

Town of Boonville
January 2, 2018, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 1/2/18 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and Tony Reece. Also in attendance were Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Commissioner William Paul Baity was absent.

- I. Call to Order and Welcome:** Mayor Hunter called the 1/2/18 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Hunter asked the Board to add item VIII – Closed Session per NCGS 143-318(a)(6). Commissioner Reece motioned to adopt the agenda as amended. Commissioner Carter seconded, and the motion passed unanimously.
- III. Adoption of minutes – 12/5 regular session, 12/5 closed session:** Commissioner Lasky motioned to adopt the minutes of the 12/regular session, and 12/5 closed session. Commissioner Carter seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.
- V. Old Town Business:**
 - A. Update on Water and Sewer Projects:** Public Works Director Jones updated the Board members on the status of the Sewer Plant Project and the proposed well site. He stated that the well had been drilled with an estimated production rate of 120 gallons per minute. He informed the Board members that more work would be performed on the well before he can provide the actual production rate.
 - B. Standby Time:** Public Works Director Jones reported favorably about the policy and stated that it was working well with the employees taking home a town truck. Town Administrator Harris proposed that the following change to the policy: the words, “not optional” will be removed and replaced with, “will take off Friday unless an emergency situation occurs.” Discussion followed. It was decided that the Public Works Director would make the decision on what constituted an emergency situation. Commissioner Lasky motioned to adopt Article V, Section 13 as amended. Commissioner Carter seconded, and the motion passed unanimously.
- VI. New Town Business:**
 - A. Friends of the Library:** Town Administrator Harris and Ellen Reece presented a proposal from the Friends of the Library for a library expansion and possible land for a new town hall. They presented information on potential grant opportunities through USDA. The proposal included 3,080 feet to be added to the existing library at an estimated cost of \$475,000 or renovation of the 5,260 feet garage building at an estimated cost of \$525,000. Mrs. Reece stated that this included the land Ms. Speer had given to the library but did not include the cost of purchasing the garage. Discussion followed on different options available on the building purchase and a needed environmental study. It was stated there was funding available for the study in the Economic Development line item. Commissioner Lasky motioned to approve up to \$2,000 for the Environmental Study, pending approval of the land owner. Commissioner Carter seconded, and the motion passed unanimously.
 - B. NC DOT Technical Advisory Committee Appointment:** Commissioner Carter motioned to appoint Commissioner Bonnie Lasky. Commissioner Reece seconded, and the motion passed unanimously.
 - C. Façade Improvement Grant Application:** Town Administrator Harris updated the Board on the process for awarding Façade Improvement Grants. She stated that the BBDDA had received an application from Mitch Long to replace the windows in the front of the building his father owns on W. Main Street. The application stated the cost would be approximately \$1,000.00 plus painting. Commissioner Lasky motioned to approve Mitch Long’s Façade Improvement Grant application for up to \$500.00. Commissioner Carter seconded, and the motion passed unanimously.
 - D. US HWY 601/NC67 Intersection Project:** Town Administrator Harris asked the Board members for their input on the intersection project. She stated that it was in the plans already to have a pedestrian crossing and signals, a NC-67 left-hand turn lane, and possibly a US-601 right-hand turn lane. She stated now was the time to decide if the Board wanted to request any additional items at the town’s expense. It was the consensus of the Board members that there are no additional items to request at this time.

VII. Reports and announcements:

- A. Mayor's report:** Mayor Hunter had no items to report.
- B. Town Administrator's report:** Town Administrator Harris informed the Board members that the Board of Adjustments would meet soon to discuss a variance request. She updated the Board members on her upcoming meetings and trainings. Ms. Harris informed the Board members that Sander's Ridge was considering the possibility of brewing beer.
- C. Finance Officer's report:** Finance Officer Wells reported on the status of the QS1 accounting software stating that all modules are up and running except for the utility billing section. She informed the Board members of the staff's upcoming schedule and that the goal was to go completely live with QS1 with the February Billing.
- D. Public Works Director's report:** Public Works Director Jones stated that all his items had been put in the weekly reports.
- E. Police Chief's report:** Police Chief Jester reported on the use of the Governors Highway Safety points. He stated there were no crimes during the holidays. Chief Jester stated there had been a high-speed chase through Boonville, and that the officers had handled the situation well.
- F. Departmental Commissioner's Reports:** No items were reported.
- G. Committee reports as needed:** No items were reported.

VII. Closed Session per NCGS 143-318(a)(6): Commissioner Lasky motioned to go into closed session per NCGS 143-318(a)(6). Commissioner Reece seconded, and the motion passed unanimously at 8:01 pm.

Commissioner Lasky motioned to approve the changes made to Section 5, Discipline and Dismissal. Commissioner Reece seconded, and the motion passed unanimously.

VIII. Recess/Adjourn: Commissioner Carter motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting ended at 8:38 p.m.



Russell (Rusty) Hunter, IV, Mayor

Kim Wells, Finance Officer/Town Clerk

Article V. Hours of Work and Time Keeping

SECTION 13. STAND-BY AND CALL-BACK PAY

The Town provides a continuous coverage of service to its customers after normal business hours in case of a water, sewer or streets emergency. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Call-back. Non-exempt employees will be paid at actual time worked when being called back to work outside of normal working hours. Hours actually worked while on call-back are calculated beginning when the employee receives notification to return to work and ends when the job is complete. These hours are added to the regular total of hours worked for the week. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled in advance).

Stand-by. Non-exempt employees required to be on "stand-by" duty from Wednesday till Tuesday will have the option to take a Friday afternoon off, four hours (4 hours) at regular pay the Friday after the employee finishes stand-by. Stand-by compensation is not to be included in overtime calculations. Hours actually worked while on stand-by are calculated beginning when the employee receives the notification to return to work and are added to the regular total of hours worked for the week. The Town will provide a vehicle to the employee to take home and utilize while on stand-by. The employee should refer to Article IV. Conditions of Employment, Section 11 Use of Town Property, for policy regarding use of a town vehicle. Stand-by time is defined as that time when an employee must carry a pager or other communication device and must respond immediately to calls for service.



NORTHWEST PIEDMONT

RURAL PLANNING ORGANIZATION

1398 CARROLLTON CROSSING DRIVE | KERNERSVILLE, NC 27284 | (336) 904-0300

December 8, 2017

Ms. Sarah Harris, Town Administrator
Town of Boonville
PO Box 326
Boonville, NC 27011

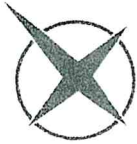
Dear Ms. Harris:

The Northwest Piedmont Rural Planning Organization (NWPRPO) is looking forward to a busy 2018, and we need your help to assure that the transportation interests and needs of your community are being represented. In accordance with the Memorandum of Understanding (MOU) signed in 2012, it is time to consider the appointment for your county or municipality to the Transportation Advisory Committee (TAC). The TAC consists of an elected official from Yadkin, Stokes, Surry and Davie counties and each municipality therein, and a member of the Board of Transportation. Your current TAC representative, Commissioner Lasky, is charged with keeping the municipalities within your county informed of the status and requirements of the transportation planning process, and helping to insure meaningful public participation in the rural transportation process.

The TAC is responsible for:

- Developing a long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
- Providing a forum for public participation in the rural transportation planning process.
- Developing and prioritizing suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
- Providing transportation-related information to local governments and other interested organizations and persons.

Attendance and participation at the regularly scheduled TAC meetings is crucial to the ongoing success of the RPO. Active participation in the rural transportation planning process provides numerous benefits to your communities – access to the latest information, technical assistance and participation in regional planning projects. If your representative is unable to attend a scheduled meeting, our bylaws provide that an alternate may serve in his/her place. Participation is voluntary and if you choose to appoint a member, they will be expected to attend meetings. All TAC members must complete ethics requirements prior to becoming a voting member.



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2018 NWPRPO TAC Schedule
February 21st
April 18th
June 20th
August 15th
October 17th
December 19th
<i>Time: 10:30 a.m.</i> <i>Location: PTRC Kernersville Office</i> <i>Note: All meetings correspond to Board of Delegates meeting dates.</i>

Boonville Business and Downtown Development Association Façade Improvement Grant Program

PURPOSE

Recognizing the fact that the appearance of a downtown is largely determined by the condition of its buildings, which also forms the basis of the public's overall impression of downtown, the Boonville Business and Downtown Development Association (BBDDA) has developed the Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the facades of downtown buildings as well as buildings within the Town Limits so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings. The purpose of the program is to provide an economic incentive to:

- 1) promote storefront rehabilitation in Boonville's Town Limits
- 2) preserve the unique character of historic buildings
- 3) preserve the unique character of other commercial buildings
- 4) assist property owners with design guidance and expertise
- 5) encourage quality design projects which capitalize on the rehabilitation of existing properties
- 6) encourage the use of appropriate materials in the rehabilitation of properties
- 7) encourage aesthetic compatibility for improvements to facades of non-historic structures
- 8) encourage aesthetic compatibility of new buildings in the downtown historic district

Eligibility should be viewed in terms of real estate versus personal property. Façade improvements are defined as those that are permanent and part of the building.

Based on the availability of funds and approval of façade design, grants will be awarded based on an application process. Applications will be submitted for review by March 1 of each fiscal year.

ELIGIBILITY

1. Owner or tenant of a building located within the Town of Boonville City Limits.
2. Owner or tenant applying for the grant must be a member of the Boonville Business and Downtown Development Association.
3. Owners or tenants may request incentive grants; however, any tenant must have the owner's written permission attached to the application.
4. If a property owner owns more than one building or façade within the Town limits, he/she will be eligible for only one grant per property per year.
5. The property shall be zoned properly.
6. Applicants who do not receive funding may reapply during the next grant cycle.

GUIDELINES

1. Rehabilitation work must conform to Yadkin County's Building Codes and the Town of Boonville's zoning ordinances.
2. All properties zoned as commercial (High Way Commercial and Community Shopping Districts) as well as Industrial (Industrial District) within Boonville's Town Limits may apply for grant funds.
3. Rehabilitation of structures in the Town Limits should respect the architectural integrity of the entire building and retain those elements that enhance the building.
4. Façade grant applications may be made for structures within the Town Limits of Boonville, with priority given to renovation projects that visibly improve downtown facades, including buildings with inappropriately applied facades that cover windows, or that are unsightly, out-of-scale, or in need of general repair work.
5. Improvements may include, but are not limited to:
 - Façade improvements (repainting structural repairs to building façade)
 - Design services (architectural, etc.) for façade rehabilitation
 - Patching and painting of facade
 - Cornice repair and/or replacement
 - Railings, ironwork repair or addition
 - Window and/or door replacement/repair
 - Mortar joint repair
 - Canopy, porch, awning installation/repair
 - Signage or lighting replacement/repair (Only established businesses (3+ years) are eligible for sign replacement)
 - Structure or frame that contains or holds a sign
 - Restoration, addition, or replacement of exterior fixtures
 - Removal of false fronts, siding or metal awnings or canopies (Removal of inappropriate additions to buildings and non-compliant signs may qualify based on the effect the removal will have on the appearance of the downtown district.)
 - Addition or replacement of address information
 - Cleaning of brick, stone, or other building face materials
7. Any improvements that have been made through the FIG program and which become a part of the property may not be removed from the property unless they can be used without significant alteration on another property within the Downtown District (e.g., awnings).

ADDITIONAL GRANTS (Previous grant holders only)

1. The BBDDA may judge a property eligible for an additional grant if:
 - a. At least three (3) years have elapsed since the grant was awarded and the property is in need of further improvement (e.g., repaint, new awning); under extenuating circumstances an additional grant may be awarded prior to expiration of the three year limit, if deemed necessary by the BBDDA, subject to the approval of the Boonville Town Board.
 - b. The existing business/property undergoes significant expansion, which requires improvement to the property (e.g., window replacement).

CRITERIA

1. For the purposes of the FIG program, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or is visible to the general public.
2. Qualifying projects are eligible for a grant of up to \$1,000 per façade on a 50% (BBDDA)/50% (applicant) basis as funds are available.
3. Any work performed before grant approval is not eligible.
4. Work on the project must be completed within six (6) months from the date that the grant is awarded. Grant monies will be paid to the recipient after all work is completed and bills are paid, as per the agreement with BBDDA. All statement/receipts must be submitted before grant monies will be released.
5. The property owner must agree to maintain the facade improvement for a period of three years as set forth in the application or until the property is sold. (Example: If an awning is installed as part of a project and rips within a three-year period, it must be repaired or replaced.)

APPLICATION PROCESS

1. Applicant should complete an application, which must include design plans/sketches and owner's signature (consent of mortgage or lien holder may be required), and return it to the BBDDA.
2. Two qualified professional estimates of cost must be included with the application.
3. Applications will be reviewed and approved by the Town's Zoning Enforcement Officer and Yadkin County Building Inspector for building code compliance.
4. The BBDDA will review the completed application. Recommendations will then be made to the Boonville Town Board for a final decision on funding.
5. A notification letter will be sent to applicants concerning approval or denial of the application within 30 days of receipt of a completed application.

6. An agreement must be signed BEFORE any work begins. Parties to the agreement will be the applicant(s), building owner(s) and the BBDDA.
7. The Town's Zoning Enforcement Officer will verify that work has been completed satisfactorily and adhere to proper construction standards.
8. Upon project completion, copies of paid statements and method of payment, etc. must be submitted to the BBDDA to claim reimbursement.
9. BBDDA members will inspect work completed and request payment for the amount of the grant provided the work is completed in accordance with the agreement.

**Boonville Business and Downtown Development Association
FACADE IMPROVEMENT GRANT APPLICATION**

Applicant's Name Mitchell Long (POA) Harold Long
Phone# 336-469-2711 ☒ Owner ☐ Tenant
Business/Building Name 103 West Main St.
Applicant Address PO Box 626 Boonville NC email Mitchlong.classicenterprises@gmail.com
Property Owner's Name Harold Long Phone # _____
Mailing Address Same email _____
Length of Time at this location _____ Length of remaining lease term (if applicable) _____

Description of Project (attach additional pages as needed)

The old Brown building that is and has been vacant
for years. Located on the west side of the stop light.
(Replace broken windows in store front) Clean up/paint East Wall
Total Estimated Cost of Improvement \$ 1,109.59

Please Check:

- ☒ I have attached project plans, specifications or other appropriate design information. A professional architectural plan is not required.
- ☒ I have attached samples of paint colors to be used on facade improvements or signage.
- ☒ I have attached a photograph(s) of existing condition of the property.
- ☒ I have attached copies of cost estimates for the project (minimum of two (2) estimates required)
- ☐ I have attached written permission from the property owner, if applicable.
- ☒ I understand that grant funds must be used only for the project described in this application. The work must be completed within six (6) months of the date that the grant is awarded. All work must be completed according to local building codes and ordinances and approved, when necessary, by the proper authorities.
- ☒ I also understand that this application will be reviewed before any work is done on the project and that no projects will be funded if work was done before the application was approved.
- ☒ I understand that I am responsible for the maintenance of the facade improvements described here for a period of three (3) years from the date of project completion or until such time as the building is sold.
- ☒ I understand the improvement grant must be used for the project described in this application and that the BBDDA and Boonville Town Board must review and approve the application prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

- ☒ I acknowledge that the Boonville Business and Downtown Development Association is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the Boonville Business and Downtown Development Association and the applicant and/or owner.
- ☒ I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before the application can be considered for acceptance.
- ☒ I have attached the project plans and specifications or other appropriate design documentation.

Applicant's Signature Mitchell Long POA Date 12/11/17
Property Owner Harold Long Date 12/11/17
(if different from above)

Complete & return to: **Boonville Business and Downtown Development Association, P.O. Box 326,
Boonville, NC 27011**

This application has been approved by the following:

Signature, Zoning Enforcement Officer _____ Date _____
Signature, Yadkin County Building Inspector _____ Date _____
Signature, BBDDA President Steve C. Allen Date Dec. 13, 2017

Conditions/Comments:

**Boonville Business and Downtown Development Association
Façade Improvement Grant
Budget Proposal Form**

Property Address 103 West Main Boonville

Itemized Expenditures	Detailed Explanation of Expenditures	Grant Funding	Cash Match
	TOTALS	\$	\$
	TOTAL ESTIMATED PROJECT COST (GRANT + CASH MATCH)		\$

PFAFF'S, INC.

**1550 S. STRATFORD - P.O. BOX 24429
WINSTON-SALEM, NC 27114-4429**

(336)765-1260

FAX (336)765-6177

email: donpatterson@pfaffsinc.net

PROPOSAL

**DATE
11/30/201**

To:

MITCH LONG

mittchell.long@yadkin.k12.nc.us

ATTN:

JOB:

**103 MAIN STR
BOONVILLE**

WE PROPOSE TO FURNISH LABOR AND MATERIAL FOR THE FOLLOWING:

**MEASURE, ORDER, AND INSTALL 2 LITES OF 1/4", CLEAR, TEMPERED, GLASS INTO
CUSTOMERS EXISTING SETTING.**

NOTES:

**ALL WORK TO BE PERFORMED DURING NORMAL WORKING HOURS M-F
CLEANING IS EXCLUDED**

**THIS IS AN OLD SYSTEM AND PART OF THE METAL IS MISSING. WE WILL HAVE TO USE AN
ANGLE, TUBING, STOP OR BRAKE METAL IN PLACE OF THE STOPS**

**We Hereby Propose to furnish labor and materials in accordance with above
SUM OF \$1,453.00**

With payment to be made as follows: NET 30

**NOTE: This proposal may be
withdrawn by us if not
accepted within 30 days.**

Authorized Signature DON PATTERSON

**Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are
hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined
above.**

Date Accepted: _____ Signature: _____



MITCHELL LONG <mitchlong.classicenterprises@gmail.com>

quote 103 main st.

2 messages

Dynamic Glass and brent watson <dynamic@centurylink.net>
To: mitchlong.classicenterprises@gmail.com

Wed, Nov 29, 2017 at 1:13 PM

DYNAMIC GLASS WILL FURNISH AND INSTALL :

(1) 60 X 90 1/4 CLEAR ANNEALED 375.00
(1) 50 X 90 1/4 CLEAR ANNEALED 312.00

LABOR TO INSTALL 350.00
PLUS 7% NC TAXES

THANK YOU
DOYLE WATSON
DYNAMIC GLASS CO.
336-789-5892
336-326-7603

MITCHELL LONG <mitchlong.classicenterprises@gmail.com>
To: Dynamic Glass and brent watson <dynamic@centurylink.net>

Thu, Nov 30, 2017 at 10:11 AM

Thanks, I got it.
I will let you know when I can start on this.

Mitchell

(function text hidden)

Mitchell Long
Owner
Classic Enterprises
227 Logun RD
State Road NC 28676