

Town of Boonville
April 2, 2024, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 4/2/24 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners David Cox, Dwaine Dobbins, and Greg Wagoner. Also in attendance were Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, and Public Works Director Tim Collins. Attorney James Freeman attended via Zoom. Commissioner Craver was absent.

I. Call to Order and Welcome: Mayor Benton called the 4/2/24 meeting to order at 7:01 p.m.

II. Conflict of Interest Issues and Approval of Agenda: Commissioner Wagoner motioned to approve the agenda as presented. 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 Wagoner motioned to adopt the minutes of the 3/5/24 regular meeting. Commissioner Dobbins seconded, and the motion passed unanimously.

V. Public Comments: Joel Wade Reece, 205 E Main Street, made comments regarding the Town's recovery due to the recent departure of an employee. He referenced the financial impact and controls that are now in place.

VI. Old Town Business:

A. American Rescue Plan Act (ARPA) Fund Projects: Finance Officer/Town Clerk Wells gave a report in Commissioner Craver's absence.

VII. New Town Business:

A. Ratify the Consensus to Give a \$1,000 Donation from Economic Development Budget Line Item to Starmount High School for the Baseball Scoreboard: Commissioner Cox motioned to ratify the consensus to give Starmount High School a \$1,000 donation for their scoreboard. Commissioner Wagoner seconded, and the motion passed unanimously.

B. Budget Workshop Date: The Board members discussed dates for the budget workshop. It was the consensus of the Board members to schedule the workshop on April 11, 2024, at 6:30 p.m.

C. Waste Management Contract: The Board members discussed the Waste Management contract. Commissioner Wagoner motioned to delay taking any action regarding the Waste Management contract until after the budget workshop on April 11. Commissioner Cox seconded, and the motion passed unanimously.

D. Quotes for new Accounting/Billing Software: The Board members discussed the quotes received from the current provider and other competitors. Commissioner Cox motioned to accept the quote from Southern Software Solutions. Commissioner Wagoner seconded, and the motion passed unanimously. It was the consensus of the Board members not to make two payments but to pay the invoice in full this fiscal year.

E. Approval to Pay Harcros Chemicals Invoice #761011749 in the Amount of \$2,510.29: Commissioner Wagoner motioned to approve the Harcros Chemicals invoice #761011749 in the amount of \$2,510.29. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.

F. Resolution for Surplus from Police Department: Police Chief Hobson stated seized guns can be traded in for ammunition for Police Department use. Discussion followed. Commissioner Cox motioned to accept the Resolution for Surplus from the Police Department. Commissioner Dobbins seconded, and the motion passed unanimously.

G. Resolution for Approving Local Water Supply Plan: Public Works Director Collins explained the Local Water Supply Plan and stated that it is an annual report. Commissioner Cox motioned to approve the Local Water Supply Plan. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.

H. Amend Contract for Gibson and Company: Discussion followed. Commissioner Wagoner motioned to amend the Gibson and Company contract with a modified date. Commissioner Dobbins seconded, and the motion passed unanimously.

I. Discussion Regarding Open Positions: Commissioner Cox referred to the Town's current open positions and inquired about PTRC options. Discussion followed. The topic was tabled until the budget workshop so the staff could draft updates to the proposed job descriptions.

VIII. Reports and Announcements:

A. Mayor's Report: Mayor Benton stated he appreciated everyone's performance and reported on upcoming Town events.

- B. Finance Officer's Report:** Finance Officer/Town Clerk Wells referred to Town Hall and the current billing cycle. Utility billing was somewhat delayed due to the holiday. She will include a financial report with the Week-End Review the Board members receive on Fridays.
- C. Zoning Officer's Report:** Finance Officer/Town Clerk Wells presented the report in Commissioner Craver's absence.
- D. Public Works Director's Report:** Public Works Director Tim Collins gave an update on work accomplished by Public Works Department employees. He has been working with the Zirrus contractors to avoid any water leaks. He reported that the sewer plant is operating without incident.
- E. Police Chief's Report:** Police Chief Hobson stated everyone was doing a good job, and that he had been working some nights to cover shifts. He reported that the electronic speed-limit sign would be moved soon.
- F. Fire Department Report:** There was no report from the Fire Department.
- G. Departmental Commissioner's Reports:**
Commissioner Wagoner reported on the status of paving and the need to obtain new quotes.
Mayor Pro-Tem Driver had no items to report.
Commissioner Cox had no items to report.
Commissioner Dobbins had no items to report.
- H. Committee Reports as Needed:** Commissioner Wagoner reported on the Port-a-Pit Chicken fundraiser and upcoming Shindig.
- IX. Closed Session per NCGS 143-318.11(a) (6)-Personnel:** Commissioner Wagoner motioned to go into closed session per NCGS 143-318.11(a) (6). Commissioner Cox seconded, and the motion passed unanimously at 7:56 p.m.

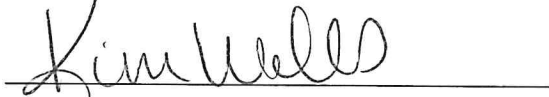
Commissioner Wagoner motioned to return to open session. Commissioner Cox seconded, and the motion passed unanimously at 8:37 p.m.

Commissioner Cox motioned to hire Officer Colton Medlin part time at the regular part-time officer rate {\$15.45}. Commissioner Dobbins seconded, and the motion passed unanimously.

- X. Adjourn/Recess:** Commissioner Dobbins motioned to recess until April 11, 2024, at 6:30 p.m. Commissioner Cox seconded, and the motion passed unanimously. The meeting ended at 8:40 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk



SOUTHERN SOFTWARE, INC.
an employee-owned company

Agency: Town of Boonville, NC

Contact: Kim Wells

Date: 2/15/2024

All @ 1 time
CONFIDENTIAL

FINANCIAL MANAGEMENT SYSTEM (FMS)

	Qty	
* UTILITY BILLING AND COLLECTIONS	1	\$6,495.00
Bank Drafts for Bill Pay, Image and Document Attachment for Account Records, Email Billing, Work Order Tracking, Drill-Down Reports		
UTILITY BILLING TEXT MESSAGING (See Notes Below)	1	\$0.00
UTILITY BILLING HAND HELD INTERFACE - MASTER METER (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)	1	\$1,850.00
THIRD PARTY PAYMENT INTERFACE - PSN (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)	1	\$1,250.00
FMS E-MAIL SERVICES (CAN BE UTILITIZED FOR FMS UTILITY BILLS; PAYROLL CHECK STUBS ; ACCOUNTS RECEIVABLE INVOICES AND IS NECESSARY FOR PURCHASE REQUISITION WORKFLOW IF APPLICABLE)	1	\$0.00
ACCOUNTING SYSTEM General Ledger and Accounts Payable	1	\$6,495.00
GENERAL LEDGER INCLUDES: Budget Processing, Bank Reconciliation, Unlimited Fiscal Periods Open Recurring Entries, Drill-Down Reports, Journal Entry Import, User-Defined Interface Options		
ACCOUNTS PAYABLE INCLUDES: Purchase Order Processing, Recurring Invoicing, 1099 Processing, Optional Field Setup for Vendors, Drill-Down Reports		
PAYROLL PROCESSING	1	\$3,500.00
Direct Deposit – ACH Standard, Leave Time Accrual and Tracking, Image and Document Attachment for Employee Records, W-2 Form Processing, Drill-Down Reports		
PAYMENT CENTRAL	1	\$3,000.00
Miscellaneous Revenue Payments, Centralized Payment Entry for Business License, Utility Billing, Tax Billing & Vehicle Decals, Receipt Printer Ready, Drill-Down Reports		
Total Software:		\$22,590.00
Discount		\$11,295.00
Total Software after Discount:		\$11,295.00

DATA ENTRY

Manual Data Entry	AP Vendor records-350, AP 1099 balances-22, GL account numbers-700, GL account balances-600, Employee payroll info and balances to match the 941 and state including Orbit balances-25 employees, Utility billing service locations, meters, accounts, and account balances- 800.	
Total Data Entry:		\$4,250.00

PROJECT MANAGEMENT

Project Management Fee	INSTALLATION, TRAINING AND A PROJECT MANAGER.	
Total Project Management:		\$12,765.00

YEARLY SUPPORT

FMS Support	FMS ANNUAL SUPPORT FEE COVERS TELEPHONE AND MODEM SUPPORT. THIS INCLUDES PROGRAM UPDATES AS RELEASED.	1 YEAR	\$5,416.00
* Hosting	HOSTING COST	1 YEAR	\$3,500.00
Total Support:			\$8,916.00

TOTAL INVESTMENT (STATE TAX AND SHIPPING NOT INCLUDED)

\$37,226.00

NOTE: MICROSOFT® SQL SERVER 2012 OR HIGHER IS REQUIRED (2019 PREFERRED).

* NOTE: NETWORK & INTERNET CONNECTION IS NOT THE RESPONSIBILITY OF SOUTHERN SOFTWARE.

*** NOTE: MICROSOFT SQL AZURE HOSTING WILL HOST THE ACTUAL DATABASE. CUSTOMER WILL BE REQUIRED TO HAVE A STATIC IP AND A QUALITY BROADBAND PROVIDER IS REQUIRED. WE CANNOT BE RESPONSIBLE FOR INTERNET OUTAGES AT THE CUSTOMER SITE. MICROSOFT DOES RESERVE THE RIGHT TO DO MAINTENANCE OR EMERGENCY SECURITY UPDATES. THESE WILL BE DONE IN THE MIDDLE OF THE NIGHT AND ON WEEKENDS.**

*** NOTE: IF HOSTING FEE IS NOT PAID ANNUALLY WHEN DUE, MICROSOFT AZURE WILL SHUT DOWN THE HOST SITE AND DATA WILL BE LOST.**

*** NOTE:** ONLY INTERFACES LISTED ABOVE ARE INCLUDED. INTERFACES TO METER READING SYSTEM, THIRD PARTY PAYMENT PROCESSING, BILL EXPORTS ETC. NOT INCLUDED. PLEASE REQUEST AN UPDATED PROPOSAL IF THESE ARE NEEDED.

FMS Utility Billing - Annual Twilio SMS Messaging Interface:

1. Customers will sign up directly with Twilio. Twilio will be the engine/mechanism for handling the sms messages.
2. Southern Software will store Twilio API credentials.
3. Southern Software will store a cell number on the customer account, and have a flag for sms messaging.
4. Via the cut off report and free form email report, the customers who are signed up for SMS messaging will be loaded. The

NOTE: A LIMITED NUMBER OF FORMS ARE COMPATIBLE WITH SOUTHERN SOFTWARE FMS. THIS INCLUDES, BUT IS NOT LIMITED TO ACCOUNTS PAYABLE AND PAYROLL CHECKS AND UTILITY BILLING AND TAX BILLING BILL FORMS. NEW FORMS MAY NEED TO BE PURCHASED FROM SOUTHERN SOFTWARE FOR COMPATIBILITY.

NOTE: DUE TO A CONSTANTLY CHANGING MARKET, SOUTHERN SOFTWARE'S SOFTWARE PROPOSALS WILL BE HONORED FOR A PERIOD OF SIXTY (60) DAYS AND HARDWARE PROPOSALS FOR A PERIOD OF THIRTY (30) DAYS. WE WILL BE GLAD TO RESUBMIT AT YOUR REQUEST.

NOTE: PROJECT MANAGEMENT FEES INCLUDE TRAINING, INSTALLATION AND PROJECT MANAGEMENT.

NOTE: SOUTHERN SOFTWARE WILL INSTALL ITS SOFTWARE PRODUCTS ONLY ON COMPUTER CONFIGURATIONS COMPATIBLE WITH THESE PRODUCTS. HARDWARE SPECIFICATIONS ARE AVAILABLE UPON REQUEST.

Contact information for FMS Sales Representative:

Marci Lewandowski
Southern Software
150 Perry Drive
Southern Pines, NC 28387

Business: (800) 842-8190
Mobile: (910) 644-3089
Fax: (910) 695-0251
E-Mail: mlewandowski@southernsoftware.com



Harcros Chemical Inc.
FEDERAL I.D. NO. 43-1935062

Phone: 336-475-1391

INVOICE

Customer PO #: Verbal 031324

INVOICE NUMBER 761011749
INVOICE DATE 3/21/2024
CUSTOMER # 00915600-THO76

Bill To

Town of Boonville
PO BOX 326
BOONVILLE, NC 27011-0326
United States of America

Ship To

Town of Boonville
471 LON AVE
BOONVILLE, NC 27011
United States of America

Sales Order #	Ship Date	Inco Terms	Carrier	Payment Terms	Salesrep	Tax Status
761011914	03/20/2024	DAP	Harcros Truck	Net 30 Days	Thomasville House	T - Taxable E - Exempt

Product ID / Description	Quantity	UOM	Units	Unit Type	Unit Price	Extended Price	Tax
36717 Aquacros HC-2075 / NSF 627.00 LB 55 GL Factory Poly Drum	3.00	DRUM	1,881.00	LB	1.19000	2,238.39	E
<u>Lot</u>	<u>Quantity</u>	<u>Serial #</u>					
240216	627.00	LB					
240115	1,254.00	LB					
10461 Sodium Hypochlorite 12.5% 55.00 GAL 55 GL Recon Poly Drum	1.00	DRUM	55.00	GAL	3.58000	196.90	E
<u>Lot</u>	<u>Quantity</u>	<u>Serial #</u>					
761000803	55.00	GAL					
HDC Harcros Delivery Charge	1	EA	1.00	EA	75.00000	75.00	E



Harcros Chemical Inc.
FEDERAL I.D. NO. 43-1935062

Phone: 336-475-1391

INVOICE

Customer PO #: Verbal 031324

INVOICE NUMBER 761011749
INVOICE DATE 3/21/2024
CUSTOMER # 00915600-THO76

Shipment Site: Harcros Chemicals -Thomasville

Subtotal \$2,510.29

PLEASE REMIT CHECK PAYMENT TO:

HARCROS CHEMICALS INC
P.O. BOX 74583
CHICAGO, IL 60696

Sales Tax 0.00

**IMPORTANT NOTICE ABOUT FRAUD AND PHISHING ATTACKS: If you receive an email that appears to come from Harcros which indicates a change of bank details or requesting funds be wired, it is unlikely to be genuine. Please contact us immediately if this happens to avoid fraudulent activity.*

For Terms and Conditions of Sale, please visit:
[Http://www.harcros.com/terms-conditions](http://www.harcros.com/terms-conditions)

Total Due 2,510.29 USD

Your account is subject to a FINANCE CHARGE, at a PERIODIC RATE OF 1.5% per month (ANNUAL PERCENTAGE of 18%) applied to all unpaid account balances, not paid within the term of sale. This rate will be uniform in all states, except in those states where interest collected may be more or less depending entirely on the state's statutes.

PLEASE REFERENCE THIS INVOICE NUMBER WITH YOUR PAYMENT - EMAIL REMITTANCE ADVICE INFO TO AR@HARCROS.COM



**RESOLUTION DECLARING CERTAIN PROPERTY TO BE SURPLUS AND
AUTHORIZING THE DISPOSITION OF SAID PROPERTY BY SALE/ TRADE- IN TO
LOCAL GUN STORE**

WHEREAS, G.S. 143-129.7, allow the Town to sale/ trade-in personal property to local gun store upon adoption of a resolution; and

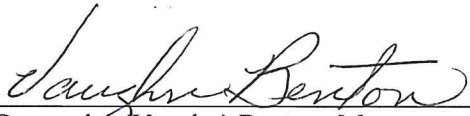
WHEREAS, the Town Board of the Town of Boonville, North Carolina, has determined that the Town owns certain personal property that is no longer needed or usable by the Town; and

WHEREAS, the property is described below:

	VIN/Model#
PWS Mark 1 223	W01516
Braztech model S201220 20ga	51S202685
Taurus M44 44 Mag	SK776735
Glock 23 40 cal.	WPZ901
Glock 23 40 cal.	XUS268
Glock 23 40 cal.	XUS267
Glock 23 40 cal.	XUS269
Glock 23 40 cal.	XUS258
Glock 23 40 cal.	XUS259
Glock 23 40 cal.	WPZ907
Glock 23 40 cal.	XUS266

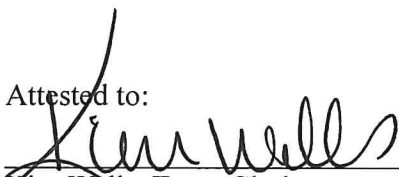
NOW, THEREFORE, BE IT RESOLVED by the Boonville Town Board that the Finance Officer/Town Clerk is authorized to sell by trade-in value to Foothill Fire Arm in Yadkinville, NC at the earliest convenience the surplus property described above approved by this Council and in accordance with G.S. 143-129.7. The terms of the sale shall be net cash..

Adopted on this the 2nd day of April, 2024.



R. Devaughn (Vaughn) Benton, Mayor

Attested to:



Kim Wells, Town Clerk

Whereas	Primary Government Unit Town of Boonville
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Gibson & Company, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
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hereby agree that it is now necessary that the contract be modified as follows.

☒ Modification to date submitted to LGC	Original date 10/31/23	Modified date 04/30/24
☐ Modification to fee	Original fee	Modified fee

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- | | | |
|----------------------------------|--------------------------|--|
| ☐ | ☐ | Change in scope |
| ☐ | ☐ | Issue with unit staff/turnover/workload |
| ☐ | ☐ | Issue with auditor staff/turnover/workload |
| ☒ | ☐ | Third-party financial statements not prepared by agreed-upon date |
| ☐ | ☐ | Unit did not have bank reconciliations complete for the audit period |
| ☐ | ☐ | Unit did not have reconciliations between subsidiary ledgers and general ledger complete |
| ☐ | ☐ | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| ☐ | ☐ | Unit did not have information required for audit complete by the agreed-upon time |
| ☐ | ☐ | Delay in component unit reports |
| ☐ | ☐ | Software - implementation issue |
| ☐ | ☐ | Software - system failure |
| ☐ | ☐ | Software - ransomware/cyberattack |
| ☐ | ☐ | Natural or other disaster |
| ☐ | ☐ | Other (please explain) |

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

Municipal and third party will work together to get financial statements to auditor earlier next year.

Additional Information

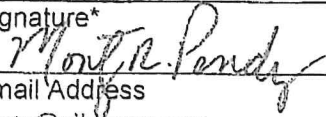
Please provide any additional explanation or details regarding the contract modification.

N/A

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Gibson & Company, P.A.	
Authorized Firm Representative* (typed or printed) Monty R. Pendry	Signature* 
Date* 3-26-24	Email Address monty@gibcocpa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Boonville	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	4-2-24
Mayor/Chairperson* (typed or printed) Vaughn Benton, Mayor	Signature* 
Date 4-2-24	Email Address vaughn.benton@boonvillenc.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

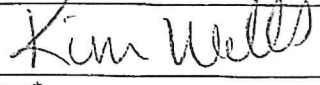
GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature* 
Date of Pre-Audit Certificate* 4-2-24	Email Address* Kim.Wells@boonvillenc.com

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Town of Boonville, has been developed and submitted to the Boonville Town Board for approval; and

WHEREAS, the Boonville Town Board finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Town of Boonville, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Boonville that the Local Water Supply Plan entitled, 2023 Local Water Supply Plan (LWSP) for the Town of Boonville dated January 17, 2024, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Boonville Town Board intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 2nd day of April, 2024.

Name: VAUGHN BENTON

Title: MAYOR

Signature: Vaughn Benton

ATTEST:

Kim Wells,
Town Clerk

