

**TOWN OF BISCOE  
BOARD OF COMMISSIONERS MEETING  
June 13, 2016**

The Town of Biscoe Board of Commissioners met in a regular session on June 13, 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 5-09-16, 5-11-16, 5-17-16
- b. May Monthly Financial Report

**Public Hearing #1 Annexation Request (Anytime Car Wash)**

---

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to recess the regular session and called to order the Public Hearing for the Annexation Request of Anytime Car Wash.

No one from the public spoke during the public hearing.

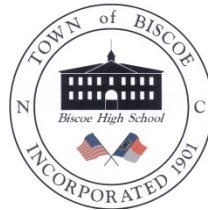
A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to adjourn the public hearing and reconvene the regular session.

**Annexation of Anytime Carwash Approval/Disapproval**

---

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Ordinance to annex Anytime Car Wash into the Town of Biscoe.

**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 p.m. on June 13, 2016; 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(contiguous), the following described territory is hereby annexed and made part of the Town of Biscoe as of February 9, 2015:

**TML ENTERPRISE DBA ANYTIME CARWASH  
TAX ID #756810463423  
3218 NC Hwy 24-27 East, Biscoe, N.C.**

BEGINNING at a point, said point being an X mark on curb on right of way of NC 24-27 S. 71-46-13 E. 368.53 feet from the center of the intersection of Mill Street and NC 24-27; thence S. 82-47-22 E. 178.69 feet to an existing iron pipe on right of way of NC 24-27; thence S. 11-58-54 W. 210.67 feet to an existing iron pipe on right of way of Mill Street; thence N 62-06-55 W. 178.78 feet to an existing iron pipe on right of way of Mill Street; thence N. 9-35-23 E. 146.95 feet to the point of BEGINNING, containing .717 acre, more or less and being a six bay carwash building, pursuant to survey of T,W. Harris & Associates, Inc., dated March 13, 2000.

For reference see Deed Book 738, Page 493 at Montgomery County Registry. For further title reference see Book 238, Page 588 and Book 261, Page 236.

Section 2. Upon and after June 13, 2016, 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.

**Public Hearing #2 – Fiscal Year 2016-2017 Proposed Budget**

---

A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to recess the regular session and called to order the Public Hearing for the Fiscal Year 2016-2017 Proposed Budget. No one from the public spoke during the public hearing.

**Fiscal Year 2016-2017 Budget Ordinance Approval**

---

A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to approve the Fiscal Year 2016-2017 Budget Ordinance as presented. *The Budget Ordinance is as follows:*

**TOWN OF BISCOE BUDGET ORDINANCE  
Ordinance No. 161701**

BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee Schedule, and with certain authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this Town:

**Summary**

General Fund	\$ 1,392,738
Water / Sewer Fund	\$ 999,505
Powell Bill Fund	\$ 53,792
Law Enforcement Separation Fund	\$ 22,654
<b>Total Budget</b>	<b>\$ 2,468,689</b>

**Section 1. General Fund - Expenditures**

<b>ACCOUNT</b>	<b>DEPARTMENT</b>	<b>APPROPRIATION</b>
4110	Governing Board	\$ 11,594
4120	Administration	\$ 312,478
4150	Legal	\$ 40,500
4260	Buildings and Grounds	\$ 73,300
4310	Police	\$ 514,963
4340	Fire	\$ 70,610
4500	Streets	\$ 231,750
6120	Parks and Recreation	\$ 137,543
	<b>Total Appropriations</b>	<b>\$ 1,392,738</b>

**Revenues** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

<b>DESCRIPTION</b>	<b>AMOUNT</b>
Ad Valorem Taxes	\$ 669,820
Rental Vehicle Taxes	\$ 100
Telecomm Sales Tax	\$ 11,904
Sales Tax Distribution	\$ 310,838
ABC Revenues	\$ 650
Solid Waste Disposal Tax	\$ 927
Wine & Beer Tax	\$ 7,775
Utility Franchise Tax	\$ 213,976
Video Programming	\$ 5,130
Sales Tax Refund	\$ 10,000
Gasoline Tax Refund	\$ 3,000
Zoning Permits	\$ 1,000
Court Fees	\$ 2,500
DSM Revenues	\$ 2,000
Cemetery Revenues	\$ 2,500
Park Fees	\$ 20,000
Softball Leagues	\$ 4,500
Concessions	\$ 5,000
Extra Garbage Cans	\$ 1,500
Investment Earnings	\$ 375
Interest Income	\$ 375
Donations	\$ 1,000
Transfer/Capital Reserve	\$ 50,000
Fund Balance Appropriated	\$ 67,868
<b>Total Estimated Revenues</b>	<b>\$ 1,392,738</b>

**Section 3: Levy of Taxes**

There is hereby levied a tax at the rate of fifty-six cents (\$0.56) per one hundred (\$100) valuation of property as listed for taxes as of January 1 for the purpose of raising the revenue listed as " Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$118,144,351, and an estimated rate of collection of 97.5%.

**Section 4: Water / Sewer Fund - Revenues**

DESCRIPTION	AMOUNT
Sales, Services, and Fees	\$ 933,823
Investment Earnings	\$ 1,000
Sale of Fixed Assets	\$ 500
Fund Balance Appropriated	\$ 64,182
<b>Total Estimated Revenues</b>	<b>\$ 999,505</b>

**Expenditures**

DESCRIPTION	APPROPRIATIONS
Water / Sewer Operations	\$ 818,945
Debt Service	\$ 140,560
Capital Outlay	\$ 40,000
<b>Total Appropriations</b>	<b>\$ 999,505</b>

**Section 5. Powell Bill Fund**

DESCRIPTION	APPROPRIATIONS
Revenues	\$ 53,792
Expenditures	\$ 53,792

**Section 6. Law Enforcement Separation Fund**

DESCRIPTION	APPROPRIATIONS
Revenues	\$ 22,654
Expenditures	\$ 22,654

**Section 7. Fee Schedule**

There is hereby established, for the fiscal year 2016-2017, various fees and charges scheduled herewith:

Administration		
COPIES PER PAGE	\$ 0.25	PER PAGE
PUBLIC RECORDS REQUEST	\$ 0.25	PER PAGE
NOTARY FEES	\$ 5.00	PER SIGNATURE
RETURN CHECK/DRAFT FEE	\$ 25.00	WATER/PARK FEES, ETC.
SEND A FAX	\$ 0.25	PER PAGE
Parks & Recreation		
PARK RESTROOM KEY	\$ 5.00	DEPOSIT
PICNIC SHELTER RESERVEATION FEE OVER 100 PEOPLE	\$ 1.00	PER PERSON
PICNIC SHELTER RESERVEATION FEE 100 PEOPLE OR LESS	\$ 25.00	CIVIC CLUBS, ORGANIZATIONS & GOVERNMENT AGENCIES ARE EXEMPT FROM FEES
SWIMMING LESSONS	\$ 30.00	FREE TO EMPLOYEES/CHILDREN
SWIMMING POOL ADMISSION	\$ 2.00	FREE TO EMPLOYEES/CHILDREN
Police		
FINGERPRINTS	\$ 10.00	
WRECK REPORT FEES	\$ 5.00	
ALL OTHER POLICE REPORTS	\$ 5.00	

<b>Water &amp; Sewer</b>			
<b>Water &amp; Sewer (Residential Rates)</b>			
<b>Inside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 10.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Sewer	100%	of water used
<b>Outside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 20.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Sewer	100%	of water used
	NCGS 160A-314.(a)		
<b>Water &amp; Sewer (Commercial Rates)</b>			
<b>Inside City Limits</b>			
	First 3000 Gallons (Minimum Charge)	\$ 32.00	
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
<b>Outside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 53.00	
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
<b>Water &amp; Sewer Fees</b>			
	Water Connection - Residential	\$ 50.00	
	Water Connection - Business	\$ 75.00	
	Reconnection	\$ 35.00	MUST BE PAID BEFORE WATER IS CUT BACK ON
	Late Fee	\$ 10.00	APPLIED AFTER 5 PM ON 20TH
	Tamering Fee	\$ 350.00	First offense, progressive thereafter
	Water Tap (3/4")	\$ 500.00	
	Water Tap (1")	\$ 600.00	
	Water Tap (Bore or Push)	Actual cost + 5%	
	Sewer Tap (Inside City Limits)	\$ 500.00	
	Sewer Tap (Outside City Limits)	\$ 600.00	
	Sewer Tap (Bore or Push)	Actual cost + 5%	
<b>Planning &amp; Zoning Fees</b>			
	CONDITIONAL USE PERMIT	\$ 200.00	
	MAPS	\$ 1.00	
	REZONING APPLICATION	\$ 300.00	
	ZONING BOOKS	\$ 10.00	
	ZONING PERMIT	\$ 25.00	
<b>Cemetery Prices</b>			
<b>Section B</b>			
	Inside City Limits Resident	\$ 200.00	Per Grave
	Outside City Limits Resident	\$ 400.00	Per Grave
<b>Section D</b>			
	Inside City Limits Resident	\$ 300.00	Per Grave
	Outside City Limits Resident	\$ 700.00	Per Grave

#### **Section 8. Special Authorizations – Budget Officer**

- A. The Budget Officer shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as deemed necessary.
- B. The Budget Officer shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. Notification of all such transfers shall be made to the Town Board at its next meeting following the date of the transfer.
- C. Inter-fund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the Town Board.
- D. The Town Manager shall serve as the Budget Officer

#### **Section 9. Restrictions – Budget Officer**

- A. Inter-fund transfer of monies, except as noted in Section 8, shall be accomplished by Town Board authorizations only.
- B. Utilizations of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.
- C. Per state General Statutes the Town shall maintain an eight percent (8%) fund balance at all times.

#### **Section 10. Budget Amendments**

- A. The North Carolina Local Government Budget and Fiscal Control Act allows the Town Commissioners to amend the Budget Ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Commissioners must approve all budget amendments.

#### **Section 11. Utilization of Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of Biscoe municipal government during the 2016-2017 fiscal year. The budget officer shall administer the budget and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The finance and purchasing personnel shall establish and maintain all records, which are in accordance with the Budget Ordinance, and the appropriate statutes for the State of North Carolina.

#### **Section 12. Effective Date of Salary Changes**

Any salary changes for Town Employees shall begin the first full payroll in the new fiscal year.

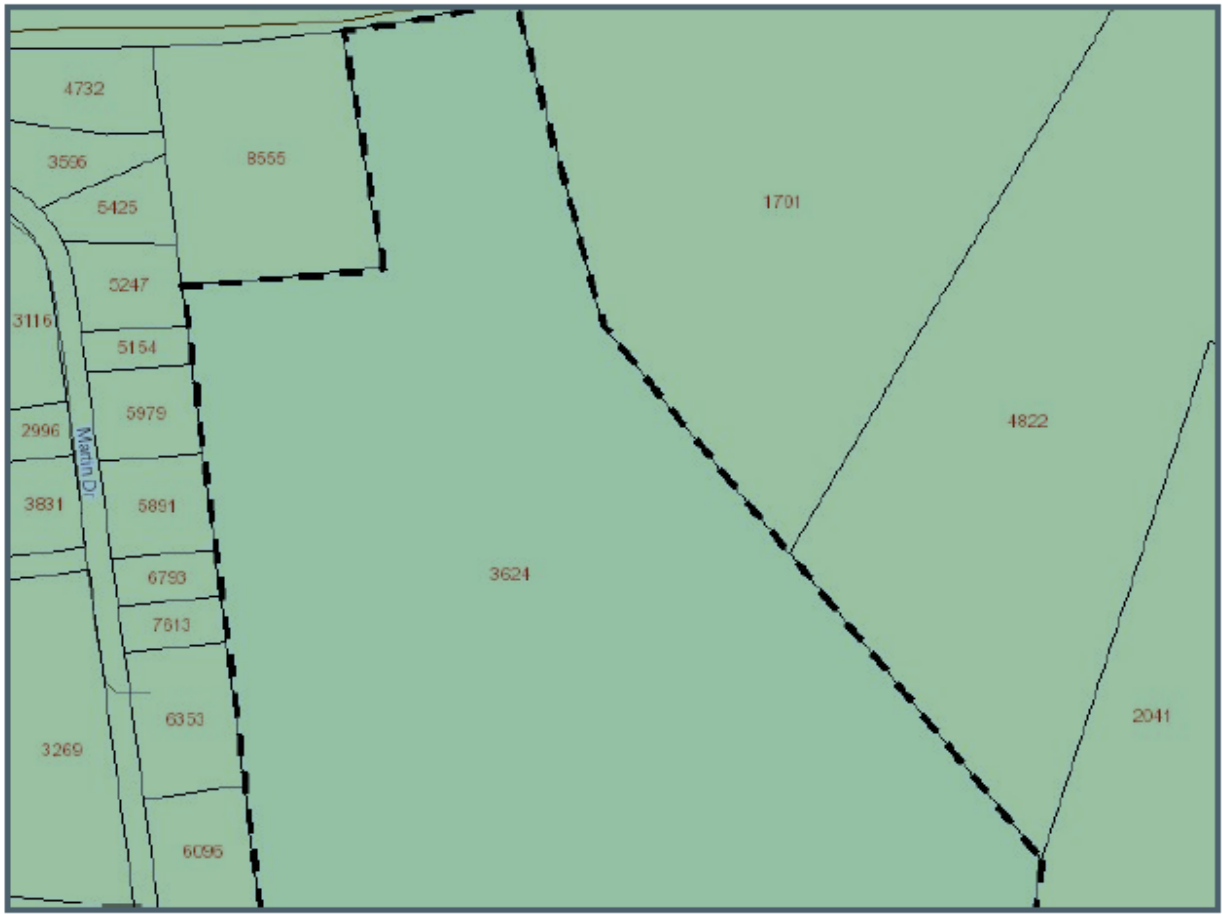
Adopted this 13<sup>th</sup> day of June 2016 in Biscoe, North Carolina.

#### **Zoning Request – Conditional Use Permit – Richard & Becky Hall, Hall Drive**

---

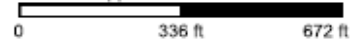
Richard and Becky Hall are requesting a Conditional Use Permit on their property located at 192 Hall Drive. They are requesting a Conditional Use Permit in order to add a doublewide to their property. It is an allowed Conditional Use. Property is Zoned Residential Business. A public hearing needs to be set for the July 11, 2016 meeting.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to schedule a Public Hearing for the July 11, 2016 meeting for this Zoning – Conditional Use Permit for Richard and Becky Hall, Hall Drive



Disclaimer: The information contained on this page is NOT to be construed or used as a survey or legal description. Map information is believed to be accurate but accuracy is not guaranteed.

Approx. Scale 1:4035



**Layer: Parcels**

**ACRES:** 46.97  
**PIN:** 7578 00 65 3624  
**PinNoDash:** 757800653624  
**OwnerID1:** 17544  
**Name\_1:** HALL RICHARD W  
**Name\_2:** HALL BECKY  
**Addr\_1:** 192 HALL DR  
**City:** BISCOE  
**State:** NC  
**Zip:** 27209  
**HouseNum:** 0  
**StrName:** NC HWY 24-27 E  
**PhyAddress:** NC HWY 24-27 E  
**Deed\_Acre:** 46.97  
**TaxDistDes:** COUNTY ONLY  
**TownshipDs:** BISCOE  
**VolFireDes:** FIRE DS EAGLE-BISCOE RUR  
**NeighDesc:** BISCOE  
**Legal\_1:** MATHIS & DEATON  
**Legal\_3:** MATHIS & DEATON  
**DeedBook:** 223

**DeedPage:** 102  
**DeedYear:** 1986  
**TransDate:** 19860101  
**SalesAmt:** 25000  
**SalesInstr:** UNK  
**QufiCode:** Z  
**LandASVCur:** 82200  
**ImpMajASVC:** 0  
**ImpMisASVC:** 0  
**TotASVCur:** 82200  
**LandUse\_YN:** N  
**ApprCode:** 01  
**ApprCdDesc:** RESIDENTIAL  
**ClassCode:** 0  
**YearBuilt:** 0  
**FinishedAr:** 0  
**Num\_Baths:** 0  
**Num\_Bedrms:** 0  
**Impr2YrBit:** 0  
**MutipleImp:** 000  
**:**

## Manager's Report

---

### Action Items

#### Year-End Budget Amendments

A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to approve the Amendments to the Fiscal Year 2015-2016 Budget Ordinance. The Ordinance is as follows:

**TOWN OF BISCOE**  
**BUDGET AMENDMENT ORDINANCE**  
Ordinance No. 06132016

### Section 1.

Estimated appropriations. General Fund of Ordinance 06132016, is hereby amended by increasing estimated revenue and appropriations in the amounts indicated.

#### **GENERAL FUND EXPENDITURES**

---

<b>Governing Body</b>	<b>Total</b>	<b>\$400.00</b>
<b>Administration</b>	<b>Total</b>	<b>\$43,700.00</b>
<b>Legal</b>	<b>Total</b>	<b>\$9,000.00</b>
<b>Public Buildings</b>	<b>Total</b>	<b>\$8,000.00</b>
<b>Police Department</b>	<b>Total</b>	<b>\$5,400.00</b>
<b>Fire Department</b>	<b>Total</b>	<b>\$30,000.00</b>
<b>Streets</b>	<b>Total</b>	<b>\$15,400.00</b>
<b>Parks &amp; Recreation</b>	<b>Total</b>	<b>\$7,650.00</b>
	<b>FUND 10 TOTAL</b>	<b>\$119,550.00</b>

#### **GENERAL FUND REVENUE**

---

Fund Balance Appropriated	<b>\$119,550.00</b>
---------------------------	---------------------

### Section 2.

Estimated appropriations. Water & Sewer Fund of Ordinance 06132016, is hereby amended by increasing estimated revenue and appropriations in the amounts indicated.

#### **WATER/SEWER EXPENDITURES**

---

<b>WATER/SEWER</b>	<b>Total</b>	<b>\$212,520.00</b>
--------------------	--------------	---------------------

#### **WATER / SEWER REVENUE**

---

Water/Sewer - Fund Balance Appropriated	<b>\$212,520.00</b>
---	---------------------

### Section 3.

Estimated appropriations. LEO Separation Fund of Ordinance 06132016, is hereby amended by increasing estimated revenue and appropriations in the amounts indicated.

#### **LEO BENEFITS FUND**

---

<b>LEO EXPENDITURES</b>	<b>Total</b>	<b>\$4,050.00</b>
Fund Balance Appropriated		<b>\$4,050.00</b>





**TOWN OF BISCOE  
VOLUNTARY ANNEXATION PETITION**

---

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

We, the Undersigned Owners of Real Property respectfully request that the area described below be annexed to the Town of Biscoe, Montgomery County, North Carolina. The Area to be annexed is

- CONTIGUOUS**  
 **NON-CONTIGUOUS**

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

**TAX PARCEL NUMBER:** 7569-19-51-3117

Business Name and/or Property Owner VICTOR ROMERO PINO

Tax ID # \_\_\_\_\_

Physical Address 191 JACKSON DRIVE BISCOE

Mailing Address P.O. Box 919, STAR, NC 27356

Telephone # (910) (606) 2447

We acknowledge that any zoning vested rights acquired pursuant to N.C. General Statute 610A-385 or 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Do you declare vested rights? Yes

Respectfully Submitted this 7 Day of June, 20 16.

Signature VICTOR ROMERO PINO

**PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION**

- A copy of the parcel deed must be included with this petition.**  
 **\$30 Payable to the Town of Biscoe at time of application.**

*Form Revised 1/9/15*

---

Non Action Items

Industrial Park Drive Pump Station: Power delivery and final electrical service was provided by Duke Energy. The submersible pumps were successfully tested and exceeded all required capacity specifications. The generator was load tested and found to be in compliance with what was submitted. However, the testing for the automatic switchover from Duke Energy to generator power did not pass our initial test earlier this week. We have just learned that the phase monitor provided in the pump control panel is not the right installation to operate with generator backup power. The pump control supplier has acknowledged that and will have the proper phase monitor delivered and installed next week. Upon successful startup of the generator, the project will be certified and the old station will be removed from service.

Pretreatment Program: While we have gained all the temporary approvals to keep the pretreatment program moving along, we were notified this week that the Town will receive a letter of full approval of the Pretreatment Program next week. A very important milestone achieved. We have final permits for the three significant users revised and will be submitting for the Town to issue in the next few weeks.

Miscellaneous: We have discussed various funding programs with staff and would like to consider submitting for an Asset Inventory and Assessment Grant and possibly a CDBG Grant from NCDEQ Division of Water Infrastructure. More details on these programs will follow. Additional loan and grant programs may be available as we discuss I&I concerns and pump station upgrade needs in the coming months.

### **Mayor's Minutes**

---

- Met with Greensboro Paper regarding Solar Farm
- Interviewed finalist for Montgomery County Marketing position in Troy
- Gave a Welcome Speech to 500 DOT employees as Chairman of Rural Planning Organization in Greensboro
- Attended Town Budget Meetings
- Greeted Mark Scott, Marketing person for Montgomery County in Troy
- Went with the Town Manager to speak to East Middle Principal regarding the Community
- Visited with Officer Capel after his accident
- Went to Town Creek Indian Mound with Town Manager
- Met with Earl Poole, Pool Director, regarding opening day at Biscoe Pool
- Met with congressman Richard Hudson and his advisor, Curtis Rhyne, regarding sidewalks on Bruton Street
- Made three separate appeals to each middle school class regarding Summer Tennis Program
- Watched Green Ridge Elementary students enjoy Platform (ladder) truck at field day
- Kelly Kellam is working on the tree we have discussed. He also is interested in purchasing property. He also wants to discuss the driveway and fence going into the sewer plant.
- The Sawdust problem at Jordan's has been corrected.

### **Public Forum**

---

No one spoke during the public forum.

### **Commissioner/Staff Comments**

---

Commissioner Anderson asked about the poles in the park. The Mayor and Town Manager said nothing is scheduled because it is budgeted in the next fiscal year.

### **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 7:30 p.m.