

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
July 13, 2015

The Town of Biscoe Board of Commissioners met in a regular session on July 13, 2015 at 7:00 pm in the Municipal Building.

Present were: Mayor Jimmy Blake, Mayor Pro-Tem Jerry Smith, Commissioners, Gene Anderson, Eddie Reynolds, John Beard and Jimmy Cagle. Town Manager Brooks Lockhart and Deputy Clerk Laura Jordan were also present.

Call to Order

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

Consent Agenda

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

- a) Approval of Minutes 06-08-15 and 06-29-15
- b) June Monthly Financial Report
- c) GHSP Year 3 Resolution

Single Audit Requirements

Town Manager Brooks Lockhart said he was informed by the Town's Auditor about additional requirements tied to some of the funding the Town has received. He said he asked them to provide an explanation and an estimation of cost to present to the board.

In the regards to the CDBG funding, the state director of the program has confirmed the additional auditing requirement. I have placed a call to the CWSRF (NCDENR) to see if our loan triggers this extra auditing. Finally, on our combined grant receipts we may not actually trigger this third "single audit." The cost is steep but we have no choice but to do these additional reporting requirements. This service is covered as an hourly cost within the previously approved audit contract but due to its size I would the board to authorize the additional cost as we are likely looking at a budget amendment later this year.

Manager Lockhart proposed the Town ask Carolina Dairy to pay for the audit for the CDBG Grant being we were informed there would be no cost to the Town by acquiring this Grant.

Mayor, Jimmy Blake, asked if the loan from First Bank could possibly fall under the Single Audit Requirements and Town Manager, Brooks Lockhart, confirmed that it does not meet the requirements of a single audit.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-Tem Jerry Smith, and so the motion carried unanimously to authorize Town Manager, Brooks Lockhart to pay for the Single Audit Requirements.

Project Updates

CWMTF/CWSRF WWTP Upgrades

Update from Bob Froneberger:

Biscoe WWTP Upgrade Project Status – July 1, 2015

Work at the WWTP continues to progress slightly ahead of schedule with approximately 50.2% of the work complete within 47.8% of the schedule. Work completed during June for the major construction items is as follows:

New Clarifier:

1. Backfill around the clarifier is near completion with excess material spread around the site.
2. The clarifier mechanism has been received and painted at the K&S shop with installation scheduled to begin in July.
3. The Return Activated Sludge (RAS) building foundation is scheduled to begin in early July.

Headworks:

- The headworks structure is nearing completion and slide gates have been installed.
- The new mechanical screen is on site and with installation expected to begin in July.

Clarifier Flow Splitter Structure:

- The flow splitter structure is nearing completion with weir gates and grating installed.
- Remaining work includes cutting piping between aeration basin and existing clarifier.

Aeration Basin

- New aerators are on site and ready for installation when control panels are received.

Updates from Bill Lester from LKC Engineering:

Engineering Report

Industrial Park Rd. Pump Station

- Based upon the Town's acceptance of the loan terms from the lending institution, this project is ready to proceed at the Board's direction. Plans and specifications were previously completed and approved by NCDENR. LKC will coordinate a bid advertisement and coordinate the bid process. Upon bidding and successful award by the Town, we can move this project forward to construction.

Inflow and Infiltration Improvements

- Per previous reports related to I&I concerns throughout the Town's wastewater collection system, we have reviewed several potential funding options. One potential source is CDBG Infrastructure funds through NCDENR. I feel a potential project could be developed in the lower income areas of Town that will meet program guidelines, but we will need to develop a plan to obtain income surveys from the designated areas. These were noted for the US Army project team previously, but I am not certain they will be available during the timeframe needed. If this is something the Town wishes to pursue we will gladly assist in setting this up.

Pretreatment Program

- Draft permits are complete and program guidelines and requirements are in place. We will be scheduling a meeting with the Public Works Director and any related staff in the next few weeks to review all related data. NCDENR has approved the ordinance and plan as submitted, and awaits the attorney certification as one of the last requirements to final approval.

Town of Biscoe Ordinance Update

Lockhart said as we discussed in our budget meetings, we are in need of some basic updates to our town ordinances. 2002 was the last time we had a codified update that was applied to our ordinance book by American Legal Publishing. This means that all of the ordinances passed since 2002 are not published in our codified book. Additionally, any NC General Statutes that referenced might have changed. The ordinances are still valid and in force but any inquiry would involve pulling multiple documents together. Town Clerk Morton has reviewed years' worth of minutes and has complied a comprehensive listing of approved ordinances. Furthermore, I have been approached by two commissioners regarding changes to the animal ordinance and specifically how it addresses egg laying chickens (not roosters). This review process will allow us to visit each of these ordinances and update them accordingly.

At this point, we have 8 sections to our existing ordinances; in the past it is apparent that our ordinances had over 15 sections but it is likely many were consolidated some time prior to 2002. There are two approaches we can take in this review process:

1. We can hold lengthy workshops and complete the process sooner.
2. We can review a section at our board meetings as time permits for the next 8 or more months.

Lockhart said either approach we take, we will need to have any proposed changes presented for legal review and through a public hearing process. I am not proposing that we utilize a neither consultant nor American Legal Publishing as both of these are cost prohibitive. This will be a substantial effort and will be a major use of staff/board time. It is also an important effort; once we review and internally re-codify it will be extremely simple to maintain (assuming minimal changes in NCGS or legal rulings).

Mayor Jimmy Blake discussed the starting process by reviewing packets and approving all at once with one public hearing and advertisement. He asked the board if they would like the staff to start working on the ordinance update. Mayor Pro-Tem Jerry Smith, responded with yes.

Public Comment

Mayor Jimmy Blake discussed attending the EDC meeting and the combining of the Chamber of Commerce, Economic Development, and Tourism in Montgomery County. This combination is still up in the air.

Mayor Jimmy Blake talked about how well the prisoners were working and thanked Utilities Director, Sam Stewart and his department for the hard work they were doing. Stated that if anyone has not been to the park lately they should go and that the park looked great.

Mayor Jimmy Blake stated there were now 30 out of 48 occupants in Emerald Forest Apartments.

Mayor Jimmy Blake praised Parks and Rec Director, Mark Miller and his lifeguard for rescuing two young men from the Biscoe Pool.

Mayor Jimmy Blake gave and update on Town Clerk, Laura Morton's husband, Dennis. His medication and heart is being monitored for possible medication changes and/or a pace maker.

Town Manager Brooks Lockhart stated his wife had returned from El Salvador but she brought with her an illness. He asked that we keep her in our prayers as she is recovering.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Mayor Pro-Tem, Jerry Smith made the second. All voted in favor. Meeting adjourned at 7:20 p.m.

Mayor

Deputy Clerk