

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
December 9, 2019

The Biscoe Town Board of Commissioners met in a regular session on Monday, December 9, 2019 at 7:00 pm in the Municipal Building.

Board Members Present:

Mayor Eddie Reynolds, Commissioner Gene Anderson, Commissioner Kay Kinch, Commissioner Dutch Anliker, Commissioner Lashaunda Ryan, and Commissioner Barry Jackson

Members of Management Present:

Town Manager Brandon Holland, Town Clerk Laura Morton, Public Works Director Sam Stewart and Police Chief Shane Armstrong.

Call to Order/Pledge of Allegiance

Town Manager Brandon Holland 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

Town of Biscoe Code of Ethics provides that public officials and employees be independent, impartial and responsible to the public; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be 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.

Oaths of Office

Town Clerk Laura Morton gave the oath of office to newly elected Mayor Eddie Reynolds, Commissioner Daryl "Dutch" Anliker, Commissioner Barry Jackson, and Commissioner Lashounda Ryan.

Election of Mayor Pro-tem

Manager Holland turned the meeting over to Mayor Reynolds.

A motion was made by Commissioner Anliker, seconded by Commissioner Kinch, and so the motion carried unanimously to appoint Gene Anderson as Mayor Pro-tem for the Town of Biscoe.

Town Clerk Laura Morton gave the oath of office to Commissioner Gene Anderson for his new seat of Mayor Pro-tem for the Town of Biscoe.

Approval of the Consent Agenda

A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Ryan and so the motion carried unanimously to approve consent agenda items:

- a) Approval of October 14, 2019 Regular Meeting Minutes
- b) Approval of December Monthly Financial Report

AYES: 5; NAYS: 0

Approval of the 2020 Calendar

A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Anliker, and so the motion carried unanimously to approve the 2020 Meeting Schedule, Senior Calendar, and Holiday Schedule as follows:

2020 Commissioners Meeting Schedule

January 13, 2020 at 7 pm at Town Hall
February 10, 2020 at 7 pm at Town Hall
March 9, 2020 at 7 pm at Town Hall
April 13, 2020 at 7 pm at Town Hall
April 20, 2020 at 6 pm at Town Hall – Budget Meeting
May 11, 2020 at 7 pm at Town Hall
May 18, 2020 at 6 pm at Town Hall – Budget Meeting
June 8, 2020 at 7 pm at Town Hall
June 24, 2020 at noon at Town Hall
July 13, 2020 at 7 pm at Town Hall
August 10, 2020 at 7 pm at Town Hall
September 14, 2020 at 7 pm at Town Hall
October 13, 2020 at 7 pm at Town Hall (*This is a Tuesday*)
November 9, 2020 at 7 pm at Town Hall
December 14, 2020 at 7 pm at Town Hall

2020 Biscoe Engaging Seniors Today - Senior Program Schedule

January 8, 2010	Bingo at Town Hall at 2 pm
February 12, 2020	Valentine Lunch Social at noon
March 11, 2020	Bingo at Town Hall at 2 pm
April 8, 2020	Lunch at Cracker Barrel in Aberdeen (<i>leave Town Hall at 11:00</i>)
May 13, 2020	Luau Cookout at Biscoe Park at noon
June 10, 2020	Bingo at Town Hall at 2 pm
July 8, 2020	Ice Cream Social at 2 pm
August 12, 2020	Paint Class at 2 pm
September 9, 2020	Bingo at Town Hall at 2 pm
October 14, 2020	Bingo and Holiday Recipe Swap
November 11, 2020	Lunch at Carolina Fried Chicken in Robbins & Tour of Southern Supreme Fruitcake in Bear Creek (<i>leave Town Hall at 11:00</i>)
December 9, 2020	Christmas Prayer Breakfast/Brunch

2020 Town of Biscoe Holiday Schedule

Town Offices will be closed on the Following 2020 Holidays

January 1, 2020	-	New Year's Day
January 20, 2020	-	Martin Luther King Jr
April 10, 2020	-	Good Friday
May 25, 2020	-	Memorial Day
July 4, 2020	-	Independence Day
September 7, 2020	-	Labor Day
October 12, 2020	-	Columbus Day
November 11, 2020	-	Veterans Day
November 26, 2020	-	Thanksgiving Day
November 27, 2020	-	Thanksgiving Holiday
December 24, 2020	-	Christmas Eve
December 25, 2020	-	Christmas Day
December 28, 2020	-	Christmas Holiday

AYES: 5; NAYS: 0

Public Hearing Annexation of JF Allen Drive (Cemetery)

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch, and so the motion carried unanimously to recess the regular session and call to order a Public Hearing for the annexation of JF Allen Drive.

No one spoke during the public hearing.

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch, and so the motion carried unanimously to close the public hearing reconvene the regular session.

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch, and so the motion carried unanimously to approve an Ordinance Annexing JF Allen Drive into the town limits of Biscoe.

AYES: 5; NAYS: 0

Attachment #1

Approval of Resolution to Add JF Allen Drive to the Powell Bill System

A motion was made by Commissioner Anliker, seconded by Commissioner Jackson, and so the motion carried unanimously to approve a resolution to add JF Allen Drive to the Powell Bill System.

AYES: 5; NAYS: 0

Attachment #2

Request for Sewer Outside the City Limits (JF Allen Drive)

Manager Holland said the new owners of the JF Allen property requested outside sewer for a portion of the property but they were not interested in being annexed.

A motion was made by Commissioner Jackson, seconded by Commissioner Kinch and so the motion carried unanimously to decline the request for sewer outside the city limits.

Sale of Town Property – Upset Biscoe Process

Closed Session – Pursuant to NCGS 143-318.11 (a) (5) – Property

A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Anliker, and so the motion carried unanimously to close the regular session and call to order a closed session Pursuant to NCGS 143-318.11 (a) (5) – Property

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

A motion was made by Commissioner Anliker, seconded Commissioner Ryan, and so the motion carried unanimously to sell Tract No. 2 - 2.267 Acres Total - Located on Post Office Road - Portion of Town of Biscoe - Deed Book 521 Page 623 to Kelly Kellam for the amount of \$5,667.50.

AYES: 5; NAYS: 0

Appointment to the Piedmont Triad Regional Council

A motion was made by Commissioner Jackson, seconded by Commissioner Ryan, and so the motion carried unanimously to appoint Commissioner Daryl “Dutch” Anliker to represent the Town of Biscoe on the Piedmont Triad Regional Council.

AYES: 5; NAYS: 0

Census Committee

A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Jackson, and so the motion carried unanimously to extend the deadline for appointment of this committee.

AYES: 5; NAYS: 0

Approval of Policy for Security Backup Files

A motion was made by Commissioner Kinch, seconded by Commissioner Anliker, and so the motion carried unanimously to approve a Policy for Security Back-up Files

AYES: 5; NAYS: 0

Attachment #3

Set Public Hearing for Minimum Housing Code & Non-Residential Building Code

A motion was made by Commissioner Kinch, seconded by Mayor Pro-tem Anderson, and so the motion carried set a public hearing for the January 13, 2020 meeting to hear public comment on the minimum housing code and non-residential building code.

AYES: 5; NAYS: 0

Public Comment

No one spoke during the public comment period.

Board & Staff Reports & Upcoming Events

Town Clerk Laura Morton announced the following:

- Senior Prayer Breakfast – Wednesday at 10 am
- Meet & Greet – prior to January 13, 2020 Meeting
- Star Christmas Parade – December 12, 2019– 2 trucks - meet here around 12:30
- Essentials of Municipal Government – If the board is planning to attend, please contact Clerk
- Ethics Training – New Board Meeting – Live Webinar - On Demand Webinar also available
- Audit

Future Land Use Plan Meeting December 19, 2019

Town Manager Brandon Holland told the Board the State Legislation and the Governor put a new requirement in place about a month. If you have planning and zoning in your town you must have a future land use plan by January 1, 2021. The process takes on average about 8 months to complete the process. Mr. Holland said he and Troy Town Manager Greg Zephir went in together and reached out to some companies to try to save some money. He said they found a company called In Focus who does this type of work on a regular basis. The timeline is very important. He said the sooner we get started the less pressure toward the deadline. We can realize a maximum savings by combining our process with the Town of Troy. In Focus will be here next week to talk about the legislation and the process. He said a lot of towns do not have these and that is why Towns have a lot of dead ends. The meeting will be held on December 19, 2019 at 6 p.m.

Commissioner Anliker thanked the citizens of the Town for their support. He said we are here to work for you. If you need anything, please contact us.

Commissioner Kinch thanked everyone for attending the meeting. She thanked Manager Holland for his efforts with the Minimum Housing Code & Non-Residential Building Code.

Commissioner Jackson thanked everyone for attending and support. He said he felt like good things are coming. He said his door is always open and never hesitate to call or stop by. Jackson said I am here to work for you.

Commissioner Ryan said she would like to piggy back off of what Commissioner Jackson said. She said I look forward to talking with each of you. If you have questions, please call me.

Mayor Pro-tem Anderson thanked everyone for coming out to the meeting. He congratulated and welcomed the new Board members. He said we are expecting good things from all of you. Anderson thanked the Town Staff and said keep up the good work. He told the citizens to call if they needed anything.

Mayor Reynolds thanked Town Manager Brandon Holland and Town Clerk Laura Morton for all of their help. He said we have a good staff and are fortunate to have them. He said like the others stated we are here to serve you. That is why you elected us. Our sole purpose is to make Biscoe a safe and better town; a town that you want to ask people to come visit. Mayor Reynolds continued to say that we are very fortunate to have Commissioner Anderson and Kinch on the Board with their experience and a young town manager who knows what is going on. He said he is very honored the Town Citizens chose him as Mayor.

Mayor Reynolds said please continue attending the meeting. If you are not here you do not know what is going on. We need your input. Thank you for attending the meeting.

Adjournment

There being no further business to bring before the Board, Commissioner Anliker made the motion to adjourn, and Commissioner Jackson made the second. All voted in favor. Meeting adjourned at 8:15 p.m.

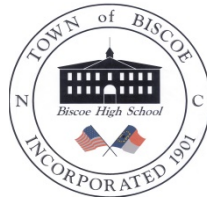
Mayor



Town Clerk

Attachment #1

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE TOWN OF BISCOE, NORTH CAROLINA



WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall at 7:00 on December 9, 2019; and

WHEREAS, the Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Biscoe as of December 9, 2019:

Being New Lot C, containing 0.406 acres more or less, and being access to the Town of Biscoe Cemetery, as shown on plat recorded in Plat Cabinet G, Slide 79-D, incorporated herein by reference, subject to use of the road by purchasers of New Lot B and New Lot A.

(For title reference - see Book 298, Page 833, Montgomery County Registry).

Section 2. Upon and after 9th December 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Biscoe and shall be entitled to the same privileges and benefits as other parts of the Town of Biscoe. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Biscoe shall cause to be recorded in the office of the Register of Deeds of Montgomery County, and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Montgomery County Board of Elections, as required by G.S. 163-288.1.

Attachment #2

Resolution to Add JF Allen Drive to the Town of Biscoe Road System for Powell Bill

WHEREAS, the Town of Biscoe has recently accepted **JF Allen Drive** to the Town's Public Road System;

WHEREAS, the **JF Allen Drive** is a hard surfaced road maintained by the Town of Biscoe and is 18 feet wide and 510 l;

NOW, THEREFORE BE IT RESOLVED that the Town of Biscoe Board of Commissioners direct the Town Clerk to add **JF Allen Drive** as a hard surfaced road to the Powell Bill Map.

Adopted this 9th of December 2019.



William E. Reynolds, Mayor

Laura B. Morton, CMC, NCCMC
Town Clerk

TOWN OF BISCOE
Security Backup Files as
Public Records in North Carolina:
Guidelines for the Recycling, Destruction, Erasure,
And Re-use of Security Backup Files

Department of Culture Resources
N.C. Division of Historical Resources
Archives and Records Section/Government Records Branch

Purpose: To establish requirements under G.S § 132-3 for permitting the recycling, destruction, erasure, and re-use of security backup/ data backup files and their media.

Purpose: Security backup files are public records (according to G.S §§ 121-2(8) and 132-1) and may not be disposed of erased, or destroyed (according to G.S § 132-3) without specific guidance from the Department of Cultural Resources. These guidelines provide that guidance and permit the recycling, destruction, erasure, and reuse of security backup files and their media when an agency has implemented a written security backup plan and process that:

- Documents the procedures that are employed for the records series appropriate to that series' organization value and vulnerability.
- Provides minimum acceptable capability for recovery of each records series.
- Provides for the periodic verification that files and/or systems can be restored from the backup media as appropriate.

Rationale for an Effective Security Backup Policy

Electronic data and information are assets. Security backups are critical to the survival of electronic data. Human or natural disasters, accidents involving the handling of media, and human error make electronic media vulnerable to damage.

“Versioning” and “Archiving” do not create security backup files. Versioning intentionally maintains copies of data files as the files are changed. Each version becomes a distinct record. Archiving is the process of moving a record from one medium (usually quickly accessible, but fragile) to another (usually more permanent) medium.

When meticulously planned and properly implemented, security backups make possible the retrieval of lost data and the resumption of system operations. Such procedures are critical part of computer operations at all levels, especially those involving the storage of long-term or permanent records on electronic media. Security backups may also be critical to the fulfillment of audit requirements and the maintenance of audit trails in fiscal systems. For many applications, multiple copies and/or generations of backups may be recommended.

Planning and implementing security backups require consideration of several points:

Security backup files are not used as most records are. Backup files are created to protect against data lost. Backup files are typically created according to a schedule or policy; they are created, retained, and then destroyed. Security backup files provide the comfort of being able to, for a limited time, reverse an action that would normally result in the loss of a record. Backup files are created and maintained by the agency creating the original records, or by a separate agency or unit (LAN administration, information technology unit etc.) performing this service.

Security backup files are records but should always be associated with the records they serve to protect. Since electronic records must be indexed or otherwise made accessible for official use, security backup files will not normally be used to meet records retention requirements. Security backup files are generated expressly for the purpose of restoring computer systems in the event of a disaster or accident damage. The content of security backup files may not be indexed and may not reflect the order, arrangement, or structure of the original data.

Security backup files will be found everywhere. Whether done by the originating office or by a separate unit, security backup files should be generated for all but the most transitory of records. **Agencies are required by the Information Management Resources Commission (IRMC) to keep track of all information assets and to document the controls they have in place for safeguarding those assets.** (IRMC, "Information Asset Protection Policy", approved 5/5/98, revised 11/6/01, <http://irmc.state.nc.us/documents/approvals/InformationAssetProtection.pdf>). Three factors determine the quality of a backup policy. There are three attributes that can be used to measure the quality of any systems used to create and keep security backup files.

1. Persistence. This measures how well media are able to store data reliably. Every medium has an error rate; the lower this rate, the better the medium. This base-line persistence can be enhanced by creating more than one copy, keeping copies off-site or at a multiple locations, media rotation, and controlling the environment conditions.
2. Granularity. Granularity is the frequency with which backup files are made. A system in which backup files are created daily is more current than one in which backups are made weekly.
3. Duration. This is the length of the time backup files are kept: specifically, the length of time after a change is made that allows that change to be reversed.

Backup policy specifications should be recorded in two ways.

1. Agencies should document the backup policies they employ or have employed for them, within the rubric of their assets protection documentation. Agencies often employ only small number of distinct backup policies. Some record series are very important and receive the best care, while other record series are less important and receive less care. Once a policy is established for one record series, it is often applied identically to other records with similar value. Therefore, the most efficient way to document each record series backup policy is the first to describe each distinct policy and then to identify to which record series the policy applies. This kind of documentation should be part of your agency's asset protection strategy and should be written down.
2. Each agency should establish the minimum acceptable capability for recovery that must be provided for each record series. Some record series may not warrant an explicit declaration of backup policy requirements. Agencies are however, required to take proper care of those records that are necessary to the agency's day-to-day operations. For records that have archival, legal, fiscal or use the duration of the backup copies and the granularity with which they are created should reflect the requirements of those values. A system for maintaining security backup files and their associated procedures must be continued for as long as the approved retention period of the original records and data requires. Retention of security

backup files for longer than retention period specified for the original records and data may subject the agency to unnecessary risks.

For more important record series, the agency should establish specifications regarding how often copies are carried off-site, when duplicate copies must be made on site, the type of media to use, and what provisions are in place to verify that files or entire systems can be restored from the backup media. For the record series that are stored only electronically and especially for those with enduring archival, legal fiscal, or other value, then more thorough documentation may be required in addition to the types of specification already noted. Backup documentation should cover, among others, the elements of granularity and frequency, duplication (if applicable) and frequency, and offsite storage and frequency (how often copies---either duplicate or original security backup files---are carried offsite).

Approved this 9th Day of December 2019 by the Biscoe Town Council.