



## “A Dream Worth Dreaming”

**MAYOR**  
JAMES E. BLAKE

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

**TOWN MANAGER**  
BRANDON W. HOLLAND

**TOWN CLERK**  
LAURA B. MORTON

### TOWN OF BISCOE BOARD OF COMMISSIONERS Meeting Agenda MAY 14, 2018 at 7:00 p.m.

1. Call to Order Mayor Blake  
Pledge of Allegiance & Moment of Silence
2. Conflict of Interest Statement  
*“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.”*
3. Approval of the Agenda Mayor Blake
4. Consent Agenda Mayor Blake
  - a) Approval of April 2018 Regular Meeting & Budget Meeting Minutes
  - b) May 2018 Monthly Financial Report
  - c) Confirmation of New Fire Chief Michael Barrington
5. Approval of RFP – Financing for New Fire Truck Manager Holland
6. Wayfinding Signs Manager Holland
7. Zoning - Conditional Use Permit Request(s) Set Pubic Hearing(s) Manager Holland
8. Set a Public Hearing for June 11<sup>th</sup> for the Fiscal Year 2018-2019 Budget Manager Holland
9. Water/Sewer Collection Ordinance Amendment Request  
& Set a Public Hearing for June 11<sup>th</sup> Manager Holland
10. Approval of Gazebo Resolution Mayor Blake
11. Manager Report Manager Holland
12. Mayor’s Minutes - Commissioner Reports - Staff Reports
13. Public Comment
14. Adjournment



**TOWN OF BISCOE**  
**BOARD OF COMMISSIONERS MEETING**  
**April 9, 2018**

The Biscoe Town Board of Commissioners met in a regular session on Monday, April 9, 2018 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Kay Cagle Kinch, and John Beard. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

\*(James Cagle, Jr. "Jimmy" Cagle's seat is vacant due to his death on December 30, 2017).

**Call to Order/Pledge of Allegiance**

Mayor Blake 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**

"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."

**Approval of the Agenda**

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

*AYES: 4; NAYS: 0*

**Approval of the Consent Agenda**

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Kinch and so the motion carried unanimously to approve consent agenda items: a) Approval of the March 2018 minutes and b) Approval of the April 2018 Monthly Financial Report.

*AYES: 4; NAYS: 0*

**Budget Amendment**

A motion was made by Commissioner Anderson, seconded by Mayor Pro-Tem Smith, and so the motion carried unanimously to approve the budget amendment for the Electric Car Charging Station that is located at the Deaton-Monroe Park (Biscoe Park).

*AYES: 4; NAYS: 0*

**Annexation Request**

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Kinch and so the motion carried unanimously to approve the following resolutions regarding the annexation request of 521 Mill Street (7568 10 46 4059) and 541 Mill Street (7568 10 45 1907) owned by Michael B. Tedder:

*AYES: 4; NAYS: 0*



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE AN ANNEXATION  
PETITION RECEIVED UNDER G.S. 160A-31  
521 Mill Street – Michael B. Tedder Property  
Tax Parcel Number: 7568 10 46 4059**

Whereas, a petition requesting annexation of an area described in said petition was received on April 9, 2018 by the Biscoe Town Board of Commissioners; and

Whereas, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

Whereas, the Town Board of Commissioners of the Town of Biscoe deems it advisable to proceed in response to this request for annexation;

Now, therefore, be it resolved by the Board of Commissioners of the Town of Biscoe that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible the Board of Commissioners the result of her investigation.

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE AN ANNEXATION  
PETITION RECEIVED UNDER G.S. 160A-31  
541 Mill Street – Michael B. Tedder Property  
Tax Parcel Number: 7568 10 45 1907**

Whereas, a petition requesting annexation of an area described in said petition was received on April 9, 2018 by the Biscoe Town Board of Commissioners; and

Whereas, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

Whereas, the Town Board of Commissioners of the Town of Biscoe deems it advisable to proceed in response to this request for annexation;

Now, therefore, be it resolved by the Board of Commissioners of the Town of Biscoe that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible the Board of Commissioners the result of her investigation.

**Surplus Equipment – Public Works**

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously declare 495 John Deere Mower (SN CH30100117595) and the 2001 Ford F150 Surplus Equipment and to sale both pieces of equipment.

**Award of Audit Contract**

Town Manager Holland said staff received three RFPs from Auditing firms and would like to recommend Cannon & Company. They are highly recommended from other local government entities.

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously award the Audit Contract to Cannon & Company.

*AYES: 4; NAYS: 0*

### **Award of CDBG Infrastructure Project – Bruton Street**

Manager Holland informed the Board that LKC Engineering was the highest scoring proposals of the three RFPs that were received. The RFPs were for Administrative and Engineering Services. The Board of Commissioners authorized staff to enter into contract at the appropriate time as authorized by the State. (McDavid & Associates and The Adams Company, Inc. were the other firms submitting bids). These awards will not become until NCDEQ issues a release of conditions and the town is authorized to enter contract negotiations.

### **Biscoe Fire Department Ladder Truck Request**

Fire Chief Tripp Myrick was present to discuss the new Biscoe Fire Department Ladder Truck. He started with a brief history. Several years back, the Town of Biscoe purchased a ladder truck from Holly Springs Fire Department for approximately \$190,000. In the fall, we began to have problems with the truck and it would leave us stranded. We sent the truck to a shop in Fayetteville. They had the truck from December to the end of January 2018 and could not find a problem, but a wiring issue was suspected. This ran up a bill of \$20,000 (of which all was forgiven but \$1,500). One of our firemen was in a class recently with a firefighter from Holly Springs and he told our fireman that they had wiring issues with the truck when they owned the truck. We then learned about Brindlee Fire Apparatus in Alabama. Fire Chief Myrick said Town Manager Brandon Holland took time out of his schedule to go to Alabama with us to look at replacement platform trucks. Mike Barrington and Kyle Morris also went on the trip to Alabama.

After riding and trying out several trucks, the group found a truck that would be more suitable to Biscoe. Brindlee will take ours as a trade in and allow \$75,000 toward the purchase. The Fire Department came up with a list of items that needed to be checked/corrected on the truck and Brindlee has agreed to them. There is a list of add-ons that total approximately \$35,000. The Fire Department officers voted to allow \$25,000 of the Fire Department fundraiser money to go toward the add-ons. Brindlee Mountain Fire Apparatus has agreed to sell one 2003 E-One Cyclone HP 75' Quint (Apparatus Stock# I 0349) to Biscoe Volunteer Fire Department, NC (Buyer) for the sum of \$175,000 (One hundred seventy-five thousand dollars and no cents) and one trade in of the 1999 American Lafrance Mid Mount Tower.

Apparatus YIN: 4EN3AM8831007152

Trade In VIN: 4Z3XESEB7XRB60180

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Beard, and so the motion carried unanimously to allow the trade of the current Ladder Truck for the E-One, and allow the Town Manager work with the Fire Chief on funding for the new Fire truck and to allow the add-ons.

*AYES: 4; NAYS: 0*

### **American Axle (Grede) Light Pole Placement Request**

A motion was made by Commissioner Anderson, seconded by Commissioner Kinch, and so the motion carried unanimously to approve the change in placement of the light pole at American Axle. This was necessary after their parking lot was paved and the fencing removed.

*AYES: 4; NAYS: 0*

### **Speed Bump Request**

A motion was made by Commissioner Beard, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve a (longer lasting) speed bump on Church Street.

*AYES: 4; NAYS: 0*

## **Manager's Report**

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Manager Holland reported to the Board that agenda packets would be delivered on Tuesday. He also announced the Town's 1<sup>st</sup> Arbor Day Celebration on April 27 in conjunction with Communities in Schools.

## **Mayor's Minutes**

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*Mayor Blake provided the following minutes:*

- Went to MCC with Town Manager Holland and Commissioner Anderson.
- Attended a Mayor's meeting in Troy with the Town Manager regarding Recreation Funds.
- Went and looked at new playground equipment at the Park.
- Called Brandon Jones with NC Department of Transportation about the gazebo.

## **Commissioner Report**

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- Commissioner Beard said the Park looks really good.
- Mayor Blake said the Pool House is being painted.
- Mayor Blake said the Fire Department Fundraiser was successful.
- Commissioner Anderson thanked Town staff for all of their outstanding work.

## **Public Comment**

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*The following spoke during the public forum:*

Mayor Blake recognized Boy Scout Troop 61 from Dover. They have been established since 1976. There were 2 leaders and 6 boy scouts in attendance.

## **Closed Session**

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A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to go into closed session in accordance with North Carolina General Statute 143-318.11 (a) Personnel. The Board went in to Closed Session to discuss Payroll.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously with nothing to report.

*AYES: 4; NAYS: 0*

## **Recess**

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There being no further business to bring before the Board, Commissioner Beard made the motion to recess the regular session until the Budget Work Session on Monday, April 16 at 6 pm. Mayor Pro Tem Smith made the second. All voted in favor. Meeting adjourned at 8:06 p.m.

**Budget Workshop 1**  
**April 16, 2018**

The Biscoe Town Board of Commissioners met in a budget session on Monday, April 16, 2018 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Kay Cagle Kinch, and John Beard. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

\*(James Cagle, Jr. "Jimmy" Cagle's seat is vacant due to his death on December 30, 2017).

Mayor Blake reconvened the meeting from the April 9, 2018 regular session. Town Manager Brandon Holland presented the following proposed Fiscal Year 2018-2019 Budget.

**General Fund Revenues**

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The first draft of the fiscal year 2018-2019 Budget proposes a remaining property tax rate of \$0.56 per \$100 valuation. In fiscal year ending 2017 the real property and vehicle valuation for the Town of Biscoe was \$136,698,685 a 5.7% increase from the prior year of \$129,277,971 with a combined collection rate of 96.4% compared to the previous year of 98.23%. Fiscal year 2018-2019 we can estimate to collect \$690,460 in property tax. State forecasts show that Biscoe can expect around a 4% increase on sales tax revenue, no change in beer and wine taxes and a 1% increase in solid waste disposal tax. While Powell Bill revenue is expected to remain the same (\$48,375), \$65,123 of Fund Balance is appropriated to balance the general fund. This amount is smaller than the previous year due to the improvements that were made at the park.

**General Fund Expenditures**

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In an effort to minimize fund balance spending there are minor changes and the General Fund expenditure changes are highlighted as follows: The Police Department will replace a 2008 vehicle with one 2018 SUV. The Police Department Budget will not include the Transfer to the LEO Separation Fund of \$25,000. The funds will be transferred from the CD just as we did last year. The current CD has a balance of \$96,481. This transfer is normally around \$20,000.

Once finance proposals have been received for the purchase of the ladder truck, the Fire Department's budget will reflect those payments and the schedule will be included as well. Depending on interest rates, this change is expected to be between a \$7,000-\$10,000 increase to their budget total.

Last year the Streets Department and Water Department shared the expense of a new truck for Public Works and purchased a new mower. No capital items for the streets department are proposed this year.

Recently the park has had several upgrades, resurfacing of the tennis courts, re-plastering of the pool, renovated pool house, new playground equipment, and new roof on the shelter, new light poles at the ball field. No capital items are proposed for the 2018-2019 fiscal year.

**Enterprise Fund**

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Rates are proposed to remain the same in the Water & Sewer Fund. Last year the minimum rate increased \$2 to prepare for the loss of the revenue for when the Central High School opens, water tank maintenance and repairs to our water/sewer system. In an effort of minimize loss, there are only a few changes. As you may recall from last year's financials, Water & Sewer revenues are over expenditures, and we will work to continue that trend. The budget reflects the second year of the Water Tank

Maintenance contract in addition to reimbursement to the General Fund to reimburse for insurance expenses.

\$13,111 of Fund Balance is appropriated to offset the expenditures. The department will continue to experience debt payments totaling \$140,560, for the SRF Loan payments and the First Bank loan for the Industrial Park Lift Station, therefore capital spending has been limited to a sewer camera and improvements to the shop door.

The Town was awarded \$1,865,000 of State CDBG-Infrastructure funds for the Bruton Street infrastructure improvements. A separate fund will be set up at the appropriate time start the project.

### **Employees**

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The budget is prepared and balanced with a 2% COLA for employees, and longevity as addressed in the personnel. The state average of COLA this year will be around 3% from a survey from the League of Municipalities and the PTRC, 2018 Consumer Price Index increase is 2.1%. Health insurance numbers are normally received in May and the board will be made aware of any changes.

### **PUBLIC HEARING**

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In accordance with N.C.G.S. § 159-12(b) there will be a public hearing on June 11, 2017 at 7:00 pm, at the Biscoe Town Hall, any person wishing to make comments may do so at that time.

Manager Holland said last year was a positive year. He said going into fund balance is not that uncommon.

Mayor Blake said the County is looking into the following distributions for County Recreation Money (from the Landfill). \$10,000 Star; \$21,000 Candor; and \$23,000 for Biscoe, Troy, & Mt. Gilead.

He also said the County wants to purchase the Town's mega park.

Manager Holland said new this year is a \$40,000 transfer from water/sewer to the general fund to cover half of property and liability and worker's compensation insurance.

Manager Holland said banking RFPs will be sent out for the Fire Truck and are due May 9, 2018. The proposals have to be a fixed interest rate.

Town Manager Holland said he and Public Works Director Sam Stewart will compile a priority street paving list.

He also said in the next few years, we will need to look at sludge removal for a few months in the winter when the beds can't dry out because of the temperature.

Commissioner Anderson requested that the Town look at the condition of the dugouts at the Little League Baseball Park.

Mayor Blake said the streets need attention.

# MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2018 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET <i>Bank 3</i>	.15%	\$1,411,116.28	<b>RECONCILED THRU MARCH 2018</b>
GENERAL FUND 10 – CD 54 <i>Bank 102</i>	.15%	\$236,702.59	<b>RECONCILED THRU APRIL 2018</b>
FUND 21 – CAP. RES. CD 49 <i>Bank 104</i>	.15%	\$34,603.93	<b>RECONCILED THRU APRIL 2018</b>
FUND 72 LEO – CD 30 <i>Bank 105</i>	.15%	\$96,148.40	<b>RECONCILED THRU APRIL 2018</b>
<b>TOTAL FIRST BANK ACCOUNTS</b>		<b><u>\$1,778,571.20</u></b>	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY <i>Bank 1</i>	.10%	\$1,295,362.39	<b>RECONCILED THRU APRIL 2018</b>
PAYROLL ACCOUNT <i>Bank 4</i>	0%	\$23,225.52	<b>RECONCILED THRU APRIL 2018</b>
<b>TOTAL FIDELITY BANK ACCOUNTS</b>		<b><u>\$1,318,587.91</u></b>	

NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT <i>Bank 108</i>	1.30	\$7,529.47	<b>RECONCILED THRU APRIL 2018</b>
PAYROLL (GF) GOVT. <i>Bank 112</i>	1.30	\$101,061.32	<b>RECONCILED THRU APRIL 2018</b>
POWELL BILL ACCOUNT – GOVT. <i>Bank 116</i>	1.30	\$83,921.79	<b>RECONCILED THRU APRIL 2018</b>
CEMETERY (GF) TERM <i>Bank 113</i>	1.59	\$50,685.06	<b>RECONCILED THRU APRIL 2018</b>
HALLOWEEN IN THE PARK (GF) TERM <i>Bank 114</i>	1.59	\$25,341.25	<b>RECONCILED THRU APRIL 2018</b>
GENERAL NEEDS (GF) TERM <i>Bank 115</i>	1.59	\$108,934.94	<b>RECONCILED THRU APRIL 2018</b>
WATER IMPROVEMENTS (WS) TERM <i>Bank 111</i>	1.59	\$126,706.28	<b>RECONCILED THRU APRIL 2018</b>
<b>TOTAL NCCMT INVESTMENT ACCOUNTS</b>		<b><u>\$514,180.11</u></b>	



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

**NCCMT RATES CONTINUE TO INCREASE**

**RATES AS OF 05-02-18**

Rates for Government Portfolio increased from **1.37 to 1.59**

Rates for Term Portfolio increased from **1.61 to 1.97**

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

**SEWER ACROSS THE BYPASS**

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

Total Project - \$2,258,960.00

**WASTEWATER TREATMENT PLANT**

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- 1) Clean Water Management Trust Fund Grant \$ 584,000.00
- 2) State Revolving Loan – Interest Rate 0.00% \$1,323,106.00

As of February 20, 2018, the Town owes approximately \$1,190,795.40. (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

**INDUSTRIAL PUMP STATION**

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- 1) First Bank Commercial Loan – Interest Rate 1.65% \$350,000.00

As of April 2, 2018, the Town owes approximately \$181,769.67.

The monthly payment is \$6,198.91.

**BRUTON STREET PUMP STATION**

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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. This project is in the Request for Proposals stage.



May 1, 2018

Brandon Holland, Town Manager  
Town of Biscoe  
PO Box 1228  
Biscoe, NC 27209

Re: Proposal for Installment Financing Agreement

Dear Brandon:

As per your request for bids for financing for the Fire Truck for the Town of Biscoe, Fidelity Bank is pleased to offer the following terms, rate and fees:

Amount	Term	Rate	Fees
\$175,000	10 Annual Payments	3.75%	\$750.00

- Payments shall be made annually (see included amortization schedules)
- There is no prepayment penalty for either full or partial repayment of the loan principal prior to the maturity date
- Underwriting, origination, along with all legal documents with opinions and review necessary to correctly document this transaction will be the responsibility of Fidelity Bank. Fidelity Bank and its counsel shall prepare the financing agreement and all documentation for review by the Town of Biscoe
- The loan will be secured by a lien on 2003 E-One Cyclone HP 75' Quint (stock #10349 from Brindlee Mountain Fire Apparatus LLC) VIN: 4EN3AA8831007152
- All applicable costs, including but not limited to an origination fee (\$750.00) and recording fee (\$40.00) shall be the Town of Biscoe's responsibility
- The Town of Biscoe will provide applicable invoices to document the cost of the vehicles and equipment
- This bid is good for 45 days

Thank you for the opportunity to bid this project for the Town of Biscoe. If we are the successful bidder, I look forward to working with you on this financing. Please call if you need clarification on any of the terms and conditions.

Very truly,

Beth DeBerry  
Vice President

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	05/01/19	\$175,000.00	\$21,308.23	\$ -	\$21,308.23	\$14,745.73	\$6,562.50	\$160,254.27	\$6,562.50
2	05/01/20	\$160,254.27	\$21,308.23	\$ -	\$21,308.23	\$15,298.70	\$6,009.53	\$144,955.57	\$12,572.03
3	05/01/21	\$144,955.57	\$21,308.23	\$ -	\$21,308.23	\$15,872.40	\$5,435.83	\$129,083.16	\$18,007.87
4	05/01/22	\$129,083.16	\$21,308.23	\$ -	\$21,308.23	\$16,467.62	\$4,840.62	\$112,615.55	\$22,848.49
5	05/01/23	\$112,615.55	\$21,308.23	\$ -	\$21,308.23	\$17,085.15	\$4,223.08	\$95,530.40	\$27,071.57
6	05/01/24	\$95,530.40	\$21,308.23	\$ -	\$21,308.23	\$17,725.85	\$3,582.39	\$77,804.55	\$30,653.96
7	05/01/25	\$77,804.55	\$21,308.23	\$ -	\$21,308.23	\$18,390.56	\$2,917.67	\$59,413.99	\$33,571.63
8	05/01/26	\$59,413.99	\$21,308.23	\$ -	\$21,308.23	\$19,080.21	\$2,228.02	\$40,333.78	\$35,799.66
9	05/01/27	\$40,333.78	\$21,308.23	\$ -	\$21,308.23	\$19,795.72	\$1,512.52	\$20,538.06	\$37,312.17
10	05/01/28	\$20,538.06	\$21,308.23	\$ -	\$20,538.06	\$19,767.88	\$770.18	\$ -	\$38,082.35

May 2, 2018

Brandon Holland, Town Manager  
Town of Biscoe  
PO Box 1228  
Biscoe NC 27209

**RE: Proposal to Provide Financing for the purchase of one 2003 E-One Cyclone HP 75' Quint (apparatus stock # 10349, from Brindlee Mountain Fire Apparatus LLC). Apparatus VIN: 4EN3AA8831007152**

First Bank is pleased to offer the Town of Biscoe the following terms & conditions in connection with the request for financing referenced above:

- **Borrower:** Town of Biscoe
- **Amount:** Up to \$175,000.00
- **Rate:** 3.90% fixed – this is a tax exempt rate
- **Term:** 10 years
- **Repayment:** Installments payments are to be made annually in arrears.
- **Prepayment Penalty:** None
- **Collateral:** First lien on the 2003 E-One Cyclone HP 75' Quint (apparatus stock # 10349, from Brindlee Mountain Fire Apparatus LLC) Apparatus VIN# 4EN3AA8831007152, purchased with loan proceeds.
- **Bank Fees Paid by the Town of Biscoe:** No origination fee, Title Fees \$54.50
- **Proposal expiration:** This proposal for financing shall expire in 60 days.
- **Financials:** 2016 and 2017 year end financials to be submitted
- **Specifications:** The bank agrees to the contract specifications set forth in Part B of the Request for Proposal.

This proposal is subject to final approval by First Bank's credit administration review of a complete loan package.

# FIRST BANK

104 National Drive  
P.O. Box 160  
Biscoe, NC 27209  
910-428-2158 phone  
910-428-2159 fax

Thank you for the opportunity to submit a proposal for the Town of Biscoe financing needs.  
Should you have any questions, please call at 910-428-2158.

Best regards,



Ricardo Romero  
Business Development Officer



**BB&T Governmental Finance**

5130 Parkway Plaza Boulevard  
Charlotte, North Carolina 28217  
(704) 954-1700  
Fax (704) 954-1799

May 9, 2018

Mr. Brandon Holland  
Town Manager  
Town of Biscoe

Dear Mr. Holland:

Branch Banking and Trust Company (“BB&T”) is pleased to offer this proposal for the financing of a Fire Truck, as requested by the Town of Biscoe (the “Town”).

- (1) Project:** Fire Truck
- (2) Amount to be financed:** \$175,000.00
- (3) Interest Rates, Financing Terms and Corresponding Payments:**

<b>Term</b>	<b>Rate</b>
10 years	4.38%

Payments shall be annual in arrears, or as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds may be deposited on behalf of the Town in a project fund account as needed with Branch Bank & Trust. Earnings on the project fund shall accrue to the benefit of the Town for use on Project costs or interest payments.

The interest rate stated above is valid for a closing not later than July 9, 2018. Closing is contingent upon completing documentation acceptable to BB&T and upon the condition of the equipment acceptable to BB&T. BB&T shall provide a list of required documentation for closing should we be the successful proposer.

All applicable taxes, permits, costs of counsel for the Town and any other costs shall be the Town’s responsibility and separately payable by the Town. The financing documents shall allow prepayment of the principal balance in whole on any date without a prepayment premium.

The stated interest rate assumes that the Town expects to borrow no more than \$10,000,000 in calendar year 2018 and that the financing shall qualify as qualified tax-exempt financing under the Internal Revenue Code. BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not qualified tax-exempt financing. The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this

transaction is determined to be taxable or non-bank qualified in accordance with North Carolina Statutes or the Internal Revenue Service code.

BB&T will require audited financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

**(4) Financing Documents:**

BB&T and its counsel shall prepare all documentation for the Town. We shall provide a sample of those documents to you should BB&T be the successful proposer. This financing shall be secured by a first lien security interest in all personal property acquired with proceeds.

\* \* \* \* \*

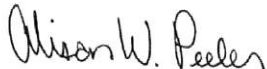
BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the Town of its election to do so (whether or not this offer has previously been accepted by the Town) if at any time prior to the closing there is a material adverse change in the Town's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Town or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Please call me at (336) 376-0254 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY



Alison W. Peeler  
Senior Vice President

Enclosure

**Resolution Approving Financing Terms**

**WHEREAS:** The Town of Biscoe ("Town") has previously determined to undertake a project for the financing of a fire truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Bank and Trust Company ("BB&T"), in accordance with the proposal dated May 9, 2018. The amount financed shall not exceed \$175,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.38%, and the financing term shall not exceed ten (10) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the Town of Biscoe or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By: \_\_\_\_\_  
(Clerk)

By: \_\_\_\_\_  
(Mayor)

SEAL



Biscoe Fire Truck                      DRAFT

Compound Period:                      Annual

Nominal Annual Rate:                      4.380%

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	5/9/2018	175,000.00	1		
2 Payment	5/9/2019	21,986.00	10	Annual	5/9/2028

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
	Loan 5/9/2018				175,000.00
2018 Totals		0.00	0.00	0.00	
	1 5/9/2019	21,986.00	7,665.00	14,321.00	160,679.00
2019 Totals		21,986.00	7,665.00	14,321.00	
	2 5/9/2020	21,986.00	7,037.74	14,948.26	145,730.74
2020 Totals		21,986.00	7,037.74	14,948.26	
	3 5/9/2021	21,986.00	6,383.01	15,602.99	130,127.75
2021 Totals		21,986.00	6,383.01	15,602.99	
	4 5/9/2022	21,986.00	5,699.60	16,286.40	113,841.35
2022 Totals		21,986.00	5,699.60	16,286.40	
	5 5/9/2023	21,986.00	4,986.25	16,999.75	96,841.60
2023 Totals		21,986.00	4,986.25	16,999.75	
	6 5/9/2024	21,986.00	4,241.66	17,744.34	79,097.26
2024 Totals		21,986.00	4,241.66	17,744.34	
	7 5/9/2025	21,986.00	3,464.46	18,521.54	60,575.72
2025 Totals		21,986.00	3,464.46	18,521.54	
	8 5/9/2026	21,986.00	2,653.22	19,332.78	41,242.94
2026 Totals		21,986.00	2,653.22	19,332.78	
	9 5/9/2027	21,986.00	1,806.44	20,179.56	21,063.38
2027 Totals		21,986.00	1,806.44	20,179.56	
	10 5/9/2028	21,986.00	922.62	21,063.38	0.00
2028 Totals		21,986.00	922.62	21,063.38	
Grand Totals		219,860.00	44,860.00	175,000.00	

May 2, 2018

Brandon Holland, Town Manager  
Town of Biscoe  
PO Box 1228  
Biscoe NC 27209

**RE: Proposal to Provide Financing for the purchase of one 2003 E-One Cyclone HP 75' Quint (apparatus stock # 10349, from Brindlee Mountain Fire Apparatus LLC). Apparatus VIN: 4EN3AA8831007152**

First Bank is pleased to offer the Town of Biscoe the following terms & conditions in connection with the request for financing referenced above:

- **Borrower:** Town of Biscoe
- **Amount:** Up to \$175,000.00
- **Rate:** 3.90% fixed – this is a tax exempt rate
- **Term:** 10 years
- **Repayment:** Installments payments are to be made annually in arrears.
- **Prepayment Penalty:** None
- **Collateral:** First lien on the 2003 E-One Cyclone HP 75' Quint (apparatus stock # 10349, from Brindlee Mountain Fire Apparatus LLC) Apparatus VIN# 4EN3AA8831007152, purchased with loan proceeds.
- **Bank Fees Paid by the Town of Biscoe:** No origination fee, Title Fees \$54.50
- **Proposal expiration:** This proposal for financing shall expire in 60 days.
- **Financials:** 2016 and 2017 year end financials to be submitted
- **Specifications:** The bank agrees to the contract specifications set forth in Part B of the Request for Proposal.

This proposal is subject to final approval by First Bank's credit administration review of a complete loan package.

# FIRST BANK

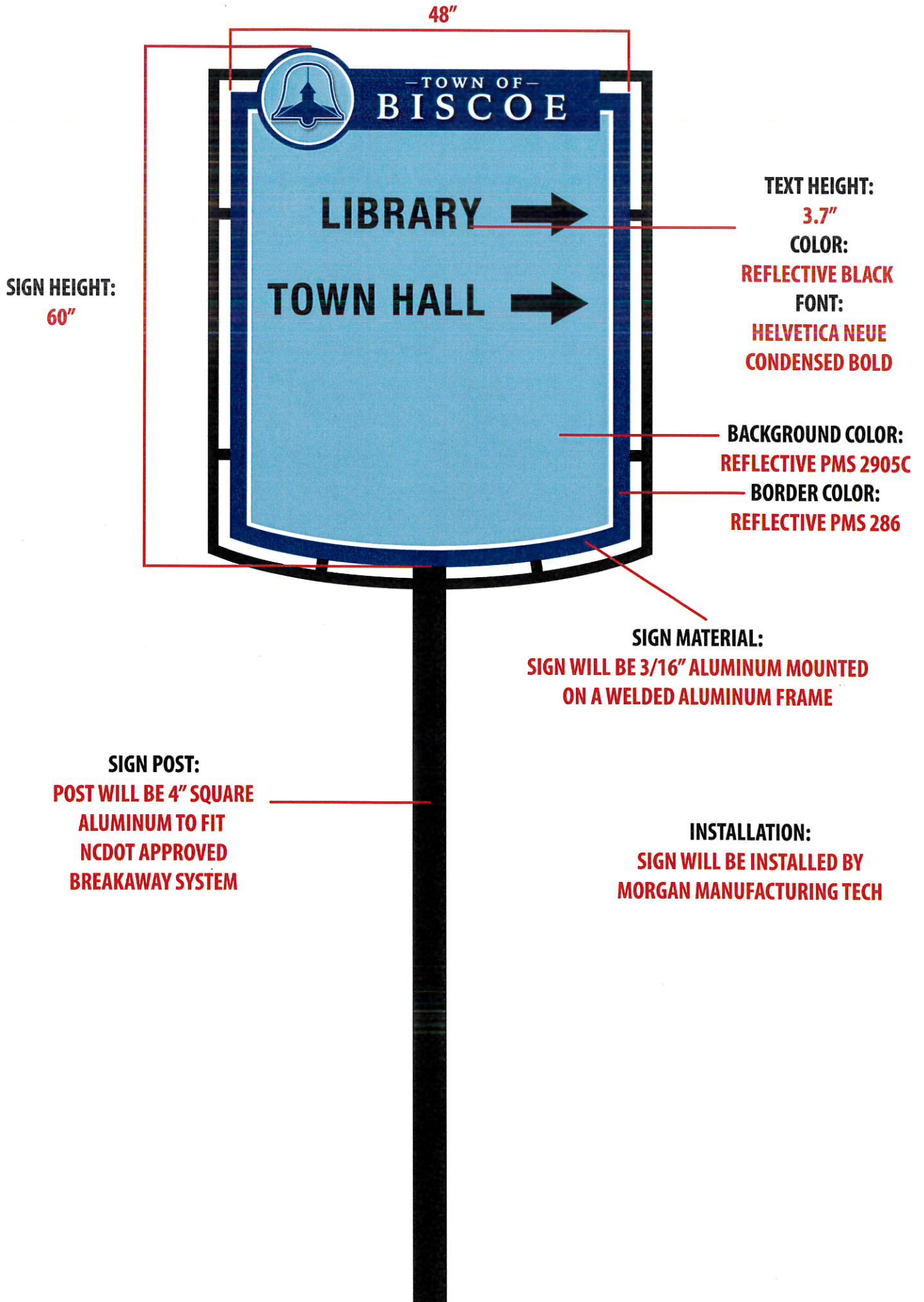
104 National Drive  
P.O. Box 160  
Biscoe, NC 27209  
910-428-2158 phone  
910-428-2159 fax

Thank you for the opportunity to submit a proposal for the Town of Biscoe financing needs.  
Should you have any questions, please call at 910-428-2158.

Best regards,



Ricardo Romero  
Business Development Officer





TOWN OF  
**BISCOE**

Park ↑  
Town Hall ↑  
Library ↑

APPLICATION FOR A CONDITIONAL USE PERMIT

Date 04/18/2018

Applicant Hamilton Designs, LLC Owner BBE, INC  
11988 Fishers Crossing Dr., Ste 154

Address Fishers, IN 46038 Address 727 Poyntz Ave. 6th Floor  
MANHATTAN KS 66502

Telephone 317-570-8800 Telephone 785-537-0190  
785-565-3822

Property Location 101 Montgomery Crossing  
(Street Address)

Description of Property Outlot in front of shopping center which includes Wal-mart. The site was formerly a Sonic Restaurant.

\*Attach any maps, site plans, or other information that describes proposed use

Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Lot Size ±36,200 (Square Feet) Zoning District HB

Number of Building /Units 1

Estimated cost of project \_\_\_\_\_

\*This application must be filed with a zoning official at least ten (10) days prior to the meeting at which time the application is to be considered.

-----  
Do not write below this line -- For Zoning Official use only.

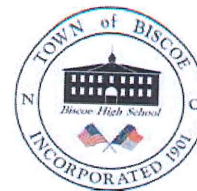
Fee Collected \$ \_\_\_\_\_ Date \_\_\_\_\_

Date for Public Hearing **June 11, 2018**

\_\_\_\_\_  
Zoning Official Signature

- (3) Copies
- Original - File
- Copy # 1 - Applicant
- Copy # 2 - Clerk
- Copy # 3 - Auditor

**TOWN OF BISCOE  
ZONING PERMIT APPLICATION**



Parcel ID # 7568 09 26 4470      Zoning District: HB      Date: 04/18/18  
 Property Address: 101 Montgomery Crossing      If corner lot check here   
 Name of Subdivision: \_\_\_\_\_ Section or Phase: \_\_\_\_\_ Lot(s) #: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: Hamilton Designs, LLC  
 Address: 11988 Fishers Crossing Dr., Ste 154, Fishers, IN  
 Phone: 317-570-8800

**PROPERTY OWNER INFORMATION (IF APPLICABLE):**

Name: BBE, INC  
 Address: 727 Poyntz Ave, 6th Floor Manhattan KS 66502  
 Phone: 785-537-0190 785-565-3822

**PURPOSE FOR APPLICATION (Check all that apply):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Single Family Residential Construction   | <input type="checkbox"/> Fence ___ft height | <input checked="" type="checkbox"/> Business / Commercial *           |
| <input type="checkbox"/> Multi-Family Residential Construction<br>___ No. of Units                                | <input type="checkbox"/> Pool (In-Ground)   | <input checked="" type="checkbox"/> Occupy New Building               |
| <input type="checkbox"/> Enclosed Addition to Structure ___ft x ___ft   | <input type="checkbox"/> Sign (Check Type)  | <input type="checkbox"/> Occupy Existing Building                     |
| <input type="checkbox"/> Detached Accessory Building ___ft x ___ft  | <input type="checkbox"/> Free Standing      | <input type="checkbox"/> Change in Use                                |
| <input type="checkbox"/> Deck ___ft x ___ft   | <input type="checkbox"/> Wall/Roof          | <input checked="" type="checkbox"/> No Change in Use                  |
| <input type="checkbox"/> Manufactured Housing Setup: Model Year: _____ Size: ___ft x ___ft (Attach copy of title) | <input type="checkbox"/> Off Site           | <input checked="" type="checkbox"/> Construct New Commercial Building |
| <input type="checkbox"/> Other _____  |   |   |
- PROPOSED NAME OF BUSINESS: Taco Bell
  - PROPOSED USE OF BUILDING: Restaurant

**CONTRACTOR / BUILDER INFORMATION**

Name: TBD      Phone: \_\_\_\_\_      License # \_\_\_\_\_  
 Address: \_\_\_\_\_

**PLOT PLAN OR SITE PLAN (\*\*Required before approval\*\*):**

**Attach map or hand drawn sketch** of lot and or sign(s) from survey if possible; showing all dimensions of existing buildings and proposed construction including parking layout, Drawing must include all dimensions between existing & proposed structures and property lines. \*Front yard measurements must be made from right of way line.

**APPLICANT'S AFFIDAVIT:**

To the best of my (our) knowledge, the above statements and attached plot plan are in all respects true and accurate descriptions of the existing status and proposed plans for the property identified in this application:

Todd C. Hall  
 Applicant's Signature

04/18/2018  
 Date

James H. Gordon, Sec./C.F.O.  
 Property Owner's Signature

4/19/18  
 Date

**FOR OFFICE USE ONLY**

**SPECIFIC ZONING REQUIREMENTS:**

<b>Lot Dimensions</b>	<b>Required</b>	<b>Proposed</b>	<b>Parking Spaces</b>	<b>Required</b>	<b>Proposed</b>
Lot Size:	_____	_____	# Spaces	_____	_____
Lot Width:	_____	_____	# Standard	_____	_____
<b>Setbacks</b>			# Handicapped	_____	_____
Front Yard:	_____	_____			
Rear Yard:	_____	_____			
Left Yard:	_____	_____			
Right Yard:	_____	_____			
Building Height (MAX):	_____	_____			

<b>Sign Area (Square Feet) (If Applicable)</b>		
Ground	_____	_____
Wall/Roof	_____	_____
Freestanding	_____	_____

Based on the information hereby furnished to me and my knowledge of the Town of Biscoe's Zoning Ordinance, I hereby:

\_\_\_\_\_ this Zoning Compliance Application.  
 Approve                      Disapprove

Comments / Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

Town of Biscoe, Planning & Zoning  
110 West Main St  
Biscoe, NC 27209

✉ PO Box 1228, Biscoe, NC 27209  
 ☎ (910) 428-4112  
 📠 (910) 428-3975  
 🖥 [manager@townofbiscoe.com](mailto:manager@townofbiscoe.com)

**Permit Fees**

- Residential \$25.00 \_\_\_\_\_
- Commercial \$25.00 \_\_\_\_\_
- Industrial \$25.00 \_\_\_\_\_

Paid Int. \_\_\_\_\_



EXISTING SANITARY SEWER P.M. EASEMENT (SCALED FROM SITE AND UTILITY PLAN) (NO EVIDENCE OF EXISTING LINE FOUND IN FIELD AT TIME OF SURVEY)

H-B, HIGHWAY BUSINESS DISTRICT  
**NC HIGHWAY 24-27 EAST**

**MONTGOMERY CROSSING**



**LEGEND OF EXISTING FEATURES**

---	PROPERTY LINE	⬇	BENCHMARK
---	RIGHT-OF-WAY LINE	○	MONUMENT
---	SETBACK LINE	△	SECTION CORNER
---	EASEMENT	⊠	TRANSFORMER
---	SECTION LINE	⊠	HVAC
---	CENTERLINE	⊠	ELECTRIC METER
---	799	⊠	ELECTRIC MANHOLE
---	800	⊠	POWER POLE   GUY WIRE
---	[I]	⊠	LIGHT POLE
---	[OH-1]	⊠	PARKING LOT LIGHTS
---	[FO]	⊠	TELEPHONE PEDESTAL
---	[G]	⊠	TELEPHONE MANHOLE
---	[E]	⊠	FIBER OPTIC PEDESTAL
---	[OH-1]	⊠	TRAFFIC POLE MANHOLE   STOP LIGHT
---	[W]	⊠	GAS METER
---	[S]	⊠	GAS VALVE
---	[ST]	⊠	STORM MANHOLE
---	[NP]	⊠	SANITARY MANHOLE
---	[W]	⊠	STORM INLETS
---	[S]	⊠	STORM ENDESECTION
---	[ST]	⊠	CLEAN-OUT DOWNSPOUT
---	[NP]	⊠	FIRE HYDRANTS
---	[NP]	⊠	FIRE VALVE
---	[NP]	⊠	WATER METER
---	[NP]	⊠	WATER VALVES
---	[NP]	⊠	POST INDICATOR VALVE
---	[NP]	⊠	FIRE DEPARTMENT CONN.
---	[NP]	⊠	SIGNS
---	[NP]	⊠	MAILBOX
---	[NP]	⊠	ADA PARKING
---	[NP]	⊠	PARKING COUNT
---	[NP]	⊠	TREES
---	[NP]	⊠	SHRUB
---	[NP]	⊠	SPOT GRADE
---	[NP]	⊠	

**SITE PLAN LEGEND - PROPOSED**

A	HEAVY DUTY ASPHALT PAVEMENT	CS-50
B	LIGHT DUTY ASPHALT PAVEMENT	CS-50
C	BLACK CONCRETE PAVEMENT	CS-50
D	NOT USED	
E	6" CONCRETE CURB	CS-50
F	CONCRETE CURB AND WALK	CS-50
G	CONCRETE SIDEWALK	CS-50
H	ACCESSIBLE CURB RAMP	CS-50
I	ACCESSIBLE PARKING SIGNAGE	CS-50
J	ACCESSIBLE PARKING PAVEMENT MARKINGS	CS-50
K	PRECAST CONCRETE WHEELSTOP	CS-50
L	PAVEMENT STRIPING, 24" STOP BAR	
M	PAVEMENT STRIPING, 4" SOLID	
N	BOLLARD	CS-502
O	MENU BOARD, ORDER CONFIRMATION, AND CANOPY	CS-504 CS-505
P	CLEARANCE BAR	CS-504 CS-505
Q	LIGHT POLE	CS-504
R	DUMPSTER ENCLOSURE	CS-503
S	DIRECTIONAL SIGNAGE	CS-502
T	CURB TURNOUT	CS-502
---	ACCESSIBLE ROUTE	

**SITE INFORMATION**

PARCEL NUMBER:	7568-09-26-4470
ZONING DISTRICT:	H-B, HIGHWAY BUSINESS DISTRICT
LOT AREA:	0.51 ACRES
DISTURBED AREA:	2,053 FT <sup>2</sup>
ADJOINER ZONING:	H-B, HIGHWAY BUSINESS DISTRICT
NORTH	H-B, HIGHWAY BUSINESS DISTRICT
SOUTH	H-B, HIGHWAY BUSINESS DISTRICT
EAST	H-B, HIGHWAY BUSINESS DISTRICT
WEST	H-B, HIGHWAY BUSINESS DISTRICT
PROPOSED USE:	NEW QUICK-SERVE RESTAURANT (TACO BELL)
BUILDING SETBACKS:	
FRONT	50' REQUIRED   10' PAVEMENT
SIDE	10' REQUIRED   5' PAVEMENT
REAR	20' REQUIRED   5' PAVEMENT
PARKING DATA:	
REQUIRED SPACES:	
(1) SPACE FOR EVERY (4) SEATS +	20 SPACES
(1) SPACES FOR EVERY (1) EMPLOYEES	43 SPACES
PROVIDED SPACES:	

REVISION BLOCK



Michael Thompson

DATE: 04/23/2018

DRAWN BY: KRE CHECKED BY: MAT

**HAMILTON DESIGNS**  
 A LIMITED LIABILITY COMPANY

11988 Fishers Crossing Drive, Suite 154  
 Fishers, Indiana 46038  
 P. (317) 570-8800  
 www.hamilton-designs.com

CONSTRUCTION PLANS FOR:  
**TACO BELL | BISCOE, NC**  
 101 Montgomery Crossing (Highway 24)  
 Biscoe, North Carolina, 27209

**BELL AMERICAN GROUP, LLC**  
 8930 Bath Street, Suite L  
 Indianapolis, Indiana 46256

PROJECT NO.  
**2016-235**

DATE  
**04/23/2018**

SCALE  
**1" = 20'**

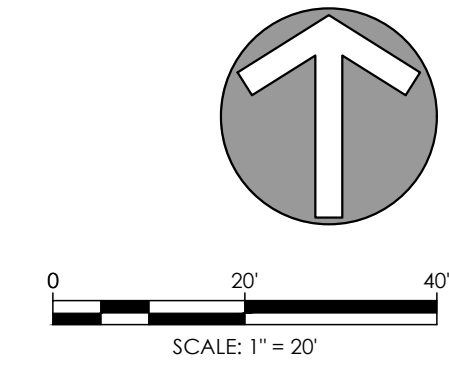
SHEET NAME  
**SITE PLAN**

SHEET NO.

**CS-101**



Know what's below.  
 Call before you dig.



p:\2016\235-bell-american-group-biscoe-nc\drawings\cs-101.dwg

TMS# 7568 09 15 9804  
 N/F/  
 WALL-MART REAL ESTATES BUS TRUST  
 D.B. 401-557

TMS# 7568 09 26 4274  
 N/F/  
 JENNIFER LOONEY  
 D.B. 626-905

TRACT 2  
 TMS# 7568 10 26 615  
 N/F/  
 2413 SCHUSTER DR LLC C/O COLLET  
 D.B. 666-599

10' POWER LINE EASEMENT  
 P.B. 1-12A  
 P.B. 5-17D  
 D.B. 158-917

EXISTING SANITARY SEWER FM. EASEMENT (SCALED FROM SITE AND UTILITY PLAN)  
(NO EVIDENCE OF EXISTING LINE FOUND IN FIELD AT TIME OF SURVEY)

NC HIGHWAY 24-27 EAST

MONTGOMERY CROSSING

EXPLORER LITE 40  
2,053 FT<sup>2</sup>  
40 SEATS  
12 PATIO SEATS  
FFE = 595.00



LEGEND OF EXISTING FEATURES

- PROPERTY LINE
- RIGHT-OF-WAY LINE
- SETBACK LINE
- EASEMENT
- SECTION LINE
- CENTERLINE
- 799— INTERMEDIATE CONTOUR
- 800— INDEX CONTOUR
- [T] TELEPHONE UNDER GR.
- [OH-T] TELEPHONE OVERHEAD
- [FO] FIBER OPTIC SERVICE
- [G] GAS SERVICE
- [E] POWER UNDERGROUND
- [OH-E] POWER OVERHEAD
- [W] WATER SERVICE
- [S] SANITARY SEWER
- [ST] STORM SEWER
- [NP] POND NORMAL POOL
- 000— EX. FLOWLINE
- X— CHAIN LINK FENCE
- X— FARM FENCE
- X— WOOD FENCE
- X— IRON FENCE | RAILING
- X— BUILDING | STRUCTURE
- X— EX. BUILDING OVERHEAD
- RIM
- INV.
- FFE
- BENCHMARK
- MONUMENT
- △ SECTION CORNER
- TRANSFORMER
- HVAC
- ELECTRIC METER
- ELECTRIC MANHOLE
- POWER POLE | GUY WIRE
- LIGHT POLE
- PARKING LOT LIGHTS
- TELEPHONE PEDESTAL
- TELEPHONE MANHOLE
- FIBER OPTIC PEDESTAL
- TRAFFIC POLE MANHOLE | STOP LIGHT
- GAS METER
- GAS VALVE
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- FIRE VALVE
- WATER METER
- WATER VALVES
- POST INDICATOR VALVE
- FIRE DEPARTMENT CONN.
- SIGNS
- MAILBOX
- ADA PARKING
- PARKING COUNT
- TREES
- SHRUB
- SPOT GRADE

LANDSCAPE LEGEND - PROPOSED

- HARDWOOD MULCH
- PERMANENT SEEDING
- SOD
- PERENNIAL PLANTINGS
- LANDSCAPE EDGING
- DECIDUOUS SHRUB
- DECIDUOUS SHRUB
- EVERGREEN SHRUB
- ORNAMENTAL GRASS
- PLANT TAG
- EVERGREEN TREE
- DECIDUOUS TREE
- DECIDUOUS TREE
- ORNAMENTAL TREE
- ORNAMENTAL TREE
- ORNAMENTAL TREE
- MULTI-STEM TREE

REVISION BLOCK



Michael Thompson

DATE	04/23/2018
DRAWN BY	CHECKED BY
MSO	MAT

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Indianapolis, Indiana 46256

PROJECT NO.	2016-235
DATE	04/23/2018
SCALE	1" = 20'
SHEET NAME	<b>LANDSCAPE PLAN</b>
SHEET NO.	LP-101

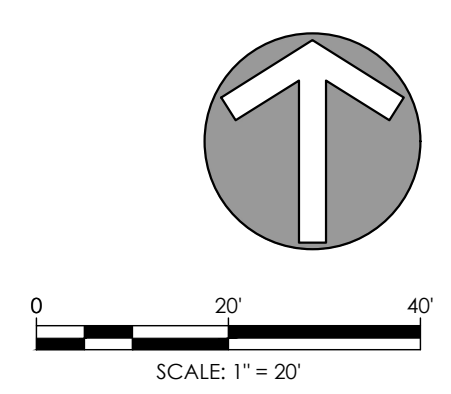
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TRACT 2  
TMS# 7568 10 26 6150  
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2413 SCHUSTER DR LLC C/O COLLETT  
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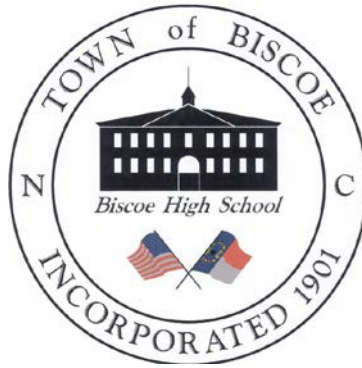
PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE	CONDITION	REMARKS
<b>DECIDUOUS TREES</b>						
AF	ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY RED MAPLE	3	3 IN	B&B	-
CF	CORNUS FLORIDA	WHITE DOGWOOD	2	2 IN	B&B	SINGLE STEM
<b>EVERGREEN SHRUBS</b>						
BT	BERBERIS THUNBERGII	CRIMSON BARBERRY	14	24 IN	#7 CONT.	-
BS	BUXUS SEMPERVIRENS	AMERICAN BOXWOOD	15	24 IN	#7 CONT.	-
IC	ILEX CRENATA 'HELLER'	HELLER'S JAPANESE HOLLY	5	36 IN	#7 CONT.	-
TM	TAXUS X MEDIA 'DENSIFORMIS'	DENSE SPREADING YEW	35	36 IN	#7 CONT.	-
<b>DECIDUOUS SHRUBS</b>						
EA	EUONYMUS ALTAUS 'COMPACTA'	COMPACT BURNING BUSH	20	36 IN	#7 CONT.	-
SP	SYRINGA PUBESCENS SUBSP. PATULA	MISS KIM LILAC	2	36 IN	#7 CONT.	-
RR	ROSA 'RADRAZZ'	RADRAZZI KNOCKOUT ROSE	28	36 IN	#7 CONT.	-
<b>ANNUAL FLOWERS</b>						
VI	VIOLA X WITTRICKINA	PANSY	32	3.5" POT	8" O.C.	-



Know what's below.  
Call before you dig.

p:\2016\235-bell-american-group-biscoe-nc\drawings\lp-101.dwg



## Budget Message May 14, 2018

Honorable Mayor, Town Commissioners and Citizens of Biscoe  
Town of Biscoe, North Carolina

### **Introduction**

The proposed Fiscal Year 2018-2019 Budget for the Town of Biscoe, North Carolina has been prepared in accordance with the NC Local Government Budget and Fiscal Control Act and NC General Statute 159-11 and is now submitted for your consideration. The Budget identifies revenue and expenditure *estimates* for Fiscal Year 2018-2019 and attempts to maintain a continuum of quality services to the citizens of Biscoe. This budget is inclusive of all financial obligations while all municipal services remain funded. Revenues are projected conservatively, and expenditures are projected realistically. The highlights of the proposed budget are as follows:

### **General Fund Revenues**

The first draft of the fiscal year 2018-2019 Budget proposes a remaining property tax rate of \$0.56 per \$100 valuation. In fiscal year ending 2017 the real property and vehicle valuation for the Town of Biscoe was \$136,698,685 a 5.7% increase from the prior year of \$129,277,971 with a combined collection rate of 96.4% compared to the previous year of 98.23%. Fiscal year 2018-2019 we can estimate to collect \$690,460 in property tax revenues. State forecasts show that Biscoe can expect a 4% increase on sales tax revenue, no change in beer and wine taxes and a 1% increase in solid waste disposal tax. While Powell Bill revenue

is expected to remain the same at \$48,375, \$86,523 of Fund Balance is appropriated to balance the general fund. This amount is smaller than the previous year due to the improvements that were made at the park.

### **General Fund Expenditures**

In an effort to minimize fund balance spending there are minor changes and the General Fund expenditure changes are highlighted as follows:

The Police Department will replace a 2008 vehicle with one 2018 SUV. The Police Department Budget will not include the Transfer to the LEO Separation Fund of \$25,000. The funds will be transferred from the CD just as we did last year. The current CD has a balance of \$96,481. This transfer is normally around \$20,000, next year's budget will include beginning to fund the CD again.

The board recently approved the trade in and purchase of a ladder truck for the Fire Department. The Town sent out RFP's to view financing options. Fidelity Bank was selected to finance the purchase of the ladder truck having the lowest interest rate of the proposals received of 3.75%. The loan will be \$175,000 over ten years. The Fire Department's budget will reflect the annual payment of \$21,400. This change is an increase of \$11,400 to their budget total operating budget.

Last year the Streets Department and Water Department shared the expense of a new truck for Public Works and purchased a new mower. No capital items for the streets department are proposed this year.

Recently the park has had several upgrades; resurfacing of the tennis courts, re-plastering of the pool, renovated pool house, new playground equipment, new roof on the shelter new light poles at the ball field. No capital items are proposed for the 2018-2019 fiscal year.

## **Enterprise Fund**

Rates are proposed to remain the same in the Water & Sewer Fund. Last year the minimum rate increased \$2 to prepare for the loss of revenue for when Montgomery Central High School opens, water tank maintenance and repairs to our water/sewer system. In an effort of minimize loss, there are only a few changes. The budget reflects the second year of the Water Tank Maintenance contract in addition to reimbursement to the General Fund to reimburse for insurance expenses, and debt expenses stated below.

\$13,111 of Fund Balance is appropriated to offset the expenditures. The department will continue to experience debt payments totaling \$140,560, for the SRF Loan payments and the First Bank loan for the Industrial Park Lift Station, therefore capital spending has been limited to a sewer camera and improvements to the shop door.

The Town was awarded \$1,865,000 of State CDBG-Infrastructure funds for the Bruton Street infrastructure improvements. A separate fund will be set up at the appropriate time to start the project.

## **Employees**

The budget is prepared and balanced with a 2% COLA for employees, and longevity as addressed in the personnel. The state average of COLA this year will be around 3% from a survey from the League of Municipalities and the PTRC, 2018 Consumer Price Index increase is 2.1%. Health insurance increased 3.4%.

## **PUBLIC HEARING**

In accordance with N.C.G.S. § 159-12(b) there will be a public hearing on June 11, 2017 at 7:00 pm, at the Biscoe Town Hall, any person wishing to make comments may do so at that time. The proposed budget is now available for public inspection.

Respectfully Submitted,

Brandon Holland  
Town Manager

## TITLE V: PUBLIC WORKS

### Chapter

50. GARBAGE AND REFUSE

51. WATER

52. SEWERS

APPENDIX A: SUMMARY FOR INDUSTRIAL USERS

APPENDIX B: INDUSTRIAL SEWER CONNECTION  
APPLICATION

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## CHAPTER 50: GARBAGE AND REFUSE

### Section

- 50.01 Definitions
- 50.02 Refuse required to be deposited in approved containers
- 50.03 Burning or burying garbage and refuse; permit required
- 50.04 Accumulation of garbage and refuse prohibited
- 50.05 Containers required; specifications
- 50.06 Pre-collection practices; requirements
- 50.07 Collection schedule
- 50.08 Interference with containers prohibited
- 50.09 Special or bulk collections regulated
- 50.10 Removal of dead animals
- 50.11 Collection fees

### § 50.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***BUILDING MATERIAL SCRAPS.*** Scrap building material from the construction, reconstruction, remodeling or repair of a building, walkway, driveway, sign and other structure, including but not limited to, excavated earth, tree stumps, rocks, gravel, bricks, plaster, concrete, lumber or any other similar material used in construction or the containers or wrappings therefor.

***GARBAGE.*** All putrescible wastes, including animal and vegetable matter, animal offal and carcasses, and recognizable industrial by-products but excluding sewage and human wastes.

***REFUSE.*** All non-putrescible wastes.

***SOLID WASTE.*** Garbage, refuse, rubbish, trash, and other discarded solid materials, including ***SOLID WASTE*** materials resulting from homes, businesses, industrial, commercial and agricultural operations, and from community activities, but does not include solids or dissolved materials in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents, dissolved materials in irrigation return flows or other common water pollutants.

***TREE TRIMMINGS.*** Tree limbs, leaves, shrubbery, weeds, plants or grass.  
(79 Code, § 4-2-1)





**§ 50.02 REFUSE REQUIRED TO BE DEPOSITED IN APPROVED CONTAINERS.**

It shall be unlawful for any person to throw, place or deposit any garbage or refuse of any kind on any public or private property except in approved containers or as otherwise provided in this chapter.

('79 Code, § 4-2-2) Penalty, see § 10.99

**§ 50.03 BURNING OR BURYING GARBAGE AND REFUSE; PERMIT REQUIRED.**

It shall be unlawful to burn or set fire to or bury any garbage for the purpose of disposal. In addition, it shall be unlawful to bury any refuse for the purpose of disposal unless a permit therefor has been granted by the Fire Chief.

('79 Code, § 4-2-3) Penalty, see § 10.99

**§ 50.04 ACCUMULATION OF GARBAGE AND REFUSE PROHIBITED.**

All garbage and refuse shall be collected and placed in containers as required by this chapter, and it shall be unlawful for any person to permit garbage or refuse to accumulate or remain on any premises longer than is reasonably necessary to remove and deposit same in approved containers as required herein.

('79 Code, § 4-2-4) Penalty, see § 10.99

**§ 50.05 CONTAINERS REQUIRED; SPECIFICATIONS.**

The occupant of every building or premises where garbage and refuse does or may exist shall provide containers made of substantial galvanized, iron, plastic, rubber or other non-rusting material in which shall be deposited all garbage and refuse existing at such building or premises. Each container shall be provided with handles or bails and with a tight fitting cover made of the same material as the container. All containers shall be watertight and they shall be of a size that can be conveniently handled by the collectors, and no container shall be more than 30 gallons in capacity and measure not over 22 inches in diameter nor 30 inches in height. All containers shall be kept in a reasonably clean condition.

('79 Code, § 4-2-5) Penalty, see § 10.99

**§ 50.06 PRE-COLLECTION PRACTICES; REQUIREMENTS.**

All garbage and refuse shall have the liquid drained therefrom and shall be wrapped in paper or other like material before it is placed in the container for collection. Ashes and cinders shall be placed in a separate container provided for that purpose and no ashes shall be deposited in any container until they are cold. Containers which fail to have a cover as required in § 50.05 or which become rusted or broken and therefore are unable to contain garbage and refuse in a satisfactory manner shall not be used. ('79 Code, § 4-2-6) Penalty, see § 10.99

### § 50.07 COLLECTION SCHEDULE.

Garbage and refuse will be collected by the town according to a collection schedule maintained in the Clerk's office. The schedule may be periodically revised and amended by action of the Board. ('79 Code, § 4-2-7)

### § 50.08 INTERFERENCE WITH CONTAINERS PROHIBITED.

It shall be unlawful for any person to damage, displace, or to otherwise interfere with garbage containers or their contents except the owner or upon permission or at the request of the owner. ('79 Code, § 4-2-8) Penalty, see § 10.99

### § 50.09 SPECIAL OR BULK COLLECTIONS REGULATED.

(A) No bulk trash, tree limbs, shrubbery cuttings, leaves and other refuse will be collected without special charge unless the refuse can be placed in regulation type garbage cans.

(B) Any property owner desiring special bulk collections of loose matter, not in closed containers or tied in bundles, may request a special collection for which a special charge will be made. If sufficient manpower and equipment are available, town personnel are authorized to make the special collections; provided the person making the request agrees to pay for the labor and equipment used at the rate specified by the Board.

(C) No collection shall be made from vacant lots nor shall any large rocks, tree trunks, tree stumps, tree limbs of more than six feet in length or other heavy objects be collected by the city. No waste building materials or lot clearings shall be collected from houses or other structures under construction or recently completed.

(D) Material to be collected by special collections shall be placed in neat piles and so located that the refuse can be easily loaded on trucks for disposal. ('79 Code, § 4-2-9)

### § 50.10 REMOVAL OF DEAD ANIMALS.

Dead animals will be removed from any premises upon notice to the Clerk of the existence of such dead animals. ('79 Code, § 4-2-10)

**§ 50.11 COLLECTION FEES.**

(A) Monthly garbage and refuse collection fees are hereby established in amounts set forth on the most current fee schedule located in the office of the Town Clerk:

(B) For premises having town water service the charges shall be billed along with the charges for water service to each separate metered premises. For premises not having town water service, the charges shall be billed separately to each residence, and to each business firm, under a separate roof. ('79 Code, § 4-2-11)

**Biscoe - Public Works****CHAPTER 51: WATER**

## Section

- 51.01 Service contracts to conform with chapter
- 51.02 Supervision of Mayor and Board; duties of Superintendent
- 51.03 Installation of service pipes
- 51.04 Connection requirements
- 51.05 Application for connections
- 51.06 Connection charges
- 51.07 Service pipe extensions
- 51.08 Access to premises
- 51.09 Water meters
- 51.10 Connections outside of town
- 51.11 Unauthorized use of water
- 51.12 Leaks to be responsibility of consumer
- 51.13 Water for use of consumers only
- 51.14 Injury to property and fixtures
- 51.15 Tampering with meters prohibited
- 51.16 Town liability
- 51.17 **Establishing Utility Services**
- 51.18 Rates and charges; non-refundable connection fee
- 51.19 Meter reading; billing; collecting
- 51.20 Disconnection for late payment
- 51.21 **Unpaid Balances**
- 51.22 Suspension of service
- 51.23 **Reconnection of Service**
- 51.24 **Adjustments due to Overbill and Under bill**
- 51.25 **Leak Adjustments**
- 51.26 **Returned Payments**
- 51.27 Water supply plan

**§ 51.01 SERVICE CONTRACTS TO CONFORM WITH CHAPTER.**

All pertinent provisions of this chapter shall govern the terms and conditions of the contracts under which the town furnishes water service to any person, or whereby the town makes any water connections or performs any work of any kind in connection with the furnishing of water service.

('79 Code, § 5-1-1)

**§ 51.02 SUPERVISION OF MAYOR AND BOARD; DUTIES OF SUPERINTENDENT.**

(A) The water system shall be under the supervision of the Mayor and Board. The duty of enforcing full compliance with all rules and regulations governing all connections with the mains shall be vested in the Superintendent of the water and sewage system. ('79 Code, § 5-1-2)

(B) The Superintendent shall perform the following duties:

(1) He shall have general supervision over all the operations of the water system.

(2) He shall see that all rules and regulations of the town are enforced.

(3) He shall see that water rates and assessments are correctly made.

(4) He shall have authority to appoint and discharge, subject to supervision by the Board, all employees of the Water and Sewer Department.

('79 Code, § 5-1-3)

**§ 51.03 INSTALLATION OF SERVICE PIPES.**

The town, or a licensed plumber under permit of the town, shall tap the water main for connections and extend all service pipes to the curbing where a stop box will be placed over a stop cock, all of which shall be under the exclusive control of the town. No person shall be allowed to turn the water on or off at this stop cock, except the Superintendent of the water and sewer system.

('79 Code, § 5-1-4)

**§ 51.04 CONNECTION REQUIREMENTS.**

(A) Within 30 days after the water main in any street is completed and ready for use, the owner of every abutting lot whereon water is needed for human use shall cause such lot to be connected with the water main. ('79 Code, § 5-1-5(a))

(B) Every house or building abutting any water main shall be separately and independently connected, except in those cases where laterals from the main have already been laid in macadam or improved streets, without provisions having been made for such house or building, when the connection may be made to an existing lateral. If such house or building is on a macadam or improved street where laterals have not been laid, the connection may be made to any convenient lateral. When two or more houses or units are connected with the same water lateral, a separate water meter shall be provided for each house or unit. ('79 Code, §5-1-5(b))

(C) The construction of laterals for water connections, and the necessary excavation therefor, shall be done by the town, or, if done by a licensed plumber, it shall be done under the supervision of the town. ('79 Code, § 5-1-6)

#### § 51.05 APPLICATION FOR CONNECTIONS.

Every application for a water connection shall be made on a form provided by the town, shall be signed by the applicant, shall be accompanied by the proper fee for making the connections, and shall be filed with the Superintendent Deputy Clerk. ('79 Code, §5-1-7)

#### § 51.06 CONNECTION CHARGES.

The Board shall establish fees for extension of water service pipe and the tapping of main. A copy of current charges shall be kept on file in the office of the Clerk. ('79 Code, § 5-1-8)

#### § 51.07 SERVICE PIPE EXTENSIONS.

No service pipe shall be allowed to run across lots, that is, from one lot to another, but it must be taken from the main in front of the premises or from some point adjacent thereto, unless specific permission is obtained from the Superintendent. The Superintendent shall have the power to extend service pipe to a building abutting a main. All additional expenses for such extensions shall be paid by the owner of the property. ('79 Code, § 5-1-9)

#### § 51.08 ACCESS TO PREMISES.

Whenever it becomes necessary to enter any premises, stores or dwelling, for the purpose of inspecting water pipes, fixtures or meters, the Superintendent or Building Inspector may do so within reasonable hours; should the Superintendent or Inspector be refused admittance, the supply of water shall be cut off until the examination is made and the required information is obtained, or until repairs and alterations are made. ('79 Code, § 5-1-10)

#### § 51.09 WATER METERS.

(A) The water meters furnished by the town shall remain the property of the town and will be serviced by the town.

~~(B) At the request of any consumer, the town will test the accuracy of a water meter alleged to be recording improperly. If the meter is found to be inaccurate, the consumer's water bill may be adjusted accordingly. If the meter is found to be accurate, the consumer will be charged a fee in amount to be determined from time to time.~~ **The Town of Biscoe will make special meter readings at the request of the consumer for a fee of \$25.00 provided, however, that if such special reading discloses that the meter was over read, or in error in any way, the fee will be refunded.** ('79 Code, § 5-1-11)

**§ 51.10 CONNECTIONS OUTSIDE OF TOWN.**

No connection of any water line or system outside of the town shall be made to any part of the town water system without special permission from the Board on such terms as the Board shall prescribe.

('79 Code, § 5-1-12)

**§ 51.11 UNAUTHORIZED USE OF WATER.**

Only the Superintendent or other town employees are authorized to turn on water. If water is found to be in use without the knowledge of the Superintendent, or without being turned on by him or his agent, or if water is used for any other purpose than that paid for, the consumer of the water shall be guilty of a violation of this chapter and assessed a \$350.00 tampering fee. The fact that water is cut on to any premises by a person without the prior knowledge of either The Town of Biscoe or the consumer shall not relieve the consumer of liability for such unauthorized use of water.

{'79 Code, § 5-1-13) Penalty, see § 10.99

**§ 51.12 LEAKS TO BE RESPONSIBILITY OF CONSUMER.**

If a break occurs, or a defect is found in any pipe or fixture, causing or permitting a leakage or waste of water, it shall be the duty of the owner of the premises or the consumer to have the break or defect repaired.

('79 Code, § 5-1-14)

**§ 51.13 WATER FOR USE OF CONSUMERS ONLY.**

It shall be unlawful for any consumer to permit any person, except the members of his or her family or employees living on the premises as a part of the household or visitors in the home to remove water from the premises for any purpose except in case of fire or other emergency. Any person unlawfully receiving or using water shall be guilty of a misdemeanor, and if it is shown that the unlawful use has been made with the knowledge and consent of the consumer, the consumer shall be deemed equally guilty.

{'79 Code, § 5-1-15) Penalty, see § 10.99

**§ 51.14 INJURY TO PROPERTY AND FIXTURES.**

It shall be unlawful for any person to injure, deface or destroy the building, machinery, fences, trees or other property of the town water system, or the pipes, stand pipes, valves, boxes, fire hydrants, fountains, service boxes, service valves or service connections or any other fixtures, or in any way to contaminate the town water supply.

('79 Code, § 5-1-16) Penalty, see § 10.99

**§ 51.15 TAMPERING WITH METERS PROHIBITED.**

It shall be unlawful for any person, after the water has been turned off for failure to pay the water bill, to turn the water on at the meter or to bypass the meter or in any manner to obtain water at no cost. A fee of \$350.00 will be charged (to the account holder) if evidence of tampering is found.

('79 Code, § 5-1-17) Penalty, see § 10.99

### § 51.16 TOWN LIABILITY.

The town will not be liable for any damages that may result to consumers from the shutting off of water service for any cause whatever, even in cases where no motive is given, and no deduction from bills will be made in consequence thereof.  
(‘79 Code, § 5-1-18)

### § 51.17 Establishing Utility Services

Customers who wish to establish water and/or sewer account must complete a written application in person, submit to the Town of Biscoe and provide valid Government issued identification as well as a Lease Agreement or Rent Receipt, or Deposit Receipt containing the Address where service is to be connected and the Account Holder’s full name. The Property Owner information must be on the completed application.

If the Account Holder is the Property Owner then buyer documentation must be presented at the time of application as well as the Government issued photo identification. If the property becomes rental property it is the Account Holder’s responsibility to disconnect service so the new tenant can establish service. If the property owner establishes another account at the same address the non –refundable connection fee will be waived but a new application for service must be completed.

### § 51.18 RATES AND CHARGES; DEPOSIT. Non-refundable Connection Fee

(A) The rates and charges for water service shall be as established by the Board, shall be due and payable monthly, and shall be collected in accordance with the provisions of this chapter. A copy of the current rates and charges shall be kept on file at all times in the office of the Clerk. (‘79 Code, § 5-1-19) (Am. Ord. passed 7-14-99) **Insert fee schedule here. Insert Payment Options here.**

(B) Each customer applying for water service shall pay a **Non-Refundable** connection service charge in an amount fixed by the Board. A copy of the current service connection charge shall be kept on file at all times in the office of the Clerk. (‘79 Code, § 5-1-20) (Ord. passed 7-11-94)

(C) The town shall give a one-time \$10 rebate to customers who install water-saving faucets and showerheads. (Ord. passed 9-24-01)

### § 51.19 METER READING; BILLING; COLLECTING.

(A) Meters will be read and bills rendered monthly, but the town may vary dates or length of period covered, temporarily or permanently, if necessary or desirable.

(B) Bills for water will be figured in accordance with the rate schedule then in effect and will be based on the amount consumed for the period covered by the meter readings, but the amount payable for each month's service shall not be less than the minimum charge prescribed in the schedule of rates.

(C) Charges for service commence when the meter is installed and connection is made, whether used or not.



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(D) Bills for water service are due when rendered and are delinquent **at midnight on day after ~~15~~ 20 days**. In the event the bill for water service is not paid in **~~15~~ 20** days after it was rendered, a penalty **shall** will be added **before 8:30 am on day 21** and **shall** will be paid by the customer. **Unless day 21 falls on a Saturday, Sunday, or Holiday in which the Town Hall is closed. The penalty will then be assessed on the following business day. In the event the bill for water service is not paid on the last day of the month a second tier penalty will be added and will be paid by the customer in an amount set forth on the most current fee schedule located in the office of the Town Clerk. Unless the last day of the month falls on a Saturday, Sunday, or Holiday in which the Town Hall is closed. The Penalty will then be assessed on the following business day.**

(E) Reading from different meters will not be combined for billing, irrespective of the fact that such meters may be for the same or different premises, or for the same or different customers, or for the same or different services.

(F) **No second notice will be sent.**

(G) Failure to receive bills mailed or notices shall not prevent the bills from becoming delinquent nor relieve the customer from payment.  
(79 Code, § 5-1-21) (Ord. passed 3-11-96)

**§ 51.20 DISCONNECTION FOR LATE PAYMENT.**

(A) It is the policy of the town to discontinue utility service to customers by reason of nonpayment of bills **on the first day of month for the amount of the previous month and any fees incurred** only after notice and a meaningful opportunity to be heard on disputed bills. The town's form for application for utility service and all bills shall contain, in addition to the title, address, room number, and telephone number of the official in charge of billing, clearly visible and easily readable provisions to the effect:

(1) That all bills are due and payable on or before the date set forth on the bill; and

(2) That if any bill is not paid by or before that date, service will be discontinued for nonpayment; and

(3) That any customer disputing the correctness of his bill shall have a right to a hearing at which time he may be represented in person and by counsel or any other person of his choosing and may present orally or in writing his complaint and contentions to the town official in charge of utility billing. This official shall be authorized to order that the customer's service not be discontinued and shall have the authority to make a final determination of the customer's complaint.

(B) Requests for delays or waiver of payment will not be entertained; only questions of proper and correct billing will be considered. In the absence of payment of the bill rendered or resort to the hearing procedure provided herein, service will be discontinued at the time specified, but in no event until the charges have been due and unpaid for at least 30 days.

(C) When it becomes necessary for the town to discontinue utility service to a customer for nonpayment of bills, service will be reinstated only after all bills for service then due have been

paid, ~~along with a turn-on charge in an amount set forth on the most current fee schedule located in the office of the Town Clerk.~~

### § 51.21 Unpaid Balances

Any balance owed to the Town of Biscoe must be paid prior to beginning service at a new address or the same address, otherwise, The Town of Biscoe reserves the right to reject service to the applicant. Customers with multiple accounts are subjected to any unpaid Town of Biscoe balance (s) being transferred to another Town of Biscoe account. The balance transfer may cause the new account to be disconnected if payment is not received.

### § 51.22 SUSPENSION OF SERVICE VOLUNTARY OR OTHERWISE.

(A) ~~When water service is discontinued and all bills are paid, including penalties, the deposit will be refunded.~~ It is the account holder's responsibility to discontinue service by coming to the Town Hall and requesting service disconnected. The account holder will complete a Disconnect of Service agreement. If an account holder fails to properly disconnect service any and all bills accumulated in the account holder's name will be the sole responsibility of the account holder for three billing cycles to end on the 1<sup>st</sup> day of the third month after payment has not been made. At this point service will be discontinued by the Town of Biscoe and a letter will be sent to the account holder at the last address available. Insert Disconnection Agreement here. Insert letter to the Account Holder regarding disconnection of service here.

(B) Upon discontinuance of service for nonpayment of bills, ~~the deposit will be applied by the town toward settlement of the account. Any balance will be refunded to the customer but if the deposit is not sufficient to cover the amount due and payable,~~ The town ~~may~~ will proceed to collect the balance in any way provided by law for the collection of debts.

(C) Service discontinued for nonpayment of bills will be restored only after ~~all bills currently due are paid in full, plus a service charge in amount fixed by the Board of Commissioners of the town. A copy of the current service reconnection charge shall be kept on file at all times in the office of the Town Clerk.~~

(D) ~~Once a tenant provides notice that he or she will be terminating service, the property owner or new tenant must come in person to begin service; otherwise, the connection will remain off.~~

(E) The town reserves the right to discontinue water service without notice for any one or more of the following additional reasons:

- (1) To prevent fraud or abuse;
- (2) Customer's willful disregard of the town's rules and regulations;
- (3) Emergency repairs;
- (4) Insufficiency of supply due to circumstances beyond the town's control;

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- (5) Legal process;
- (6) Direction of public authorities;
- (7) Strike, riot, fire, flood, accident or any unavoidable cause.

(F) The town may, in addition to prosecution by law, permanently refuse service to any consumer who tampers with a meter or other measuring device.  
(79 Code, § 5-1-22) (Am. Ord. passed 7-11-94)

**§ 51.23 RECONNECTION OF SERVICE**

Once disconnected for non-payment, the customer must pay the total balance owed on the account to include the current month's bill.

If a different customer requests service at an address that has been disconnected for non-payment, at least one of the following requirements must be met in addition to those detailed in other sections of this Ordinance.

1. Customer must prove copy of valid Lease Agreement or Deed to the Property with the customer's name listed on the document provided; or
2. If no Lease Agreement exists, the customer must provide a notarized letter containing the Property Owner's signature signifying that the tenant is authorized to begin service at the specific address requested.

No reconnections will be made after normal business hours.

**§ 51.24 Adjustments due to Over Billing or Under Billing**

**The Town of Biscoe will collect any deficiencies in utility payments due to under billing for a maximum period of twelve months.**

**The Town of Biscoe will refund or apply a credit to an account any excess money collected in utility payments due to overbilling in accordance with the current North Carolina General Statute.**

**§ 51.25 Leak Adjustments**

The purpose of this section is to provide for a credit adjustment to sewer account ONLY of a customer who has experienced a loss of metered water as a result of conditions beyond normal and reasonable control of the customer or other parties responsible for the use, care, and maintenance of the metered water system.

All metered water lost due to negligence on the part of the user will be charged at the normal rate and no adjustment of the bill will be made.

If the customer believes his bill to be in error, he shall present his claim, in person, at The Town of Biscoe before the bill becomes delinquent. Such claim, if made after the bill has become delinquent, shall not be effective in preventing discontinuance of service as heretofore provided. The consumer may pay such bill under protest, and said payment shall not prejudice his claim.

The Town of Biscoe will make special meter readings at the request of the consumer for a fee of \$25.00 provided, however, that if such special reading discloses that the meter was over read, or in error in any way, the fee will be refunded.

### *Conditions*

It is the customer's responsibility to promptly discover and immediately repair the cause of any unusual situation or condition that may result in loss of metered water. There must be no evidence of undue delay by the customer in stopping the water loss and in making repairs.

### *Customer Responsibility*

1. The customer must be able to provide reasonable evidence of the type of loss and the period of time the loss occurred;
2. The customer must show that the loss was of a nature that was not foreseeable and controllable in the course of customary and prudent use and care of the metered water system;
3. The customer must show that diligent effort was made to stop the flow of water to minimize the loss in a timely manner;
4. The customer must show that permanent repairs have been made to prevent a recurrence.

### *Adjustment Procedure*

1. Customer must submit a written request for an adjustment and a copy of the repair bill, if applicable, within two months of the occurrence. Once received, the Town of Biscoe will evaluate the information provided as to the applicability of an adjustment under this ordinance.
2. The customer shall provide a completed Leak Adjustment Application Form and documentation, in the form of receipts or a completed No Receipt Available Form, showing that the leak has been repaired. No adjustment will be granted if the customer fails to provide the required forms or documentation.
3. The customer's adjustment will be an average of the previous six (6) months of water service, which will be divided by two (2) and then become the sewer part of the water bill for the month of adjustment.
4. If the customer has had water service for less than six (6) months, the average will be taken on the months available.
5. Only one (1) leak adjustment will be allowed within a one-year period.
6. The Utility customer must have water and sewer service, adjustments to the water portion of the bill are not allowed under this policy.
7. Adjustments can be applied to two (2) consecutive billing periods if the water loss occurred over two consecutive billing periods. Insert Utility Leak Adjustment Here.

### **§ 51.26 RETURNED PAYMENTS**

A Returned check Fee as approved by the Board of commissioners in the current fiscal year fee schedule will be applied to all returned payments, including but not limited to automatic bank drafts, electronic check payments and written checks. If the returned payment makes the accounts more than ten (10) days delinquent, the account will be disconnected without further notice. Once disconnected for returned check payment, the reconnection procedure is the same as those accounts disconnected for non-payment.

If the returned payment is the non-refundable connection fee payment for beginning service, the account will be disconnected without further notice. Once disconnected for returned check payment, the reconnection procedure is the same as those accounts disconnected for non-payment.

If an account holder has three (3) returned checks or bank drafts the account will be set to CASH ONLY and no other form of payment will be accepted. ANY Checks attempted to be paid on the account will not be posted. They will be returned to the address on file.

**§ 51.27 WATER SUPPLY PLAN.**

(A) The water supply plan entitled *Biscoe Water Supply Plan* dated August 11, 2000, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources.

(B) The Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

(Ord. passed 10-9-00)

## CHAPTER 52: SEWERS

### Section

#### *General Provisions*

- 52.01 Definitions
- 52.02 Use of public sewers required
- 52.03 Tampering with wastewater facility prohibited
- 52.04 Request for sewer service outside of city limits

#### *Private Wastewater Disposal*

- 52.15 Private wastewater disposal for buildings
- 52.16 Permit required
- 52.17 Compliance with Department of Public Health
- 52.18 Connection to public sewer
- 52.19 Operation and maintenance
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## **GENERAL PROVISIONS**

### **§ 52.01 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***B.O.D. (BIOCHEMICAL OXYGEN DEMAND).*** The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20°C, expressed in parts per million by weight.

***BUILDING DRAIN.*** That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

***BU/WING SEWER.*** The extension from the building drain to the public sewer or other place of disposal.

***GARBAGE.*** Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.

***INDUSTRIAL WASTES.*** The liquid wastes from industrial processes as distinct from sanitary sewage.

**NATURAL OUTLET.** Any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.

**OFFENDING PARTY.** The owner, person or tenant to whom the Superintendent has duly delivered a notice of violation of any provision of this chapter.

**PERSON.** Any individual, firm, company, association, society, corporation, or group.

**pH.** The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution. A stabilized *pH* will be considered as a *pH* which does not change beyond the specified limits when the waste is subjected to aeration under test. A *pH* value indicates the degree of acidity or alkalinity.

**PROPERLY SHREDDED GARBAGE.** The wastes from the preparation, cooking, and dispensing of food that have been shredded to such degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

**SEWAGE.** A combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface, and storm waters as may be present.

**SEWAGE TREATMENT PLANT.** Any arrangement of devices and structures used for treating sewage.

**SEWAGE WORKS.** All facilities for collecting, pumping, treating, and disposing of sewage.

**SEWER.** A pipe or conduit for carrying sewage.

- (1) **COMBINED SEWER.** A sewer receiving both surface run-off and sewage.
- (2) **PUBLIC SEWER.** A sewer in which all owners of abutting properties have equal rights, and is controlled by public authority.
- (3) **SANITARY SEWER.** A sewer which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.

**STORM SEWER** or **STORM DRAIN.** A sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

**SURCHARGE WASTEWATER RATE.** The additional user charge billed in addition to the normal user rate for discharge of wastewater with concentrations expressed in parts per million by weight, greater than those limits established in §§ 52.47 through 52.51.

**SUPERINTENDENT.** The Superintendent of Public Works, or sewage works or his authorized representative or such person or persons as may be designated by the Town Board.



*SUSPENDED SOLIDS.* Solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

*TOTAL KJEWAHL NITROGEN.* The total of organic and ammonia nitrogen expressed in parts per million by weight.

*WATERCOURSE.* A channel in which a flow of water occurs, either continuously or intermittently.

(Ord. passed 10-9-89)

### **§ 52.02 USE OF PUBLIC SEWERS REQUIRED.**

(A) It shall be unlawful for any person to place, deposit, or permit to be deposited in an unsanitary manner upon public or private property within the town or in any area under the jurisdiction of the town, any human or animal excrement, garbage, or other objectionable waste.

(B) It shall be unlawful to discharge to any natural outlet within the town, or in any area under the jurisdiction of the town any sanitary sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.

(C) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank cesspool, or other facility intended or used for the disposal of sewage.

(D) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purpose, situated within the town and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary or combined sewer of the town, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within 90 days after date of official notice to do so, provided that the public sewer is within 100 feet of the property line.

(Ord. passed 10-9-89) Penalty, see § 10.99

### **§ 52.03 TAMPERING WITH WASTEWATER FACILITY PROHIBITED.**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the municipal sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(Ord. passed 10-9-89) Penalty, see § 10.99

**§ 52.04 REQUEST FOR SEWER SERVICE OUTSIDE OF CITY LIMITS.**

Whenever a request is received for sewer service from someone whose residence or business is located outside city limits, the Superintendent of Public Utilities will take the request in writing to the Board of Commissioners at their next regular meeting for a decision on whether to authorize a sewer hookup to the town's sewer system.

(Ord. passed 7-10-00)

***PRIVATE WASTEWATER DISPOSAL*****§ 52.15 PRIVATE WASTEWATER DISPOSAL FOR BUILDINGS.**

Where a public sanitary or combined sewer is not available under the provisions of § 52.02(0), the building sewer shall be connected to a private sewage disposal system complying with the provisions of this subchapter.

(Ord. passed 10-9-89) Penalty, see § 10.99

**§ 52.16 PERMIT REQUIRED.**

(A) Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the Superintendent. The application for such permit shall be made on a form furnished by the town, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the Superintendent. A permit and inspection fee shall be paid to the Town Clerk at the time the application is filed. The amount of the fee shall be posted in the office of the Superintendent.

(B) A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Superintendent. He shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the Superintendent when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the Superintendent.

(Ord. passed 10-9-89) Penalty, see § 10.99

**§ 52.17 COMPLIANCE WITH DEPARTMENT OF PUBLIC HEALTH.**

The type, capacities, location, and layout of a private sewage disposal system shall comply with all recommendations of the Department of Public Health of the state. No permit shall be issued for any

private sewage disposal system employing subsurface soil absorption facilities where the area of the lot is less than 15,000 square feet. No septic tank or cesspool shall be permitted to discharge to any public sewer or natural outlet.

(Ord. passed 10-9-89) Penalty, see § 10.99

#### **§ 52.18 CONNECTION TO PUBLIC SEWER.**

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in § 52.17, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material.

(Ord. passed 10-9-89) Penalty, see § 10.99

#### **§ 52.19 OPERATION AND MAINTENANCE.**

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the town.

(Ord. passed 10-9-89)

#### **§ 52.20 ADDITIONAL REQUIREMENTS.**

No statement contained in this subchapter shall be construed to interfere with any additional requirements that may be imposed by the Health Officer.

(Ord. passed 10-9-89)

### ***BUILDING SEWERS AND CONNECTIONS***

#### **§ 52.30 INTERFERENCE WITH PUBLIC SEWER SYSTEM; PERMIT REQUIRED.**

No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Superintendent.

(Ord. passed 10-9-89) Penalty, see § 10.99

**§ 52.31 BUILDING SEWER PERMITS.**

There shall be two classes of building sewer permits; for residential and commercial service, and for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the town. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Superintendent. A permit and inspection fee for a residential, commercial, or industrial building sewer permit shall be paid to the Town Clerk at the time the application is filed. The amount of the fee shall be posted in the office of the Superintendent.

(Ord. passed 10-9-89)

**§ 52.32 COST OF INSTALLATION.**

All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

(Ord. passed 10-9-89)

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### § 52.33 SEPARATE SEWERS FOR SINGLE BUILDINGS.

A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

(Ord. passed 10-9-89)

### § 52.34 EXISTING BUILDING SEWERS.

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this chapter.

(Ord. passed 10-9-89)

### § 52.35 SPECIFIC REQUIREMENTS.

(A) The building sewer shall be cast iron soil pipe ("No-Hub"); PVC plastic sewer pipe, ASTM specification D3034, SDR 35, or other suitable material approved by the Superintendent. Joints shall be tight and waterproof. Any part of the building sewer that is located within ten feet of a water service pipe shall be constructed of cast iron soil pipe. Cast iron pipe may be required by the Superintendent where the building sewer is exposed to damage by tree roots. If installed in filled or unstable ground, the building sewer shall be of cast iron soil pipe, except that non-metallic material may be accepted if laid on a suitable concrete bed or cradle as approved by the Superintendent.

(B) The size and slope of the building sewer shall be subject to the approval of the Superintendent, but in no event shall the diameter be less than six inches. The slope of such six-inch pipe shall not be less than one-eighth inch per foot. --

(C) Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. No building sewer shall be laid parallel to or within three feet of any bearing wall, which might thereby be weakened. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at uniform grade and in straight alignment insofar as possible. Changes in direction shall be made only with properly curved pipe and fittings.

(D) In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by approved artificial means and discharged to the building sewer.

(E) All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Superintendent. Pipe laying and backfill shall be performed in accordance with ASTM specification C12-19 except that no backfill shall be placed until the work has been inspected.

(F) All joints and connections shall be made gastight and watertight.

(1) "No-Hub" cast iron soil pipe joints shall consist of a neoprene gasket and stainless steel clamp and shield. PVC plastic sewer pipe joints shall be either solvent cement or elastomeric gasket joints.

(2) Other jointing materials and methods may be used only by approval of the Superintendent

(G) The connection of the building sewer into the public sewer shall be made at the "Y" branch, if such branch is available at a suitable location. If the public sewer is 12 inches in diameter or less, and no properly located "Y" branch is available, the owner shall at his expense install a "Y" branch in the public sewer at the location specified by the Superintendent. Where the public sewer is greater than 12 inches in diameter, and no properly located "Y" branch is available, a neat hole may be cut into the public sewer to receive the building sewer, with entry in the downstream direction at an angle of about 45°. A 45° elbow may be used to make such connection, with the spigot end cut so as not to extend past the inner surface of the public sewer. The invert of the building sewer at the point of connection shall be at the same or at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made, and the connection made secure and watertight by encasement in concrete. Special fittings may be used for the connection only when approved by the Superintendent  
(Ord. passed 10-9-89)

#### **§ 52.36 SUPERINTENDENT TO INSPECT SEWERS.**

The applicant for the building sewer permit shall notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Superintendent or his representative. (Ord. passed 10-9-89)

#### **§ 52.37 EXCAVATIONS.**

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the town.  
(Ord. passed 10-9-89)

### ***USE OF PUBUC SEWERS***

#### **§ 52.45 DISCHARGE OF UNPOLLUTED WATER.**

No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer. (Ord. passed 10-9-89) Penalty, see § 10.99

#### § 52.46 STORM SEWERS.

Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Superintendent. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the Superintendent, to a storm sewer, combined sewer or natural outlet.

(Ord. passed 10-9-89)

#### § 52.47 PROHIBITED DISCHARGES WASTES.

Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- (A) Any liquid or vapor having a temperature higher than 135°F.
- (B) Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil or grease.
- (C) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.
- (D) Any garbage that has not been properly shredded.
- (E) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastic, wood, paunch manure, or any other solid or viscous substance in sufficient quantity to cause or substantially contribute to obstruction of the flow in sewers or cause other interference with the proper operation of the sewage works.
- (F) Any waters or wastes having a stabilized pH, as defined in § 52.01, lower than 6.0 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
- (G) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard to humans or animals, or create any hazard in the receiving waters of the sewage treatment plant.
- (H) Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.
- (I) Any noxious or malodorous gas or substance capable of creating a public nuisance.
- (J) Since the intent of this section is to protect the sewerage system of the town while treating as such of the industrial waste of the town as practicable, the Superintendent shall have the authority to waive the provisions of divisions (A), (B), (C), (D), (E), (F), (G), and (I) when he determines that the quantity of the waste discharged by any person is so small in relation to the overall flow into the



town system as to make the offending characteristics of the waste negligible. The waiving of the provisions at one time shall not prohibit the enforcement of these same provisions at a later date when the cumulative effect of the discharge from several industrial establishments and businesses may become detrimental to the sewerage system. Waivers contained in this section shall be subject to the approval of the Board of Commissioners.

(K) Any change of regulations or treatment standards imposed on the town by the state will in turn be passed along to the industrial waste discharger.

(Ord. passed 10-9-89) Penalty, see § 10.99

#### **§ 52.48 GREASE, OIL AND SAND INTERCEPTORS.**

(A) Grease, oil and sand interceptors shall be provided, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Superintendent, and shall be located as to be readily and easily accessible for cleaning and inspection.

(B) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which when bolted in place shall be gastight and watertight.

(C) Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

(Ord. passed 10-9-89) Penalty, see § 10.99

#### **§ 52.49 CERTAIN WATERS TO BE APPROVED BY SUPERINTENDENT.**

The admission into the public sewers of any waters or wastes having (1) a five-day biochemical oxygen demand greater than 300 parts per million by weight, or (2) containing more than 350 parts per million by weight of total suspended solids, or (3) containing any quantity of substances having the characteristics described in § 52.47, or (4) a chemical oxygen demand greater than 1,000 parts per million by weight, or (5) a Total Kjeldahl Nitrogen greater than 40 parts per million by weight shall be subject to the review of the Superintendent. When the Superintendent makes a determination that it is necessary, the owner shall provide, at his expense, such preliminary treatment as may be necessary to, (1) reduce the biochemical oxygen demand to 300 parts, per million, the total suspended solids to 350 parts per million by weight, reduce the chemical oxygen demand to 1,000 parts per million, and reduce the Total Kjeldahl Nitrogen greater than 40 parts per million by weight, or (2) reduce objectionable characteristic or constituents to within the maximum limits provided for in § 52.47, or (3) control the quantities and rates of discharge of such waters or wastes. Plans, specifications and any other pertinent information relative to proposed preliminary treatment facilities shall be submitted for the approval of the Superintendent and of the State Department of Water and Air Resources, and no construction of such facilities shall be commenced until the approvals are obtained in writing. (Ord. passed 10-9-89)

§ 52.50 PRELIMINARY TREATMENT FACILITIES.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in safe and effective operation. In the event such treatment facilities malfunction or cease to operate for any reason, the owner shall give immediate notice of such condition to the Superintendent.

(Ord. passed 10-9-89)

§ 52.51 STORAGE TANKS; CONTROL MANHOLE.

(A) *Storage tanks.* In order to promote equalization of flows, it shall be the responsibility of each person discharging a waste into the town's sanitary sewers having the following average daily volumes over a period of his normal work week shall construct and maintain at his own expense a suitable storage tank, reservoir or pond of the corresponding minimum volumes:

<i>Volume of Waste Discharged Average Gallons Per Day</i>	<i>Minimum Volume of Storage Tank In Percentage of Daily Volume of Waste Discharged</i>
0 to 2,000	0%
2,001 to 50,000	50%
50,001 to 200,000	100%
200,001 to 750,000	150%
750,001 and above	200%

(1) Such storage tank shall have its outlet to the sewer controlled by an approved device, the setting of flow rates being as directed by the Superintendent.

(2) Storage tank requirements may be waived by the Superintendent in cases where a constant rate of flow is discharged provided:

(a) That the normal operating day extends over a 24 hour period and the rate of waste flow and character of load discharged is such that in the determination of the Superintendent the installation of a storage tank would not improve sewer treatment plant loading conditions.

(b) That all other requirements of this chapter are fulfilled or where the character of waste when held for the period of time indicated would not be detrimental to operation of the town's sewerage system.

(B) *Control manhole.* Any person discharging industrial wastes into the town's sanitary sewers shall construct a suitable control manhole, downstream from any treatment, storage tank or other approved works, to facilitate observations, and provide means for measurements and sampling of all such wastes from the industry.

(1) The control manhole shall be constructed at a suitable and satisfactory location and built in a manner approved by the Superintendent. The manhole shall be installed by the person discharging the wastes at his expense and shall be maintained by him so as to be safe accessible and in proper operating condition at all times.

(2) A control valve shall be located downstream from any treatment, storage tank or other approved works, to facilitate control of discharge to the town's sewer system. The control valve shall be locked and controlled by the town.

(3) Plans for the construction of such preliminary treatment facilities, storage tanks, control manholes, interceptors, and controlling device's shall be approved by the Superintendent prior to the commencement of construction.

(4) Control manhole requirements may be waived by the Superintendent. A person discharging may be relieved of this requirement providing:

(a) That such wastes meet all other requirements of this chapter, as determined by the Superintendent.

(b) That all such wastes are discharged through a single standard sewer manhole before entrance into the sanitary sewers.

(C) *Plans for construction.* Plans for the construction of the storage tank, control manhole, interceptors and controlling devices shall be approved by the Superintendent prior to the beginning of construction.

(Ord. passed 10-9-89)

#### **§ 52.52 INTERRUPTION OF DISCHARGE.**

Notices shall be given the approving authority when normal operations of the industry will be interrupted for 24 hours or longer and wastes will not be available for discharge or when a change of process is contemplated.

(Ord. passed 10-9-89)

#### **§ 52.53 METHOD FOR EXAMINATION OF WATER AND WASTEWATER.**

(A) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in §§ 52.47 through 52.51 shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage," and shall be determined at the control provided for in §§ 52.48 through 52.51, or upon suitable samples taken at the control manhole, in the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

(B) Testing shall be at a rate of five tests and analyses per month unless a violation has occurred, then the Superintendent may require testing as frequently as needed until compliance has been accomplished. The town may require daily testing to assure compliance. All testing and analyses costs shall be borne by the owner.

(Ord. passed 10-9-89)

#### **§ 52.54 SPECIAL CONDITIONS; WAIVERS.**

In the event that any sewer user is unable to comply with any provision contained in this subchapter, whether because of the physical location of the premises, the nature of his operations, conditions beyond his control, or circumstances which would render compliance unreasonable, burdensome, or impractical, or would result in an arbitrary and unreasonable taking of property, or in the closing and elimination of lawful business occupation or activity without sufficient corresponding benefit or advantage to the public, he may apply to the Superintendent for a certificate of waiver, specifying the requirement sought to be waived and setting forth in detail the reasons underlying the request. Upon receipt of such request, the Superintendent shall examine the premises and operations in question to determine whether adequate justification exists. If good cause is shown, the Superintendent may thereafter issue a certificate of waiver which sets forth the findings of fact as determined by the Superintendent with respect to the request, the grounds upon which the certificate is based, and the specific conditions and restrictions to which the continued validity of the certificate are subject including without limitations, the payment by the requesting party of such additional charges as are necessary, in the determination of the Superintendent, to compensate for the excess burden on the sewer system occasioned by the waiver. The certificate of waiver may be conditioned upon periodic review of the grounds upon which it is based, and any such certificate shall be revocable by the Superintendent for good cause at any time upon reasonable notice to party who has been granted the waiver. Nothing in this section shall be construed to modify or affect the application of § 52.66 as to the requesting party. The Superintendent shall maintain publicly at his office a file containing copies of all current certificates of waiver issued.

(Ord. passed 10-9-89)

### ***INDUSTRIAL WASTE***

#### **§ 52.65 INDUSTRIAL PERMIT APPLICATION; FEE.**

Any industry desiring to discharge waste into the town's collection system shall submit an industrial sewer connection application to the Superintendent for approval. A permit and inspection fee shall be paid to the Town Clerk at the time the application is filed. The amount of the fee shall be posted in the office of the Superintendent.

(Ord. passed 10-9-89) Penalty, see § 10.99

**§ 52.66 INDUSTRIAL WASTE SURCHARGE.**

In the event the wastewater being discharged by an industry into the town's collection system exceeds those requirements in §§ 52.47 through 52.51, the town has the option of imposing an industrial waste surcharge against the industry until the problem is corrected in lieu of not accepting the waste. If after 30 days the problem is not corrected, the town has the right to refuse further treatment of the industry's waste.

(Ord. passed 10-9-89)

**§ 52.67 ASSESSMENT POLICY FOR INDUSTRIAL SEWER EXTENSIONS.**

The following assessment policy for future users of this industrial sewer extension will be in effect upon completion of construction:

(A) All future connections shall be charged an assessment of \$200 for residential users and \$500 for commercial users. These charges are in addition to tap fees in effect at the time of the connection and shall be paid in full prior to connection to the sewer line.

(B) That all revenues received from this assessment policy be used to finance future capital improvements to the town water and sewer systems in predominantly low- and moderate-income neighborhoods.

(Ord. passed 9-10-90)

***ADMINISTRATION AND ENFORCEMENT*****§ 52.80 POWER AND AUTHORITY OF INSPECTORS.**

The Superintendent and other duly authorized employees of the town bearing proper credentials and identification shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling, and testing, in accordance with the provisions of this chapter. In case any inspector or inspectors are refused admittance to any premises for any such purpose or are hindered or prevented from making such examination, the water or sewer privilege shall be terminated and shall not be reinstated until free access is given and the current charge for the activation of water or sewer services is paid.

(Ord. passed 10-9-89)

### § 52.81 NOTICE OF VIOLATION.

In the event that the Superintendent determines that any person is violating or has violated any provision of this chapter except § 52.65, the Superintendent shall serve such person with a written notice of violation setting forth the facts found by the Superintendent with respect to the violation, citing the applicable provision or provisions of this chapter, and providing a time limit of 30 days, which may be further extended by the Superintendent for good cause, for the satisfactory correction of the noted violation.

(Ord. passed 10-9-89)

### § 52.82 APPEALS; HEARING.

Any person so notified or any person aggrieved by any action of the Superintendent under these regulations may, within ten days from such notification or at any time after such grievance may arise, appeal in writing from the notice or action to the Sewer Committee appointed by the Board of Commissioners or such professional agency as may be agreed upon by the Sewer Committee and the alleged violator. Upon receipt of such appeal, the Sewer Committee or its designated agency shall grant a hearing within 14 days. Within a reasonable time after such hearing, the Sewer Committee, or its designated agency shall issue a memorandum outlining its findings and may modify, continue or revoke the notice of violation or action of the Superintendent, provided, however, that the Sewer Committee or its designated agency shall not take any inconsistent action with this chapter or any standards established by the State Board of Water and Air Resources.

(Ord. passed 10-9-89)

### § 52.83 DISCONTINUANCE OF SERVICE.

Failure of any person to comply with the notice provided for in § 52.80 in accordance with the provisions of this chapter shall be cause for the discontinuance of sewer or water services to the offending person and the offending person shall be guilty of misdemeanor and upon conviction thereof shall be fined an amount equal to damages incurred by the town.

(Ord. passed 10-9-89)

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## APPENDIX A: SUMMARY FOR INDUSTRIAL USERS

The following is a summary of the town's sewer use chapter identifying items applicable to industrial users. This does not relieve an industry from complying with the town's sewer chapter in entirety.

(A) No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer without approval of the Superintendent.

(B) Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- (1) Any liquid or vapor having a temperature higher than 135°F.
- (2) Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil or grease.
- (3) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.
- (4) Any garbage that has not been properly shredded.
- (5) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastic, wood, paunch manure, or any other solid or viscous substance in sufficient quantity to cause or substantially contribute to obstruction of the flow in sewers or cause other interference with the proper operation of the sewage works.
- (6) Any waters or wastes having a stabilized pH lower than 6.0 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
- (7) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard to humans or animals, or create any hazard in the receiving waters of the sewage treatment plant.
- (8) Any noxious or malodorous gas or substance capable of creating a public nuisance.
- (9) Any waters or waste having a five-day biochemical oxygen demand greater than 300 parts per million by weight.



(10) Any waters or waste having a total suspended solid greater than 350 parts per million by weight.

(11) Any waters or waste having a chemical oxygen demand greater than 1,000 parts per million by weight.

(12) Any waters or waste having a Total Kjeldahl Nitrogen greater than 40 parts per million by weight.

(13) No person shall discharge wastewater containing in excess of:

0.01 mg/I arsenic

0.01 mg/1 cadmium

<1.00 mg/1 copper

0.05 mg/I cyanide

< 1.00 mg/I lead

<1.00 mg/1 mercury

<1.00 mg/1 nickel

0.05 mg/1 silver

0.05 mg/I total chromium

< 5.00 mg/I zinc

< 1.00 mg/1 total identifiable chlorinated hydrocarbons

0.001 mg/I phenolic compounds which cannot be removed by the city's wastewater treatment process.

2,000 mg/I sodium

10,000 mg/1 sodium chloride

1,000 mg/I sulfate

800 mg/I chloride

250 mg/I formaldehyde

(14) Since the intent of this section is to protect the sewerage system of the town while treating as much of the industrial waste of the town as practicable, the Superintendent shall have the authority to waive the provisions above or allow pretreatment to meet the same.

(C) Structures required:

(1) Grease, oil and sand interceptors shall be provided and maintained by the owner at his expense.

(2) Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in safe and effective operation. In the event such treatment facilities malfunction or cease to operate for any reason, the owner shall give immediate notice of such condition to the Superintendent.

(3) Equalization Basins:

<i>Volume of Waste Discharged Average Gallons Per</i>	<i>Minimum Volume of Storage Tank In Percentage of Daily Volume of Day Waste Discharged</i>
0 to 2,000 . . . . .	0%
2,001 to 50,000 . . . . .	50%
50,001 to 200,000 . . . . .	100%
200,001 to 750,000 . . . . .	150%
750,001 and above . . . . .	200%

(4) Any person discharging industrial wastes into the town's sanitary sewers shall construct a suitable control manhole, downstream from any treatment, storage tank or other approved works, to facilitate observations, and provide means for measurements and sampling of all such wastes from the industry.

(5) A control valve shall be located downstream from any treatment, storage tank or other approved works to facilitate control of discharge to the town's sewer system. The control valve shall be locked and controlled by the town.

(D) Testing by the town shall be at a rate of five tests and analyses per month unless a violation has occurred, then the Superintendent may require testing as frequently as needed until compliance has been accomplished. The town may require daily testing to assure compliance. All testing and analyses costs shall be borne by the owner.

(E) In the event the wastewater being discharged by an industry into the town's collection system exceeds those requirements herein, the town has the option of imposing an industrial waste surcharge against the industry until the problem is corrected in lieu of not accepting the waste. If after 30 days the problem is not corrected, the town has the right to refuse further treatment of the industry's waste.

(F) Any industry desiring to discharge waste into the town's collection system shall submit an industrial sewer connection application to the Superintendent for approval. A permit and inspection fee shall be paid to the Town Clerk at the time the application is filed. The amount of the fee shall be posted in the office of the Superintendent.

(G) Notes:

(1) Biochemical oxygen demand (BOD<sub>5</sub>): \$0.01 per 1,000 gallons water usage for every part per million by weight (p.p.m.) greater than 500 p.p.m.

(2) Total suspended solids (TSS): \$0.01 per 1,000 gallons water usage for every p.p.m. greater than 550 p.p.m.

(3) Chemical oxygen demand (COD): \$0.005 per 1,000 gallons water usage for every p.p.m. greater than 1,400 p.p.m.

**Biscoe - Public Works**

(4) Total Kjeldahl Nitrogen (TKN): \$0.05 per 1,000 gallons water usage for every p.p.m. greater than 40 p.p.m.

(5) Surcharges for other materials such as heavy metals, oil and grease, sulfates, cyanide, phenols, and the like should be developed as the situation merits and should be based on actual costs incurred by the town to treat substances present in excessive concentrations.

(6) The town may adopt additional charges and fees which may include:

(a) Fees for reimbursement of costs of setting up and operating the town's pretreatment program;

(b) Fees for monitoring, inspections and surveillance procedures;

(c) Fees for reviewing accidental discharge procedures and construction;

(d) Fees for permit applications;

(e) Fees for filing appeals;

(f) Fees for consistent removal (by the town) of pollutants otherwise subject to federal pretreatment standards;

(g) Other fees as the town may deem necessary to carry out the requirements contained herein.

(7) Any change of regulations or treatment standards imposed on the town by the state will in turn be passed along to the industrial waste discharger.

(H) Surcharge wastewater rates.

<b>BOD<sub>5</sub></b>		<b>TSS</b>	
<b>Concentration in PPM</b>	<b>Surcharge per 1,000 gallon</b>	<b>Concentration in PPM</b>	<b>Surcharge per 1,000 gallon</b>
300 and less	\$0	350 and less	\$0
301 - 325	0.25	351 - 375	0.25
326 - 350	0.50	376 - 400	0.50
351 - 375	0.75	401 - 425	0.75
376 - 400	1.00	426 - 450	1.00
401 - 425	1.25	451 - 475	1.25

BOD <sub>5</sub>		TSS	
Concentration in PPM	Surcharge per 1,000 gallon	Concentration in PPM	Surcharge per 1,000 gallon
426 - 450	\$1.50	476 - 500	\$1.50
451 - 475	1.75	501 - 525	1.75
476 - 500	2.00	526 - 550	2.00
501 and greater	See (1) below	551 and greater	See (2) below

COD		TKN	
Concentration in PPM	Surcharge per 1,000 gallons	Concentration in PPM	Surcharge per 1,000 gallons
1,000 and less	\$0	40 and less	\$0
1,001 - 1,050	0.25	41 - 50	0.50
1,051 - 1,100	0.50	51 - 60	1.00
1,101 - 1,150	0.75	61 - 70	1.50
1,151 - 1,200	1.00	71 - 80	2.00
1,201 - 1,250	1.25	81 - 90	2.50
1,251 - 1,300	1.50	91 - 100	3.00
1,301 - 1,350	1.75	101 - 110	3.50
1,351 - 1,400	2.00	111 - 120	4.00
1,401 and greater	See (3) below	121 and greater	See (4) below

Penalty, see § 10.99



APPENDIX B: INDUSTRIAL SEWER CONNECTION APPLICATION

**Industrial Sewer Connection Application**

To the town

The undersigned being the \_\_\_\_\_ of the property located at \_\_\_\_\_ does hereby request a permit to \_\_\_\_\_ an industrial sewer connection serving \_\_\_\_\_, which company is engaged in at the location.

1. A plan to the property showing accurately all sewers and drains now existing is attached hereunto as Exhibit "A."
2. Plans and specifications covering any work proposed to be performed under this permit is attached hereunto as Exhibit "B."
3. A complete schedule of all process waters and industrial wastes produced or expected to be produced at the property, including a description of the character of each waste, the daily volume and maximum rates of discharge, representative analyses, and compliance with any applicable pretreatment standard or requirements, is attached hereunto as Exhibit "C."
4. The name and address of the person or firm who will perform the work covered by this permit is \_\_\_\_\_

In consideration of the granting of this permit, the undersigned agrees:

1. To furnish any additional information relating to the installation or use of the industrial sewer for which this permit is sought as may be requested by the local government.
2. To accept and abide by all provisions of the Sewer Use Ordinance of the local government and of all other pertinent Ordinances or regulations that may be adopted in the future.
3. To operate and maintain any pretreatment facilities as may be required as a condition of the acceptance into the wastewater disposal system of the industrial wastes involved, in an efficient manner at all times, and at no expense to the local government.
4. To cooperate at all times with the local government in their inspecting, sampling, and study of the industrial wastes, and any facilities provided for pretreatment.

**Biscoe - Public Works**

5. To notify the local government immediately in the event of any accident, or other occurrence that causes discharge to the wastewater disposal system of any wastewater or substances prohibited by this permit.

Date: \_\_\_\_\_ Signed \_\_\_\_\_

Application approved and permit granted:

Date: \_\_\_\_\_ Signed \_\_\_\_\_

Application not approved and permit not granted:

Water & Sewer			
Water & Sewer (Residential Rates)			
<b>Inside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 12.00	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)	\$ 22.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Sewer	100%	of water used
	NCGS 160A-314.(a)		
Water & Sewer (Commercial Rates)			
<b>Inside City Limits</b>			
	First 3000 Gallons (Minimum Charge)	\$ 34.00	
	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)	\$ 55.00	
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
Water & Sewer Fees			
	Water Connection - Residential Owner	\$ 50.00	
	Water Connection - Resident - Renter	\$ 75.00	
	Water Connection - Business	\$ 75.00	
	TIER 1 Late Fee	\$ 10.00	APPLIED BEFORE 8:30 ON 21ST
	TIER 2 Late Fee	\$ 35.00	APPLIED BEFORE 8:30 ON 1ST DAY OF MONTH
	Special Meter Reading	\$ 25.00	WILL BE REFUNDED IF NO FAULT OF CUSTOMER
	Tampering 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%	
Planning & Zoning Fees			
	CONDITIONAL USE PERMIT	\$ 200.00	
	MAPS	\$ 1.00	
	REZONING APPLICATION	\$ 300.00	
	ZONING BOOKS	\$ 10.00	
	ZONING PERMIT	\$ 25.00	
Cemetery Prices			



Section B			
	Inside City Limits Resident	\$ 230.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 430.00	<i>Per Grave</i>
Section D			
	Inside City Limits Resident	\$ 330.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 730.00	<i>Per Grave</i>

DRAFT



“A Dream Worth Dreaming”

**MAYOR**  
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**COMMISSIONERS**  
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BRANDON W. HOLLAND

**TOWN CLERK**  
LAURA B. MORTON

## **Town of Biscoe Payment Options for Water/Sewer Bills**

- **Online:** Payments can be made during and after business hours online through our website at <http://www.townofbiscoe.com/> You will need to scroll toward the bottom of the page and click on the icon, pay my town water bill to be directed to EGOV to access your account information and payment options using Visa, Master Card, Discover, American Express, and E-Checks. Your visit will require you to provide specific information including your 12 digit account number and the amount due.
- **Bank Draft:** Bank drafting form your checking account is available. We need a completed Bank Draft Authorization form. You can obtain the authorization from on our website under *Forms/Documents* then *Water/Sewer*.
- **Mail:** Payments can be mailed along with the payment stub which is the bottom portion of the water bill. Payments should be mailed to 110 West Main Street Biscoe, NC 27209. Please include the account number on the Check or Money Order. Please pay close attention that you are sending this payment in a timely manner to avoid any late charges.
- **Drop Box:** Payments of Check or Money order ONLY can be left in our drop box after business hours at our office located at 110 West Main Street Biscoe, NC 27209. No CASH payments will be accepted in the Drop Box. If a CASH payment is left in the Drop Box the payment will NOT be applied, the account holder will be contacted and the payment will be returned. The Drop Box will be checked before 9:00 am and any payments left after 9:00 am will be applied the following business day. Please pay close attention that you are making this payment in a timely manner to avoid any late charges.
- **In Person:** Payments made in person to the Biscoe Town Hall will be accepted Monday through Friday from 8:30 am to 5:00 pm. They can be made in the following ways: Cash, Check, Money Order, Credit/Debit Card using the following: Visa, Master Card, Discover, and American Express.

These payment options should not be used to establish new water services. Please refer to instructions to open a water/sewer account under *Forms/Documents* then *Water/Sewer*.



910-428-4112 Phone

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

[www.townofbiscoe.com](http://www.townofbiscoe.com)



910-428-3975 FAX



*“A Dream Worth Dreaming”*

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**TOWN CLERK**  
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**Town of Biscoe Billing & Collecting Department  
Application for Utility Service  
Business Use Property**

**When applying for utility service, the following information is requested:**

1. A Government issued PHOTO ID for ACCOUNT HOLDER (s)
  - a. Accepted forms are the following: valid state driver's license, valid state issue photo identification card, passport, US Military ID cards, permanent resident card
2. If you are renting: Copy of Valid Lease Agreement, Rent Receipt signed by Landlord, Deposit Receipt signed by Landlord. We will require your Landlord's information below. If you own: Any ownership documentation which shows you as the owner and has the address where utility service is being requested.
3. Non-refundable Connection Fee of \$75.00 is required.
  - a. Accepted forms of payment are: Cash, Check, Money Order, Debit/Credit card with a \$1.50 fee.
4. Payment of prior outstanding debts due to the Town of Biscoe in accordance with the Town of Biscoe Code of Ordinances.
5. For same day service, completed application needs to be processed BEFORE 2:30 PM. If service is needed after 2:30 PM a Service Fee of \$25.00 will be required for service to be connected.

**Billing Cycle:**

Invoices for service are printed on or before the 1<sup>st</sup> day of the Month. Service periods do not match billing dates. For example, an invoice dated the 1<sup>st</sup> of March is typically for service period of the middle of January to the middle of February.

**Payments:**

Payments are due by 5:00 pm on the 20<sup>th</sup> of the month. Tier 1 late fee of \$10.00 is assessed to all accounts not paid by 5:00 pm on the 20<sup>th</sup> of the month unless the 20<sup>th</sup> falls on a Holiday where the Town Hall is closed. It will then be processed on the following business day. Tier 2 late fee of \$35.00 is assessed on the last day of each month at 5:00 pm unless the last day of the month falls on a Holiday where the Town Hall is closed. It will then be processed on the following business day. Service is disconnected on the 1<sup>st</sup> day of the month for accounts that are delinquent for the month prior unless the 1<sup>st</sup> falls on a Friday or any Holiday where the Town Hall is closed. It will then be disconnected on the following business day.

Initial (1): \_\_\_\_\_

Initial (2): \_\_\_\_\_

**Disclosure:**

Access to person information such as identification, social security numbers and bank account numbers are password protected. Paper copies of the applications are scanned at the time of application and returned to customer. Applications are maintained in a secure digital format.



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**Town of Biscoe Billing and Collecting Department  
Application for Utility Service  
Business Use Property**

**Business Information: - complete all boxes**

Business Name:	Type of Business:
Tax ID:	Business Phone #
Service Address:	Mailing Address:

**Applicant Information:**

**Property Owner:**

Name Account Holder (1) <small>Renter { }                      Owner { }</small>	Name Account Holder (2)	Name:
Driver's License #	Driver's License #	Address:
Social Security #	Social Security #	Phone #
Phone #	Phone #	
Employer Name & Phone #	Employer Name & Phone #	
Signature:	Signature:	

**Notice of the Use of Social Security Numbers:**

*Disclosure of your social security number is voluntary. The request of your social security number is authorized by Section 105A-3(c) of the North Carolina General Statutes. Social Security Numbers collected by the town's billing and collections office will be used when collection efforts are undertaken to recover debts that are not paid voluntarily and in a timely manner by a customer. These collection efforts will include set-offs against customers' North Carolina income tax refunds and lottery winnings by means of the states' set-off debt collection program. This program is used by the Town of Biscoe to collect debts that arise in connection with the provision of water and/or sewer service. An existing or potential customer will not be denied utility services because of a refusal to disclose his or her social security number.*

**Payment by Draft:**

If you accept and complete the Bank Draft Application your account will be drafted on the 15<sup>th</sup> of each month unless the 15<sup>th</sup> falls on a Holiday where the Town Hall or Banks are closed. It will then be processed on the following business day. Once the Draft set-up is complete, there will be a notation referencing Draft Notice, Do Not Pay and the Draft date in the body of the invoice. The Draft will only be for the amount due on the account at the time of the draft.

I want to sign up for Payment by Draft

YES

NO

Signature: \_\_\_\_\_

**STAFF USE ONLY:**

Customer (A)	Customer (B)
Property Address:	Lease/Ownership Date:
Documentation Type:	Work Order Date:
Account Number:	Received by: _____ Date: _____



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**Town of Biscoe Billing & Collecting Department  
Application for Utility Service  
Residential Property**

**When applying for utility service, the following information is requested:**

1. A Government issued PHOTO ID for ACCOUNT HOLDER (s)
  - a. Accepted forms are the following: valid state driver's license, valid state issue photo identification card, passport, US Military ID cards, permanent resident card
2. If you are renting: Copy of Valid Lease Agreement, Rent Receipt signed by Landlord, Deposit Receipt signed by Landlord. We will require your Landlord's information below. If you own: Any ownership documentation which shows you as the owner and has the address where utility service is being requested.
3. Non-refundable Connection Fee of \$75.00 if you are a renter and \$50.00 if you are an owner.
  - a. Accepted forms of payment are: Cash, Check, Money Order, Debit/Credit card with a \$1.50 fee.
4. Payment of prior outstanding debts due to the Town of Biscoe in accordance with the Town of Biscoe Code of Ordinances.
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Initial (1): \_\_\_\_\_

Initial (2): \_\_\_\_\_

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**Town of Biscoe Billing and Collecting Department  
Application for Utility Service  
Residential Property**

All applicants: Please fill out both Property AND Mailing address:

Property Address:	Mailing Address
-------------------	-----------------

**Applicant Information:**

**Property Owner:**

Name Account Holder (1) <small>Renter { }                      Owner { }</small>	Name Account Holder (2)	Name:
Driver's License #	Driver's License #	Address:
Social Security #	Social Security #	Phone #
Phone #	Phone #	
Employer Name & Phone #	Employer Name & Phone #	
Signature:	Signature:	

**Notice of the Use of Social Security Numbers:**

Disclosure of your social security number is voluntary. The request of your social security number is authorized by Section 105A-3(c) of the North Carolina General Statutes. Social Security Numbers collected by the town's billing and collections office will be used when collection efforts are undertaken to recover debts that are not paid voluntarily and in a timely manner by a customer. These collection efforts will include set-offs against customers' North Carolina income tax refunds and lottery winnings by means of the states' set-off debt collection program. This program is used by the Town of Biscoe to collect debts that arise in connection with the provision of water and/or sewer service. An existing or potential customer will not be denied utility services because of a refusal to disclose his or her social security number.

**Payment by Draft:**

If you accept and complete the Bank Draft Application your account will be drafted on the 15<sup>th</sup> of each month unless the 15<sup>th</sup> falls on a Holiday where the Town Hall or Banks are closed. It will then be processed on the following business day. Once the Draft set-up is complete, there will be a notation referencing Draft Notice, Do Not Pay and the Draft date in the body of the invoice. The Draft will only be for the amount due on the account at the time of the draft.

I want to sign up for Payment by Draft YES NO

Signature: \_\_\_\_\_

**STAFF USE ONLY:**

Customer (A)	Customer (B)
Property Address:	Lease/Ownership Date:
Documentation Type:	Work Order Date:
Account Number:	Received by: _____ Date: _____



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## Bank Draft

**Bank Draft** is a service in which your monthly bill is withdrawn electronically from the financial institution of your choice. The funds will be debited from your account on the 15<sup>th</sup> of the Month unless the 15<sup>th</sup> falls on a Saturday, Sunday, or Holiday in which the Town Hall or Banks are closed. It will then be debited on the following business day. **The Date will be stated in the body of your water bill.** We will still send your water bill to your informational purposes only. In addition, you will see the debit amount and the date reflected on your next bank statement.

To receive the many benefits of this service, you will need to sign an authorization for us to automatically debit your personal checking account for monthly bill. We will transmit your debit information to the Town's bank for processing. The information will then be transmitted to your bank for withdrawal from your account. Because virtually all financial institutions participate in the bank draft program, there should be no need to alter your current banking arrangement.

- You will be assured of continued water service with no late charge.
- There is no need to waste time and money mailing a check.
- Your billing funds are secure, so you don't have to worry about lost or stolen checks.
- Payment information is strictly confidential.
- There is no cost for you to participate in the program.

**Disclosure:**

If you have 3 returned Bank Draft Payments you will no longer be able to participate in the Bank Draft service.

---

### Authorization Agreement for Prearranged Payment (ACH DEBITS)

I hereby authorize the Town of Biscoe to initiate charges to the checking account specified below, and the depository named below is authorized to debit that account. A water bill will be mailed indicating amount charged to the account.

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until the Town of Biscoe has received written notification from me of its termination.

Name \_\_\_\_\_ Account Number \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

[Typ text]

[Type text]

## DISCONNECTION OF SERVICE REQUEST

Please complete the form below in its entirety in order to disconnect your Utility Service with the Town of Biscoe. If this form is not filled out completely, it will be considered null and void and the services will not be disconnected until a complete form is received. Once complete, you may mail, fax, email, or bring the form in.

Be advised that a final bill will be mailed to the forwarding address you provide. The person listed as the primary account holder will be held responsible for all water used until we receive written notice of cancellation of service. Also be advised that depending on when you final the account, you may receive two bills after you leave, your normal bill and your final bill.

Also, the connection fee you paid to connect the water service is non-refundable; it will NOT be applied to your final bill.

If you have any questions, please give the Utility Billing Department a call at 910-428-4112.

Account Number: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Disconnection: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Laura A Jordan  
Deputy Clerk  
Town of Biscoe  
laura.jordan@townofbiscoe.com





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### REQUEST FOR EXTENSION TO PAY A PAST DUE UTILITY BILL *From the Town of Biscoe Utility Billing Rules and Regulations:*

Customers are permitted up to three (3) extensions to pay per year. To be eligible for an extension to pay, a payment must have been received during the previous 30 days or a payment must be made with the extension request. The minimum payment required will be 25% of the balance due on the delinquent bill plus the \$10.00 late fee accrued.

**IMPORTANT NOTICES:**

- Completion of this form does **not** guarantee that an extension to pay will be granted.
- This form must be received by the Town of Biscoe Deputy Clerk at least 72 working hours before the account is scheduled to appear on the disconnection list. (Disconnections are done on the 1<sup>st</sup> day of the month or the following business day if the 1<sup>st</sup> falls on a Friday thru Sunday or a Holiday.) Extension requests within 72 business hours of disconnection should be made in person at the Town of Biscoe.
- The extension to pay is for the **total** balance on the account (including any bills that are not yet due) to be paid by the 20th of following month (unless the 20<sup>th</sup> falls on a Saturday or Sunday, then it will be due on the Friday **before**.) For example, if you are requesting an extension for September, the total balance due on the account (including the bill due October 1st) will be due **on or before** October 20th.

Complete the information below and submit your request form at least 72 working hours before your account is scheduled to appear on the disconnection list. You will be notified at the time of submittal by the Deputy Clerk if your extension to pay has been approved or not.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Service Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Bill Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**By signing this document, I am stating that I understand the following:**

- If the balance is not **PAID IN FULL** as agreed, my service will be disconnected without any additional notices and a \$35.00 fee will be added to my account.
- If service is disconnected due to non-payment of an extension, service will not be reconnected until paid in full. A responsible party must be present when water is reconnected since the Town of Biscoe can assume **NO** liability for damages caused by open faucets, leaks, etc. Reconnection on the same day as payment is not guaranteed.
- I will still receive a bill for current charges that will be due on the 1st of next month.
- **THIS AGREEMENT OVERRIDES THE DUE DATE ON ANY BILL RECEIVED AFTER SIGNING THIS AGREEMENT.**
- No additional time will be given on an extension to pay. This form is only a request for an extension – your request may or may not be approved.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Deputy Clerk's Approval Signature



*“A Dream Worth Dreaming”*

**MAYOR**  
JAMES E. BLAKE

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

**TOWN MANAGER**  
BRANDON W. HOLLAND

**TOWN CLERK**  
NORA B. MORTON

## **TOWN OF BISCOE UTILITY LEAK ADJUSTMENT POLICY**

In the event that a Town of Biscoe Utility customer has a water leak and the customer requests an adjustment to their water bill, an adjustment to the sewer part of the bill will be made as follows:

- The customer shall provide a completed Leak Adjustment Application Form and documentation, in the form of receipts or a completed No Receipt Available Form, showing that the leak has been repaired. No adjustment will be granted if the customer fails to provide the required forms or documentation.
- The customer's adjustment will be an average of the previous six (6) months of water service, which will be divided by two (2) and then become the sewer part of the water bill for the month of adjustment.
- If the customer has had water service for less than six (6) months, the average will be taken on the months available.
- Only one (1) leak adjustment will be allowed within a one-year period.
- The Utility customer must have water and sewer service, adjustments to the water portion of the bill are not allowed under this policy.



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## APPLICATION FOR UTILITY LEAK ADJUSTMENT

Per the Town of Biscoe Utility Leak Adjustment Policy, one (1) leak adjustment is allowed within a one-year period.

To be eligible for a leak adjustment you must:

1. NOT have received an adjustment during the one year period from your last adjustment until now. For example: if you received an adjustment on 1/1/2013, you are not eligible for another adjustment until after 1/1/2014.
2. Complete and sign this form and attach receipts/invoices documenting that the leak has been repaired. The receipts may be from a plumber or from the store where you purchased the repair parts, if you completed the repair yourself. If no receipts are available, you must also complete a No Receipt Available Form and attach it to this form.
3. Have Water and Sewer service through the Town of Biscoe. Adjustments are made ONLY to the Sewer portion of your bill. Adjustments to the Water portion of your bill are NOT allowed at any time.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

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

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Bill Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Date you found the leak: \_\_\_\_\_ Date the leak was repaired: \_\_\_\_\_

Where was the leak located? (Please indicate below)

Inside the house  Between the water meter and the house  In the irrigation system

Have you attached receipt(s) indicating that the leak has been repaired?  Yes  No\*

\* If you checked “no”, have you attached a completed NO Receipt Available Form?  Yes  No

*By signing this application, I certify that the above described leak has been repaired and that I understand the terms and conditions of the Town of Biscoe Utility Leak Adjustment Policy.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**TOWN CLERK**  
NORA B. MORTON

**NO RECEIPT AVAILABLE FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

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

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Bill Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Please describe where your water line or related appurtenance broke: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe how the water line or related appurtenance was repaired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate why no receipts are available for the repair:

Receipt(s) were lost  No repair parts or commercial establishment used  Other\*

\* If you checked "other", please explain: \_\_\_\_\_

\_\_\_\_\_

*By signing this form, I certify that I understand the terms and conditions of the Town of Biscoe Utility Leak Adjustment Policy and that the leak described above has been repaired, even though no receipts were provided.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## *“A Dream Worth Dreaming”*

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**TOWN CLERK**  
LAURA B. MORTON

### RESOLUTION

Whereas, the Town of Biscoe wishes to erect a Gazebo, as a piece of artwork, at the intersection of NC 24/27 and US Alt 220;

Whereas, the proposed location for this artwork is in the most historical part of our town at our north, south, east, and west Main Street crossroads is intended to be added as a piece of art for aesthetic purposes and not for citizen use;

Whereas, the Town of Biscoe is located in the heart of North Carolina and has a population of approximately 1,700 citizens; and to our knowledge, there is no functioning arts council in Montgomery County or in the Town of Biscoe;

Whereas, the proposed artwork was discussed in our county newspaper and was recently been presented to the town council, which gave its unanimous approval;

Whereas, the initial plan for this artwork was presented to the Mayor some 15 years ago; and the architect/designer is one of Biscoe's favorite sons and has graciously supported the town in other ways.

Whereas, construction expenses of this project are all privately funded. The principal cost of the structure will be provided by Jordan Lumber Company, owned by the family of former Lieutenant Governor Bob Jordan, lifelong resident of Montgomery County: and K&M Machine Shop will fund as well as fabricate the ironwork;

Whereas, the landscaping for the area will be designed to blend in with current NC Department of Transportation plantings; and the structure and surrounding landscaped area will be maintained by the Town of Biscoe.

Therefore be it resolved, that the Town of Biscoe intends to erect a gazebo as a public artistic structure, granting no access for public use, and will continue to maintain the landscaping and property as it has done for numerous years

Approved this \_\_\_\_\_ day of May, 2018

---

James E. Blake, Town Mayor

Attest:

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Laura B. Morton, Town Clerk



910-428-4112 Phone

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

[www.townofbiscoe.com](http://www.townofbiscoe.com)



910-428-3975 FAX

## Mayor's Minutes

- Attended the Town of Biscoe's Budget Meeting
- Attended Board meeting of the COG in Kernersville
- Chaired a RPO Meeting with DOT; Spoke with Brandon Jones, engineer with Division 8 DOT regarding the progress of the Gazebo
- Spoke at The Municipal Clerk's Conference hosted by the Town of Biscoe
- Attended the Legislative Brunch at Montgomery Community College with Commissioner Gene Anderson and Commissioner Kay Cagle-Kinch
- Attended Candor Fire Department's Annual Auction and Spaghetti Supper
- Attended a General Meeting of the COG in Kernersville
- Welcomed Voters to the Town Hall on Election Day
- Spent four hours at the Southbound Visitor's Center to welcome visitors to Montgomery County and Blake's Restaurant
- Planted flowers and picked up trash with the Inmates