

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
November 13, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on November 13, 2017 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Eddie Reynolds, Jimmy Cagle, and John Beard. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

Call to Order/Pledge of Allegiance

Mayor Blake called the meeting to order at 7:00 pm. The Pledge to the American Flag was recited and a moment of silence was observed.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the November 2017 Monthly Financial Report. The October Minutes will be approved at the December meeting.

Budget Amendments Request to Receive Revenues

Manager Holland presented the following budget amendment requests to receive revenue:

**AMENDMENT TO THE BUDGET ORDINANCE
General Fund**

BE IT ORDAINED by the Governing Board of the Town of Biscoe, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-6120-400	Halloween in the Park		\$1,400.00
10-4310-353	Maintenance/Repair Vehicle		\$1,427.92
10-4260-290	Department Supplies		<u>\$3,623.68</u>
	Total		\$6,451.60

This will result in an increase of \$6,451.60 in the appropriations of the General Fund.

Section 2: To amend the General Fund, the estimated revenues are to be change as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-3833-860	Halloween in the Park Donations		\$1,400.00
10-3830-000	Miscellaneous Revenue		<u>\$5,051.60</u>
			\$6,451.60

The budget officer has performed a thorough analysis of the Halloween in the Park donations and would like to recognize the following at this time:

Other Revenue	\$	450.00
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First Bank	\$	200.00
Wal-mart	\$	1,000.00

The budget officer has reviewed the following insurance claims and would like to recognize the following proceeds:

Property Damage to Police Chief's Cruiser (J. Parmeter)	\$	1,427.92
Property Damage (wind) to the Flag	\$	3,623.68

We are therefore recommending that the current year's budget revenue of the General Fund be amended as indicated, increasing the budget revenues by \$6,451.60.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 13th day of November, 2017.

AMENDMENT TO THE BUDGET ORDINANCE
Water Sewer Fund

BE IT ORDAINED by the Governing Board of the Town of Biscoe, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the Water/Sewer Fund, the appropriations are to be changed as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
60-7100-550	Capital Outlay Equip.		\$10,888.50
	Total		\$10,888.50

This will result in an increase of \$10,888.50 in the appropriations of the Water/Sewer Fund.

Section 2: To amend the General Fund, the estimated revenues are to be change as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
60-3830-000	Miscellaneous Revenue		\$10,888.50
			\$10,888.50

The budget officer has reviewed the following insurance claims and would like to recognize the following proceeds:

Property Damage (wind) at Bruton Street Pump Station	\$	10,888.50
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We are therefore recommending that the current year's budget revenue of the Water/Sewer Fund be amended as indicated, increasing the budget revenues by \$10,888.50.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 13th day of November, 2017.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the budget amendments as presented.

IT Recommendation and Request

Fred Nance with Randolph Communications was present. He said Town Clerk Laura Morton had contacted him regarding questions about the Town's main server. Thank you for the opportunity to meet with you and offer you a proposal to resolve some of the IT issues you are facing. The following lists are the items we discussed.

- Are backups working?
- If we need it; can we restore from our backups?
- In case of a catastrophic failure; how do we recover our IT systems and data?
- Are we protected from intrusions and viruses?
- How do we enforce strong passwords and periodic password changes?

We propose either Carbonite cloud backup with local Bare Metal Image or Veritas System Recovery; depending on the bandwidth your ISP can provide. The Carbonite is a recurring annual fee for the cloud storage. Veritas System Recovery is a one-time fee; but doesn't offer offsite backup. So, we recommend you put a NAS at the Police Department and copy the local backup there since you have fiber between the two buildings.

We also propose Symantec Endpoint Protection for all of your computers as well as an enterprise grade firewall with gateway antivirus and intrusion prevention.

For strong password enforcement; we propose installing Active Directory on your server and setting up your network as a Domain instead of a peer-to-peer network. Active Directory is already included with your server; it just needs to be installed and configured. Once AD is installed; password policies can be implemented and enforced per your requirements. We can work with you to determine a policy that best suits your needs.

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
Carbonite Backup. Backup for one server and unlimited computers, Continuous file-level backup, Image backup and Bare Metal Restore	1.00	\$599.00	\$599.00
WD 4TB Elements Portable External Hard Drive - USB 3.0	1.00	\$139.99	\$139.99
Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
		Subtotal	\$3,418.99
		Sales Tax (7%)	\$147.35
		Total	\$3,566.34
		Purchase down payment	\$891.58
		Remaining Balance	\$2,674.75

Quote valid for 30 days from 09/29/2017. Sales tax subject to change.

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
WD 4TB Elements Portable External Hard Drive - USB 3.0	1.00	\$139.99	\$139.99
Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
Veritas System Recovery	1.00	\$496.32	\$496.32
WD 8TB Network Attached Storage	1.00	\$570.69	\$570.69
		Subtotal	\$3,887.00
		Sales Tax (7%)	\$222.04
		Total	\$4,109.04
		Purchase down payment	\$1,027.26
		Remaining Balance	\$3,081.78

Quote valid for 30 days from 09/29/2017. Sales tax subject to change.

Mr. Nance recommended the 2nd proposal in the amount of \$4,109.04 because of the internet speed and bandwidth. Mayor Pro-tem Smith said he thought the Town could get better internet speed through Ellerbe Telephone. After some discussion, a motion was made by Mayor Pro-tem Smith, seconded by Commissioner Beard, and so the motion carried unanimously to table this recommendation until the December meeting so staff could check on increasing bandwidth.

Children at Play Sign Request – Stewart Street

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve a Children at Play sign for Stewart Street.

Manager Report

Water Tank Update

Manager Holland said the Water Tank Maintenance is moving along. The company will be sterilizing the tank and doing water samples in the next few weeks. He asked the Board about the angle of the Town Logo on the water tank. It was a consensus of the Board for the logo to be angled more toward the stoplight than previously.

Employee Appreciation Christmas Luncheon November 29 - 11:30 am until 1 pm

The Annual Employee Appreciation Christmas Luncheon will be November 29 from 11:30 am until 1 pm. We will close Town Hall during this time so all of our employees will be able to enjoy the lunch.

Prayer Breakfast

The Senior Prayer Breakfast will be on Wednesday, December 13, 2017 at 10 am. Rev. Larry Wilson will be giving the devotional and Hood Chapel has been asked to give the opening and closing prayer and music.

The Mayor's minutes are as follows:

- Attended Health Advisory Meeting in Troy
- Attended a Mayoral Meeting in Troy
- Attended STARworks Ribbon Cutting for new Electric Car station, regional Representative from Duke Power was in attendance
- Sat on a conference call with Mayors, Commissioner Jackie Morris, and County Manager Matthew Woodard regarding Fire Districts
- Attended a General Session of the COG in Kernersville
- Chaired a RPO Meeting in Kernersville
- Attended Halloween in the Park, Representing the Town of Biscoe and handed out candy with the Lion's Club
- Attended an Executive Meeting of the COG in Kernersville
- Attended a Mayoral Meeting in Troy with Town Manager, Brandon Holland regarding Fire Departments
- Welcomed Voters to the Town Hall on Election Day
- Attended a Piedmont Triad Tomorrow Workshop in Winston Salem

Public Forum

No one spoke during the public forum.

Adjournment

There being no further business to bring before the Board, Commissioner Reynolds made the motion to adjourn, and Commissioner Beard made the second. All voted in favor. Meeting adjourned at 7:20 p.m.