

Town of Boonville
December 3, 2013 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 12/3 regular meeting: Mayor Rusty Hunter, Commissioners Bill Florence, Bonnie Lasky, Janet Matthews, William Paul Baity, Tony Reece, and Gerald Brown. Also in attendance were Police Chief Greg Gibson, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Zoning Officer Tony Roberts, and Attorney James Freeman.

- I. Call to order and welcome:** Mayor Hunter called the 12/3 meeting to order at 7:00 p.m.
- II. Conflict of interest issues and approval of agenda:** Mayor Hunter asked that item V. A. be amended to read, "for up to \$347,110.33 for contingency," and item V. D. be amended to include the appointment of the Mayor Pro Tem. Commissioner Baity motioned to approve the agenda as amended. Commissioner Matthews seconded, and the motion passed unanimously.
- III. Adoption of 11/5 regular session minutes:** Commissioner Matthews motioned to adopt the 11/5 regular meeting minutes as written. Commissioner Brown seconded, and the motion passed unanimously.
- IV. Public comments:** There were no public comments.
- V. Town Business:**
 - A. Approval of Howard Street Project Bid to Carolina Grading and Utilities Inc.:** Mayor Hunter referenced the documents distributed at the last meeting and asked for discussion on the bid. Commissioner Brown motioned to award the contract to Carolina Grading and Utilities Inc. for \$347,110.33. Commissioner Florence seconded, and the motion passed unanimously.
 - B. Fiscal Year (FY) 2013 Audit by Craig Hopkins, Cannon & Company:** Mr. Craig Hopkins distributed an overview of the Town's FY 2013 audit and findings. He gave Boonville an unqualified opinion, meaning the Town received a clean report. He reviewed the amounts in the overview and explained that since grant funding exceeded \$100,000, he performed a Yellow Book audit. Mr. Hopkins stated that the audit had one finding: segregation of duties. However, he stated this is a common finding in municipalities with small staffs since frequently there are not enough employees to distribute the workload. Mr. Hopkins reviewed the current tax collection rate at 95% and stated the rate seemed consistent. He thanked the Board members for the opportunity to serve the Town and also thanked the employees for their assistance with the audit.
 - C. Oath of Office for New Board Members and Mayor:** Commissioner Matthews exited the podium. Mayor Hunter administered the oath of office to Commissioners Gerald Brown, Bonnie Lasky, and Tony Reece. Town Clerk Wells administered the oath of office to Mayor Rusty Hunter.
 - D. Commissioner Department and Mayor Pro Tem Appointments:** Mayor Hunter made Department appointments as follows:
 - Commissioner Tony Reece – Police
 - Commissioner Bonnie Lasky – Administration
 - Commissioner Gerald Brown – Streets and Sanitation
 - Commissioner Bill Florence – Sewer
 - Commissioner William Paul Baity – WaterHistorically, the commissioner who received the most votes in the previous election is appointed as Mayor Pro Tem. Since Commissioner Baity received the most votes in the previous election, Mayor Hunter appointed Commissioner Baity as Mayor Pro Tem.
 - E. Update on NC Department of Commerce Grant:** Mayor Hunter discussed the NC Department of Commerce grant opportunity available that could provide as much as \$850,000 for the Town's sewer improvement project. As part of the grant application, surveys must be completed by 80% of the Town's households. So far 135 completed surveys had been sent to the Town's engineering firm. Mayor Hunter explained that it would be difficult for the Town to grow without the sewer plant improvements. The plan is to send another survey to residents who have not completed it. If 80% participation is not obtained with the second mailing, the Town will attempt to complete the surveys by going door to door.
- VI. Reports and announcements:**

- A. **Mayor's report:** Mayor Hunter thanked Janet Matthews for her 8 years of hard work and dedication to the Town.
- B. **Finance Officer's report:** Finance Officer Wells reported that the employee questionnaires for the Pay and Class study had been completed and submitted to Matt Reece. She also stated that each employee must complete a new NC-4 withholding form by January. Ms. Wells stated there was an increase in the number of credit card payments. Plans are to have a "call in" option available soon. She also reported on the increase of traffic on the Town's updated website. Finance Officer Wells had intended to have budget amendments prepared before the Board change, but the amendments will have to be approved during the January meeting. Ms. Wells then reviewed the November Budget vs. Actual report.
- C. **Public Works Director's report:** Public Works Director Jones reported that the Christmas lights were installed and that there had been some leaf issues at the sewer plant.
- D. **Police Chief's report:** Police Chief Gibson stated his department was preparing for the Christmas parade.
- E. **Zoning Officer's report:** Zoning Officer Roberts discussed documents he required to protect the Town pertaining to the demolition of the building beside Boonville Baptist Church.
- F. **Departmental Commissioner's Reports:** Commissioner Lasky stated she appreciated the opportunity to serve the Town and that she looked forward to working with the Board members, Town staff, the Boonville Business and Downtown Development Assoc., Inc., as well as expanding partnerships within and outside the community.

Mayor Hunter introduced Town Attorney Freeman, to the new Board members. He updated the new Board members on the finding that the Boone Trace water line belongs to and is the responsibility of the Town of Boonville. Mayor Hunter stated he would like to contact the Boone Trace residents to inform them that the Town is responsible for the water line, detail the advantages of becoming in-town residents, and ask if they would be interested in being annexed. Attorney Freeman stated that he would compose a letter.

- G. **Committee reports as needed:** Tom Bastable, Boonville Business and Downtown Development Association, reported on the 2½-page ad about Boonville in the most recent Yadkin Valley Living magazine that was funded by 11 local businesses. He also reported on the successful bicycle safety program and the book-signing event held recently. He reminded everyone of Boonville's Small Town Christmas and twilight parade event on December 7.

VII. Adjourn: Commissioner Lasky motioned to adjourn. Commissioner Florence seconded, and the motion passed unanimously. The meeting ended at 7:25pm.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk