Town of Boonville
Harvey E. Smith Municipal Building

The following were in attendance at the 8/2/22 regular meeting: Mayor Vaughn Benton; Commissioners David Cox, Monica Craver, Tim Driver, and Dwaine Dobbins. Also in attendance were Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, Administrative Assistant/Zoning Officer Steve Hutchens, and Public Works Director Tim Collins. Attorney James Freeman was present through Zoom. Mayor Pro-tem Justin Phillips was absent.

I. Call to Order and Welcome: Mayor Benton called the 8/2/22 meeting to order at 6:59 p.m.

II. Conflict of Interest Issues and Approval of Agenda: Commissioner Cox asked the Board members to add under New Business, Item M., Discuss Maintenance Cost Approvals. Finance Officer/Town Clerk Wells asked to Board members to add under New Business, Item N., Approve Public Works Invoices, and remove the approval of 6/7 Closed Session minutes, since they were not included in the Board member package. Commissioner Cox motioned to accept the agenda as amended. Commissioner Craver 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 motioned to accept the 6/7 recessed, 6/7 regular session and 6/28 recessed minutes. 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 informed the Board members that the second allotment of ARPA funds were due to arrive soon. Renovations to the Public Works Department garage has begun. Ethan Gartin, Draper & Associates, also reported on the status of the ARPA projects. He informed the Board members that another cycle of Water/Sewer ARPA funds would be available and informed the Board members of the deadline to apply.

VII. New Town Business:

A. **Ratify Resignation of Chris Hefner effective 7/11/22:** Commissioner Cox motioned to ratify the resignation of Chris Hefner, effective 7/11/22. Commissioner Driver seconded, and the motion passed unanimously.

B. **Ratify Consensus to Pay Torrey Tucker Invoice #2039 for $2,886.60:** Commissioner Craver motioned to ratify the consensus to pay the Torrey Tucker invoice # 2039 for $2,886.60. Commissioner Cox seconded, and the motion passed unanimously.

C. **Ratify Consensus to Pay Mike's General Repair Bill for $2,453.45:** The Board members discussed the work been completed and the urgency of having the vehicle available. In the future, it was requested that work of this size should be quoted by multiple vendors. Commissioner Craver motioned to pay Mike's General Repair bill for $2,453.45. Commissioner Cox seconded, and the motion passed unanimously.

D. **Ratify Consensus to Purchase UV Lights from Piedmont Tech Services in the Amount of $2,200.00:** Public Works Director Collins stated that although the lights had been ordered, the majority were on backorder. Commissioner Craver motioned to ratify the consensus to pay Piedmont Tech Services $2,200.00. Commissioner Driver seconded, and the motion passed unanimously.

E. **American Tank Maintenance Discussion/Approval of Utility Services Invoice:** Alex Shelton, American Tank Maintenance, presented an overview of the services his company could provide to Boonville. He stated that with permission from the Public Works Department, he had inspected both tanks. Discussion followed on the Town's current vendor and the quote presented by Mr. Shelton. Commissioner Craver motioned to approve American Tank Maintenance for Boonville tank maintenance. Commissioner Dobbins seconded, and the motion passed unanimously. Discussion followed on the next steps for American Tank and Utility Services.

F. **Charles Scott Contract for Services Performed for the Fiscal Year 2022 Audit:** Finance Officer/Town Clerk Wells reviewed the contract for Charles Scott, CPA. Discussion followed. Commissioner Cox motioned to approve the Charles Scott contract for services for the FY 2022 audit. Commissioner Dobbins seconded, and the motion passed unanimously.

G. **Whistleblower and Data Breach Policies:** Commissioner Craver reported on the status of the Whistleblower and Data Breach Policies. To apply for some grants, both policies are required to be in place. After obtaining policies from neighboring municipalities, Commissioner Craver

drafted a policy for Boonville and asked Attorney Freeman to review the policies and provide suggestions/corrections. After Board member discussion, Commissioner Cox motioned to adopt the Whistleblower Policy. Commissioner Craver seconded, and the motion passed unanimously.

H. **Data Breach Policy:** Commissioner Cox motioned to accept the Data Breach Policy. Commissioner Driver seconded, and the motion passed unanimously.

I. **Update to the Utility Billing and Collections Procedure Policy:** Finance Officer/Town Clerk Wells asked the Board members to review the current policy and approve the amendment to change the reconnect fees per the new fee schedule. She also highlighted the policy on data log and the fee associated with the report. Commissioner Craver motioned to change the reconnect fees from $30 to $50, begin utilizing data log fees, and research other municipalities' meter changing polices. Commissioner Driver seconded, and the motion passed unanimously.

J. **Schedule of Fees Comparison:** Commissioner Craver asked the Board members to table the topic until the next meeting.

K. **Part-Time Pay Study:** Commissioner Craver reviewed the analysis of pay for part-time police officers versus that of neighboring municipalities. Discussion followed. Commissioner Cox motioned to have new police officers have a starting salary of $15.00/hour, experienced police officers have a starting salary of $18.00/hour, and that Public Works employee salaries be determined on a case-by-case basis. Commissioner Craver seconded, and the motion passed unanimously.

L. **Planning Board/Board of Adjustments Approval:** Commissioner Craver reviewed the suggested list of members for the Planning Board/Board of Adjustments. She stated that the ETJ representatives will be reviewed and approved by Yadkin County before they officially serve on the Town's Board. Commissioner Cox motioned to accept the 2022 Planning Board/Board of Adjustment members. Commissioner Dobbins seconded, and the motion passed unanimously.

M. **Discussion of Maintenance Cost Approvals:** Commissioner Cox stated that the Board members should create a policy allowing Commissioner Craver to approve up to $5,000 in emergency purchases without Board member consensus. Finance Officer/Town Clerk Wells stated that the town has a Purchasing Policy in place and any changes could be made in that policy. Finance Officer/Town Clerk Wells will provide a copy of the Purchasing Policy to Commissioner Cox for his review and recommendations for changes that will be presented at the next meeting.

N. **Approval of Public Works Invoices:** Public Works Director Collins reviewed several invoices requiring Board member approval for payment. Discussion followed. Commission Cox motioned to approve the Mission Communications invoice for $5,626.80, Harcros invoice for $1,730.89, and Master Meter invoice for $1,500.00. Commissioner Dobbins seconded, and the motion passed unanimously.

VIII. Reports and announcements:

A. **Mayor's report:** Mayor Benton thanked all the employees and Board members for their hard work.

B. **Finance Officer's report:** Finance Officer/Town Clerk Wells reported on the utility billing and the status of the audit process. She stated that the Remote Meeting Laws would end once the Governor cancels the State of Emergency for North Carolina. After that time, Board members will need to physically attend meetings to be considered for a quorum.

C. **Zoning Officer's report:** Administrative Assistant/Zoning Officer Hutchens reported on zoning letters that had been transmitted. He stated that a new Mexican restaurant was planned for the old Bud's Biscuit location.

Finance Officer/Town Clerk Wells reviewed the changes to the Annexation Ordinance that Attorney Freeman had prepared for the Register of Deeds.

D. **Public Works Director's report:** Public Works Director Tim Collins reported there had been a large amount of brush to pick up this month. He reported on the C Well and Distribution license renewals, the salt bin at the shop, and that he had ordered modules for missions.

E. **Police Chief's report:** Police Chief Hobson stated that the new Dodge truck was three weeks behind schedule due to backordered equipment. He reported that the person who stole the speed bumps was being charged and would be responsible for replacing them.

F. **Fire Department Report:** No one from the Fire Department attended the meeting.

G. **Departmental Commissioner's Reports**: No one had anything to report.

H. Committee reports as needed: Krisitin Johnson, President of the Boonville Business & Downtown Development Association, Inc. (BBDDA), presented a letter from the organization asking the Town to consider donating 25 percent of the Dewey's Holiday Store proceeds to the BBDDA instead of the $5,000 originally requested for the purchase of a storage building. She stated this could be considered the fundraising the Commissioners had requested.

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) for personnel. Commissioner Cox seconded, and the motioned passed unanimously. The closed session started at 8:44 p.m.

Commissioner Craver motioned to go back into open session. Commissioner Cox seconded, and the motion passed unanimously at 9:04 p.m.

Commissioner Cox motioned to hire John Hill (as a part-time Police Officer) at $18.00/hour pending approval of his paperwork. Commissioner Dobbins seconded, and the motion passed unanimously.

X. Adjourn: Commissioner Craver motioned to adjourn. Commissioner Cox seconded, and the motion passed unanimously. The meeting ended at 9:04 p.m.

R. Devaughn (Vaughn) Benton, Mayor

Kim Wells, Finance Officer/Town Clerk

Torrey Tucker Electric LLC
3504 Courtney Church Rd
Yadkinville, NC 27055 US
t.tucker@torreytuckerelect.com

INVOICE

BILL TO
Crystal Hutchens
Town of Boonville
110 N Carolina Ave
Boonville, NC 27011

INVOICE # 2039
DATE 06/20/2022
DUE DATE 06/20/2022
TERMS Due on receipt

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2022	Custom Amount	Repair Sunset well station and return to normal operation. The internal control panel caught fire during lighting storm. Multiple parts were destroyed and caused the well station to become nonoperational. This pump was an emergency call and needed to be fixed ASAP due to the back up pumps not being able to handle the demand.	1	2,500.00	2,500.00
06/06/2022	Service	Install back ordered parts.	0.50	120.00	60.00
06/06/2022	Travel		1	45.00	45.00
06/07/2022	Service	Troubleshoot chemical pumps that were not working.	1.50	120.00	180.00
06/07/2022	Travel		1	45.00	45.00
06/20/2022	Credit card processing fee.	2% fee to pay by card, if you would like to pay using another method please contact us and we will remove this amount.	1	56.60	56.60

Sunset Dr. Well station

SUBTOTAL	2,886.60
TAX	0.00
TOTAL	2,886.60
BALANCE DUE	$2,886.60

Code #300-810-50400-40616

8:30

Done 5 of 5

MIKE'S GENERAL REPAIR
2301 Rockford Rd.
Yadkinville, NC 27055
(336) 679-8157

SOLD TO Town of Boonville DATE 6-23-2022

ADDRESS

CITY/ST/ZIP 2005 Chevrolet Silverado 3500

SALESMAN	SHIP VIA	WHEN	TERMS	F.O.B.

Labor on Portable on 2005 Chevy Truck No Crank RPM Communication Replace Crank Sensor (Starter had to Be Removed) Burnt wires No Signal Trace wiring Problem PCM wires corroded and PCM Computer Pins Burnt off Replaced PCM (Partially)	375.00
Roll back Charge to Del. Shop.	250.00
Scan Chevy & Clear Codes	125.00
Shop Labor on Truck 1 hr X 85.00	850.00
1 - PCM Computer & Plug Repair	375.00 T
1 - Flash Reprogram Computer to Truck	350.00
1 - Crank Position Sensor (108.46)	96.62 T
4%	31.83
	2453.45

PURCHASED BY

51-101 JAMES WILLIAMS & CO., INC., YADKINVILLE, NC 336-679-8751

BOONVILLE, TOWN OF
110 N. CAROLINA AVE
BOONVILLE, NC27011

PURCHASE ORDER

PURCHASE ORDER #: [0000004]
DATE: 06/10/2022

REQUISITION #: 0000010

CONTRACT OR BID #

VENDOR 0000302
PIEDMONT TECH SERVICES
1026 ORANGE HIGH SCHOOL RD
HILLSBOROUGH, NC 27278

ACCOUNT	AMOUNT
300-830-50400-40015	2,200.00
TOTAL	2,200.00

BILL TO
TOWN OF BOONVILLE
PO BOX 326
BOONVILLE, NC 27011-0000
(336) 367-7941

SHIP TO
TOWN OF BOONVILLE
CRYSTAL HUTCHENS
471 LON AVE.
BOONVILLE, NC 27011-0000
(336) 367-7941

Show Purchase Order Number on all Invoices.

ITEM #	QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
	0.00	1	UV HEATS AND SLEAVES	2200.0000	2,200.00

INSTRUCTIONS/COMMENT

SUBTOTAL	2,200.00
SALES TAX	0.00
FREIGHT	0.00
TOTAL	2,200.00

Kwilly 6-10-22

Boonville
Crossroads of the Yadkin Valley

Town of Boonville
PO Box 326
110 N. Carolina Avenue
Boonville, North Carolina 27011

Piedmont tech services

PRE-AUDIT CERTICATION

VENDOR NAME	Triad Tech
VENDOR ADDRESS	1026 Orange High School Rd. Hillsborough, NC 27278

GL ACCOUNT	DESCRIPTION	QTY	PRICE	TOTAL
Sewer	UV Lights + Sleeves	32		$2200.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			SUB-TOTAL	$2200.00
			TAX	
			SHIPPING	
			TOTAL	$ -

SUBMITTED BY: C. Herbekian DATE: 6-10-22

DEPARTMENT HEAD: DATE:

"This insturment has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."

FINANCE OFFICER / DEPUTY FINANCE OFFICER: K Wall DATE: 6-10-22

- Consensus 6-10-22 to Purchase = TD, DC, JP, MC

INVOICE

Correspondence Only:

TILITY SERVICE CO., INC.
P. O. Box 1350
Perry, Georgia 31069
(478) 987-0303

Mail Payments to:

UTILITY SERVICE CO., INC.
P. O. Box 207362
DALLAS, TX 75320-7362
(478) 987-0303

BILL TO

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

PLEASE INCLUDE THE INVOICE NUMBER ON PAYMENT

Customer Number: 4548

DUE UPON RECEIPT

INV. #	INV DATE	DESCRIPTION	AMOUNT	TAX	TOTAL
561188	01-JUL-22	75,000 ELEVATED TOWN TANK-Annual	$42,592.57	$0.00	$42,592.57
561189	01-JUL-22	200,000 ELEVATED CHATHAM PLANT-Annual	$13,778.67	$0.00	$13,778.67

TOTAL DUE TO UTILITY SERVICE CO., INC. $56,371.24

300-810-50400-40116

Thank You For Your Business

A 1.5% PER MONTH **FINANCE CHARGE** MAY BE CHARGED FOR ALL PAST DUE INVOICES.

CHARLES E. SCOTT CPA, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
P. O. BOX 595
YADKINVILLE, NORTH CAROLINA 27055

TELEPHONE 336-679-3116
FAX 336-679-3117

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

MEMBER OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

June 9, 2022

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, 2022:

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 $72.00 per hour and will be billed upon completion of our services.

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.

Charles E. Scott

Charles E. Scott, President

Acknowledged:

Town of Boonville

_____

_____

Date

Town of Boonville
Whistleblower Policy

General:
The Town of Boonville's Code of Ethics and Conduct ("Code") requires commissioners, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Town of Boonville, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

Reporting Responsibility:
It is the responsibility of all commissioners, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation:
No commissioner, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Town of Boonville prior to seeking resolution outside the Town of Boonville.

Reporting Violations:
The Code addresses the Town of Boonville's open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with a Town Commissioner, preferably the one who oversees your department. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Mayor and/or designated board commissioner, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with the Town of Boonville's open-door policy, individuals should contact the Mayor and/or designated board commissioner, directly.

Compliance Officer:
The Mayor/designated board commissioner is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code. The Mayor and Board of Commissioners are required to report any issues on a monthly basis, as needed. The Mayor serves as the chair of the Board of Commissioners as designated by the Town Charter.

Accounting and Auditing Matters:
The Board of Commissioners of the Town of Boonville shall address all reported concerns or complaints regarding accounting practices, internal controls and auditing. The Mayor/designated board commissioner shall immediately notify the Mayor and Board of Commissioners of any such complaint and work with the Board until the matter is resolved.

Acting in Good Faith:
Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

Confidentiality:
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:
The Mayor/designated board commissioner, will notify the sender and acknowledge receipt of the reported violation of suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted by the Board of Commissioners on: _____

_____ _____
Signed Dated

Town of Boonville

Data Breach Policy

PURPOSE

The purpose of this document is to define the Town of Boonville's policies for responding to potential breaches of sensitive information. This policy is focused on the specific types of security incidents that may involve the accidental disclosure of personally-identifiable information (PII) to unauthorized third-parties.

SCOPE

This policy applies to all Town of Boonville employees and third-party contractors that collect, process or otherwise handle sensitive personal information of employees or customers.

POLICY STATEMENTS

Privacy Breach Response Team

Privacy Breach response Team – The Town of Boonville must establish and staff a special team with the responsibility of planning for, analyzing and responding to data breaches. The team must be composed of qualified individuals from various departments.

Privacy Breach Response Plan – The Town of Boonville must establish and maintain a written Privacy Breach Response Plan detailing the requirements of the response program. The plan must include the name and contact information of specific individuals required to implement the plan, as well as detailed standards and procedures for implementing official breach response policies.

CUSTOMER NOTIFICATION

Acceptable Notification Methods- Town of Boonville must use one of more of the following methods to notify customers in the event of a data breach:

(1) Written letter via First Class Mail to the last known address of the individual;

(2) Electronic Mail to the last known electronic mail address

(3) Personal phone call (only in cases of extremely high risk of identity theft)

Record of Notification – Town of Boonville must keep a record of each customer notification attempt, including the individual, date, time and notification method.

Content of Notification- Regardless of the method by which notice is provided to the individuals, notice of breach must include, to the extent possible, the following:

(1) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known.

(2) A description of the types of PII that were involved in the breach (such as full name, Social Security Number, date of birth, home address, account number, or disability code).

(3) The steps individuals should take to protect themselves from potential harm resulting from the breach.

(4) A brief description of what the covered entity involved is doing to investigate the breach, to mitigate losses, and to protect against further breaches.

(5) Contact procedures for individuals to ask questions or learn additional information, which shall include a telephone number, an e-mail address, Web site, or postal address.

MEDIA NOTICES

Media Notices – If the number of individuals affected by the breach is over 500 individuals within the municipal jurisdiction, then notice of breach must be disclosed to the media list of contacts within seven days of the breach discovery.

Media List of Contacts – Each newspaper, wire service, radio station, and television station that has filed a written request for notice with the Town Clerk.

Legal Notification

Exception in the Case of Investigation – The notification requirement of this policy may be suspended if they are found to impede a criminal investigation. This exception must be requested by law enforcement and approved by the Board of Commissioners.

Reporting by Governing Bodies – If the discovered breach triggers the Governing Body reporting requirement, the Town of Boonville must immediately report details of the breach to the appropriate jurisdiction or legal entity that requires such a notice. Attorney for the Town of Boonville would keep this information and complete any and all necessary forms regarding such a breach.

Remediation Activities

Dedicated Support Line – As part of the breach notification and remediation plan, all customer inquiries will be handled via our Boonville Town Hall personnel/administrative staff, regarding the breach. The support line will include a local contact number and email address.

Breach Incident Review – Any privacy breach will be reviewed by the Mayor and Board of Commissioners for the Town of Boonville, even if the incident did not trigger a public announcement. The review will include what the breach was, how customers were affected and a plan to mitigate future risk factors for similar breaches.

ENFORCEMENT

Any violation of this policy may result in disciplinary action, up to and including termination of employment. The Town of Boonville reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. The Town of Boonville does not consider conduct in violation of this policy to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, the Town of Boonville reserves the right not to defend or pay any damages awarded against employees or partners that result from violation of this policy.

An employee or partner, who is requested to undertake an activity which he or she believes is in violation of this policy, should provide a written or verbal complaint to his or her direct supervisor, Mayor, Town Commissioner or Town Clerk as soon as possible.

ROLES AND RESPONSIBILITIES

Management – Each department head is responsible for ensuring proper security and protection for all personally identifiable information (PII) within her or his purview. This group is responsible for formulating policies, procedures and standards for the security of sensitive personal data. Any training deemed necessary for employees on various types of security that may trigger a data breach will be decided upon here. This group will keep a list of media outlets and contact information in the event that media must be notified of a breach.

Privacy Breach Response Team – This group is responsible for planning, analyzing and responding to data breaches. (For the purposes of the Town of Boonville as a municipality, this team will include the Mayor, Board of Commissioners and department heads and town attorney)

Town Attorney – The town attorney for Boonville is responsible for identifying, with the help of the members of the privacy breach response team, the various breach reporting requirements for each jurisdiction in which the Town of Boonville handles personally identifiable information (PII).

Employees and other users – Each user entrusted with that process or handles PII is responsible for following the information protection policies designed to protect this information. Individuals are also responsible for notifying management if they suspect that a breach of such notification may have occurred.

TERMS AND DEFINITIONS

Branch Discovery – A data breach is considered "discovered" within 24 hours of its initial report and when the "notification clause" has been triggered.

Governing Body Notification Requirement – A privacy breach found to contain PII that requires reporting to the regulatory agency or other governing body will trigger this notification requirement.

Notification Requirement – A data breach of sensitive personal information that is found to be reasonably likely to result in identity theft will trigger a Notification Requirement.

Notification Burden of Proof – The requirement to demonstrate that all required notifications were made in response to a privacy breach.

Privacy Breach Response Team – This group is responsible for the planning, analyzing and responding to data breaches.

Personally Identifiable Information (PII) – Information that alone, or when combined with other personal or identifying information can be used to uniquely identify, contact or locate a single person or can be used with other sources to uniquely identify a single individual.

Privacy-Applicable Law – Relevant laws, enactments, regulations, binding industry codes, regulatory permits and licenses that are in effect and address the protection, handling and privacy of target privacy data.

Sensitive personal information – Personal information that requires an extra level of protection and higher duty of care, for example, information on medical or health conditions, certain financial information, racial, or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual preferences, or information related to offenses or criminal convictions.

Adopted by the Board of Commissioners on: _____

_____ _____

Signed Dated

Privacy Breach Response Team

Mayor

Vaughn Benton (724) 331-1392

Board of Commissioners

David Cox, (336) 408-7596
Monica Craver (336) 467-7064
Dwaine Dobbins (336) 244-3245
Tim Driver (336) 971-4914
Justin Phillips (336) 830-2323

Department Heads

Tim Collins, Public Works Director (336) 559-9257
Jeff Hobson, Police Chief (336) 518-6174
Kim Wells, Town Clerk (336) 466-0130

IT Staff

Steve Hutchens (336) 467-1907

Town Attorney

James Freeman (336) 835-4407

TOWN OF BOONVILLE

Utility Billing and Collections Procedure Policy

The following utility billing and collections procedure policy is a general policy, which will be enforced for the collection of payment for utility services provided by the Town of Boonville. This policy is effective as of September 26, 2013. The following policy will be enforced strictly and will apply to any and all customers of utility services provided by the Town of Boonville. Any questions regarding utility service, policy, or billing should be addressed to Boonville Town Hall at 336-367-7941.

Billing and Collections

a) Water meters will be read during the last week of each month.
b) Utility bills for the previous billing cycle will be mailed to customers on the first day of each month. If the first day of the month falls on a weekend or holiday, utility bills will be mailed on the next business day.
c) Payments can be made in person at Boonville's Town Hall, left in the locked box at Boonville's Town Hall, mailed, or made online with a debit or credit card. All debit and credit card payments, whether made online or in person, will be assessed a convenience fee that is paid directly to the credit card processing company. The Town does not keep the convenience fee.
d) Utility bills are due on the last day of the month.
e) A late fee of 10% will be applied to any unpaid utility account on the first day of each month. This includes accounts where only a partial payment has been received throughout the month. If the first day of the month falls on a weekend or holiday, the 10% late fee will be applied on Monday or the next business day.
f) To avoid a late payment fee, utility payments must be either received in person prior to the first day of the month, made online prior to the first day of the month, or placed in the drop box (located on the side of Town Hall) on the morning of the first day of the month before 8:00 a.m. Any payments made in person or online on the morning of the first day of the month after 8:00 a.m. will be considered late.
g) Once a utility bill has been mailed at the U.S. Post Office, the Town of Boonville is no longer responsible for the utility bill. Payment of the utility bill is due by the last day of each month to the Town even if the customer does not receive a utility bill in the mail. Any questions regarding utility service or billing should be addressed to Boonville's Town Hall at 336-367-7941.

Service Disconnection

a) If full payment of the previous utility bill, including any additional fees or past due interest, is not received in Boonville's Town Hall office by the 14th day of the month at 5:00 p.m., utility services will be disconnected at 9:00 a.m. on the morning of the 15th day of the month. If the 14th day of the month falls on a weekend or Town observed holiday, payments must be received by 5:00 pm the next regular business day. If not paid by this timeframe, utility services will be disconnected at 9:00a.m. the following business

day. This applies to all utility customers regardless of their account history with the Town of Boonville.

b) If utility services are disconnected due to non-payment, the customer must pay the administrative fee of $30.00 in addition to any amount owed for the previous billing cycle before services can be reconnected. Boonville Public Works Department personnel cannot accept payments from utility customers.

c) On the 15th day of each month (cut-off day), a customers' utility service is considered disconnected when the cut-off list is given to Public Works Department personnel. If a customer comes into Town Hall to make a payment after the list has been given to Public Works Department personnel, the customer will still be required to pay the $30.00 administrative fee whether services have been disconnected or not.

d) Utility payments for reconnections must be received in person at Boonville's Town Hall by 4:30 p.m. in order to have utility services reconnected on the same day. No reconnections will be made after these times. Regular business hours for Boonville's Town Hall are 8:00 a.m.-5:00 p.m.

e) If water is disconnected from a service location that is a food provider, then the Town of Boonville will contact the Yadkin County Health Department prior to reconnection.

f) All water bills have the due date printed on the back for previous billing information, as well as information pertaining to reconnection fees. Your current bill will serve as your second and final notice for any previous billing amounts.

g) No services will be disconnected on a Friday unless requested by a customer or in an emergency situation.

Collection of Delinquent Accounts

a) The Town of Boonville will collect delinquent water, sewer and trash debts through the NC Local Government Setoff Debt Clearinghouse per G.S. 105A. This program allows municipalities to attach a debtor's NC refund check for any feasible fine or charge issued by the municipality.

b) In the event that a former delinquent utilities customer requests any future utility service(s) from the Town of Boonville, that individual will be required to pay in full the past due balance plus the required deposit(s) before services will be offered to the customer.

Meter Tampering

a) If Public Works Department personnel determine that a meter has been tampered with, service will be disconnected and a fee will be imposed on the account of the owner or resident of that property. This fee will be at cost of time and material of any damage caused with the meter tampering. The tampering fee must be paid prior to utility services being reconnected. Meter tampering includes connecting and disconnecting of utility services at the Town's meter by the property owner, resident, or any representative thereof. By law, meter tampering is a Class I Misdemeanor offense.

Return Check Policy

a) If the Town of Boonville receives a returned check for utility services, the customer's utility service will be disconnected. In order to have utility services reconnected, the customer will be responsible for paying the Town of ~~Boonville the~~ face amount of the check in addition to a $25.00 returned check fee and a $30.00 reconnection fee.
b) If the returned check was written to avoid late fees, ~~the 10% late~~ fee will be assessed on the account and must be paid along with all other fees.

Refunding and Applying Deposits

a) When a utility customer wishes to discontinue their services with the Town of Boonville, it is the customer's responsibility to contact Boonville's Town Hall. At this time, the customer will need to inform Town Hall personnel the date to disconnect services and provide a forwarding address. Customers are responsible for any charges for usage until the Town of Boonville is informed that the customer has moved – even if the location is vacant.
b) After notifying the Town of Boonville of their move, a final billing will be processed for each utility account. Final bills are processed on a weekly basis as needed. If a customer decides to move mid-billing cycle, the final billing is prorated for that month.
c) A customer will be refunded the full deposit paid if the customer's account has a zero balance. If the customer departs and owes a balance, the deposit will be applied to the customer's account within 60 days. The portion of the deposit that remains will be refunded to the customer.
d) Deposits made by non-profit organizations are intended to be returned to the non-profit organization unless they request the deposit to be given to the account holder.

Utility Service Connection

a) All required deposits and connection fees must be paid to have utility services connected at any property. This applies to all property owners, residents, and businesses. Any balance owed for utility services must be paid in order to be connected.
b) Prior to utility services being connected, an application must be filled out at Town Hall, and the applicant must provide identification with a picture.
c) If a customer is transferring continuous utility service from one street address to another, no additional connection fee will be required. All balances on the old account must be paid before deposit for utility service will be transferred to the new address. If balances are not paid within the time reflected on the final billing, the services at the new address will be disconnected for lack of deposit, and a connection fee will be assessed on the new account.
d) If a customer is transferring from owner status to renter status, the customer will be required to pay the difference in the deposit amount before services can be transferred. If a customer is transferring from renter status to owner status, the customer will be subject

to a refund of the difference in the deposit amount. The refund can be made in the form of a check or a credit applied to the new account.

e) An owner of a property can put down a deposit on any rental property. If a rental unit becomes vacant and the owner has a deposit on file for that address, it is the owner's responsibility to contact Boonville Town Hall personnel and inform them of the transfer.

f) Any utility service account must be opened under the name of a person if the business has a sole proprietor.

Water Leak Adjustment

a) Any in-town or out-of-town water customer whose water consumption is in excess of 200% from one month to the next month due to a leak may request a water leak adjustment for his or her water bill and sewer bill. This percentage amount will be used to verify qualifying water leak adjustments (no gallons).

b) However, a water leak adjustment will only be made if one or more of the following criteria apply. Underground leaks in water lines running from a water meter on the user's side. Also, leaks in the plumbing of a structure, which are not easily detected. Excessive water usage due to running toilets, leaking water faucets, leaking water hoses; or for watering livestock, yards, washing cars, gardening, etc., shall not constitute a sufficient cause for a water leak adjustment.

c) If a water leak adjustment is justified, based upon the aforementioned criteria, the Mayor, or his or her designee will make the adjustment to both the water and sewer portion of the bill, once the consumer has identified the source of the leak, resolved the problem, and/or provided documented proof that the leak is repaired. Documented proof may consist of a plumber's bill or recent receipts for plumbing repair parts.

d) Only one water leak adjustment in a 12-month period may be granted by the Mayor or his or her designee. Such charges shall be determined by averaging the customer's monthly-metered consumption rate for six (6) consecutive prior months.

e) Adjustments for a leak can only be honored for one billing cycle. If a continuous leak occurs during two or more billing cycles, the Town of Boonville will apply the adjustment to the highest bill. The customer will be responsible for the other bills and must pay them in full.

f) Adjustments for pools are allowed. If a customer intends to request a sewer adjustment to fill a pool, it is the customer's responsibility to obtain a meter reading before and after filling the pool. These numbers will need to be submitted to Town Hall to obtain the sewer adjustment.

Water Leak Payment Plan

a) Any in-town or out-of-town water customer whose water consumption is in excess of 500% from one month to the next month due to a leak may request a payment plan for his or her water bill. Payment plan, when justified, will consist of six equal payments added to the water bill for the next six consecutive months.

b) However, a payment plan will only be made if one or more of the following criteria applies. Underground leaks in water lines running from a water meter on the user's side. Also, leaks in the plumbing of a structure which are not easily detected. Excessive water usage due to running toilets, leaking water faucets and leaking water hoses shall not constitute a sufficient cause for a payment plan.
c) If a payment plan is justified, based upon the aforementioned criteria, the Mayor, or his or her designee will make the payment plan, once the consumer has identified the source of the leak and resolved the problem. Only one payment plan in a 12-month period may be granted by the Mayor or his or her designee. Additional bill reductions or payment plans shall first be approved by the Town Board.

Disputing a Water Bill

2013

a) All water customers have the right to dispute a bill.
b) At the customer's request, the Town of Boonville will inspect a water meter if the customer feels their meter is malfunctioning. If a determination is made that the water meter is malfunctioning, a new meter will be installed at no cost to the customer. If the meter is functioning properly, the customer will be charged a fee of $25, which will be added to the customer's next water bill. The meter will be reinstalled.
c) The customer may request a report detailing their water usage. A $25 service charge will be assessed for the report. Depending on size of the report, the customer may also be subject to the Town of Boonville's copy fee of $0.10 per page.

Town's Right to Suspend Service

The Town reserves the right to suspend service, without notice, for the following:

a) Prevention of fraud or abuse, i.e. meter tampering;
b) Customer's willful disregard of the Town's rules and regulations;
c) Emergency repairs;
d) Insufficient supply due to circumstances beyond the Town of Boonville's control;
e) Legal procedures;
f) Direction of authorized public authorities;
g) Failure of a customer to permit town employees access to their water meter at all reasonable times;
h) Strike, riot, flood, accident, or any unavoidable cause(s).

This policy was revised by motion by the Town of Boonville Board of Commissioners on September 1, 2015 to adjust the Water Leak Policy to include water adjustments as well as sewer adjustments. The original policy was adopted on September 26, 2013.

R.W. Hutchens

Mayor

Schedule of Fees Comparison

Item	Boonville Current	Jonesville Current	Yadkinville Current	Boonville Adjusted
Miscellaneous				
Copying Fee	0.1		0.15	
Peddler's Permit	$10		$25	
Yard Sale Permit	$10	$5.00		
Returned Check Fee	$25		$25.00	
Late Fee Utilities	10%	$5.00	$5.00	
Reconnect Fee	$50	$50.00	$50.00	
Sanitation				
Solid Waste Collection		$13.62	$10.00	
Residential	$12.63			
Commercial	$17.31			
Out of Town-Optional	$19.08			
Additional Garbage Can			$10.00	
Recycling	N/A	$5.65	N/A	
Bulk Items				
Any Bulk over 5 items-each	N/A	N/A	$7.00	
TV pre-paid before pick up	N/A	N/A	$10.00	
Computer Screen-pre-paid before pick up	N/A	N/A	$6.00	
Zoning Fees				
Special Use Permits	$175	$150.00 plus advertisement	$500.00	
Variance Applications	$175	$150.00 plus advertisement	$400.00	
Administrative Appeal	$175		$300.00	
Certificate of Non-Conformity Adjustment			$300.00	
Alternative Design Proposal			$250.00	
Zoning Map Amendment		$150.00 plus advertisement	$500.00	
Conditional Zoning District		$150.00 plus advertisement	$500.00	
Zoning Text Amendment		$150.00 plus advertisement	$500.00	
Voluntary Annexation Petition Requests		$125.00 plus advertisement	$300.00 plus cost of advertisement	
Re-advertising fee (due to action by applicant				
Zoning Verification Letter		$25.00	$50.00	
Permits				
New Construction Zoning Permits:				
Single Family or Two Family Residential	$20.00	$25.00	$75.00	
Multi-Family or Non-Residential			$250.00	
Additions/Accessory Structure/Uplifts/Remodels Zoning Permit				
Residential		$15.00	$50.00	

Non-Residential			$50.00
Sign Permits			
Temporary Sign Permit/Banner		$25.00	$20.00
Permanent Sign Permit (mounted and freestanding)		$50.00	$50.00
Change of Panel or Sign Face		N/A	$20.00
Commercial Zoning Permit	$20.00	$100.00	
Commercial Resubmit of Plans		$35.00	
Violations			
First Citation		$100.00	
Second Citation		$250.00	
Third and Sequential Citations		$500.00	
Public Utilities			
Administration Fee			
Credit Card Surcharge (per transaction)	N/A		
Deposits			
Residential			
Owner	$50.00		
Renter	$150.00	$100.00	$150.00
Commercial			
Owner	$60.00		
Renter	$150.00	$100.00	$200.00
Out of Town			
Owner	$60.00		
Renter	$150.00		
Water Rate			
In-Town (0-2000 gallons)	$27.20		
Next ($4.10 per 1000 gallons)			
Out-of-Town (0-2000 gallons)	$54.40		
Next ($8.20 per 1000 gallons)			
Sewer Rate			105% of water usage charge
In-Town (0-2000 gallons)	$27.20		
Next (10.87 per 1000 gallons)			
Out-of-Town (0-2000 gallons)	$54.40		
Next ($21.74 per 1000 gallons)			
Parking Citations			$25.00
Fire Lane	$5		
General Parking Violations			$5.00
1-10 days last receipt			$10.00
11-30 days past receipt			$20.00

31+ days past receipt				
Ordinance Citations		$100.00		
First Citation		$250.00		
Second Citation		$500.00	$5.00	
Third and Sequential Citations				
(Officer has discretion to file criminal charges when applicable)			$5.00	
1-10 days last receipt			$10.00	
11-30 days past receipt			$20.00	
31+ days past receipt				

Part Time Pay Study

Boonville Current

Police Department
Officers/new – $13.50 per hour
Long and Gibson - $15 per hour

Public Works
Pedro - $16 per hour (works 2 days a week)
Jackson - $12.50 per hour (works 5 days a week)

Jonesville

Police Department
Officers - $20 per hour

Public Works
Technicians - $15 per hour

Yadkinville

Police Department
Officers - $15 per hour (Have none currently)

East Bend

Police Department
Under 10 years' experience - $15 per hour
Over 10 years' experience - $17 per hour

Mocksville

Fire Department
Firemen - $13.30 per hour

Parks and Ground Technician
$14.49 per hour

Mocksville just had a pay study completed by PTRC. Their contact was Matt Reece at 336-904-0300. (www.ptrc.org)

Town of Boonville, NC

Full-Service Water Tank Maintenance Program Proposal

Prepared for:

Tim Collins

Mission Statement

"We will deliver Value, Quality and Service to Our Customers"

June 17, 2022

To Mr. Collins:

*American Tank Maintenance, LLC (ATM), is an **American owned company** that specializes in **Professional Service Water Storage Tank Asset Management and Maintenance Programs**. Our team of proven professionals is committed to providing world class customer service to our clients. In today's world, we know that you have multiple demands on your time and that you work diligently every day to provide your customers with safe clean drinking water. We know that one of the more valuable assets in this effort is the water storage tank. American Tank Maintenance will deliver peace of mind that your water storage tanks are safe, secure, clean, aesthetically pleasing and structurally sound. American Tank Maintenance specializes in Water Tank Maintenance Professional Services and long-term Preventative Maintenance Programs.*

*Our **executive team members were the pioneers in the management and maintenance of potable water storage tanks** across the United States. Our management team has a combined **275 years of experience in the industry**. We are dedicated to building long term relationships with our customers. **Our focus is on you, the customer.***

*American Tank Maintenance is a great company with a proven management team that has consistently created customer value. We endeavor to **provide integrity, professionalism, quality workmanship and outstanding customer service**.*

We will do everything possible to earn and justify your trust. We look forward to a future working relationship with you.

Respectfully,

Alex Shelton
Regional Sales Director
American Tank Maintenance, LLC
(478)542-0538
ashelton@americantankmaintenance.com

Executive Team Members / Resumes / Qualifications / Experience

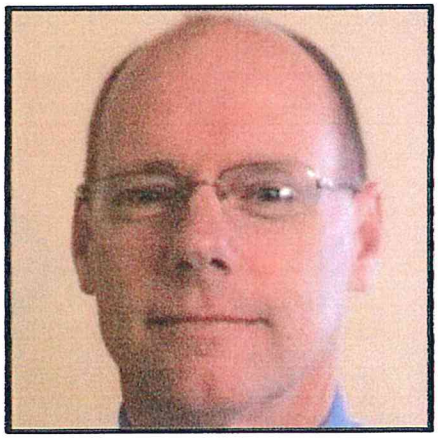
Mike Lewis – President – American Tank Maintenance LLC



Experience:
20 Years – Water Tank Maintenance Industry
2 Years – Waste Water Fabrication & Maintenance Industry
12 Years – Financial Officer

For the past 16 years Mike has held senior executive management positions in the water and wastewater industry. He led the efforts to expand the water tank maintenance concept nationwide during this time while also creating a similar model for wastewater. Mike has been directly responsible for conducting and approving condition assessments of thousands of water storage tanks.

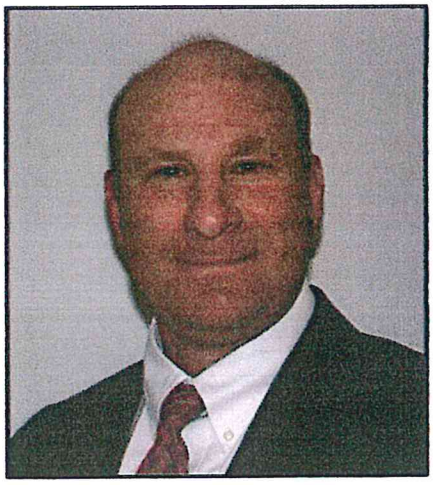
Chris Boyd – Executive Vice President/Operations – American Tank Maintenance, LLC



Experience:
13 years –Water Tank Maintenance Industry
21 years – Executive - Mining Industry

Chris has spent the past 28 years of his professional career managing businesses devoted to exemplary efficient production and providing superior customer service. His common-sense approach and engineering background provides American Tank Maintenance with a foundation for operations excellence.

Sheldon Shelton – Executive Vice President/Sales – American Tank Maintenance, LLC



Experience:
22 Years – Water Tank Maintenance Industry
1 Year – Coatings Industry

Sheldon grew up in the water tank business as his grandfather and father were pioneers in the water tank maintenance program industry. His experience ranges from a helper on a washout crew to senior executive positions. Sheldon has performed condition assessments on thousands of tanks during his lifetime. He is a member of **NACE (#49062)**.

Senior Team Members / Resumes / Qualifications / Experience

Massie Hughes - Regional Sales Director/Partner – American Tank Maintenance, LLC



Experience:
12 Years – Water Tank Maintenance Industry
20 Years – United States Navy – Helicopter Pilot, Operations Officer, Executive Manager

After serving his Country, Massie retired from the Navy and began a second career in the water tank industry. He has held various positions ranging from a Water System Consultant and National Training Director to Regional Vice President.

Jeff George - Regional Sales Director – American Tank Maintenance, LLC



Experience:
29 Years – Water Tank Maintenance Industry
16 Years – Textile Industry

Jeff has had executive level positions in the water tank industry for 23 years. He directed a team of salesmen from Alabama to California. Jeff has approved condition assessments on thousands of water storage tanks. He was part of the team that developed and promoted the first water tank maintenance program services in the nation.

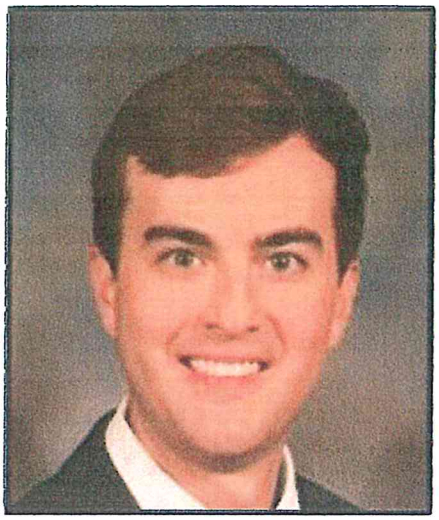
Brad McConnell - Regional Sales Director – American Tank Maintenance, LLC



Experience:
10 Years – Water Tank Maintenance Industry
11 Years – Owner/President – Private Business

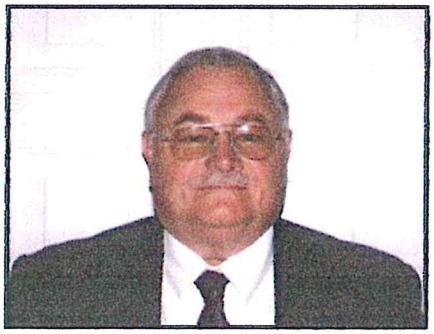
Brad has been a leader in the water tank maintenance business for the past five years. His experience ranges from inspector to sales to operations. Brad is a member of Georgia Rural Water and Georgia Water Professionals. Prior to the water tank maintenance business, Brad owned and managed a successful private enterprise. Brad is in charge of project management and customer satisfaction for American Tank Maintenance.

Alex Shelton - Regional Sales Director – American Tank Maintenance, LLC



Experience:
5 Years – Water Tank Maintenance Industry

Just like his brother Sheldon, Alex grew up in the water tank business as he is the 4th generation in his family to work in the industry. Alex has learned the business from the "ground up" by working on washout and welding crews to understand every side of the business. Alex has performed condition assessments on hundreds of tanks during his lifetime. He now focuses on sales in the North Carolina region and takes pride in taking care of his customers.



Experience:
43 Years – Water Tank Maintenance Industry

Charles has been a member of Georgia Rural Water since its inception in 1979. He was part of the team that developed and promoted the first water tank maintenance program services in the nation. His experience and reputation is unquestioned in the industry.

Keith Waites - Regional Sales Director – American Tank Maintenance, LLC



Experience:
17 Years – Well Drilling Industry

Keith has been in the water industry all of his professional career. He worked in the water well drilling industry since 2001 and has deep knowledge and experience in residential and agricultural drilling and well development. He has also owned and operated a successful residential water filtration business beginning in 2004. He is a customer-focused problem solver who has individually managed hundreds of projects with a commitment to superior quality, accuracy, service and responsiveness.

Gene Holder – Regional Operations Director – American Tank Maintenance, LLC

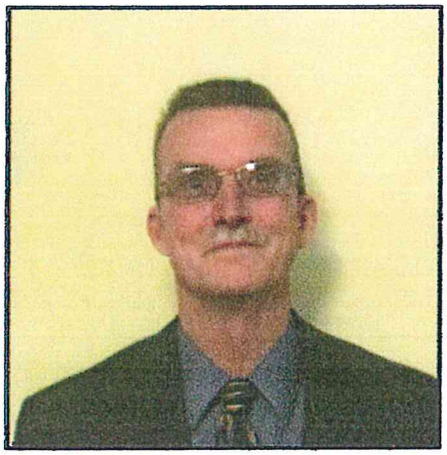


Gene's 31 years of experience in water tank maintenance has provided him with a wealth of knowledge and skills including paint, repair, inspection, and project management. His years of work in the tank industry has allowed him to form a number of great relationships with city engineers, mayors, water department superintendents, and managers. These connections have been preserved by his philosophy that anything worth doing, is worth doing right-the first time.

Gene is a NACE Certified Coatings Inspector –Level 3 (#27247).

Gene believes that customer satisfaction is key. He goes to great lengths to maintain his many customer relationships and looks forward to developing many new ones.

Doug Byrd – Manager Field Operations – American Tank Maintenance, LLC



Experience:
31 Years – Field Operation – Water Tank Maintenance Industry

Doug has dedicated his professional career in field operations for the water tank industry. Doug has performed condition assessments on thousands of water tanks. His extensive experience is unparalleled in coating & logo application, repairs and inspections. He is a member of **NACE (#17409).**

Billy Wiggins, P.E. – Engineer – American Tank Maintenance, LLC



Experience:
21 years – Engineer

Billy has over 21 years of experience as a P.E. He holds US Patents. Billy provides all engineering analysis and oversight for the company.

Michael Szabo - Regional Sales Director/Partner – American Tank Maintenance, LLC



Experience:
20 Years – Water Tank Maintenance Industry
14 Years – U.S. Army

Michael is the consummate professional and has 17 years of experience in the industry providing superior service to his customer base in Alabama and the Florida Panhandle. Prior to entering the industry Michael served his country for 14 years in the Army. He is a combat vet of Panama, Desert Shield and Desert Storm. Michael has transferred this selfless dedication for others into his professional career. He is a member of the Alabama and Florida Rural Water Associations and is dedicated to providing high value tank maintenance solutions to his service area.

Barrett Stanley - Regional Sales Director – American Tank Maintenance, LLC



During his college years Barrett held numerous leadership positions and interned in the Legislative Affairs Office of Georgia's Former Governor Nathan Deal. After graduating he worked at State Farm Insurance learning how to serve people. After joining our team, he put in hard work on the crews and learned a lot about the operational side of tanks. Barrett has now transitioned to sales where he looks to build long term relationships with customers in Southern Mississippi by bringing them value and great customer service.

Heath Boyd – Director of Operations – American Tank Maintenance, LLC



Heath has 6 years of engineering and project management experience across multiple fields. He received a BS in Mechanical Engineering from Georgia Tech and an MBA from Georgia College & State University. Heath's technical skills have given him a focus on detail and high quality of work. Heath oversees project management, scheduling, and customer satisfaction with American Tank Maintenance.

American Tank Maintenance's Professional Service Asset Management Program for Water Storage Tanks

FULL-SERVICE MAINTENANCE PROGRAM SUMMARY OF COVERAGE

The Maintenance Program implemented by **AMERICAN TANK MAINTENANCE** includes an annual visual inspection evaluation and a biennial (once every two (2) years) washout, inspection and disinfection. These inspection reports will determine the internal and external coating, structural conditions and serviceability of the tank(s) and associated parts. Following inspection, if any corrosion is present, coating maintenance will be performed to keep the tank corrosion free. All inspections will determine needs and the time for major painting projects.

- **American Tank Maintenance assumes all RISK and LIABILITY for Maintenance of Water Storage Tank**
- **Comprehensive tank maintenance** from the contract origination date.
- **Short- and Long-Term Pro-Active Tank maintenance**.
- Tank serviceability.
- An **annual visual inspection** of the tank with report and photographs documenting the current condition.
- A **biennial washout, disinfection and inspection** of the tank with report and photographs documenting the current condition.
- **Future Tank exterior cleaning, painting**, protective coating maintenance and repairs necessary to keep the tank serviceable, corrosion free and looking nice.
- **Future Tank interior cleaning, painting**, protective coating maintenance, disinfection and necessary repairs to assure that the tank is serviceable, sound, corrosion free and watertight.
- **Emergency service** needed under the terms of the contract.
- Coverage for any **acts of vandalism to the tank**. Furnish and install a lockable ladder gate climb prevention shield anti-climb deterrent and tank access locks to minimize the opportunity for vandalism and reduce tank owner liability (fencing, securable access hatches, removable lower ladder portion are also recommended).
- Coverage for **normal deterioration, future repairs, steel replacement**, steel parts, expansion joints, water level indicators, sway rods, manhole covers and gaskets, and all other tank and tower components.
- **Maintenance of the tank's logo**, lettering and artwork.

MAINTENANCE PROGRAM (TANK INSPECTION SCHEDULE)

Under ATM's Full-Service Maintenance Program, each tank is inspected yearly in accordance with various State guidelines. There are two [2] types of inspections. Each time, scheduled inspections are conducted, a report outlining the tank's condition and describing the inspection is submitted to the tank owner. Any repairs identified during the inspection are noted and scheduled for correction.

- Visual Engineering Inspections
- Washout Inspections

VISUAL ENGINEERING INSPECTIONS

This inspection is conducted by an experienced tank inspector and the photos and report are prepared by a qualified NACE certified tank engineer. The inspection is to determine:

- The condition of the exterior and interior coatings
- That the tank is in compliance with all safety and sanitary regulations
- That the tank's structural integrity is intact
- Repairs/touchups which may be needed

WASHOUT INSPECTIONS

The biennial washout inspection is conducted by a company service crew and requires that the tank be fully drained. The crew removes any sediment/sludge that has collected in the storage tank and pressure-washes accessible areas. Once the tank has been cleaned, any needed repairs/touch-ups are made. Then photographs documenting the condition of the interior are taken. The final stage of the process is to replace the man-way gasket and to disinfect the interior per AWWA Spray Method #2. The tank is now ready to be put back into service. A report of the findings and photographs is given to the tank owner. This report can be used as documentation for the conditions of the tank and proof of compliance for the various State agencies. During the washout/inspection, any needed repairs or touch-ups due to vandalism or normal deterioration will be completed. If the repairs can't be made at this time, the corrections will be scheduled and completed as soon as possible.

REPAIRS

Items of repair that are identified during routine maintenance inspections are scheduled based upon priority. Should the tank owner experience a needed repair in the interim, the owner can contact your account manager and the repair will be scheduled. Routine maintenance repairs will be scheduled as quickly as possible. Crucial or emergency repairs are scheduled at once. Offensive graffiti is treated as an emergency repair and is attended to at once.

CURRENT WORKLOAD

American Tank Maintenance currently has 10 paint crews and 3 washout crews running full time. We are very flexible with our current workload and crews to complete the work for your tanks on a timely basis.

QUALITY CONTROL

To provide the highest quality possible, American Tank utilizes NACE certified inspectors to inspect the paint crews at various check points during each renovation and at the end of the renovation. We utilize a variety of testing procedures to make sure we have proper mils and coverage on the tank's surface. We also come back to inspect on a yearly basis to verify the quality of the paint job on a long-term basis and provide inspection reports after each one of those inspections. For extra protection for your system, we also offer a warranty of our services throughout the life of the contract.

COMMUNICATION & SCHEDULING OF WORK

American Tank feels communication is a very important piece to a good working relationship. To make sure there is always good communication, we schedule an annual review once a year to discuss the following:

1. Prior year evaluation of how crews performed, work history, inspection reports, any items that were repaired, any areas that can be improved.
2. Current year schedule of work to be completed and what time of the year would fit best for the County for those items to be performed.
3. Updates on contact names and system changes that relate to the contract

Even though the general timeframes of work to be performed are discussed at the annual review, American Tank will still call to schedule each event at least two weeks prior to arrival and verify

that you still want to perform those services during that timeframe. If you elect to not perform the work at that time, then the work will be rescheduled to a different time according to the your request.

Why should the you partner with American Tank Maintenance?

1) **American owned**

2) **Focused on water tank maintenance only**

3) **100% satisfaction rating with customers. Only firm that has never had a customer cancel a full-service maintenance contract due to impeccable service**

4) **Currently service over 900 water storage tanks in the Southeast.**

5) **Extensive experience within ATM's Management Team in the water tank industry**

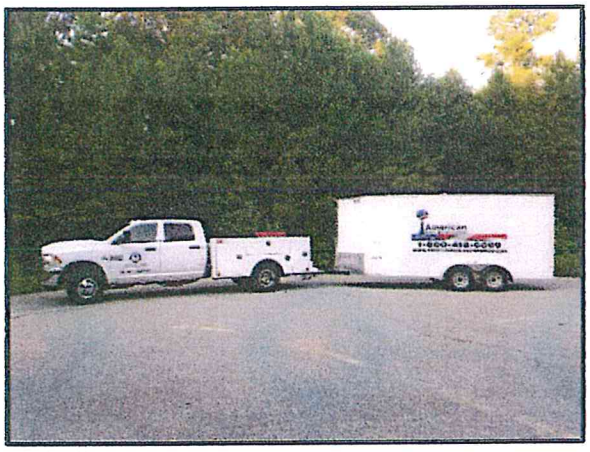
6) **Outstanding Professional Service and Quality Work**

7) **Focused on Customer Service and Communication**
   - **Yearly Account Overview**
   - **Alex Shelton, Account Manager available 24/7**

8) **Properly Manage all tanks in a Timely and Professional manner**

Capability

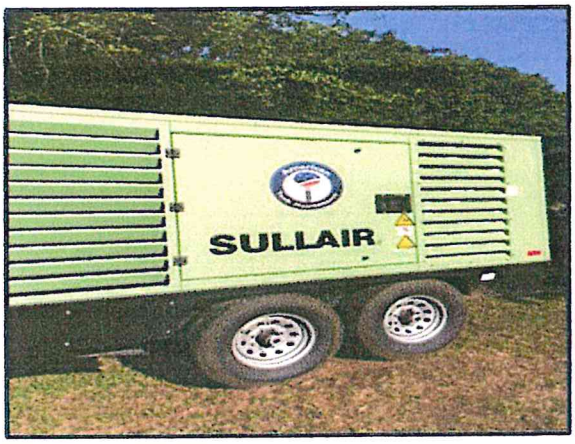
American Tank Maintenance (ATM) is uniquely qualified to address any tasks needed to maintain and manage a water storage vessel. In addition to the vast years of experience of our team members, ATM utilizes a state of the art computer management system to manage all water storage assets. Our customers have access to their information via a secure online portal. ATM has the crews to perform all needed inspections, washouts, repairs and renovations needed. Below are just a sample of ATM's equipment.



Service Vehicle



Blast Pot and Containment System



Air Compressor



Service Vehicle

Customer References

City of Hendersonville, NC
Contact: Dwayne Jones
Address: 305 Williams St, Hendersonville, NC 28792
Phone: 828-697-3073
Tanks: 21

Houston County, GA
Contact: Robbie Dunbar
Address: 2018 Kings Chapel Road, Perry, GA 31069
Phone: 478-987-4280
Tanks: 4

Central Elmore Water & Sewer Authority, AL
Contact: Robert Prince
Address: P.O. Box 816, Wetumpka, AL 36092
Phone: 334-567-6814
Tanks: 12

Town of Danville, GA
Contact: Tracy Jackson - Mayor
Address: P.O. Box 157, Danvillle, GA 31017
Phone: (478) 962-3290
Tanks: 3

City of Wrightsville, GA
Contact: Charles Blackburn
Address: 2566 East Elm Street, Wrightsville, GA 31096
Phone: 478-864-3303
Tanks: 2

City of Lake Waccamaw, NC
Contact: Robert Bailey
Address: PO Box 145, Lake Waccamaw, NC 28450
Phone: 910-770-5921
Tanks: 1

Columbia County Water Utility, GA
Contact: Mark Inglett
Address: PO Box 204660, Martinez, GA 30917
Phone: 706-447-7724
Tanks: 10

City of Warrenton, GA
Contact – Pat Rogers
Address: PO Box 109, Warrenton, GA 30828
Phone: (706) 465-3282
Tanks: 5

City of Selmer, TN
Contact: Richard Ashe
Address: P.O. Box 649., Selmer, TN 38375
Phone: 731-645-7928
Tanks: 7

City of Albany, GA
Contact – Kurt Anthony
Address: PO Box 1788, Albany, GA 31702
Phone: (229)809-6084
Tanks: 11

City of Cherryville, NC
Contract: Patty Hall
Address: 116 S Mountain St, Cherryville, NC 28021
Phone: 704-734-3466
Tanks: 2

City of Bainbridge, GA
Contact: Steve Winburn
Address: 1503 Pierce Street, Bainbridge, GA 35818
Phone: 229-248-2015
Tanks: 5

Lexington Water System, TN
Contact: Michael Harper
Address: 54 Monroe Street, Lexington, TN 38351
Phone: 731-968-5213
Tanks: 6

Jones County Water System, GA
Contact: Freddie Wiggins
Address: 270 Hwy 49, Macon, GA 31211
Phone: 478-743-3211
Tanks: 7

Town of Grover, NC
Contact – Mark McDaniel
Address: P.O. Box 189, Grover, NC 28073
Phone: 704-692-8814
Tanks: 1

City of Social Circle, GA
Contact – Robby Miller
Address: PO Box 310, Social Circle, GA 30025
Phone: (770) 464-2380
Tanks: 4

Town of Murphy, NC
Contact: Nathan Crubaugh
Address: PO Box 130, Murphy, NC 28906
Phone: 828-837-2913
Tanks: 5

Northeast Lawrence Utility District, TN
Contact: Todd Tingle
Address: 325 Good Hope Road, Lawrenceburg, TN 38464
Phone: 931-762-9481
Tanks: 2

Town of Jonesville, NC
Contact: Michael Pardue
Address: 339 Shaw St, Jonesville, NC 28642
Phone: 336-835-3426
Tanks: 3

Henry County Water Authority, GA
Contact: Eric Osborne
Address: 199 Preservation Dr., Jackson, GA 30233
Phone: 678-480-5254
Tanks: 18

Stanly County, NC
Contact: Duane Wingo
Address: 1000 N 1st St, Albemarle, NC 28001
Phone: 704-986-3691
Tanks: 5

Cleburne County Water Authority, AL
Contact: Mike Copeland
Address: P.O. Box 686, Heflin, AL 36264
Phone: 256-463-7860
Tanks: 6

City of Adamsville, TN
Contact; Paul Plunk
Address: 231 East Main St., Adamsville, TN 38310
Phone: 731-632-4214
Tanks: 6

Currituck County, NC
Contact: Chase Brinkley
Address: 153 Courthouse Rd, Currituck, NC 27929
Phone: 252-202-2594
Tanks: 8

Guntersville Water Works & Sewer Board, AL
Contact: Jack Swann – General Manager
Address: 329 Gunter Avenue, Guntersville, AL 35976
Phone: 256-582-5931
Tanks: 9

Town of Ansonville, NC
Contact: Jason Mullis
Address: P.O. Box 437 Ansonville, NC 28007
Phone: 704-320-5232
Tanks: 1

Haraison County Water Authority, GA
Contact: Chad Smith
Address: P.O. Box 429, Buchanan, GA 30113
Phone: 770-634-8209
Tanks: 6

Town of Deepstep, GA
Contact – Randy Veal
Address: 9676 Deepstep Road, Sandersville, GA 31082
Phone: 912- 552-0867
Tanks: 1

Town of Robbinsville, NC
Contact: Chad Carpenter
Address:
Phone: 828-735-0180
Tanks: 4

Webster County, GA
Contact: George Moore – County Manager
Address: P.O. Box 29, Preston, GA 31824
Phone: 229-828-5775
Tanks: 2

Monroeville Water Works, AL
Contact: William Snyder
Address: PO Box 674, Monroeville, AL 36461
Phone: 251-575-2617
Tanks: 4

City of Gautier, MS
Contact: Sherry Farabee
Address: 3330 Highway 90, Gautier, MS 39553
Phone: 228-497-8000
Tanks: 5

Town of Candor, NC
Contact: Jared Smith
Address: 214 S Main St Candor, NC 27229
Phone: 910-571-8443
Tanks: 1

City of Millen, GA
Contact: John Thomas
Address: PO Box 929, Millen, GA 30442
Phone: 478-982-6104
Tanks: 3

City of Tennille, GA
Contact: Jerome Alexander
Address: PO Box 929, Tennille, GA 31089
Phone: 478-553-9733
Tanks: 2

City of Bainbridge, GA
Contact: Steve Winburn
Address: 1503 Pierce Street, Bainbridge, GA 35818
Phone: 229-248-2015
Tanks: 5

Lawrenceburg Utilities, TN
Contact: Ken Bond
Address: PO Box 649, Lawrenceburg, TN 38464
Phone: 931-629-9921
Tanks: 10

City of Lavonia, GA
Contact: Gary Fesperman
Address: PO Box 564, Lavonia, GA 30553
Phone: 706-356-8781
Tanks: 2

Horn Lake Water Association, MS
Contact: Mark Pressgrove
Address: PO Box 151, Horn Lake, MS 38637
Phone: 662-404-2441
Tanks: 7

City of Dahlonega, GA
Contact: John Jarrod
Address: 465 Riley Road, Dahlonega, GA 30533
Phone: 706-864-6133
Tanks: 3

Town of Boonville, NC

Schedule of Fees

For Full-Service Maintenance Program

	2023	2024	2025	2026	2027	2028	2029
75,000 Elevated - Downtown Tank	$ 10,662	$ 10,662	$ 10,662	$ 11,621	$ 11,621	$ 11,621	$ 12,667
200,000 Elevated - Factory Tank	$ 13,091	$ 13,091	$ 13,091	$ 14,269	$ 14,269	$ 14,269	$ 15,553
TOTAL	$ 23,753	$ 23,753	$ 23,753	$ 25,890	$ 25,890	$ 25,890	$ 28,220

Planning Board/Board of Adjustment Members

In-Town

Russell Miller (Chairperson)
Kristy Moxley (Secretary)
Amy Reece
Cynthia Russell
Karl Johnson (Alternate)
Greg Zach (Alternate)

Out-of-Town

Jeff Smith (Vice Chair Person)
Marty Casstevens
Danny Smith
Gina Hayes (Alternate)

APRIL 6, 2022

Re: Bank information for:

MISSION COMMUNICATIONS, LLC
3170 REPS MILLER RD STE 190
NORCROSS GA 30071-5403

This memo is to confirm the following accounts for MISSION COMMUNICATIONS, LLC with U.S. Bank is open and active:

SWIFT Code	USBKUS44IMT
ABA. Routing Number	042000013
Account Type	CHECKING
Account Number	1-301-2888-7051
Account Name	MISSION COMMUNICATIONS, LLC

DEPOSIT ACCOUNT

If you have any questions, please contact US Bank Commercial Customer Service at 800-377-3053.

Sincerely,

Kelley McJoy

Service Banker
U.S. Bank Commercial Customer Service

usbank

MISSION COMMUNICATIONS

Mission Communications, LLC
3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date
7/18/2022

Invoice Number
1066742

Bill To

Town of Boonville
Accounts Payable/Kim Wells
P. O. Box 326
Boonville, NC 27011

Ship To

CUSTOMER PO	END USER		SHIPPING METHOD	DUE DATE
Annual Service				**8/17/2022**
S.O. No.	SALES REP ID	TERRITORY	SHIP DATE	PAYMENT TERMS
	CW MA	**NE**	**7/18/2022**	**Net 30**

QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11060	Baptist Church L/S 8104	8/1/2022	7/31/2023	359.40	359.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11061	Williams St lift station 8100	8/1/2022	7/31/2023	359.40	359.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11080	Howard Street L/S 8104	8/1/2022	7/31/2023	359.40	359.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11081	JC Lot Lift Station 8100	8/1/2022	7/31/2023	359.40	359.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11082	Normandy Street L/S 8100	8/1/2022	7/31/2023	359.40	359.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11083	Alemite Lift Station 8100	8/1/2022	7/31/2023	359.40	359.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	12MIS11084	Williams Street Well 8204	8/1/2022	7/31/2023	581.40	581.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	15MIS16697	Town Tank 820	8/1/2022	7/31/2023	581.40	581.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	15MIS16698	Depot Street Well 820	8/1/2022	7/31/2023	581.40	581.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	15MIS16759	Woodruff Road Tank 820	8/1/2022	7/31/2023	581.40	581.40

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than $3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Subtotal	
Sales Tax (0.0%)	
Payment Received	
Balance Due	

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

MISSION COMMUNICATIONS

Mission Communications, LLC
3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date
7/18/2022

Invoice Number
1066742

Bill To

Town of Boonville
Accounts Payable/Kim Wells
P. O. Box 326
Boonville, NC 27011

Ship To

CUSTOMER PO	END USER		SHIPPING METHOD	DUE DATE
Annual Service				**8/17/2022**
S.O. No.	SALES REP ID	TERRITORY	SHIP DATE	PAYMENT TERMS
	CW MA	**NE**	**7/18/2022**	**Net 30**

QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	17MIS20678	WWTP 810	8/1/2022	7/31/2023	581.40	581.40
1	SP850-12R	Service Package - MyDro M850 Series - 1 year, Renewal	20MIS27620	Sunset Well House 820	8/1/2022	7/31/2023	563.40	563.40

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than $3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Subtotal	USD 5,626.80
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00
Balance Due	USD 5,626.80

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use

MISSION COMMUNICATIONS

IMPORTANT SERVICE PRICING INFORMATION

June 1, 2021

To: Mission Communications Customers
Attention: Purchasing Dept.

In these unprecedented times, labor rates are increasing at extraordinary rates. We have been subject to numerous increases and extended component lead times. We have added features to our newest remote terminal units (RTUs) to make them more efficient for us to support. We have increased our inventory positions to ensure outstanding on-time delivery and maintain our commitment to the operations of your business.

The service fees for legacy RTUs (M110, M800, and Manhole Monitor RTUs) will be increased by $1.00, $1.50, and $0.50 respectively per month effective January 1, 2022. Also, beginning June 1, 2021 we will only renew legacy RTUs for 12 month periods (no multi-year discounts).

The service fees for the MyDro 150, MyDro 850, and Manhole Monitor Plus will not change.

SERVICE PRICING			
RTU	**Previous Yearly Price**	**New Yearly Price (Effective 1/1/2022)**	**Difference Per Month**
M110	$347.40	$359.40	$1.00
MyDro 150	$347.40	$347.40	**NONE**
M800	$563.40	$581.40	$1.50
MyDro 850	$563.40	$563.40	**NONE**
Manhole Monitor	$227.40	$233.40	$0.50
Manhole Monitor +	$227.40	$227.40	**NONE**

MyDro 150 is an upgrade from M110 with similar functionality.
MyDro 850 is an upgrade from M800 with similar functionality.
Manhole Monitor + is an upgrade from Manhole Monitor with similar functionality.

This is our first service price increase since the company was founded more than 20 years ago. We have done our best to minimize this to help make your budgeting efforts easier.

You should know that we are running a special promotion throughout all of 2021 for upgrades to our newest RTUs. We have documents that detail the myriad reasons why an upgrade to MyDro or Manhole Monitor Plus is easily justified to increased efficiency for your staff. Simply send an email to sales@123mc.com for more information.

We urge you to take advantage of our upgrade opportunity immediately so that devices can be installed prior to the onset of winter weather and prior to the carrier sunsets.

We look forward to continuing to serve you.

Best Regards,
Mission Communications, LLC

*ATT has announced their 3G GSM cellular radio network will be retired 2/22/2022. Verizon has announced their 2G/3G CDMA cellular radio network will be retired by 12/31/22.



Why Our Newer RTUs Save You Time and Money

Our newer MyDro Remote Terminal Units and newly released Manhole Monitor Plus are significantly more efficient for both of us.

Firmware Over-the-Air (OTA) Upgrades
Firmware upgrades are provided from time-to-time for feature enhancements, performance improvements, and cellular carrier requirements*. Firmware upgrades for legacy RTUs require us to procure and ship an electronic chip and logistics to get the chip to you. Once received a truck-roll is required by your staff.

Advanced Electronics
Newer RTUs have state-of-the art IO and power features which make installation simpler and more fool proof, saving us both time as a result of reduced call-backs and installation complications.

Advanced Radio
Newer RTUs include our RMDT1 radio which features an embedded multi-carrier SIM as well as a slot for a removable SIM. The multi-carrier SIM allows the RTU to access AT&T, T-Mobile and Verizon cellular networks with no effort on either parties' part. When connectivity problems arise with a specific carrier the legacy RTUs require us to ship you a different SIM for each carrier, and you to dispatch a truck roll for installation. So not only does this feature saves both of us time, but it makes the overall performance more reliable.

768545400

HARCROS

Harcros Chemicals Inc
FEDERAL I.D. NO. 43-1935062
Phone: 336 475-1391
125 SEDGEHILL DRIVE
THOMASVILLE, NC 27360

INVOICE NUMBER
760081857
INVOICE DATE
26-JUL-2022

SOLD TO
00915600
Town of Boonville
PO Box 326
Boonville, NC 27011

SHIP TO
09150465
Town of Boonville
471 Lon Ave.
Boonville, NC 27011

(SAME UNLESS SHOWN)

SHIPPING DATE	SHIPPED VIA	SHIPPING POINT	FREIGHT/FOB
07-JUL-2022	HARCROS TRUCK	THOMASVILLE	Dest/Freight Prepaid

SALESPERSON NO.	CUSTOMER ORDER NUMBER	TERMS OF SALE	TAX STATUS
687 AVA	062322	NET 30	T - TAXABLE E - EXEMPT

QUANTITY DELIVERED	TY.PKG.	DESCRIPTION	UNITS DELIVERED	TYPE UNIT	TAX	PRICE PER UNIT	AMOUNT
1	DR	Sodium Hypochlorite 12.5% 55 Gal Recon Poly Drum 10461	55	GL	E	2.34000	128.70
1	EA	Deposit - 55 Gal Poly Drum Reconditioned D0049	1	EA	E	0.00000	
12	BG	Soda Ash Light Genesis Gr100 50# Bag Sodium Carbonate 07990	600	LB	E	0.39000	234.00
2	DR	Aquacros HC-2075 627# Factory Poly Drum NSF 36717	1254	LB	E	1.08000	1354.32
		FSC Harcros FSC .0054/lb * 2569.1					13.87
		300-810-50400-40335				Total Tax:	0.00

Your account is subject to a FINANCE CHARGE, at a PERIODIC RATE OF 1.5% per month (ANNUAL PERCENTAGE OF 18%) applied to all unpaid account balances, not paid within the terms of sale. This rate will be uniform in all states, except in those states where interest collected may be more or less depending entirely on the state's statues.

TOTAL AMOUNT DUE 1,730.89

ORIGINAL INVOICE

PLEASE RETURN A COPY OF THIS INVOICE WITH PAYMENT OR REFERENCE INVOICE NUMBERS ON YOUR CHECK

PLEASE REMIT PAYMENT TO:

HARCROS CHEMICALS INC
P.O. Box 74583
Chicago, IL 60696

For Terms and Conditions of Sale, please visit: http://www.harcros.com/terms-conditions and See your BOL

INVOICE

Master Meter, Inc.
101 Regency Parkway
Mansfield, Texas 76063

Phone: 817-842-8000

Page	Invoice Number:
1	249040
Invoice Date	**Due Date**
7/18/2022	9/1/2022
Terms	**Customer ID**
Net 45 days	0212610
P.O. Number	**P.O. Date**
	7/6/2022
RMA No.	**Sales Person**
	Brian Eaton

Confirm To:

Bill To: **Boonville, Town of**
PO Box 326
110 N Carolina Ave
Boonville, NC 27011
USA

Ship To: Ship To Code:
Boonville, Town of
PO Box 326
110 N Carolina Ave
Boonville, NC 27011
USA

Our Order No.			
	Ship Via	**Ship Date**	**Shipping Agent**
		7/6/2022	

Item/Description	Unit	Invoiced	Unit Price	Total Price
RSS-MLX-A-READ-DB MlinX DB Reading Software Support	EACH	1	1,500.00	1,500.00

Annual Support - MMRS
September 1, 2022 - August 31, 2023

Amount Subject to Sales Tax USD	Amount Exempt from Sales Tax
0.00	1,500.00

Remit Payment to: Master Meter, Inc.
P.O. Box 842192
Dallas, TX 75284-2192

Subtotal:	1,500.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total Due (USD):	**1,500.00**
Remaining Due:	1,500.00

Boonville
Business & Downtown Development Association Inc.

BBDDA • PO Box 162 • Boonville, NC 27011

To the Town of Boonville
PO Box 326
Boonville, NC 27011

Town Council

We would like to begin by expressing our gratitude for this year's donation of $2000.

At our August 2022 meeting we unanimously passed a motion brought before the Board to postpone the purchase of a storage building until after the "Intersection Construction" begins. This will allow us to see the actual space and road frontage we must work with. Also discussed in this motion was the Dewey's Holiday Store ran by the Town of Boonville but ran through the BBDDA's 501c3 bank account for tax purposes. It was purposed that the BBDDA keep 25% of the profits made from just the Dewey's Holiday Store sales, this would not include the extra sales brought in from local vendors. The 25% would help offset the cost of the storage building. The BBDDA would continue to volunteer at the Holiday Store and do the bookkeeping for no cost.

The BBDDA enjoys working with the Town Council, Town Employees, and members of the community. We have more event planned throughout the last half of this year and we hope to see each of you there supporting us and your Boonville Community.

Again, thank you for your donation for this fiscal year.

Sincerely,

Kristin Johnson

BBDDA President