

**TOWN OF BISCOE**  
**BOARD OF COMMISSIONERS MEETING**  
**January 10, 2022**

The Biscoe Town Board of Commissioners met in a regular session on Monday, January 10, 2022, at 7:00 pm in the Municipal Building.

*Board Members Present:*

*Mayor Eddie Reynolds, Commissioner Kay Cagle-Kinch, Commissioner Barry Jackson, Commissioner Jay Patel, Commissioner Kenneth Lynthacum, Commissioner David Asbill.*

*Members of Management Present:*

*Town Manager Brandon Holland, Town Clerk Laura Morton, Town Intern Mya Ellis, Public Works Director Sam Stewart, and Police Department Lt. DJ Capel*

**Reconvene/Moment of Silence/Pledge of Allegiance**

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

**Conflict of Interest Statement**

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Mayor Reynolds read the Conflict-of-Interest Statement. Town of Biscoe Code of Ethics provides those public officials and all employees be independent, impartial, and responsible to the public; those governmental decisions and policy be made in proper channels of the governmental structure; that public office is not used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for town public officials and its employees, disclosure of interest in legislative action must be stated for the public record. The mayor or any member of the town council who has an interest in any official act or action before the council shall publicly disclose on the record of the council the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the council pursuant to G.S. 160A-75.

**Adoption of the Agenda**

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*A motion was made by Mayor Pro-tem Kinch, seconded by Commissioner Jackson, and so the motion carried unanimously to approve the agenda.*

*Ayes: 5; No: 0.*

**Consent Agenda**

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A motion was made by Mayor Pro-tem Kinch, seconded by Commissioner Patel, and so the motion carried unanimously to approve the following agenda items:

- a) Approval of Minutes – December 13, 2021
- b) Approval of January 2022 Monthly Financial Report
- c) Approval of Amendment to Agreement to Furnish Professional Engineering Services Amendment No. 1

*Ayes: 5; No: 0.*

## **Public Forum**

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*The following spoke during the public forum:*

Mr. Roger Holt of 400 Haywood Road Mt. Gilead spoke against the Sedberry Road rezoning request.

Mr. Larry Spivey of 707 Sedberry Road, Biscoe spoke against the Sedberry Road rezoning request.

Mrs. Sandria Spivey of 687 Sedberry Road, Biscoe spoke against the Sedberry Road rezoning request.

## **PUBLIC HEARING #1: Proposed Noise Ordinance Amendment: Proposed Civil Penalty**

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*A motion was made by Commissioner Jackson, seconded by Commissioner Lynthacum, and so the motion carried unanimously to Recess Regular Session & Call to Order the Public Hearing for the Proposed Noise Ordinance Amendment Proposed Civil Penalty.*

*Ayes: 5; No: 0.*

*A motion was made by Commissioner Asbill, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously to Close the Public Hearing and Reconvene the Regular Session.*

*Ayes: 5; No: 0.*

*A motion was made by Commissioner Asbill, seconded by Commissioner Jackson, and so the motion carried unanimously to continue this item to look further at the fees and wording.*

*Ayes: 5; No: 0.*

## **PUBLIC HEARING #2: Proposed Fee Schedule Amendment Zoning Ordinance Fees**

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*A motion was made by Commissioner Jackson, seconded by Commissioner Patel, and so the motion carried unanimously to Recess Regular Session & Call to Order the Public Hearing for a Proposed Fee Schedule Amendment Zoning Ordinance Fees.*

*Ayes: 5; No: 0.*

*A motion was made by Commissioner Asbill, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously Close the Public Hearing and Reconvene the Regular Session.*

*Ayes: 5; No: 0.*

Mr. Roger Holt of Haywood Road in Mt. Gilead had a question about the zoning fees.

*A motion was made by Commissioner Jackson, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously approve the Proposed Fee Schedule Amendment Zoning Ordinance Fees.*

*Ayes: 5; No: 0.*

**PUBLIC HEARING #3: Maness Annexation: 634 Bruton Street - Tax Parcel Number # 7578 1304 1887**

*A motion was made by Mayor Pro-tem Kinch, seconded by Commissioner Lynthacum, and so the motion carried unanimously Recess Regular Session & Call to Order the Public Hearing for a Maness Annexation 634 Bruton Street - Tax Parcel Number # 7578 1304 1887.*

*Ayes: 5; No: 0.*

*A motion was made by Mayor Pro-tem Kinch, seconded by Commissioner Jackson, and so the motion carried unanimously Close the Public Hearing and Reconvene the Regular Session.*

*Ayes: 5; No: 0.*

*A motion was made by Commissioner Jackson, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously approve the Maness Annexation Maness Annexation 634 Bruton Street - Tax Parcel Number # 7578 1304 1887.*

*Ayes: 5; No: 0.*

**Attachment #1**

**Planning and Zoning Requests (Tabled from Dec 13, 2021 Meeting)**

*A motion was made by Commissioner Asbill, seconded by Mayor Pro-tem Kinch, and so the motion to approve the Zoning Map Amendment (rezoning) for property located at Sedberry Road, Biscoe, NC 27209 (PIN 7568 00 11 9113) - Agriculture to Residential MHO was denied 3-2 (Voting against Commissioner Jackson, Commissioner Lynthacum, Commissioner Asbill, Voting for Mayor Pro-tem Kinch, Commissioner Patel).*

*Ayes: 2; No: 3.*

*A motion was made by Commissioner Asbill, seconded by Mayor Pro-tem Kinch, and so the motion to approve the Zoning Map Amendment (rezoning) for property located at at NC Hwy 24-27 E, Biscoe, NC 27209 (PIN(s) 7568 10 47 8311 & 7568 10 46 8982) Commercial to Civic was denied 3-2 (Voting against Commissioner Jackson, Commissioner Lynthacum, Commissioner Asbill, Voting for Mayor Pro-tem Kinch, Commissioner Patel).*

*Ayes: 2; No: 3.*

**Fiscal Year 2020-2021 Audit Presentation**

Town Auditor Lee Grissom, CPA, CFE, CISA Partner of S. Preston Douglas & Associates, LLP presented the Fiscal Year 2020-2021 Audit Report to the Board. The report provided was a clean opinion. He praised staff for their work and said the Comprehensive Financial Report Award was received again for Fiscal Year 2019-2020. He said this was great for a small town to receive.

**CERRI Application Presentation**

Town Intern Mya Ellis introduced Mrs. Grace Lawrence from the NC Department of Commerce. Ms. Lawrence provided an overview of the CERRI Program.

A motion was made by Commissioner Patel, seconded by Commissioner Asbill and so the motion carried unanimously to approve the CERRI Application & Resolution.

*Ayes: 5; No: 0.*

Attachment #2

**2022 Holiday Schedule**

A motion was made by Commissioner Jackson, seconded by Commissioner Lynthacum and so the motion carried 4-1 to reduce the number of holidays to 12 for the next 2 years based on the NC Department of Human Health and Services. (Voting for the change Commissioner Jackson, Commissioner Patel, Commissioner Asbill, Commissioner Lynthacum; Voting against the change Mayor Pro-tem Kinch). *The list is as follows: Ayes: 4; No: 1.*

| 2022 Holiday Schedule            |                            |                          |
|----------------------------------|----------------------------|--------------------------|
| Holiday                          | Observance Date            | Day of Week              |
| New Year's Day                   | December 31, 2021          | Friday                   |
| Martin Luther King, Jr. Birthday | January 17, 2022           | Monday                   |
| Good Friday                      | April 15, 2022             | Friday                   |
| Memorial Day                     | May 30, 2022               | Monday                   |
| Independence Day                 | July 4, 2022               | Monday                   |
| Labor Day                        | September 5, 2022          | Monday                   |
| Veterans Day                     | November 11, 2022          | Friday                   |
| Thanksgiving                     | November 24 & 25, 2022     | Thursday & Friday        |
| Christmas                        | December 23, 26 & 27, 2022 | Friday, Monday & Tuesday |

**Board & Staff Reports & Upcoming Events**

Each Board Member, Town Manager, and all Department Heads provided updates.

Manager Holland announced the ARPA Funding rules had been finalized and the board would need to discuss this.

Intern Mya Ellis said she had been working with Attorney Kara Millonzi of the UNC with regards to the Leach Street Community Center.

**Closed Session – Pursuant to NC General Statute 143-318.11 (6) Personnel**

A motion was made by Mayor Pro-tem Kinch, seconded by Commissioner Jackson, and so the motion carried unanimously

to recess the regular session and go into closed session to pursuant to NC General Statute 143-318.11 (6) Personnel.

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch, and so the motion carried unanimously to come out of closed session and reconvene the regular session.

The Board came out of the closed session with nothing to report.

**Adjournment**

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch, and so the motion carried to adjourn the meeting at 8:25 pm.



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Mayor

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Town Clerk