

Town of Boonville
December 4, 2018, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 12/4/18 regular meeting: Mayors Rusty Hunter and Vaughn Benton, Commissioners Devin Carter, Wayne Cook, Bonnie Lasky, William Paul Baity, and Tony Reece. Also in attendance were Town Administrator Sarah Harris, Finance Officer/Town Clerk Kim Wells, Police Chief Chuck Evitt, and Public Works Director Jeff Jones.

I. Call to Order and Welcome: Mayor Hunter called the 12/4/18 meeting to order at 7:00 p.m.

II. Conflict of Interest Issues and Approval of Agenda: Mayor Hunter stated the agenda needed to be amended to add under New Business Continued, Item F. Appointment of New COG Representative. Commissioner Lasky motioned to approve the agenda as amended. Commissioner Baity seconded, and the motion passed unanimously.

III. Adoption of minutes: 11/6 public hearing, 11/6 regular session, 11/6 closed session:

Commissioner Baity motioned to adopt the 11/6 public hearing, 11/6 regular session, and 11/6 closed session minutes. Commissioner Reece seconded, and the motion passed unanimously.

IV. Public Comments: Mr. Wayne Cook, Howard Ave., questioned the Board members on the current infrastructure loans. Commissioner Baity stated the water/sewer rates were raised to cover these loans. Mr. Cook asked the Board members if there was any pending litigation. It was stated that there is no pending litigation. Any litigation issues would only be discussed in closed session. Mr. Worth Shover, Woodruff Rd., addressed the Board members and stated his interest in filling any vacant commissioner position should one become available.

V. Old Town Business:

A. Update on Water and Sewer Projects: Public Works Director Jones reported on the status of the closeout of Phase I of the water project and that there was no new status to report on Phase II. Mr. Jones reported that the plan was to float the tank at the sewer plant the following week.

VI. New Town Business:

A. Fiscal Year 2018 Audit Presentation by Cannon & Company: Richard Tamer, Cannon & Company, presented the results of the 2017-2018 audit. Mr. Tamer reviewed the financial position of the Town and stated that once again the Town of Boonville has a clean opinion for the year.

B. Ratify Purchase of Generator: Public Works Director reported that he had obtained consensus by phone from the Board members on the purchase of the generator. However, a motion was needed to ratify the purchase. Commissioner Lasky motioned to approve the purchase of the generator at \$28,893 to be split between the water and sewer Capital Improvement Plan. Commissioner Carter seconded, and the motion passed unanimously.

VII. Closed Session per NCGS 143-318.11(a)(3,5&6): Commissioner Lasky motioned to go into closed session per NCGS 143-318.11(a)(3,5, & 6). Commissioner Carter seconded, and the motion passed unanimously. The Board members and invitees departed the meeting at 7:19 p.m.

The Board members and invitees reentered the meeting room at 7:36 p.m.

Commissioner Baity motioned to go back into open session. Commissioner Lasky seconded, and the motion passed unanimously.

Commissioner Lasky motioned to accept David Shore's resignation from the Police Department.

Commissioner Baity seconded, and the motion passed unanimously.

VIII. New Town Business Continued:

A. Swearing in Mayor Benton and Commissioner Cook: Mayor Hunter and Commissioner Lasky stepped down from the podium. Finance Officer/Town Clerk Wells swore in Mayor Benton. Mayor Benton swore in Commissioner Cook.

B. Appoint Mayor Pro Tem: Historically, the Board members have appointed the Mayor Pro-Tem position to the commissioner who received the highest number of votes at the latest election. Commissioner Reece motioned that Wayne Cook be appointed Mayor Pro Tem. Commissioner Carter seconded. The motion passed with a 3-1 vote, with Commissioner Cook voting against the motion.

C. Appointment of Department Commissioners: Historically, the mayor has been given the authority to appoint a commissioner to a department(s). Mayor Benton stated that Commissioners would be assigned as follows for now:

Tony Reece – Police Department
William Paul Baity – Public Works Department, Water and Sewer
Devin Carter – Public Works Department, Streets
Wayne Cook – Administration Department

- D. Appoint Transportation Advisory Committee (TAC) Representative:** Town Administrator Harris explained the TAC and its role. Discussion followed. Commissioner Baity motioned to appoint Mayor Vaughn Benton as the TAC representative. Commissioner Reece seconded, and the motion passed unanimously.
- E. Approve 2019 Meeting Calendar:** The Board members discussed the changes to the Board meeting calendar, and that if needed, the Board members could amend the calendar to include a July meeting. Commissioner Reece motioned to approve the 2019 Board Meeting Calendar. Commissioner Baity seconded, and the motion passed unanimously.
- F. Appointment of new Piedmont Triad Regional Council of Government (PTRC) Representative:** The Board members discussed the position. Commissioner Reece motioned to appoint Mayor Benton as the PTRC representative. Commissioner Cook seconded, and the motion passed unanimously.

IX. Reports and announcements:


- A. Mayor's report:** Mayor Benton had no items to report.
- B. Town Administrator's report:** Town Administrator Harris reported on the upcoming UNCG presentation on the Economic Impact Study. The report shows that the Boonville Bash brought in over \$3,300 to the local economy through attendees purchasing gas, food, and other local items. She reported on an upcoming Department of Transportation meeting regarding utility pole placement. Ms. Harris referred to the New Board Member binders that were prepared and stated that an orientation meeting with the department heads would be scheduled. She also stated that the Board members needed to be thinking about possible dates for the annual Board member retreat. She then reviewed the status of the current year budget.
- C. Finance Officer's report:** Finance Officer Wells reported that Town of Boonville e-mail addresses would be provided to the new Board members by the end of the week. She reviewed an upcoming training schedule for herself and Administrative Assistant Steve Hutchens. She reminded the new Board members that they would need to complete the forms in the New Board Member binder so she could pay them for the December meeting. Commissioner Cook questioned the available fund balance. Discussion followed. Mrs. Wells informed the Board that next month quarterly payroll taxes would be due along with W2's and 1099's.
- D. Public Works Director's report:** Public Works Director Jones reported on the Christmas lights and his department's preparations for the anticipated snow event. Discussion followed on the new generator. Mr. Jones stated that he would be out of town 12/6-12/7.
- E. Police Chief's report:** Police Chief Evitt informed the Board members that Roy Publications had sent the calendar check in the amount of \$500. He stated these funds were to be earmarked for the Police Department in their miscellaneous expense line. He reported that Officer Jared Marion had completed two months of training with the Police Department and would be released to patrol alone. He reported on the fifth police officer position that was still vacant. Commissioner Cook questioned Police Chief Evitt on items needed by the Police Department.
- F. Departmental Commissioner's Reports:** None were voiced.
- G. Committee reports as needed:** None were voiced.

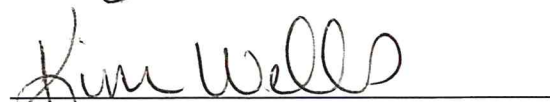
Mayor Benton recognized the Scouts in attendance, who were working on a merit badge.

Commissioner Cook addressed the water/sewer rates and motioned that the rates be reduced by five percent. Since there was no second, the motion died.

Mayor Benton asked the attendees to bow as he said a prayer for the Town.

- X. Adjourn:** Commissioner Reece motioned to adjourn. Commissioner Baity seconded, and the motioned passed unanimously. The meeting adjourned at 8:16 p.m.


R. Devaughn (Vaughn) Benton, Mayor


Kim Wells, Finance Officer/Town Clerk



EQUIPMENT SALE QUOTE

163338762

Customer # : 3088877
Quote Date : 11/14/18

UR Job Loc : 110 N CAROLINA AVE,
UR Job # : 1
Customer Job ID:
P.O. # : QUOTE
Ordered By : JEFF JONES
Written By : BRIAN THOMAS
Salesperson : BRIAN THOMAS

TOWN HALL
110 N CAROLINA AVE
BOONVILLE NC 27011-8934

Office: 336-466-0887 Cell: 336-406-0887

JEFF JONES
110 N CAROLINA AVE
BOONVILLE NC 27011-8934

Invoice Amount: \$78,423.58

This is not an invoice
Payment options: Contact our credit office 888-481-2660
Please do not pay from this document
REMIT TO: UNITED RENTALS (NORTH AMERICA), INC.
PO BOX 100711
ATLANTA GA 30384-0711

Qty	Equipment #	Price	Amount
1	2403232 CC: 240-3232 GENERATOR 125-149 KVA TIER 4	72264.71	72264.71
	DELIVERY CHARGE		1200.00
		Sub-total:	73464.71
		Tax:	4958.87
		Estimated Total:	78423.58

Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.



POWER & HVAC
BRANCH #46
925 RIVERVIEW ROAD
ROCK HILL SC 29732
704-523-2901
704-523-8803 FAX



EQUIPMENT SALE QUOTE

163322066

Customer # : 3088877
Quote Date : 11/14/18

UR Job Loc : 110 N CAROLINA AVE,
UR Job # : 1
Customer Job ID:
P.O. # : QUOTE
Ordered By : JEFF JONES
Written By : BRIAN THOMAS
Salesperson : BRIAN THOMAS

TOWN HALL
110 N CAROLINA AVE
BOONVILLE NC 27011-8934

Office: 336-466-0887 Cell: 336-406-0887

JEFF JONES
110 N CAROLINA AVE
BOONVILLE NC 27011-8934

Invoice Amount: \$29,393.00

This is not an invoice
Payment options: Contact our credit office, 888-481-2660
Please do not pay from this document

REMIT TO: UNITED RENTALS (NORTH AMERICA), INC.
PO BOX 100711
ATLANTA GA 30384-0711

Qty	Equipment #	Price	Amount
1	10064758 CC: 240-3231 GENERATOR 125-149 KVA	23900.00	23900.00

Make: MULTIQUIP Model: DCA125USIC Serial #: 8510699
Model Year: 12 HR OUT: 17399.100
AERIAL/OTHER-12MONTHS/1600HRS
Hours 17,399. Unit is currently on yard
in Rock Hill SC.

SALES ITEMS:

Qty	Item number	Stock class	Unit	Price	Amount
1	UNITED GUARD UNITED GUARD SERVICE CONTRACT UM: (EA) EACH	MCI	EA	3346.00	3346.00

DELIVERY CHARGE

Sub-total: 500.00
Tax: 27746.00
Estimated Total: 1647.00
29393.00

Note: This proposal may be withdrawn if not accepted within 30 days.

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INTRODUCTION

Rural Planning Organizations (RPOs) were developed in response to Senate Bill 1195 which amended General Statute 136, Article 17 which directed NCDOT to develop a plan to establish RPOs. NCDOT completed its report in early 2001 and 20 RPOs were established between 2001 and 2003. As defined in 136-66.210, an RPO is “a voluntary organization of local officials formed through a Memorandum of Understanding (MOU) to work cooperatively with the Department to plan rural transportation systems and to advise the Department on rural transportation policy”.

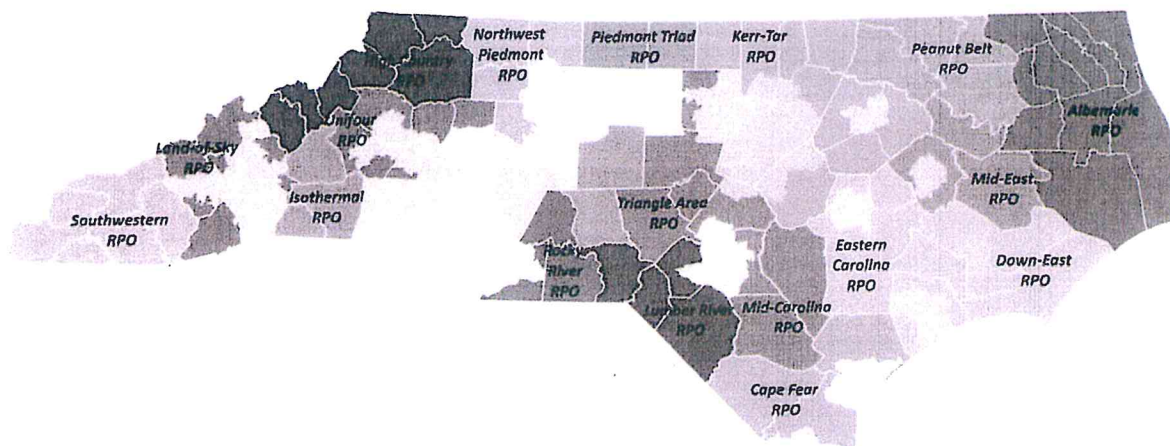
Since 2002, the North Carolina Department of Transportation has implemented a major re-engineering of its consultation process with rural local officials. The change was mandated under a new state law passed in July 2000 that required the establishment of rural planning organizations (RPOs) to work cooperatively with the state to plan rural transportation systems and to advise the department on rural transportation policy (Senate Bill 1195, covered under Article 17 General Statute 136-210 through 213). North Carolina's RPOs are nationally recognized for their innovative and ground-breaking work.

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure.

MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery.

MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. This summary reviews the policies and programs administered by the Federal Highway Administration. The Department will continue to make progress on transportation options, which it has focused on in the past three years, working closely with stakeholders to ensure that local communities are able to build multimodal, sustainable projects ranging from passenger rail and transit to bicycle and pedestrian paths.

Figure 1: NC RPO Map



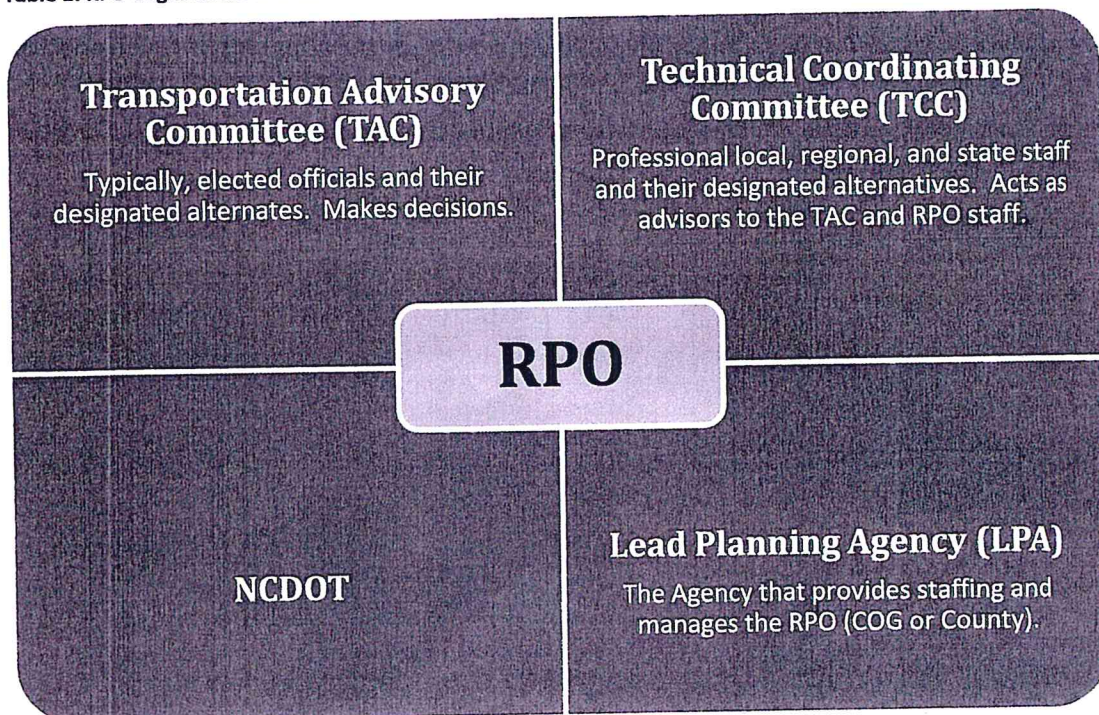
MAP-21 reiterates the role of earlier legislation creating North Carolina's rural transportation planning organization by stating that States (that have not already done so) may establish and designate Regional Transportation Planning Organizations (RTPOs) and that RTPOs shall be established as a multijurisdictional organization, comprised of volunteer nonmetropolitan local officials or their designees and volunteer representatives of local transportation systems and, that the RTPOs can assist the State in addressing the needs of nonmetropolitan areas. (23 U.S.C. 135(m))

The boundaries of a RPO may coincide with, but not overlap the boundaries of a Metropolitan Planning Organization (MPO) or another RPO.

GS 136-212 identifies four primary duties for RPOs:

- Developing, in cooperation with the Department (NCDOT), long-range, local and regional multimodal transportation plans;
- Providing a forum for public participation in the transportation planning process;
- Developing and prioritizing suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program (STIP); and,
- Providing transportation-related information to local governments and other interested organizations and persons.

Table 1: RPO Organizational Chart



RPO Organization

According to GS 136-211 (b), an RPO must consist of at least three contiguous counties with a population of at least 50,000 people. An RPO consists of an administrative entity which provides the professional staff to the RPO, a Technical Coordinating Committee (TCC) consisting of local staff from member governments and agencies and a Transportation Advisory Committee (TAC) made up of elected and appointed officials.

Lead Planning Agency (LPA)

The LPA serves as the administrative entity for the RPO. Eligible administrative entities include a regional council of governments, regional economic development agencies, chambers of commerce and local governments. The LPA receives and expends funds on behalf of the RPO.

The LPA provides at least one (1) full time equivalent (FTE) professional staff member to carry out the duties of the RPO within the context of an adopted plan of work. The LPA is defined within the adopted Memorandum of Understanding (MOU), and may be changed based on the agreement of the RPO member governments and NCDOT. (A copy of your RPO's MOU is included in the Appendix)

Memorandum of Understanding (MOU)

The MOU establishes the membership, bylaws and voting structure of the RPO. It also identifies the overall responsibilities of the RPO. All member counties must sign the MOU. Municipalities within the RPO may sign the MOU or adopt a resolution in support of the RPO. Any municipal resolutions must be submitted along with the MOU.

Technical Coordinating Committee (TCC)

The TCC consists of staff members from local government members, agencies and NCDOT. The TCC provides guidance and recommendations to the Transportation Advisory Committee (TAC). The TCC membership is defined within the adopted MOU.

Transportation Advisory Committee (TAC)

The TAC consists of local elected officials and a North Carolina Board of Transportation member. The TAC establishes the goals, priorities and objectives of the RPO, reviews and recommends changes to comprehensive transportation plans within its boundaries, reviews and approves an annual plan of work, and reviews and prioritizes transportation improvement projects for submission to NCDOT. The TAC membership is defined within the adopted MOU. As of 2013, TAC members are subjected to the states ethics law. Please review ethic requirements on <http://www.ethicscommission.nc.gov/>

Funding

The RPO program is currently funded on a reimbursement basis using Federal State Planning and Research Funds (SPR), with a 20% local match required. Allocations vary based on population and number of counties in the RPO.

Funding Agreement

Each RPO is required to adopt an agreement that establishes rules for disbursement and accounting of RPO grant funds. The Agreement for Disbursement and Accounting of Rural Transportation Planning

Funds is the continuing agreement between the LPA and NCDOT. NCDOT may provide reimbursement to the designated LPA only. The LPA may enact sub-agreement(s) pertaining to the local match. A Funding Award Letter is provided to the LPA at the end of each calendar year detailing the available RPO funding for the coming fiscal year. The fiscal year runs from July 1 – June 30.

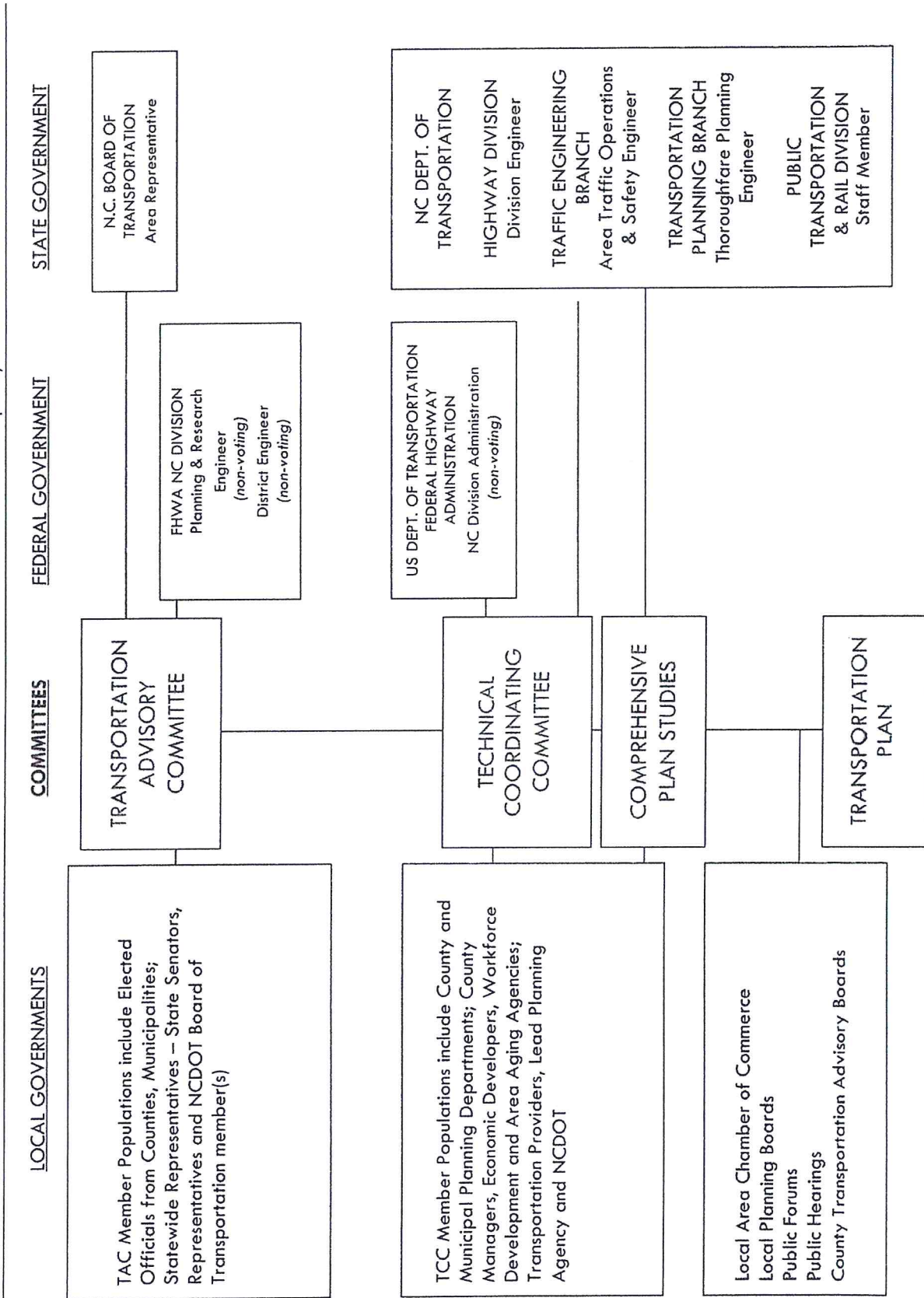
State officials worked with local officials and the existing network of regional development organizations (known locally as regional councils of government) to create 19 RPOs that serve all counties outside of the existing 19 metropolitan planning organizations (MPOs). Rural Transportation Planning Organizations shall include representatives from contiguous areas in three to fifteen counties, or a total population of the entire area represented of at least 50,000 persons according to the latest population estimate of the Office of State Budget and Management. Noncontiguous counties adjacent to the same Metropolitan Planning Organization may form a Rural Transportation Planning Organization. Areas already included in a Metropolitan Planning Organization shall not be included in the area represented by a Rural Transportation Planning Organization.

In forming the RPOs, not all of the municipalities in the region were required to join, but each county must be a member. Currently, our RPOs serve nearly 4,000,000 North Carolinians, or almost half the population of the state.

The process has provided local officials with an enhanced framework to participate in the statewide and regional planning processes. It has also provided a forum for state and local officials to discuss and address issues requiring regional solutions.

A more detailed flow chart of a typical RPO follows.

Figure 2: Organizational Chart

ORGANIZATIONAL CHART**REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RPO)**

MEMBER ROLES AND RESPONSIBILITIES

In all RPO's meeting attendance is required for member organizations to remain "active".

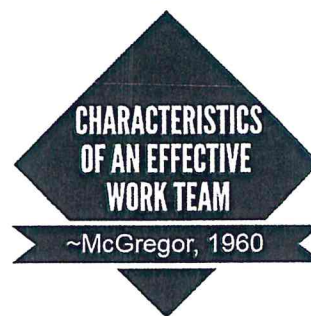
For TAC members, State Ethics Requirements apply. Specifically, TAC members must complete a Statement of Economic Interest (SEI) annually. For assistance with the form and the policy, please speak to your RPO Director.

For additional guidance, please refer to your RPO's Bylaws included at the end of this Manual.

Your RPO's Core Responsibilities to your Community

Developing, in cooperation with the Department (NCDOT), long-range, local and regional multimodal transportation plans;

- Providing a forum for public participation in the transportation planning process;
- Developing and prioritizing suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program (STIP); and,
- Providing transportation-related information to local governments and other interested organizations and persons.



Everyone's Role in the RPO

Unique Perspective

You represent a unique local viewpoint from within the community; you know the area well—its people and its resources. You have a feeling for what types of policies and strategies may work and what types may not.

Plan Development

You should provide perspective and insight on information gathered as well as feedback on potential transportation improvements as they are developed. In doing so, you will play a critical part in shaping the future transportation network for decades to come. At the same time, you are not being asked to be a planner or writer; rather, you are to be a sounding board for the residents of the area.

Networking

You know others in your area that have a keen interest in the way in which the area's future transportation needs should be managed. These others may include friends, neighbors, business associates, or others vitally interested in the future of the area. By

1. The atmosphere is informal.
2. Everyone participates.
3. The objective of the group is well understood.
4. Every idea is given a hearing.
5. There is disagreement.
6. There is no "tyranny of the minority".
7. Sometimes there are basic disagreements which cannot be resolved (immediately).
8. People are free in expressing their feelings as well as their ideas.
9. When action is taken, clear assignments are made and accepted.
10. The chairman of the group does not dominate it; the leadership can shift.
11. The group is self-conscious about its own operations.

TOWN OF BOONVILLE
Proposed 2019 TOWN BOARD MEETING SCHEDULE

DAY/DATE	TYPE OF MEETING	TIME
Tuesday, January 8, 2019	TOWN BOARD	7:00 PM
Tuesday, February 5, 2019	TOWN BOARD	7:00 PM
Tuesday, March 5, 2019	TOWN BOARD	7:00 PM
Tuesday, April 2, 2019	TOWN BOARD	7:00 PM
Tuesday, May 7, 2019	TOWN BOARD	7:00 PM
Tuesday, June 4, 2019	TOWN BOARD	7:00 PM
Tuesday, August 6, 2019	TOWN BOARD	7:00 PM
Tuesday, September 3, 2019	TOWN BOARD	7:00 PM
Tuesday, October 1, 2019	TOWN BOARD	7:00 PM
Tuesday, November 5, 2019	TOWN BOARD	7:00 PM
Tuesday, December 3, 2019	TOWN BOARD	7:00 PM

*Moved to 2nd Tuesday because of New Year's