

**Town of Boonville**  
**March 5, 2019 Recessed Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 3/5/19 recessed meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, and Tony Reece. Commissioner Justin Phillips and Finance Officer/Town Clerk Wells were absent.

Mayor Benton called the meeting to order at 6:00 p.m.

The Board reviewed applications for the two vacant commissioner seats. Commissioner Phillips nominations were considered in his absence.

Consensus was to appoint Monica Craver with 3 nominations and Richard Lasky with 2 nominations.

Commissioner Baity motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting concluded at 6:04 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

**Town of Boonville**  
**March 5, 2019, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

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The following were in attendance at the 3/5/19 regular meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, Monica Craver, Richard Lasky and Tony Reece. Also in attendance were Attorney James Freeman, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Interim Police Chief Bryan Rutledge, and Officer Brittany Brown. Commissioner Justin Phillips was absent.

**I. Call to Order and Welcome:** Mayor Benton called the 3/5/19 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. Pledge of Allegiance and Prayer:** Mayor Benton led the Pledge of Allegiance and the prayer.

**IV. Adoption of minutes: 2/5 regular session, 2/5 closed session, 2/9 special meeting, 2/9 special meeting closed session, 2/19 budget workshop, 2/19 closed session, 3/1 emergency meeting:** Mayor Benton stated that item V.6.B on the 2/5 regular minutes need to be corrected from Mayor Hunter to Mayor Benton. Commissioner Baity stated that Alex Shelton's name needed to be corrected on the 2/19 Budget Workshop minutes. Commissioner Baity motioned to approve the minutes as amended. Commissioner Reece seconded, and the motion passed unanimously.

**V. Public Comments:** Ellen Reece, 402 N. Carolina Ave., spoke of concern for the park. She stated it was mentioned at the last meeting about selling the property and she asked the board to reconsider since it is vital for Economic growth.

Bonnie Lasky, 511 N. Carolina Ave., recited General Statue 160A-67 and stated the duties of the Commissioners and Mayor.

Debbie Cooper, member of the BBDDA, expressed concern for the Town Administrator position and the need of it by the Board.

Al Ferguson, 1028 Shenandoah Trail, spoke in support of the library. He stated that was one of the reasons he and his wife moved to Boonville.

Ramelle Swaim, 201 Cardinal, spoke of the need of the Boonville Library. She stated that she is a preschool teacher at Boonville United Methodist Church and spoke of the values the Library is to her class. Ms. Swaim stated the need for the Town Administrator position was needed for the Economic Growth of Boonville.

Shari Allen, 320 E. Main St., spoke in support of the Town Administrator position and informed the Board what the position does for the BBDDA.

Worth Shover, 2529 Woodruff Rd., spoke in support of the Town Administrator position. He spoke of the grants Ms. Harris got for the town and stated with the job responsibilities the Board has given the position, the town needed someone that can do the job. He stated the citizens need a direct contact for the town and that this position is needed for the growth of the town. He showed concern about the Commissioners that were leaving the Board and that the positions should have been filled.

**VI. Presentation by Darren Rhodes:** Mr. Rhodes updated the Board on the progress of the STEERING Committee and outlined the next steps on moving forward. He explained his position with the committee, stating he was merely a facilitator that is there to help develop strategies for their strengths and opportunities. Mr. Rhodes then spoke of the accomplishments of the committee. Some mentioned included: establishing a paid Downtown Coordinator, identifying best practices for development, inventory possible sites for development, started a buy local campaign, identifying target businesses that would work for Boonville, etc.. He encouraged the Board to continue with the Street Scape Plan, which is a part of the Economic Development Plan. He also stated that the STEERING Committee needed to stay vibrant, the leadership of the committee was the Town Administrator.

A resident spoke of trash around town, gravels in the streets and gave suggestions on how to keep the town clean.

Mr. Rhodes stated that success (Economically) would only come from someone in the position of Town Administrator.

**VII. Presentation by Friends of the Library:** Ellen Reece stated that the reason for her presentation was because the mayor had informed her citizens of Boonville was not happy with their tax money being spend on the library. Mrs. Reece then gave a presentation of the Libraries history. She reported that Economic Development experts states that libraries attract retirees. She stated the town was asked to take out a loan for the library, which was a 40 year loan. She informed the attendees that the Friends of the

Library paid this loan off in 7 years, which was 33 years early. She then stated the library is the only program in town that serves seniors.

#### **VIII. Old Town Business:**

- A. Vacant Commissioner Seats:** Commissioner Baity referenced the earlier meeting. Commissioner Baity motioned to appoint Monica Craver and Richard Lasky as new Commissioners. Commissioner Reece seconded, and the motion passed unanimously. Mayor Benton swore in the new commissioners. Mayor Benton then stated he would make the following temporary appointments= Richard Lasky as Administrative Commissioner over Committees and Monica Craver as Administrative Commissioner (for day to day items).
- B. Update on Water and Sewer Projects:** Public Works Director Jones spoke about a resolution Mike Kosner had drafted. Mr. Jones stated the resolution was needed by the LGC. Commissioner Baity motioned to accept the CWSRF Additional Loan Funds Resolution. Commissioner Reece seconded, and the motion passed unanimously.
- C. Waste Management Contract:** Public Works Director Jones referenced the proposed contract. He stated the Board needed to review it and plan to revisit it a later time.

#### **IX. New Town Business:**

- A. Town Administrator Position, including Interim Budget Officer and Interim Deputy Finance Officer designees:** Discussion followed. It was stated that the Board would discuss the Town Administrator position in Budget Workshop. Commissioner Baity motioned to assign Kim (Wells) Interim Budget Officer and Steve Hutchens Interim Deputy Finance Officer. Commissioner Reece seconded, and the motion passed unanimously. Commissioner Lasky spoke of concerns about the Town Administrator Position, especially with the citizen support shown. Commissioner Lasky motioned to go out and hire a Town Administrator, since it was already budgeted – permanent (position). Commissioner Baity seconded. The motion passed with a 4-1 vote, with Commissioner Craver voting against. Commissioner Craver stated she was not opposed to the position but not ready to motion on it at that time. The Board then instructed Finance Officer/Town Clerk Wells to advertise for the position.
- B. DOT TCC Representative:** Commissioner Lasky motioned to allow Kim Wells to be the TCC Representative. Commissioner Reece seconded, and the motion passed unanimously.
- C. Contracting Yadkin County for Zoning:** Discussion followed on Yadkin County taking over the town's zoning. It was stated that Town Administrator Harris was the zoning officer and with her absence, the town did not have anyone to issue permits. The consensus was to get in-touch with the county to see what options they would give us and an estimated amount of time they would spend on each item.
- D. Next Budget Workshop:** The concenus was to have the next meeting on 3/14/19 @ 10:00.
- E. Proposed Budget Amendments:** Finance Officer Wells reported on the proposed budget amendments. Commissioner Baity motioned to approve proposed Budget Amendments dated 3/5/19. Commissioner Lasky seconded, and the motion passed unanimously.
- F. Plague presentation to past Board members:** Finance Officer/Town Clerk Wells stated that former Mayor, Rusty Hunter was not available and that former Commissioner, Devin Carter did not respond to her text. Commissioner Baity presented former Commissioner, Bonnie Lasky a plague of appreciation for her service to the Town of Boonville.

#### **X. Reports and announcements:**

- A. Mayor's report:** Mayor Benton did not have anything to report.
- B. Finance Officer's report:** Finance Officer Wells reported on the Fiscal Year 2019 budget.
- C. Public Works Director's report:** Public Works Director Jones referenced that most of his report was already sent to the Board in the Week-End Review. He stated that the department had a dump truck that needed to get repaired. He stated the repairs would cost around \$3,000. Commissioner Baity motioned to spend out of M&R Vehicle up to \$3,000 to come from Streets, Water, Sewer for injector pump replacement. Commissioner Reece seconded, and the motion passed unanimously.
- D. Police Chief's report:** Interim Police Chief Rutledge introduced Officer Brittany Brown and told the attendees about her background.
- E. Departmental Commissioner's Reports:** None were voiced.
- F. Committee reports as needed:** Shari Allen, BBDDA, reported on the BBDDA events, mentioning a Father's Day basket for the June crusin. She reported on the utility pole installation

at Dale Roses property and informed the board of a piece of sidewalk Duke Power needed removed before they could proceed with the installation. Public Works Director Jones stated that the town could remove the sidewalk for them. He stated there was a few more places of sidewalk around town that needed to be repaired as well. Mrs. Allen stated the lot would be used for the upcoming Mellon Festival and also the monthly crusins.

**XI. Closed Session per NCGS 143-318.11(a) (3, &6):** Commissioner Baity motioned to go into closed session per NCGS 143-318.11(a) (3, & 6). Commissioner Reece seconded, and the motion passed unanimously at 8:39 p.m.

Commissioner Baity motioned to hire Workforce Temporary Worker for Public Works. Commissioner Reece seconded, and the motion passed unanimously.

**XII. Recess:** Commissioner Baity motioned to recess until 3/14/19 at 10:00am. Commissioner Reece seconded, and the motioned passed unanimously. The meeting adjourned at 10:26 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk



Sarah Harris &lt;townadmin@boonvillenc.com&gt;

## Follow-Up to our Meeting

6 messages

Holbrook, Mike-J &lt;mholbroo@wm.com&gt;

Thu, Feb 14, 2019 at 12:41 PM

To: Sarah Harris &lt;townadmin@boonvillenc.com&gt;

Cc: "vaughn.benton@boonvillenc.com" &lt;vaughn.benton@boonvillenc.com&gt;, "jeff.jones@boonvillenc.com"

&lt;jeff.jones@boonvillenc.com&gt;

Sarah is was such a pleasure meeting with Jeff, Mayor Benton and yourself this week. Per our discussion, please find as promised a New Contract attached for Council and your consideration.

The contract has the items requested according to my notes. The highlights and primary changes are as follows:

1. WM will NOT pursue this year's CPI increases and forego any rate increase for this Year 2019 on residential services MSW & Recycling. (rates remain the same, no CPI or Fuel for 2019)
2. Fuel Surcharge deleted, there will not be a separate fuel charge any year of the new contract. ( is listed in the new contract)
3. WST Index providing CPI increases starting 2020 (capped at 3% maximum, if less than 3%, then the lower number is utilized)
4. Term 5-years with renewal options (if both parties agree to renew)
5. New Contract effective date is July 1<sup>st</sup>, 2019
6. There is a very small increase on the one commercial 8yd dumpster price by just \$10 per month. (due to high cost of metal replacement value charge went from \$70 to \$80)

The definitions and scope of work was carried over from the existing contract into the new document. Please let me know if you have questions, I am happy to help. When Council approves and the agreement is signed, I have full authority to execute the contract on my end.

Best Regards Always,

Mike

**WM** *Michael J. Holbrook*

*MA Director, Public Sector Services*

*Waste Management, South Atlantic Market Area*

*North Carolina, South Carolina, Georgia*

*Mobile (940) 293-3026*

*Office (336) 531-3234*



**WE THINK GREEN**

## 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.
- 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.

- Become familiar with all persons and groups directly or indirectly involved in the downtown overlay. Mindful of the roles of various downtown interest groups. Assists the Boonville Business and Downtown Development Association with implementing a downtown revitalization program founded on the Main Street Program four areas: Design/Historic Preservation, Promotion, Organization/Management, and Economic restructuring/development.
- Develop and conduct ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of the Main Street program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Help coordinate promotional events, such as seasonal festivals cooperative retail promotional events, in order to improve the quality and success of events and attract people downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of the promotion in order to advance an image of quality for the downtown.
- Utilize the Main Street program format, develop and maintain data systems to track the process and progress of the local Main Street program. These systems include economic monitoring, individual building files, through photographic documentation of all physical changes and information of job creation and business retention.
- Represent the community to important constituencies at the local, state and national levels. Speak effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to smaller communities.
- Take initiative to locate, apply for, and administer grant opportunities to benefit Main Street from downtown to general business district. Coordinate opportunities with the Town Board of Commissioners with assistance from the Boonville Business and Downtown Development Association.
- Maintain business structure with focus on local citizens to provide sustainability for local small business. Additionally, develop ideas for promotion in an effort to help local business expand.
- 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 experiences 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 situation 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, 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.



**NORTHWEST PIEDMONT**  
RURAL PLANNING ORGANIZATION



## Committees & Regulatory Documents

The Northwest Piedmont RPO is guided by two advisory committees:

### Transportation Advisory Committee (TAC)

The TAC serves as a policy-making board and consists of officials from local and state governmental agencies concerned with the transportation planning process for the Northwest Piedmont RPO Planning Area. Membership includes representatives from Davie, Stokes, Surry, and Yadkin Counties, as well as incorporated municipalities within these counties. [2018 Committee Members](#)

### Technical Coordinating Committee (TCC)

The TCC provides general review, guidance, and coordination of the transportation planning process for the RPO. Additional responsibilities include making recommendations to respective local, state, and federal governmental agencies and the TAC regarding necessary actions in the transportation planning process. Membership includes technical representatives from local and state governmental agencies concerned with the transportation planning process for the Northwest Piedmont RPO Planning Area. [TCC Members](#)

The [TCC TAC Handbook](#) contains guidance and governing documents for the NWPRPO including the Memorandum of Understanding, Bylaws, the Public Participation Plan, Prospectus, ethics requirements for TAC members, acronyms, a glossary, links and resources, and maps of all participating members.

The NWPRPO is also required to adopt a [Planning Work Program](#) and [5-year calendar](#) annually. This documents are prepared in accordance with NCDOT requirements and adopted by the Transportation Advisory Committee.

### Current Year Meeting Agendas and Minutes:

TAC 2018:

Feb 22, 2018	<a href="#">Agenda</a>	<a href="#">Minutes</a>
April 18, 2018	<a href="#">Agenda</a>	<a href="#">Minutes</a>
June 20, 2018	<a href="#">Agenda</a>	<a href="#">Minutes</a>
Aug 15, 2018	Cancelled	
Oct 17, 2018	<a href="#">Agenda</a>	
Dec 19, 2018	Cancelled	

[Minutes](#)

TCC 2018:

Feb 20, 2018	<a href="#">Agenda</a>	<a href="#">Minutes</a>
April 17, 2018	<a href="#">Agenda</a>	
June 19, 2018	<a href="#">Agenda</a>	Minutes
Aug 14, 2018	Cancelled	
Oct 16, 2018	<a href="#">Agenda</a>	
Dec 18, 2018	Cancelled	

### Archived Meeting Materials:

[TAC Meeting Agenda Packets](#)

IX. New Town Business

c. Contracting Zoning with Yadkin County

Yadkin County is willing to enter into a contract with the Town of Boonville for Zoning at a rate of \$35 per hour. A contract for the zoning services will need to be prepared and said either party could have it drafted.

# Proposed Budget Amendments - March 5, 2019

By Kim Wells, Finance Officer

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
<b>General Fund</b>				
<b>Revenues</b>				
100 - 404 - 40004 -	31700 Tax Penalty and Interest	2,500	500	3,000 Projected
100 - 406 - 40006 -	39901 Beginning Fund Balance - Powell	75,550	(33,243)	42,307 To tie to bank balance
100 - 408 - 40857 -	34300 Powell Bill Allocation	39,000.00	(1,047)	37,953.00 To tie to actual
100 - 422 - 40022 -	39910 Beginning Fund Balance	5,840.00	7,700	13,540 To tie to actual
			(26,090)	
<b>Expenses</b>				
<b>Administration</b>				
100 - 420 - 50400 -	40015 M & R Bldg & Grounds	3,100	1,600	4,700 Ratify motion made on 1/8/19 for ceiling damage inside town hall
100 - 420 - 50400 -	40074 Capital Outlay	-	6,100	6,100 Ratify motion made on 1/8/19 for new roof
<b>Police</b>				
100 - 510 - 50400 -	40026 Advertising	100	200	300 To tie to actual
<b>Streets</b>				
100 - 560 - 50400 -	40036 Uniform	1,200	300	1,500 Projected
<b>Powell Bill</b>				
100 - 570 - 50400 -	40073 Other Improvements	57,000	(34,290)	22,710 To tie to bank balance
			(26,090)	
<b>Revenues</b>				
300 - 422 - 40022 -	39910 Beginning Fund Balance	8,837.00	40,646	49,483 To tie to actual
			40,646	
<b>Expenses</b>				
<b>Sewer</b>				
300 - 820 - 50400 -	40174 Debt Payment	18,918	40,646	59,564 To tie 9/11/18 form LGC 129, debt obligations to be paid as of 5/1/19
			40,646	