

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

The following were in attendance at the 12/2/25 regular meeting: Mayor Pro-Tem Tim Driver, Commissioners Zane Green, Kristin Johnson, and Greg Wagoner. Also in attendance were Attorney James Freeman, Finance Officer/Town Clerk Kim Wells, Police Chief Jeff Hobson, Interim Public Works Director Jackson Craver and Administrative Assistant/Zoning Officer Camryn Long. Mayor Vaughn Benton and Commissioner Monica Craver were absent.

- I. Call to Order and Welcome:** Mayor Pro-tem Driver called the 12/2/25 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Wagoner asked to add a closed session for personnel and under New Town Business, add item E. Mission Invoice. Finance Officer/Town Clerk Wells asked to add under New Town Business, item F. Amend Fiscal Year 2025 audit contract. Commissioner Wagoner motioned to approve as amended. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.
- III. Pledge of Allegiance and Prayer:** Mayor Pro-tem Driver led the Pledge of Allegiance and the prayer.
- IV. Adoption of Minutes:** Commissioner Green motioned to adopt minutes of 11/4 regular and 11/4 closed session. Commissioner Wagoner seconded, and the motion passed with a 4-0 vote.
- V. Public Comments:** Greg Zach, 108 Robin St, commended on traffic on Lon Avenue. Robert Sellers, 132 Transou Ave, thanked the town for the speed limit signs they had put up. A gentleman named David commented on traffic on Lon Avenue.
- VI. Old Town Business**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Mayor Pro-tem Driver updated the Board members on the ongoing projects.
 - B. FEMA Project Update:** Mayor Pro-tem Driver updated the Board members on the ongoing projects.
- VII. New Town Business:**
 - A. Ratify the Consensus to use proposed Christmas Parade rules:** Commissioner Wagoner motioned to ratify. Commissioner Green seconded, and the motion passed with a 4-0 vote.
 - B. Approve purchase from Pyle Solutions for an estimated cost of \$4,559:** Commissioner Green motioned to approve. Commissioner Wagoner seconded, and the motion passed with a 4-0 vote.
 - C. Urban Archery:** Commissioner Green reported to the Board on what he found out about Urban Archery.
 - D. Yadkin County Board of Elections:** Commissioner Green spoke about requested support from the Yadkin County Board of Elections building a new facility. Commissioner Wagoner motioned to table this issue. Commissioner Green seconded, and the motion passed with a 4-0 vote.
 - E. Missions Invoice:** Approval was requested for Missions Communications invoice #2010209 in the amount of \$6,170.80 and invoice #2015424 in the amount of \$347.40. Commissioner Green motioned to approve. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.
 - F. Amend Fiscal Year 2025 audit contract:** The date of the contract was amended from 12/31/25 to 2/12/26. Commissioner Johnson motioned to approve. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- VIII. Reports and Announcements:**
 - A. Mayor's Report:** Mayor Benton left no report.
 - B. Finance Officer's Report:** Finance Officer/Town Clerk Wells spoke about the recent billing cycle. Mrs. Wells asked for clarification on the specific days the board wanted for the 3-day Christmas Break. Consensus was to observe Wednesday, December 24, Thursday, December 25 and Friday, December 26. Mrs. Wells then referenced the NC State Archives microfilming the town's minutes. She then reviewed the Budget vs. Actual report for November 2025.
 - C. Zoning Officer's Report:** Camryn Long spoke of permits that had been issued and the status of the house being built on Williams Street.

- D. Public Works Director's Report:** Interim Public Works Director commented on the Cornfield Well and the new altitude valve at the water tower.
- E. Police Chief's Report:** Chief Hobson reported on year-end paperwork and preparation for the upcoming parade.
- F. Departmental Commissioner's Reports:** Commissioner Craver did not leave a report. Commissioner Wagoner stated he had been working on street issues. Mayor Pro-Tem Driver thanked the employees. Commissioner Green thanked all employees and attendees. He then wished everyone a Merry Christmas and Happy New Year. Commissioner Johnson spoke of upcoming Library events.
- G. Committee Reports as Needed:** Julie Wagoner, President of B.I.G. (Boonville Improvement Group), spoke of the upcoming events.
- IX. Closed Session per NCGS 143-318.11(a) (6)-Personnel:** Commissioner Wagoner motioned to go into closed session (per NCGS 143-318.11(a) (6)). Commissioner Johnson seconded, and the motion passed with a 4-0 vote at 7:49p.m.

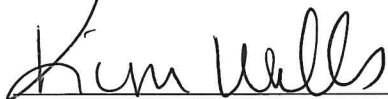
Commissioner Wagoner motioned to return to open session. Commissioner Green seconded, and the motion passed at 8:44 p.m. with a 4-0 vote.

Commissioner Wagoner motioned to appoint Commissioner Green as Departmental Commissioner over Administration and to relieve Commissioner Craver of that responsibility and that the job description for the part time Town Administrator position be changed to make it a remote position to work from home with a time card filled out. Commissioner Johnson seconded, and the motion passed with a 3-1 vote, with Mayor Pro Tem Driver voting against the motion.

X. Adjourn: Commissioner Johnson motioned to adjourn. Commissioner Green seconded, and the motion passed with a 4-0 vote. The meeting ended at 8:46 p.m.



Tim Driver, Mayor Pro-tem



Kim Wells, Finance Officer/Town Clerk



Town of Boonville

Christmas Parade Rules


Applications are due on December 3rd, any applications after the due date are subject to non entry

- Line up will Begin at 2:30pm, December 6th
- Parade entries must enter Woodruff Rd via Wilhelm Rd
- Parade line will be conducted in the former Parkdale Parking lot. All entries upon entering Parkdale will be directed to an appropriate placement in the lineup.
- Parade will start promptly at 4:00pm
- Bands, Choirs, and other performance groups are allowed 90 seconds in the intersection to perform
- All parade entries must maintain a steady flow. Parade entries will not be allowed to stop and start to allow riders to dismount and remount the parade entry. (unless a medical emergency occurs)
- If candy is thrown, it MUST be thrown towards the ground, as close to the crowd as possible
- Sirens are encouraged, however NO MECHANICAL Q will be used. Any participants found in violation of this rule will be subject to immediate parade removal
- Once you turn onto River Road, do not stop until you have turned into the old school parking lot on the left at the town limits. See below for exemptions.
- Applications are due by December 3rd. Any application after the due date may be subject to non entry
- To avoid confusion on behalf of the children, there will only be one Santa in the parade, which will be represented with Southland

NOTE:

- ★ Woodruff Rd and HWY 67 will be closed
- ★ Approximatley thirty minutes of walk time from start to finish
- ★ Bands and floats with walkers will be stopped at Southland Trucking on River Rd. Please have parents pick up from here. Do not park in front of truck bay doors or travel lanes.
- ★ Fire apparatus continue out River Rd to HWY 601
- ★ The Town of Boonville is NOT responsible for any incidents occurring before, after or during the parade
- ★ The Town of Boonville has the right to refuse entry to any participating parties at any time.

Thank you!



MISSION COMMUNICATIONS

Mission Communications LLC.
3170 Reys Miller Road NW
Suite 190
Norcross GA 30071
United States
Phone: 678-969-0021

Invoice

Invoice Date
7/21/2025

Invoice Number
2010209

Bill To:

Town of Boonville
P. O. Box 326
Boonville NC 27011 United States

Ship To:

Town of Boonville
110 N. Carolina Ave.
Boonville NC 27011
United States

Phone: 336-367-4205

EMail: boonvilleadmin@boonvillenc.com

Sales Rep: ClearWater NE

PO Number:

Terms: Net 30

Line	Part Number/Description	Quantity	Unit Price	Ext Price
1	Contract: 79214 SP110-12R Name: Baptist Church L/S Serial Number: 12MIS11060 Service Period: 7/1/2025 for 12 Months	1.00 EA	402.00/1	402.00 (S)
2	Contract: 79215 SP110-12R Name: Williams St lift station Serial Number: 12MIS11061 Service Period: 7/1/2025 for 12 Months	1.00 EA	402.00/1	402.00 (S)
3	Contract: 79216 SP110-12R Name: Howard Street L/S Serial Number: 12MIS11080 Service Period: 7/1/2025 for 12 Months	1.00 EA	402.00/1	402.00 (S)
4	Contract: 79217 SP150-12R Name: JC Lot Lift Station Serial Number: 12MIS11081 Service Period: 7/1/2025 for 12 Months	1.00 EA	347.40/1	347.40 (S)
5	Contract: 79218 SP110-12R Name: Normandy Street L/S Serial Number: 12MIS11082 Service Period: 7/1/2025 for 12 Months	1.00 EA	402.00/1	402.00 (S)
6	Contract: 79219 SP110-12R Name: Alemite Lift Station Serial Number: 12MIS11083 Service Period: 7/1/2025 for 12 Months	1.00 EA	402.00/1	402.00 (S)
7	Contract: 79220 SP800-12R Name: Williams Street Well Serial Number: 12MIS11084 Service Period: 7/1/2025 for 12 Months	1.00 EA	650.00/1	650.00 (W)

MISSION

COMMUNICATIONS

Mission Communications LLC.

3170 Reys Miller Road NW

Suite 190

Norcross GA 30071

United States

Phone: 678-969-0021

Invoice

Invoice Date

7/21/2025

Invoice Number

2010209

650.00

W

8 Contract: 79559
SP800-12R
Name: Woodruff Road Tank
Serial Number: 15MIS16759
Service Period: 7/1/2025 for 12 Months

1.00 EA 650.00/1

9 Contract: 79756
SP800-12R
Name: WWTP
Serial Number: 17MIS20678
Service Period: 7/1/2025 for 12 Months

1.00 EA 650.00/1

WWTP

10 Contract: 79554
SP800-12R
Name: Town Tank
Serial Number: 15MIS16697
Service Period: 7/1/2025 for 12 Months

1.00 EA 650.00/1

W

11 Contract: 79555
SP800-12R
Name: Depot Street Well
Serial Number: 15MIS16698
Service Period: 7/1/2025 for 12 Months

1.00 EA 650.00/1

W

12 Contract: 80313
SP850-12R
Name: Sunset Well House
Serial Number: 20MIS27620
Service Period: 7/1/2025 for 12 Months

1.00 EA 563.40/1

W

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.

Line(s) Subtotal: 6,170.80

Total: \$ 6,170.80

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

MISSION COMMUNICATIONS

Mission Communications LLC.
3170 Reys Miller Road NW
Suite 190
Norcross GA 30071
United States
Phone: 678-969-0021

Invoice

Invoice Date
11/18/2025

Invoice Number
2015424

Bill To:

Town of Boonville
P. O. Box 326
Boonville NC 27011 United States

Ship To:

Town of Boonville
110 N. Carolina Ave.
Boonville NC 27011
United States

Phone: 336-367-4205

EMail: boonvilleadmin@boonvillenc.com

Sales Rep: ClearWater NE

PO Number:

Terms: Net 30

Line	Part Number/Description	Quantity	Unit Price	Ext Price
1	Contract: 94531 SP150-12R Name: Marview lift station SerialNumber: 12MIS11062 Service Period: 11/1/2025 for 12 Months	1.00 EA	347.40/1	347.40

Please make checks payable to Mission Communications, LLC For your convenience Mission accepts credit cards.

Line(s) Subtotal: 347.40

Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

Total: \$ 347.40

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

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

Whereas	Primary Government Unit Town of Boonville
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Gibson & Company, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/25	and originally to be submitted to the LGC on	Date 12/31/25
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hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC	Original date 12/31/25	Modified date 02/12/26
<input type="checkbox"/> Modification to fee	Original fee	Modified fee

Primary (choose 1) Other (choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover/workload
- Issue with auditor staff/turnover/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due six months after fiscal year end (ten months after fiscal year end for housing authorities). Indicate NA if this is an amendment due to a change in cost only.

Late release of 2025 compliance supplement

Additional Information

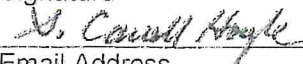
Please provide any additional explanation or details regarding the contract modification.

N/A

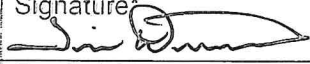
By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Gibson & Company, P.A.	
Authorized Firm Representative* (typed or printed) G. Carroll Hoyle, Partner	Signature* 
Date* 12/2/2025	Email Address carroll@gibcocpa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Boonville	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	12-2-25
Mayor/Chairperson* (typed or printed) Tim Driver, Mayor Pro-tem	Signature* 
Date 12-2-25	Email Address tim.driver@boonvillevn.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address