



“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

November 13, 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. Consent Agenda *Mayor Blake*
 - a) Approval of the Agenda
 - b) Approval of October 10, 2018 Regular Meeting Minutes
 - c) Approval of October Monthly Financial Report
4. Formal Presentation of the Government Finance Officers’ Association Award *Manager Holland*
Comprehensive Annual Financial Award
5. NC Department of Transportation Beautification Project Agreement *Manager Holland*
6. Game Room Application – Melissa Barrett - 525 East Main Street *Manager Holland*
7. Request for Approval of Finance Policies *Town Clerk Laura Morton*
 - a) Accounts Payable Policy
 - b) Purchase Order & Bidding Policy
8. Approval of 2019 Schedules *Manager Holland*
 - a) Town Council Meetings,
 - b) Town Holiday Schedule
 - c) B.E.S.T. Senior Program Schedule
9. Informational Items *Manager Holland*
 - a) Halloween in the Park Report and Veterans’ Parade
 - b) Employee Appreciation Luncheon and Fire Department Christmas Party
 - c) Star Christmas Parade
10. Mayor’s Minutes - Commissioner Reports - Staff Reports
11. Public Comment
12. Closed Session Pursuant to NCGS 143-318.11 (a)(5) – Purchase of Property
13. Adjournment



TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
October 8, 2018

Note: These minutes
have not been proofed
for grammatical
errors. *lbn*

The Biscoe Town Board of Commissioners met in a regular session on Monday, October 8, 2018 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, and Kay Cagle Kinch. John Beard was absent due to sickness. (James Cagle, Jr. "Jimmy" Cagle's seat is vacant due to his death on December 30, 2017).

Members of Management Present: Town Manager Brandon Holland, Town Clerk Laura Morton, Public Works Director Sam Stewart and Police Chief Brent Tedder.

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 Consent Agenda

A motion was made by Commissioner Anderson, seconded by Commissioner Kinch and so the motion carried unanimously to approve consent agenda items:

- a) Approval of the Agenda
- b) Approval of September 10, 2018 Regular Meeting Minutes
- c) Approval of Monthly Financial Report

AYES: 4; NAYS: 0

Hugh Martin Property – 214 Hunsucker Street

Manager Holland said that Brett Kennedy would like to purchase the Hugh Martin property for \$8,300. The total amount of the lien on the property is \$14,602. Mr. Kennedy would like to clear the land and put a house on the lot and sale it. Manager Holland said a formal decision on this isn't necessary at tonight's meeting; however, he needs direction from the Board.

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson and so the motion carried unanimously to authorize the Town Manager to start the process.

AYES: 4; NAYS: 0

Amend the Holiday Schedule -- Veterans' Day Holiday and November Meeting

A motion was made by Commissioner Kinch, seconded by Mayor Pro-tem Smith and so the motion carried unanimously to change the November meeting date from November 12 to November 13 because of the Veterans' Day Holiday. The meeting will be held at 7 pm. The announcement will be in the newspaper, online, and posted on the meeting room door and various other places.

AYES: 4; NAYS: 0

Informational Items

NC Department of Transportation Beautification Project

Manager Holland said the Department of Transportation will be sending an agreement to the Town for the Beautification Project at the Bypass and the stoplight. Holland said the Agreement will be on the November meeting agenda.

Fire Department Christmas Party – December 3rd

It was announced the Fire Department Christmas Party will be on December 3rd. *(This changed)*

Veterans' Parade

Town Clerk Laura Morton asked the Board to let them know if anyone was interested in riding in the Veterans' parade to let her know.

Mayor's Minutes - Commissioner Reports - Staff Reports

The following Mayor's Minutes were presented:

- ◆ Spent 12 days in Greece and South Florida
- ◆ Attended meeting in Troy at First Health Chief Executive Officer Kilarski about health care in rural North Carolina
- ◆ Attended COG Executive Meeting in Kernersville
- ◆ Attended a Workforce Intervention Meeting in Kernersville along with County Commission Chair Jackie Morris
- ◆ Attended a Rural Planning Organization Meeting Hosted by the Town of Biscoe. Kelly Larkin was the featured speaker. It was attended by 2 County Commissioners (Jackie Morris and Jackie Morris).

Gazebo

The Mayor gave an update on the Gazebo Project.

Piedmont Triad Regional Council

The Mayor also invited everyone to the 50th Anniversary of the Council of Government at the Greensboro Coliseum. He said our Council of Governments is the largest in the State.

He also discussed the Piedmont Triad Tomorrow Summit on November 1st.

Vision Planning

Manager Holland informed the Council of a Vision Planning Meeting to be held on December 6, 2018 from 6:00 pm – 8:00 pm at Town Hall. He also told the board if they would like to be one of the facilitator at the meeting to let him know.

Biscoe Business Recruitment

Manager Holland also announced a Business Recruitment event that would be taking place. He said he will continue to update the Board.

Fire Department

Fire Chief Sam Stewart said all is running smoothly at the Fire Department. Mayor Blake said Kelly Kellam had mentioned preserving the old Fire Truck with private funding.

Generator

Public Works Director Stewart said the Town really needs a generator at Town Hall and the Fire Department.

Solar Farm

Mayor Blake said the Lamb Roast at the Solar Farm was a success.

Biscoe Park

Mayor Blake also said the Parks looks the best ever.

Commissioner Remarks/Questions

Commissioner Anderson said he appreciated Town employees and was thankful for them.

Mayor Pro-tem Smith said he was still working on the old Fire Truck.

Uwharrie Outdoor Festival

Commissioner Kinch asked if the Town was Partnering in the Uwharrie Outdoor Festival. Manager Holland stated he would talk with Ron Niland and get details.

Biscoe Pool Questions

Commissioner Kinch also asked about changes at the pool this year. Manager Holland asked Commissioner Kinch to stop by and he would talk with her about it.

Lewis Liles Cemetery

Commissioner Kinch also asked if the Lewis-Lies Cemetery could be cleaned up and mowed.

Public Comment

Mr. Rorie spoke during the public comment period. He said American Axle is releasing something in the air and it is messing up his car. He said we are breathing that air. The Mayor said we will be looking into this.

Ms. Wendy Clegg asked about former Commissioner Jimmy Cagle's seat. Mayor Blake said we are functioning okay so the Board will not be filling the seat at this time.

Adjournment

There being no further business to bring before the Board, Mayor Pro-tem Smith made the motion to adjourn, and Commissioner Kinch made the second. All voted in favor. Meeting adjourned at 7:35 p.m.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2018 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET - Bank 3	.05%	\$1,151,787.44	RECONCILED THRU SEPTEMBER 2018
GENERAL FUND 10 – CD 54 - Bank 102	.15%	\$236,877.68	RECONCILED THRU OCTOBER 2018
FUND 21 – CAP. RES. CD 49 - Bank 104	.15%	\$34,629.52	RECONCILED THRU OCTOBER 2018
FUND 72 LEO – CD 30 - Bank 105	.15%	\$50,911.52	RECONCILED THRU OCTOBER 2018
TOTAL FIRST BANK ACCOUNTS		\$1,474,206.16	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY - Bank 1	.10%	\$1,275,881.33	RECONCILED THRU OCTOBER 2018
PAYROLL ACCOUNT - Bank 4	0%	\$46,631.84	RECONCILED THRU OCTOBER 2018
NATIONAL NIGHT OUT **NEW Bank 120	.10%	\$970.15	RECONCILED THRU OCTOBER 2018
CDBG-I BRUTON STREET **NEW Bank 119	.10%	\$126,200.00	RECONCILED THRU OCTOBER 2018
TOTAL FIDELITY BANK ACCOUNTS		\$1,449,683.32	

NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT - Bank 108	1.99%	\$7,903.11	Bank Statement Not Received as of 11-9-18
PAYROLL (GF) GOVT. - Bank 112	1.99%	\$101,808.04	Bank Statement Not Received as of 11-9-18
POWELL BILL ACCOUNT – GOVT. - Bank 116	1.99%	\$101,862.83	RECONCILED THRU OCTOBER 2018
CEMETERY (GF) TERM - Bank 113	2.16%	\$51,128.64	Bank Statement Not Received as of 11-9-18
HALLOWEEN IN THE PARK (GF) TERM Bank 114	1.99%	\$25,563.04	Bank Statement Not Received as of 11-9-18
GENERAL NEEDS (GF) TERM - Bank 115	2.16%	\$109,888.29	Bank Statement Not Received as of 11-9-18
WATER IMP. (WS) TERM Bank 111	2.16%	\$2,484.31	Bank Statement Not Received as of 11-9-18
TOTAL NCCMT INVESTMENT ACCOUNTS		\$400,638.26	

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

FIRE DEPARTMENT - 2018 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
BISCOE FIRE DEPARTMENT (checking) FIRST BANK - Bank 101	.10%	\$81,002.46	<i>RECONCILED THRU OCTOBER 2018</i>
BISCOE FIRE RELIEF FUND FIRST BANK - Bank 109	.10%	\$16,608.57	<i>RECONCILED THRU OCTOBER 2018</i>
BISCOE FIRE STATE RELIEF FUND FIDELITY BANK – restricted - Bank 110	.15%	\$2,049.60	<i>RECONCILED THRU OCTOBER 2018</i>
BISCOE FIRE DEPT CD FIDELITY BANK - Bank 117	.10%	\$34,906.01	<i>RECONCILED THRU OCTOBER 2018</i>
BISCOE FIRE DEPT SUPPLEMENTAL RETIREMENT ACCT. – restricted - Bank 118	.10%	\$49,509.28	<i>RECONCILED THRU OCTOBER 2018</i>
TOTAL FIRST BANK & FIDELITY BANK ACCOUNTS		<u>\$184,075.92</u>	

NCCMT RATES CONTINUE TO INCREASE
RATES AS OF 10.08.2018
 Rates for Government Portfolio
 Increased from **1.82 to 1.99**
 Rates for Term Portfolio
 Increased from **2.09 to 2.16**

TAX PAYMENTS RECEIVED
*Tax Payments from
 Montgomery County Tax Department
 Have been received through
OCTOBER 2018.*

SEWER ACROSS THE BYPASS

-
- 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

-
- 1) Clean Water Management Trust Fund Grant \$ 584,000.00
 - 2) State Revolving Loan – Interest Rate 0.00% \$1,323,106.00
- As of June 30, 2018, the Town owes approximately \$1,124,640.10. (To Be Paid Off May 1, 2036)
 The annual payment is \$66,155.30. The next payment annual payment will be made in May of 2019. This will leave a balance of \$1,124,640.10. Total Project - \$1,190,795.40

INDUSTRIAL PUMP STATION - FIRST BANK

-
- 1) First Bank Commercial Loan – Interest Rate 1.65% Loan Total \$350,000.00
- As of October 8, 2018, the Town owes approximately \$139,861.53. The last payment was mailed November 2, 2018.
 The monthly payment is \$6,198.91.

LADDER TRUCK LOAN – FIDELITY BANK

-
- 1) Fidelity Bank Commercial Loan – Interest Rate 3.75% Loan Total \$175,000.00
- First Payment Due in 2019

BRUTON STREET PUMP STATION

The Town of Biscoe has received a grant award of \$1,865,000 for their CDBG Infrastructure Application for the “Sanitary Sewer System Rehabilitation” project. The RFP for Administrative Services was awarded to LKC Engineering.



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Laura B. Morton
Town Clerk / Finance Officer
Town of Biscoe, North Carolina

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.



Executive Director

Christopher P. Morrill

Date August 8, 2018



**The Government Finance Officers Association
of the United States and Canada**

presents this

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to

Finance Office

Town of Biscoe, North Carolina

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STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

October 22, 2018

Mr. Brandon Holland, Town Manager
Town of Biscoe
110 West Main Street
Biscoe, NC 27209

Dear Mr. Holland,

Enclosed, please find triplicate originals of the Landscape Agreement consisting of installing landscape plantings at the interchange of I-73/74 and NC 24/27 and at the intersection of US 220 Business and NC 24/27 in Biscoe. You will have forty-five (45) days from the date of receipt to sign and return both Agreements to my attention at the address listed below.

Once you have reviewed and signed the three (3) originals, please return all agreements to me for Departmental execution. Once fully executed, one Agreement will be sent to you for your use.

If you have any questions, please feel free to call me at (910) 773-8000 or email me at awkluttz@ncdot.gov.

Sincerely,

DocuSigned by:

Alison W. Kluttz

9BA03A5230E54E1...

Alison W. Kluttz, PE, CPM
Division Project Development Engineer

Enclosure (3)

ec: B. H. Jones, PE
C. E. Dumas, Jr., PE
M. C. Thompson
cc: File

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS, DIVISION 8
121 DOT DRIVE
CARTHAGE, NC 28327

Telephone: (910) 773-8000
Fax: (910) 947-3873
Customer Service: 1-877-368-4968

Location:
121 DOT DRIVE
CARTHAGE, NC 28327

Website: www.ncdot.gov

COURIER SERVICE # 03-40-03

NORTH CAROLINA

LANDSCAPE MAINTENANCE AGREEMENT

MONTGOMERY COUNTY

DATE: 10/11/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Element: 36249.3956

CFDA: 20.205

TOWN OF BISCOE

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Biscoe, a municipal corporation, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality propose to make certain landscape improvements under 36249.3956, Montgomery County; and,

WHEREAS, the Municipality has agreed to participate in the responsibilities of the Project as hereinafter set out;

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of installing landscape plantings at the interchange of I-73/74 and NC 24/27 and the intersection of US 220 Business and NC 24/27 in Biscoe. The Department will design the landscape improvements and install all plantings. The Municipality will maintain the plantings.

PLANNING, DESIGN, RIGHT OF WAY AND UTILITIES

2. The Department shall develop the landscape design and prepare the landscape plans and specifications in accordance with the Department's standard landscaping policies and procedures for highways.
3. All work shall be performed within the existing right of way and in accordance with Departmental standards, policies and procedures.
4. The Department does not anticipate the need to relocate and adjust any municipally-owned utilities at this time. If during the project, it becomes necessary to adjust and relocate the municipally-owned utilities, the Municipality, at no expense to the Department, shall be responsible for the relocation and adjustment of all utilities in conflict with the landscape planting.

CONSTRUCTION

5. The Department shall install, or caused to be installed, said plantings in accordance with the plans and specifications of said project as filed with, and approved by, the Department.

MAINTENANCE

6. Upon completion of the plantings, the Department shall maintain said planting areas for a period of one (1) year, at no expense to the Municipality.
7. At the end of the one (1) year establishment period, the Municipality shall assume responsibility for all maintenance and replacement of the landscape materials. Maintenance shall include, but not be limited to, the following: watering, mulching, pruning, fertilizing, weeding, pest control, mowing, and replacing plant materials. All costs of maintenance shall be borne by the Municipality, in accordance with the following provisions:
 - A. The Municipality agrees to continually maintain all plantings in accordance with generally accepted horticultural practices. The Department shall have the right to periodically inspect the maintenance practices being utilized by the Municipality.

- B. If the Department determines that the Municipality is not properly maintaining the plantings, the Department shall notify the Municipality. If proper maintenance is not performed by the Municipality within a reasonable time after notification, the Municipality agrees that the Department shall perform the necessary maintenance, or at the Department's option, shall return the planted area to a natural condition (i.e. seeded and mulched, etc.). It is further agreed that the costs of the restoration shall be reimbursed to the Department by the Municipality. Reimbursement to the Department shall be made in one final payment within sixty (60) days of invoicing by the Department. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with N.C.G.S. § 147-86.23.
8. In the event these plantings require relocation or removal for highway construction, reconstruction, maintenance or safety, the Municipality shall be given the option to remove or relocate any plantings it considers salvageable immediately upon notification by the Department, at no expense to the Department.
9. The Department, at the end of the one (1) year establishment period, shall not be responsible for any damage to the plantings that may be done by third parties.

ADDITIONAL PROVISIONS

10. Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a written Supplemental Agreement.
11. All terms of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminated if funds cease to be available.
12. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.
13. This Agreement is solely for the benefit of the identified parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth.

14. The Entity is solely responsible for all agreements, contracts, and work orders entered into or issued by the Entity to meet the terms of this Agreement. The Department is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.
15. The parties hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective parties to the terms contained herein.
16. To the extent authorized by state and federal claims statutes, the Municipality shall be responsible for its actions under the terms of this agreement and save harmless the FHWA (if applicable), the Department, and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns to the extent allowed by law, from and against any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Agreement. The Department shall not be liable and shall be held harmless from any and all third party claims that might arise on account of the Entity's negligence and/or responsibilities under the terms of this agreement.
17. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Entity certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.
18. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF BISCOE

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the local governing body of the Town of Biscoe as attested to by the signature of Clerk of the _____ (governing body) on _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Biscoe

110 West Main Street

Biscoe, NC 27209.

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)



“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 ACCOUNTS PAYABLE POLICY AND PROCEDURE

Purpose

The purpose of these procedures is for payment of materials, supplies, services, or other expenditures necessary for the proper functioning of the Town of Biscoe's day to day operations. These procedures include both expenditures that are processed via purchase order as well as those which are purchased via invoices.

Policy Statement

Accounts payable is responsible for the accurate and timely payment of all invoices for the Town of Biscoe. This includes all payments on purchase orders and check requests. The Town of Biscoe's Deputy Clerk will only issue checks for invoices that are directly addressed to the Town of Biscoe.

Frequency of Check Issuance

Payments will be completed on Thursday of every week. Each department is responsible for submitting their invoices, check requests, and/or purchase order paperwork to the Town Clerk/Finance Officer by Wednesday's at 12:00 (noon) for approval. They will then be given to the Deputy Clerk for processing. Failure to comply with this restriction may result in delay of mailing the check.

Check Disbursement

There will be no checks prepared without the necessary backup documentation, proper level of departmental approval or any other factors deemed questionable by the Finance Department. The Finance Department requires that all payments made whether by paper check or in any electronic form, must be accompanied by the invoice and other related documentation.

To ensure check disbursement is as secure as possible, the Finance Department seeks to limit the amount of checks being picked up from the Finance Department. We understand that certain checks will need to be picked up such as checks for closing costs, filing fees, vehicle registration, tag and title fees, petty cash, etc. It is the responsibility of the department requesting the check to pick them up. All of the other checks will be handled by the Deputy Clerk. Any requests for check pick up other than those stated above must have been previously agreed upon.

If there is a check that needs to be voided the department must contact the Finance Department. If applicable, after receiving the check to be voided, the check will be marked VOIDED and removed from the financial software system by the Town Clerk/Finance Officer or her designee.



Vendors

If a purchase is made from a vendor that has not been set up and will be a regularly used vendor, then the vendor must complete a New Vendor Form and submit a W-9 to the Office Assistant assigned. New vendors will not be added and/or a payment issued to them unless the Form is complete and/or a W-9 has been submitted. It is very important for each department to make sure there is not a vendor already being used by the Town that can accommodate their needs before adding a new vendor, as well as to help Finance to avoid vendor identification duplication within our system. Once the vendor has been setup, the payment can be issued.

Internal Controls

The following list is internal controls necessary for clarity and to meet the department's checks and balances goal (shown at the end of this document)

- Payments are only issued with accompanying invoice.
- All invoices are approved by the Finance Officer through the pre-auditing process; which includes a stamp that includes in red *"This Instrument has been preaudited in the manner required by the NC Local Budget and Fiscal Control Act – NCGS 15-28 (a1) Date: _____ Amount in the Budget at Preaudit _____"*. The Town Clerk/Finance Officer also signs this Preaudit Statement.
- Check request payments are approved by the Department Head and Finance Officer

Approved this ____ day of November, 2018 by the Biscoe Town Council at its regular monthly meeting.

EFFECTIVE: Immediately

DATE: November 13, 2018

James E. Blake, Mayor



Laura B. Morton, Town Clerk

BISCOE FINANCE OFFICE GOALS

- **PROTECT** assets
- **REPRESENT** the Town in a positive manner
- **ENSURE** that records are accurate
- **PROMOTE** operational efficiency
- **ACHIEVE** organizational mission and goals
- **READY** for every situation; and

MAKE IT
happen



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- **ENDEAVOR** to comply with policies, rules, regulations, and laws North Carolina



910-428-4112 Phone

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



910-428-3975 FAX



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TOWN OF BISCOE PURCHASING & BID REQUIREMENTS POLICY

PURPOSE

This purchasing and bid requirements policy is intended to establish a uniform policy and serve as a guide for all departments in obtaining supplies, materials, equipment, apparatus, and services. The Town of Biscoe's purchasing and bidding program is based on the principle of competitive bidding. A valid reason must be provided and documented when competitive bidding is not sought and obtained. The practice of favoritism, whether to the seller or the user department, is not permissible.

The Town's purchasing and bidding requirements are governed by North Carolina General Statutes and, therefore, must seek competitive offers from qualified sources of supply unless the items can be obtained through existing contracts established by NC State Purchasing and Contracts Division. Whenever possible, the Town of Biscoe participates in the NC State Contracts. The Town's local purchasing and bidding requirements may cite provisions which are stricter in policy thresholds than the requirements of the applicable North Carolina General Statutes.

STATEMENT OF POLICY

The goals of the Town's purchasing and bidding program are

1. Any and all purchases and contracts that are made on behalf of the Town of Manteo must be for the use of the Town. Such purchases can only be made if an appropriation has been set up in the approved annual budget.
2. To comply with the legal and ethical requirements of public purchasing and procurement.
3. To provide Town departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.

PURCHASING PROCEDURES – Supplies, Materials, Equipment, or Services

Less Than \$500 - Such purchases are normally made at the Department level. A purchase order is needed for services, materials, supplies and equipment purchased that exceed \$500.00. The amount for shipping and handling along with sales tax should be included on the purchase order. The Town Clerk/Finance Officer may not validate any purchase order unless sufficient unencumbered funds are available to pay at the time of purchase. A properly signed purchase order must *precede* the purchase. No invoice will be honored if the purchase order has not been issued and signed by the appropriate Department Head and Town/Clerk Finance Officer. The purchase orders will be pre-numbered for control purposes and should include descriptions of the items being purchased. Unauthorized purchases are classified as a personal expense, and therefore, will be paid by the employee. In the event that the Town/Clerk Finance Officer is not available, the purchase order can be signed by both the Department Head and the Town Manager. Under no circumstances may an order be split to stay under the \$500 threshold. The amount for shipping and handling along with sales tax should be included on the purchase order.

The following steps must be taken:

1. All Department Heads will read and understand this policy;
2. All employees involved in the purchasing process will become familiar with the procedures outlined in this policy;
3. This policy will be kept where it is easily accessible for reference;
4. All comments or clarifications of contents contained in this policy will be directed to the Town Manager or the Finance Officer.

Upon receipt of the item, the invoice must be submitted to the Deputy Town Clerk in a timely manner.

GENERAL RULES AND PROCEDURES FOR PURCHASING AND BIDDING

Note: all obligations evidenced by a contract or agreement, regardless of amount, must be certified as pre-audited by the Finance Officer.

Purchases of \$500.00 to \$29,999.99

All purchases between \$500.00 and \$29,999.99 (individually or in total) must be made with the use of a purchase order. The department wishing to make the purchase will prepare a purchase order and present it to the Finance Officer for approval. Town Board has given authority to the Town Manager to approve all contracts/purchases up to a maximum of \$29,999.99.

Informal Bidding Process

For all purchases, lease-purchases, and contracts above \$29,999.99 and below the state mandated thresholds for formal bidding prescribed by NCGS § 143-129, informal bids must be obtained. Notwithstanding, and consistent with an annual budget authorization, the Town Manager is authorized to renew or extend any service provider contract in effect as of the date of this policy as amended and determined by the Town Manager to be in the best interest of the Town. Only written informal proposals will be accepted. The purpose of public bidding is to obtain the best value for tax dollars, to provide fairness in contracting and prevent favoritism. Contracts will be awarded to the lowest responsible bidder, taking into consideration quality, performance and time. A Bid Form will be used for this process. Three (3) written proposals will be sought during the bidding process. In cases where available or appropriate vendors are limited, every effort will be made to obtain bids from at least two (2) vendors. In cases where the item or service is available from a single source, this information must be noted on the Bid Form. For any purchase, lease-purchase or contract cost not previously authorized by the Board in an annual budget appropriation, the Town Board must authorize the award of all bids over \$29,999.99. The Finance Officer will issue a purchase order to the chosen vendor and the Department Head will proceed with the purchase.

Formal Bidding Process

Expenditure of funds totaling or exceeding the state mandated thresholds for formal bidding prescribed by NCGS § 143-129, either for the purchase of apparatus, supplies, materials and equipment, or for construction or repair work, are required to be handled by the Formal Bid Process, and the bonding requirements of NCGS §44A-26 shall apply.

Note: Performance and payment bonds are required for contracts costing more than \$50,000 that are part of a project costing more than \$300,000.

The advertisement for bidders required by this section shall appear at a time where at least seven (7) full days shall lapse between the date on which the notice appears and the date of the opening of bids. The advertisement shall: (i) state the time and place where plans and specifications of proposed work or a complete description of the apparatus, supplies, materials, or equipment may be had; (ii) state the

time and place for opening of the proposals; and (iii) reserve to the board or governing body the right to reject any or all proposals.

WHAT SHOULD BE ORDERED BY PURCHASE ORDERS

With the above statements in mind, there are a variety of exceptions to the Purchase Order requirement. If an item is not listed, Departments should assume the Purchase Order process applies.

Purchases Not Requiring a Purchase Order:

1. Professional services (*accounting, legal, planning, engineering, architectural, etc.*)
2. Other services provided by a current contract (*waste collection, tank maintenance, etc.*)
3. Items or services that are procured from a vendor with whom the Town maintains a limited charge account for purchasing.
4. Advertising (*legal ads, etc.*).
5. Annual dues & memberships
6. Insurance premiums
7. Land purchases
8. Refunds
9. Utility services
10. Postage

Emergency Purchases

An emergency is defined as a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action. When an emergency does arise, and can be rectified only by immediate purchase or rental of equipment, supplies, materials or services, the following procedures must be followed:

- A. Secure a purchase order from the Finance Officer or the Town Manager. If the emergency occurs when offices are closed, the department should proceed to acquire only the materials of services necessary to meet the emergency;
- B. On the next working day, the Department Head must submit a requisition to the Finance Officer with the following information:
 1. Nature of the Emergency;
 2. Itemized list of purchases made;
 3. Cost per item;
 4. Vendor's name and address;
 5. Account Number
 6. Authorizing signature of the Department Head
 7. Purchase Order Number – if one was given.
- C. The Finance Officer will prepare a confirming purchase order and send the requesting department a copy of the purchase order. The employee receiving the requested items should verify that the purchase order information is correct. The employee should also make sure that the vendor knows who to invoice and the correct address for billing. All invoices should be made out to the appropriate Town Department. Failure to make sure this information is passed on to the vendor could result in the misplacement of the invoice, causing late payment on the invoice and loss of any possible discount. No emergency purchase orders will be given unless it is an emergency as described above. North Carolina General Statutes govern this procedure. Written approval for disallowed emergency purchases will have to be obtained from the Town Manager, with overall approval resting with the Town Board.

Telephone Purchase Order Procedures

In certain emergency or special situations, the Finance Officer will issue a purchase order number over the telephone to the requesting department. In such cases, the requesting department will be required to submit a supporting requisition to the Finance Officer the next business day. The requisition is to include the vendor, complete item description, quantity, price, and the purchase order number that was issued.

Credit Cards

The credit cards are assigned to Department Heads but are under the control of the Finance Officer as each Department Head is responsible for the nature of all purchases made on the individual credit cards. All purchases in excess of \$100.00 made with the Town credit card must be preceded with a purchase order. When traveling out of town for training purposes, the employee may use the credit card for hotel stays, meals and for the purchase of fuel only, providing that pre-approval is obtained from the Town Manager or the Finance Officer. A purchase order must be filled out immediately upon return. A cash advance may be issued for the employee’s cost of meals while out of town for training. Prior to departure, the employee may fill out a travel advance request form, and a check will be issued not to exceed \$50 per day for the length of the stay. The Department Head must approve purchases. Unauthorized purchases are a violation of this policy. If proper procedures are not followed, the employee may be personally liable for the payment.

Employee Authorization

All Town Employees that have authority to purchase items on behalf of the Town of Biscoe, must sign the

Approved this 13th day of November, 2018 and is effective immediately.

James E. Blake, Mayor



Laura B. Morton, Town Clerk

Town of Biscoe Purchasing and Bid Policy

Employee Acknowledgement of Receipt of Policy

I have received and have read the Town of Biscoe Purchasing and Bid Policy adopted on November 13, 2018 by the Town Council and I understand that I may be held liable for items purchased that were not pre-approved according to policy.

I also understand that this acknowledgement will be placed in my personnel file.

Signature

Date



2019 BISCOE TOWN COUNCIL MEETINGS

2nd Monday of Each Month – Biscoe Town Hall

Meeting Time 7:00 pm

January 14

February 11

March 11

April 8

May 13

June 10

June 26

July 8

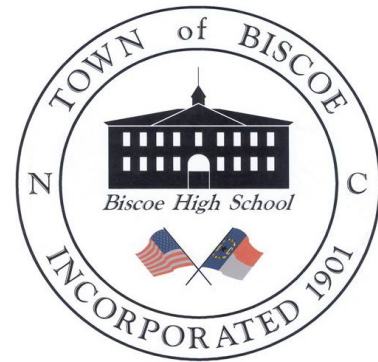
August 12

September 9

October 14

November 11

December 9



B.E.S.T SENIOR PROGRAM

January 9, 2019	- Senior Bingo at 2 pm	-	Town Hall
February 13, 2019	- Senior Bingo at 2 pm	-	Town Hall
March 13, 2019	- Senior Bingo at 2 pm	-	Town Hall
April 10, 2019	- Senior Bingo at 2 pm	-	Town Hall
May 8, 2019	- Picnic in the Park at Noon	-	Biscoe Park
June 12, 2019	- Senior Bingo at 2 pm	-	Town Hall
July 10, 2019	- Senior Bingo at 2 pm	-	Town Hall
August 14, 2019	- Ice Cream Social at 2 pm	-	Town Hall
September 11, 2019	- Senior Bingo at 2 pm	-	Town Hall
October 9, 2019	- Senior Bingo at 2 pm	-	Town Hall
November 13, 2019	- Senior Bingo at 2 pm	-	Town Hall
December 11, 2019	- Christmas Prayer Breakfast @ 9:30 am	-	Town Hall

2019 TOWN HOLIDAYS TO BE OBSERVED

January 1, 2019 New Years

January 21, 2019 Martin Luther King, Jr. Day

April 19, 2019 Good Friday

May 27, 2019 Memorial Day

July 4, 2019 Independence Day

September 2, 2019 Labor Day

October 14, 2018 Columbus Day

November 11, 2019 Veteran's Day

November 28 & 29, 2019 Thanksgiving Day

December 24, 25 & 26, 2019 Christmas

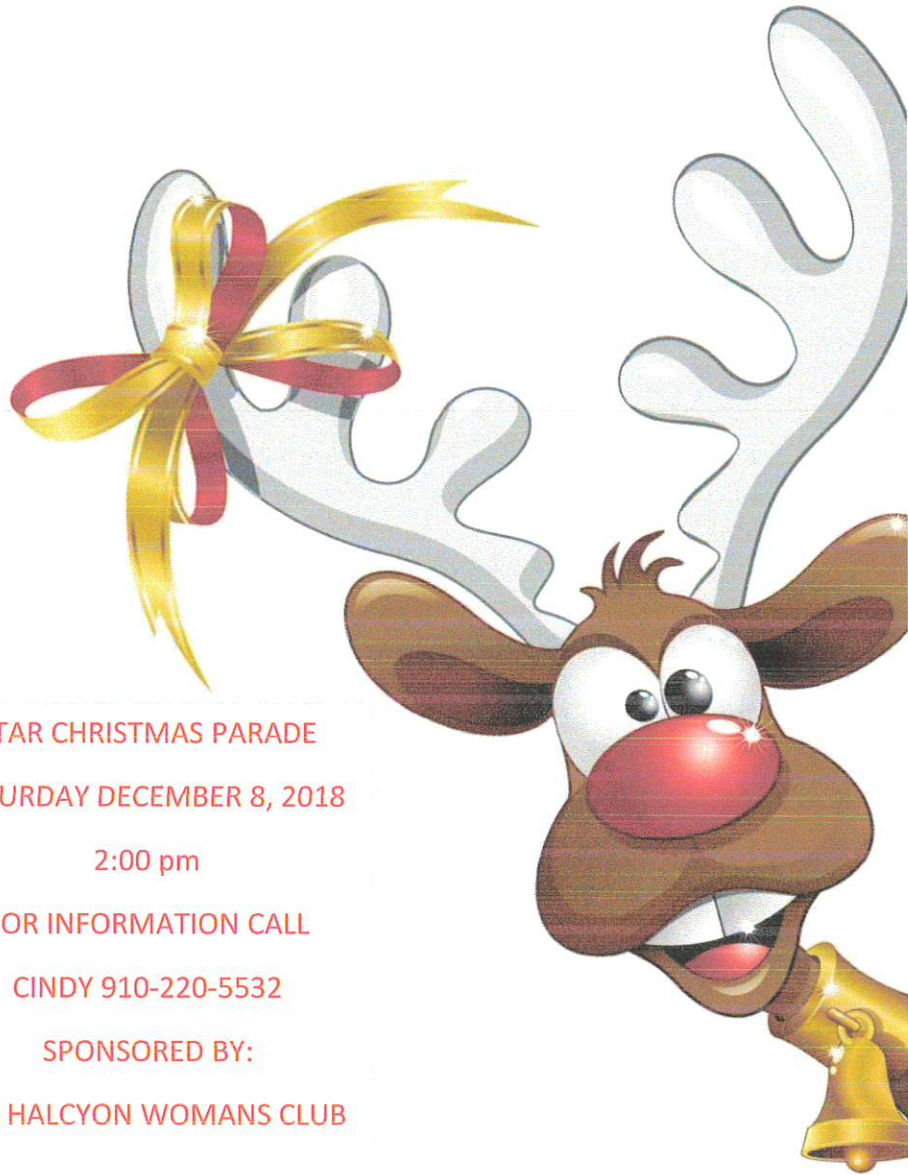
The Halloween in the Park Committee met over the past 4 months planning this year's event. This year was a huge success. We had 1507 people come through. This does not count those in the field handing out candy.

We rode in the Veterans' Parade on Saturday, November 10th and had a great time!

Our Employee Appreciation Luncheon will be held at Town Hall on November 29, 2010 from noon until 1:00. Town Hall will be closed from 11:30 a.m. until 1:30 p.m. Town Council are invited to attend. Please RSVP by November 16th.

Biscoe Fire Department's Christmas Dinner will be held on December 10, 2018 at 6:30 p.m. This is the same night as the Town Council meeting.

Star Christmas Parade is Saturday, December 8th at 2 pm. If you are interested in riding in the parade representing Biscoe, please contact Laura Morton.



STAR CHRISTMAS PARADE
SATURDAY DECEMBER 8, 2018
2:00 pm
FOR INFORMATION CALL
CINDY 910-220-5532
SPONSORED BY:
THE HALCYON WOMANS CLUB

Mayor's Minutes

- Attended the Elephant Club Meeting at Tillery Tradition where Richard Hudson gave a speech
- Attended the 50th Anniversary of the PTRC Luncheon at the Greensboro Coliseum
- Chaired a RPO Meeting with DOT in Greensboro
- Participated in the Mayor's Walk in Troy and Star as part of the Ten Days of Uwharrie Festival
- Represented the Biscoe Lion's Club and the Town of Biscoe at the 5th Annual Halloween in the Park
- Attended a Triad Tomorrow Seminar at High Point University
- Spoke with David Knight of the NC Office of Outdoor Recreation
- Met with Mike Spisak who is the Head of the US Forest Service in Uwharrie National Forest
- Went to American Axle with Town Manager, Brandon Holland and President of the Biscoe Lion's Club, Bruce McNeil
- Attended a Nominating Committee of the COG in Kernersville
- Attended a Report of Annual Finances given by Cannon and Company
- Attended an Executive Meeting of the COG
- Attended the workshop to be able to work with inmates