

Town of Boonville
June 4, 2024, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 6/4/24 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners David Cox, Monica Craver, 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 was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 6/4/24 meeting to order at 6:59 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Discussion followed. Commissioner Wagoner motioned to add Item F. Employee Raises to the agenda. 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:** Finance Officer Wells asked the Board members to table the 5/7 regular, 5/30 recessed and 5/30 closed session minutes as they were not ready for adoption. Commissioner Craver motioned to table the approval of minutes until the August Meeting. Commissioner Cox seconded, and the motion passed unanimously.
- V. Public Comments:** Diane Ganzzermiller requested that the Board members consider installing handicapped parking at the Boonville Community Public Library.
- VI. Old Town Business:**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Ethan Gartin, TRC Engineering, gave an update on ongoing construction. Discussion followed on a project ordinance. Commissioner Craver motioned to table the project ordinance discussion until the next budget workshop. Commissioner Wagoner seconded, and the motion passed unanimously.
- VII. New Town Business:**
 - A. Approval to Pay Gibson and Company Invoice #2675 in the Amount of \$10,470 for Fiscal Year 2023 Audit Services:** Commissioner Craver motioned to pay the invoice. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
 - B. Budget Workshop/Public Hearing Date:** It was the consensus of the Board members to have the next Budget Workshop and Public Hearing on 6/27/24 at 6:30 p.m.
 - C. Budget Amendments:** Finance Officer/Town Clerk Wells asked that the topic be tabled until the Budget Workshop.
 - D. Discussion on Leave Time Accruals:** Commissioner Craver reported on the current leave time accrual rates versus other local municipalities and Yadkin County. Discussion followed. Commissioner Cox motioned to adopt the Yadkin County rate schedule for vacation. Commissioner Wagoner seconded, and the motion passed unanimously. The new rates would go into effect 7/1/24 and that the 240-hour vacation maximum accrual would not roll over until year end.
 - E. Ratify the Consensus to Terminate Ezequiel Rojas as a Part-time Police Officer:** Police Chief Hobson informed the Board members that the Police Department was not holding Mr. Rojas' certification, and he needed to be removed from the personnel roster. Commissioner Cox motioned to ratify the consensus. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
 - F. Employee Raises:** Commissioner Wagoner motioned that effective 7/1/24 that Brian Higgins' pay be increased by \$1.46/hourly, and that Jackson Craver's, Pedro Lopez', and Parker Henry's pay be increased by \$1.00/hourly. Commissioner Cox seconded. The motion passed with a 4-0 vote. Commissioner Craver recused herself and did not vote due to a conflict of interest. Commissioner Cox motioned that Tim Hubbard's salary have a step increase of \$1,000 for obtaining new qualifications and a new salary of \$22.95 per hour for 10 years of service. Commissioner Wagoner seconded, and the motion passed unanimously.
- VIII. Reports and Announcements:**
 - A. Mayor's Report:** Mayor Benton acknowledged the Boy Scouts who were attending the meeting.
 - B. Finance Officer's Report:** Finance Officer/Town Clerk Wells reported on work performed in Town Hall.

- C. Zoning Officer's Report:** Commissioner Craver reported on the recent Board of Adjustments meeting and the need to update the Zoning Ordinance related to setback requirements. She stated the Board of Adjustments members prefer to use the setback requirements used by Yadkin County.
- D. Public Works Director's Report:** Public Works Director Tim Collins reported on work being performed by Public Works Department employees.
- E. Police Chief's Report:** Police Chief Hobson stated that all was going well in the Police Department.
- F. Fire Department Report:** There was no report from the Fire Department.
- G. Departmental Commissioner's Reports:**
Commissioner Craver stated that all was going well in Town Hall.
Commissioner Wagoner thanked the attendees for coming. He stated that he was working on obtaining paving quotes.
Mayor Pro-Tem Driver had no items to report.
Commissioner Cox stated that all was going well in the Police Department.
Commissioner Dobbins had no items to report.
- Police Chief Hobson stated he had \$11,800 quote for the new roof for the Municipal Building. Discussion followed. It was stated that the upcoming budget would include this quote.
- H. Committee Reports as Needed:** In the absence of Jeannie Bumgarner, Commissioner Craver reported on upcoming Town events planned.
- X. Adjourn/Recess:** Commissioner Dobbins motioned to recess until June 27, 2024, at 6:30 p.m. Commissioner Wagoner seconded, and the motion passed unanimously. The meeting ended at 7:37 p.m.



R. Deyaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

APPROVED by LGC Staff at 4:07 PM, Friday, May 03, 2024
pursuant to N.C.G.S. 159-34 or N.C.G.S. 115C-447



GIBSON & COMPANY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

TOWN OF BOONVILLE
PO BOX 326
BOONVILLE, NC 27011

Invoice: 2675
Date: 04/30/2024

FINAL BILLING REGARDING THE AUDIT OF THE TOWN OF BOONVILLE
FOR THE Y/E 6-30-23

\$10,470.00

Please return this portion with payment.

ID: 8113

Invoice: 2675
Date: 04/30/2024

Amount Due: \$10,470.00

Amount Enclosed: \$ _____



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Regular holidays which occur during a vacation, sick leave, or other paid leave period of any officer or employee of the County shall not be charged as vacation, sick leave, or other paid leave. If an employee is on leave without pay during the occurrence of a holiday, the employee will not receive pay for the holiday.

Holiday -- When Work Required

Non-exempt employees required to perform work on regularly scheduled holidays will be paid eight (8) holiday hours at their normal hourly rate in addition to compensation for hours actually worked during the pay period in which the holiday occurs. The employee must have actually worked over forty (40) hours that week to receive compensatory time at one and one-half (1.5) times, otherwise it will be paid at straight time.

Holiday time will not be accumulated under any circumstances.

Holiday – New Employee

If an employee is hired before a holiday, the employee shall receive pay for the holiday.

Section 2: Vacation Leave

Vacation leave shall be used for rest and relaxation and for sick leave when sick leave is exhausted. Vacation leave shall be taken in thirty (30) minute increments and with Supervisor approval. Approval is dependent upon adequate staff coverage to maintain departmental operations. No more than two (2) weeks of vacation time may be used in a season and requires County Manager approval.

Accumulation

The anniversary date of employment shall be used for determining vacation leave, with the exception of employees with previous years of service. Vacation leave is accrued bi-weekly. Any employee working the basic workweek shall earn vacation leave at the following rates:

| Years of Aggregate Service | Hours Earned per Month | Hours Earned in One (1) Year |
|---|-------------------------------|-------------------------------------|
| Less than five (5) | Eight (8) | Ninety-Six (96) |
| Five (5), but less than ten (10) | Ten (10) | One hundred twenty (120) |
| Ten (10), but less than fifteen (15) | Twelve (12) | One hundred forty-four (144) |
| Fifteen (15), but less than twenty (20) | Fourteen (14) | One hundred sixty-eight (168) |
| Twenty (20), but less than twenty-five (25) | Sixteen (16) | One hundred ninety-two (192) |
| Twenty-five (25), but less than thirty (30) | Eighteen (18) | Two hundred sixteen (216) |
| Over thirty (30) | Twenty (20) | Two hundred forty (240) |

Employees do not accrue vacation leave while out of work on workers' compensation or leave without pay.

Maximum Accumulation

-revised as of 7-1-24
Kwells

Town of Boonville
Policy

SECTION 3. HOLIDAYS - WHEN WORK REQUIRED

Employees required to perform work on regularly scheduled holidays may be allowed to accrue holiday leave to be used at a later day. The Town reserves the right to pay employees at their hourly rate for the hours actually worked in addition to any holiday pay to which they may be entitled. The Town reserves the right to pay down or completely exhaust accrued holiday leave balances at any time.

SECTION 4. VACATION LEAVE

For the purpose of earning and accruing vacation leave, the period of twelve (12) calendar months between January 1 and December 31 is established as the leave year.

Employees serving a probationary period following initial appointment shall not be permitted to take annual leave during the first six (6) months of the probationary period unless the denial of such leave will create an undue hardship. Any vacation leave granted during this period shall have the prior approval of the department head and supervision departmental commissioner. Accrual shall begin at date of hire.

Any employee working the basic workweek shall earn vacation leave at the following rates:

| Years of Service | Hours Per Month / Hours Per Year |
|---|----------------------------------|
| Less than 5 years | 8 / 96 |
| Five (5), but less than Ten (10) | 10 / 120 |
| Ten (10), but less than Fifteen (15) | 12 / 144 |
| Fifteen (15), but less than Twenty (20) | 14 / 168 |
| Twenty (20), but less than Twenty-five (25) | 16 / 192 |
| Twenty-five (25), but less than Thirty (30) | 18 / 216 |
| Over Thirty (30) | 20 / 240 |

SECTION 5. VACATION LEAVE - MAXIMUM ACCUMULATION OF LEAVE

Vacation leave may accumulate to a maximum of thirty (30) days or two hundred, forty (240) hours. Accumulated leave in excess of 240 hours will be transferred to available sick leave balance on an annual basis, after the last payroll in December.

SECTION 6. VACATION LEAVE - MANNER OF TAKING LEAVE

Request for leave should be submitted 24 hours in advance of taking. Vacation leave request is subject to the approval of the department head. Department heads' request for vacation leave is subject to the approval of the supervising commissioner for that department. Vacation leave may be taken as earned by the employee.

The minimum amount of vacation leave which may be taken is one hour and leave must be taken in no less than one an hour increments.