

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
December 11, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on December 11, 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.

Oath of Office

Town Clerk Laura Morton administered the following oaths of office:

"I, James E. Blake, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor, so help me God."

"I, Harold Eugene "Gene" Anderson, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Commissioner, so help me God."

"I, James R. "Jimmy" Cagle, Jr., do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Commissioner, so help me God."

"I, Kay Cagle-Kinch do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Commissioner, so help me God."

Selection of Mayor Pro-tempore

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously to select Claude Jerry Smith as Mayor Pro-tempore.

Oath of Office – Mayor Pro-tempore

Town Clerk Laura Morton administered the following oaths of office:

"I, Claude Jerry Smith, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor Pro-tem, so help me God."

Presentation of Plaque to Eddie Reynolds

Town Manager Brandon Holland presented a plaque to outgoing Commissioner Eddie Reynolds. Manager Holland thanked Mr. Reynolds for his service to the Town for the past 4 years. Holland said it was a pleasure working with him.

Consent Agenda

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

- a) Approval of Minutes September, October & November Meeting Minutes
 - b) December 2017 Monthly Financial Report
 - c) Approval of 2018 Commissioner Schedule
2018 Commissioner Board Meetings Schedule
 - January 8, 2018
 - February 12, 2018
 - March 12, 2018
 - April 9, 2018
 - May 14, 2018
 - June 1, 2018
 - July 9, 2018
 - August 13, 2018
 - September 10, 2018
 - October 08, 2018
 - November 12, 2018
 - December 10, 2018
 - d) Approval of 2018 Holiday Schedule
2018 Holiday Schedule
 - January 1, 2018 New Year's
 - January 15, 2018 MLK
 - March 30, 2018 Good Friday
 - May 28, 2018 Memorial Day
 - July 4, 2018 Independence
 - September 3, 2018 Labor Day
 - November 12, 2018 Veterans' Day
 - November 22, 2018 Thanksgiving Holiday
 - November 23, 2018 Thanksgiving Holiday
 - December 24, 2018 Christmas Holiday
 - December 25, 2018 Christmas Holiday
 - December 26, 2018 Christmas Holiday
- a) Approval of 2018 Senior Program Schedule

B.E.S.T SENIOR PROGRAM 2018 CALENDAR

<u>MONTH</u>	<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>	<u>COST</u>
JANUARY	January 10, 2018	2 pm	Bingo	FREE
FEBRUARY	February 14, 2018	2 pm	Bingo	FREE
MARCH	March 14, 2018	2 pm	Bingo	FREE
APRIL	April 11, 2018	2 pm	Bingo	FREE
MAY	May 9, 2018	2 pm	Bingo	FREE
JUNE	June 13, 2018	2 pm	Ice Cream Social	FREE
JULY	July 11, 2018	2 pm	Bingo	FREE
AUGUST	August 8, 2018	2 pm	Bingo	FREE
SEPTEMBER	September 12, 2018	2 pm	Bingo	FREE
OCTOBER	October 10, 2018	2 pm	Bingo	FREE
NOVEMBER	November 14, 2018	2 pm	Bingo	FREE
DECEMBER	December 12, 2018	10 am	Christmas Prayer Breakfast	FREE

Ellerbe Telephone Contract

Mayor Pro-tem Smith informed the Board that Ellerbe Telephone does not have a contract with the Town of Biscoe for placement of their antenna on the water tank. They do have one with the Town of Troy. Ellerbe Telephone is suggesting a 10 year contract renewable after 5 year. Manager Holland said we need for both parties to be protected. The Board agreed to move forward with this request.

Manager Report

Manager Holland presented the following:

IT Recommendation and Request – Randolph Communications

After discussion, the Board gave the Town Manager the okay to move forward with the Randolph Communications Contract.

Tree City Document Approval

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle and so the motion carried unanimously to approval all Tree City Documentation including the Tree City Ordinance.

Audit & CAFR Presentation (Information Only)

Manager Holland announced the auditors would present the Audit at the January 2018 meeting.

Christmas Prayer Breakfast

Manager Holland reminded the Board of the Senior Prayer Breakfast on Wednesday, December 13 at 10:30.

Training for New and Veteran Board members (Information Only)

Manager Holland announced upcoming Board member training. He asked the Board if they are interested in Training to contact Laura Morton.

Request for Approval of Resolution for Economic Development Planning

A motion was made by Commissioner Cagle, seconded by Commissioner Kinch, and so the motion carried unanimously to approval the Economic Development Planning.

Mayor's Minutes - Commissioner Reports - Staff Reports

Mayor Blake provided the following Mayor's Minutes:

- Attended the employee Christmas party
- Attended a Council of Government meeting
- Attended a School Health Advisory Committee meeting

The Board welcomed Commissioner Kinch to the Board.

Former Commissioner Reynolds said he was looking forward to good things from the Board in the future.

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 7:40 p.m.