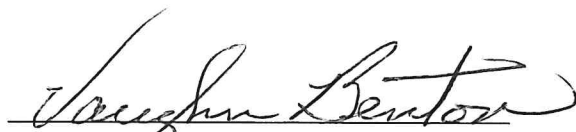
Commissioner Dobbins stated he had talked to the Police Chief about lowering speed limits for all side streets to 15mph. Discussion followed.

Commissioner Wagoner reported he had spoken to two companies about the condition of the town's sidewalks. He stated the cost estimates to fix them to be compliant was \$26,000 and \$35,000. Both quotes had items listed that could possibly be done by Public Works to lower the overall cost. Discussion followed.
- H. Committee Reports as Needed:** Jeanie Bumgardner, B.I.G. Administrator, reported on their first meeting that was in January. Then give the Board some information on possible upcoming events the committee was planning.

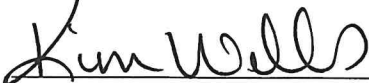
IX. Closed Session per NCGS 143-318.11(a)(6) – Personnel: Commissioner Wagoner motioned to go into closed session per NCGS 143-318.11(a)(6) for personnel. Commissioner Craver seconded, and the motion passed unanimously. The closed session began at 7:55 p.m.

Commissioner Craver motioned to return to open session. Commissioner Wagoner seconded, and the motion passed unanimously at 8:16 p.m.

X. Adjourn: Commissioner Dobbins motioned to adjourn. Commissioner Wagoner seconded, and the motion passed unanimously. The meeting ended at 8:17 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk



114 Edinburgh S. Drive, Ste. 200 T 919.827.0864
Cary, NC 27511 TRCcompanies.com

January 18, 2022

Monica Craver, Town Administrator
Town of Boonville, NC
PO Box 326
Boonville, NC 27011

**RE: Town of Boonville Water System Renovations
Draper Aden Associates / TRC Project No.2200538**

Dear Mrs. Craver:

I have evaluated the bids received on January 10, 2023, for the Boonville Water System Renovations Project, which consisted of three bids as follows:

Name	Base Bid
Baker Underground, Inc.	\$650,420.00
Carolina Grading & Utilities, Inc.	\$554,086.00
North State Water and Sewer, Inc.	-- (Unresponsive Bidder)

One of the bidders did not provide appropriate documentation, thus their bid was considered unresponsive. References for the remaining low bidder, Carolina Grading & Utilities, Inc., have been called, and no unsatisfactory information was revealed. Based on the bids provided, it is recommended that the Town of Boonville proceed with awarding the construction contract to the low bidder, Carolina Grading & Utilities, Inc. If there are any questions or concerns related to this recommendation, feel free to contact me.

Sincerely,
Draper Aden Associates / TRC

Ethan Gartin
Project Manager



768711600

**Harcros Chemicals Inc**

FEDERAL I.D. NO. 43-1935062

Phone: 336 475-1391

125 SEDGEHILL DRIVE

THOMASVILLE, NC 27360

INVOICE NUMBER

760083175

INVOICE DATE

25-JAN-2023

SOLD TO

00915600
Town of Boonville
PO Box 326
Boonville, NC 27011

SHIP TO

09150465
Town of Boonville
471 Lon Ave.
Boonville, NC 27011

(SAME UNLESS SHOWN)

SHIPPING DATE		SHIPPED VIA		SHIPPING POINT		FREIGHT/FOB		
24-JAN-2023		HARCROS TRUCK		THOMASVILLE		Dest/Freight Prepaid		
SALESPERSON NO.	CUSTOMER ORDER NUMBER			TERMS OF SALE		TAX STATUS		
687 AVA	Crystal011923			NET 30		T - TAXABLE E - EXEMPT		
QUANTITY DELIVERED	TY. PKG.	DESCRIPTION		UNITS DELIVERED	TYPE UNIT	TAX	PRICE PER UNIT	AMOUNT
3	DR	Sodium Hypochlorite 12.5% 55 Gal Recon Poly Drum 10461 LOT NUMBER 761157100		165	GL	E	3.58000	590.70
3	EA	Deposit - 55 Gal Poly Drum Reconditioned D0049		3	EA	E	0.00000	
3	DR	Aquacros HC-2075 627# Factory Poly Drum NSF 36717 LOT NUMBER 221031 230123		1881	LB	E	1.19000	2238.39
24	BG	Soda Ash Light Genesis Gr100 50# Bag Sodium Carbonate 07990 LOT NUMBER 0001681435 HDC Delivery Charge		1200	LB	E	0.45000	540.00
								75.00
							Total Tax:	0.00
Your account is subject to a FINANCE CHARGE , at a PERIODIC RATE OF 1.5% per month (ANNUAL PERCENTAGE OF 18%) applied to all unpaid account balances, not paid within the terms of sale. This rate will be uniform in all states, except in those states where interest collected may be more or less depending entirely on the state's statutes.							TOTAL AMOUNT DUE	3,444.09

ORIGINAL INVOICE

**PLEASE RETURN A COPY OF THIS INVOICE WITH
PAYMENT OR REFERENCE INVOICE NUMBERS ON
YOUR CHECK**

PLEASE REMIT PAYMENT TO:

HARCROS CHEMICALS INC
P.O. Box 74583
Chicago, IL 60696

Whereas	Primary Government Unit Boonville
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Gibson & Company, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/22	and originally due on	Audit Report Due Date 10/31/22
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hereby agree that it is now necessary that the contract be modified as follows:

<input checked="" type="checkbox"/> Modification to date	Original due date 10/31/22	Modified due date 02/28/23
<input type="checkbox"/> Modification to fee	Original fee	Modified fee

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- | | | |
|----------------------------------|-------------------------------------|--|
| <input type="radio"/> | <input type="checkbox"/> | Change in scope |
| <input type="radio"/> | <input type="checkbox"/> | Issue with unit staff/turnover |
| <input type="radio"/> | <input checked="" type="checkbox"/> | Issue with auditor staff/workload |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Third-party financial statements not prepared by agreed-upon date |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have bank reconciliations complete for the audit period |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have reconciliations between subsidiary ledgers and general ledger complete |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have information required for audit complete by the agreed-upon time |
| <input type="radio"/> | <input type="checkbox"/> | Delay in component unit reports |
| <input type="radio"/> | <input type="checkbox"/> | Software - implementation issue |
| <input type="radio"/> | <input type="checkbox"/> | Software - system failure |
| <input type="radio"/> | <input type="checkbox"/> | Software - ransomware/cyberattack |
| <input type="radio"/> | <input type="checkbox"/> | Natural or other disaster |
| <input type="radio"/> | <input checked="" type="checkbox"/> | Other (please explain) |

Plan to Prevent Future Late Submissions

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate N/A if this is an amendment due to a change in cost only.

The third-party bookkeeper will begin the process earlier in order to avoid delays.

Additional Information


Please provide any additional explanation or details regarding the contract modification.

The third-party bookkeeper did not provide information timely. Also, the third-party primary bookkeeper died during the process whereby the information was delayed further. Additionally, a Gibson & Company, P.A. management personal contracted the COVID-19 and lost many days of productivity.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Gibson & Company, P.A.	
Authorized Firm Representative* (typed or printed)	Signature*
R. Harold Gibson, Managing Partner/Principal	
Date*	Email Address
02/03/23	harold@gibcoepa.com

GOVERNMENTAL UNIT

Governmental Unit*	
Boonville	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (if required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Vaughn Benton, Mayor	
Date	Email Address
	vaughn.benton@boonvillenc.com
Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address
Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
N/A	
Date of Pre-Audit Certificate	Email Address