

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
March 12, 2018

The Town of Biscoe Board of Commissioners met in a regular session on March 12, 2018 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Kay Cagle Kinch, and John Beard. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

(James E. Cagle, Jr. "Jimmy" Cagle's seat is vacant due to his death on December 30, 2017)

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 a Moment of Silence.

Conflict of Interest Statement

"In keeping with the Conflict of Interest Laws outlined in Chapter 138A of the North Carolina Board of Ethics, any conflicts of interest or appearance of conflict with matters coming before the Board of Commissioners should be declared." "Having received our agenda for this evening's meeting, are there any conflicts of interest to be announced? If so please, state them at this time."

Approval of the Agenda

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

Consent Agenda

A motion was made by Commissioner Anderson, seconded by Commissioner Kinch, and so the motion carried unanimously to approve the consent agenda items.

- Approval of February 2018 Meeting Minutes
- March 2018 Monthly Financial Report

Comprehensive Annual Financial Report

Mr. John Frank, Partner with Dixon Hughes Goodman presented the Board with the Town's first Comprehensive Annual Financial Report. He thanked Town Manager Brandon Holland and Town Clerk Laura Morton for all of their efforts in pulling the information together for this report.

Request for Children at Play Sign on Pine Street

A motion was made by Commissioner Beard, seconded by Commissioner Kinch, and so the motion carried unanimously to approve 2 children at play signs on Pine Street. The Mayor said Town Manager Brandon Holland and Public Works Director Sam Stewart will decide where the signs need to be placed.

New Cemetery Sign Donation

Former Commissioner Eddie Reynolds announced that he and his wife would like to donate a new sign for the Biscoe Cemetery in memory of their son Jared Reynolds. He said the sign would be twice the size and would be higher off the ground than the current sign. He said the color of the sign would be blue. Mr. Reynolds thanked Town Manager Brandon Holland and Town Clerk Laura Morton for their help with this process.

He also stated they would be replacing the cemetery signs at the Lewis Lyles Cemetery in memory of former Commissioner James E. Cagle, Jr. He is coordinating this with Beau Cagle who is in charge of Lewis Lyles Cemetery. He said the signs should be ready by Easter.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Biscoe Cemetery sign donated by Eddie and Sharon Reynolds in memory of their son Jared Reynolds.

Surplus Equipment

Manager Holland presented the following information to the Board: Biscoe Fire Department is transferring the following surplus items to the Montgomery County Rescue Squad for its official use and services:

Six (6) Scott 2.2 self-contained breathing apparatus

1. 115S0823005476
2. 115S0823005482
3. 115S0719003503
4. 115S0728005546
5. 115S0719003511
6. 115S0719003489

Twelve (12) Scott 2216 air bottles

1. IJ194596
2. IJ189342
3. IJ181908
4. IJ188710
5. IJ189012
6. IJ182110
7. IJ194778
8. IJ181904
9. IJ194806
10. IJ182245
11. IJ194430
12. IJ194783

This information was presented as information only. These items have already been declared surplus.

CDBG Infrastructure Grant – Sanitary Sewer System Rehabilitation

Town Manager Brandon Holland Bill Lester, LKC Engineering presented the following:

The Town of Biscoe has received a grant award of \$1,865,000 for their CDBG Infrastructure Application for the “Sanitary Sewer System Rehabilitation” project. The State Water Infrastructure Authority awarded the grant to the Town at their regular scheduled meeting on February 28, 2018. The grant application was prepared by LKC Engineering, PLLC with a total estimated project cost of \$1,865,000; of which will be 100% grant funded. The Town of Biscoe did not commit to any local funds toward this project. The project will provide replacement of 7,500 LF of old VCP sewer line and replace the Bruton Street pump station. The grant will replace existing sewer lines on Bruton, Blake, Harris, Cagle, Baldwin and Hicks Street. Approximately 80% of these existing lines and the Bruton Street pump station are more than 40 years old. Representatives of the Town and of LKC Engineering completed door-to-door household surveys prior to submitting the grant application. In the proposed project area, there were 81 occupied homes and 10 vacant occupiable homes. There was a total of 234 persons in the proposed project area; of which 218 represent low/moderate income persons. The Town of Biscoe will be receiving a letter of award from the NC Division of Environmental Quality (NCDEQ) – Water Infrastructure Division and in the next few weeks the Town should receive a grant agreement/funding package. This package will need to be executed and returned to NCDEQ. Following soon thereafter, the representative of the CDBG Program with NCDEQ Water Infrastructure Division will contact the Town to schedule a Start-Up Visit and invite the Town to attend a CDBG Implementation Workshop.

At this time, the Town should proceed with the procurement process which is required prior to hiring consultants to provide grant administration and engineering and design services.

Pretreatment Program Summary

Bill Lester, LKC Engineering presented the following:

TOWN OF BISCOE WASTEWATER PRETREATMENT PROGRAM SUMMARY OF EXISTING SIGNIFICANT USERS & PROPOSED PERMIT REVISIONS

The Town of Biscoe Sewer Use Ordinance was revised by the Town on August 11, 2014 in order to meet current NC Department of Environmental Quality (NCDEQ) regulations, and to enact a new Pretreatment Program for significant industrial users (SIU) to protect the Town's wastewater collection and treatment system. On August 15, 2016 the Town issues pretreatment permits to the following SIU's:

- Carolina Dairy, LLC Permit 001
- Grede II, Biscoe LLC Permit 002
- Flakeboard America Limited (Arauco) Permit 003

Since the inception of the new Pretreatment Program the Town has been monitored by NCDEQ staff and has worked with some of the SIU's to make recommended and requested revisions to the permits. Following is a summary of Town staff's current recommendations for the permit revisions:

Carolina Dairy – Permit 001

- Flow: 0.150 mgd Daily Max, 0.100 mgd Average Daily (Monthly) - *Unchanged*
- BOD5 Discharge Limit: 325 mg/l (Monthly Average) - *This includes all monitoring samples, regardless of number*
- TSS Discharge Limit – 300 mg/l (Monthly Average) - *This includes all monitoring samples, regardless of number*
- FOG: 60 mg/l Daily Max, 30 mg/l Monthly Average - *Unchanged*
- Temperature and pH limits will remain unchanged and should be reported as currently monitored

Grede (AAM Castings) – Permit 002

- Flow: Daily Limit removed, Monthly Limit remains with reporting requirements
- BOD5 Discharge Limit: Daily Limit removed, Monthly Limit remains with reporting requirements
- TSS Discharge Limit – Daily Limit removed, Monthly Limit remains with reporting requirements
- Temperature and pH limits will remain unchanged and should be reported as currently monitored
- Copper, Lead, Zinc and Mercury – Unchanged, monitor and report as noted

Flakeboard (Arauco) – Permit 003

- Flow: No Limit, monitor and report quarterly
- BOD5 Discharge Limit: No Limit, monitor and report quarterly
- TSS Discharge Limit – No Limit, monitor and report quarterly
- Temperature and pH limits will remain unchanged and should be reported as currently monitored

The Town will also be making additional requests to each industry to address concerns observed in the monitoring of the permits to date. Based on the enforcement, sampling and administrative costs associated with maintaining the Pretreatment Program, the Town staff also requests the Board consideration of a monthly SIU permit fee. Bill Lester (LKC Engineering), will be available to discuss these items during the Board meeting on Monday, March 12, 2018. Bill can also be reached at Bill@LKCEngineering.com or 910-420-1437 if you have any questions.

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the Pretreatment Program Plans.

EDAP Meeting Report Bruce Naegelen, Community Economic Development Planner

Mr. Bruce Naegelen, Community Economic Development Planner presented the results of the Town's Economic Development Assessment Report. The following is a snapshot of the report:

BISCOE MARKET SNAPSHOT

Prepared by the NC Main Street & Rural Planning Center Staff

The purpose of the snapshot is to give Biscoe baseline information for a better understanding of its current market. The NC Main Street and Rural Planning Center Staff studied the top 15 employers in Biscoe, the commuting patterns for workers, and the retail marketplace data within the study area as well as demographics.

The retail leakage and surplus analysis (or Gap Analysis) examines the quantitative aspects of the community's retail opportunities and a guide to understanding retail opportunities. This is only the first step in understanding market potential. By looking at the supply (retail sales) and the demand (retail potential) we can:

- Understand how well the retail needs of local residents are being met
- Uncover unmet demand and possible opportunities
- Understand the strengths and weaknesses of the local retail sector
- Measure the difference between actual and potential retail sales

For Biscoe, we focused on where there is the most opportunity for capturing additional sales. While the data indicates that in many retail categories there is reasonable supply, there is still opportunity, due to demand, to capture \$18 million in potential sales within the 5-mile Primary Trade Area of Biscoe. Consumers are spending these dollars outside of town. This is known as "Retail Leakage" referred to as "Leakage" throughout the report.

Retail Leakage indicates an unmet demand in the trade area. This suggests the possibility the community can support additional retail for that business type. Residents within these primary trade areas are purchasing products outside of these trade areas. Again, indicating opportunity to capture these dollars within the study area from either a specific trade area with the most leakage or multiple areas within a reasonable distance of Biscoe. (**Leakage is shown as a positive value in green when reviewing the actual ESRI data.**)

Retail Surplus means the community's trade area is capturing the local market plus attracting non-local shoppers. Surplus doesn't necessarily imply that the community can't support additional businesses, but rather the community has possibly developed strong clusters of retail including eating and drinking establishments that have broad geographical appeal. (**Surplus is shown as a negative value in red when reviewing the ESRI data.**)

In Biscoe, there is a **\$45,595,423** "surplus" of sales within the 5-mile PTA, largely based on General Merchandise Stores. There is a "leakage" however, of **\$18,497,911** in the sectors of Motor Vehicle & Parts, Furniture & Home Furnishings, Electronics & Appliances, Building Materials, Garden Equipment & Supply Stores, where Biscoe residents are shopping 5-miles outside of town.

Before drawing conclusions about potential business expansion or recruitment opportunities, qualitative considerations, such as additional sources should be more closely studied. This could be additional information from ESRI data or sources that the county or regional economic development office may have. This report is based on the data collected and should serve only as a starting point.



TOWN OF BISCOE



www.townofbiscoe.com

Target Area Profile for this Snapshot:

Town Hall, 110 East Main Street,
Biscoe

Sources for Information:

- ESRI Business Online Analyst, Demographics, Tapestries
www.esri.com
- Quick Facts, NC:
www.census.gov/quickfacts
- Access NC:
accessnc.commerce.state.nc.us
- US Census On The Map:
onthemap.ces.census.gov

Disclaimer: This report was prepared by the NC Main Street and Rural Planning Center. Information contained in the report is primarily from ESRI On-Line Business Analysis and checked against sources above. Every effort is made to ensure that the information contained within is accurate, however, no warranty is made about the accuracy of this report by the NC Main Street and Rural Planning Center or its sources.

Table 1: Top 10 Employers in Biscoe

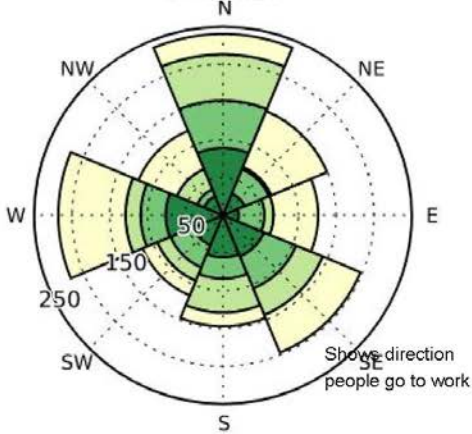
Company Name	Employees
Grede	370
Central Carolina Hosiery	200
Autumn Care of Biscoe	200
East Middle School	65
East Montgomery High School	60
K-M Machine Co, Inc.	60
Greenridge Elementary School	55
Select Frame Shop	50
Vanderveer's Gas Service	32
Mack Truck Sales	30

Table 2: Where Biscoe Residents Work

Location	Count	Share
Biscoe	61	4.6%
Troy	38	2.9%
Asheboro	30	2.3%
Star	28	2.1%
Greensboro	23	1.8%
Charlotte	21	1.6%
Albemarle	19	1.4%
Seven Lakes	17	1.3%
Durham	14	1.1%
Fayetteville	14	1.1%
All Other Locations	1,048	79.8%



Job Counts by Distance/Direction in 2015
All Workers



Map 1: Inflow / Outflow Analysis



1,252 people come to Biscoe to work

492 residents leave Biscoe for work

Map 2: Primary Trade Area of Biscoe, NC

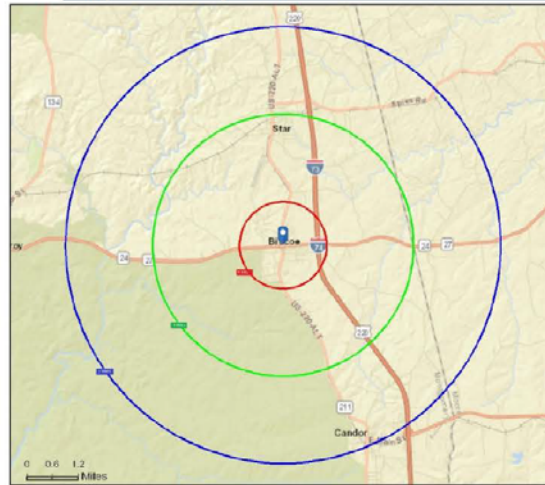


Table 3: Demographic & Income Profile		
Summary	2017	2022
Population	1,896	1,952
Households	610	630
Families	437	449
Avg Household Size	3.02	3.01
Owner Occupied Housing Units	387	403
Renter Occupied Housing Units	222	227
Median Age	35	37
Median Household Income	\$26,797	\$26,339
Average Household Income	\$36,413	\$38,140
Per Capita Income	\$12,732	\$13,330
Median Home Value	\$76,042	\$84,167

Table 4: Retail Supply & Leakage PTA

Industry Group	Demand	Supply	Leakage	
Motor Vehicle & Parts Dealers	\$13,334,749	\$7,752,387	\$5,582,362	
Furniture & Home Furnishings Stores	\$1,970,785	\$866,016	\$1,104,769	
Electronics & Appliance Stores	\$1,519,082	\$0	\$1,519,082	
Bldg Materials, Garden Equip & Supply Stores	\$4,366,778	\$1,413,119	\$2,953,659	
Food & Beverage Stores	\$9,984,486	\$6,892,852	\$3,091,634	
Health & Personal Care Stores	\$3,781,161	\$2,844,041	\$937,120	
Gasoline Stations	\$6,634,038	\$17,504,092	(\$10,870,054)	
Clothing & Clothing Accessories Stores	\$2,369,468	\$966,322	\$1,403,146	
Sporting Goods, Hobby, Book & Music Stores	\$1,408,336	\$905,223	\$503,113	
General Merchandise Stores	\$9,123,952	\$50,772,420	(\$41,648,468)	
Miscellaneous Store Retailers	\$2,713,483	\$1,310,457	\$1,403,026	
Non-Store Retailers	\$1,007,313	\$11,175,846	(\$10,168,533)	
Food Services & Drinking Places	\$5,461,187	\$6,867,466	(\$1,406,279)	
Restaurants & Other Eating Places	\$5,089,240	\$6,867,466	(\$1,778,226)	
Total Retail Trade and Food & Drink	\$68,764,058	\$116,137,707	(\$45,595,423)	← SURPLUS
Total Leakage			\$18,497,911	← LEAKAGE

Table 5: Jobs & Industry in Biscoe	Count	Share
Manufacturing	553	39.5%
Retail Trade	301	21.5%
Health Care and Social Assistance	218	15.6%
Accommodation and Food Services	136	9.7%
Construction	100	7.1%
Public Administration	30	2.1%
Wholesale Trade	24	1.7%
Finance and Insurance	23	1.6%
Agriculture, Forestry, Fishing and Hunting	5	0.4%
Real Estate and Rental and Leasing	5	0.4%
Professional, Scientific, and Technical Services	3	0.2%
Other Services (excluding Public Administration)	2	0.1%
Total	1,400	100%

Mr. Naegelen thanked the Board and Town Manager Brandon Holland and Town Clerk Laura Morton for all of their help. He also thanked the Committee Members and Stakeholders.

Town Manager Report

Town Manager Brandon Holland requested the Board schedule a budget meeting.

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to schedule a budget meeting for April 16, 2018 at 6 pm (and April 17 at 6 pm) if needed) in the Commissioners' Room.

No Littering Signs

Manager Holland said No Littering signs have been ordered.

Mayor's Minutes

Mayor Blake provided the following minutes:

- Met with the President of Aberdeen Carolina Western Railroad with Town Manager regarding the Gazebo
- Attended a Chamber of Commerce/Market Montgomery Meeting in Troy
- Attended a Workforce Development Meeting sponsored by the COG at Forsyth Tech. 2 MCC members were in attendance
- Chaired a RPO Meeting where the guest speaker was Michael S Fox, Chairman of the Board of Transportation in NC
- Toured the newly renovated Fire Department and the Park to discuss renovations on the Bath House with Sam Stewart
- Visited with the gentleman beside the Town Hall regarding opening an Antique Store
- Attended Town of Candor Board Meeting and listened to a presentation for ROP. Gene Anderson was in attendance
- Met with Larry Kissell and the 8th Congressional Congress member, Richard Hudson
- Met with Duke Power Regional Power Representative David McNeill
- Talked with Fire Chief Tripp Myrick about fire truck

Commissioner Report

Commissioner John Beard asked that the Board revisit putting a speed bump on Church Street.

Public Comment

The following spoke during the public forum:

Mrs. Carolyn Monroe West asked the Board when Commissioner Jimmy Cagle's vacant seat was going to be filled. Mayor Blake said the Board is currently working on filling the position.

Mr. Mark Scott, Director of the Montgomery County Chamber of Commerce. He updated the Board on the new Board and thanked Mayor Blake for his previous work on the committee.

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 8:06 p.m.