

Town of Boonville
June 5, 2018 Recessed Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 6/5/18 recessed meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and Tony Reece. Also in attendance were Town Administrator Sarah Harris, and Finance Officer/Town Clerk Kim Wells. Commissioner William Paul Baity and Public Works Director Jeff Jones were absent.

Mayor Hunter called the 6/5/18 recessed meeting to order at 6:00 p.m.

Town Administrator Harris reported on adding an Administrative fee to the monthly Waste Management fee. Discussion followed. The consensus was to wait till next year since the residents would be getting a tax rate increase plus water/sewer rate increase this upcoming fiscal year.

The Board discussed the option of Cola vs. Bonus for employees. Consensus was to offer a bonus, payable at the employee Thanksgiving meal. This bonus would be for all employees in a permanent position. The amount given by the Board is \$250 for full-time positions and \$125 for part-time positions.

Commissioner Lasky motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting ended at 6:52 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk

Town of Boonville
June 5, 2018, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 6/5/18 recessed meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and Tony Reece. Also in attendance were Town Administrator Sarah Harris, Finance Officer/Town Clerk Kim Wells, Police Officer Jason Weis and Attorney James Freeman. Commissioner William Paul Baity and Public Works Director Jeff Jones were absent.

- I. Call to Order and Welcome:** Mayor Hunter called the 6/5/18 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Hunter suggested Transfer of Firearm for retired Chief Jester be added to New Town Business – Section E. Commissioner Reece motioned to adopt the agenda as amended. Commissioner Lasky seconded, and the motion passed unanimously.
- III. Adoption of minutes –5/1 regular session, 5/1 closed session, 5/9 recessed, 5/9 closed session:** Commissioner Lasky motioned to approve the minutes of 5/1 regular session, 5/1 closed session, 5/9 recessed, and 5/9 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:** Town Administrator Harris updated the Board members on the water and sewer projects.
- VI. New Town Business:**
 - A. F. Jester and S. Slate Vacation Payout:** Finance Officer Wells presented a drafted pay out and supporting budget amendments for F. Jester and S. Slate vacation/holiday pay out. Commissioner Reece motioned to approve the budget amendments. Commissioner Lasky seconded, and the motion passed unanimously. Commissioner Lasky motioned to pay out F. Jester's and S. Slate's vacation and holiday pay. Commissioner Carter seconded, and the motion passed unanimously.
 - B. Charles Scott Contract:** The Board members discussed the annual contract with Charles Scott for the audit. Commissioner Lasky motioned to approve the Charles Scott contract. Commissioner Reece seconded, and the motion passed unanimously.
 - C. Paving Quotes:** Town Administrator Harris presented paving quotes in the absence of Public Works Director Jones. Discussion followed. Commissioner Lasky motioned to approve Doug Hooker Paving and Grading at a cost of \$6,180. Commissioner Carter seconded, and the motion passed unanimously.
 - D. Façade Improvement Grant Applications:** Town Administrator Harris presented two applications from Benny Steelman for replacement of the awnings on the art gallery and antique mall. Discussion followed. Commissioner Lasky motioned to approve the Façade Improvement Grant for the art gallery and antique mall awnings. Commissioner Carter seconded, and the motion passed unanimously.
 - E. Transfer of Firearm for Retired Chief Jester:** Commissioner Reece motioned to approve the transfer of firearm to Chief Jester. Commissioner Carter seconded, and the motion passed unanimously.
- VII. Reports and announcements:**
 - A. Mayor's report:** Mayor Hunter had no items to report.
 - B. Town Administrator's report:** Town Administrator Harris reported on a Fire District Tax meeting she had attended with Yadkin County representatives. She also reported that there was a proposed bill that would allow municipalities to donate funds for educational purposes. She said that if this bill passed, Boonville Elementary School would be able to request funds from the Town of Boonville in the future. She also updated the Board members on the proposed NC-67 and US-601 intersection project.
 - C. Finance Officer's report:** Finance Officer Wells reported on upcoming on-site training by QS1. She also informed the Board members she would have some budget amendments to present at the next meeting.
 - D. Public Works Director's report:** No items were reported.
 - E. Police Chief's report:** Police Officer Weis reported on the recent break-in at Wolf, Reece & Lynch. Town Administrator Harris stated the Dodge Charger would be back in service the following week.
 - F. Departmental Commissioner's Reports:** No items were reported.

G. Committee reports as needed: Town Administrator Harris reported on the success of the Boonville Bash, stating it was the first year the committee had made money on the event. She then reported on the first two cruise-ins. She also reported that the BBDDA would be sponsoring a fall raffle this year.

VIII. Closed Session per NCGS 143-318.11(a)(3&6): Commissioner Lasky motioned to go into closed session per NCGS 143-318.11(a)(3&6). Commissioner Reece seconded, and the motion passed unanimously at 7:18p.m.

Commissioner Lasky motioned to have Attorney Freeman contact Municipal Engineering with a letter to dissolve the partnership for the Waste Water Treatment Plant project. Commissioner Reece seconded, and the motion passed unanimously.

IX. Recess/Adjourn: Commissioner Lasky motioned to recess until 6/14 at 6:00 p.m. for a public hearing with a meeting to follow. Commissioner Reece seconded, and the motion passed unanimously. The meeting adjourned at 8:56 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk

May 29, 2018

Mr. Vincent Tomaino, PE
North Carolina Department of
Environmental Quality
Division of Water Infrastructure
512 N. Salisbury Street
Raleigh, NC 27604

RE: Town of Boonville
Project No. **H-SRP-D-17-0018**
Boonville Water System Improvements
Phase II Extension Request

Dear Mr. Tomaino:

We are pleased to report we have a suitable well to provide additional water to the Town of Boonville. The new well produced 147-GPM based upon the 24-hour drawdown test performed on April 26, 2018. Regretfully, it has taken until this past week to receive the bacteriological, radiological, asbestos, inorganic, organic, volatile organic chemicals analysis. This delay was due to the excessive wet conditions at the new well site on Sunset Drive, and the well driller's inability to access the site.

However, we believe the time has been beneficial since we were able to work with our Engineer; Municipal Engineering Services Co. and our chemical supplier; Worx, LLC to perform jar tests and optimize our system to control the iron and manganese better.

As a result of the jar tests we have made two changes to our system which have shown a positive result in the reduction of iron and manganese as follows: We have increased the distance between the chlorine and polyphosphate feed points. Since there is a possibility of the iron and manganese being oxidized by the chlorine before sequestering can occur, we have moved the chlorine injection point further downstream from the polyphosphate injection point.

As a result of the jar testing we have altered the amount and blend mixture of the polyphosphate as follows:

Before:	1-mg/L of	50% Poly-Phosphate 50% Ortho-Phosphate
After:	7-mg/L of	75% Poly-Phosphate 25% Ortho-Phosphate

The higher percentage of poly-phosphate will provide better sequestration, and the ortho-phosphate residual will remain at or above the current levels due to the higher feed rate and continue to provide corrosion control.

CHARLES E. SCOTT CPA, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

P. O. BOX 595

YADKINVILLE, NORTH CAROLINA 27055

TELEPHONE 336-679-3116

FAX 336-679-3117

MEMBER OF

AMERICAN INSTITUTE OF

CERTIFIED PUBLIC ACCOUNTANTS

CHARLES E. SCOTT, CPA
JIM E. SCOTT, CPA
KAREN S. MORRISON, CPA

May 16, 2018

Town of Boonville
P O Box 326
Boonville, NC 27011

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services as of June 30, 2018:

1. We will assist you in preparing the trial balance and any necessary adjustments in preparation for your audit.
2. We will assist you with the preparation of certain schedules in preparation for your audit.
3. We will assist you in drafting your financial statements for presentation to your auditors.

You are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee any services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our engagement cannot be relied on to disclose errors, fraud, or illegal acts that may exist. However we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control.

Our fee will be at \$71.75 per hour and will be billed upon completion of our services.

Proposal

Page No.

of

Pages

CARTER & KIRK PAVING COMPANY, INC.

229 North Main Street
JONESVILLE, NORTH CAROLINA 28642
(336) 835-3310
FAX (336) 835-2195

PROPOSAL SUBMITTED TO <u>Town of Booneville</u>	PHONE <u>336-466-0887</u>	DATE <u>5-7-18</u>
STREET <u>110 N. Carolina Ave</u>	JOB NAME <u>FAX: 336-367-4205</u>	
CITY and ZIP CODE <u>Booneville NC 27011</u>	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Town Hall - Dig out beside building Place 6" ABC
Stone base, Clean and Edge entire Lot Place 1 1/2
9.5 B Mix Base TO completion \$17829.00

67 Patch

650.00

Patches at:

~~Town Hall~~~~2500~~

Oak Dr. 2 patches

700.00

~~St. 1st~~~~1000.00~~

Grace St.

800.00

N.C. AVE.

6000.00

Helen Street.

4000.00

Mill St.

1800.00

Cardinal St.

650.00

Meadowview

550.00

\$16,650

\$5,750

\$7650.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Mike Benum

Note: This proposal may be withdrawn by us if not accepted within _____ days.

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 of Acceptance: _____

Signature _____

Signature _____

Proposal

Page No.

of

Pages

CARTER & KIRK PAVING COMPANY, INC.

229 North Main Street
JONESVILLE, NORTH CAROLINA 28642
(336) 835-3310
FAX (336) 835-2195

PROPOSAL SUBMITTED TO Town of Booneville	PHONE 336-466-0887	DATE 5/7/18
STREET 110 N. Carolina Ave	JOB NAME FAX: 336-367-4205	
CITY, STATE and ZIP CODE Booneville, N.C. 27011	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

**Fire Dept. - Take out 5ft. wide around corner
pave with 1 1/2 9.5 B Heavy Duty Asphalt
Roll To Compaction and stripe parking lot
\$30,387.00**

Corner of 67 & 601

**Set Up grade place 2" border than 1 1/2
9.5.B Asphalt Roll to compaction and
Stripe Lot.
\$21,567.00**

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Mike Brown

Note: This proposal may be withdrawn by us if not accepted within _____ days.

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 of Acceptance: _____

Signature _____

Signature _____

ATT Jessy



Doug Hooker Paving & Grading

219 Glory Lane
Mount Airy, NC 27030

Phone (336) 786-2938
Mobile (336) 325-9866

Town of Booneville

Itemized Paving Estimate

West Main Property Property

60 x 136, Pave with 2" avg binder

2" 9.5 asphalt

\$ 21,000

Town Hall, Repave app 8701 sq ft with
1 1/2" avg asphalt

\$ 9,250

Patching Old Pr, 40 x 8 + 200 x 8
Over Lay

204 N.C. Ave. 5 x 9

Ellen St pothole 3 x 3

Mill St 4 x 4 1/2

Cardinal 13 x 12

Meadowview Pothole 7 x 13

Holly 5 x 17

\$ 5,480

6 x 9

67 Hwy

\$ 350

6 x 12

Grace \$ 350

\$ 6180

Total \$

This estimate applies only to the job described above and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

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

Applicant's Name Benny Steelman
Phone# 336-367-7334 (Owner) Tenant
Business/Building Name Pat Hutchens Art Gallery
Applicant Address _____ email _____
Property Owner's Name Benny Steelman Phone # 336-367-7334
Mailing Address _____ email _____
Length of Time at this location 2 1/2 yrs Length of remaining lease term (if applicable) _____

Description of Project (attach additional pages as needed)

Replace Awning

Total Estimated Cost of Improvement \$ 1704.⁰⁰

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.

Extruded Canopies, Protective Covers, Standing Seam/Fabric Awnings, and Sunshade Systems



3950 N. Liberty Street
Winston-Salem, NC 27105

Phone: 336-744-5006
Fax: 336-837-0294

DATE: 5/11/18

CUSTOMER: *Beenville*
PROJECT: Art Gallery - Mocksville, NC
ATTENTION:

Scope of Work

Fabric awning recover @ 38' wide x 3' high x 3' projection with a straight hem free hanging valance. Fabric to be Sunbrella Forest Green.

We hereby propose to complete the above Scope of Work, for the sum of: \$1,704.00

Payment to be made as follows:
T 30

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

Mike Fagg
Mike Fagg

Any alteration or deviation from above scope of work involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Worker's Compensation insurance.

Acceptance of Proposal:

The above prices, scope of work and conditions are satisfactory and are hereby accepted. CSC Awnings, Inc. is authorized to proceed with the work as specified. Payment will be made as outlined above.

Authorized Signature

Date of Acceptance: _____

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

Applicant's Name Benny Steelman
Phone# 336-367-7334 Owner Tenant
Business/Building Name Boonville Antique Mall
Applicant Address _____ email _____
Property Owner's Name Benny Steelman Phone # 336-367-7334
Mailing Address _____ email _____
Length of Time at this location _____ Length of remaining lease term (if applicable) _____

Description of Project (attach additional pages as needed)

Total Estimated Cost of Improvement \$ 1,650.00

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.

Extruded Canopies, Protective Covers, Standing Seam/Fabric Awnings, and Sunshade Systems



950 N. Liberty Street
Winston-Salem, NC 27105

Phone: 336-744-5006
Fax: 336-837-0294

DATE: _____

CUSTOMER: _____
PROJECT: Antique Shop - *Boonville* Mocksville, NC
ATTENTION: _____

Scope of Work

Fabric Awning recovers 4 @ 4'6" wide x 3' height x 3' projection and a 6" straight hem free hanging valance. Fabric to be Sunbrella Forest Green.

We hereby propose to complete the above Scope of Work, for the sum of: \$ 1,650.00

Payment to be made as follows:
NET 30

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

Mike Fagg
Mike Fagg

Any alteration or deviation from above scope of work involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Worker's Compensation insurance.

Acceptance of Proposal:

The above prices, scope of work and conditions are satisfactory and are hereby accepted. CSC Awnings, Inc. is authorized to proceed with the work as specified. Payment will be made as outlined above.

Authorized Signature

Date of Acceptance: _____