

**TOWN OF BISCOE**  
**BOARD OF COMMISSIONERS MEETING**  
**April 26, 2021**

The Biscoe Town Board of Commissioners met in a budget work session on Monday, April 26, 2021 at 6:00 pm in the Municipal Building.

*Board Members Present:*

*Mayor Eddie Reynolds, Mayor Pro-tem 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.*

Mayor Reynolds called the meeting to order at 6:00 pm. Manager Holland provided the following Fiscal Year Outlook and Proposed Budget for Fiscal Year 2021-2022.

**CURRENT FISCAL YEAR OUTLOOK**

- Administration
  - Add part-time employee
- Buildings and Grounds
  - Camera System
- Police
  - Retire 2009, 2010 Crown Vic
  - Purchase 2 used vehicles
- Fire
  - Proposed \$5 per call
- Streets & Powell Bill
  - \$80,000 for paving
  - ½ of Mini Excavator, Split with Water/Sewer
  - Do we want to focus on roads or cemetery?
- Parks & Rec
  - Recreation Committee
  - Phased Park Master Plan
  - PARTF Grant application
- Water & Sewer
  - 1/2 Mini Excavator
  - 2 Main Valves, 8in line south of town
  - Pressure Washer
  - Walmart Pump Station check valves replacement

- Revenues
  - General Fund
  - Water & Sewer
- Other Considerations
  - Community Center Roof Repair
  - Private Utility Support

<b>General Fund-10</b>			
<b>4120 ADMINISTRATION</b>			
		2020-2021	2021-2022
		Approved	Requested
SALARIES		\$205,520	\$183,216
ESC CONTRIBUTION		\$1,181	\$1,205
SS TAX		\$12,029	\$12,029
MEDICARE TAX		\$2,631	\$2,631
RETIREMENT		\$8,392	\$15,115
GROUP INSURANCE		\$25,490	\$25,490
DENTAL INSURANCE		\$1,325	\$1,325
VISON INSURANCE		\$150	\$150
SUPPLEMENTAL RETIREMENT		\$5,464	\$5,464
PART TIME HELP		\$9,000	\$9,000
WAYFINDING SIGNAGE GRANT		\$0	\$0
VEHICLE SUPPLIES		\$600	\$600
OFFICE SUPPLIES		\$21,000	\$18,000
TRAVEL/TRAINING/MEETINGS		\$20,000	\$20,000
TELEPHONE		\$8,000	\$8,000
POSTAGE		\$2,250	\$2,250
PRINTING SERVICES		\$1,000	\$1,000
MAINT/REPAIR EQUIP/COPIER LEASES		\$13,600	\$13,000
COMPUTER PROGRAMMING SERVICES		\$14,500	\$14,000
LEGAL ADVERTISING		\$2,000	\$2,000
PAYROLL SERVICE		\$0	\$0
VEHICLE TAX COLLECTION FEE		\$0	\$0
VEHICLE TAX REFUNDS		\$0	\$0
FEMA COVID-19		\$0	\$0
RENT		\$0	\$0
INSURANCE/BONDING		\$67,600	\$67,600
NC SALES TAX		\$1,100	\$1,100
COUNTY SALES TAX		\$500	\$500
DUES/SUBSCRIPTIONS		\$4,200	\$4,200
ECONOMIC DEVELOPMENT		\$5,100	\$5,100
ELECTIONS		\$2,800	\$2,800
MISCELLANEOUS		\$0	\$0
PALUZA EXPENSES		\$0	\$0
CAPITAL OUTLAY		\$15,250	\$10,000
LIBRARY EXPENSE		\$6,000	\$6,000
CIVIC CONTRIBUTIONS		\$5,500	\$5,500
COUNTY TAX COLLECTION		\$13,116	\$13,116
AUDIT CONTRACT		\$24,500	\$24,500
ATTORNEY/CONSULTING		\$3,000	\$3,000
CONTINGENCY		\$0	\$0
CODE ENFORCEMENT/LAND USE PLANNING		\$55,460	\$25,000
		\$558,258	\$502,891
		<b>DIFFERENCE</b>	<b>(\$55,366)</b>

<u>General Fund-10</u>			
<b>4260</b>	<b>BUILDINGS &amp; GROUNDS</b>		
		2020-2021	2021-2022
		Approved	Requested
	VEHICLE SUPPLIES	\$0	\$0
	DEPARTMENTAL SUPPLIES	\$12,624	\$12,624
	UTILITIES	\$29,900	\$29,900
	MAINT/REPAIR GROUNDS	\$2,500	\$2,500
	MAINT/REPAIR BUILDINGS	\$20,746	\$20,746
	BEAUTIFICATION PROJECTS	\$5,260	\$5,260
	MAINT/REPAIR EQUIP	\$3,000	\$3,000
	VETERANS MONUMENT EXPENSES	\$0	\$0
	NC SALES TAX	\$2,146	\$2,146
	COUNTY SALES TAX	\$1,011	\$1,011
	PURCHASE OF PROPERTY	\$0	\$0
	CAPITAL OUTLAY	\$2,850	\$10,000
	CONTINGENCY	\$0	\$0
		\$80,037	\$87,187
		Difference	\$7,150

<u>General Fund</u>			
<b>4310</b>	<b>POLICE DEPARTMENT</b>		
		2020-2021	2021-2022
		Approved	Requested
	SALARIES	\$345,915	\$329,977
	ESC CONTRIBUTION	\$500	\$500
	SS TAX	\$21,138	\$19,498
	MEDICARE TAX	\$5,000	\$4,560
	RETIREMENT	\$28,395	\$28,395
	GROUP INSURANCE	\$79,235	\$61,410
	DENTAL INSURANCE	\$3,700	\$5,600
	TRANSFER TO LEO SEPARATION FUND (73-3431-000)	\$22,654	\$13,000
	SUPPLEMENTAL RETIREMENT	\$19,169	\$16,469
	RESERVE PAY	\$0	\$0
	UNIFORMS	\$6,000	\$6,000
	HEALTH/SAFETY SERVICES	\$1,000	\$1,000
	VEHICLE SUPPLIES	\$25,000	\$25,000
	DEPARTMENTAL SUPPLIES	\$15,700	\$15,000
	TRAVEL/TRAINING/MEETINGS	\$2,000	\$2,000
	RADIO COMMUNICATIONS	\$9,500	\$9,500
	TELEPHONE	\$10,360	\$9,000
	AIR CARDS	\$6,050	\$3,500
	PAGER EXPENSE	\$0	\$0
	MAINT/REPAIR EQUIP	\$3,700	\$2,000
	MAINT/REPAIR VEH	\$18,271	\$15,000
	EMPLOYEE TRAINING	\$2,500	\$2,500
	NC SALES TAX	\$0	\$0
	COUNTY SALES TAX	\$0	\$0
	UNDERCOVER EXPENSE	\$1,000	\$1,000
	DUES/SUBSCRIPTIONS	\$1,200	\$1,200
	SERVICE AGREEMENTS	\$6,000	\$6,000
	CANINE EXPENSE	\$16,000	\$0
	DSM PURCHASES	\$0	\$0
	MISCELLANEOUS	\$0	\$0
	CAPITAL OUTLAY	\$75,722	\$40,000
	CONTINGENCY	\$0	\$0
		\$725,709	\$618,109
		<b>DIFFERENCE</b>	<b>-\$107,600</b>

<b>General Fund-10</b>				
<b>4340</b>	<b>FIRE DEPARTMENT</b>			
			2020-2021	2021-2022
			Approved	Requested
	OSFM GRANT 2019		\$0	\$0
	OSFM GRANT 2020		\$88,420	\$0
	OSFM GRANT 2021		\$0	\$60,000
	SALARIES		\$5,000	\$18,500
	SALARIES-BEHALF OF PAYMENTS		\$0	\$0
	ESC CONTRIBUTION		\$0	\$0
	SS TAX		\$300	\$300
	MEDICARE TAX		\$60	\$60
	RETIREMENT		\$0	\$0
	GROUP INSURANCE		\$0	\$0
	DENTAL INSURANCE		\$0	\$0
	SUPPLEMENTAL RETIREMENT		\$10,000	\$10,000
	UNIFORMS		\$7,000	\$7,000
	HEALTH/SAFETY EQUIPMENT		\$3,200	\$3,200
	VEHICLE SUPPLIES		\$4,700	\$4,700
	DEPARTMENTAL SUPPLIES		\$9,850	\$9,850
	RADIO COMMUNICATIONS		\$1,127	\$1,127
	TELEPHONE		\$2,800	\$2,800
	MAINT/REPAIR EQUIP		\$10,725	\$10,725
	MAINT/REPAIR VEH		\$8,500	\$8,500
	TRAVEL/TRAINING/MEETINGS		\$4,360	\$4,360
	FIREMEN'S PENSION FUND		\$720	\$720
	LADDER TRUCK PAYMENT		\$21,400	\$21,400
	NC SALES TAX		\$7,500	\$7,500
	COUNTY SALES TAX		\$3,535	\$3,535
	DUES/SUBSCRIPTIONS		\$1,000	\$1,000
	MISCELLANEOUS		\$500	\$500
	SALARY ON BEHALF PAYMENTS		\$0	\$0
	CAPITAL OUTLAY		\$0	\$0
	FORESRTY GRANT		\$9,218	\$9,000
	CAPITAL RESERVE		\$0	\$0
	CONTINGENCY		\$0	\$0
	FIRE DEPT CHECKING EXPENSE		\$0	\$0
			\$199,915	\$184,777
			<b>DIFFERENCE</b>	<b>-\$15,138</b>

<u>General Fund-10</u>			
<b>4500</b>	<b>STREETS DEPARTMENT</b>		
		2020-2021	2021-2022
		Approved	Requested
	SALARIES	\$0	\$0
	SS TAX	\$0	\$0
	MEDICARE TAX	\$0	\$0
	RETIREMENT	\$0	\$0
	GROUP INSURANCE	\$0	\$0
	DENTAL INSURANCE	\$0	\$0
	SUPPLEMENTAL RETIREMENT	\$0	\$0
	UNIFORMS	\$5,985	\$5,985
	VEHICLE SUPPLIES	\$10,151	\$10,151
	DEPARTMENTAL SUPPLIES	\$5,500	\$5,500
	UTILITIES/STREET LIGHTS	\$36,500	\$36,500
	MAINT/REPAIR EQUIP	\$7,000	\$7,000
	VOID	\$0	\$0
	GARBAGE COLLECTION	\$89,907	\$89,907
	COUNTY LANDFILL CHARGES	\$13,000	\$13,000
	CHRISTMAS LIGHTS	\$16,000	\$16,000
	NC SALES TAX	\$800	\$800
	COUNTY SALES TAX	\$400	\$400
	MISCELLANEOUS	\$0	\$0
	CAPITAL OUTLAY	\$15,000	\$17,500
	STREET CONSTRUCTION	\$0	\$0
	RESURFACING/PAVING	\$28,075	\$30,000
	GRADING/PATCHING	\$500	\$500
	SIDEWALKS	\$500	\$500
	CONTINGENCY	\$0	\$0
		\$229,318	\$233,743
		Difference	\$4,425

Powell Bill Fund-11			
<b>4510</b>	<b>POWELL BILL</b>		
		2020-2021	2021-2022
		Approved	Requested
	SALARIES	\$6,260	\$6,260
	ESC CONTRIBUTION	\$94	\$94
	SS TAX	\$584	\$584
	MED TAX	\$333	\$333
	RETIREMENT	\$0	\$0
	GROUP INSURANCE	\$0	\$0
	GROUP DENTAL	\$0	\$0
	SUPP RETIREMENT	\$0	\$0
	ENGINEERING SERVICES	\$4,250	\$4,250
	VEHICLE SUPPLIES	\$613	\$613
	DEPARTMENTAL SUPPLIES	\$2,000	\$2,000
	CHEMICALS	\$0	\$0
	MAINT/REPAIR EQUIP	\$60	\$60
	INMATE EXPENSE	\$500	\$500
	SNOW/ICE REMOVAL	\$0	\$0
	SALES TAX NC	\$215	\$215
	SALES TAX COUNTY	\$102	\$102
	MISCELLANEOUS	\$0	\$0
	CAPITAL OUTLAY	\$0	\$17,500
	RIGHT OF WAY ACQUISITION	\$0	\$0
	CONSTRUCTION	\$0	\$0
	RESURFACING & PAVING	\$31,465	\$32,000
	GRADING/PATCHING	\$5,404	\$5,500
	SIDEWALKS	\$0	\$0
	POWELL TRANSFER TO C DEP	\$0	\$0
	CONTINGENCY	\$0	\$0
		\$51,880	\$70,011
		Difference	\$18,131

<b>General Fund-10</b>			
<b>6120</b>	<b>PARKS &amp; RECREATION</b>		
		2020-2021	2021-2022
		Approved	Requested
	SALARIES	\$15,200	\$40,000
	ESC CONTRIBUTION	\$0	\$0
	SSTAX	\$4,000	\$4,000
	MEDICARE TAX	\$1,000	\$1,000
	DENTAL INSURANCE	\$0	\$0
	PROFESSIONAL SERVICES	\$1,920	\$1,920
	SUPPLIES FOR RESALE	\$4,000	\$4,000
	DEPARTMENTAL SUPPLIES	\$2,700	\$9,500
	CHEMICALS	\$12,000	\$12,500
	TELEPHONE	\$850	\$850
	UTILITIES	\$28,000	\$26,200
	MAINT/REPAIR EQUIP	\$5,200	\$2,400
	MAINT/REPAIR FACILITY	\$5,700	\$4,000
	ADVERTISING	\$0	\$0
	DASH N SPLASH MAY 2014	\$0	\$0
	HALLOWEEN IN THE PARK	\$500	\$5,400
	NATIONAL NIGHT OUT	\$1,600	\$1,600
	PAINT CLASS	\$0	\$0
	SENIOR PROGRAM	\$9,300	\$9,300
	PARADES	\$0	\$0
	NC SALES TAX	\$0	\$0
	COUNTY SALES TAX	\$0	\$0
	MISCELLANEOUS	\$0	\$0
	CAPITAL OUTLAY	\$0	\$0
	CONTINGENCY	\$0	\$0
		\$91,970	\$122,670
		DIFFERENCE	\$30,700



<b>Water &amp; Sewer Fund -60</b>			
<b>7100</b>	<b>WATER &amp; SEWER</b>		
		2020-2021	2021-2022
		Approved	Requested
	SALARIES	\$283,936	\$285,891
	ESC CONTRIBUTION	\$2,644	\$2,750
	SS TAX	\$19,687	\$19,687
	MEDICARE TAX	\$4,605	\$4,605
	RETIREMENT	\$22,828	\$22,828
	GROUP INSURANCE	\$44,221	\$44,221
	DENTAL INSURANCE	\$2,575	\$2,575
	VISION INSURANCE	\$500	\$500
	SUPPLEMENTAL RETIREMENT	\$10,797	\$10,797
	PROFESSIONAL SERVICES	\$15,000	\$15,000
	UNIFORMS	\$6,000	\$6,000
	HEALTH/SAFETY SERVICES	\$500	\$500
	VEHICLE SUPPLIES	\$7,000	\$7,000
	DEPARTMENTAL SUPPLIES	\$33,000	\$33,000
	WRIGHT FOODS BOOSTER PUMP	\$0	\$0
	CHEMICALS	\$25,000	\$25,000
	TELEPHONE SERVICE	\$8,153	\$8,153
	POSTAGE	\$8,532	\$8,532
	UTILITIES	\$58,000	\$58,000
	WATER PURCHASES	\$300,000	\$300,000
	MAINT/REPAIR	\$45,000	\$45,000
	MAINT/REPAIR VEHICLES	\$2,000	\$2,000
	RIGHT-OF-WAY MAINTENANCE	\$6,900	\$6,900
	INMATE EXPENSE	\$500	\$500
	TRAVEL/TRAINING/MEETINGS	\$4,000	\$4,000
	WATER/SEWER ANALYSIS	\$11,612	\$11,612
	INDUSTRIAL MONITORING	\$3,000	\$3,000
	DEPRECIATION EXPENSE	\$0	\$0
	NC SALES TAX	\$5,384	\$5,384
	COUNTY SALES TAX	\$2,551	\$2,551
	PERMIT FEES	\$1,200	\$1,200
	CHARGED OFF ACCOUNTS	\$0	\$0
	BAD DEBT EXPENSE	\$0	\$0
	MISCELLANEOUS	\$0	\$0
	WRIGHT FOODS/CAROLINA DAIRY BOOSTER PUMP	\$0	\$0
	FIRST BANK LOAN PAYMENT IND PARK LIFT STATION	\$6,400	\$6,400
	SAFETY EQUIPMENT	\$3,000	\$3,000
	CAPITAL OUTLAY EQUIP.	\$45,000	\$35,000
	CAPITAL IMPROVEMENT	\$21,000	\$34,000
	CAPITAL OUTLAY	\$15,000	\$0
	SRF LOAN PAYMENT	\$66,160	\$66,160
	DEBT SERVICE	\$0	\$0
	CREDIT CARD PROCESSING	\$0	\$0
	CHANGE IN INVENTORY	\$0	\$0
	BAD DEBT EXPENSE	\$0	\$0
	NC DEBT SET OFF REFUND	\$0	\$0
	GF TRANSFER - INSURANCE	\$79,097	\$79,097
	WATER TANK CONTRACT	\$58,000	\$11,000
		\$1,228,782	\$1,171,843
		<b>Difference</b>	<b>(\$56,939)</b>

### **Streets - Paving**

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The Board discussed paving streets and fixing potholes throughout town. They discussed which roads should be paved and what type of paving should be used. It was a consensus to have a contractor make a priority list and then make a plan with a paving schedule.

### **Public Works Excavator**

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The Board discussed the need for an excavator for Public Works. Public Works Director Sam Stewart said the cost to rent an excavator is \$1200 per day. The price proposed in the budget includes a Hudson Trailer.

Commissioner Jackson asked if it would be financed or if it would be a one time purchase. Manager Holland said it is a one time purchase.

Manager Holland said there is no proposed fee change in the proposed budget.

### **Roofing – Scout Hut and Leach Street Community Center**

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The Board then discussed roof repair at the Scout Hut and the Leach Street Community Center. Manager Holland said the roof repair for both buildings is \$10,000.

Mayor Reynolds said before we repair the roof at the Leach Street Community Center, the Board needs to meet with the Board.

Commissioner Jackson asked if the building is being used now? Mayor Reynolds said no. There are other repairs that need to be made too. Jackson said if more work needs to be made, who is going to make the other repairs.

Mayor Reynolds said we need more information.

Mayor Pro-tem Anderson said the building will have to be open to everyone. We can't build or repair someone else's building.

After the Board discussed the ownership of the building they directed Town Manager Holland to contact Zondra Harris and set up a meeting.

### **Private Utility Support**

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The Board discussed private utility support. The Board agreed the town should not get involved with private connections.