



**TOWN OF
BISCOE**



**TOWN OF BISCOE BOARD OF COMMISSIONERS
Meeting Agenda**

December 11, 2017 at 7:00 p.m.

1. Call to Order Brandon Holland, Town Manager
Pledge of Allegiance and Moment of Silence
2. Oath of Office Laura Morton, Town Clerk
 - Mayor James E. Blake
 - Commissioner Gene Anderson
 - Commissioner Jimmy Cagle
 - Commissioner Kay Cagle-Kinch
3. Selection of Mayor Pro-tempore Mayor Blake
4. Oath of Office – Mayor Pro-tempore Laura Morton, Town Clerk
5. Presentation of Plaque to Eddie Reynolds Mayor Blake
6. Consent Agenda Mayor Blake
 - a) Approval of Minutes September, October & November Meeting Minutes
 - b) December 2017 Monthly Financial Report
 - c) Approval of 2018 Commissioner Schedule
 - d) Approval of 2018 Holiday Schedule
 - e) Approval of 2018 Senior Program Schedule
7. Ellerbe Telephone Contract Commissioner Smith
8. Manager Report Manager Holland
 - a) IT Recommendation and Request – Randolph Communications??
 - b) Tree City Document Approval
 - c) Audit & CAFR Presentation (Information Only)
 - d) Water Tank Update (Information Only)
 - e) Christmas Prayer Breakfast
 - f) Training for New and Veteran Board members (Information Only)
 - g) Request for Approval of Resolution for Economic Development Planning
9. Mayor’s Minutes - Commissioner Reports - Staff Reports
10. Public Comment
11. Adjournment



Agenda Item 1

Call the Meeting to Order and Lead the Pledge of Allegiance and Moment of Silence

This is the first meeting since the election. Manager Holland will call the meeting to order and lead the Pledge of Allegiance and Moment of Silence.

Agenda Item 2

Oath of Office

Town Clerk Laura Morton will administer the oaths of office to the following:

- Mayor James Blake
- Commissioner Harold Eugene "Gene" Anderson
- Commissioner James R. "Jimmy" Cagle
- Commissioner Kay Cagle-Kinch

OATH OF OFFICE

"I, James E. Blake, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor, so help me God."

OATH OF OFFICE

"I, Harold Eugene "Gene" Anderson, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner, so help me God."

OATH OF OFFICE

"I, James Cagle, Jr. do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner, so help me God."

OATH OF OFFICE

"I, Kay Cagle-Kinch, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner, so help me God."

OATH OF OFFICE

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor Pro-tem, so help me God."

The gavel will be handed to Mayor Blake for the remainder of the meeting since he has received the Oath of Office.

Agenda Item 3

Selection of Mayor Pro-Tem

After the vote, the Town Clerk will administer the Oath of Office.

Agenda Item 4

Oath of Office

Town Clerk Laura Morton will administer the oaths of office to the following:

OATH OF OFFICE

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor Pro-tem, so help me God."

Agenda Item 5

Presentation of Plaque

Mayor Blake will present a plaque to outgoing Commissioner Eddie Reynolds.

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
September 11, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on September 11, 2017 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Eddie Reynolds, and John Beard. Commissioner Jimmy Cagle was absent. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

Call to Order/Pledge of Allegiance/Moment of Silence

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 and a moment to remember September 11, 2001.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Approval of Minutes 8-14-17 and the September 2017 Monthly Financial Report.

Public Hearing for CDBG Application

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to recess the regular session and call to order a Public Hearing for 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

Bill Lester from LKC Engineering was present. Mr. Lester presented the following:

This public hearing on September 11, 2017 will provide an explanation and description of the 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the Town of Biscoe's CDBG-I funding application. The purpose of the public hearing is to obtain citizens' views and to allow response from the public to funding proposals and answer any questions posed by citizens. This public hearing will cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the state of the North Carolina.

The Town proposes to request funding from NCDEQ'S CDBG-I program for the Sanitary Sewer System Rehabilitation Improvements Project to serve the Bruton Street Pump Station and Tributary Area Collection System. The purpose of the CDBG-I grant program is:

To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.

To perform eligible activities.
To minimize displacement, and
Provide displacement assistance as necessary.

For the fiscal year of 2017 the CDBG-I funding available is expected to be \$21,725,000. The maximum available grant is \$2.0 million over a 3-year period. Applications for funding will be received on September 29, 2017.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund two activities: water and sewer infrastructure, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Projects that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extent public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town of Biscoe is seeking an amount in CDBG-I funds not to exceed \$1,865,000 for the Sanitary Sewer System Rehabilitation Improvements Project. The purpose of the Town's request is to rehabilitate the Bruton Street pump station and replace approximately 7500 LF of old deteriorated wastewater collection lines. The project includes 7500 LF of new 8" gravity sewer lines to be installed by dig and replace method.

The project proposed by the Town of Biscoe is identified in the Town's Capital Improvement Plan in the current 2016/2017 budget planning period. Informal community meetings were held in the project area to inform citizens of the potential project, and get feedback from the residents. A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Biscoe has been determined to have an income survey area of 92.37%. The project area includes an upgrade to the Bruton Street pump station and tributary area collection system.

The range of activities covered by the CDBG-I funds for the Sanitary Sewer System Rehabilitation Improvements Project includes:

- Construction
- Environmental Review
- Engineering Design

Construction Administration and Inspection
Legal activities
Surveying
Grant Administration

If the Town of Biscoe is awarded a CDBG-I grant, the Town is required to adhere to federal procurement requirements and other federal regulations which include:

American with Disabilities Act/Section 504 Survey
Davis-Bacon & Related Labor Acts
Adoption/Submittal of a Citizen's Participation Plan
Adoption/Submittal of an Equal Opportunity Plan
Adoption/Submittal of a Fair Housing Plan
Adoption/Submittal of a Language Access Plan
Adoption/Submittal of a Relocation Assistance Plan
Adoption/Submittal of a Section 3 Plan
Excess Force Provision

The State of North Carolina requires that if the Town of Biscoe receives CDBG grant funding that the Town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Biscoe confirms that during this public hearing.

In the past, the Town has applied for and received for the following completed CDBG project:

2013 - CDBG Economic Development
\$750,000 grant award – Building Reuse to serve Wright Foods

The Town will submit its CDBG-I application for the Sanitary Sewer System Rehabilitation Improvements Project on September 29, 2017. The CDBG-I application will be available for review during normal business hours at Biscoe Town Hall, 110 W. Main Street, Biscoe, NC. Additional information is available from Brandon Holland, Town Manager of the Town of Biscoe. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by September 15, 2017 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practical. We opened the floor for comments and questions about the CDBG program, and about the proposed project.

No one spoke during the public hearing.

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

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

RESOLUTION BY TOWN OF BISCOE BOARD OF COMMISSIONERS

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Biscoe Board of Commissioners has need for and intends to construct a wastewater collection system project described as Sanitary Sewer System Rehabilitation Improvements Project to serve the Bruton Street Pump Station and Tributary Area Collection System; and

WHEREAS, The Town of Biscoe Board of Commissioners intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BISCOE:

That Town of Biscoe, the Applicant, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That James E. Blake, Mayor and/or Brandon Holland, Town Manager, the Authorized Officials, and successors so titled, are hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Officials and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of September, 2017 in Biscoe, North Carolina.

A motion was made by Commissioner Reynolds, seconded by Commissioner Beard, and so the motion carried unanimously to approve the following Authorizing Resolution Approving Updated Capital Improvement Plan & Asset Management Plan by the Town of Biscoe.

**AUTHORIZING RESOLUTION APPROVING
UPDATED CAPITAL IMPROVEMENT PLAN & ASSET MANAGEMENT PLAN
BY THE TOWN OF BISCOE**

WHEREAS, the Town of Biscoe previously contracted with W.K. Dickson to complete a Capital Improvement Plan and Wastewater Asset Management Plan dated April 5, 2013, for the purposes of detailing the wastewater system inventory, condition assessments, documentation of required improvements and the development of a plan to implement recommendations; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan addresses the needs of the wastewater collection and regional pumping system for the Town and has documented each project with cost estimates; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan included an inventory of system assets, review of all critical assets, line inspections, manhole inspections, updated wastewater collection system map, and condition assessment of system components: and

WHEREAS, the Capital Improvement Plan and Asset Management Plan also includes an Operation and Maintenance Plan for general system maintenance as well as manufacturers' recommendations for critical system components;

NOW, THEREFORE, BE IT RESOLVED that, the Town of Biscoe Board of Commissioners hereby approves the Updated Capital Improvement Plan and Asset Management Plan dated September 2017 for the use in planning, capital improvement funding, daily operations, and future inclusion in asset management and utility operations software to support Public Works and Administrative staff in coordination of daily tasks, as well as annual planning activities.

ADOPTED this the 11th day of September, 2017 at the regularly scheduled meeting of the Town of Biscoe Town Council, at the Town Hall in Biscoe, North Carolina.

PUBLIC HEARING MINUTES

Date: September 11, 2017

Town of Biscoe

The Board of Commissioners for the Town of Biscoe held a public hearing on September 11, 2017 at 7:00 p.m. for providing explanation and description of the 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

Members present were _____

Bill Lester, Jr., P.E. of LKC Engineering, PLLC was present to discuss the purpose of the public hearing for the Town of Biscoe's CDBG-I funding application. Mr. Lester stated that the purpose

of the public hearing was to obtain citizens' views and to respond to funding proposals and answer any questions posed by citizens. Mr. Lester also stated that the public hearing must cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the State of North Carolina.

The Town proposes requesting funding from NCDEQ'S CDBG-I program for the Sanitary Sewer System Rehabilitation Improvements Project. The purpose of the CDBG-I grant program are: To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2017 the CDBG-I funding available is expected to be \$21,725,000, and each the maximum available grant \$2.0 million over a 3-year period. Applications for funding are received by September 29, 2017.

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The range of activities covered by the CDBG-I funds for the Sanitary Sewer System Rehabilitation Improvements Project includes:

- Construction
- Environmental Review
- Engineering Design
- Construction Administration and Inspection
- Legal activities
- Surveying
- Grant Administration

If the Town of Biscoe is awarded a CDBG-I grant, the Town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

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Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by September 15, 2017 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practical.

Brief Recess to sign Certified Minutes

Tree City Board Members

A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to appoint the following members of the Tree City Board:

- Commissioner Gene Anderson
- Christina Marcelino
- Brandi Harris
- David Steele
- Jessica Blake

Manager Report

Manager Holland presented the following report:

Water Tank Update

Manager Holland updated the Board of the Water Tank maintenance. Utility Services will be mobilizing to mount brackets for the curtain that will go up around the tank during maintenance. (This is to comply with OSHA). He said Ellerbe Telephone has been good to work with during the process.

Shred Event Report

During the recent shred event the Town collected 6,500 pounds of paper (compared to 1,500 at the last shred event) and 12 pallets of electronics to be shredded.

Halloween in the Park – October 31, 2017

Manager Holland said the Halloween in the Park Committee has been meeting. There will be one more meeting prior to the event.

Auditors

Manager Holland informed the Board Town Auditors were working on the annual audit this week.

Mayor Commissioner Comments/Reports

Mayor Minutes

- Attended General Meeting of the Council of Government in Kernersville with Brandon Holland
- Chaired an RPO Meeting with DOT Representatives
- Attended a meeting in Troy with County Commissioners, County Manager, and EDC Representative regarding Chamber, Tourism, and Economic Development

- Met at the Solar Farm in Biscoe to see their new facility construction and met with film crew from Switzerland
- Visited Columbia, S.C. for the eclipse
- Attended Ribbon Cutting for New Dance Studio - Elevation Dance at Wal-mart Strip Mall Brandon Holland and Commissioner Anderson attended as well.
- Attended Executive Meeting at Council of Government in Kernersville
- Attended Lions Club Vision Van Location at Town Hall.
- Picked up trash with 3 prisoners.

Commissioner Anderson thanked Town staff for all of their hard work.

Ms. Laura Jordan, Deputy Clerk, informed the Board that the Water/Sewer Rate Increase went on the water bills this month. She explained there had been a few questions, but for the most part, the citizens have been supportive.

Mayor Blake announced that the Biscoe's Lions Club would be handing out candy during Halloween in the Park.

Public Forum

No one spoke during the public forum.

Adjournment

There being no further business to bring before the Board, Commissioner Reynolds made the motion to adjourn, and Commissioner Beard made the second. All voted in favor. Meeting adjourned at 7:45 p.m.

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
October 9, 2017

The Town of Biscoe Board of Commissioners met in a regular session on October 9, 2017 at 7:00 pm 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 Brandon Holland and Town Clerk Laura Morton were present.

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.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Approval of Minutes 9-11-17 and the October 2017 Monthly Financial Report.

Market Montgomery Update Mark Scott

Mark Scott, director of Montgomery County Chamber of Commerce provided a Market Montgomery Update to Commissioners. He thanked the Board for giving him a few moments to update you on happenings with Market MontGOMery Chamber & Tourism in general and specifically with regards to Biscoe.

Director Scott said people typically consider it the #2 industry in the state of North Carolina behind Agriculture as visitor spending in NC was nearly \$23 billion in 2016. In 2015 visitor spending increased tremendously here compared to 2014. Montgomery County had the 6th highest percentage increase of the 100 North Carolina counties and roughly \$27 million was spent by visitors here in 2015.

Following that huge increase seemed unlikely this past year, but we did it. Recent figures showed visitor spending in Montgomery County was up 5.8% in 2016 compared to 2015 and that was almost 30% more than the state increase which was 4.4%. And, only 2 counties not in the mountains or coast had a higher percentage increase than Montgomery County- Durham Co. and Moore County. Randolph was at 5.8% with us; Stanley increased 4.2%; Davidson 2.9%, Richmond 1.9% and Anson county 0.9%.

Visitors spent just under \$30 million in Montgomery County last year compared to over \$27 million in 2015. The tax receipts from visitor spending saved each resident of Montgomery County roughly \$150.

The outlook for 2017 is good, BUT... we lost a week of hundreds of visitors and their tens of thousands of dollars spent when the ACC Men's Golf Championships this spring were pulled from Old North State; but, we believe we can still see an increase in 2017 and they are slated to return in 2018.

We are using data from Uwharrie Regional Tourism Partnership studies to target certain groups. We are actively promoting on social media and pitching stories to area television stations that

they are picking up on allowing us to generate free positive publicity about this area to the people most likely to visit our area because they are close by.

One success story I'll share was the Uwharrie Edition Jeep that was produced by Rick Hendrick Off-Road Center in Concord. We were able to parlay that into publicity across multiple TV stations and get Jeep enthusiasts engaged. Once I communicated our desire to further reach the Jeep community, the Triad Jeep Club contacted me about a "Go Topless Jeep Day" where owners of topless or convertible Jeeps would caravan in Winston Salem, but it was canceled. With only 4 weeks to plan something, I was able to work with Mayor Blake, Town of Troy, STARworks and Montgomery County Sheriff's Dept. to get a route for these Jeep owners. We had them meet at STARworks to tour it; then have a law enforcement led driver through Star and to PR Moore's in Biscoe. They had a cue sheet telling them some of the interesting facts about sites they would be driving by. At PR Moore's, they came out with bags full of things they bought and participated in a contest the folks put on there before we headed to Troy.

The bottom line is that all of them had been to the Uwharrie Forest off-road trails, but only 12% had ever been in any other part of Montgomery County before that day. Now, those dozens of other people saw things they can do and enjoy in Montgomery County.

We are working to have that event this spring include Triad, Triangle and Fayetteville area Jeep Clubs. Often times reaching out to extend the stay and the spending of people that already come to your area is easier than generating new visitors. That is something we want to do with the beach traffic as well.

Looking ahead, I have suggested the Tourism Authority use funding for a way-finding and signage program so that as people exit off the interstates and those at STARworks and the produce stands need to know about the mountains and lakes and those coming for the outdoor recreation at the lakes and forest need to know about this part of the county. We can extend the stay of these tourists... and overnight visitors spend MUCH more than day trippers. They need to know about our antiques shops, golf courses, PR Moore's, Town Creek Indian Mound, etc., etc. Hundreds of thousands of people drive close by here each month and thousands exit for gas, lodging, food, etc. and have NO IDEA there is much more for them to see, do and explore in Montgomery County. We're going to change that.

From the Chamber side, I can't thank Mayor Blake enough. Not having relationships with many of the business owners, people like he, David Britt and Ricardo Romero with First Bank and Economic Development Director Amanda Whitaker have facilitated many meetings for me with business owners in the County.

We have been creating "win/win" partnerships with our businesses. For example, the Montgomery Herald is printing stories about our Chamber Members... Our Chamber members are getting good results from those stories and will hopefully budget for advertising with them in the future. Market Montgomery is the group that got the River Wild Food truck from Lake Tillery partnered with STARworks for the Hot Glass, Cold Beer. Now both businesses are pulling from all over the county as the partnership has proven fruitful.

We have generated a following of nearly 4,000 people on our Facebook page and can now make more people aware of events that are going on and businesses that are here. For example, Elevate Ballet Co. opened here in the Wal-Mart shopping center. I can hear Jr. from

Montgomery Co. making fun of that... but the instructors hoped to get 50 students. With help from the Herald publishing stories we sent them and social media, they had over 135 students enrolled and a waiting list.

Uwharrie Mercantile coffee shop had inventory for a month...they thought... after 10 ½ days they were re-ordering what they could and asking bakers to double their orders of baked goods.

Our mantra is Montgomery County... where businesses don't just survive, but they thrive. If our businesses are doing well, then that encourages more businesses to locate here. Think about that as you plan your Christmas shopping this year. NC Tourism realized with the "Explore the state you're in campaign that we need our money to." Don't take for granted what's in your own backyard!

Approval of Water/Sewer Service for Outside Resident

Archie F. Moore, Jr. Butler-Coggins Road

Archie F. Moore, Jr. from Butler-Coggins Road requested Water/Sewer Service for his property that is outside the city limits of Biscoe. Public Works Director Sam Stewart said there is a 2 inch line that still has capacity up to 3 homes.

A motion was made by Commissioner Anderson, seconded by Commissioner Reynolds, and so the motion carried unanimously to approve water/sewer service for outside resident Archie F. Moore, Jr. on Butler-Coggins Road.

Rural Planning Economic Development Assistance Program

Manager Holland said the Town of Biscoe has an opportunity to participate in the Rural Planning Economic Development Assistance Program. This will be a planning meeting for the Board to set goals for the Town. The cost will be \$700.00. The Board will need to approve participation.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the agreement for the Rural Planning Economic Development Assistance Program with a cost of \$700.00.

Tree City Committee Report

Manager Holland gave an update on the first Tree City Committee Report. He informed the Board there would be documents (Tree Ordinance, etc.) that will be brought before the Board at the October meeting.

Manager Report

Water Tank Update

Manager Holland said the Water Tank Maintenance can begin once the phone company removes their equipment. The Maintenance Company and the phone company have agreed on how to put the equipment back and work will begin soon.

New Businesses in Town

Manager Holland said the Town announced the following new businesses that are opening in Biscoe: Elevate Ballet, Verizon, Cellphone Repair, Hosiery Mill, and a gun shop.

Halloween in the Park – October 31, 2017 5 pm until 7 pm

Halloween in the Park will be held on October 31, 2017 from 5 pm until 7 pm. We currently have 9 people that will be handing out candy. The next committee meeting will be held on October 10 at 10 am.

Employee Appreciation Christmas Luncheon November 29 - 11:30 am until 1 pm

The Annual Employee Appreciation Christmas Luncheon will be November 29 from 11:30 am until 1 pm. We will close Town Hall during this time so all of our employees will be able to enjoy the lunch.

Early Voting Site

Biscoe will not be an early voting site this year.

Mayor's Minutes - Commissioner Reports - Staff Reports

The Mayor's minutes are as follows:

- Attended Market Montgomery Meeting in Troy
- Chaired a conference for RPO
- Met with new Autumn Care Director Mur DeJonge
- Attended 2nd Market Montgomery Meeting in Troy
- Went to MCC with Brandon Holland and Gene Anderson to meet with the NC Governor
- Spoke with Pam Daggett from Arauco

Public Forum

No one spoke during the public forum.

Adjournment

There being no further business to bring before the Board, Commissioner Reynolds made the motion to adjourn, and Commissioner Beard made the second. All voted in favor. Meeting adjourned at 7:45 p.m.

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
November 13, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on November 13, 2017 at 7:00 pm 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 Brandon Holland and Town Clerk Laura Morton were present.

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.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the November 2017 Monthly Financial Report. The October Minutes will be approved at the December meeting.

Budget Amendments Request to Receive Revenues

Manager Holland presented the following budget amendment requests to receive revenue:

**AMENDMENT TO THE BUDGET ORDINANCE
General Fund**

BE IT ORDAINED by the Governing Board of the Town of Biscoe, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-6120-400	Halloween in the Park		\$1,400.00
10-4310-353	Maintenance/Repair Vehicle		\$1,427.92
10-4260-290	Department Supplies		<u>\$3,623.68</u>
	Total		\$6,451.60

This will result in an increase of \$6,451.60 in the appropriations of the General Fund.

Section 2: To amend the General Fund, the estimated revenues are to be change as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
10-3833-860	Halloween in the Park Donations		\$1,400.00
10-3830-000	Miscellaneous Revenue		<u>\$5,051.60</u>
			\$6,451.60

The budget officer has performed a thorough analysis of the Halloween in the Park donations and would like to recognize the following at this time:

Other Revenue	\$	450.00
---------------	----	--------

First Bank	\$	200.00
Wal-mart	\$	1,000.00

The budget officer has reviewed the following insurance claims and would like to recognize the following proceeds:

Property Damage to Police Chief's Cruiser (J. Parmeter)	\$	1,427.92
Property Damage (wind) to the Flag	\$	3,623.68

We are therefore recommending that the current year's budget revenue of the General Fund be amended as indicated, increasing the budget revenues by \$6,451.60.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 13th day of November, 2017.

AMENDMENT TO THE BUDGET ORDINANCE
Water Sewer Fund

BE IT ORDAINED by the Governing Board of the Town of Biscoe, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1: To amend the Water/Sewer Fund, the appropriations are to be changed as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
60-7100-550	Capital Outlay Equip.		\$10,888.50
	Total		\$10,888.50

This will result in an increase of \$10,888.50 in the appropriations of the Water/Sewer Fund.

Section 2: To amend the General Fund, the estimated revenues are to be change as follows:

<u>Acct No.</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
60-3830-000	Miscellaneous Revenue		\$10,888.50
			\$10,888.50

The budget officer has reviewed the following insurance claims and would like to recognize the following proceeds:

Property Damage (wind) at Bruton Street Pump Station	\$	10,888.50
--	----	-----------

We are therefore recommending that the current year's budget revenue of the Water/Sewer Fund be amended as indicated, increasing the budget revenues by \$10,888.50.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 13th day of November, 2017.

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

IT Recommendation and Request

Fred Nance with Randolph Communications was present. He said Town Clerk Laura Morton had contacted him regarding questions about the Town's main server. Thank you for the opportunity to meet with you and offer you a proposal to resolve some of the IT issues you are facing. The following lists are the items we discussed.

- Are backups working?
- If we need it; can we restore from our backups?
- In case of a catastrophic failure; how do we recover our IT systems and data?
- Are we protected from intrusions and viruses?
- How do we enforce strong passwords and periodic password changes?

We propose either Carbonite cloud backup with local Bare Metal Image or Veritas System Recovery; depending on the bandwidth your ISP can provide. The Carbonite is a recurring annual fee for the cloud storage. Veritas System Recovery is a one-time fee; but doesn't offer offsite backup. So, we recommend you put a NAS at the Police Department and copy the local backup there since you have fiber between the two buildings.

We also propose Symantec Endpoint Protection for all of your computers as well as an enterprise grade firewall with gateway antivirus and intrusion prevention.

For strong password enforcement; we propose installing Active Directory on your server and setting up your network as a Domain instead of a peer-to-peer network. Active Directory is already included with your server; it just needs to be installed and configured. Once AD is installed; password policies can be implemented and enforced per your requirements. We can work with you to determine a policy that best suits your needs.

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
Carbonite Backup. Backup for one server and unlimited computers, Continuous file-level backup, Image backup and Bare Metal Restore	1.00	\$599.00	\$599.00
WD 4TB Elements Portable External Hard Drive - USB 3.0	1.00	\$139.99	\$139.99
Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
		Subtotal	\$3,418.99
		Sales Tax (7%)	\$147.35
		Total	\$3,566.34
		Purchase down payment	\$891.58
		Remaining Balance	\$2,674.75

Quote valid for 30 days from 09/29/2017. Sales tax subject to change.

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
WD 4TB Elements Portable External Hard Drive - USB 3.0	1.00	\$139.99	\$139.99
Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
Veritas System Recovery	1.00	\$496.32	\$496.32
WD 8TB Network Attached Storage	1.00	\$570.69	\$570.69
		Subtotal	\$3,887.00
		Sales Tax (7%)	\$222.04
		Total	\$4,109.04
		Purchase down payment	\$1,027.26
		Remaining Balance	\$3,081.78

Quote valid for 30 days from 09/29/2017. Sales tax subject to change.

Mr. Nance recommended the 2nd proposal in the amount of \$4,109.04 because of the internet speed and bandwidth. Mayor Pro-tem Smith said he thought the Town could get better internet speed through Ellerbe Telephone. After some discussion, a motion was made by Mayor Pro-tem Smith, seconded by Commissioner Beard, and so the motion carried unanimously to table this recommendation until the December meeting so staff could check on increasing bandwidth.

Children at Play Sign Request – Stewart Street

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve a Children at Play sign for Stewart Street.

Manager Report

Water Tank Update

Manager Holland said the Water Tank Maintenance is moving along. The company will be sterilizing the tank and doing water samples in the next few weeks. He asked the Board about the angle of the Town Logo on the water tank. It was a consensus of the Board for the logo to be angled more toward the stoplight than previously.

Employee Appreciation Christmas Luncheon November 29 - 11:30 am until 1 pm

The Annual Employee Appreciation Christmas Luncheon will be November 29 from 11:30 am until 1 pm. We will close Town Hall during this time so all of our employees will be able to enjoy the lunch.

Prayer Breakfast

The Senior Prayer Breakfast will be on Wednesday, December 13, 2017 at 10 am. Rev. Larry Wilson will be giving the devotional and Hood Chapel has been asked to give the opening and closing prayer and music.

The Mayor's minutes are as follows:

- Attended Health Advisory Meeting in Troy
- Attended a Mayoral Meeting in Troy
- Attended STARworks Ribbon Cutting for new Electric Car station, regional Representative from Duke Power was in attendance
- Sat on a conference call with Mayors, Commissioner Jackie Morris, and County Manager Matthew Woodard regarding Fire Districts
- Attended a General Session of the COG in Kernersville
- Chaired a RPO Meeting in Kernersville
- Attended Halloween in the Park, Representing the Town of Biscoe and handed out candy with the Lion's Club
- Attended an Executive Meeting of the COG in Kernersville
- Attended a Mayoral Meeting in Troy with Town Manager, Brandon Holland regarding Fire Departments
- Welcomed Voters to the Town Hall on Election Day
- Attended a Piedmont Triad Tomorrow Workshop in Winston Salem

Public Forum

No one spoke during the public forum.

Adjournment

There being no further business to bring before the Board, Commissioner Reynolds made the motion to adjourn, and Commissioner Beard made the second. All voted in favor. Meeting adjourned at 7:20 p.m.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET <i>Bank 3</i>	.15%	\$933,475.84	RECONCILED THRU OCTOBER 31, 2017
GENERAL FUND 10 – CD XX54 <i>Bank 102</i>	.15%	\$236,702.59	RECONCILED THRU November 30, 2017
FUND 21 – CAPITAL RESERVE CD XX49 <i>Bank 104</i>	.15%	\$34,578.36	RECONCILED THRU November 30, 2017
FUND 72 LEO – CD XX30 <i>Bank 105</i>	.15%	\$96,148.40	RECONCILED THRU November 30, 2017
TOTAL FIRST BANK ACCOUNTS		\$1,300,905.19	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY <i>Bank 1</i>	.10%	\$1,159,987.69	RECONCILED THRU November 30, 2017
PAYROLL ACCOUNT <i>Bank 4</i>	0%	\$166,878.44	RECONCILED THRU November 30, 2017
TOTAL FIDELITY BANK ACCOUNTS		\$1,366,431.97	

NC DEBT SET-OFF ACCOUNT – NCCMT 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF ACCOUNT – GOVT <i>Bank 108</i>	.98	\$4,914.48	RECONCILED THRU November 30, 2017
TOTAL NCCMT ACCOUNTS		\$4,914.48	

COMMERCIAL LOAN – INDUSTRIAL PUMP STATION			
ACCOUNT	INDUSTRIAL PUMP STATION ORIGINAL LOAN AMOUNT	BALANCE	STATUS
CL NOTE	\$350,000.00 Monthly Payment \$6,198.91	\$205,157.36	Payment made through December 2017
TOTAL		\$217,164.58	

NCCMT INVESTMENT ACCOUNTS

PAYROLL (GF) GOVT. <i>Bank 112</i>	.98	\$100,527.51	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU NOVEMBER 30, 2017
CEMETERY (GF) TERM <i>Bank 113</i>	1.20	\$50,358.44	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU NOVEMBER 30, 2017
HALLOWEEN IN THE PARK (GF) TERM <i>Bank 114</i>	1.20	\$25,177.95	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU NOVEMBER 30, 2017
GENERAL NEEDS (GF) TERM <i>Bank 115</i>	1.20	\$151,067.74	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU NOVEMBER 30, 2017
WATER IMPROVEMENTS (WS) TERM <i>Bank 111</i>	1.20	\$125,889.78	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU NOVEMBER 30, 2017
POWELL BILL ACCOUNT <i>Bank 116</i>	1.20	\$57,275.53	ACCOUNT OPENED 10-5-17 RECONCILED THRU NOVEMBER 30, 2017
		<u>\$572,575.53</u>	

NCCMT RATES CONTINUE TO INCREASE RATES AS OF 11-30-17

Rates for Government Portfolio increased from **.92 to .98**

Rates for Term Portfolio increased from **1.16 to 1.20**

***Tax Payments from Montgomery County Tax Department
have been received through October 2017.***

TOWN OF BISCOE
Commissioner Board Meetings 2018

January 8, 2018

February 12, 2018

March 12, 2018

April 9, 2018

May 14, 2018

June 1, 2018

July 9, 2018

August 13, 2018

September 10, 2018

October 08, 2018

November 12, 2018 *Need to look at this date, this is Veterans' Day Holiday*

December 10, 2018

TOWN OF BISCOE
Holiday Schedule 2018

January 1, 2018 New Year's Day

November 22, 2018 Thanksgiving Holiday

January 15, 2018 Martin Luther King Jr

November 23, 2018 Thanksgiving Holiday

March 30, 2018 Good Friday

December 24, 2018 Christmas Holiday

May 28, 2018 Memorial Day

December 25, 2018 Christmas Holiday

July 4, 2018 Independence Day

December 26, 2018 Christmas Holiday

September 3, 2018 Labor Day

November 12, 2018 Veterans' Day

B.E.S.T SENIOR PROGRAM

2018 DRAFT CALENDAR

<u>MONTH</u>	<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>	<u>COST</u>
JANUARY	January 10, 2018	2 pm	Bingo	FREE
FEBRUARY	February 14, 2018	2 pm	Bingo	FREE
MARCH	March 14, 2018	2 pm	Bingo	FREE
APRIL	April 11, 2018	2 pm	Bingo	FREE
MAY	May 9, 2018	2 pm	Bingo	FREE
JUNE	June 13, 2018	2 pm	Ice Cream Social	FREE
JULY	July 11, 2018	2 pm	Bingo	FREE
AUGUST	August 8, 2018	2 pm	Bingo	FREE
SEPTEMBER	September 12, 2018	2 pm	Bingo	FREE
OCTOBER	October 10, 2018	2 pm	Bingo	FREE
NOVEMBER	November 14, 2018	2 pm	Bingo	FREE
DECEMBER	December 12, 2018	10 am	Christmas Prayer Breakfast	FREE

Agenda Item 6d

There are upcoming training sessions coming up through the UNC School of Government.

Essentials of Municipal Government and LeaderShop for Veteran Elected Officials

- **Hickory, NC** January 11 - 12, 2018
- **Chapel Hill, NC** January 25 - 26, 2018
- **Sunset Beach, NC** February 16 - 17, 2018
- **Asheville, NC** February 22 - 23, 2018
- **Greenville, NC** March 9 - 10, 2018

This course is sponsored by **North Carolina League of Municipalities**.

Registration is open.

After the November elections, UNC School of Government and the North Carolina League of Municipalities jointly hold a two-day conference in five locations across the state for newly elected officials, veteran elected officials and their managers. *Below are details for the 3 different registration options for this two day program.*

1. **Essentials of Municipal Government (both days):** The first day focuses on newly elected officials, but entire boards and managers are encouraged to attend together. The second day is about working together as a board. **Includes:** *Handbook for NC Mayors and Council Members*, Days One and Two of *Essentials*, state-mandated ethics training, and *Budgetopolis* — a budget simulation.
2. **LeaderShop for Veteran Elected Officials (1st day only): 2018 Topic: Leading Change in Your Community and Region.** This program is open to both county and municipal **veteran** elected officials and their managers. **Includes:** the one day *LeaderShop on Leading Change*, and mandated ethics training. Does **NOT** include Day Two of *Essentials*, the *Handbook for NC Mayors and Council Members*, or the *Budget Simulation*.
3. **Combination Course (both days) LeaderShop for Veteran Elected Officials: Leading Change, PLUS Day two of Essentials of Municipal Government.** This program is open to municipal veteran elected officials and managers. Day one is the *LeaderShop for Veteran Elected Officials: Leading Change*. Day two in *Essentials* focuses on working together as a board. **Includes:** *LeaderShop—Leading Change*, *Handbook for NC Mayors and Council Members*, state-mandated ethics training, and *Budgetopolis*—a budget simulation

LeaderShop: During this two-day *Essentials of Municipal Government*, we also offer a one-day *LeaderShop for Veteran Elected Officials*. This *LeaderShop* is open to both county and municipal veteran elected officials and their managers. This year's topic is "Leading Change in Your Community and Region". Local governments can't solve complex public problems alone. Planning for safe and adequate water supplies, growing local economies, and even finding efficiencies in service delivery are issues that transcend jurisdictional or organizational boundaries. No one organization has the power, resources, or ability to tackle these issues without involving others. Please join us for an engaging workshop where you will learn how to extend your leadership to move beyond influencing issues within your city/county organization to influencing change in the broader community and region. You will learn what it means to have a collaborative mindset; how to frame issues for broad appeal and support; ways to convene stakeholder groups; and how to formulate strategies that generate action and accountability for moving joint initiatives forward.

A note on ETHICS TRAINING: The Ethics session taught during the above conference satisfies the 2 hour state mandated Ethics Training for local elected officials. If you would like to see online opportunities to take the 2 hours of Ethics training, please see Laura Morton.

Please see Laura Morton if you are interested. She will register you for the class and get the hotel.

Agenda Item 7

Commissioner Jerry Smith will talk to the Board about a Contract between the Town and Ellerbe Telephone.



9/29/2017

Laura Morton
Town of Biscoe
110 West Main Street
Biscoe, NC 27209

Dear Laura Morton,

Thank you for the opportunity to meet with you and offer you a proposal to resolve some of the IT issues you are facing. The following list are the items we discussed.

1. Are backups working?
2. If we need it; can we restore from our backups?
3. In case of a catastrophic failure; how do we recover our IT systems and data?
4. Are we protected from intrusions and viruses?
5. How do we enforce strong passwords and periodic password changes?

We propose either Carbonite cloud backup with local Bare Metal Image or Veritas System Recovery; depending on the bandwidth your ISP can provide. The Carbonite is a recurring annual fee for the cloud storage. Veritas System Recovery is a one-time fee; but doesn't offer offsite backup. So, we recommend you put a NAS at the Police Department and copy the local backup there since you have fiber between the two buildings.

We also propose Symantec Endpoint Protection for all of your computers as well as an enterprise grade firewall with gateway antivirus and intrusion prevention.

For strong password enforcement; we propose installing Active Directory on your server and setting up your network as a Domain instead of a peer-to-peer network. Active Directory is already included with your server; it just needs to be installed and configured. Once AD is installed; password policies can be implemented and enforced per your requirements. We can work with you to determine a policy that best suits your needs.

I have attached quotes for implementing these recommendations.

Sincerely,

A handwritten signature in black ink that reads 'Fred Nance'.

Fred Nance



Randolph Telephone Telecommunications Inc.
317 East Dixie Drive, Asheboro, NC 27203 ~ (336) 879-7884

Town of Biscoe

110 West Main Street
Biscoe, NC 27209

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
WD 4TB Elements Portable External Hard Drive - USB 3.0	1.00	\$139.99	\$139.99
Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
Veritas System Recovery	1.00	\$496.32	\$496.32
WD 8TB Network Attached Storage	1.00	\$570.69	\$570.69
		Subtotal	\$3,887.00
		Sales Tax (7%)	\$222.04
		Total	\$4,109.04
		Purchase down payment	\$1,027.26
		Remaining Balance	\$3,081.78

Quote valid for 30 days from 09/29/2017. Sales tax subject to change.

I, the undersigned, agree to this purchase agreement and the terms outlined here. I understand that I will be billed the balance of the purchase price after the installation is complete and that payment is due 20 days from the invoice date.

Customer Name _____
(please print)

Title _____

Customer Signature _____

Date _____

Install Location _____

Customer Phone _____

Remit Payments to: Randolph Telephone
Telecommunications Inc.
317 East Dixie Drive
Asheboro, NC 27203

Note: Randolph Telephone Membership Corp. may serve as the billing agent for RTTI.



Randolph Telephone Telecommunications Inc.
317 East Dixie Drive, Asheboro, NC 27203 ~ (336) 879-7884

Town of Biscoe

110 West Main Street
Biscoe, NC 27209

Attachment A: Purchase Agreement for Town of Biscoe

Description	Quantity	Unit Cost	Purchase
Install and configure Active Directory on server and configure clients to connect to AD	16.00	\$90.00	\$1,440.00
Symantec Endpoint Protection; Cloud Hosted; 1Yr	25.00	\$23.80	\$595.00
Carbonite Backup. Backup for one server and unlimited computers, Continuous file-level backup, Image backup and Bare Metal Restore	1.00	\$599.00	\$599.00
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Sonicwall SOHO TotalSecure Firewall	1.00	\$525.00	\$525.00
Onsite Premise Fee	2.00	\$60.00	\$120.00
		Subtotal	\$3,418.99
		Sales Tax (7%)	\$147.35
		Total	\$3,566.34
		Purchase down payment	\$891.58
		Remaining Balance	\$2,674.75

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(please print)

Title _____

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Install Location _____

Customer Phone _____

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Telecommunications Inc.
317 East Dixie Drive
Asheboro, NC 27203

Note: Randolph Telephone Membership Corp. may serve as the billing agent for RTTI.

NC Main Street & Rural Planning Center Economic Development Assessment Program

Overview

The Economic Development Assessment Program (EDAP) provides a rapid and efficient assessment that will “jump start” a community’s economic development efforts. A 2-day interactive visit by the Economic Development Planning Team will provide your community with tangible, achievable local actions to provide quick economic development successes. These successes may inspire your community to begin a more comprehensive undertaking, such as a full-scale economic development strategic planning process, or help to prioritize local economic or community development investment decisions, or lead to a host of new projects and initiatives.

Basic Schedule & Activities

The Prosperity Zone Planner for your region will serve as the Project Leader and will meet (by telephone or in person) with local officials and/or staff of the municipality to discuss their interest in participating in the EDAP. This meeting will cover, for example:

- EDAP overview;
- Roles and expectations of the Economic Development Planning Team (Planning Team) and municipal officials/staff;
- Stakeholder identification;
- Desired level/nature of community involvement;
- Costs, deliverables, and expectations for post-EDAP monitoring and follow-up visits;
- Format/agenda for the 2-day EDAP session;
- Discussion/confirmation of dates for the EDAP session; and
- Establishment of a local Work Group (*5-9 people that coordinate meetings, give community tour, provide input, etc. The Work Group may be comprised of the Manager, Mayor, Administrator, Clerk, citizens, and other local leaders, for example*).

Day 1 Planning Team Visit – Issue Identification

- Planning Team delivers initial presentation on data gathered, previous plans, and local and regional economic snapshot to Work Group.
- Work Group and Planning Team meet for a couple of hours to share insights, develop a short list of major issues to be addressed (using SWOT analysis, asset identification / mapping, etc.), and review what has been done by the community to address issues to date.
- Planning Team tours community.
- Lunch (with municipal representatives and/or Work Group, for example).
- Planning Team debriefs, if needed, to clarify and develop an understanding of the setting and issues.
- Planning Team interviews local stakeholders (in person or by telephone), refines SWOT analysis, conducts further research, if needed, compiles findings, and drafts preliminary recommendations.



Day 2 Planning Team Visit – Findings & Next Steps

- Planning Team presents “Findings Report” to Work Group.
- Work Group and Planning Team discuss findings and preliminary recommendations.
- Planning Team works with Work Group to identify potential next steps.

Products and Deliverables

- Findings Report with:
 - Stakeholder Interview Results
 - SWOT Analysis
 - Asset List/Map
 - Recommendations
 - Implementation/Resource Information
 - Next Steps Action Items

Follow Up & Outcomes

- After a specified period, the Project Leader and municipality will determine:
 - if a full-scale strategic planning process is needed or desired by the municipality, or
 - if the municipality might benefit from other asset-based, local economic development technical assistance.
- The Project Leader will conduct an annual review of the municipality’s progress and results.

Sample Budget (total project)*

	Hours	Cost
Mileage (3 trips)		\$251.00
Meals		\$137.00
Lodging (1 night – 2 rooms)		\$200.00
Copies & Other Material Costs		\$100.00
On-site Visits	30	0
Analysis & Document Preparation	18	0
Total	48	\$688.00

*Travel expenses based on current state and federal (IRS) travel rates. Mileage costs may differ slightly based on greater or lesser travel distances.

Inquiries

To inquire further about the EDAP and other Economic Development Planning services, please contact: **Bruce Naegelen, Sandhills (South Central) Prosperity Zone Planner, NC Main Street & Rural Planning Center, at bruce.naegelen@nccommerce.com, 919-391-1298 (mobile).**

