

Town of Boonville
January 7, 2025, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 1/7/25 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners Monica Craver, Zane Green, Kristin Johnson, and Greg Wagoner. Also in attendance were Attorney James Freeman, Finance Officer/Town Clerk Kim Wells, Public Works Director Tim Collins, Administrative Assistant/Zoning Officer Ashley Schilens, and Patrick Long. Police Chief Jeff Hobson was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 1/7/25 meeting to order at 6:59 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned to accept the agenda as written. Commissioner Green 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 asked that the Zoning Officer report on the drafted minutes be amended to clarify that the question was from a prospective buyer for the Southland Transportation property and not from the owners of the property. Discussion followed. Commissioner Craver motioned to adopt the 12/3/24 regular meeting minutes as amended and the 12/3/24 closed session minutes as presented. Commissioner Wagoner seconded, and the motion passed unanimously.
- V. Public Comments:** None were voiced.
- VI. Open Public Hearing for Public Comments for the Annexation of Parcel# 126321: Derrick and Robin Hill:**
 - A. Mayor Benton opened the public hearing. Commissioner Craver read the proposed ordinance. No public comments were made.
 - B. Commissioner Wagoner motioned to close the Public Hearing. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
 - C. Commissioner Green motioned to adopt the ordinance as written. Commissioner Johnson seconded, and the motion passed unanimously.
- VII. Open Public Hearing for Public Comments to Amend Section 152.093 – Accessory Structure and Uses:**
 - A. Mayor Benton opened the public hearing. Commissioner Craver explained the amendment to the existing ordinance and said it was a recommendation from the Planning Board members. She said the amendment was to allow the setbacks to match what Yadkin County allows. No public comments were made.
 - B. Commissioner Wagoner motioned to close the Public Hearing. Commissioner Johnson seconded, and the motion passed unanimously.
 - C. Commissioner Wagoner motioned to approve the new ordinance. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
- VIII. Old Town Business**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Commissioner Craver updated the Board members on the ongoing projects. She said that roadway patching would be performed when the weather warmed.
 - B. 2025 Calendar for the Public Works Department:** Commissioner Craver reviewed the proposed calendar. Commissioner Green motioned to approve the 2025 Calendar for the Public Works Department. Commissioner Craver seconded, and the motion passed unanimously.
 - C. Amend Contract for Fiscal Year 2024 Audit:** Finance Officer/Town Clerk Wells reported on the contract amendment and date change. Commissioner Wagoner motioned to amend the contract. Commissioner Craver seconded, and the motion passed unanimously.
- VII. New Town Business:**
 - A. Ratify the Consensus to Hire Ashley Schilens at a Rate of \$17 Per Hour Beginning 12/30/24:** Commissioner Craver reported on the consensus to hire Ms. Schilens as the Administrative Assistant/Zoning Officer. Commissioner Craver motioned to ratify the consensus. Commissioner Wagoner seconded, and the motion passed unanimously.

- B. Proposed Budget Amendments Dated 1/7/25:** Finance Officer/Town Clerk Wells reviewed the proposed budget amendments. Commissioner Green motioned to approve the budget amendments. Mayor Pro-Tem Driver seconded, and the motion passed unanimously.
- C. Police Department Holiday Time Payout:** Commissioner Craver reviewed the proposed holiday time payout for police officers. She said not everyone wanted the payout because of upcoming scheduled time off. Commissioner Wagoner motioned to approve the Police Department Holiday Time Payout. Commissioner Johnson seconded, and the motion passed unanimously.

VIII. Reports and Announcements:

- A. Mayor's Report:** Mayor Benton thanked the employees for their hard work.
- B. Finance Officer's Report:** Finance Officer/Town Clerk Wells reported on the status of billing. She commended Patrick Long for all the challenging work he had been doing on the software and with the meters. She said the meter reading was the best this month that it had been in years. Mrs. Wells commented on the hiring of Ashley Schilens and said she will be an asset to the Administrative Department. It is also time to issue W2's and 1099's. Mrs. Wells said that the software provider would help her since she has not been trained on that part of the software. Mrs. Wells reviewed the Budget vs Actual Report for December and said the approved budget amendments are not included in the presented amounts. She said that once they are, she will print everyone an updated report.
- C. Zoning Officer's Report:** Commissioner Craver said that the Town had received a few permit applications for property additions. More complaints have been received concerning a resident and property on Sunset Drive. The next zoning enforcement letter will outline fines associated with the zoning violations. Commissioner Craver reported on the property at 322 S. Carolina Ave. Multiple letters have been sent about zoning violations. Since no improvements have been made, the issue will be referred to Attorney Freeman. Commissioner Craver reported on a location within the ETJ that had a mobile home permit. When given the permit, it was stated that the old mobile home would have to be removed. However, on a site visit, the mobile home remained, and a building had been brought in without a permit. Someone is living in the building, and there is a burn area next to the creek. Commissioner Craver said she is working on the issue, and the owner will be fined.
- D. Public Works Director's Report:** Public Works Director Tim Collins said that although he is short on staff, the Public Works Department employees had been busy with picking up Christmas trees, brush, and leaves. He said the solids had been removed from the wastewater treatment plant.
- E. Police Chief's Report:** Commissioner Wagoner said that Police Chief Hobson had been ill. On behalf of Chief Hobson, he reported that the Police Department was operating well with no issues.
- F. Fire Department's Report:** No one from the Fire Department was present.
- G. Boonville Community Public Library Report:** Commissioner Johnson presented a report from the library. Discussion followed on the recent repair to the back door and work needed on the front door of the library.
- H. Departmental Commissioner's Reports:**

Commissioner Craver said that everything was going well.

Commissioner Wagoner spoke of Storm Water Project funding that may help pay for the recent flood damage to the Town's garage property. He said he appreciated the hard work from all department employees.

Mayor Pro-Tem Driver said he appreciated all the work being performed.

Commissioner Green welcomed Ashley Schilens and thanked all the employees for their work.

Commissioner Johnson had nothing more to report for the library.
- I. Committee Reports as Needed:** Paris Green, B.I.G president, reported on upcoming Town events.

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). Commissioner Green seconded, and the motion passed unanimously at 7:37 p.m.

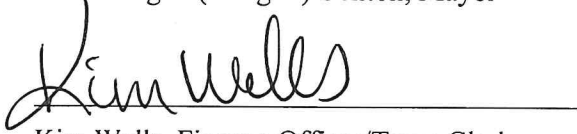
Commissioner Craver motioned to return to open session. Commissioner Green seconded, and the motion passed unanimously at 7:53 p.m.

Mayor Pro-Tem Driver motioned for a pay increase to \$24.20, effective with the current pay period, for Brian Higgins for obtaining his Wastewater I certification and serving as backup ORC. Commissioner Wagoner seconded, and the motion passed unanimously.

X. Adjourn: Commissioner Craver motioned to adjourn. Commissioner Johnson seconded, and the motion passed unanimously. The meeting ended at 7:54 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF BOONVILLE, NORTH CAROLINA

WHEREAS, the Town of Boonville has been petitioned under North Carolina General Statute (G.S.) §160A-31 to annex the area described below: *and*

WHEREAS, the Town Clerk has certified the sufficiency of the petitions and a public hearing on the question of this annexation was held at the Harvey E. Smith Municipal Building located at 108 N Carolina Ave Boonville, North Carolina at 7 p.m. on the 7th day of January, 2025, after due notice by publication on December 19th, 2024; and December 26th, 2024: *and*

WHEREAS, the Board of Commissioners finds that the petition meets the requirements of G. S. §160A-31.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Boonville, North Carolina, that:

Section 1: By virtue of the authority granted by G. S. §160A-31, the following described territory is hereby annexed and made part of the Town of Boonville as of January 7, 2025:

Lake Drive (PIN# 499000178299)

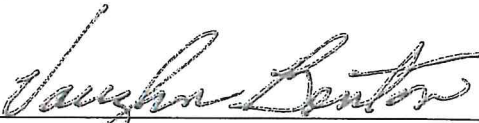
BEGINNING at 1 ½ inch iron pipe found, the southwestern corner of Ginger D. Linville and another in Book 364 at Page 174, the northwestern corner of Robert J. Hutcherson and wife in Book 411 at Page 550 and the southeastern corner of Winnie A. Tomlin in Book 236 at Page 731, and runs with the lines of Hutcherson the following two (2) calls: South 00 degrees 30 minutes 07 seconds East 306.36 feet to a ½-inch iron rod set and South 85 degrees 53 minutes 46 seconds East crossing a ½-inch iron rod witness monument set at 423.51 feet, a total distance of 439.51 feet to a point in the center of the southern extension of Lake Drive, said point being South 29 degrees 45 minutes 18 seconds West 8.65 feet from the southwestern corner of Tholroy Development in Plat Book 4 at Page 144; thence with the center of Lake Drive South 13 degrees 45 minutes 41 seconds West 45.65 feet to a point, the northeastern corner of Tholroy Development; thence with the northern line of Tholroy Development North 85 degrees 53 minutes 46 seconds West crossing ½-inch rod witness monument set at 9.75 feet, a total distance of 590.64 feet to a ½-inch rod set in the eastern line of Church & Church Lumber Co.; thence with the eastern line of Church & Church Lumber Co. North 01 degree 33 minutes 42 seconds East 361.40 feet to a one-inch iron pipe found in the southern line of Tomlin; thence with the southern line of Tomlin South 81 degrees 50 minutes 06 seconds East 150.60 feet to the point and place BEGINNING, containing 1.7720 acres, more or less, and being the identical property described as Tract Four Parcel One in deed recorded in Book 1051 at Page 213, Yadkin County Registry.

ORDINANCE # 2025-1

Section 2: Upon and after January 7, 2025, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Boonville and shall be entitled to the same privileges and benefits as other parts of the Town of Boonville. Said territory shall be subject to municipal taxes according to G.S. §160A-31.

Section 3: The Mayor of the Town of Boonville shall cause to be recorded in the office of the Register of Deeds of Yadkin County, and in the office of the North Carolina Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall be delivered to the Yadkin County Board of Elections as is required by G.S. §163-288.1.

Adopted this 7th day of January, 2025.

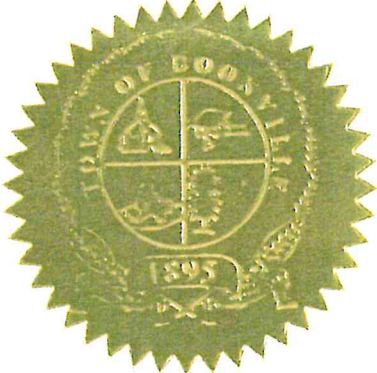


Vaughn Benton, Mayor

Attested to:



Kim Wells, Town Clerk



Section 152.093 Accessory Structures and Uses

Current Ordinance

(E) Accessory buildings shall meet the front, side and rear yard setback requirements for zoning district lot is located (see Table of Area, Yard and Height Requirements, Section 152.109). An accessory building or use may be located in a rear yard provided is it located not less than 10 feet from the principal building. (Ordinance passed 10-2-2012)

Planning Board Recommends Change to

(E) Accessory buildings in residential zoned areas only should be no less than 5 feet from the rear and side property lines. Accessory buildings in Community Shopping, Highway Commercial, and Industrial Districts, shall meet the front, side and rear yard setback requirements for zoning district lot is located (see Table of Area, Yard and Height Requirements, Section 152.109). An accessory building or use may be located in a rear yard provided is it located not less than 10 feet from the principal building. An accessory building or use may be located in a rear yard provided it is located not less than ten feet from the principal building.

2025

Boonville Town Schedule

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Recycle	Trash	Bulk Pickup	Brush Pickup	Community Yard Sale	Offices Closed
---------	-------	-------------	--------------	---------------------	----------------

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 06/30/24

 and originally to be submitted to the LGC on

Date 10/31/24

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC	Original date 10/31/24	Modified date 01/31/25
<input type="checkbox"/> Modification to fee	Original fee	Modified fee

Primary (choose 1)
Other (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.

Third party will work to get financial statements done on time in the future.

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, Partner	Signature* <i>Monty R. Pendry</i>
Date* 12-19-24	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)	1-7-25
Mayor/Chairperson* (typed or printed) Vaughn Benton, Mayor	Signature* <i>Vaughn Benton</i>
Date 1/15/25	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* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

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") N/A	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) N/A	Signature
Date of Pre-Audit Certificate	Email Address

Proposed Budget Amendments - January 7, 2025

By Kim Wells, Finance Officer

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
General Fund				
Revenues				
100 - 406 - 40006 -	33500 Misc Revenue	4,060	500	4,560 Projected for year end
100 - 422 - 40022 -	39910 Beginning Fund Balance	191,425.00	4,700	196,125.00 To balance budget
			5,200	
Expenses				
100 - 410 - 50400 -	40154 Prof Insurance	3,600	475	4,075 Renewal increase
100 - 420 - 50000 -	40002 Salaries	71,200	(1,000)	70,200 To move extra \$ to part time
100 - 420 - 50000 -	40006 Salaries - part time	1,500	1,000	2,500 To book more time for Plong
100 - 420 - 50400 -	40016 M&R Equipment	-	375	375 Telephone replacement
100 - 510 - 50400 -	40054 Prof Insurance	10,000	125	10,125 Renewal increase
100 - 560 - 50000 -	40003 Contract Labor	-	2,300	2,300 Adj to actual
100 - 560 - 50400 -	40036 Uniform	-	500	500 Projected for year end
100 - 580 - 50400 -	40054 Prof Insurance	1,300	100	1,400 Renewal increase
NON Departmental	100 - 660 - 50400 - 40492 Donation to NW Regional Library	1,325	1,325	2,650 Adj to actual
			5,200	
Enterprise Fund				
Revenues				
300 - 406 - 40006 -	33503 Insurance Proceeds	-	15,422	15,422 Adj to actual
300 - 412 - 40012 -	37500 Penalties	10,000	3,000	13,000 Projected for year end
300 - 412 - 40012 -	37501 Reconnect Fees	10,000	(3,000)	7,000 Move funds to cover other line
300 - 422 - 40022 -	39910 Beginning Fund Balance	134,333.00	12,108	146,441.00 To balance budget
			27,530	
Expenses				
300 - 810 - 50100 -	40035 R&A	-	2,000	2,000 Projected for year end
300 - 810 - 50400 -	40054 Prof Insurance	-	5,150	5,150 Projected for year end
300 - 820 - 50000 -	40225 Overtime	-	500	500 Projected for year end
300 - 820 - 50100 -	40035 R&A	-	2,000	2,000 Projected for year end
300 - 820 - 50400 -	40036 Uniform	-	500	500 Projected for year end
300 - 820 - 50400 -	40054 Prof Insurance	-	3,875	3,875 Renewal increase
300 - 830 - 50400 -	40031 Gas	-	1,000	1,000 Projected for year end
300 - 830 - 50400 -	40054 Prof Insurance	-	1,475	1,475 Renewal increase
300 - 830 - 50400 -	40074 Capital Outlay	-	11,030	11,030 Adj to actual - washaway JC lot
			27,530	

ACCUMULATED HOLIDAY TIME FOR POLICE DEPARTMENT

	HRS AS OF 1/1/25	PAY OUT REQUEST IN HOURS	RATE OF PAY	GROSS PAYOUT + FRINGE / RETIREMENT
D CRAVER	165	0	26.27	-
N RHODES	144	144	23.88	3,438.72
R PRESLAR	125	0	-	-
T HUBBARD	90	90	24.10	2,169.00
		<hr/>		
		234		5,607.72