

**TOWN OF BISCOE  
BOARD OF COMMISSIONERS MEETING  
August 12, 2013**

The Town of Biscoe Board of Commissioners met in a regular session on August 12, 2013 at 7:00 pm in the Municipal Building.

Present were: Mayor Michael Criscoe, Mayor Pro-Tem Jerry Smith, Commissioners, Gene Anderson, John Beard, Jimmy Cagle and Jimmy Blake.

Department Heads Present: Town Manager Brooks Lockhart, Town Clerk Laura Morton, Police Chief Brent Tedder, Public Works Director Sam Stewart, and Parks Director Mark Miller.

**Call to Order**

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Mayor Michael Criscoe called the meeting to order at 7:00 pm.

**Consent Agenda**

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

1. Approval of Minutes 07.08.13
2. Approval of Minutes 07.29.13
3. July Monthly Financial Report

*\*Town Clerk Laura Morton informed to the Board that with the new software conversion, the accounts have not been reconciled monthly as before because of changes. The software company is working on getting the conversion amounts correct so bank reconciliations can be caught up and back on schedule to be done monthly.*

**Proposed Changes to the Biscoe Police Department Reserve/Part-time Police Officer Policy**

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We are requesting formal approval to allow the Biscoe Police Department to pay, when needed, reserve officers.

Currently, our reserve officers work on a voluntary basis but are scheduled as they have availability. Our current reserves have been assets to the town and our last two hires were previously reserve officers.

We are proposing a \$10 hourly rate for this fiscal year. As shown in the policy below; the board would need to set the reserve rate annually. These funds would be limited by the amount approved in the annual budget.

Biscoe Police Department  
SOP#34  
Reserve/Part-time Police Officers

**PURPOSE**

The purpose of this policy is to establish procedure and guidelines for the implementation and

management of reserve/part-time officers for the Town of Biscoe Police Department. Utilization of reserve or part time officers represents a highly cost effective and reliable asset to full time law enforcement personnel and to the Town itself. The proper use and management of sworn reserve or part time officers will provide an increased effectiveness to provide services to our community, will provide assistance to our full time officers in the prevention and detection of crime, and will lessen the burden on full time officers when scheduling vacation, sick time, unpaid leave, off-duty assignments, or attending training.

#### **DEFINITION**

**Reserve / Part-time Officer:** An employee of the Town of Biscoe Police Department who is a sworn law enforcement officer, with all the powers of arrest and certification by the N.C. Department of Justice, Law Enforcement Training and Standards Division.

A reserve / part-time officer is an individual who has complied with all the standards required to be a full-time law enforcement officer, but works on a part-time basis with the Biscoe Police Department.

#### **RESERVE / PART-TIME OFFICER**

- All reserve / part-time officers shall serve a one (1) year probationary period.
- All reserve / part-time officers are subject to the guidelines of the Biscoe Police Department's Standard Operating and Procedures Manual.
- Reserve / part-time officers are not eligible for the Town of Biscoe employee benefits package. (Except Workman's Compensation Insurance, while injured in the performance of assigned duties.)
- All reserve / part-time police officers for the Town of Biscoe are required to work a minimum of 24 hours a month to remain employed by the department. (Changes are subject to the Chief of Police or his designee)
- Reserve / part-time police officers will only be compensated by the Town of Biscoe at a rate approved by the board on that years budget for first 24hrs unless scheduled by the Chief of Police or his designee to work more hours during the month. All hours have to be approved by the Chief of Police.
- Reserve / part-time officers will serve as supplemental support personnel to the full-time employed officers.
- Reserve / part-time officers shall not attempt to make an arrest or perform any other law enforcement action while NOT on active duty, without the express consent or authorization of a full-time sworn officer of the Biscoe Police Department.
- Reserve / part-time officers while on active duty with the Biscoe Police Department, should ride with and assist the on-duty, full time Biscoe Police officer, when possible.
- Reserve / part-time officers should follow the directions and guidance of a full-time Biscoe Police officer, in the performance of their duties.
- Reserve / part-time officers may drive a patrol vehicle only under supervision of a full-time

Biscoe Police officer, or the existence of emergency or exigent circumstances, or at the discretion of the Chief of Police or his designee.

A motion was made by Commissioner Beard, seconded by Commissioner Cagle, and so the motion carried unanimously to approve the Proposed Changes to the Biscoe Police Department Reserve/Part-time Police Officer Policy.

### **Fencing at Deaton-Monroe Park**

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This past week there was an automobile accident at the park. The fence was hit by a car and will need approximately \$4,100 in repairs to restore to its original state. A quote for the repairs has been forwarded to the insurance company of the driver. This is a perfect time to consider any changes to the fencing at the park. I have heard three different proposals at this time: remove the fencing, relocate the fencing back to allow for a sidewalk on Mill Street, or replace the fencing to its original standards. Staff is requesting guidance from the Board.

Public Works Director Sam Stewart said it would look more presentable at the entrance without a fence and gates. He said the park was secured in the past, but it is better for the police to get into the park if there is an issue after hours if they are left open. He said the money could be used for landscaping.

Mayor Criscoe asked how much fencing needs to be taken down. Mr. Stewart said 200 feet to take down; 40 – 60 ft. was damaged.

Commissioner Blake said as Park Director at the time, I did not agree with the fence. He said the fencing at the back of the park does help. He said if the Police Chief, Mark and Sam are ok with this, I am too. If we take it down we need to study the walkability.

There was also some concern about the danger of the drop-off without the fence.

Town Manager Brooks Lockhart suggested that the insurance money received be used for security cameras for the Park; cameras that will actually record video.

Park Director Mark Miller was asked how he feels about Mr. Stewart's recommendations. Mr. Miller said he agreed.

A motion was made by Commissioner Blake, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the removal of the park fencing from the Tennis Court to the best place it can be tied off and to purchase security cameras for the park to help with security at the pool and around the veterans' monument.

### **Project Updates**

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#### **Major Sewer Projects**

In an effort to avoid any delays on the upgrades to our waste water treatment plant (CWMTF Grant) we have given WK Dickson notice to proceed on the design phase at a cost of \$29,500 from our annual Water and Sewer Budget. This cost will cover Conceptual Design, Surveying, and our Geotechnical work. By proceeding on the design, we have afforded more time to review our options for matching funds for the CWMTF Grant. We should have all the information for review by our September 9th meeting.

As noted last month, we will be pursuing the Clean Water Management State Revolving Loan Fund

for use on the I&I project. Its next application deadline is October 1. We will have our engineers prepare this application and we will have something for review at the September 9th meeting.

#### **PARTF**

Last week we had our closeout meeting on the PARTF Grant. The project was completed for \$81,086; which was \$25,622 under estimates by our engineers. We received \$40,543 (50% of total cost) this week; we filed our request on 6.29.2013 and should be able to close out this grant on our books with this year's audit. The PARTF Staff informed staff that our project was handled well and they encouraged us to apply for another one soon.

Commissioner Blake applauded the Town Manager for his efforts in organizing the Recreation Board.

#### **Public Forum**

No one from the public spoke during the public forum.

Commissioner Beard asked about the lights that were approved on Sedberry Road. Mr. Lockhart said he had been talking with Duke Progress Energy since July. Their engineer is saying we need to have a lumen diagram done. He also said that street lights have to be consecutive. He also said there are other places in Town that street lights are not consecutive. He also stated he was unsure why this was such an issue because Duke Progress Energy gets \$25 per light. This generates revenue for them. Mr. Lockhart said he has requested a meeting with another engineer from Duke Progress.

Commissioner Blake said he rode in the Peach Festival and advertised the park. He said he was glad swimming lessons are still going well. He said the Summer Tennis Program ended August 1<sup>st</sup> and it was a success. Mr. Blake said we may want to keep the fence that is taken down at the park. He toured the new Railroad Facility in Candor and it is an impressive complex. He and Jackie Morris attended the Council of Government meeting this week. Commissioner Blake said that he and the Public Works crew had training certification so the Town could continue to use inmates. He said he rode with Alex Turner on Friday to look at the sewer lines. He said the Road Block seemed to have gone well on Friday. Chief Tedder said there were approximately 10 different police departments involved in the road block and several charges were made.

Commissioner Anderson said Tony Hutto came by his house and was very pushy about the names on the Veterans' Monument. He said I told Mr. Hutto I would bring it up.

Mayor Criscoe said I spoke with his wife on Friday.

Town Manager Lockhart said it is my understanding that we are doing this in phases. Phase one is complete and we are raising funds for Phase 2. The Board agreed. Mr. Stewart said that Hutto is probably worried about getting the monument up to put the names on it because the longer the panel is on the epoxy, the harder it will be to loosen it to take it with him to put the names on it.

Town Manager Lockhart said that he does not like being held ransom by a vendor when they are going around bad mouthing the Town.

The Mayor said he would talk with Mr. Hutto.