



“A Dream Worth Dreaming”

MAYOR
JAMES E. BLAKE

COMMISSIONERS
JERRY SMITH, MAYOR PRO-TEM
GENE ANDERSON
JOHN BEARD
KAY CAGLE KINCH

TOWN MANAGER
BRANDON W. HOLLAND

TOWN CLERK
LAURA B. MORTON

TOWN OF BISCOE BOARD OF COMMISSIONERS
Meeting Agenda
February 12, 2018 at 7:00 p.m.

1. Call to Order Mayor James Blake
Pledge of Allegiance & Moment of Silence

2. Consent Agenda Mayor Blake
 - a) Approval of December 2017 Meeting Minutes
 - b) January 2018 Monthly Financial Report
 - c) Approval of January 2018 Meeting Minutes
 - d) February 2018 Monthly Financial Report

3. Early Voting Site Approval Request Manager Holland
4. Black History Month Proclamation Manager Holland
5. Girl Scouts of America Proclamation Ms. Erin McCloskey, Girl Scout Hornet’s Nest
6. Budget Amendment Request Manager Holland
 - a) Budget Amendments (Playground Equipment and General Budget Amendments)

7. Fiscal Year 2018-2019 Audit RFP Manager Holland
8. Ellerbe Telephone Utility Easement Contract Manager Holland
9. Region 8 Clerk’s Conference Hosted by the Town of Biscoe Town Clerk Laura Morton

10. Manager Report Manager Holland

11. Mayor’s Minutes
 - a) Gazebo

12. Commissioner Reports - Staff Reports
13. Public Comment
14. Adjournment



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

The Town of Biscoe Board of Commissioners met in a regular session on December 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, 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.

Oath of Office

Town Clerk Laura Morton administered the following oaths 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."

"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 Town Commissioner, so help me God."

"I, James R. "Jimmy" 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 Town Commissioner, so help me God."

"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 Town Commissioner, so help me God."

Selection of Mayor Pro-tempore

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously to select Claude Jerry Smith as Mayor Pro-tempore.

Oath of Office – Mayor Pro-tempore

Town Clerk Laura Morton administered the following oaths of office:

"I, Claude Jerry Smith, 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."

Presentation of Plaque to Eddie Reynolds

Town Manager Brandon Holland presented a plaque to outgoing Commissioner Eddie Reynolds. Manager Holland thanked Mr. Reynolds for his service to the Town for the past 4 years. Holland said it was a pleasure working with him.

Consent Agenda

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

- a) Approval of Minutes September, October & November Meeting Minutes
 - b) December 2017 Monthly Financial Report
 - c) Approval of 2018 Commissioner Schedule
2018 Commissioner Board Meetings Schedule
 - 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
 - December 10, 2018
 - d) Approval of 2018 Holiday Schedule
2018 Holiday Schedule
 - January 1, 2018 New Year's
 - January 15, 2018 MLK
 - March 30, 2018 Good Friday
 - May 28, 2018 Memorial Day
 - July 4, 2018 Independence
 - September 3, 2018 Labor Day
 - November 12, 2018 Veterans' Day
 - November 22, 2018 Thanksgiving Holiday
 - November 23, 2018 Thanksgiving Holiday
 - December 24, 2018 Christmas Holiday
 - December 25, 2018 Christmas Holiday
 - December 26, 2018 Christmas Holiday
- a) Approval of 2018 Senior Program Schedule

B.E.S.T SENIOR PROGRAM 2018 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

Ellerbe Telephone Contract

Mayor Pro-tem Smith informed the Board that Ellerbe Telephone does not have a contract with the Town of Biscoe for placement of their antenna on the water tank. They do have one with the Town of Troy. Ellerbe Telephone is suggesting a 10 year contract renewable after 5 year. Manager Holland said we need for both parties to be protected. The Board agreed to move forward with this request.

Manager Report

Manager Holland presented the following:

IT Recommendation and Request – Randolph Communications

After discussion, the Board gave the Town Manager the okay to move forward with the Randolph Communications Contract.

Tree City Document Approval

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle and so the motion carried unanimously to approval all Tree City Documentation including the Tree City Ordinance.

Audit & CAFR Presentation (Information Only)

Manager Holland announced the auditors would present the Audit at the January 2018 meeting.

Christmas Prayer Breakfast

Manager Holland reminded the Board of the Senior Prayer Breakfast on Wednesday, December 13 at 10:30.

Training for New and Veteran Board members (Information Only)

Manager Holland announced upcoming Board member training. He asked the Board if they are interested in Training to contact Laura Morton.

Request for Approval of Resolution for Economic Development Planning

A motion was made by Commissioner Cagle, seconded by Commissioner Kinch, and so the motion carried unanimously to approval the Economic Development Planning.

Mayor's Minutes - Commissioner Reports - Staff Reports

Mayor Blake provided the following Mayor's Minutes:

- Attended the employee Christmas party
- Attended a Council of Government meeting
- Attended a School Health Advisory Committee meeting

The Board welcomed Commissioner Kinch to the Board.

Former Commissioner Reynolds said he was looking forward to good things from the Board in the future.

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 7:40 p.m.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2018 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET <i>Bank 3</i>	.15%	\$957,415.30	RECONCILED THRU DECEMBER 2017
GENERAL FUND 10 – CD XX54 <i>Bank 102</i>	.15%	\$236,702.59	RECONCILED THRU DECEMBER 2017
FUND 21 – CAPITAL RESERVE CD XX49 <i>Bank 104</i>	.15%	\$34,603.93	RECONCILED THRU DECEMBER 2017
FUND 72 LEO – CD XX30 <i>Bank 105</i>	.15%	\$96,148.40	RECONCILED THRU DECEMBER 2017
TOTAL FIRST BANK ACCOUNTS		\$1,324,870.22	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY <i>Bank 1</i>	.10%	\$1,213,774.94	RECONCILED THRU DECEMBER 2017
PAYROLL ACCOUNT <i>Bank 4</i>	0%	\$113,373.96	RECONCILED THRU DECEMBER 2017
TOTAL FIDELITY BANK ACCOUNTS		\$1,327,148.90	

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	\$4,922.70	RECONCILED THRU DECEMBER 2017
TOTAL NCCMT ACCOUNTS		\$4,922.70	

COMMERCIAL LOAN – INDUSTRIAL PUMP STATION			
ACCOUNT	INDUSTRIAL PUMP STATION ORIGINAL LOAN AMOUNT	BALANCE	STATUS
CL NOTE	\$350,000.00 Monthly Payment \$6,198.91	\$205,424.49	Payment made through December 2017
TOTAL		\$205,424.49	

NCCMT INVESTMENT ACCOUNTS

PAYROLL (GF) GOVT. <i>Bank 112</i>	1.07	\$100,618.58	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
CEMETERY (GF) TERM <i>Bank 113</i>	1.27	\$50,414.20	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
HALLOWEEN IN THE PARK (GF) TERM <i>Bank 114</i>	1.27	\$25,205.84	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
GENERAL NEEDS (GF) TERM <i>Bank 115</i>	1.27	\$151,235.05	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
WATER IMPROVEMENTS (WS) TERM <i>Bank 111</i>	1.27	\$126,029.21	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
POWELL BILL ACCOUNT <i>Bank 116</i>	1.27	\$83,554.14	ACCOUNT OPENED 10-5-17 & FUNDS WIRED DECEMBER 11 TH <i>RECONCILED THRU DECEMBER 31, 2017</i>
		<u>\$537,057.02</u>	

NCCMT RATES CONTINUE TO INCREASE

RATES AS OF 12-31-2017

Rates for Government Portfolio increased from **.98 to 1.07**

Rates for Term Portfolio increased from **1.20 to 1.27**

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

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
January 8, 2018

The Town of Biscoe Board of Commissioners met in a regular session on January 8, 2018 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. 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 Moment of Silence in Memory of Commissioner James E. Cagle, Jr.

Audit Presentation

Mr. John Frank, Partner with Dixon Hugh Goodman presented the 2016-2017 Audit. He explained the Town is in excellent financial shape. The Town's fund balance is 82% and the required minimum is 8%. Mr. Frank also thanked Laura Morton and staff for their help through the process.

Town Manager Holland thanked the Department heads for helping gather the information for the CAFR that was compiled.

Request for Approval of Surplus Police Vehicle to be Sold

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Kinch and so the motion carried unanimously to approve the surplus and sale of the surplus police vehicle.

The Police Department has taken a cruiser out of service. It is a 2006 Ford Crown Victoria. The following will appear in the Montgomery Herald.

SURPLUS BID NOTICE
SEALED BID

The Town of Biscoe Board of Commissioners has declared the following items surplus. Anyone that would like to make a sealed bid on either item can submit their bid, along with their name, telephone number, and address to the Town of Biscoe Town Hall or mail bids to PO Box 1228, Biscoe, NC 27209.

2006 Ford Crown Vic

VIN ending 4816

Sealed bids **will be opened at 5:00 p.m. on Friday, February 2, 2018**. Winners of sealed bids **will be contacted by 5:00 p.m. on Monday, February 5, 2018**. For more information, contact Brandon Holland at 910-428-4112.

The Town reserves the right to reject any bids and/or set minimum bids. All items are sold as is and sales are final.

Request from Fire Department to Surplus 15 Air Packs & 27 Air bottles

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Kinch and so the motion carried unanimously to approve the surplus of 15 Air Packs and 27 Air bottles located at the Fire Department.

Economic Development Planning Meeting

Mr. Bruce Naegelen, Community Economic Development Planner with the Department of Commerce discussed the upcoming Economic Development Planning Meeting proposed for January 29-30. He said a committee needs to be 5-9 people that consist of Community, Elected Officials, Town Staff, and Business Owners; that will need to participate in 3-4 meetings and have knowledge of the Town. He said the town will be responsible for paying for lodging and mileage.

Commissioner Beard asked are these meetings the same as the ones the Town previously had. Town Clerk Laura Morton said this one focuses on Economic Development. The previous meetings were about Community Design.

Manager Report

Upcoming Board Training

Manager Holland reminded the Board of upcoming Training for New and Veteran Board members.

Resolution – National Law Enforcement Day Resolution

A motion was made by Commissioner Beard, seconded by Commissioner Anderson and so the motion carried unanimously to approve the following resolution Commemorating National Law Enforcement Day:

Resolution Commemorating National Law Enforcement Day Recognition January 9, 2018

WHEREAS, the members of this Biscoe Board of Commissioners rightfully acknowledge the selflessness and courage of this Town and nation's law enforcement officers; and

WHEREAS, on January 9, 2018, Concerns of Police Survivors, Inc. (C.O.P.S.) and partnering organizations will unite in support of law enforcement officers nationwide to promote a National Law Enforcement Appreciation Day (L.E.A.D.); and

WHEREAS, citizens are urged to support L.E.A.D. in myriad ways, from sending a card of support to their local law enforcement agency, to wearing blue clothing in support of officers, to sharing a positive story about law enforcement on social media; and

WHEREAS, the members of the Biscoe Board of Commissioners recognizes National Law Enforcement Appreciation Day; send their profound gratitude to the men and women in this town who give of their own personal safety to protect others; and grant best wishes to all those law enforcement officers who strive to make our families, our communities, and our workplaces safe;

NOW, THEREFORE, Be it resolved by the Board of Commissioners that the Town of Biscoe commemorates National Law Enforcement Appreciation Day (L.E.A.D.) on January 9, 2018, and dutifully honors the law enforcement officers who are so integral to our way of life here in Biscoe.

Mayor's Minutes

Mayor Blake presented the following:

- Attended Town of Biscoe's Annual B.E.S.T. Senior Prayer Breakfast
- Welcomed Jane Lassiter for Lion's Club Ladies' night as the Featured Speaker
- Attended the Ribbon Cutting for the new Verizon Wireless Store in Biscoe
- Met with DOT Re: Right of way for the Gazebo on South Main Street
- Attended a COG meeting in Kernersville
- Met with Kelly Kellam Re: Funding for the Gazebo on South Main Street

Mayor Blake said he has been working on gathering information on the cost of constructing a gazebo at the stoplight. He said he has acquired permission from NC Department of Transportation. He said he has spoken with Jordan's, K&M, and Sandhill Turf. He said he will present a cost in the near future.

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.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2018 MONTHLY FINANCIAL REPORT

ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET <i>Bank 3</i>	.15%	\$957,415.30	<i>RECONCILED THRU DECEMBER 2017</i>
GENERAL FUND 10 – CD XX54 <i>Bank 102</i>	.15%	\$236,702.59	<i>RECONCILED THRU JANUARY 2018</i>
FUND 21 – CAPITAL RESERVE CD XX49 <i>Bank 104</i>	.15%	\$34,603.93	<i>RECONCILED THRU JANUARY 2018</i>
FUND 72 LEO – CD XX30 <i>Bank 105</i>	.15%	\$96,148.40	<i>RECONCILED THRU JANUARY 2018</i>
TOTAL FIRST BANK ACCOUNTS		\$1,324,870.22	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT

ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY <i>Bank 1</i>	.10%	\$1,194,535.41	<i>RECONCILED THRU JANUARY 2018</i>
PAYROLL ACCOUNT <i>Bank 4</i>	0%	\$94,960.12	<i>RECONCILED THRU JANUARY 2018</i>
TOTAL FIDELITY BANK ACCOUNTS		\$1,289,495.53	

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	\$4,927.70	<i>RECONCILED THRU JANUARY 2018</i>
TOTAL NCCMT ACCOUNTS		\$4,922.70	

COMMERCIAL LOAN – INDUSTRIAL PUMP STATION

ACCOUNT	INDUSTRIAL PUMP STATION ORIGINAL LOAN AMOUNT	BALANCE	STATUS
CL NOTE	\$350,000.00 Monthly Payment \$6,198.91	\$193,648.41	<i>Payment made through FEBRUARY 2018</i>
TOTAL		\$193,648.41	

NCCMT INVESTMENT ACCOUNTS

PAYROLL (GF) GOVT. <i>Bank 112</i>	1.07	\$100,720.84	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU JANUARY 31, 2018
CEMETERY (GF) TERM <i>Bank 113</i>	1.27	\$50,476.70	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU JANUARY 31, 2018
HALLOWEEN IN THE PARK (GF) TERM <i>Bank 114</i>	1.27	\$25,237.08	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU JANUARY 31, 2018
GENERAL NEEDS (GF) TERM <i>Bank 115</i>	1.27	\$151,422.51	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU JANUARY 31, 2018
WATER IMPROVEMENTS (WS) TERM <i>Bank 111</i>	1.27	\$126,185.42	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU JANUARY 31, 2018
POWELL BILL ACCOUNT <i>Bank 116</i>	1.27	\$83,639.06	ACCOUNT OPENED 10-5-17 & FUNDS WIRED DECEMBER 11 TH RECONCILED THRU JANUARY 31, 2018
		<u>\$537,681.61</u>	

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

NCCMT RATES CONTINUE TO INCREASE **RATES AS OF 02-07-18**

Rates for Government Portfolio increased from **1.07 to 1.21**
Rates for Term Portfolio increased from **1.27 to 1.49**

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

EARLY VOTING SITE REQUEST

We received an email for Board of Elections Director Rhonda Iacona. She is requesting permission to hold Early Voting at Biscoe Town Hall

April 19 thru May 4 8 am-5 pm daily

May 5 8 am – 1 pm (the only Saturday)

The other site will be Troy Library.



“A Dream Worth Dreaming”

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COMMISSIONERS
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Proclamation Designating February as Black History Month

WHEREAS, the 2018 theme for National Black History Month is “African Americans in Times of War” honoring those brave men and women who served their countries in the armed forces, especially those who made the ultimate sacrifice while defending the American ideals of freedom and democracy.

WHEREAS, Black History Month is the observance of a special period to recognize and honor the determination and commitment of generations of African Americans in pursuing the promises of America; and

WHEREAS, it was initiated in 1926 by Dr. Carter G. Woodson as Negro History Week; and

WHEREAS, since 1976 it has been celebrated the entire month of February; and

WHEREAS, African American leaders such as Sojourner Truth, Phyllis Wheatley, Harriet Tubman, Ida B. Wells, Rosa Parks, Shirley Chisholm, Booker T. Washington, Martin Luther King, Jr. and Leon Sullivan caused America to examine its heart and to respect the dignity and equality of all people, regardless of race; and

WHEREAS, African Americans have made significant contributions as leaders at the highest levels of the military, business, education, law, government, the arts, sports, and religion;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the Town of Biscoe, North Carolina, do hereby proclaim the month of February as Black History Month and urge all citizens of our community to give full regard to the past and continuing service of African Americans in our city, our state and our nation.

This 12th day of February, 2018.

James E. Blake, Mayor

Attest:

Laura B. Morton, Town Clerk



910-428-4112 Home

110 W Main Street – P.O. Box 1228 – Biscoe, N.C. 27209

www.townofbiscoe.com



910-428-3975 FAX



“A Dream Worth Dreaming”

MAYOR
JAMES E. BLAKE

TOWN MANAGER
BRANDON W. HOLLAND

TOWN CLERK
LAURA B. MORTON

COMMISSIONERS
JERRY SMITH, MAYOR
PRO-TEM
GENE ANDERSON
JOHN BEARD
KAY CAGLE KINCH

Proclamation Designating GIRL SCOUTS HORNETS’ NEST COUNCIL NATIONAL COOKIE WEEKEND

WHEREAS, Girl Scouts offers the best leadership development experience for girls in the world by building girls of courage, confidence and character who make the world a better place.; and

WHEREAS, The Girl Scouts Hornets’ Nest Council serves 17,000 girls and adults in eight North Carolina and South Carolina counties including Montgomery, Anson, Cabarrus, Mecklenburg, Rowan, Stanly, Union and York; and

WHEREAS, The Girl Scouts Hornets’ Nest Council is designed to teach young female entrepreneurs essential business skills during cookie season and all year including goal setting, decision making, money management, people skills and business ethics that help shape their future as leaders; and

WHEREAS, The Girl Scouts Hornets’ Nest Council’s National Girl Scout Cookie Weekend is a time to bring awareness to the important work of the organization, the lessons it teaches the girls and also to encourage Biscoe residents to purchase the tasty treats loved by generations.

NOW, THEREFORE, I, James E. Blake, Mayor of Biscoe, do hereby proclaim Feb. 23-25, 2018, as

“GIRL SCOUTS HORNETS’ NEST COUNCIL NATIONAL COOKIE WEEKEND”

in Biscoe and commend its observance to all citizens.

WITNESS MY HAND and the official Seal of the City of Biscoe.

This 12th day of February, 2018.

James E. Blake, Mayor

Attest:

Laura B. Morton, Town Clerk



AMENDMENT TO THE BUDGET ORDINANCE

General Fund Budget Amendment 02122018

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>
10-4120-183	Group Insurance (Admin)		\$ 15,100.00
10-4120-189	Supplemental Retirement (Admin)		\$ 3,400.00
10-4120-194	Economic Development Grant for Signs (Admin)		\$ 50,000.00
10-4120-311	Travel/Training/Meetings (Admin)		\$ 12,000.00
10-4120-450	Insurance/Bonding (Admin)		\$ 3,600.00
10-4120-498	Elections (Admin)		\$ 800.00
10-4500-550	Capital Outlay (Streets)		\$ 2,500.00
10-6120-352	Maintenance/Repair Equipment(Parks & Rec)		\$ 4,000.00
10-6120-430	Senior Program (Parks & Rec)		\$ 6,000.00
10-6120-550	Capital Outlay (Parks & Rec – Playground Equipment)		\$ 43,000.00
Total			<u>\$140,400.00</u>

This will result in an increase of \$140,400.00 in the appropriations of the General Fund. This is budgeting for Family Insurance that is a monthly payroll deduction (1,596.96 x 12), supplemental retirement match, to budget for Economic Grant (Wayfinding Signs) received, travel/training/meeting line items, increase the insurance line item, elections line item, capital outlay, maintenance/repair equipment, the senior program and capital outlay.

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>
10-3991-000	Fund Balance Appropriated (Central Depository)		\$ 47,400.00
10-3994-000	Economic Development Grant for Signs (Central Depository)		\$ 50,000.00
10-3431-920	Fund Balance NCCMT General Fund		\$ 43,000.00
Total			<u>\$ 140,400.00</u>

We are therefore recommending that the current year’s budget revenue of the General Fund be amended as indicated, increasing the budget revenues by \$140,400.00.

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.

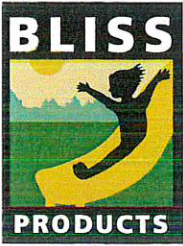
Adopted this 12th day of February 2018.

Attest:



James E. Blake, Mayor

Laura B. Morton, Town Clerk



PLAYGROUNDS • SHELTERS • FALL SURFACES • GRILLS • BLEACHERS • SITE FURNISHINGS

January 30, 2018

Town of Biscoe, North Carolina
110 W Main Street
Biscoe, NC 27209

RE: Biscoe Park Renovations

Bliss Products and Services, Inc. has been in the business of keeping children active through recreation since 1984. With over 30 years longevity in an ever changing marketplace, we are proud of our long standing relationships with our customers, vendors and sales team. Headquartered in Lithia Springs, GA, BPS supplies recreational solutions across eleven states in the southeast. Our company is large enough to provide competitive pricing yet small enough to provide outstanding customer service at all levels of procurement. Large structures, all-inclusive parks, or a simple slide are all items that we treat with urgency.

When I received the inventory reduction flyer, I immediately thought of Biscoe and its playground needs. Because Biscoe is so dear to me, I have taken the liberty of reaching out to our vendors for any additional freight and pricing reductions that might be available. I am pleased to provide a turn-key playground design that will be both exciting and ADA compliant.

Our team is experienced in the design and development of all types of play environments. CPSI certified, industry trained, customer oriented and committed to ensuring that our customers are treated as part of our team your sales rep is just a phone call away. Please contact me with any questions or clarifications.

Thank you,

Towa Rice
Bliss Products and Services, Inc.
Cell: (404) 944-2716
Email: towa@blissproducts.com

play&park structures®

A PLAYCORE Company

**INVENTORY
REDUCTION!**

HUGE SAVINGS on
our **BEST SELLING
STRUCTURE**
available immediately!*



Nature's Castle NC-45678

Age	5-12
Space Required	58' 8" x 37' 6"
Capacity	50-60 Kids
Color Palette	Northwoods
List Price	\$61,751
YOU PAY	\$24,628

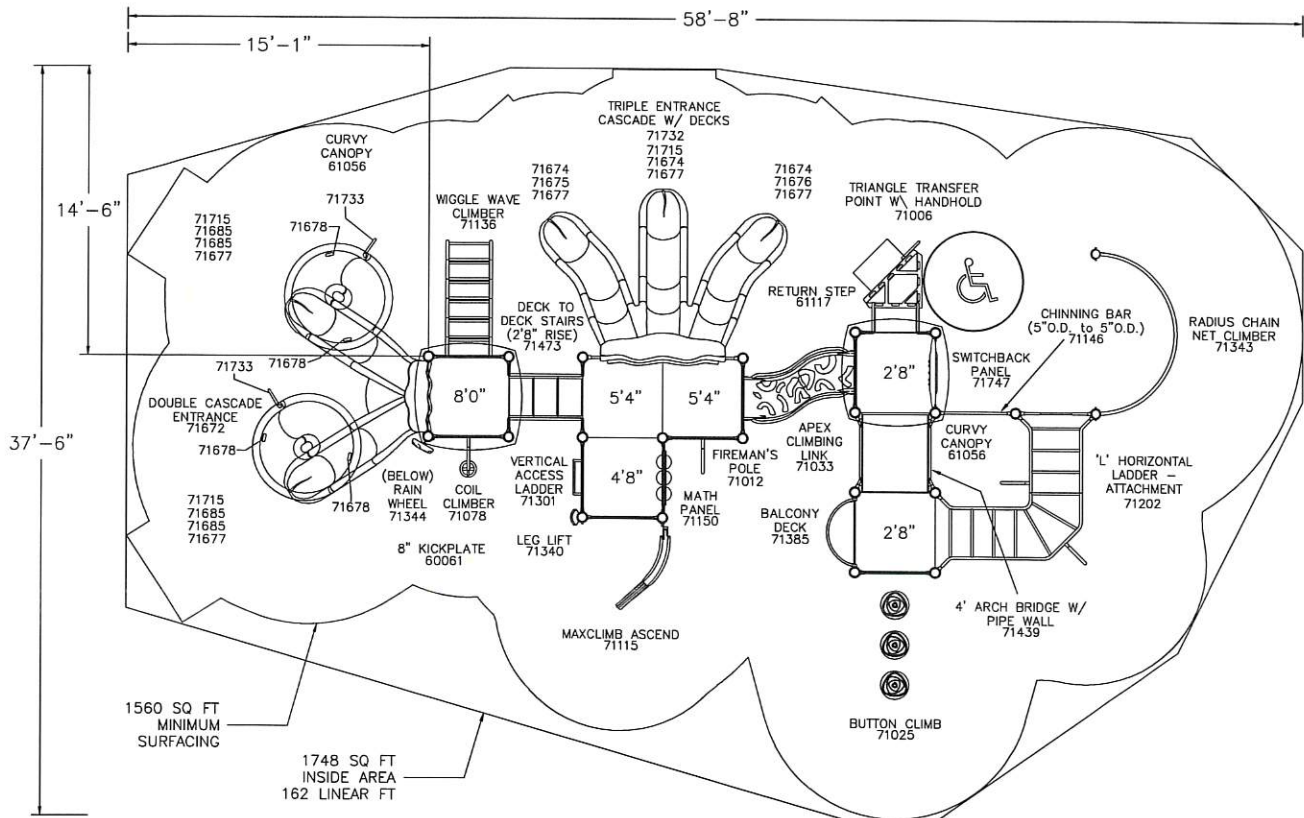
SUPERmax
PLAY SYSTEMS

**YOU SAVE
\$37,123**



*Structure only available in color shown (Northwoods Color Palette). Special pricing available until March 30, 2018 or while supplies last. Cannot be combined with other offers. Pricing does not include taxes, freight, surfacing, or installation.

Nature's Castle NC-45678 (BACK VIEW)



Age: 5-12 | Use Zone: 58' 8" x 37' 6" | Capacity: 50-60 Children | Fall Height: 8' 0"

***Structure only available in color shown (Northwoods Color Palette). Special pricing available until March 30, 2018 or while supplies last. Cannot be combined with other offers. Pricing does not include taxes, freight, surfacing, or installation.**



Bliss Products and Services, Inc
 6831 S. Sweetwater Rd.
 Lithia Springs, GA 30122
 (800) 248-2547
 (770) 920-1915 Fax

Quote # **42015**

Sales Rep: Jeff Bliss
 jeff@blissproducts.com
 C: (828) 736-0713

Town of Biscoe

Date 1/29/2018 **Project** Biscoe Park
 Playground

Bill To
 Town of Biscoe
 Biscoe, NC, 27209

Ship To
 Town of Biscoe

Contact
 Sam Stewart
 Phone: (910) 220-7176

Approximate Ship Date

Ship Via

Terms
 Net 30

Vendor	Part #	Description	Qty	Unit Price	Extended Price
PPS	NC 45678	SuperMax 5-12 play strucutre - Nature's Castle	1	\$61,751.00	\$61,751.00
PPS		61% Inventory Reduction Discount	1	\$-37,123.00	\$-37,123.00
PPS	Freight	Play Structure Freight SP18-028	1	\$1,375.00	\$1,375.00
APS		12" playground borders with surfacing guide and 1 spike	42	\$25.00	\$1,050.00
APS		Freight for borders	1	\$250.00	\$250.00
ZEA	322435	100 cy of IPEMA certified engineered wood fiber	1	\$1,413.00	\$1,413.00
INS		Installation of supermax play unit, mulch and borders	1	\$13,000.00	\$13,000.00
ZEA	Freight	Surfacing Freight	1	\$523.00	\$523.00

Sub Total \$42,239.00
Freight 0.00
Tax 0.00

Taxable Subtotal \$42,239.00

Financing as low as **\$979.94** / month may be available pending credit approval.

Grand Total \$42,239.00

Quote valid for 30 days unless otherwise noted.

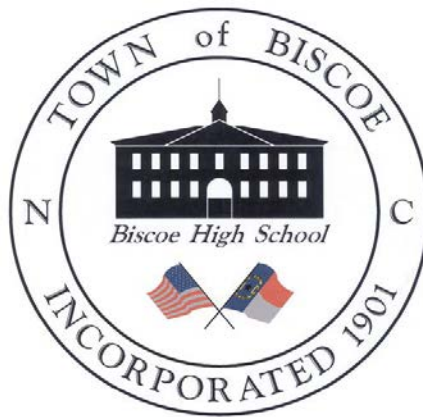
Installation prices are based on truck access to the site and normal soil conditions. Any buried rock or debris may be cause for additional charges. Any Site preparation or demolition not specified above must be completed prior to installation of the equipment. Site restoration, unless otherwise noted, is not included. Please refer to your installation agreement for further details. Sales tax if applicable is not included. Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer.

Complete Terms and Conditions can be found at BlissProducts.com/termsandconditions.html

REQUEST FOR PROPOSALS

FINANCIAL AUDITING SERVICES

FOR THE TOWN OF BISCOE



PO Box 1228
Biscoe, N.C. 27209
910-428-4112 Phone 910-428-3975 FAX

Brandon W. Holland, Town Manager
manager@townofbiscoe.com

Laura B. Morton, Town Clerk
laura.morton@townofbiscoe.com



“A Dream Worth Dreaming”

MAYOR

JAMES E. BLAKE

COMMISSIONERS

JERRY SMITH, MAYOR PRO-TEM

GENE ANDERSON

JOHN BEARD

KAY CAGLE KINCH

TOWN MANAGER

BRANDON W. HOLLAND

TOWN CLERK

LAURA B. MORTON

February 12, 2018

The Town Council of the Town of Biscoe (hereinafter called the “Town”) invites qualified independent auditors (hereinafter called “auditor”) having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Town of Biscoe to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Town of Biscoe. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Montgomery County, North Carolina.

Type of Audit

The audit will encompass a financial and compliance examination of the unit’s Comprehensive Annual Financial Report (CAFR). The Town would like to submit its second CAFR if possible for review purposes. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; *Government Auditing Standards*, July 2011 revisions; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of OMB Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions published in *Federal Register* June 27, 2003 and June 26, 2007; the State Single Audit Implementation Act; and all other applicable laws and regulations.

Period

The Town intends to continue the relationship with the auditor for no less than **three years** on the basis of **annual negotiation** after the completion of the first year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Town of Biscoe reserves the right to request proposals at any time following the first year of this contract. Thus, prepare proposals for the following years, with Year one being the only obligated year:

- July 1, 2017 to June 30, 2018
- July 1, 2018 to June 30, 2019
- July 1, 2019 to June 30, 2020

Requirements

The audit must be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, July 2011 revisions issued by the Comptroller General of the United States; Office of Management and Budget Circular No.A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions published in *Federal Register* June 27, 2003 and June 26, 2007; the State Single Audit Implementation Act of 1996, and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.

The Auditor will prepare year-end adjusting journal entries. The auditor will be ultimately responsible for the preparation, typing, proofing, printing, and copying of the Basic Financial Statement, supplementary information and compliance reports, conversion from fund to government-wide statements, and Working Statement of Net Position.

The Town of Biscoe Town Manager and Finance Officer will be actively involved in the MD&A, and other schedules section preparation. The auditor will submit a draft of the Financial Statement to be reviewed in detail by the Town Manager and Finance Officer. This draft should be submitted to the Town of Biscoe in time to allow ample review and corrections. **The timing of this should insure final completion of the Financial Statements no later than the annual October 31st deadline.**

The Town of Biscoe prefers interim fieldwork be completed in early June. Year-end fieldwork should begin in late August or early September and be completed by September 21st. **An agreed upon post-closing trial balance must exist by October 5th.** The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

The audit must be completed and reports rendered four months following the fiscal year end (October 31). A preliminary draft of the audit and required journal entries must be submitted to the Finance Director by October 12 for proofing and reconciliation to the unit's records.

Twenty copies of each audit report, management letter, and other applicable reports must be supplied to the Finance Director within the time frame cited above. In addition, the auditor is responsible for submitting the required two to the staff of the Local Government Commission (LGC). Any other copies required will be charged on an as needed basis in addition to the quoted fee.

The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, the financial statements of the aggregate discretely presented component units, each major fund, and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basis financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds, and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three years from the date of the audit report.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

Audit Contract & Payment of Audit Fees

The audit contract must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC staff and the appropriate Grantor Agency, if applicable, prior to processing by the Town of Biscoe. If grant funds will be used to pay for the audit, the grant agreement may require the Grantor Agency's approval before the invoice may be paid. Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the staff of the Local Government Commission and their approval of the audited financial statements.

Other Services

The auditor will prepare, type, and print the audited financial statements (or Comprehensive Annual Financial Report – if applicable). The auditor will submit a draft for review by the Finance Director and Assistant Finance Director. The Finance Director will return the draft with proposed revisions within 10 working days.

- a. Capital asset records which have not been audited previously;
- b. Assistance to management's efforts to obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting;
- c. Auditor will prepare and submit all online REAC reports required by HUD for the Department of Public Housing within the HUD prescribed timeframe.
- d. Auditor will prepare the Annual Financial Information Report required to be filed with the staff of the Local Government Commission.
- e. Calculation of the Debt Service Coverage Ratio as required by certain revenue bond covenants.
- f. Assistance with calculation of Pension Liability

Description of Selection Process

(Two) copies of each section of the proposal should be submitted at the time and place indicated under the section entitled "Time Schedule for Awarding Contract."

Proposals will be submitted in two sections. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The audit committee (or Finance Office staff) will evaluate the auditor/firm on educational and technical qualifications. The top five firms from the first section will have their second section opened and evaluated. The firm best meeting the Town of Biscoe expectations for experience, audit approach, and cost requirements will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. UNUSUALLY LOW BIDS THAT ARE OBVIOUSLY OUT OF LINE WITH OTHER BIDDERS OR ARE SIGNIFICANTLY LOWER THAN OUR CURRENT FEES WILL RAISE CONCERN. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION.

The Town of Biscoe requests that no Town of Biscoe officials be contacted during this process. The Finance Officer may be contacted only to clarify questions concerning the RFP.

The Town reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town of Biscoe.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

First Section

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the number of people (by level) located within the local office that will handle the audit.
2. Provide a list of the local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each. Responsive firms should include any relevant information regarding audits performed on financial statements prepared under the new reporting model.
3. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
4. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review.
5. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Again, relevant experience with the new reporting model should be clearly communicated.
6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
7. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g., utilities, solid waste, transit, airports, or health authorities and school systems).
8. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
9. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contracted for a reference.

10. Describe the office's experience in preparing governmental financial statements and in providing assistance in obtaining the GFOA's Certificate of Achievement. List those municipalities for whom you currently prepare or have prepared a CAFR, and those who received the Certificate of Achievement during your tenure as auditor. Comment on your ability to assist Town personnel in submitting their CAFR.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2011 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
14. Please list your experience relating to HUD audits and REAC reporting.

Second Section

Proposals should include completed cost estimate sheets and any other necessary cost information in a *separate, sealed* envelope marked – "Cost Estimate." The Town plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate. This second section should consist of completed cost estimate sheets, which will include the following information:

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of computer audit specialists.
4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
5. Information that will be contained in the management letter.
6. Assistance expected from the government's staff, if other than outlined in the RFP.
7. Tentative schedule for completing the audit within the specified deadlines of the RFP.
8. Specify costs using the format below for the audit year July 1, 2017 to June 30, 2018. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2018 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a "not-to-exceed" amount.

- A. Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours – categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor’s office.
 - 2) Rate per hour.
 - B. Total cost for each category of personnel and for all personnel costs in total.
 - C. Travel – itemize transportation and other travel costs separately.
 - D. Cost of supplies and materials – itemize.
 - E. Other costs – completely identify and itemize.
 - F. If applicable, note your method of determining increases in audit costs on a year to year basis
10. Please list any other information the firm may wish to provide.
11. Please include the Summary of Audit Costs Sheet with your proposal.

Time Schedule for Awarding the Contract

If you are interest in receiving a proposal package, please let us know your intent to respond with a proposal by **March 2, 2018**. Request for proposal packages will be mailed by **March 16, 2018**.

Proposals signed by authorized officials can be submitted to Laura B. Morton, Town Clerk/Finance Officer PO Box 1228 Biscoe, NC 27209 until **March 16, 2018 at 10:00 a.m.** Envelopes containing proposals should be clearly identified on the front with the words “RESPONSE TO RFP FOR AUDIT SERVICES”. The Finance Office will review the proposals and make a recommendation to the Town Council on **April 9, 2018** at which time the contract will be awarded.

Description of the Governmental Entity and Its Accounting System

Entity

Town of Biscoe is a Town in North Carolina with a population of approximately 1,700. The Town operates a Water/Sewer Project.

Funds

The Town of Biscoe maintains the following funds:

Governmental Funds

- General Fund
- Powell Bill Fund
- Capital Reserve Fund
- Leo Separation Trust Fund

Proprietary Fund

- Water Sewer Fund

Budgeted revenues, excluding project amounts, were estimated at \$2,661,495 in FY 2016/2017. In addition, outstanding debt totaled \$140,542.22 as of June 30, 2017. The Town is not rated for bonds.

Budgets

The unit budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the departmental level; the budget is adopted at the Town Council level by ordinance.

Accounting Records

The Town of Biscoe maintains all its accounting records at the finance office located at 110 West Main Street, Biscoe, NC 27209. The Town maintains its cash receipts journal, cash disbursements journal, general ledger, and accounts receivable ledger on the Southern Software's Financial Management Software.

Assistance Available to Auditor

The unit will make available to the auditor sufficient help to pull and re-file records, and prepare and mail all necessary confirmations. A trial balance with budgeted amounts will be made available via Excel (or hard copy, e-mail, etc.) by August 31, 2018. The following accounting procedures will be completed and documents prepared by the unit's staff no later than **August 31, 2018**.

The books of account will be fully balanced.

All subsidiary ledgers will be reconciled to control accounts.

All bank account reconciliations for each month will be completed.

The Town's personnel will prepare the following items:

General

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. General Ledger transaction detail report for each account.
4. A copy of the original budget, all amendments, and the final budget as of June 30, 2018.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of the operating and capital lease schedules itemizing contracts in force during the audit period as well as access to the lease files maintained in the Finance office.
7. A copy of board policies.
8. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, faxes regarding the audited financial statements and compliance reports for the previous year.
9. Management's Discussion and Analysis
10. Required supplementary information, e.g. actuarial information of the Law Enforcement Officers' Separation Allowance and OPEB

Cash and Investments

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end as provided by the County.
2. Listing of outstanding Enterprise Fund accounts receivables by account as of the fiscal year end.
3. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Printout of all capital asset acquisitions made during the audit year.
2. Printout of all capital asset dispositions made during the audit year.
3. Access to printout containing calculations used in balancing the Capital Assets subsystem to the government-wide statements.
4. Printout of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable including batch printouts.

Long-Term Debt

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

Grants

The following will be compiled for each grant:

1. Grant agreement.
2. Budget.
3. All financial reports.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.

Auditor will complete with assistance from Finance

1. Reconciliation of fund and government-wide statements

Size and Complexity of Unit

Personnel/Payroll

Number of employees	19 Full Time	27 Part Time
Frequency of payroll		monthly
Number of payroll direct deposit advises	19 Full Time	27 Part Time

Property Tax (disclose if collected by another agency)

Number of tax bills issued (without motor vehicles)	0 (issued by County)
Number of motor vehicle tax bills issued	0 (issued by County)
Total dollar amount of most recent year's collections	\$439,685.12 at 12/31/17
Total dollar amount of levy	\$669,780.00 at 12/31/17

(Name of enterprise fund) Billing

Public Utilities: Number of statements each month	910
Average number of delinquent accounts at month end	100
Average number of cut-offs	12

Bank Accounts

Number of bank accounts	16
Average monthly activity in main accounts	
Number of deposits (Central Depository)	<u>(approx. 5-10 total)</u>
Number of deposits (Central Investments)	once daily plus daily credit card collections (approx. 70)
Number of checks:	
Central Depository (checks)	150
Payroll (direct deposit)	<u>25-48</u>

Management Information Systems:
 Number of PCs on the premises Approximately 25

Our server platform uses XXXXXXXXXXXX as our baseline. We have 1 server.

The following financial applications are on the computer system:

- General Ledger
- Accounts Payable
- Miscellaneous Accts Receivable
- Grants/Project Accounting
- Human Resources
- Payroll
- Capital Assets
- Payment Central/Accounts Receivable
- Taxes Receivable (We do not have detail, only the dollars as the County does our billing)
- Public Utilities (Water Sewer)

Special Conditions

Does the unit collect taxes for others? NO
 Does the unit perform fiscal or accounting functions for others? No.

New Conditions

The Town purchased a new Caterpillar Compactor for the Landfill. The total debt issue is \$757,170 and will be paid off in September of 2020; the interest rate is 1.579%

The Town purchased new Equipment for Public Works Street Division and Powell Bill. The total amount of the loan is \$430,000; interest rate of 1.584% with final payment in February 2021.

The Town purchased new Radio's for the Fire Department totaling \$208,934 over 4 years with an interest rate of 1.579%; last payment should be in 2021. We have not closed the loan.

The Town began the highway 52 Water Treatment Plant; this \$11million+ project is being funded through the State Revolving Funds.

The Town also has approval for SRF funding for a Force Main Sewer Line to run from the Town owned Landfill to the Waste Water Treatment Plant. This project is still in the Engineering stages.

The Town has two NCDOT sidewalk projects; one is complete, the other to start in the May timeframe.

Contact information:

Name: Laura B. Morton
Title: Town Clerk/Finance Director
Town of Biscoe

Address: 110 West Main Street
PO Box 1228
Biscoe, NC 27209

Phone: 910-428-4112

Fax: 910-428-3975

Email: laura.morton@townofbiscoe.com

SUMMARY OF AUDIT COSTS SHEET

1. Base Audit Includes Personnel costs, travel, and on-site work	\$ _____
2. Financial Statement Preparation	\$ _____
3. CAFR Preparation	\$ _____
4. AFIR Preparation	\$ _____
5. Extra Audit Service \$ _____ per hour	\$ _____
6. Other (explain)	\$ _____

5. Other (explain)	\$ _____

<u>TOTAL</u>	\$ _____

Drafted by: Alden B. Webb/ks
Kitchin Neal Webb Webb & Futrell, P.A.

NORTH CAROLINA)
)
MONTGOMERY COUNTY)
_____)

UTILITY EASEMENT

This **Utility Easement** is given this December 18, 2017, between **Town of Biscoe**, a North Carolina municipal corporation (*Grantor*), and **Ellerbe Telephone Company**, a North Carolina corporation (*Grantee*).

WITNESSETH:

Grantee desires to furnish certain telecommunication and internet services to Grantor and, in order to do so, needs to install certain equipment on one of Grantor's water towers. Grantor desires to receive such services and has agreed to grant an easement to Grantee for the installation, repair and maintenance of such equipment.

Now, therefore, for and in consideration of the sum of Ten Dollars and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby convey, transfer, and set over unto Grantee and its successors and assigns, an exclusive easement for the installation, repair and maintenance of equipment on and over the following described property:

- A. Atop the water tank on its tower located at 110 West Main Street in Biscoe, N.C. Together with the right to run cables along the entire length of the tank and its support structure.

Together with the right of egress, ingress and regress, over and across the real property on which such water tank is located for the installation, repair and maintenance of Grantee's equipment.

The terms and conditions of this easement are as follows:

1. The term of this easement shall be for ten (10) years, commencing on January 1, 2018. Provided Grantee is not in default under any of the terms hereof. Grantee shall have the right to extend the term of this easement for two additional terms of five (5) years each by giving written notice to Grantor at least sixty (60) days prior to the expiration of the then current term.

2. As consideration for said easement, Grantee shall furnish to Grantor, the following internet services at no cost to Grantor during the term of this easement or any extension thereof:

- | | | |
|-----------------------------------------------------------|---|----------------------------|
| Town Hall
(which includes Police Dept. and Fire Dept.) | - | 15 x 5 internet connection |
| Pool/Park
(221 Mill Street, Biscoe, NC) | - | 3 x 1 internet connection |

3. At the end of the term of this easement or any extension thereof, Grantee shall remove its equipment from the property of Grantor.

4. Grantee shall indemnify Grantor and hold it harmless for damage to Grantor's tank arising from or as a result of Grantee's equipment or any work performed on said equipment. Grantee shall indemnify Grantor and hold Grantor harmless from and against any and all liability for damages to property or injury or death to persons arising out of Grantee's equipment or any work performed on said equipment.

5. Grantor warrants to Grantee that it is the owner of the water tank on which Grantee's equipment will be installed and the owner of the land upon which it sits. Grantor has the right to grant this easement without the consent or joinder of any other party.

6. Any notice required to be given hereunder shall be by certified mail return receipt requested and addressed as follows:

Town of Biscoe
110 West Main Street
Biscoe, NC 27209

Ellerbe Telephone Company
PO Box 220
Ellerbe, NC 28338

TO HAVE AND TO HOLD said Easement unto Grantee and its successors and assigns subject to the terms and conditions herein set forth.

IN WITNESS WHEREOF, the parties have hereunto executed this Easement on the day and year first above written.

TOWN OF BISCOE

ELLERBE TELEPHONE COMPANY

By: _____
City Manager

By: _____
Jeffrey W. Long, VP/GM

ATTEST:

Town of Biscoe Clerk (affix seal)

NORTH CAROLINA
MONTGOMERY COUNTY

I, the undersigned Notary Public for said County and State, do hereby certify that _____ personally came before me this day and acknowledged that she/he is Town Clerk of the Town of Biscoe, a North Carolina municipal corporation, and that by authority duly given as the act of the corporation the foregoing instrument was signed in its name by its City Manager, sealed with its corporate seal, and attested by herself as Town Clerk.

Witness my hand and seal this the ____ day of _____, 2017.

Notary Public

My Comm. Expires: _____

NORTH CAROLINA
MONTGOMERY COUNTY

I, the undersigned, a Notary Public, do hereby certify that *Jeffrey W. Long* personally appeared before me this day and acknowledged that he is *Vice President of Ellerbe Telephone Company*, a North Carolina corporation, and acknowledged, on behalf of Ellerbe Telephone Company, the due execution of the foregoing instrument.

Witness my hand and seal this the ____ day of _____, 2017.

Notary Public

My Comm. Expires: _____

Mayor's Minutes

Met with 2 gentlemen from the railroad Re: Railroad signals on Hwy 24/27

Met with First Health Representatives Re: Occupational Health awareness

Met with Mickey Maness, architect Re: Gazebo

Marched with the Police Department for Martin Luther King, Jr Day

Met with county mayors, Jim Matheny, Jackie, Morris, Mathew Woodward, Re: county's future

Attended conference at UNC School of Government for 2 days with Commissioner Kay Kinch

Attended 2-day workshop for Economic Development at Town Hall. 3 providers were present, including Darren Rhodes state coordinator

Met with Billy Myrick Re: Conditions on Hyde St.

Met with Sam and Alex Re: Park playground equipment

Went with Jackie Morris to Kernersville to attend COG Executive Meeting