
**TOWN OF
BISCOE**



**BOARD OF COMMISSIONERS
Meeting Agenda**

October 9, 2017 at 7:00 p.m.

1. Call to Order/Pledge of Allegiance and Moment of Silence Mayor Blake

 2. Consent Agenda Mayor Blake
 - a) Approval of Minutes 8-14-17
 - b) September 2017 Monthly Financial Report

 3. Market Montgomery Update Mark Scott

 4. Approval of Water/Sewer Service for Outside Resident Manager Holland
Archie F. Moore, Jr. - Butler-Coggins Road

 5. Tree City Committee Report

 6. Manager Report Manager Holland
 - a) Water Tank Update
 - b) New Businesses in Town
 - c) Halloween in the Park – October 31, 2017 5 pm until 7 pm
 - d) Employee Appreciation Christmas Luncheon November 29 - 11:30 am until 1 pm
 - e) Early Voting Site

 7. Mayor’s Minutes - Commissioner Reports - Staff Reports

 8. Public Comment

 9. Adjournment
-

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
September 11, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on September 11, 2017 at 7:00 pm in the Municipal Building. Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Eddie Reynolds, and John Beard. Commissioner Jimmy Cagle was absent. Town Manager Brandon Holland and Town Clerk Laura Morton were present.

Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Blake called the meeting to order at 7:00 pm. The Pledge to the American Flag was recited and a moment of silence was observed and a moment to remember September 11, 2001.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Approval of Minutes 8-14-17 and the September 2017 Monthly Financial Report.

Public Hearing for CDBG Application

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to recess the regular session and call to order a Public Hearing for 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

Bill Lester from LKC Engineering was present. Mr. Lester presented the following:

This public hearing on September 11, 2017 will provide an explanation and description of the 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the Town of Biscoe's CDBG-I funding application. The purpose of the public hearing is to obtain citizens' views and to allow response from the public to funding proposals and answer any questions posed by citizens. This public hearing will cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the state of the North Carolina.

The Town proposes to request funding from NCDEQ'S CDBG-I program for the Sanitary Sewer System Rehabilitation Improvements Project to serve the Bruton Street Pump Station and Tributary Area Collection System. The purpose of the CDBG-I grant program is:

To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.

To perform eligible activities.
To minimize displacement, and
Provide displacement assistance as necessary.

For the fiscal year of 2017 the CDBG-I funding available is expected to be \$21,725,000. The maximum available grant is \$2.0 million over a 3-year period. Applications for funding will be received on September 29, 2017.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund two activities: water and sewer infrastructure, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Projects that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extent public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town of Biscoe is seeking an amount in CDBG-I funds not to exceed \$1,865,000 for the Sanitary Sewer System Rehabilitation Improvements Project. The purpose of the Town's request is to rehabilitate the Bruton Street pump station and replace approximately 7500 LF of old deteriorated wastewater collection lines. The project includes 7500 LF of new 8" gravity sewer lines to be installed by dig and replace method.

The project proposed by the Town of Biscoe is identified in the Town's Capital Improvement Plan in the current 2016/2017 budget planning period. Informal community meetings were held in the project area to inform citizens of the potential project, and get feedback from the residents. A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Biscoe has been determined to have an income survey area of 92.37%. The project area includes an upgrade to the Bruton Street pump station and tributary area collection system.

The range of activities covered by the CDBG-I funds for the Sanitary Sewer System Rehabilitation Improvements Project includes:

- Construction
- Environmental Review
- Engineering Design

Construction Administration and Inspection
Legal activities
Surveying
Grant Administration

If the Town of Biscoe is awarded a CDBG-I grant, the Town is required to adhere to federal procurement requirements and other federal regulations which include:

American with Disabilities Act/Section 504 Survey
Davis-Bacon & Related Labor Acts
Adoption/Submittal of a Citizen's Participation Plan
Adoption/Submittal of an Equal Opportunity Plan
Adoption/Submittal of a Fair Housing Plan
Adoption/Submittal of a Language Access Plan
Adoption/Submittal of a Relocation Assistance Plan
Adoption/Submittal of a Section 3 Plan
Excess Force Provision

The State of North Carolina requires that if the Town of Biscoe receives CDBG grant funding that the Town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Biscoe confirms that during this public hearing.

In the past, the Town has applied for and received for the following completed CDBG project:

2013 - CDBG Economic Development
\$750,000 grant award – Building Reuse to serve Wright Foods

The Town will submit its CDBG-I application for the Sanitary Sewer System Rehabilitation Improvements Project on September 29, 2017. The CDBG-I application will be available for review during normal business hours at Biscoe Town Hall, 110 W. Main Street, Biscoe, NC. Additional information is available from Brandon Holland, Town Manager of the Town of Biscoe. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by September 15, 2017 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practical. We opened the floor for comments and questions about the CDBG program, and about the proposed project.

No one spoke during the public hearing.

A motion was made by Commissioner Reynolds, seconded by Commissioner Beard, and so the motion carried unanimously to close the public hearing and reconvene the regular session.

A motion was made by Mayor Pro tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the following resolution:

RESOLUTION BY TOWN OF BISCOE BOARD OF COMMISSIONERS

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Biscoe Board of Commissioners has need for and intends to construct a wastewater collection system project described as Sanitary Sewer System Rehabilitation Improvements Project to serve the Bruton Street Pump Station and Tributary Area Collection System; and

WHEREAS, The Town of Biscoe Board of Commissioners intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BISCOE:

That Town of Biscoe, the Applicant, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That James E. Blake, Mayor and/or Brandon Holland, Town Manager, the Authorized Officials, and successors so titled, are hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Officials and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of September, 2017 in Biscoe, North Carolina.

A motion was made by Commissioner Reynolds, seconded by Commissioner Beard, and so the motion carried unanimously to approve the following Authorizing Resolution Approving Updated Capital Improvement Plan & Asset Management Plan by the Town of Biscoe.

**AUTHORIZING RESOLUTION APPROVING
UPDATED CAPITAL IMPROVEMENT PLAN & ASSET MANAGEMENT PLAN
BY THE TOWN OF BISCOE**

WHEREAS, the Town of Biscoe previously contracted with W.K. Dickson to complete a Capital Improvement Plan and Wastewater Asset Management Plan dated April 5, 2013, for the purposes of detailing the wastewater system inventory, condition assessments, documentation of required improvements and the development of a plan to implement recommendations; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan addresses the needs of the wastewater collection and regional pumping system for the Town and has documented each project with cost estimates; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan included an inventory of system assets, review of all critical assets, line inspections, manhole inspections, updated wastewater collection system map, and condition assessment of system components: and

WHEREAS, the Capital Improvement Plan and Asset Management Plan also includes an Operation and Maintenance Plan for general system maintenance as well as manufacturers' recommendations for critical system components;

NOW, THEREFORE, BE IT RESOLVED that, the Town of Biscoe Board of Commissioners hereby approves the Updated Capital Improvement Plan and Asset Management Plan dated September 2017 for the use in planning, capital improvement funding, daily operations, and future inclusion in asset management and utility operations software to support Public Works and Administrative staff in coordination of daily tasks, as well as annual planning activities.

ADOPTED this the 11th day of September, 2017 at the regularly scheduled meeting of the Town of Biscoe Town Council, at the Town Hall in Biscoe, North Carolina.

PUBLIC HEARING MINUTES

Date: September 11, 2017

Town of Biscoe

The Board of Commissioners for the Town of Biscoe held a public hearing on September 11, 2017 at 7:00 p.m. for providing explanation and description of the 2017 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

Members present were _____

Bill Lester, Jr., P.E. of LKC Engineering, PLLC was present to discuss the purpose of the public hearing for the Town of Biscoe's CDBG-I funding application. Mr. Lester stated that the purpose

of the public hearing was to obtain citizens' views and to respond to funding proposals and answer any questions posed by citizens. Mr. Lester also stated that the public hearing must cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the State of North Carolina.

The Town proposes requesting funding from NCDEQ'S CDBG-I program for the Sanitary Sewer System Rehabilitation Improvements Project. The purpose of the CDBG-I grant program are: To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2017 the CDBG-I funding available is expected to be \$21,725,000, and each the maximum available grant \$2.0 million over a 3-year period. Applications for funding are received by September 29, 2017.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund two activities: water and sewer infrastructure, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure and economic development activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Projects that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extent public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town of Biscoe is seeking an amount in CDBG-I funds not to exceed \$1,300,000 for the Sanitary Sewer System Rehabilitation Improvements Project. The purpose of the Town's request is to upgrade the Bruton Street pump station and replace approximately 7500 LF of old deteriorated wastewater collection lines. The project includes 7500 LF of new 8" gravity sewer lines to be installed by dig and replace method.

The project proposed by the Town of Biscoe is identified in the Town's Capital Improvement Plan in the current 2016/2017 budget planning period. Informal community meetings were held in the project area to inform citizens of the potential project, and get feedback from the residents. A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Biscoe has been determined to have an income survey area of 92.37%. The project area includes the Bruton Street pump station area and tributary area.

The range of activities covered by the CDBG-I funds for the Sanitary Sewer System Rehabilitation Improvements Project includes:

- Construction
- Environmental Review
- Engineering Design
- Construction Administration and Inspection
- Legal activities
- Surveying
- Grant Administration

If the Town of Biscoe is awarded a CDBG-I grant, the Town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

The State of North Carolina requires that if the Town of Biscoe receives CDBG grant funding that the Town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Biscoe confirms that during this public hearing.

In the past, the Town has applied for and received for the following completed CDBG project:

- 2013 - CDBG Economic Development
\$750,000 grant award – Building Reuse to serve Wright Foods

The Town will submit its CDBG-I application for the Sanitary Sewer System Rehabilitation Improvements Project on September 29, 2017. The CDBG-I application will be available for review during normal business hours at Biscoe Town Hall, 110 W. Main Street in Biscoe, NC. Additional information is available from Brandon Holland, Town Manager of the Town of Biscoe.

Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by September 15, 2017 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practical.

Brief Recess to sign Certified Minutes

Tree City Board Members

A motion was made by Commissioner Beard, seconded by Commissioner Reynolds, and so the motion carried unanimously to appoint the following members of the Tree City Board:

- Commissioner Gene Anderson
- Christina Marcelino
- Brandi Harris
- David Steele
- Jessica Blake

Manager Report

Manager Holland presented the following report:

Water Tank Update

Manager Holland updated the Board of the Water Tank maintenance. Utility Services will be mobilizing to mount brackets for the curtain that will go up around the tank during maintenance. (This is to comply with OSHA). He said Ellerbe Telephone has been good to work with during the process.

Shred Event Report

During the recent shred event the Town collected 6,500 pounds of paper (compared to 1,500 at the last shred event) and 12 pallets of electronics to be shredded.

Halloween in the Park – October 31, 2017

Manager Holland said the Halloween in the Park Committee has been meeting. There will be one more meeting prior to the event.

Auditors

Manager Holland informed the Board Town Auditors were working on the annual audit this week.

Mayor Commissioner Comments/Reports

Mayor Minutes

- Attended General Meeting of the Council of Government in Kernersville with Brandon Holland
- Chaired an RPO Meeting with DOT Representatives
- Attended a meeting in Troy with County Commissioners, County Manager, and EDC Representative regarding Chamber, Tourism, and Economic Development

- Met at the Solar Farm in Biscoe to see their new facility construction and met with film crew from Switzerland
- Visited Columbia, S.C. for the eclipse
- Attended Ribbon Cutting for New Dance Studio - Elevation Dance at Wal-mart Strip Mall Brandon Holland and Commissioner Anderson attended as well.
- Attended Executive Meeting at Council of Government in Kernersville
- Attended Lions Club Vision Van Location at Town Hall.
- Picked up trash with 3 prisoners.

Commissioner Anderson thanked Town staff for all of their hard work.

Ms. Laura Jordan, Deputy Clerk, informed the Board that the Water/Sewer Rate Increase went on the water bills this month. She explained there had been a few questions, but for the most part, the citizens have been supportive.

Mayor Blake announced that the Biscoe's Lions Club would be handing out candy during Halloween in the Park.

Public Forum

No one spoke during the public forum.

Adjournment

There being no further business to bring before the Board, Commissioner Reynolds made the motion to adjourn, and Commissioner Beard made the second. All voted in favor. Meeting adjourned at 7:45 p.m.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET	.15%	1,339,372.87	RECONCILED THRU August 31, 2017
GENERAL FUND 10 – CD XX54	.15%	\$236,527.63	RECONCILED THRU September 30, 2017
FUND 21 – CAPITAL RESERVE CD XX49	.15%	\$34,578.36	RECONCILED THRU September 30, 2017
FUND 72 LEO – CD XX30	.15%	\$96,074.13	RECONCILED THRU September 30, 2017
TOTAL FIRST BANK ACCOUNTS		\$1,706,552.99	

FIDELITY BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
CENTRAL DEPOSITORY	.10%	\$888,171.17	RECONCILED THRU August 31, 2017
PAYROLL ACCOUNT	0%	\$185,020.18	RECONCILED THRU September 30, 2017
POWELL BILL ACCOUNT	.02%	\$57,275.53	RECONCILED THRU September 30, 2017
TOTAL FIDELITY BANK ACCOUNTS		\$1,130,466.88	

NC DEBT SET-OFF ACCOUNT – NCCMT 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF ACCOUNT – GOVT <i>Bank Statement Not Received</i>	.56	\$ 4,818.79	RECONCILED THRU August 31, 2017
TOTAL NCCMT ACCOUNTS		\$4,818.79	

COMMERCIAL LOAN – INDUSTRIAL PUMP STATION			
ACCOUNT	INDUSTRIAL PUMP STATION ORIGINAL LOAN AMOUNT	BALANCE	STATUS
CL NOTE	\$350,000.00 Monthly Payment \$6,198.91	\$217,164.58	Payment made through October 2, 2017
TOTAL		\$217,164.58	

NEW NCCMT INVESTMENT ACCOUNTS

PAYROLL (GF) GOVT. <i>Bank Statement Not Received</i>	.56	\$100,299.67	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU AUGUST 31, 2017
CEMETERY (GF) TERM <i>Bank Statement Not Received</i>	.91	\$50,164.27	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU AUGUST 31, 2017
HALLOWEEN IN THE PARK (GF) TERM <i>Bank Statement Not Received</i>	.91	\$25,105.89	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU AUGUST 31, 2017
GENERAL NEEDS (GF) TERM <i>Bank Statement Not Received</i>	.91	\$150,631.15	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU AUGUST 31, 2017
WATER IMPROVEMENTS (WS) TERM <i>Bank Statement Not Received</i>	.91	\$125,525.96	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU AUGUST 31, 2017
		<u>\$451,726.94</u>	

***Tax Payments from Montgomery County Tax Department
have been received through July 2017.***

Mayor's Minutes

- Attended Market Montgomery Meeting in Troy
- Chaired a conference for RPO
- Met with new Autumn Care Director Mur DeJonge
- Attended 2nd Market Montgomery Meeting in Troy
- Went to MCC with Brandon Holland and Gene Anderson to meet with the NC Governor
- Spoke with Pam Daggett from Arauco