

## PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, August 10, 2021 at 4:30 p.m.

### ***MEETING HELD IN PERSON IN ACCORDANCE WITH CDC AND STATE GUIDELINES***

#### A. Roll Call by the Clerk

Mayor George F. Goosmann, III  
Commissioner Fran G. Cogburn  
Commissioner E. Glenn Kelly  
Commissioner Doris P. Loomis

#### B. The minutes of the July 13, 2021 meeting will be presented for approval.

#### C. Reports of Officers

1. Chief of Skyland Fire and Rescue (*Not Present for Meeting – Report Available in Packet*)
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Manager Jonathan Kanipe

#### D. Presentation – Duke Energy Targeted Underground Project

Phase 1 Review and Phase 2 Preview

Mr. Avery Dolinger, Jr. - Senior Public Engagement Manager, Duke Energy

#### E. New Business

1. Consideration of Project Fund Ordinance – Coronavirus State and Local Fiscal Recovery Funds
2. Consideration of Order for Tax Settlement for FY20-21
3. Consideration of Order for Tax Collection for FY21-22
4. Traffic Survey & Study Update
5. Uniform Trash Can and Trash Can Grabber Project Update

#### F. Petitions, Motions, and Other Business

#### G. Public Comment

#### H. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD JULY 13, 2021.

Be it remembered by those that follow these proceedings that the Governing Board of the Town of Biltmore Forest met and conducted the following business:

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

Mr. Jonathan Kanipe, the Town Manager was present and Mr. William Clarke, the Town Attorney was also present. Roll call was taken by the Clerk.

Mayor Goosmann called the meeting to order at 4:30 pm. Commissioner Kelly made a motion to approve the minutes from June 8, 2021. The motion was seconded by Commissioner Cogburn and unanimously approved.

Chief Trevor Lance gave the report for the Skyland Fire Department. Chief Lance reviewed Skyland Fire Department's annual report. There were 21 calls for the month of June, and 4,462 total calls between EMS and fire for the year. The average response time in Biltmore Forest is 5:44. Chief Lance said there is a Skyland Fire Department mobile app being created to communicate with the public. Mayor Goosmann thanked the Chief for his report.

Chief Chris Beddingfield gave the report for the Police Department. Calls were up to 791 in June from 788 in May. Distressed animal and bear calls have increased recently. The police department likes to be proactive and educate residents about leaving out bird feeders which attract bears and clean outside grills.

Chief Beddingfield said National Night Out will occur Tuesday, August 3<sup>rd</sup> from 5:00-8:00pm. It will be a great fellowship and a good community gathering.

Chief Beddingfield congratulated Sergeant John Driver for graduating from the Law Enforcement Leadership Academy at AB-Tech. It is an intense six month program. Chief Beddingfield said it is a challenging and demanding program and Sgt. Driver worked very hard and is proud of him.

Chief Beddingfield discussed a more serious incident that also occurred in June. The incident is called “swatting.” Swatting is making a prank call to emergency services in an attempt to bring about the dispatch of a large number of armed police officers to a particular address. Someone made a 911 call and said there was a shooting at a residence in Biltmore Forest. Chief Beddingfield said the people who were the victims at the address were all ok. There is currently a juvenile suspect involved in the online gaming community who is the suspect and officers are currently investigating this.

Chief Beddingfield said there were several vehicles broken into along the Hendersonville Road corridor. There were three in June and four that occurred the first week in July. All of these vehicles were left unlocked. Chief Beddingfield reminded everyone to lock their doors at night and take valuables out of vehicles.

Commissioner Kelly asked what happens when someone in Biltmore Forest calls 911. Chief Beddingfield said those calls go to the Buncombe County Emergency Operations Center (EOC) and a telecommunicator answers the call and he/she transfers the call to Biltmore Forest. The average response time for the police department is under two minutes.

Mayor Goosmann thanked Chief Beddingfield and the Police Department for all their hard work.

Mr. Harry Buckner gave the report for the Public Works Department. Mr. Sam Stashenko was introduced and hired as the Town intern. Mr. Buckner said Mr. Stashenko started July 3<sup>rd</sup> and

is working very hard. So far, there have been seventeen applications received for the advertised job opening at public works. Mr. Buckner and Mr. Dale have narrowed down the search and five candidates will be contacted for an interview.

Performance reviews were conducted with staff and they all went very well. Mr. Buckner thanked the Board for their support. The process went very well.

The three dog stations have been relocated at the cut through to Greenwood Place and Westwood, Forest and Cedarcliff, and also near 394 Vanderbilt Road. They have plans to distribute more in the future. Mr. Buckner thanked residents for their feedback regarding placement of these.

In July, public works has a triannual water sample collection and take ten samples of water from inside the Town.

Mayor Goosmann thanked public works for all their hard work during the Fourth of July festivities. Mayor Goosmann also thanked the police department employees and Ms. Curtis for their work.

Mr. Jonathan Kanipe provided the monthly report and discussed the Greenwood Park Stream Restoration project. Mr. Kanipe was hoping for a bid and there have been delays on a State level. The changes were very minor and we are following up with them to push this project.

Mr. Kanipe discussed a storm water and stream bank restoration along Cedar Hill Drive just past Hemlock Road. Mr. Kanipe said they are getting with a consultant for the design of this project. Funds for this design were included in the FY 22 budget.

Fieldwork for the audit will begin the first week of August. Town administration will also meet with auditors tomorrow to discuss what needs to be done before work begins in August.

Mr. Kanipe said the Friends of Biltmore Forest Committee has been meeting and doing a great job.

Dr. Jennifer Mullendore presented a lecture the last week of June on tick and insect-borne disease awareness. Her presentation is currently on the Town's website for anyone that would like to view it.

Mr. Kanipe said there is also a fall history lecture that Diane Zimmerman will present in October.

Budget Reallocations were included for the Board's review.

Mayor Goosmann thanked all the volunteers that worked at the July 3<sup>rd</sup> picnic.

Commissioner Kelly asked how many people attended the July 3<sup>rd</sup> picnic. Mr. Kanipe estimated 500 people.

Commissioner Cogburn asked how long the stream restoration project will last once it begins. Mr. Buckner said approximately five months.

Mr. Kanipe discussed the Consideration of an Amendment to the Town Policy Personnel Policy. The Town's personnel policy is adopted by the Board of Commissioners. Recently, there have been many Town employees who have expressed a desire to donate approved sick leave to other full time employees who are out of work for an extended period of time. Mr. Kanipe said the Town has an employee who got hurt in an accident while on vacation and ended up breaking both legs. This person was not full time very long and did not accumulate much sick leave. Employees wanted to donate their time to this employee ensuring the employee will get a pay check while out on leave. The policy drafted is based on the Metropolitan Sewerage District policy. Mr. Kanipe also referenced the two forms on the back which contain information regarding the employee giving the sick time and the employee receiving the sick time.

Mr. Kanipe asked the Board to consider amending the Town's personnel policy to allow employees to donate sick time voluntarily. The employee would have to bank at least five days of

sick leave before allowing to donate. A motion was made by Commissioner Loomis and seconded by Commissioner Cogburn. The motion was unanimously approved.

The Board adopted a resolution to allow the Town to accept American Rescue Plan Funds. Mr. Kanipe said this Resolution formally allows the Town to formally accept the American Rescue Plan funds. A motion was made by Commissioner Cogburn to accept the American Rescue Plan Funds. The motion was seconded by Commissioner Kelly and unanimously approved.

Mr. Kanipe discussed the Traffic Control Improvements. Recently, several residents have expressed concern regarding various traffic safety designs within the Town. One suggestion is an all way stop at Busbee and Vanderbilt Road. Another suggestion was to close Ridgefield Place at its intersection with Hendersonville Road. Mr. Kanipe talked to the Department of Transportation and there are some design requirements to be addressed. Mr. Kanipe asked the Board whether they would like to pursue these ideas.

Mayor Goosmann said several people from Bourne Lane expressed concern about people turning the corner from Vanderbilt Road, northbound, onto eastbound Busbee Road. Mayor Goosmann also mentioned residents that live on Bourne Lane pull out to turn right or left onto Busbee Road and cars make sharp turns onto Busbee from Vanderbilt making it dangerous.

Commissioner Loomis suggested a traffic study be initiated in order to receive feedback from all members of the community. Commissioner Cogburn and Commissioner Kelly agreed with Commissioner Loomis. Mr. Kanipe said he will bring a proposal to the August meeting regarding a traffic study. Mr. Kanipe and Mr. Clarke said part of this task would also be soliciting information from Town residents as well.

#### Public Comment

Ms. Mary Goodkind said there are multiple problems on Ridgefield. Ms. Goodkind volunteered to talk to people on Ridgefield regarding the amount of traffic and speeders in this area.

Mr. Drew Stephens said the idea of Ridgefield being closed is a great idea and explained to the Board the traffic patterns on Ridgefield.

Mayor Goosmann adjourned the meeting at 5:30 p.m. The next meeting is scheduled for Tuesday, August 10, 2021 at 4:30 pm.

ATTEST:

---

Ms. Laura Jacobs  
Town Clerk

---

George F. Goosmann, III  
Mayor



# Skyland Fire & Rescue

## Biltmore Forest Valley Springs Station

Phone: (828) 684-6421 Address: PO Box 640 Skyland NC 28776 Fax (828) 684-1010  
[www.skylandfire.com](http://www.skylandfire.com)



### Biltmore Forest Valley Springs Station

#### Incident Response

July 2021

#### Station: 4 - BILTMORE FOREST STATION

111 - Building fire	1
311 - Medical assist, assist EMS crew	6
321 - EMS call, excluding vehicle accident with injury	2
324 - Motor vehicle accident with no injuries.	2
400 - Hazardous condition, other	2
460 - Accident, potential accident, other	1
553 - Public service	2
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	1
735 - Alarm system sounded due to malfunction	2
745 - Alarm system activation, no fire - unintentional	2
800 - Severe weather or natural disaster, other	1
<b># Incidents for 4 - Biltmore Forest Station:</b>	<b>29</b>

Respectfully Submitted,

*Trevor C. Lance*

Chief Trevor C. Lance  
Skyland Fire Rescue



## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,835,096.00	0.00	0.00	0.00	2,835,096.00	0
10-3010-0100 AD VALOREM TAXES (DMV)	104,332.00	0.00	0.00	0.00	104,332.00	0
10-3010-0200 TAX INTEREST & PENALTIES	10,000.00	3,091.80	3,091.80	0.00	6,908.20	31
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$3,091.80</b>	<b>\$3,091.80</b>	<b>\$0.00</b>	<b>\$2,946,336.20</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$3,091.80</b>	<b>\$3,091.80</b>	<b>\$0.00</b>	<b>\$2,946,336.20</b>	<b>0</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$2,949,428.00</b>	<b>\$3,091.80</b>	<b>\$3,091.80</b>	<b>\$0.00</b>	<b>0</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	205,227.00	0.00	0.00	0.00	205,227.00	0
10-3020-0100 ALCOHOL BEVERAGE TAX	6,000.00	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	540,724.00	0.00	0.00	0.00	540,724.00	0
10-3020-0300 1/2 CENT SALES TAX A.40	227,111.00	0.00	0.00	0.00	227,111.00	0
10-3020-0400 1/2 CENT SALES TAX A.42	282,736.00	0.00	0.00	0.00	282,736.00	0
10-3020-0600 SALES TAX REFUND	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3020-0700 GASOLINE TAX REFUND	3,500.00	0.00	0.00	0.00	3,500.00	0
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,275,298.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,275,298.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$1,275,298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	950.00	0.00	0.00	0.00	950.00	0
10-3030-0100 POWELL BILL	55,505.00	0.00	0.00	0.00	55,505.00	0
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,455.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,455.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$56,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 BUILDING PERMITS	30,000.00	8,901.00	8,901.00	0.00	21,099.00	30
10-3040-0100 DOG LICENSE FEE	1,300.00	0.00	0.00	0.00	1,300.00	0
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$31,300.00</b>	<b>\$8,901.00</b>	<b>\$8,901.00</b>	<b>\$0.00</b>	<b>\$22,399.00</b>	<b>28</b>
<b>Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$8,901.00</b>	<b>\$8,901.00</b>	<b>\$0.00</b>	<b>\$22,399.00</b>	<b>28</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$8,901.00</b>	<b>\$8,901.00</b>	<b>\$0.00</b>	<b>28</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	1,000.00	0.00	0.00	0.00	1,000.00	0
<b>3050 Investment Earnings Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0</b>

JONATHAN

08/05/2021 9:30:19PM

Page 1 of 7

fil-RevenueAndExpenditurePortrait

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0</b>
After Transfers						
<b>Deficiency Of Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>0</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	38,000.00	400.00	400.00	0.00	37,600.00	1
10-3060-0200 MISCELLANEOUS	10,000.00	189.01	189.01	0.00	9,810.99	2
<b>3060 Miscellaneous Subtotal</b>	<b>\$48,000.00</b>	<b>\$589.01</b>	<b>\$589.01</b>	<b>\$0.00</b>	<b>\$47,410.99</b>	<b>1</b>
<b>Revenue Subtotal</b>	<b>\$48,000.00</b>	<b>\$589.01</b>	<b>\$589.01</b>	<b>\$0.00</b>	<b>\$47,410.99</b>	<b>1</b>
After Transfers						
<b>Excess Of Revenue Subtotal</b>	<b>\$48,000.00</b>	<b>\$589.01</b>	<b>\$589.01</b>	<b>\$0.00</b>		<b>1</b>
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	50.00	0.00	0.00	0.00	50.00	0
<b>3290 Subtotal</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>0</b>
After Transfers						
<b>Deficiency Of Revenue Subtotal</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>0</b>
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,602.30	1,602.30	0.00	6,397.70	20
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,602.30</b>	<b>\$1,602.30</b>	<b>\$0.00</b>	<b>\$6,397.70</b>	<b>20</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,602.30</b>	<b>\$1,602.30</b>	<b>\$0.00</b>	<b>\$6,397.70</b>	<b>20</b>
After Transfers						
<b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,602.30</b>	<b>\$1,602.30</b>	<b>\$0.00</b>		<b>20</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	15,000.00	0.00	0.00	0.00	15,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	300,000.00	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$315,000.00</b>	<b>0</b>
<b>Other Financing Source Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$315,000.00</b>	<b>0</b>
After Transfers						
<b>Deficiency Of Revenue Subtotal</b>	<b>\$315,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>0</b>
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	442,800.00	0.00	0.00	0.00	442,800.00	0
30-3710-0100 MSD CHARGES	338,789.00	-141.50	-141.50	0.00	338,930.50	0
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	0.00	0.00	0.00	7,700.00	0
<b>3710 Water Sales Subtotal</b>	<b>\$789,289.00</b>	<b>-\$141.50</b>	<b>-\$141.50</b>	<b>\$0.00</b>	<b>\$789,430.50</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$789,289.00</b>	<b>-\$141.50</b>	<b>-\$141.50</b>	<b>\$0.00</b>	<b>\$789,430.50</b>	<b>0</b>
After Transfers						
<b>Deficiency Of Revenue Subtotal</b>	<b>\$789,289.00</b>	<b>-\$141.50</b>	<b>-\$141.50</b>	<b>\$0.00</b>		<b>0</b>
<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						

JONATHAN

08/05/2021 9:30:19PM

Page 2 of 7

fl-RevenueAndExpenditurePortrait

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	60.00	60.00	0.00	5,940.00	1
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$5,940.00</b>	<b>1</b>
<b>Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$5,940.00</b>	<b>1</b>
After Transfers <b>Excess Of Revenue Subtotal</b>	<b>\$6,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$0.00</b>		<b>1</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	214,530.00	17,486.15	17,486.15	0.00	197,043.85	8
10-4200-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-4200-0500 FICA	16,794.00	626.84	626.84	0.00	16,167.16	4
10-4200-0600 HEALTH INSURANCE (MEDICAL)	28,502.00	1,932.40	1,932.40	0.00	26,569.60	7
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,470.00	385.38	385.38	0.00	4,084.62	9
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	312.50	312.50	0.00	3,437.50	8
10-4200-0700 LGERS RETIREMENT	39,581.00	1,525.31	1,525.31	0.00	38,055.69	4
10-4200-0800 401K SUPP RETIREMENT	10,976.00	856.69	856.69	0.00	10,119.31	8
10-4200-1000 ACCOUNTING & TAXES	45,000.00	810.39	810.39	0.00	44,189.61	2
10-4200-1200 POSTAGE, PRINTING, STATIONARY	6,000.00	8.30	8.30	0.00	5,991.70	0
10-4200-1400 MILEAGE & BOARD SALARY	22,000.00	1,800.00	1,800.00	0.00	20,200.00	8
10-4200-3300 SUPPLIES AND EQUIPMENT	8,750.00	332.60	332.60	0.00	8,417.40	4
10-4200-5300 DUES & FEES	5,000.00	2,665.50	2,665.50	0.00	2,334.50	53
10-4200-5700 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4200-6500 STAFF DEVELOPMENT	16,000.00	59.33	59.33	0.00	15,940.67	0
<b>4200 Administration Subtotal</b>	<b>\$427,353.00</b>	<b>\$28,801.39</b>	<b>\$28,801.39</b>	<b>\$0.00</b>	<b>\$398,551.61</b>	<b>7</b>
<b>Expenditure Subtotal</b>	<b>\$427,353.00</b>	<b>\$28,801.39</b>	<b>\$28,801.39</b>	<b>\$0.00</b>	<b>\$398,551.61</b>	<b>7</b>
Before Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$427,353.00</b>	<b>-\$28,801.39</b>	<b>-\$28,801.39</b>	<b>\$0.00</b>		<b>7</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$427,353.00</b>	<b>-\$28,801.39</b>	<b>-\$28,801.39</b>	<b>\$0.00</b>		<b>7</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	908,986.00	67,997.14	67,997.14	0.00	840,988.86	7
10-5100-0300 OVERTIME	26,000.00	1,922.25	1,922.25	0.00	24,077.75	7
10-5100-0400 SEPARATION ALLOWANCE	30,617.00	2,355.18	2,355.18	0.00	28,261.82	8
10-5100-0500 FICA	71,526.00	2,903.51	2,903.51	0.00	68,622.49	4
10-5100-0600 HEALTH INSURANCE (MEDICAL)	148,416.00	12,332.32	12,332.32	0.00	136,083.68	8
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	18,892.00	1,649.76	1,649.76	0.00	17,242.24	9
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	2,125.00	2,125.00	0.00	23,375.00	8
10-5100-0700 LGERS RETIREMENT	168,681.00	7,072.93	7,072.93	0.00	161,608.07	4
10-5100-0800 401K SUPP RETIREMENT	45,474.00	3,487.45	3,487.45	0.00	41,986.55	8
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	0.00	0.00	0.00	20,000.00	0
10-5100-1600 MAINT/REPAIR - EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-5100-1700 MAINT/REPAIR - VEHICLES	12,000.00	57.09	57.09	0.00	11,942.91	0
10-5100-3100 MOTOR FUELS	13,000.00	300.22	300.22	0.00	12,699.78	2

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5100-3300 SUPPLIES	10,000.00	241.53	241.53	0.00	9,758.47	2
10-5100-3600 UNIFORMS	7,500.00	581.99	2,481.74	1,899.75	5,018.26	33
10-5100-3700 SOFTWARE	50,000.00	19,384.90	48,259.45	28,874.55	1,740.55	97
10-5100-3800 TECHNOLOGY	60,000.00	145.71	145.71	0.00	59,854.29	0
10-5100-5700 MISCELLANEOUS	7,500.00	5,371.29	7,091.51	1,720.22	408.49	95
10-5100-5800 PHYSICAL EXAMS	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5100-6500 STAFF DEVELOPMENT	10,000.00	1,122.00	2,139.14	1,017.14	7,860.86	21
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	125,000.00	0.00	95,177.25	95,177.25	29,822.75	76
<b>5100 Police Department Subtotal</b>	<b>\$1,766,092.00</b>	<b>\$129,050.27</b>	<b>\$257,739.18</b>	<b>\$128,688.91</b>	<b>\$1,508,352.82</b>	<b>15</b>
<b>Expenditure Subtotal</b>	<b>\$1,766,092.00</b>	<b>\$129,050.27</b>	<b>\$257,739.18</b>	<b>\$128,688.91</b>	<b>\$1,508,352.82</b>	<b>15</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,766,092.00</b>	<b>-\$129,050.27</b>	<b>-\$129,050.27</b>	<b>-\$128,688.91</b>	<b>7</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,766,092.00</b>	<b>-\$129,050.27</b>	<b>-\$129,050.27</b>	<b>-\$128,688.91</b>	<b>7</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	0.00	0.00	0.00	425,000.00	0
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	239,707.00	18,691.36	18,691.36	0.00	221,015.64	8
10-5600-0300 OVERTIME	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5600-0500 FICA	19,485.00	688.64	688.64	0.00	18,796.36	4
10-5600-0550 UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	500.00	0
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	46,872.00	2,917.84	2,917.84	0.00	43,954.16	6
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	6,739.00	366.98	366.98	0.00	6,372.02	5
10-5600-0675 HRA HEALTH REIMB ACCT	9,000.00	500.00	500.00	0.00	8,500.00	6
10-5600-0700 LGERS RETIREMENT	45,924.00	1,536.72	1,536.72	0.00	44,387.28	3
10-5600-0800 401K SUPP RETIREMENT	12,735.00	877.27	877.27	0.00	11,857.73	7
10-5600-1000 OUTSIDE SERVICES	10,000.00	0.00	0.00	0.00	10,000.00	0
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	0.00	0.00	0.00	7,000.00	0
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	350.04	350.04	0.00	9,649.96	4
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	10,000.00	26.48	26.48	0.00	9,973.52	0
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	0.00	0.00	0.00	10,000.00	0
10-5600-3100 MOTOR FUELS	12,000.00	240.18	240.18	0.00	11,759.82	2
10-5600-3300 SUPPLIES	10,000.00	104.47	104.47	0.00	9,895.53	1
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	74.88	74.88	0.00	925.12	7
10-5600-3600 UNIFORMS	8,000.00	0.00	2,500.00	2,500.00	5,500.00	31
10-5600-3800 TECHNOLOGY	10,000.00	2,413.41	2,413.41	0.00	7,586.59	24
10-5600-5200 PARKS	50,000.00	1,051.13	1,051.13	0.00	48,948.87	2

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5600-5202 GREENWOOD PARK STREAM RESTORA	300,000.00	0.00	0.00	0.00	300,000.00	0
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	99.90	99.90	0.00	900.10	10
10-5600-6500 STAFF DEVELOPMENT	8,000.00	0.00	0.00	0.00	8,000.00	0
<b>5600 Public Works Subtotal</b>	<b>\$843,462.00</b>	<b>\$29,939.30</b>	<b>\$32,439.30</b>	<b>\$2,500.00</b>	<b>\$811,022.70</b>	<b>4</b>
<b>Expenditure Subtotal</b>	<b>\$843,462.00</b>	<b>\$29,939.30</b>	<b>\$32,439.30</b>	<b>\$2,500.00</b>	<b>\$811,022.70</b>	<b>4</b>
Before Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$843,462.00</b>	<b>-\$29,939.30</b>	<b>-\$29,939.30</b>	<b>-\$2,500.00</b>		<b>4</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$843,462.00</b>	<b>-\$29,939.30</b>	<b>-\$29,939.30</b>	<b>-\$2,500.00</b>		<b>4</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	5,000.00	0.00	243.05	243.05	4,756.95	5
10-5700-2200 CONTRACTS- PAVING & STRIPING	77,907.00	0.00	0.00	0.00	77,907.00	0
10-5700-2300 SUPPLIES	10,000.00	60.04	60.04	0.00	9,939.96	1
10-5700-2400 TRAFFIC SIGNS	500.00	0.00	0.00	0.00	500.00	0
10-5700-2500 STORM WATER DRAINAGE	100,000.00	0.00	0.00	0.00	100,000.00	0
10-5700-3800 TECHNOLOGY	5,000.00	2,283.89	2,283.89	0.00	2,716.11	46
10-5700-6500 STAFF DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-7500 ENGINEERING	75,000.00	0.00	0.00	0.00	75,000.00	0
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$279,407.00</b>	<b>\$2,343.93</b>	<b>\$2,586.98</b>	<b>\$243.05</b>	<b>\$276,820.02</b>	<b>1</b>
<b>Expenditure Subtotal</b>	<b>\$279,407.00</b>	<b>\$2,343.93</b>	<b>\$2,586.98</b>	<b>\$243.05</b>	<b>\$276,820.02</b>	<b>1</b>
Before Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$279,407.00</b>	<b>-\$2,343.93</b>	<b>-\$2,343.93</b>	<b>-\$243.05</b>		<b>1</b>
After Transfers <b>Deficiency Of Revenue Subtotal</b>	<b>-\$279,407.00</b>	<b>-\$2,343.93</b>	<b>-\$2,343.93</b>	<b>-\$243.05</b>		<b>1</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	121,642.00	6,480.30	6,480.30	0.00	115,161.70	5
10-5800-0300 OVERTIME	10,000.00	223.10	223.10	0.00	9,776.90	2
10-5800-0500 FICA	10,071.00	275.57	275.57	0.00	9,795.43	3
10-5800-0600 HEALTH INSURANCE (MEDICAL)	34,400.00	1,715.88	1,715.88	0.00	32,684.12	5
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	4,170.00	161.84	161.84	0.00	4,008.16	4
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	375.00	375.00	0.00	4,125.00	8
10-5800-0700 LGERS RETIREMENT	23,735.00	650.55	650.55	0.00	23,084.45	3
10-5800-0800 401K SUPP RETIREMENT	6,582.00	343.95	343.95	0.00	6,238.05	5
10-5800-1700 MAINT/REPAIRS - VEHICLES	13,000.00	0.00	245.00	245.00	12,755.00	2
10-5800-3100 MOTOR FUELS	12,000.00	763.51	763.51	0.00	11,236.49	6
10-5800-3600 UNIFORMS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-3800 TECHNOLOGY	1,000.00	45.33	45.33	0.00	954.67	5
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5800-5900 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-6000 CAPITAL OUTLAY	55,000.00	0.00	0.00	0.00	55,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	50,000.00	972.34	972.34	0.00	49,027.66	2

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-8100 RECYCLING	12,000.00	0.00	0.00	0.00	12,000.00	0
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$360,600.00</b>	<b>\$12,007.37</b>	<b>\$12,252.37</b>	<b>\$245.00</b>	<b>\$348,347.63</b>	<b>3</b>
<b>Expenditure Subtotal</b>	<b>\$360,600.00</b>	<b>\$12,007.37</b>	<b>\$12,252.37</b>	<b>\$245.00</b>	<b>\$348,347.63</b>	<b>3</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$360,600.00</b>	<b>-\$12,007.37</b>	<b>-\$12,007.37</b>	<b>-\$245.00</b>	<b>3</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$360,600.00</b>	<b>-\$12,007.37</b>	<b>-\$12,007.37</b>	<b>-\$245.00</b>	<b>3</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0
10-6600-1100 TECHNOLOGY	95,000.00	2,298.20	2,298.20	0.00	92,701.80	2
10-6600-1300 MUNICIPAL UTILITIES	20,000.00	1,154.30	1,154.30	0.00	18,845.70	6
10-6600-1500 GE. REPS. AND MAINT.	25,000.00	974.46	974.46	0.00	24,025.54	4
10-6600-5400 INSURANCE	90,000.00	914.63	914.63	0.00	89,085.37	1
10-6600-6000 CONTINGENCY	48,931.00	0.00	0.00	0.00	48,931.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	0.00	0.00	0.00	5,000.00	0
10-6600-6301 4TH OF JULY	7,500.00	4,872.95	4,872.95	0.00	2,627.05	65
10-6600-6302 NATIONAL NIGHT OUT	2,000.00	901.19	1,338.96	437.77	661.04	67
10-6600-6303 HOLIDAY LIGHTING	14,000.00	0.00	0.00	0.00	14,000.00	0
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	1,000.00	0.00	0.00	0.00	1,000.00	0
10-6600-6500 FOREST MANAGEMENT	60,000.00	0.00	0.00	0.00	60,000.00	0
<b>6600 General Government Subtotal</b>	<b>\$405,431.00</b>	<b>\$11,115.73</b>	<b>\$11,553.50</b>	<b>\$437.77</b>	<b>\$393,877.50</b>	<b>3</b>
<b>Expenditure Subtotal</b>	<b>\$405,431.00</b>	<b>\$11,115.73</b>	<b>\$11,553.50</b>	<b>\$437.77</b>	<b>\$393,877.50</b>	<b>3</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$405,431.00</b>	<b>-\$11,115.73</b>	<b>-\$11,115.73</b>	<b>-\$437.77</b>	<b>3</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$405,431.00</b>	<b>-\$11,115.73</b>	<b>-\$11,115.73</b>	<b>-\$437.77</b>	<b>3</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	0.00	0.00	0.00	23,334.00	0
10-6700-0200 Street Improvements-Principal	6,667.00	0.00	0.00	0.00	6,667.00	0
10-6700-0500 Public Works Building-Principal	84,211.00	0.00	0.00	0.00	84,211.00	0
10-6700-0600 2020 POLICE CARS-PRINCIPAL	28,327.00	0.00	0.00	0.00	28,327.00	0
10-6700-1100 Police Dept Renovations-Interest	2,334.00	0.00	0.00	0.00	2,334.00	0
10-6700-1200 Street Improvements-Interest	667.00	0.00	0.00	0.00	667.00	0
10-6700-1500 Public Works Building-Interest	20,514.00	0.00	0.00	0.00	20,514.00	0
10-6700-1600 2020 POLICE CARS-INTEREST	1,580.00	0.00	0.00	0.00	1,580.00	0
<b>6700 Debt Service Subtotal</b>	<b>\$167,634.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$167,634.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$167,634.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$167,634.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$167,634.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$167,634.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 07/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
30-8100-0200 SALARIES	142,619.00	2,461.51	2,461.51	0.00	140,157.49	2
30-8100-0400 PROFESSIONAL SERVICES	10,000.00	175.00	2,777.50	2,602.50	7,222.50	28
30-8100-0500 FICA	10,910.00	178.54	178.54	0.00	10,731.46	2
30-8100-0600 HEALTH INSURANCE (MEDICAL)	18,351.00	1,192.94	1,192.94	0.00	17,158.06	7
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	2,718.00	179.60	179.60	0.00	2,538.40	7
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	2,250.00	187.50	187.50	0.00	2,062.50	8
30-8100-0700 LGERS RETIREMENT	25,714.00	444.55	444.55	0.00	25,269.45	2
30-8100-0800 401K SUPP RETIREMENT	7,131.00	150.80	150.80	0.00	6,980.20	2
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-1500 GENERAL REPAIRS	10,000.00	0.00	0.00	0.00	10,000.00	0
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	337.58	337.58	0.00	14,662.42	2
30-8100-3800 TECHNOLOGY	5,000.00	2,283.89	2,283.89	0.00	2,716.11	46
30-8100-4800 WATER PURCHASES	146,066.00	33,957.19	33,957.19	0.00	112,108.81	23
30-8100-4900 SEWER PURCHASES	275,595.00	59,301.95	59,301.95	0.00	216,293.05	22
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	0.00	0.00	0.00	7,700.00	0
30-8100-5700 MISCELLANEOUS	14,284.00	0.00	0.00	0.00	14,284.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	0.00	630.00	630.00	4,370.00	13
30-8100-7400 CAPITAL IMPROVEMENT	100,000.00	0.00	0.00	0.00	100,000.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$803,338.00</b>	<b>\$100,851.05</b>	<b>\$104,083.55</b>	<b>\$3,232.50</b>	<b>\$699,254.45</b>	<b>13</b>
<b>Expenditure Subtotal</b>	<b>\$803,338.00</b>	<b>\$100,851.05</b>	<b>\$104,083.55</b>	<b>\$3,232.50</b>	<b>\$699,254.45</b>	<b>13</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,338.00</b>	<b>-\$100,851.05</b>	<b>-\$100,851.05</b>	<b>-\$3,232.50</b>	<b>13</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,338.00</b>	<b>-\$100,851.05</b>	<b>-\$100,851.05</b>	<b>-\$3,232.50</b>	<b>13</b>

# **BILTMORE FOREST POLICE DEPARTMENT**

## **Department Head Report**

August 10th, 2021 Board of Commissioners Meeting  
*Chris Beddingfield, Police Chief*

### **Police Dept. Monthly Report 07/01/21-07/31/21**

#### **Calls for Service: 772**

#### **Officers responded to the following calls for service:**

Accident - 4	Accident - PI - 0
Alarm - 20	Animal Carcass - 1
Assist EOC – 5	Assist Motorist - 3
Assist Other Agency - 10	Assist Resident - 22
Bear Report - 4	Business Check - 198
Busy - 8	Crime Prev. - 9
Chase- 0	Direct Traffic - 3
Distressed Animal - 2	Disturbance - 3
Dog Complaint - 9	Domestic disturbance-3
Fire – 0	Fight- 0
Hit and Run – 0	House Check - 93
Improper Parking- 13	Incomplete 911- 1
Investigation – 3	Intoxicated Driver- 0
Mental Patient - 0	Missing Person - 1
Noise Disturbance – 1	Ordinance Violation - 1
Out of Service - 0	Out of Town - 0
Person Down – 0	Power Outage - 0
Radar Operation – 7	Road Blocked - 11
Service of Car - 1	Sign Ord Violation - 1
Special Assignment – 2	Special Check - 32
Speed/Reckless Driving- 1	Suspicious Person - 10



Suspicious Vehicle – 36

Vandalism - 0

Vehicle Stop – 22

Well-being Check – 5

**Total Number Of Calls:772**

**Arrests:**

1-Felony Arrest-Multiple Felony Drug Charges, All From a Suspicious Person Call

2-Misdemeanor Arrests-Both Were Court Violations From Traffic/Vehicle Stops

**Time Consumption Summary:**

Approximations

Business Checks- 4 hours

House Checks- 5 hours

Radar Operation- 5 hours

Vehicle Crash Investigation- 2 hour

**Notable Calls and Projects:**

Handled numerous issues from a large event at BFCC. Started rough but ended successfully with good communication and teamwork with the club.

Worked the 4<sup>th</sup> of July event which was very successful. Had many activities and things in motion for National Night Out. Unfortunately lots of rain leading up to the event. Decision to cancel was made. Even though the rain ended the ground was still soaked and not fit for electrical equipment or heavy foot traffic.

Discussions of consolidating some of the activities with “Food Truck Friday” or totally rescheduling entire event for October 5<sup>th</sup>. We are also working on a “Coffee with a Cop” type event in the next few months.

We had an officer do a small fuel economy study on the hybrid police vehicles. The short of the study is that the hybrid costs roughly half of what our full gas vehicles do in terms of fuel expense. The hybrid vehicle operates on battery power when stationary or traveling below 10 mph and this is where the savings come in.

355 Vanderbilt Rd | Biltmore Forest, NC  
Po Box 5352 | Biltmore Forest, NC 28803  
P (828) 274-0824 | F (828) 274-8131  
www.biltmoreforest.org




George F. Goosmann, III, Mayor  
Doris P. Loomis, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Fran G. Cogburn, Commissioner  
Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

From: Harry B. Buckner, PE, Director of Public Works 

Re: Public Works Department July 2021 Monthly Report

Date: August 4, 2021

---

### Recurring Activities:

The Public Works Department has completed the following activities during the month of July:

- Collected 30.40 tons of garbage.
- Diverted 15.44 tons of recycled goods from garbage.
- Picked up 23 loads of brush (approximately 690 cubic yards) over 11 days.
- Responded to 22 total utility locate requests, comprised of 17 new requests and 5 updates.
- Visited 7 residences for Tree Assessments, approving the removal of 18 trees, and requiring the installation of 30 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Results are reported via the State's on-line reporting system.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Routine brush pickup continued on the normal schedule, with North pick-up on July 15 and South pick-up beginning on June 30 and August 3. This schedule will continue until adjustments are needed, or November 1, 2021.

### Coronavirus (COVID-19) Related Activities:

- All of the Town's facilities are now open to the public.

### **Miscellaneous Activities in July**

- Two Public Works employees continue to be out indefinitely with injuries. We have reassigned all tasks to the remaining Public Works team members and all essential services are being covered.
- We advertised for a new full-time Public Services Worker position on June 30<sup>th</sup> on Indeed and on the Town's website. A total of 22 applicants responded. Mr. Dale and I completed interviews with five prospects and anticipate extending an offer this week.
- Public Works employees Mr. Riley, Mr. Bartlett, and Mr. Stashenko worked during the Independence Day celebration held by the Town on July 3<sup>rd</sup>. Their efforts were outstanding in helping set-up, break-down, and prepare food for the event.
- Public Works staff assisted with the Food Truck Friday event on July 9, 2021.
- We executed our contracts to procure the necessary materials for the cellular water meter reading equipment.
- Mr. Dale and Mr. Bartlett are signed up for backflow prevention and cross connection control training. Mr. Dale will be attending the training school in September in Statesville, and Mr. Bartlett will be attending the training school in October in Sanford.
- I continue to encourage staff to obtain as many relevant certifications as possible.
- We completed work clearing the right of way along the east shoulder of Vanderbilt Road between 292 Vanderbilt Road north to Biltmore Village. We have also completed work on the western shoulder of Vanderbilt Road from Biltmore Village south to just beyond the City of Asheville master water meter.
- We completed additional right-of-way clearing along the southern shoulder of the southern wye of Busbee Road at the intersection of Hendersonville Road. This area is significantly overgrown and we are working to improve sight distances and the general appearance at this intersection.
- Public Works crews removed two (2) dead trees in Brooklawn Park.
- We have completed approximately 75% of the repairs to the road shoulder along Vanderbilt Road north of the I-40 Bridge.
- We reached out to the property owner at 27 Hilltop Road to coordinate the trimming/removal of overgrown landscaping to improve sight distances along Hilltop Road from the four-way stop with Stuyvesant Road. The Owner will be coordinating this work with their landscape company.
- Appliance deliveries for the Police Department kitchen remodel have been delayed by the manufacturer, and are currently not scheduled to be shipped until August 25. We anticipate beginning other remodel work in July and early August.
- The back-up recycling truck is still at the shop awaiting completion of repairs to the hydraulic system and transmission/PTO. A new hydraulic tank had to be manufactured and we are awaiting delivery.
- The F-550 recycling truck is in the shop having the turbocharger replaced under warranty. Due to delays in parts delivery, this vehicle has been out of service for most of July and we have been using the back-up truck.

- Manager Kanipe, Mr. Dale and I met with Mr. Matt Keeble of Carolina Environmental Systems, Inc. on July 29<sup>th</sup> to discuss purchasing cart grabbers for the garbage trucks and garbage cans. Mr. Keeble brought a sample of the 65 gallon can for us to examine, and the 95 gallon cans would be the same as our current recycling cans. He is preparing a proposal for us to consider.

### **Larger/Capital Projects Updates**

#### **Greenwood Park Stream Restoration**

- Manager Kanipe has a separate agenda item for this topic in the Manager's report.

#### **Automatic Water Meter Reading System Endpoint Replacement Program**

- The equipment procurement contracts are executed and work will begin as soon as materials are shipped from the Vendor. Shipments are anticipated to come in batches possibly as soon as August, pending availability.

### **Upcoming in August**

- Regular mowing activities at all parks and road shoulders is underway. With our staff being reduced due to injury, this will remain our primary focus (along with Garbage and Recycling).
- We anticipate having our new Public Services Worker on-board in the month of August.
- We will complete our semi-monthly water billing cycle in August.
- Required bridge inspections of the Town's bridges on Southwood Road and Stuyvesant Road will be initiated through the NCDOT cost sharing program.
- We anticipate engaging a consultant to evaluate the streambank stabilization along Cedar Hill Drive between the culvert replacement project we completed last year and Brookside Park.
- Public Works staff will be assisting with the Food Truck Friday event on Friday August 13<sup>th</sup>, 2021.
- We will complete required quarterly disinfection byproduct rule testing in August.
- We will be completing our triennial lead and copper testing as required by the State.
- We have one (1) water service installation scheduled for August.
- We anticipate receiving the proposal for the garbage can grabbers and cans this month.
- Work will begin in earnest on the refresh of the Police Department break room and kitchen.
- We anticipate completing the remaining right-of-way clearing on the west shoulder of Vanderbilt Road up to 303 Vanderbilt Road.
- We anticipate completing the low road shoulder repairs along Vanderbilt Road between Biltmore Village and I-40.

- We will complete the road shoulder clearing along the west shoulder of Vanderbilt Road between Biltmore Village and 303 Vanderbilt Road.
- We will continue work on the Busbee Wye beautification project.
- Manager Kanipe and I are continuing to plan the department's capital improvements projects for the year this month.

As always, the Department requests direct Board feedback on general appearance and maintenance items throughout the Town. I welcome any contact from you identifying areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2021



## Agenda Item C-4

### Town Manager's Report

---

#### Covid-19 Update

Unfortunately, we have seen increases within Buncombe County, North Carolina, and the United States as the Delta variant of the coronavirus spreads. We are following all CDC guidance regarding vaccinated and unvaccinated persons and asking all members of the public visiting our buildings to do the same. We continue to utilize our health grade air purification systems within each building. All buildings are professionally cleaned and disinfected on a weekly basis. Thankfully, we have not had any cases among Town employees or other known contacts since last summer. While there are no mask mandates or executive orders in place at this time, we are mindful of these possibilities and continue working with other local government partners to evaluate situations throughout the area. I would encourage the Board to provide any feedback regarding the current approach and outlook moving forward.

#### Greenwood Park Stream Restoration Project

We have been in “hurry up and wait” mode for this project over the past several months. Two months ago, we anticipated providing a bid recommendation to the Board at our July meeting and that did not happen. I was able to get feedback from Division of Water Infrastructure staff this week. Their staff submitted a Plan Specifications Approval Letter for review last week. Once this is approved, the staff liaison can issue the approval letter and the Town can move forward with advertising this project. My hope is that we are still able to construct within the fall and can plant within an appropriate period. We will continue pushing this, and once again hope to have significant progress at our meeting next month.

#### NCLM Insurance Staff – Site Visit

Staff from the League's insurance division conducted a site visit this week. The purpose of this visit was to review the Town's fuel pumping station and Public Works storage building. There is concern from League staff regarding the accessibility of these pumps and the Public Works equipment and materials, in addition to the poor condition of the storage building. You may recall the Board considered removing the storage building as part of the Public Works renovation project several years ago, but ultimately there was no viable plan to do this. I will provide the full report from the site visit once received and we can begin reviewing options to improve these components of our operation.

#### CDMAP Program for 2021

The Town will once again participate in the Community Deer Management Assistance Program (CDMAP). CDMAP is regulated by the NC Wildlife Resources Commission and provides local governments across the State an ability to manage their deer population. We continue to work with our insurer, the NC League of Municipalities, to ensure safety, appropriateness, and policy guidelines for our program and for all sites throughout the Town.

#### Fiscal Year 2021 Audit Work

The FY21 audit fieldwork began this week and will likely take place at the Town Hall over the next week. We anticipate this year's financial statement review to be presented at the October or November meeting.

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2021



## Agenda Item D-1

### Duke Energy Targeted Underground Project Phase 1 Review and Phase 2 Preview

Mr. Avery Dolinger, Jr.

Senior Public Engagement Manager, Duke Energy

---

#### Background

Duke Energy began Phase 1 of their Targeted Underground Program (TUP) in winter 2021. The first phase is entirely complete, as outlined below, and Phase 2 is ongoing. Mr. Dolinger serves as the Senior Public Engagement Manager. He will provide a review of Phase 1 and a preview of Phase 2 for the Board, and answer any questions the Board or citizens may have.

#### Current Targeted Underground Project Status

##### Ongoing Projects – Status

- Biltmore – Greenwood (Phase I)
  - *Boring: Complete*
  - *Cable Pulling / Setting Boxes: Complete*
  - *Transformers / Terminations: Complete*
  - *Cutovers: Complete*
  - *Overhead Removal: Complete*
  - *Restoration: Complete*

##### Ongoing Projects – Status

- Biltmore – Brookside (Phase II)
  - *Easement Acquisition Welcome Postcard: Sent 7/2/2021*
  - *Easement Acquisition: 22.73% (10 of 44 required)*

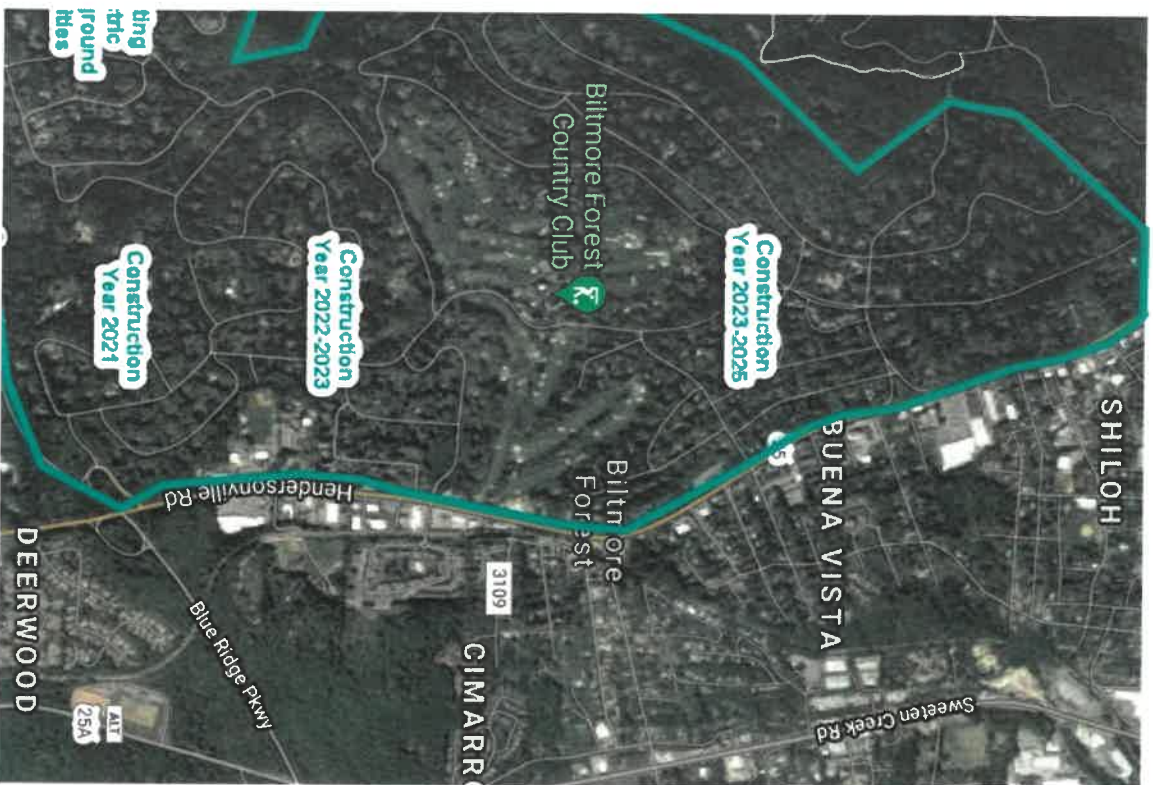




# **Town of Biltmore Forest**

## **Targeted Undergrounding Utility Project**





# Town of Biltmore Forest Area Map

## South of Biltmore Forest Country Club

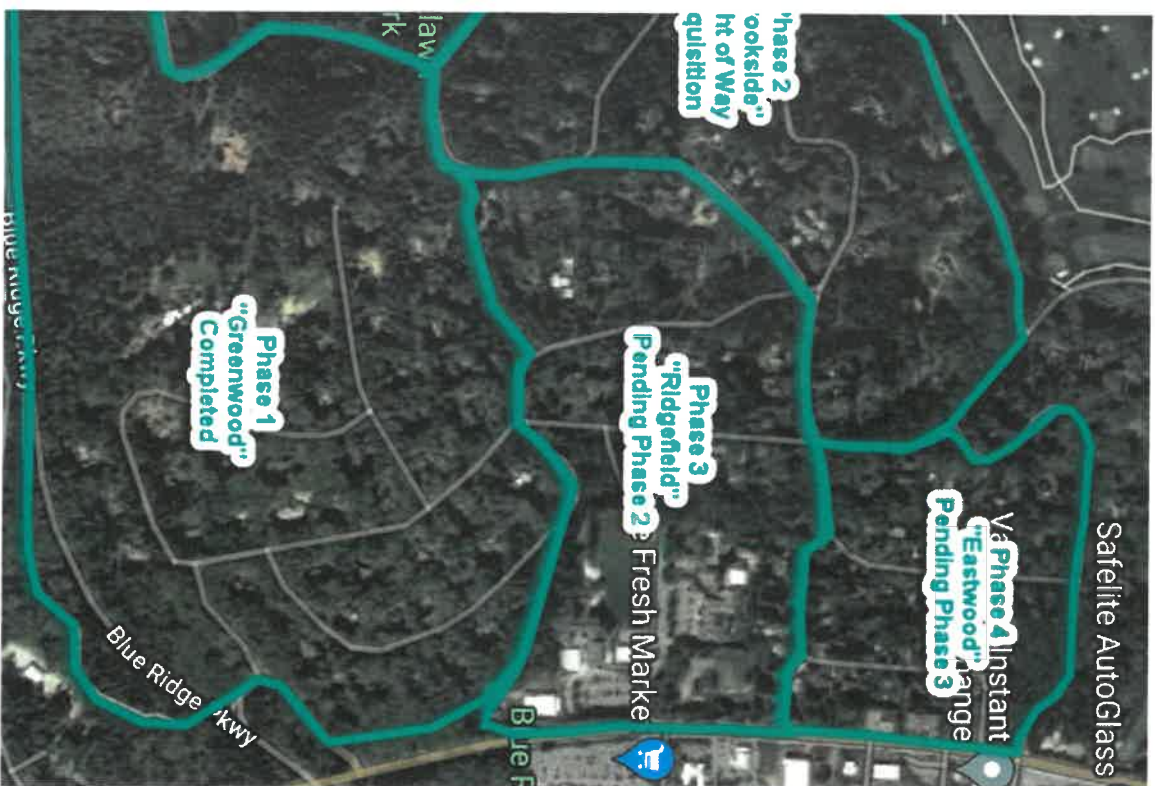
- Construction: 2021-2023
- Miles of overhead removed = 4.43
- Customers with improved reliability = 205

## North of Biltmore Forest Country Club

- Construction Year: 2023-2025
- Miles of overhead removed = 7.03
- Customers with improved reliability = 316

*\*\*Construction schedule and completion is contingent upon right of way acquisition, ground conditions, annual budgets, and other variables. Updates to construction schedule will be provided when applicable.*





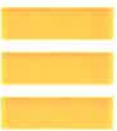
# South of Biltmore Forest Phases 1-2

## Construction Progress - Years 2021-2022

Biltmore – Greenwood (Phase 1)		Biltmore – Brookside (Phase 2)	
✓ Boring complete		✓ Postcards sent 7/2/21	
✓ Cable pull / boxes complete		✓ Easement acquisition underway (10 of 44)	
✓ Transformers / terminations complete		<input type="checkbox"/> Construction start (once easements are obtained)	
✓ Overhead lines removed			
✓ Restoration complete			

# How will you be notified?

Look for this postcard from your dedicated Public Engagement Manager.



We've identified overhead power lines in your area that have experienced frequent outages and we will relocate them underground.

Relocating these lines underground will help:

- Improve the quality of your electric service
- Minimize service interruptions
- Increase safety in your area following an extreme weather event
- Speed up power restoration following major storms

In order to evaluate these lines, we will need to access poles and wires in the area. A Duke Energy team member will work with you to answer questions and share project updates.

If you have any questions, contact your Public Engagement Manager:



Avery Dollinger  
Avery.Dollinger@duke-energy.com  
828.545.0697

For more information, please visit [duke-energy.com/TUE](http://duke-energy.com/TUE).  
For our response to COVID-19, please visit [dukeenergyupdates.com](http://dukeenergyupdates.com).



# What happens next?

Contacted by a right-of-way agent for an appointment to discuss the plan.

When they visit, what to look for:

- Duke Energy identification badge.
- Company-branded materials.
- Engagement Managers' contact information – Avery Dolinger.



## Program at a Glance

We are using smart data to identify outage-prone overhead power lines and relocating these lines underground.

### By relocating the power lines underground, we can:

- Reduce the number of power outages, improving the quality of your electric service
- Restore power more quickly following major storms
- Minimize service interruptions
- Increase safety in your area following an extreme weather event
- Eliminate frequent and potentially disruptive tree and other vegetation trimming needed for hard-to-access lines



## Targeted Undergrounding

### Contact Information

Please feel free to contact us directly with any questions or concerns.



## Targeted Undergrounding

Improving the quality of electric service in your area



SEEKING A SMARTER ENERGY FUTURE?



Ask our representatives to see an authorized Duke Energy identification badge.

# Targeted Undergrounding Webpage

duke-energy.com/tug



# What to expect?

- Property evaluation
- Obtain Easements
- Reviewing the Plan
- Marking the Site
- Line Relocation
- Restoring the Site
- Overhead Lines removed
- Survey for you to provide opportunities for improvement, as well as successes

## Targeted Undergrounding Improving the quality of electric service in your area. What You Can Expect



### Evaluation

A Duke Energy representative will be in your area to determine the best route for the proposed underground relocation. They will also look at the current meter base on your property to determine if any modifications are needed.



### Line Relocation

When possible, Duke Energy will use low-impact drilling equipment to minimize property disruption. Once the final switch from overhead to underground takes place, there will be a short outage. We will communicate the outage date and time to you in advance so you can plan accordingly.



### Other Equipment Required

In order to provide underground service in your area, we may also need to install the following equipment:

- **Pedmount Transformer**  
These transformers are in a locked steel cabinet mounted on a concrete pad. They are used with underground power lines to supply power to a large building or many homes.
- **Pedestal**  
If necessary, a pedestal will be used to extend the underground system.
- **Meter Base Adapter**  
In order to use your current meter with your new underground lines, an adapter may need to be installed. Our team will determine which adapter will work best with your meter. We will discuss details with you if we need to modify, add or remove service equipment attached to your home or business.

### Obtain Easements

Easements give Duke Energy permission to install and maintain equipment along the proposed route. Duke Energy representatives will work with property owners to secure necessary easements along the planned underground route. If easements cannot be obtained, the work may be delayed or canceled.

### Reviewing the Plan

You will have a chance to review the preliminary design and proposed equipment with our team so you understand the underground plan for your property.

### Marking the Site

When it is time to relocate the lines underground, we will work with a utility locating service to mark and/or flag any public or privately owned preexisting facilities (e.g., water, cable, septic). These markings ensure a safe installation.



Ask our representative to see an authorized  
Duke Energy identification badge.



## Targeted Undergrounding

## 2142-1

## Great new!

We are happy to inform you that select overhead electrical lines in your area have been relocated underground and we have now completed our work.

### CONSTRUCTION ACTIVITIES

Rectecting your property is a top priority for Duke Energy. Please contact your public engagement specialist if you have any concerns about your property restoration.

**Contact: Avery Dolinger - 828.243.0607**

**WE VALUE YOUR FEEDBACK.**

Following restoration efforts, Lake Enevold will share a short survey regarding your overall experience. We invite you to participate and return it as a way to help us improve our process.

Thank you for your patience as we work to improve the safety and reliability of your electric service.



(b) *Interim and Summary Judgment* — 19

2024 Data Energy Comparison & Insights

**Keywords:** child sexual abuse; disclosure; self-blame

A full description of space is necessary to show that the space is not separable. For this we need to use an additional result. Let  $\{x_\alpha\}_{\alpha \in A}$  be a family of points in a topological space  $X$ . Then the closure of the set  $\{x_\alpha\}_{\alpha \in A}$  is the set of all points  $x \in X$  such that  $x$  is in the closure of  $\{x_\alpha\}_{\alpha \in A}$ .

Second, it is noted that the three laboratory-based tests and the two population-based tests were used to measure the same construct, i.e., the frequency of use of the system. It is an important question whether the two population-based tests are valid indicators of the individual's claim of use.

Fig. 2.

bioRxiv preprint doi: <https://doi.org/10.1101/000000>; this version posted January 1, 2016. The copyright holder for this preprint (which was not certified by peer review) is the author/funder, who has granted bioRxiv a license to display the preprint in perpetuity. It is made available under aCC-BY-NC-ND 4.0 International license.

Thank you for your patience as we work to increase the safety and reliability of your electric service.

(06) 7000 4 5000 722 Website: [www.722.com.au](http://www.722.com.au)

4328 *Journal of Interpersonal Violence* 26(22)





## Targeted Undergrounding

Improving the quality  
of electric service in your area.



DUKE ENERGY

## Targeted Undergrounding Contact Information

Please feel free to contact us directly  
with any questions or concerns.



828.545.0697



[Avery.Dolinger@duke-energy.com](mailto:Avery.Dolinger@duke-energy.com)

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2021



## Agenda Item E-1

### Consideration of Project Fund Ordinance Coronavirus Local and State Relief Funds

---

#### Background

Congress approved the American Recovery Plan Act in March 2021. This Act included specific funding for state and local units of government with the express focus to assist local governments with recovering from the Coronavirus pandemic. Funds are allocated specifically for five purposes, as follows:

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

The Town will receive a total of \$451,275.58 from the United States Treasury. These funds will be paid in two separate tranches. The first installment will be received within the next few days and the second installment (each installment is half the total) will be received within 12 months of the first payment.

#### Action Requested

I propose the Board consider a project fund ordinance, as these types of budget ordinances cross over fiscal years and are not bound by typical fiscal year restraints. The specific projects and action items for the CLSRF disbursement are yet to be determined, but this project ordinance allows us to appropriately reflect the receipt of funds and allocate their use for allowed expenditures.

**CSLFR GRANT PROJECT ORDINANCE****GRANT PROJECT ORDINANCE FOR THE TOWN OF BILTMORE FOREST  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

**WHEREAS**, the Town of Biltmore Forest wishes to accept the Coronavirus State and Local Fiscal Recovery Funds and to adopt a grant project ordinance in order to provide for the proper accounting of the revenues received and qualified expenditures made;

**BE IT ORDAINED** by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). The Town of Biltmore Forest anticipates receiving the first tranche in the amount of \$225,637.79 of CSLRF funds. The total allocation is \$451,275.58, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law:

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The following amounts are appropriated for the project and authorized for expenditure:  
CSLRF Project                               \$451,275.58

**Section 3:** The following revenues are anticipated to be available to complete the project:

CSLRF Funds                               \$451,275.58

**Section 4:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section 5:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 6:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Town Clerk.

**Section 7:** This grant project ordinance expires on December 31, 2026, or when all the CSLRF funds have been obligated and expended by the town, whichever occurs sooner.

**ADOPTED** by the Biltmore Forest Board of Commissioners this 9<sup>th</sup> day of August, 2021.

---

George F. Goosmann, III  
Mayor

ATTEST:

---

Laura Jacobs  
Town Clerk

June 15, 2021

The Honorable George Goosmann  
Mayor of Biltmore Forest

Dear Mayor Goosmann:

Thank you for your hard work and steady leadership through this pandemic. You have worked tirelessly to keep your communities safe, and our sustained progress in lowering COVID-19 metrics and vaccinating 4.6 million North Carolinians gives us all hope. With the American Rescue Plan (ARP), we now have a once-in-a-generation opportunity to invest in a shared and sustained recovery.

In May, I recommended that the North Carolina General Assembly match State Fiscal Recovery Funds from the ARP with your Local Fiscal Recovery Funds so that we can maximize the value and impact of these federal dollars. From water and sewer infrastructure to housing, I want to give communities that cooperate a bigger share of state funds. By matching money, we can do big things. As the General Assembly continues its budget considerations, I will be working with them and you to create the best environment for us to take this historic opportunity to tackle chronic challenges and build a North Carolina that not only recovers but thrives.

The Local Fiscal Recovery Funds you are receiving because of the ARP should be transformational to your community. As we work to build a bridge from COVID-19 response to recovery, these funds allow for communities to take more time and consideration in making investments than the federal CARES Act allowed. A December 31, 2026 deadline to spend these funds should encourage you to consider how your share of the ARP might be best leveraged with other resources and partners, such as neighboring towns, counties, or the state, to most effectively invest in transformational projects.

I look forward to our continued partnership in service to North Carolinians now and in the future. Thank you for your commitment to the people of North Carolina.

With kind regards, I am

Very truly yours,

Roy Cooper

RAC/II

## NEU Award Summary 2021

[Biltmore Forest]  
[2021-0041]

*The Coronavirus Local Fiscal Recovery Funds provide a singular opportunity to address community recovery needs and to make significant investments for the future. In addition to municipalities, counties are also receiving significant funds.*

- We encourage and are available to help with thoughtful planning and an equitable approach to the use of these funds. We encourage consultation and collaboration with your neighboring communities, and with communities facing common challenges.
- An authorized signature is required accepting the grant award terms and conditions.
- The total estimated grant amount is \$ 451,275.58. This will be provided in two disbursements:
  - Your first disbursement for 2021 will be in the amount of \$ 225,637.79.
  - Your second disbursement for 2022 will be released no sooner than one year after the first disbursement, and may vary slightly depending on funds returned and other factors.
- You have until December 31, of 2024 to use or encumber these funds and if encumbered, you have until December 31, 2026 to finish any associated work.
- You have a unique grant agreement number: NC0041. Please include it in all correspondence with the United States Treasury (UST).
- You are considered by the UST to be the prime recipient of these funds and will have reporting duties for these funds. The first report is due on October 31<sup>st</sup>.
  - The UST has yet to provide directions on how to prepare and submit this report.
  - It's anticipated that this first report will be simple and denote that funds have been received and provide documents that support your topline budget number that you've provided NCPRO.
- These funds can be used only for the allowable categories outlined by the UST for pandemic recovery. These categories and other information about allowable uses can be found at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- A PROtalk that addresses the grant process in more depth can be found (<https://www.nc.gov/agencies/pandemic-recovery-office/news-information/presentations-videos>).

*For additional questions please reach out to NCPRO! Additional resources, conferences, and technical support will be provided through joint efforts with Councils of Government, the NC League of Municipalities, the UNC School of Government and others.*



OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

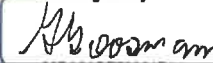
U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name: TOWN OF BILTMORE FOREST	DUNS Number: <b>055085120</b>
Address: <b>355 Vanderbilt Road, Asheville, NC, 28803-2950</b>	Taxpayer Identification Number: <b>566001179</b>
	Assistance Listing Number: 21.027

Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient: **TOWN OF BILTMORE FOREST**

DocuSigned by:  
  
26BA6ADF78624B1...

Authorized Representative: **George Goosmann**

Title: **Mayor**

Date signed: **8/4/2021**

U.S. Department of the Treasury:

\_\_\_\_\_  
Authorized Representative:

Title:

Date:

**PAPERWORK REDUCTION ACT NOTICE**

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS LOCAL FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.



9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- i. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - ii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iii. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - iv. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
  - a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
  - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

## **ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS**

### **ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.

Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.

Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.

Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.

Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.

Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.

Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

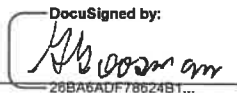
TOWN OF BILTMORE FOREST

8/4/2021

Recipient

Date

George Goosmann

DocuSigned by:  
  
26BA6A0F78624B1...

Signature of Authorized Official

#### PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

**August 9, 2021**



**Agenda Item E-2**

**Consideration of Order for Tax Settlement  
Fiscal Year 2020-2021**

---

**Background**

Pursuant to N.C.G.S. 105-373, the attached Tax Settlement must be approved by the Board of Commissioners prior to ordering the collection of taxes for the coming year. Please let me know if you have any questions regarding this settlement.



# TAX COLLECTOR ANNUAL SETTLEMENT FY 2020-2021

August 5, 2021

Pursuant to the provisions of NCGS 105-373, the following is the Tax Collector's Report of Settlement for 2020 taxes for Fiscal Year 2020-2021 as of August 5, 2021.

2020 Levy from Scroll (Real & Personal Property Tax)	2,653,330
Exemptions, Releases & Deferrals	(32,325)
Afterlist	
Public Service Companies	17,061
2020 Total Levy	2,638,066
Penalties, Cost & Interest	4,775
2020 Total Charges	2,642,841
Collected (2020 Real & Personal)	2,617,266
Uncollected (2020 Real & Personal)	20,800
Percentage of Levy Collected	99.21%
Prior Years Collected During Period	24
Overpayments/ Prepayments	1,600

## List of 2020 Delinquent Taxes- Real Property

Ashworth, Sarah P	964669512900000	43.55
Berry, Adam B	964694686500000	1,244.31
Klimchuk, Aaron	964780827000000	26.86
Olson, James D	964663758700000	3,637.61
Pankow, John Field	964774933200000	1,151.73
Shenk, John David Jr.	964642468400000	5,153.49
Shenk, John David Jr.	964642279500000	1,219.23
Winkenwerder, William	964666571900000	8,323.04

## Total Delinquent Taxes by Year

Year	2011	2012	2014	2015	2016	2019
Amount	53.14	175.07	19.74	259.51	38.72	1,207.81

*NCGS 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body as required by statute.*



**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

**August 9, 2021**



**Agenda Item E-3**

**Consideration of Order for Tax Collection  
Fiscal Year 2021-2022**

---

**Background**

Pursuant to N.C.G.S. 105-321, the Board of Commissioners must issue an order directing the Tax Collector to collect taxes as set forth in the Town's records. Krystal Curtis, Town Tax Collector, will send out tax notices to all property owners once the Tax Scroll from Buncombe County is prepared.



## ORDER OF COLLECTION

State of North Carolina  
Town of Biltmore Forest

Order of the Board of Commissioners  
Pursuant to NCGS 105-321 for the  
Collection of 2021 and Prior Years' Taxes

To the Tax Collector of the Town of Biltmore Forest:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Administration and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Biltmore Forest, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 10th day of August, 2021:

---

George F. Goosmann, III  
Mayor, Town of Biltmore Forest

Attest:

---

Laura Jacobs  
Clerk, Town of Biltmore Forest

*The Order of Collection shall be entered into the minutes of the governing body as required by statute (NCGS 105-321(b)).*

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2021



## Agenda Item E-4

### Town Traffic Survey & Study Update

---

#### Background

Last month, the Board of Commissioners directed staff to move forward with a survey of Town residents regarding traffic concerns in conjunction with an overall traffic study. Staff reached out to J.M. Teague Engineering, who has performed prior traffic study work for the Town, to begin this process.

#### Project Update

Public Works Director Harry Buckner and I met with staff from J.M. Teague to review the Town's needs for this work. We anticipate having a proposed scope of work within the next few days with the focus on two components:

1. Survey – mailed to residents and available on-line – for traffic concerns, issues, and thoughts. This will be a qualitative survey measuring attitudes and concerns related to traffic.
2. Benchmark data from similar towns. JMTE staff had good suggestions on potential towns to use as benchmarks and review methods they have used to address traffic concerns.
3. In conjunction with the above survey, Town staff will relocate speed/radar signs to various streets within Town to gather speed data and traffic counts.

I have asked JMTE to provide a scope of work that allows the most flexibility and efficiency for conducting this project with an aim to provide a final report to the Town in October 2021. Staff believes the above work will provide valuable information allowing the Board to consider specific traffic mitigation measures, if necessary, with appropriate context and data.

# BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

August 9, 2021



## Agenda Item E-5

### Uniform Trashcan & Trashcan Grabber Project

---

#### Background

The FY22 budget includes funds to purchase uniform trashcans for all residences within Biltmore Forest. Additionally, funds are allocated to purchase trashcan grabbers that will be retrofitted to our existing trucks. This project's purpose is twofold: to provide an updated, modern service to our residents and to prevent recurring injuries to Town employees because of repetitive motions.

#### Grant Funding Availability

I discussed this project with our insurer, the NC League of Municipalities, and they believe it fits well with a workers' compensation grant program. This program provides up to \$5,000 for insurance members who are making improvements to eliminate work place injuries. This \$5,000 represents roughly eight percent of the overall project cost, but is a boon to our efforts.

#### Trashcan Size Consideration

As we discussed this project with a potential vendor, they recommended the Town select one uniform can size – and specifically, recommended the 95-gallon container. The 95-gallon container is the same size as our recycling container and allows the Town to more effectively order and manage all of our containers. Previously, we considered offering three different sizes to residents and we can do this if the Board desires. The vendor noted they do not sell many of the 30/35 gallon containers, and even referenced one Town who offered these containers but then sent them back one year later. Their next size up (65 gallons) is sold frequently, and provides a more similar can to the current recycling container. The most common size sold is the 95-gallon container.

We understand there will be significant public information and outreach that goes into this uniform container program, and that is why staff requests the Board to review and consider the best option for the Town. Undoubtedly, there will be residents who do not want a container, and there are likely a myriad of reasons for this (concern over fitting into an existing enclosure, etc.) but as discussed throughout the past year, this uniformity and mechanization is a necessity for the health and safety of Town staff.