

# TOWN OF BISCOE

## BOARD OF COMMISSIONERS MEETING AGENDA

May 9, 2016 at 7:00 p.m.

1. Call to Order Mayor James Blake
2. Pledge of Allegiance & Moment of Silence
3. Consent Agenda Mayor James Blake
  1. Approval of Minutes 4-11-16\*
  2. April Monthly Financial Report\*
4. Manager's Report\* Manager Brandon Holland
  - a) Annexation Request (Anytime Car Wash)
  - b) Consideration of Request made by Sandhills Dixie Youth Baseball
  - c) Industrial Park Lift Station
  - d) I&I Improvements/Pump Station Rehab
  - e) Budget Meeting Reminder
  - f) Update on 214 Hunsucker Street Condemnation
  - g) Blood Borne Pathogens
  - h) Halloween in the Park 2016
5. Public Forum
6. Mayor's Minutes\*
7. Commissioner Reports/Staff Reports
8. Closed Session: Re: Property North Carolina General Statute 143-318.11.
9. Adjournment

*\*summary included in agenda packet.*



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

The Town of Biscoe Board of Commissioners met in a regular session on April 11, 2016 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners, Gene Anderson, Eddie Reynolds, Jimmy Cagle and John Beard. Town Manager Brandon Holland and Town Clerk Laura Morton were also present.

**Call to Order**

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

**Consent Agenda**

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

- a. Approval of Minutes 3-14-16
- b. March Monthly Financial Report

**Annexation Request (Anytime Car Wash)**

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Mayor Blake said Town Clerk Laura Morton has received an annexation request from Anytime Car Wash. They have provided the required petition and documentation for this request. This request for annexation was filed last month and this petition is voluntary and the annexation would be contiguous on the eastern bound of the property. Ms. Haithcock said she or the Register of Deeds could not find where the land had ever been surveyed. Laura Morton called the Register of Deeds and a survey has not been done since 1955. A motion was made by Commissioner Reynolds, seconded by Mayor Pro-tem Smith and so the motion carried unanimously to direct the Town Clerk to contact Ms. Haithcock and request that she have a survey done as well as make sure the property is in compliance with the Town's Zoning Ordinance. If this request is done within two weeks, a public hearing can be published for the next meeting.

**Consideration of Request made by Sandhills Dixie Youth Baseball**

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It was a consensus of the Board to table this request and that Town Manager Brandon Holland discuss this request with the President of the Sandhills Dixie Youth Baseball, Brian Harmon.

**Public Hearing Regarding Action to Confirm a Lien of Special Assessment On Property Located at 214 Hunsucker Street, Biscoe**

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A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to go into a Public Hearing Regarding Action to Confirm a Lien of Special Assessment On Property Located at 214 Hunsucker Street, Biscoe. The Mayor provided a timeline and the following information:

On May 18 2015, the Montgomery County Chief Building Inspector, an agent for the Town of Biscoe, issued a condemnation order on the above referenced property as the structure was unsafe and failed to meet minimum housing requirements. This ruling followed a lawful posting of the property and an appeals hearing with the owner on April 22, 2015.

Having failed to make minimal housing code repairs to the property, the Town of Biscoe held a public hearing to October 12, 2015 and approved an ordinance of demolition against the property. The demolition of the structure was completed on or about December 28, 2015.

*The costs incurred by the Town of Biscoe for the demolition are as follows:*

- Public Hearing Advertisements: \$232.80
  - Legal fees: \$1,450
  - Demolition: \$12,575
- TOTAL: \$14,257.80**

An invoice for the costs, as well as a copy of this preliminary lien record has been mailed first class postage to the property owner on February 10, 2016.

Pursuant to NCGS 160A-443(6), Article 10, the Town of Biscoe has published notice of a public hearing to confirm a lien for special assessment against the property for the cost related to the demolition. The notice will be published in the Montgomery Herald and posted at the Town Hall. The newspaper notice will be advertised in the March 30 and April 6 editions. The hearing will be held on April 11, 2016 at 7:00 pm at Town Hall, 110 W. Main Street, Biscoe NC. The public is welcome to attend.

Upon approval by the Town Board of Commissioners to levy the lien, the Montgomery County Tax Assessor will be immediately notified to add the lien to the tax roll. If the lien is not paid within twenty days, by May 11, 2016, the Tax Assessor will publish a confirmation of the lien. A copy of this preliminary lien record is available at the Biscoe Town Hall or by requesting a copy from the Clerk to the Town Board of Commissioners, Laura Morton, at (910) 428-4112.

Consideration and Action to Confirm a Lien on Property Located at 214 Hunsucker Street, Biscoe as well as a budget amendment approving the payment of the invoice. The budget amendment is as follows:

10-3991-000	(INCREASE) Fund Balance Appropriation	\$14,257.80
10-4120-193	(INCREASE) Condemnation	\$14,257.80

The owner of the property was sent a certified letter.

- ◆ March 2015: inspection of property; posting of property as unsafe
- ◆ April 2015: appeals hearing with the property owner
- ◆ May 2015: issued legally required condemnation order; owner had until October to make repairs
- ◆ September 2015: bid process for selection of licensed demolition company
- ◆ October 2015: owner had not made repairs; Town of Biscoe held Public Hearing to the ordinance of demolition
- ◆ December 2015: demolition complete
- ◆ January 2015: post demolition inspection authorizing payment to demolition company
- ◆ February 2016: invoice to property owner for demo cost March 2016: publication of notice of Public Hearing to confirm lien for special assessment against the property for the cost related to the demolition.
- ◆ April 2016: meeting scheduled

No one spoke during the public hearing. A motion was made by Commissioner Anderson, seconded by Commissioner Smith, and so the motion carried unanimously to close the Public Hearing Regarding Action to Confirm a Lien of Special Assessment On Property Located at 214 Hunsucker Street, Biscoe.

### **Consideration and Action to Confirm a Lien on Property Located at 214 Hunsucker Street, Biscoe**

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A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to Confirm a Lien on Property Located at 214 Hunsucker Street, Biscoe as well as a budget amendment approving the payment of the invoice in the amount of \$14,257.80. Town Clerk Laura Morton asked for clarification of the vote and it was confirmed.

### **Conditional Use Permit**

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Mayor Blake and Manager Brandon Holland presented a Conditional Use Permit request made by Crystal Lemons with Kountry Kids. A Notice of Public Hearing was publicized for tonight's meeting. The hearing is to consider permitting the addition of a 27 x 15 foot classroom to the existing Daycare building at 304 Brooks Street; the requested use is an allowable Conditional Use.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to open the public hearing for the above requested conditional use permit.

No one spoke during the request. A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to close the public hearing for the above requested conditional use permit.

A motion was made by Commissioner Cagle, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the Conditional Use Permit request made by Crystal Lemons with Kountry Kids.

### **Budget Amendment Requests**

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Town Manager Brandon Holland said during a recent training it was discovered that the capital reserve budget was not properly budgeted for to include transfers in capital reserve.

*The following entries will correct this issue:*

Increase      21-3991-000    \$10,000

Increase      21-8100-980    \$10,000

*Reason: To match budget transfer in Fund 10*

Increase      60-7100-500    \$95,000

Increase      60-3988-980    \$95,000

*Reason: To match budget transfer from Fund 21*

A motion was made by Commissioner Anderson, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to approve the above Budget Amendments.

### **Schedule Budget Meetings**

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It was a consensus of the Board to schedule the following dates for Budget Meetings to be held in the Commissioners Room at 6:00 p.m. on May 11, May 12, May 17 and May 19.

## **Breakfast for Chairman Matheny**

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Town Clerk Laura Morton received an invitation for the Board regarding upcoming breakfast meetings with County Commission Chair Jim Matheny. This is confirmation that Chairman Matheny will meet with Mayors and Managers on **Monday, April 25<sup>th</sup>; 8:30 am – 10:00 am** on the 3<sup>rd</sup> Floor of the County Administration Building.

## **Project Updates**

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### ***Manager Brandon Holland presented the following Project Updates***

**Industrial Park Drive Pump Station:** The project is nearing completion as the wet well, valve vault, piping and force main features have been installed. The concrete structures have been coated and final touch-ups are being coordinated. Electrical work is nearing completion; however, we are awaiting extension of electrical service from provider. This may delay some items slightly, but the contractor has worked around this as he finalizes construction. Testing of the force main will be coordinated as all other work is completed and when power delivery is made we will begin to schedule start-up of the pumps and generator for testing to determine pump capacity and generator service.

**I&I Improvements / Pump Station Rehab:** LKC has met with Mr. Allen Oliver and staff to discuss some concerns related to I & I entering the sewer collection system and creating some concern with capacity at the wastewater pump stations. We have gathered copies of NOV (Notices of Violation) data and will use that to determine potential funding source(s). Our next step is to collect all the supporting information on each pump station of concern and begin to develop a scope of needed improvements and estimates to address the extraneous water that is entering the system and creating these concerns. Additional conversation is planned with the new manager in the coming weeks.

## **Mayor's Minutes**

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- Attended Sunrise Service at Town of Biscoe Cemetery with Mayor Pro-Tem Jerry Smith. Toured the cemetery after services
- Attended a farewell luncheon for Allen Oliver
- Went to Norwood for a 9 county summit on Tourism in the Uwharries. Representatives from all 5 towns in the county were present.
- Went to Mt. Gilead and met with Bob and Jack Jordan regarding Economic Growth in Biscoe
- Attended the Legislative Brunch at MCC
- Prior to the Legislative Brunch – attended a meeting with County Commissioners and State Representatives
- Interviewed candidates for Chamber of Commerce position from 9:30 – 1:30
- Went to Tillery Tradition to hear Candidates for public State Offices speak
- Attended Mt. Gilead Town Hall meeting as Chairman of the Rural Planning Organization. Was accompanied by Kelly Larkins from the COG
- Attended a meeting with O2 Energies – EMC
- Attended meet and greet with new Town Manager, Brandon Holland
- Met with Dr. Bledsoe, MCC President

## **Public Forum**

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Susan Smith and her husband were present along with the Browns and Timothy Martin to discuss the sawdust/noise that is generated by the Jordan Plant (where Springs Mills used to be). They also complained about speeding and the need for speed bumps.

Commissioner Reynolds said the sawdust is an easy fix, the cyclone needs to be repaired and that would relieve the sawdust part of the problem. Mr. Martin asked if the Board could give a time frame. Mayor Blake said he had contacted the Plant Manager (Gil) to make him aware of the situation.

## **Commissioner Reports/Staff Reports**

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Police Chief Tedder said he had received a complaint about a transfer truck parking in the Parking Lot across from Miller's Hardware. Commissioner Beard said that issue has already been addressed.

Town Clerk Laura Morton said the new website when on-line April 1, 2016.

Town Manager Brandon Holland said after the budget meetings, we will be discussing a new personnel manual and updating the Town's ordinances.

## **Adjournment**

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

## Town of Biscoe Financial Report for the May 9, 2016 Meeting

TOWN OF BISCOE 2016 MONTHLY FINANCIAL REPORT FIRST BANK ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
FIRST BANK MONEY MARKET	.15%	\$ 1,922,395.81	RECONCILED THROUGH 4-30-2016
FIRST BANK FUND 10 – CD XX54	.15%	\$ 435,692.40	RECONCILED THROUGH 4-30-2016
FIRST BANK FUND 21 – CD XX49	.15%	\$ 92,977.04	RECONCILED THROUGH 4-30-2016
FIRST BANK FUND 72 – CD XX30	.15%	\$ 139,144.37	RECONCILED THROUGH 4-30-2016
TOTAL FIRST BANK ACCOUNTS		\$2,590,209.62	

TOWN OF BISCOE 2016 MONTHLY FINANCIAL REPORT FIDELITY BANK ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
FIDELITY BANK CENTRAL DEPOSITORY	.10%	\$396,798.84	UNRECONCILED THROUGH 4-30-2016
FIDELITY BANK PAYROLL ACCOUNT	NON-INTEREST BEARING ACCOUNT	\$ 180,469.53	RECONCILED THROUGH 4-30-2016
FIDELITY BANK POWELL BILL ACCOUNT	.02%	\$ 9,953.84	RECONCILED THROUGH 4-30-2016
TOTAL FIDELITY BANK ACCOUNTS		\$587,222.21	

TOWN OF BISCOE 2016 MONTHLY FINANCIAL REPORT NC DEBT SET-OFF ACCOUNT -- NCCMT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF ACCOUNT	(DELIQUENT WATER BILL COLLECTION)	\$ 10,024.64	RECONCILED THROUGH 3-31-2016
TOTAL NCCMT ACCOUNTS		\$10,024.64	Bank Statement not received

# AGENDA EXPLANATION

## Manager's Report

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Manager Brandon Holland will discuss the following:

### **Annexation Request (Anytime Car Wash)**

*A survey was turned in by Anytime Car Wash to Town Clerk Laura Morton. It did not arrive in time to advertise for the public hearing for this month's agenda; so the Annexation Public Hearing will be held on June 13, 2016.*

**The Board will need to take formal action to set the public hearing on June 13, 2016.**

### **Consideration of Request made by Sandhills Dixie Youth Baseball**

*An email was sent to Brian Harmon requesting that he contact Brandon to discuss this request further. At the time of the Agenda Packet was emailed; Mr. Harmon had not contacted the Town Manager.*

**No Action Needed.**

### **Industrial Park Lift Station and the I&I Improvements/Pump Station Rehab Projects**

*Bill Lester from LKC Engineering presented the following updates Industrial Park Lift Station and the I&I Improvements/Pump Station Rehab Projects.*

***Industrial Park Road Pump Station:*** *Construction of the project is substantially complete. The force main was successfully pressure tested this week and the contractor is finalizing site work items. Final power delivery and connections by Duke Energy are all that remains to allow the contractor to perform a start-up of the pumps and generator. Once Duke Energy finalizes the power delivery, the station will be operable upon successful pump testing. The Town staff and I will need to do a punch list inspection of any remaining issues this month to move toward a final closeout and certification of the project.*

***Inflow and Infiltration Concerns:*** *Town staff has gathered information supporting the need for addressing I&I in the sewer collection system and presented similar data on pump station capacity issues. Our next step is to review this with the manager and staff, with recommendations on potential funding and how to proceed with each process as it effects the next steps. I have been to meetings with various funding agencies and have information to share with staff at our next meeting.*

**No Action Needed.**



### **Budget Meeting Reminder**

*Just a reminder to the Board; two budget meetings scheduled for May 11 and May 12 at 6:00 p.m. We also have meetings, if they are needed, on May 17 and May 18 at 6:00 p.m. Please contact me if you have questions.*

*A public hearing will need to be scheduled for the June 13, 2016 meeting.*

**The Board will need to take action to schedule a Public Hearing for Fiscal Year 2016-2017 at the June 13, 2016 meeting.**

### **Update on 214 Hunsucker Street Condemnation**

*At our last meeting we held a Public Hearing Regarding Action to Confirm a Lien of Special Assessment on Property Located at 214 Hunsucker Street, Biscoe. The Board took Action to Confirm a Lien on Property Located at 214 Hunsucker Street, Biscoe with the following motion.*

*A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to Confirm a Lien on Property Located at 214 Hunsucker Street, Biscoe as well as a budget amendment approving the payment of the invoice in the amount of \$14,257.80.*

*Montgomery County Tax Department called and asked the Town Clerk who was going to advertise this Special Assessment. The Town Clerk Laura Morton has contacted the Attorney David L. York with Smith Moore Leatherwood LLP, who has been handling this Condemnation Case. Mrs. Morton drafted the Special Assessment Notice that will be advertised in the Montgomery Herald on May 18, 2016.*

**No Action Needed.**

### **Blood Borne Pathogens**

*An updated Blood Borne Pathogen Policy will be included in the email to be considered at Board meeting. This Blood Borne Pathogens Policy will put us into compliance with OSHA.*

**The Board will need to take formal action approve this new policy.**

### **Halloween in the Park 2016**

*Town Clerk Laura Morton contacted Wal-mart in Biscoe to ask if the Town had received the grant for Halloween in the Park. We did receive a grant for Halloween in the Park, but we do not know how much the grant is for; the Town requested \$2,500.*

**The Board will need to take formal action approve this new policy.**

## **Mayor's Minutes - Commissioner Reports - Staff Reports\***

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The following reports were provided.

### **Mayor's Minutes**

- Interviewed final two candidates for Montgomery County Marketing position (Chamber of Commerce)
- Attended Montgomery County Health Advisory Committee Meeting
- Help plant Town flowers
- Attended Candor Fire Department Auction
- Went to two-day summit in Raleigh titled NC Tomorrow
- Went to general meeting of Council of Government in Kernersville
- Chaired Rural Planning Organization meeting in Kernersville
- Went to Executive Board of Council of Government meeting in Kernersville
- Went to Southbound visitors center on Highway 73/74
- Went on a trip to Peru and compared Peru to North Carolina

**No Action Needed.**