

Town of Boonville
Harvey E. Smith Municipal Building

The following were in attendance at the 4/5/22 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, Police Chief Jeff Hobson, Administrative Assistant/Zoning Officer Steve Hutchens, Public Works Director Tim Collins, and Public Works Technician/Administrative Assistant Crystal 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 4/5/22 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned to accept the agenda as written. 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 Craver motioned to accept both the 3/1/22 regular meeting and 3/1 closed session minutes as written. Commissioner Driver seconded, and the motion passed unanimously.
- V. Public Comments:** Michael Wilkins, 4643 Stonecrest Drive, Boonville, expressed concerns with the old Southland Transportation property located on US-601 N that is zoned RA. He also expressed concerns with someone in the ETJ living in a camper. Discussion followed on a response to Mr. Wilkins from Attorney Freeman. Other issues not related to zoning were referred to Yadkin County Office of Inspections and Environmental Services.
- VI. Old Town Business:**
 - A. American Rescue Plan Act (ARPA) and Coronavirus Aid, Relief, and Economic Security (CARES) Fund Projects:** Commissioner Craver reported on the proposed resolution to accept the additional \$3 million from ARPA funds and the proposed Special Revenue Fund Ordinance to align the Town's books with State recommendations. Commissioner Cox motioned to accept Resolution# 2022-02 as well as the Town of Boonville ARP Act Special Revenue Fund Budget Ordinance as presented. Commissioner Craver seconded, and the motion passed unanimously. Commissioner Craver stated that Draper Aden Associates was the only engineering firm to submit an RFQ. Ethan Gartin, from Draper Aden Associates, reported on the proposed projects. Commissioner Craver motioned to accept the Wastewater Treatment Plant Improvement Project, and the Canary Street water line and Baptist Church waterline projects with Draper Aden Associates and hold the remaining projects. Commissioner Cox seconded, and the motion passed unanimously.
- VII. New Town Business:**
 - A. Ratify the consensus for Southern Farm Supply, \$5,364.19:** The Board members discussed the invoice for the new flail mower for the Public Works Department. Commissioner Craver motioned to approve the consensus. Commissioner Cox seconded, and the motion passed unanimously.
 - B. Ratify the consensus to hire Tim Collins, Public Works Director, at an annual salary of \$54,874, effective 3/30/22:** Commissioner Cox motioned to approve the consensus to hire Tim Collins. Commissioner Craver seconded, and the motion passed unanimously.
 - C. Authorize Tim Collins monthly cell phone allowance of \$50:** Commissioner Craver motioned to authorize Tim Collins a monthly cell phone allowance of \$50. Commissioner Cox seconded, and the motion passed unanimously.
 - D. Land Donation from Mr. and Mrs. Tom Fletcher:** Commissioner Craver updated the Board members on a conversation she had with Mr. and Mrs. Tom Fletcher. They would like to gift a parcel of land at the corner of Key Street and Park Avenue to the Town of Boonville. Commissioner Craver stated that per Attorney Freeman, the Town would need to accept the land donation, and he would proceed with drawing up the deed. Commissioner Craver motioned to accept the land donation. Commissioner Dobbins seconded, and the motion passed unanimously.
 - E. Contract for Gibson and Company:** Finance Officer/Town Clerk Wells presented the proposed audit contract for fiscal year 2021-2022. Discussion followed. Commissioner Cox motioned to approve the Gibson and Company contract proposal. Commissioner Dobbins seconded, and the motion passed unanimously.

F. Proposed Budget Amendments – April 5, 2022: Finance Officer/Town Clerk Wells reviewed the proposed budget amendments. Commissioner Cox motioned to accept the proposed budget amendments dated April 5, 2022. Commissioner Driver seconded, and the motion passed unanimously.

G. Approval of Invoice 2478 for Long’s Garage in the amount of \$3,257.63: The Board members discussed the service performed on the Town’s generator. Commissioner Craver motioned to approve invoice 2478 for Long’s Garage in the amount of \$3,257.63. Commissioner Dobbins seconded, and the motion passed unanimously.

H. Date of Budget Workshop: The Board members discussed potential dates for the first budget workshop and chose April 22, 2022, from 9:00a.m.-12:00p.m.

VIII. Reports and announcements:

A. Mayor’s report: Mayor Benton gave no report.

B. Finance Officer’s report: Finance Officer/Town Clerk Wells reviewed the Budget vs. Actual report. She referenced the utility billing and the meter reading, stating both went well and that the staff only had 40 meters that had to be read manually. She stated that she had also been in contact with the State Archives of NC about microfilming the Town’s minutes.

C. Zoning Officer’s report: Administrative Assistant/Zoning Officer Hutchens reported on zoning violation letters that had been hand delivered, and the next steps to be taken.

D. Public Works Director’s report: Public Works Director Tim Collins praised the Public Works Department staff especially their willingness to work together. He informed the Board members of some well samples that were neglected and were due to be reported. These samples are due every three years. However, instead of spacing them out for cost purposes, they would all be performed at one time. Mr. Collins then reported on possible grading at the park.

E. Police Chief’s report: Police Chief Hobson gave no report.

F. Fire Department Report: No report was given for the Boonville Fire Department.

G. Departmental Commissioner’s Reports:

Commissioner Craver reported that she had completed the grant training. She reported that plans for use of the Brown building were being prepared and hoped some possible grant money would be available for that project.

Commissioner Cox had no report.

Commissioner Dobbins had no report.

Commissioner Driver had no report.

H. Committee reports as needed: In the absence of any Boonville Business & Downtown Development Association, Inc. (BBDDA) representatives, Administrative Assistant/Zoning Officer Hutchens reported that the BBDDS had posted a flyer about the upcoming Community Yard Sale on May 13-14. He also reminded the members of the upcoming Boonville Bash on April 30.

IX. Closed Session per NCGS 143-318.11(a)(6) – Personnel: Commissioner Craver motioned to go into closed session per NCGS 143-318.11(a)(6) for personnel. Commissioner Cox seconded, and the motion passed unanimously at 8:09pm.

Commissioner Craver motioned to go back into open session. Commissioner Cox seconded, and the motion passed unanimously at 9:12 p.m.

Commissioner Craver motioned to reimburse Crystal Hutchens \$300 for phone allowance from October 2021-March 2022. Commissioner Cox seconded, and the motion passed unanimously. The Board addressed Mrs. Hutchens and apologized for overlooking of the stipend while she was assuming a more active role while the Town was without a Public Works Director.

Commissioner Craver motioned that effective immediately Crystal Hutchens and Steve Hutchens be given a \$50.00 monthly phone stipend, and that all other full-time Public Works Department employees would receive a \$25.00 monthly phone stipend. Commissioner Cox seconded, and the motion passed unanimously.

Commissioner Cox motioned that the Town hire Jackson Craver part-time for summer work at \$12.50 per hour. Commissioner Dobbins seconded. The motion passed with a 3-1 vote. Commissioner Craver recused herself due to a Conflict of Interest.

Commissioner Cox motioned to reclassify Ezequiel Rojas on 3/23/22 as a part-time Police Officer and to terminate David Shore immediately. Commissioner Driver seconded, and the motion passed unanimously.

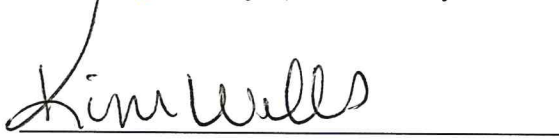
Commissioner Cox motioned to increase full-time police officer's salaries by \$2,500 annually per officer effectively immediately to help retain qualified employees. Commissioner Driver seconded. The motion passed with a 3-1 vote as Commissioner Craver recused herself due to a Conflict of Interest.

Commissioner Cox motioned to hire Chris Hefner as full-time police officer, at \$38,000/annually plus the \$2,500 increase, effective as soon as his approved paperwork is received from Raleigh. Commissioner Driver seconded, and the motion passed unanimously.

X. Adjourn: Commissioner Driver motioned to recess until April 22, 2022, at 9:00 a.m. Commissioner Cox seconded, and the motion passed unanimously. The meeting ended at 9:18 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk



RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Fund have authorized the making of loans and/or grants, as applicable, to aid eligible, drinking-water system owners in financing the cost of construction for eligible, drinking-water infrastructure; and

WHEREAS, the North Carolina Department of Environmental Quality has offered ARPA Funding, SRP-A-ARP-0043, in the amount of \$3,000,000 for the construction of Water / Sewer System Improvements; and

WHEREAS, the Town of Boonville intends to construct said Project in accordance with engineering plans and specifications that have been or will have been approved by the North Carolina Public Water Supply Section.

NOW, THEREFORE, BE IT RESOLVED by the Boonville Town Board of the Town of Boonville water system;


That The Town of Boonville does hereby accept the ARPA Funding, SRP-A-ARP-0043, in the amount of \$3,000,000; and

That the Town of Boonville does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard “Conditions” and “Assurances” of the Department’s funding offer, awarded in the form of ARPA Funding, SRP-A-ARP-0043; and

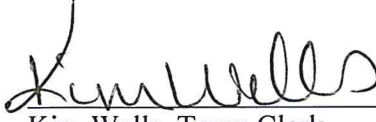
That Kim Wells, Finance Officer/Town Clerk, and successors so titled, is hereby authorized and directed to furnish such information, as the appropriate State agency may request, in connection with such application of the Project; to make the Assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the Town of Boonville has complied substantially or will comply substantially with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the Project, and to the Federal and State grants and loans pertaining thereto.

Adopted on this the 5th day of April, 2022


R. Devaughn (Vaughn) Benton, Mayor

Attested to:


Kim Wells, Town Clerk

TOWN OF BOONVILLE
ARP ACT SPECIAL REVENUE FUND BUDGET ORDINANCE
FISCAL YEAR ENDING JUNE 30, 2024

BE IT ORDAINED by the Town of Boonville Board of Commissioners that the following anticipated fund revenues and expenditures, with certain restrictions and authorizations, are hereby appropriated and approved for the ARP Act Special Revenue Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2024:

Section 1:

ESTIMATED REVENUES

Restricted Revenues

Revenue from Other Governments \$3,364,272

APPROPRIATED EXPENDITURES

General Government Expenditures

Transfer to General Fund \$3,364,272

Transfer to Enterprise Fund

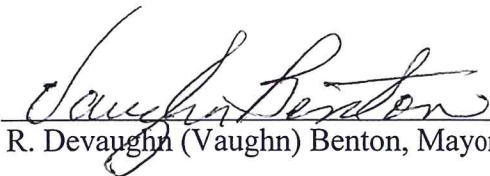
\$3,364,272

Section 2: The Budget Officer may transfer amounts between functions without limitation.


Section 3: Expenditures of ARP Act funds will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and be used as allowed for in the “Key Provisions of the American Rescue Plan Act of 2021.” (March 12, 2021), and NCSL “The American Rescue Plan Act Provisions.” (March 10, 2021).

Section 4: Copies of this budget shall be furnished to the Finance Officer/Town Clerk for their direction.

Adopted this 5th day of April, 2022


R. Devaughn (Vaughn) Benton, Mayor

Attest:



Kim Wells, Town Clerk

Proposed Budget Amendments - April 5, 2022
 By Kim Wells, Finance Officer

General Fund

Revenues

| Account Number | Description | Current Budget \$ | Amendment | Ending Budget \$ |
|---------------------|-------------------------------|-------------------|-----------|-------------------|
| 100 - 406 - 40006 - | 33500 Misc Revenue | 3,500 | 1,000 | 4,500 |
| 100 - 406 - 40006 - | 33545 Parks and Rec Donations | 6,000 | 4,506 | 10,506 |
| 100 - 422 - 40022 - | 39910 Beginning Fund Balance | 65,213.00 | 1,176 | 66,389.00 |
| | | | | To balance budget |
| | | | | 6,682 |

Expenses

| | | | | | |
|---------------------|------------------------------|-------|---------|-------|--|
| 100 - 410 - 50400 - | 40014 Travel | 405 | (205) | 200 | To move funds to another line / Department |
| 100 - 410 - 50400 - | 40054 Professional Ins | 1,000 | (135) | 865 | To move funds to another line / Department |
| 100 - 410 - 50400 - | 40154 Professional Ins | 5,000 | 70 | 5,070 | Adj to actual |
| 100 - 420 - 50400 - | 40014 Travel | 2,000 | (1,000) | 1,000 | To move funds to another Department |
| 100 - 420 - 50400 - | 40054 Professional Ins | 2,500 | (725) | 1,775 | To move funds to another Department |
| 100 - 420 - 50400 - | 40057 Misc Expense | 1,200 | (1,000) | 200 | To move funds to another Department |
| 100 - 420 - 50400 - | 40114 Schooling and Training | 2,000 | (1,000) | 1,000 | To move funds to another Department |

Police

| | | | | | |
|---------------------|----------------------------|---------|---------|---------|-------------------------------|
| 100 - 510 - 50000 - | 40002 Salaries | 209,000 | (1,000) | 208,000 | To move funds to another line |
| 100 - 510 - 50000 - | 40006 Salaries - Part Time | 5,000 | 1,000 | 6,000 | Projected for year end |
| 100 - 510 - 50400 - | 40031 Gas and Oil | 10,000 | 2,000 | 12,000 | Projected for year end |
| 100 - 510 - 50400 - | 40054 Professional Ins | 6,500 | 3,782 | 10,282 | Adj to actual |
| 100 - 510 - 50400 - | 40074 Capital Outlay | 53,710 | 945 | 54,655 | Adj to actual |
| 100 - 510 - 50400 - | 40115 Education Assistance | 1,000 | (1,000) | - | To move funds to another line |

Streets

| | | | | | |
|---------------------|------------------------|--------|---------|--------|--|
| 100 - 560 - 50000 - | 40002 Salaries | 65,650 | 3,700 | 69,350 | To book in funds for Public Works Director |
| 100 - 560 - 50000 - | 40003 Contract Labor | 10,850 | (3,700) | 7,150 | To move funds to another line |
| 100 - 560 - 50400 - | 40014 Travel | 150 | (150) | - | To move funds to another line |
| 100 - 560 - 50400 - | 40016 M&R Equipment | 6,500 | (1,500) | 5,000 | To move funds to another line |
| 100 - 560 - 50400 - | 40031 Gas and Oil | 1,500 | 3,000 | 4,500 | Projected for year end |
| 100 - 560 - 50400 - | 40054 Professional Ins | 3,100 | 491 | 3,591 | Adj to actual |
| 100 - 560 - 50400 - | 40131 Tires | - | 2,000 | 2,000 | Projected for year end |

Sanitation

| | | | | | |
|---------------------|----------------------|--------|---------|--------|--|
| 100 - 560 - 50000 - | 40002 Salaries | 8,650 | 3,700 | 12,350 | To book in funds for Public Works Director |
| 100 - 560 - 50000 - | 40003 Contract Labor | 80,250 | (3,700) | 76,550 | To move funds to another line |

Non-Departmental

| | | | | | |
|---------------------|-----------------------------------|-------|---------|-------|--|
| 100 - 660 - 50400 - | 40054 Professional Ins | 1,000 | (297) | 703 | Adj to actual |
| 100 - 660 - 50400 - | 40095 Christmas Decorations | 2,000 | (1,500) | 500 | To move funds to another line |
| 100 - 660 - 50400 - | 40360 Park Equipment | - | 4,506 | 4,506 | Record Donation from Dewey's Holiday Store |
| 100 - 660 - 50400 - | 40894 Parks and Rec Adv Committee | 100 | (100) | - | To move funds to another line |

Enterprise Fund

Revenues

| | | | | | |
|---------------------|------------------------------|-----------|--|-----------|-------------------|
| 300 - 422 - 40022 - | 39910 Beginning Fund Balance | 60,455.00 | | 60,455.00 | To balance budget |
|---------------------|------------------------------|-----------|--|-----------|-------------------|

Expenses

| | | | | | |
|---------------------|---------------------------------|--------|---------|--------|--|
| 300 - 810 - 50000 - | 40002 Salaries | 36,150 | 3,700 | 39,850 | To book in funds for Public Works Director |
| 300 - 810 - 50000 - | 40003 Contract Labor | 7,850 | (2,550) | 5,300 | Adj to actual |
| 300 - 810 - 50000 - | 40225 Overtime | 3,000 | 500 | 3,500 | Projected for year end |
| 300 - 810 - 50100 - | 40035 Research and Analyt & Lab | 7,000 | 2,000 | 9,000 | Projected for year end |
| 300 - 810 - 50400 - | 40016 M & R Equipment | 7,500 | (2,000) | 5,500 | To move funds to another line |
| 300 - 810 - 50400 - | 40054 Professional Ins | 5,700 | 300 | 6,000 | Adj to actual |
| 300 - 810 - 50400 - | 40057 Misc Expense | 500 | (300) | 200 | To move funds to another line |

Sewer

| | | | | | |
|---------------------|------------------------|--------|---------|--------|--|
| 300 - 820 - 50000 - | 40002 Salaries | 59,650 | 3,700 | 63,350 | To book in funds for Public Works Director |
| 300 - 820 - 50000 - | 40003 Contract Labor | 7,850 | (3,700) | 4,150 | To move funds to another line |
| 300 - 820 - 50400 - | 40014 Travel | 500 | (370) | 130 | To move funds to another line |
| 300 - 820 - 50400 - | 40054 Professional Ins | 5,500 | (980) | 4,520 | Adj to actual |
| 300 - 820 - 50400 - | 40057 Misc Expense | 500 | (300) | 200 | To move funds to another line |

entfund 4-11-22
 KW