

**Town of Boonville**  
**March 6, 2018, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 3/6/18 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, William Paul Baity 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.

- I. Call to Order and Welcome:** Mayor Hunter called the 3/6/18 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Hunter asked the Board members to add items: VI. E. Filing Fees for Towns, and VIII. Closed Session per NCGS 143-318.11(a)(6). Commissioner Reece motioned to adopt the agenda as amended. Commissioner Baity seconded, and the motion passed unanimously.
- III. Adoption of minutes – 2/6 regular session, 2/6 closed session, 2/15 recessed, 2/15 closed session:** Commissioner Baity motioned to adopt the minutes of the 2/6 regular session, 2/6 closed session, 2/15 recessed, 2/15 closed session. Commissioner Carter seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.
- V. Old Town Business:**
  - A. Environmental Study for Speer Property:** Mr. David Poore, West Consultants, gave a report on the environmental assessment he completed on the Speer property located on West Main Street. In his report, he stated that there was no evidence of toxic elements in the soil and none located on the property. Discussion followed on the disposition of materials on the property. The Board members were advised to dispose of all materials per applicable disposition guidelines.
  - B. Update on Water and Sewer Projects:** Public Works Director Jones reported on the drainage and sandblasting being performed at the sewer plant. He informed the Board members of an issue by the contracted staff. The consensus of the Board members was to not allow any work to be conducted when there is no supervisor on the site. Mr. Jones stated that Carolina Grading was preparing to submit a quote for a new road to the well site. He explained to the Board members that no work could be done on the well until the crews could get all their equipment to the site. Town Administrator Harris and Public Works Director Jones reported on some outstanding Municipal Engineering bills. They explained that one of the bills was for a closed project, and that no funding could be obtained for the payment. Discussion followed. Commissioner Baity motioned to pay Municipal Engineering \$11,250 out of line item 300-830-50400-40577, Sewer Plant Improvement. Commissioner Reece seconded, and the motion passed unanimously. Discussion followed on a possible change order for Phase I of the water project for the new road. It was the consensus of the Board members to pursue the change order as long as it does not exceed the current change order amount.
- VI. New Town Business:**
  - A. Advertisement of Tax Liens on Real Property for Failure to Pay Taxes:** Finance Officer/Town Clerk Wells presented a resolution from Yadkin County to allow the Yadkin County Tax Collector to advertise to obtain delinquent taxes. Commissioner Lasky motioned to adopt the Advertisement of Tax Liens on Real Property for Failure to Pay Taxes. Commissioner Carter seconded, and the motion passed unanimously.
  - B. Town Administrator Job Description:** The Board members discussed the updated job description for the Town Administrator. Commissioner Baity motioned to approve the revised job description for the Town Administrator. Commissioner Carter seconded. Discussion followed. Commissioner Lasky asked the Board members to reiterate that the Town Administrator would continue to serve as project manager and continue to prepare weekly reports. It was the consensus of the Board members that the Town Administrator would continue to perform all other duties. Ms. Harris asked the Board who would be responsible for reporting to the Board members. It was stated that the Department Heads would be responsible for reporting to their commissioners and that Town Administrator Harris should continue to be informed on all matters other than those related to personnel. It would continue to be Town Administrator Harris' responsibility to inform the remaining Board members. The motion passed unanimously.

- C. Budget Amendments:** Finance Officer/Town Clerk Wells reviewed the proposed budget amendments. Commissioner Lasky motioned to adopt the proposed budget amendments dated March 6, 2018. Commissioner Reece seconded, and the motion passed unanimously.
- D. Drainage Replacement on Park Ave.:** Due to the current amount of rain, Public Works Director had come to his attention with all the current rain. He had obtained a quote for repairs in the amount of \$5,757.56 + from Carolina Environmental. The Board members requested that Mr. Jones obtain two more quotes, and they would make a decision during the April meeting.
- E. Filing Fees for Towns:** Mayor Hunter read statute 163-291 (3). The Board members discussed the amount of filing fees that Town Board candidates currently pay vs. the amount they could be charged for filing fees. Commissioner Baity motioned to set the filing fee for Town Board candidates as written in the General Statute as \$5.00. Commissioner Reece seconded, and the motion passed unanimously.

**VII. Reports and announcements:**

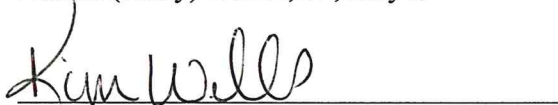
- A. Mayor's report:** Mayor Hunter had no items to report.
- B. Town Administrator's report:** Town Administrator Harris read a thank-you note from the family of Harvey Smith. She stated that Finance Officer Wells would prepare a budget worksheet, and the first budget workshop will be held in April. Ms. Harris announced that Surry Community College will host a Small Business Seminar in Boonville on March 28. She updated the Board members on a Facade Improvement Grant application for upgrades to the Harold Long building.
- C. Finance Officer's report:** Finance Officer Wells reported that all QS1 accounting software modules were up and running.
- D. Public Works Director's report:** Public Works Director Jones reported on other drainage issues that had been found due to the recent rains.
- E. Police Chief's report:** Police Chief Jester reported on the recent car break-ins. He stated there were no obvious suspects. He reported that most of the items taken were personal documents (e.g., social security cards and drivers licenses). He then informed the Board members that he was resending his retirement announcement.
- F. Departmental Commissioner's Reports:** Commissioner Baity stated that his father had spoken to the Board of Education regarding the River Road property. He said that the Maintenance Supervisor would contact town officials regarding the property. Commissioner Baity stated the Board of Education was motivated to sell the property at tax value.
- G. Committee reports as needed:** No items were reported.

**VIII. Closed Session per NCGS 143-318.11(a)(6):** Commissioner Baity motioned to go into closed session per NCGS 143-318.11(a)(6). Commissioner Reece seconded, and the motion passed unanimously at 8:14 pm.

**IX. Recess/Adjourn:** Commissioner Carter motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting adjourned at 9:31 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk



Town of Boonville  
P. O. Box 326  
Boonville, NC 27011

Project No: G16042.0  
Invoice No: 0104891

Project G16042.0 Boonville Water System Improvements (SRF)

Professional Services from April 29, 2017 to May 26, 2017

**Fee**

Billing Phase	Fee	Percent Complete	Earned
ER/EID	10,000.00	100.00	10,000.00
Design	28,000.00	100.00	28,000.00
Construction Administration	24,500.00	100.00	24,500.00
Grant/Loan Administration	5,000.00	100.00	5,000.00
Total Fee	67,500.00		67,500.00
	Previous Fee Billing		64,550.00
	Current Fee Billing		2,950.00
	<b>Total Fee</b>		<b>2,950.00</b>
	<b>Total this Invoice</b>		<b><u>\$2,950.00</u></b>

**Outstanding Invoices**

Number	Date	Balance
0104859	5/12/2017	11,800.00
<b>Total</b>		<b>11,800.00</b>
	<b>Total Now Due</b>	<b>\$14,750.00</b>

Terms: Due Upon Receipt

Note: 1.5% Per Month Service Charge on Invoices Past 30 days

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105-369 (a):

Report of unpaid taxes and fees that are liens on real property. In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property. Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens.

Amount of unpaid taxes that are liens on real estate as of January 31, 2018 for the fiscal year 2017-2018.  
\$28,025.87.

We, the Town of Boonville Board of Commissioners do hereby order the tax collector to advertise all unpaid taxes and fees that are liens on real property.

This, the Sixth Day of March 2018.

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Mr. Russell Hunter IV, Mayor  
Town of Boonville Board of Commissioners

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Kim Wells  
Clerk, to the Town of Boonville Board of Commissioners

Ph: 336.367.7941      Fax: 336.367.4205      boonvillenc.com  
Mayor: Rusty Hunter; Commissioners: William Paul Baity, Devin Carter, Bonnie Lasky, Tony Reece

- Submits to the Town Board of Commissioners a complete report on the finances and activities of the Town at the end of each fiscal year.
- Serves as Deputy Finance Officer.
- Reviews personnel policies and practices and recommends modifications to the Board of Commissioners for their approval and action.
- Serves as Zoning and Code Enforcement Officer and handles all zoning-related matters.
- 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.
- Serves as Economic Development Director
  - Coordinate activities between the Town of Boonville and Boonville Business and Downtown Development Association ensuring that communication between organizations is well established; assists organizations with implementation of work plan items.

- 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, Licensees, 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 Demand:**

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.

# Proposed Budget Amendments - March 6, 2018

By Kim Wells, Finance Officer

## General Fund

### Revenues

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
100 - 400 - 40001 - 30002	Taxes ADV - 2nd Prior Year	500	750	1,250
100 - 400 - 40001 - 30004	Taxes ADV - 4th Prior Year	1,000	850	1,850
100 - 406 - 40006 - 39903	Insurance Reimbursement	-	1,229	1,229
100 - 415 - 40010	Sales Tax Refund	1,600	460	2,060
100 - 422 - 40022 - 39910	Beginning Fund Balance	42,740.00	4,962	47,702.00
			8,251	

### Expenses

#### Police

100 - 510 - 50000 - 40002	Salaries	200,114	4,585	204,699	Amendment for pay increases not include budget amendmr
100 - 510 - 50000 - 40002	Salaries	202,414	(1,742)	200,672	To move funds for J. Weis; v
100 - 510 - 50000 - 40006	Salaries - Part Time	3,000	2,605	5,605	Ties to actual; does include
100 - 510 - 50000 - 40225	Overtime	1,000	443	1,443	Ties to actual
100 - 510 - 50200 - 40005	FICA	15,840	351	16,191	Amendment for pay increases
100 - 510 - 50200 - 40225	Retirement	15,600	391	15,991	Amendment for pay increases
100 - 510 - 50200 - 40225	401- K	9,460	230	9,690	Amendment for pay increases
100 - 510 - 50200 - 40017	M&R Vehicles	1,000	1,108	2,108	Ties to actual - Police Car D;
100 - 510 - 50200 - 40033	Supplies and Materials	500	70	570	Ties to actual
100 - 510 - 50200 - 40053	Dues and Subscriptions	-	150	150	Ties to actual
100 - 670 - 50400 - 40026	Advertizing	300	60	360	Ties to actual
			8,251		

## Water/Sewer Fund

### Revenues

300 - 412 - 40012 - 37300	Tap and Connection fees	5000	10,000	15,000	Anticipated FY 2018 revenue
300 - 414 - 40014 - 39903	Insurance Reimbursement	0	1,527	1,527	Tie to Actual - Sewer Plant
300 - 415 - 40010 - 36701	Sales Tax Refund	0	22,901	22,901	Tie to Actual
300 - 422 - 40022 - 39910	Beginning Fund Balance	155,960	(25,852)	130,108	To balance budget
			8,576		

### Expenses

#### Water

300 - 810 - 50000 - 40002	Salaries	84,500	(11,294)	73,206	To move funds for temp wi
300 - 810 - 50000 - 40003	Contractual Labor	-	11,294	11,294	B. Higgins pay through Wo
300 - 810 - 50400 - 40016	M&R Equipment	8,000	5,517	13,517	Tie to Actual
300 - 810 - 50400 - 40116	Water Tank Maintenance	19,800	2,782	22,582	Tie to Actual
300 - 820 - 50400 - 40034	Equipment Exp/Rental	1,500	277	1,777	Tie to Actual
			8,576		

#### Sewer

8,576



February 15, 2018

Town of Boonville  
110 Carolina Ave. North  
Boonville, NC 27011

Attn: Mr. Jeff Jones

Re: Park Street Storm Drain Pipe & Storm Drain Box Replacement.

The following proposal is our pricing to furnish the labor, equipment and materials for the above referenced project. All materials to be furnished by Carolina Environmental Specialists. Materials include one concrete (1) 2'x3'x4' Storm Drain Box, One (1) Concrete Top, 60 LF of 30" Corrugated Black Plastic Double Wall Pipe and approximately 16 tons of ABC Stone.

Total Estimated Cost.....\$5,757.56

We look forward to working with you on this project. If you have any questions or need additional information please contact the undersigned.

The prices quoted in the proposal are held firm for 30 days.

Any change or deviation from the above proposal requiring extra costs will be executed only upon a written order between owner and CES and will be charged accordingly over and above this proposal. Our workers are fully covered by Workers Compensation and General Liability Insurance. It is understood that