

**Town of Boonville**  
**November 5, 2013 Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 11/5 regular meeting: Mayor Rusty Hunter, Commissioners Bill Florence, Janet Matthews, William Paul Baity, and Gerald Brown. Also in attendance were Police Chief Greg Gibson, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, and Zoning Officer Tony Roberts.

- I. Call to order and welcome:** Mayor Hunter called the 11/5 meeting to order at 7:00 p.m.
- II. Conflict of interest issues and approval of agenda:** Mayor Hunter asked that the Town's agreement with Burl Bradley Storie be added to Town Business item E. Commissioner Matthews motioned to adopt the agenda as amended. Commissioner Baity seconded, and the motion passed unanimously.
- III. Adoption of 10/1 regular session minutes:** Commissioner Brown motioned to adopt the 10/1 regular session minutes as written. Commissioner Matthews seconded, and the motion passed unanimously.
- IV. Public comments:** Mr. and Mrs. Hinshaw, 4771 Granite Trail, asked about the status of a variance request for their property. Zoning Officer Roberts and Commissioner Matthews talked about the variance process and the application the Hinshaws will need to complete before any action can be taken.
- V. Town Business:**
  - A. Discussion of Howard Street Project Bids:** Mayor Hunter stated that the Town had received 8 bids for the project with projected costs ranging from \$289,000 - \$661,000. Carolina Grading and Utilities submitted the lowest bid. Reference checks have been completed for Carolina Grading and Utilities personnel with positive results. Mayor Hunter reminded the Board that they have 60 days to approve the bid, which could be discussed during the December meeting. Public Works Director Jones stated that the engineer's quote did not include a bore under NC 67, which is required by the Department of Transportation. He also indicated that the engineering costs would need to be factored into the bids. Once all of these items are included, plus a 10% contingency the company added, the updated cost of the project would be between \$318,228.33 - \$347,110.33. The bore under NC 67 will cost approximately \$15,000. Mayor Hunter stated that concessions could be made once the contract was awarded. Discussion followed. To allow the Board members adequate time to review the bids, the consensus of the Board members was to table the topic until the December meeting.
  - B. Request from the Boonville Business and Downtown Development Association, Inc. (BBDDA) for Economic Development Funds:** BBDDA Vice President, Tommy Jester, referenced a letter that BBDDA President, Tom Bastable, submitted to Mayor Hunter. Mr. Jester talked about other funding options the BBDDA was exploring. Discussion followed regarding possible Town Board representatives on the BBDDA Board. Commissioner Baity motioned to authorize the allocation of the economic development funds in the FY 2014 budget to the BBDDA. Commissioner Matthews seconded, and the motion passed unanimously. Mayor Hunter asked that the BBDDA work with Finance Officer Wells and keep her updated on how funds are expended.
  - C. New guidelines for Unemployment Insurance:** Mayor Hunter informed the Board members that a new requirement by the NC Department of Treasury calls for all municipalities to pay 1% unemployment insurance. Previously, municipalities were charged on a reimbursement basis. The estimated cost to the town is approximately \$2,700 annually.
  - D. Survey letters to town residents regarding NC Department of Commerce grant:** Mayor Hunter referenced a notice that would be mailed to Town residents requesting confidential income information. Completion of this survey by residents would assist the Town in obtaining an \$850,000 grant that would resolve the Town's sewer issues. This grant is solely income-level based and would require only a minimum amount of matching funds (5% which would be less than \$50,000). The Town needs 80% participation. Mayor Hunter asked the meeting attendees to help spread the word about the importance of the survey.
  - E. Town Agreement with Burl Bradley Storie:** Mayor Hunter referenced the agreement prepared by Town Attorney Freeman. He stated the agreement had been reviewed and signed by the owners. Per the agreement, the landowners will deed the land to the Town. In return, the Town will install 2 fire hydrants on the land. Once the Town no longer needs the land, it will revert back to the Storie family.

Commissioner Brown motioned to accept the agreement between the Town of Boonville and Burl Bradley Storie and Janet Storie for the Howard Street project. Commissioner Baity seconded, and the motion passed unanimously.

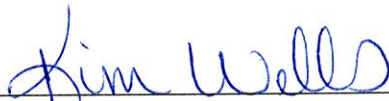
**VI. Reports and announcements:**

- A. Mayor's report:** Mayor Hunter informed the Board members that Town Attorney Freeman had determined that random drug testing violated individual's Fourth Amendment rights and recommended that Boonville not perform random drug testing. Accident, pre-employment, and suspicious reasons were acceptable conditions for drug testing. Mayor Hunter also reported that Town residents, requesting additional notice prior to water cut off, had approached him. He stated that Town Attorney Freeman verified that the Town's current process meets the law's requirements. He asked the Board members if they wanted to take any additional action (e.g., reminder phone call) prior to cutting off water for nonpayment. No further discussion followed.
- B. Finance Officer's report:** Finance Officer Wells reported that the auditors from Cannon & Company had been working on the audit. She stated that a representative would attend the December meeting with the completed audit. Ms. Wells reported that she was currently working on journal entries from Charles Scott for the year-end closeout. Once those are posted, she will print an updated Budget vs. Actual for all members and will bring proposed budget amendments to the next meeting. Ms. Wells stated that employees were currently working on the Pay and Classification study for Matt Reece. She said the reports were due to Mr. Reece on 11/22.
- C. Public Works Director's report:** Public Works Director Jones stated that the Public Works employees were locating all water valves and marking them for future reference. He stated there were 6 large water meters that still needed to be changed. He is able to manually read the current meters and key the results into the new software.
- D. Police Chief's report:** Police Chief Gibson stated that he had 4 officers working on Halloween night. The only incident reported was that several Public Works Department traffic cones were stolen.
- E. Zoning Officer's report:** Zoning Officer Roberts talked about the Hinshaw issue at 4771 Granite Trail. He reported that a new sweepstakes business was opening. Mr. Roberts informed the Board members that the business owner had paid the annual business permit fee and would return to pay the \$500 per computer fee once he obtains his computers. Zoning Officer Roberts reported that he had spoken to Mr. Tom Fletcher. He said Mr. Fletcher had received a verbal confirmation that there were no environmental issues with his property, but he is still waiting for a confirmation letter. Zoning Officer Roberts continues to have issues with Mr. Fletcher selling items from his building. He reminded the Board members that no business could return to the building because of the building's condition.
- F. Departmental commissioner's reports:** No items reported.
- G. Committee reports as needed:** No items reported.

**VII. Adjourn:** Commissioner Brown motioned to adjourn. Commissioner Matthews seconded, and the motion passed unanimously. The meeting ended at 7:55pm.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk