

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING

11.12.13

AGENDA

1. Call to order
2. Consent Agenda
 1. Approval of Minutes 09.09.13
 2. Approval of Minutes 10.14.13
 3. October Monthly Financial Report
3. Project Updates:
 1. Clean Water Management Trust Fund Grant
 2. Golden Leaf Project Update
 1. Updating our Conflict of Interest Policy
4. General Updates
 1. Recreation Board Appointment
 2. Biscoe Police Explorer Post
 3. Veteran's Memorial Updates
 4. Star Christmas Parade
5. Public Comment
6. Adjournment

2. Consent Agenda

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
September 9, 2013**

The Town of Biscoe Board of Commissioners met in a regular session on September 9, 2013 at 7:00 pm in the Municipal Building.

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

Call to Order

Mayor Michael Criscoe called the meeting to order at 7:00 p.m.

Consent Agenda

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

- a) Approval of Minutes 8-12-13 – Regular Session
- b) September Financial Report

Clean Water Management Trust Fund Grant and Golden Leaf Project Update

Bob Froneberger from WK Dickson will be with us to discuss both of the above projects.

Since we initially applied to the CWMTF Grant in 2009, we have seen adjustments to the scope of the project and to the projected costs. Quoted below is an email from Mr. Froneberger which will addresses how/what changes have been proposed. Froneberger will be on hand to discuss these concerns in further detail.

"Our opinion of costs for the WWTP upgrade of 1/28/13 reflected a total cost of \$1,214,000. This estimate included:

- Sludge removal @ \$22,000
- Sand drying bed improvements @ \$42,000
- Effluent sampler @ \$8,190

Since January, we received bids on a very similar project in Columbus providing us updated construction costs for a similar clarifier and pump station. We have updated our opinion of cost utilizing the recent actual construction cost values and additional detail for the proposed Biscoe modifications developed during our preliminary design. Our revised opinion of cost provided yesterday (9/3) was \$1,580,000. This opinion of costs included the following major revisions to the previous estimate:

- Removal of sand drying bed and sampler costs @ \$50,000
- Increase in sludge removal volume and cost to from \$22,000 to \$33,000
- New 25 Hp aerators for AB #1 @ \$66,000

- New emergency generator @ \$180,000 (based on a 400 Kw generator from Columbus project)
- Increase in engineering cost approved by Biscoe @ +\$37,000"

Froneberger will also be on hand to give an overview of the Golden Leaf project. There has been some concern with the timetable of project completion in regards to the high volume of rain and the higher than anticipated rock volumes. We might have a vote to consider the schedule and possibly waiving some of the liquidated damages in regards to our contractor.

Commissioner Blake what would happen if we do not have a generator. He said if we do not have to have one that would save \$120,000. He said we really need to look into this. Commissioner Smith agreed. The Board also discussed possibly leasing or renting a generator if one was needed.

Mr. Lockhart said that Clean Water approved removing the dry beds and purchasing a generator. He said we need to reach out to them and talk with them about it. The Board also discussed the possibility of purchasing a used generator.

A motion was made by Commissioner Blake, seconded by Commissioner Smith, and so the motion carried unanimously to have Mr. Froneberger to see about amending the scope of the project.

Public Hearing: Conditional Use Permit - 223 Rouse Street

A motion was made by Commissioner Anderson, seconded by Commissioner Smith, and so the motion carried unanimously to recess the regular session and call to order the public hearing for the 223 Rouse Street Conditional Use Permit.

The Town of Biscoe has received an application for a Conditional Use Permit for 223 Rouse Street. This permit is being requested by Steve Cole, son of the property owner Judy Cole, to allow the placement of a Class A Mobile Home (Double-Wide) on a parcel zoned R-12. This use is an allowable Conditional Use of the R-12 District. The property in question is bounded on the affected sides (South, East, North) by property owned by the Town of Biscoe and on west by property belonging to Judy Cole. This hearing has been duly advertised on 8/28/13 and 09/04/13 in the Montgomery Herald. Also attached you should find the plat map which subdivides this property and will be required to be recorded with the tax office prior to construction. Staff has reviewed this request and gives it a favorable recommendation.

A motion was made by Commissioner Anderson, seconded by Commissioner Smith, and so the motion carried unanimously to adjourn the regular session and reconvene the regular session.

A motion was made by Commissioner Blake, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the Conditional Use Permit for 223 Rouse Street.

Signage for the Mega Park

A request has been made to allow a sign advertising land for sale within the Mega Park. The proposed sign will be shaped as a "V" with both faces being visible from Highway 24/27. The proposed sign is 32ft by 10ft or 320 square feet on both sides.

The relevant section from the Zoning Ordinance is Section 15.9 Temporary Signs, Subsection B is found on page 120. This section allows for one construction sign to be erected at a size of 50 square feet or one square foot per lineal foot of roadway frontage not to exceed 100 square feet.

The County has recently updated their Zoning Ordinance to include a billboard ordinance. Under their newly approved Ordinance they allow 400 square feet billboards on 2 lane highways and 672 square foot billboards on 4 lane highways. If you have ever driven on 211 East outside of Candor, you have probably noticed the billboards that have been there for years; they are finally zoning compliant.

The development of the Mega Park is critical to the Town. As such, this sign is of critical importance. I would like to know if there is support from the board to consider passing a Billboard Ordinance for use only in our Extra Territorial Jurisdiction, similar to the County's Ordinance at our October meeting. The sign construction will likely take 4 weeks, and preliminary support will hopefully indicate to the property owner if it is worth their time to be constructing the sign now.

Mr. Lockhart said there is no official measure. At the present time we cannot allow a sign that is visible on the bypass.

The Board instructed Mr. Lockhart to proceed with an amendment. Mr. Lockhart said he would schedule a public hearing.

Financing Proposals for CWMTF Grant Match

A Request for Proposal was issued on September 4th to the following banks: First Bank, Fidelity Bank, Community One, and BB&T. I have requested to receive their proposals by 1pm on Monday, September 9th. On Friday the 6th, Community One contacted me and made me aware that at the moment they do not qualify to make loans under the provisions of Section 265 and would not be able to be competitive.

This course of action has been discussed with board. The primary objective of borrowing would enable the Town to maintain sufficient operating reserves within our water/sewer fund (enterprise fund) and borrowing while rates are at a low.

The proposal from the Town outlined borrowing funds for a period of 59 months. From discussions with staff at the Local Government Commission we would not be subject to receiving their approval if we either had a term of less than 60 months OR were intending to finance less than \$500,000. This is an either/or; as such our proposal will not be subject to their approval. If we decide to reject our current proposal and structure in a manner that would require their approval, we would simply need to fill out a one page application and get on their agenda; they meet the first Tuesday of every month.

That breakout will show the monthly payment, and the overall cost to the Town to borrow under the proposed rates.

Cemetery Bench Proposal (New Section)

Mr. Lockhart said a few months ago a request to reconsider placement of benches within the new section of the Biscoe Cemetery was made to the Board. This request was tabled for further discussion at a later date. New benches or other objects creating obstructions were banned in February 2010, prior to selling any plots within the new section. At the time the primary reasons cited were: access for burial equipment to graves, future maintenance concerns, handicap accessibility, and the placement benches on other people's grave plots. Sam Stewart will be on hand to discuss this proposal, as suggested by the Public Works Department; their compromise is presented below. Attached you will find a survey of the new section of cemetery, the red asterisks denote where we would like to consider bench placement (8 in total). The details of what type of benches to purchase have not been worked out at this point. It has been suggested that the Town could allow the benches to be given in memorial. Additionally, it has been suggested that the Town could purchase all the benches, so they are uniform. Alternatively, we could purchase them all and later allow them to be engraved in memory of people to defray their cost.

Additionally, we could look to install more seating in the shade, under the crepe myrtles on the north side of the cemetery. Jeff Allen has already provided benches on the west side of the cemetery.

Mr. Eddie Reynolds said that his wife wrote a letter several months ago and if Bobby Myrick's wife would have sent the letter something would have already been done. He said he didn't agree with the benches because they would be 30 ft. away from the grave. He said he would mow his son's grave and he said he was putting the bench on the grave regardless of what the Board's decision was. He said the mowing looks like they have cut hay.

Public Works Director Sam Stewart said the problem with benches is it is hard for the grave diggers to get by the headstones.

Mr. Lockhart said the Town's proposal was an attempt to compromise. This is the first attempt.

Commissioner Anderson said if we allow this one bench it will open a can of worms. If we allow one person we will have to allow others.

A motion was made by Commissioner Blake, seconded by Commissioner Smith, and so the motion carried unanimously to allow the Reynolds family to place the bench at the end of the plot which would be the head of Mr. Reynolds plot.

Proposal for Cameras in the Park

As a follow-up to last month's conversation regarding the park fencing and the installation of cameras at the park town staff has obtained a quote from Electronic Service Co of Hamlet for creating and installing a system for us.

Their proposal includes 6 cameras, 1 DVR unit, 6 licenses for the cameras' software, and 2 radio microwave units. Total cost of materials proposed is \$6,670 with labor at \$1000 and sales tax at \$466.90; making a total proposal of \$8,136.90. The DVR system would be stored in the Police Department and the software provided would allow remote access to the cameras; I am not sure if they can be remotely panned or if they are fixed. This access would allow our officers, in conjunction with the air cards the laptops currently have, to view the cameras while the officers are on patrol.

Future upgrades could be considered with this system. Eventually, we will be required to have an interrogation room in our police department which features sound and video recording. This could easily be incorporated into this system in the future.

Commissioner Smith recommended 4 cameras around one pole to see in a complete circle, 1 at the Veteran's Monument, 1 at the Softball field, and 1 at the Pool.

Commissioner Beard asked for more estimates and more specifications.

Commissioner Smith said he would check on this and get back with the Board.

Public Comment

The following spoke during the Public Forum:

Mr. Sammy Martin said the buzzards are back again. He said they love to tear up shingles and other things. He asked where we stand with them. He said he understands we have to have a permit to hang the corpses.

Mr. Lockhart said we have to use Site Master to climb the tower which is a vendor of Century Link who is the owner of the tower. He said there was a lapse in the Depredation Permit lapse because no corpse was hung. A new permit has been requested. We cannot climb the tower without permission from Century Link.

Mrs. Betty Sedberry was present. She lives on Hunsucker Street. She said the buzzards have eaten the chimney top. She said water is running in through the chimney and ruining her carpet. She said she has spent over \$800 in repairs and she does not have the money for a metal roof. She said the buzzards poop all over everything. She is begging for help.

Mayor Criscoe said he called Senator Burr but has not received a call back from him. He said unfortunately buzzards are an endangered species.

Mr. Lockhart said the tower does not belong to the Town of Biscoe.

Commissioner Blake said he attended the COG meeting with Jackie Morris. He also worked with Operation In as Much. He will be attending a workshop in Pinehurst next week. He also spoke with Bobby Kellam regarding the power poles. Mr. Blake also said Jesse Day will be working on the Safe Routes to Schools.

Mr. Lockhart said the 48 unit site for the apartments (behind Bojangle's) has been surveyed and the financing has gone through.

Mayor Criscoe announced Music in the Park to be held September 28th. Potter's Will and two other groups will be performing.

Fence

There was discussion regarding the fence at the park. A motion was made by Commissioner Beard, seconded by Commissioner Blake, and so the motion carried unanimously to table the discussion regarding the fencing at the park.

Closed Session-Personnel

A motion was made by Commissioner Beard, seconded by Commissioner Cagle, and so the motion carried unanimously to recess the regular session and go into closed session to discuss personnel issues pursuant to NCGS 143-318.11.

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

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Cagle made the second. All voted in favor. Meeting adjourned at 8:08 p.m.

Mayor

Town Clerk

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
October 14, 2013

The Town of Biscoe Board of Commissioners met in a regular session on October 14, 2013 at 7:00 pm in the Municipal Building.

Present were: Mayor Michael Criscoe, Mayor Pro-Tem Jerry Smith, Commissioners, Gene Anderson, John Beard, Jimmy Cagle, and Jimmy Blake. Town Manager Brooks Lockhart and Deputy Clerk Laura Jordan were also present. Town Clerk Laura Morton was out due to sickness.

Call to Order

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

Consent Agenda

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

- a) Monthly Financial Report

A motion was made by Commissioner Anderson and seconded by Commissioner Cagle to close the regular meeting and go into Public Hearing.

Project Updates

Clean Water Management Trust Fund Grant

Bob Froneberger from WK Dickson will **NOT** be with us to discuss both the CWMTF and Golden Leaf Projects of the projects. Following the presentation to the Board last month, Bob has worked with staff and NC DENR officials to follow up on the suggestion of the Board.

Below is an email from Bob which outlines the results of this work. If the Board approves this adjustment to the scope of work with the CWMTF grant, we will next need to receive approval from the granting agency, bid the work (Oct/Nov), put in a request to the Local Government Commission to allow a longer financing period (Nov/Dec) and then submit another round of Request for Proposals (RFP) to the banks (Dec/Jan).

Attached is a letter defining the current WWTP Upgrade scope of work. This scope revision addresses several items identified in our recent telephone conference call with Mr. Ron Berry of DENR as briefly noted below:

- *Emergency generator is to be bid as "Add Alternative" permitting Biscoe to make a decision on inclusion in project based upon budget.*
- *Delete proposed variable level aeration basin for equalization.*
- *Provide provisions in electrical design for the adding four (4)- new 15 Hp aerators in Aeration Basin No. 1 to be purchased and installed by the Town outside of the subject project.*
- *Provide provisions in design for a new 2" PVC effluent recirculation line from chlorine contact drain pump station to chlorination/dechlorination system with a*

backflow preventer and filter for emergency water supply. This is to be supplied and installed by the Town outside of the contract.

The aeration and emergency water supply to the chlorinator are to be reflected on the design drawings to meet DENR requirements but are to be supplied and installed by the Town outside of the construction contract.

A summary of probable project costs including the above scope changes are summarized as follow:

| Estimate Description | Probable Cost | CWMTF Share | Biscoe Share |
|---|----------------------|--------------------|---------------------|
| | | | |
| 1. Original CWMTF application project cost (2/1/12) | \$1,168,500 | \$584,000 | \$584,000 |
| | | | |
| | | | |
| | | | |
| 2. Updated probable cost – CWMTF Application (1/31/13) | \$1,214,000 | \$584,000 | \$630,000 |
| | | | |
| | | | |
| | | | |
| 3. Probable cost for project scope presented at 9/9/13 Council Meeting with generator, 2 additional 25 Hp aerators and contract sludge removal (9/5/13) | \$1,580,000 | \$585,000 | \$995,000 |
| | | | |
| | | | |
| | | | |
| 4. Updated probable cost per revised scope including emergency generator (10/11/13) | \$1,344,500 | \$584,000 | \$760,500 |
| | | | |
| | | | |
| | | | |
| 5. Updated probable cost per revised scope without emergency generator (10/11/13) | \$1,212,500 | \$585,000 | \$627,500 |
| | | | |

Note: Above project costs include probable construction cost with a 10% contingency and all engineering costs. Costs for work to be performed by the Town for aeration and emergency water supply to the chlorination system are not reflected in the above costs.

This subject scope of work changes will need to be coordinated with the CWMTF. If you have any questions, please do not hesitate to call.

Town Manager, Brooks Lockhart explained a separate bid on an emergency generator could be an option but would need the board to choose either probable cost number 4 or probable cost number 5. Commissioner Blake expressed interest in probable cost number 5 with a separate bid on an emergency generator. Mayor Pro-Tem, Smith had questions regarding the emergency generator. Commissioner Anderson stated he really would like to look at getting an emergency generator while Town Manager, Brooks Lockhart stated that DENR may not give us an option. Utilities Supervisor, Sam Stewart, discussed the maintenance of an emergency generator the size needed for the project.

A motion was made by Commissioner Blake, seconded by Mayor Pro-Tem, Smith, and so the motion carried unanimously to approve Probable Cost Number 5 with a separate bid on an emergency generator.

Golden Leaf Project Update

Bob Froneberger will NOT update the board on this project as it nears completion.

As discussed last month, there has been some concern with the timetable of project completion in regards to the high volume of rain and the higher than anticipated rock volumes. At this point several items have passed inspection and a final work punch list has been generated.

Good News to report. The NC Dept. of Commerce has certified 118 acres of the Megapark. This was the top objective of our Golden Leaf grant and as such, we are filing to pull down the grant funds.

Presentation of Advanced Law Enforcement Certificates

Police Chief Brent Tedder and Sergeant Mike Barrington have obtained Advanced Law Enforcement Certificates. Mayor Michael Criscoe took this time to present these Certificates to the officers and recognized their achievement.

Below are the details of how an officer would qualify for an Advanced Certificate:

- meets the requirements for the Intermediate Certificate, and
- has accumulated at least forty-eight (48) education and/or training points and at least twelve (12) years of experience, or
- has accumulated at least sixty (60) education and/or training points and at least nine (9) years of experience, or
- has an Associate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least thirty-six (36) training points and at least nine (9) years of experience, or
- has a Baccalaureate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least twenty-four (24) training points and at least six (6) years of experience, or
- has a Graduate or Professional Degree issued by an academic institution recognized by the United States Department of Education and the Council for

Higher Education Accreditation; has accumulated at least sixteen (16) training points and at least four (4) years of experience.

Point Computation Formula

Awards are based upon a formula which combines formal education, law enforcement training, and actual experience as a law enforcement officer. Points are computed in the following manner:

Education – Each semester hour of college credit shall equal one point; each quarter hour shall equal two-thirds of a point.

Training – Twenty classroom hours of Commission-approved law enforcement training shall equal one (1) point, exclusive of BLET and Commission-mandated in-service training.

Experience – Only experience as a full-time, sworn, paid member of a law enforcement agency or the equivalent experience as determined by the Commission shall be acceptable for consideration.

Public Hearing on Zoning Ordinance Revisions

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to go into public hearing on Zoning Ordinance Revisions.

Zoning Ordinance Revisions

- Maximum Building Height Provisions
- Outdoor Advertising Signs

Both the ordinance revisions have been duly advertised in the October 2nd and 9th editions of the Montgomery Herald. Following a public hearing both revisions may be adopted at the pleasure of the Board.

Maximum building height provision:

All of our current zones in our Zoning Ordinance, since 1993, state that the maximum building height is not to exceed 35 feet. Anyone taking a brief drive around Town can easily spot numerous non-conforming structures (Cell Towers, Cooling Towers, Water Towers, and some industrial buildings). After research it became clear that the 35 foot building restriction is prevalent in many communities for habitable buildings. It is my assumption that such provisions were put in place for two reasons: due to communities not having ladder fire trucks and due to communities wanting to maintain a historical height in regards to residential districts.

Staff is proposing the Town Board amend the Zoning Ordinance in either of the ways suggested below:

- 1) To remove height restrictions for all non-habitable structures in all districts.

2) Exempt all public utilities from height restriction in all districts and to exempt all non-habitable support structures for the industrial (IL, IH, IL-CU, IH-CU) and commercial districts (CC, HB, RB, and their various CU).

All three of the telecommunications towers in our zoning jurisdiction are in residential districts. Exempting public utilities would make these uses conforming.

Outdoor Advertising Signs :

As discussed last month, a request has been made to allow a sign advertising land for sale within the Mega Park. At the meeting we discussed adopting provisions similar to those passed by the County. The ordinance adopted by Montgomery County is as follows:

MONTGOMERY COUNTY PLANNING DEPARTMENT



Text Amendment

TO: Montgomery County Planning Board
FROM: Wendy Gillis, Interim Planning Director
DATE: January 23, 2012
SUBJECT: Text Amendment

Currently the County zoning ordinance states that no sign shall be larger than 50 square feet unless otherwise approved by the County Planning Board.

The ordinance does not allow for Outdoor advertising signs such as billboard type signs to be allowed in any zoning district within Montgomery County.

The following is the Text Amendment recommended by the Planning Director.

Sign Regulations Applicable to Commercial and Industrial Districts

- No sign shall exceed 100 Square feet in area.
- No sign shall be located less than 10 feet from any public right-of-way.
- No Flashing signs will be allowed. All lighting must be motionless.
- No more than 100 AMP Electrical will be allowed.
- No lighting shall obstruct drivers view.
- Sign must be ground mounted constructed of metal, brick, or fiberglass.
- Any directional gateway sign shall be subject to approval by the N.C. Department Transportation.
- No directional gateway sign shall be placed where it may cause a hazard, or obstructed to the view of a driver.
- Only one 100 square feet sign and one 50 square feet sign will be permitted per location. Signs will not be allowed to be placed together.
This Applies to property that exceeds five acres.

Staff is proposing adopting an identical ordinance to the one passed by Montgomery County with these minor changes:

The text would be adopted as a stand-alone subsection of the Signs section in the Zoning Ordinance titled Billboards.

The proposed provision for the Town would be a better fit to allow billboards to only be located on highways and interstate roads outside of our city limits but inside our extra

territorial jurisdiction. This would allow billboards in various districts but would keep them outside of the city limits. The Town ordinance currently has provisions in place for signage in all districts. The new billboard district would only apply where applicable.

The below is the information included in last month's agenda packet:

The proposed sign will be shaped as a "V" with both faces being visible from Highway 24/27. The proposed sign is 32ft by 10ft or 320 square feet on both sides.

The relevant section from the Zoning Ordinance is **Section 15.9 Temporary Signs, Subsection B** is found on page 120. This section allows for one construction sign to be erected at a size of 50 square feet or one square foot per lineal foot of roadway frontage not to exceed 100 square feet.

The County has recently updated their Zoning Ordinance to include a billboard ordinance. Under their newly approved Ordinance they allow 400 square feet billboards on 2 lane highways and 672 square foot billboards on 4 lane highways. If you have ever driven on 211 East outside of Candor, you have probably noticed the billboards that have been there for years; they are finally zoning compliant.

The development of the Mega Park is critical to the Town. As such, this sign is of critical importance. I would like to know if there is support from the board to consider passing a Billboard Ordinance for use only in our Extra Territorial Jurisdiction, similar to the County's Ordinance at our October meeting. The sign construction will likely take 4 weeks, and preliminary support will hopefully indicate to the property owner if it is worth their time to be constructing the sign now. Attached is a picture of the proposed signage.



Commissioner Blake asked if this would affect the scenic by-way with Mr. Brooks Lockhart assuring him that it does nothing to the scenic by-way. Commissioner Beard asked if it would affect number 6 on the agenda in which the scenic by-way is discussed regarding Grede and the repeal of the scenic by-way restrictions of off premise signage within the Town limits. Town Manager, Brooks Lockhart stated yes and no, then gave the description as you are able to put a sign on the Megapark and state that it is the Megapark but you cannot put a sign on the Megapark stating that McDonald's is this way.

A motion was made by Mayor Pro-Tem Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to close the Public Hearing.

A motion was made by Commissioner Anderson, seconded by Commissioner Blake, and so the motion carried unanimously to adopt the changes set forth as: Exempt all public utilities from height restriction in all districts and to exempt all non-habitable support structures for the industrial (IL, IH, IL-CU, IH-CU) and commercial districts (CC, HB, RB, and their various CU).

General Updates

Proposal for Cameras in the Park

We do not have any new proposals for cameras in the Park. We have had some verbalization this past month and understand getting additional quotes are important. Town Manager, Brooks Lockhart stated there had been vandalism at the park in the past week and a half reiterated the fact that additional quotes are important.

Cemetery Update

Following discussions over the past month, town staff has gotten quotes on a mower for the Cemetery that will fit between the rows and bag the grass. The mower would also serve to eventually replace the old and large (it won't fit in the cemetery) bagging mower that is used on the ball fields. Before purchasing, staff would like approval for the purchase with the understanding that this will later require a budget amendment.

A motion was made by Commissioner Anderson, seconded by Mayor Pro-Tem Smith, and so the motion carried unanimously to amend the budget to purchase the new mower.

Debt Set-off Program

The board had approved the Town to enter in the NC Debt Set-off Program a few years ago. There were complications at the time that prevented staff from following through. After switching auditing firms the Town underwent refunding all deposits on all water accounts and we have upgrading our billing software.

A motion was made by Mayor Pro-Tem Smith, seconded by Commissioner Cagle, and so the motion carried unanimously to enter the NC Debt Set-Off Program. For an overview of this program please visit: <http://www.ncsetoff.org/>

Buzzard Update

This update is following up on concerns brought up last month by a local resident.

The Town of Biscoe's depredation permit has lapsed but renewing it is a fairly simple process. Michelle Outlaw at US Fish and Wildlife Service has instructed the town that our permit would not apply to a private telecommunication tower but only to our structures like our water towers.

As such, I have contacted Century Link, shared the concerns brought to the town and have offered to assist their staff on the paperwork for a depredation permit. The Town has been contacted by two news organization this month and I have given them the contact number for the appropriate Public Relations staff member of CenturyLink.

Citizen Eddie Reynolds asked if the Town could sue CenturyLink with Town Manager, Brooks Lockhart stating that no, the Town could not sue CenturyLink. He then stated that if enough citizens could come together and show proof of damage then the group of citizens could sue CenturyLink.

Highway 24/27 Scenic Byway

Officials from Grede have requested the Town to consider requesting the repeal of the Scenic Byway restrictions on off premise signage within the Town limits. They had people from their corporate offices get lost trying to find their location on Wright Road. This now makes two industries in Town requesting assistance in this manner.

Mr. Brooks Lockhart stated that The Town would have to request the repeal from Raleigh and then amend the Town's Ordinance. It was further discussed that the restrictions could not go on a business by business basis; general rules would apply. Mr. Lockhart then suggested a workshop to discuss the restrictions. Commissioner Blake would like the signs be industrial use. Town Manager, Mr. Lockhart stated that there may not be a satisfactory outcome for everyone per not being able to obtain strips of land from land owners.

Mr. Lockhart then addressed Mr. Winnie from Wright Foods requesting his thoughts. Mr. Winnie stated he would like the sign to be visible from the road with the name of the plant (when they decide upon the name) and directions to the plant. Commissioner Blake likes the idea of multiple businesses on the sign.

A workshop date for January will be discussed and set during the December meeting.

Parks and Recreation Board Appointment

One of our Parks and Recreation Board members has too many time constraints and respectfully asked to have a replacement. We need to appoint someone to the Board for this vacated position. It is custom to appoint volunteer board members following the swearing of new elected officials in December. The Board decided that each Commissioner would bring a name of a volunteer to be decided upon to the December meeting.

Public Forum

Citizen Betty Sedberry spoke during the Public Forum regarding the Buzzards. She stated that Citizen Sam Martin had received reports from other counties regarding the buzzards. Ms. Sedberry discussed that WXII has been in contact with her and at first thought did not want to contact them back because she did not want a news crew at her house nor did she want to bring them to the Town of Biscoe. Ms. Sedberry has since decided that she will contact WXII and discuss with them the fact that it is CenturyLink's tower and that they need to take responsibility for the damage done to her house.

Town Manager, Brooks Lockhart addressed Ms. Sedberry first stating that he had spoken with WXII and that he had given them the information needed to contact CenturyLink. Commissioner Cagle then spoke on behalf of the board expressing sympathy to Ms. Sedberry and the hopes that this issue gets resolved.

Citizen Eddie Reynolds spoke during the Public Forum regarding the Biscoe Cemetery. Mr. Reynolds stated that the cemetery looked 100% better and expressed his appreciation to Utilities Supervisor, Sam Stewart and the Public Works Department. Sam

then stated his appreciation for Mr. Reynolds support and that he took the time to talk with him. Sam also expressed that he would like Mr. Reynolds and any other citizens to keep the line of communication open.

Mayor/Commissioner/Department Head Reports

Commissioner Blake attended a First Health workshop on Healthy Communities and would like the Town Board to look at the information when he receives it. He will be going to Kernersville with Jackie Morris on Wednesday. Commissioner Blake expressed his appreciation for Public Works Assistant, Alex Turner and his contribution to the sewer project. He then stated that the sewer project had some cosmetic things that needed to be done but was sure Alex would take care of things. Commissioner Blake feels everyone needs to visit the Waste Water Treatment Plant, the Deaton-Monroe Park, and the Biscoe Cemetery.

Commissioner Anderson expressed his thanks for Alex Turner taking him on a tour.

Commissioner Cagle stated that it is good to hear citizens approach and hear the good of the Town and the Board of Commissioners.

Town Manager, Brooks Lockhart and the Board expressed their congratulations to Public Works employee David McIntyre on his wedding.

Mayor Michael Criscoe commented on the success of the Music in the Park and stated that the ticket sales for the Beretta shotgun are going well.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Mayor Pro-Tem Smith made the second. All voted in favor. Meeting adjourned at 7:52 p.m.

Mayor

Deputy Clerk

TOWN OF BISCOE
Monthly Financial Report

| FIRST BANK ACCOUNTS | Interest Rate | Balance | Status |
|---|---------------------------------|--------------------------------|---------------------------------|
| Town of Biscoe - Public Funds Money Market 03 | 0.20% | \$681,799.49 | <i>reconciled thru 9-30-13</i> |
| Fund 10 - General Fund | | | |
| Town of Biscoe - CD 54 | 0.15% | \$434,083.10 | <i>reconciled thru 10-31-13</i> |
| Fund 21 - Capital Reserve | | | |
| Town of Biscoe - CD 59 | 0.15% | CLOSED OUT OCTOBER 2013 | |
| Town of Biscoe - CD 49 | 0.25% | \$207,810.42 | <i>reconciled thru 10-31-13</i> |
| Fund 72 - Leo Separation | | | |
| Town of Biscoe - Leo Separation CD 30 | 0.15% | \$80,804.74 | <i>reconciled thru 10-31-13</i> |
| FIRST BANK TOTAL | | <u>\$1,404,497.75</u> | |
| FIDELITY BANK ACCOUNTS | | | |
| Town of Biscoe - Central Depository | 10.00% | 129,178.40 | <i>reconciled thru 9-30-13</i> |
| Town of Biscoe - Payroll Account Regular Checking | not an interest bearing account | \$90,733.82 | <i>reconciled thru 9-30-13</i> |
| Town of Biscoe - Powell Bill Fund | 0.12 | 178,975.52 | <i>reconciled thru 10-31-13</i> |
| FIDELITY BANK TOTAL | | <u>\$398,887.74</u> | |
| GRAND TOTAL OF ALL ACCOUNTS | | <u>\$1,803,385.49</u> | |

Respectfully Submitted by Town Clerk Laura B. Morton
For the November 12, 2013 Town Meeting

3. Project Updates

Clean Water Management Trust Fund Grant

CWMTF has approved the change in scope of our project which was approved at last month's meeting. Currently, this project is in design phase and should be completed within December 2013. Upon design completion we will submit it to NC DENR for approval which will likely take 2 months or until March. We will be placing for bid in April and will need to have completed construction by August 2014.

Golden Leaf Project Update

Work continues on the punchlist items provided at the last meeting. We have withheld paying approximately 20% of the total contract until all punchlist and warranty items are completed.

The updated punchlist 11/8/2013 is attached to your agenda email as a pdf document. The items with a strike through line we found to be completed as of the inspection on 11/7/2013.

CONFLICT OF INTEREST POLICY UPDATE:

A Conflict of Interest Policy has been requested by Golden Leaf. Although we have passed numerous policies and even have a Conflict of Interest statement in our Town Ordinances it would be in our benefit to pass a more robust and comprehensive policy. The recommended policy is attached below:

4. General Updates

Parks and Recreation Board Appointment

As noted last month, we need to appoint someone to the Board for this vacated position. The Board can decide to appoint someone now and re-affirm them in December or to wait until December.

Biscoe Police Explorer Post

Officer Glover's child is sick and he may not be on hand to discuss the successes of the post over the last year. He has provided the attached report to update the Community and Board:

Biscoe Explorer Post #158

The Biscoe Explorer Post started out with 6 kids. Now there are 16 kids ranging in ages 14-18. The Post has raised a total of \$6,000 in fundraisers. The funds went to purchase new uniform shirts, new badges, and an NRA Program (which teaches gun safety). There is a waiting list of 8 that are waiting to get into the Post.

According to our Scout District Executive, Brandon Siske said we have the fastest growing Explorer Post in the District as well as the District North of us (Old North State District). Other start-up Posts are calling to model our program.

Our Explorers have logged over 425 Community Service hours. This is hours in addition to their ride along hours.

We are currently working on a re-charter and this Re-charter will need to be resubmitted on an annual basis. We would like to the Board to approve a Resolution allowing the Mayor to sign the proper documentation annually – without requiring this item to come before the Board every year.

Officer Michael Glover is heading up this program and is doing a great job and is a great part of the success of this program.

Veteran's Memorial Updates

Mayor Criscoe will be providing the board with updates on the Veteran's Memorial, fund-raising efforts and the Town's participation in the Veteran's Parade in Troy.

Star Christmas Parade

Administrative Staff would like permission to have a float in the Star Christmas Parade. Please provide us with guidance.

7. Public Forum

8. Adjournment