

Town of Boonville
January 5, 2016 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 1/5 regular meeting: Mayor Rusty Hunter, Commissioners Bonnie Lasky, William Paul Baity, Tony Reece, and Gerald Brown. Also in attendance were Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, and Zoning Officer Tony Roberts. Commissioner Devin Carter was absent.

- I. Call to Order and Welcome:** Mayor Hunter called the 1/5 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Baity motioned to approve the agenda. Commissioner Reece seconded, and the motion passed unanimously.
- III. Adoption of minutes – 12/1 regular session:** Commissioner Reece motioned to approve the minutes of the 12/1 regular session. Commissioner Baity seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.

V. Town Business:

- A. Discussion about a Town Administrator:** Mayor Hunter informed the Board of three options he had for a Town Administrator – hire an individual for an 18 month trial, contract with a local town for the use of their manager, hire a part time worker so Finance Officer/Town Clerk Wells could take more of a role as Town Administrator. Discussion followed on what steps the Board wanted to pursue. Mayor Hunter stated there were funds in the current budget that will not be spent – 6 months of wages/benefits of the vacant Public Works position. Mayor Hunter stated 6 months was not enough time to evaluate the need of the position and proposed the Board do an 18 month trial. Discussion followed on duties of the Finance Officer that could be handed to a part time person and on the vacant position in Public Works. The Board stated the salary would be \$45,000 plus benefits. Commissioner Baity motioned to create Town Administrator position for the job description presented at the December 2, 2015 Town Board meeting. Commissioner Lasky seconded. The motion passed with a 3-1 vote with Commissioner Brown voting no. Discussion followed on the advertisement of the position. Commissioner Reece motioned to advertise for a Town Administrator. Commissioner Lasky seconded and the motion passed unanimously. The consensus of the Board was to run the ad until the position is filled.
- B. Proposed Open PO's (Purchase Orders) for Fiscal Year 2016:** Finance Officer/Town Clerk Wells presented a list of vendors she stated needed open PO's so the town could work efficiently. She reviewed the presented spreadsheet and stated that she was only wanting the Board to address January – May. Ms. Wells stated that in June she would approach the Board again but wanted to make sure that no budget amendments were needed before approving June open purchase orders. Commissioner Lasky motioned to approve the Proposed Open Purchase Orders for January to May. Commissioner Baity seconded, and the motion passed unanimously.

VI. Reports and announcements:

- A. Mayor's report:** Mayor Hunter reported that Commissioner Carter was absent because of the birth of his child.
- B. Finance Officer's report:** Finance Officer Wells reported that the first emailed water bills went out. She stated that so far only 10 residents are signed up for the service but more are interested in the email reminder option for past due balances before water cutoffs on the 15th. She stated that the Waste Management calendars would be going out the next day. Ms. Wells stated that she had been in contact with Downtown Graphics in regard to the ripped and faded banners. She presented a proposed budget amendment for Powell Bill Funds. She reminded the Board that no funds were budgeted for the current year distribution of Powell Funds nor was a budget amendment done for the paving of Willowbrook. She stated this budget amendment was to clean up those items. She then presented a Budget vs. Actual summary for the year.
- C. Public Works Director's report:** Public Works Director Jones reported that he had been in discussion with Waste Management about the current issues with recycling and trash. He stated the Christmas Angels fared in better shape than in years past. Mr. Jones stated there were some issues with a window at the Library. He said there was rot around the window seal and stated that he would be checking with the vendor that was there last to see if he did any work on that window seal. Mr. Jones stated that leaf season is over and Public Works would go around town to finish getting up the last of the leaves.

- D. **Police Chief's report:** Police Chief Jester reported the department had been dealing with a lot of false reports.
- E. **Zoning Officer's report:** Zoning Officer Roberts reported he had been contacted about 3 plot plans for new homes. He stated that Southland Trucking was in the process of updating the building on River Rd. Mr. Roberts then reported on Super Rex Drug Store closing.
- F. **Departmental Commissioner's Reports:** Commissioner Brown reported that he was stepping down after the 1/5 meeting. He stated that he needed some time off.
- G. **Committee reports as needed:** Tom Bastible, B.B.D.D.A., reported that the Christmas parade went well. He stated the Christmas angels looked very impressive compared to other towns lights. He stated the BBDDA membership dues are coming up. Mr. Bastible stated that the Library would be offering a free tax service to low income individuals.

Mayor Hunter allowed A.B. Wheeler, 211 N. Carolina Ave., to speak since she was absent during public comments. Ms. Wheeler stated that she just wanted to be more involved in the town. She then asked the town to publish somewhere the Commissioners names with the department they were covering.

VII. Recess: Commissioner Lasky motioned to adjourn. Commissioner Baity seconded, and the motion passed unanimously. The meeting ended at 8:07 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk

Proposed Open PO's for Fiscal Year 2016
January 5, 2016

requesting PO's for the months of January-May. Will approach Board in June for all June PO's and any budget amendments needed.

Vendor Name	Account #	Budgeted for Year End	January	February	March	April	May	June	Projected PO's
UELMAN	10-5100-3100	6448	1075	1075	1075	1075	1075	1073	6448
	10-5600-3100	1658	275	275	275	275	275	283	1658
	10-5800-3100	342	50	50	50	50	50	92	342
	30-8100-3100	2216	375	375	375	375	375	341	2216
	30-8200-3100	2849	475	475	475	475	475	474	2849
			2250	2250	2250	2250	2250	2263	
JINTAS	10-5600-3600	516.984	100	100	100	100	100	100	600
	10-5800-3600	216.424	45	45	45	45	45	45	270
	30-8100-3600	516.984	110	110	110	110	110	110	660
	30-8200-3600	516.984	110	110	110	110	110	110	660
	30-8300-3600	361.348	75	75	75	75	75	75	450
			440	440	440	440	440	440	
EANNIE COLLINS	10-4100-1500	225	75	75	75	75	75	75	225
	10-4200-1500	360	120	120	120	120	120	120	360
	10-5100-1500	360	120	120	120	120	120	120	360
			315	0	315	0	315	0	
JRS	10-4200-7500	306.25	55	55	55	55	55	55	330
	10-5800-7500	306.25	55	55	55	55	55	55	330
	30-8100-7501	306.25	55	55	55	55	55	55	330
	30-8200-7500	306.25	55	55	55	55	55	55	330
			220	220	220	220	220	220	1320
FERRELL GAS	10-5600-1300	500	200	200	100	200	200	200	500
	30-8100-1300	500	200	200	100	200	200	200	500
	30-8200-1300	500	200	200	100	200	200	200	500
	10-4100-1300	500	200	200	100	200	200	200	500

TOWN ADMINISTRATOR

Job Summary:

The Town Administrator is the chief administrative officer of the Town. The position is responsible to the Mayor and Board of Commissioners for administering all municipal affairs placed in his/her charge by the Town Board of Commissioners.

Essential Duties and Responsibilities:

- Serves as Budgeting Officer and presents a balanced budget proposal to the Governing Body as set forth under North Carolina General Statutes.
- Submits to the Town Board of Commissioners and makes available to the public a complete report on the finances and activities of the Town at the end of each fiscal year.
- Serves as Deputy Finance Officer.
- Serves as Personnel Officer and recommends various personnel policies to the Board of Commissioner for their approval and action.
- Directs, supervises, and coordinates the operations and functions of all departments to ensure smooth and effective municipal government operation.
- Reviews major plans and programs and evaluates the performance of employees.
- Reviews administrative practices and coordinates the need for modifications.
- Serves as Zoning and Code Enforcement Officer and handles all zoning related matters.
- Oversees all economic development matters regarding the Town of Boonville.
- Pursues grant opportunities and writes grant applications for the Town of Boonville.
- Serves as Project Manager and oversees the administration of all grants.
- Attends all Board of Commissioners' meetings and makes recommendations concerning policy and operations.
- Ensures that all laws of the Town, provisions of the Town Charter, and acts of the Town Board of Commissioners are faithfully executed.
- Relays Board actions to the department heads in the development of Board objectives.
- Maintains contact with Federal, State and local agencies in regard to local relationships between the Town government and the general public.
- Serves as a spokesperson for the Town and the Board and coordinates activities with other public agencies and governments.
- Helps the Board establish, review, and update short, immediate, and long range goals, objectives, and priorities.
- Implements Board policy and acts as an agent of the Town Board of Commissioners in developing, interpreting, and implementing public policy.
- Attends various meetings and seminars to keep abreast of the developments in local government administration.

- Ensures maintenance of official public records and complies with State record retention requirements.
- Performs general administrative duties as required.
- Performs other related duties, as assigned.

Qualification Requirements

Education and/or Experience:

Master's Degree from an accredited university in public administration, finance, business administration, or any other related field. Specific prior experience as a municipal administrator in North Carolina preferred, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Knowledge, Skills And Abilities:

- Knowledge of the principles of North Carolina municipal administration and of pertinent laws and ordinances.
- Ability to analyze work problems in administration and devise an effective course of action in situations where numerous diverse demands are involved.
- Ability to adapt to changing policies and procedures.
- Ability to establish and maintain effective working relationships with Town officials, representatives and other governing bodies, industrial and business representatives, Town employees, staff and the general public.
- Ability to make clear and effective oral and written presentations.
- Ability to elicit the cooperation of departmental personnel and the public in reaching goals for development and progress in Town administration.
- Knowledge of computers and software applications.

Certificates, Licenses, Registrations:

A valid N.C. driver's license is required.

Equipment Used:

General office equipment including: computer, fax machine, copy machine, calculator, and phone.

Physical Demands:

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry 25 pounds.

Work Environment:

The work environment is an indoor office with a moderately quiet noise level. Job requires attendance at various meetings with some meetings being off-site, at night, on weekends, or other irregular times.