

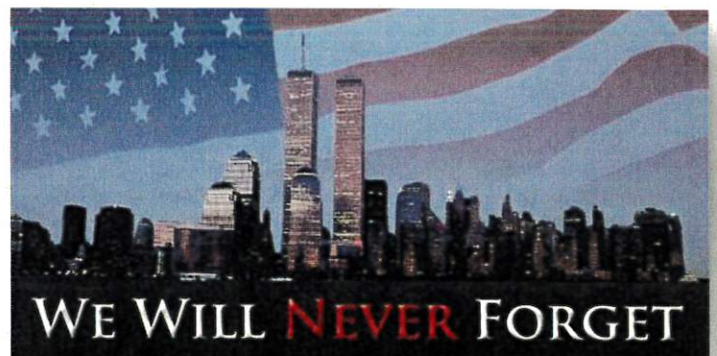
TOWN OF
BISCOE



TOWN OF BISCOE BOARD OF COMMISSIONERS Meeting Agenda

September 11, 2017 at 7:00 p.m.

1. Call to Order/Pledge of Allegiance and Moment of Silence
Moment to Remember September 11, 2001
Mayor Blake
2. Consent Agenda
a) Approval of Minutes 8-14-17
b) September 2017 Monthly Financial Report
Mayor Blake
3. Public Hearing for CDBG Application for September 11, 2017 meeting
Update for the Capital Improvement Plan
Brief Recess to sign Certified Minutes
Manager Holland
4. Tree City Board Members
Manager Holland
5. Manager Report
a) Water Tank Update
b) Shred Event Report
c) Halloween in the Park – October 31, 2017
Manager Holland
6. Mayor's Minutes - Commissioner Reports - Staff Reports
7. Public Comment
8. Adjournment



**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
August 14, 2017**

The Town of Biscoe Board of Commissioners met in a regular session on June, 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 Jimmy Cagle. John Beard 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.

Consent Agenda

A motion was made by Mayor Pro-tem Smith, seconded by Commissioner Reynolds, and so the motion carried unanimously to approve the minutes and monthly financial report from the July 10, 2017 meeting.

Public Hearing Water Sewer Ordinance

This public hearing was postponed and tabled until the September 11, 2017 meeting.

Recognition of Raymond Dong for Volunteer Hours

Manager Holland recognized a Volunteer Raymond Dong who worked 150+ hours helping with the Town's new scanning procedures; converting paper documents to electronic files.

Proclamation Designating the Town of Biscoe a Purple Heart Town

Rev. Buddy Caulder was present to discuss the Proclamation Designating the Town of Biscoe a Purple Heart Town. A motion was made by Commissioner Anderson, seconded by Mayor Pro Tem Smith, and so the motion carried unanimously to approve the following Proclamation:

**Proclamation
In Honor of the Military Order of the Purple Heart**

Whereas, the Purple Heart is the oldest military decoration still in present use and was initially created by George Washington in 1782, as the "Badge of Military Merit"; and,

Whereas, the Purple Heart was the first American Service Award made available to the common soldier, and is awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and,

Whereas, the mission of The Military Order of the Purple Heart, chartered by an act of Congress, is to foster an environment of goodwill among the combat-wounded veteran members and their families, to promote patriotism, to support related legislative initiatives, and most importantly, to make sure we never forget the sacrifices made by those so decorated; and,

Whereas, there have been many former residents who made the ultimate sacrifice in giving their lives in the cause of freedom, and the numerous combat wounded veterans who currently reside in the Town of Biscoe, and as Purple Heart awardees who contribute to their community in countless ways; and,

Whereas, Biscoe, North Carolina, pursuant to a request by Chapter 634 of the Military Order of the Purple Heart, wishes to pledge its strong support for this noble organization and for those who put their lives at risk in service of their Country and their fellow citizens.

NOW, THEREFORE BE IT PROCLAIMED AND RESOLVED, that Biscoe, North Carolina, by the affirmative action and declaration of its Board of Commissioners, does hereby bestow honor and gratitude upon the members of the Military Order of the Purple Heart, and proudly supports the recognition of the Town of Biscoe as a "Purple Heart Town in the State of North Carolina."

Adopted this the 14th day of August 2017.

The Board thanked John and Marie Negus for their assistance with this designation.

Records Retention & Disposition

Manager Holland presented the following Policies:

- Approval of Records Retention & Disposition Schedule Policy & Amendment
- Approval of Electronic Records Policy
- Approval of Permanent Digital File & Approval of Destruction of Paper Permanent Copies

A motion was made by Commissioner Anderson, seconded by Commissioner Beard and so the motion carried unanimously to approve the Records Retention & Disposition Schedule Policy & Amendment, the Electronic Records Policy, and the Permanent Digital File & Approval of Destruction of Paper Permanent Copies.

Approved policies are as follows: (policies will be inserted after minutes are approved to save paper)

Approval of Surplus Property and Destruction of Electronics

A motion was made by Commissioner Reynolds, seconded by Mayor Pro Tem Smith, and so the motion carried unanimously to declare property surplus and approve the destruction of electronics at the upcoming shred day sponsored by the Town of Biscoe. 9 laptops (police department)

- ◆ Old cellphones
- ◆ 6 computers (towers, monitors)
- ◆ Misc. Cables
- ◆ 1 copier (does not work)

Investment of Powell Bill Funds

At the recommendation of Manager Holland and Town Clerk Laura Morton, a motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to reinvest Powell Bill Funds currently in Fidelity Bank to NC Capital Management Trust.

Manager Report

Manager Holland presented the following report:

Set CDBG Public Hearing for September 11, 2017/Bruton Street Canvas

A motion was made by Mayor Pro tem Smith, seconded by Commissioner Reynolds, and so the motion carried unanimously to set a CDBG Public Hearing for the September 11, 2017 Board Meeting. The grant application would be a request for \$1.8 million. Manager Holland thanked the police chief for all of his help with the CDBG Community Canvas.

Tree City Member Applications

Manager Holland reported that a Tree City Board needs to be appointed. He asked the Board to contact him with suggestions.

Water Tank Update

The Mayor thanked Mayor Pro Tem Smith and Commissioner Reynolds for attending the meeting. The Ellerbe Telephone distribution tower will be moved to their County Line Equipment.

Code Enforcement Update

Manager Holland reported that 18 letters have been sent out since the Board approved the new Ordinance.

Hugh Martin Property – Hunsucker St (information only)

The buyer of the Martin property backed out of the purchase; property was placed back on the market.

Shred Event – August 26, 2017

The Town of Biscoe Shred Event will be held on August 26, 2017 at Town Hall from 10 am until 2 pm for paper and electronics.

Vision Van – September 8, 2017

The Lion's Club Vision van will be at Town Hall from 10 am until 2 pm on September 8, 2017.

Halloween in the Park – October 31, 2017

Town Clerk Laura Morton announced the 4th Annual Halloween in the Park will be held on October 31, 2017 from 5 pm until 7 pm. The Halloween in the Park Committee Meeting are being held.

Closed Session: NCGS 143-318.11(6) Personnel

A motion was made by Commissioner Reynolds, seconded by Mayor Pro-tem Smith, and so the motion carried unanimously to recess the regular session and call to order a closed session pursuant to NCGS 143-318-11 (6) Personnel.

A motion was made by Commissioner Anderson, Commissioner Beard, and so the motion carried unanimously to adjourn the closed session and reconvene the regular meeting.

The Board came out of Closed Session with nothing to report.

Mayor Commissioner Comments/Reports

Mayor Minutes

- ◆ Attended Senior Ice Cream Social at the Town Hall
- ◆ Met with Robert Jordan IV
- ◆ Met with Bob Morgan
- ◆ Attended Alex Turners' mom's funeral
- ◆ Met with NC House Representative Justin Burr
- ◆ Met with Kelly Kellam
- ◆ Attend a Piedmont Triad Regional Council Executive Officers meeting in Kernersville
- ◆ Completed Inmate Training

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 7:30 p.m.

MONTHLY FINANCIAL REPORT

FIRST BANK ACCOUNTS 2017 MONTHLY FINANCIAL REPORT			
ACCOUNT	INTEREST RATE	BALANCE	STATUS
MONEY MARKET	.15%	1,339,372.87	<i>RECONCILED THRU June 30, 2017</i>
GENERAL FUND 10 – CD XX54	.15%	\$236,527.63	<i>RECONCILED THRU August 31, 2017</i>
FUND 21 – CAPITAL RESERVE CD XX49	.15%	\$34,578.36	<i>RECONCILED THRU August 31, 2017</i>
FUND 72 LEO – CD XX30	.15%	\$96,074.13	<i>RECONCILED THRU August 31, 2017</i>
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	<i>RECONCILED THRU August 31, 2017</i>
PAYROLL ACCOUNT	0%	\$185,020.18	<i>RECONCILED THRU August 31, 2017</i>
POWELL BILL ACCOUNT	.02%	\$31,036.46	<i>RECONCILED THRU August 31, 2017</i>
TOTAL FIDELITY BANK ACCOUNTS		\$1,104,227.81	

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	<i>RECONCILED THRU July 31, 2017</i>
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	\$222,984.11	<i>Payment made through August 31, 2017</i>
TOTAL		\$222,984.11	

NEW NCCMT INVESTMENT ACCOUNTS

PAYROLL (GF) GOVT. <i>Bank Statement Not Received</i>	.56	\$100,224.88	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU July 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 July 31, 2017
HALLOWEEN IN THE PARK (GF) TERM <i>Bank Statement Not Received</i>	.91	\$25,080.89	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU July 31, 2017
GENERAL NEEDS (GF) TERM <i>Bank Statement Not Received</i>	.91	\$150,485.31	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU July 31, 2017
WATER IMPROVEMENTS (WS) TERM <i>Bank Statement Not Received</i>	.91	\$125,404.43	ACCOUNT OPENED APRIL 3 RD & FUNDS WIRED APRIL 6 TH RECONCILED THRU July 31, 2017
		<u>\$451,359.78</u>	

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

Auditors will be here the week of September 11, 2017

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY THE TOWN OF BISCOE BOARD OF COMMISSIONERS
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Town of Biscoe Board of Commissioners will conduct a public hearing on September 11, 2017 at 7:00 pm, or as soon thereafter as the agenda will allow, at the Biscoe Town Hall, 110 West Main Street, Biscoe, NC relative to the intention of the Town of Biscoe to apply for FY2017 CDBG funding under Title I of the Housing and Community Development Act.

The Town of Biscoe intends to submit an application for a grant of approximately \$1,865,000 in CDBG Infrastructure funds to provide sanitary sewer system rehabilitation improvements to serve the Bruton Street Pump Station and Tributary Area Collection System.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Sewer Improvements	\$1,766,500
Grant Administration	<u>\$ 98,500</u>
Total Estimated Project Cost	\$1,865,000

The proposed project will provide benefits to 236 individuals, approximately 92.37% of whom are low and moderate income individuals based on Income Surveys performed by the Town of Biscoe. No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project.

Citizens will be given the opportunity to provide oral and written comment on the Town's past and proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

If additional information is needed, please contact Brandon Holland, Town Manager at 910-428-4112. Formal written complaints or comments concerning the application process that are submitted to the Town prior to or following the public hearing will be responded to within ten working days by the Town Manager. A copy of the completed project application will be available for public review after September 29, 2017, at the Biscoe Town Hall.

Persons with disabilities or who otherwise need assistance should contact Brandon Holland, Town Manager at 910-428-4112 at Biscoe Town Hall, or manager@townofbiscoe.com or contact Relay North Carolina by calling 711 by September 6, 2017. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Brandon Holland, Town Manager at 910-428-4112 at Biscoe Town Hall, or manager@townofbiscoe.com for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Brandon Holland, Town Manager at 910-428-4112 at Biscoe Town Hall, or manager@townofbiscoe.com de alojamiento para esta solicitud.



Please publish the above notice for 1-day only in the NON-LEGAL (DISPLAY) SECTION of the Montgomery Herald on Wednesday, August 30, 2017.

Affidavit of Publication and Invoice should be mailed to:

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

PUBLIC HEARING MEETING SCRIPT

Date: September 11, 2017

Town of Biscoe

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 citizen's 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.
- Project 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 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 practicable.

We open the floor for comments and questions about the CDBG program, and about the proposed project.

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 BOAD 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.

James E. Blake
Mayor

Laura B. Morton
Town Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Biscoe does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Biscoe Board of Commissioners duly held on the 11th day of September, 2017; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of September, 2017.

Signature of Recording Officer – Laura B. Morton

Town Clerk

Title

TOWN OF BISCOE CAPITAL IMPROVEMENT, ASSET MANAGEMENT PLAN & PROJECT SUMMARY (UPDATED SEPTEMBER 2017)

(Please refer to Capital Improvement Plan and Wastewater Asset Management Plan - Issue Date April 5, 2013 by WK Dickson for additional details)

PROPOSED IMPROVEMENT	BUDGET COST (\$)	PROP. YEAR
WWTP Sludge Handling Facilities	\$ 1,200,000.00	FY 18- FY 38
		NCDEQ Loan @ 4%, 20 years
Pump Station Upgrades:		
Bruton Street Pump Station Upgrade (Gen., Storage & Odor Con.)	\$ 450,000.00	CDBG-I Application (9-29-17 Submittal)
Brendana PS Generator	\$ 48,000.00	
Shady Oak Pump Station Upgrade (pumps, bar screen & gen.)	\$ 275,000.00	
Food Lion Generator	\$ 65,000.00	
Nursing Home PS Generator	\$ 65,000.00	
Wal-Mart PS Generator	\$ 58,000.00	
E. Montgomery HS PS Generator	\$ 48,000.00	
GVK PS Generator	\$ 48,000.00	
	<u>\$ 607,000.00</u>	FY 17- FY 37
	\$ 825,000.00	FY 21- FY 41
	\$ 43,400.00	FY 17
	\$ 27,800.00	FY17
	\$ 36,000.00	FY 18 & FY 19
	\$ 13,100.00	FY 19
	\$ 153,600.00	FY 17 & FY 18
	\$ 104,200.00	FY 18 & FY 19
	\$ 15,500.00	FY 19
	<u>\$ 1,415,000.00</u>	FY 20-22
	\$	CDBG-I Application (9-29-17 Submittal)
Odessa Rd Area Sewer System Expansion	\$	Loan @ 4%, 20 years
2013 Inflow / Infiltration Repairs Identified by Smoke Testing	\$	Loan @ 4%, 20 years
2013 Manhole Rehabilitation- High Priority Rating (5 & 4)	\$	
2013 Manhole Rehabilitation- Medium Priority Rating (3 & 2)	\$	
2013 Manhole Rehabilitation- Low Priority Rating	\$	
2013 CCTV Identified Rehabilitation- High Priority Rating (5)	\$	
2013 CCTV Identified Rehabilitation- Medium Priority Rating (4 & 3)	\$	
2013 CCTV Identified Rehabilitation- Low Priority Rating (2 and below)	\$	
Bruton St. / Cagle St. / Harris St. / Blake St. Line Replacements	\$	
Annual I/I Evaluations, Clean & CCTV Gravity Sewer ~ 10% Of System	\$ 25,000.00	Begin FY 17
Sewer System Rehabilitation Annual Budget	\$ 100,000.00	Begin FY 20

Projects Completed in last 5 Years:

- Mega Park PS and Gravity Sewer
- WWTP Upgrade
- Industrial Park Drive PS and Generator (\$310,500)
- Emergency Sewer Pump Purchase (\$72,994)

Revision and Approval by Town Board of Commissioners

This information was presented for reaffirmation and approval of updates for the current year to reflect the Town's current priorities, this the 11th day of September, 2017.

James E. Blake, Mayor

Laura Morton, Town Clerk

**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 for 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.

James E. Blake, Mayor

Laura B. Morton, Town Clerk

(SEAL)

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 citizen’s 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 the 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.
- Project 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 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 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 the 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 practicable.

Motion was made by:

Seconded by

to close the public hearing.

Motion was made by

Seconded by

to adjourn the meeting.

This the _____ day of _____, 2017.

Mayor

Town Clerk

(SEAL)

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.