

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
October 12, 2015**

The Town of Biscoe Board of Commissioners met in a regular session on October 12, 2015 at 7:00 pm in the Municipal Building.

Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners, Gene Anderson, Eddie Reynolds, John Beard and Jimmy Cagle. Town Manager Brooks Lockhart and Town Clerk Laura Morton were also present.

Call to Order

Mayor Jimmy Blake called the meeting to order at 7:00 pm.

Consent Agenda

A motion was made by Commissioner Smith, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the following consent agenda items:

- a) Approval of Minutes 09.14.2015
- b) September Monthly Financial Report
- c) Demolition Ordinance

**AN ORDINANCE AWARDING A CONTRACT
FOR THE DEMOLITION
OF AN UNSAFE DWELLING AND IMPOSING A LIEN**

WHEREAS, Hugh Martin (the "Owner") is the owner of a dwelling located at 214 Hunsucker Street (the "Dwelling") in the Town of Biscoe; and

WHEREAS, pursuant to N.C. Gen. Stat. §160A-426, the Dwelling was found to be unsafe and needing repair and the Owner was notified by certified mail that certain corrective actions were required; and

WHEREAS, pursuant to N.C. Gen. Stat. §160A-428(2) a corrective action hearing was held on April 22, 2015, at which the Owner appeared and acknowledged that the Dwelling was unsafe and that it met conditions described under N.C. Gen. Stat. §160A-428(1); and

WHEREAS, pursuant to the findings at the hearing the hearing officer found that the Dwelling was a safety hazard, dangerous to health, and likely to contribute to blight; and

WHEREAS, on May 18, 2015 the hearing officer ordered the Owner to repair or demolish the Dwelling within sixty (60) days pursuant to N.C. Gen. Stat. §160A-429, giving the Owner notice of rights to appeal the order; and

WHEREAS, the Owner failed to appeal the order to the Board of Commissioners of the Town of Biscoe and further failed to comply with the order within sixty days; and

WHEREAS, the Owner was notified that he should remove any personal or salvageable items on the Dwelling premises prior to demolition; and

WHEREAS, the Town, pursuant to N.C. Gen. Stat. §160A-432(b), issued a Request for Proposals for Building Demolition Services ("RFP") on August 26, 2015 and September 2, 2015; and

WHEREAS, Larry McDowell Construction, Inc. submitted the lowest bid in the amount of \$12,575.00, which bid is found to be reasonable and responsive to the RFP.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, State of North Carolina, that:

Section 1. A Contract for Demolition Services shall be awarded to Larry McDowell Construction, Inc. in the amount of \$12,575.00 for demolition of the Dwelling.

Section 2. The amounts incurred by the Town for demolition, including legal costs, costs of notice and any costs of publication, shall be a lien against the property located at 214 Hunsucker Street, Biscoe, N.C., and any other property owned by Hugh Martin within the Town limits or one mile of the Town limits, as provided by N.C. Gen. Stat. §160A-432(b) and (b1) and N.C. Gen. Stat. §160A-226.

Section 3: This Ordinance shall be appropriately recorded in the Office of the Clerk.

This Ordinance adopted by the Town of Biscoe Board of Commissioners on Monday, October 12, 2015.



James E. Blake, Mayor

Attest:

Laura B. Morton, Town Clerk

Manager Transition

PTRC Manager Search

Town Manager Brooks Lockhart said in your packets I emailed there was an agreement, to be executed, which will allow the Piedmont Triad Regional Council (formerly PTCOG) to facilitate your manager search. On the last page of that agreement is a draft of an anticipated time-table for the placement of a new manager.

Manager Lockhart said I am personally biased in my belief that the Town of Biscoe should use the PTRC to facilitate this search. 9 years ago I was not aware that the Town of Biscoe had an open manager position until I was directly solicited by Randy Billings from the PTCOG to apply for the position. The PTRC has a proven track record in finding managers that are a good fit for their client community's culture and organization. Further, they have a resourceful staff with access to a great pool of candidates.

A motion was made by Commissioner Smith, seconded by Commissioner Beard, and so the motion carried unanimously to allow the Piedmont Triad Regional Council of Governments to search for a new manager.

Contract for Interim Manager

Also included in the email was an agreement, to be executed, between the Town of Biscoe and Allen Oliver. This agreement identifies the terms and conditions of the employment of an interim manager. Statutorily, under the council-manager form of government the Town must always have a manager. Typically towns appoint an interim manager to serve while seeking a new manager. Considering the potential for litigation and numerous other high pressure issues facing the town, I highly recommend the placement of a seasoned manager until a permanent manager is hired.

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to approve the Employment Contract with Interim Manager Allen Oliver.

Disposition of Fixed Assets

Fire Truck

Mr. Lockhart said Biscoe Volunteer Fire Department Chief Tripp Myrick has made a request which this board will need to approve. The request has been made to transfer ownership of the previously retired fire engine back to Montgomery County. The Wadeville Volunteer Fire Department has a newer model engine that has become cost-prohibitive to repair. This truck, which is older, would be put into operation to replace the other truck.

When the County transferred their ownership of the fire engine to the Town, it was the intention to utilize the truck as a sewer pump truck. After much deliberation two potential problems were encountered. First, many in the community have a sense of pride regarding the fire equipment. Second, the length of the truck and position of the tank would potentially need to be shifted in order for the vehicle to access all of the places it would be needed leading to a higher cost than previously thought. Finally, this transfer of ownership to the County would remove this from our insurance and place it back under the insurance of the County.

Surplus Property

The below list of Surplus Items have outlived their useful lives for the Town:

- Clothes Rack
- Desk (damaged, fully wooden construction)
- Rolling desk chairs (replaced this fiscal year, formerly Police)

- Projector Screen
- Server (taken out of service in 2013)
- Ford F150 1994 (Public Works-yellow truck)
- Dodge Military Truck 1976 (Public Works)

With the Board's approval we will post these items for sale on the Town Bulletin Board for a term of two weeks. Only sealed bids will be accepted. Bids are to identify the quantity (chairs) and price per item. The Town of Biscoe will reserve the right to reject any bids should they be perceived too low (example: vehicles below scrap metal costs).

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the transfer of the 1987 FMC Spartan Fire Truck to the County and approve items for surplus auction.

Project Updates

CWMTF/CWSRF WWTP Upgrades

We are nearing completion. There has been one additional Change Order since the previous meeting to expand the concrete dumpster pad associated with the Automatic Bar screen. The new clarifier is functional and following a week of operation, we can be confident in its use enough to allow us to drain the old clarifier and assess the cost of any rehabilitation that might be needed.

Update from Bob Froneberger:

Work continues to progress with the WWTP upgrade project and is now approaching 95% complete. As of October 9, the following equipment units have been successfully started up and training sessions conducted with Biscoe personnel:

- Secondary Clarifier
- Return Sludge Pump Station
- Emergency Generator and Automatic Transfer Switch
- Mechanical Screen

Equipment remaining to be started up includes the new floating aerators already installed in Aeration Basin #1 and the new effluent recirculation pump. WK Dickson expects to visit the site on October 13 to inspect the project with Biscoe's staff and prepare a Construction Punch List identifying items remaining to complete.

The new mechanical screen was originally designed to receive screenings in a roll-off garbage can. After consideration of the potential volume and to reduce handling, Biscoe's operation staff requested modifications to accommodate a 2 cubic yard dumpster. This required a small extension of the concrete pad at the screen and a 9' x 15' concrete pad for the dumpster truck. Change Order #5 was submitted and verbally approved for this addition that is currently in progress. The cost of the actual work for this Change Order was for \$17,496. The final Change Order cost was, however, reduced to \$1,896 by taking a credit of \$15,600 for the unused unit cost in the contract for backfill materials at the clarifier that were not required.

It is expected that State Utility Contractors Inc. will complete work at the site in October and ahead of the current contract completion date of November 13.

Industrial Park Lift Station

As noted in the updates the last two months, we had our project bid opening on September 1, 2015.

At this time staff is still undertaking additional due diligence on this project and is recommending delaying approval of this contract until a **special called meeting on October 26th at 11:15 am to occur at First Baptist Church.**

Staff has reached out to Carolina Dairy and has been informed of their planned timetable for expansion with anticipation of a third production line by June 2016. The total project time for this lift station is 4 months; delaying approval should not create any problems.

Bill Lester has provided two documents for the Board's approval on October 26th. Hard copies will be available at the meeting.

The first document is a revised project budget. After considering the low bidder, contingencies, and other costs this project is anticipated to cost no greater than \$311,200. This is significant as we had been preparing for a project cost of \$350,000.

The second document is a Recommendation of Award for the low bidder, this document reflects the due diligence in verifying the bid undertaken by our engineer. A listing of all of the bids and their breakout are included. The bids are all valid until October 31.

Finally, a third document authorizing the loan from First Bank will be provided at the meeting on the 26th.

Halloween in the Park

Town Clerk Laura Morton has provided the below:

Halloween in the Park Update for the Board

- Candy Bought, Ordered & Received
- Cotton Candy Machine & Supplies Ordered & Received
- Wrist Bands (for the gate) Ordered
- Popcorn Bags Ordered & Received
- Free Face Painting (face painting artist booked)
- Biscoe Presbyterian Church will be selling hot dogs and funnel cakes
- EVENT STAFF t-shirts ordered
- Police Explorers Assistance confirmed
- Banners Ordered for Advertisement
- Post Cards Made to Handout
- Flyers Made to Handout

"Trunk" Participants

1. First Baptist Church
2. Lion's Club
3. Town Hall
4. Police Department
5. Fire Department
6. Page Memorial UMC
7. Library
8. Smurfs

Transportation Updates

Signage has been posted denoting NCDOT will implement the change to a four way stop at McCaskill Street Extension on 11/4/15. Following this change, the Town will be able to post the RL Kellam Street signage and take over maintenance of the short stub-out between the apartments and Bojangle's. This acceptance of the road will be on your November agenda along with an official resolution to name the road (I believe it has been referred to as Oak View Drive/Lane).

Mayor's Minutes

- a) Attended a Chamber of Commerce Meeting regarding consolidation of the Chamber of Commerce, EDC and TDA in Troy
- b) Attended a meeting of the 5 Montgomery County Mayors
- c) Attended a PTRC General Session meeting in Kernersville
- d) Chaired a Rural Planning Organization meeting for DOT including Rockingham, Caswell, Randolph, and Montgomery Counties
- e) Toured construction of the Sewer Plant with Sam Stewart
- f) Swam in the Biscoe Pool and surveyed it for needs
- g) Spoke at a Sunrise Farmer's meeting regarding Sheep in the solar farms
- h) Chaired an EDC meeting for the county

Public Comment

No one spoke during the public comment period.

Commissioner/Staff Comments

No one spoke during the public comment period.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Mayor Pro-tem Smith made the second. All voted in favor. Meeting adjourned at 7:35 p.m.

Mayor

Town Clerk