

I hereby certify that this is a true and accurate copy of the July 11, 2016 minutes of the Town Board of Commissioners, Biscoe, N.C.

Laura B. Morton



**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
July 11, 2016**

The Town of Biscoe Board of Commissioners met in a regular session on July 11, 2016 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 also present.

Call to Order/Pledge of Allegiance/Moment of Silence

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

Consent Agenda

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

- a. Approval of Minutes 6-13-16
- b. July Monthly Financial Report

**Public Hearing #1 - Conditional Use Permit – Richard & Becky Hall, Hall Drive
Conditional Use Permit Approval/Disapproval**

At the June 13th Meeting, a public hearing was schedule for tonight's meeting to hear a request from Richard and Becky Hall. The Halls are requesting a Conditional Use Permit on their property located at 192 Hall Drive. They are requesting a Conditional Use Permit in order to add a doublewide to their property. It is an allowed Conditional Use. Property is Zoned Residential Business. The following Public Notice was advertised, by Deputy Clerk Laura Jordan, in the Montgomery Herald and sent to adjoining property owners.

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to recess the regular session and open Public Hearing #1 to accept public comment regarding the Hall Conditional Use Permit Request.

No one spoke during the public forum.

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to close the Public Hearing #1 and reconvene the regular session.

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the conditional use permit request made by Richard and Becky Hall, Hall Drive, Biscoe, N.C. 27209.

Public Hearing #2 - Annexation Request – Jackson Drive

We have received a new annexation request from Victor Romero Pino. The Board scheduled a public hearing and directed the Town Clerk to complete a Certificate of Completion for the July 11 meeting.

This property does not currently have water and sewer. The Town will be responsible for making a water and sewer tap on the right of way of the property. The cost of the taps, which will require boring under the road, will be at the owner's expense. The property owner and Clayton Homes (the company the property owner purchased their home from) both understand that it is their responsibility to have a right of way approved and their responsibility to connect on to the taps. This connection will have to include a pump. Our Public Works Department talked with her and the Clayton Homes representative on June 23, 2016. Our Public Works Department recommends, because of the distance, that they purchase a 1" tap.

The Certificate of Sufficiency is as follows:

CERTIFICATE OF SUFFICIENCY
PINO VICTOR
TAX ID #756919513117
191 Jackson Drive, Biscoe, N.C.

To the Board of Commissioners of the Town of Biscoe, North Carolina:

I, Laura B. Morton, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

A tract or parcel of land lying and being in Biscoe Township, Montgomery County, North Carolina, being the Town of Biscoe property located at 191 Jackson Drive in Biscoe (Tax Parcel Number # 756919513117) more particularly described as follows:

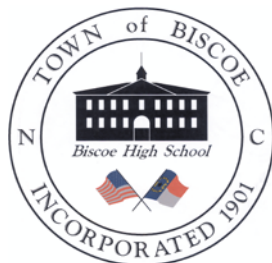
In Star Township, Montgomery County, North Carolina; Being Tract 1 (4.250 acres), Tract 2 (1.608 acres) and Tract 3 (2.953 acres) as shown on the survey plat dated January 27, 2012, entitled, "Survey for James Huffman & Bonnie A. Huffman", prepared by Jerry A. King

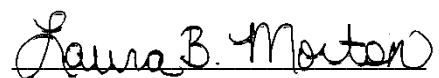
(PLS-L-3373), and recorded January 30, 2012, in Plat Cabinet F, Slide 34-B in the Office of the Register of Deeds for Montgomery County, NC, to which reference is made for a more particular description as if set out hereinabove.

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

I have further found that said petition is signed by all owners of real property lying in the area described therein, in accordance with General Statute 160A-31, as amended, and that the same is in all other respects sufficient, adequate, and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Biscoe, this the 11th day of July 2016.




Laura B. Morton, Town Clerk

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to recess the regular session and open Public Hearing #2 to accept public comment regarding the Annexation Request on Jackson Drive.

No one spoke during the public forum.

A motion was made by Commissioner Cagle, seconded by Commissioner Anderson, and so the motion carried unanimously to close the Public Hearing #2 and reconvene the regular session.

A motion was made by Commissioner Reynolds, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the annexation request made by Pino Victor.

Declare Items Surplus to Sale

Manager Brandon Holland said the following list of items that have been in storage and have out used their useful life. With the Board's approval we will post these items for sale on the Town Bulletin Board for a term of two weeks. Only sealed bids will be accepted. Bids are to identify the quantity (example chairs) and price per item. The Town of Biscoe will reserve the right to reject any bids should they be perceived too low (example: vehicles below scrap metal costs). Sealed bids will be opened on Wednesday, July 27, 2016 by the Deputy Clerk and a report will be given to the Town Manager and Town Clerk before announcing the winner of the bid. Manager Holland said if we do not get sufficient response we may look into govdeal.com.

| ITEM | DESCRIPTION |
|--|---|
| Various Chair (side chairs, desk chairs) | Not used any longer |
| Typewriter | Not used any longer |
| Floor Machine (Buffer) | Not used any longer |
| Old TV Stand | Not used any longer |
| Computer CPU (s) and Monitor(s) | To be sold as a lot Old outdated software |
| Toshiba Printer | Toshiba Multifunctional Digital Systems e-studio 230 Model DP-2320 - Not used any longer |
| 2006 Ford B-#23 Crown Vic | VIN ending 4816 |
| 2000 Ford B-#17Crown Vic | VIN ending 1550 |
| 2003 Ford White Taurus | VIN ending 0863 (given to PD for Undercover Vehicle) |

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Beard, and so the motion carried unanimously to declare the items presented as surplus items. The Board also agreed for these items to be advertised as surplus auction.

Public Comment Policy

Manager Brandon Holland presented the following Public Comment Policy:

TOWN OF BISCOE PUBLIC COMMENT POLICY

In order to comply with G.S. 160A-81.1, the Biscoe Town Board of Commissioners hereby establishes a Public Comment Policy to allow members of the public an additional opportunity to address the Board of Commissioners. In addition to public hearings, a special time is hereby set aside for the purpose of receiving comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedures:

1. A Public Comment period not to exceed thirty minutes will be held during the regularly scheduled Board of Commissioners meetings each month.
2. Persons who wish to make a statement during the Public Comment period, will register on a sign-up sheet available before the start of the meeting. No one will be allowed to have his or her name placed on the list by telephone request to Town staff.
3. Each person who signed up to speak will have up to 3 minutes to make his or her statement.
4. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers shall address the Board of Commissioners from the podium, and not approach the Board of Commissioners or Town Staff. Speakers will begin their statement by first stating their name and address.
5. Statements are to be directed to the Board of Commissioners as a whole, and not to individuals. Public Comment is not intended to require the Board to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation.
7. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns, Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.
8. Any action on items brought up during the Public Comment period will be at the discretion of the Board. The Town Board will not likely take any action on subject matter, for which they have not had the opportunity to fully investigate and gather complete information.
9. Speakers should not discuss any of the following:
 - A. Public hearing items;
 - B. Candidacy of any person seeking public office;
 - C. Matters in current or anticipated litigation;

- D. Matters which are closed session items, including, but not limited to, matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition; and matters which are made confidential by law.

10. After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.

11. Any applause will wait to be heard until the end of the public comment section. Speakers shall not disrupt the meeting.

A motion was made by Commissioner Cagle, seconded by Commissioner Beard, and so the motion carried unanimously to approve the Public Comment Policy as presented.

Budget Amendment – Odessa Drive Tree Planting

Manager Brandon Holland presented the following:

To: Mayor and Board of Commissioners

From: Brandon Holland, Town Manager

Date: July 13, 2016

Re: Budget Amendment – Odessa Drive Tree Planting (Final Phase)

Mayor and Commissioners

Attached you will find the necessary Budget Amendment to complete the final phase of the Odessa Drive tree planting. This is where the trees were sold to help buy the Fire Truck. The vegetation is currently growing back naturally, and this gives us the opportunity to manage it properly.

To complete this project there will be site preparation during the summer and planting of pine trees during the winter. Total cost is \$17,100.

Attached is the letter from our Registered Forester Russell Strong. I apologize for the late notice; I was not made aware of this until recently.

Action needed: Approval of Budget Amendment #07112016

Russell H. Strong R.F. # 1040
549 Warner Road
Troy N.C. 27371

1-12-2016

Town of Biscoe
Attn: Allen Oliver

110 W. Main Street
Biscoe, NC 27209

Dear Mr. Oliver

I enjoyed talking with you recently about reforestation of the recent timber harvest on the Town of Biscoe property. This letter is to inform you of the cost to complete the final phase of the project which consists of a Site Preparation Herbicide Application followed by the planting of Genetically Improved Loblolly Pine. All Site Preparation work will be completed during the summer of 2016 with Tree Planting to be completed during the winter of 2017.

Estimated Reforestation Cost – Harvested Area

| | |
|---|---|
| Broadcast Spray | \$125.00 @ 76 acres = \$9,500.00 |
| Tree Planting | \$100.00 @ 76 acres = <u>\$7,600.00</u> |
| Estimated Total Reforestation Cost | \$17,100.00 |

Please feel free to call me with any questions pertaining to these estimates. I look forward to the completion of these projects.

Sincerely,
Russell H. Strong
N.C. Registered Forester # 1040

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

Water Sewer Policy/Fee Amendment

Manager Brandon Holland presented the following recommended amendments:

Fee Schedule Changes

| | |
|------------------------------------|----------|
| Water Connection after 2:30 PM | \$ 25.00 |
| Water Meter Change Request | \$ 25.00 |
| Water Connection – Rental Property | \$ 75.00 |

Water Department Consumer Handbook Changes

Connections in ~~Mobile Home Parks~~ Rental Property

Water connections in ~~mobile home parks~~ rental property will only be made after a connection fee is paid, and a rent receipt is presented showing name of renter, current mailing address and current date. Water account will be opened only to the person whose name is on the rent receipt/lease.

Continuity of Service

The town will not be liable for any damages that may result to consumers from the shutting off or turning on of service for any cause whatsoever, even in cases where no motive is given, and no deduction from bills will be made in consequences thereof.

A motion was made by Commissioner Cagle, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the proposed amendment to the Water/Sewer Policy.

290 English Drive – Water Service

Manager Brandon Holland presented a request from citizens (Mr. Martinez) living at 290 English Drive to hook on to Town Water. They submitted an application for water service at his residence. The property is just outside the city limits and we are able to provide service. Outside rates will apply if approved. Since the property is outside the city limits it must be approved by the Board of Commissioners. Staff recommends approval of this request.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Reynolds, and so the motion carried unanimously to approve the proposed amendment to the Water/Sewer Policy.

Manager’s Report (Non Action Items)

Manager Brandon Holland presented the following updates:

Industrial Park Drive Pump Station: All pump and generator testing was successful and the one glitch with the phase monitor was easily resolved, and the pump station was placed into operation. All wastewater from Carolina Dairy is now being pumped by the station. Final punchlist items can now be addressed. The abandonment of the old station had to take place before final site work and other items could be addressed. The contractor has scheduled for that work next week, and the Town’s SCADA/telemetry provider should be installing the new unit in the next few weeks. This work is being completed independent of the construction contract. It appears that the final project cost will be under the reduced budget that was established after the bid and award.

Pretreatment Program: The Pretreatment Program has received final approval from NCDEQ and the Town is beginning to enforce the permits and perform regular testing of significant industrial users.

Potential CDBG Infrastructure Application: The Town Manager, Alex Turner and I met a few times over the last few weeks to discuss potential for grant funding to address infrastructure concerns. The CDBG program provides funding for critical water and sewer needs that serve low-to-moderate income areas. Based on staff input and recent reviews, we feel there may be potential for addressing the area of Bruton Street and the surrounding area, eliminating deteriorated sewer collection lines that allow inflow into the system, and also address the condition of the Bruton Street Pump Station. We have prepared the income surveys and data that must be gathered to make this effort successful. We will need community cooperation and local residents can assist by spreading the word. This can help address needs without utilizing Town funds and impacting rates if successful. Additional information will follow on this subject this month.

NEW Senior Program – B.E.S.T (Biscoe Engaging Seniors Today)

We have been planning a pilot Senior Program for Senior Adults. We were approached by Linda Johnson asking about a Town sponsored Senior Program. Our plan is to have a monthly program the second Wednesday of each month. We have provided you with a few flyers to hand-out to seniors you may know. Below is a “survey/draft schedule” that we will be handing out to the seniors at our first program on Wednesday, July 13th to get their feedback. The Town Clerk plans to request Recreation Funding from the County’s Landfill Funds to help cover these costs.

Kids' Paint Class

We have scheduled Kid's Paint Class. We have also provided you with flyers if you know any children who would like to participate.

Halloween in the Park

Our first meeting for our Third Annual Halloween in the Park will be held on Wednesday at 9:30 a.m. We will keep the Board updated each month.

Commissioner Reports/Staff Reports

Commissioners Anderson and Cagle thanked Town Manager Holland and Town Clerk Laura Morton for their work in getting a Senior Program started in Biscoe.

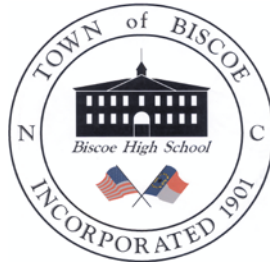
Public Comment

Unaffiliated Candidate for NC House Billy Mills was present and introduced himself to the Town Board, staff, and citizens that were present.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Reynolds made the second. All voted in favor. Meeting adjourned at 7:40 p.m.

Mayor



Laura B. Morton
Town Clerk