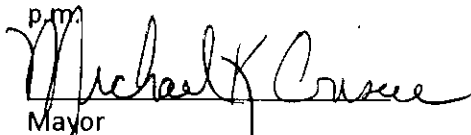
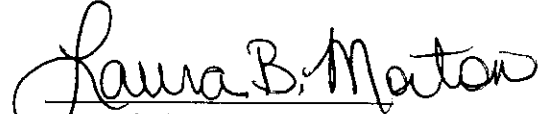


Adjournment

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 7:52

p.m.

Mayor


Town Clerk

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

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

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

Call to Order

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

Consent Agenda

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

1. Approval of Minutes 09.09.13
2. Approval of Minutes 10.14.13
3. October Monthly Financial Report

Project Updates

Clean Water Management Trust Fund Grant

Mr. Lockhart reported the CWMTF has approved the change in scope of our project which was approved at last month's meeting. Currently, this project is in design phase and should be completed within December 2013. Upon design completion we will submit it to NCDENR for approval which will likely take 2 months or until March. We will be placing for bid in April and will need to have completed construction by August 2014.

Golden Leaf Project Update

Work continues on the punch list items provided at the last meeting. We have withheld paying approximately 20% of the total contract until all punch list and warranty items are completed. The updated punchlist 11/8/2013 was attached to your agenda email as a pdf document. The items with a strike through line we found to be completed as of the inspection on 11/7/2013.

Updating our Conflict of Interest Policy

A Conflict of Interest Policy has been requested by Golden Leaf. Although we have passed numerous policies and even have a Conflict of Interest statement in our Town Ordinances it would be in our benefit to pass a more robust and comprehensive policy.

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to approve the following Conflict of Interest Policy:

**Town of Biscoe
Conflict of Interest Policy**

This policy is written to supplement, not replace, North Carolina General Statutes § 14-234 Public Officers or employees benefiting from public contracts; exceptions.

- A. No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- B. A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- C. No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

For purposes of this policy:

- 1. The term "public officer" means an individual who is elected or appointed to serve or represent a public agency, other than an employee or independent contractor of a public agency.
 - 2. A public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract.
 - 3. A public officer or employee is involved in making a contract if he or she participates in the development of specifications or terms or in the preparation or award of the contract. A public officer is also involved in making a contract if the board, commission, or other body of which he or she is a member takes action on the contract, whether or not the public officer actually participates in that action, unless the contract is approved under an exception to this section under which the public officer is allowed to benefit and is prohibited from voting.
 - 4. A public officer or employee derives a direct benefit from a contract if the person or his or her spouse: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to the contract; (ii) derives any income or commission directly from the contract; or (iii) acquires property under the contract.
 - 5. A public officer or employee is not involved in making or administering a contract solely because of the performance of ministerial duties related to the contract.
- D. No public officer who will derive a direct benefit from a contract entered into under this policy may deliberate or vote on the contract or attempt to influence any other person who is involved in making or administering the contract.

1. Any Public Officer entering into the contract with the unit or agency shall not participate in any way or vote on items regarding said contract.
2. As indicated under the referenced Statute, anyone violating this policy shall be guilty of a Class 1 misdemeanor.
3. A contract entered into in violation of this policy is void. A contract that is void under this policy may continue in effect until an alternative can be arranged when:
 - (i) immediate termination would result in harm to the public health or welfare, and
 - (ii) the continuation is approved by the Town Board of Commissioners.

Adopted this the 12th Day of November, 2013.

General Updates

Recreation Board Appointment

Mr. Lockhart said we need to appoint someone to the Board for this vacated position. The Board can decide to appoint someone now and re-affirm them in December or to wait until December.

Biscoe Police Explorer Post

Officer Michael Glover said the Biscoe Explorer Post started out with 6 kids. Now there are 16 kids ranging in ages 14-18. The Post has raised a total of \$6,000 in fundraisers. The funds went to purchase new uniform shirts, new badges, and an NRA Program (which teaches gun safety). There is a waiting list of 8 that are waiting to get into the Post. According to our Scout District Executive, Brandon Siske, we have the fastest growing Explorer Post in the District as well as the District North of us (Old North State District). Other start-up Posts are calling to model our program. Our Explorers have logged over 425 Community Service hours. This is hours in addition to their ride along hours. We are currently working on a re-charter and this Re-charter will need to be resubmitted on an annual basis.

We would like the Board to approve a Resolution allowing the Mayor to sign the proper documentation annually – without requiring this item to come before the Board every year.

A motion was made by Commissioner Beard, seconded by Commissioner Blake, and so the motion carried unanimously to approve a Resolution allowing the Mayor to sign the proper documentation annually – without requiring this item to come before the Board every year.

Veteran's Memorial Updates

Mayor Criscoe said Gun Raffle Ticket Sales went well. He said approximately \$4,000 was raised. Phil Kissell won the gun. He thanked Town Clerk Laura Morton and her family as well as Deputy Clerk Laura Jordan for their help with the float and ticket sales.

Star Christmas Parade/Veterans' Parade

A motion was made by Commissioner Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to participate in both the Star Christmas Parade and the Veterans' Parade annually.

Public Comment

No one spoke during the public comment time.

Commissioner/Staff Comments

Commissioner Blake said he attended a RPO meeting in Troy with Gene and Brooks. He attended a COG meeting in Kernersville and the December meeting will be in the new building. He reported