

**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

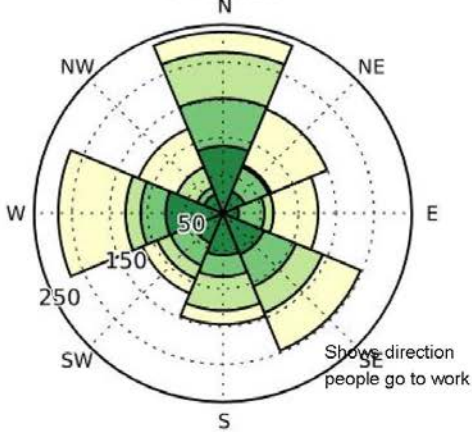
Company Name	Employees
Grede	370
Central Carolina Hosiery	200
Autumn Care of Biscoe	200
East Middle School	65
East Montgomery High School	60
K-M Machine Co, Inc.	60
Greenridge Elementary School	55
Select Frame Shop	50
Vanderveer's Gas Service	32
Mack Truck Sales	30

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

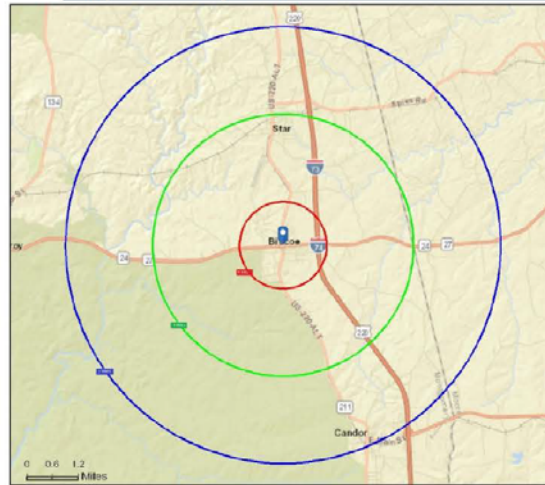


Table 3: Demographic & Income Profile		
Summary	2017	2022
Population	1,896	1,952
Households	610	630
Families	437	449
Avg Household Size	3.02	3.01
Owner Occupied Housing Units	387	403
Renter Occupied Housing Units	222	227
Median Age	35	37
Median Household Income	\$26,797	\$26,339
Average Household Income	\$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.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2018 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET <i>Bank 3</i>	.15%	\$1,411,116.28	<i>RECONCILED THRU FEBRUARY 2018</i>
GENERAL FUND 10 – CD XX54 <i>Bank 102</i>	.15%	\$236,702.59	<i>RECONCILED THRU MARCH 2018</i>
FUND 21 – CAP. RES. CD XX49 <i>Bank 104</i>	.15%	\$34,603.93	<i>RECONCILED THRU MARCH 2018</i>
FUND 72 LEO – CD XX30 <i>Bank 105</i>	.15%	\$96,148.40	<i>RECONCILED THRU MARCH 2018</i>
TOTAL FIRST BANK ACCOUNTS		<u>\$1,778,571.20</u>	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY <i>Bank 1</i>	.10%	\$1,216,816.62	<i>RECONCILED THRU MARCH 2018</i>
PAYROLL ACCOUNT <i>Bank 4</i>	0%	\$79,554.37	<i>RECONCILED THRU MARCH 2018</i>
TOTAL FIDELITY BANK ACCOUNTS		<u>\$1,296,370.99</u>	

NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT <i>Bank 108</i>	1.30	\$6,848.91	<i>RECONCILED THRU MARCH 2018</i>
PAYROLL (GF) GOVT. <i>Bank 112</i>	1.30	\$100,815.64	<i>RECONCILED THRU MARCH 2018</i>
POWELL BILL ACCOUNT – GOVT. <i>Bank 116</i>	1.30	\$83,815.27	<i>RECONCILED THRU MARCH 2018</i>
CEMETERY (GF) TERM <i>Bank 113</i>	1.59	\$50,606.55	<i>RECONCILED THRU MARCH 2018</i>
HALLOWEEN IN THE PARK (GF) TERM <i>Bank 114</i>	1.59	\$25,302.00	<i>RECONCILED THRU MARCH 2018</i>
GENERAL NEEDS (GF) TERM <i>Bank 115</i>	1.59	\$108,766.20	<i>RECONCILED THRU MARCH 2018</i>
WATER IMPROVEMENTS (WS) TERM <i>Bank 111</i>	1.59	\$126,510.02	<i>RECONCILED THRU MARCH 2018</i>
TOTAL NCCMT INVESTMENT ACCOUNTS		<u>\$502,664.59</u>	

Please note in addition to the above bank accounts, the Town Clerk/Finance Officer Reconciles 4 (four) bank accounts each month for the Biscoe Fire Department.

NCCMT RATES CONTINUE TO INCREASE

RATES AS OF 03-08-18

Rates for Government Portfolio increased from **1.21 to 1.30**

Rates for Term Portfolio increased from **1.49 to 1.59**

***Tax Payments from Montgomery County Tax Department
have been received through February 2018.***

SEWER ACROSS THE BYPASS

- 1) Golden Leaf Funds – (Grant no pay back) - \$800,000.00
- 2) Town Funds - \$1,458,960.00

Total Project - \$2,258,960.00

WASTEWATER TREATMENT PLANT

- 1) Clean Water Management Trust Fund Grant \$ 584,000.00
- 2) State Revolving Loan – Interest Rate 0.00% \$1,323,106.00

As of February 20, 2018, the Town owes approximately \$1,256,950.70. (To Be Paid Off May 1, 2036)

The annual payment is \$66,155.30.

The next payment annual payment will be made in May of 2018.

This will leave a balance of \$1,190,795.40.

Total Project - \$1,907,106.00

INDUSTRIAL PUMP STATION

- 1) First Bank Commercial Loan – Interest Rate 1.65% \$350,000.00

As of April 2, 2018, the Town owes approximately \$181,769.67.

The monthly payment is \$6,198.91.

BRUTON STREET PUMP STATION

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. This project is in the Request for Proposals stage.





LilyPad EV
 9801 W. 100th Terrace
 Overland Park, KS 66212
 (913) 269-2453
 keith.anderson@lilypadev.com
 www.lilypadev.com

INVOICE

BILL TO

Biscoe, NC
 Brandon Holland
 110 W Main St
 Biscoe, NC 27209

SHIP TO

Biscoe, NC
 Brandon Holland
 110 W Main St
 Biscoe, NC 27209

INVOICE # 357

DATE 04/05/2018
DUE DATE 05/05/2018
TERMS Net 30

SALES REP

Keith Anderson

DESCRIPTION	QTY	EACH	AMOUNT
ChargePoint:CT4021-GW1 Dual Output Gateway Option USA, Bollard Unit - 208/240V @30A with Cord Management	1	6,256.00	6,256.00
ChargePoint:CPCLD-COMMERCIAL-1 1yr Prepaid Commercial Cloud Plan.	2	0.00	0.00
ChargePoint:CT4000-PMGMT CT4000 Power Management Kit. Allows both ports on a dual port station to share a single 40A circuit (Power Share). Also allows a CT4000 to be set up to operate at a lower current (Power Select).	1	50.00	50.00
Installation:Installation Scope of Work <ul style="list-style-type: none"> • Install dual EV charger in designated location. • Set new 40A 2 pole breaker in existing load center. • Trench and install raceway and wiring to EV charger. • Prep and pour concrete pad for EV charger • Permit and inspections 	1	3,968.00	3,968.00

Thank you for your business.

DESCRIPTION	QTY	EACH	AMOUNT
-------------	-----	------	--------

as required by local AHJ

Send Payment Check to		SUBTOTAL	10,274.00
LilyPad EV		SHIPPING	192.00
c/o UMB Bank		TOTAL	10,466.00
7109 W 80th St		BALANCE DUE	\$10,466.00
Overland Park, KS 66204			
-or-			
Remit Wire Payment to:			
LilyPad EV			
Bank: United Missouri Bank			
Routing# 101000695			
Checking# 9871859819			

TOWN OF BISCOE VOLUNTARY ANNEXATION PETITION

To the Council of the Town of Biscoe, Montgomery County, NC:

We, the Undersigned Owners of Real Property respectfully request that the area described below be annexed to the Town of Biscoe, Montgomery County, North Carolina. The Area to be annexed is **CONTIGUOUS** **NON-CONTIGUOUS** (CIRCLE ONE)

to the Town of Biscoe of Montgomery County, North Carolina and the boundaries of such territory are as follows:

TAX PARCEL NUMBER: 7568 10 46 4059

Check the box to the left to indicate that a copy of the parcel deed is included with this petition.

Check the box to the left to indicate that you have submitted a \$30 filing fee (payable to the Town of Biscoe) with this petition.

Respectfully Submitted, This the _____ Day of _____,

FULL NAME (print): Michael Brent Tedder

SIGNATURE: MB Tedder Telephone Number 910-220-1045

RESIDENCE ADDRESS: 621 Mill St Are you a property owner? _____

Number of persons in household _____ (If not the property owner, have them fill out the below)

The following information is required by the Voting Rights Act, 42 U.S.C. 1973c:

ARE YOU REGISTERED TO VOTE IN MONTGOMERY COUNTY, NC? YES NO

RACE: Caucasian Afro-American Hispanic
 Native American Asian American

FULL NAME (print): _____

SIGNATURE: _____ Telephone Number _____

RESIDENCE ADDRESS: _____ Are you a property owner? _____

Number of persons in household _____

The following information is required by the Voting Rights Act, 42 U.S.C. 1973c:

ARE YOU REGISTERED TO VOTE IN MONTGOMERY, NC? YES NO

RACE: Caucasian Afro-American Hispanic
 Native American Asian American

There may be additional costs to cover the cost of the annexation.

OFFICE USE ONLY:

Payment Method and Amount: _____ Version 2 - 6/19/

TOWN OF BISCOE VOLUNTARY ANNEXATION PETITION

To the Council of the Town of Biscoe, Montgomery County, NC:

We, the Undersigned Owners of Real Property respectfully request that the area described below be annexed to the Town of Biscoe, Montgomery County, North Carolina. The Area to be annexed is **CONTIGUOUS** **NON-CONTIGUOUS** (CIRCLE ONE)

to the Town of Biscoe of Montgomery County, North Carolina and the boundaries of such territory are as follows:

TAX PARCEL NUMBER: 7568 10 45 1907

Check the box to the left to indicate that a copy of the parcel deed is included with this petition.

Check the box to the left to indicate that you have submitted a \$30 filing fee (payable to the Town of Biscoe) with this petition.

Respectfully Submitted, This the _____ Day of _____,

FULL NAME (print): Michael Brent Tedder

SIGNATURE: *MB Tedder* Telephone Number 910-220-1045

RESIDENCE ADDRESS: 541 Mill st Are you a property owner? YES NO

Number of persons in household _____ (If not the property owner, have them fill out the below)

The following information is required by the Voting Rights Act, 42 U.S.C. 1973c:

ARE YOU REGISTERED TO VOTE IN MONTGOMERY COUNTY, NC? YES NO

RACE: Caucasian Afro-American Hispanic
 Native American Asian American

FULL NAME (print): _____

SIGNATURE: _____ Telephone Number _____

RESIDENCE ADDRESS: _____ Are you a property owner? _____

Number of persons in household _____

The following information is required by the Voting Rights Act, 42 U.S.C. 1973c:

ARE YOU REGISTERED TO VOTE IN MONTGOMERY, NC? YES NO

RACE: Caucasian Afro-American Hispanic
 Native American Asian American

There may be additional costs to cover the cost of the annexation.

OFFICE USE ONLY:

Payment Method and Amount: _____ Version 2 - 6/19/

MICHAEL B TEDDER
KELLIE A TEDDER
3015 PEKIN RD
CANDOR NC 27229-8242

66-456
531

103

DATE 3/26/2018

Pay to the Order of Town of Biscoe

\$ 60⁰⁰

Sixty & 00/100

DOLLARS

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

FIRST BANK

www.LocalFirstBank.com

MEMO: Annexation

Michael Brent Tedder

⑈00103⑈ ⑆053104568⑆ ⑈0003140342⑈

28375SC

THANK YOU!

Town of Biscoe
110 West Main Street
Biscoe, NC 27209-
(910)428-4112

PAYMENT

Date: 4/3/2018
Time: 11:27 AM

BRENT TEDDER

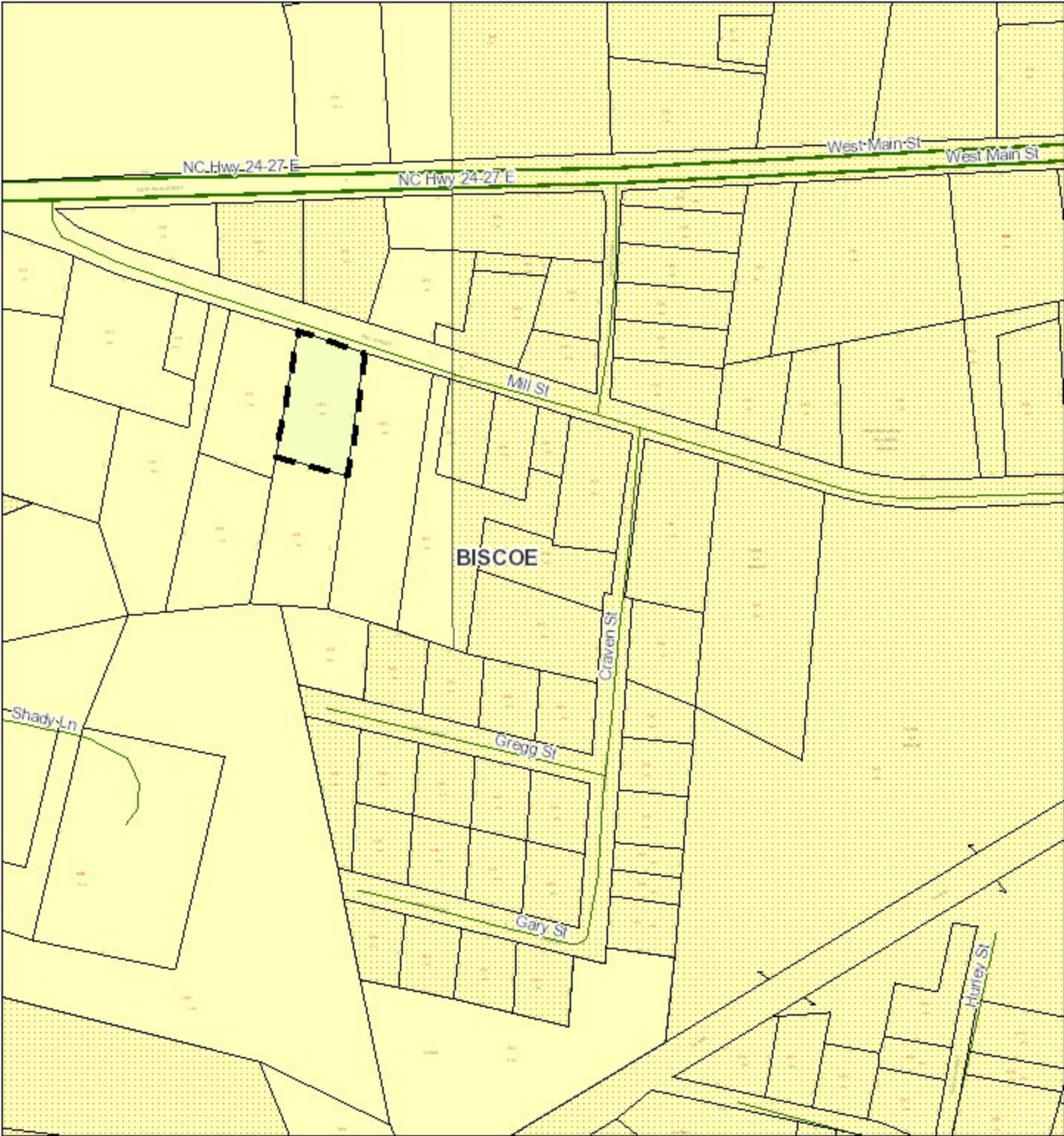
ANNEXATION

Cash:	\$0.00
Check:	\$60.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fees:	\$60.00
TOTAL PAID:	\$60.00
Change Due:	\$0.00

1	174	ANNEXATION FEES	\$60.00
---	-----	-----------------	---------



Operator: 5
Receipt#: 48952

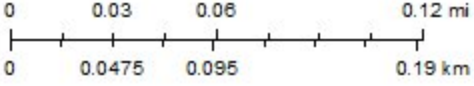
Montgomery County, NC WebGIS Parcels - Name_1: TEDDER MICHAEL B



April 6, 2018

1:3,547

-  Parcels
-  Parcel Annotation Lines
- Roads**
-  Secondary
-  Primary
-  Interstate
-  Towns
-  Adjacent Counties
-  County Boundary
- Roads_All_labels
- Towns_labels
- Adjacent Counties_labels



**RESOLUTION DIRECTING THE CLERK
TO INVESTIGATE AN ANNEXATION PETITION
RECEIVED UNDER G.S. 160A-31
521 Mill Street – Michael B. Tedder Property
Tax Parcel Number: 7568 10 46 4059**

Whereas, a petition requesting annexation of an area described in said petition was received on April 9, 2018 by the Biscoe Town Board of Commissioners; and

Whereas, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

Whereas, the Town Board of Commissioners of the Town of Biscoe deems it advisable to proceed in response to this request for annexation;

Now, therefore, be it resolved by the Board of Commissioners of the Town of Biscoe that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible the Board of Commissioners the result of her investigation.



James E. Blake, Mayor

ATTEST:

Laura B. Morton, Town Clerk

First Bank – 104 National Drive, Biscoe, N.C. 27209

**RESOLUTION DIRECTING THE CLERK
TO INVESTIGATE AN ANNEXATION PETITION
RECEIVED UNDER G.S. 160A-31
521 Mill Street – Michael B. Tedder Property
Tax Parcel Number: 7568 10 45 1907**

Whereas, a petition requesting annexation of an area described in said petition was received on April 9, 2018 by the Biscoe Town Board of Commissioners; and

Whereas, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

Whereas, the Town Board of Commissioners of the Town of Biscoe deems it advisable to proceed in response to this request for annexation;

Now, therefore, be it resolved by the Board of Commissioners of the Town of Biscoe that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible the Board of Commissioners the result of her investigation.



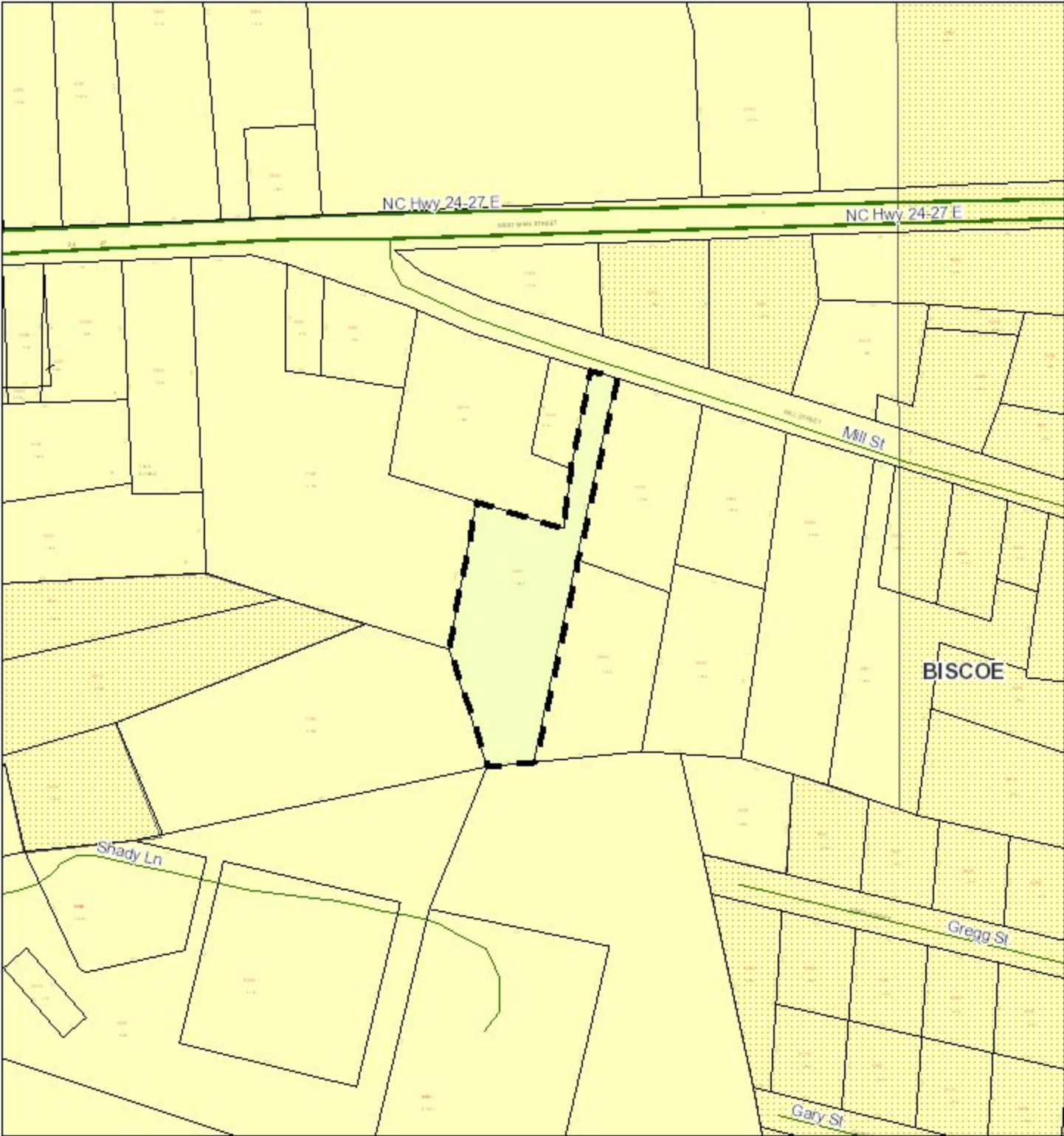
James E. Blake, Mayor

ATTEST:

Laura B. Morton, Town Clerk


First Bank – 104 National Drive, Biscoe, N.C. 27209

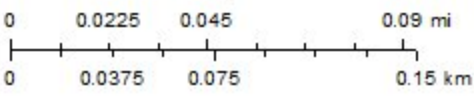
Montgomery County, NC WebGIS Parcels - Name_1: TEDDER MICHAEL B



April 6, 2018

1:2,791

-  Parcels
-  Parcel Annotation Lines
- Roads**
-  Secondary
-  Primary
-  Interstate
-  Towns
-  Adjacent Counties
-  County Boundary
- Roads_All_labels
- Towns_labels
- Adjacent Counties_labels



~~495~~

495

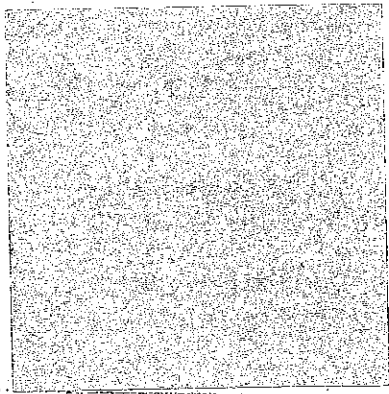
S.D. Mower

SEC. # CH30102117695

Model # 30100004

ENGINE # 3TNE74C

W5005



STATE OF NORTH CAROLINA REGISTRATION CARD

NC DIVISION OF MOTOR VEHICLES RECEIPT OF FEES PAID

NC LIC NUMBER 14457V		PLT VALID THRU		INSPECTION DUE	
VEHICLE ID # 1FTRX18W21NA58195				GROSS WT 7,000	
MAKE/SERIES FORD		TITLE # 777205003192080		EQUIP #	
SHIPPING WEIGHT 4611		STYLE TK	YEAR 2001	FUEL G	TOTAL FEE 6.00
CLASSIFICATION PERMANENT/COMM VEH			VEHICLE BRAND		
CUSTOMER ID # OWNER 1 000011681536		CUSTOMER ID # OWNER 2		COUNTY MONTG	
TOWN OF BISCOE					

TOWN OF BISCOE
License 6.00

2001 FORD TK
1FTRX18W21NA58195
777205003192080
080 01/28/2013 TIC0800

PO BOX 1228
BISCOE NC 27209-1228

Please Fold Here

TOTAL 6.00 CHK

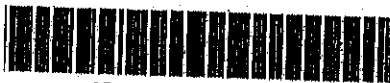
Z97 - SELF-INSURED
INSURANCE COMPANY AUTHORIZED IN NC

POLICY NUMBER

SIGNATURE

NOTE: THE WEIGHT DECLARED ON THIS REGISTRATION MUST BE SUFFICIENT TO COVER THE WEIGHT OF THE VEHICLE PLUS ANY AMOUNT HAULED OR PULLED. IF THE VEHICLE IS OVERWEIGHT, YOU ARE SUBJECT TO A CITATION. A VEHICLE WITH A COMBINED WEIGHT EXCEEDING 28,000 LBS OR HAVING 3 AXLES REGARDLESS OF WEIGHT MUST DISPLAY A FUEL DECAL G.S.105-449.47

ALEX'S TRUCK



1FTRX18W21NA58195

14457V

I. REQUEST FOR PROPOSALS -

ADMINISTRATIVE SERVICES

SOLICITING AGENCY: Town of Biscoe

PROJECT TITLE: FY17 - Community Development Block Grant – Infrastructure – Sanitary Sewer System Rehabilitation

SERVICES SOLICITED: Professional Administrative Services for the implementation of the project specified herein.

DEADLINE FOR SUBMISSION: **4:00 p.m., Tuesday, April 3, 2018**

II. PURPOSE OF SOLICITATION

The Town of Biscoe has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$1,865,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the Town’s proposed Sanitary Sewer System Rehabilitation project. The total estimated project cost is \$1,865,000, of which 100% will be provided with CDBG funds.

Contingent upon this award, the Town of Biscoe is soliciting proposals for grant administration services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-I Program. The fee for grant administration services will be paid with CDBG-I funds.

III. SCOPE OF SERVICES

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

General Administration:

1. Finalize the Environmental Review process, publish all required notices and send necessary documentation to the necessary funding agency(s) in order to receive release of funds.
2. Complete Citizen Participation compliance.
3. Complete Fair Housing compliance to include preparing and implementing quarterly fair housing activities.
4. Compliance with Equal Employment and Procurement compliance.
5. Compliance with Section 3 to include completion of a Section 3 Plan.
6. Compliance with Section 504 to include completion of a Section 504 Self Evaluation Survey.

7. Compliance with Language Access Plan to include completion of a Language Access Plan.
8. Completion of the Anti-Displacement and Relocation Assistance Plan.
9. Completion of a Complaint and Grievance Procedure for Compliance plans.
10. Labor Standards compliance.
11. Completion of all required reports and documentation.
12. Assist the Town in establishing a financial management system. Preparation of all requisitions, disbursement documentation, and preliminary approval of disbursements. The Town will approve and sign all requisitions and disbursement checks. All posting of checks will be performed by the Town. The services will not include the disbursement or account of funds distributed by the Town's, financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project.
13. Establish and maintain a filing system in accordance with the required standards as established by the funding agency.
14. Prepare general policy documents to be adopted by the Board of Commissioners to insure compliance with all aspects of Certification submitted to the State.
15. Perform all tasks necessary to procure professional services, including legal, appraisal, and engineering to meet the program objectives. This will include the development of advertisements, Requests for Proposals, and contract documents meeting federal requirements.
16. Coordinate with all third party professional contracts for the implementation of the project and provide assistance as needed.
17. Oversee performance on engineering contract. Upon receipt of required survey maps, procure appraisal services and initiate right-of-way acquisitions (to be in conformance with Uniform Act or Real Property Acquisition and Relocation). Coordinate negotiations up to point of condemnation. If condemnation becomes necessary, work with Project Attorney to carry out this process. Review bid advertisement, bid procedures, and contract documents prepared by engineer to assure conformance with all federal and state laws. Assist in bidding project. Attend pre-construction conference to advise contractor of all labor regulations. Request appropriate wage decision, monitor payrolls for compliance with applicable labor regulations. Review requests for payment. Handle all related citizen complaints.
18. Represent the Town on all monitoring visits or any related visits by the funding agency and prepare any responses to the funding agency as may be required.
19. Provide necessary assistance during formal audits to the program.
20. Handle all aspects of Program Close-out including but not limited to public hearing notices, preparation of Final Performance Report, and Certificate of Completion.

21. Assume all administrative responsibility for the North Carolina Department of Environmental Quality (NCDEQ) program compliance and completion of all activities defined in Biscoe's CDBG Infrastructure application.

IV. PROPOSAL SUBMISSION

If you are interested in performing the services defined, herein, please submit your proposal on or before **4:00 p.m., Tuesday, April 3, 2018**. Submissions provided to the Town of Biscoe shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the project;
4. Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

V. EVALUATION CRITERIA

Proposals for grant administrative services will be evaluated by a Selection Committee established by the Town of Biscoe. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant
(20 points)
2. Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant, with evidence of Ability to oversee all aspects of the Project
(20 points)
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)
(20 points)
4. Project Understanding, Familiarity with the Proposed Project, and Ability to Address Local Needs during the Project
(20 points)

5. Availability of Assigned Staff
(10 points)
6. Cost of Services
(10 points)

Upon completion of the review, the Committee will make its recommendation to the Town of Biscoe Board of Commissioners for approval.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Biscoe Town Hall during regular office hours.

The above information should be submitted no later than **4:00 p.m. on Tuesday, April 3, 2018:**

Mail to: Brandon Holland, Town Manager
 Town of Biscoe
 110 West Main Street
 Biscoe, NC 27209

Deliver to: Brandon Holland, Town Manager
 Town of Biscoe
 110 West Main Street
 Biscoe, NC 27209

For more information, contact Brandon Holland, Town Manager of the Town of Biscoe at 910/428-4112.

The Town of Biscoe is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The Town of Biscoe invites the submission of proposals from a certified Section 3 business concerns. (Section 3 applies to non-construction contracts over \$100,000)

“This information is available in Spanish or any other language upon request. Please contact Brandon Holland, Town Manager of the Town of Biscoe at (910) 428-4112 or at 110 West Main Street, Biscoe, NC for accommodations for this request.”

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Brandon Holland, Biscoe Town Manager al (910) 428-4112 o en 110 West Main Street, Biscoe, NC de alojamiento para esta solicitud.”



I. REQUEST FOR PROPOSALS -

ENGINEERING SERVICES

SOLICITING AGENCY: Town of Biscoe

PROJECT TITLE: FY17 - Community Development Block Grant – Infrastructure – Sanitary Sewer System Rehabilitation

SERVICES SOLICITED: Professional Engineering Services (Engineering Report, Design and Bid Package and Inspection Services) for the implementation of the project specified herein.

DEADLINE FOR SUBMISSION: **4:00 p.m., Tuesday, April 3, 2018**

II. PURPOSE OF SOLICITATION

The Town of Biscoe has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$1,865,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the Town’s proposed Sanitary Sewer System Rehabilitation project. The total estimated project cost is \$1,865,000, of which 100% will be provided with CDBG funds.

Contingent upon this award, the Town of Biscoe is soliciting requests for qualifications for professional engineering services to assist the Town in both a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the North Carolina CDBG-I Program. The fee for professional engineering services will be paid with CDBG funds.

III. SCOPE OF SERVICES

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements
2. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed
3. Conducting the pre-construction conference.
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports.

5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
6. Providing reproducible plan drawings to the Town/City/County upon project completion
7. Conducting final inspection and testing.
8. Submitting certified “as-built” drawings to appropriate authorities.
9. Preparing an operation and maintenance manual (if applicable).

IV. PROPOSAL SUBMISSION

If you are interested in performing the services defined, herein, please submit your proposal on or before **4:00 p.m., Tuesday, April 3, 2018**. Submissions provided to the Town of Biscoe shall include at a minimum:

1. Individual or Firm Information: the consultant or firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater improvements or related work, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm’s performance of related work. Include at least five references within the past five years.
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules, description of firm’s current work activities, capability of carrying out all aspects of CDBG related activities, and firm’s anticipated availability during the term of the project.
4. The proposed work plan and schedule for activities to be performed.
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

V. EVALUATION CRITERIA

Proposals for grant administrative services will be evaluated by a Selection Committee established by the Town of Biscoe. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Personnel

(20 points)

2. Firm's Capability to Meet Time and Project Budget Requirements
(20 points)
3. Present and Project Workload of Firm
(20 points)
4. Related Experience on Similar CDBG Projects and Project Understanding, Familiarity with the Proposed Project, and Ability to Address Local Needs during the Project
(20 points)
5. Recent and Current Work for the Town of Biscoe
(20 points)

Upon completion of the review, the Committee will make its recommendation to the Town of Biscoe Board of Commissioners for approval.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Biscoe Town Hall during regular office hours.

VI. CONTRACT AWARD

Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

The above information should be submitted no later than **4:00 p.m. on Tuesday, April 3, 2018:**

Mail to: Brandon Holland, Town Manager
 Town of Biscoe
 110 West Main Street
 Biscoe, NC 27209

Deliver to: Brandon Holland, Town Manager
 Town of Biscoe
 110 West Main Street
 Biscoe, NC 27209

For more information, contact Brandon Holland, Town Manager of the Town of Biscoe at 910/428-4112.

The Town of Biscoe is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The Town of Biscoe invites the submission of proposals from a certified Section 3 business concerns. (Section 3 applies to non-construction contracts over \$100,000)

“This information is available in Spanish or any other language upon request. Please contact Brandon Holland, Town Manager of the Town of Biscoe at (910) 428-4112 or at 110 West Main Street, Biscoe, NC for accommodations for this request.”

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Brandon Holland, Biscoe Town Manager al (910) 428-4112 o en 110 West Main Street, Biscoe, NC de alojamiento para esta solicitud.”



Town of Biscoe

Evaluation of Points – Engineering Services

Project: FY17 Sanitary Sewer System Rehabilitation (CDBG Infrastructure)

Firms	General Qualifications, Competence and Reputation of Firm or Individual Consultant (20 points)	Firm's Capability to Meet Time and Project Budget Requirements (20 points)	Present and Projected Workload of Firm (20 points)	Related Experience on Similar CDBG Projects and Project Understanding, Familiarity with the Proposed Project, and Ability to Address Local Needs during the Project (20 points)	Recent and Current Work for the Town of Biscoe (20 points)	Total
Adams Company	20	20	20	0	0	60
Mc David Assoc.	20	20	20	0	0	60
LHC Engineering	20	20	20	20	20	100