

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
June 29, 2015**

The Town of Biscoe Board of Commissioners met in a regular session on June 29, 2015 at 6:00 p.m. 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 Brooks Lockhart and Town Clerk Laura Morton were also present.

Call to Order

Mayor Blake called the meeting to order.

Budget Amendments

Town Manager Brooks Lockhart said there are 3 budget amendments for your consideration this evening. The first is the General Fund, the second is Water/Sewer Fund and the third is to allow for the Capital Reserve Fund to pay our local match for the OSFM grant previously approved by the board.

In the General Fund most of the amendments address one time revenues and one-time expenses; ultimately, we are taking less from fund balance than we had previously anticipated.

The Water/Sewer Fund has seen both sustained increases in revenue which has led to an increase in expenses; again, we are taking less from fund balance than we had previously anticipated.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the following budget amendments:

ORDINANCE ADOPTING THE BUDGET OF
THE TOWN OF BISCOE
FOR FISCAL YEAR 2014-2015

AMENDMENT 3

The Financial Officer recommends the following:

Increase the following budget line items by the amount shown:

Acct #	Department	Acct Name	Amount	Reason
10-3835-821	General Revenues	Sale of Land	\$189,864	Revenue from Timber sale

Decrease the following budget line items by the amount shown:

10-3991-000	General Revenues	Fund Balance Appropriated	-\$75,622	
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Total Increase in General Revenues \$114,242

Increase the following budget line items by the amount shown:

10-4110-122	Governing Body	ESC Contribution	\$564	Book keeping correction
10-4120-499	Administration	Miscellaneous	\$28,483	Offset Transaction to correct a transfer
10-4260-991	Administration	Contingency	\$58,707	Tax Refund per NCDENR/NCDOR
10-4260-550	Building and Grounds	Capital Outlay	\$15,000	Logging Road for Timber Sale
10-4340-999	Fire Department	Fire Department Checking	\$11,488	To cover expenses

Total Increase of General Expenditures \$114,242

Balanced Transaction-General Fund YES

Respectfully submitted the 29th day of June 2015

Brooks Lockhart
Town Manager

ORDINANCE ADOPTING THE BUDGET OF
 THE TOWN OF BISCOE
 FOR FISCAL YEAR 2014-2015

AMENDMENT 4

The Financial Officer recommends the following:

Increase the following budget line items by the amount shown:

Acct #	Department	Acct Name	Amount	Reason
60-3712-510	Water/Sewer Revenues	Water Charges	\$33,101	More Water Sold
60-3712-511	Water/Sewer Revenues	Sewer Charges	\$48,363	More Sewer Charged
60-3991-000	Waster/Sewer Revenues	Fund Balance Appropriated	\$39,536	Offset one time expenses
Total Increase in Water/Sewer Revenues			\$121,000	

Increase the following budget line items by the amount shown:

60-7100-199	Waster/Sewer Expense	Professional Services	\$30,000	Industrial Monitoring, Lift Station Design
60-7100-352	Waster/Sewer Expense	Maint/Repair Equipment	\$24,000	More Repairs than anticipated (Pumps)
60-7100-499	Waster/Sewer Expense	Miscellaneous	\$67,000	Refund for Central Carolina Hosiery
Total Increase of Water/Sewer Expenditures			\$121,000	
Balanced Transaction-Water/Sewer			YES	

Respectfully submitted the 29th day of June 2015

Brooks Lockhart
 Town Manager

ORDINANCE ADOPTING THE BUDGET OF
 THE TOWN OF BISCOE
 FOR FISCAL YEAR 2014-2015

AMENDMENT 5

The Financial Officer recommends the following:

Increase the following budget line items by the amount shown:

Acct #	Department	Acct Name	Amount	Reason
21-3991-000	Capital Reserve	Fund Balance Appropriated	\$25,252	
Total Increase in General Revenues			\$25,252	
21-9810-730	Capital Reserve	Transfer to OSFM Fund 73	\$25,252	
Total Increase of General Expenditures			\$25,252	
Balanced Transaction-Capital Reserve			YES	

Respectfully submitted the 29th day of June 2015

Brooks Lockhart
 Town Manager

2015-2016 Fiscal Year Budget Approval

Mr. Lockhart said a public hearing to discuss the proposed budget for 2015-2016 was held on June 8th. Since that public hearing the budget has been modified to remove the vehicle purchase (\$35,000) from the Police Department within the General Fund; this change also meant the reduction of \$35,000 due to be allocated from the Capital Reserve. Additionally, upon the next vacated law enforcement position it has been agreed to freeze the staffing level of the Police Department. While this freezing will be in place, we will maintain the budget to reflect the position but will not fill it unless instructed by the Town Board. Leaving this salary allocated will allow for the promotion of an officer to this higher paid position. This allocation will allow increased use of Reserve Officers (if needed) but will ultimately not be spent. This means the Police Department should come under budget by approximately \$20,000. Overall, our budget is a reduction over the past few years and is relying less on utilizing fund balance. Below is a brief overview and attached to your agenda email you should find the budget ordinance.

Commissioner Reynolds said he agrees with the raise for the Police Department; however, it should be half of what is proposed because it is more than other employees. He suggested that the Board consider doing half the Police Department raises this year and the other half next year.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried 4-1 (Commissioner Reynolds voted no) to approve the 2015-2016 Fiscal Year Budget Ordinance.

BUDGET OVERVIEW

	EXPENSES		REVENUES	DIFFERENCE
	Sub Total	Dept Total		
General		1,430,562	1,430,562	0
Governing	11,594			
Administration	299,785			
Police	539,480			
Fire	67,110			
Professional Services	41,500			
Streets	236,750			
Buildings	83,300			
Parks and Rec	151,043			
Water and Sewer	935,323	935,323	935,323	0
Powell Bill	53,792	53,792	53,792	0
LEO Fund	25,050	25,050	25,050	0

TOTAL GENERAL FUND EXPENSE
 \$1,430,562
 TOTAL POWELL BILL
 \$53,792
 TOTAL LEO FUND
 25,050
 TOTAL W/S EXPENSE
 \$935,323

TOTAL COMBINED BUDGET
 \$2,444,727

2007-2008	\$2,159,859
2008-2009	\$2,250,939
2009-2010	\$2,165,388
2010-2011	\$2,266,317
2011-2012	\$2,435,823
2012-2013	\$2,564,410
2013-2014	\$2,921,967
2014-2015	\$2,579,552

**2013-2014 Total is before year-end amendments*

Financing Proposals for Industrial Park Lift Station

Mr. Lockhart said as instructed by the Town Board, we have put out a Request for Proposal for financing of the Industrial Park Lift Station. Our RFPs were set to First Bank, Fidelity Bank, and BB&T; these banks were selected due to each bank having a branch location within the County.

We solicited proposals for \$350,000 to be financed at a term not to exceed 59 months. At this point we can accept the most advantageous proposal or we may table it until our July Board meeting; all the bids would still be valid. There was some earlier concern about the timetable for this upgrade, so if tabled this evening I would highly recommend action to be taken by July's regularly scheduled meeting (July 13th).

Proposal Breakdown:

Bank Name	Rate	Underwriting/Origination Fees
First Bank	1.75%	None
Fidelity Bank	2.2%	\$350
BB&T	2.1%	\$850

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve First Bank's Financing Proposal for the Industrial Park Lift Station.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Cagle made the second. All voted in favor. Meeting adjourned at 6:30 p.m.

 Mayor



 Town Clerk