

**Town of Boonville**  
**September 2, 2025, Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

The following were in attendance at the 9/2/25 regular meeting: Mayor Vaughn Benton, Mayor Pro-Tem Tim Driver, Commissioners Monica Craver, Zane Green, and Kristin Johnson. Also in attendance were Attorney James Freeman, Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, and Administrative Assistant/Zoning Officer Camyrn Long. Commissioner Greg Wagoner and Interim Public Works Director Jackson Craver were absent.

- I. Call to Order and Welcome:** Mayor Benton called the 9/2/25 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned that the agenda be approved as written. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- III. Pledge of Allegiance and Prayer:** Mayor Benton led the Pledge of Allegiance and the prayer.
- IV. Adoption of Minutes:** Commissioner Green motioned to adopt the 8/5 regular and 8/5 closed session minutes. Mayor Pro-Tem Driver seconded, and the motion passed with a 4-0 vote.
- V. Public Comments:** Mr. Matt Sin expressed his opinion on the new NC zoning bills. He encouraged local representatives to voice their concerns to State representatives.

Mr. Wade Reece, 205 E Main St., said he was the new Friends of the Boonville Library representative to the Town Board. He reported on the amount of funds donated to the Boonville Community Public Library by the Friends of the Library.

Dr. Allen Speer reported on the history of his family ties to the Boonville Community Public Library and how his career had been affected due to the availability of a library. He mentioned hearing a rumor that the Town Board intended to turn the Boonville Community Public Library in to an office building.

Mrs. Bonnie Lasky, 511 N. Carolina Ave., reported on the assets of the Boonville Community Public Library stressing its economic, social, and educational impacts on the community. She asked that the Board members continue to support the Boonville Community Public Library and the Friends of the Library.

**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 updated the Board members on the status of the approved projects.

**VII. New Town Business:**

- A. Ratify the Consensus to Hire Jacob Groce as a Part-time Public Works Technician at a Rate of \$15.00, Effective 8/18/25:** Commissioner Craver reported that Mr. Groce was an asset to the Public Works Department. Commissioner Green motioned to ratify the consensus to hire Mr. Groce. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.
- B. Ratify the Consensus to Approve the Resolution to Adopt the Piedmont Triad Regional Council Hazard Mitigation Plan:** Commissioner Craver gave a report on the resolution. Commissioner Green motioned to adopt the Plan. Commissioner Craver seconded, and the motion passed with a 4-0 vote.
- C. Ratify the Consensus to Approve Gopher Utility Invoice 38699 for \$3,032.77, Invoice 38670 for \$3,032.77 and Invoice 28648 for \$3,011.95 to Purchase Surge Protectors for Depot St., William St., and Sunset Dr. Wells:** Mayor Pro-Tem Driver motioned to ratify the consensus for the purchase of the surge protectors. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- D. Ratify the Consensus to Approve Gopher Utility Invoice 28704 for \$5,501.23 Wastewater Treatment Plant Blowers and Invoice 28705 for \$2,224.40 for Wastewater Treatment Plant**

**Generator:** Commissioner Green motioned to ratify the consensus. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.

- E. Ratify the Consensus to Approve the Purchase from Consolidated Pipe for \$5,230.75 Charged to Water Budget Line:** Commissioner Craver said this purchase was for new meters/registers that were approved in the adopted Capital Improvement Plan. Mayor Pro-Tem Driver motioned to ratify the consensus. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- F. Approve Master Meter Invoice #285779 for \$2,022 for Annual Software Support:** Discussion followed. Commissioner Johnson motioned to approve payment of the invoice. Mayor Pro-Tem Driver seconded, and the motion passed with a 4-0 vote.
- G. Approve Southern Software Invoice #260904 for \$2,411 for the Annual Police RMS Renewal:** Discussion followed. Commissioner Green motioned to approve payment of the invoice. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.
- H. Discussion on Amending Ordinances with Penalty:** Police Chief Hobson reported on parking issues on East Main Street during school hours. Discussion followed. It was the consensus of the Board members to have that area marked, "No Parking" from 6:00 a.m.- 4:00 p.m. when school is in session. Attorney Freeman recommended the process on amending the Parking Ordinance per the current General Statute. It was the consensus of the Board members to table the topic until the October Town Board meeting.
- I. Discussion on Utility Billing and Collections Procedure Policy for Damage to Covers/Lids:** Commissioner Craver reported on damage to meter lids and sewer caps by residents. Discussion followed. Mayor Pro-Tem Driver motioned to add a \$25.00 charge for covers and a \$25.00 charge for lids. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- J. Quote from Gopher Utility Services for Surge Protectors at Wastewater Treatment Plant:** Commissioner Craver reviewed the quote. Discussion followed. Mayor Pro-Tem Driver motioned to purchase the surge protectors. Commissioner Green seconded, and the motion passed with a 4-0 vote.

#### **VIII. Reports and Announcements:**

- A. Mayor's Report:** Mayor Benton expressed his appreciation to the employees and Town Board member and commented on current infrastructure improvements.
- B. Finance Officer's Report:** Finance Officer/Town Clerk Wells reported that Town Hall was doing well. She commented on the recent utility billing process, and that water bills would be mailed the next day. She said there was no date set for the audit.
- C. Zoning Officer's Report:** Camyrn Long reported on new houses being constructed on Shenandoah Trail and the new O'Reilly's building. Commissioner Craver said that efforts should be made to remove campers that are used as permanent residences. Per the State Fire Marshall, campers cannot be connected to public utilities. She reported on ongoing issues at 322 S. Carolina Ave., that requires a home inspector per the Town's ordinance. Commissioner Craver will investigate next steps regarding a home inspector.
- D. Public Works Director's Report:** Since the Interim Public Works Director was working on a water issue, Commissioner Green read an update provided for the Public Works Department.
- E. Police Chief's Report:** Chief Hobson reported on a trailer stolen recently. He said that he would be working the weekend and would gather the needed documentation to post the Dodge Charger for sale on GovDeals.
- F. Departmental Commissioner's Reports:** Commissioner Craver reported that Town Hall was busy, and everything was going well.  
Since he was absent, there was no report from Commissioner Wagoner.  
Mayor Pro-Tem Driver expressed his appreciation to Public Works Department employees and their efforts to reduce spending.  
Commissioner Green expressed his appreciation to the Town's employees.  
Commissioner Johnson thanked everyone for attending the Town Board meeting. She read a statement about her role as the Town's liaison to the Friends of the Library. She informed the attendees that the agreement with the Northwest Regional Library (NWRL) began in good faith to clarify the roles of the Town and NWRL. She asked the members of the Friends of the Library to

work with her and not against her. She said that it was not the intention of the current Board members to remove the library and use the building for office space.

**G. Committee Reports as Needed:** There were no committee reports.

**IX. Adjourn:** Mayor Pro Tem Driver motioned to adjourn. Commissioner Johnson seconded, and the motion passed with a 4-0 vote. The meeting ended at 7:58 p.m.



A handwritten signature in cursive script, reading "Devaughn Benton", written over a horizontal line.

R. Devaughn (Vaughn) Benton, Mayor



A handwritten signature in cursive script, reading "Kim Wells", written over a horizontal line.

Kim Wells, Finance Officer/Town Clerk

**RESOLUTION TO ADOPT THE  
NORTHERN PIEDMONT REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the **Town of Boonville** is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the **Town of Boonville** desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the **Board of Commissioners for the Town of Boonville** to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, the **Town of Boonville**, in coordination with Caswell, Davie, Forsyth, Rockingham, Stokes, Surry and Yadkin Counties and the participating municipalities within those Counties has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the **Town of Boonville** has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Board of Commissioners of the **Town of Boonville** to fulfill this obligation in order that the **Town of Boonville** will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the jurisdiction;

NOW, THEREFORE, BE IT RESOLVED that the **Board of Commissioners** of the **Town of Boonville** hereby:

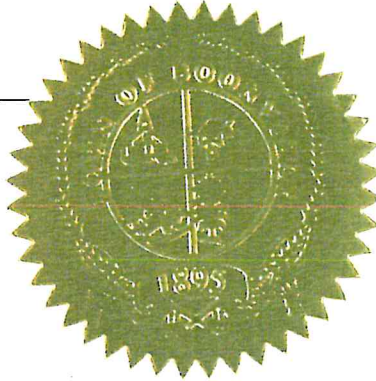
1. Adopts the Northern Piedmont Regional Hazard Mitigation Plan; and

2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted on August 12 2025.

*Vaughn Benton*  
\_\_\_\_\_  
vaughn Benton, Chair Mayor  
LOCAL GOVERNING BODY

ATTEST:  
*Kim Wells*  
\_\_\_\_\_  
Kim Wells, Clerk



GOPHER UTILITY SERVICES, INC.  
 PO BOX 965  
 KANNAPOLIS, NC 28082

# Invoice

Date	Invoice #
8/13/2025	28669

<b>Bill To</b>
TOWN OF BOONVILLE MONICA CRAVER 110 CAROLINA AVE N BOONVILLE, NC 27011

<b>Ship To</b>
WILLIAM ST WELL

P.O. No.	Terms	Due Date	Project
	Net 20	9/2/2025	

Quantity	Item	Description	Unit Price	Extension
1	R-QUOTE	PER QUOTE, Q25-3161, LABOR AND MATERIALS FOR TVSS SURGE PROTECTOR AT WILLIAM ST WELL YADKIN COUNTY	2,841.00	2,841.00

<b>Subtotal</b>		\$2,841.00
<b>Sales Tax (6.75%)</b>		\$191.77
<b>Total Invoice Amount</b>		\$3,032.77
<b>Payments/Credits</b>		\$0.00
<b>Total</b>		\$3,032.77

NC Electrical 17833-U  
 NC Plumbing 8972

GOPHER UTILITY SERVICES, INC.  
 PO BOX 965  
 KANNAPOLIS, NC 28082

# Invoice

Date	Invoice #
8/13/2025	28670

<b>Bill To</b>
TOWN OF BOONVILLE MONICA CRAVER 110 CAROLINA AVE N BOONVILLE, NC 27011

<b>Ship To</b>
SUNSET ST WELL

P.O. No.	Terms	Due Date	Project
	Net 20	9/2/2025	

Quantity	Item	Description	Unit Price	Extension
1	R-QUOTE	PER QUOTE, Q25-3161, LABOR AND MATERIALS FOR TVSS SURGE PROTECTOR AT SUNSET ST WELL YADKIN COUNTY	2,821.50	2,821.50

<b>Subtotal</b>		\$2,821.50
<b>Sales Tax (6.75%)</b>		\$190.45
<b>Total Invoice Amount</b>		\$3,011.95
<b>Payments/Credits</b>		\$0.00
<b>Total</b>		\$3,011.95

NC Electrical 17833-U  
 NC Plumbing 8972

GOPHER UTILITY SERVICES, INC.  
 PO BOX 965  
 KANNAPOLIS, NC 28082

# Invoice

Date	Invoice #
8/7/2025	28648

Bill To
TOWN OF BOONVILLE MONICA CRAVER 110 CAROLINA AVE N BOONVILLE, NC 27011

Ship To
DEPOT WELL

P.O. No.	Terms	Due Date	Project
	Net 20	8/27/2025	

Quantity	Item	Description	Unit Price	Extension
1	R-QUOTE	PER QUOTE, Q25-3164, LABOR AND MATERIAL FOR TVSS SURGE PROTECTOR AT THE DEPOT WELL YADKIN COUNTY	2,821.50	2,821.50

<b>Subtotal</b>		\$2,821.50
<b>Sales Tax (6.75%)</b>		\$190.45
<b>Total Invoice Amount</b>		\$3,011.95
<b>Payments/Credits</b>		\$0.00
<b>Total</b>		\$3,011.95

NC Electrical 17833-U  
 NC Plumbing 8972

GOPHER UTILITY SERVICES, INC.  
 PO BOX 965  
 KANNAPOLIS, NC 28082

# Invoice

Date	Invoice #
8/20/2025	28704

Bill To
TOWN OF BOONVILLE MONICA CRAVER 110 CAROLINA AVE N BOONVILLE, NC 27011

Ship To
WWTP BIG BLOWERS

P.O. No.	Terms	Due Date	Project
	Net 20	9/9/2025	

Quantity	Item	Description	Unit Price	Extension
1	E-LAB	TRIP & LABOR ON 8-11-25 TO SERVICE BOTH BIG AERZEN BLOWERS; CHANGED OIL, AIR FILTERS, AND BELTS. WILL HAVE TO GET ANOTHER SET OF BELTS FOR #1 BLOWER, CLOSEST TO CONTROL PANEL AERZEN BELTS, FILTERS, AND OIL YADKIN COUNTY	1,314.00	1,314.00
1	E-PARTS		3,839.38	3,839.38

<b>Subtotal</b>		\$5,153.38
<b>Sales Tax (6.75%)</b>		\$347.85
<b>Total Invoice Amount</b>		\$5,501.23
<b>Payments/Credits</b>		\$0.00
<b>Total</b>		\$5,501.23

NC Electrical 17833-U  
 NC Plumbing 8972

GOPHER UTILITY SERVICES, INC.  
 PO BOX 965  
 KANNAPOLIS, NC 28082

# Invoice

Date	Invoice #
8/20/2025	28705

Bill To
TOWN OF BOONVILLE MONICA CRAVER 110 CAROLINA AVE N BOONVILLE, NC 27011

Ship To
WWTP GENERATOR

P.O. No.	Terms	Due Date	Project
	Net 20	9/9/2025	

Quantity	Item	Description	Unit Price	Extension
1	E-LAB	TRIP & LABOR ON 8-12-25 TO SERVICE GEN SET AT WWTP. 320.4 HRS ON EQUIPMENT - CHANGED FUEL FILTER, OIL FILTER, AIR FILTER, AND ROTELLA	1,462.50	1,462.50
1	E-PARTS	PARTS - FUEL FILTER - OIL FILTER - AIR FILTER - 5 GALLON ROTELLA OIL YADKIN COUNTY	621.25	621.25

<b>Subtotal</b>		\$2,083.75
<b>Sales Tax (6.75%)</b>		\$140.65
<b>Total Invoice Amount</b>		\$2,224.40
<b>Payments/Credits</b>		\$0.00
<b>Total</b>		\$2,224.40

NC Electrical 17833-U  
 NC Plumbing 8972



**CONSOLIDATED**  
PIPE & SUPPLY CO

**QUOTATION**

Quotation Number **S212664**  
Version Number **1**  
Quotation Date **08/13/2025**

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

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

**Last Communication** 08/13/2025  
**Expiration Date** 09/12/2025  
**Written By** Chad Clanton  
**Customer RFQ**  
**Customer Number** NC0721290L  
**Requested By** JACKSON  
**Sales Rep** Randall Greeson

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

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

**SALES**

Line	CPS Part No Part Description	Wanted Delivery Date	Sales Qty	UoM	Unit Net Price	Extended Amount
1	23-0058-00447		5.00	EA	\$275.00	\$1,375.00
1.1	5/8X3/4 MASTER METER B12-A31-A01-0101A-1 3G USG SE NO LEAD					
2	23-0058-00408		10.00	EA	\$200.00	\$2,000.00
2.1	5/8X3/4 MASTER METER 3G DS ENHAN REG 19905095					
3	23-0000-00213		5.00	EA	\$155.00	\$775.00
3.1	MASTER METER 3G XTR 199-024-50 ENCODER MODULE W/NICOR CONNECTOR					
4	23-0000-00285		5.00	EA	\$150.00	\$750.00
4.1	MASTER METER OCTAVE ENCODER MODULE W/NICOR 5FT CONN					

Subtotal Amount	\$4,900.00
Tax Amount	\$330.75
<b>Total</b>	<b>\$5,230.75</b>

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



# INVOICE

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

Phone: 817-842-8000

<b>Page</b>	<b>Invoice Number:</b>
1	<b>285779</b>
<b>Invoice Date</b>	<b>Due Date</b>
7/18/2025	9/1/2025
<b>Terms</b>	<b>Customer ID</b>
Net 45 days	0212610
<b>P.O. Number</b>	<b>P.O. Date</b>
	7/15/2025
<b>RMA No.</b>	<b>Sales Person</b>
	Michael Lane

<b>Confirm To:</b>	
<b>Bill To:</b>	<b>Boonville, Town of</b> PO Box 326 110 N Carolina Ave Boonville, NC 27011 USA

<b>Ship To:</b>	<b>Ship To Code:</b> Boonville, Town of PO Box 326 110 N Carolina Ave Boonville, NC 27011 USA
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<b>Our Order No.</b>			
	<b>Ship Via</b>	<b>Ship Date</b>	<b>Shipping Agent</b>
		7/15/2025	

Item/Description	Unit	Invoiced	Unit Price	Total Price
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RSS-MLX-A-READ-DB MlinX DB Reading Software Support	EACH	1	2,022.00	2,022.00
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Annual Support - MMRS  
 September 1, 2025 - August 31, 2026

APPROVED BY \_\_\_\_\_  
 DATE PAID \_\_\_\_\_  
 CHECK # \_\_\_\_\_  
 ACCTS. CHARGED \_\_\_\_\_

<b>Amount Subject to Sales Tax USD</b>	<b>Amount Exempt from Sales Tax</b>
0.00	2,022.00

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

Subtotal: 2,022.00  
 Invoice Discount: 0.00  
 Total Sales Tax: 0.00  
**Total Due (USD): 2,022.00**  
 Remaining Due: 2,022.00

# invoice

**SOUTHERN SOFTWARE, INC.**  
 150 PERRY DRIVE  
 SOUTHERN PINES, NC 28387

(800) 842-8190

INVOICE DATE	INVOICE NO.	PAGE
08/01/25	260904	1

SOLD TO

BOONVILLE POLICE DEPT.  
 ATTN: ACCOUNTS PAYABLE  
 POST OFFICE BOX 326  
 BOONVILLE, NC 27011

SHIP TO

BOONVILLE POLICE DEPT.  
 ATTN: ACCOUNTS PAYABLE  
 POST OFFICE BOX 326  
 BOONVILLE, NC 27011

ORDER NO.	ORDER DATE	CUSTOMER NO.	SALES REP.	PURCHASE ORDER NO.	SHIP DATE	SHIP VIA
10828	08/01/25	3339	8		ASAP	No ship via

QUANTITY ORDERED	UNIT	ITEM NO.	ITEM DESCRIPTION	PRICE UNIT	UNIT PRICE
QUANTITY SHIPPED		QUANTITY BACK ORD.		ITEM DISCOUNT	EXTENDED PRICE
1	EACH	RSPP-NC	RENEWAL SUPPORT FEE	EACH	2411.00
1			RMS		

APPROVED BY \_\_\_\_\_  
 DATE PAID \_\_\_\_\_  
 CHECK # \_\_\_\_\_  
 ACCTS. CHARGED \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SEPT2025-AUG2026  
 THANK YOU

SALES AMOUNT	2411.00
MISC. CHARGES	0.00
FREIGHT	0.00
SALES TAX	0.00
TOTAL	2411.00
PAYMENT REC'D	0.00
BALANCE DUE	2411.00

**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 \$50.00 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 15<sup>th</sup> 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 \$50.00 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 \$50.00 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 and sewer bill. This percentage amount will be used in 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 turning toilets, leaking water faucets, leaking water hoses; or for watering livestock, yards, washing cards, 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 make consist of a provided documented proof that the leak is repaired. Documented proof may consist of a plumber's bill or recent receipts for plumbing repaid 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 customers' 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 to pools are allowed. If a customer intends to request a sewer adjustment to fill a pool, it is the customers' 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**

- 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).

The original policy was adopted on September 26, 2013. Revisions to the policy have occurred on the following dates: March 3, 2015 to add the Water Leak Payment Plan Policy; July 1, 2022 to increase the amount of the reconnect fee.

## Schedule of Fees July 1, 2025

The Town Board shall have the authority to set any fee not otherwise listed and shall have the authority to make changes to these fees throughout the year.

### Administration

Copies (per page)	\$0.10
Late Fee – Taxes	2% January; .75% February-December
Late Fee – Utilities	10%
Reconnect Fee***	\$50.00
Return Check Fee **	\$25.00
Tax Advertising Fee	\$5.00
Tax Discount (paid in August)	2%
Tax Rate	0.49/\$100 assessed value

### Public Works Sanitation Division

Trash fee (monthly)	
- Residential -	\$13.70
- Commercial -	\$18.70
- Out of Town (optional) -	\$20.00
Recycling (monthly)	
- Residential –	\$5.80
- Commercial-	\$33.71
Equipment use Fee	\$100.00/hour
Truck Rental Fee (if truck is available)	\$100.00 plus landfill cost

### Police Division

Officer Fee	\$50.00/hour
Parking Ticket	\$5.00

## Public Works Street Division

Mowing of private lots	\$75.00/hour; minimum cost of \$150.00
Cleaning of private lots	\$75.00/hour; minimum cost of \$150.00 plus landfill cost

## Public Works Water/Sewer Division

Deposit:	
In Town Owner	\$50.00
Out of Town Owner	\$60.00
All Renters	\$150.00
All Businesses	\$60.00

### Water & Sewer Rates (based off actual consumption):

#### In Town Pricing

<u>Gallons</u>	<u>Water Fee</u>	<u>Sewer Fee</u>
0-2000	29.25	29.25
Next 2000	4.41/1000	11.70/1000
Next 2000	4.41/1000	11.70/1000
Next 2000	4.41/1000	11.70/1000
Next 2000	4.41/1000	11.70/1000
Next 10000	4.41/1000	11.70/1000
Next 30000	4.41/1000	11.70/1000
Next 50000	4.41/1000	11.70/1000

#### Out of Town Pricing

<u>Gallons</u>	<u>Water</u>	<u>Sewer</u>
0-2000	58.50	58.50
Next 2000	8.82/1000	23.40/1000
Next 2000	8.82/1000	23.40/1000
Next 2000	8.82/1000	23.40/1000
Next 2000	8.82/1000	23.40/1000
Next 10000	8.82/1000	23.40/1000
Next 30000	8.82/1000	23.40/1000
Next 50000	8.82/1000	23.40/1000

#### Master Meter for a Multi-home Complex

- Base Rate will be computed at the Residential Base Rate x number of homes in the complex
- Base consumption will be computed at the Residential Base Consumption of 2,000 x number of homes in the complex
- Consumption over the computed base consumption amount will be calculated at the normal residential tier system stated above

### Bulk Water Sales

- Will be computed using the Out of Town Pricing
- \$800 Bulk Water deposit for any company wishing to keep the meter for extended periods of time. Deposit will be refundable if the meter is returned undamaged.

Taps:	
Water	
In Town	\$2,000.00 ( ¾”)
Out of Town	\$2,500.00 ( ¾”)
Commercial	At Cost
Any taps over ¾” is at cost	
Sewer	
All Sewer Taps	At Cost
Boring Fee/Crossing Paved Right-a-way	
Town Owed Streets	\$800.00 ( ¾ ”)
Any bores over ¾” is at cost	
State Owed Streets	At Cost + 2% Admin Cost
Rock Blasting	Cost plus 10%
Extension of Service Water Line	Cost plus tap fee
Labor Rate – Regular business hours	\$35.00 hr per employee
After business hours	\$50.00 hr per employee
Meter Set Fee	At Cost
Meter Tampering	Will be criminally charged
Meter Tampering Damage	At Cost + Labor
Reconnect Fee - Administration Fee***	\$50.00

## Zoning

Administrative Appeal	\$175
Rezoning Request	\$175
Special Use Permit	\$175
Subdivision:	
Minor	\$50.00
Major	\$150.00
Variance	\$175.00
Zoning Permit	\$50.00

## Miscellaneous

Business License Permits	\$5.00 annually
Peddler Permit for 3 days – limit to 1 per year	\$10.00
Park Shelter Rental	
In Town Residents	\$25.00 rental plus \$50.00 refundable deposit
Out of Town Residents	\$50.00 rental plus \$50.00 refundable deposit
Non-Profits	\$50.00 refundable deposit
Yardsale Permit for 2 days – limit 3 per year	\$10.00

\* **THE TOWN OF BOONVILLE DOES NOT ACCEPT TWO PARTY CHECKS.**

\*\* **RETURN CHECK POLICY**

Beginning 1/2/2001, the Town of Boonville will not accept checks for a period of 24 months from an individual/business who has had two checks returned to us for NSF.

\*\*\* **ADMINISTRATIVE FEE (CUTOFF FEE)**

ALL previous month balances are due by the 14<sup>th</sup> at 5PM. For payments made after 5PM, there is automatically an Administrative fee assigned to those accounts and water WILL be disconnected on the 15<sup>th</sup> for non-payment.

**SERVICE (ADMINISTRATIVE) FEE FOR RETURNED CHECKS**

If a check is returned for any reason to the Town of Boonville and the payment was for reconnection of water service, the water will be cut off again and another service (administrative) fee will be accessed if the return check is not taken care of in a timely manner.



# Gopher Utility Services, Inc.

1101 W C Street Kannapolis, NC 28081  
704-298-0513

## Q25-3200

Date: 08/27/2025

Expiration Date: 09/27/2025

**TO: Monica Craver  
Boonville WWTP**

We hereby submit this quote for labor and material for install on TV SS unit in the amount of \$3,329.53 (three thousand three hundred twenty-nine dollars and fifty-three cents), including tax.

Please note, quote does not include any applicable shipping or freight.

Authorized Signature \_\_\_\_\_

Reid Mullis Date August 27, 2025

Tax is calculated for materials and labor. North Carolina requires an E-589CI, Affidavit of Capital Improvement to be supplied to us to avoid tax on labor.

**NET 30:** All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Acceptance of Proposal:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

**Warranty:** Issues that arise from workmanship are covered for 1 (one) year from the date of project completion. Materials are covered under the original manufacturer's warranty.

**THANK YOU FOR THE OPPORTUNITY!**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_