

Town of Boonville
December 5, 2023, Regular Meeting Minutes
Harvey E. Smith Municipal Building

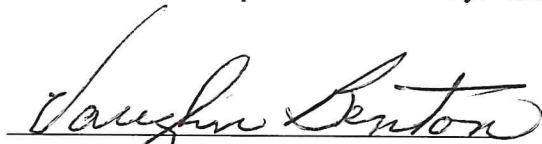
The following were in attendance at the 12/5/23 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners Monica Craver, Dwaine Dobbins, and Greg Wagoner. Also in attendance were Finance Officer/Town Clerk Kim Wells, Administrative Assistant/Zoning Officer Steve Hutchens, Police Chief Jeff Hobson, and Public Works Director Tim Collins. Attorney James Freeman attended via Zoom. Commissioner David Cox was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 12/5/23 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver asked the Board members to add under New Town Business, Item C., Library; Item D., Vote on Sewer Line; Item E., Amend Gibson and Company contract for the audit; Item F., Employee Christmas Bonus. Commissioner Craver motioned to approve the agenda as amended. 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 approve the 11/7/23 regular session minutes. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
- V. Public Comments:** None were voiced.
- VI. Old Town Business:**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Commissioner Craver updated the Board members on the status of the upcoming projects.
 - B. Comprehensive Transportation Plan:** Commissioner Craver updated the Board members on the Department of Transportation (DOT) plans and the resolution that needed to be adopted. Discussion followed. Commissioner Dobbins motioned to adopt the Resolution Adopting a Comprehensive Transportation Plan for the Town of Boonville, North Carolina. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
- VII. New Town Business:**
 - A. Ratify the Consensus to Retrieve the Box Truck and Repair in House by Public Works Department Employees and Purchase a New Transmission from Creed Transmissions at a Cost of \$2,942.50:** Commissioner Craver motioned to ratify the consensus. Commissioner Wagoner seconded, and the motion passed unanimously.
 - B. Ratify the Consensus to Purchase a New Trailer in the Amount of \$7,800 from Southern Farm Supply:** Commissioner Craver motioned to ratify the consensus. Commissioner Wagoner seconded, and the motion passed unanimously.
 - C. Library Presentation:** Dr. Allen Spear gave a report on the history of Boonville and the need to create a place where this history is preserved and documented. He stated that he would be responsible for fundraising for an addition to the library, and that he would donate an annual amount for upkeep. Discussion followed on the library.
 - D. Vote on Sewer Line:** The Board members discussed the sewer line exposed on W. Main Street and the quotes Public Works Director Collins had obtained for the work. Commissioner Wagoner motioned to award Timothy Cave the contract for the work. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
 - E. Amend the Contract with Gibson and Company for the Audit:** Discussion followed on Charles Scott's office and how the audit had not met the set deadline in the contract. Finance Officer/Town Clerk Wells presented the Board members with an amended contract to extend the deadline to the Local Government Commission (LGC) to March 31, 2024. Commissioner Craver motioned to extend the contract for the audit for Gibson and Company and Charles Scott's office. If the deadline is not met, the contract may need to be revised. Commissioner Wagoner seconded, and the motion passed unanimously.
 - F. Employee Christmas Bonus:** Commissioner Craver stated that she had been asked to poll the commissioners regarding an employee Christmas bonus. It was stated that the bonus was to be tied to positive work performance and could be up to \$500 net for full-time and \$250 net for part-time employees. Discussion followed. Commissioner Wagoner motioned to approve the Christmas bonus. Mayor Pro-Tem Driver seconded. The motion passed with a 3-0 vote.

Commissioner Craver did not participate in the deliberation and was excused from voting pursuant to G.S. 160A-75.

VIII. Reports and Announcements:

- A. Mayor's Report:** Mayor Benton stated that he wished everyone a Merry Christmas.
 - B. Finance Officer's Report:** Finance Officer/Town Clerk Wells stated that she would estimate what could be on the Adjusting Journal Entries that Charles Scott's office would give her so she could present budget amendments at the next meeting.
 - C. Zoning Officer's Report:** Administrative Assistant/Zoning Officer Hutchens reported that the laundromat was transferring ownership, and that the estate would pay the \$14,000 utility bill that is owed.
 - D. Public Works Director's Report:** Public Works Director Tim Collins gave an update on work accomplished by Public Works Department employees.
 - E. Police Chief's Report:** Police Chief Hobson stated that everything in his department was going well.
 - F. Fire Department Report:** There was no report from the Fire Department.
 - G. Departmental Commissioner's Reports:**
 - Mayor Pro-Tem Driver had nothing to report.
 - Commissioner Dobbins had nothing to report.
 - Commissioner Wagoner reported that the sidewalk work had been completed.
 - Commissioner Craver reported that the employees were busy and that she had met with the Collaborator regarding new infrastructure funding.
 - H. Committee Reports as Needed:** Commissioner Craver updated the Board members on the tree-lighting event.
- IX. Adjourn/Recess:** Commissioner Dobbins motioned to adjourn. Commissioner Wagoner seconded, and the motion passed unanimously. The meeting ended at 8:06 p.m.


R. Devaughn (Vaughn) Benton, Mayor


Kim Wells, Finance Officer/Town Clerk

RESOLUTION ADOPTING A COMPREHENSIVE TRANSPORTATION PLAN FOR
THE TOWN OF BOONVILLE, NORTH CAROLINA

This matter being presented to the Town Commissioners of Boonville on October 3, 2023; and Whereas:

The Town of Boonville and the North Carolina Department of Transportation have actively worked to develop a comprehensive transportation plan for the Town of Boonville and Yadkin County; and

The Town and the Department of Transportation are directed by North Carolina General Statutes §136.66.2 to reach an agreement for a transportation system which will meet the needs of traffic in and around the Town; and

It is recognized that the proper movement of pedestrians, bicycles and motor vehicles is highly desirable to promote the orderly growth and development of the Town; and

After study of the plan and following a public hearing, it is in the best interests of the Town of Boonville to adopt a comprehensive transportation plan pursuant to North Carolina General Statutes §136.66.2.

NOW THEREFORE, BE IT RESOLVED, on Motion by Commissioner Dobbins, second by Commissioner Driver, the vote being 4 in favor and 0 opposed, that the comprehensive transportation plan as recommended by the North Carolina Department of Transportation be, and hereby is APPROVED AND ADOPTED.

This the 5TH day of DECEMBER, 2023.

Town of Boonville

By Vaughn Benton
Vaughn Benton, Mayor

Attest:

Kim Wells
Town Administrator/Clerk

Whereas	Primary Government Unit Town of 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 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
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hereby agree that it is now necessary that the contract be modified as follows.

☒ Modification to date submitted to LGC

☐ Modification to fee

Original date 10/31/23	Modified date 03/31/24
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 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 type="checkbox"/> | Other (please explain) |

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

Municipal and third party will work together to get financial statements to the auditor earlier next year

Additional Information

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

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*
Monty R. Pendry	<i>Monty R. Pendry</i>
Date*	Email Address
12-5-23	monty@gibcocpa.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Boonville	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	12-5-23
Mayor/Chairperson* (typed or printed)	Signature*
Vaughn Benton, Mayor	<i>Vaughn Benton</i>
Date	Email Address
12/5/23	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*
	<i>Kim Wells</i>
Date of Pre-Audit Certificate*	Email Address*
12-5-23	Kim.wells@boonvillenc.com

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) N/A	Signature
Date of Pre-Audit Certificate	Email Address