

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
March 14, 2016

The Town of Biscoe Board of Commissioners met in a regular session on March 14, 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. Interim Town Manager Allen Oliver and Town Clerk Laura Morton were also present.

Call to Order

Mayor Blake called the meeting to order at 7:00 pm.

Recognition of County Manager Matthew Woodard

Mayor Blake presented an award of recognition to County Manager Matthew Woodard for his assistance with Wright Foods/Carolina Dairy.

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:

1. Approval of Minutes 2-8-16
2. February Monthly Financial Report

OSFM Fire Grant 2016

Interim Manager Allen Oliver presented the following:

The specifics of the OSFM application are Total Expenditures: \$59,970.92. This means the local match is: \$29,985.46. The following is an email received from Chief Tripp Myrick regarding the grant application:

Allen/Laura,

Thank you for assisting Lt. Kyle Morris on getting signature sheets ready for our grant submittal. We will be submitting for the grant this coming week and will hear if we are awarded in May. Attached is a spreadsheet showing the items and associated costs for the equipment we would intend to purchase if awarded. It would also be good to please run this through the next town board meeting as usual for final approval on the town's portion. Please let me know if you have any questions or concerns. We are excited about being able to have the opportunity to include the generator on this year's request. In the past during power outages we would have to manually open bay doors to get trucks out, and all operations side of the department would be out of power as well. This will allow the fire department to maintain is normal operations during power outages and allow for response without delay.

The Spreadsheet is as follows:

2016 Fire Department Grant

Item	Qty	Quote	Total	Vendor	Notes
Generator	1	\$40,353.00	\$40,353.00	Tim Fields	Power Fire Dept. on power outages
E Tool Ram	1	\$6,300.00	6,300.00	MES	Vehicle Extrication Tool
Vehicle Stabilization Kit	1	\$3,818.71	3,818.71	Atlantic	Vehicle Stabilization for overturned cars
Cribbing Kit	1	\$3,046.40	3,046.40	Atlantic	Vehicle Stabilization for

					overturned cars
Flow Test Kit	1	\$888.12	888.12	Atlantic	Pump Testing Test Gauges
Jet Siphon	1	\$201.94	201.94	Atlantic	Water Supply drop tank assist
Stream lights	5	\$156.31	781.55	Atlantic	Replacement Flashlights for firemen
ABC Extinguishers	3	\$89.25	267.75	Atlantic	Extinguishers for trucks

	\$55,657.4	
Subtotal	7	
Tax	\$4,313.45	
	\$59,970.9	
Grand Total	2	
State Portion	50%	\$29,985.46
Town of Biscoe	50%	\$29,985.46

We need to approve **Project Budget Ordinance OSFM 2016**. The budget is shown below:

Expenditures

Equipment	\$59,970.92
Total	\$59,970.92

Revenues

OSFM GRANT	\$29,985.46
Capital Reserve	\$29,985.46
Total	\$50,970.92

Please note last year's grant totaled \$50,502.54. The Town's portion was \$25,251.27.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the matching funds for the OSFM 2016 Grant in the amount of \$25,251.27.

Ethics Training

After some discussion, the Board agreed to purchase the On-Demand Ethics Training.

New Town Website

Town Clerk Laura Morton presented the new website to the Board. The plans are to go live the end of March 2016.

Annexation Request

Interim Town Manager Allen Oliver said Town Clerk Laura Morton has received an annexation request from Anytime Car Wash. They have provided the required petition and documentation for this request. This request for annexation was filed this past week and this petition is voluntary and the annexation would be contiguous on the eastern bound of the property. Ms. Haithcock said she or the Register of Deeds could not find where the land had ever been surveyed.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to direct the Town Clerk to complete a Certificate of Sufficiency for this Annexation Request.

Retention and Disposition Schedule

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the following Retention and Disposition Schedule:

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved; In accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have-further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the Instructions of this schedule. Public records including electronic records not listed in this schedule are not authorized to be destroyed.

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, and legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when administrative value ends. The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction destroy when administrative value ends, if a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction destroy when administrative value ends. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain In effect from the date of approval until it is reviewed and updated.

Project Updates

Interim Manager Allen Oliver presented the following: The project update for the Industrial Park Lift Station was provided by Bill Lester with LKC Engineering.

Industrial Park Drive Pump Station: *The project continues toward completion with much of the work already complete. The force main has been installed and we anticipate testing in the next week or so. The pump station wet well and valve vault were set and piping is currently being installed. The electrician is scheduled to move onto the site this week or next week to begin wiring the station. The Town staff is coordinating the new service with Duke Energy. The piping, electrical, and site work including fencing will take place this month. The project is generally on schedule, but the Contractor is currently in the process of submitting a request for the inclement weather days that prevented work on the project. Within the last week the Contractor did install a culvert to assist in keeping water from damaging the construction process to minimize the impact of bad weather days.*

Mayor's Minutes

- Met with David Smith, Mayor of Asheboro, regarding Region and Economic Development
- Met with Mayor of Candor, Phillip Hearne, regarding Region and Economic Development
- Met with former Town Manager, Brooks Lockhart, regarding WK Dickson
- Met with Interim Town Manager, Allen Oliver and WK Dickson regarding WK Dickson's future with the Town of Biscoe
- Went to Mt. Gilead funeral home for long time mayor of Mt. Gilead, Benny Haithcock
- Went to Kernersville to Board of Delegates meeting for Council of Government
- Chaired Rural Planning Organization Meeting in Kernersville
- At the same meeting, named NC transportation Board member, Pat Molamphy who gave a speech and after discussed the Mega Park
- Met with Matthew Reece regarding search for Town Manager
- Attended two sessions with Town of Biscoe Board to interview for manager position
- Toured the new Pet Hospital in Biscoe
- Went with Chief Tedder to locate owner of trashy yard
- Went to executive meeting of Council of Government in Kernersville
- Rode around town with Reid to inspect work from past six weeks
- Picked up trash with inmates on streets and behind community center on Leach Street
- Met with Congressman Richard Hudson of the congressional 8th district with Mayor of Candor, Phillip Hearne
- Gave Brandon Holyfield, candidate for Town Manager, a tour of Biscoe
- Went with Allen Oliver to Ellerbe for a meeting regarding NC jobs

Legislative Brunch

Interim Manager Allen Oliver said this year Montgomery Community College has been asked to host the Legislative Brunch. Please RSVP to Laura Morton by March 25, 2016 if you plan to attend. There is no charge for the event.

Other Comments/Reports

Commissioner Reynolds said the issue with Carolina Dairy has not been a bed of roses. He said everybody is acting like it has gone smooth and it hasn't. He said we all need to be held to a higher standard. Everybody has issues in their life.

Wal-mart Grant

Town Clerk Laura Morton said she had applied for the Community Grant through Wal-mart for the Annual Halloween in the Park Event.

Public Comment

No one spoke during the public forum.

Closed Session Re: Personnel & Land Purchase – In Accordance with NC General Statute 143-318.11 (5 & 6)

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to go into Closed Session Re: Personnel & Land Purchase – In Accordance with NC General Statute 143-318.11 (5 & 6).

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to come out of Closed Session.

New Town Manager Hire

A motion was made by Commissioner Cagle, seconded by Commissioner Beard, and so the motion carried unanimously, to approve the employment contract for Brandon Holland to be the new town manager. His start date will be April 4th.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Anderson made the second. All voted in favor. Meeting adjourned at 8:30 p.m.

Mayor

Town Clerk