

Town of Boonville
February 4, 2025, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 2/4/25 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, Police Chief Jeff Hobson, Administrative Assistant/Zoning Officer Ashley Schilens, and Public Works Tech Jackson Craver. Public Works Director Tim Collins was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 2/4/25 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned to approve the agenda as written. Commissioner Johnson 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/Town Clerk Wells recommended one change to the proposed 1-7 regular minutes. She had keyed Store instead of Storm. Commissioner Craver motioned to accept (1/7 regular, 1/7 closed session minutes) with the one fix. Commissioner Green 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 ongoing projects.
 - a. Amend Capital Project Ordinance to reflect Lead Service Line Inventory cost:** Finance Officer/Town Clerk Wells stated this change to the ordinance was for the expenditure appropriations. She stated the last revision got the Lead Service Line Inventory into the project list but at that time the engineer did not have the anticipated breakdown of the expenses. Commissioner Craver motioned to amend that in that form. Commissioner Wagoner seconded, and the motion passed unanimously.

VII. New Town Business:

- A. Ratify the consensus to approve a purchase from Consolidated Pipe in the amount of \$2,770.16:** Commissioner Wagoner motioned to ratify the consensus to approve a purchase from Consolidated Pipe in the amount of \$2,770.16. Commissioner Green seconded, and the motion passed unanimously.
- B. Purchase new utility truck for Public Works:** Commissioner Craver and Public Works Tech Craver explained the truck issues at Public Works. It was stated the trucks were getting older and having a lot of mechanical issues with them. Commissioner Craver reviewed the estimate she had got for a truck at Crossroads Ford in the amount of \$67,050 that met the guys' needs. Discussion followed on the truck and possible funding for it. Commissioner Wagoner motioned to buy the truck. Mayor Pro-tem Driver seconded, and the motion passed unanimously. Commissioner Craver motioned that we move \$25,000 from Long Arm mower to new truck line (on the Streets Capital Improvement Plan). Commissioner Green seconded, and the motion passed unanimously. The consensus was to use the extra funds to outfit the new truck and to not budget for the Long Arm mower for future years. Finance Officer/Town Clerk Wells stated she would make the amendments and bring it back to the board for approval.
- C. Library Committee Discussion:** Commissioner Johnson passed out a drafted agreement and asked the Board to consider organizing a committee so corrections to the agreement can go back faster. She stated the committee could be just for this agreement and dissolved after it was adopted. Discussion followed. Commissioner Johnson motioned to have a Library committee, with Kristen (Johnson), Zane (Green), Vaughn (Benton), Angie (Walker), Joan (Sherif), Ellen (Reece), and David (Moxley). Commissioner Wagoner seconded, and the motion passed unanimously. It was stated that if Mr. Moxley could not participate in the committee, the board would look for another Regional Board member to serve in his place.

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 the billing and how much easier it was after Patrick Long worked so hard getting both systems accurate. She stated the town was still ongoing a fraud investigation on the town credit card. She reminded the board this could take up to 90 days before we hear anything back. Finance Officer/Town Clerk Wells stated that the W2's and 1099's had been printed but the W2's had the incorrect EIN for the town. She stated she would be working on getting the forms reprinted and out as soon as possible. Mrs. Wells stated the audit had been submitted to the LGC and was pending approval. She stated this met our contract deadline and that once approved, the auditor would come and present the audit to the board.
- C. Zoning Officer's Report:** Commissioner Craver informed the board that the Planning Board was meeting about a re-zoning request for the old Southland Property on HWY 601. She stated the old SS Motors had been sold and would be another car lot. She then mentioned zoning issues that are ongoing on Sunset.
- D. Public Works Director's Report:** Public Works Tech Jackson Craver spoke of the Sunset well up and running. He stated it just needed the Amps increased. He then referenced the work the department had been doing. Mayor Benton informed the attendees that Public Works Director Collins was out on leave.
- E. Police Chief's Report:** Police Chief Hobson stated he had one officer out on leave but that he and his part time help were filling in for this officer and others if needed.
- F. Fire Department's Report:** Fire Chief Renegar spoke about the department and their staffing needs.
- G. Departmental Commissioner's Reports:**
Commissioner Craver referenced a meeting she had with FEMA. She stated that Boonville was the only one in the county that submitted damage from Hurricane Helen. She said the town was gathering information needed to submit to FEMA for the damage.
Commissioner Wagoner spoke of paving/road projects from last year needing to be fixed this year.
Mayor Pro-Tem Driver spoke of encouragement to the Public Works employees.
Commissioner Green thanked all the employees for their work and thanked the attendees for coming to the meeting.
Commissioner Johnson gave the library report and spoke about the Friends of the Library meeting she attended.
- H. Committee Reports as Needed:** Zane Green reported on the upcoming events in the absence of Paris Green, B.I.G president.
- 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 7:83 p.m.

Commissioner Craver motioned to return to open session. Commissioner Wagoner seconded, and the motion passed unanimously at 8:11 p.m.

X. Adjourn: Commissioner Craver motioned to adjourn. Commissioner Green seconded, and the motion passed unanimously. The meeting ended at 8:12 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

Capital Project Ordinance

Be it **ORDINED** by the Governing Board of the Town of Boonville, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the ARPA Earmark Water and Sewer Improvements, which includes the Lead Service Line Inventory, the Asset Inventory Assessment, Wastewater Treatment Plant Improvements, Wastewater Collection System Improvements, Canary St Waterline Replacement, and Baptist Church Rd Waterline Replacement to be financed by American Rescue Plan Act Earmark Funding from State Fiscal Recovery Funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Construction	\$ 2,180,753
Professional Services	805,731
Equipment	<u>13,516</u>
	<u>\$ 3,000,000</u>

Section 4: The following revenues are anticipated to be available to complete this project:

ARP Earmark Funding from State Fiscal Recovery Funds	\$ <u>3,000,000</u>
	<u>\$ 3,000,000</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

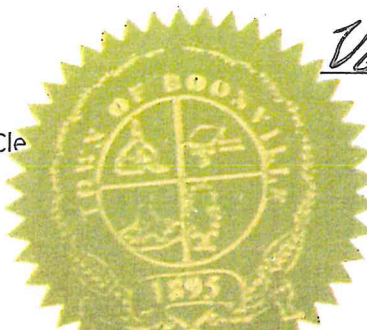
Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Originally adopted the 3rd day of October 2023. Amended on the 3rd day of December 2024. Amended on the 4th day of February 2025.

Attest: Kim Wells, Town Cle



Vaughn Benton Mayor



QUOTATION

Quotation Number **S167154**
 Version Number **1**
 Quotation Date **01/21/2025**

SALE SITE
 CONSOLIDATED PIPE & SUPPLY
 2410 BINFORD ST
 GREENSBORO, NC 27407-2502
 PHONE: 336-294-8577

SHIP TO
 BOONVILLE TOWN OF
 471 LON AVE
 BOONVILLE, NC 27011, USA

Last Communication

Expiration Date **02/21/2025**
 Written By **Chad Clanton**
 Customer RFQ
 Customer Number **NC0721290L**
 Requested By **TIM**
 Sales Rep **Randall Greeson**

SOLD TO
 BOONVILLE TOWN OF
 P O BOX 326
 BOONVILLE, NC 27011, USA

Ship Via **Our Truck**
 Delivery Terms **Prepaid Destination**
 Payment Terms **Net 30 Days**

SALES

Line	CPS Part No Part Description	Wanted Delivery Date	Sales Qty	UoM	Unit Net Price	Extended Amount
1	23-0400-00068		1.00	EA	\$2,575.00	\$2,575.00
1.1	4 MSTR MTR OCTAVE SS 0304-M1-A08 INCLUDING XTR					
2	20-0400-00481		2.00	EA	\$10.00	\$20.00
2.1	4 CL150 A307 ZINC CARBON STEEL BOLT FLANGE KIT W/GASKET RING RED SBR 1/8" THICK					

Subtotal Amount	\$2,595.00
Tax Amount	\$175.16
Total	\$2,770.16

This Quotation is subject to and will be governed by Consolidated Pipe's Domestic Terms and Conditions which can be found at <https://consolidatedpipe.com/wp-content/uploads/Consolidated-Pipe-Supply-General-Terms-and-Conditions-of-Sale-10.1.16-03622602-7.pdf>. Only Consolidated Pipe's Terms and Conditions shall apply. Any other new, additional or conflicting terms and conditions shall be inapplicable to this Quotation as well as to any related purchase order or other agreement, or any performance thereunder.

Date: 02/11/2025

VEHICLE BUYER'S ORDER

Buyer Name and Address 334481 TOWN OF BOONVILLE 110 N CAROLINA AVE BOONVILLE NC 27011 Email: MONICA.CRAVER@BOONVILLENC Phone: (336) 367-7941 Cell:	Co-Buyer Name and Address N/A Email: N/A Phone: N/A Cell: N/A	Seller Name and Address CROSSROADS FORD 1250 KEY RING DRIVE APEX NC 27502 Salesperson: JOSHUA WAYNE TOLLES Deal Number: 460671
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THIS BUYER'S ORDER IS FOR THE FOLLOWING NEW USED CAR TRUCK

TO BE DELIVERED ON OR ABOUT 02/11/2025

Year	Make	Model	Type	Trim	Color	Mileage	Stock #
2024	FORD TRUCK	S-DTY F-35	4WD SUPERCA	MED DK SLA	OXFORD WHT	350	74035
TRADE IN RECORD 1							
YR.	MAKE	MODEL	TYPE	PRICE OF VEHICLE →			\$ 68750.00
N/A	N/A	N/A	N/A	DEALER ACCESSORIES:			
COLOR	TRIM	MILEAGE					
N/A	N/A	N/A					
VIN							N/A
N/A							N/A
TITLE NO.	PLATE NO.	EXP. DATE					N/A
N/A	N/A	N/A					N/A
OWNER	LOAN #					N/A	N/A
N/A	N/A					N/A	N/A
LIENHOLDER	PHONE					N/A	N/A
N/A	N/A					N/A	N/A
ADDRESS	SPOKE WITH					N/A	N/A
N/A	N/A					N/A	N/A
AMOUNT	GOOD TILL	VERIFIED BY					N/A
N/A	N/A	N/A					N/A
TRADE IN RECORD 2							
YR.	MAKE	MODEL	TYPE	SUB-TOTAL			68750.00
N/A	N/A	N/A	N/A				N/A
COLOR	TRIM	MILEAGE					N/A
N/A	N/A	N/A					N/A
VIN							N/A
N/A							N/A
TITLE NO.	PLATE NO.	EXP. DATE					N/A
N/A	N/A	N/A					N/A
OWNER	LOAN #					N/A	N/A
N/A	N/A					N/A	N/A
LIENHOLDER	PHONE					N/A	N/A
N/A	N/A					N/A	N/A
ADDRESS	SPOKE WITH					N/A	N/A
N/A	N/A					N/A	N/A
AMOUNT	GOOD TILL	VERIFIED BY					N/A
N/A	N/A	N/A					N/A
COLLISION COVERAGE							
NAME OF AGENT	PHONE						N/A
							N/A
ADDRESS							N/A
POLICY NUMBER	COLLISION DEDUCTIBLE						N/A
GPNU-PF-0022891-04/000							N/A
INSURANCE CO.	SPOKE WITH						N/A
GLATFELTER INSURANCE							N/A
EFFECTIVE DATE	EXP. DATE	VERIFIED BY					N/A
							N/A
NOTICE PROVIDED IN ACCORDANCE WITH N.C.G.S. 20-101.2							
Dealer may receive a fee, commission or other compensation for providing, procuring or arranging financing for the retail purchase or lease of a motor vehicle, for which Buyer may be responsible.							
DEALER ADMINISTRATIVE FEE							
The Dealer Administrative Fee represents Dealer costs such as administrative services, notary services, courier expense and cleaning, inspecting and adjusting new and used vehicle inventories as well as additional Dealer profit. It is not a government fee.							
NEGATIVE EQUITY							
Buyer is aware the balance owed on Buyer's trade-in exceeds the trade-in allowance offered by Dealer. Accordingly, Buyer understands that							
N/A will be paid off on Buyer's behalf to							
N/A and this amount is included							
when computing the "balance due."							
TOTAL DELIVERED PRICE						68750.00	
TRADE-IN ALLOWANCE(S)						N/A	
CASH PRICE OR TRADE DIFFERENCE						68750.00	
PLUS: DEALER ADMINISTRATIVE FEE						299.00	
PLUS: HIGHWAY USE TAX						N/A	
PLUS: TAG, TITLE, AND REGISTRATION FEE						1.00	
PLUS: PAYOFF ON TRADE VEHICLE(S)						N/A	
TOTAL BALANCE						\$ 69050.00	
LESS INITIAL PAYMENT/CASH DOWN						N/A	
LESS REBATE/FACTORY INCENTIVE						2000.00	
BALANCE DUE						\$ 67050.00	