

Town of Boonville
September 7, 2021, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 9/7/21 regular meeting: Mayor Vaughn Benton; Commissioners David Cox, Monica Craver, Dwaine Dobbins, and Tim Driver. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Police Chief Jeff Hobson, and Administrative Assistant/Zoning Officer Steve Hutchens. Town Attorney James Freeman was present via zoom. Mayor Pro-tem Justin Phillips was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 9/7/21 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Cox requested an addition to New Town Business, item E., Air Conditioner in the Police Department. Commissioner Craver motioned to accept the agenda as amended. Commissioner Cox 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:** Commissioner Cox motioned to approve the 8/3 regular session and 8/3 closed session minutes as presented. Commissioner Craver seconded, and the motion passed unanimously.
- V. Public Comments:** David Craver, 130 Howard Ave., stated a concern regarding his neighbor at 133 Howard Ave. Mr. Craver asked the Board members to investigate and consider adopting a Unified Development Ordinance that would reinforce the character and quality of neighborhoods ensuring property values are maintained. For example, in his neighborhood, he stated there have been issues with a resident with a significant amount of junk in their yard in addition to letting their animals run loose. Discussion followed on the ordinance. Administrative Assistant/Zoning Officer Steve Hutchens stated he would ask Attorney Freeman for assistance.
- VI. Old Town Business:**
 - A. American Rescue Plan (ARP) and Coronavirus Aid, Relief, and Economic Security (CARES) Fund Projects:** Commissioner Craver stated the Town continued to spend the CARES funds. For the ARP Funds, she stated that Public Works Director Jones was obtaining estimates for those projects. Discussion followed on how those funds could be used.
 - B. Update on Water Leak Policy:** Public Works Director Jones reported on issues the Town has with the computer that reads the meters. He stated that it would be at least two more weeks before replacement meters were received. Discussion followed. Commissioner Craver motioned that to table the discussion on the policy until the new meters are installed. Commissioner Cox seconded, and the motion passed unanimously.
 - C. Proposed Ordinance Updates:** Police Chief Hobson reviewed his proposed condensed Ordinance proposals. Discussion followed. Commissioner Craver motioned to table the proposed Ordinance updated until the Board members have a chance to review them and schedule a public hearing. Commissioner Cox seconded, and the motion passed unanimously.
 - D. Annual Donation to the Boonville Business and Downtown Development Association, Inc. (BBDDA):** The Board members discussed the donation to the BBDDA. Commissioner Craver motioned to give the BBDDA its annual donation of \$2,500. Commissioner Driver seconded, and the motion passed unanimously.
 - E. Repairs to the Generator:** The Board members discussed the repairs to the generator. Public Works Director Jones stated the parts remain on national back order. Commissioner Craver motioned to table the discussion of the repairs to the generator. Commissioner Cox seconded, and the motion passed unanimously.

VII. New Town Business:

- A. Motion to approve the following Consent Agenda items:**
 - **Ratify the purchase of the 2015 Ford Explorer for \$8,500.**
 - **Ratify the purchase of the 2021 Chevrolet Truck for \$29,281.14.**Commissioner Cox motioned to approve the consent agenda items to ratify the purchase of the 2015 Ford Explorer for \$8,500 and ratify the purchase of the 2021 Chevrolet truck for \$29,281.14. Commissioner Craver seconded, and the motion passed unanimously.

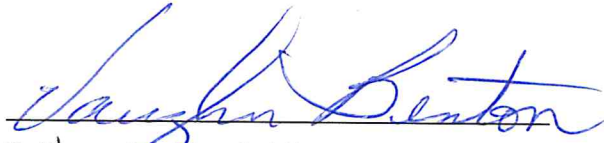
- B. Approval of the Annual Southern Software Invoice #248884 for the Police Department (budgeted item):** Commissioner Cox motioned to approve the annual Southern Software invoice for the Police Department. Commissioner Craver seconded, and the motion passed unanimously.
- C. Approval of the Master Meter invoice #236697:** Public Works Director Jones reviewed the invoice and stated it was a budgeted item. Commissioner Craver motioned to approve/ratify Master Meter invoice #236697. Commissioner Dobbins seconded, and the motion passed unanimously.
- D. Barbara Hall Trash Bill:** Administrative Assistant/Zoning Officer Steve Hutchens updated the Board members on a billing issue. It was stated the resident had two accounts in her name: one for her primary residence; the other for a rental property in her basement. He stated both accounts had been charged for trash pickup even though only one set of Waste Management trash bins were provided to the residence. Mr. Hutchens stated that Ms. Hall had contacted him once her renter moved out, and she began paying the second bill. The Board members discussed whether to issue a refund or apply a credit to the account. Commissioner Craver motioned that an audit be conducted of the subject account for July and August. However, since the renter was paying the homeowner for trash pickup, it did not appear appropriate to credit the homeowner. Commissioner Driver seconded, and the motion passed unanimously.
- E. Air Conditioner in the Police Department:** Police Chief Hobson updated the Board members on the status of the air conditioner in the Police Department. Discussion followed on the replacement of the unit or if the Board members preferred to pursue the purchase of a heat pump for that part of the building. It was the consensus was to obtain quotes for a heat pump and continue to use the gas as the back-up heating source.

VIII. Reports and announcements:


- A. Mayor's report:** None was given.
- B. Finance Officer's report:** Finance Officer/Town Clerk Wells stated that accounting files had been taken to Charles Scott's office for his office to begin the work on the Town's audit. She reviewed the budget vs actual report, stating that budget amendments would need to be approved next month for clean-up items. She also stated that she would begin posting the surplus items on GovDeals. Administrative Assistant/Zoning Officer Hutchens had nothing to report.
- C. Public Works Director's report:** Public Works Director Jones stated his staff had been busy with water leaks around Town. He gave an update on a meeting he had with NCDOT personnel regarding the bridge on Holly Street. Public Works Director Jones updated the Board members on the new employees stating that they are doing well. He reported that the Town had missed the current Asset and Inventory Assessment (AIA) grant application timeline, and the next opportunity would be in May 2022.
- D. Police Chief's report:** Police Chief Hobson reported that Nelson Rhodes would begin working on approximately September 10. He stated the truck had been stripped and that they were currently looking at places to get the equipment installed in the truck and Explorer. Police Chief Hobson referenced a vendors quote on the price of the equipment. He stated getting a vendor to perform the installation of the equipment after the Town purchased the equipment would take longer but would be cheaper.
- E. Fire Department Report:** Assistant Fire Chief Josh Crump reviewed the statistics of the Fire Department and reported on the status of grant applications the Fire Department has submitted. He informed the Board members that the Fire Department had recently raised \$6,700 through their fundraising efforts.
- F. Departmental Commissioner's Reports:** Commissioner Craver informed the Board members that she had spent a significant amount of time in the Public Works Department and complimented the new employees. She then complimented the work of Town Hall and the Police Department employees. Commissioner Craver informed the Board members of an issue that had been brought to the Town's attention. She stated a campground with multiple occupied campers has appeared on Cherry Street Extension which is in the Town's ETJ. She informed the Board members that Administrative Assistant/Zoning Officer Steve Hutchens and Police Chief Hobson were planning to assess the situation. She stated there was an abandoned home on the property that is a safety issue. Commissioner Cox also complimented the work by the Town employees. No other Commissioners gave a report.

G. Committee reports as needed: BBDDA President, Kristen Johnson gave a report on the Melon Festival, stating the festival made approximately \$4,300. However, there are still some invoices due for payment. She informed the Board members that the BBDDA members planned to change the name and date of the next festival. She then reported on upcoming events.

IX. Adjourn: Commissioner Craver motioned to adjourn. Commissioner Driver seconded, and the motion passed unanimously. The meeting ended at 8:08 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk



North Carolina State Surplus Property
1310 Mail Service Center, Raleigh, NC 27699-1310
6501 Chapel Hill Road, Raleigh, NC 27607
919-814-5600
www.surplus.nc.gov

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Bill To: TOWN OF BOONVILLE

PO BOX 326
BOONVILLE, NC 27011

Invoice Date: 08/11/2021

Invoice Number: 081120210018

PO#:

Email: POLICECHIEF@BOONVILLENC.COM

Buyer: JEFF HOBSON

Asset/Lot Number	Description	Serial Num/VIN	Qty	Unit Price	Total	Sales Tax	Total Price
S-21-16091-016	2015 FORD EXPLORER	1FM5K8AR2FG A41981	1	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00
Total Discount: \$0.00		Grand Total:			\$8,500.00	\$0.00	\$8,500.00

Cash Tendered: \$0.00

Check Tendered: \$0.00

IGO: \$0.00

Credit Tendered: \$0.00

Change Due: \$0.00

Invoice Created By	Picked up by	Date	Title released to	Date
BRIAN POE				

All property is sold as-is, where-is without warranty of any kind and all sales are final. Refunds are not available. All bid item(s) must be paid for to State Surplus Property and removed from the site it is located within 10 calendar days of the bid award date. The buyer of negotiated sales and transfers agrees to retain possession and or title to said property for a minimum of 12 months, unless disposition is authorized by State Surplus Property and payment is due upon receipt of invoice.

Failure to pay for awarded property will result in additional fees and account suspension.

Payments submitted by cashier's check, certified check or money orders are payable to State Surplus Property. Reference invoice number on payment. We do not accept personal or business checks. Visa or Mastercard payments can be made online or in person. Only one credit card can be accepted per invoice and can not be combined with other forms of payment.

TIN# 56-1130957 NCAS ID# 561130957 15
If submitting by US Postal Service: 1310 Mail
Service Center, Raleigh, NC 27699-1310
If submitting by Fed Ex or UPS: 6501 Chapel Hill Road,
Raleigh, NC 27607
We do not receive overnight mail or regular mail deliveries
through the US Postal Service.

INVOICE

SOUTHERN SOFTWARE, INC.
150 PERRY DRIVE
SOUTHERN PINES, NC 28387

INVOICE DATE	INVOICE NO.	PAGE
08/03/21	248884	1

(800) 842-8190

SOLD TO:

BOONVILLE POLICE DEPT.
ATTN: ACCOUNTS PAYABLE
POST OFFICE BOX 326
BOONVILLE, NC 27011

SHIP TO:

BOONVILLE POLICE DEPT.
ATTN: ACCOUNTS PAYABLE
POST OFFICE BOX 326
BOONVILLE, NC 27011

ORDER NO.	ORDER DATE	CUSTOMER NO.	SALES REP.	PURCHASE ORDER NO.	SHIP DATE	SHIP VIA
998643	08/02/21	3339	8		ASAP	No ship via
QUANTITY ORDERED	UNIT	ITEM NO.	ITEM DESCRIPTION		PRICE UNIT	UNIT PRICE
QUANTITY SHIPPED		QUANTITY BACK ORD.			ITEM DISCOUNT	EXTENDED PRICE
1	EACH	RSPP-NC	ANNUAL SUPPORT RENEWAL		EACH	2296.00
1			RMS 830-5			

SEPT2021-AUG2022
THANK YOU

SALES AMOUNT	2296.00
MISC. CHARGES	0.00
FREIGHT	0.00
SALES TAX	0.00
TOTAL	2296.00
PAYMENT REC'D	0.00
BALANCE DUE	2296.00



INVOICE

Master Meter, Inc.
101 Regency Parkway
Mansfield, Texas 76063

Phone: 817-842-8000

Page	Invoice Number:
1	236697
Invoice Date	Due Date
7/18/2021	9/1/2021
Terms	Customer ID
Net 45 days	0212610
P.O. Number	P.O. Date
	7/7/2021
RMA No.	Sales Person
	Brian Eaton

Confirm To:	
Bill To:	Boonville, Town of PO Box 326 110 N Carolina Ave Boonville, NC 27011 USA

Ship To:	Ship To Code:
Boonville, Town of	
PO Box 326	
110 N Carolina Ave	
Boonville, NC 27011	
USA	

Our Order No.	Ship Via	Ship Date	Shipping Agent
		7/7/2021	

Item/Description	Unit	Invoiced	Unit Price	Total Price
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RSS-MLX-A-READ-DB	EACH	1	1,500.00	1,500.00
MlinX DB Reading Software Support				
Annual Support - MMRS				
September 1, 2021 - August 31, 2022				

Amount Subject to Sales Tax USD	Amount Exempt from Sales Tax
0.00	1,500.00

Remit Payment to: Master Meter, Inc.
P.O. Box 842192
Dallas, TX 75284-2192

Subtotal:	1,500.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total Due (USD):	1,500.00
Remaining Due:	1,500.00