

Town of Boonville
June 3, 2025, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 6/3/25 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners Monica Craver, Zane Green, Kristin Johnson, and Greg Wagoner. Also in attendance were Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, and Interim Public Works Director Jackson Craver. Attorney James Freeman attended via phone.

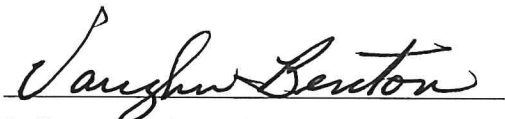
- I. Call to Order and Welcome:** Mayor Benton called the 6/3/25 meeting to order at 7:01 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Johnson asked the Board members to add under New Town Business, Item H. Approval of Library Agreement. Commissioner Wagoner motioned to approve the agenda as amended. Commissioner Johnson seconded, and the motion passed with a 5-0 vote.
- III. Pledge of Allegiance and Prayer:** Mayor Benton led the Pledge of Allegiance and the prayer.
- IV. Adoption of Minutes:** Commissioner Wagoner motioned to approve (the minutes of 5/6 regular, 5/6 closed session, and 5/12 budget workshop). Commissioner Green seconded, and the motion passed with a 5-0 vote.
- 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.
 - B. FEMA Project Update:** Commissioner Craver reported that FEMA was planning to fund four projects. She said they were sending a reimbursement check for salary expenses and dump costs due to the damage from Hurricane Helene.
- VII. New Town Business:**
 - A. Ratify the Consensus to Hire Camyrn Long, Effective 5/28/25:** Commissioner Craver explained the result of the consensus, saying that Ms. Long had applied for the Administrative Assistant/Zoning Officer position. She was hired as a part-time employee on 5/28/25 but had expressed a desire to move into a full-time position. Commissioner Wagoner motioned to approve the consensus to hire Ms. Long as a full-time employee effective 6/23/25 at a rate of \$17.00 per hour. Mayor Pro-Tem Driver seconded, and the motion passed with a 5-0 vote.
 - B. Accept Resignation of Ashley Schilens, Effective 5/30/25:** Commissioner Craver motioned to accept the resignation of Ashley Schilens effective 5/30/25. Commissioner Green seconded, and the motion passed with a 5-0 vote. Commissioner Craver said that Ms. Schilens had preformed admirably, but there were portions of the job she was not comfortable with.
 - C. Ratify the Consensus to Allow CW Electric to Replace the Williams Street Well Starter at a cost of \$2,808.00:** Discussion followed on the Williams Street well. Commissioner Wagoner motioned to ratify the consensus. Commissioner Green seconded, and the motion passed with a 5-0 vote.
 - D. Public Hearing/Budget Adoption Date:** Discussion followed. The Board members decided to recess until 6/30/25 at 5:30 p.m.
 - E. Approval of Charles Scott, CPA Invoice \$11,100 for Fiscal Year 2024 Work Papers:** Commissioner Craver motioned to approve the Charles Scott, CPA invoice for \$11,100 for Fiscal Year 2024 workpapers. Commissioner Johnson seconded, and the motion passed with a 5-0 vote.
 - F. Approve Engagement Letter for Charles Scott, CPA for Preparation of the Fiscal Year 2025 Work Papers:** Finance Officer/Town Clerk Wells explained the purpose of the engagement letter. Commissioner Craver motioned to approve the engagement letter for Charles Scott, CPA. Commissioner Wagoner seconded, and the motion passed with a 5-0 vote.
 - G. Budget Amendments:** Finance Officer/Town Clerk Wells informed the Board members that the approval of budget amendments would need to wait until the Public Hearing date to ensure any unplanned expenses could be accounted for. Commissioner Wagoner motioned to table Budget Amendments until the 6/30/25, 5:30 p.m. Public Hearing/Budget Adoption. Commissioner Craver seconded, and the motion passed with a 5-0 vote.

- H. Approval Library agreement:** Commissioner Johnson presented the Board members with the most recent version of agreement between the Town of Boonville and Northwest Regional Library System to the Board members. Discussion followed on the agreement and the Boonville Library budget. Commissioner Johnson motioned to approve the agreement. Commissioner Green seconded, and the motion passed with a 5-0 vote.

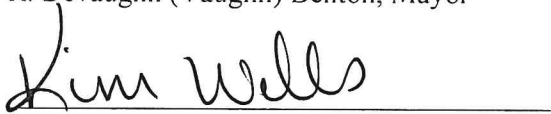
VIII. Reports and Announcements:

- A. Mayor's Report:** Mayor Benton thanked all employees and the Board members for all the work performed including work performed on the Town's infrastructure.
- B. Finance Officer's Report:** Finance Officer/Town Clerk Wells updated the Board members on Town Hall issues. She has been working with the HILB Group to obtain employee dental and vision coverage that will be changed effective 7/1/25.
- C. Zoning Officer's Report:** Commissioner Craver reported on the progress of the new O'Reilly's store. She updated the Board members on the potential development at the end of Woodruff Road and a permit for a new house.
- D. Public Works Director's Report:** Interim Public Works Director Craver gave a report on Public Works Department projects.
- E. Police Chief's Report:** Chief Hobson reported on shift coverage and the status of the new police vehicle.
- F. Departmental Commissioner's Reports:** Commissioner Craver said reported on the Administration Department activities and thanked Finance Officer/Town Clerk Wells for all the work done.
Commissioner Wagoner thanked the Public Works and Police Departments for all the demanding work they are doing and updated the Board members on the streets that have been paved.
Mayor Pro-Tem Driver had nothing to report.
Commissioner Green invited everyone to the scheduled Heritage Days festival. He then wished all the dads a Happy Father's Day.
Commissioner Johnson had nothing else to report.
- G. Committee Reports as Needed:** Paris Green, B.I.G. President, reported on the upcoming Heritage Days vendors and said that the fireworks permit had been approved.

IX. Recess: Commissioner Craver motioned to recess the meeting until 6/30/25 at 5:30 p.m. Commissioner Johnson seconded, and the motion passed with a 5-0 vote. The meeting ended at 7:31 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

KEITH E. SCOTT, CPA
KAREN S. MORRISON, CPA

CHARLES E. SCOTT CPA, P.A.

CERTIFIED PUBLIC ACCOUNTANTS
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MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

May 21, 2025

TOWN OF BOONVILLE
P.O. BOX 326
BOONVILLE, NC 27011

ALL ACCOUNTS PAYABLE
UPON PRESENTATION

FOR PROFESSIONAL SERVICES:

Preparation of workpapers and adjustments for audit for year ended June 30, 2024 \$11,100.00

CHARLES E. SCOTT CPA, P.A.

CERTIFIED PUBLIC ACCOUNTANTS
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MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

May 21, 2025

Town of Boonville
P O Box 326
Boonville, NC 27011

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services as of June 30, 2025:

1. We will assist you in preparing the trial balance and any necessary adjustments in preparation for your audit.
2. We will assist you with the preparation of certain schedules in preparation for your audit.
3. We will assist you in drafting your financial statements for presentation to your auditors.

You are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee any services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our engagement cannot be relied on to disclose errors, fraud, or illegal acts that may exist. However we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal controls.

Our fee will be at \$75.00 per hour and will be billed upon completion of our services.

Town of Boonville
May 21, 2025
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We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return to us.

Sincerely,

Charles E. Scott CPA, P. A.



Keith E. Scott, President

Acknowledged:

Town of Boonville

Date