

Town of Boonville
September 3, 2024, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 9/3/24 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 participated via Zoom.

- I. Call to Order and Welcome:** Mayor Benton called the 9/3/24 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver asked the Board members to add the following to the agenda under New Town Business: B. Accept Parker Henry's Resignation Letter from the Public Works Department; and C. New Credit Card Software for New Computer System. Commissioner Craver motioned to approve the agenda as amended. Mayor Pro-Tem Driver 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 consider a time correction on the proposed minutes. The proposed minutes state the ending time of the meeting was 7:25 p.m. but need to be changed to 8:25 p.m. Commissioner Wagoner motioned to accept the 8/6 minutes as amended. Commissioner Cox seconded, and the motion passed unanimously.
- V. Public Comments:** None were voiced.
- VI. Old Town Business:**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Commissioner Craver updated the Board members on the project status for all three funds.
- VII. New Town Business:**
 - A. Proposed Budget Amendments Dated 9/3/24:** Finance Officer Wells asked the Board members to consider the amendments from the General Fund for adoption. She said the formula for the Enterprise Fund amendments was incorrect, and she did not feel comfortable adopting them at this time. Commissioner Wagoner motioned to approve the proposed budget amendments for the General Fund. Commissioner Craver seconded, and the motion passed unanimously.
 - B. Accept Parker Henry's Resignation Letter from the Public Works Department:** Commissioner Craver updated the Board members on the resignation letter from Parker Henry. Commissioner Cox motioned to accept the resignation effective 8/12/24 for Parker Henry. Commissioner Dobbins seconded, and the motion passed unanimously.
 - C. New Credit Card Software for the New Computer System:** Commissioner Craver and Finance Officer Wells updated the Board members on the new on-line credit card processing system, PSN. The new system is the only option that Southern Software trusts to import data into their system. They reported on the advantages of the new on-line system compared with the previous QS1 system. Commissioner Wagoner motioned to adopt new PSN to coincide with the current system. Commissioner Dobbins seconded, and the motion passed unanimously.
- VIII. Reports and Announcements:**
 - A. Mayor's Report:** Mayor Benton expressed his appreciation for Town Hall staff work.
 - B. Finance Officer's Report:** Finance Officer/Town Clerk Wells reported on the status of the new accounting software. She also updated the Board members on the status of the current water bills.
 - C. Zoning Officer's Report:** Commissioner Craver reported on the plans for the new O'Reilly's and reported on calls related to nuisance for trash, permits for new pools, plus plans to open a new restaurant.
 - D. Public Works Director's Report:** Public Works Director Tim Collins reported on the contractors in town. He also reported on the progress of brush removal and mowing. He informed the Board members to expect to receive a list of roads that need to be patched before the weather becomes too cool.
 - E. Police Chief's Report:** Police Chief Hobson informed the Board members on transmission issues on the Chevrolet truck.
 - F. Fire Department's Report:** No one from the Fire Department was present.

G. Departmental Commissioner's Reports:

Commissioner Wagoner thanked the Police Officers for keeping everyone safe and thanked Public Works Department staff for their work.

Commissioner Craver reported on an upcoming UNC Collaborative Summit in Raleigh scheduled for September 30-October 1. There will be no cost to the Town.

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: Paris Green gave a report on the Boonville Improvement Group (B.I.G.) activities and plans.

IX. Adjourn/Recess: Commissioner Dobbins motioned to adjourn. Commissioner Wagoner seconded, and the motion passed unanimously. The meeting ended at 7:31 p.m.



R. Devaughn (Vaughn) Benton, Mayor

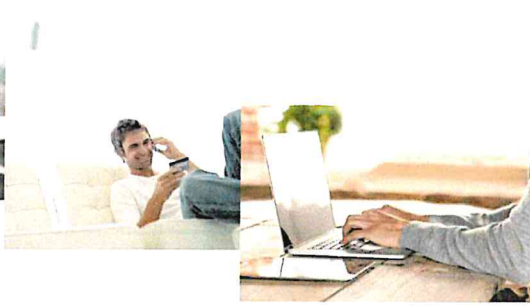


Kim Wells, Finance Officer/Town Clerk

Proposed Budget Amendments - September 3, 2024

By Kim Wells, Finance Officer

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$	
General Fund					
Revenues					
100 - 406 - 40006 -	33500 Misc Revenue	1,500	3,860	5,360	To book sale of guns
			3,860		
Expenses					
100 - 510 - 50000 -	40033 Supplies	2,500	3,860	6,360	To book sale of guns
			3,860		
Enterprise Fund					
Revenues					
300 - 406 - 40006 -	33503 Insurance Proceeds		15,421	15,421	To book lab expense left off of original budget
300 - 422 - 40022 -	39910 Beginning Fund Balance	134,333.00	7,304	141,636.64	To balance budget
			22,725		
Expenses					
Water					
300 - 810 - 50100 -	40035 R&A Lab		10,000	10,000	To book expense left off of original budget
300 - 810 - 50400 -	40036 Uniform		500	500	To book expense left off of original budget
300 - 810 - 50400 -	40054 Professional Insurance		4,500	4,500	To book expense left off of original budget
Sewer					
300 - 820 - 50400 -	40074 Capital Outlay	31,000	5,745	36,745	To book flood damage
300 - 820 - 50400 -	40036 Uniform		750	750	To book expense left off of original budget
300 - 820 - 50400 -	40054 Professional Insurance		3,500	3,500	To book expense left off of original budget
Sewer Plant					
300 - 830 - 50400 -	40074 Capital Outlay		11,030	11,030	To book flood damage
300 - 830 - 50400 -	40036 Uniform		200	200	To book expense left off of original budget
300 - 830 - 50400 -	40054 Professional Insurance		1,500	1,500	To book expense left off of original budget
			22,725		



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www.PaymentServiceNetwork.com

Nick Photos
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nphotos@invoicecloud.com



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

PAYMENT METHODS

Included	Not Included	
√		Credit and Debit Card Payments
√		Checking and Savings Payments

PAYMENT CHANNELS

Included	Not Included	
√		Online
√		Customer Mobile App*
√		Virtual Terminal (any Internet-connected device)*
√		Automated Phone (IVR) and PSN Call Center
	x	Credit Card Terminal
	x	Backoffice Auto-Pay (recurring set up by staff)
	x	Customers' Banks' Bill Payment System

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ADDITIONAL SERVICES

Included	Not Included	
√		Web Customization with your Logo
√		Data Sharing (System Integration)

Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

Service Implementation Fee Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Customer Payment App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • Marketing Support	One-time fee	\$3,000 Waived
Paperless Billing – per paperless bill per cycle Note: Only when paper is suppressed, and a paper invoice is not mailed	Per Billing Cycle	\$0.25
Support, Maintenance Fee Includes, as applicable: Online Portal, Standard Customer Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly fee	\$500 \$200
PCI Security Compliance Fee Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee Charged each December	\$89.95 Waived

Transaction Fees Paid by Customers

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card, cash) and/or how the payment is made.

<i>Payment Channel</i>	<i>Check/Savings</i>	<i>Credit/Debit Card*</i>
Online • Mobile • Virtual	\$2.00	3.25%
IVR – Automated Phone Payments (Optional)	\$2.95	3.25% + \$0.95
Live Call Center Payments(Optional)	\$4.95	3.25% + \$2.95

**Credit cards include your choice of VISA, MasterCard, Discover and American Express*

NOTE: A \$15 fee is charged to you for any disputed credit/debit card.
 The Customer is charged \$35 for NSF returns.

**If payment is less than \$100, the Customer will be charged 3.25% plus 50¢.*