



Biscoe Town Council Meeting Agenda for December 9, 2019 at 7:00 pm

1. Call to Order **Manager Holland**
Moment of Silence
Pledge of Allegiance to the Flag
Statement of Disclosure/Conflict of Interest Statement

2. Oath of Office **Town Clerk**
 - Mayor Reynolds
 - Commissioner Daryl "Dutch" Anliker
 - Commissioner Barry Jackson
 - Commissioner Lashounda RyanElection of Mayor Pro-tem
 - Oath of Office for new Mayor Pro-tem

3. Agenda Adjustments and Approval **Mayor Reynolds**

4. Consent Agenda **Mayor Reynolds**
 - a) Approval of November 11, 2019 Regular Meeting Minutes
 - b) Approval of October Monthly Financial Report

5. Approval of 2020 Calendar **Mayor Reynolds**

6. Public Hearing Annexation of JF Allen Drive (Cemetery) **Mayor Reynolds**

7. Approval of Resolution to Add JF Allen Drive to Powell Bill System **Mayor Reynolds**

8. Request for Sewer outside the City Limits (JF Allen Drive) **Mayor Reynolds**

9. Sale of Town Property – Upset Bid Process **Mayor Reynolds**

10. Appointment to the Piedmont Triad Regional Council (?) **Mayor Reynolds**

11. Census Committee **Mayor Reynolds**

12. Approval of Police for Security Backup Files **Mayor Reynolds**

13. Set Public Hearing for Minimum Housing Code & Non-Residential Building Code **Manager Holland**

14. Public Comment

15. Board & Staff Reports

16. Adjournment

Statement of Disclosure/Conflict of Interest Statement

Based upon New Rules of Procedure Policy Adopted by the Board September 9, 2019

Town of Biscoe Code of Ethics provides that public officials and employees be independent, impartial and responsible to the public; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for town public officials and its employees, disclosure of interest in legislative action must be stated for the public record. The mayor or any member of the town council who has an interest in any official act or action before the council shall publicly disclose on the record of the council the nature and extent of such interest, and shall withdraw from any consideration of the matter if excused by the council pursuant to G.S. 160A-75.

“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.”

"I, William Eddie Reynolds, 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."

"I, Darryl Dutch Anliker, 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 Town Commissioner, so help me God."

"I, Barry Jackson, 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 Town Commissioner, so help me God."

"I, Lashaunda Ryan, 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 Town Commissioner, so help me God."

"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 Adjustments and Approval

This is a new agenda item Based upon

New Rules of Procedure Policy Adopted by the Board September 9, 2019

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
November 11, 2019**

The Biscoe Town Board of Commissioners met in a regular session on Monday, November 11, 2019 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. (James Cagle, Jr. "Jimmy" Cagle's seat is vacant due to his death on December 30, 2017).

Members of Management Present: Town Manager Brandon Holland, Town Clerk Laura Morton, Public Works Director Sam Stewart and Police Chief Shane Armstrong.

Call to Order/Pledge of Allegiance

Mayor Blake called the meeting to order at 7:00 pm. The Pledge of Allegiance to the American Flag was recited and a moment of silence was observed.

Conflict of Interest Statement

Town of Biscoe Code of Ethics provides that public officials and employees be independent, impartial and responsible to the public; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for town public officials and its employees, disclosure of interest in legislative action must be stated for the public record. The mayor or any member of the town council who has an interest in any official act or action before the council shall publicly disclose on the record of the council the nature and extent of such interest, and shall withdraw from any consideration of the matter if excused by the council pursuant to G.S. 160A-75.

Approval of the Consent Agenda

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

- a) Approval of October 14, 2019 Regular Meeting Minutes
- b) Approval of November Monthly Financial Report

AYES: 4; NAYS: 0

Public Hearing Conditional Use - LeCraw Engineering – 101 Montgomery Crossing

A motion was made by Commissioner Beard, seconded by Commissioner Kinch, and so the motion carried unanimously to recess the regular session and call to order the Public Hearing for a Conditional Use Request for LeCraw Engineering – 101 Montgomery Crossing (Burger King).

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Beard, and so the motion carried unanimously to adjourn 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 Conditional Use Request for LeCraw Engineering – 101 Montgomery Crossing (Burger King).

AYES: 4; NAYS: 0

Special Presentation to Outgoing Mayor and Board Members

At a reception prior to the meeting, outgoing Mayor Jimmy Blake, Mayor Pro-tem Jerry Smith, and Commissioner John Beard were recognized for their years of service to the Town of Biscoe.

Presentation of Beautification Award to Reddy Mart

Mayor Blake recognized Reddy Mart for their recent beautification improvements to their business. They recently repaved the parking lot.

Naming of Road into the Cemetery (JF Allen Drive)

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Kinch, and so the motion carried unanimously to name the road into the cemetery JF Allen Drive.

(The JF Allen Family recently donated the road to the Town)

AYES: 4; NAYS: 0

Schedule Public Hearing for December 9, 2019 Meeting

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously to schedule a Public Hearing for December 9, 2019 to annex road into the cemetery (JF Allen Drive) into the town limits.

AYES: 4; NAYS: 0

Budget Amendment – Fire Department Grant

Manager Holland announced the Fire Department received a Forestry Grant again this fiscal year. It is a 50/50 grant. The grant is to be used toward the purchase of wildland firefighting personal protective clothing and equipment for the fire department. The funds are provided as part of the Volunteer Fire Assistance Program which is federally funded and reimbursements are subject to the availability of federal funds.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the 50/50 NC Forestry Grant. The town's portion of the grant is \$4,338.63.

AYES: 4; NAYS: 0

Closed Session – Pursuant to NCGS 143-318.11 (a) (5) – Property

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to close the regular session and call to order a closed session Pursuant to NCGS 143-318.11 (a) (3) – Attorney Client Privilege.

A motion was made by Commissioner Kinch, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to come out of closed session and reconvene the regular session.

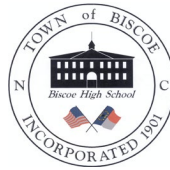
A motion was made by Commissioner Beard, seconded Mayor Pro-tem Smith, and so the motion carried unanimously to move forward with the upset bid process for Tract No. 2 - 2.267 Acres Total - Located on Post Office Road - Portion of Town of Biscoe - Deed Book 521 Page 623. The Town received an offer for \$5,667.50.

AYES: 4; NAYS: 0

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 7:35 p.m.

Mayor



Town Clerk

BISCOE MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2019 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET - Bank 3	.05%	\$1,423,710.97	
GENERAL FUND 10 – CD 54 - Bank 102	.15%	\$237,403.73	RECONCILED AS OF NOVEMBER 30 2019
FUND 21 – CAP. RES. CD 49 - Bank 104	ACCOUNT CLOSED PER MARCH 2019 APPROVAL & A NEW NCCMT ACCT OPENED		
FUND 72 LEO – CD 30 - Bank 105	ACCOUNT CLOSED PER MARCH 2019 APPROVAL & A NEW NCCMT ACCT OPENED		
TOTAL FIRST BANK ACCOUNTS		<u>\$1,665,152.70</u>	

FIDELITY BANK ACCOUNTS 2019 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY - Bank 1	.10%	\$957,835.48	RECONCILED AS OF NOVEMBER 30 2019
PAYROLL ACCOUNT - Bank 4	.10%	\$61,602.79	RECONCILED AS OF NOVEMBER 30 2019
NATIONAL NIGHT OUT **NEW Bank 120	.03%	\$452.59	RECONCILED AS OF NOVEMBER 30 2019
CDBG-I BRUTON STREET **NEW Bank 119	.50%	\$92,326.32	RECONCILED AS OF NOVEMBER 30 2019
TOTAL FIDELITY BANK ACCOUNTS		<u>\$1,112,217.18</u>	

2019 NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT - Bank 108 FUND 60	1.77%	\$11,057.60	RECONCILED AS OF NOVEMBER 30 2019
PAYROLL (GF) GOVT. - Bank 112 FUND 10	1.77%	\$104,338.20	RECONCILED AS OF NOVEMBER 30 2019
POWELL BILL ACCOUNT – GOVT. - Bank 116 FUND 11	1.77%	\$115,649.79	RECONCILED AS OF NOVEMBER 30 2019
CAPITAL RESERVE – GOVT. Bank 121 *New Account - FUND 21	1.77%	\$35,035.10	RECONCILED AS OF NOVEMBER 30 2019
LEO SEPARATION ALLOWANCE - GOVT Bank 122 *New Account FUND 72	1.77%	\$28,664.95	RECONCILED AS OF NOVEMBER 30 2019
CEMETERY (GF) TERM - Bank 113 FUND 10	2.34%	\$52,501.50	RECONCILED AS OF NOVEMBER 30 2019
HALLOWEEN IN THE PARK (GF) TERM Bank 114 FUND 10	2.34%	\$26,249.43	RECONCILED AS OF NOVEMBER 30 2019
GENERAL NEEDS (GF) TERM - Bank 115 FUND 10	2.34%	\$226,514.99	RECONCILED AS OF NOVEMBER 30 2019
WATER IMP. (WS) TERM Bank 111 FUND 60	2.34%	\$52,998.35	RECONCILED AS OF NOVEMBER 30 2019
TOTAL NCCMT INVESTMENT ACCOUNTS		<u>\$653,009.91</u>	

**Please Note In Addition to the Above Bank Accounts, Town Clerk/Finance Officer Reconciles
The Following Accounts Each Month for Biscoe Fire Department.**

FIRE DEPARTMENT - 2019 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
BISCOE FIRE DEPARTMENT (checking) FIRST BANK - restricted - Bank 101	.10%	\$127,713.68	RECONCILED AS OF NOVEMBER 30 2019
BISCOE FIRE LOCAL RELIEF FUND FIRST BANK - restricted - Bank 109	.10%	\$19,558.22	RECONCILED AS OF NOVEMBER 30 2019
BISCOE FIRE STATE RELIEF FUND FIDELITY BANK – restricted - Bank 110	.05%	\$2,050.71	RECONCILED AS OF NOVEMBER 30 2019
BISCOE FIRE DEPT CD FIDELITY BANK - restricted - Bank 117	.15%	\$34,940.93	RECONCILED AS OF NOVEMBER 30 2019
BISCOE FIRE DEPT SUPPLEMENTAL RETIREMENT ACCT. – FIDELITY BANK - restricted - Bank 118	.12%	\$51,114.20	RECONCILED AS OF NOVEMBER 30 2019
TOTAL FIRST BANK & FIDELITY BANK ACCOUNTS		\$231,391.96	

NCCMT RATES CONTINUE TO INCREASE
RATES AS OF 11.02.2019
 Rates for Government Portfolio Increased from **1.77**
 Rates for Term Portfolio Increased from **2.34**

SEWER ACROSS THE BYPASS

Golden Leaf Funds – (Grant no pay back) - \$800,000.00
 Town Funds - \$1,458,960.00
 Total Project - \$2,258,960.00

WASTEWATER TREATMENT PLANT

Clean Water Management Trust Fund Grant \$ 584,000.00
 State Revolving Loan – Interest Rate 0.00% \$1,323,106.00 Annual Payment of \$66,155.30.
 This FY Payment was made on April 12, 2019
 As of June 30, 2018, the Town owes approximately \$1,124,640.10. (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 2019. This will leave a balance of \$1,124,640.10. Total Project - \$1,190,795.40

INDUSTRIAL PUMP STATION - FIRST BANK

First Bank Commercial Loan – Interest Rate 1.75% Loan Total \$350,000.00
 Last payment of \$6,198.91 posted on November 1, 2019, the Town owes approximately \$67,603.66.

LADDER TRUCK LOAN – FIDELITY BANK

Fidelity Bank Commercial Loan – Interest Rate 3.75% Loan/Principal Total \$175,000.00 Annual Payment Amount: \$21,366.91.
 First Payment was made on June 14, 2019. Balance \$160,286.74. Loan is for 10 years. To be Paid in full May of 2028.

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. The RFP for Administrative Services was awarded to LKC Engineering. Monthly progress meetings began in June of 2019.

SALES & USE TAX RECEIVED

BUDGET CODE - 10-3230-000

JULY 2019	\$38,222.59
AUGUST 2019.....	\$40,172.77
SEPTEMBER 2019	\$41,742.37
OCTOBER 2019	\$39,749.18
NOVEMBER 2019	\$38,689.24
DECEMBER 2019	
JANUARY 2020	
FEBRUARY 2020	
MARCH 2020	
APRIL 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$198,576.15</u>

SOLID WASTE DISPOSAL TAX RECEIVED

BUDGET CODE - 10-3270-000

AUGUST 2019.....	\$ 310.93
NOVEMBER 2019	\$ 317.03
FEBRUARY 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$ 627.96</u>

TAX PAYMENTS RECEIVED

(Property & Vehicle Tax)

Tax Payments from Montgomery County Tax Department have been received

JULY 2019	\$ 6,221.19
AUGUST 2019.....	\$ 60,399.85
SEPTEMBER 2019	\$180,255.35
OCTOBER 2019	
NOVEMBER 2019	
DECEMBER 2019	
JANUARY 2020	
FEBRUARY 2020	
MARCH 2020	
APRIL 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$246,876.39</u>

TELECOM SALES TAX RECEIVED

BUDGET CODE - 10-3224-350

AUGUST 2019.....	\$1,993.71
NOVEMBER 2019	
FEBRUARY 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$1,993.71</u>

UNAUTHORIZED SUBSTANCE ABUSE TAX RECEIVED

BUDGET CODE - 10-3431-890

AUGUST 2019.....	\$ 442.13
NOVEMBER 2019	
FEBRUARY 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$ 442.13</u>

UTILITY FRANCHISE TAX RECEIVED

BUDGET CODE - 10-3324-000

AUGUST 2019.....	\$ 54,900.12
NOVEMBER 2019	
FEBRUARY 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$ 54,900.12</u>

VIDEO PROGRAMMING TAX RECEIVED

BUDGET CODE - 10-3324-350

AUGUST 2019.....	\$ 1,189.85
NOVEMBER 2019	
FEBRUARY 2020	
MAY 2020.....	
JUNE 2020	
TOTAL RECEIVED AS OF DATE ABOVE	<u>\$ 1,189.85</u>

TOWN OF BISCOE, NC
100,000 GALLON ELEVATED

OPTION B
SHOP TANK

WATER TANK MAINTENANCE SCHEDULE OF WORK & FEES

Year #1 2016	Year #2 2017	Year #3 2018	Year #4 2019	Year #5 2020	Year #6 2021	Year #7 2022	Year #8 2023	Year #9 2024	Year #10 2025	Year #11 2026	Year #12 2027	Year #13 2028	Year #14 2029
Exterior Lead Abatement & Interior Renovation & Engineering Report	Visual Inspection & Engineering Report	Washout Inspection & Engineering Report	Visual Inspection & Engineering Report	Washout Inspection & Engineering Report	Visual Inspection & Engineering Report	Washout Inspection & Engineering Report	Visual Inspection & Engineering Report	Washout Inspection & Engineering Report	Exterior Renovation & Engineering Report	Washout Inspection & Engineering Report	Visual Inspection & Engineering Report	Washout Inspection & Engineering Report	Interior Renovation & Engineering Report
\$30,000.00	\$57,891.00	\$57,891.00	\$57,891.00	\$57,891.00	\$10,968.00	\$11,288.00	\$11,687.00	\$12,101.00	\$12,529.00	\$812,968.00	\$13,422.00	\$13892.00	\$14,379.00

- * Under the Asset Management Service, the tank is painted on the exterior every 8-10 years and coated on the interior every 12 to 14 years. The annual fee that you pay each year covers all future renovations, repairs, emergency services, and engineering & permitting related to the water tank.
- * The schedule of work is based upon the current condition of the tank and the tank's projected rate of deterioration and can be pushed forward if conditions warrant it.
- *** Asset Management Service Includes:
 - Two (2) Complete Interior Renovations
 - Two (2) Complete Exterior Renovations
 - Five (6) Washout Engineering Inspections
 - Five (5) Visual Engineering Inspections
 - All coating systems, emergency services, and repairs from top of vent system down to the leg foundation and everything in between is covered under this program.

Reports Completed *(In addition to monthly bank reconciliations)*

1st Quarter: Thru March 2019

- 941
- NC 5Q
- Employment Security Commission
- NCDOR E-500 (Pool Concessions)
- 2nd Quarter: March 2019 941, NC 5Q, Employment Security Commission, NCDOR E-500 (Pool Concessions)
- LGC-203 Cash & Investments Report for Reporting Period ending December 31, 2018
- LEO Separation Allowance Actuarial Study Report
- US Government's System for Award Management – for DUNS Number – Annual Update
- FEMA Reports due to Hurricane Florence
- GMS and GPRS – Office of Justice Programs Annual Update

2nd Quarter: Thru June 2019

- 941
- NC 5Q
- Employment Security Commission
- NCDOR E-500 (Pool Concessions)
- 2nd Quarter: March 2019 941, NC 5Q, Employment Security Commission, NCDOR E-500 (Pool Concessions)
- LGC-203 Cash & Investments Report for Reporting Period ending June 30, 2019
- COLL-91 Report Form – Annual Notification by Public Depositor
- NC Department of Labor Public Sector OSH Injury & Illness Survey
- Powell Bill Certified Statement, Street Listing, Certified Powell Bill Map
- Powell Bill Expenditure Report
- Equitable Sharing Expenditure Report
- CCR Annual Report Mailing
- NC Demographic Information Survey for NC Office of State Budget and Management
- Secretary of State Board Appointment Report Due September 1, 2019 – Completed
- NCDOR –E585 Sales & Use Refund Request for Sales Tax Paid July 1, 2018 thru June 30, 2019 Submitted

3rd Quarter: Thru September 2019

- 2018-19 Workers' Comp Self Audit due August 28, 2019.
- Uploaded all auditor requests to their audit portal.
- Pulled test samples requested by auditors
- Procedural Walk-through with auditors
- Helped 2 employees with FMLA and short term disability
- Attended Clerks Conference in Wilkesboro NC
- Worked on new policies: Surplus Property and Suggested Rules of Procedure for Town Council
- Worked on updating the Personnel Policy
- Worked on various CDBG items
- Attended Fair Housing Workshop
- Opened new Fire Department Account at First Bank for County Fire Funds
- Updated the Website
- Created pictures for Social Media
- Held Monthly Administration Staff Meeting
- Swore in new Police Officer Zuniga. Signed him up.
- Distributed Payment to LKC for CDBG-I Bruton Street Project
- Worked with Contractor for work in Copy Room
- Scanned and checked all Cemetery Records
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- NCDOR E-500 (Pool Concessions) (To be done week of October 14)
- 3rd Quarter: September 2019 941, NC 5Q, Employment Security Commission, NCDOR E-500 (Pool Concessions)
- Created "Personnel Page" on the Town Website
- Created NEW ordinance book, resolution book, policy book, proclamation book
- Planned upcoming events (Bingo, Employee Appreciation Luncheon, etc.)
- Went to Hobby Lobby to have pictures framed (Mayor and other historical frames)

4th Quarter: Thru December 2019

- Reconciled Bank Statements
- Created pictures for Social Media
- Held Monthly Administration Staff Meeting
- Distributed Payment to LKC for CDBG-I Bruton Street Project & Payment from NC Dept. of Commerce
- Scanned and checked documents
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- Created NEW ordinance book, resolution book, policy book, proclamation book and continued work on those books
- Planned the Town Calendar for 2020 including Senior Events, Holiday Calendar,
- Planned Social Events for November 11th
- Began to collect information for new Board members (names, addresses, emails, etc.)
- Continued Cross-training our Deputy Clerk on Payroll
- Worked on sending minutes to be archived at the NC Cultural Resources
- Spoke with Auditor about annual Audit, AFIR, and CAFR reports.
- Updated the website
- Attended a Clerks' meeting
- Attended Clerks' school in Durham
- Created Resolutions for proposed JF Allen Drive
- Created Certificate of Sufficiency and Ordinance.
- Contacted Bill Lester with LKC Engineering to take drone pictures of Town.
- Contacted Bill Lester to measure the proposed JF Allen Drive for the Powell Bill System (based on NC General Statutes)
- Created Agenda
- Talked with Verizon about upgrades and a new phone system that will be more cost effective
- Worked with Randolph Communication to upgrade the Server Backup System
- Purchased candy for Halloween in the Park and the parades
- Organized the parades.
- Attended NC Clerks' Association Board of Director's Meeting
- Wrote and Distributed NC Clerks' Association Newsletter
- Helped Promote Town Events (Halloween in the Park, Community Policing, etc.)
- Sent Public Notices to the Montgomery Herald as required.
- Worked with MetLife (Dental Insurance) on issue with coverage.
- Worked with several workers' comp cases
- Worked with NCLM Insurance on P&L Claim
- Worked with LKC on updated Zoning Map
- Updated Community Calendar on Montgomery Herald website
- Met with Company with software to help departments with payroll
- Email to Board re: Upcoming Events

- Continued collecting Board information for website, social media, name plates, business cards, etc.
- Scheduled training of Essentials in Government in Fayetteville
- Reservations for Hotel for Fayetteville
- Organized Board Meet & Greet for January
- Gathered statistical information for CAFR
- Regular Payroll Completed
- Bonus Pay Completed
- Longevity Pay Completed
- Board Pay Completed
- All Payroll Taxes and Retirement paid to date and posted to GL
- Shopped for child the office adopted
- Spoke with Transformation regarding sponsoring treat bags for Senior Prayer Breakfast
- Spoke with Karen Saunders regarding prayer breakfast
- Spoke with Jimmy Blake regarding prayer breakfast
- Ordered fruit and items for treat bags for prayer breakfast
- Reconciled bank reconciliations
- Trained Deputy Clerk on Powell Bill Report that was due December 1st.
- Typed Minutes
- Scanned and checked documents
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- Report to the General Assembly regarding Town Ordinances
- Ordered Plaques for Jimmy Blake, Jerry Smith, and John Beard
- Picked up food from AVS Catering for reception for Jimmy Blake, Jerry Smith, and John Beard
- Picked up food gifts for Jimmy Blake, Jerry Smith, and John Beard
- Published Upset Bids Announcement in the newspaper (re: Town Property on Post Office Road)
- Published Public Hearing
- Organized luncheon for Employee Appreciation
-

2020 Commissioners Meeting Schedule

January 13, 2020 at 7 pm at Town Hall
February 10, 2020 at 7 pm at Town Hall
March 9, 2020 at 7 pm at Town Hall
April 13, 2020 at 7 pm at Town Hall
April 20, 2020 at 6 pm at Town Hall – Budget Meeting
May 11, 2020 at 7 pm at Town Hall
May 18, 2020 at 6 pm at Town Hall – Budget Meeting
June 8, 2020 at 7 pm at Town Hall
June 24, 2020 at noon at Town Hall
July 13, 2020 at 7 pm at Town Hall
August 10, 2020 at 7 pm at Town Hall
September 14, 2020 at 7 pm at Town Hall
October 13, 2020 at 7 pm at Town Hall (*This is a Tuesday*)
November 9, 2020 at 7 pm at Town Hall
December 14, 2020 at 7 pm at Town Hall

2020 Biscoe Engaging Seniors Today Senior Program Schedule

January 8, 2010	Bingo at Town Hall at 2 pm
February 12, 2020	Valentine Lunch Social at noon
March 11, 2020	Bingo at Town Hall at 2 pm
April 8, 2020	Lunch at Cracker Barrel in Aberdeen <i>(leave Town Hall at 11:00)</i>
May 13, 2020	Luau Cookout at Biscoe Park at noon
June 10, 2020	Bingo at Town Hall at 2 pm
July 8, 2020	Ice Cream Social at 2 pm
August 12, 2020	Paint Class at 2 pm
September 9, 2020	Bingo at Town Hall at 2 pm
October 14, 2020	Bingo and Holiday Recipe Swap
November 11, 2020	Lunch at Carolina Fried Chicken in Robbins & Tour of Southern Supreme Fruitcake in Bear Creek <i>(leave Town Hall at 11:00)</i>
December 9, 2020	Christmas Prayer Breakfast/Brunch

2020 Town of Biscoe Holiday Schedule

Town Offices will be closed on the Following 2020 Holidays

January 1, 2020	-	New Year's Day
January 20, 2020	-	Martin Luther King Jr
April 10, 2020	-	Good Friday
May 25, 2020	-	Memorial Day
July 4, 2020	-	Independence Day
September 7, 2020	-	Labor Day
October 12, 2020	-	Columbus Day
November 11, 2020	-	Veterans Day
November 26, 2020	-	Thanksgiving Day
November 27, 2020	-	Thanksgiving Holiday
December 24, 2020	-	Christmas Eve
December 25, 2020	-	Christmas Day
December 28, 2020	-	Christmas Holiday

2020 Town Special Events

June 27, 2020	Troyfest Parade
July 18, 2020	Candor Peach Festival Parade at 10 am*
August 4, 2020	National Night Out at 6 pm
August 13, 2020	Kids' Paint Class at 10 am
October 31, 2020	Halloween in the Park (<i>Saturday</i>)
November 7, 2020	Veterans' Day Parade in Troy (<i>Date not confirmed</i>)*
December 3, 2020	Employee Appreciation Lunch (11:30 am until 1:00 pm)
December 12, 2020	Star Christmas Parade (<i>Date not confirmed</i>)*

**Parades Biscoe is represented. We will get a truck from Montgomery Motors and drive through these parades if there are enough people to participate.*


2020 SENIOR BINGO SCHEDULE



110 W Main St. - 2 pm - Town Hall
For More Info Call 910.428.4112



- JAN. 8 • MARCH 11 • JUNE 10 •
- SEPT. 9 • OCT. 14 •

Senior
Valentine's Day

Luncheon

February 12, 2020 at Noon

110 W Main St. - Town Hall

RSVP to 910.428.4112 by January 17th

Biscoe Engaging Seniors Today

B.E.S.T. Senior Program

**If there is inclement weather,
this event will be postponed
until February 19, 2019.**

***Ages 55
& Up***

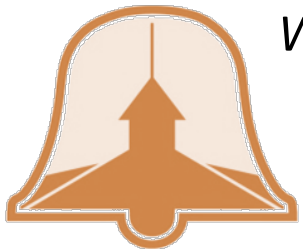
LUNCH AT CRACKER BARREL

in Aberdeen April 8, 2020



Old Country Store

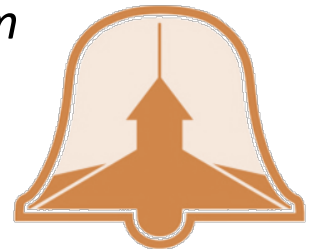
Space is limited. RSVP by March 11, 2020 to 910.428.4112



We will leave Town Hall at 11 am and Return around 2 pm

Transportation will be provided to Aberdeen

Sponsored by the Town of Biscoe



Senior

Hawaiian Luau

At Biscoe Park

May 13, 2020 at Noon



MUSIC
FOOD
FUN

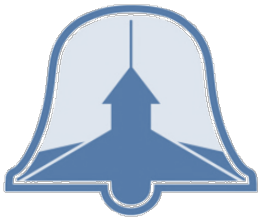
RSVP to 910.428.4112 by April 24th

Program Created for Ages 55 & Up

Ice Cream Social

July 8 at 2:00 pm

at Town Hall



**This Program is for Seniors Ages 55 & Up
The Program is Sponsored by the Town of Biscoe**



PAINT CLASS

August 12 at 2 pm at Town Hall

RSVP BY JULY 8TH

COST \$10

Space is Limited to 25 Participants



Uwharrie Mosaic
U M

Christine Hogan Harris, Owner/Operator

Biscoe Engaging Seniors Today

B.E.S.T. Senior Program

LUNCH & TOUR

November 11, 2020

BISCOE SENIOR PROGRAM

Lunch at Carolina Fried Chicken in Robbins
then a Tour of Southern Supreme Fruitcake in Bear Creek

The van will leave Town Hall at 11 am.
We will have lunch at Carolina Fried Chicken.

At 12:45 pm we will leave for Southern Supreme.
We will leave Southern Supreme at 3:30 pm
and return to Biscoe Town Hall.

*Space is limited. Please RSVP by October 14th.
For Ages 55 & Up. Attendees Responsible
for their lunch & purchases at Southern Supreme.*



Southern Supreme
FRUITCAKE
& more

BISCOE

**SENIOR
PROGRAM**

10 am

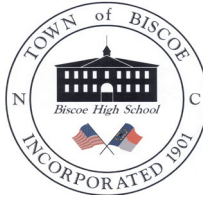
*Annual Senior
Prayer*
**CHRISTMAS
BRUNCH
2020**

DECEMBER 10, 2020

**BISCOE TOWN HALL
110 W MAIN STREET – BISCOE NC
RSVP BY NOV 11TH**

For Ages 55 & Up

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE TOWN OF BISCOE, NORTH CAROLINA**



WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall at 7:00 on December 9, 2019; and

WHEREAS, the Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Biscoe as of December 9, 2019:

Being New Lot C, containing 0.406 acres more or less, and being access to the Town of Biscoe Cemetery, as shown on plat recorded in Plat Cabinet G, Slide 79-D, incorporated herein by reference, subject to use of the road by purchasers of New Lot B and New Lot A.

(For title reference - see Book 298, Page 833, Montgomery County Registry).

Section 2. Upon and after 9th December 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Biscoe and shall be entitled to the same privileges and benefits as other parts of the Town of Biscoe. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Biscoe shall cause to be recorded in the office of the Register of Deeds of Montgomery County, and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Montgomery County Board of Elections, as required by G.S. 163-288.1.



ATTEST:

W. Eddie Reynolds, Mayor

Town Clerk Laura B. Morton

**NOTICE OF PUBLIC HEARING ON
REQUEST FOR ANNEXATION
TOWN OF BISCOE
ROAD INTO THE CEMETERY**

The public will take notice that the Board of Commissioners of the Town of Biscoe has called a public hearing at 7:00 p.m. on December 9, 2019 at Biscoe Town Hall on the question of annexing the following described territory, requested by petition filed pursuant to G.S. 160A-31:

A tract or parcel of land lying and being in Biscoe Township, Montgomery County, North Carolina, being the Town of Biscoe property located in the northern part of Biscoe more particularly described as follows:

Being New Lot C, containing 0.406 acres more or less, and being access to the Town of Biscoe Cemetery, as shown on plat recorded in Plat Cabinet G, Slide 79-D, incorporated herein by reference, subject to use of the road by purchasers of New Lot B and New Lot A.

(For title reference - see Book 298, Page 833, Montgomery County Registry).

The area described in the petition is contiguous to the Town of Biscoe primary corporate limits, as defined by G.S. 160A-31.

*Laura B. Morton
Town Clerk*

PLEASE RUN IN THE NOVEMBER 27, 2019 AND DECEMBER 4, 2019 ISSUES

**NOTICE OF SALE BY UPSET BID
PUBLIC NOTICE
SALE OF TOWN PROPERTY**

An offer of \$5,667.50 has been submitted for the purchase of certain property owned by the Town of Biscoe, more particularly described as follows:

Tract No. 2 - 2.267 Acres Total
Located on Post Office Road
Portion of Town of Biscoe - Deed Book 521 Page 623

Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk, 110 West Main Street, N.C., by 5:00 pm on December 6, 2019. At that time the town clerk shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

A qualifying higher bid is one that raises the existing offer to an amount not less than \$5,767.50.

A qualifying higher bid must be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The town will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The town will return the deposit of the final high bidder at closing. The buyer must pay cash at closing.

The Town Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed. The town reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Further information may be obtained at the office of town clerk, 110 West Main Street, Biscoe NC 27209 or at telephone 910.428.4112 during normal business hours.

Resolution to Add JF Allen Drive to the Town of Biscoe Road System for Powell Bill

WHEREAS, the Town of Biscoe has recently accepted **JF Allen Drive** to the Town's Public Road System;

WHEREAS, the **JF Allen Drive** is a hard surfaced road maintained by the Town of Biscoe and is _____ feet in length;

NOW, THEREFORE BE IT RESOLVED that the Town of Biscoe Board of Commissioners direct the Town Clerk to add **JF Allen Drive** as a hard surfaced road to the Powell Bill Map.

Adopted this 9th of December 2019.

James E. Blake, Mayor

Laura B. Morton, CMC, NCCMC
Town Clerk

TOWN OF BISCOE
Security Backup Files as
Public Records in North Carolina:
Guidelines for the Recycling, Destruction, Erasure,
And Re-use of Security Backup Files

Department of Culture Resources
N.C. Division of Historical Resources
Archives and Records Section/Government Records Branch

Purpose: To establish requirements under G.S § 132-3 for permitting the recycling, destruction, erasure, and re-use of security backup/ data backup files and their media.

Purpose: Security backup files are public records (according to G.S §§ 121-2(8) and 132-1) and may not be disposed of erased, or destroyed (according to G.S § 132-3) without specific guidance from the Department of Cultural Resources. These guidelines provide that guidance and permit the recycling, destruction, erasure, and reuse of security backup files and their media when an agency has implemented a written security backup plan and process that:

- Documents the procedures that are employed for the records series appropriate to that series' organization value and vulnerability.
- Provides minimum acceptable capability for recovery of each records series.
- Provides for the periodic verification that files and/or systems can be restored from the backup media as appropriate.

Rationale for an Effective Security Backup Policy

Electronic data and information are assets. Security backups are critical to the survival of electronic data. Human or natural disasters, accidents involving the handling of media, and human error make electronic media vulnerable to damage.

“Versioning” and “Archiving” do not create security backup files. Versioning intentionally maintains copies of data files as the files are changed. Each version becomes a distinct record. Archiving is the process of moving a record from one medium (usually quickly accessible, but fragile) to another (usually more permanent) medium.

When meticulously planned and properly implemented, security backups make possible the retrieval of lost data and the resumption of system operations. Such procedures are critical part of computer operations at all levels, especially those involving the storage of long-term or permanent records on electronic media. Security backups may also be critical to the fulfillment of audit requirements and the maintenance of audit trails in fiscal systems. For many applications, multiple copies and/or generations of backups may be recommended.

Planning and implementing security backups require consideration of several points:

Security backup files are not used as most records are. Backup files are created to protect against data lost. Backup files are typically created according to a schedule or policy; they are created, retained, and then destroyed. Security backup files provide the comfort of being able to, for a limited time, reverse an action that would normally result in the loss of a record. Backup files are created and maintained by the agency creating the original records, or by a separate agency or unit (LAN administration, information technology unit etc.) performing this service.

Security backup files are records but should always be associated with the records they serve to protect. Since electronic records must be indexed or otherwise made accessible for official use, security backup files will not normally be used to meet records retention requirements. Security backup files are generated expressly for the purpose of restoring computer systems in the event of a disaster or accident damage. The content of security backup files may not be indexed and may not reflect the order, arrangement, or structure of the original data.

Security backup files will be found everywhere. Whether done by the originating office or by a separate unit, security backup files should be generated for all but the most transitory of records. **Agencies are required by the Information Management Resources Commission (IRMC) to keep track of all information assets and to document the controls they have in place for safeguarding those assets.** (IRMC, "Information Asset Protection Policy", approved 5/5/98, revised 11/6/01, <http://irmc.state.nc.us/documents/approvals/InformationAssetProtection.pdf>). Three factors determine the quality of a backup policy. There are three attributes that can be used to measure the quality of any systems used to create and keep security backup files.

1. Persistence. This measures how well media are able to store data reliably. Every medium has an error rate; the lower this rate, the better the medium. This base-line persistence can be enhanced by creating more than one copy, keeping copies off-site or at a multiple locations, media rotation, and controlling the environment conditions.
2. Granularity. Granularity is the frequency with which backup files are made. A system in which backup files are created daily is more current than one in which backups are made weekly.
3. Duration. This is the length of the time backup files are kept: specifically, the length of time after a change is made that allows that change to be reversed.

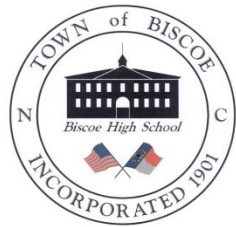
Backup policy specifications should be recorded in two ways.

1. Agencies should document the backup policies they employ or have employed for them, within the rubric of their assets protection documentation. Agencies often employ only small number of distinct backup policies. Some record series are very important and receive the best care, while other record series are less important and receive less care. Once a policy is established for one record series, it is often applied identically to other records with similar value. Therefore, the most efficient way to document each record series backup policy is the first to describe each distinct policy and then to identify to which record series the policy applies. This kind of documentation should be part of your agency's asset protection strategy and should be written down.
2. Each agency should establish the minimum acceptable capability for recovery that must be provided for each record series. Some record series may not warrant an explicit declaration of backup policy requirements. Agencies are however, required to take proper care of those records that are necessary to the agency's day-to-day operations. For records that have archival, legal, fiscal or use the duration of the backup copies and the granularity with which

they are created should reflect the requirements of those values. A system for maintaining security backup files and their associated procedures must be continued for as long as the approved retention period of the original records and data requires. Retention of security backup files for longer than retention period specified for the original records and data may subject the agency to unnecessary risks.

For more important record series, the agency should establish specifications regarding how often copies are carried off-site, when duplicate copies must be made on site, the type of media to use, and what provisions are in place to verify that files or entire systems can be restored from the backup media. For the record series that are stored only electronically and especially for those with enduring archival, legal fiscal, or other value, then more thorough documentation may be required in addition to the types of specification already noted. Backup documentation should cover, among others, the elements of granularity and frequency, duplication (if applicable) and frequency, and offsite storage and frequency (how often copies---either duplicate or original security backup files---are carried offsite).

Approved this 9th Day of December 2019 by the Biscoe Town Council.



W. Eddie Reynolds, Mayor

Attest:

Laura B. Morton, CMC, NCCMC
Biscoe Town Clerk

Set Public Hearing
for
Minimum Housing Code & Non-Residential Building Code

The Board will need to schedule a public hearing for the January 13, 2020 Meeting for Minimum Housing Code & Non-Residential Building Code. Manager Holland will walk you through this process and provide documents at the meeting on Monday, Dec. 9, 2019.