

Town of Boonville
May 5, 2026, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 5/5/26 regular meeting: Mayor Megan Sizemore, Mayor Pro-Tem Greg Wagoner, Commissioners Monica Craver, Zane Green, and Kristin Johnson. Also in attendance were Attorney James Freeman, Police Chief Jeff Hobson, and Public Works Director Brian Higgins. Finance Officer/Town Clerk Kim Wells and Administrative Assistant/Zoning Officer Camryn Long were absent.

- I. Call to Order and Welcome:** Mayor Pro-tem Wagoner called the 5/5/26 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Pro-tem Wagoner asked to have the mayor position added to the agenda. Commissioner Johnson motioned to approve the agenda. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- III. Pledge of Allegiance and Prayer:** Mayor Pro-tem Wagoner led the Pledge of Allegiance and the prayer.
- IV. Adoption of Minutes:** Commissioner Green motioned to approve 4/7 regular, 4/7 closed session, and 4/21 recessed minutes as submitted. Commissioner Johnson seconded, and the motion passed with a 4-0 vote. The consensus of the Board members was to wait until after the closed session to approve the 4/21 closed-session minutes.
- V. Public Comments:** Kelly Lopez updated the Board members on the parking lot and traffic control at the Catholic Church. She announced the Mother's Day celebration the church had planned. Jackson Craver, asked to speak during New Town Business, Item E. Termination of Jacob Groce.
- VI. Old Town Business**
 - A. American Rescue Plan Act (ARPA) Fund Projects:** Commissioner Craver reported the State has repealed the October deadline.
 - B. FEMA Project Update:** Commissioner Craver reported on the culvert work being performed at the sewer plant/Town garage.
 - C. Drinking Water State Reserves Projects:** Commissioner Craver said the work is due to start anytime. She mentioned that former Mayor Pro-tem Driver signed the bid information and resolution, but it needed to be signed again by current Mayor Pro-tem Wagoner.
 - D. Emergency Management Disaster Relief and Mitigation Fund – Hurricane Helen Flood Mitigation Grant (DPS):** Commissioner Craver said the MOA was approved. She said that TRC plans to obtain approval for Holly Street and the Wastewater Treatment Plant (WWTP) flooding using the DPS funds
- VII. New Town Business:**
 - A. Ratify the Consensus to Hire A. Brian Higgins, at a Salary of \$60,000:** Commissioner Johnson motioned to ratify the consensus. Commissioner Green seconded. The motion passed with a 3-1 vote. Commissioner Craver opposed.
 - B. Ratify the Consensus to Hire JFam Utilities, LLC for ORC Services for \$2,000 Per Month:** Commissioner Johnson motioned to ratify the consensus. Commissioner Green seconded. The motion passed with a 3-1 vote. Commissioner Craver opposed.
 - C. Accept the Resignation of Mayor Benton:** Commissioner Craver motioned to accept the resignation of Mayor Benton. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.
 - D. Vacant Board Seats:** Discussion followed on the vacant seats of former Mayor Benton and former Commissioner Driver. Commissioner Johnson motioned to appoint Megan Sizemore as Mayor. Commissioner Craver seconded, and the motion passed with a 4-0 vote.
 - E. Termination of Jacob Groce:** The topic was tabled until after the closed session.
 - F. Water Leak Adjustment requests:** The Board members discussed the applications and made the following determinations:
 - Commissioner Craver motioned to approve Gerald Wilkins' request for January 2026. Commissioner Green seconded, and the motion passed with a 4-0 vote.

- Commissioner Craver motioned to deny the Melinda Palmer request. Commissioner Green seconded, and the motion passed with a 4-0 vote.
- Commissioner Green motioned to accept the Michael Holcomb request from March 2026. Commissioner Craver seconded, and the motion passed with a 4-0 vote.
- The motion to approve the Jessica Osborn request died for lack of a second.

G. Proposed Police Lieutenant Job Description: Discussion followed on the new position and the need for it. Commissioner Johnson motioned to approve the Police Lieutenant job description. Commissioner Green seconded. The motion passed with a 3-0. Commissioner Craver recused herself from the vote.

H. Budget Workshop: The Board members decided to recess until May 12 at 5:30 p.m. for the next budget workshop.

I. Approval of Invoice #29659 for \$2,708.78 and Invoice # 29660 for \$3,788.25 for Gopher Utilities: Commissioner Johnson motioned to accept invoice # 29659 for \$2,708.78 and invoice #29660 for \$3,788.25 from Gopher Utilities. Commissioner Green seconded, and the motion passed with a 4-0 vote.

VIII. Reports and Announcements:

A. Mayor's Report: Mayor Pro-tem Wagoner said he appreciated the opportunity to serve as Mayor Pro-tem.

B. Finance Officer's Report: Finance Officer/Town Clerk Wells was absent but had emailed her report to the Board members prior to the meeting.

C. Zoning Officer's Report: Zoning Officer Long left a written report for the Board members.

D. Public Works Director's Report: Public Works Director Higgins reported on the blower at the sewer plant and status of the Public Works Department.

E. Police Chief's Report: Police Chief Hobson said the Police Department activities were going well.

Departmental Commissioner's Reports: Commissioner Johnson said she appreciated everyone helping.

Commissioner Green thanked the staff and wished everyone a Happy Mother's Day.

Commissioner Craver had no items to report.

F. Committee Reports as Needed: Boonville Improvement Group said that the garden flags are at Town Hall for purchase at \$20.00 each.

IX. Closed Session per NCGS 143-318.11(a) (6)-Personnel: Commissioner Green motioned to go in to closed session (per NCGS 143-318.11(a) (6)). Commissioner Johnson seconded, and the motion passed with a 4-0 vote at 7:43 p.m.

Commissioner Green motioned to return to open session. Commissioner Green seconded, and the motion passed at 8:09 p.m. with a 4-0 vote.

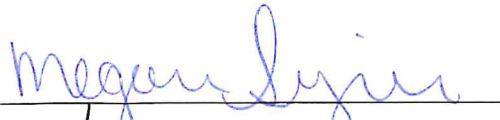
Commissioner Green motioned to accept the 4/21 closed session minutes. Commissioner Johnson seconded, and the motion passed with a 4-0 vote.

Commissioner Green motioned to accept Jacob Groce's resignation. Commissioner Craver seconded, and motion passed with a 4-0 vote.

Commissioner Johnson motioned to accept Ryan Preslar as the Police Lieutenant and increase his pay by 5 percent effective 5/6/26. Commissioner Green seconded. The motion passed with a 3-0 vote. Commissioner Craver recused from the vote.

Attorney Freeman administered the oath of office for new Mayor, Megan Sizemore.

X. Recess: Mayor Pro-tem Wagoner motioned to recess the meeting until May 12, 2026, at 5:30 p.m. Commissioner Johnson seconded, and the motion passed with a 4-0 vote. The meeting ended at 8:14 p.m.



Megan Sizemore, Mayor



Kim Wells, Finance Officer/Town Clerk

JFam Utilities LLC
Boonville, NC 27011

Proposal for ORC Services

JFam Utilities LLC is pleased to submit this proposal to provide ORC (Operator in Responsible Charge) services for the Town of Boonville.

Under this proposal, JFam Utilities LLC will provide five-day-per-week site visits to oversee the operation and maintenance of the Town of Boonville's well and water distribution system. Our services will include ensuring proper system operation, monitoring compliance, and maintaining accurate records. A backup ORC will also be provided as required by the state in case of the ORC absence.

Additionally, JFam Utilities LLC will be responsible for preparing and submitting all required reports and documentation to the State on behalf of the Town. We will also provide support to the Wastewater and Collections ORC by assisting with compliance matters, regulatory reporting, and any necessary paperwork or submittals.

The cost for these services will be **\$2,000 per month**.

Our goal is to ensure the Town of Boonville remains in full regulatory compliance while maintaining safe and reliable system operations.

Jeff Jones
JFam Utilities LLC
Owner / Operator

April 22, 2026

To: The Citizens and Taxpayers of Boonville and The Boonville Town Board

I want to thank you for allowing me to be your Mayor for the last two terms.

Due to my declining health and unstable balance, I can no longer perform the requirements of Mayor.

For this reason, I am resigning as Mayor immediately.

It has become obvious that some board members have their own personal agendas—when the only agenda should be what is best for the citizens and taxpayers of our Town.

May God Bless us all.

Thank you.

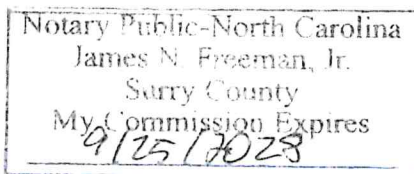
A handwritten signature in cursive script that reads "Vaughn Benton". The signature is written in black ink and is positioned below the text "Thank you.".

Vaughn Benton

"I MEGAN Sizemore do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Mayor so help me God."

Megan Sizemore
Mayor

This was sworn before me this the 5th day of May 2026.



[Signature]
Name

Notary Public
Title

Police Lieutenant

Boonville Police Department – Boonville, NC

Position Summary

In addition to the duties of a Police Officer, the Police Lieutenant will also have the responsibilities listed below:

The Police Lieutenant serves as a key supervisory and administrative officer responsible for overseeing daily patrol operations, supporting criminal investigations, and ensuring effective delivery of law enforcement services to the Boonville community. This position requires a balance of leadership, field engagement, and community-oriented policing.

Key Responsibilities

Leadership & Supervision

- Supervise patrol officers during assigned shifts
- Provide direct, hands-on leadership in both routine and high-risk situations
- Conduct performance evaluations and recommend disciplinary or commendation actions
- Ensure compliance with department policies and North Carolina law enforcement standards

Operational Oversight

- Coordinate daily patrol activities, call response, and incident management
- Respond to major incidents, including serious crimes, accidents, and emergencies
- Assist or lead investigations as needed
- Ensure accurate and timely report writing and evidence handling

Administrative Duties

- Assist the Chief of Police with scheduling, staffing, and policy implementation
- Prepare reports, maintain records, and contribute to departmental planning
- Participate in budget awareness and equipment oversight

Community Policing & Engagement

- Build relationships with residents, schools, and local businesses
- Address citizen concerns and support community-oriented policing initiatives
- Represent the department at town meetings and local events

- Promote trust, transparency, and visibility within the community

Training & Development

- Mentor officers and support ongoing training efforts
- Ensure compliance with North Carolina Criminal Justice Education & Training Standards
- Promote officer safety, professionalism, and ethical conduct

Minimum Qualifications

- Certification as a law enforcement officer in North Carolina (or ability to transfer certification)
- Several years of progressive law enforcement experience, including supervisory roles
- Strong knowledge of state laws, local ordinances, and policing practices
- Valid North Carolina driver's license

Preferred Qualifications

- Experience 10+ years in a municipal police department
- Advanced law enforcement certificate
- Associate's or Bachelor's degree in Criminal Justice or related field

Key Skills & Attributes

- Strong leadership with a hands-on approach
- Sound judgment in high-pressure situations
- Effective communication with both officers and the public
- Ability to multitask across patrol, investigations, and administrative duties
- Commitment to community-oriented policing

Work Environment

- Combination of fieldwork and administrative responsibilities
- Regular interaction with the public in a close-knit community
- Availability for nights, weekends, and emergency call-outs

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

Invoice

Date	Invoice #
4/30/2026	29659

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

Ship To
WWTP

P.O. No.	Terms	Due Date	Project
	Net 20	5/20/2026	

Quantity	Item	Description	Unit Price	Extension
1	R-LAB	TRIP AND LABOR ON 2-15-26 TO DO TEMPORARY FIX. TRIP AND LABOR ON 2-16-26 TO REMOVE BLOWER MOTOR FOR REPAIR AND GEN SET FUNCTIONING PROPERLY. TRIP AND LABOR ON 3-9-26 TO INSTALL HEATERS AND MISC REPAIRS PARTS YADKIN COUNTY	2,330.50	2,330.50
1	R-PARTS		207.00	207.00

Subtotal		\$2,537.50
Sales Tax (6.75%)		\$171.28
Total Invoice Amount		\$2,708.78
Payments/Credits		\$0.00
Total		\$2,708.78

NC Electrical 17833-U
 NC Plumbing 8972

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

Invoice

Date	Invoice #
4/30/2026	29660

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

Ship To
WWTP

P.O. No.	Terms	Due Date	Project
	Net 20	5/20/2026	

Quantity	Item	Description	Unit Price	Extension
1	R-LAB	TRIP AND LABOR ON 4-28-26 TO REPLACE BLOWER MOTOR ON PLANT 3, WIRE IN A FAIL SAFE RELAY TO PREVENT MOTOR OVER HEATING, TEST, AND PLACE IN SERVICE. - QUOTED PRICE YADKIN COUNTY	3,548.71	3,548.71

Subtotal		\$3,548.71
Sales Tax (6.75%)		\$239.54
Total Invoice Amount		\$3,788.25
Payments/Credits		\$0.00
Total		\$3,788.25

NC Electrical 17833-U
 NC Plumbing 8972