

Town of Boonville
December 1, 2015 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 12/1 regular meeting: Mayor Protem William Paul Baity, Commissioners Bill Florence, Devin Carter, Bonnie Lasky, Tony Reece, and Gerald Brown. Also in attendance were Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Zoning Officer Tony Roberts, and Management Intern Sarah Harris. Mayor Rusty Hunter was absent.

- I. Call to Order and Welcome:** Mayor Protem Baity called the 12/1 meeting to order at 7:01 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Lasky motioned to approve the agenda. Commissioner Reece seconded, and the motion passed unanimously.
- III. Adoption of minutes – 11/3 regular session and 11/19 recess:** Commissioner Lasky motioned to approve the minutes of the 11/3 regular session and 11/19 recess. Commissioner Reece seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.

V. Town Business:

- A. Parks and Recreation Part F Discussion:** Management Intern Harris and Shari Allen reported to the Board on the status of the Parks and Recreation Committee and the Part F grant. They asked the Boards permission to contact the Yadkin County Board of Education regarding the properties discussed in the 11/19 Board Retreat. The consensus was to allow the committee to reach out to Yadkin County Board of Education for a possible partnership options on River Rd. and on E. Main St.
- B. Fiscal Year 2015 Audit Presentation by Cannon & Company:** Richard Tamer, Cannon & Company, reviewed the Fiscal Year 2015 audit. He stated the audit had been approved by the LGC. He stated the audit had a clean opinion and that documents were fairly stated. He reviewed the financial highlights, emfazing the net position and excess assets. He credited the town as to having no budget violations during the year and for having a 3% increase of taxes levied over 2014. He stated the current levy collection rate was 98%. Mr. Tamer thanked the town and staff for the opportunity to serve the town.
- C. Purchasing Policy:** Management Intern Harris gave an overview of the drafted policy presented for approval. Discussion followed on the policy. Public Works Director Jones stated the policy was very similar with other towns where he had worked. Commissioner Lasky motioned to approve the Purchasing Policy. Commissioner Reece seconded, and the motion passed unanimously.
- D. Retreat Follow-up and Discussion/Motion for a Town Administrator:** Commissioner Lasky reported on the follow-up items requested by Mayor Hunter – Town Administrator job description and salary scale. She informed the Board that a position must be established before any actions could be taken on salary scales. Commissioner Brown questioned the funding of the position. Discussion followed on the money saved with the empty position in Public Works and moving funds around to cover the position. Discussion followed on the need of the position. Majority of the Board wanted to table the topic until the January meeting.
- E. Oath of Office for new board members:** Mayor Protem Baity thanked Commissioner Bill Florence for his time spent serving the Board. Finance Officer/Town Clerk Wells admistered the Oath of Office for the new board members: Commissioners William Paul Baity, Devin Carter, and Tony Reece.
- F. New Business:** None were announced.

VI. Reports and announcements:

- A. Mayor's report:** Finance Officer/Town Clerk Wells reported that Mayor Hunter had given her the new department changes for the Commissioners. She stated the changes included combining Water and Sewer and to make a new Administration Commissioner position. The positions are as follows:

Commissioner William Paul Baity	Water and Sewer
Commissioner Gerald Brown	Streets and Sanitation
Commissioner Devin Carter	Administration
Commissioner Bonnie Lasky	Administration

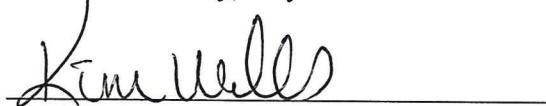
Historically Boonville has always set the Mayor Protem by the highest votes at the previous election. Ms. Wells stated that the new Mayor Pro tem would be Commissioner Gerald Brown since he had the highest votes in the 2013 election.

- B. **Intern's report:** Management Intern Harris reported that the Parks and Recreation Committee had made \$80 with their self defense class. She stated she was still working with D.O.T. on the street signage. Ms. Harris distributed a newsletter from the Northwest Piedmont Rural Planning Organization. In this newsletter, Ms. Harris stated that they had mentioned the application that Boonville had submitted for the Bicycle and Pedestrian Planning grant. Ms. Harris stated that she had been contacted by a Division of Water Infrastructure representative that stated the last application that had been submitted for Boonville contained errors and could be resubmitted in the next grant cycle. Ms. Harris thanked the Board for the opportunity to serve them.
- C. **Finance Officer's report:** Finance Officer Wells distributed a Budget vs. Actual summary and explained the new 1 page report. She informed the Board that the annual %'s amount look a little high in some departments but that the major purchases for the year had already been expensed. She stated that the annual insurances – workers compensation, property/libility – had also been expensed in all departments. She stated other than those high looking accounts, the rest of the budget looks to be right on schedule for the year.
- D. **Public Works Director's report:** Public Works Director Jones reported that the Christmas angels were up. He stated the annual leaf pickup was still going on. Mr. Jones reported that the department had been doing some work at the town park and would be looking at other improvements that need to be made to the park facility and grounds. He stated that Public Works would be having a state inspection for the sewer collections later in the week.
- E. **Police Chief's report:** Police Chief Jester reported that as it is getting closer to the holiday season, he would be making the officers be more visiable out in the areas.
- F. **Zoning Officer's report:** Zoning Officer Roberts reported he had issued permits for 3 new homes to be built in Boone Trace.
- G. **Departmental Commissioner's Reports:** None were voiced.
- H. **Committee reports as needed:** Tom Bastiable, B.B.D.D.A., reported on the upcoming Christmas parade and events.

VII. Recess: Commissioner Lasky motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting ended at 7:37 p.m.



William Paul Baity, Mayor Protem



Kim Wells, Finance Officer/Town Clerk



Purchase Policies and Procedures

Purpose:

To implement procedures to encourage and promote responsible, efficient, ethical, and legal utilization of all Town purchases.

According to GS 159-28(a), there is no threshold amount to trigger the pre-audit requirements. Pre-audit applies to: Purchase Orders (PO), purchases below PO threshold, service contracts, construction contracts, phone/internet orders, credit/procurement/fuel card payments, employment agreements, etc. To comply with GS 159-28(a), the Finance Officer (or a Deputy Finance Officer) must affix a stamp that states, "This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act" and sign the document before any purchase can be made.

All Town purchases over certain threshold amounts are subject to NC General Statute bidding requirements and contractual obligations.

Procedure:

Purchasing Procedure Steps:

A. Purchases for \$.01 through \$499.99

1. Department Head must seek in writing a formal statement from the Finance Officer (or Deputy Finance Officer) stating the purchase was pre-audited.
2. Department Head (or designee) is to give information to vendor to properly identify all invoices for department and account to charge.
3. Department Head (or designee) is to sign the invoice for all merchandise or service which is picked up or ordered in person.
4. Invoices picked up at the time of purchase or received in the mail, must be approved by the appropriate Department Head and coded to the proper account and turned in to the Finance Officer within three working days of receipt. Any written pre-audited statement must accompany invoices. A Federal tax identification number and vendor information must be submitted for any new vendor.

B. Purchases for \$500.00 through \$1,999.99

1. Purchase requisitions must be completed prior to purchase and show all information indicating vendor, description of item to be purchased, estimated

cost, department, and any other required information per the Town's Purchase Policies and Procedures.

2. Purchase requisitions are to be completed by the Department Head, approved by Department Commissioner (or Mayor in Commissioner's absence), and given to the Finance Officer for processing.
3. Finance Officer will verify account number and availability of funds for the purchase.
4. Finance Officer will prepare and issue a Purchase Order, which will generate an encumbrance in the General Ledger.
5. Finance Officer will distribute the purchase order as follows:
 - Copy 1- Department Head (for vendor to file)
 - Copy 2 -Finance Officer (to be matched with invoice)
 - Copy 3- Finance Officer (numeric purchase order file)
6. Finance Officer will forward all invoices to the appropriate Department Head for payment approval. It is the Department Head's responsibility to hold all invoices until products have been received or services have been rendered.
7. Once approved by the Department Head, the invoices are to be returned to the Finance Officer. The Finance Officer will match invoices to Purchase Orders.
8. Approved invoices will be entered for payment each week and checks printed every Thursday. In order for invoices to be processed weekly, they must be received by the Finance Officer by 12:00 p.m. each Wednesday.
9. If purchase orders are to be given over the telephone (in emergency cases only), the Department Head should notify the Finance Officer in advance if possible, and a requisition prepared immediately.
10. All purchase orders are affixed a pre-audit statement that is signed by the Finance Officer to fulfill the requirement of GS 159-28(a).

C. Purchases for \$2,000 and up

1. If the cost of the purchase is \$2,000 or above, the requisition is to be approved by the Town Board members.
2. If the purchase falls within the informal or formal bid range, required bidding documentation must be attached to the requisition before it is given to the Finance Officer.
3. Statutory regulations must be followed for all purchases of goods and services which are anticipated to fall within the formal and informal bidding ranges. See General Statutes for dollar thresholds.

Formal bidding requires a minimum time of 7 days, not to include the advertising day or bid opening day. Ad must list the date, time, and location of bid opening; identify where specifications may be obtained, and contain a statement that the Board reserves the right to reject any or all bids. Ads must be published in the newspaper.

If the statute requires 3 bids and the Town is unable to acquire the required 3 bids, the Town must re-advertise. After the 2nd opening, the Town can continue to pursue with any number of bids.

Sealed bids are to be opened in public and not before the advertised opening date without permission of the bidder. Once opened, sealed bids are public record.

Exceptions to the competitive bidding requirements are as follows:

- Purchases from other governments per G.S. 143-129(e)(1)
- Emergencies per G.S. 143-129(e)(2)
- Competitive group purchasing programs per G.S. 143-129(e)(3)
- Change order work per G.S. 143-129(e)(4)
- Gasoline, fuel, or oil per G.S. 143-129(e)(5)
- Sole sources per G.S. 143-129(e)(6)
- State and Federal contract purchases per G.S. 143-129(e)(9) and 143-129(e)(9a)
- Used apparatus, supplies, materials, or equipment per G.S. 143-129(e)(10)
- Previously bid contracts (“piggybacking”) per G.S. 143-129(g)
- Force account work per G.S. 143-135
- Alternative procedures
 - IT services and products per G.S. 143-129.8
 - Guaranteed energy savings contracts per G.S. 143-129(e)(8)
 - Solid waste and sludge management facilities per G.S. 143-129.2

D. Emergencies

1. In case of an emergency when a purchase order cannot be obtained prior to the purchase, the Department Head is to give a requisition to the Finance Officer no later than the next working day.

E. Blanket Purchase Orders

1. Blanket Purchase Orders will be issued at the beginning of the budget year to cover invoices received regularly each month.
2. Blanket Purchase Orders can be issued to a department for a particular company each month. These Blanket Purchase Orders are to be used for daily items needed for the normal operations of the Town. They are not to exceed \$1,000. Purchase Requisitions must be signed by the Department Commissioner for all Blanket Purchase Orders.

F. Credit Card Purchases

Town authorized credit cards are to be used for travel purposes and when a check or payment on account is not available.

1. Individual must seek in writing a formal statement from the Finance Officer (or deputy Finance Officer) stating the purchase was pre-audited.
2. Purchase requisition procedures apply to all credit card purchases \$500.00 and over and must be completed before purchase is made.
3. The credit card may not be used for purchases that can be made on account or paid by check.

4. The Department Head will be responsible for the credit card when used in their department.
5. A receipt must be kept for all credit card purchases. Employee may be personally liable for purchases not having a receipt.
6. All receipts must be coded, approved, and submitted with the credit card immediately after its use. Department Heads who do not submit receipts to the Finance Officer in time for payment may be required to absorb late fees.
7. Failure to comply with these procedures will result in the loss of the Department's use of the credit card and possibly disciplinary action.
8. No personal expenditures are allowed by employees with credit cards even if the intent is to re-pay the Town in the future. Any non-approved purchase which is made contrary to the credit card policy shall be charged to the individual who made the purchase, and the individual shall be liable for the non-approved purchase and shall re-pay the Town for such charges and any service charges which may accrue within 3 business days upon their return to work. Any charges that must be returned to the Town by the employee may, at the option of the Town, be done through payroll deduction.
9. Any employee who is issued a credit card shall immediately notify the Finance Officer (or designee) if such card is lost, stolen, or suspected of identity theft.
10. Whenever a credit card is misused or the policies and procedure violated, the appropriate disciplinary action(s), up to and including termination will be taken depending on the nature of the incident.
11. An employee or official who is issued a credit card shall return the credit card to Town Hall immediately upon termination of his or her employment. Credit cards have been issued to the 3 Department Heads and one at Town Hall for other employees or Town Board members usage.

G. Contracts & Contractors

Signatures:

1. The signature of the Finance Officer is required on all agreements involving expenditures.
2. Project agreements are to be signed by the Mayor or his designee.
3. All required signatures of the contractor being engaged.
4. Work is not to be performed until a fully executed agreement is on file with the Town.

Certificates of Insurance:

1. Prior to performing any work on town "premises," each independent contractor must submit a Certificate of Insurance to be filed in the Town Clerk's Office.
2. "Premises" includes public buildings, parking lots, parks, streets, sidewalks, and any other town location where work is performed under contract with the Town.

3. Work requiring insurance certification includes, but is not limited to, professional service, consultant work, labor and service work, construction work.
4. It is the Department Heads responsibility to make sure the Town has a current Certificate of Insurance before they contract any service with that vendor.

Record keeping:

1. An original of ongoing contacts or agreements (i.e. lease, long-term maintenance agreements, project contracts, etc.) are to be filed by the Finance Officer.
2. Short-term contracts or agreements are to be filed with the paid invoices. Short-term contracts or agreements are those that are completed in the fiscal year in which they are budgeted.

Purchase Requisitions

Purpose:

To implement procedures to encourage and promote responsible, efficient, ethical and legal utilization of Purchase Requisitions.

A Purchase Requisition should be used when a department/employee is requesting the purchase of an item of \$500 or more. A Purchase Order is completed by the Finance Officer or Deputy Finance Officer from the information given on the Purchase Requisition. Any item (\$500 or more) cannot be purchase until the Purchase Order is signed by the Finance Officer.

Procedure:

Steps for completing a Purchase Requisition.

1. ALL NEW VENDORS require a Federal Tax Identification Number Information Sheet to be attached to the Purchase Requisition.
2. Enter the Department making the request.
3. Vendor/Address: Enter the vendor's name and the location in which the item will be purchased. The more information you provide will be helpful.
4. Enter the description of the item(s) requested and the quantity, price and account number to be expensed. Finance will verify there are funds available to purchase the items requested prior to issuing a purchase order. If funds are not available the requisition will be returned to the respective department indicating funds not available. When this occurs a Budget Amendment can be requested through the Finance Officer and once approved Department Head may resubmit the requisition.
5. Employee making the request should sign the requisition and turn in to their department head.
6. The Department Head signs for authorization of the request, gets all commissioner signatures required, and submits to the Finance Officer.

7. The Finance Officer will verify the funds available and ensure that vendor is in the system before processing. For requisitions \$2,000 or more the Finance Officer will present to Board for approval at the next Board meeting.
8. Once the requisition is approved and processed a Purchase Order is issued. One copy of the Purchase Order is given to the requesting department with a copy of the Purchase Requisition and the purchase can be made.
9. When the invoices arrive from the purchase, the Purchase Number should be entered on the invoice when that department authorizes it for payment.
10. Purchase Requisitions are processed on Tuesday and Thursday each week.

Invoice Processing

Purpose:

To implement procedures to encourage and promote responsible, efficient, ethical and legal utilization of Processing Invoices.

Each department is responsible for coding, approving and returning all invoices to the Finance Officer in a timely manner so that payment can be made prior to the due date.

Procedure:

Steps for processing an invoice:

1. All invoices are opened and date stamped "received" by the Finance Officer and distributed to the respective departments.
2. Invoices should be processed for coding, approval and returned to Finance Officer
3. Invoices that are employee benefit related or reoccurring monthly, the Finance Officer will code.
4. Invoices are paid every Thursday. Invoices to be paid this Thursday must be in Finance no later than Wednesday at noon. Please notice on each invoice, the due date and take into consideration the Date to be Paid is enough in advance for the vendor to receive payment before the due date.
5. Sales tax should be broken out separately on the Account Distribution lines by the Finance Officer. Sales Tax on items such as utility bills, telephone bills, or expense reports are not reimbursable according to NC General Statutes and will not be distributed. Same applies to items purchased by individuals who seek reimbursement.
6. Only for emergency situations will a check be printed outside of a normal process.
7. Checks cannot be held after they are written. Please make sure if they are not to be mailed that pick up or delivery of checks will be made on the check date.

Petty Cash

Purpose:

To implement procedures to encourage and promote responsible, efficient, ethical and legal utilization of Petty Cash.

Petty Cash cannot be used in purchase situations.

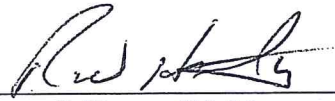
The Town maintains a \$200 petty cash balance for change purposes only.

This Administrative Rule, upon approval by the Town Board, shall be applicable to all employees and departments. All procedures detailed in this policy shall remain in effect until such time that it is altered, modified, or rescinded by the Town Board.

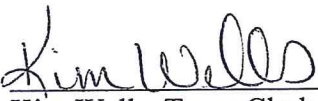
End of Administrative Rule

Approved by the Town Council, Town of Boonville, this the 1st day of December, 2015.

ATTEST:



Russell Hunter IV, Mayor



Kim Wells, Town Clerk

"I William Paul Barty do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as town commissioner so help me God."



Commissioner

This was sworn before me this the 1ST day of December, 2015.



Kim Wells, Town Clerk

"I Devin Carter do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as town commissioner so help me God."

Devin Carter
Commissioner

This was sworn before me this the 1ST day of December, 2015.

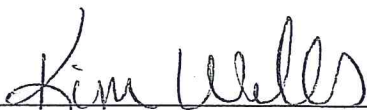
Kim Wells
Kim Wells, Town Clerk

"I Tony Reece do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as town commissioner so help me God."



Commissioner

This was sworn before me this the 1ST day of December, 2015.



Kim Wells, Town Clerk