



## **Biscoe Town Council Meeting Agenda March 9, 2020 at 7:00 pm**

1. Call to Order *Mayor Reynolds*  
Moment of Silence  
Pledge of Allegiance to the Flag  
Statement of Disclosure/Conflict of Interest Statement
2. Adoption of the Agenda *Mayor Reynolds*
3. Consent Agenda *Mayor Reynolds*
  - a) Approval of February 10, 2020 Regular Meeting Minutes
  - b) Approval of March 2020 Monthly Financial Report
4. New Planning Board Creation *Manager Holland*
5. Set Public Hearing for Game Room Application for April 13, 2020
6. Set Board Retreat Meeting for March 20<sup>th</sup> - 11:00 until 5 pm  
And March 21<sup>st</sup> – 9 am until 1 pm
7. Reminder of Upcoming Meetings  
Regular Monthly Meeting - April 13 at 7 pm Budget Meeting - May 18 at 6 pm  
Budget Meeting - April 20 at 6 pm Regular Monthly Meeting June 8 at 7 pm  
Regular Monthly Meeting - May 11 at 7 pm June 24 at noon – Year End Budget Meeting
8. Public Comment
9. Board & Staff Reports & Upcoming Events
10. Strategic Planning Discussion Chris Aycock, The Aycock Group
11. Adjournment

## Statement of Disclosure/Conflict of Interest Statement

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

*"In keeping with the Conflict of Interest Laws outlined in Chapter 138A of the North Carolina Board of Ethics, any conflicts of interest or appearance of conflict with matters coming before the Board of Commissioners should be declared." "Having received our agenda for this evening's meeting, are there any conflicts of interest to be announced? If so please, state them at this time."*

# Adoption of the Agenda

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## Adoption of the Agenda

- (1) *Adoption.* As its first order of business at each meeting, the council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that
  1. the council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and
  2. only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items "For Discussion and Possible Action."* The council may designate an agenda item "for discussion and possible action." The designation signifies that the council intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

**TOWN OF BISCOE  
BOARD OF COMMISSIONERS MEETING  
February 10, 2020**

The Biscoe Town Board of Commissioners met in a regular session on Monday, February 10, 2020 at 7:00 pm in the Municipal Building.

*Board Members Present:*

*Mayor Eddie Reynolds, Commissioner Gene Anderson, Commissioner Kay Kinch, Commissioner Dutch Anliker, Commissioner Lashaunda Ryan, and Commissioner Barry Jackson.*

*Members of Management Present:*

*Town Manager Brandon Holland, Town Clerk Laura Morton, Public Works Director Sam Stewart and Police Chief Shane Armstrong.*

**Call to Order/Pledge of Allegiance**

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

**Conflict of Interest Statement**

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**Agenda Adjustments & Approvals**

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*Manager Holland requested an item be added to the agenda. He requested the Board add a request for the OSFM 2020 Grant for the Fire Department to the agenda.*

*A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Ryan, and so the motion carried unanimously to approve the agenda with the addition of the OSFM 2020 Grant for the Fire Department.*

*AYES: 5; NAYS: 0*

**Approval of the Consent Agenda**

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*A motion was made by Commissioner Ryan, seconded by Commissioner Anliker and so the motion carried unanimously to approve consent agenda items:*

- a) Approval of December 19, 2019 Special Meeting Minutes
- b) Approval of the January 13, 2020 Regular Meeting Amended Minutes
- c) Approval of February Monthly Financial Report

*AYES: 5; NAYS: 0*

## **Speed Bump Policy**

Mayor Reynolds said at the last meeting he jumped the gun regarding the speed bump request. He said there has been some mention of the possibility of making the intersection a 4 way stop. He said included in our agenda packets is a proposed Speed Bump Policy.

A motion was made by Mayor Pro-tem Anderson and was seconded by Commissioner Anliker.

Commissioner Jackson asked if this meant the Board was going to back on the other decision for a speed bump on Blake Street too. Manager Holland said all we need on Blake Street is a motion. The Board discussed it but it wasn't voted on after the discussion.

Commissioner Ryan said how will be history of the street be received. Will it be through complaints?

Commissioner Jackson said he is 100% for the policy but does not agree with going back on the others.

Commissioner Kinch asked if the people on Stewart would need to get a petition together. She also said that the Blake Street request was pretty unanimous amount neighbors.

Mayor Reynolds said there was some discussion about making it a four-way stop. Commissioner Jackson said he is good with that but wanted to make sure the Police Department is okay with it. Police Chief Armstrong said yes, he said the area really has nowhere for us to sit and watch the intersection. He continued to say he would like to look into it further. Manager Holland said we should focus on the times when the school bus is in the area to make sure it is safe for the kids. Mayor Reynolds asked Public Works Director Sam Stewart about this. Mr. Stewart said Caution Signs and new stop signs would need to be ordered. Mr. Stewart said we would need to place signs letting residents know there would be a change in traffic pattern. He said the cost of a speed bump is approximately \$1200. He said we may be able to provide a place for the bus to turn around.

*A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Ryan, and so the motion carried unanimously to approve the speed bump policy, the four way stop at Stewart Street, and to install a speed bump on Blake Street.*

## **Town of Biscoe Policy for Traffic calming devices**

This policy is presented as a guideline for the placement of Traffic Calming devices. The following are conditions to be considered when placing devices.

- there needs to be a history of traffic or speeding complaints with law enforcement
- a petition should be filed by all of the owners of property which will be impacted; this includes all roads serviced by the main road
- No placement of traffic calming devices should be placed on streets with no outlets

### **The reasoning behind the policy is as follows:**

If an area has a problem with speeding our first response should be curb such behavior through our law enforcement. Additionally, having all of the property owners sign off will mean that no one can later complain about impacts to their property values. Finally, in the case of No Outlet Roads (dead-ends) if everyone on a road has signed off then the speeder would be one of the signatories, a renter of one on the signatories or a friend; they should be able to regulate themselves. Streets with outlets are often traveled by people just passing through; this would be the case for the all devices in town with the exception of Leach Street.

**AYES: 5; NAYS: 0**

### **Approval of Bid for CDBG-I Bruton Street Sewer Project**

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Bill Lester with LKC Engineering was present. He presented an update on the CDBG-I Bruton Street Sewer Project. He said 7 bids were received for the project. The bids were opened on January 21<sup>st</sup>. The bids ranged from \$1,234,055 to \$2,797,843. Mr. Lester recommended awarding the bid to Terry's Plumbing & Utilities of Asheboro.

Mr. Lester said Terry's Plumbing has worked on projects with the Town in the past and have had success. Mayor Pro-tem Anderson asked Public Utilities Director Sam Stewart and Wastewater Operator Reid McAlister how they felt about Terry's Plumbing. Neither had negative comments.

*A motion was made by Commissioner Ryan, seconded by Commissioner Kinch, and so the motion carried unanimously to award the bid for the CDBG-I Bruton Street Sewer Project to Terry's Plumbing & Utilities of Asheboro with a bid amount of \$1,234,055.00.*

AYES: 5; NAYS: 0

### **Approval RFQ for Auditing Services**

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Manager Holland reported that the Town's auditor Cannon Company has contacted the Town and will no longer be able to do the Town's audit. They are no longer performing Governmental Audits. He said staff is requesting that RFQs be sent out for Auditing Services.

*A motion was made by Commissioner Kinch, seconded by Commissioner Jackson, and so the motion carried unanimously to approve the request to send out Request for Qualifications (RFQ) for Auditing Services.*

AYES: 5; NAYS: 0

### **OSFM – 2020 Grant – Fire Department**

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A motion was made by Mayor Pro-tem Anderson, seconded by Commissioner Anliker and so the motion carried unanimously to approve the 2020 OSFM Grant for the Fire Department. This is a 50/50 Grant. The total amount of the grant is \$58,522.88. The matching amount will be \$29,261.44. The Office of State Fire Marshall is concentrating on Firefighter Safety this year.

AYES: 5; NAYS: 0

### **Public Comment**

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Deahdra Chambers & Tawanda Bennett representing We Only Win Community Center spoke during the public comment period. Ms. Chambers and Ms. Bennett are licensed counselors who have opened up at 104 W Main Street in Biscoe. They explained to the board they wanted to introduce themselves and explain their motives and the purpose for their new business. The purpose of their non-profit business is to provide support services for mental health, substance abuse, childhood trauma, and other areas. They said they would like to have a ribbon cutting ceremony when they open the business. They are working on structural construction and they will let the Board know at the next meeting when they plan to open.

## **Board & Staff Reports & Upcoming Events**

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### **Code Enforcement**

Mayor Reynolds said he was really glad to see the Code Enforcement process started. Manager Holland said there is a sophisticated mapping system the company is using. He said he met with Dennis with Code Enforcement to go over the violations and letters should go out tomorrow. Commissioner Jackson asked if they would be hand delivered. Manager Holland said our ordinance states they have to be send certified mail.

### **Upcoming Events**

#### ***Senior Valentine's Lunch***

Town Clerk Laura Morton reminded the Board of the Senior Valentine Lunch on Wednesday at the Fire Department from 11 am to 1 pm. She invited the Board to attend.

#### ***Early Voting***

Town Clerk Laura Morton announced Early Voting would begin on Thursday, February 13<sup>th</sup> at Biscoe Town Hall.

### **Adjournment**

There being no further business to bring before the Board, Mayor Pro-tem Anderson made the motion to adjourn, and Commissioner Kinch made the second. All voted in favor. Meeting adjourned at 7:40 p.m.

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Mayor



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Town Clerk

Attachment #1



Attachment #2

# BISCOE MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2020 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET - Bank 3	.05%	\$1,462,198.14	RECONCILED AS OF JANUARY 31, 2020
GENERAL FUND 10 – CD 54 - Bank 102	.15%	\$237,403.73	RECONCILED AS OF FEBRUARY 29, 2020
FUND 21 – CAP. RES. CD 49 - Bank 104	ACCOUNT CLOSED PER MARCH 2019 APPROVAL & A NEW NCCMT ACCT OPENED		
FUND 72 LEO – CD 30 - Bank 105	ACCOUNT CLOSED PER MARCH 2019 APPROVAL & A NEW NCCMT ACCT OPENED		
<b>TOTAL FIRST BANK ACCOUNTS</b>		<b><u>\$1,699,601.87</u></b>	

FIDELITY BANK ACCOUNTS 2020 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY - Bank 1	.10%	\$931,693.99	RECONCILED AS OF FEBRUARY 29, 2020
PAYROLL ACCOUNT - Bank 4	.10%	\$173,941.83	RECONCILED AS OF FEBRUARY 29, 2020
NATIONAL NIGHT OUT **NEW Bank 120	.03%	\$452.60	RECONCILED AS OF FEBRUARY 29, 2020
CDBG-I BRUTON STREET **NEW Bank 119	.50%	\$126,566.78	RECONCILED AS OF FEBRUARY 29, 2020
<b>TOTAL FIDELITY BANK ACCOUNTS</b>		<b><u>\$1,232,655.20</u></b>	

2020 NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT - Bank 108 FUND 60	1.48%	\$11,098.04	RECONCILED AS OF FEBRUARY 29, 2020
PAYROLL (GF) GOVT. - Bank 112 FUND 10	1.48%	\$104,719.79	RECONCILED AS OF FEBRUARY 29, 2020
POWELL BILL ACCOUNT – GOVT. - Bank 116 FUND 11	1.48%	\$141,345.12	RECONCILED AS OF FEBRUARY 29, 2020
CAPITAL RESERVE – GOVT. Bank 121 *New Account - FUND 21	1.48%	\$35,185.59	RECONCILED AS OF FEBRUARY 29, 2020
LEO SEPARATION ALLOWANCE - GOVT Bank 122 *New Account FUND 72	1.48%	\$28,788.08	RECONCILED AS OF FEBRUARY 29, 2020
CEMETERY (GF) TERM - Bank 113 FUND 10	2.24%	\$52,727.05	RECONCILED AS OF FEBRUARY 29, 2020
HALLOWEEN IN THE PARK (GF) TERM Bank 114 FUND 10	2.24%	\$26,362.18	RECONCILED AS OF FEBRUARY 29, 2020
GENERAL NEEDS (GF) TERM - Bank 115 FUND 10	2.24%	\$227,488.05	RECONCILED AS OF FEBRUARY 29, 2020
WATER IMP. (WS) TERM Bank 111 FUND 60	2.24%	\$53,226.01	RECONCILED AS OF FEBRUARY 29, 2020
<b>TOTAL NCCMT INVESTMENT ACCOUNTS</b>		<b><u>\$680,939.91</u></b>	

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

<b>FIRE DEPARTMENT - 2020 MONTHLY FINANCIAL REPORT</b>			
<b>ACCOUNT</b>	<b>INTEREST RATE</b>	<b>BALANCE</b>	<b>STATUS</b>
<b>BISCOE FIRE DEPARTMENT (checking)</b> FIRST BANK - restricted - Bank 101	.10%	\$127,824.53	RECONCILED AS OF FEBRUARY 29, 2020
<b>BISCOE FIRE LOCAL RELIEF FUND</b> FIRST BANK - restricted - Bank 109	.10%	\$19,561.54	RECONCILED AS OF FEBRUARY 29, 2020
<b>BISCOE FIRE STATE RELIEF FUND</b> FIDELITY BANK – restricted - Bank 110	.05%	\$2,050.89	RECONCILED AS OF FEBRUARY 29, 2020
<b>BISCOE FIRE DEPT CD</b> FIDELITY BANK - restricted - Bank 117	.15%	\$34,940.93	RECONCILED AS OF FEBRUARY 29, 2020
<b>BISCOE FIRE DEPT SUPPLEMENTAL RETIREMENT ACCT. –</b> FIDELITY BANK - restricted - Bank 118	.12%	\$51,144.56	RECONCILED AS OF FEBRUARY 29, 2020
<b>TOTAL FIRST BANK &amp; FIDELITY BANK ACCOUNTS</b>		<b>\$235,522.45</b>	

**NCCMT RATES CONTINUE TO INCREASE**  
**RATES AS OF 03.04.2020**  
 Rates for Government Portfolio Increased from **1.45**  
 Rates for Term Portfolio Increased from **2.36**

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**SEWER ACROSS THE BYPASS**

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

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**WASTEWATER TREATMENT PLANT**

Clean Water Management Trust Fund Grant \$ 584,000.00  
 State Revolving Loan – Interest Rate 0.00% \$1,323,106.00 Annual Payment of \$66,155.30.  
 This FY Payment was made on April 12, 2019  
 As of June 30, 2018, the Town owes approximately \$1,124,640.10. (To Be Paid Off May 1, 2036)

The annual payment is \$66,155.30. The next payment annual payment will be made in May of 2019. This will leave a balance of \$1,124,640.10. Total Project - \$1,190,795.40

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**INDUSTRIAL PUMP STATION - FIRST BANK**

First Bank Commercial Loan – Interest Rate 1.75% Loan Total \$350,000.00  
 Last payment of \$6,198.91 posted on March 3, 2020, the Town owes approximately \$36,962.04.

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**LADDER TRUCK LOAN – FIDELITY BANK**

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

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**BRUTON STREET PUMP STATION**

The Town of Biscoe has received a grant award of \$1,865,000 for their CDBG Infrastructure Application for the “Sanitary Sewer System Rehabilitation” project. The RFP for Administrative Services was awarded to LKC Engineering. Monthly progress meetings began in June of 2019. The bid was awarded to Terry’s Plumbing & Utilities of Asheboro at the February 10, 2020 meeting.

## SALES & USE TAX RECEIVED

### BUDGET CODE - 10-3230-000

JULY 2019 .....	\$38,222.59
AUGUST 2019.....	\$40,172.77
SEPTEMBER 2019 .....	\$41,742.37
OCTOBER 2019 .....	\$39,749.18
NOVEMBER 2019 .....	\$38,689.24
DECEMBER 2019 .....	\$36,851.28
JANUARY 2020 .....	\$37,958.81
FEBRUARY 2020 .....	\$37,362.12
MARCH 2020 .....	
APRIL 2020 .....	
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<u>\$326,869.48</u>

## SOLID WASTE DISPOSAL TAX RECEIVED

### BUDGET CODE - 10-3270-000

AUGUST 2019.....	\$ 310.93
NOVEMBER 2019 .....	\$ 317.03
FEBRUARY 2020 .....	\$ 316.21
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<u>\$ 944.17</u>

## TAX PAYMENTS RECEIVED

### (Property & Vehicle Tax)

*Tax Payments from Montgomery County Tax Department have been received*

JULY 2019 .....	\$ 6,221.19
AUGUST 2019.....	\$ 8,971.36
SEPTEMBER 2019 .....	\$60,399.85
OCTOBER 2019 .....	\$180,255.35
NOVEMBER 2019 .....	\$133,180.28
DECEMBER 2019 .....	\$378,267.86
JANUARY 2020 .....	\$ 64,254.68
FEBRUARY 2020 .....	
MARCH 2020 .....	
APRIL 2020 .....	
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<u>\$831,550.57</u>

**TELECOM SALES TAX RECEIVED**

**BUDGET CODE - 10-3224-350**

AUGUST 2019.....	\$1,993.71
NOVEMBER 2019 .....	\$1,808.87
FEBRUARY 2020 .....	
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<b><u>\$3,802.58</u></b>

**UNAUTHORIZED SUBSTANCE ABUSE TAX RECEIVED**

**BUDGET CODE - 10-3431-890**

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

**UTILITY FRANCHISE TAX RECEIVED**

**BUDGET CODE - 10-3324-000**

AUGUST 2019.....	\$ 54,900.12
NOVEMBER 2019 .....	\$ 57,733.26
FEBRUARY 2020 .....	
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<b><u>\$ 112,633.38</u></b>

**VIDEO PROGRAMMING TAX RECEIVED**

**BUDGET CODE - 10-3324-350**

AUGUST 2019.....	\$ 1,189.85
NOVEMBER 2019 .....	\$ 1,356.92
FEBRUARY 2020 .....	
MAY 2020.....	
JUNE 2020 .....	
TOTAL RECEIVED AS OF DATE ABOVE .....	<b><u>\$ 2,546.77</u></b>

TOWN OF BISCOE, NC  
100,000 GALLON ELEVATED

OPTION B  
SHOP TANK

WATER TANK MAINTENANCE SCHEDULE OF WORK & FEES

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

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

## Shady Oak Pump Station Project

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During Hurricane Florence, our sewer pump station on Shady Oak Drive was damaged. After several meetings with FEMA we found out we had to bid the project. This project was designed by our engineer with LKC Engineering Bill Lester. This project has been sent and for bid and the bid was awarded to Charles R. Underwood, Inc. (CRU). The following is the scope of the project:

Shady Oak Pump Station Building Replacement Improvements Town of Biscoe Minimum Required Scope of Work:

The Contractor shall provide the following items in his submitted scope of work at a minimum:

- 1) Construct new bypass pumping connection on the existing force main discharge from the station near the building and wet well.
- 2) Establish bypass pump at new connection to be used during construction of the improvements to eliminate any downtime or disruption of service. No wastewater overflows shall occur as a result of the work. Contractor is responsible for cost of bypass pumping.
- 3) Demolish existing building, unused electrical components on interior of building and all other non-essential items and dispose of properly. The Contractor shall ensure that the electrical service is properly disconnected prior to coordinating demolition and beginning work on the structure.
- 4) Construct and/or erect a new building enclosure of similar size (12'0" x 12'0"). New building shall be secured to existing concrete and wet well by means of mechanical or adhesive fasteners. The building may be metal built-up building, fiberglass construction, masonry with truss roofing, or prefabricated concrete (Smith Carolina, or equal). The Contractor must note specifics of his materials of construction with his quote.
- 5) The building shall be equipped with an all-weather access door and two windows to match the existing window dimensions. The building shall have roof hatches centered over the pumps for removal of pumps and motors without damage to the structure.
- 6) Upon completion and/or setting of the building, complete all electrical improvements to include reconnection of all control panel equipment and electrical accessories. The contractor shall install a minimum of four GFCI outlets and proper lighting for the interior and exterior of building.
- 7) Contractor shall coordinate removal and updating of control panel for pumps to eliminate unnecessary equipment and install in new panel enclosure. Automatic transfer switch on exterior of building shall be reinstalled and reconnected to the panel in accordance with NEC. All wiring shall be redone, and panels and equipment mounted on wall mount away from the pumps and piping (eliminate existing condition of poor access to pumps blocked by the panel box).
- 8) Contractor shall coordinate with Owner to make reconnection to SCADA system for monitoring of the pump station. All work associated with reconnecting and relocation of antenna shall be included.

- 9) Upon completion of construction, provide stone around and leading to structure to repair areas damaged during construction.
- 10) Coordinate start-up of station to ensure all components are working properly before placing back into service. Upon successful start-up, remove bypass pumping operation and place system into normal operation.
- 11) Final certification – Contractor shall provide owner with all warranty information and provide building keys and all other pertinent data prior to final payment. 12) The Owner and Contractor shall schedule a meeting to review the final work and address any remaining punchlist items prior to final payment. Payment requests shall be detailed per the work scope and include a sales tax report for all purchased equipment and materials.

This project has been completed.

*The breakdown of the total cost of the project is as follows:*

Carolina Lift Station	\$83,960.00
LKC Engineering	\$ 5,400.00
	<hr/>
	\$89,360.00 Paid week of March 3, 2020



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

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### ***December/January***

- 941
- NC 5Q
- Employment Security Commission
- NCDOR E-500 (Pool Concessions)
- 2nd Quarter: March 2019 941, NC 5Q, Employment Security Commission, NCDOR E-500 (Pool Concessions)
- LGC-203 Cash & Investments Report for Reporting Period ending December 31, 2019
- Worked with our Financial Software Company Southern Software to set up the 2020 Pay Schedule and change the pay scale
- Reserved Hotel Rooms and made dinner reservations for Board, Manager, and Clerk for the Essentials of Government Training in Fayetteville (Jan 11<sup>th</sup>)
- Met with Verizon regarding new phone system for the town
- Met with Randolph Communications for training on media/tvs for meeting room
- US Government's System for Award Management – for DUNS Number – Annual Update
- Schedule Full Time Employee meetings to discuss benefits
- Organized Meet & Greet
- Held Monthly Senior Gathering – Bingo
- Hosted Leadership Montgomery
- Spoke with FEMA and LKC Engineering (Bill Lester) regarding the Shady Oak Pump Station improvements
- Began planning Senior Valentine's Luncheon
- Worked on Website
- Ordered W2s and 1099s
- Scheduled Training for Jan 18<sup>th</sup>.
- Learned new time scheduling software
- Scanned and checked documents
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- Completed CAFR
- Worked with NCLM Insurance on P&L Claim

### ***January/February***

- Town Manager and myself met with all Full Time Employee meetings to discuss benefits
- Hosted Meet & Greet
- Held Monthly Senior Gathering – Bingo
- Spoke with FEMA and LKC Engineering (Bill Lester) regarding the Shady Oak Pump Station improvements
- Finalized Plans for Senior Valentine's Luncheon
- Worked on Website

- Printed and mailed W2s
- Printed and mailed 1099s
- Scanned and checked documents
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- Worked with NCLM Insurance on P&L Claim
- Lead Admin Staff meeting
- Worked on upcoming senior events
- Attended Webinar for NC Retirement
- Printed and Indexed Minutes

### **February/March**

- Hosted Early Voting
- Held Monthly Senior Gathering – Valentine’s Luncheon
- Spoke with FEMA and LKC Engineering (Bill Lester) regarding the Shady Oak Pump Station improvements
- Extensive work on Town website
- Scanned and checked documents
- Reviewed all weekly check runs
- Reviewed and confirm daily receipts
- Posted all NC E-Pay Deposits
- Worked with NCLM Insurance on P&L Claim
- Lead (2) Admin Staff Planning meetings
- Worked on upcoming senior events
- Printed and Indexed Minutes (Minute Book 8, 9, 10, 11, and 12)
- Sent Minute Book 8, 9, 10, 11, and 12 to NC Department of Natural & Cultural Resources to be microfilmed.
- Ordered Board Business Cards
- Ordered name tags for fire department equipment cubbies
- Ordered town pins
- Met with new Librarian at the Allen Library in Biscoe
- Reconciled bank reconciliations
- Prepared packets for Summer Park employees to complete
- Advertised for Summer Employees
- Met with Gene Stevens to discuss upcoming Summer at the pool
- Met with Admin Staff and Gene Stevens regarding upcoming Summer

## CONSENT AGENDA

**(c) Consent Agenda.** The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

**(d) Informal Discussion of Agenda Items.** The council may informally discuss an agenda item even when no motion regarding that item is pending.

## **APPLICATIONS BEING ACCEPTED**

Applications are now being accepted for individuals to serve on a newly formed Planning Board for the Town of Biscoe. The Board will consist of seven members (5 appointed by the Biscoe Town Board and 2 appointed by the Montgomery County Board of County Commissioners).

The purpose of the Planning Board is to conduct studies and recommend plans, policies, and ordinances relating to the growth and development of the Town; makes recommendations concerning proposed major subdivisions and proposed land use ordinance and zoning map amendments. They are strictly an advisory board to the commissioners regarding the zoning elements of the Town. Normally, the board will meet once a month on Monday evenings, but the Planning Board will also need to be a part of the future land use plan process.

Applications will be taken through *March 23, 2020*. Applications are available online at [www.townofbiscoe.com](http://www.townofbiscoe.com) or may be picked up at Biscoe Town Hall located at 110 West Main Street, Biscoe NC 27209.

**TOWN OF BISCOE**  
**Board Appointment Application**



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Boards to Serve:

- Biscoe Planning Board
- Biscoe Parks & Recreation

Please list any education, transcripts, certification, etc. below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Civic or Service Organization Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any Boards you currently serve on or have served on \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any Boards you have previously served on \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please mail this application to:

Town of Biscoe  
Attention: Laura B. Morton, Town Clerk  
110 West Main Street  
Biscoe NC 27209

or email it to [laura.morton@townofbiscoe.com](mailto:laura.morton@townofbiscoe.com)

**Email sent to Board from Brandon Holland**

Good afternoon Mayor and Commissioners,

As part of our future land use plan and the new requirements underway with the NCGS 160D legislation we need to appoint a planning board. Seven members total, 5 appointed by you, and 2 appointed by the county commissioners because we have an ETJ. We are able to (and most Towns do) make recommendations to the county commissioners of who we'd like appointed. Per general statutes the ETJ members do NOT have to live in our ETJ just as long as they live in this county.

The Planning Board purpose is to conduct studies and recommend plans, policies, and ordinances relating to the growth and development of the Town; makes recommendations concerning proposed major subdivisions and proposed land use ordinance and zoning map amendments. They are strictly an advisory board to the commissioners regarding the zoning elements of the Town. Normally will meet once a month, but also needs to be apart of the future land use plan process.

At the Board Meeting on Monday we'll make an announcement that we're looking for members and open up accepting applications for two weeks. Then adopt the board at the retreat on March 20th. The County Commissioners meet on the 17th and will need to make their appointments then to keep everything on schedule.

If you have anyone in mind that you'd like to serve please reach out to them and let me know as soon as possible.

If you have any questions please let me know.

## INTERNET SWEEPSTAKES CAFÉ/GAME ROOM/ELECTRONIC GAMING

Intent

Definition

Permit Required

Criminal History Check Authorized

Disqualifications

Prohibited Conduct

Rules for Operation

Signage

Removal to Another Location

Revocation of Permit

### **INTENT**

In the development and adoption of this Section, it is recognized that some uses can have objectionable characteristics if not properly monitored, thereby having a deleterious impact upon property values, public safety, and the quality of life. The purpose of these regulations is to preserve the integrity and character of internet cafes, to deter the spread of urban blight, to protect the public from activities prohibited by state law.

### **DEFINITIONS**

As used in this Section only, the following terms shall be defined as set forth below. All other terms shall have their customary meaning

**INTERNET CAFÉ.** An internet café is a place where one can use a computer with Internet access, usually for a fee, either per hour or minute; or with a pass for a day or month, etc. It may serve as a regular café as well, with food and drinks being served. This definition does not include internet sweepstake cafes.

**GAME ROOM.** Any place of business that principally operates mechanical games or pay devices or tables for which charge is made either directly or indirectly. Examples, by way of illustration and not limitation, are pool rooms, bowling alleys, billiard halls, amusement centers, video game rooms and the like.

**ELECTRONIC GAMING DEVICE.** Any electronic device (computers, terminals, etc) that is capable of visually displaying information to sweepstake entrants in the form of game play, or simulated game play, including but not limited to:

A video poker game or any other kind of video playing card game, video bingo game.

A video craps game, video keno game, video lotto game, eight liner, pot-of-gold.

Video game based on or involving the random or chance matching of different pictures, words, numbers, or symbols not dependent on the skill or dexterity of the player.

INTERNET SWEEPSTAKES. Any game, advertising scheme or plan, or other promotion, which, with or without payment of any consideration, a person may enter to win or become eligible to receive any prize, the determination of which is based upon chance.

### **PERMIT REQUIRED**

- (A) Every operator of a game room shall be required to pay a permit fee in accordance with the guidelines contained in this code. Fee shall be \$100 per machine, per year. Fee amounts subject to change as apart of the Town's Fee Schedule.
- (B) In addition, every operator of a game room shall apply for and obtain a permit from the Town Manager, or his or her designee, to operate a game room. Application for a permit shall be made upon forms provided by the Town Manager or his or her designee.
- (C) An application fee shall be paid when the application is submitted to cover the cost of administration of this chapter.
- (D) The permit shall expire on June 30 of each year and shall not be transferable.
- (E) A new permit must be applied for and obtained, by the operator of the game room, annually, in accordance with divisions (B) and (C) above.
- (F) It shall be unlawful to operate a game room within the town without a permit as required by division (B) above.
- (G) Internet sweepstakes cafes shall be permitted in HB Highway Business District as a conditional use, subject to the requirements of this section.

### **CRIMINAL HISTORY CHECK AUTHORIZED**

- (A) A criminal records background check is required for applicants for permit under this chapter, in order to protect the public health, safety and welfare.
- (B) The background check shall be conducted by the Town Police Department in conformity with state law. The result of the background check can determine the suitability of the applicant.



## **DISQUALIFICATIONS**

- (A) Permit shall not be issued to any applicant who:
  - (1) Has been convicted of unlawfully selling alcoholic beverages, intoxicating liquors or narcotic drugs;
  - (2) Is not a resident of the state; or
  - (3) As a result of the criminal background check, the Town Manager, or his or her designee, determines that the applicant's operation of the business for which the permit is applied would create a risk of illegal activity, because of the applicant's previous conduct involving moral turpitude.
- (B) If the Town Manager, or his or her designee, denies a permit to an applicant, the applicant shall be notified, in writing, of the decision within 15 days of the decision and the applicant shall be notified of his or her right to appeal the decision to the Board of Commissioners.
- (C) If an applicant, who has been denied a permit, requests an appeal in writing to the Board of Commissioners within 30 days of the date the notification letter was mailed from Town Hall to the applicant, he or she shall be granted a hearing of appeal by the Board of Commissioners. The hearing shall be held by the Board of Commissioners within 30 days of receiving written notice, from the applicant, that a hearing is desired.

## **PROHIBITED CONDUCT**

Permittees under this chapter shall not, and neither shall their employees:

- (A) Suffer or permit any gambling on the permitted premises at any time; nor the sale or use of any racing, football or other parlay cards, or gambling boards or devices;
- (E) No loud noises shall be allowed to emanate beyond the permitted premises.
- (B) Suffer or permit the permitted premises to become disorderly; or permit any profane, obscene or indecent language thereon;
- (C) Suffer or permit any alcoholic beverages, intoxicating liquors or narcotic drugs to be sold or kept or consumed on the permitted premises;
- (D) Employ, in carrying on the business, any person who has been convicted of unlawfully selling alcoholic beverages, intoxicating liquors or narcotic drugs;
- (E) Employ, in carrying on the business, any person who has been convicted of an unlawful sex offense; or
- (F) Employ, in carrying on the business, any person who has been convicted of any offense against a minor, as defined by State and Federal Law.

## **RULES FOR OPERATION**

The following rules shall be observed by all operators of game rooms within the town.

- (A) All game rooms are allowed to remain open from 7:00 a.m. until 10:00p.m., seven days per week.
- (B) No play on any game shall be allowed during the times when game rooms are required by this chapter to remain closed.
- (C) All game rooms shall be operated only on the ground floor of a building, and plate glass windows shall be in those parts of the building facing any street, so that a clear view inside may be had from the street.
- (D) No screens, curtains, blinds, partitions or other obstructions shall be placed between the entrance to the room where games are played and the rear wall of the room, so that a clear view of the interior may be had from the street.
- (E) No electronic gaming device shall be used for sweepstake activities prohibited by State law and Federal Law.
- (F) Use of "fish tables" or related game/machines are prohibited.

## **SIGNAGE**

- (A) In addition to the sign regulations of the zoning ordinance, signs shall not obstruct the view of electronic devices from exterior of the building.
- (B) Window signs shall cover no more than 25% of the window surface area.

## **REMOVAL TO ANOTHER LOCATION**

- (A) The removal, from one location to another, of any business designated above shall require a new and separate permit to operate and privilege permit.
- (B) The owner must apply for and obtain the required permits prior to relocating the business. All provisions of this chapter shall apply to the business at its new location.

## **REVOCACTION OF PERMIT**

After giving the operator of a game room adequate notice and an opportunity to be heard, the Board of Commissioners may revoke the permit of any game room operator who:

- (A) Violates any provision of this chapter; or
- (B) Is convicted of unlawfully setting alcoholic beverages or narcotic drugs.

*Ordinance Adopted By Town of Biscoe Board of Commissioners, January 14, 2019*

## **Set Public Hearing for Game Room Application for April 13, 2020**

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The Board needs to schedule a public hearing for the April 13, 2020 meeting. A Game Room Application received from Mike Park. The application is for address 2927 Hwy 24/27 E, Biscoe. The location is the old Vanderveer Building. Mr. Park would like to run a Sweepstake Game Room at this location.

The Town's Internet Sweepstakes Café/Game Room/Electronic Game Ordinance is included in the agenda packet for your review.

## **Set Board Retreat Meeting**

**for March 20<sup>th</sup> - 11:00 until 5 pm And March 21<sup>st</sup> – 9 am until 1 pm**

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The Board needs to officially set Board Retreat Meeting for March 20<sup>th</sup> - 11:00 until 5 pm & March 21<sup>st</sup> – 9 am until 1 pm.

## **Reminder of Upcoming Meetings**

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This is not an action item. This is only a reminder of upcoming meetings.

- Regular Monthly Meeting - April 13 at 7 pm
- Budget Meeting - April 20 at 6 pm
- Regular Monthly Meeting - May 11 at 7 pm
- Budget Meeting - May 18 at 6 pm
- Regular Monthly Meeting June 8 at 7 pm
- June 24 at noon – Year End Budget Meeting

**Strategic Planning Discussion**  
**Chris Aycock, The Aycock Group**

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Chris Aycock with The Aycock Group will talk with the Board about the process we will go through with the Strategic Planning Meeting on March 20<sup>th</sup> and March 21<sup>st</sup>.

# **SPECIAL MEETING**

**Biscoe Town**

**Board of Commissioners**

has been invited

to tour the Old Biscoe School

March 9 at 5:30 pm.

Dinner will be served.

Biscoe School is located

at 309 Page Street Biscoe NC 27209.