

**TOWN OF BISCOE  
BOARD OF COMMISSIONERS MEETING  
November 9, 2015**

The Town of Biscoe Board of Commissioners met in a regular session on November 9, 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. Interim Town Manager Allen Oliver and Town Clerk Laura Morton were also present.

**Call to Order**

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

**Consent Agenda**

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

- ◆ Approval of Minutes 10-12-15
- ◆ Approval of Minutes 10-26-15
- ◆ October Monthly Financial Report

**INTRODUCTION OF NEW INTERIM MANAGER**

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Mayor Blake introduced the new Interim Manager Allen Oliver. Mr. Oliver is a graduate of West Montgomery High School, Western Carolina University, and North Carolina State University. His resume includes Center Director of Rowan County Parks, Athletic Director for Mooresville, Assistant and Director for the City of Asheboro, Director and Assistant City Manager in High Point. Allen retired after 35+ years in public service. He has always been involved in civic organizations such as Boy Scouts of America, Rotary Club, Recreation Associations, and Special Olympics. He is married to Mindy Oliver and has two sons Austin and Daniel and has two granddaughters Jane and Mary. His hobbies include officiating High School Football games, bicycling, and collecting and making pottery.

**BUDGET AMENDMENT**

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Manager Oliver said this amendment has become necessary for us to clear up a fund imbalance (due to/due from) in our 72-LEO Separation Fund and the 10-General Fund. Essentially, we had budgeted to allocate around \$25,000 annually to the LEO Fund from the General Fund (Police annual budget) and for the past 4 years we have had approximately \$21,000 in actual disbursements to retirees. These disbursements were budgeted to hit the 72 fund but ultimately were made out of our 10 fund. Essentially, we transferred the \$25,000 to the LEO as budgeted but also paid out the retirees from the general fund which meant the LEO fund owned the General Fund. This amendment will allow a transfer to occur to clean up our fund accounting; no actual money will transfer. The alternative to making this amendment is to transfer the amount the LEO owes to the General Fund (\$97,826) which will trigger the need to redo our actuarial study. The accounting amendment presented is cheaper and easier.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the Budget Amendment request for LEO Separation Allowance.

**TOWN MANAGER SEARCH**

Manager Oliver said Matt Reece, Assistant Director of the Piedmont Triad Regional Council has provided a rough draft document of what will be sent out for the Town Manager Search. This document contains information about the Town, County, and region. Mr. Matt Reece needs to know a few key items. These items include Criteria of the Position, Salary, and date to close advertisement. After some discussion, it was a consensus of the Board to set the salary range \$55,000 - \$65,000 and post the advertisement “until position filled”. The Board agreed with criteria that Mr. Reece has already laid out.

**HALLOWEEN IN THE PARK**

Town Clerk Laura Morton said our 2<sup>nd</sup> Annual Halloween in the Park was a great success! We had 2,005 people to come through the park including volunteers. Participants and Volunteers included the Town Board, Laura Morton, Dennis Morton, Beth Morton, Laura Jordan, Joey Gobrish, Toni Jordan, Virginia Brower, Benjy and Sherry Dunn, Teresa Robinson and her sister, Sharon Reynolds, Mary and Richard Sheffield, Brandi Harris, Brent Tedder, Michael Barrington, Shane Armstrong, DJ Capel, D.C. Maness, Town Police Explorers, Sam Stewart, Alex Turner, Reid McAlister, David McIntyre, David Steele, Joaquin Morales, Ben Dunn, Fire Department, First Baptist Church, Lion’s Club, Windblow Smurfs, Library, Page Memorial, First Baptist, Biscoe Presbyterian, Mt. Moriah, Hoods Chapel, New Beginnings Church, Tessa Jackson and her family, Mary Ann Thompson and Nick Thompson. I hope I haven’t left anyone out. There were so many. We received a \$50 donation from Thigpen and Jenkins and a \$25 Walmart card and some decorations from Wal-mart. Grede donated \$500. Our Town budget was a total of \$2,500. Autumn Care donated 600 bottles of water. Below is a breakdown of what was spent on Halloween in the Park as of 11-4-15. There may be a few more invoices to come in that need to be paid from this budget, but not many more. The sales tax amount is broken out because that will be refunded with the annual sales tax reimbursement from the State. The Subtotal is where we stand with expenditures to date \$2,701.36. The Total budgeted and donated is \$3,075.00. This is a difference of \$373.64 which should cover outstanding invoices. The Board thanked the Town Clerk for her work on Halloween in the Park. Town Clerk Morton thanked the volunteers, town staff, and Commissioners for everything they did to make it a success.

<b>HALLOWEEN IN THE PARK REPORT</b>					
Banners (3) - Vista Print	First Bank Card	\$ 202.64	\$ 14.18	\$ 216.82	
Candy - Staples	Staples	\$ 47.92	\$ 1.81	\$ 49.73	
Candy - Staples	Staples	\$ 45.98	\$ 1.74	\$ 47.72	
Candy - Staples	Staples	\$ 78.20	\$ 2.96	\$ 81.16	
Candy - Staples	Staples	\$ 148.19	\$ 2.78	\$ 150.97	
Candy - Staples	Staples	\$ 78.20	\$ 2.96	\$ 81.16	
Candy - Food Lion (Half Price)	First Bank Card	\$ 202.59	\$ 23.07	\$ 225.66	
Cotton Candy Machine	First Bank Card	\$ 199.95		\$ 199.95	
Cotton Candy Supplies & Popcorn Bags	First Bank Card	\$ 179.92		\$ 179.92	
Drinks - Coca Cola	Coke	\$ 287.50	\$ 19.41	\$ 306.91	
Face Painter Chris Almond	Chris Almond	\$ 125.00		\$ 125.00	
Face Painter Jackie Cook	Jackie Cook	\$ 125.00	\$ -	\$ 125.00	
Hot Chocolate - BJ's	First Bank Card	\$ 59.92	\$ 1.20	\$ 61.12	
T-Shirts	Brandit	\$ 605.59	\$ 38.32	\$ 643.91	
Wrist Bands	I-Promote-u	\$ 314.76	\$ 22.03	\$ 336.79	
		<b>\$ 2,701.36</b>	<b>\$ 130.46</b>	<b>\$ 2,831.82</b>	
		<b>Subtotal</b>	<b>Tax</b>	<b>Total</b>	

*We are already planning for next year. We are glad it was a successful event.*

## **HOLIDAY SCHEDULE, CHRISTMAS PARTY AND STAR CHRISTMAS PARADE**

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Town Clerk Laura Morton said the Holidays are approaching quickly. The following dates the Town Offices will be closed:

- ◆ November 11, 2015 Veterans' Day
- ◆ November 26 & 27, 2015 Thanksgiving
- ◆ December 24 & 25, 2015 Christmas
- ◆ January 1, 2016

The Star Christmas Parade will be on December 12. Please contact Laura Morton if you are interested in riding. We would really like to have as many as possible riding this year! (Commissioners, Staff, Children, Grandchildren, etc.) We always have a fun time!

It has been suggested that the Town Christmas Party and the Fire Department Christmas Party be combined into one event. It was suggested that an employee luncheon be held. Manager Oliver said that he and the Town Clerk will work on this and let the Board know what is decided.

## **PROJECT UPDATES**

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### ***CWMTF/CWSRF WWTP Upgrade Project Update Provided by Bob Froneberger:***

The Biscoe WWTP upgrade construction is nearing completion with the ongoing work now limited to the final completion of construction punch list items. While this effort has been slowed down by the recent heavy rain events, State Utility Contractors, Inc. is working with the goal of completing the remaining punch list items on or before November 13, 2015.

The payment request for October was submitted based upon 100% completion with a retainage of \$40,659 withheld to cover the work associated with the punch list. One additional Change Order will be issued with the project closeout. This will be a credit to the Town for \$21,417 for the remaining Material Testing Allowance not utilized.

The additional engineering services remaining include the preparation and submittal of final closeout documents required by the Clean Water State Revolving Loan (CWSRF) and Clean Water Management Trust Fund (CWMTF).

Final inspection of the WWTP project with the Clean Water Management Trust Fund has been scheduled for November 30, 2015 with a representative of DENR/DEQ.

### ***Industrial Park Lift Station***

The Award Letter for Terry's Plumbing has been signed along with the Loan Documents from First Bank. The \$350,000 has already been deposited into the Town's First Bank Money Market account.

### ***Audit Presentation***

Our auditors have completed the Audit and will be presenting the audit on January 12, 2015.

## **MAYOR'S MINUTES**

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The following are the Mayor's minutes:

- Attended 2<sup>nd</sup> day of Annual NC League of Municipalities Convention in Winston Salem
- Attended a Montgomery county Schools Health Advisory Meeting
- Met with Amanda Whitaker of Montgomery County EDC regarding Economic Development Committee
- Met with 02 EMC Solar people
- Attended general session COG meeting in Kernersville

- Attended a farewell party for Town Manager, Brooks Lockhart
- Went to Tillery Traditions to hear a speech given by Montgomery County Sheriff, Chris Watkins
- Participated in Halloween in the Park with the Biscoe Lions Club
- Showed interim Town Manager, Allen Oliver around town and met with him for 3 hours
- Greeted town voters on Election Day
- Attended an Executive COG meeting in Kernersville
- Met with Economic Development Committee, Chamber of Commerce, and Tourism Development Association with County Manager Matthew Woodard in Troy

#### **OTHER REPORTS/COMMENTS**

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Chief Tedder introduced the Town's newest police officer, Mrs. Tina Medlin.

Commissioner Beard thanked Reid McAlister for the tour out at the Wastewater Treatment Plant.

Commissioner Reynolds said he still does not feel comfortable with Wright Foods and the Pump Station. He said he feels like we need to check water/sewer consumption, etc. before anything is signed.

Commissioner Cagle thanked everyone for their part in Halloween in the Park. He said this is a good event for the community.

#### **PUBLIC FORUM**

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No one spoke during the public forum.

#### **ADJOURNMENT**

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There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Cagle made the second. All voted in favor. Meeting adjourned at 7:30 p.m.

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Mayor

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Town Clerk